

AGENDA

All items are for discussion and possible action.
Perquimans County Board of Commissioners
Meeting Room at Perquimans County Library
February 6, 2023
7:00 p.m.

I. Call to Order

II. Prayer & Pledge

III. Approval of Agenda

IV. Consent Agenda

(Consent items as follows will be adopted with a single motion, second and vote, unless a request for removal of an item or items is made from a Commissioner or Commissioners.)

- A. Approval of Minutes January 3, 2023 Regular Meeting and January 17, 2023 Regular Work Session (meeting cancelled)
- B. Tax Refund & Tax Release Approvals
- C. Personnel Matters
 - 1. Appointments: Part-Time/Fill-In EMT (2)
 - 2. Appointments: Part-Time/Fill-In Paramedic
 - 3. Appointment: Certified Telecommunicator
 - 4. Appointment: Non-Certified Part-Time/Fill-In Telecommunicator
 - 5. Appointment: Interim Director of Social Services
 - 6. Certification: Part-Time/Fill-In Paramedic (2)
 - 7. Certification: Part-Time/Fill-In AEMT (2)
 - 8. Resignation: Custodian
 - 9. Resignation: Deputy Sheriff
 - 10. Resignation: Full-Time Paramedic
 - 11. Job Reclassification: Part-Time/Fill-In Paramedic
 - 12. Resignation: Permanent Part-Time Certified Telecommunicator
 - 13. Job Reclassification: Part-Time/Fill-In Certified Telecommunicator
 - 14. Removed from Roster: Part-Time/Fill-In Paramedic (3)
 - 15. Removed from Roster: Temporary Supervisor – Part-Time
 - 16. Removed from Roster: AEMT
- D. Step Increases/Merit Increases
 - 1. Social Services (2)
 - 2. EMS (1)
- E. Budget Amendment Nos. 25 - 29
- F. Miscellaneous Documents
 - 1. Proclamation Proclaiming March 2023 as the 21st Annual March of Meals Month
 - 2.

**ACTION
REQUIRED**

❖ **Introduction of New Employee**

- A. Introduction of New Employee
 - 1. Bill Jennings, Tax Administrator

V. Scheduled Appointments

- A. Sandy Stevenson, Newbold White House

7:00 p.m.

B.

7:05 p.m.

**NO
ACTION
REQUIRED**

VI. Commissioner's Concerns/Committee Reports

A.

B.

VII. Old Business

- A. Updates from County Manager

B.

- ACTION REQUIRED**

VIII. **New Business**

 - A. Sale of Land in Commerce Center
 - B.
- 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. **Closed Session: Per NCGS #143-318-11(5) - The purpose of the Closed Session is to consult with attorney regarding acquisition of real property and to approve Closed Session Minutes.**
(After the Closed Session, the Board is subject to return to Open Session and may take action as needed on any items discussed during the closed session.)
- XI. **Adjournment**

FOR INFORMATION ONLY:

- Letter from Albemarle Commission Regarding Meals on Wheels

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

February 6, 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.*

The following introduction of new employee will be done:

A. **Introduction of New Employees:**

1. **Bill Jennings, Tax Administrator:** Mr. Jennings will introduce Shellie Dickson, Seasonal Tax Lister, who was appointed on December 12, 2022.

V.A. **Enclosure:** Sandy Stevenson from the Newbold White House will give an update on what the Perquimans County Restoration Association is working on. This is for information purposes only.

VII.A. County Manager Heath will present several updates to the Board.

VIII.A. County Manager Heath will discuss the conveyance of land in the Commerce Center.

X. **Enclosure.** Pursuant to NC General Statute 143-318-11(5), the Board will go into closed session to consult with county attorney regarding acquisition of real property and to approve Closed Session Minutes.

(After the Closed Session, the Board is subject to return to Open Session and may take action as needed on any items discussed during the closed session.)

CONSENT AGENDA NOTES

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

- A. **Enclosures:** Approval of Minutes January 3, 2023 Regular Meeting and January 18, 2023 Work Session (cancelled)
- B. **Enclosure:** Tax Refund & Tax Release Approvals – see attached listing
- C. **Enclosure:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Trevor Batts	Part-Time/Fill-In EMT	Appointment	63/1	\$16.16/hr.	02/01/2023
Paige Scheidler	Part-Time/Fill-In EMT	Appointment	63/1	\$16.16/hr.	02/01/2023
Rashawn Anthony	Part-Time/Fill-In Paramedic	Appointment	68/1	\$20.14/hr.	02/01/2023
Fantasia Saunders	TC-I	Appointment	63/2	\$34.456	02/01/2023
Kenneth Sippel, Jr.	Part-Time/Fill-In Non-Certified Telecommunicator	Appointment	60/1	\$14.16/hr.	02/01/2023
Susan Chaney	Interim Director – Social Services	Appointment	ng*	\$45.00/hr.	02/01/2023
Alexander Ross	Part-Time/Fill-In Paramedic	Certification	68/1	\$20.14/hr.	02/01/2023
Kimberly Meads	Part-Time/Fill-In Paramedic	Certification	68/1	\$20.14/hr.	01/01/2023
Morgan Lily	Part-Time/Fill-In AEMT	Certification	66/1	\$18.44/hr.	01/01/2023
Emily Sawyer	Part-Time/Fill-In AEMT	Certification	66/1	\$18.44/hr.	01/01/2023
Jaylin Prince	Custodian	Resignation			01/24/2023
Russell Gray, III	Certified Deputy	Resignation			02/02/2023
Zachery Hudgins	Paramedic	Resignation			02/14/2023
Zackery Hudgins	Part-Time/Fill-In Paramedic	Job Reclassification	68/1	\$20.14/hr.	02/15/2023
Logan Hogge	Permanent Part-Time TC-I	Resignation			02/27/2023
Logan Hogge	Part-Time/Fill-In TC-I	Job Reclassification	62/2	\$15.85/hr.	02/27/2023
Maria Schwartz	Part-Time/Fill-In Paramedic	Removed from Roster			02/01/2023
Caitlyn Colson	Part-Time/Fill-In Paramedic	Removed from Roster			01/31/2023
Dustin Winslow	Part-Time/Fill-In Paramedic	Removed from Roster			01/31/2023
Krystal Tutwiler	Temporary Supervisor – PT	Removed from Roster			12/30/2022
Katrina Aydtlett-White	Part-Time/Fill-In AEMT	Removed from Roster			01/31/2023

*\$45.00 per hour for 15 hours per week until new director is appointed.

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

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Denise Stallings	Public Information Assistant IV	59/3	29,598	2/1/23
Alicia White	IMC III Lead Worker - Adult Medicaid	65/2	37,626	2/1/23
John vonRosenberg	Paramedic	68/2	20.64	2/1/23

E. **Enclosures:** Budget Amendment No. 25 - 29 is enclosed for your review and action.

F. **Enclosures.** The following document is presented for Board consideration and action:

1. **A Proclamation Proclaiming March 2023 As The 21st Annual March for Meals Month:** Laura Rollinson, Administrative & Volunteer Coordinator of the Albemarle Commission Senior Nutrition Program, has requested that the Board review and consider taking action on the attached Proclamation proclaiming March 2023 as the Annual March for Meals Month. Board action is being requested.

 WORK SESSION
 December 19, 2022
 7:00 p.m.

The Perquimans County Board of Commissioners Work Session on December 19, 2022 was cancelled.

 REGULAR MEETING
 January 3, 2023
 6:40 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Tuesday, January 3, 2023, at 6:40 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944.

- MEMBERS PRESENT: Wallace E. Nelson, Chairman Charles Woodard, Vice Chairman
 Timothy J. Corprew Joseph W. Hoffer
 T. Kyle Jones James W. Ward
- MEMBERS ABSENT: None
- OTHERS PRESENT: Frank Heath, County Manager Mary Hunnicutt, Clerk to the Board
 Hackney High, County Attorney

Chairman Nelson called the meeting to order. Commissioner Jones gave the invocation and Chairman Nelson led the Pledge of Allegiance. Mr. Nelson explained that the first item of business was to hold a public hearing.

Amendments to Ordinance No. 103 – Subdivision Regulations & Ordinance No. 104 – Zoning Ordinance

Chairman Nelson opened the Public Hearing stating that the purpose of this public hearing was to receive citizens' comments and to discuss amendments to Ordinance No. 103-Subdivision Regulations and Ordinance No. 104-Zoning Ordinance. Various proposed amendments will be reviewed including NCGS law updates, exception added regarding accessory buildings, exception added regarding natural disaster hardship, solar farm vegetative buffer standard to be more dense, proposed commercial architectural design standards, addition of the definition of Accessory Dwelling Unit (ADU), edits to the Major Subdivision Review procedure, consolidation of subdivision review checklists, and certificate edits among other small edits and typographical errors. There were fourteen (14) people present. Rhonda Repanshek, Planner, presented the following overview of the proposed Amendments:

Ms. Repanshek explained that this was a Legislative Public Hearing which means any citizen can express their opinion about the proposed amendments as part of the hearing; the rules affect the entire community, versus quasi-judicial hearings which only affect specific individuals and isolated situations.

Notice of this legislative public hearing was provided per County Zoning Ordinance section 301 and NC General Statutes Chapter 160D-601. Planning Board made recommendations at their Dec. 13th regular meeting. Public notice was published in the Perquimans Weekly on December 15th and December 22nd. No County residents made requests to the Planning Office regarding this case.

Discussions on these topics started in the spring and early summer. A joint work session between Planning Board and County Commissioners was held October 17th in which these 2 documents and most of their proposed changes were reviewed in depth.

In relation to our CAMA Land Use Plan, Chapter 2 of our County LUP states the County will develop and amend ordinances as necessary to ensure and encourage desirable economic development through planned growth. It goes on to state that the continuation of the County's present physical appearance and form is important-if not critical- to the County if it is to maintain its unique character among jurisdictions in the region. The zoning ordinance is a tool that may help the County slow down the proliferation of strip development and help achieve its desired physical appearance and form and preserve its rural character.

Ms. Repanshek then reviewed the following Table of Proposed Changes:

NOTE: lines with double asterisk ** signify changes made since Dec. 2022 Planning Board Meeting and Oct. 17, 2022 Joint Work Session

Zoning Ordinance, Text Amendments

SECTION	TITLE	EDIT
Article 4	Enforcement	add specific penalties for NOVs (reinsert some sections from last zon. Ord. version)
section 405 **	Complaints Regarding Violations	clarify that the 10 business days is from the date of the receipt of the report of alleged violation **
section 406 **	Civil Penalties	add sentence to the end of the first paragraph, "The imposition of a fine or fines pursuant to this section does not prevent the County from pursuing all other remedies authorized by this Zoning Ordinance." **
section 515	Manufactured Home Skirting Required	masonry skirting requirement eliminated for manufactured home on leased land per 160D-910(g) new law
Article 8, Table of Uses	Table of Uses	add 'section 308' reference to the USES block for Additional Dwelling
Article 8, Table of Uses	Table of Uses	Mini-Warehouse/Storage Facilities, add an "S" to the CR zone
section 908	Change in Special Use Permit	give County Manager and planning staff authority to approve minor changes that do not increase intensity or density of use
section 911.25 (A)	Mini-Warehouse (self-storage)	add CR as zoning district also

SECTION	TITLE	EDIT
section 911.29	Solar Farm (Large scale, ground-mounted Solar Power Energy System)	add third staggered row of vegetative buffer and make overall vegetative buffer wider and more dense (tree spacing); require certified landscape architect to sign off on veg. buffer plans including veg. type
section 911.29(B)(3)(a) **	Screening	add that prior to Planning Board, County staff will forward a required certified landscape plan to an NC State Extension designer to review its appropriateness for solar farm vegetative buffers **
Article 11	Exceptions and Modifications	create section 1108 as Accessory Building or Garage on Vacant Lot for Residential Storage Use
Article 11	Exceptions and Modifications	create section 1109 as Manufactured Home or Travel Trailer as Temporary Residence After Natural Disaster Hardship
Article 11	Exceptions and Modifications	create section 1110 as exception for Single Family Dwelling in CH/HCD zone if it is a major subdivision with restrictive covenants approved prior to July 1, 2002; list the 3 specific major subdivisions
section 1204 (e)(2)	Extension or Enlargement of Nonconforming Situations	let a newer sw replace an existing sw, rather than having to increase size to a dw
section 1204 (e)(2) **	Extension or Enlargement of Nonconforming Situations	replace manufactured home year reference with the condition that it have a HUD label and proper wind rating **
section 1506(b)	Parking Lot Surfaces	discusses perimeter of parking lot -- change shall to may... when deemed necessary for safety, harmony, or environmental stewardship
section 1507 (n-c)	Mobile Home and Trailer Parking and Storage	Update all Mobile Home terms to Manufactured Home and all trailer terms to travel trailer. Add stipulation/clarify that any travel trailer parked on a lot must be in relation to a currently inhabited principal residential dwelling, not by itself unless it's in a designated campground.
section 1607	Prohibited Signs	add (g) signs with obscene language or obscene gestures or profanity
Proposed Article 19	Commercial Districts Architectural Design Standards	add new article about design of commercial structures in CH, CR, and CN districts; possibly make it Article 19 and change the definitions to Article 20
proposed section 1902(a)(5)(ii)(2) **	Facade Design	add/change minimum 18 inch depth in facade to 24 inch depth **
proposed section 1902 (a)(6) **	Fenestration	front facade (vs. all facades) visible from streets need windows or doors every 20 feet **
new Article 20	Definitions and Word Interpretations	add Accessory Dwelling Unit (ADU) definition and specific criteria
new Article 20	Definitions and Word Interpretations	add Campsite. Primitive definition
new Article 20	Definitions and Word Interpretations	add Campsite. Developed definition
new Article 20	Definitions and Word Interpretations	add clarification sentence to Dwelling, Duplex about sharing a common wall
new Article 20	Definitions and Word Interpretations	add definition to Dwelling, Resumed Single Family
new Article 20	Definitions and Word Interpretations	add definition Modification, Major [note: its counterpart in Subdiv. Regs., minor/major changes are described at section 306.6. Approval of Amended Subdivision Map]

Subdivision Regulations

SECTION	TITLE	EDIT
section 106	Transfer of Lots in Unapproved Subdivision Plats	(a) changed criminal part to "is subject to a civil penalty, court action or other remedy as referenced in Section 204"
section 204	Penalties for Violation	in first paragraph changed criminal misdemeanor to "is subject to a civil penalty, court action or other remedy as referenced in sections 204.1 through 204.4 including withholding development approvals and revoking development approvals (per authority given by NCGS 153A-123).
section 204.1 **	Penalty	raise civil penalty amount from \$100 to \$200 **
section 304	Major Subdivision Requirements	many additions and subtractions that lead into the section that follows it
section 305	Preliminary Plat Review	Remove individual criteria and reference a summary table instead, add Construction Plan section
section 305 **	Preliminary Plat Review	add condition C) if no sewer then ARHS evaluations are needed per ARHS rules (which is per lot) **
section 306.3	Final Plat Requirements	Remove individual criteria and reference a summary table instead
section 306.7	Table of Map Requirements	replace whole checklist with more recent comprehensive version
section 307	Technical Review Committee	next to last paragraph says Co. Mgr and Planning can elect to use group emails
section 308	Certificates	Remove the 2 that ARHS would have signed and remove the Planning Board Approval certificate
section 801	Definition of a Subdivision	(A)(6) added "as approved by the Subdivision Review Officer" just to clarify the point for surveyors
section 801	Definition of a Subdivision	correct (8) second paragraph, about deed of combination forms and subsection references

Zoning Ordinance, Typos & minor clerical issues

SECTION	TITLE	EDIT
section 302(a)	Notice of Hearing on Proposed Zoning Map Amendments	6th line down, addressed should be address
section 302(b)	Notice of Hearing on Proposed Zoning Map Amendments	8th line down, one-half should be one-half

SECTION	TITLE	EDIT
section 309 (c)(2) & (d)	Types and Duration of Statutory Vested Right	c 2 = which should be with, d = of should be or
section 404 (a)	Remedies	reference to NCGS 160A-175 should be NCGS 153A-123
section 511	Development Permits	added 'Zoning Permits' to title
article 8 Table	Table of Uses	Telecommunications Infrastructure reference should be Table 1805-B, not 2205-B
section 911.14 (B)(4)	Campground, Public and Private (including Recreational Vehicle Park)	add words or and by
section 1626 (b),(c),and(e)	Signs Permitted in the CH Highway Commercial District	b = sing should be sign, c = are should be area, e = all should be allow
section 1808(d)(1)	Permit (Level III) New Non-Consented Towers	remove parenthesis before "For example", change plus to or, add "whichever is greater" to the end and remove the last parenthesis
new article 20	Definitions and Word Interpretations	Development Approval definition -- 4th line 'development permits' should be 'zoning permits' to match NCGS
new article 20	Definitions and Word Interpretations	Development Permit definition -- add 'Zoning Permit' beside Development Permit for clarification
new article 20	Definitions and Word Interpretations	Sign, Height -- sign should be sign
new article 20	Definitions and Word Interpretations	Tower definition should reference section 1816, not 1815

Subdiv Ord Typos & minor clerical issues

SECTION	TITLE	EDIT
section 301	Plat Shall Be Required on Any Subdivision of Land	G.S. reference was wrong- now 160D-801
section 601 (A)	General Requirements	Article V in last line should be Article VI
section 402(B)(9)(f)	Flag Lots	add 4 words to add clarification to its purpose

Planning Board found proposed Text Amendment TXT-22-01 to be consistent and in harmony with the County comprehensive Land Use Plan because the proposed text amendments encourage the fill of vacant lots, encourage preservation of open space, and encourage rural agricultural aesthetics in commercial building design. Planning Board also recommended approval of Text Amendment TXT-22-01, incorporating attorney comments and other changes noted with double asterisks in the attached Table of Proposed Changes.

After her presentation, Chairman Nelson asked Mary Hunnicutt, Clerk to the Board, if anyone had signed up to speak. Ms. Hunnicutt said that no one had signed up. He then asked if there was anyone in the public that wanted to make a comment or ask a question. There being none, he closed the Public Hearing at 7:07 p.m. and proceeded with the Regular Meeting.

AGENDA

Chairman Nelson stated that a copy of the Agenda was at their seats tonight. Charles Woodard made a motion to approve the Agenda as presented. The motion was seconded by Timothy J. Corprew and unanimously approved by the Board.

CONSENT AGENDA

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

- Approval of Minutes:** Approval of Minutes December 5, 2022 Regular Meeting and December 19, 2022 Work Session (cancelled) were approved.

2. Tax Refund Approvals:

Winstow, Dania Dee\$395.20
 Incorrect assessment 2021. Account #263399.
 Winstow, Dania Dee\$395.20
 Incorrect assessment 2020. Account #263399.
 Lumpley, Thomas & Judith\$454.79
 Boat kept and taxed in Virginia. Account #259958.

Tax Release Approvals:

Winstow, Dania Dee\$555.28
 Incorrect assessment 2021. Account #263399,
 Mackey, Robert & Cindy\$2,025.20
 House had been put on wrong parcel, Account #260392.

- Personnel Matters:** The following personnel matters were approved by the Board:

a. **Personnel Appointment & Reclassification:**

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Shellie Dickson	Seasonal Tax Listor	Appointment	N/G	\$13,000/yr	12/12/2022
Leroyu Banks	Certified Deputy	Reclassification	65/2	\$37,626	01/01/2023

b. **Revision of Salary Classification Sheet:**

POSITION	GRADE
County Manager Positions:	
County Manager	83
Secretary/Clerk to the Board	65
Finance Officer	72
Finance/HR Specialist	61
Human Resource Technician/Administrative Assistant	61
Planner	72
Planning & Zoning Technician	61
Board of Elections Positions:	
Director of Elections	64
Deputy Elections Director	58

POSITION	GRADE
Emergency Services Positions	
Emergency Services Director	76
911 Communications Division:	
Non-Certified Telecommunicator	60
Telecommunicator I	63
Telecommunicator II	65
911 Communications Shift Supervisor I	67
911 Communications Shift Supervisor II	69
EMS Division:	
Emergency Medical Responder (EMR)	56
Emergency Medical Technician (EMT)	63
Advanced EMT (AEMT)	66
Paramedic	68
EMS Compliance Officer (AEMT)	68
EMS Compliance Officer (Paramedic)	69
EMS Shift Supervisor (Paramedic)	70
Emergency Management Division:	
Assistant EM Coordinator/PIO Grants Manager	70
Fire Marshal Division:	
Fire Marshal I - Level I Inspector	67
Fire Marshal II - Level II Inspector	68
Fire Marshal III - Level III Inspector	70
Building Inspector Positions:	
Chief Inspector	71
Assistant Building Inspector	67
Code Enforcement Officer	61
Administrative Assistant	61
Recreation Department Positions:	
Recreation Director	70
Athletic Program Supervisor	64
Administrative Assistant	58
Groundskeeper	54
Senior Citizens Positions:	
Senior Citizens Coordinator	63
Assistant Senior Citizens Coordinator	60
Secretary - Senior Citizens (Part-Time)	36
Fill-In - Senior Center	56
Permanent/Part-Time Nutrition Site Manager	n/a
Register of Deeds Positions:	
Register of Deeds	70
Assistant Register of Deeds	60
Deputy Register of Deeds	58
Part-Time/Fill-In - Register of Deeds	n/a
Sheriff's Office Employees:	
Sheriff	76
Chief Deputy	70
Deputy - Investigator	68
Patrol Sergeant	67
Sergeant of SRO's	67
School Resource Officer (SRO)	65
Deputy - Code Enforcement Officer	65
Deputy	65
Deputy - Uncertified	64
Animal Control	62
Office Manager	62
Administrative Assistant	60
Animal Control Assistant	58
Billiff	54
Tax Department Positions:	
Tax Administrator	72
Assistant Tax Administrator	66
Business Personal Property Clerk	61
Seasonal Tax Lister	n/a
Fill-In - Tax Office	n/a
Water Department Positions:	
Water Supervisor	74
Water Technician III	68
Water Plant Operator	64
Fill-In - Water Billing/Collections Office	64
Billing/Collections Clerk	61
Water Technician II	60
Water Technician I	58
Equipment Operator	58
Part-Time/Fill-In - Water Technician III	n/a
Buildings & Grounds Positions:	
Maintenance Supervisor	65
Custodian	56
Housekeepers	54
All other Secretaries with the County	
	57
Social Services Positions - According to State Grades:	
Director	79
Social Work Supervisor III	73
Social Worker/I.A.&T	70
Social Worker II	69
Social Worker I	67
Income Maintenance Supervisor (IMS) II	67
Administrative Officer I	67
Income Maintenance Caseworker (IMC) III - Lead Worker	67
Income Maintenance Caseworker (IMC) Investigator II	65
Income Maintenance Caseworker (IMC) II	63
IMC I working toward IMC II	61
Processing Assistant V	61
Public Information Assistant IV	59

c. Telecommunication Personnel Salary Changes:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Cartwright, Keely	TC-II	Reclassification	63/5	\$40,472	01/01/2023
Sue Ann Cestaro	TC-II	Reclassification	65/4	\$39,509	01/01/2023
Zeb Demeker	Permanent Part-Time TC-II	Reclassification	65/6	\$19,94/hr.	01/01/2023
Kylie Felton	Part-Time/Fill-In TC-II	Reclassification	63/3	\$18,53/hr.	01/01/2023
Lindsey Fields	TC-I	Reclassification	63/4	\$36,179	01/01/2023
Emily Harrell	Part-Time/Fill-In TC-II	Reclassification	65/7	\$20,43/hr.	01/01/2023
Logan Hogge	Permanent Part-Time TC-I	Reclassification	63/2	\$16,57/hr.	01/01/2023
Anna Johnson	Part-Time/Fill-In TC-I	Reclassification	63/4	\$17,39/hr.	01/01/2023
Vivian Long	Part-Time/Fill-In TC-I	Reclassification	63/6	\$18,26/hr.	01/01/2023
Steven Pyle	Permanent Part-Time TC-I	Reclassification	63/6	\$18,26/hr.	01/01/2023
Fantasia Saunders	Part-Time/Fill-In TC-I	Reclassification	63/2	\$16,57/hr.	01/01/2023
Andrea Stoner	911 Shift Supervisor B	Reclassification	69/4	\$47,115	01/01/2023
Amanda Ward	Permanent Part-Time TC-I	Reclassification	63/4	\$17,39/hr.	01/01/2023
William Ward	TC-I	Reclassification	63/2	\$34,456	01/01/2023
Crystal M. Wright	TC-II	Reclassification	65/7	\$42,495	01/01/2023

4. Step Increases:

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Bethany Buttram	EMS Shift Supervisor (Paramedic)	70/5	\$50,433	01/01/2023
Christopher Prince	Custodian	56/5	\$27,236	01/01/2023
Tammy White	Housekeeping Assistant	54/11	\$28,870	01/01/2023
Ferna Sawyer	Deputy Sheriff / SRO (Certified)	65/6	\$41,484	01/01/2023
Wilma Robbins	Land Records Clerk	58/9	\$32,789	01/01/2023
Vincent Bockelman	Water Technician I	58/3	\$28,324	01/01/2023

4. Budget Amendments: The following budget amendments were approved by the Board:

BUDGET AMENDMENT NO. 23
GENERAL & WATER FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-420-110	County Manager - Telephone/Postage (meter)		302
10-420-160	County Manager - Maint/Repair (copier)		1,638
10-430-160	BOE - Maint/Repair (copier)		1,638
10-430-740	BOE - Capital Outlay (voting machines)		40,600
10-450-110	Tax - Telephone/Postage (meter)		874
10-450-160	Tax - Maint/Repair (copier)		3,907
10-592-160	EMS - Maint/Repair (copier)		1,638
10-511-160	Dispatch - Maint/Repair (copier)		1,638
10-540-160	Inspections - Maint/Repair (copier)		1,638
10-610-160	DSS - Maint/Repair (postage meter)		1,241
10-610-740	DSS - Capital Outlay (printers, copier)		8,438
10-615-160	Extension - Maint/Repair (copier)		1,638
10-660-160	Senior Center - Maint/Repair (copier)		1,638
10-685-160	Recreation - Maint/Repair (copier)		1,638
10-850-832	Debt Service Payment - Lease Payments	68,926	
35-720-160	Water Maint/Repair (copier)		1,637
35-720-852	Debt Service Payment - Lease Payments	1,637	

EXPLANATION: To amend FY 22/23 budget to move the lease payments to a debt service payment expenditure line instead of each departmental expenditure as instructed by auditors per LGC.

BUDGET AMENDMENT NO. 24
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-090	DSS - State Grants	1,795	
10-610-202	DSS - Low Income Water Assistance	1,795	

EXPLANATION: To amend FY 22/23 budget to include additional funding as awarded by the State.

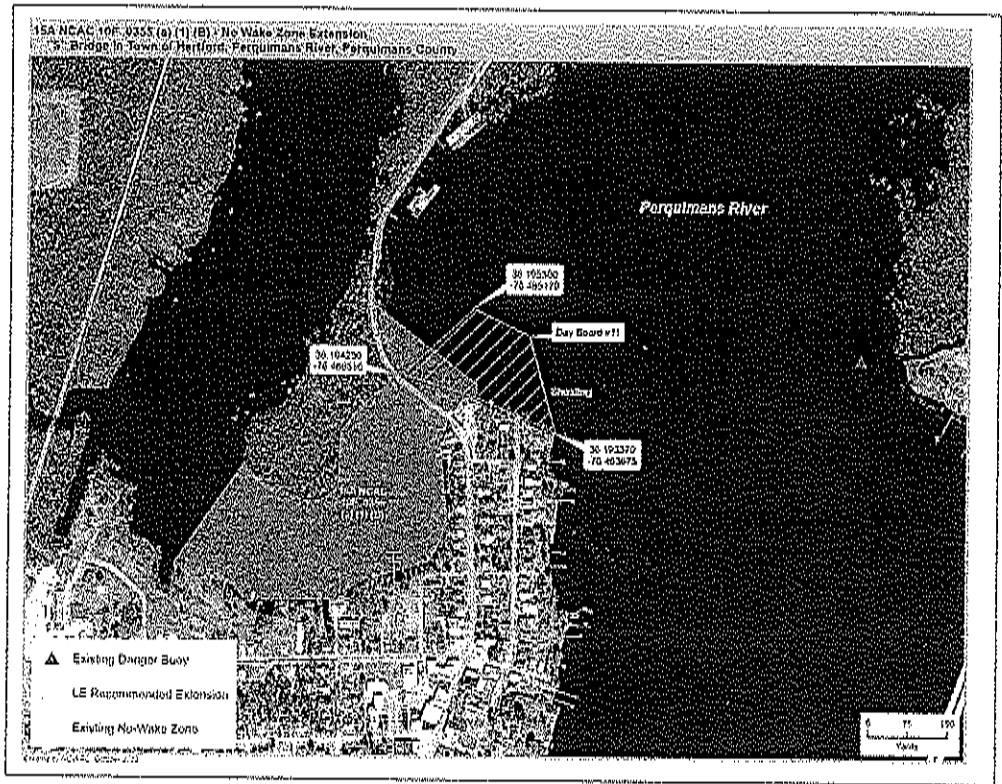
5. Board Reappointment: The following board reappointments were approved by the Board:

Name	Board/Committee	Action Taken	Term	Effective Date
Smith, Lewis	Agricultural Advisory Board	Reappointment	3 years	02/01/2023
Bailey, Junita	Senior Citizens Advisory Board	Reappointment	2 years	02/01/2023
Heath, Frank W.	Senior Citizens Advisory Board	Reappointment	2 years	02/01/2023
Burket, Stephen	Senior Citizens Advisory Board	Reappointment	2 years	02/01/2023
Bailey, Virginia	Senior Citizens Advisory Board	Reappointment	2 years	02/01/2023

6. Miscellaneous Document: The following miscellaneous documents were unanimously approved by the Board:

- > **Economic Improvement Council - Community Services Block Grant 2023 Application:** The Economic Improvement Council (EIC) has applied for the Community Service Block Grant. The State requires that they present the application to each of the counties that they represent. A copy of this application was provided to Clerk to the Board, Mary P. Hunnicutt, who has made it available to the Commissioners for review. Ms. Hunnicutt has been asked to return the letter stating that the application was presented in Perquimans County. This is for information only.
- > **Response - Town of Hertford Request to Expand the Perquimans River No-Wake Zone:** For information purposes, the Wildlife Resources Commission, at its business meeting on December 8, 2022, voted to begin the rulemaking process required by the Town of Hertford, to extend the no-wake zone to the northeast of the Hertford S-bridge, to include the navigation channel and the area in front of the town shoreline where the large shoal is located. The map is included below.

The balance of this page
was intentionally left



RECOGNITION OF DECEMBER RETIREES & EMPLOYEES' YEARS OF SERVICE

A. Recognition of Retiree:

1. **Susan Chaney – Social Services:** Chairman Wallace Nelson presented a plaque to Susan Chaney, Social Services Director, who retired effective January 1, 2023, after 30 year of service. Chairman Nelson thanked her for her service. Susan Chaney said a few words thanking the Commissioners, County Manager Heath, and Social Services staff for supporting her while she worked in Social Services. County Manager Heath also thanked her and recognized her husband, Carl, who was present tonight. Commissioner Woodard thanked Ms. Chaney for her work with him on the Social Services Board. He continued to say that they are diligently working on finding a replacement for her which will be had to do.

B. Recognition of Employees' Years of Service with the County: The following employees were recognized:

Employee Name	Department	Employee Job Title	No. of Years	Effective Date
Kathleen Cojner	Social Services	Social Worker III - Adult Services	5 yrs.	01/01/2023
Wilma Robbins	Tax Department	Tax Clerk – Land Records	3 yrs.	10/01/2022

Each employee thanked the Board for the opportunity to work in Perquimans County and the Board thanked the employees for their years of service.

JONATHAN NIXON, EMERGENCY SERVICES DIRECTOR

Mr. Nixon and Julie Solesbee, Assistant EM/PIO/Grant Manager/AEMT, presented the following items for Board information and action:

1. **Renewal of our StormReady Designation by the NWS:** For Board information, Mr. Nixon presented a letter from US Department of Commerce renewing our StormReady designation by the National Weather Service through November 9, 2026. No action required.
2. **Updated Emergency Operations Plan:** Mr. Nixon and Ms. Solesbee presented the updated Emergency Operations Plan to the Board of Commissioners. They recommended that the Board approve the plan as presented. Commissioner Corprew asked if the plan had to be updated every year. Mr. Nixon said that it had been a couple of years since it was updated. Mr. Nixon reported that we receive grant funding for updating our plan but they mainly did it at this time because of the change in the Town of Hertford Police Department moving to Perquimans County. On motion made by Joseph W. Hoffer, seconded by Charles Woodard, the Board unanimously approved the updated the 2023 Updated Emergency Operations Plan as presented and authorized the Chairman to sign a Letter of Promulgation to that effect.
3. **EMS Collection Agency Contract Addendum:** For Board information, Mr. Nixon updated the Board on how the EMS Collections works and then presented an addendum to Applied Business Service's current contract with Perquimans County EMS dated February 22, 2016. This addendum increases their compensation for its services for Perquimans County EMS. No action is required.

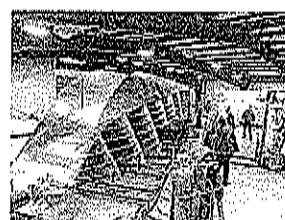
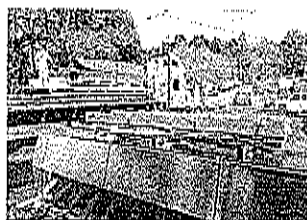
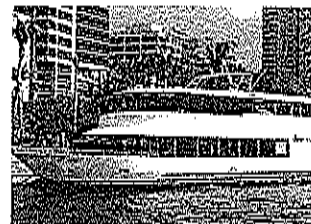
After Mr. Nixon's presentations, County Manager Heath and Mr. Nixon updated the Board on the call volume that the County EMS Department was experiencing over the last couple of years. Mr. Heath explained that we are having third, fourth, and more calls now than we have had. He also stated that, on many occasions in 2022, we had to rely on mutual aid from surrounding counties, which placed a strain on their staff. Because of this situation, Mr. Heath, Mr. Nixon, Ms. Solesbee and Ms. Polumbo had done a study on the hours of that day that we have the largest call volumes. As a result of the study, County Manager Heath is recommending that because of the increase in call volumes, the County, on a trial basis, increase our staff to add a third eight-hour shift during the highest volumes of calls. This would come out of the budget lines that we have for EMS Personnel. He further reported that we can currently handle in the budget and, if need be, adjust it later. This would mean that a third crew will be added to the noon to 8:00 p.m. shift. Commissioner Corprew asked if there was any sector of the County that is driving these calls up. Mr. Nixon said that there was none and that he attributes

the following items for this increase: (1) access to care (taking longer to get an appointment with the doctor; we have one less doctor in the county than we did eight years ago and one less provider in one of our doctor's offices); (2) every time we have a call that requires transport to a hospital, we have to go outside the county which is unlike our surrounding counties that have a hospital within their county; and (3) the median age in the county's population has been increasing over the past 20 years (Mr. Heath said that according to the NCACC report, Perquimans County has one of the highest median ages in all of NC). Mr. Nixon said that he will discuss it further during the budget process. Mr. Heath said that we did not need a motion tonight but they just wanted the Board to be aware of what they are monitoring.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

The following comments were made:

- **Commissioner Woodard:** Mr. Woodard explained that the Social Services Board is diligently looking for a replacement for Susan Chaney. They are taking applications and hope to start the interview process soon.
- **Chairman Nelson:** Mr. Nelson presented the following email progress from the Harbor Town update from their December 14, 2022 Zoom meeting of the Harbor Towns board:
 - Our first fast boat is being built in Bryson City and is about to be flipped over for interior completion. The aluminum pieces from Louisiana were assembled on the frame and welded together before flipping. A Coast Guard inspection of the welds will soon follow. Our builder joins us by Zoom each Wednesday with a progress report.
 - The second fast boat has been contracted for and parts have been ordered.
 - The Anticipation V Dinner Boat, now in Baltimore, has been purchased and minor repairs are being done. Our Captain Tex Gallop will bring the boat to Edenton for final preparation soon after the contract closes on January 3. "Anticipation V is a modern, well-priced, affordable party yacht formerly based in Fort Lauderdale. She can accommodate 130 guests and seat 60 in the dining area." We have agreed to rename the boat the Spirit of the Albemarle.
 - Mel Martine has been hired by Harbor Towns, Inc as the Events Director for the up & coming Dinner Boat that will be available to the 5 Harbor Towns. Mel previously worked with Nichol J & Co., our Harbor Towns public relations firm, and will continue to work closely with them.
 - Fair Harbor, a ticketing agency, has also been selected by Harbor Towns. Their agent was surprised and please to see that our boats will come right up to or near our main streets. This is uncommon. Peter Thomson, a sailor, said that all our towns show their best features from the water. Only Columbia views equally well from the highway bridge.
 - All of the Nichol J & Co. staff met with us in the Hertford library last week and collected information about our 27-year history of promoting the project. Nichol will publicize the project before the April kickoff on billboards, magazines, and social media, etc. We were shown their first Harbor Towns video with presentation from air and land for each of the five towns.
 - Peter Thomson described the dock needs for each town. He noted that Hertford would require three pilings to protect the pier from boat damage. Peter can be contacted in Elizabeth City at 252-267-4154.
 - Norma and I have a comfortable new home in Blytheville SC (Columbia suburb) near her family, but we sorely miss Hertford.
 - The following pictures were presented also,



UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- **Invitations to Volunteer Fire Department Banquets:** Mr. Heath explained that he had notified the Board members about two invitations that he had received for the volunteer fire department banquets: Durant's Neck is scheduled for January 10, 2023, at 7:00 p.m. and Inter-County has their banquet on January 21, 2023 at 6:30 p.m. Each one will be at the fire stations. Be sure and let their chiefs know that you will or will not be attending.
- **Perquimans/Chowan/Gates Landfill (PCG):** Mr. Heath informed the Board that the PCG Committee met on December 13, 2022 to receive the FY 2021-2022 Audit Report and to discuss the current hauling contract with Republic. The Audit was good and the Committee decided to stick with the current contract with no changes in charges.
- **New School Construction Project:** Mr. Heath reported he met with the Board of Education on December 7, 2022 to discuss the potential architect for this project. Their next meeting will be on January 9, 2023.
- **Construction Updates:** Mr. Heath updated the Board on the following construction projects:
 - **Marine Water Basin Update:** Mr. Heath stated that the construction of the Marine Basin continues to progress. There have been some questions about shoreline stabilization adjacent to the basin construction. There will be rip rap along the sides of the basin construction.
 - **Tennis Courts at Recreation Update:** The gravel base has been constructed awaiting the asphalt.

There may be a little slow down in these constructions when the cold weather comes in.

PLANNING ITEMS

The following planning matters were discussed and action taken:

1. **Double Flat Lots Requested by Victor Passwaters, Jr. and Charles "Casey" and Crystal Stortz:** Rhonda Repaushek, County Planner, presented the following background information on this flag lot request:

This case comes to County Commissioners because our Subdivision Regulations Major Subdivision review procedure for more than one flag lot that comes from the same parcel. That is an Administrative procedure and decision, meaning either the applicant has what the regulations call for or they do not, but the Board must still vote on it.

It's so complicated you have to look at the GIS map in your packet to understand what I'm talking about. The Storks' bought Jennings lot 1 as a residential lot to put a home on. They did not realize that the access was not wide enough or defined enough or that all the deeds for Jennings lots 1 through 6 had the sentence, "This is being transferred as agricultural land and has not been approved under the County Subdivision Regulations." So they could not build. Along came Mr. Passwaters, a few months later and he purchased Jennings lots 2 & 3 and also the Armstrong lot called 'parcel H'. Together they have agreed to swap easement rights. Mr. Passwaters will let the Storks have access across the only parcel that touches Hurdletown Road and the Stork family, in exchange, will let Mr. Passwaters have access across the southern 45 foot wide section of their parcel.

All parcels are zoned rural agricultural and meet subdivision size requirements, it's their access that's the problem. Our Soil & Water Technician visited the site and took some elevation shots. He determined the natural drainage of the subject area flows north toward Clapanoake Road and the Little River. He recommends all swales and ditching be aimed to drain towards the northeastern part of the parcel, where it would tie into an existing field ditch.

Whoever dug the ditch off the field path off Hurdletown Road aimed to drain it towards Hurdletown Road but he's not sure that's the best route since Hurdletown Road is a watershed boundary. Mr. Passwaters has already been in touch with NCDOT about culverts.

Due to infrastructure concerns, Planning and Water Department staff have come up with these rules:

- a) No more than 2 water meters are allowed at the intersection of the access and Hurdletown Road,
- b) No more than 2 principal dwellings total. Mr. Passwaters is combining his 2 rear parcels to simplify this,
- c) The access width should remain clear of trees to allow not only traffic but utility lines to fit in the easement width,
- d) Both addresses will need to be clearly marked at the Hurdletown Rd entrance with reflective signs so emergency personnel can find the houses easily at night,
- e) If a 3rd dwelling were ever to be proposed, the homeowners may be required to:
 - 1) Install a water main at their own expense and grant the County a 20 foot wide easement over it and dedicate the water line to the County,
 - 2) Move the (at that time) existing 2 water meters at Hurdletown Rd. to the actual yards of the then existing houses,
 - 3) Make the road access meet NC DOT standards and be paved,
 - 4) Name the road, which will entail changing all existing addresses using the access.

Subject property as proposed, meets subdivision requirements; they have septic system permits, an access/maintenance agreement prepared and ready for signature, a survey illustrating a forty-five (45) foot wide easement and meet size and dimensional criteria. Planning Board members unanimously voted both flag lots to be consistent with subdivision requirements and recommended approval at their December 13th regular meeting. Mr. Passwaters is present if you have any questions.

Chairman Nelson asked Mr. Passwaters if he wanted to make any comments. He said he did not and thanked the Board for their consideration of this request. Chairman Nelson asked if there were any questions or comments from the Board. The following questions and/or comments were made:

- > **County Manager Heath:** Mr. Heath asked the following questions:
 - Was the parcel touching the road going to be used for access only and not for building. Ms. Repanshek said that it can be used but is there for access only. She further stated that you could place a water meter on the left if needed but it would be up to the Water Department to decide where to place it.
 - Is the access area a flag lot also? If so, does it meet minimum road standards? Ms. Repanshek thought that it did but said that it does not matter because it is an existing lot.
 - Does it matter that Mr. Passwaters' combined lots are larger than ten acres? Ms. Repanshek said that is why she will have the following statement on the recombination survey: "Only one principal dwelling allowed on recombined PARCEL THREE. See County Commissioner meeting Minutes of January 3, 2023 for extra development rules which apply. Per January 3, 2023 BCC approval original Lots 2 and 3 meet County Subdivision Regulations and are to be combined."
- > **Commissioner Corprew:** Mr. Corprew asked if the access agreement is a Deed of Easement. Ms. Repanshek said that it was. Mr. Passwaters stated that the Maintenance Agreement included Parcel H.
- > **Chairman Nelson:** Mr. Nelson asked what Lots #4, #5, and #6 going to be used for. Ms. Repanshek explained that those lots have already been platted but not through our Subdivision Regulation. She further explained that this case will set a precedent for how lots 4, 5, and 6 get handled in the future.

Chairman Nelson asked if there were any further questions or comments. There being none, Timothy J. Corprew made a motion to find the proposed two flag lots to be consistent with subdivision requirements and to approve double flag lot review for Tax Parcel #5-0034-0089A and the recombination of Tax Parcel #5-0034-0089B and #5-0034-0089C with access over #5-0034-0112G. The motion was seconded by W.W. Ward and unanimously approved by the Board.

2. **Amendments to Ordinance No. 103 – Subdivision Regulations & Ordinance No. 103 – Zoning Ordinance:** A public hearing was held earlier in the meeting so the Board will need to consider these amendments and take action on them by two motions. T. Kyle Jones made a motion to find proposed Text Amendment No. TXT-22-01 to be consistent and in harmony with the county comprehensive Land Use Plan existing development pattern because the proposed text amendments encourage fill of vacant lots, preservation of open space, and encourage rural agricultural aesthetics in commercial building design. The motion was seconded by Charles Woodard and unanimously approved by the Board.

T. Kyle Jones made a motion to motion to approve Text Amendment No. TXT-22-01, as presented, to edit County Zoning Ordinance and Subdivision Regulations including proposed commercial architectural design standards, NCGS law updates, exception added regarding accessory buildings, exception added regarding natural disaster hardship, solar farm vegetative buffer standard to be more dense, addition of the definition of Accessory Dwelling Unit (ADU), edits to the Major Subdivision Review procedure, consolidation of subdivision review checklists, and certificate edits among other small edits and typographical errors. The motion was seconded by Charles Woodard and unanimously approved by the Board. The Board adopted Ordinance No. 105 – Subdivision Regulations and Ordinance No. 106 – Zoning Ordinance. Copies of these ordinances are posted on the county's website at www.perquimanscourtync.gov and recorded in the Ordinance Book located in the Register of Deeds' Office.

Chairman Nelson thanked Ms. Repanshek and the Planning staff for their work in these text amendments and asked her to thank the Planning Board for their work too.

SALE OF SURPLUS EQUIPMENT

County Manager Heath reported that the Board adopted a resolution in October proclaiming the following vehicle as surplus equipment and to proceed to sell it on GovDeals. The bid period for the following surplus item with GovDeals closed today at 11:00 a.m. On motion made by James W. Ward, seconded by Timothy J. Corprew, the Board approved the following sale of the surplus motorcycle:

BUYER	ITEM	DATE SURPLUSED	START BID	SOLD AMOUNT
Patricia Brown	2007 Ford E-350 A/EV Ambulance, VIN #7719	12/5/2022	\$5,000	\$6,801.00

COMMISSIONER'S BOARD APPOINTMENT

Chairman Nelson reported that the following list will need to be considered to appoint commissioners to Fondella Leigh and Thelma Finch-Copeland's board appointments. Mr. Nelson asked if there were any corrections or changes to the list. Commissioner Jones said that Mr. Hoffer had taken his place on the Inter-Agency Council - Commissioner Appointment since he was already on it as the Inter-Agency Council - District Attorney Appointment. Commissioner Hoffer said that he had requested to be on the Recreation Advisory Committee as the Commissioner Representative. Mr. Hoffer reminded Chairman Nelson that he requested the Recreation Advisory Committee to help resolve an issue that the black community has with there not being time and effort getting football activities for the County and not having sufficient time to play basketball in the gym. On motion made by T. Kyle Jones, seconded by Joseph W. Hoffer, the Board approved the following Commissioner Board appointments:

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

PUBLIC COMMENTS

There were no public comments made.

CLOSED SESSION: TO CONSULT WITH OUR ATTORNEY REGARDING REAL PROPERTY AND CLOSED SESSION MINUTES

Chairman Nelson stated that, pursuant to NC General Statute 143-318.11(5), the Board went into Closed Session to consult with our attorney regarding real property and to approve closed session minutes. On motion made by T. Kyle Jones, 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 Joseph W. Hoffer, seconded by James W. Ward 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 8:45 p.m. on motion made by Charles Woodard, seconded by Timothy J. Corprew.

Wallace E. Nelson, Chairman

Clerk to the Board

WORK SESSION
January 17, 2023
7:00 p.m.

The Perquimans County Board of Commissioners Work Session on January 17, 2023 was cancelled.

January 30, 2023

Tax Refunds: (Perquimans County)

Nancy Ferguson \$274.50
Did not receive Veteran's Discount.
2022
Account#: 265766

Nancy Ferguson \$274.50
Did not receive Veteran's Discount.
2021
Account#: 265766

Thomas Kyle Jones \$180.72
Sold vehicle; 11-month refund
Account. #: 69732093

Billy Hamell Logging, Inc \$700.28
Three plates were double billed.
Account#: 539495

Tax Releases: (Perquimans County)

Douglas & Kristy Steiner \$155.47
Boat was sold and should not have
been listed.
Account#: 265230

Coastal Carolina Carriers, LLC \$126.81
Vehicle was sold.

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 1/26/23

COUNTY OF PERQUIMANS

~~PART TIME~~ EMS/RESCUE EMPLOYEES

NAME: Trevor Batts SOC. SEC. NO.: _____

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

NEW EMPLOYEE EFFECTIVE DATE: February 1 2023

GRADE: 63 STEP: 1 SALARY: \$ 16.16 per hour

Complete following information only if for new employee.

ADDRESS: 989 Albemarle Drive

CITY/STATE/ZIP: Elizabeth City NC 27909

PHONE NUMBER: 2523393800

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO CERTIFICATION ~~(PER ATTACHED STATE CERTIFICATE OF COMPLETION)~~.

Date

GRADE: _____ STEP: _____ SALARY: _____

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL

RESCUE SQUAD RECOMMENDATION

[Signature]
DATE: 01/26/23

DATE: _____

COUNTY MANAGER APPROVAL

FINANCE OFFICER

[Signature]
DATE: 1/26/23

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED:

1/26/23

COUNTY OF PERQUIMANS

~~PART-TIME~~ EMS/RESCUE EMPLOYEES

NAME: Paige Scheidler SOC. SEC. NO.: _____

POSITION: EMS Part-Time, Fill-In ~~EMT~~ RESCUE: _____

NEW EMPLOYEE EFFECTIVE DATE: February 1 2023

GRADE: 63 STEP: 1 SALARY: \$ 16.16 per hour

Complete following information only if for new employee.

ADDRESS: 315 Bagley Swamp Road

CITY/STATE/ZIP: Hertford NC 27944

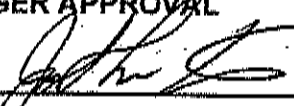
PHONE NUMBER: 7173640364

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO
Date CERTIFICATION ~~(PER ATTACHED STATE CERTIFICATE OF COMPLETION)~~.

GRADE: _____ STEP: _____ SALARY: _____

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL

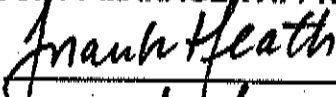
RESCUE SQUAD RECOMMENDATION


DATE: 01/26/23

DATE: _____

COUNTY MANAGER APPROVAL

FINANCE OFFICER


DATE: 1/26/23

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED:

COUNTY OF PERQUIMANS

~~PART-TIME~~ EMS/RESCUE EMPLOYEES

NAME: Rashawn Anthony SOC. SEC. NO.: _____

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

NEW EMPLOYEE EFFECTIVE DATE: February 1 2023

GRADE: 68 STEP: 1 SALARY: \$20.14 per hour

Complete following information only if for new employee.

ADDRESS: 304 J Whitted Bond Ave

CITY/STATE/ZIP: Windsor NC 27983

PHONE NUMBER: 2523253112

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO
Date CERTIFICATION ~~(PER ATTACHED STATE CERTIFICATE OF COMPLETION)~~.

GRADE: _____ STEP: _____ SALARY: _____

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL

RESCUE SQUAD RECOMMENDATION

Jordan G. [Signature]
DATE: 01/26/23

DATE: _____

COUNTY MANAGER APPROVAL

FINANCE OFFICER

Frank Heath
DATE: 1/26/23

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: January 10, 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Fantasia Saunders

SOC. SEC. NO.: _____

POSITION: Certified Telecommunicator FULL-TIME

DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE: February 1, 2023

GRADE: 63 STEP: 2 SALARY: \$34,456

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

_____ DATE OF EMPLOYEE RESIGNATION
Date

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

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

DEPARTMENT RECOMMENDATION

[Signature]
DATE: 1/10/23

COUNTY MANAGER APPROVAL

[Signature]
DATE: 1/11/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: January 10, 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kenneth Sippel, Jr

SOC. SEC. NO.: _____

POSITION: None Certified Telecommunicator PART-TIME

DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE: January 1, 2023

GRADE: 60 STEP: 1 SALARY: \$14.16 per hour

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ DATE OF EMPLOYEE RESIGNATION

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

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

DEPARTMENT RECOMMENDATION
[Signature]
DATE: 1/12/23

COUNTY MANAGER APPROVAL
[Signature]
DATE: 1/11/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 1/31/2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Susan Chaney

SOC. SEC. NO. _____

POSITION: Interim Director

DEPT.: DSS

NEW EMPLOYEE EFFECTIVE DATE: Feb 1, 2023

GRADE: _____ STEP: _____ SALARY: \$45.00 per hour; 15 hours per week

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ DATE OF EMPLOYEE RESIGNATION / RETIREMENT.

_____ 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
Laura Blanchard
DATE: 1/31/2023

COUNTY MANAGER APPROVAL
Frank Heath
DATE: 1/31/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED:

1/26/23

COUNTY OF PERQUIMANS

PART-TIME EMS/RESCUE EMPLOYEES

NAME: Alexander Ross SOC. SEC. NO.: _____

POSITION: EMS Part-Time, Fill-In ~~Rescue~~ RESCUE: _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: \$ per hour

Complete following information only if for new employee.

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBER: _____

X 2/1/23 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO
Date CERTIFICATION PER ATTACHED STATE CERTIFICATE OF COMPLETION

GRADE: 68 STEP: 1 SALARY: \$20.14 Hourly

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL

[Signature]
DATE: 01/26/23

RESCUE SQUAD RECOMMENDATION

DATE: _____

COUNTY MANAGER APPROVAL

[Signature]
DATE: 1/26/23

FINANCE OFFICER

DATE: _____

COPY

DATE SUBMITTED: January 31 2023

COUNTY OF PERQUIMANS

~~PART-TIME~~ EMS/RESCUE EMPLOYEES

NAME: Kimberly Meads SOC. SEC. NO.: _____

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

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: \$ _____ per hour

Complete following information only if for new employee.

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBER: _____

X 1/31/2023 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO

Date CERTIFICATION _____.

GRADE: 68 STEP: 1 SALARY: \$20.14 Per Hour

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL

RESCUE SQUAD RECOMMENDATION

[Signature]
DATE: 1/31/23

DATE: _____

COUNTY MANAGER APPROVAL

FINANCE OFFICER

[Signature]
DATE: 1/31/23

DATE: _____

COPY

COUNTY OF PERQUIMANS

~~PERMANENT~~ EMS/RESCUE EMPLOYEES

NAME: Morgan Lilly SOC. SEC. NO.: _____

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

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: \$ _____ per hour

Complete following information only if for new employee.

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBER: _____

X 1/31/2023 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO CERTIFICATION _____

Date

GRADE: 66 STEP: 1 SALARY: \$18.44 Per Hour

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL

RESCUE SQUAD RECOMMENDATION

[Signature]
DATE: 1/31/23

DATE: _____

COUNTY MANAGER APPROVAL

FINANCE OFFICER

[Signature]
DATE: 1/31/23

DATE: _____

COPY

DATE SUBMITTED: January 31 2023

COUNTY OF PERQUIMANS

~~PART-TIME~~ EMS/RESCUE EMPLOYEES

NAME: Emily Sawyer SOC. SEC. NO.: _____

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

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: ___ STEP: _____ SALARY: \$ per hour _____

Complete following information only if for new employee.

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBER: _____

X 1/31/2023 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE

Date DUE TO CERTIFICATION _____

GRADE: 66 STEP: 1 SALARY: \$18.44 Per Hour

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL

[Signature]

DATE: 1/31/23

RESCUE SQUAD RECOMMENDATION

DATE: _____

COUNTY MANAGER APPROVAL

[Signature]

DATE: 1/31/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 11/12/2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Christopher Prince

SOC. SEC. NO.:

POSITION: Custodian

DEPT.: Maintenance

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

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

X 1/24/2023 DATE OF EMPLOYEE RESIGNATION / RETIREMENT.

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE:

DATE: 1/26/23

Anaunk Heath

FINANCE OFFICER

DATE:

COPY

January 12, 2023

To: Frank Heath

From: Jaylin Prince

Please accept this as my resignation notice. My last day of work will be January 24, 2023. Perquimans County has been a great employer. Thank you for the opportunity to learn and expand my knowledge in the maintenance field. It has been a pleasure working for you.

Sincerely,

Jaylin Prince

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Robert Russell Gray III _____

SOC. SEC. NO.: _____

POSITION: Deputy _____

DEPT.: Sheriff's Office _____

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
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: _____ STEP: _____ SALARY: _____

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

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

2/2/2023 DATE OF EMPLOYEE RESIGNATION / RETIREMENT.
Date

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

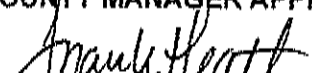
THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION



DATE: 1-20-23

COUNTY MANAGER APPROVAL



DATE: 1/23/22

FINANCE OFFICER

DATE: _____

COPY

To: Sheriff White

Sheriff White, Monday, February 02, 2023, will be my last day of employment at Perquimans County Sheriff's Office. This serves as my official (2)Two week notice. Thank you for the opportunity Sheriff, God Speed.

Best Regards;
Russell Gray

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 1/26/23

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Zackery Hudgins

SOC. SEC. NO.: _____

POSITION: Paramedic

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: 68 STEP: 1 SALARY: \$20.14 per hour

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

X Feb 14, 2023
Date

DATE OF EMPLOYEE RESIGNATION

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

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

DEPARTMENT RECOMMENDATION
[Signature]
DATE: 01/26/23

COUNTY MANAGER APPROVAL
Frank Heath
DATE: 1/26/23

FINANCE OFFICER

DATE: _____

COPY

Zackery Hudgins, EMT-P
609 Millbrooke Circle
Elizabeth City, NC 27909

Jonathan Nixon
Emergency Services Director
159 Creek Drive
Hertford, NC 27944

January 26, 2023

Mr. Nixon,

I am writing this letter to inform you that effective February 14, 2023, I will be leaving my full-time position as a Paramedic for Perquimans County EMS. I have recently been approached with an opportunity to further my career in a leadership capacity. After pouring much thought into this and discussing with my family, I have decided to accept this offer. Although I will no longer be full-time with the agency, as of this date mentioned above, I would like to continue my employment under Perquimans County EMS as a part-time employee. My goal is to continue my employment with the agency in a very active part-time role, like that which I was in prior to becoming full-time.

I would like express to you that I have been honored to have served the citizens of Perquimans County in a full-time capacity since 07/01/2022. I have thoroughly enjoyed my time with my co-workers within the agency and the opportunities I have had while working as a full-time staff member in the county. I have felt incredibly lucky to have had the opportunity to grow as a paramedic under you and Billy as well. You two are extraordinary examples of what leadership should be. I truly feel that going forward with my own career, I now have an idea of what to strive for as a future leader in EMS.

I want to sincerely thank you and the entire Perquimans staff for the respect, professionalism, and sense of family that I have experienced since day one. I am looking forward to continuing the relationship and growth as a part-time Paramedic.

Sincerely,



Zackery Hudgins, EMT-P

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED:

1/26/23

COUNTY OF PERQUIMANS
PART-TIME EMS/RESCUE EMPLOYEES

NAME: Zackery Hudgins SOC. SEC. NO.: _____

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

EMPLOYEE EFFECTIVE DATE: February 15, 2023

GRADE: 68 STEP: 1 SALARY: \$ 20.14 per hour

Complete following information only if for new employee.

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBER: _____

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO
Date CERTIFICATION (PER ATTACHED STATE CERTIFICATE OF COMPLETION).

GRADE: _____ STEP: _____ SALARY: _____

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL

[Signature]

DATE: 01/26/23

RESCUE SQUAD RECOMMENDATION

DATE: _____

COUNTY MANAGER APPROVAL

[Signature]

DATE: 1/26/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: January 30, 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Logan Hogge

SOC. SEC. NO.: _____

POSITION: Certified Telecommunicator PERM PART-TIME

DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

02/27/2023 DATE OF EMPLOYEE RESIGNATION
Date

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

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

DEPARTMENT RECOMMENDATION

[Signature]
DATE: 1/30/23

COUNTY MANAGER APPROVAL

[Signature]
DATE: 1/30/23

FINANCE OFFICER

DATE: _____

COPY

Revised 7/05

January 27, 2023

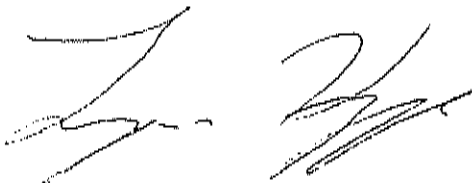
Director Jonathan Nixon,

Effective Monday, February 27, I will no longer be available for permanent part-time employment. I have accepted a position at another employer where I will be unable to satisfy the requirements for my permanent part-time status at Perquimans County Emergency Services. Thankfully, this new position will allow me to continue to serve part-time, which I hope I can continue to do as both an EMT and a Telecommunicator.

During my tenure in Perquimans County, I have learned many valuable skills and lessons, and I have continuously felt very appreciated. I am very thankful for the opportunities I have been given during this time and look forward to continuing to serve Perquimans County in the future.

Please reach out if there is anything I can do to assist in this transition.

Best regards,

A handwritten signature in black ink, appearing to read 'Logan Hogge', written in a cursive style.

Logan Hogge

(252) 267-4436

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: January 30, 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Logan Hogge SOC. SEC. NO.: _____

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

NEW EMPLOYEE EFFECTIVE DATE: 02/27/2023

GRADE: 62 STEP: 2 SALARY: \$15.85 per hour

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
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

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

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

DEPARTMENT RECOMMENDATION

[Signature]

DATE: 01/30/2023

COUNTY MANAGER APPROVAL

[Signature]

DATE: 1/30/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 1/26/23

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Maria Schwartz

SOC. SEC. NO.: _____

POSITION: Part Time Paramedic

DEPT.: EMS

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
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: _____ STEP: _____ SALARY: _____

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

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

X 2/1/2023 DATE OF EMPLOYEE REMOVAL FROM ROSTER
Date

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 1/26/23

[Signature: Frank Heath]
DATE: 1/26/23

FINANCE OFFICER

COPY

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: Jan 31 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Caitlyn Colson

SOC. SEC. NO.:

POSITION: Part Time Paramedic

DEPT.:

NEW EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY:

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

X 1/31/2023 DATE OF EMPLOYEE REMOVAL FROM ROSTER

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 1/31/23

Frank Heath
DATE: 1/31/23

FINANCE OFFICER

DATE:

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: January 31 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Dustin Winslow

SOC. SEC. NO.: _____

POSITION: Part Time Paramedic

DEPT.: _____

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

X 1/31/2023 DATE OF EMPLOYEE REMOVAL FROM ROSTER
Date

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

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

DEPARTMENT RECOMMENDATION
[Signature]
DATE: 1/31/23

COUNTY MANAGER APPROVAL
[Signature]
DATE: 1/31/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: January 9, 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Krystal Tutwiler SOC. SEC. NO.: XXX-XX-

POSITION: Temporary Supervisor - Part time DEPT.: 911 Communications

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

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

DATE OF EMPLOYEE RESIGNATION

12-30-2022 NO LONGER ON ROSTER

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

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

DEPARTMENT RECOMMENDATION DATE: 1/9/23

COUNTY MANAGER APPROVAL Frank Heath DATE: 1/9/23

FINANCE OFFICER

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: January 31 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Katrina Aydlett - White

SOC. SEC. NO.: _____

POSITION: Part Time - AEMT

DEPT.: _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

X 1/31/2023 DATE OF EMPLOYEE REMOVAL FROM ROSTER

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 1/31/23

[Signature]
DATE: 1/31/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Denise Stallings
 POSITION: Public Info. Asst. IV

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

EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY: \$

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

^{Date}
 GRADE: STEP: SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

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

DATE OF EMPLOYEE RESIGNATION:

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP/MERIT RAISE:

Date: 2/1/2023 GRADE: 59 STEP: 3 SALARY: \$ 29,598.00

DEPARTMENT RECOMMENDATION

Susan M Chaney

DATE: December 29, 2022

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 2/1/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Alicia Kim White
POSITION: IMC III (Lead Worker)

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

EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY: \$

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date
GRADE: STEP: SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

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

DATE OF EMPLOYEE RESIGNATION:

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP/MERIT RAISE:

Date: 2/1/2023 GRADE: 65 STEP: 2 SALARY: \$ 37,626.00

DEPARTMENT RECOMMENDATION

Swann M. Chaney

DATE: December 29, 2022

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 2/1/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 1/3/2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: John Von Rosenberg

SOC. SEC. NO.: _____

POSITION: Paramedic

DEPT.: EMS

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
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: _____ STEP: _____ SALARY: _____

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

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

_____ DATE OF EMPLOYEE RESIGNATION
Date

X 2/1/2023 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 68 STEP: 2 SALARY: \$20.64 Hourly

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 1/19/23

[Signature]
DATE: 1/20/23

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 6th DAY OF FEBRUARY, 2023, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2022 - 2023 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-034	Extension - 4H Grant	500	
10-615-143	Extension - 4H Grant	500	
EXPLANATION: To amend FY 22/23 budget to include additional funding from Albemarle Community Trust.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 6th DAY OF FEBRUARY, 2023.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 6th DAY OF FEBRUARY, 2023.

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 6th DAY OF FEBRUARY, 2023, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2022 - 2023 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-012	State Grants - Emergency Management	9,952	
10-530-338	EM - Hazardous Materials Grant	9,952	
EXPLANATION: To amend FY 22/23 budget to include additional funding as we have been awarded an HMEP (Hazardous Materials Emergency Preparedness) grant.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 6th DAY OF FEBRUARY, 2023.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 6th DAY OF FEBRUARY, 2023.

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 6th DAY OF FEBRUARY, 2023, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2022 - 2023 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	DSS - State Grants	25,541	
10-610-198	DSS - Low Income Energy Assistance	25,541	
EXPLANATION: To amend FY 22/23 budget to include additional funding as awarded by the State.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 6th DAY OF FEBRUARY, 2023.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 6th DAY OF FEBRUARY, 2023.

 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 6th DAY OF FEBRUARY, 2023, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2022 - 2023 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-010	ECU CH Duke Endowment	227,724	
10-592-741	ECU CH Duke Endowment	227,724	

EXPLANATION: To amend FY 22/23 budget to include additional funding as awarded by The Duke Endowment Grant to be used for our Mobile Integrated Healthcare Program.

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 6th DAY OF FEBRUARY, 2023.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 6th DAY OF FEBRUARY, 2023.

 Chairman, Board of Commissioners

 Finance Officer

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

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 6th DAY OF FEBRUARY, 2023, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2022 - 2023 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
50-348-006	County Construction - Perq Marine Park Basin	600,000	
50-000-724	County Construction - Perq Marine Park Basin	600,000	
EXPLANATION: To amend FY 22/23 budget to include additional Golden Leaf funding.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 6th DAY OF FEBRUARY, 2023.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 6th DAY OF FEBRUARY, 2023.

 Chairman, Board of Commissioners

 Finance Officer



A PROCLAMATION PROCLAIMING MARCH 2023 AS THE 21st ANNUAL MARCH FOR MEALS MONTH

WHEREAS, on March 22, 1972, President Nixon signed into law a measure that amended the Older Americans Act of 1965 to include a national nutrition program for individuals 60 years and older.

WHEREAS, for more than five decades, this landmark law has helped to fund community-based organizations – like Meals on Wheels – and it is still the only federal program designed specifically to meet the nutritional and social needs of older adults.

WHEREAS, this year, Meals on Wheels programs from across the country are joining together for the March for Meals awareness campaign to celebrate its success and garner the support needed to ensure these critical programs can continue to address food insecurity and malnutrition, combat social isolation, enable independence and improve health for years to come.

WHEREAS, Meals on Wheels programs – both congregate and home-delivered, in North Carolina have served our communities admirably for 51 years for North Carolina; and

WHEREAS, volunteers for Meals on Wheels programs in **Perquimans County** are the backbone of the program and they not only deliver nutritious meals to seniors and individuals with disabilities who are at significant risk of hunger and isolation, but also caring concern and attention to their welfare; and

WHEREAS, Meals on Wheels programs in North Carolina provide nutritious meals to seniors throughout **Perquimans County** that help them maintain their health and independence, thereby helping to prevent unnecessary falls, hospitalizations and/or premature institutionalization; and

WHEREAS, Meals on Wheels programs in North Carolina provide a powerful opportunity for social connection for hundreds of seniors to help combat the negative health effects and economic consequences of loneliness and isolation; and

WHEREAS, Meals on Wheels programs in North Carolina deserve recognition for the heroic contributions and essential services they have provided amid the COVID-19 pandemic, inclement weather and other emergencies.

WHEREAS, the senior population is increasing substantially, and action is needed now to support local Meals on Wheels programs through federal, state and local funding; volunteering; donations; and raising awareness to ensure these vital services can continue to be delivered for years to come.

NOW, THEREFORE, PERQUIMANS COUNTY, does hereby proclaim March 2023 as a month celebrating Meals on Wheels and urge every community member to take this month to honor our senior nutrition programs, the individuals they serve and the volunteers who care for them. Our recognition of, and involvement in, the national March for Meals celebration can enrich our entire community and help combat senior hunger and isolation in America.

Dated this 6th day of February, 2023

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunnicutt, Clerk to Board

Re: February Agenda item

Mary Hunnicutt

Tue 1/17/2023 1:45 PM

To: Frank Heath <frankheath@perquimanscountync.gov>

Done

Mary

From: Frank Heath <frankheath@perquimanscountync.gov>

Sent: Tuesday, January 17, 2023 1:28 PM

To: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>

Subject: February Agenda item

Please add Sandy Stevenson from Newbold White house as a scheduled appointment at the February meeting. He's going to give an update on what PCRA is working on out there. 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.

§ 143-318.11. Closed sessions.

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

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

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

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

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

FOR
INFORMATION
ONLY
ITEMS



**MARCH
FOR
MEALS**
WITH
MEALS ON WHEELS

1/27/2023

Dear Community Champion:

I am writing on behalf of Albemarle Commission Area Agency on Aging Senior Nutrition Program and the more than 500 seniors we serve in Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington counties to invite you to participate in our March for Meals celebration honoring the Older Americans Act Nutrition Program, the federal legislation that helps to fund community-based programs like Meals on Wheels. Throughout the month of March 2023 Albemarle Commission Senior Nutrition Program will join the national Meals on Wheels network to rally support for this vital public-private partnership that provides millions of seniors with essential services that help them remain healthier and independent at home.

As an influential member of our community, you are in an important position to help raise awareness for the growing number of older Americans facing hunger and isolation, both serious problems that have been exacerbated by the COVID-19 pandemic and historic food, fuel and labor costs.

We would be honored if you could participate in this year's event by delivering meals on a route with us during the month of March. In doing so, you can support your constituents in our community, and help Albemarle Commission Senior Nutrition Program gain much-needed visibility for this cause and successful public-private partnership.

The annual March for Meals celebration commemorates the historic day in March of 1972 when President Nixon signed into law a measure that amended the Older Americans Act of 1965 to include a national nutrition program for seniors 60 years and older. This year, Meals on Wheels programs from across the country are joining forces to raise awareness and support to ensure they can continue to address food insecurity and malnutrition, combat social isolation, enable independence and improve health for years to come. For more information, please visit www.marchformeals.com

If you are interested in joining us for during March and witnessing how we help older adults in our community remain healthier and more independent every day, please contact us at your earliest convenience. I would be delighted to answer any questions that you may have and can be reached at 252-404-7091 or lrollinson@accog.org. Thank you for your serious consideration of our request. I look forward to hearing from you.

Sincerely,

Laura Rollinson
Administrative & Volunteer Coordinator

Laura Alvarico, MBA
Director, Area Agency on Aging & Senior Nutrition Program

DEPARTMENT HEAD REPORTS

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
JOSIAH A WEBB VICTOR E PASSWATERS	X	1-5-2023	X	RECOMBINATION OF 5-0034-0089A & 5-0034-0089B ACRES 1282.69 SQ FT
SL CARDWELL E LEON BRICKHOUSE	X	1-24-20-23	X	EXEMPT SUBDIVISION 5-0020-0018 1.00 ACRE
TIMMONS GROUP MICHAEL TRACY EURE	X	1-27-2023	X	BOUNDARY SURVEY 4-003A-0001 109.07 ACRES
Bissell PO Box 1068 Kitty Hawk, NC 27949 (252) 261-3266	S. L. Cardwell Surveying 1206 Francis Street Elizabeth City, NC 27909 338-6328	Pat McDowell PO Box 391 Elizabeth City, NC 27909 338-4161	Mark Pruden 146 Oak Grove Road Edenton, NC 27932 482-7804	Saunders Surveying 510 Avena Road Black Mountain, NC 28711 (828) 669-2777
Bowman Consulting Paul J Toti 131 Main Street Gatesville, NC 27938 357-1581	E. T. Hyman Surveying 133 US Hwy 158 West Ste E Camden, NC 27921 335-2913	McKim & Creed 504 E Elizabeth St Ste1 Elizabeth City, NC 27909 338-2929	Gloria Rogers 215 B Street Camden, NC 27921 338-1415/333-8781	Scott Tempie PO Box 422 Elizabeth City, NC 27907 330-4016
Charles E Brown, III 2005 Johnson Road Elizabeth City, NC 27909 335-0928	Eugene Jordan 402 Sign Pine Road Tyner, NC 27980 221-4795	J H Miller Jr. 166 Cottonwood Drive Hertford, NC 27944 339-6932	Robey 150 US Hwy 158 W East Camden, NC 27921 335-1888	Tony Webb PO Box 381 Edenton, NC 27932 482-3066
TIMMONS GROUP	1805 WEST CITY DRIVE	ELIZABETH CITY, NC 27909	(252)621-6030	

PLAT REVIEW LOG - PERQUIMANS COUNTY DECEMBER

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
JOSHIAH A WEBB STEVEN D BESS	X	12-16-2022	X	EXISTING PARCEL 2-0069-0051 / 2.00 ACRES
T A STOKELY	X	12-21-2022	X	BOUNDARY, RECOMBINATION, SUBDIVISION
WALER M & DONIA WINSLOW				5-0052-0046 129.71 ACRES / 40.40 ACRES
JOSHIAH A WEBB JESSE P PERRY III	X	12-30-2022	X	SUBDIVISION OF 3-0037-0028 15.45 ACRES
Bissell PO Box 1068 Kitty Hawk, NC 27949 (252) 261-3266	S. L. Cardwell Surveying 1206 Francis Street Elizabeth City, NC 27909 338-6328	Pat McDowell PO Box 391 Elizabeth City, NC 27909 338-4161	Mark Pruden 146 Oak Grove Road Edenton, NC 27932 482-7804	Saunders Surveying 510 Avena Road Black Mountain, NC 28711 (828) 669-2777
Bowman Consulting Paul J Toil 131 Main Street Gatesville, NC 27938 357-1581	E. T. Hyman Surveying 133 US Hwy 158 West Ste E Camden, NC 27921 335-2913	McKim & Creed 504 E Elizabeth St Ste1 Elizabeth City, NC 27909 338-2929	Gloria Rogers 215 B Street Camden, NC 27921 338-1415/333-8781	Scott Temple PO Box 422 Elizabeth City, NC 27907 330-4016
Charles E Brown, III 2005 Johnson Road Elizabeth City, NC 27909 335-0928	Eugene Jordan 402 Sign Pine Road Tyner, NC 27980 221-4795	J H Miller Jr. 166 Cottonwood Drive Hertford, NC 27944 338-6932	Robey 150 US Hwy 158 W East Camden, NC 27921 335-1868	Tony Webb PO Box 381 Edenton, NC 27932 482-3066
TIMMONS GROUP	1805 WEST CITY DRIVE	ELIZABETH CITY, NC 27909	(252)621-5030	



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

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

**PERQUIMANS COUNTY
TAX DEPARTMENT**

Enforced Collections-January 2023

GARNISHMENTS: \$1195.16

PAYMENT AGREEMENTS: \$17,273.43

DEBT SETOFFS: \$0

PERQUIMANS COUNTY
OFFICIAL REPORT

Board of Commissioners:
Finance Officer:

Date: January 2023

I wish to report that during January 2023 I received the following funds which were duly deposited in the County's repository 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	CREDIT CARD PAYMENTS
1/1/2023									\$0	\$0
1/2/2023									\$0	\$0
1/3/2023		\$1,070	6						\$1,915	\$1,178
1/4/2023	\$500		1	\$75	\$300	2			\$690	\$340
1/5/2023	\$170				\$225	3			\$75	\$0
1/6/2023					\$75	1			\$200	\$0
1/7/2023					\$200	2			\$0	\$0
1/8/2023									\$0	\$0
1/9/2023									\$0	\$0
1/10/2023		\$360	4		\$130	1			\$550	\$300
1/11/2023			1					\$50	\$420	\$60
1/12/2023			2		\$75	1			\$375	\$300
1/13/2023	\$75	\$50			\$130	1			\$130	\$0
1/14/2023					\$75	1			\$200	\$75
1/15/2023									\$0	\$0
1/16/2023									\$0	\$0
1/17/2023									\$0	\$70
1/18/2023		\$100	2						\$0	\$270
1/19/2023	\$370								\$100	\$50
1/20/2023	\$115	\$60	1		\$150	1			\$205	\$75
1/21/2023									\$440	\$125
1/22/2023									\$526	\$476
1/23/2023									\$1,369	\$55
1/24/2023	\$165								\$4,185	\$0
1/25/2023		\$526	1		\$75	1			\$0	\$0
1/26/2023		\$1,129	4		\$150	2			\$205	\$75
1/27/2023	\$3,680	\$0	2		\$130	2			\$440	\$125
1/28/2023			1		\$200	1			\$526	\$476
1/29/2023									\$1,369	\$55
1/30/2023									\$0	\$0
1/31/2023									\$0	\$0
TOTAL	\$5,075	\$3,295	22	6	\$1,915	19	\$30	50.00	\$0.00	\$12,960

Signed: _____ Building Inspector



Case Activity Report

1/1/2023 - 1/30/2023

Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
1/27/2023	133	896 PENDER RD	abandoned home	abandoned home	Phone Contact	Spoke with one of the owners of the property, they would like assistance in having the property demoed. 4 brothers/sisters that inherited the property, none live here.
1/26/2023	30	883 PENDER RD	Nuisance Vehicles	Nuisance Vehicles	Inspection	No change to property. Need to send final letter and schedule to have vehicles removed in early spring.
1/6/2023	97	1402 HARVEY POINT RD	abandoned mobile home	abandoned mobile home	Inspection	Property still has not been cleaned up

Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
1/5/2023	123	311 UNION HALL RD	Solid Waste (abandoned structure)		Phone Contact	Property owner called office. He has plans on tearing the home down Cell 540-223-8064 Michael Hurdle will be contacted then he will notify us by Jan 26th when Michael can do it
1/5/2023	66	207 UNION HALL RD	Abandoned Mobile Home	Abandoned Mobile Home	Inspection	No change to property, no contact with owners yet
1/4/2023	131	113 RED BANK RD	solid waste	trash piled in yard	Inspection	Property has been cleaned up

Total Records: 6

1/30/2023



New Case Report

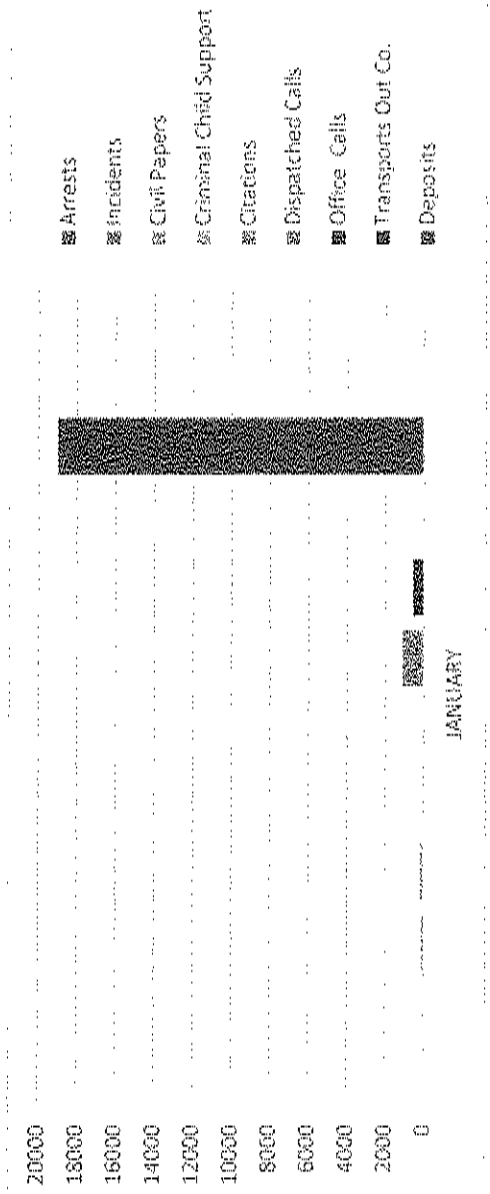
1/1/2023 - 1/30/2023

Case Date	Case #	Parcel Address	Owner Name	Violation
1/26/2023	133	896 PENDER RD	MCDONALD, OSCAR, JR. EST. & KATIE	abandoned home

Total Records: 1

1/30/2023

Perquimans County Sheriff's Office --- January 2023 Activity Report										
	Arrests	Incidents	Civil Papers	Criminal Child Support	Citations	Dispatched Calls	Office Calls	Transports Out Co.	Deposits	Court Days
JANUARY	30	67	144	1	16	1081	541	4	\$18,961.00	7



COMMITTEE REPORTS