

# AGENDA

All items are for discussion and possible action.  
Perquimans County Board of Commissioners  
Meeting Room at Perquimans County Library  
May 1, 2023  
7:00 p.m.

**Board of Equalization & Review to meet in Meeting Room at Perquimans County Library at 6:50 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:**

1. March 6, 2023 Regular Meeting
2. April 3, 2023 Regular Meeting
3. April 17, 2023 Joint Work Session with Board of Education/April 17, 2023 Regular Work Session
4. Budget Work Sessions: April 26, 2023 & April 27, 2023 -- Budget Presentations

**B. Tax Refund Approval**

**C. Personnel Matters**

1. Appointment: Social Worker II
2. Appointment: IMC I Working Against IMC II
3. Appointment: Part-Time/Fill-In Telecommunicator 1
4. Promotion: IMC II (FNS)
5. Promotion: IMC I Working Against IMC II (FNS)
6. Extension of Time: Interim Social Services Director
7. Appointment Date Correction: Non-Certified Telecommunicator
8. Resignation: Social Worker III
9. Termination: IMC I Working Against IMC II (2)

**D. Step Increases/Merit Increases**

1. Department Head (1)
2. Tax Department (1)

**E. Budget Amendment Nos. 39 - 42**

**F. Miscellaneous Documents**

1. Request for Information for Preparation of the GASB 75 Report for 6/30/2023 Financial Reporting - Non-League Member
- 2.

**V. Scheduled Appointments**

- |   |           |
|---|-----------|
| A. Jo-Ellen Hutto, Perquimans County Senior Legislature Tar Heel Representative | 7:00 p.m. |
| B. Michael Ervin, Albemarle Commission  | 7:05 p.m. |
| C. Dina Hurdle & Al Chesson   | 7:10 p.m. |
| D. Bobbie Lowe, Trillium's New Northern Regional Director                       | 7:15 p.m. |
| E.  | 7:20 p.m. |

**VI. Commissioner's Concerns/Committee Reports**

- A.
- B.

**VII. Old Business**

- A. Updates from County Manager
- B.

**ACTION  
REQUIRED**

**NO  
ACTION  
REQUIRED**

- |                          |       |   |
|--------------------------|-------|---|
| ACTION<br>REQUIRED       | VIII. | <b>New Business</b><br>A. Planning Board Item: Multiple Flag Lot for Kelly Belangia & Pam Lilly<br>B. Sale of Surplus Equipment<br>C. Rescheduling June Commissioners' Meeting<br>D.  |
| NO<br>ACTION<br>REQUIRED | IX.   | <b>Unscheduled Appointments/Public Comments</b><br><i>(If you wish to address the Board, please state your name for the record prior to speaking)</i><br>A.<br>B.<br>C.   |
| ACTION<br>REQUIRED       | X.    | <b>Closed Session: Per NCGS #143-318-11(4)(5)</b> - The purpose of the Closed Session is to consult with attorney regarding an economic development matter, real property, and to approve Closed Session Minutes.<br><i>(After the Closed Session, the Board is subject to return to Open Session and may take action as needed on any items discussed <u>during the closed session.</u>)</i> |
|                          | XI.   | <b>Adjournment</b>  |

**FOR INFORMATION ONLY:**



**DEPARTMENT HEAD REPORT:**

- Plat Log
- Tax Department Report
- Building Inspector's Reports
- Code Enforcement Reports
- Communications Quarterly Report Ending March 31, 2023
- Sheriff's Report

**COMMITTEE WRITTEN REPORTS:**

- Perquimans County Joint Community Advisory Committee Report for FY 2021-2022

**NOTES FROM THE COUNTY MANAGER**

**May 1, 2023**

**7:00 p.m.**

***Board of Equalization & Review to meet in Meeting Room at Perquimans County Library at 6:50 p.m.***

- IV. **Enclosures:** Items included on the Consent Agenda are enclosed. *If you wish to discuss any of these items, please make that request during the meeting.*
- V.A. **Enclosures:** Jo-Ellen Hutto serves as the Perquimans County Senior Legislature Tar Heel Representative. Ms. Hutto will update the Board on the recent Senior Legislature Tar Heel session.
- V.B. Michael Ervin, Executive Director of Albemarle Commission, will discuss grant writing services that Albemarle Commission provides.
- V.C. Dina Hurdle and Al Chesson will update the Board on the Open Door food pantry project.
- V.D. **Enclosure:** Ms. Lowe, the new Trillium Northern Regional Director, will present her annual report to the Board.
- VII.A. County Manager Heath will present several updates to the Board.
- VIII.A. **Enclosures:** The following Planning item will need Board consideration and action:
  - **Double Flag Lots Requested by Kelly Belangia & Pam Lilly:** Kelly Belangia and Pam Lilly have requested a multiple flag lot review for Tax Parcel #5-0020-0034D located on Four Mile Desert Road. The subject property is a division of family land with an access greater than 1,000 feet long. The Planning Board approved their request. Board action is being requested.
- VIII.B. The County has adopted a resolution proclaiming the following vehicle as surplus equipment and to proceed to sell it on GovDeals. The bid period for the following surplus items with GovDeals will close on May 1, 2023 at 11:00 a.m. The Board will need to consider the sale of the following item that has been listed with GovDeals:

BUYER	ITEM	DATE SURPLUSED	START BID	SOLD AMOUNT
	2014 Dodge Charger, VIN 6310	4/3/2023	\$500	

- VIII.C. Chairman Nelson & Commissioner Woodard will not be able to attend the June, 2023 meeting. Therefore, we will need to move the meeting from Monday night to Tuesday night. A copy of the General Statute is attached for your information regarding this. Board action is being requested.
- X. **Enclosure.** Pursuant to NC General Statute 143-318-11(4)(5), the Board will go into closed session to consult with attorney regarding an economic development matter, 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.)***

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**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 the following Minutes:
  1. March 6, 2023 Regular Meeting
  2. April 3, 2023 Regular Meeting
  3. April 17, 2023 Joint Work Session with Board of Education/Regular Work Session *(cancelled)*
  4. Budget Work Sessions: April 26, 2023 & April 27, 2023 – Departmental Budget Presentations
- B. **Enclosure:** Tax Refund Approval – see attached listing
- C. **Enclosure:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Anissa Coles	Social Worker II	Appointment	67/2	\$41,089	05/01/2023
Tammy Chuppell	IMC II	Appointment	63/3	\$33,321	05/01/2023
Charity Gebo	Part-Time/Fill-In Telecommunicator I	Appointment	63/1	\$16.16/hr.	05/01/2023
Marica Basemore-Harris	IMC II (FNS)	Promotion	63/1	\$33,615	05/01/2023
Marleny Garcia	IMC I Working Against IMC II	Promotion	61/3	\$32,321	05/01/2023
Susan Chaney	Interim Social Services Director	Extension of Time*	n/g	\$45.00/hr.	05/01/2023

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Morgan Story	Non-Certified Telecommunicator	Appointment Date Correction **	60/1	\$14.16/hr.	03/01/2023
Sherry Schrodt	Social Worker III	Resignation			04/10/2023
Kaitlyn Brower	IMC I working against a IMC II	Termination			03/31/2023
Cayla Butler	IMC I working against a IMC II	Termination			03/31/2023
*time extended for one more month.					
**correct effective date from 04/01/2023 to 03/01/2023					

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
Bill Jennings	Tax Administrator	72/7	\$57,830	05/01/2023
Stacey Ward	Business Personal Property Clerk	61/2	\$31,552	05/01/2023

E. **Enclosures:** Budget Amendment Nos. 39 – 42 are enclosed for your review and action.

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

1. Request for Information for Preparation of the GASB 75 Report for 6/30/2023 Financial Reporting - Non-League Member: This information is needed to complete the GASB 75 Report. Board action is being requested on this request.



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**PERQUIMANS COUNTY  
TAX DEPARTMENT**

April 25, 2023

To: Perquimans County Board of Commissioners

Re: Board of Equalization and Review

Please remember that the Board of Equalization will need to convene for its 2023 session on May 1.  
At this time, I have no scheduled hearings.

I am anticipating that the Board of Equalization will adjourn on June 5:

Bill Jennings  
Tax Administrator  
Perquimans County

\*\*\*\*\*  
REGULAR MEETING

March 6, 2023

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, March 6, 2023, at 7:00 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944.

MEMBERS PRESENT: Wallace E. Nelson, Chairman Charles Woodard, Vice Chairman  
Timothy J. Corprew Joseph W. Hoffler  
James W. Ward

MEMBERS ABSENT: T. Kyle Jones

OTHERS PRESENT: Frank Heath, County Manager/Deputy Clerk to the Board  
Mackney High, County Attorney

Chairman Nelson called the meeting to order. Commissioner Woodard gave the invocation and Chairman Nelson led the Pledge of Allegiance.

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 James W. Ward 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, James W. Ward made a motion to approve the Consent Agenda as presented. The motion was seconded by Charles Woodard and unanimously approved by the Board.

1. Approval of Minutes: Approval of Minutes February 6, 2023 Regular Meeting and February 20, 2023 Work Session (cancelled)
2. Personnel Matters: The following personnel matters were approved by the Board:

Employee Name	Employer Job Title	Action Required	Grade/ Step	New Salary	Effective Date
DeAngelo M. Freemanweldy	Uncertified Deputy	Appointment	64/1	\$35,127	03/01/2023
Charity Goho	Part-Time/Fill-In Uncertified Telecommunicator	Appointment	60/1	\$14,160/yr.	02/01/2023
Kanisha Walston	Social Worker IA&T (CPS)	Promotion	70/2	\$46,889	03/01/2023
William Tutwiler	EMS Shift Supervisor (Paramedic)	Resignation			02/14/2023
William Tutwiler	Part-Time/Fill-In Paramedic	Reclassification	68/2	\$20,640/yr.	02/15/2023
Amy Felton	Social Worker IA&T	Resignation			03/21/2023
Lindsey Fields	Full-Time Telecommunicator I	Resignation			02/09/2023
Amanda Ward	Permanent Part-Time Telecommunicator I	Resignation			02/16/2023
Makayla Williams	Part-Time/Fill-In Uncertified Telecommunicator	Terminated			03/01/2023
Heather Coney	Part-Time/Fill-In Certified Telecommunicator I	Appointment	63/1	\$16,160/yr.	03/01/2023
Brandon Melton	Part-Time/Fill-In Certified Telecommunicator I	Appointment	63/3	\$16,970/yr.	03/01/2023
Samuel Spear	Part-Time/Fill-In Certified Telecommunicator I	Appointment	63/1	\$16,160/yr.	03/01/2023

3. Step/Merit Increases:

Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Rhonda Repanshek	Planner	72/10	\$62,238	03/01/2023
Christina Turner	IMC II	63/1	\$33,615	03/01/2023

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

BUDGET AMENDMENT NO. 30  
COUNTY CONSTRUCTION FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
78-599-000	E-911 - Fund Balance Appropriated	143,791	
78-500-161	E-911 - Hardware Maintenance	143,791	

EXPLANATION: To amend FY 22/23 budget to appropriate fund balance as required by the E-911 Board.

BUDGET AMENDMENT NO. 31  
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-003	CERT - ACT Grant	1,919	
10-530-346	CERT - ACT Grant	1,919	

EXPLANATION: To amend FY 22/23 budget to include grant funds as awarded through the Albemarle Community Trust.

BUDGET AMENDMENT NO. 32  
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	DSS - State Grants	2,392	
10-610-202	DSS - Low Income Water Assistance Program	2,392	

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

4. Board Appointment: The following Board appointment was unanimously approved by the Board:

Name	Board/Committee	Action Taken	Term	Effective Date
Bunch, Maurice	Local Library Board	Appointment	4 yrs.	03/01/2023

**Laura Rollinson, Al Bemarle Commission Area Agency on Aging**

Ms. Rollinson presented information on the Meals on Wheels program and encouraged individual to volunteer for the Meals on Wheels program. She explained the financial impact with the reduction of routes. They currently have a national campaign entitled "Meals for March" to encourage people to volunteer. They need at least 20 ~ 30 individuals to increase it to their three routes and receive the additional funding. It takes about an hour to deliver meals the meals on Monday through Friday. Mr. Heath asked which route was cut due to the reduction in volunteers. Ms. Rollinson said that it was one of Hertford's routes. They went from serving 55 clients to serving 43. County Manager Heath encouraged the public to contact Ms. Rollinson because this is the only company that some of the clients have during the day. Chairman Nelson asked Ms. Rollinson that, if there is anything the Board could help, please let the Board know. She encouraged everyone to spread the word.

**Jonathan Nixon, Emergency Services Director**

Mr. Nixon presented the following items:

- Mr. Nixon presented the following appointments that were received after the Agenda Packets were distributed:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Clifton Beaman	Full-Time Paramedic Shift Supervisor	Promotion	70/6	\$24,85/hr.	04/01/2023
Morgan Lilly	Full-Time AEMT	Promotion	66/1	\$18,44/hr.	04/01/2023
Robert M. Watkins	Full-Time Shift Supervisor	Promotion	70/3	\$23,09/hr.	04/01/2023
William Mitchell	Full-Time Paramedic	Appointment	68/2	\$20,64/hr.	03/13/2023

On motion made by Timothy J. Corprew, seconded by Charles Woodard, the Board unanimously approved the appointments to the Emergency Medical Services staff.

- Mr. Nixon, along with Julie Solesbee, Public Information Officer/Grant Manager/AEMT, presented their annual Public Officials Conference to the Board of Commissioners. There was no representation from the Towns of Hertford and Winfall or the School System. They gave an overview of their community events, their grants, and the programs from each of the departments ~ EMS, Telecommunications, and Emergency Management. They concluded by thanking the Board for their support over the past year. Chairman Nelson, County Manager Heath, and the Board thanked Mr. Nixon and all the public safety staff for their hard work.

**Commissioner's Concerns/Committee Reports**

The following commissioner concerns were addressed:

- **Commissioner Hoffer:** Mr. Hoffer asked County Manager Heath if he knew when the signs would be placed around the Monument to the Confederate Dead. Mr. Heath stated that there has been a delay but the bronze plaques have been received and should be attached to the granite stones soon. He did not have an exact date yet. Mr. Hoffer's second concern was the hiring of qualified African-American employees in Perquimans School System. This is a concern in the black community. He referenced the situation with Ms. Teressa Blanchard and was wondering if the School System tried to keep her in Perquimans County. He understands that the Commissioners do not hire employees for the School System, but we should be concern that highly qualified African-American individuals are leaving Perquimans County Schools. Commissioner Woodard recommended him to talk with Ms. Blanchard directly.

There being no further commissioner concerns, Chairman Nelson moved to old business.

**Updates from County Manager**

County Manager Heath presented the following updates:

- **Sentara CARES Grant:** Mr. Heath informed the Board that the County Manager's Office had applied for this grant. The County did received funding in the amount of \$25,000 to go toward a splash pad at the Recreation Center.
- **FY 2023-2024 Budget Packets:** The budget packets have been forwarded to all the department heads today. They have until March 31, 2023 to return their requests. Each department head will make a budget presentation during a Budget Work Session in the spring. This marks the beginning of the FY 2023-2024 budget process. Mr. Heath further stated that the revenues are currently looking pretty good.
- **Board Retreat:** Mr. Heath reminded the Board that their Board Retreat is scheduled for March 27, 2023. He will be providing more information later in the month.
- **Story's Property Sale:** A public hearing will be held on March 20, 2023 during a Special Called Meeting prior to their regular Work Session.
- **Trip to Raleigh:** Mr. Heath will be going to Raleigh on Thursday to meet with several State Representatives and Congressman Don Davis. The purpose of these meetings will be to advocate for grant funding for Perquimans County.

**Perquimans Mobile Integrated Health Program (PHIMP)**

County Manager Heath asked Jonathan Nixon to present this program. Mr. Nixon explained that this is the Agreement between East Carolina Health-Chowan, Inc. d/b/a ECU Health Chowan Hospital (referred as "Hospital") and Perquimans County. This grant agreement will allow the Hospital to facilitate and/or reimburse Perquimans County for the purchase of equipment, goods, services, and human resource expenses being funding through the Endowment grant. This grant will provide for a full-time Health Care Community Coordinator. The grant funding amount is \$355,000 plus in-kind match of \$57,000 making a total grant amount of \$412,000. This is a two-year agreement which can be extended should this program be sustained. What he is recommending tonight is for the Board to authorize County Manager Heath to execute the Agreement. Chairman Nelson asked the Board if they had any questions. Commissioner Corprew asked questions about the full-time coordinator and Commissioner Ward asked about the purchasing of a vehicle. Mr. Nelson said that, should the County not be able to sustain the program, the County would either find another position for the coordinator or discharge him/her. With regard to the purchasing of a vehicle, Mr. Nixon said that it would be a smaller vehicle than the current vehicles. Mr. Ward also asked about the current condition of our ambulances. Mr. Nixon said that during the budget process, they will be asking for another ambulance and request that they keep the current vehicle that is due to be replaced to be used as a backup ambulance. County

Manager Heath asked Mr. Nixon to review some of the large line items that is included in the grant budget, which he did. There being no further questions, Charles Woodard made a motion to authorize the County Manager to enter into an agreement (copy below) with ECU Health Chowan Hospital for the purpose of implementing a community paramedicine program in Perquimans County, supported by funding allocated by the Duke Endowment. The motion was seconded by Timothy J. Corprew and unanimously approved by the Board.

Contract No. 0012024

AGREEMENT BETWEEN  
EAST CAROLINA HEALTH-CHOWAN, INC. D/B/A ECU HEALTH CHOWAN HOSPITAL  
AND  
PERQUIMANS COUNTY EMS

THIS AGREEMENT is made and entered into this 1<sup>st</sup> day of January, 2023, by and between East Carolina Health-Chowan, Inc. d/b/a ECU Health Chowan Hospital ("Hospital") and Perquimans County EMS ("Recipient"), hereinafter collectively referred to as "the Parties."

WITNESSETH:

WHEREAS, Hospital is a nonprofit corporation, organized under and existing pursuant to the laws of the State of North Carolina, which owns and operates an acute care hospital licensed under North Carolina General Statute 131E-73 *et. seq.*, which provides medical care for the benefit of the citizens of eastern North Carolina; and

WHEREAS, the Duke Endowment (the "Endowment") has allocated money to implement a community paramedicine program in Perquimans County, North Carolina; and

WHEREAS, Hospital has been awarded a grant from the Endowment to implement the community paramedicine program; and

WHEREAS, Hospital will facilitate and/or reimburse the purchase of the equipment, goods, services and human resource expenses being funded through the Endowment grant; and

NOW, THEREFORE, in consideration of the mutual promises of the parties hereto, and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. EQUIPMENT, GOODS, SERVICES AND TRAINING. To facilitate the development and execution of the Perquimans County community paramedicine program grant, Hospital agrees to reimburse Recipient for the purchase of equipment, goods and human resources expenses.
2. FUNDING. All terms and conditions of this contract are dependent upon and subject to the allocation of funds by the Endowment for the purpose set forth and the contract will automatically terminate if funds cease to be available. Recipient agrees:
  - a. To submit invoices to ECU Health Community Health Improvement Coordinator by the fifth (5<sup>th</sup>) day of each month with sufficient detail identifying a clear description and cost for each item of expenditure for reimbursement
  - b. All human resource expenses paid with grant funds should be submitted with timesheets and/or system reports and validated with signatures by the staff person and their manager. Human resources expenses are limited to salary, benefits and training of Perquimans County EMS employees.
  - c. In-kind resources allocated to the Recipient must also be documented as contributions to the program. Non-personnel in-kind contributions should be documented and submitted for monthly reports.
3. ADDITIONAL REPORTING REQUIREMENTS. Recipient agrees to submit a progress report to Hospital for review by October 11, 2023. Recipient also agrees to submit a final report to Hospital for review by March 17, 2025. Progress reports and final reports should include detailed information related to the performance metrics included in the grant award, including (1) number of patient receiving services, (2) number of EMS providers trained, (3) number of Emergency Department admissions avoided, (4) number of food boxes distributed and (5) number of patients with meaningful clinical improvements related to hypertension, diabetes and depression
4. ACKNOWLEDGMENT. Recipient understands and acknowledges that for services, goods or equipment purchased under this agreement that: (1) the Hospital makes no representations or warranties of any kind, either express or implied, including any warranty of merchantability or its fitness for any particular purpose; (2) it is solely responsible for examining the equipment and/or goods prior to installation or use; (3) it is solely responsible for installing the equipment and/or goods and following all written directions accompanying the equipment and/or goods; (4) Recipient is the owner of the equipment and/or goods; (5) Recipient is solely responsible for the operation and use of the equipment and/or goods and for the proper custody and care of such equipment and/or goods; (6) the Hospital has no liability or risk associated with the use and operation of such equipment and/or goods; (7) Recipient is solely responsible for any required servicing, repair, maintenance, replacement, insuring or upkeep of the equipment and/or goods and for insuring such equipment and/or goods, at its own costs; (8) the Hospital is not the manufacturer of the equipment or goods and in the event of any defect or problem with any equipment, goods, services or training, Recipient is solely responsible for settling any dispute, problem or claim it has regarding the performance of any equipment, goods, services and/or training directly with the manufacturer or vendor; (9) Hospital shall have no responsibility to replace or repair any equipment and/or goods or purchase additional services or training that was not satisfactory; (10) to the extent Hospital purchases services or training, Recipient is solely responsible for ordering and overseeing the services and/or training and ensuring the services or training are provided on a timely basis; (11) the Hospital makes no representations or warranties as to the quality, value or appropriateness of the services or training; (12) Hospital is not responsible in tort or contract for any negligence, intentional act and or other wrongful conduct by any manufacturer or person or organization providing training or services to Recipient under this Agreement; and (13) in no event shall Hospital be responsible for any consequential or indirect damage or injury to Recipient, its owners, employees, agents, or independent contractors, or to any third person caused by equipment, goods, services and/or training.
5. INDEMNIFICATION AND HOLD HARMLESS. To the fullest extent permitted under North Carolina law, Recipient, on its behalf and on behalf of its employees and agents, agrees to indemnify and hold harmless Hospital Indemnitites from any and all claims, liabilities, damages, actions, costs and expenses (including, without limitation, reasonable attorneys' fees, expert fees and court costs, of any kind or nature, whether at or in equity, arising from or caused in any part by (1) any negligent actions or omissions of Recipient, its employees or its agents, (2) the breach of any representation, warranty, covenant or agreement of Recipient contained in this Agreement, and/or (3) use and/or operation of any equipment, goods, services or training provided to Recipient under this Agreement. Hospital Indemnitites shall include its directors/trustees, officers, employees, agents, subsidiaries, parent corporations, and affiliates.
6. RECIPIENT'S INSURANCE. Recipient agrees to procure and maintain, or cause to be procured and maintained, property insurance covering the lactic acid meters and sepsis testing kits; and general liability insurance covering claims, causes of actions, actions, losses, liabilities, damages, and expenses arising out of, caused by or otherwise resulting from the negligence or otherwise wrongful acts or omissions of Recipient, its employees and/or agents. The limits of liability shall be at least One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) per aggregate. Recipient shall provide current certificates of insurance to Hospital within thirty (30) days of the effective date of this Agreement and shall inform Hospital within thirty (30) days of any change in insurance terms.
7. HOSPITAL'S INSURANCE. Hospital shall procure and maintain, or cause to be procured and maintained, general liability insurance covering claims, causes of actions, losses, liabilities, damages, and expenses arising out of, caused by or otherwise resulting from acts or omissions of nonfeasance, malfeasance or negligence committed by its or its employees and agents. The limits of liability of said insurance shall be at least One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) per aggregate.
8. TERM. The Agreement shall continue until December 31, 2024, which is the end of the grant period or until either party notifies the other of its intent to terminate, in writing, at least 30 days prior to the date of termination.
9. ENTIRE AGREEMENT AND AMENDMENTS. This Agreement contains the entire understanding between the parties with respect to the subject matter hereof and supersedes all prior written negotiations or agreements and all prior or contemporaneous oral negotiations or agreements between them regarding the subject matter hereof. This Agreement may be amended only in writing, which writing must be signed by both of the parties.
10. ASSIGNMENT. This Agreement is personal to each of the parties hereto, and neither party may assign nor delegate any of its rights or obligations without first obtaining the written consent of the other party. Any purported assignment without prior written consent from the other party shall be null and void. In the event of assignment, this Agreement shall be binding upon the successors or assigns of the parties hereto.
11. INDEPENDENT CONTRACTOR. The relationship between the parties to this Agreement shall be that of independent contractors, and no party shall be construed to be the agent, partner, employee, or joint venture of the other party to the Agreement. The parties shall not



exercise control or direct the manner in which other parties perform their duties hereunder except to assure compliance with this Agreement.

12. **OBRA COMPLIANCE.** To the extent applicable, the parties agree that upon request they will make their books, documents and records available to the Secretary of Health and Human Services, the comptroller general or their duly authorized representative to the extent required by Section 952 of the Omnibus Budget Reconciliation Act of 1980 and will obtain a similar agreement from any related sub-contractor whom they engage to perform on their behalf. This Section survives termination of this Agreement.

13. **DISCLAIMER OF REFERRALS.** The parties acknowledge that payment of considerations, whether direct or indirect, to induce referral of any patient, item, service or equipment reimbursable under the Federal Medicare/Medicaid Program is unlawful. Each of the parties agrees that no benefit accruing to either party pursuant to this Agreement shall be conditioned upon nor granted in consideration of the referral of any patient, item, service or equipment to any party. The parties specifically disclaim any requirement that any party refer patients to the other party for any reason whatsoever.

14. **RESTRUCTURING.** It is the intention of the parties to comply with all applicable laws and regulations, including, but not limited to, the Internal Revenue Code of 1986, as amended, and all applicable Medicare and Medicaid legislation, and any regulations promulgated thereunder. The parties acknowledge that legislation, regulations, an administrative ruling or other legally binding opinion may be adopted, amended, promulgated or issued which effectively renders this Agreement unlawful, could affect the tax-exempt status of the Hospital or any affiliates thereof, could impose liability or exclusion from participation in the Medicare or Medicaid program or otherwise have a negative impact on either party. In such event, either party may by written notice propose the termination, restructuring or renegotiation of this Agreement in order to effect compliance. If such notice is given and the Parties are unable within fifteen (15) days thereafter to reach an agreement with respect to the termination, restructuring or renegotiation of this Agreement, either party may terminate this Agreement by providing at least fifteen (15) days' written notice to the other.

15. **DEBARMENT CERTIFICATION.** By signing this Agreement, each party hereby represents and warrants the following: (1) that it has not been debarred, excluded, suspended or otherwise determined to be ineligible to participate in federal health care programs (collectively, "Debarment" or "Debarred," as applicable); and (2) that it agrees to immediately notify the other party in the event that it (a) receives notice of action or threat of action with respect to its Debarment during the term of this Agreement; or (b) becomes Debarred. Upon receipt of such notice from a party, this Agreement shall automatically terminate without further action or notice.

16. **FORCE MAJEURE.** The parties understand and acknowledge that neither shall be liable for any loss, damage, detention, delay or failure to perform in whole or in part resulting in causes beyond either parties control including, but not limited to act of God, fire, strikes, insurrections, riots, embargoes, shortages of motor vehicles, delays in transportation, and inability to obtain supplies of raw material or requirements or regulations of the United States government or any other civil or military authority.

17. **THIRD PARTY BENEFICIARY.** The parties do not intend to confer any rights, privileges or benefits upon any other individual(s) or entity(ies), not signatories to this Agreement, arising out of this Agreement. The parties agree that nothing in this Agreement shall be construed or interpreted to confer any such rights, privileges or benefits upon any individual or entity not a signatory to this Agreement.

18. **COSTS AND TAXES.** Except as otherwise specifically provided herein, each party shall bear its own costs and expenses incurred in connection with the performance of its obligations hereunder. Each party shall be responsible for payment of any and all federal, state, local or other taxes which may arise or be imposed as the result of its performance under this Agreement or as the result of the receipt of any compensation or other funds under this Agreement or in connection with the transactions contemplated hereby, if any. This Section shall survive termination of this Agreement.

19. **NOTICE.** Any notice required or permitted to be given hereunder shall be in writing and shall be given by personal delivery or by certified mail, return receipt requested, postage prepaid, to the following addresses:

ECU Health Chowan Hospital Attn: Brian Harvill P.O. Box 6028 Greenville, NC 27835-6028	Perquimans County EMS Attn: Jonathan Nixon P.O. Box 563 Hertford, NC 27944
With a copy to: Attn: Office of General Counsel P.O. Box 6028 Greenville, NC 27835-6028	

20. **INVALID PROVISION.** In the event that any portion of this Agreement shall be determined to be invalid or unenforceable, the remainder of this Agreement shall be deemed to continue to be binding upon the parties hereto in the same manner as if the invalid or unenforceable provision were not a part of this Agreement.

21. **WAIVER.** The failure by the party at any time to require performance by the other party of any provision hereof shall not affect in any way the right to require such performance at a later time nor shall the waiver by either party of a breach of any provision hereof be taken or be held to be a waiver of such provision.

22. **APPLICABLE LAW, VENUE, AND SERVICE OF PROCESS.** This Agreement has been entered into in the State of North Carolina Pitt and all questions with respect to the construction of this Agreement and the rights and liabilities of the parties shall be governed by the laws of the State of North Carolina. The parties agree that exclusive venue for the bringing of any action concerning this Agreement shall be in the state or federal courts having jurisdiction in Pitt County, North Carolina and that service of process may be made upon either party by certified mail, return receipt requested, postage prepaid to the party's address as set forth herein or such other address as the party may designate in writing received by the other party.

23. **COUNTERPARTS AND FACSIMILES.** This Agreement may be executed in one or more counterparts, each of which may be deemed an original, but all of which constitute one and the same. An executed Agreement transmitted by facsimile to the other party may be relied upon as an original, and if there is any inconsistency between such facsimile and an executed Agreement subsequently received by "hard-copy," the terms contained in the facsimile shall prevail.

24. **HEADINGS.** The headings and number of sections and paragraphs contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.

25. **ELECTRONIC SIGNATURE.** As it is applicable to this Agreement, the parties agree to and adopt the terms and conditions of the Uniform Electronic Transactions Act, as adopted in North Carolina General Statutes Chapter 66, including but not limited to the provisions governing electronic signatures. As such, this Agreement is "signed" if it includes a digital signature, symbol and/or action that is adopted or performed by either party or party's Electronic Agent with the present intent to authenticate or manifest assent to the Agreement.

IN WITNESS WHEREOF, each party has caused this Agreement to be executed by its duly authorized representative as of the date set forth above.

ECU HEALTH CHOWAN HOSPITAL	PERQUIMANS COUNTY EMS
By: _____ Brian Harvill, President	By: _____ Frank Heath, Perquimans County Manager

**RESOLUTION SUPPORTING THE RECLASSIFICATION OF PERQUIMANS COUNTY 911 DISPATCHERS**

The second item that Mr. Heath asked Mr. Nixon to explain is the Resolution Supporting the Reclassification of Perquimans County 911 Dispatchers. Mr. Nixon began by reading the first and second paragraphs of the following Resolution. He further explained what new features that the dispatchers have been trained on. Mr. Nixon and County Manager Heath recommend the adoption of the Resolution. On motion made by James W. Ward, seconded by Charles Woodard, the Board unanimously approved the following Resolution:

**RESOLUTION SUPPORTING THE RECLASSIFICATION OF PERQUIMANS COUNTY 911 DISPATCHERS**

WHEREAS, in September of 2021, U.S. Representatives Norma J. Torres and Brian Fitzpatrick announced that their 9-1-1 SAVES Act passed the House as part of the Fiscal Year 2022 National Defense Authorization Act. The 9-1-1 SAVES Act is bipartisan legislation to reclassify 911 dispatchers from "Office and Administrative Support" to "Protective Service Occupations" in the Office of Management and Budget's Standard Occupational Classification (SOC) catalog.

WHEREAS, 911 dispatchers are the first line of response during an emergency, and they deserve to be classified in a way that recognized their work is on par with the work of other public servants classified as first responders; and

WHEREAS, Senator Richard Burr introduced the reclassification bill in the Senate, where it remained; and

WHEREAS, 911 dispatchers are working with elected officials to re-introduce this legislative with the next Congress, and local support will assist this effort; and

WHEREAS, the Perquimans County Board of Commissioners is in support of such a legislative change; and

NOW, THEREFORE BE IT RESOLVED BY THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS:

That the Perquimans County Board of Commissioners is in support of bipartisan legislation to reclassify 911 dispatchers from "Office and Administrative Support" to "Protective Service Occupations" in the Office of Management and Budget's Standard Occupational Classification (SOC) catalog.

Adopted this the 6<sup>th</sup> day of March, 2023.

Wallace E. Nelson, Chairman  
Perquimans County Board of Commissioners

ATTEST:

Frank Heath, Deputy Clerk to the Board

(SEAL)

### OPIOID SETTLEMENT RESOLUTIONS

County Manager Heath updated the Board on the Opioid Settlement Funds. In the Board packet, there was a Resolution, which would allow Perquimans County to sign onto the second round of settlement. This is the first step that the Board needs to take. It is his recommendation to approve this Resolution. The second Resolution is for specific expenditures of Opioid Funds from the first settlement. The County received funds in the amount of \$27,000 from the first round in the spring of 2022 and \$60,000 in the summer of 2022. The Board asked where this funding was used. Mr. Heath said that it has not gone anywhere yet. In the first Resolution, Mr. Nixon is requesting a reimbursement of \$50,000. Mr. Heath asked Mr. Nixon to give his strategies, which he provided below:

- First strategy authorized:
    - Post Overdose Response Team - \$40,250 (this includes \$32,000 for new vehicle and the balance for supplies to make a match for the other one. Mr. Heath said that these funds would come out of the first round of settlement funds.
  - Second strategy authorized:
    - Naloxone Distribution (\$8,250)
  - Third strategy authorized:
    - Syringe Service Program (\$1,500)
- This totals \$50,000 for this first round reimbursement

Mr. Nixon also explained other Grant funds that they have requested. What he needs for the Board to do tonight is to authorize the County Manager and County Attorney to execute these two Resolutions. After answering some questions of clarification, Chairman Nelson asked for a motion. On motion made by Charles Woodard, seconded by Joseph W. Hoffier, the Board unanimously approved the following two Resolutions:

#### A RESOLUTION BY THE COUNTY OF PERQUIMANS TO DIRECT THE EXPENDITURE OF OPIOID SETTLEMENT FUNDS

WHEREAS Perquimans County has joined national settlement agreements with companies engaged in the manufacturing, distribution, and dispensing of opioids, including settlements with drug distributors Cardinal, McKesson, and AmerisourceBergen, and the drug maker Johnson & Johnson and its subsidiary Janssen Pharmaceuticals;

WHEREAS the allocation, use, and reporting of funds stemming from these national settlement agreements and certain bankruptcy resolutions ("Opioid Settlement Funds") are governed by the Memorandum of Agreement Between the State of North Carolina and Local Governments on Proceeds Relating to the Settlement of Opioid Litigation ("MOA");

WHEREAS Perquimans County has received Opioid Settlement Funds pursuant to these national settlement agreements and deposited the Opioid Settlement Funds in a separate special revenue fund as required by section D of the MOA;

WHEREAS section E.6 of the MOA states:  
E.6. Process for drawing from special revenue funds.

- a. Budget item or resolution required. Opioid Settlement Funds can be used for a purpose when the Governing Body includes in its budget or passes a separate resolution authorizing the expenditure of a stated amount of Opioid Settlement Funds for that purpose or those purposes during a specified period of time.
- b. Budget item or resolution details. The budget or resolution should (i) indicate that it is an authorization for expenditure of opioid settlement funds; (ii) state the specific strategy or strategies the county or municipality intends to fund pursuant to Option A or Option B, using the item letter and/or number in Exhibit A or Exhibit B to identify each funded strategy, and (iii) state the amount dedicated to each strategy for a stated period of time.

NOW, THEREFORE BE IT RESOLVED, in alignment with the NC MOA, Perquimans County authorizes the expenditure of opioid settlement funds as follows:

- I. First strategy authorized
  - a. Name of strategy: Post Overdose Response Team
  - b. Strategy is included in Exhibit A
  - c. Item letter and/or number in Exhibit A or Exhibit B to the MOA: Strategy 8
  - d. Amounted authorized for this strategy: \$40,250
  - e. Period of time during which expenditure may take place:
 

Start date March 7, 2023 through End date June 30, 2024
  - f. Description of the program, project, or activity: Support Start-up for fulltime Mobile Integrated Healthcare Provider to include Vehicle, Upfit, Patient Care Software, Supplies, etc.

- g. Provider: Perquimans County Emergency Services – EMS Division
- 2. Second strategy authorized
  - a. Name of strategy: Naloxone Distribution
  - b. Strategy is included in Exhibit A
  - c. Item letter and/or number in Exhibit A or Exhibit B to the MOA: Strategy 7
  - d. Amounted authorized for this strategy: \$ 8,250
  - e. Period of time during which expenditure may take place:  
Start date March 7, 2023 through End date June 30, 2024
  - f. Description of the program, project, or activity: Purchase and Distribute Naloxone to local Law Enforcement, Fire Department Personnel, EMS, Community Members
  - g. Provider: Perquimans County Emergency Services – EMS Division
- 3. Third authorized strategy
  - a. Name of strategy: Syringe Service Program
  - b. Strategy is included in Exhibit A
  - c. Item letter and/or number in Exhibit A or Exhibit B to the MOA: Strategy 9
  - d. Amounted authorized for this strategy: \$ 1,500
  - e. Period of time during which expenditure may take place:  
Start date March 7, 2023 through End date June 30, 2024
  - f. Description of the program, project, or activity: Purchase and have available to distribute needles to those participating in the Post Overdose Response Program, to include disposal of used syringes
  - g. Provider: Perquimans County Emergency Services – EMS Division

The total dollar amount of Opioid Settlement Funds appropriated across the above named and authorized strategies is \$50,000.  
 Adopted this the 6<sup>th</sup> day of March, 2023.

Wallace Nelson, Chair  
 Perquimans County Board of Commissioners

ATTEST:

Frank Heath, Deputy Clerk to the Board

COUNTY SEAL

**RESOLUTION BY THE COUNTY OF PERQUIMANS  
 AUTHORIZING EXECUTION OF OPIOID SETTLEMENTS AND APPROVING THE SUPPLEMENTAL AGREEMENT FOR  
 ADDITIONAL FUNDS BETWEEN THE STATE OF NORTH CAROLINA AND LOCAL GOVERNMENTS ON PROCEEDS  
 RELATING TO THE SETTLEMENT OF OPIOID LITIGATION**

WHEREAS, the opioid overdose epidemic had taken the lives of more than 32,000 North Carolinians (2000-2021);

WHEREAS, the COVID-19 pandemic has compounded the opioid overdose crisis, increasing levels of drug misuse, addiction, and overdose death; and

WHEREAS, the Centers for Disease Control and Prevention estimates the total economic burden of prescription opioid misuse alone in the United States is \$78.5 billion a year, including the costs of healthcare, lost productivity, addiction treatment, and criminal justice involvement; and

WHEREAS, the overdose emergency department visit rate in Perquimans County was 230.3 out of 100,000 people in 2020. This represents 31 emergency department visits by Perquimans County residents for overdose in that year; and

WHEREAS, certain counties and municipalities in North Carolina joined with thousands of local governments across the country to file lawsuits against opioid manufacturers, pharmaceutical distribution companies, and chain drug stores to hold those companies accountable for their misconduct; and

WHEREAS, settlements have been reached in litigation against Walmart, Inc., Teva Pharmaceutical Industries Ltd., Allergan Finance, LLC, Allergan Limited, CVS Health Corporation, CVS Pharmacy, Inc., and Walgreen Co., as well as their subsidiaries, affiliates, officers, and directors named in these Settlements; and

WHEREAS, representatives of local North Carolina governments, the North Carolina Association of County Commissioners, and the North Carolina Department of Justice have negotiated and prepared a Supplemental Agreement for Additional Funds (SAAF) to provide for the equitable distribution of the proceeds of these settlements; and

WHEREAS, by joining the settlements and approving the SAAF, the state and local governments maximize North Carolina's share of opioid settlement funds to ensure the needed resources reach communities, as quickly, effectively, and directly as possible; and

WHEREAS, it is advantageous to all North Carolinians for local governments, including Perquimans County and its residents, to sign onto the settlements and SAAF and demonstrate solidarity in response to the opioid overdose crisis, and to maximize the share of opioid settlement funds received both in the state and this county to help abate the harm; and

WHEREAS, the SAAF directs substantial resources over multiple years to local governments on the front lines of the opioid overdose epidemic while ensuring that these resources are used in an effective way to address the crisis;

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of Perquimans County hereby authorizes the County Manager or County Attorney to execute all documents necessary to enter into opioid settlement agreements with Walmart, Walgreens, CVS, Allergan, and Teva, to execute the SAAF, and to provide such documents to Rubris, the Implementation Administrator.

Adopted this the 6<sup>th</sup> day of March, 2023.

Wallace E. Nelson, Chairman  
 Perquimans County Board of Commissioners

ATTEST:

Frank Heath, Deputy Clerk to the Board

SEAL

**TOWN OF WINFALL POLICE COVERAGE**

Commissioner Hoffer asked about the status of the County Sheriff's Department covering the Winfall Police Department calls. Chairman Nelson and Mr. Heath said that there had been no official Agreement made between the Town of Winfall and the County's Sheriff's Department. Sheriff White was present at the meeting and explained that his Office has been covering the Town of Winfall even before the police officer left and they are still handling it.

**PUBLIC COMMENTS**

The following public comment was made:

> Terry Swope: Mr. Swope addressed the light pollution in the County. He made the following remarks:

My name is Terry Swope and I live in Perquimans County. I wanted to address the issue of "Light Pollution" tonight. For the past month or so, we have had a splendid view of Jupiter and Venus in the southwestern sky. From my perspective, on the opposite bank of the Perquimans River, I have had to look almost directly at the up and growing Marine Industrial Park.

Several new high intensity lights have been added to this area in the past couple of years. Fedex has added some very tall ones. While I don't doubt these lights can be very helpful in their intended area, the "Stray" light that shines every which way can be rather bothersome to folks like myself who enjoy "Country living" and an escape from the bright city lights.

My fear is that as the Marine Park grows, these lights will become more prevalent, and while I am sure that cannot be helped, there are measures that can prevent much of the "Stray" light I spoke of.

I propose the County, through the covenants, or by ordinance if necessary, require these bright outdoor lights to have a shroud; a lightshield if you will.

These shrouds are very inexpensive and would still allow the business to illuminate the intended area while not infringing upon the rights of others. Each light above a certain lumen value would be required to have an inexpensive shroud, angled in such a way as to make every reasonable effort to only light the owner's property. This would not compromise the security of the business, yet still go a long way towards preserving the rural lifestyle many of us enjoy here in Perquimans County.

Your consideration of this important matter is appreciated.

---Terry---

*AS a footnote - The Recreation center has the ballpark lights on tonight and they are done properly. Less light escapes that ballfield than from the other new lights such as the Fedex building it seems.*

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 Charles Woodard, seconded by James W. Ward, the Board unanimously voted to go into Closed Session.

The Closed Session was adjourned and the Regular Called Meeting reconvened on motion made by Charles Woodard, seconded by Timothy J. Corprew, 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 around 7:50 p.m. on motion made by Joseph W. Hoffer, seconded by Timothy J. Corprew.

\_\_\_\_\_  
Wallace E. Nelson, Chairman

\_\_\_\_\_  
Deputy Clerk to the Board

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REGULAR MEETING

April 3, 2023  
7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, April 3, 2023, at 7:00 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944.

- MEMBERS PRESENT: Wallace E. Nelson, Chairman 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 P. Hunnicutt, Clerk to the Board  
 Hackney High, County Attorney

Chairman Nelson called the meeting to order. Commissioner Hoffer gave the invocation and Chairman Nelson led the Pledge of Allegiance.

AGENDA

Chairman Nelson stated that a copy of the amended Agenda was at their seats tonight. Charles Woodard made a motion to approve the Agenda as presented. The motion was seconded by James W. Ward 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, Joseph W. Hoffer made a motion to approve the Consent Agenda as presented. The motion was seconded by James W. Ward and unanimously approved by the Board.

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

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Mary Hunnicutt	Part-Time Clerk to the Board	Appointment	65/15	\$24,83/hr.	04/01/2023
Belinda Owens	Social Worker III (APS)	Appointment	69/2	\$44,869	04/01/2023
Heather Russell	IMC I Working Toward IMC II	Appointment	61/3	\$32,321	04/01/2023
Morgan Story	Non-Certified Telecommunicator	Appointment	60/1	\$14,166/hr.	04/01/2023
Allen Foy	Non-Certified Telecommunicator	Appointment	60/1	\$14,166/hr.	04/01/2023
Gloria Thomas	Part-Time/Fill-In Board of Elections Staff	Appointment	n/g	\$12.00/hr.	03/27/2023
Brenda Hurdle	Part-Time/Fill-In Board of Elections Staff	Appointment	n/g	\$12.00/hr.	03/27/2023
Bethany Bultram	Community Paramedic/MIH Coordinator	Reclassification	70/5	\$24,25/hr.	03/01/2023
Christina Turner	Income Maintenance Caseworker II	Resignation			03/31/2023
Jacob Sikes	Certified Deputy	Resignation			03/17/2023
Kenneth J. Sippel Jr.	Part-Time/Fill-In Telecommunicator	Resignation			03/30/2023
Sarah Hickman	Part-Time/Fill-In AEMT	Resignation			03/29/2023

2. **Step/Merit Increases:**

Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Jovan Ward	Income Maintenance Lead Worker (FNS)	65/6	\$41,484	04/01/2023
Elena Ratcliff-Howell	Processing Assistant V	61/3	\$32,321	04/01/2023
Rebecca Corprew	Administrative Officer I	67/1	\$51,162	04/01/2023
Kristin Lassiter	Income Maintenance Supervisor II	67/4	\$43,145	04/01/2023
Cody Chappell	Paramedic	68/4	\$21,08/hr.	04/01/2023
Stephen Chappell	Animal Control Officer	62/8	\$38,170	04/01/2023

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

BUDGET AMENDMENT NO. 34  
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	DSS - State Grants	21,751	
10-610-202	DSS - Low Income Water Assistance	21,751	

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

BUDGET AMENDMENT NO. 35  
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	DSS - State Grants	32,758	
10-610-192	DSS - Crisis Intervention	32,758	

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

BUDGET AMENDMENT NO. 36  
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	DSS - State Grants	15,000	
10-610-198	DSS - Low Income Water Assistance (LIEAP)	15,000	

EXPLANATION: To amend FY 22/23 budget to include additional funding as awarded by the State for Low Income Energy Assistance Program.

BUDGET AMENDMENT NO. 37  
COUNTY CONSTRUCTION FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
50-348-006	County Construction - Perquimans Basin	1,500,000	
50-000-724	County Construction - Perquimans Basin	1,500,000	
EXPLANATION: To amend FY 22/23 budget to include additional funding as awarded by NC Commerce for Perquimans Basin Project.			

BUDGET AMENDMENT NO. 38  
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-360-006	EMS - Trillium Opioid Funding	9,868	
10-592-748	EMS - Trillium Opioid Funding	9,868	
EXPLANATION: To amend FY 22/23 budget to include additional funding as awarded by Trillium and as discussed during March BOC meeting.			

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

- **Resolution to Sell Vehicle on GovDeals:** The Board approved the following Resolution to declare a vehicle as surplus equipment and sell on GovDeals:

RESOLUTION AUTHORIZING SALE  
OF CERTAIN SURPLUS COUNTY PROPERTY

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

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

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

Model Year	Make	Model	VIN
2014	Dodge	Charger	2C3CDXA15EH146310

2. The County Manager is hereby authorized and directed to proceed on behalf of the Perquimans County Board of Commissioners to sell these vehicles on GovDeals.
3. The County reserves the right to reject any or all bids and decide not to sell the vehicles at any time during this process.
4. The County Manager, in accordance with State law, shall cause a summary of this resolution to be posted on bulletin board at Courthouse and place it on the County's website and Facebook page. After not less than ten (10) days from the date of publication, the County Manager is authorized to sell the above-described property to the highest bidder.

Adopted this the 3<sup>rd</sup> day of April, 2023.

Wallace E. Nelson, Chairman  
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hinnicutt, Clerk to the Board

SEAL

- **Contract - GASB 73 Reporting for Special Separation Allowance:** The following contract with Cavanaugh Macdonald Consulting, LLC was approved to complete the GASB 73 Report for 2023:

Memorandum

To: Finance Directors and Human Resource Directors  
From: Micki Taylor & Todd Green  
Date: March 27, 2023  
Subject: GASB 73 Reporting for Special Separation Allowance

Cavanaugh Macdonald Consulting, LLC (CMC) is offering local governments the chance to have actuarial studies performed for the Special Separation Allowance for Law Enforcement Officers. The separation allowance is a locally administered benefit provided to certain law enforcement officers upon their departure from service.

CMC is a premier actuarial consulting firm founded solely for the purpose of providing actuarial services to state and local governments. CMC also performs the actuarial valuation for Other Postemployment Benefits (OPEB) in accordance with GASB 74 and 75. A separate data request is issued for OPEB valuations.

GASB Statement No. 73 establishes accounting and financial reporting requirements for pensions that are not within the scope of GASB 68. GASB 68 relates to pension plans that are administered through qualified trusts. For most units, GASB 73 will apply to the Law Enforcement Officers' Special Separation Allowance (LEOSSA). If you currently administer the Special Separation Allowance for Law Enforcement Officers through a qualified trust, please contact Micki Taylor at CMC for the data request related to the preparation of the actuarial valuation reports required under GASB Statement 68.

The reporting date for GASB 73 will be June 30, 2023. The valuation date will be December 31, 2021 and the measurement date will be December 31, 2021. For measurement of the Total Pension Liability and Pension Expense, the December 31, 2021 accrued liability will be rolled forward to the measurement date of December 31, 2022 using standard roll-forward procedures. If alternative valuation or measurement dates are requested for GASB 73 reporting, additional fees will apply.

If your local government participated in the actuarial study in 2022, the retired participant data provided last year will be used for the Fiscal Year 2023 report. The active participants data is provided by the Local Government Employees Retirement System (LGERS). In addition, we are requesting information that will be necessary for Fiscal Year 2024 reporting. Additional information is provided on the following pages.



NOTE: You must complete the attached forms in order to participate, even if you participated in previous years. The cost to your local unit of government and the procedures you must follow are outlined below:

- 1) The base fee for all Units will be \$550 per local unit, plus \$3.95 per covered employee and retiree. If your local government offers the Separation Allowance benefit to any other employee groups (General Employees, Firefighters, etc.), a base fee of \$550 will apply to each additional employee group, plus \$3.95 per additional covered employee and retiree.
- 2) Units must return the 2023 Memorandum of Participation to Cavanaugh Macdonald Consulting, LLC indicating their desire to participate and the Data Collection Sheet no later than May 18, 2023 to receive the pricing above. If the forms are received after May 15th, the reports will be completed as soon as possible following receipt of the required information. Additional fees may apply if the information is not received by the deadline.
- 3) Units are to receive copies of their actuarial reports by July 31, 2023 provided the required information is received by the deadline above. Units will be billed directly by Cavanaugh Macdonald Consulting, LLC. DO NOT PAY CAVANAUGH MACDONALD CONSULTING, LLC IN ADVANCE.
- 4) Units may negotiate other services with Cavanaugh Macdonald Consulting, LLC outside the scope of the agreement. The hourly rates for consulting services range from \$140 to \$420.
- 5) Additional fees may apply if corrected data collection items are provided after the report is issued and/or time is accrued answering auditor questions.

Note: Unless Cavanaugh Macdonald Consulting, LLC has questions, you may not hear from them until you get your copy of the actuarial report.

The main contact persons with Cavanaugh Macdonald Consulting, LLC are Micki Taylor and Todd Green (NCSSALEO@CavMacConsulting.com). If you have any questions, please contact Micki at (678) 388-1704 or Todd at (678) 388-1705.

Cavanaugh Macdonald Consulting, LLC  
3550 Busben Parkway, Suite 250, Kennesaw, GA 30144  
NCSSALEO@CavMacConsulting.com



2023 MEMORANDUM OF PARTICIPATION  
FOR SEPARATION ALLOWANCE BENEFIT

UNIT: Perquimans County  
 MAILING ADDRESS: P.O. Box 44  
 CITY: Herford ZIP CODE: 27944  
 NAME: Frank Hoyle  
 TITLE: County Manager  
 PHONE #: (252) 476-8466  
 EMAIL ADDRESS: frankhoyle@perquimanscounty.gov

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

I have read the terms listed on the cover memorandum that outlines conditions and fees of the contract related to reporting requirements under GASB Statement No. 73. Should my unit of government determine at any point that we do not want to continue our participation in the Actuarial Study Program, we will notify Cavanaugh Macdonald Consulting by letter of our desire to cancel, in order to complete the report in time for Fiscal Year 2023 reporting, GMC will need to receive all requested information no later than May 15th, 2023.

I understand that we will be billed directly by Cavanaugh Macdonald Consulting, LLC and copies of the actuarial report will be emailed to our office by Cavanaugh Macdonald Consulting by July 31, 2023. DO NOT PAY CAVANAUGH MACDONALD CONSULTING, LLC IN ADVANCE.

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

Signed this 3<sup>rd</sup> day of April, 2023.

(SIGNATURE)

Chairman, Perquimans County Board of Commissioners  
(TITLE)

Cavanaugh Macdonald Consulting, LLC  
 3550 Busbee Parkway, Suite 250, Kennesaw, GA 30144  
 NCSSALEO@CavMacConsulting.com



DATA COLLECTIONS SHEET FOR  
SEPARATION ALLOWANCE BENEFIT  
FOR FISCAL YEAR ENDING JUNE 30, 2023  
(Article 120 of Chapter 143 N.C. General Statutes)

This form should be completed and returned by May 15, 2023.

UNIT: Perquimans County  
 UNIT'S RETIREMENT SYSTEM (LERS) I.D. NUMBER (if available): \_\_\_\_\_

1) The netive participant data as of December 31, 2021 has been provided by the North Carolina Local Government Employees' Retirement System for use in the actuarial study. Typically, the Separation Allowance benefit is provided only to law enforcement officers (LEO). Please check the boxes below if any of the following employee groups have been extended this benefit at the option of the local government. If only LEO are offered the separation allowance benefit, please stip to #2.

- Firefighters
- General Employees

2) Please provide the total gross separation allowance payments made to all retired members for Calendar Year 2022 (January 1, 2021/21e December 31, 2021): \$ \_\_\_\_\_

3) Please provide the administrative expenses\* for Calendar Year 2021 (January 1, 2022 to December 31, 2022): \_\_\_\_\_

\*Costs incurred by the employer related to the administration of the separation allowance benefit (e.g. actuarial report fees, costs to process separation allowance payments, costs to send annual tax statements, staff time to assist employees in projecting retirement amount, staff time in preparing the data needed for the actuarial report, etc.). If no amount is provided, \$0 administrative expenses will be assumed for GASB 73 purposes.

If you have questions about the form, please contact Mield Taylor or Todd Green (NCSSALEO@CavMacConsulting.com) at Cavanaugh Macdonald Consulting at (678) 388-1704 or (678) 388-1702.



SUPPLEMENTAL DATA COLLECTIONS SHEET  
FOR FISCAL YEAR ENDING JUNE 30, 2024

In preparation for the GASB 73 reporting required for Fiscal Year ending June 30, 2024, please provide a Microsoft Excel file of any retired employees receiving a separation allowance as of December 31, 2022. The file should contain the following information and can be emailed to [NCSSALEO@CavMacConsulting.com](mailto:NCSSALEO@CavMacConsulting.com). Please include the name of the local government in the email. We are enclosing a template to use for providing the retiree information.

- Name
- Separation Allowance Payment Amount PER PAY PERIOD as of December 31, 2022
- Pay Period: Bi-weekly, monthly, semi-monthly, weekly, etc.
- Date of Birth (MM/DD/YYYY)
- Gender (Male/Female)
- Date of Retirement (MM/DD/YYYY)

This information will be used for the Fiscal Year 2024 reporting period. We are requesting this information since it may be easier for your unit to provide the retiree information as of December 31, 2022 now instead of producing the information in 2023.

The balance of this page was intentionally left blank.

> Board of Education Distribution Form Request: The Chairman was authorized to sign the following Board of Education Distribution Form Request for lottery funds:

**DISTRIBUTION REQUEST**  
**NEEDS-BASED PUBLIC SCHOOL CAPITAL FUND**  
**NORTH CAROLINA EDUCATION LOTTERY**  
 Date of Request: 3-23-2023

OPI USE ONLY	
Approved:	
Date:	

County: Perquimans County CONTACT Person: Frank Heath  
 Address: P.O. Box 45, Hartford, NC 27944 Title: County Manager  
 LEA: Perquimans County Schools Phone: 252-428-3484  
 Address: P.O. Box 337, Hartford, NC, 27944 Email: frankheath@perquimanscountync.gov

Project Title: Perquimans County Intermediate School (grades 3-8)  
 Project Address: TBD

The Needs-Based Public School Capital Fund is governed by Article 38B of GS 115C-546. The purpose of the NBSPCF is to assist counties with their critical public school building capital needs. Grant funds may be used for construction of new public school buildings, as well as additions, repairs, and renovations to existing public school buildings. Grant funds cannot be used for real property acquisition, or for capital improvements to administrative buildings. Grant funds may be utilized for a lease agreement per GS 115C-546.13. Do Not use this Distribution Request Form for lease payments.

Total Project Costs (per signed agreement)	State Grant	Local Match	Total
Planning / Design	\$ 25,000.00	= \$	= \$ 25,000.00
Construction	\$ 32,365,500.00	+ \$	= \$ 32,365,500.00
Other	\$ 4,534,500.00	+ \$	= \$ 4,534,500.00
<b>Total:</b>	<b>\$ 36,925,000.00</b>	<b>+ \$</b>	<b>= \$ 36,925,000.00</b>

Design Firm: Hite Associates  
 Date of Design Contract: February 6, 2023 Bid Date (  actual  estimated): 3/28/2024  
 General Contractor: TBD Date of Construction Contract: TBD  
 Construction Start Date (  actual  estimated): April 30, 2024 Completion Date (  actual  estimated): April 30, 2026

Local Matching Fund Requirement:  1% |  1.5 |  or   0% |  5% |  15% |  25% |  35%

Source(s) of matching funds: \_\_\_\_\_

Project Costs (as of date): <u>03-23-2023</u>	State Grant	Local Match	Total
Planning / Design	\$ 11,850	+ \$ 0	= \$ 11,850
Construction	\$ 0	+ \$ 0	= \$ 0
Other	\$ 0	+ \$ 0	= \$ 0
<b>Total</b>	<b>\$ 11,850</b>	<b>+ \$ 0</b>	<b>= \$ 11,850</b>

Grant Funds Requested	All Prior Requests	This Request	Total
Planning / Design	\$ 0	+ \$ 11,850	= \$ 11,850
Construction	\$ 0	+ \$ 0	= \$ 0
Other	\$ 0	+ \$ 0	= \$ 0
<b>Total</b>	<b>\$ 0</b>	<b>+ \$ 11,850</b>	<b>= \$ 11,850</b>

Supporting Documentation: At OPI's request, submit documentation to DPI substantiating project expenditures identified here.

Reporting Requirements  
 We, the undersigned, agree to submit a report describing the progress of this project, including State and Local amounts expended, as follows: 1) with each distribution request; 2) annually on or before April 1st of each year; and 3) within 90 days following completion of the project (final payment). We certify that the project herein described is within the parameters set forth in Article 38B of GS 115C-546, and that all the required local funding is available and designated as a Local Match for this project. We certify that Local Matching Funds are derived from non-State and non-Federal funds and will be expended along with Needs-Based Grant funds as the project progresses.

[Signature] 3/23/23  
 (Signature - Chair, County Commissioners) (Date)

Russell R. Ositer 03/23/2023  
 (Signature - Chair, Board of Education) (Date)

Rev. 06/07/2022

**INTRODUCTION OF NEW EMPLOYEES**

Introduction of New Employees: The following new employees were introduced to the Board:

1. Jonathan Nixon, Emergency Services Director: Mr. Nixon introduced the following employee:

Employee Name	Employee Job Title	Effective Date
Morgan Lilly	Full-Time AEMT	04/01/2023

2. Thomas Reid, Chief Deputy: Mr. Reid introduced the following employee:

Employee Name	Employee Job Title	Effective Date
DeAngelo Freemanweldy	Uncertified Deputy	03/01/2023

The Chairman and Commissioners welcomed them to Perquimans County.

**MICHAEL ERVIN, EXECUTIVE DIRECTOR OF ALBEMARLE COMMISSION**

County Manager Heath contact Mr. Ervin and said that he would be at the May 1, 2023 meeting.



HOWARD WILLIAMS, RECREATION DIRECTOR

Mr. Williams presented his request to approve the PARTF Grant Application and presented an update on the tennis court construction project.

1. Tennis Court Project Update: Mr. Williams reported that the tennis courts should be completed by mid-May, 2023.
2. PARTF Grant Application: Mr. Williams presented his request for the approval of the PARTF Grant application for \$500,000 with a \$522,680 local match for additions to the current Recreation facilities which includes the following items:
  - > Baseball Field with dugout and fence, bases
  - > Splash Pad 34 x 48 with recycled water system & pump house
  - > Picnic Area 30 x 20 concrete slab with shade canopy: 4 tables with attached benches (2 ADA)
  - > Sidewalks to connect with existing and 4 ft. wide splash pad perimeter – concrete
  - > 2 Bleachers – 5 tier 50 person each; 2 benches at splash pad; 2 benches at dug out
  - > Lighting at ballfield 200 ft. radius with environmental light controls
  - > Parking – asphalt 50 spaces, adjoins existing
  - > Score Board

After his presentation, Mr. Williams asked the Board to take the following actions: approve the project; approve the application; approve the match of \$522,680; and add the project into the capital outlay plan. Chairman Nelson asked if there were any questions. The following commissioners asked a question:

- > Commissioner Corprew: Mr. Corprew asked that, since it is recycled water, will they have to test it. Mr. Williams said that they would and that they would be trained on the testing procedures.
- > Commissioner Ward: Mr. Ward asked if there would be lights at the new parking lot. Mr. Williams said not right now but, when the other lights are on, they will light up this area too.

There being no further questions or discussion, Chairman Nelson asked for the Board to take action on Mr. Williams' request. Joseph W. Hoffer made a motion to approve the project; approve the application; approve the match of \$522,680; and add the project into the capital outlay plan. The motion was seconded by Charles Woodard. Chairman Nelson asked if there were any further questions or discussion. The following questions were asked:

- > Commissioner Ward: Mr. Ward asked which project would be started first. Mr. Williams said that the Splash Pad would be the first project.
- > County Manager Heath: Mr. Heath recommended that the Board amend their motion to state that the approval is pending the grant approval and that this would be a three-year project.
- > Commissioner Hoffer: Mr. Hoffer asked if there would be Recreation staff around the Splash Pad to watch the children playing. Mr. Williams said that there would be a sign that would list the rules & regulations like they have around the skateboarding area.

Chairman Nelson asked Commissioner Hoffer if he would be willing to amend his motion to include the statement which Mr. Heath recommended. Mr. Hoffer said that he would be willing to amend it. Commissioner Woodard also agreed to second the amended motion. Chairman Nelson restated the motion to approve the project; approve the application; approve the match of \$522,680; and add the project into the capital outlay plan contingent grant approval and that it would be a three-year project. The amended motion was unanimously approved by the Board.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

There were no commissioner concerns or committee reports.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > Trip to Raleigh: Mr. Heath informed the Board that Superintendent Tanya Turner, Hertford Town Manager Janice Cole, Hertford Mayor Earnell Brown, Mayor Pro Temp Ashley Hodges, Chairman Wallace Nelson, and himself will be going to Raleigh to meet with legislators to seek funding opportunities for Perquimans County.
- > Joint Work Session: The Board will have a joint work session with the Board of Education at the Administration Building on April 17, 2023 at 6:30 p.m.
- > May 2, 2023 Training Session: Mr. Heath explained that there was going to be a required training held in Williamston from 9:00 a.m. to 4:00 p.m. This is required since the County decided to participate in the Viable Utility Program and he needs to have two commissioners to volunteer to attend. He asked the members to check their calendars to see if they can attend and let him know. He, along with Chairman Nelson and Tracy Mathews, Finance Officer, will be attending. He further explained what the Viable Utility Program involved.
- > Dr. Denuzio's Building: Mr. Heath reported that he had been working with County Attorney High to prepare the settlement statement for the closing on the Dr. Denuzio's Building. He received that today. The closing is scheduled for Thursday. Mr. Heath said that he will begin to obtain estimates for the proposed renovations for the Building. The Board of Elections will be moving into this building once the renovations are completed.
- > NCDOT Meeting: Mr. Heath explained that he had a meeting last week with representatives from NCDOT about getting two new roads in the Commerce Center which will straighten out the severe curve that we have going down Granby Street to the boat ramp in anticipation of the manufacturing growth that we will begin experiencing once the marine basin is completed. This will also help when the Story's Restaurant is relocated and also along the southern side of the marine basin. He has sent a request letter to NCDOT and our legislators to see if we can get these roads. These are state maintained roads.

WATER DEPARTMENT GRANT FUNDING RESOLUTIONS & CERTIFICATION FORM

County Manager Heath asked Nick Lories, Water Department Supervisor, to come up and present their request. Mr. Lories explained that they are requesting funding for two projects:

- > Perquimans River Crossing: Mr. Lories explained that basically the County's Water System is split by the river. This project has been discussed previously. They are wanting to connect the Winfall and Bethel Water Treatment Plant which are split by the Perquimans River. What they are requesting to do is to place a pipeline across the river connecting these two plants. This is a major undertaking and is really a wish request. Without grant funding, the County will not be able to do this project. Mr. Lories explained that, when they complete the application, they will be marking the box with no matching funds required. This is just the money for the study to see what will be required and the anticipated costs. This will include the research fees, the engineering study, and a cost sheet to complete the project.
- > Discharge Relocation for the Bethel and Winfall Water Treatment Plants: This will be for the wastewater side. The rules and regulations are always changing so right now the Water System is having a hard time meeting these requirements. When we renewed our last water permit, we were given requirements that our plants will

never be able to obtain and they have explained that to the Division of Water Quality. This grant will assist them in finding the best relocation of the discharge locations for the two Water Plants. This will be for the engineering fees and research fees for this study. These applications are due by May 1<sup>st</sup>.

The following comments and questions were made:

- Chairman Nelson: Mr. Nelson asked that, if this is the application for the study, do we have to agree to their matching funds. Mr. Lofes said that the matching funds would be for the construction part of the grant. This is just for the study. The limit to matching funds for these grants is \$150,000 each. The relocation of the discharge locations is a must but the connection of the two plants is a wish. Mr. Nelson feels that we do not need to check a box that will have a negative effect on the outcome of their granting decision. He asked what the pleasure of the Board was. They concurred with what Mr. Nelson was saying. He asked if there needed to be two motions or one. Mr. Lofes said that he felt one motion for both resolutions could be done. On motion made by Timothy J. Corprew, seconded by Charles Woodard, the Board approved the following two Resolution and Certification Form to proceed with the application to prepare a study for these two projects with a local match not to exceed \$150,000. The motion was unanimously approved.

RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, Perquimans County has need for and intends to construct, plan for, or conduct a study in a project described as Bethel Water Treatment Plant discharge relocation and Winfall Water Treatment Plant discharge relocation and

WHEREAS, Perquimans County intends to request State loan and/or grant assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY BOARD OF COMMISSIONERS OF PERQUIMANS COUNTY:

That Perquimans County, the Applicant, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.

That the Applicant will provide for efficient operation and maintenance of the project on completion of construction thereof.

That the Applicant will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the Applicant agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of Perquimans County to make a scheduled repayment of the loan, to withhold from Perquimans County any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That Frank Heath, County Manager the Authorized Representative and successors so titled, is hereby authorized to execute and file an application on behalf of the Applicant with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.

That the Authorized Representative, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

Adopted this the 3<sup>rd</sup> day of April, 2023 at Perquimans County, North Carolina.

\_\_\_\_\_  
Wallace E. Nelson, Chairman  
Perquimans County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Mary P. Hannicutt  
Clerk to the Board

RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, Perquimans County has need for and intends to construct a project described as Water Distribution System Improvements – Perquimans River Crossing and

WHEREAS, Perquimans County intends to request State loan and/or grant assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY BOARD OF COMMISSIONERS OF PERQUIMANS COUNTY:

That Perquimans County, the Applicant, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.

That the Applicant will provide for efficient operation and maintenance of the project on completion of construction thereof.

That the Applicant will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the Applicant agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of Perquimans County to make a scheduled repayment of the loan, to withhold from Perquimans County any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That Frank Heath, County Manager the Authorized Representative and successors so titled, is hereby authorized to execute and file an application on behalf of the Applicant with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.

That the Authorized Representative, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

Adopted this the 3<sup>rd</sup> day of April, 2023 at Perquimans County, North Carolina.

\_\_\_\_\_  
Wallace E. Nelson, Chairman  
Perquimans County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Mary P. Hannicutt  
Clerk to the Board

FORM FOR CERTIFICATION BY THE RECORDING OFFICER

The undersigned duly qualified and acting Chairman of the Perquimans County Board of Commissioners does hereby certify: That the attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Perquimans County Board of Commissioners duly held on the 3<sup>rd</sup> day of April, 2023; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 3<sup>rd</sup> day of April, 2023.

\_\_\_\_\_  
Mary P. Hannicutt  
Clerk to the Board

PERQUIMANS COUNTY AUDIT CONTRACT FOR FY 2022-2023

County Manager Heath asked Tracy Mathews, Finance Officer, to present the proposed audit contract for FY 2022-2023. Ms. Mathews explained that the proposed contract will be with Thompson, Price, Scott, Adams & Co., PA and that she and County Manager Heath recommend the approval of this contract. The cost of the contract is \$47,500. On motion made by Charles Woodard, seconded by Joseph W. Hoffer, the Board unanimously approved the audit contract with Thompson, Price, Scott, Adams & Co., PA.

PUBLIC COMMENTS

There were no public comments.

CLOSED SESSION: TO CONSULT WITH OUR ATTORNEY REGARDING REAL PROPERTY, DISCUSS A PERSONNEL MATTER, AND CLOSED SESSION MINUTES

Chairman Nelson stated that, pursuant to NC General Statute 143-318.11(5)(6), the Board went into Closed Session to consult with our attorney regarding real property, discuss a personnel matter, and to approve closed session minutes. On motion made by Charles Woodard, seconded by Joseph W. Hoffer, Ward, the Board unanimously voted to go into Closed Session.

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

No action was required from the Closed Session

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned around 8:15 p.m. on motion made by James W. Ward, seconded by Charles Woodard.

Wallace E. Nelson, Chairman

Clerk to the Board

\*\*\*\*\*  
JOINT WORK SESSION WITH BOARD OF EDUCATION

April 17, 2023  
6:30 p.m.

The Perquimans County Board of Commissioners met in a Joint Work Session with the Perquimans County Board of Education on Monday, April 17, 2023, at 6:30 p.m. in the Perquimans County Board of Education Central Office located at 411 Edenton Road Street, Hertford, NC 27944.

BOARD OF COMMISSIONERS:

MEMBERS PRESENT:	Wallace E. Nelson, Chairman Timothy J. Corprew T. Kyle Jones	Charles Woodard, Vice Chairman Joseph W. Hoffer James W. Ward
MEMBERS ABSENT:	None	

BOARD OF EDUCATION:

MEMBERS PRESENT:	Russell Lassiter, Chair Kristy Corprew	Matt Winslow Anne White
MEMBERS ABSENT:	Ariene Yates, Vice Chair	Leary Winslow

OTHERS PRESENT

County Staff

Frank Heath, County Manager	Mary Hunnicutt, Clerk to the Board
Tracy Mathews, County Finance Officer	

Board of Education Staff

Tanya Turner, Superintendent	James Bunch, Assistant Superintendent
Rube Blanchard, Chief Finance Officer	Jamie Johnson, Director of Maintenance
Mary Kaya Peele, Administrative Assistant	

Board of Education Chair Russell Lassiter and Chairman Wallace Nelson called the meeting to order. Russell Lassiter led the pledge and gave the invocation. Mr. Lassiter asked for a motion to approve their Agenda. On motion made by Dr. Anne White, seconded by Matt Winslow, the Agenda for tonight's meeting was unanimously approved by the Board. After approving the Agenda, Mr. Lassiter welcomed everyone and made a few remarks. He then introduced Tanya Turner, School Superintendent.

SCHOOL FUNDING: 2023-2024

Ms. Turner made a few opening remarks and said that the theme for this school year is "Every Child, Every Chance, Every Day - Be the One". She explained that positive things were happening in their School System and talked about them which included that Perquimans Schools had no low performing schools despite the pandemic; all three schools met or exceeded growth; many families are requesting to come to Perquimans County; presented the results of the 2022 NC Teacher Working Conditions Survey results; the Teacher Turnover before, during, and after COVID; the schools being the Path of Champions; improvements in the Arts program; received the National Board Accomplished District Award; special visitors that visited the school system; and their many special recognitions. Ms. Turner introduced Rube Blanchard, Chief Finance Officer, who reviewed the various revenue sources and Mr. Johnson reviewed the various expenditures. Their final presentation showed that they are requesting for FY 2023-2024 Capital Outlay revenues and expenditures of \$669,644 and a Local Current Expense request for FY 2023-2024 in the amount of \$3,854,905 which is an increase of \$754,905 over FY 2022-2023. Also among their presentations, they explained all the expenditures that are impacting their local budget request.

CLOSING REMARKS AND QUESTIONS

They concluded their remarks by thanking the County for their financial support and looked forward to another successful year. Chair Lassiter asked if there were any questions or comments about their presentation. The following questions were asked:

- > Commissioner Hoffer: Mr. Hoffer asked about the status of the Kiddick Charter School that was being built in Hertford. Ms. Turner said that they did not get their approval. Mr. Hoffer mentioned that the building is still there but Dr. White said that the sign with their name on it has been removed.
- > Chairman Nelson: Mr. Nelson asked Ms. Turner what kind of feedback she was receiving about the HB 219. Ms. Turner said that they are getting a lot of push for it. Recently, Perquimans County Board of Education adopted a Resolution opposing the bill and that many other school systems have also adopted the Resolution. Mr. Nelson asked if he could receive a copy of that Resolution so that the Board of Commissioners could possibly adopt a similar one. Ms. Turner said that she would provide that copy to him. She cited examples of how the bill can negatively affect the school systems.
- > Commissioner Corprew: Mr. Corprew asked if it was just the public school systems that can get involved in this matter. Ms. Turner said that they are having a Legislative Day tomorrow where individuals can go to lobby against the bill.
- > County Manager Heath: Mr. Heath stated that it would be better if they would give the Commissioners the option to designate the funds where it is needed more. Ms. Turner said that, when Mr. Heath said that he understood it to say may be able to decide on how to distribute the funds, she felt the need to reread the bill to see if she may have misunderstood what they allow the local counties do.
- > Commissioner Corprew: Mr. Corprew asked about the auditorium. Should the study that is being prepared by a structural engineer deem the auditorium not structurally safe, what does the School Board plan to do with the building? Mr. Johnson said that they have a plan. Several members expressed their feelings about the auditorium. Chairman Nelson asked if they had discussions on the new proposed school and how they can build an auditorium with the new school. Ms. Turner said that they have talked about it but it would increase the cost significantly. Dr. White thanked Mr. Johnson for the mammoth job that he did in doing the renovations so that it will bring the buildings and facilities up to date. Mr. Johnson said that we should wait to make a decision about the auditorium until after we receive the structural engineer's report.

Mr. Lassiter asked if there were any more questions or discussions and thanked the Board of Commissioners for their continued support of the School System. Other members of the School Board thanked the Commissioners for their continued financial support. Commissioner Woodard thanked the School Board for all they do for the school system. Chairman Nelson said that it was great the other week when the County, Town of Hertford, and School System representatives pulled together to seek funding for Perquimans County projects. Dr. White wanted to thank Mr. Bunch and the entire staff for the grant funds that they have worked so hard to obtain for the School System. Ms. Turner introduced a new employee, Dr. Shawn Wilson, Chief Human Resources Director, replacing Ms. Maddox and has done a great job. There being no further questions or comments, Chair Lassiter adjourned the meeting at 6:45 p.m.

\_\_\_\_\_  
Wallace E. Nelson, Chairman

\_\_\_\_\_  
Clerk to the Board

\*\*\*\*\*  
DEPARTMENTAL BUDGET PRESENTATIONS  
April 26, 2023  
5:00 p.m.

The Perquimans County Board of Commissioners met to receive the Departmental Budget Presentation on Wednesday, April 26, 2023, at 5:00 p.m. in Auditorium located in the Emergency Services Building.

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 P. Hunnicutt, Clerk to the Board
	Hackney High, County Attorney	

DEPARTMENTAL BUDGET PRESENTATIONS

The following department supervisors presented their budget requests for FY 2023-2024:

- 5:00 p.m. – Virgil Parrish – Inspections
- 5:30 p.m. – Jacob Peele – Soil Conservation
- 6:00 p.m. – Jackie Frierson – Register of Deeds
- 6:30 p.m. – Jackie Greenø - Board of Elections
- 7:00 p.m. – Bill Jennings - Tax Department
- 7:30 p.m. – Beverly Gregory – Active Living

ADJOURNMENT

After the last Departmental Budget Presentation, the meeting was adjourned.

\_\_\_\_\_  
Wallace E. Nelson, Chairman

\_\_\_\_\_  
Deputy Clerk to the Board

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DEPARTMENTAL BUDGET PRESENTATIONS  
April 27, 2023  
5:00 p.m.

The Perquimans County Board of Commissioners met to receive the Departmental Budget Presentation on Thursday, April 27, 2023, at 5:00 p.m. in Auditorium located in the Emergency Services Building.

MEMBERS PRESENT:	Wallace E. Nelson, Chairman	Joseph W. Hoffer
	Timothy J. Corprew	James W. Ward
	T. Kyle Jones	
MEMBERS ABSENT:	Charles Woodard, Vice Chairman	
OTHERS PRESENT:	Frank Heath, County Manager	Mary P. Hunnicutt, Clerk to the Board
	Hackney High, County Attorney	

DEPARTMENTAL BUDGET PRESENTATIONS

The following department supervisors presented their budget requests for FY 2023-2024:

- 5:00 p.m. – Howard Williams – Recreation Department
- 5:30 p.m. – Jared Harrell – Cooperative Extension
- 6:00 p.m. – Shelby White – Sheriff's Department
- 6:30 p.m. – Nick Lories – Water Department
- 7:00 p.m. – Jonathan Nixon – EMS/Emergency Management/Communications

ADJOURNMENT

After the last Departmental Budget Presentation, the meeting was adjourned.

\_\_\_\_\_  
Wallace E. Nelson, Chairman

\_\_\_\_\_  
Deputy Clerk to the Board

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April 25, 2023

**Tax Refunds: (Perquimans County)**

Clarence William Watson Jr    \$110.46  
Sold vehicle; 7-month refund  
Account#: 69330295

EMPLOYMENT ACTION FORM

DATE SUBMITTED: April 7, 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Anissa Coles  
POSITION: Social Worker II

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

EMPLOYEE EFFECTIVE DATE: May 1, 2023

GRADE: 67                      STEP: 2                      SALARY: \$ 41,089.00

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

JOB PERFORMANCE EVALUATION

YEAR    1    2    3    4    (CIRCLE)

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

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

DATE OF EMPLOYEE RESIGNATION:

---

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

DEPARTMENT RECOMMENDATION  
Suzan M Chaney

COUNTY MANAGER APPROVAL  
Frank Heath

DATE: April 7, 2023

DATE: 4/10/23

FINANCE OFFICER

DATE:

**COPY**

EMPLOYMENT ACTION FORM

DATE SUBMITTED: April 7, 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Tammy Chappell  
POSITION: Income Maintenance Caseworker II

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

\*\*\* Ms. Chappell is not fully qualified as and IMC II (Grade 63), therefore is an IMC I (Grade 61) working against the II position for a year.

EMPLOYEE EFFECTIVE DATE: May 1, 2023

GRADE: 61                      STEP: 3                      SALARY: \$ 32,321.00

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE:              STEP:              SALARY:

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date  
GRADE:      STEP:      SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

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

DATE OF EMPLOYEE RESIGNATION:

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP/MERIT RAISE:

Date:              GRADE:              STEP:              SALARY: \$

DEPARTMENT RECOMMENDATION

Susan M Chanev

DATE: April 7, 2023

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 4/10/23

FINANCE OFFICER

DATE:

COPY



EMPLOYMENT ACTION FORM

DATE SUBMITTED: April 24, 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Charity Geho SOC. SEC. NO.: XXX-XX

POSITION: Part-Time Telecommunicator I DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE: May 1, 2023  
GRADE: 63 STEP: 1 SALARY: \$16.16 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  
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

\_\_\_\_\_ 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: 4/24/23

COUNTY MANAGER APPROVAL  
Frank Heath  
DATE: 4/26/23

FINANCE OFFICER  
\_\_\_\_\_  
DATE: \_\_\_\_\_

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: April 7, 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Marica Bazemore-Harris SOC.: SEC. NO.:  
POSITION: Income Maintenance Caseworker II (FNS) 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 GRADE/STEP RAISE:

Date: May 1, 2023 GRADE: 63 STEP: 1 SALARY: \$ 33,615.00

\*\* Ms. Bazemore-Harris has completed her "IMC I working against the II position" effective May 1, 2023.

DEPARTMENT RECOMMENDATION

Susan M Chaney

DATE: April 7, 2023

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 4/10/23

FINANCE OFFICER

DATE: \_\_\_\_\_

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: April 24, 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Marleny Garcia SOC.: SEC. NO.:  
POSITION: Income Maintenance Caseworker II (FNS) DEPT.: Social Services

\*\*\* Ms. Garcia is not fully qualified for the II position and therefore is an Income Maintenance Caseworker I working against the II position for a year.

EMPLOYEE EFFECTIVE DATE:

GRADE: 61 STEP: 3 SALARY: \$ 32,321.00

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

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date  
GRADE: STEP: SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

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

DATE OF EMPLOYEE RESIGNATION:

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE GRADE/STEP RAISE:

Date: GRADE: STEP: SALARY: \$

DEPARTMENT RECOMMENDATION

Susan M Chaney

DATE: April 24, 2023

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 4/26/23

FINANCE OFFICER

DATE:

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 4/25/2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Susan Chaney  
POSITION: Interim Director

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

EMPLOYEE EFFECTIVE DATE: May 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

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 GRADE/STEP/MERIT RAISE:

Date: GRADE: STEP: SALARY: \$

DEPARTMENT RECOMMENDATION

*Jessie Blanchard*

DATE: April 25, 2023

COUNTY MANAGER APPROVAL

*Frank Heath*

DATE: 4/26/23

FINANCE OFFICER

DATE:

**COPY**

EMPLOYMENT ACTION FORM

DATE SUBMITTED: April 20, 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Morgan Story SOC. SEC. NO.: XXX-X

POSITION: Non-certified Telecommunicator DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE: March 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. 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 and date 4/20/23

Signature Frank Heath and date 4/20/2023

FINANCE OFFICER

Signature and date lines

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: April 3, 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Sherry Schrodt  
POSITION: Social Worker III

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: April 10, 2023

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP/MERIT RAISE:

Date: GRADE: STEP: SALARY: \$

DEPARTMENT RECOMMENDATION

Suzanne M Chaney

DATE: April 3, 2023

COUNTY MANAGER APPROVAL

W. Anah Heath

DATE: 4/4/23

FINANCE OFFICER

DATE: \_\_\_\_\_

COPY

# Formal Resignation Letter

Sherry Lynn Schrodt  
2501 Red Gate Dr Elizabeth City, NC 27909  
252.333.2496  
slschrodt@hotmail.com

March 30, 2023

Perquimans County Department of Social Services  
PO Box 107  
Hertford, NC 27944

Dear Angela Jordan and Susan Chaney,

Please accept this letter as my formal resignation from my position as the Permanency Planning Social Worker at Perquimans County Department of Social Services, effective two weeks from today's date, 03/30/2023. My last day working in the office will be April 10th, 2023.

I appreciate the opportunities for growth and development you have provided during my time at the agency. Thank you for your guidance and support.

Please let me know how I can be of help during the transition period. I wish you and the agency the very best going forward.

Sincerely,

  
Sherry Schrodtt

COPY

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

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

252-426-7373 -- FAX 426-1240

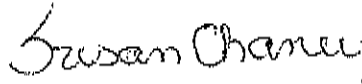
DIRECTOR  
Susan M. Chaney

MEMORANDUM

Date: April 3, 2023

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

From: Susan Chaney, Interim Social Services Director



Subject: Employee Resignation

Perquimans County Department of Social Services employee, Sherry Schrodt, Social Worker III, has submitted her letter of resignation. Her last working day will be April 10, 2023.

Attached is an Employee Action Form.

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

**Perquimans County's Vision**

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

COPY



EMPLOYMENT ACTION FORM

DATE SUBMITTED: 3/31/2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kaitlyn Brower  
POSITION: Income Maintenance Caseworker I  
Working against the II position

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 TERMINATION: MARCH 31, 2023

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP/MERIT RAISE:

Date: GRADE: STEP: SALARY: \$

DEPARTMENT RECOMMENDATION

Susan M Chaney

DATE: March 31, 2023

COUNTY MANAGER APPROVAL

W. Frank Heath #

DATE: 4/3/23

FINANCE OFFICER

DATE: \_\_\_\_\_

**COPY**

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 3/31/2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Cayla Butler  
POSITION: Income Maintenance Caseworker I  
Working against the II position

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 TERMINATION: MARCH 31, 2023

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP/MERIT RAISE:

Date: GRADE: STEP: SALARY: \$

DEPARTMENT RECOMMENDATION

Suzan M Chaney

DATE: March 31, 2023

COUNTY MANAGER APPROVAL

W. Frank Heath

DATE: 4/3/23

FINANCE OFFICER

DATE:

**COPY**

EMPLOYMENT ACTION FORM

DATE SUBMITTED: \_\_\_\_\_

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: William Jennings, Jr.

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Tax Administrator

DEPT.: Tax

NEW EMPLOYEE EFFECTIVE DATE: \_\_\_\_\_

GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: 72 STEP: 6 SALARY: \$54,809

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

5/1/23 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE PROMOTION.  
GRADE: 72 STEP: 7 SALARY: \$57,830

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: 12/2022 PER THE COUNTY PERSONNEL POLICY.

\*\*\*\*\*

COMMISSIONERS' APPROVAL

COUNTY MANAGER APPROVAL

\_\_\_\_\_  
DATE: \_\_\_\_\_

Frank Heath  
\_\_\_\_\_  
DATE: 4/20/23

FINANCE OFFICER

\_\_\_\_\_  
DATE: \_\_\_\_\_

**COPY**

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 4/25/23

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: STACEY WARD

SOC. SEC. NO.: \_\_\_\_\_

POSITION: BUSINESS PERSONAL PROPERTY

DEPT.: TAX

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

CURRENT: GRADE: 61 STEP: 1 SALARY: \$29,886

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

5/2/23 DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
GRADE: 61 STEP: 2 SALARY: \$31,552

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

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

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

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

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Bill Jennings

W. Frank Heath Jr

DATE: 4/25/23

DATE: 4/27/23

FINANCE OFFICER

\_\_\_\_\_  
DATE: \_\_\_\_\_

COPY

**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**GENERAL FUNDS**  
**NO. 39**

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 1st DAY OF MAY, 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	20,000	
10-610-198	DSS - Low Income Energy Assistance (LIEAP)	20,000	
<b>EXPLANATION:</b> To amend FY 22/23 budget to include additional funding as awarded by the State for the LIEAP 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, 1st DAY OF MAY, 2023.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 1st DAY OF MAY, 2023.

\_\_\_\_\_  
Chairman, Board of Commissioners

\_\_\_\_\_  
Finance Officer

**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**GENERAL FUNDS**  
**NO. 40**

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 1st DAY OF MAY, 2023, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2022 - 2023 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-335-000	Miscellaneous Revenue	1,750	
10-510-360	Sheriff - Uniforms	1,750	
<b>EXPLANATION:</b> To amend FY 22/23 budget to include additional funding received.			

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, 1st DAY OF MAY, 2023.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 1st DAY OF MAY, 2023.

\_\_\_\_\_  
 Chairman, Board of Commissioners

\_\_\_\_\_  
 Finance Officer

**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**GENERAL FUNDS**  
**NO. 41**

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 1st DAY OF MAY, 2023, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2022 - 2023 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-685-161	Recreation - Buildings & Grounds		2,000
10-685-740	Recreation - Capital Outlay	2,000	
<b>EXPLANATION:</b> To amend FY 22/23 budget to cover expenses.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, 1st DAY OF MAY, 2023.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 1st DAY OF MAY, 2023.

\_\_\_\_\_  
 Chairman, Board of Commissioners

\_\_\_\_\_  
 Finance Officer

**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**GENERAL FUNDS**  
**NO. 42**

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 1st DAY OF MAY, 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	13,000	
10-610-201	DSS - SNAP ARPA	13,000	
<b>EXPLANATION:</b> 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, 1st DAY OF MAY, 2023.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 1st DAY OF MAY, 2023.

\_\_\_\_\_  
 Chairman, Board of Commissioners

\_\_\_\_\_  
 Finance Officer



**2022 MEMORANDUM OF PARTICIPATION (MOP) FOR INTERIM (ROLL-FORWARD)  
GASB 75 REPORT OF THE OTHER POSTEMPLOYMENT BENEFITS (OPEB)**

EMPLOYER NAME: \_\_\_\_\_

UNIT'S RETIREMENT SYSTEM (LGRS) I.D. NUMBER(S): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

NAME OF PERSON TO RECEIVE REPORT:  Mr.  Ms. (choose one) \_\_\_\_\_

PHONE #: (\_\_\_\_\_) \_\_\_\_\_ TITLE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

On behalf of the employer noted above, we have agreed to engage Cavanaugh Macdonald Consulting, LLC to perform a GASB 75 actuarial valuation of the employer's OPEB Plan. I understand that *we will be billed directly by Cavanaugh Macdonald Consulting, LLC* and a copy of the actuarial report will be e-mailed to the person listed above by Cavanaugh Macdonald Consulting. I understand the fee structure is as follows:

GASB No. 74/75 Valuations	
<b>Base Fee</b>	<b>Base Fee</b>
▪ Less than 20 total active and retired participants	\$5,250
▪ 20-49 total active and retired participants	\$6,825
▪ 50-99 total active and retired participants	\$8,190
▪ 100 or more total active and retired participants	\$8,925
▪	+ Plus +
<b>Per Participant Fee</b>	
▪ Less than 50 total active and retired participants	\$5.00
▪ 50-99 total active and retired participants	\$4.50
▪ 100-249 total active and retired participants	\$3.25
▪ 250-499 total active and retired participants	\$2.75
▪ 500 or more total active and retired participants	\$2.50

Interested employers must return this Memorandum of Participation indicating their desire to participate along with all requested data as outlined on the following page. We need to receive all requested information no later than March 17, 2023.

If (1) your plan is not a single employer, defined benefit plan or (2) if your plan has discreetly presented component units or (3) if your plan has a special funding situation, additional fees may apply. Please contact us for a fee quote.

\_\_\_\_\_  
Authorized Signature

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Should you have questions regarding the information requested in this letter, please contact the OPEB Team via email at [NCOPEB@CavMacConsulting.com](mailto:NCOPEB@CavMacConsulting.com) or via phone at (678) 388-1700.

## INFORMATION COLLECTION CHECKLIST FOR OPEB REQUEST

MUNICIPALITY/EMPLOYER: \_\_\_\_\_  
 UNIT'S RETIREMENT SYSTEM (LGRS) I.D. NUMBER(S): \_\_\_\_\_

The June 30, 2021 OPEB Valuation will be used as the basis. Liabilities will be re-measured and rollforward to June 30, 2022 for June 30, 2023 financial disclosure.

Please provide a completed copy of this checklist to indicate the items being sent and the work being requested. This will help us verify receipt of all information and to be sure nothing was lost in transit. Check the boxes below to indicate which items are included in this submission. If multiple submissions are needed because some of the information is not immediately available, please provide an updated checklist with each submission.

Will you need additional information related to a split of the liabilities, OPEB expense or proportionate share amounts for the component units. Additional fees will apply based on our hourly rates.

- Yes – The census data that was provided for the June 30, 2021 valuation will be used as basis for the fund split.
- No – No additional information is needed.

Executed 2022 Memorandum of Participation (MOP). This is for OPEB only.

Have the OPEB plan provisions changed since the prior valuation?

Yes - Please provide the new plan provision information detailing the new OPEB plan benefit eligibility conditions and/or cost-sharing information. Please note, the roll forward method mentioned above may not be allowed. If this is the case, we will contact you regarding a full valuation. If a plan change has occurred, additional fees may apply.

No – We will use the same OPEB plan provisions summarized in your last report.

Were OPEB Claims and/or premiums paid for the measurement period July 1, 2021 - June 30, 2022?

Yes – We provided a template for your use in collecting this information as an attachment in the data request email. Email us at [NCOPEB@CavMacConsulting.com](mailto:NCOPEB@CavMacConsulting.com) if you need another copy. If the template is not fully completed, additional information may be requested and delays may occur.

Please note OPEB plans may provide both fully-insured and self-insured benefits. If this is the case for your plan, be sure to provide both types of contribution information. This information should be the gross amounts (total of employer and retiree paid) and receipts for retirees and their dependents (do not include amounts for active employees) for the year ending 6/30/2022.

No – Do not complete the Item 7 spreadsheet.

The calculation of OPEB Expense includes the "Administrative Cost" for the year. The Administrative Cost reported for this item, if you choose to report any, should be those costs not associated with the direct payment of benefits and not paid from an OPEB trust. Administrative Costs may include professional fees (trust fees, audit fees, actuarial fees, etc.), associated with the administration of the OPEB plan. Note that expenses booked elsewhere or paid from an OPEB Trust should not be included below (to avoid double counting of such expenses). What amount should be included in the OPEB expense?

\$ \_\_\_\_\_ (enter \$0 or the amount we should use – if left blank, we will assume \$0)

Do you have or plan to have OPEB assets?

- Does the Employer have assets in a qualified GASB OPEB funding vehicle (i.e., a Trust or Trust like arrangement for the sole purpose of providing OPEB benefits for retirees that cannot be used to pay active health care costs or any other benefits) as of June 30, 2022?  Yes  No (choose one)
- If there were no OPEB assets as of June 30, 2022, does the Employer plan to establish OPEB assets in a qualified GASB OPEB funding vehicle by June 30, 2023?  Yes  No  N/A (choose one)

Provide most recent Audited Financial Report (or CAFR) providing OPEB disclosure information.

Our fiscal year end is \_\_\_\_\_ (i.e., 6/30)

Submit all information to the OPEB Team via email at ([NCOPEB@CavMacConsulting.com](mailto:NCOPEB@CavMacConsulting.com)).

Employer:  
Measurement Period: 7/1/2021 - 6/30/2022

Amounts below were NOT paid from the OPEB Trust

For Fully-Insured Benefits:	Gross Premiums Paid for Retirees & their Dependents	
	Pre-Medicare	Medicare Total
Medical	-	-
Prescription Drug (if not included above)	-	-
Dental/Vision (if not included above)	-	-
Life Insurance Premiums	-	-
HRA/HSA Contributions (if not included above)	-	-
Reimbursement of premiums	-	-
Other (specify)	-	-
Total	-	-
	<u>Receipts</u>	
	Pre-Medicare	Medicare Total
Retiree Amounts Paid for Coverage	-	-
Other (specify)	-	-
Total	-	-
Net Premiums	-	-

Amounts below were NOT paid from the OPEB Trust

For Self-Insured Benefits:	Gross Eligible Claims Paid for Retirees & their Dependents	
	Pre-Medicare	Medicare Total
Medical	-	-
Prescription Drug	-	-
Dental/Vision	-	-
Life Insurance Payouts	-	-
Stop Loss Premiums	-	-
Administrative fees	-	-
HRA/HSA Contributions (if not included above)	-	-
Other (specify)	-	-
Total	-	-
	<u>Receipts</u>	
	Pre-Medicare	Medicare Total
Retiree Amounts Paid for Coverage	-	-
Stop Loss Reimbursements	-	-
Other (specify)	-	-
Total	-	-
Net Claims	-	-



Supported by NCDHHS DAAS

## 2023-24 LEGISLATIVE PRIORITIES



**24%** of North Carolinians  
are age 60+

The NC Senior Tar Heel Legislature recommends these priorities to  
the NC General Assembly.

Visit [www.ncseniorlegislature.org](http://www.ncseniorlegislature.org) for more information.

### #1 Allocate an additional \$8M in recurring funds for Adult Protective Services (APS) to address staff shortages.

In SFY 21, APS received 32,075 reports across the state, compared to 14,001 reports in SFY 2005-2006, reflecting an increase of 129% in 17 years.

### #2 Increase the Senior Center General Purpose appropriation by \$1,265,316 in recurring funds.

Senior Center General Purpose funding is currently \$1,265,316, which is not meeting the demands of a growing older adult population.

### #3 Allocate an additional \$8M in recurring funds for the Home and Community Care Block Grant.

The Home and Community Care Block Grant is the primary funding source for community-based programs that support people ages 60 and older and current funding is insufficient to meet the need. The current state appropriation is \$36.9M.

### #4 Allocate an additional \$1.5M in recurring funds for 11 additional long-term care ombudsmen.

Ombudsmen serve as advocates for residents in nursing homes and assisted living facilities, providing protections for vulnerable elders. The current state appropriation for this program is \$918.8K.

### #5 Strengthen long-term care staffing standards.

In nursing homes, NC mandates minimum staffing standards for RNs and LPNs. For Certified Nursing Assistants (CNAs), there are no staffing standards, resulting in a strong likelihood of substandard care of frail elders.

These recommendations totaling \$18.75M will provide supportive services and protection for the state's 2.4 million older adults.



Supported by NCDHHS DAAS

## FACT SHEET

### Funding for NC Adult Protective Services

## 2023-24 LEGISLATIVE PRIORITIES

- #1 Allocate an additional \$8M in recurring funds for Adult Protective Services (APS) to address staff shortages.**
- In SFY 21, APS received 32,075 reports across the state, compared to 14,001 reports in SFY 2005-2006, reflecting an increase of 129% in 17 years.

### The Background

- In North Carolina, county departments of social services are mandated by General Statute 108A to evaluate reports of abuse, neglect, and exploitation of vulnerable adults through their Adult Protective Services (APS) programs.
- In North Carolina, the state does not allocate funds for APS. The federal Social Services Block Grant (SSBG) provides 21% of the funding for county DSS staff and counties provide the remaining 79% of funding.
  - In addition to APS, SSBG provides funding for several other county DSS departments, resulting in disparities in availability of APS resources across counties.
  - SSBG funds earmarked for APS are often depleted by mid-year.

### The Issues

- The New York State Elder Abuse Prevalence Study reports that for every 1 case that is reported, 24 cases go unreported.
- With the growth in the older adult population, county departments of social services APS staff are simply overwhelmed by the increased demand.
- Counties report they need an average of two additional full-time APS staff to address the protective services needs of their citizens.

### The Solution

**Allocate an additional \$8M in recurring funds from the state budget to augment the federal funding to provide adequate staff to effectively handle the increasing volume of APS reports.**



Supported by NCDHHS DAAS

# FACT SHEET

## Funding for NC Senior Centers

### 2023-24 LEGISLATIVE PRIORITIES

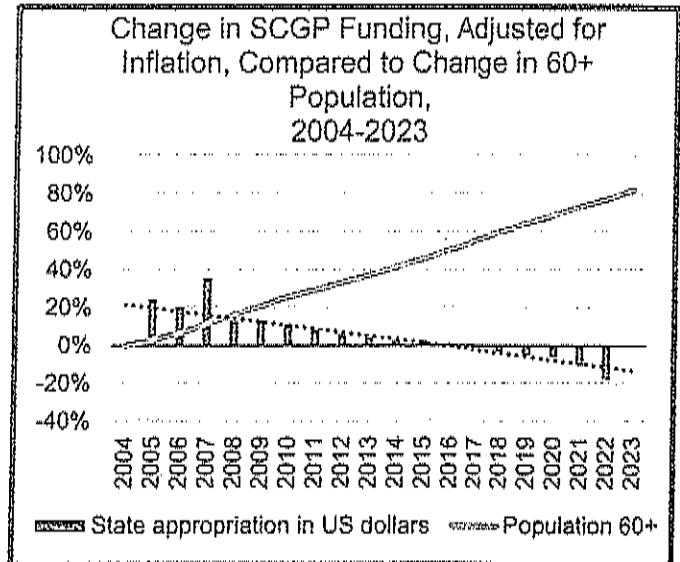
# #2

## Increase the Senior Center General Purpose appropriation by \$1,265,316 in recurring funds.

Senior Center General Purpose (SCGP) funding is currently \$1,265,316, which is not meeting the demands of a growing older adult population.

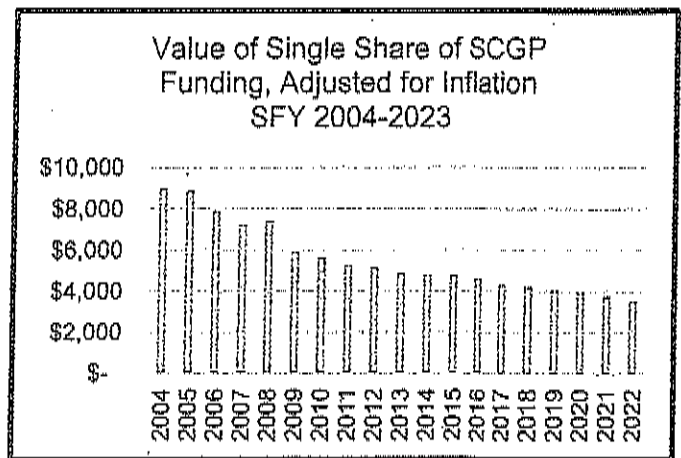
### The Background

- Senior centers offer programs that promote health, improve access to services, and decrease social isolation.
- Senior centers can become certified as centers of merit or excellence. Certification levels are based on progressively higher levels of programming.
- SCGP funding is distributed based on certification status via a share system. This system provides an incentive for pursuing certification.



### The Issues

- SCGP funding helps expand programs and staffing.
- Adjusting for inflation, SCGP funding has **decreased by 18%** since 2004, while the population 60+ has grown by 82%.
- The number of certified centers has increased over time, further reducing the value of a SCGP share. The adjusted value of a single share has **decreased by 61%** since 2004.



### The Solution

Increase Senior Center General Purpose funding by \$1,265,316 in recurring funds.

- Distribute \$500,000 evenly amongst all 100 counties to help offset increased administrative costs.
- Allocate the remaining \$765,316 for the Division of Aging and Adult Services certification program to increase the allocation each center receives.



# FACT SHEET

## Funding for NC Home & Community Care Block Grant

### 2023-24 LEGISLATIVE PRIORITIES

# #3

## Allocate an additional \$8M in recurring funds for the Home and Community Care Block Grant.

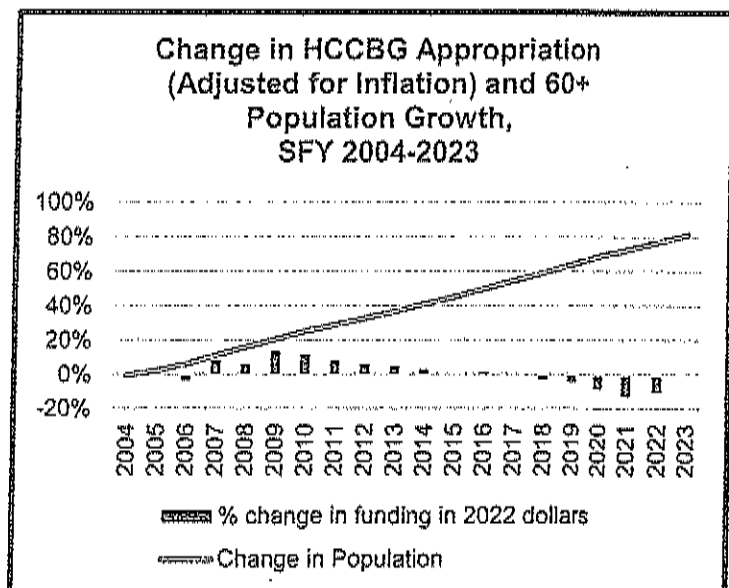
The Home and Community Care Block Grant is the primary funding source for community-based programs that support people ages 60 and older and current funding is insufficient to meet the need. The current state appropriation is \$36.9M.

### The Background

- Community-based services such as adult day care, home-delivered meals, transportation, senior centers, and in-home aide, help older adults remain in their homes and cost far less than long-term care.
- The Home and Community Care Block Grant (HCCBG) combines federal Older Americans Act funding with separate state funding and local funds and is the primary funding source for non-Medicaid home and community-based services.
- HCCBG focuses on assisting persons with the greatest social or economic need, older individuals with limited English proficiency, and older persons residing in rural areas.

### The Issues

- When adjusted for inflation, North Carolina's HCCBG appropriation has **decreased by 10%** since 2004, while the population of those 60 and over has **grown by 82%**.
- Services have not been able to expand to keep up with the growing need.
- There are currently at least **10,000 older adults on NC's waiting lists** for HCCBG services.



### The Solution

Allocate an additional \$8M in recurring funds to align HCCBG funding with the aging population growth, provide crucial services at lesser expense to the state, and help address the 10,000+ waiting list.





# FACT SHEET

## Funding for NC Long-Term Care Ombudsmen

### 2023-24 LEGISLATIVE PRIORITIES

#### #4

#### **Allocate an additional \$1.5M in recurring funds for 11 additional long-term care ombudsmen.**

Ombudsmen serve as advocates for residents in nursing homes and assisted living facilities, providing protections for vulnerable elders. The current state appropriation for this program is \$918.8K.

### The Background

- Ombudsman in the long-term care (LTC) setting are state-trained individuals who advocate for the rights of residents in long-term care facilities.
- The importance of their role was heightened by facility visitation restrictions imposed during the COVID-19 pandemic.
- For those with a loved one in a LTC setting, knowing the regional LTC ombudsman can make a huge difference in their experience with the facility.
- In 1995, the National Academy of Sciences Institute of Medicine (NASIOM) recommended one full-time equivalent (FTE) paid ombudsman per every 2,000 LTC beds.

### The Issues

- NC has more than 90,000 LTC beds and 35 approved FTE ombudsman staff positions.
- Based on NASIOM recommendation of one ombudsman for every 2,000 beds, NC should have 46 FTE ombudsman positions.
- NC needs 11 additional FTE ombudsman positions at an expense of \$1.5 million in recurring funds to meet best practice staffing standards and the increased demands of LTC ombudsman roles.

### The Solution

**Allocate \$1.5M in recurring funds to fund 11 additional ombudsman positions. Distribute these funds to the regions most in need of additional ombudsman, based on the number of beds per region.**



# FACT SHEET

## Staffing Standards for NC Long-Term Care Facilities

### 2023-24 LEGISLATIVE PRIORITIES

# #5

#### **Strengthen long-term care staffing standards.**

In nursing homes, NC mandates minimum staffing standards for RNs and LPNs. For Certified Nursing Assistants (CNAs), there are no staffing standards, resulting in a strong likelihood of substandard care of frail elders.

### The Background

- Federal law requires Medicare and Medicaid certified nursing homes to have a registered nurse (RN) on duty at least 8 hours a day, 7 days a week; and a licensed nurse (RN or licensed practical nurse) on duty 24 hours a day. However, there are no minimum staffing levels for nurse's aides, who provide most of the day-to-day care.
- In a nursing home, the Certified Nurse Assistant (CNA) is the true point person when it comes to providing adequate one-on-one care to the resident. They implement bathing, toileting, grooming, feeding, and all other personal care functions for the resident.
- Considering minimal national requirements, most states require staffing above the federal standards.

### The Issues

- While there are federal nursing home staffing standards, North Carolina is not among states which require staffing above federal minimum requirements.
- Quality of care is directly related to the adequacy, competence and stability of the direct care workforce.
- With the absence of defined staffing standards, North Carolina ranks 43<sup>rd</sup> nationally in hours of care provided daily to nursing home residents.

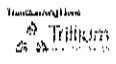
### The Solution

**North Carolina should establish nursing home patient-to-staff ratios for certified nurse assistants that supports a quality standard of care for residents in these facilities.**

**TRILLIUM HEALTH RESOURCES  
ANNUAL REPORT PERQUIMANS COUNTY**

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*BOBBIE LOWE, MS, LCMHC  
NORTHERN REGIONAL DIRECTOR*




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**TRILLIUM UPDATE**

Trillium's mission: Transforming lives and building community well-being through partnership and proven solutions.

- Who We Are
- Medicaid Transformation Changes
- Organizational changes
- County Data

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**Who We Are - Numbers**

- 28 Counties, adding Halifax and Bladen counties
- Total population is 1,534,885
- Served 45,988 individuals with severe behavioral health needs
  - 70% with MH needs
  - 20% with SUD
  - 10% with IDD
- Approximately 550 Behavioral Health and I/DD Providers
- \$520,839,592 spent on services last year
- Smallest County- Tyrrell 3,254- Largest County -New Hanover 229,018
- Cover over 13,000 square miles

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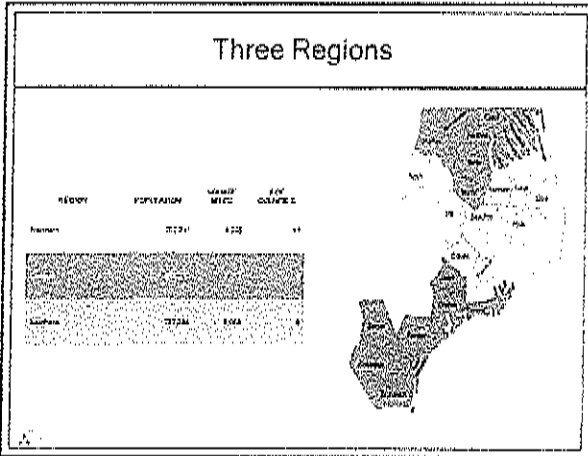
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### Medicaid Transformation- Standard Plans

- Standard Plan- 5 companies were awarded
  - o Amerihealth Caritas NC Inc.
  - o Blue Cross Blue Shield of NC
  - o UnitedHealthcare of NC Inc.
  - o WellCare of NC Inc.
  - o Carolina Complete Health- covers regions 3, 4 and 5
- These Plans are managing the mild to moderate Medicaid behavioral health recipients
- They started on July 1<sup>st</sup> 2021
- o Trillium has partnered with Carolina complete Health to assist in managing the physical health

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### Medicaid Transformation Tailored Plan:

- 6 LME/MCO's will be fully operational Tailored Plans serving the Severe Mental Health, Substance Use, and I/DD population
- Original date to go live with the Tailored Plan was moved from July 1st, 2022 to December 1st 2022, then to April 1, 2023.
- The state has now pushed the date back to October 1, 2023
- Soft launch of Care Management began December 1st, 2022

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### Behavioral Health I/DD Tailored Plan Regions




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### Medicaid Transformation Tailored Plan Continued

- Dec. 1<sup>st</sup> 2022- Began the Care Management Services for individuals with Severe Behavioral Health, Substance Use and I/DD population including their physical health
- We are contracting with a Pharmacy Benefits Manager to oversee contract with approximately 2000 pharmacies
- We are also contracting with all Primary care agencies that serve individuals on Medicaid

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### Organizational Changes

- System of Care Staff moved over to Care Management
- We hired Community Liaison Coordinators
- Care Management includes Population Health
- Contract with Carolina Complete Health (CCH) to contract with all of our hospitals and physical health agencies including Local Health Departments
- Q&A  
<https://www.trilliumhealthresources.org/sites/default/files/docs/Medicaid-Transformation-Provider/CCH-Trillium-QA.pdf>

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**Organizational changes continued:**

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**Call Centers**

- Pharmacy
- Provider
- Nurse
- Member & Recipient Service Line (main call center)
- Behavioral Health Crisis Line

**Care Management**

- Whole Person Care
- Specialty CM Teams
  - ED Expansion Team
  - OJJ Care Management Team
  - Rapid Access Care Expansion

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**Project Updates**

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- Opioid Settlement Projects
  - Naioxone kits
- Mobile Clinics
- Tribal Engagement
- Co-Responder Pilots
- CFAC adding a representative with TBI
- Healing Place in New Hanover

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**Consumers served in Perquimans County**

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**Total Consumers served - 419**

- Mental Health - 303
- Substance Use - 96
- I/DD - 71

Total is unduplicated, since a single individual may receive services in more than one category

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<h1>QUESTIONS?</h1>
<small>Transforming Lives with Itrium</small>

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**Perquimans County Planning & Zoning Staff Report  
By Rhonda Repanshek, Planner  
For May 1, 2023 County Commissioner Meeting**

**SUBJECT:** Multiple flag lot review for Tax Parcel # 5-0020-0034D, requested by Kelly Belangia and Pam Lilly. Subject property is a division of family land with an access greater than 1,000 feet long.

## **Project Description/ Research & Analysis**

### **Background:**

Two sisters propose to divide family property between family members according to their mother's wishes. December 9, 2021 was the first office visit by two family members, Kelly Belangia and husband, Herman. Over the course of the year 2022 several other family members visited the Planning office at different times in different combinations. A local surveyor submitted at least two versions of the same survey based on what family members decided at different times.

### **General Information:**

The parent parcel in this case is zoned RA, rural agriculture. County Planning is honoring Ms. Lamb's Will in regard to proposed parcels A and B and the grandchildren, as the daughters have requested. The residual 10.62 acres must be processed as a minor subdivision. Each flag lot individually is 5.31 acres. The size and shape of the proposed parcels fit current subdivision requirements. Because the access is longer than 1,000 feet, the minimum required access width is 45-feet. Both families have agreed to draw up a Shared Access/Maintenance Agreement that is in rough draft form. Proposed flag lots C and D are proclaimed to remain farmland for the foreseeable future.

Comments were received from our County Water Department Director December 2022 whereby Planning was informed that the only option for proposed flag lot parcels C and D is for the water meters to be at the NCDOT right-of-way easement on Four Mile Desert Road. Parcel A has a well on site and Parcel B has existing county water (per ARHS document and County Water Department meter billing notes).

The subject property as proposed meets subdivision requirements. They have perc. tests for parcels C and D, an access/maintenance agreement in rough draft form, a survey illustrating a forty-five (45) foot wide easement and meet size and dimensional criteria.

### **Why the case needs Planning Board and BCC approval:**

County Subdivision Regulations section 402(B)(9) states, "Requests for the creation of more than one flag lot from the same parcel shall be reviewed by the Planning Board using the Major Subdivision review procedures", which is an administrative decision making procedure, therefore this is an administrative decision.



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## Consistency with 2016 Land Use Plan Update

According to the Projected Future Land Use map Exhibit IX-B, page IX-36 of CAMA's 2016 Land Use Plan Update, the subject area is zoned *Residential Agricultural*. This classification is intended to delineate where the predominant land use is scattered, low density residences which are dispersed among farmland and open spaces. "Long-term, those portions of the residential agricultural classified area that have residential units are projected to have average densities of approximately 1 dwelling unit per 5 acres." The Land Use Plan Update may be viewed in its entirety on the County website at [www.PerquimansCountyNC.gov](http://www.PerquimansCountyNC.gov) (click on "Departments" then "Planning and Zoning" then scroll to the bottom of the page and click on "Perquimans County 2016 Joint CAMA Land Use Plan Update-Recertified 3-5-2018").

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## Recommendations

Planning Board members found the proposed flag lots to be consistent with subdivision requirements and unanimously recommend approval of the flag lot configuration as presented for Tax Parcel 5-0020-0034D, to include correcting the shared access agreement to read as 45 ft. wide wherever the draft says 50 ft. wide.

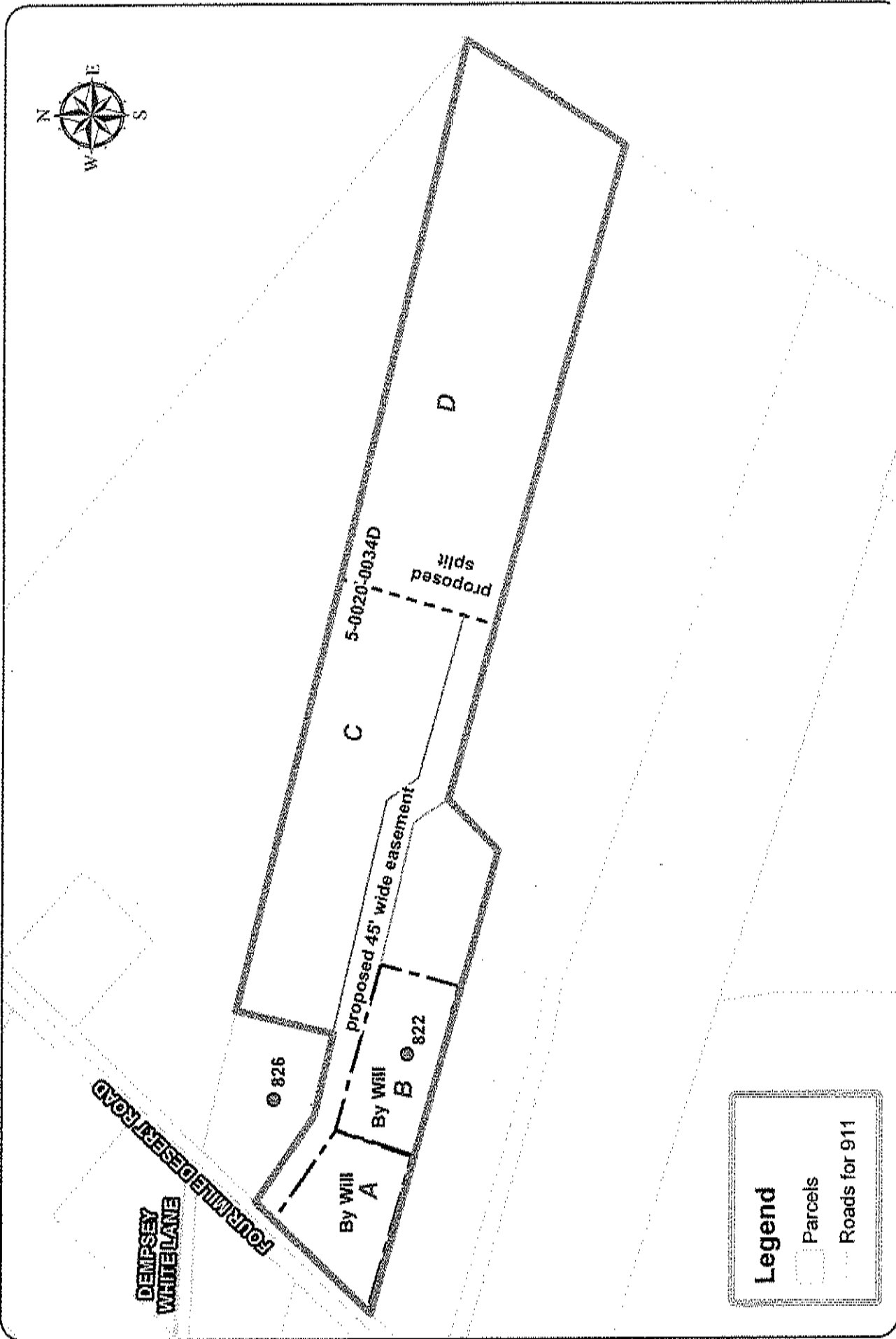
## Suggested Motions

The Board of County Commissioners is requested to consider using the following script to form the desired motion to recommend approval or denial of the case, as follows:

**Motion to find proposed flag lots to be consistent with subdivision requirements and approve flag lot configuration as presented for Tax Parcel # 5-0020-0034D, to include correcting the shared access agreement to reflect a 45 foot width.**

A motion to deny this case would utilize the **above-noted motion stated in the negative tense with a reason clearly stated.**

ATTACHMENTS: 1) GIS Map



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

1 inch equals 226 feet  
 Map created March 28, 2023 by RR  
 Perquimans County, NC



# Minor Subdivision Application

**OFFICIAL USE ONLY**  
 Date Received: 3/8, 3/17, 3/31 Received By: RR Confirmed By: \_\_\_\_\_  
 Parcel No(s): 5-0020-0034D  
 Current Zoning District: RA, rural ag.  
 Future Land Use Map Designation: residential agricultural  
 Proposed Number of Lots: 2 Is residual parcel over 10 acres? no  
 If not, remind applicant to request ARHS's preliminary approval of residual lot when applying for perc. test for proposed lot(s) Date Completed: \_\_\_\_\_

### Property and Land Use Information

Title of Minor Subdivision Survey: Abbey Subdivision for Herman H. Belangia, and wife Maria Kelly Lamb Belangia  
 Location/Street Address: Parcel Elizabeth Lamb Kelly, after husband Frank H. Lilly, Sr. and Diana C. Belangia  
 Parcel Number(s): 5-0020-0034D  
 Parent Parcel Acres: 12.62 Proposed New Parcel Acres: 5.31 and 5.31  
 Linear Street Frontage of Proposed Parcel(s): 2 Flag lots have 45.60' wide access  
 Proposed Number of Lots: two flag lots  
 Water system proposed (circle one): County / Private Well / Both / Other: \_\_\_\_\_  
 Sewage system proposed (circle one): in-ground septic / Sewer / Other: \_\_\_\_\_  
 Ownership of the property is evidenced by deed recorded in Real Estate Book \_\_\_\_\_, Page \_\_\_\_\_ OR Will File Number \_\_\_\_\_ in the Perquimans County Registry

### Contact Information

I HEREBY CERTIFY THAT ALL INFORMATION CONTAINED IN THIS FORM IS CORRECT:

Owner/Authorized Applicant:  
 Name: Kelly Lamb Belangia  
 Phone: ~~\_\_\_\_\_~~ Email: \_\_\_\_\_  
 Signature: Kelly Lamb Belangia  
 Date: 03/30/2023

Owner/Authorized Applicant:  
 Name: Pamela Lamb Lilly  
 Phone: ~~\_\_\_\_\_~~ Email: ~~\_\_\_\_\_~~  
 Signature: Pamela Lamb Lilly  
 Date: 03/31/2023

OWNER'S AUTHORIZATION FORM MUST BE ATTACHED IF APPLICANT IS NOT THE OWNER

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

Name: ~~\_\_\_\_\_~~ Mailing Address: ~~\_\_\_\_\_~~  
 Phone: ~~\_\_\_\_\_~~ Email: ~~\_\_\_\_\_~~

Minor Subdivision Application Submittal Checklist
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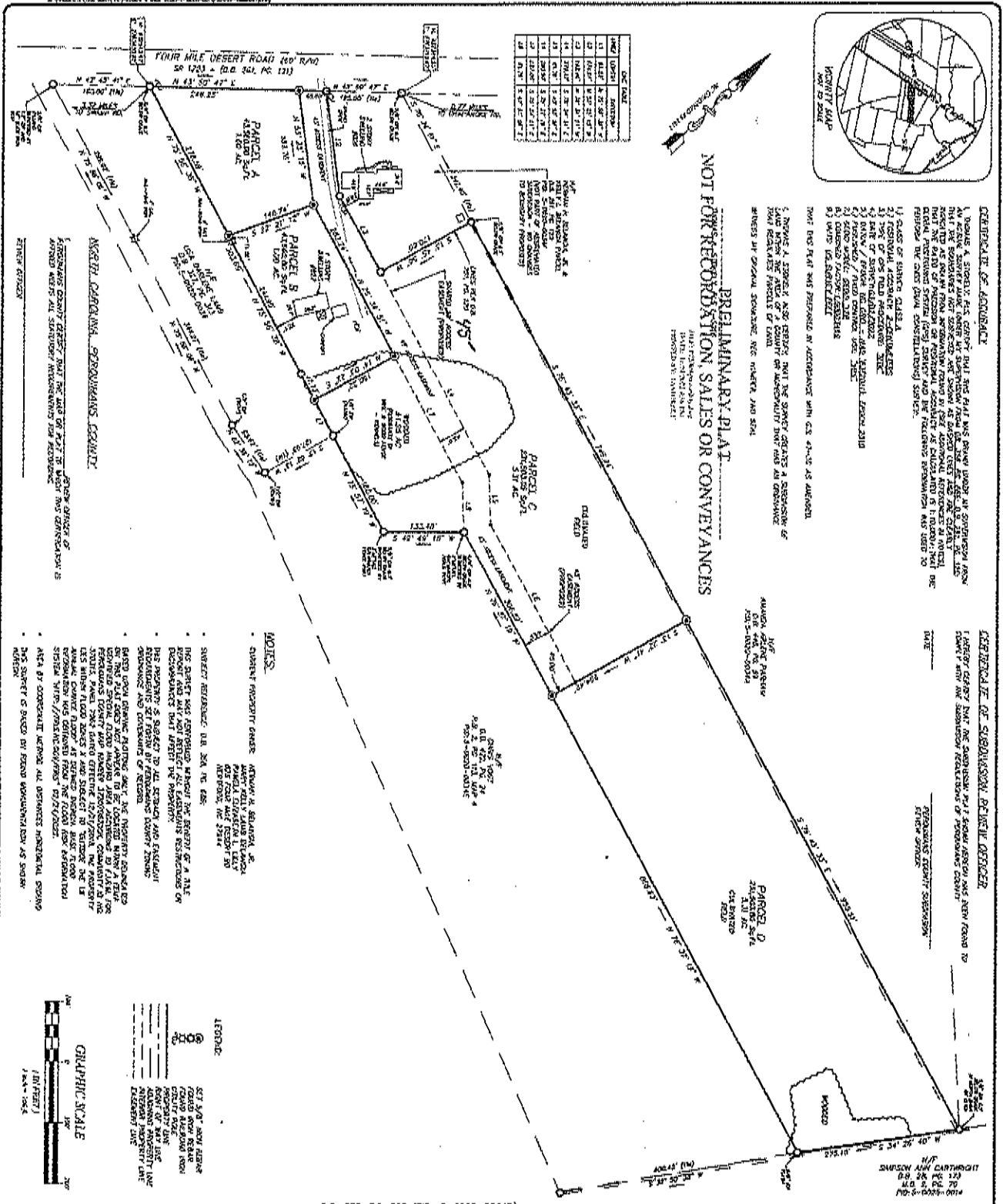
To demonstrate compliance with Section 303 of the Perquimans County Subdivision Regulations, the Applicant hereby submits this Application Form and additional information:

✓	Application Form and, if applicable, a signed and notarized Owner's Authorization Form
✓	Boundary Survey with Certification Statements and references to residual parcel, if any. (See Note #1 below).
✓	Proposed sewage system/perc. test permit #: <i>384926 for lot C</i> (per Section 402B, Item 4, page 36, of the Subdivision Regulations). # <i>384927 for lot D</i>
✓	Attached copy of relevant information from will/estate file, if applicable. <i>Page of Will and 358/686</i>

This section to be completed by Planning and Zoning:

✓	Water Availability:
	Review and consultation with Soil & Water Conservation staff <i>Will remain farmland for now</i>
	Proposed drainage improvements: Attach a letter of review from Perquimans Soil & Water Conservation District. May need to establish drainage easements on the property lines depending upon drainage plan requirements.
	Disclosure statement referencing Perquimans County Subdivision Regulations, Sections 402 (B), Item 5; 402(D), Item 1; 402(I); and 402(J)
	Other (specify):
✓	\$50.00 Abbreviated Plat Review Fee <i>Receipt # 930754</i>
	Water Facility Fee(s) – Up to and including four (4) or six (6) lots per parent tract @ \$500 each, and where Major Subdivisions are permitted, a fee of \$2,500 per lot for any parent tract over four (4) or six (6), pursuant to Section 303.1 of the Subdivision Regulations, and Note #2 below. <i>Will pay prior to survey recording if BCC approves</i>

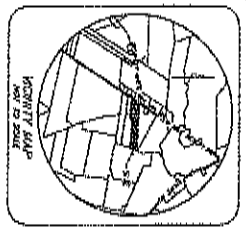
**NOTES:** (1) Per Section 303.1(B), any lot of less than 10 acres, including any residual parcel, must obtain a certificate or letter from the Health Department stating that a septic system may be approved for the lot(s); and (2) Per Section 303.2, all lots subdivided from a tract since December 31, 1998 shall be included in determining when the maximum number has been reached and when full review procedure shall be required.



**PRELIMINARY PLAT**  
NOT FOR RECORDATION, SALES OR CONVEYANCES

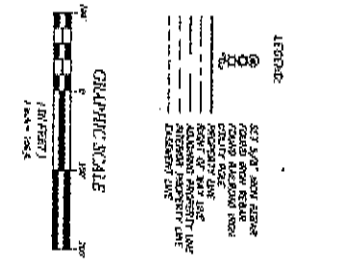
**GENERAL NOTE OF ADVISORY:**

1. This is a survey plat, prepared by a professional land surveyor, and is not a deed or other instrument conveying an interest in land. It is intended to show the location and boundaries of the parcels of land shown hereon, and to show the location and boundaries of the easements and other interests in land shown hereon. It is not intended to be used as evidence of title, and it is not intended to be used as evidence of the location and boundaries of the parcels of land shown hereon.
2. The survey plat is based on the survey data shown hereon, and it is not intended to be used as evidence of the location and boundaries of the parcels of land shown hereon.
3. The survey plat is based on the survey data shown hereon, and it is not intended to be used as evidence of the location and boundaries of the parcels of land shown hereon.
4. The survey plat is based on the survey data shown hereon, and it is not intended to be used as evidence of the location and boundaries of the parcels of land shown hereon.
5. The survey plat is based on the survey data shown hereon, and it is not intended to be used as evidence of the location and boundaries of the parcels of land shown hereon.
6. The survey plat is based on the survey data shown hereon, and it is not intended to be used as evidence of the location and boundaries of the parcels of land shown hereon.
7. The survey plat is based on the survey data shown hereon, and it is not intended to be used as evidence of the location and boundaries of the parcels of land shown hereon.
8. The survey plat is based on the survey data shown hereon, and it is not intended to be used as evidence of the location and boundaries of the parcels of land shown hereon.
9. The survey plat is based on the survey data shown hereon, and it is not intended to be used as evidence of the location and boundaries of the parcels of land shown hereon.
10. The survey plat is based on the survey data shown hereon, and it is not intended to be used as evidence of the location and boundaries of the parcels of land shown hereon.



**NOTES:**

1. SUBJECT PROPERTY OWNER: HERMAN H. BELANGIA, JR., MARY KELLY LAMB BELANGIA, PAMELA ELIZABETH LAMB LILLY, and husband FRANK H. LILLY, JR., and DYLAN C. BELANGIA, BARKVILLE, NORTH CAROLINA.
2. THIS SURVEY WAS PERFORMED IN ACCORDANCE WITH THE SURVEYING ACT OF 1978, AS AMENDED, AND THE SURVEYING REGULATIONS OF THE BOARD OF SURVEYING AND MAPPING, NORTH CAROLINA.
3. THE SURVEY WAS PERFORMED USING THE FOLLOWING INSTRUMENTS: A LEICA DISTANCE MEASURING DEVICE (DMD) MODEL 3020, A LEICA TOTAL STATION MODEL 360, AND A LEICA GNSS RECEIVER MODEL 5600.
4. THE SURVEY WAS PERFORMED ON THE FOLLOWING DATE: 10/15/2023.
5. THE SURVEY WAS PERFORMED BY THE FOLLOWING SURVEYOR: T. A. STOKELY, P.L.L.C., 1281 East Beech Swamp Rd., Hargettsville, NC 27844, (252) 333-9552, t.stokely@tstokely.com.
6. THE SURVEY WAS PERFORMED IN ACCORDANCE WITH THE SURVEYING ACT OF 1978, AS AMENDED, AND THE SURVEYING REGULATIONS OF THE BOARD OF SURVEYING AND MAPPING, NORTH CAROLINA.
7. THE SURVEY WAS PERFORMED USING THE FOLLOWING INSTRUMENTS: A LEICA DISTANCE MEASURING DEVICE (DMD) MODEL 3020, A LEICA TOTAL STATION MODEL 360, AND A LEICA GNSS RECEIVER MODEL 5600.
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**ABBREVIATED SUBDIVISION FOR**  
**HERMAN H. BELANGIA, JR. and wife MARY KELLY LAMB BELANGIA**  
**PAMELA ELIZABETH LAMB LILLY and husband FRANK H. LILLY, JR.**  
**and DYLAN C. BELANGIA**  
 BARKVILLE TOWNSHIP, PERQUIMANS COUNTY, NORTH CAROLINA

D.B. 358, PG. 686 (NO. 5--0020--0034D)

**T. A. Stokely, P.L.L.C.** P-2188  
 1281 East Beech Swamp Rd.  
 Hargettsville, NC 27844  
 (252) 333-9552  
 t.stokely@tstokely.com

*Perpetual Access Easement (Four Mile Desert Road) across portion of Perquimans County Tax Parcels 5-0020-0034D to provide ingress and egress to Four Mile Desert Road for Perquimans County Tax Parcels 5-0020-0034 \_\_\_\_, 5-0020-0034 \_\_\_\_ and 5-0020-0034 \_\_\_\_*

PREPARED BY \_\_\_\_\_  
RETURN TO:

**PERPETUAL SHARED ACCESS AGREEMENT AND EASEMENT**

THIS PERPETUAL SHARED ACCESS AGREEMENT AND EASEMENT, made this \_\_\_\_ day of \_\_\_\_\_, 2023, by and between **MARY KELLY LAMB BELANGIA** and husband **HERMAN H. BELANGIA, JR.**, and **PAMELA ELIZABETH LAMB LILLY** and husband **FRANK H. LILLY, JR.**, Grantors, Parties of the First Part, and **MARY KELLY LAMB BELANGIA** and husband **HERMAN H. BELANGIA, JR.**, and **PAMELA ELIZABETH LAMB LILLY** and husband **FRANK H. LILLY, JR.**, and **DYLAN C. BELANGIA**, Grantees, Parties of the Second Part.

**WITNESSETH:**

WHEREAS, **MARY KELLY LAMB BELNGIA** and husband **HERMAN H. BELANGIA, JR.**, and **PAMELA ELIZABETH LAMB LILLY** and husband **FRANK H. LILLY, JR.**, Parties of the First Part, are the owners of the property currently known as Perquimans County Tax Parcel 5-0020-0034D located in Perquimans County, North Carolina, being more particularly described as:

Beginning at a point, said point being presently designated by an iron pin, same being located on the Southern right-of-way of Four Mile Desert Road, same being State Road #1223; thence South 63° 57' 40" East 1,945.2 feet along the center line of a

ditch to a point, said point being located in the center line of a ditch; thence South 47° 27' 40" West 273.71 feet to a point; thence North 63° 57' 40" West 1,162.46 feet to a point; thence South 55° 50' West 133.41 feet to a point; thence along the edge of a path North 63° 08' West 828.7 feet to a point, said point being presently located on the South line of Four Mile Desert Road, same being State Road #1223; thence North 56° 38' 51" East 416.65 feet to a point, being the said point and place of beginning.

Reference is made to that certain map or plat, same having been prepared by Henry Cunningham, entitled "Louis Dempsey Lamb and Ellie F. Lamb Estates", Parkville Township, Perquimans County, dated January 10 and 7, 1996 and amended September 2, 1996. This tract is designated "To James Lamb", containing 13.63 acres.

LESS AND EXCEPT that 1.00-acre tract of land as shown by survey and map made by Henry Cunningham, Professional Surveyor, L-1358, on 19 November, 2003, recorded with Deed to Herman E. Belangia, Jr. and wife Kelly L. Belangia, recorded on February 13, 2004 in Deed Book 260, Page 67 of the Perquimans County Registry, commonly known as Perquimans County Tax Parcel 5-0020-0034F.

WHEREAS, the Parties of the First Part have subdivided Perquimans County Tax Parcel 5-0020-0034D into four separate parcels identified as Parcels A, B, C and D as shown on the plat entitled "Abbreviated Subdivision for Herman H. Belangia, Jr., and wife Mary Kelly Lamb Belangia, Pamela Elizabeth Lamb Lilly and husband Frank H. Lilly, Jr., and Dylan C. Belangia" and recorded in Plat Cabinet \_\_\_\_\_, Slide \_\_\_\_\_, Map \_\_\_\_\_, of the Perquimans County Registry.

Immediately preceding the filing of this Agreement and Easement, Deeds conveying these subdivided parcels A, B, C and D have been recorded in the Perquimans County land records to the Parties of the Second Part.

<sup>45'</sup> WHEREAS, the parties wish to provide for the perpetual maintenance of that certain private fifty-foot (50') right of way on said plat and is adjacent to said lots or parcels of land thereby providing access from the respective lots or parcels to and from Four Mile Desert Road.

NOW, THEREFORE, in consideration of the <sup>45'</sup> mutual covenants contained herein, it is agreed that the parties hereto shall maintain the private <sup>50'</sup> right of way for passable vehicular travel to the properties of the parties as set out herein, in all weather conditions, and each party shall be responsible in proportion to the percentage of ownership in relation to the other subdivided parcel owners.

This right of way is a perpetual, nonexclusive easement and right of access, in common with the others, over and upon the <sup>45'</sup> fifty-foot (50') access and easement shown and delineated as such on the aforesaid map or plat, which <sup>50'</sup> 50' easement provides access between the lands hereby conveyed and Four Mile Desert Road. <sup>45'</sup>

<sup>45'</sup> As <sup>45'</sup> the <sup>50'</sup> 50' access easement which is being conveyed with the above-described lands, the Grantees, and their heirs, successors and assigns, together with the owner or owners of Tax Parcel 5-0020-0034F as shown on the aforesaid map or plat, and the owners of any lots which may in the future be subdivided from the tract which is designated 5-0020-0034D in the Perquimans County Tax Office, shall be responsible for maintaining the <sup>50'</sup> 50' roadway access

easement, and shall allow and ensure the free, unobstructed passage over and upon said roadway, in perpetuity, by the current and future owners of parcels which have been subdivided from and out of the said tract.

There is also conveyed with the aforesaid lands a perpetual, nonexclusive easement and right of access, in common with others, for the installation (at the expense of the Grantee or owner of the above-described lands) of a County water main, to be maintained by the Perquimans County Water Department, and for the installation and maintenance of lines, pipes, conduits, conductors for the provision of water, electricity, gas, cable and all other kinds of utilities over, on and upon the twenty-foot (20') wide utility easement which is located within the aforementioned ~~50-foot~~ <sup>45</sup> ~~(50')~~ <sup>45'</sup> access easement, and is shown as such on the aforementioned map or plat.

This conveyance is made subject to the following restrictions, which shall run with the land:

THAT PRIOR TO THE SALE OR TRANSFER OF ANY AFORESAID LOT AND RIGHT-OF-WAY TO ANYONE OTHER THAN THE GRANTEEES, OR TO A CHILD OR GRANDCHILD OF THE GRANTEEES, THE AFORESAID LOT SHALL BE BROUGHT INTO COMPLIANCE WITH THE SUBDIVISION REGULATIONS OF PERQUIMANS COUNTY IN EFFECT AT THE TIME OF THE RECORDING OF THE PRESENT INSTRUMENT, INCLUDING BUT NOT LIMITED TO, REGULATIONS THAT REQUIRE THE CONSTRUCTION OF A PAVED ACCESS ROAD TO THE LOT(S) AND THE INSTALLATION OF REQUIRED UTILITIES. HOWEVER, THESE RESTRICTIONS WILL NOT APPLY TO ANY TRANSFER MADE TO SECURE A LOAN OR TO ANY SALE OR TRANSFER OF THE PROPERTY AS PART OF A FORECLOSURE PROCEEDING OR TO ANY SUBSEQUENT SALE OR TRANSFER BY A MORTGAGEE WHO OR WHICH HAS PURCHASED THE PROPERTY AT A FORECLOSURE SALE.

[The rest of this page is intentionally left blank and signatures of the parties are on the following pages.]



**SECTION 704. AREA, YARD and HEIGHT REQUIREMENTS TABLE (page 1 of 4)**

DISTRICT	MINIMUM LOT SIZE		MINIMUM YARD SETBACKS			MAXIMUM BUILDING HEIGHT	
	SIZE	WIDTH	DEPTH	FRONT	SIDE		REAR
RA	32,500 sq. ft.	125 feet	150 feet	30 feet	15 feet	30 feet	35 feet
* See exceptions at Note 2 and Section 701 See exceptions at Note 2 and Section 702 See exception at Section 703 Corner Lots Abutting Side Street: Accessory Structures: From Street Right-of-way: 25 feet 10 feet 20 feet 20 feet 10 feet 15 feet 30 feet 30 feet 25 feet 10 feet 20 feet 20 feet See Note 3 See Note 3 See Note 3							
HA	43,000 sq. ft.	125 feet	150 feet	30 feet	15 feet	30 feet	35 feet
Corner Lots Abutting Side Street: Accessory Structures: From Street Right-of-way: 25 feet 10 feet 20 feet 20 feet 10 feet 15 feet 30 feet 30 feet 25 feet 10 feet 20 feet 20 feet See Note 3 See Note 3 See Note 3							

<sup>1</sup> Not including fences and walls. Must be located in the rear yard. Detached carports and garages must be located in the side or rear yard and meet all setbacks for the principal building.

<sup>2</sup> Additional yard setbacks shall apply to properties fronting on major thoroughfares (40 feet) and waterways (30 feet).

<sup>3</sup> The height of residential structures shall be measured as the vertical distance from the highest adjacent grade to the mid-point of the highest roof height.

*Perguimans County Subdivision Regulations  
Section 402 (B)*

(8) All lots shall conform to the minimum standards or dimensions noted herein and those contained in an applicable zoning ordinance, building codes, and other official regulation.

(9) Flag Lots shall be approved only where the configuration of the parcel or site features warrant such a lot design. Authorizing a flag lot design is intended to accommodate a particular extenuating circumstance which makes conventional lot design infeasible. Therefore, flag lots should be judiciously approved. Requests for the creation of more than one flag lot from the same parcel shall be reviewed by the Planning Board using the Major Subdivision review procedures. Flag lots requirements are as follows:

- (a) Access shall be provided from the public road or an approved private road to the flag lot by means of an easement with a minimum width of 25 feet along the "pole."
- (b) The area inside the "Flag" portion of the lot must satisfy the minimum lot area requirements for a conventional development within the underlying zoning district." The area considered the "Flag Pole" consists of that area from the road right-of-way to the "Flag" portion of the lot. Any access over 1,000 feet shall be a minimum of 45 feet wide and meet all NCDOT standards.
- (c) Use of a single driveway to serve a flag lot and an adjoining conventional lot is permitted provided that a Shared Access Agreement is recorded in the Register of Deeds Office on the plat or in a separate document, in order to acknowledge the conditions under which the shared access will operate. The preferred location for the driveway is in the flagpole easement, with the Flag Lot granted an access easement over the flagpole.
- (d) The flag portion of the flag lot must satisfy the minimum yard requirements of the applicable zoning district. The "building setback line" for the Front Yard runs parallel to the street and is measured from within the "Flag" part of the lot, not the "pole" part.
- (e) Where applicable, a Driveway Permit shall be required from the North Carolina Department of Transportation (NCDOT). Failure to obtain a driveway permit shall result in denial of the flag lot.
- (f) The minimum separation between the flagpole portion of the lot and the flagpole portion of another flag lot shall be guided by the minimum design standards governing lots.

C) Blocks

Blocks shall be laid out with special attention given to the type of use contemplated.

D) Easements

Easements centered on rear or side lot lines shall be provided for utilities where necessary and shall be at least 10 feet wide.

- (1) Where a subdivision is traversed by a water course, drainage way, channel or stream, there shall be provided a storm water easement or drainage right-of-way conforming substantially with the lines of such water course, and such further width or construction, or both, as will be adequate for the purpose. Parallel streets or parkways may be required in connection therewith.

**§ 143-318.12. Public notice of official meetings.**

(a) If a public body has established, by ordinance, resolution, or otherwise, a schedule of regular meetings, it shall cause a current copy of that schedule, showing the time and place of regular meetings, to be kept on file as follows:

- (1) For public bodies that are part of State government, with the Secretary of State;
- (2) For the governing board and each other public body that is part of a county government, with the clerk to the board of county commissioners;
- (3) For the governing board and each other public body that is part of a city government, with the city clerk;
- (4) For each other public body, with its clerk or secretary, or, if the public body does not have a clerk or secretary, with the clerk to the board of county commissioners in the county in which the public body normally holds its meetings.

If a public body changes its schedule of regular meetings, it shall cause the revised schedule to be filed as provided in subdivisions (1) through (4) of this subsection at least seven calendar days before the day of the first meeting held pursuant to the revised schedule.

(b) If a public body holds an official meeting at any time or place other than a time or place shown on the schedule filed pursuant to subsection (a) of this section, it shall give public notice of the time and place of that meeting as provided in this subsection.

- (1) If a public body recesses a regular, special, or emergency meeting held pursuant to public notice given in compliance with this subsection, and the time and place at which the meeting is to be continued is announced in open session, no further notice shall be required.
- (2) For any other meeting, except an emergency meeting, the public body shall cause written notice of the meeting stating its purpose (i) to be posted on the principal bulletin board of the public body or, if the public body has no such bulletin board, at the door of its usual meeting room, and (ii) to be mailed, e-mailed, or delivered to each newspaper, wire service, radio station, and television station that has filed a written request for notice with the clerk or secretary of the public body or with some other person designated by the public body. The public body shall also cause notice to be mailed, e-mailed, or delivered to any person, in addition to the representatives of the media listed above, who has filed a written request with the clerk, secretary, or other person designated by the public body. This notice shall be posted and mailed, e-mailed, or delivered at least 48 hours before the time of the meeting. The notice required to be posted on the principal bulletin board or at the door of its usual meeting room shall be posted on the door of the building or on the building in an area accessible to the public if the building containing the principal bulletin board or usual meeting room is closed to the public continuously for 48 hours before the time of the meeting. The public body may require each newspaper, wire service, radio station, and television station submitting a written request for notice to renew the request annually. The public body shall charge a fee to persons other than the media, who request notice, of ten dollars (\$10.00) per calendar year, and may require them to renew their requests quarterly. No fee shall be charged for notices sent by e-mail.
- (3) For an emergency meeting, the public body shall cause notice of the meeting to be given to each local newspaper, local wire service, local radio station, and local television station that has filed a written request, which includes the newspaper's, wire service's, or station's telephone number, for emergency notice with the clerk or secretary of the public body or with some other person designated by the public body. This notice shall be given either by e-mail, by telephone, or by the same method used to notify the members of the public body and shall be given immediately after notice has been given to those members. This notice shall be given at the expense of the party notified. Only business connected with the emergency may be considered at a meeting to which notice is given pursuant to this paragraph.

(c) Repealed by Session Laws 1991, c. 694, s. 6.

(d) If a public body has a Web site and has established a schedule of regular meetings, the public body shall post the schedule of regular meetings to the Web site.

(e) If a public body has a Web site that one or more of its employees maintains, the public body shall post notice of any meeting held under subdivisions (b)(1) and (b)(2) of this section prior to the scheduled time of that meeting.

(f) For purposes of this section, an "emergency meeting" is one called because of generally unexpected circumstances that require immediate consideration by the public body. (1979, c. 655, s. 1; 1991, c. 694, ss. 5, 6; 2009-350, s. 1.)

**§ 143-318.11. Closed sessions.**

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

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

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

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

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

FOR  
INFORMATION  
ONLY  
ITEMS

# DEPARTMENT HEAD REPORTS

PLAT REVIEW LOG - PERQUIMANS COUNTY MARCH

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
ROANOKE LAND SURVEYING SCOTT MILLER	X	4-10-2023	X	SUBDIVISION OF 5-0033-0064 1.04 ACRES
STEPEHN L CARDWELL ESTATE OF MAURICE BYRUM	X	4-17-2023	X	SUBDIVISION OF 5-0038-00053 12.97, 12.53, 1.00, 12.53 1.50 & 13.19 ACRES
SL CARDWELL DANIELLE WINSLOW	X	4-19-2023	X	SUBDIVISION OF 1-0019-0026A 1.00 ACRE
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
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 Ste 1 Elizabeth City, NC 27909 338-2929		Gloria Rogers 215 B Street Camden, NC 27921 338-1415/333-8781
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
TIMMONS GROUP	1805 WEST CITY DRIVE ELIZABETH CITY, NC 27909 (252)621-5030			Saunders Surveying 510 Avena Road Black Mountain, NC 28711 (828) 669-2777
				Scott Temple PO Box 422 Elizabeth City, NC 27907 330-4016
				Tony Webb PO Box 381 Edenton, NC 27932 482-3066

PLAT REVIEW LOG - PERQUIMANS COUNTY MARCH

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
JOSIAH A WEBB	X	3-31-2023	X	RECOMBINATION OF 2.41 ACRES FROM 5-0032-0005 NEW ACRES 7.65 TO 5-0032-0005B NEW ACRES 21.85
HAYWOOD A SMITH				

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) 689-2777
Bowman Consulting Paul J Toit 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 Fine Road Tyner, NC 27980 221-4795	J H Miffler Jr. 166 Cottonwood Drive Hertford, NC 27944 338-6832	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)621-5030





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-April 2023**

**GARNISHMENTS: \$840.18**

**PAYMENT AGREEMENTS: \$10,972.85**

**DEBT SETOFFS: \$82.08**

## Permit Report

4/1/2023 - 4/24/2023

Permit Date	Permit #	Permit Type	Location	Project Cost	Total Fees	Assigned To
4/3/2023	3129	Mechanical	Hertford	15,000	\$125.00	Virgil Parrish
4/3/2023	3128	Plumbing	Hertford	15,000	\$240.00	Virgil Parrish
4/3/2023	3127	Mechanical	County	15,000	\$150.00	Virgil Parrish
4/3/2023	3126	Plumbing	County	15,000	\$270.00	Virgil Parrish
4/3/2023	3125	Mechanical	County	15,000	\$125.00	Virgil Parrish
4/3/2023	3124	Plumbing	County	15,000	\$270.00	Virgil Parrish
4/3/2023	3123	Mechanical	County	15,000	\$205.00	Virgil Parrish
4/3/2023	3122	Plumbing	County	10,000	\$280.00	Virgil Parrish
4/3/2023	3121	Electrical	County	1,000	\$130.00	Virgil Parrish
4/3/2023	3119	Mechanical	Hertford	6,000	\$75.00	Erle Solesbee
4/3/2023	3113	Mechanical	County	7,461	\$75.00	Erle Solesbee
4/3/2023	3112	Mechanical	County	3,962	\$75.00	Virgil Parrish
4/3/2023	3110	Mechanical	Hertford	3,993	\$75.00	Erle Solesbee
4/4/2023	3132	Electrical	County	1,200	\$67.00	Virgil Parrish
4/4/2023	3130	Building	County	33,000	\$560.00	Virgil Parrish
4/4/2023	3105	Building	County	0		Virgil Parrish
4/4/2023	3104	Building	County	45,000	\$270.00	Virgil Parrish
4/5/2023	3136	Building	County	0		Virgil Parrish
4/5/2023	3135	Electrical	County	3,000	\$130.00	Virgil Parrish
4/5/2023	3134	Electrical	County	30,000	\$471.00	Erle Solesbee
4/6/2023	3137	Building	County	200,000	\$600.00	Virgil Parrish
4/7/2023	3141	Plumbing	County	1,500	\$60.00	Erle Solesbee
4/7/2023	3140	Mechanical	County	9,000	\$75.00	Erle Solesbee
4/10/2023	3158	Electrical	County	500	\$50.00	Erle Solesbee
4/10/2023	3148	Electrical	County	1,000	\$0.00	Erle Solesbee
4/10/2023	3147	Building	County	10,000	\$75.00	Erle Solesbee
4/10/2023	3146	Mechanical	County	1,500	\$55.00	Erle Solesbee
4/10/2023	3145	Electrical	County	750	\$50.00	Erle Solesbee
4/10/2023	3144	Plumbing	County	300	\$50.00	Erle Solesbee
4/10/2023	3143	Building	County	101,500	\$185.00	Erle Solesbee
4/10/2023	3142	Electrical	Hertford	8,000	\$213.00	Virgil Parrish
4/10/2023	3098	Building	County	600,000	\$1,205.00	Virgil Parrish
4/11/2023	3150	Plumbing	Hertford	4,600	\$60.00	Erle Solesbee
4/11/2023	3149	Building	County	0	\$100.00	Erle Solesbee
4/11/2023	3131	Building	County	5,000	\$188.00	Erle Solesbee
4/11/2023	3091	Building	County	25,000	\$276.00	Virgil Parrish
4/12/2023	3159	Building	County	60,000	\$96.00	Virgil Parrish
4/12/2023	3157	Electrical	County	0		Virgil Parrish
4/12/2023	3156	Plumbing	County	1,550	\$50.00	Erle Solesbee
4/12/2023	3155	Building	County	0		Virgil Parrish
4/12/2023	3154	Building	County	0		Virgil Parrish
4/12/2023	3153	Mechanical	County	15,400	\$130.00	Erle Solesbee
4/12/2023	3152	Mechanical	County	6,500	\$75.00	Erle Solesbee
4/12/2023	3151	Mechanical	County	8,600	\$75.00	Erle Solesbee
4/13/2023	3163	Building	County	2,000	\$50.00	Erle Solesbee
4/13/2023	3162	Building	County	53,000	\$585.00	Virgil Parrish
4/13/2023	3161	Plumbing	County	9,500	\$190.00	Virgil Parrish

4/13/2023	3160	Electrical	County	2,000	\$130.00	Virgil Parrish
4/13/2023	3138	Building	County	7,000	\$75.00	Virgil Parrish
4/13/2023	3120	Building	County	7,500	\$200.00	Virgil Parrish
4/13/2023	3082	Building	County	185,000	\$811.00	Virgil Parrish
4/14/2023	3166	Plumbing	County	1,500	\$60.00	Virgil Parrish
4/14/2023	3165	Building	County	9,200	\$75.00	Erle Solesbee
4/14/2023	3164	Building	Hertford	3,500	\$75.00	Erle Solesbee
4/14/2023	3115	Building	County	2,000	\$75.00	Erle Solesbee
4/17/2023	3173	Electrical	County	500	\$50.00	Virgil Parrish
4/17/2023	3172	Electrical	County	1,000	\$110.00	Virgil Parrish
4/17/2023	3171	Electrical		0		
4/17/2023	3170	Electrical	County	50	\$50.00	Erle Solesbee
4/17/2023	3169	Electrical	County	800	\$50.00	Erle Solesbee
4/17/2023	3168	Electrical	County	22,000	\$378.00	Virgil Parrish
4/18/2023	3181	Electrical	County	2,000	\$104.00	Erle Solesbee
4/18/2023	3179	Building	Hertford	0	\$50.00	Erle Solesbee
4/18/2023	3178	Mechanical	County	3,500	\$105.00	Erle Solesbee
4/18/2023	3177	Mechanical	County	3,500	\$105.00	Erle Solesbee
4/18/2023	3176	Building	County	2,000	\$75.00	Erle Solesbee
4/18/2023	3175	Building	Hertford	225,000	\$296.00	Virgil Parrish
4/18/2023	3174	Electrical	County	0		Erle Solesbee
4/18/2023	3059	Building	County	0		Erle Solesbee
4/19/2023	3188	Electrical	County	1,500	\$100.00	Erle Solesbee
4/19/2023	3187	Electrical	County	1,500	\$100.00	Erle Solesbee
4/19/2023	3186	Plumbing	County	9,000	\$170.00	Erle Solesbee
4/19/2023	3185	Mechanical	County	11,375	\$75.00	Erle Solesbee
4/19/2023	3184	Mechanical	County	6,298	\$75.00	Virgil Parrish
4/19/2023	3183	Electrical	County	1,800	\$50.00	Erle Solesbee
4/19/2023	3182	Mechanical	County	6,000	\$75.00	Erle Solesbee
4/19/2023	3180	Mechanical	County	6,200	\$75.00	Erle Solesbee
4/20/2023	3192	Plumbing	Hertford	6,000	\$80.00	Virgil Parrish
4/20/2023	3191	Building	County	193,500	\$633.00	Erle Solesbee
4/20/2023	3190	Building	County	1,500	\$75.00	Erle Solesbee
4/21/2023	3194	Electrical	County	700	\$50.00	Erle Solesbee
4/21/2023	3193	Mechanical	County	5,200	\$75.00	Erle Solesbee
4/21/2023	3189	Mechanical	Hertford	3,000	\$65.00	Virgil Parrish
4/21/2023	3088	Building	Hertford	15,000	\$288.00	Virgil Parrish
4/24/2023	3198	Plumbing	County	1,500	\$70.00	Erle Solesbee
4/24/2023	3197	Building	County	250,000	\$694.00	Virgil Parrish
4/24/2023	3196	Mechanical	County	10,000	\$130.00	Erle Solesbee
4/24/2023	3195	Electrical	Hertford	2,000	\$130.00	Virgil Parrish
4/24/2023	3167	Building	County	15,000	\$288.00	Erle Solesbee
4/24/2023	3133	Electrical	County	1,700	\$62.00	Erle Solesbee
				<b>2,401,639</b>	<b>\$14,320.00</b>	

Total Records: 90

4/24/2023

PERQUIMANS COUNTY COMMUNICATIONS  
159 Creek Dr PO Box 112 Hertford , NC 27944

CFS By Department - Select Department By Date  
For \*FIRE MUTUAL AID\* 1/1/2023 - 3/31/2023

*INCIDENT COMMAND*	Count	Percent
FIRE STRUCTURE FIRE	2	100.00%
Total Records For *INCIDENT COMMAND*	2 Dept Calls/Total Calls	0.04%
<b>911 MAINTENANCE</b>	<b>Count</b>	<b>Percent</b>
FIRE STRUCTURE FIRE	1	3.45%
MAINTENANCE REPORT	25	86.21%
POWER OUTAGE/LINES/POLES DOWN (CABLE/POWER/ETC.)	1	3.45%
TEST	1	3.45%
UTILITIES REQUEST (WATER / ELECTRICAL)	1	3.45%
Total Records For 911 MAINTENANCE	29 Dept Calls/Total Calls	0.54%
<b>CHOWAN CO EMS</b>	<b>Count</b>	<b>Percent</b>
BREATHING PROBLEMS	1	50.00%
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	1	50.00%
Total Records For CHOWAN CO EMS	2 Dept Calls/Total Calls	0.04%
<b>EASTCARE HELICOPTER</b>	<b>Count</b>	<b>Percent</b>
FALLS	1	50.00%
STAB/GUNSHOT/PENETRATING TRAUMA	1	50.00%
Total Records For EASTCARE HELICOPTER	2 Dept Calls/Total Calls	0.04%
<b>EMERGENCY MANAGEMENT</b>	<b>Count</b>	<b>Percent</b>
BACK PAIN (NON-TRAUMATIC OR NON-RECENT TRAUMA)	1	2.63%
BREATHING PROBLEMS	1	2.63%
CARDIAC OR RESPIRATORY ARREST/DEATH	3	7.89%
CHEST PAIN/CHEST DISCOMFORT (NON-TRAUMATIC)	1	2.63%
CLEAR RADIOS / WEEKLY PAGER TEST	1	2.63%
CONVULSIONS/SEIZURES	2	5.26%
FALLS	2	5.26%
FIGHT	1	2.63%
FIRE BRUSH / WOODS FIRE	1	2.63%
FIRE SMELL OF GAS	1	2.63%
FIRE SMELL OF SMOKE / BURNING	1	2.63%
FIRE STRUCTURE FIRE	5	13.16%
FIRE TRAINING/TESTING	1	2.63%
FIRE VEHICLE FIRE	1	2.63%
MOTORIST ASSIST / DISABLED MOTORIST	2	5.26%
OTHER	4	10.53%
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	2	5.26%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	3	7.89%
TRAINING	3	7.89%
UNCONSCIOUS/FAINTING (NEAR)	2	5.26%
Total Records For EMERGENCY MANAGEMENT	38 Dept Calls/Total Calls	0.70%

HERTFORD PUBLIC WORKS	Count	Percent
FIRE STRUCTURE FIRE	1	12.50%
OTHER	2	25.00%
POWER OUTAGE/LINES/POLES DOWN (CABLE/POWER/ETC.)	3	37.50%
TRAFFIC ISSUES (SIGNS DOWN / LIGHTS OUT / ETC.)	1	12.50%
UTILITIES REQUEST (WATER / ELECTRICAL)	1	12.50%
Total Records For HERTFORD PUBLIC WORKS	8	Dept Calls/Total Calls 0.15%
MAGISTRATE OFFICE	Count	Percent
ALARM RESIDENTIAL	1	0.61%
ALARM SCHOOL	1	0.61%
ANIMAL CONTROL	1	0.61%
ASSAULT/SEXUAL ASSAULT/STUN GUN	1	0.61%
ASSIST OFFICER	1	0.61%
ASSIST PROB/PAROLE	1	0.61%
ASSISTANCE	1	0.61%
CHASE	1	0.61%
CRIMINAL SUMMONS	1	0.61%
DISTURBANCE	2	1.22%
DOMESTIC	5	3.05%
ESCORT	1	0.61%
INTOXICATED DRIVER	2	1.22%
INVESTIGATION	1	0.61%
IVC / MENTAL SUBJECT	4	2.44%
LARCENY	2	1.22%
MAGISTRATE REQUEST	90	54.88%
OVERDOSE/POISONING (INGESTION)	1	0.61%
PSYCHIATRIC/ABNORMAL BEHAVIOR/SUICIDE ATTEMPT	2	1.22%
PUBLIC SERVICE CALL	11	6.71%
REPORT	1	0.61%
SERVE PAPERS	1	0.61%
SERVE WARRANTS FOR ARREST	6	3.66%
SHOP LIFTER	1	0.61%
STAB/GUNSHOT/PENETRATING TRAUMA	1	0.61%
STANDBY BALL GAME	1	0.61%
SUBJECT IN CUSTODY	15	9.15%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	1	0.61%
TRAFFIC STOP	2	1.22%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	3	1.83%
TRANSPORT SUBJECT	1	0.61%
TRESPASSING	1	0.61%
Total Records For MAGISTRATE OFFICE	164	Dept Calls/Total Calls 3.03%
NC DOT	Count	Percent
ANIMAL CONTROL	1	25.00%
TRAFFIC ISSUES (SIGNS DOWN / LIGHTS OUT / ETC.)	2	50.00%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	1	25.00%
Total Records For NC DOT	4	Dept Calls/Total Calls 0.07%
NC FORESTRY	Count	Percent

NC FORESTRY	Count	Percent
FIRE BRUSH / WOODS FIRE	7	63.64%
FIRE CONTROLLED BURN	2	18.18%
FIRE NEAR A STRUCTURE	1	9.09%
MAINTENANCE REPORT	1	9.09%
Total Records For NC FORESTRY	11	Dept Calls/Total Calls 0.20%
NC PROBATION/PAROLE	Count	Percent
ASSIST PROB/PAROLE	1	33.33%
PUBLIC SERVICE CALL	1	33.33%
SERVE WARRANTS FOR ARREST	1	33.33%
Total Records For NC PROBATION/PAROLE	3	Dept Calls/Total Calls 0.06%
NC SHP	Count	Percent
ABANDONED VEHICLE	1	0.87%
ANIMAL BITES/ATTACKS	1	0.87%
ASSIST OFFICER	5	4.35%
CARDIAC OR RESPIRATORY ARREST/DEATH	1	0.87%
CARELESS & RECKLESS	17	14.78%
DAMAGE TO PROPERTY	1	0.87%
DRIVERS LICENSE / REGISTRATION	3	2.61%
FALLS	1	0.87%
FIRE MUTUAL AID/OUT OF COUNTY RESPONSE	1	0.87%
FIRE VEHICLE FIRE	2	1.74%
GOKART / ATV / 4-WHEELER ON ROADWAY	3	2.61%
GUNSHOTS REPORTED	1	0.87%
INFO ONLY	1	0.87%
INTOXICATED DRIVER	5	4.35%
MAGISTRATE REQUEST	3	2.61%
MOTORIST ASSIST / DISABLED MOTORIST	2	1.74%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	1	0.87%
TRAFFIC CONTROL	1	0.87%
TRAFFIC ISSUES (SIGNS DOWN / LIGHTS OUT / ETC.)	1	0.87%
TRAFFIC STOP	2	1.74%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	59	51.30%
TRANSFERRED (911) CALL	2	1.74%
UNKNOWN PROBLEM (PERSON DOWN) - MEDICAL ALARM	1	0.87%
Total Records For NC SHP	115	Dept Calls/Total Calls 2.13%
NC WILDLIFE	Count	Percent
ANIMAL CONTROL	1	33.33%
PUBLIC SERVICE CALL	1	33.33%
WILDLIFE / HUNTING VIOLATION	1	33.33%
Total Records For NC WILDLIFE	3	Dept Calls/Total Calls 0.06%
NIGHTINGALE HELICOPTER	Count	Percent
BREATHING PROBLEMS	1	33.33%
STAB/GUNSHOT/PENETRATING TRAUMA	1	33.33%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	1	33.33%
Total Records For NIGHTINGALE HELICOPTER	3	Dept Calls/Total Calls 0.06%

PASQUOTANK-CAMDEN EMS	Count	Percent
TRANSFERRED (911) CALL	1	100.00%
Total Records For PASQUOTANK-CAMDEN EMS	1	Dept Calls/Total Calls 0.02%

PERQUIMANS CO 911	Count	Percent
ACCIDENTAL 911 CALL	184	23.29%
ALARM BUSINESS	1	0.13%
ALARM RESIDENTIAL	2	0.25%
ANIMAL CONTROL	2	0.25%
ASSISTANCE	1	0.13%
BACK PAIN (NON-TRAUMATIC OR NON-RECENT TRAUMA)	1	0.13%
BREATHING PROBLEMS	1	0.13%
CARELESS & RECKLESS	5	0.63%
CHAPTER 90 - DRUG ACTIVITY	1	0.13%
CHOKING	1	0.13%
CLEAR RADIOS / WEEKLY PAGER TEST	100	12.66%
DAILY/WEEKLY MAINTENANCE	30	3.80%
DCI ENTRY / TRANSACTION	7	0.89%
DRILL (FIRE / TORNADO / ETC.)	3	0.38%
FIRE ACTIVATED ALARM	2	0.25%
FIRE CONTROLLED BURN	4	0.51%
FIRE MUTUAL AID/OUT OF COUNTY RESPONSE	1	0.13%
FRAUD / SCAM BY ANY MEANS	1	0.13%
FUNERAL ESCORT	1	0.13%
GUNSHOTS REPORTED	1	0.13%
HANG-UP 911 CALL	110	13.92%
HIT AND RUN	1	0.13%
INFO ONLY	24	3.04%
INTOXICATED DRIVER	1	0.13%
IVC / MENTAL SUBJECT	1	0.13%
MAGISTRATE REQUEST	3	0.38%
MAINTENANCE REPORT	14	1.77%
MISSING PERSON / RUNAWAY	2	0.25%
MISUSE OF 911	17	2.15%
OTHER	7	0.89%
PUBLIC SERVICE CALL	5	0.63%
REPOSESSION	7	0.89%
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	3	0.38%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	2	0.25%
TEST	72	9.11%
TRAFFIC STOP	2	0.25%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	2	0.25%
TRANSFERRED (911) CALL	167	21.14%
WELL BEING CHECK	1	0.13%
Total Records For PERQUIMANS CO 911	790	Dept Calls/Total Calls 14.62%

PERQUIMANS CO DSS	Count	Percent
DOMESTIC	1	7.14%
DSS / SOCIAL SERVICES REQUEST	8	57.14%
PUBLIC SERVICE CALL	3	21.43%

PERQUIMANS CO DSS	Count	Percent
SERVICE CALL	1	7.14%
WELL BEING CHECK	1	7.14%
Total Records For PERQUIMANS CO DSS	14	Dept Calls/Total Calls 0.26%
PERQUIMANS CO EMS	Count	Percent
ABDOMINAL PAIN/PROBLEMS	15	2.22%
ALLERGIES (REACTIONS)/ENVENOMATIONS (STINGS/BITES)	5	0.74%
ANIMAL BITES/ATTACKS	1	0.15%
ASSAULT/SEXUAL ASSAULT/STUN GUN	3	0.44%
ASSISTANCE	2	0.30%
BACK PAIN (NON-TRAUMATIC OR NON-RECENT TRAUMA)	6	0.89%
BREATHING PROBLEMS	88	13.02%
CARBON MONOXIDE/INHALATION/HAZMAT/CBRN	1	0.15%
CARDIAC OR RESPIRATORY ARREST/DEATH	11	1.63%
CHASE	1	0.15%
CHEST PAIN/CHEST DISCOMFORT (NON-TRAUMATIC)	54	7.99%
CHOKING	3	0.44%
CONVULSIONS/SEIZURES	19	2.81%
DIABETIC PROBLEMS	8	1.18%
DISTURBANCE	2	0.30%
DOMESTIC	2	0.30%
EMS MUTUAL AID	6	0.89%
EYE PROBLEMS/INJURIES	1	0.15%
FALLS	101	14.94%
FIGHT	2	0.30%
FIRE NEAR A STRUCTURE	1	0.15%
FIRE SMELL OF GAS	3	0.44%
FIRE SMELL OF SMOKE / BURNING	1	0.15%
FIRE STRUCTURE FIRE	6	0.89%
FIRE TRAINING/TESTING	1	0.15%
FIRE VEHICLE FIRE	2	0.30%
HEADACHE	3	0.44%
HEART PROBLEMS/A.I.C.D	11	1.63%
HEMORRHAGE/LACERATIONS	14	2.07%
INTOXICATED DRIVER	2	0.30%
MIH FOLLOW-UP	2	0.30%
MOTORIST ASSIST / DISABLED MOTORIST	1	0.15%
MUTUAL AID	1	0.15%
OTHER	1	0.15%
OVERDOSE/POISONING (INGESTION)	7	1.04%
PREGNANCY/CHILDBIRTH/MISCARRIAGE	3	0.44%
PSYCHIATRIC/ABNORMAL BEHAVIOR/SUICIDE ATTEMPT	21	3.11%
SERVE PAPERS	1	0.15%
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	127	18.79%
SPECIAL ASSIGNMENT	2	0.30%
STAB/GUNSHOT/PENETRATING TRAUMA	1	0.15%
STROKE (CVA)/TRANSIENT ISCHEMIC ATTACK (TIA)	14	2.07%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	1	0.15%



PERQUIMANS CO EMS	Count	Percent
TEST	1	0.15%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	39	5.77%
TRANSFERRED (911) CALL	1	0.15%
TRAUMATIC INJURIES (SPECIFIC)	3	0.44%
UNCONSCIOUS/FAINTING (NEAR)	46	6.80%
UNKNOWN PROBLEM (PERSON DOWN) - MEDICAL ALARM	24	3.55%
WELL BEING CHECK	5	0.74%
Total Records For PERQUIMANS CO EMS	676	Dept Calls/Total Calls 12.61%
PERQUIMANS CO FIRE MARSHAL	Count	Percent
FIRE STRUCTURE FIRE	2	100.00%
Total Records For PERQUIMANS CO FIRE MARSHAL	2	Dept Calls/Total Calls 0.04%
PERQUIMANS CO SO	Count	Percent
ABANDONED VEHICLE	3	0.09%
ACCIDENTAL 911 CALL	4	0.12%
ALARM BANK	1	0.03%
ALARM BUSINESS	44	1.31%
ALARM RESIDENTIAL	35	1.04%
ALARM SCHOOL	7	0.21%
ANIMAL BITES/ATTACKS	8	0.24%
ANIMAL CONTROL	243	7.25%
ASSAULT/SEXUAL ASSAULT/STUN GUN	6	0.18%
ASSIST OFFICER	12	0.36%
ASSIST PROB/PAROLE	2	0.06%
ASSISTANCE	17	0.51%
B&E (BREAKING&ENTERING) ATTEMPTED / OLD	6	0.18%
B&E (BREAKING&ENTERING) IN PROGRESS	12	0.36%
BOLO / ATL (ATTEMPT TO LOCATE)	2	0.06%
BREATHING PROBLEMS	6	0.18%
CARBON MONOXIDE/INHALATION/HAZMAT/CBRN	1	0.03%
CARDIAC OR RESPIRATORY ARREST/DEATH	8	0.24%
CARELESS & RECKLESS	40	1.19%
CHAPTER 90 - DRUG ACTIVITY	4	0.12%
CHASE	1	0.03%
CHEST PAIN/CHEST DISCOMFORT (NON-TRAUMATIC)	3	0.09%
CHOKING	1	0.03%
CIVIL PROCESS	165	4.92%
CONVULSIONS/SEIZURES	2	0.06%
CRIMINAL SUMMONS	2	0.06%
DAMAGE TO PROPERTY	11	0.33%
DCI ENTRY / TRANSACTION	2	0.06%
DEBRIS IN THE ROADWAY	12	0.36%
DIABETIC PROBLEMS	2	0.06%
DISTURBANCE	56	1.67%
DOMESTIC	30	0.89%
DOMESTIC VIOLENCE ORDER	12	0.36%
DRILL (FIRE / TORNADO / ETC.)	4	0.12%
DRIVERS LICENSE / REGISTRATION	42	1.25%

PERQUIMANS CO SO	Count	Percent
DSS / SOCIAL SERVICES REQUEST	1	0.03%
ESCORT	111	3.31%
EVICTON	4	0.12%
FALLS	8	0.24%
FIGHT	5	0.15%
FIRE ACTIVATED ALARM	4	0.12%
FIRE BRUSH / WOODS FIRE	1	0.03%
FIRE ILLEGAL BURN	1	0.03%
FIRE MUTUAL AID/OUT OF COUNTY RESPONSE	1	0.03%
FIRE SMELL OF GAS	3	0.09%
FIRE SMELL OF SMOKE / BURNING	1	0.03%
FIRE STRUCTURE FIRE	6	0.18%
FIRE UNKNOWN TYPE - MISCELLANEOUS FIRE	2	0.06%
FIRE VEHICLE FIRE	3	0.09%
FOLLOW-UP	1	0.03%
FOOT PATROL	10	0.30%
FRAUD / SCAM BY ANY MEANS	7	0.21%
FUNERAL ESCORT	12	0.36%
GOKART / ATV / 4-WHEELER ON ROADWAY	11	0.33%
GUNSHOTS REPORTED	25	0.75%
HANG-UP 911 CALL	45	1.34%
HARASSMENT	6	0.18%
HEMORRHAGE/LACERATIONS	2	0.06%
HIT AND RUN	3	0.09%
HOSTAGE SITUATION / KIDNAPPING	1	0.03%
ILLEGALLY PARKED VEHICLE	4	0.12%
INFO ONLY	6	0.18%
INTOXICATED DRIVER	10	0.30%
INTOXICATED PEDESTRIAN	1	0.03%
INVESTIGATION	29	0.86%
IVC / MENTAL SUBJECT	38	1.13%
LARCENY	18	0.54%
LIVESTOCK (IN THE ROADWAY / YARD)	8	0.24%
LOITERING	2	0.06%
MAGISTRATE REQUEST	30	0.89%
MIH FOLLOW-UP	1	0.03%
MISSING PERSON / RUNAWAY	10	0.30%
MISUSE OF 911	1	0.03%
MOTORIST ASSIST / DISABLED MOTORIST	52	1.55%
MUTUAL AID	1	0.03%
NEIGHBORHOOD PATROL	94	2.80%
NOISE COMPLAINT	20	0.60%
OPEN DOOR	1	0.03%
OTHER	46	1.37%
OVERDOSE/POISONING (INGESTION)	5	0.15%
POWER OUTAGE/LINES/POLES DOWN (CABLE/POWER/ETC.)	2	0.06%
PROWLER	2	0.06%

PERQUIMANS CO SO	Count	Percent
PSYCHIATRIC/ABNORMAL BEHAVIOR/SUICIDE ATTEMPT	20	0.60%
PUBLIC SERVICE CALL	151	4.50%
RECOVER PROPERTY	6	0.18%
REPORT	11	0.33%
REPOSSESSION	1	0.03%
REQUEST FOR OFFICER	10	0.30%
SECURITY CHECK	884	26.36%
SERVE PAPERS	125	3.73%
SERVE WARRANTS FOR ARREST	37	1.10%
SERVICE CALL	10	0.30%
SHOP LIFTER	5	0.15%
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	9	0.27%
SPECIAL ASSIGNMENT	29	0.86%
STAB/GUNSHOT/PENETRATING TRAUMA	1	0.03%
STANDBY BALL GAME	28	0.83%
STROKE (CVA)/TRANSIENT ISCHEMIC ATTACK (TIA)	1	0.03%
SUBJECT IN CUSTODY	20	0.60%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	123	3.67%
TEST	1	0.03%
THREATS	9	0.27%
TRAFFIC CONTROL	2	0.06%
TRAFFIC ISSUES (SIGNS DOWN / LIGHTS OUT / ETC.)	1	0.03%
TRAFFIC STOP	143	4.26%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	77	2.30%
TRAINING	1	0.03%
TRANSFERRED (911) CALL	1	0.03%
TRANSPORT SUBJECT	39	1.16%
TRAUMATIC INJURIES (SPECIFIC)	1	0.03%
TRESPASSING	4	0.12%
UNAUTHORIZED USE	1	0.03%
UNCONSCIOUS/FAINTING (NEAR)	4	0.12%
UNKNOWN PROBLEM (PERSON DOWN) - MEDICAL ALARM	12	0.36%
UNLOCK VEHICLE/HOUSE	68	2.03%
UTILITIES REQUEST (WATER / ELECTRICAL)	1	0.03%
VANDALISM	5	0.15%
WANTED / STOLEN INQUIRY	1	0.03%
WELL BEING CHECK	49	1.46%
WILDLIFE / HUNTING VIOLATION	1	0.03%
WRECKER REQUEST	1	0.03%
<b>Total Records For PERQUIMANS CO SO</b>	<b>3354</b>	<b>Dept Calls/Total Calls 62.07%</b>
<b>PERQUIMANS CO WATER</b>	<b>Count</b>	<b>Percent</b>
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	1	33.33%
UTILITIES REQUEST (WATER / ELECTRICAL)	2	66.67%
<b>Total Records For PERQUIMANS CO WATER</b>	<b>3</b>	<b>Dept Calls/Total Calls 0.06%</b>
<b>PERQUIMANS CO WATER RESCUE TEAM</b>	<b>Count</b>	<b>Percent</b>
OTHER	1	16.67%
TRAINING	5	83.33%

Total Records For PERQUIMANS CO WATER RESCUE TEAM		6	Dept Calls/Total Calls	0.11%
<b>RAILROADS</b>				
	Count			Percent
TRAFFIC ISSUES (SIGNS DOWN / LIGHTS OUT / ETC.)	1			100.00%
Total Records For RAILROADS		1	Dept Calls/Total Calls	0.02%
<b>STATION 2 - BETHEL FD</b>				
	Count			Percent
CARDIAC OR RESPIRATORY ARREST/DEATH	2			6.25%
FALLS	3			9.38%
FIRE ACTIVATED ALARM	1			3.13%
FIRE BRUSH / WOODS FIRE	3			9.38%
FIRE MUTUAL AID/OUT OF COUNTY RESPONSE	1			3.13%
FIRE SMELL OF GAS	1			3.13%
FIRE STRUCTURE FIRE	5			15.63%
FIRE TRAINING/TESTING	3			9.38%
FIRE VEHICLE FIRE	1			3.13%
OVERDOSE/POISONING (INGESTION)	1			3.13%
STROKE (CVA)/TRANSIENT ISCHEMIC ATTACK (TIA)	1			3.13%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	9			28.13%
UNKNOWN PROBLEM (PERSON DOWN) - MEDICAL ALARM	1			3.13%
Total Records For STATION 2 - BETHEL FD		32	Dept Calls/Total Calls	0.59%
<b>STATION 3 - HERTFORD FD</b>				
	Count			Percent
ALARM RESIDENTIAL	2			5.13%
CARBON MONOXIDE/INHALATION/HAZMAT/CBRN	1			2.56%
CARDIAC OR RESPIRATORY ARREST/DEATH	2			5.13%
FIRE ACTIVATED ALARM	5			12.82%
FIRE BRUSH / WOODS FIRE	2			5.13%
FIRE CONTROLLED BURN	1			2.56%
FIRE SMELL OF GAS	3			7.69%
FIRE SMELL OF SMOKE / BURNING	1			2.56%
FIRE STRUCTURE FIRE	5			12.82%
FIRE TRAINING/TESTING	5			12.82%
FIRE UNKNOWN TYPE - MISCELLANEOUS FIRE	2			5.13%
PUBLIC SERVICE CALL	1			2.56%
TEST	1			2.56%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	8			20.51%
Total Records For STATION 3 - HERTFORD FD		39	Dept Calls/Total Calls	0.72%
<b>STATION 4 - BELVIDERE CHAPEL HILL FD</b>				
	Count			Percent
FIRE ACTIVATED ALARM	4			25.00%
FIRE CONTROLLED BURN	1			6.25%
FIRE MUTUAL AID/OUT OF COUNTY RESPONSE	2			12.50%
FIRE SMELL OF SMOKE / BURNING	1			6.25%
FIRE TRAINING/TESTING	6			37.50%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	2			12.50%
Total Records For STATION 4 - BELVIDERE CHAPEL HILL FD		16	Dept Calls/Total Calls	0.30%
<b>STATION 6 - WINFALL FD</b>				
	Count			Percent
ALARM RESIDENTIAL	1			3.57%
CLEAR RADIOS / WEEKLY PAGER TEST	1			3.57%

STATION 6 - WINFALL FD	Count	Percent
FIRE ACTIVATED ALARM	2	7.14%
FIRE SERVICE ASSIGNMENT	1	3.57%
FIRE SMELL OF GAS	2	7.14%
FIRE SMELL OF SMOKE / BURNING	1	3.57%
FIRE STRUCTURE FIRE	6	21.43%
FIRE TRAINING/TESTING	3	10.71%
STAB/GUNSHOT/PENETRATING TRAUMA	1	3.57%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	10	35.71%
Total Records For STATION 6 - WINFALL FD	28	Dept Calls/Total Calls 0.52%
STATION 7 - INTERCOUNTY FD	Count	Percent
BREATHING PROBLEMS	1	2.56%
CHEST PAIN/CHEST DISCOMFORT (NON-TRAUMATIC)	1	2.56%
DOMESTIC	1	2.56%
FIRE ACTIVATED ALARM	1	2.56%
FIRE BRUSH / WOODS FIRE	1	2.56%
FIRE ILLEGAL BURN	1	2.56%
FIRE MUTUAL AID/OUT OF COUNTY RESPONSE	20	51.28%
FIRE NEAR A STRUCTURE	1	2.56%
FIRE STRUCTURE FIRE	1	2.56%
FIRE TRAINING/TESTING	3	7.69%
FIRE VEHICLE FIRE	2	5.13%
SPECIAL ASSIGNMENT	2	5.13%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	3	7.69%
TRANSFERRED (911) CALL	1	2.56%
Total Records For STATION 7 - INTERCOUNTY FD	39	Dept Calls/Total Calls 0.72%
STATION 8 - DURANTS NECK FD	Count	Percent
CARDIAC OR RESPIRATORY ARREST/DEATH	1	6.25%
CONVULSIONS/SEIZURES	1	6.25%
FIRE ACTIVATED ALARM	1	6.25%
FIRE BRUSH / WOODS FIRE	1	6.25%
FIRE ILLEGAL BURN	1	6.25%
FIRE NEAR A STRUCTURE	1	6.25%
FIRE STRUCTURE FIRE	1	6.25%
FIRE TRAINING/TESTING	2	12.50%
POWER OUTAGE/LINES/POLES DOWN (CABLE/POWER/ETC.)	1	6.25%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	5	31.25%
TRAINING	1	6.25%
Total Records For STATION 8 - DURANTS NECK FD	16	Dept Calls/Total Calls 0.30%
WINFALL PUBLIC WORKS	Count	Percent
ANIMAL CONTROL	1	33.33%
OTHER	2	66.67%
Total Records For WINFALL PUBLIC WORKS	3	Dept Calls/Total Calls 0.06%
Total Records		5404

# COMMITTEE REPORTS



4-20-2023

CAMDEN

CHOWAN

CURRITUCK

DARE

GATES

HYDE

PASQUOTANK

PERQUIMANS

TYRRELL

WASHINGTON

COLUMBIA

CRESWELL

DUCK

EDENTON

ELIZABETH CITY

GATESVILLE

HERTFORD

KILL DEVIL HILLS

KITTY HAWK

MANTEO

NAGS HEAD

PLYMOUTH

ROPER

SOUTHERN SHORES

WINFALL

Dear Commissioners,

The purpose of this correspondence is to provide you with a copy of the Perquimans County Joint Community Advisory Committee report for FFY 2021-2022

If you have any questions or would like to discuss the efforts to increase the participation on this committee please contact me.

Albemarle Commission Area Agency on Aging

Attn: Melissa Hines

512 S Church Street

Hertford, NC 27944

I can also be contacted directly at (252) 404-7086 or [mhines@accog.org](mailto:mhines@accog.org). Thank you in advance for your review and interest in this report.

Sincerely,

Melissa Hines RN, CCM  
Regional Long- Term Care Ombudsman  
512 S. Church St.  
Hertford NC, 27944

**ANNUAL REPORT**  
**FOR**  
**ADULT CARE AND NURSING HOME COMMUNITY ADVISORY COMMITTEES**  
**REGION R**

**COUNTY:** Perquimans County **REPORTING YEAR:** FFY 2021-2022  
**COMMITTEE:** Joint NH/ ACH

**CHAIRPERSON:** Deborah Pfennig (active)

**Other Members:** Ernestine Simpson (inactive) and Anne White (inactive)

**1. Were all homes in the county served by the committee? If not, why?**

There were CAC monitoring visits completed during FFY 2021-2022 due to COVID lock down. The CAC was allowed to re-enter the facilities as of July 2022 after re-training occurred. Re- training consisted of what to expect post COVID and how-to DON/ DOFF personal protective equipment (masks, gloves and gowns) and how to sanitize before, during and after the encounters.

**2. Describe education efforts by the committee.**

There was no community education involvement by CAC during the FFI 2021-2022 due to COVID restrictions. Education was provided to the CAC by the RLTCO via zoom and face to face instruction

**3. Describe community involvement by committee.**

There was no community involvement by the CAC due to COVID lock down

**4. Describe problems encountered by committee.**

During COVID lock down the CAC committee was not able to enter the facilities and was not able to advocate for the residents as the members would have liked. During this time period some of the CAC committee members resigned leaving 3 members on the CAC. Out of the remaining 3 members only 1 member has remained active. This is felt to be a result of volunteers finding other avenues to volunteer their time as well as the new ACL requirements for initial and on-going education.

**5. Was the committee involved in grievance resolution during the year?**

No

**6. Summarize the strengths and weaknesses of the facilities in the county.**

There is one Adult Care Home and one Nursing Home in Perquimans County. The Family Care Home in Perquimans County closed at the end of FFY 2021-022.



The Adult Care Home had a change in ownership this year, however the Administrator and Resident Care Coordinator positions remained stable, allowing for stability in the daily routines of residents and staff. The Adult Care Home has experienced staffing issues that were attempted to be counteracted by cross training staff in different areas of care. The facility is due for an update and renovations. It is hopeful that the new owners will provide the attention to detail that the facility needs to improve the building for the welfare and comfort of the residents that live there.

The Nursing Home experienced a change in ownership FFY 2021-2022 as well as multiple changes in the Director of Nursing position which may have led to inconsistency in daily routines creating instability for residents and staff. The facility has had to use agency staff to help with maintaining staffing ratios. On-going staff recruitment efforts continue.

There were problems reported during COVID of supply change issues causing problems with getting certain supplies. That concern has resolved.

## **7. Other comments.**

FFY 2022-2023 The goal of the Regional Long- Term Care Ombudsman and CAC is to recruit membership so that the committee can be effective in advocating for the resident in the long-term care facilities of Perquimans County.

The long- term care facilities in Perquimans County have the potential to house 102 residents. CAC requirement is 6 members.

Quarterly facility monitoring visits began FFY 2022-2023 and are continuing. CAC education completed during quarterly meeting is occurring routinely with anticipation that CAC members will meet new annual requirements of 18 hours of continuing education required by the Association of Community Living (ALS) by the end of the FFY.

The Regional Long- Term Care Ombudsman will continue to make routine visits to the facilities to ensure that the long- term care residents of Perquimans County have access to advocacy services.

**THE REGIONAL OMBUDSMAN WILL DISTRIBUTE THIS REPORT TO COUNTY COMMISSIONERS, THE COUNTY DEPARTMENT OF SOCIAL SERVICES, AND THE DIVISION OF AGING.**

**Prepared by:** Melissa Hines RN, CCM, RLTCO

**Date Prepared:** 3-31-23