

A G E N D A

All items are for discussion and possible action.
 Perquimans County Board of Commissioners
 Meeting Room at Perquimans County Library
 July 3, 2023
 6:50 p.m.

- I. Call to Order
- II. Prayer & Pledge
- III. Public Hearing
 - A. Quasi-judicial Public Hearing..... 6:50 p.m.

ACTION
TO BE
TAKEN
LATER

➤ *The purpose of this quasi-judicial public hearing is to receive public comments to consider a Special Use Permit No. SUP-23-02, requested by Tykisha Frierson for a Resumed Dwelling in CH, Highway Commercial zone, at 1604 Ocean Highway South, Tax Parcel No. 3-0068-00027.*

- IV. Approval of Agenda
- V. 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.)

ACTION
REQUIRED

- A. Approval of Minutes: June 6, 2023 Regular Meeting & June 19, 2023 Special Called Meeting
- B. Personnel Matters
 - 1. Updated Salary Classifications
 - 2. Appointment: IMC I working against IMC II
 - 3. Appointment: Public Information Assistant IV
 - 4. Appointment: Part-Time/Fill-In Non-Certified Telecommunicator (3)
 - 5. Appointment: Part-Time/Fill-In EMT
 - 6. Appointment: Code Enforcement Officer
 - 7. Promotion: Social Work Supervisor III
 - 8. Promotion: Tourism/Museum Director
 - 9. Promotion: Assistant Emergency Management Coordinator
 - 10. Promotion: Investigator
 - 11. Reclassification: Income Maintenance Technician
 - 12. Reclassification: Data Entry Manager/Senior Center Assistant
 - 13. Reclassification: Certified Deputies (14)*
 - 14. Reclassification: Sergeant (3)
 - 15. Resignation: Deputy/SRO
 - 16. Resignation: IMC II Adult Medicaid
 - 17. Resignation: Part-Time/Fill-In Telecommunicator
 - 18. Resignation: Part-Time/Fill-In Paramedic
- C. Step Increases/Merit Increases
 - 1. Department Heads (3)
 - 2. Board of Elections (2)*
 - 3. Emergency Medical Services (4)
 - 4. Inspections (1)
 - 5. Recreation Department (1)
 - 6. Sheriff's Office (2)
 - 7. Tax Department (2)
 - 8. Water Department (2)
- D. Budget Amendment No. 1 - 4
- E. Board Appointments/Resignation
 - 1. Resignation: Historic Hertford, Inc.
 - 2. Appointment: Historic Hertford, Inc.
 - 3. Appointment: Recreation Advisory Committee
- F. Miscellaneous Documents
 - 1. Senior Nutrition Contract – FY 2023-2024
 - 2. Surety Broker Agreement with MARSH
 - 3. Resolution: Removal of Certain Public Record Books – Register of Deeds

*Corrections are on the Notes
marked in red.

- VI. Introduction of New Employee
 - A. Introduction of New Employees
 - 1. Shelby White, Sheriff
- VII. Scheduled Appointments
 - A. Bill Jennings, Tax Administrator
 - B.

NO
ACTION
REQUIRED

7:00 p.m.
7:05 p.m.

- VIII. Commissioner's Concerns/Committee Reports
 - A.
 - B.
- NO ACTION REQUIRED
- IX. Old Business
 - A. Updates from County Manager
 - B.
 - C.
- ACTION REQUIRED
- X. New Business
 - A. Planning Board Item: Special Use Permit No. SUP-23-02 - Requested by Tykisha Frierson
 - B.
 - C.
 - D.
- NO ACTION REQUIRED
- XI. Unscheduled Appointments/Public Comments
 - (If you wish to address the Board, please state your name for the record prior to speaking)*
 - A.
 - B.
 - C.
- ACTION REQUIRED
- XII. Adjournment

FOR INFORMATION ONLY:

DEPARTMENT HEAD REPORT:

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

COMMITTEE WRITTEN REPORTS:

NOTES FROM THE COUNTY MANAGER

July 3, 2023

6:50 p.m.

- III. **Enclosures:** The purpose of the Public Hearing is to receive public comments on the following:
 A. Quasi-judicial Public Hearing 6:50 p.m.

➤ *The purpose of this quasi-judicial public hearing is to receive public comments to consider a Special Use Permit No. SUP-23-02, requested by Tykisha Frierson for a Resumed Dwelling in CH, Highway Commercial zone, at 1604 Ocean Highway South. Tax Parcel No. 3-0068-00027.*

- V. **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.***

- VI. The introduction of new employee will be done:

A. **Introduction of New Employees:**

1. Shelby White, Sheriff. Ms. White will introduce the following new employee:

Employee Name	Employee Job Title	Effective Date
Taylor Renae Dickey	Certified Deputy	06/01/2023

- VII.A. **Enclosure.** Bill Jennings, Tax Administrator, will introduce Renee McGinnis, Project Manager for Piner Appraisal, who will provide the Board with an update on the progress of the ongoing revaluation.

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

- XI.A. **Enclosure:** The following Planning item will need Board consideration and action:

1. **Special Use Permit No. SUP-23-2, requested by Tykisha Frierson:** A Quasi-Judicial public hearing was held earlier in the meeting to hear public comments on the Special Use Permit No. SUP-23-02, requested by Tykisha Frierson for a resumed dwelling in CH, Highway Commercial zone, at 1604 Ocean Highway South, Tax Parcel No. 3-0068-0027. The Planning Board approved her request. Board action is being requested.

CONSENT AGENDA NOTES

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

- A. **Enclosures:** Approval of the June 6, 2023 Regular Meeting & June 19, 2023 Special Called Meeting & Regular Work Session (cancelled)

- B. **Enclosure:** Personnel Matters

**Corrections are in red below – Employee Action Forms are correct.*

1. With the reclassification of salaries, the Board will need to approve the updated Salary Classifications.

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Melissa Harris	IMC I working against IMC II	Appointment	61/3	\$32,321	07/01/2023
Michele Light	Public Information Assistant IV	Appointment	59/3	\$31,077	07/01/2023
Crystal Bowe	PT/FI Non-Certified Telecommunicators.	Appointment	60/1	\$14,87/hr.	07/01/2023
Savannah Felton	PT/FI Non-Certified Telecommunicators.	Appointment	60/1	\$14,87/hr.	07/01/2023
Colleen McDonald	PT/FI Non-Certified Telecommunicators.	Appointment	60/1	\$14,87/hr.	07/01/2023
Chloe Schimeyer	PT/FI EMT	Appointment	63/1	\$16,97/hr.	07/01/2023
William Wynne, Jr.	Code Enforcement Officer	Appointment	61/1	\$32,322	07/01/2023
Kanisha Walston	Social Work Supervisor III	Promoted	73/1	\$54,814	07/01/2023
Stacey Layden	Tourism/Museum Director	Promoted	68/10	\$54,801	07/01/2023
Julie Solesbece	Assistant Emergency Management Coordinator	Promoted	72/4	\$56,454	07/01/2023
Brian Watson	Investigator	Promoted	68/5	\$48,494	07/01/2023
Denise Stallings	Income Maintenance Technician	Reclassification	59/4	\$31,853	07/01/2023
LuRee Sawyer	Data Entry Manager/Senior Center Assistant	Reclassification	60/8	\$36,702	07/01/2023
Lernya Bialis *	Certified Deputy	Reclassification	66/2	\$41,286	07/01/2023
Ryan Cappel	Certified Deputy	Reclassification	66/3*	*\$42,294	07/01/2023
Dean Polumbo, Jr	Certified Deputy	Reclassification	66/4*	*\$44,354	07/01/2023
Daniel Turner	Certified Deputy	Reclassification	66/6*	*\$45,518	07/01/2023
Spencer Wentz	Certified Deputy	Reclassification	66/2	\$41,286	07/01/2023
William Wright	Certified Deputy	Reclassification	66/1*	*\$40,779	07/01/2023
Brian Gregory	Deputy Sheriff	Reclassification	66/5*	*\$44,408	07/01/2023
Quinton Jordan, Jr.	Deputy Sheriff	Reclassification	66/12*	*\$52,592	07/01/2023

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Taylor Dickey	Deputy Sheriff (Certified)	Reclassification	66/1	*\$40,279	07/01/2023
DeAngelo M. Freemanweldy	Deputy Sheriff (Certified)	Reclassification	65/1	*\$38,543	07/01/2023
Damon Sizemore	Deputy Sheriff (Certified)	Reclassification	66/5	\$44,408	07/01/2023
Faran Sawyer	Deputy Sheriff / SRO (Certified)	Reclassification	66/8	*\$45,518	07/01/2023
Christopher Murray	Deputy Sheriff/SRO	Reclassification	66/6	*\$43,318	07/01/2023
James Burkett, Jr.	Part-Time Certified Deputy	Reclassification	69/5	\$21,35/hr.	07/01/2023
Kendall Hatrell	Sergeant	Reclassification	68/10	*\$54,881	07/01/2023
Ray Fesperman, Jr.	Sergeant	Reclassification	68/10	\$54,801	07/01/2023
David Murray	Sergeant of SRO's	Reclassification	68/8	\$52,191	07/01/2023
Victor Sullivan	Certified Deputy/SRO Officer	Resignation			06/16/2023
Sandi Lorenson	IMC II - Adult Medication	Resignation			06/23/2023
Heather Coney	PT/PI Non-Certified Telecom	Resignation			06/16/2023
William Tutwiler	PT/PI Paramedic	Resignation			06/27/2023

- C. 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:

Department	Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Department Head	Vitgil Parrish	Chief Inspector	71/18	\$76,018	07/01/2023
Department Head	Howard Williams	Director	70/12	\$62,838	07/01/2023
Department Head	Shelton White	Certified Deputy	76/17	\$92,421	07/01/2023
Elections	Jackie Green	Director - Board of Elections	67/4	\$45,303	07/01/2023
Elections	Erica C. Cartwright	Deputy Director - Board of Elections	58/5*	\$31,228	07/01/2023
EMS	Wayne Jordan	EMS Shift Supervisor (Paramedic)	70/5	\$52,957	07/01/2023
EMS	Heather Miller	Paramedic Supervisor	70/5	\$52,957	07/01/2023
EMS	Alyssa Polumbo	EMS Compliance Officer/Paramedic	70/4	\$51,697	07/01/2023
EMS	Sean Tripp	Paramedic	68/2	\$45,085	07/01/2023
Inspections	Erle Solesbee	Assistant Building Inspector	67/3	\$44,195	07/01/2023
Recreation	John Downum, Jr.	Athletic Program Supervisor	64/4	\$39,696	07/01/2023
Sheriff	Brian Baker	Animal Control Officer	62/6	\$38,169	07/01/2023
Sheriff	Thomas Reid	Chief Deputy	72/6	\$89,276	07/01/2023
Tax	Tashara Gramby	Tax Clerk - Collections	61/4	\$34,787	07/01/2023
Tax	Wilma Robbins	Tax Clerk	61/8	\$38,352	07/01/2023
Water	Tracy Hunter	Technician II	60/9	\$37,597	07/01/2023
Water	Robert Smith	Technician I	58/4	\$30,483	07/01/2023

- D. Enclosures: Budget Amendment Nos. 1 - 4 are enclosed for your review and action.
E. Enclosures: The following board reappointments are presented for Board consideration and action:

Name	Board/Committee	Action Taken	Term	Effective Date
Hoffler, Joseph	Historic Hertford, Inc.	Resignation		07/01/2023
Lassiter, John	Historic Hertford, Inc.	Appointment	3 yrs.	07/01/2023
Bunch, James	Recreation Advisory Committee - Parksville	Appointment	3 yrs.	07/01/2023

- F. Enclosures: The Board will need to review and take action on the following contract/agreement:
- Senior Nutrition Contract – FY 2023-2024: This contract is between Perquimans County and Albemarle Commission to handle the Senior Nutrition Program at the Senior Center. The costs will be \$13,076.91 for 999 hours. Board action will be requested.
 - Surety Bond Broker Contract with Marsh USA, LLC for FY 2023-2024: This contract is between Perquimans County and Marsh USA, LLC to handle our surety bonds. Board action is being requested.
 - Resolution for Removal of Certain Public Record Books: Jacqueline Frierson, Register of Deeds, is requesting the adoption of the enclosed resolution to remove certain Public Record Books for repair, restoration, and rebinding.

PUBLIC NOTICE

Perquimans County Board of County Commissioners will hold a Quasi-judicial Public Hearing on Monday, July 3, 2023 at 6:50 PM in the Community Meeting Room of the Perquimans County Public Library at 514 S. Church Street, Hertford, NC, to consider Special Use Permit No. SUP-23-02, requested by Tykisha Frierson for a resumed dwelling in a CH, Highway Commercial zone at 1604 Ocean Highway South, Tax Parcel No. 3-0068-00027.

Property owners, residents and other interested parties may review this item during normal business hours before the public hearing by contacting the Perquimans County Planning Office, at 104 Dobbs Street, Hertford, NC, or call 252-426-2027 or email rhondarep@perquimanscountync.gov for more information.

Publish in Perquimans Weekly on June 24, 2023

Perquimans County Planning & Zoning Staff Report
By Rhonda Repanshek, Planner
July 3, 2023 Board of County Commissioner Regular Meeting

SUBJECT: Special Use Permit No. SUP-23-02, Special Use Permit Request for Resumed Single Family Dwelling in CH, Highway Commercial District at 1604 Ocean Highway South, tax parcel 3-0068-00027, requested by Tykisha Frierson.

Project Description/ Research & Analysis

Project Overview:

Purpose of 'Special Use': The purpose of the use being 'special' is to ensure that it would be compatible with surrounding development and in keeping with the purposes of the general zoning district in which it is located. Per zoning ordinance section 904(c) the Board of County Commissioners (BCC) may impose reasonable and appropriate conditions and safeguards upon the approval. Section 904 (f) allows the BCC to require restrictions upon the location of construction, maintenance and operation of the special use as deemed necessary for the protection of the public interest.

Technical & History:

Perquimans County Zoning Ordinance Article VIII, Table of Uses classifies this as (S), Special Use in CH, Highway Commercial District and Section 911.28 *Resumed Single-Family Dwelling* applies. It is also in the HCOD, Highway Corridor Overlay District which has standards for all uses *except* single family residential use. The attached proposed special use permit (SUP) has identical conditions that are copied from section 911.28; one of its conditions is that the replacement must be either site-built, modular, or a double-wide manufactured home. An extra condition was added limiting the number of accessory buildings to one and restricting its location to the rear yard.

1993 and 1969 aerial photos show a house on the lot, plus it is drawn on an old property tax card. The Planning office has photos that a previous code enforcement officer took prior to it being torn down. It appears to have been a site-built house that was 784 heated square feet built in 1962. Septic system permit number 5056, with final inspection date of May 23, 1968 shows the lot has a well near the location of the previous house. Also on the septic permit is a handwritten note that states "no washing machine". The County water department did not anticipate any issue if the applicant requests county water. Setbacks for a resumed dwelling are 50 foot front yard, 20 foot rear yard and 10 foot side yards.

Regulations and Procedure

Potential Schedule for Public Hearing(s): April 18, 2023 Ms. Frierson's Application package was received by the Planning & Zoning Office and was found to be substantially complete. Public notices were sent to adjacent property owners and published in the Perquimans Weekly in accordance with Section 332(a)&(c) *Notice of Hearing* of the County's Zoning Ordinance and NCGS Ch. 160D-406(b). Pursuant to Section 904, *Board of Commissioners Action*, Planning Board's action at their Regular Meeting on June 13th allows the case to have a quasi-judicial public hearing and Board of County Commissioners (BCC) review on July 3rd.

Recommendation Procedure: Perquimans County Zoning Ordinance Section 904 states that after Planning Board has produced recommendations then the BCC shall consider the proposed SUP at a quasi-judicial public hearing. In considering the request, the BCC shall use as a guide Sections 904(e) (1 - 4) as findings.

Consideration of SUP Criteria and Proposed Conditions: This request for a SUP requires consideration of the attached Draft Special Use Permit, which includes suggested conditions for the proposed site. The applicant's site plan is a formal part of the SUP. If approved, the draft SUP will be executed by the applicant and the BCC Chair and recorded by the applicant in the Register of Deeds along with the site plan. Later, the recorded SUP will be attached to the applicant's zoning permit and then be used by Planning & Zoning staff to determine zoning compliance.

Consistency with 2016 Land Use Plan (LUP) Update: Per County Zoning Ordinance section 903(c), Planning Board shall include in its comments a statement as to the consistency of the application with the County's currently adopted Comprehensive Plan. 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 Commercial and is in the Highway Corridor Overlay. Perquimans County Future Land Use Compatibility Matrix in Chapter IX, page IX-35, lists residential use in this zone as 'inconsistent'. Being inconsistent does NOT mean the use must be denied. Chapter III B. *Housing* states "... the most prevalent and crucial problems ... are related to ... an inadequate supply of standard units to meet the demands and needs of the general population at prices affordable by the general population. ... All levels of government should do all that is possible to ensure that decent housing and suitable living environments are made accessible to all citizens." The LUP Update may be viewed in its entirety on the County website at 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").

General Land Use Plan Objectives on page II-17 of the CAMA Land Use Plan are stated as follows: *"The land use plan should help the County; preserve its rural character; protect and preserve the natural environment; provide adequate public facilities and services; achieve support and consensus for County initiatives; promote unity in its residential and commercial communities; and, make infrastructure improvements that compliment but do not duplicate existing systems."*

Recommendations

Planning Board found it to be inconsistent with Perquimans County CAMA Land Use Plan (LUP), however considering the low availability of affordable housing in this area, the special conditions are an attempt to allow landowners the right to keep pre-existing home sites and maintain affordable residential use. The Board unanimously recommended approval of the special use permit with conditions as presented, including the additional condition that new residential construction is limited to one accessory building which shall be restricted to the rear yard. Planning Board recommends approval based on the conclusions that:

1. The use will not materially endanger the public health or safety, if located according to the plan submitted and approved;
2. The use meets all required conditions and specifications;
3. The use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity; and
4. The location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and in general conformity with the Perquimans County Land Use Plan.

Suggested Motions – Recommendations – Actions: The Draft SUP, if approved by the Commissioners, must contain conditions included by the BCC's motion, if so moved.

The BCC is requested to consider using one of the following sets of scripts to form the desired motion for approval or denial of each proposed SUP, as follows:

SUGGESTED ACTION TO APPROVE:

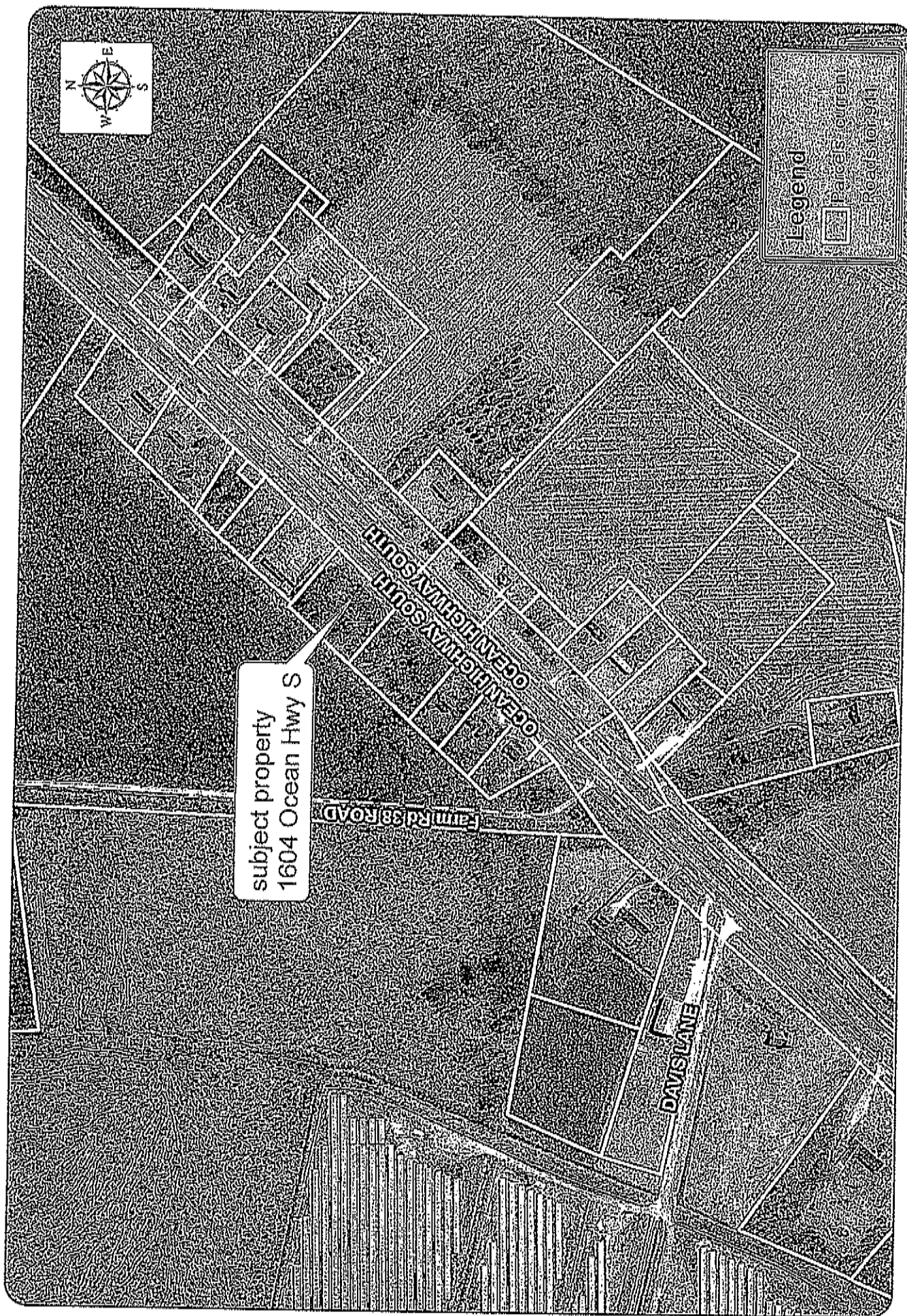
Motion to find proposed Special Use Permit No. SUP-23-02 to be inconsistent with Perquimans County's CAMA Land Use Plan (LUP) HOWEVER, the special conditions are one way to reflect the chapter III (B) 'Housing' idea that, "All levels of government should do all that is possible to insure that decent housing and suitable living environments are made accessible to all citizens."and..... motion to approve based on the conclusions that:

1. The use will not materially endanger the public health or safety, if located according to the plan submitted and approved;
2. The use meets all required conditions and specifications;
3. The use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity; and
4. The location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and in general conformity with the Perquimans County Land Use Plan.

(conditioned upon... revise, add or delete from list of conditions contained in the DRAFT Special Use Permit),

ACTION TO DENY: Motion to deny Special Use Permit No. SUP-23-02, as presented, due to.....state your reason.

- ATTACHMENTS:
- 1) GIS General Location Map,
 - 2) Applicant's SUP Application with Site Plan,
 - 3) Draft Special Use Permit No. SUP-23-02



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 333 feet
 Map created June 21, 2023 by RR
 Perquimans County, NC

Article VIII. Table of Uses (page 2 of 6)

USES	RA	HA	RA-43	RA-32	RA-25	RA-15	CR	CN	CH	IL	IH
Boat Sales and Service										P	P
Bottling Plants										P	P
Camp or Care Centers (Sect. 911.13)	S		S	S							
Campground, Public and Private (Sect. 911.14)			S	S			P			P	
Car or Truck Wash (Sect. 911.15)			S	S			S	S	S		
Carpentry	P									P	P
Cartage and Express Facilities										P	P
Cemetery or Mausoleum, Family (Sect. 911.16)	P	P	P	P			P			P	
Churches and their customary uses including childcare on premises, fellowship halls, playgrounds, and on-site cemeteries (Sect. 911.16)	P	P	S	S	S	S	P	P	P		
Club (Civic, Social, Fraternal)	P	P	P	P			P	P	P		
Coin Operated Amusement (Video Arcade)										P	
Contractor/Construction Business (including, but not limited to, general contractors, subcontractors, grading, land-scaping, tree service, pool installation, etc.)	P						P		P		
Convenience Store, including self-service pumps (Sect. 911.17)							S	S	S		
Correctional Institution									S	S	S
Country Club with Golf Course	S		S	S							
Crematorium									S	S	S
Day Care/Child Care Home, Family	P	P	P	P	P	P					
Day Care Facilities for children or adults (Sect. 911.18)	S	S	S	S	S	S	S	S	S		
Department, Variety, or General Merchandise Store, <25,000 square feet							S	S	P		
Department, Variety, or General Merchandise Store, 25,000 square feet or more									S		
Drug Store and Gift Shops							P	P	P		
Dry Cleaning Establishments and Laundries										P	P
Dwellings, Duplexes			P	P	P	P					
Dwellings, Single Family	P	P	P	P	P	P					
Dwellings, Single Family, Resumed (Sect. 911.28)									S		
Entertainment, Not Otherwise Defined							S	S	S	S	S

P=Permitted Use (subject to review by Zoning Administrator/TRC for compliance with minimum design standards).
 S=Special Use (subject to issuance of Special Use Permit by BCC following Planning Board's recommendation).



Perquimans County, North Carolina
APPLICATION FOR SPECIAL USE PERMIT REQUEST

Case No: SUP - 23 - 02

This section to be completed by County:	
Date received: <u>April 2023</u>	Received by: <u>TM</u>
Date completed:	Confirmed by:
Subject Property Tax Map No(s): <u>3-0068-00027</u>	
Subject Property Zoning District(s): <u>CH and HCO-D</u>	

Applicant's Information

Name(s) of Owner(s): Johnnie Howell Jr.
 Street Address: 1721 Ocean Hwy South
 City/State/Zip Code: Edenton, N.C. 27932

Phone Number(s): ~~_____~~ Fax: _____ E-mail Address: _____

Applicant (if different from Owner): Tylisha Frierson

Street Address: 1574 Ocean Hwy South

City/State/Zip Code: Edenton, N.C. 27932

Phone Number(s): ~~_____~~ Fax: _____ E-mail Address: ~~_____~~

Person to receive comments and correspondence: Tylisha Frierson/Johnnie Howell

Description of Property

Address(es) of Subject Property: 1604 Ocean Hwy South

Tax Parcel Nos.: 3-0068-00027

Location: This property is located on the (Circle) N S E (W) side of Ocean Hwy S Road,
 approximately 2337 feet (Circle) () S E W of Hopewell Road.

Size of Property: 0.88 acres. Lot width: 210' feet. Lot depth: 192'

Flood Plain: X

1) I (We), the undersigned, do hereby respectfully make application and request the Planning Board and Board of Commissioners to consider a proposed Special Use Permit to make use of the subject property as follows: Resumed Single Family Dwelling. The subject property is zoned CH (Highway Commercial). The subject property is owned by Johnnie Howell Jr. as evidenced by deed recorded in Real Estate Book 58, Page 320 OR Will File Number _____ in the Perquimans County Register of Deeds.

Application for Special Use Permit Request

Case No: 54P - 23 - 02

- 2) The following is from the most recent County Tax Office listing and contains all of the individuals, firms, or corporations owning properties involved in the Special Use Permit request as well as the owners of all properties any portion of which is within one-hundred fifty (150) feet of the subject property. This includes any property owner who is adjacent to the subject property (to the side, rear or front) and across the street or railroad track.

Name	Address
a. <u>Johnnie Howell Jr.</u>	<u>1721 Ocean Hwy South</u> <u>Edenton, NC 27932</u>
b. <u>William + Lillie Cabanus</u>	<u>P.O. Box 489</u> <u>Boper, NC 27970</u>
c. <u>Jean Beyard / Jean Felton /</u> <u>Harold Anderson / Gui Marie Burke</u>	<u>1812 Armstrong Street</u> <u>Fayetteville, NC 28301</u>
d. <u>D.D.T.</u>	<u>P.O. Box 718 230 NC Hwy 42 W,</u> <u>Abostier, NC 27910</u> RR
e. <u>Meadows 163, LLC</u> <u>C/O Roseburg Resources Co</u>	<u>3660 Gateway Sq</u> <u>Springfield, OR 97477</u>
f. <u>Clara I. Gilliam</u>	<u>1620 Ocean Hwy. South</u> <u>Edenton, NC 27932</u> RR
g. <u>Michael D. Askew</u>	<u>118 N. Peters Rd.</u> <u>Knoxville, TN 37923</u> RR
h.	
i.	
j.	
k.	
l.	

Use an additional sheet of paper if necessary.

Application for Special Use Permit Request
Case No. SUP - 23 - 02

3) Statement of the nature of the proposed use:

I am requesting to use this property for residential purposes. I would like to build a home on the property.

Application for Special Use Permit Request

Case No. SUP-23-02

Attach the following:

Completed Application.

Letter addressed to the Perquimans County Board of Commissioners explaining your intentions in detail. The Applicant is advised to address any general and specific conditions and finding required by the Zoning Ordinance, Section 911.

Proof of Ownership. 200/671

Owner's Authorization for Agent, if applicable.

Legal Description(s) and/or boundary survey(s) to be used as an exhibit to the proposed Special Use Permit. 58/321 survey and GIS map

Site plan prepared in accordance with Section 514 and Article IX of the Perquimans County Zoning Ordinance.

Two self-addressed stamped envelopes and two sets of stamped pre-addressed envelopes of all property owners of subject, adjacent and nearby properties within 150 feet and/or across the street or railroad track (as per current Tax Office listings), to whom notice of public meeting and hearing must be sent. Said notices will be sent by the Planning & Zoning Office in envelopes provided by Applicant. Leave the upper left corner of envelopes blank; the Planning Office will add their own address there.

Filing Fee (See Current Planning/Zoning Fee Schedule, approved by County Commissioners).
Receipt # 930737 paid in cash

Additional information needed by Planner, Technical Review Committee or County Officials:

APPLICATIONS WILL NOT BE SCHEDULED FOR PUBLIC MEETING UNTIL COMPLETE.

I (We), the undersigned, do hereby respectfully apply for a Special Use Permit on the property described herein. I (We) affirm that this application form and attached materials are true and accurate to the best of my (our) knowledge.

John A. ...
Signature of Owner or Authorized Applicant

4-10-23
Date

(This Application must be submitted to the Planning and Zoning Administrator no less than 25 days prior to the Planning Board's meeting and, where deemed necessary, additional time may be required for review by Technical Review Committee members.)



Case No. SUP - 23 - 02

Owner's Authorization for Agent

NOTE: IF THE APPLICANT REQUESTING DEVELOPMENT APPROVALS OR PERMITS FOR A PARTICULAR PIECE OF PROPERTY IS NOT THE ACTUAL OWNER OF THE PROPERTY, THE ACTUAL OWNER MUST COMPLETE THIS FORM. IF THE PERSON WHO IS REQUESTING THE APPLICATION IS THE OWNER, PLEASE DISREGARD THIS FORM.

I am/We are the owner(s) of the property located at 1604 Ocean Hwy South, Eden, NC, 27932

I/We HEREBY AUTHORIZE Tylisha Frierson TO ACT ON MY/OUR BEHALF to appear with my/our consent before the Perquimans County Board of Commissioners and Planning Board in order to request approval(s) for development and/or use of those lands described within the attached application, and as described in the attached deed or other such proof of ownership as may be required, or other action pursuant to one or more of the following

- Rezoning Request
- Administrative Appeal
- Special Use Permit
- Conditional Zoning District
- Non-Zoning Variance
- Zoning Variance

I authorize you to advertise and present this matter in my/our name as the owner of the property. If there are any questions, you may contact me/us at address [redacted] or by telephone at [redacted]

BY: [Signature]
Signature of Owner

Johanna Howard
Print Name

[redacted]
Telephone Number

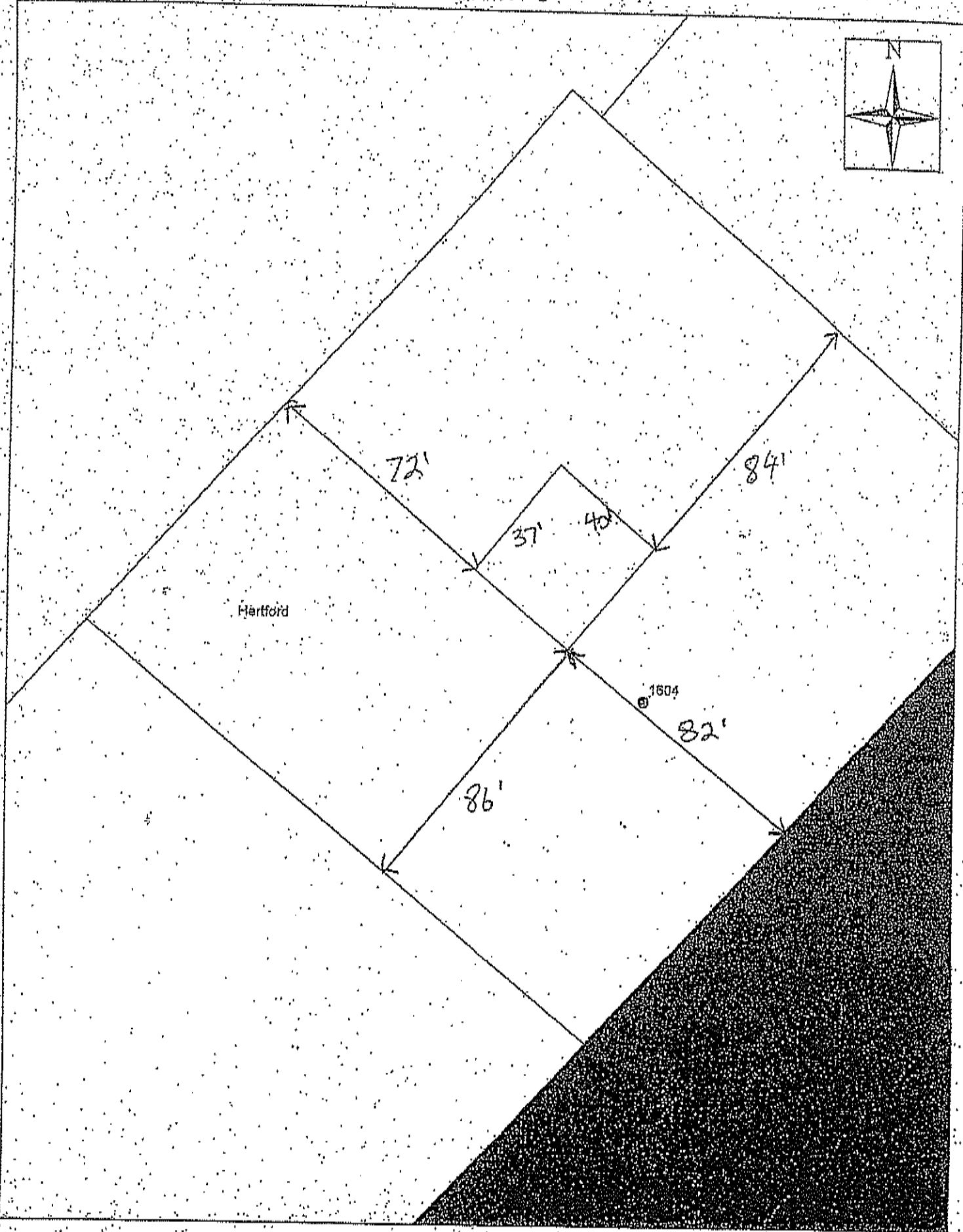
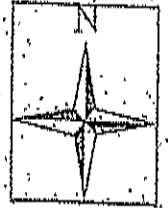
Signature of Owner

Print Name

Telephone Number

Sworn to and subscribed before me, this the 16 day of April, 2023
Notary Public Carolyn L Jackson County of Chowan
State of NC
My commission expires: 3-4-2024





Hertford

1604

Prepared Apr 17, 2023
By T. Milles
Perquimans County, NC

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

April 5, 2023

Perquimans County Board of Commissioners,

I am writing this letter to request permission to use the property located at 1604 Ocean Hwy South, Edenton, NC owned by Johnnie Howell Jr. for residential purposes. I currently reside two houses down from this property at 1574 Ocean Highway South with my family. However, I would like to provide a more suitable environment for my children. I have 3 children ages 16, 12 and 11. My 16 year old and 11 year old have to share a room while my 12 year old shares a room with me. As my children continue to get older, it is imperative for them to have their own space.

I am interested in this property to remain close to my family while still being able to provide my children with their own bedrooms. It is important for me to remain close to my family as I assist my mother and aunt with caring for my elderly grandmother. We take turns watching after my grandmother while everyone works. My grandmother suffers from severe dementia and requires around the clock care. As the saying goes, it takes a village to raise children, it also takes a village to care for one's elderly family as well.

The property owner, Johnnie Howell Jr., is willing to sell me the property contingent on the approval from the planning board to use it. Although the area is now wooded, it previously housed a home that belonged to his family. I am aware that if I am granted permission to utilize the property, there are a lot of sanctions I will need to follow in order to build or have a home placed.

Sincerely,

Tykisha Frierson

Perquimans County, North Carolina

APPLICANT: PERQUIMANS COUNTY, N.C. 28580

OFFICIAL: JOHN S. WATSON, JR. 28580

DATE: 12/15/2020

PERMITS: 1

PERMIT COST: \$5,620

PROJECT: 7836-17-7788

DORMIC: NONE

ADDRESS: 1604 OCEAN HWY S

OWNER: HOWELL, JOHNNIE, JR.

1724 OCEAN HWY S

EDERTON, NC 27932

OUTSIDE SHAPE: PRIMARY PAVED

NO YES NO YES YES YES

NO YES NO YES YES

NO YES NO YES YES

NO YES NO YES YES

NO YES NO YES YES

NO YES NO YES YES

NO YES NO YES YES

NO YES NO YES YES

NO YES NO YES YES

NO YES NO YES YES

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GARAGE/SMALL/GRANITE C D F

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62,257 Y

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HERTFORD

12 ONE STORY FRAME

ONE STORY FRAME 784

OPP #49 3

FROM THE HEIRS OF BRVERIA JENNIFER FOR 2000

VACANT

Table with columns for various building features: HEATED SECTIONS, UNHEATED SECTIONS, FINISHED BASEMENT, UNFINISHED BASEMENT, FURNISHING, FIREPLACES, CHIMNEY, AIR CONDITIONING, UTILITIES, REMOVAL COST, GRADE FACTOR, DEPRECIATION FACTOR, DISCOUNT FACTOR, NETO FACTOR, TOTAL ADJUSTED BUILDING VALUE, HEATED SQUARE FEET, PRICE ADJUSTED SOFT.

Table with columns: ACRES, PRICE PER ACRE, TOTAL VALUE AC LAND, TAXABLE VALUE.

Table with columns: ACRES, PRICE PER ACRE, TOTAL VALUE AC LAND, TAXABLE VALUE, SALE DATE 01.1999, SALE AMOUNT \$7,000.

Table with columns: ACRES, PRICE PER ACRE, TOTAL VALUE AC LAND, TAXABLE VALUE, SALE DATE 01.1999, SALE AMOUNT \$7,000.

Do NOT record this page

-Beginning of Proposed Special Use Permit SUP-23-02
to be recorded by Tykisha Frierson

Resumed Single Family Dwelling in CH, Highway Commercial District

At 1604 Ocean Highway South, Hertford

Applicant: Tykisha Frierson
Landowner: Johnnie Howell, Jr.

Do NOT record this page

SPECIAL USE PERMIT No. SUP-23-02
Page 1 of 5

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

Applicant: Tykisha Frierson
1574 Ocean Hwy South
Hertford, NC 27944
Owner: Joannie Howell, Jr.
1721 Ocean Hwy S.
Edenton, NC 27932

Site Location: 1604 Ocean Highway South, Hertford, NC 27944

Tax Parcel No: 3-0068-00027

Zoning District: CH Highway Commercial District and HCOD, Highway Corridor Overlay District

Proposed Use of Property: Resumed Single Family Dwelling in CH Zone

Meeting & Hearing Dates: Planning Board on 6/13/2023 & Board of Commissioners on 7/3/2023

In the statement of the nature of the proposed use the applicant requests to use the property for residential purposes by building a single-family dwelling.

Having heard all the evidence and argument presented at the hearing, the Board of County Commissioners finds that the application is complete, that the application complies with all of the applicable requirements of the Perquimans County Zoning Ordinance for the development proposed and that therefore the application to make use of the above-described property for the purpose indicated is hereby approved, subject to all applicable provisions of the Zoning Ordinance pertaining to Special Use category "Resumed Single-Family Dwelling" (currently Section 911.28 of the Jan. 3, 2023 version.).

SPECIAL USE PERMIT No. SUP-23-02

Page 2 of 5

The Special Use Permit is approved and recorded with the applicant's statement of the nature of the proposed use and conceptual Site Plan, to become the basis for the Zoning Permit issued by the Planning & Zoning Office. If the Special Use Permit is not recorded in the Register of Deeds (ROD) Office by the Applicant within three (3) months from the date of BCC approval, the BCC may revoke the Special Use Permit.

Conditions are as follows:

- A. Site Considerations: The use must be located in a site-built home or a Manufactured Class A (Modular) or B (Doublewide) home on a lot that was previously developed and occupied as a single-family dwelling as evidenced by existing site improvements including but not limited to:
- (1) A site built or manufactured dwelling unit which was located on the site in accordance with prevailing requirements at the time of placement, but which has since been abandoned or vacated more than 180 days ago and therefore does not otherwise qualify for resumption or replacement under Article XII, Nonconforming Situations, or other evidence which clearly demonstrates the former presence of a residential structure such as footers, piers or foundation;
 - (2) Individual septic tank system, with record on file with the Albemarle Regional Health Services or its precursor agency, which may require updating or enlarging to comply with new standards to serve the existing or proposed residence;
 - (3) Water tap with record on file with County Water Department or private well with record on file with Albemarle Regional Health Services or its precursor agency, which may require an update or change to the system to meet current standards to serve the existing or proposed residence;
 - (4) Driveway with pipe on grade-level access for passenger vehicles. It is important to note that no new driveway or access will be approved unless it replaces a driveway which previously served the residential site; and
 - (5) Wire, cables, poles and other improvements which demonstrate the existence of previous utility services such as electricity, telephone, gas, cable, etc.
- B. Operational Considerations: The applicant shall be responsible for demonstrating that the resumed single-family dwelling will be compatible with existing land uses which are otherwise permitted in the CH Zone.
- C. Accessory Structure Condition: New residential construction is limited to one accessory building which shall be located in the rear yard only.

SPECIAL USE PERMIT No. SUP-23-02

Page 3 of 5

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

Wallace Nelson, Chair, Board of Commissioners Date

Attest:

Mary P. Humnicutt, Clerk to the Board Date (Seal)

I, _____, applicant of the above identified property, do hereby acknowledge receipt of this Special Use Permit. The undersigned does further acknowledge that no work may be done pursuant to this permit except in accordance with all of its conditions and requirements and that this restriction shall be binding on them and their successors in interest.

Tykisha Frierson, Applicant Date

The State of North Carolina
Perquimans County

I, _____, a Notary Public in and for the said State and County, do hereby certify that _____ personally appeared before me this day and acknowledged the execution of the forgoing instrument.

WITNESS my hand and notarial seal, this the _____ day of _____, 20_____.

Notary Public

My Commission expires:

SPECIAL USE PERMIT No. SUP-23-02
Page 4 of 5

I, _____ Owner, of the above identified property, do hereby acknowledge receipt of this Special Use Permit. The undersigned does further acknowledge that no work may be done pursuant to this permit except in accordance with all of its conditions and requirements and that this restriction shall be binding on them and their successors in interest.

Johnnie Howell, Jr., Owner

_____ Date

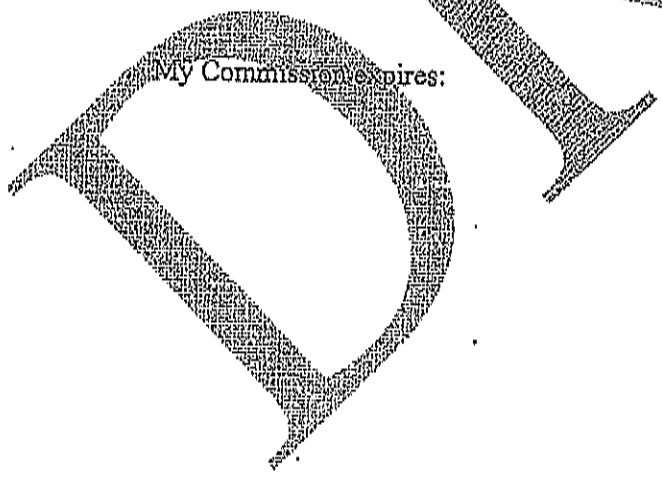
The State of North Carolina
Perquimans County

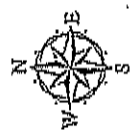
I, _____ a Notary Public and for the said State and County, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the forgoing instrument.

WITNESS my hand and notarial seal, this the _____ day of _____, 20_____.

Notary Public

My Commission expires:





1604 Ocean Hwy S
1604 Ocean Hwy S

1604 Ocean Hwy S

10 ft. side setback

50 ft. front setback



1604 Ocean Hwy S.
@
buildable space

20 ft. rear setback

10 ft. side setback

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

Legend

-  Parcels- current
-  Roads for 911

1 inch equals 40 feet
Perquimans County, NC

continue to research the matter and talk with the State ABC Agency. Once he has completed his research, he will inform the Board of his recommendation.

ADJOURNMENT

There being no further discussion or business, Chairman Nelson adjourned the Work Session at 7:30 p.m.

Wallace E. Nelson, Chairman

Clerk to the Board

BUDGET WORK SESSION

May 25, 2023

6:30 p.m.

The Perquimans County Board of Commissioners met in a Budget Work Session on Thursday, May 25, 2023, at 6:30 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 James W. Ward
T. Kyle Jones

MEMBERS ABSENT: Joseph W. Hoffler

OTHERS PRESENT: Frank Heath, County Manager/Deputy Clerk to the Board
Tracy Mathews, Finance Officer

BUDGET WORK SESSION

County Manager Heath presented his proposed budget for FY 2023-2024. He will present his budget message at the June 6, 2023 Regular Meeting. A public hearing will be held on June 19, 2023 during a Special Called Meeting so that the Board may officially adopt the FY 2023-2024 budget.

ADJOURNMENT

There being no further business to discuss, the Chairman adjourned the meeting.

Wallace E. Nelson, Chairman

Deputy Clerk to the Board

REGULAR MEETING

June 6, 2023

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Tuesday, June 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. The meeting was moved from Monday, June 5, 2023, to Tuesday, June 6, 2023 due to the Chairman and Vice Chairman being out of town at a training.

MEMBERS PRESENT: Wallace E. Nelson, Chairman Charles Woodard, Vice Chairman
Timothy J. Corprew Joseph W. Hoffler
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 Jones gave the invocation and Chairman Nelson led the Pledge of Allegiance. Mr. Nelson explained that the first item of business was to hold a couple of public hearings.

PUBLIC HEARINGS

Special Use Permit No. SUP-23-01, requested by Staley Colson

Chairman Nelson opened the Public Hearing stating that the purpose of this quasi-judicial public hearing was to receive public comments to consider a Special Use Permit No. SUP-23-01, requested by Staley Colson, Jr. to install an in-ground swimming pool at 142 Mathews Acres Road in the Old Neck Historic Agriculture District. Subject property is Tax Parcel Number 5-0051-0015L. There were nine (9) people present. Rhonda Repanshek, Planner, presented the following overview of his request:

Thank you, Mr. Chair.

This is a quasi-judicial public hearing so persons of standing, which are usually the neighbors, have the right to speak, although other people may be allowed to speak at the Board's discretion.

Notices were mailed, published and posted as directed by NC General Statutes and our County Zoning Ordinance.

Article VIII, Table of Uses classifies swimming pools in a Historic Ag District as Special Use, so a Special Use Permit is part of this type of case. The permit gets recorded in ROD after County Commissioner approval. You can reference the Draft Special Use Permit in your agenda packet at page II.A.11. Zoning Ordinance Section 911.30 list conditions specific to swimming pools and those conditions were copied nearly verbatim into the attached draft permit. In summary it states that pools are not allowed in front yards, in-ground pools require a fence at least 4 feet high, and all wiring must meet the National Electric Code.

Planning Board unanimously recommended approval of the special use permit with conditions as presented and found it to be consistent with Perquimans County CAMA Land Use Plan (LUP) due to its zone as Historic Ag in the LUP and the residential nature of the proposed use. Planning Board recommends approval based on the conclusions that:

1. The use will not materially endanger the public health or safety,
2. The use meets all required conditions,
3. The use will not substantially injure the value of adjoining property,
4. The location and character of the use will be in harmony with the area.

After her presentation, Chairman Nelson asked if there were any questions from the Board or comments from the public. She also informed the Board that the applicant was in the room if they had any questions for him. There being no questions or comments, Chairman Nelson closed this public hearing at 6:45 p.m. and proceeded with the next public hearing.

Text Amendment No. TXT-23-01

Chairman Nelson opened the Public Hearing stating that the purpose of this legislative public hearing is to receive public comments to consider Text Amendment No. TXT-23-01, to discuss an amendment to Ordinance No. 106 – Zoning Ordinance regarding accessory buildings in front yards and amendments to Ordinance No. 28 – Addressing Ordinance pertaining to road naming, raising violation fines and editing sections that create addressing-software problems. There were thirteen (13) people present. Rhonda Repanshek, Planner, presented the following overview of the request:

Review of TXT-23-01, Proposed Text Amendments to County Zoning Ordinance to allow accessory buildings in the front yard of lots created after October 7, 2002 and Amendments to the County Addressing Ordinance regarding road naming, raising violation fines and editing sections that create addressing-software problems.

This is a legislative public hearing, which means the general public has a right to speak.

Notices were published as directed by NCGS and our County Zoning Ordinance. One county resident stopped by the Planning Office to get information on this proposed set of amendments.

The Table of Proposed Text Amendments is in your packet. The Addressing Ordinance is also in your packet; underlined font are additions and strikethroughs are deletions.

I'll go through the Addressing Ordinance first because it's simpler, then swing back to the accessory structure amendment which needs some discussion and a slideshow.

Addressing Ordinance:

Most are typos and clarifications so I'm hitting the highlights of the significant changes.

- a) Section 2.01 Clarifying that the address layer is a digital software layer now
- b) Section 3.02-- 2 structures MAY require a street name, but 3 structures SHALL require a street name
- c) Section 3.05 Vanity addresses shall not be approved, Example # 1 John Deere Lane
- d) Section 5.02 Roman numerals shall not be approved
- e) Section 6.06 Hyphens and special characters shall not be approved in street names
- f) Section 12.03 Raise maximum fine from \$25 to \$200 for violations regarding road name signs

Are there any questions on that part before I discuss the 2nd half?

Zoning Ordinance Accessory Structure Proposed Amendment:

The Zoning Ordinance section 704 table is in your agenda packets. Only the subscript gets changed.

Plan for what you WANT to see (Mitchell Silver) vs. what you don't want to see. So the question is "What is it that the general public WANT's to see?" Unobstructed, clean road views and house views. We are trying to control our viewshed.

This amendment only applies to residential lots created after Oct 7, 2002, because older lots already allow accessory buildings in the front and side yards. Originally, I had it written as applying to only waterfront lots, but after further thought and Planning Board discussion we all decided to let it be for inland lots also. Originally, I had an existing 50ft. deep opaque vegetative buffer as an exception that would allow the buildings in the front yard, but it got too complicated sounding and the Planning Board wanted me to simplify the wording, so I took it out completely and let the wording reflect a standard very deep front yard setback regardless of waterfront or vegetation. The word 'building' versus 'structure' was also chosen deliberately because with this wording, swimming pools are still not allowed in front yards.

Ms. Repanshek presented slides that showed examples of situations that would not be allowed to have accessory structures in their front yards unless this amendment is approved in some form.

LUP comparison:

Regarding Accessory Structure Text: Nowhere does the LUP discuss accessory buildings specifically however, it brings up community appearance on page 3 of the executive summary and chapter 2 states that the continuation of the County's present physical appearance and form is important, if not critical to the County if it is to maintain its unique character among jurisdictions in the region. It also states that the zoning ordinance is a tool that may help the County preserve its rural character.

Regarding the Addressing Ordinance: It does not fall under LUP specifications in Chapter 160D, however page ES-3 of the LUP Executive Summary lists 14 local area of concern issues; one is public safety. All emergency services ensuring public safety rely on addressing consistency to locate response sites.

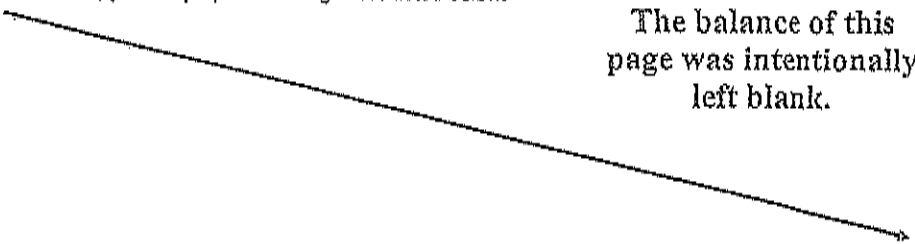
Planning Board found proposed Text Amendment TXT-23-01 to be consistent and in harmony with the County LUP because although there is a lack of coverage of accessory structures in the LUP in general, they are a residential-use by nature which corresponds to the zones the text amendment is relevant to. Planning Board also recommended approval of Text Amendment TXT-23-01 incorporating changes already reflected in the attached Table of Proposed Text Amendments.

And if you are nervous about street aesthetics, the Board may want to consider raising the front yard setback to 150 feet (versus 100 feet).

Ms. Repanshek concluded her remarks by asking if there were any questions.

A copy of the proposed changes are listed below:

The balance of this page was intentionally left blank.



Perquimans County Table of Proposed Text Amendments
June 6, 2023 rescheduled BCC Meeting

Location	Change	Type
Zoning Ordinance section 704 table residential zones RA, HA, RA-03, RA-23, RA-25, RA-15	Accessory Structures sub(4)(p) is not including fences and walls. Must be located in the rear yard. Limited to two (2) accessory buildings in front yard and minimum 100 ft setback to road right-of-way section 1108 Accessory Building or Garage on lot. Accessory buildings in front yard detached carports, and garages must be located in the side or rear yard and meet all yard and rear setback for the principal building.	int amend
Addressing Ordinance Table of Contents	Article III and IV. remove the word "THE"	typo
section 1.02	update NC General Statute reference; Chapter 67 A and Chapter 153A, Article 12 should be 153A-232.1	update
section 3.01	add digital reference: Said map "is a digital software layer on the county GIS system, recreated onto the GIS Central Communications system, and" shall hereby be adopted as the Official Road Name and Structure Numbering Map of Perquimans County.	int amend
section 3.02	add digital reference: The Addressing Map shall be kept on file in the County Planning Department "and stored as a digital county GIS layer."	int amend
Article III	title added "Numbering System"	typo
section 3.02	two structures may, three structures shall require street name	int amend
section 3.04	clear up meaning of sentence by removing "each sign that being the"	int amend
section 3.05	add sentence "Only addresses shall not be addressed"	int amend
Article IV	title added "Addressing System"	typo
section 4.04	correct the section reference, 3.04 should be 3.02	typo
section 5.02	add sentence "Roman numerals shall not be approved"	int amend
section 5.03	add a few clarification words: Any dwelling or business located at more than 100 feet from the roadway and/or not clearly visible from the roadway shall be required to have numerical posting at both the lot entrance or driveway and located in close proximity to the front door or structure entrance... business identification in close proximity to the structure entrance way; The post height of 3 feet will be required for all lot entrances	int amend

Perquimans County Table of Proposed Text Amendments
June 6, 2023 rescheduled BCC Meeting

section 6.01	update NC General Statute reference, 65-1225 should be 153A-232.1	update
section 6.02	add sentence, "Hyphens and special characters shall not be approved"	int amend
section 6.06	add more utilities: Alley (ALY), Knoll (KNL), Landing (LNDG), Path (PTH), Gun (GUN)	int amend
section 7.01	update paragraph, delete "All public and private road name signs required by the Ordinance shall be installed and maintained by the Perquimans County Planning Department" and replace with "Initial purchase and installation of private street name signs required by the Ordinance shall be the responsibility of the developer. Further maintenance or replacement of a private street name sign after the initial installation may be the responsibility of a designee of the Perquimans County Manager. All public road name signs required by the Ordinance shall be installed and maintained by a designee of the Perquimans County Manager. Road name sign maintenance or replacement within municipalities is the responsibility of the municipality."	int amend
section 8.03	replace "Mapping Coordinator, Top Department" with "County Manager designee"	int amend
section 9.02	add NCGS reference and phrase: add "utilizing legislative text amendment procedure outlined in NCGS Chapter 153A-232.5" and change "meeting" to "legislative public hearing" and add "in computing such period, the day of publication is not to be included but the day of the hearing shall be included."	int amend
section 9.02	delete last sentence of the paragraph which is in regards to notifying BCC	int amend
section 9.05	change "ten(10)" to "twenty-five (25)" and add that the application goes to the Board of County Commissioners "with Planning Board recommendations"	update
section 12.03	raise maximum fine from \$25 to \$200 for each violation regarding road name signs	int amend
Article XIV Definitions	Director - change "his" to "her"	int amend
Article XIV Definitions	Ordinance Administrator - change "Economic Development and the Planning Director" to County Manager designee"	int amend
Article XIV	Structural Number - replace "the Planning Director or his" with "the County Manager designee"	int amend
Article XV	correct date and Commissioner Chair name	update

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	See as required by Note 2 and Section 701 32,400 sq. ft.	125 feet	150 feet	30 feet	15 feet	30 feet	35 feet See Note 3
	Corner Lots Abutting Side Street:			25 feet			
	Accessory Structures:			10 feet	10 feet		
	From Street Right-of-Way:			20 feet	20 feet		
HA	47,000 sq. ft.	125 feet	150 feet	30 feet	15 feet	30 feet	35 feet See Note 3
	Corner Lots Abutting Side Street:			25 feet			
	Accessory Structures:			10 feet	10 feet		
	From Street Right-of-Way:			20 feet	20 feet		

* Not including fences and walls. Must be located in the rear yard. Limited to two (2) accessory buildings in front yard and minimum 100 ft setback to road right-of-way section 1108 Accessory Building or Garage on lot. Accessory buildings in front yard detached carports, and garages must be located in the side or rear yard and meet all setback requirements for the principal building.
* The height of residential structures shall be measured by the vertical clearance from the highest adjacent grade to the mid-point of the highest roof height.

SECTION 704. AREA, YARD and HEIGHT REQUIREMENTS TABLE (page 2 of 4)

DISTRICT	SIZE <small>See exceptions at Para 2 and Section 703</small>	WIDTH <small>See exceptions at Para 2 and Section 703</small>	DEPTH <small>See exceptions at Para 2 and Section 703</small>	MINIMUM YARD SETBACKS			MAXIMUM BUILDING HEIGHT <small>See exceptions at Para 3 and Section 703</small>
				FRONT	SIDE	REAR	
RA-43	43,000 sq. ft.	125 feet	150 feet	30 feet	15 feet	30 feet	35 feet
	Corner Lots Abutting Side Street:				25 feet		See Note J
	Accessory Structures:				10 feet	10 feet	
	Front Street Right-of-way:				30 feet	30 feet	
RA-52	23,500 sq. ft.	125 feet	150 feet	30 feet	15 feet	30 feet	35 feet
	Corner Lots Abutting Side Street:				25 feet		See Note J
	Accessory Structures:				10 feet	10 feet	
	Front Street Right-of-way:				20 feet	20 feet	
RA-25	25,000 sq. ft.	125 feet	150 feet	30 feet	15 feet	30 feet	35 feet
	Corner Lots Abutting Side Street:				25 feet		See Note J
	Accessory Structures:				10 feet	10 feet	
	Front Street Right-of-way:				20 feet	20 feet	
RA-15	15,000 sq. ft.	90 feet	120 feet	25 feet	12 feet	30 feet	35 feet
	Corner Lots Abutting Side Street:				20 feet		See Note J
	Accessory Structures:				10 feet	10 feet	
	Front Street Right-of-way:				20 feet	20 feet	

Note: For existing fences and walls, maximum location in the rear yard, limited to six (6) feet, shall be measured from the principal building. The height of residential structures shall be measured as the vertical distance from the highest adjacent grade to the highest roof height.

After her presentation, Chairman Nelson asked if there were any questions from the Board or comments from the public. There being no questions or comments, Chairman Nelson closed this public hearing at 7:05 p.m. and proceeded with the Regular Meeting.

AGENDA

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

CONSENT AGENDA

Chairman Nelson asked if there were any items that the Board wished to remove from the Consent Agenda to discuss. There being none, Charles Woodard 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. Approval of Minutes: The following Minutes were approved by the Board:
 - a. March 20, 2023 Special Called Meeting/Work Session
 - b. May 1, 2023 Regular Meeting
 - c. May 4, 2023 Budget Work Session
 - d. May 15, 2023 Work Session
 - e. May 25, 2023 Budget Work Session

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

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Ariann Salupo	Part-Time/Fill-in EMT	Appointment	63/1	\$16,160/yr.	05/01/2023
Chilli Moore	Part-Time/Fill-in EMT	Appointment	63/1	\$16,160/yr.	05/01/2023
Tyree Hughes	Part-Time/Fill-in EMT	Appointment	63/1	\$16,160/yr.	05/01/2023
Jacob Busli	Part-Time/Fill-in ABMT	Appointment	66/1	\$18,440/yr.	05/01/2023
Jennifer Whitehurst	Part-Time/Fill-in ABMT	Appointment	66/1	\$18,440/yr.	05/01/2023
Canry Harris	PT/FI Non-Certified Telecommunicator	Appointment	60/1	\$14,160/yr.	05/01/2023
Nicholas Foley	PT/FI Non-Certified Telecommunicator	Appointment	60/1	\$14,160/yr.	05/01/2023
Alyssa Ratcliff	PT/FI Non-Certified Telecommunicator	Appointment	60/1	\$14,160/yr.	05/01/2023
Isiah Collier	PT/FI Non-Certified Telecommunicator	Appointment	60/1	\$14,160/yr.	05/01/2023
Melissa Hund	Part-Time/Fill-in Telecommunicator I	Appointment	63/1	\$16,160/yr.	05/01/2023
Taylor Renna Dickey	Certified Deputy	Appointment	65/1	\$36,707	06/01/2023
Candice Mallory	Social Worker III	Appointment	69/1	\$93,776	06/01/2023
Angela Jordan	Social Services Director	Promotion	79/1	\$67,985	06/01/2023
Paige Scheidler	Part-Time/Fill-in ABMT	Certification	66/1	\$18,440/yr.	06/01/2023
William Wright	Certified Deputy	Certification	65/1	\$36,707	06/01/2023
Morgan Story	Full-Time Non-Certified TC	Promotion	60/1	\$14,160/yr.	06/01/2023
Charity Geha	Full-Time Telecommunicator I	Promotion	63/1	\$16,160/yr.	06/01/2023
Crystal Wright	Full-Time Telecommunicator II	Resignation			05/31/2023
Crystal Wright	Part-Time/Fill-in Telecommunicator II	Job Reassignment	68/7	\$20,430/yr.	06/01/2023
Tanjin Copeland	Part-Time/Fill-in ABMT	Resignation			05/15/2023
David Jensen	Part-Time/Fill-in Paramedic	Resignation			05/05/2023
Trevor Butts	Part-Time/Fill-in EMT	Resignation			05/25/2023

3. Step/Merit Increases:

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Sarah Ownley	IMC II	63/1	\$33,615	06/01/2023
Amanda Luyden	Administrative Assistant - Rec. Dept.	58/8	\$32,008	06/01/2023
Macey Stockwell Connel	Administrative Assistant - Sheriff's Office	60/3	\$30,929	06/01/2023
Christopher Murzyn	Certified Deputy	65/6	\$41,484	06/01/2023

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

BUDGET AMENDMENT NO. 43
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-012	Emergency Management - State Grants	7,300	
10-530-340	Emergency Management - HSGP Grant	7,300	

EXPLANATION: To amend FY 22/23 budget to include HSGP EM grant funds.

BUDGET AMENDMENT NO. 44
SOLID WASTE FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
38-399-000	Solid Waste - Fund Balance Appropriated	100,000	
38-750-910	Solid Waste - Health Department Landfill	100,000	

EXPLANATION: To amend FY 22/23 budget to cover solid waste expenses.

BUDGET AMENDMENT NO. 45
SCHOOL CONSTRUCTION FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
65-348-001	State School Funds - Lottery	11,850	
65-300-711	NB Lottery Intermediate School	11,850	

EXPLANATION: To amend FY 22/23 budget to add lottery funds for the planning of new intermediate school.

BUDGET AMENDMENT NO. 46
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	State Grants - DSS	32,424	
10-610-203	CCU/MA Expansion Funds	32,424	

EXPLANATION: To amend FY 22/23 budget to add additional funds as received for CU/MA Expansion.

BUDGET AMENDMENT NO. 47
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	State Grants - DSS	27,944	
10-610-206	ENE - CAP Funds	27,944	

EXPLANATION: To amend FY 22/23 budget to add additional funds as received Medicaid ENE GAP funding.

BUDGET AMENDMENT NO. 48
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-335-008	Miscellaneous Revenue	3,500	
10-510-740	Sheriff - Capital Outlay	3,500	

EXPLANATION: To amend FY 22/23 budget to cover expenses.

BUDGET AMENDMENT NO. 49
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-685-161	Recreation - Maintenance/Grants		900
10-685-170	Recreation - Vehicle Maintenance/Repair		900
10-685-740	Recreation - Capital Outlay	1,800	

EXPLANATION: To amend FY 22/23 budget to cover expenses.

BUDGET AMENDMENT NO. 50
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	State Grants - DSS	7,312	
10-610-192	DSS - Crisis Intervention	7,312	

EXPLANATION: To amend FY 22/23 budget to add additional funding for Crisis Intervention.

BUDGET AMENDMENT NO. 51
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-365-004	Recreation - Community Park Grant	25,000	
10-685-743	Recreation - Community Park Grant	25,000	

EXPLANATION: To amend FY 22/23 budget to add additional funding as awarded by the Senate Community Park Grant.

5. Board Reappointments/Resignation: The following board reappointments and resignation were approved by the Board:

Name	Board/Committee	Action Taken	Term	Effective Date
Poggett, Jennifer Ann	Local Library Board	Reappointment	4 yrs.	07/01/2023
Lassiter, Rodney	Recreation Advisory Committee - Belvidere	Reappointment	3 yrs.	07/01/2023
Lons, Jr., George	Recreation Advisory Committee - Bellair	Reappointment	3 yrs.	07/01/2023
Hoffler, Joseph	Recreation Advisory Committee - Commissioner	Reappointment	3 yrs.	07/01/2023
Smith, April	Recreation Advisory Committee - Parksville	Resignation		07/01/2023

6. Juvenile Crime Prevention Council (JCPC) Documentation: The following documentation for the JCPC Grant was unanimously approved by the Board:

a. NC DPS - Community Programs - County Funding Plan: The Perquimans County Funding Plan shows the breakdown of the programs the JCPC funding is budgeted for.

Perquimans County
NC DPS - Community Programs - County Funding Plan
Available Funds: \$ 577,485 Local Match: \$ 58,820 Rate: 10%
DPS JCPC funds must be committed with a Program Agreement submitted in NC Alliance and electronically signed by authorized officials.

#	Program Provider	DPS- JCPC Funding	LOCAL FUNDING			OTHER		Total	% Non-DPS/JCPC Program Revenue
			County Cash Match	Local Cash Match	Local In-Rkind	State/Federal	Funds		
1	Perquimans County Schools- Teen Court, Community Service Reclamation, STOP	577,485			58,820			586,305	10%
2									
3	TOTALS:	577,485			58,820			586,305	10%

The above plan was derived through a planning process by the Perquimans County Juvenile Crime Prevention Council and represents the County's Plan for the use of these funds in FY 2022-2023.

Amount of Unallocated funds _____ Section Title: _____ 5/26/2022
Amount of funds reverted back to DPS _____ Chairperson, Juvenile Crime Prevention Council (Date)

Discretionary Funds Added

Check type	Initial plan	Update	Final
--DPS Use Only--			
Received by _____	Area Consultant	Date _____	
Reviewed by _____	Area Consultant	Date _____	
Verified by _____	Area Consultant	Date _____	
Designated State Office Staff		Date _____	

Chairperson, Board of County Commissioners
 & County Finance Officer

4/25/2023
 (Date)

b. Certification for FY 2023-2024: This is to certify the funding through JCPC for FY 2023-2024.

Juvenile Crime Prevention Council Certification Standards

G.S. 143B-853 allows for a 2-year funding cycle for programs that meet the requirements of the statute and have been awarded funds in a prior funding cycle. Indicate below if the JCPC plans to allow for a 1-year or 2-year funding cycle.

2-Year Funding: FY 2023-2024 and FY 2024-2025

Membership

- A. Have the members of the Juvenile Crime Prevention Council been appointed by county commissioners? YES
- B. Are members appointed for two year terms and are those terms staggered? YES
- C. Is membership reflective of social-economic and racial diversity of the community? YES
- D. Does the membership of the Juvenile Crime Prevention Council reflect the required positions as provided by N.C.G.S. §143B-846? YES

If not, which positions are vacant and why? NO
 Two persons under the age of 21, or member of the public representing the interests of families of at-risk youth. Will work to seek youth for the upcoming school year.

Organization

- A. Does the JCPC have written Bylaws? YES
- B. Bylaws are On file
- C. Bylaws contain Conflict of Interest section per JCPC policy and procedure. YES
- D. Does the JCPC have written policies and procedures for funding and review? YES
- E. These policies and procedures On file
- F. Does the JCPC have officers and are they elected annually? YES

Meetings

- A. JCPC meetings are considered open and public notice of meetings is provided. YES
- B. Is a quorum defined as the majority of membership and required to be present in order to conduct business at JCPC meetings? YES
- C. Does the JCPC meet six (6) times a year at a minimum? YES
- D. Are minutes taken at all official meetings? YES
- E. Are minutes distributed prior to or during subsequent meetings? YES

Planning

- A. Does the JCPC conduct a biennial planning process which includes a needs assessment, monitoring of programs and funding allocation process? YES
- B. Is this Biennial Plan presented to the Board of County Commissioners and to DPS? YES
- C. Is the Funding Plan approved by the full council and submitted to Commissioners for their approval? YES

Public Awareness

- A. Does the JCPC communicate the availability of funds to all public and private nonprofit agencies which serve children or their families and to other interested community members? YES
 RFP, Distribution List, and Advertisement attached
- B. Does the JCPC complete a minimum of biennial needs assessment and make that information available to agencies which serve children or their families, and to interested community members? YES

No Overdue Tax Debt

- A. As recipient of the county DPS JCPC allocation, does the County certify that it has no overdue tax debts, as defined by N.C.G.S. §105-243.1, at the Federal, State, or local level? YES

Briefly outline the plan for correcting any areas of standards non-compliance.
 The council continues to work to fill vacant positions.

a. Inter-Agency Council Appointment for FY 2023-2024: This is to certify the Inter-Agency Council Members for FY 2023-2024.

Juvenile Crime Prevention Council Certification Standards

Instructions: N.C.G.S. § 143B-846 specifies suggested members be appointed by county commissioners to serve on local Juvenile Crime Prevention Councils. In certain categories, a designee may be appointed to serve. Please indicate the person appointed to serve in each category and his/her title. Indicate appointed members who are designees for named positions. Indicate race and gender for all appointments.

Specified Members (G.S. 147-33.61)	Name	Title	Designee	Race	Gender
1) School Superintendent or designee	James Bunch	Assistant Superintendent	<input checked="" type="checkbox"/>	w	m
2) Chief of Police					
3) Local Sheriff or designee	Shelby White	Sheriff		w	m
4) District Attorney or designee	Kyle Jones	ADA	<input checked="" type="checkbox"/>	w	m
5) Chief Court Counselor or designee					
6) Director, Local Management Entity/Managed Care Organization (LME/MCO), or designee	Yolanda Bowers	System of Care Coordinator, Trillium	<input checked="" type="checkbox"/>	b	f
7) Director DSS or designee	Angela Jordan	CPS/APS Supervisor	<input checked="" type="checkbox"/>	b	f
8) County Manager or designee	Frank Heath	Manager		w	m
9) Substance Abuse Professional	Tonya Cogner	UPRR Comprehensive		b	f
10) Member of Faith Community	Wanda Lewis	Pastor		b	f
11) County Commissioner	Joseph Hoffer	Commissioner		b	m
12) A Person Under the Age of 21					
13) A Person Under the Age of 21, or a member of the public representing the interests of families of at-risk juveniles					
14) Juvenile Defense Attorney	Brandon Belcher	Attorney		w	m
15) Chief District Judge or designee	Hon. Mender Harris	District Court Judge		w	m
16) Member of Business Community					
17) Local Health Director or designee	Molly Brown	Triple P Coord.	<input checked="" type="checkbox"/>	w	f
18) Rep. United Way/other non-profit	Kelly Hochzol	Community Care Manager		w	f
19) Representative/Parks and Rec.	Howard Williams	Director		w	m
20) County Commissioner appointee	Dr. Knullin Griffin	CAO-Student Services		b	f
21) County Commissioner appointee	Eva Anderson	Court Counselor Supervisor		b	f
22) County Commissioner appointee	Kayleigh Davison	ARHS		w	f
23) County Commissioner appointee	Kim Parker	District Social Worker		b	f
24) County Commissioner appointee	Michelle Lawrence	Librarian		w	f
25) County Commissioner appointee	Shantash Miller	Youth Development Coordinator		b	f
26) County Commissioner appointee	Shayla Hayes	Public Health Education Specialist		b	f

- 7. 23-24 Insurance Renewal Proposals: The Board unanimously approved the following two NCACC 23-24 Insurance Renewal Proposals and authorized County staff to sign them:
 - > 2023 Perquimans County L&P Renewal Proposal: The Board approved the 2023 Perquimans County L&P Renewal Proposal in the amount of \$205,053.
 - > 2023 Perquimans County Workers Compensation Proposal: The Board approved the 2023 Perquimans County Workers Compensation Renewal Proposal in the amount of \$73,339.

PRESENTATION & INTRODUCTION OF NEW EMPLOYEES

A. Recognition of Employees: Beginning June 1, 2022, the Board will be recognizing the employees who have been working with the County for 5, 10, 15, 20, etc. years. Tonight, County Manager Heath presented Donna Phelps, Assistant Register of Deeds, with a Certificate and gift. Ms. Phelps began working in the Register of Deeds' Office as their Deputy Register of Deeds on June 1 2003. She is now working as the Assistant Register of Deeds. She has worked a total of 20 years. Ms. Phelps thanked the Board. The Board congratulated Ms. Phelps and thanked her for her service to Perquimans County.

B. Introduction of New Employees:

> Social Services Department: Teresa Blanchard, Chairman of the Social Services Board, introduced Angela Jordan who was recently promoted to Social Services Director to replace Susan Chaney who retired on January 1, 2023. The Board congratulated her on her promotion. After Ms. Jordan made a few comments, she introduced the following new employees:

Employee Name	Employee Job Title	Effective Date
Aulisa Coles	Social Worker II	05/01/2023
Tammy Chappell	IMC II	05/01/2023

> Emergency Services: Jonathan Nixon, Director of Emergency Services, introduced the following new employees:

Employee Name	Employee Job Title	Effective Date
Clifton Beaman	Full-Time Paramedic Shift Supervisor	04/01/2023
Bethany Buttram	Community Paramedic/MLH Coordinator	03/01/2023
Robert M. Walkins	Full-Time Shift Supervisor	04/01/2023

After each introduction, the new employees made a few comments and the Chairman and Commissioners welcomed them to Perquimans County.

PRESENTATION OF FY 2023-2024 BUDGET

County Manager Heath presented the following FY 2023-2024 Budget Message:

June 6, 2023

To: The Honorable Chair, Board of Commissioners, and taxpayers of Perquimans County

I respectfully submit the proposed budget for Perquimans County for the Fiscal Year 2023-2024. The budget has been prepared in accordance with the North Carolina Local Government Budget and Fiscal Control Act. The budget identifies the estimated revenues and expenditures for the Fiscal Year 2023-2024.

Proposed Tax Rate

As in years past, the County's budget process calls for department heads and other agencies to submit budget requests to the County Manager. In total, the requests amounted to approximately \$28.4 million. That's almost \$7.5 million dollars more than anticipated revenues for the upcoming fiscal year. The tax rate would have to be 49 cents higher to fully fund all requests of Perquimans County for the next year.

Total taxable value increased from \$1,416,482,867 to \$1,439,705,262 or 1.64%. Budgeted sales tax revenues are expected to increase by over \$300,000 from last year's budgeted amount. Another positive note is that I project that we're going to use little if any fund balance appropriation for the fiscal year 22/23 budget. The proposed FY 23/24 budget allocates \$533,452 out of fund balance.

The County remains in excellent financial condition (as evidenced by our most recent audit) but is feeling the effects of inflation and increased personnel and capital costs. Perquimans County will continue to make substantial investments in school spending, public safety, capital projects and personnel. As a result, the tax rate for fiscal year 23-24 will increase to 64 cents per hundred dollars of value.

When compared to other Counties in the region, Perquimans' tax rate will remain among the lowest in north eastern North Carolina.

General Fund Budget Summary

The General Fund budget is \$21,066,927 for 2023-2024, an increase of \$552,119 from the current year's amended budget of \$20,514,808.

General Fund Revenues

Property taxes account for the vast majority of general fund revenues, and I've already mentioned the conditions as it relates to real property taxation.

Sales tax revenues are the second largest source of County general fund revenues. Budgeted sales tax revenues are projected to increase by a total of \$300,000 compared to last year's budgeted amount, for a total of \$2,400,000.

\$525,000 is forecast to be added to Perquimans' sales tax allocation to reflect the additional services taxed by the General Assembly in 2016. This is an increase of \$25,000 from last fiscal year's proposed budget. Medicaid hold harmless payments from the State, which are tied directly to sales tax calculations, are projected at \$450,000 this year, an increase of \$75,000. Expected Land Transfer Tax revenues in FY 2023-24 are \$650,000, the same as last fiscal year.

General Fund Expenses

Most of the departmental operating budgets remain similar to the current budget year. By way of comparison, the largest General Fund expenses by department or agency are as follows:

<u>Department/Agency</u>	<u>Proposed FY 23-24</u>	<u>% of Total GF Budget</u>
Perquimans County Schools	\$4,811,149	22.8%
Emergency Medical Services	\$2,912,096	13.8%
Social Services	\$2,905,515	13.8%
Sheriff	\$2,561,269	12.1%
School Funding		

As presented by the Board of Education and school staff earlier this spring, the Perquimans County School System has requested \$3,810,503 for school current expense, an increase of \$710,503 over last year's County appropriation of \$3,100,000. This represents a 23% requested increase from the previous fiscal year's budget allocation. The local current expense requested increase centers mostly around additional personnel, benefit costs and utility increases.

The proposed FY 2023-24 County budget increases the local current expense budget by \$289,546 to \$3,389,546. The increase focuses on two school nurse positions that are no longer grant-funded and increases in general benefits and salaries. This continues a significant commitment by the County Board of Commissioners to fund instructional services, support services, athletics, maintenance and utilities. The school capital outlay budget is the same as the requested amount; \$585,000.

Building and Facility Initiatives/Capital Outlay

Perquimans will invest in various building and capital initiatives this year. Such expenditures include:

- Sheriff: One Dodge Charger, One SUV, One Animal Control truck, body cameras, IT upgrades.
- Emergency Services: For EMS, a new ambulance with Stryker equipment, one PowerPro cot, narcotics safes, desktop and laptop computers, AEDs and speaker microphones for radios. For Emergency Management, crushed concrete at the debris site, forklift safety cage, speaker system for the EM auditorium, and upgrades to Bay 10-12. For communications, UPS battery replacement at remote tower sites and a 16 camera surveillance system.
- Elections: Completion of interior improvements to the new building, voting booths, printers for ballots, tabulator bins, and a security system with cameras.
- Center for Active Living: New furniture for the entrance, new folding chairs, new benches and a NuStep machine.
- Recreation: Scoreboard for the baseball field. We have applied for PARTP grants to add a splash pad, new ballfield and additional parking at the Recreation Center. If the grant is received, we will amend the budget as needed.
- Courthouse: Upgrades and reconditioning of the elevator.

Personnel

The proposed FY 2023-24 budget contains a 5% cost of living adjustment to the salary schedule based on inflationary pressures in the economy. Steps and merits are active for this budget as well.

Included is a 2% 401k match for employees.

Perquimans County participates in the State Health plan, and health insurance rates are projected to cost \$7922 per employee per year. This amount includes a projected 5% increase in rates and \$25 per month per employee that the State charges employees for the base 70-30 plan. The health benefit alone remains a significant benefit to County workers.

The North Carolina Local Government Employees Retirement System employers' contribution will increase to 12.9% from 12.15% for FY 23-24.

This budget includes several new positions and proactive employment measures to attract and retain personnel. To retain current employees, I am proposing that longevity payments be introduced. These annual payments would be rewarded at different tiers to workers that stay consecutively employed with the County for 5, 10, 15, and 20 plus years of service. Many of the Counties around us offer this program. 5 years of service would equal a \$750 annual payment, 10 years = \$1000, 15 years = \$1250, and 20 years or more = \$1500. The total cost of these payments is around \$61,000.

To recruit new employees in the public safety and emergency services fields, this budget proposal would allow sign-on bonuses of up to \$2000, at the discretion of the department head, to be paid after completing one year of service with the County.

The Sheriff's office budget includes the first phase of a career development plan, whereby deputies and sergeants will be increased by one Grade on the salary schedule. This represents roughly a 10 percent increase for those employees from the previous year and would put the starting salary of a basic level deputy above \$40,000. Also included in the Sheriff's budget is the conversion of a narcotics deputy position to an Investigator. EMS will receive one additional full-time paramedic position and two full-time Advanced EMT positions as the County tries to become less dependent upon part-time employees who work full-time for other agencies. The Communications budget includes the requested conversion of two part-time positions to full-time. The Department of Social Services budget includes two Income Maintenance Caseworker positions as well as the reclassification of two Public Information Officers to Income Maintenance Technicians. Medicaid expansion may go into effect as early as October. If so, the County may need to add other positions to cover the workload. Lastly, the Center for Active Living's budget includes converting the part-time data and program manager to a full-time position.

Other Noteworthy Items

- Funding for the County Fire Departments increases to \$100,000 each, up from \$80,000 per department last year.
- Funding for the Perquimans County Library will be \$207,000.
- Funding for the Tri-County Animal Shelter will increase to \$110,000 to facilitate staff and building improvements.
- Albemarle District Jail remains a considerable expenditure, at \$663,908.
- \$134,000 has been budgeted to complete the payments for the County revaluation which takes effect January 1, 2024.

Water Fund

Perquimans continues to make significant investment in its overall ability to provide water to its customers. Perquimans will continue to purchase 150,000 gallons of reverse osmosis water from Pasquotank County that services customers on the Winfall plant side. The bulk water rate that Pasquotank County charges is \$7.77 per thousand gallons.

Water rates will remain at \$17.50 for a minimum bill and \$9 per thousand after the first thousand. There is a total increase in the budget projected of \$26,000. I've included approximately \$100,000 for additional radio read meters and a \$112,000 allocation for water tank maintenance. Salt and chemical supplies have increased significantly from year to year. Other capital expenditures include permits, design and plans for a new discharge location at the Winfall plant and a new half-ton truck.

The total water fund budget for the Fiscal Year 2023-24 is \$2,604,900.

Solid Waste Fund

The proposed solid waste fee for FY 23-24 is \$160, no change from last fiscal year. This fee covers the cost of operating the five Convenience Site locations, the County's portion of the Perquimans-Chowan-Gates Transfer Station operating cost, and the tipping fee for the County's solid waste at the private landfill in Bertie County. All of these operational costs have increased over the past couple of years, particularly in hauling costs this year. We've made significant capital improvements to our sites, including additional compactors. The total solid waste fund budget is projected at \$1,213,350.

Conclusion

I'd like to thank the Department Heads for their stewardship in this budget process. I would also like to thank the Board of Commissioners for your involvement in the budget discussions and for making difficult, but important decisions on behalf of the citizens of Perquimans County. Finally, I'd like to thank County staff: Mary Hunnicutt- Clerk to the Board, and Bill Jennings and Kim Bray of the Tax Office, for their assistance and guidance in this process. I'd especially like to thank Finance Officer Tracy Mathews. Without her help and expertise, this budget process could not be completed.

I thank each of you for your consideration of this proposal and welcome any changes the Board deems appropriate.

At the request of the Chairman and Board of Commissioners, a public hearing has been scheduled for Monday, June 19, 2023, at 7:00 p.m. in the Perquimans County Library for public comment and to consider adoption of the budget.

Submitted by:

W. Frank Heath, III
 County Manager/Budget Officer

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

There were no commissioner's concerns or committee reports.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > Prisoner Housed in Wake County Update: Mr. Heath reminded the Board that, due to a change in the NC General Statutes, the County was required to pay for the custody costs. With the aid of our lobbyist, Bob Steinberg, we were able to get the costs down from \$150,000 to \$50,000.
- > Monument Markers: Mr. Heath reported that the monument markers should be installed later this week.
- > New Board of Elections Building: County Manager Heath updated the Board on the renovations of the new Board of Elections Building. He reported that the roof has been replaced, the parking lot has been finished and that painting of the building will be the next project. After the outside projects are completed, we will begin interior renovations.
- > Recognition of Pete Perry: Mr. Heath informed the Board that a member of the community that has attended a lot of Board meetings and made comments passed away on May 15, 2023. Due to health reasons, he had attended recent meetings.
- > Liquor By The Drink: Mr. Heath stated that the Board had been asked to look into assisting a local business in the County with obtaining a liquor license. He asked County Attorney High for an update on his research. County Attorney High provided the following updates to the Board:
 - The State ABC Board is no longer authorizing local ABC Boards. Therefore, the only way to get liquor by the drink in Perquimans County would be to merge with the Town of Hertford since they already have an ABC Board and Store. This is something that the Board will have to discuss with the Town of Hertford. This discussion will have to be soon in order for us to notify the Board of Elections (local and State) to hold an election for liquor by the drink for Perquimans County. Mr. Heath asked if this had to be county wide and not on an individual basis. Mr. High said that it would have to be county wide.

After his presentation, Chairman Nelson suggested that the Chairman, Vice Chairman, and Hertford ABC Board meet with the Town of Hertford to discuss the possibility of merging with them. County Manager Heath stated that the Jackie Greene, Supervisor of the Board of Elections, was present tonight and asked Ms. Greene about the deadlines for getting this on the ballot. The Board concurred with Chairman Nelson's recommendation and a report will be brought back to the Board.

SALE OF SURPLUS EQUIPMENT

County Manager Heath informed the Board that the buyer of this vehicle was approved last month did not pay for the vehicle. Therefore, they had to readvertise on GovDeals. The rebid period closed today at 11:00 a.m. The highest bidder was as follows:

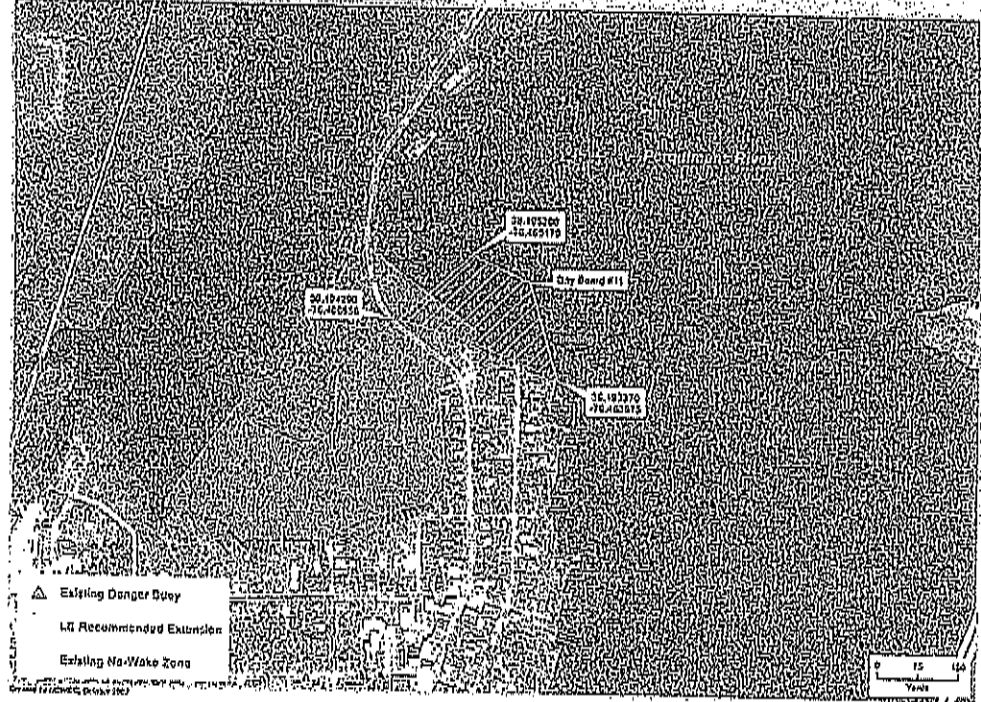
BUYER	ITEM	DATE SURPLUSED	START BID	SOLD AMOUNT
James Dingle	2014 Dodge Charger, VIN G310	4/3/2023	\$500	\$3,050.00

On motion made by James W. Ward, seconded by Charles Woodard, the Board unanimously approved to sell this surplus vehicle to James Dingle for \$3,050.00.

RESPONSE FROM TOWN OF HERTFORD NO-WAKE ZONE EXTENSION REQUEST

County Manager Heath report that in December, 2022, the Town of Hertford forwarded a request to extend the No-Wake Zone in the Perquimans River at the Hertford S-Bridge and along part of the Town waterfront (a copy of the map is below). The Board approved their request and forwarded their application to NC Wildlife. At the NC Rules Review Commission meeting on May 18, 2023, the members gave final approval for the rule amendment making it effective June 1, 2023. The Town of Hertford will be responsible to place the no-wake buoys. This is for information only. No action is being required.

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PLANNING BOARD ITEMS

Rhonda Repanshek, Planner, presented the following Planning Board items for Board consideration and action:

- **Special Use Permit No. SUP-23-01 – Requested by Staley Colson:** Chairman Nelson stated that a public hearing was held earlier in the meeting. He asked if there were any other questions or comments. Commissioner Corprew asked why the individual had to pay the \$300 fee. County Manager Heath answered his question. There being no further questions or comments, T. Kyle Jones made the motion to find that the proposed Special Use Permit No. SUP-23-01 was consistent with Perquimans County's CAMA Land Use Plan (LUP) due to the residential nature of the proposed use and its zoning as Historic Agriculture Area in the LUP and to approve it as presented based on the conclusions that:
 1. The use will not materially endanger the public health or safety, if located according to the plan submitted and approved;
 2. The use meets all required conditions and specifications;
 3. The use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity; and
 4. The location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and in general conformity with the Perquimans County Land Use Plan.

Charles Woodard seconded the motion. See Attachment A for a copy of the SUP-23-01 Permit, which was unanimously approved by the Board.

- **Text Amendment No. TXT-23-01:** Chairman Nelson stated that a public hearing was held earlier in the meeting. He asked if there were any other questions or comments. There being no further questions or comments, T. Kyle Jones made the motion to find that the proposed Text Amendment No. TXT-23-01 was consistent and in harmony with the County Comprehensive Land Use Plan because the proposed building text amendment is residential in its nature of use which corresponds to the zones the amendment is relevant to. Also, the Addressing Ordinance text amendments are critical to promoting public safety which is an area of concern in the Land Use Plan Executive Summary and to approve Text Amendment No. TXT-23-01, as presented, to edit County Zoning Ordinance section 704 Table to include proposed standards for allowing accessory buildings in front and side yards of residential lots created after October 7, 2002 and to edit County Addressing Ordinance sections a proposed in the Table of Proposed Text Amendments to include increasing the number of structures that trigger a street name requirement, raising maximum fines and editing sections that create addressing software problems. The motion was seconded by Charles Woodard and unanimously approved by the Board. Copies of Amended Ordinance No. 107 is posted on the county's website at www.perquimanscountync.gov and recorded in the Ordinance Book located in the Register of Deeds' Office. The amended Addressing Ordinance No. 108 is in Attachment B.

BOARD VACANCY – RECREATION ADVISORY BOARD

With the resignation of April Smith, the Recreation Advisory Board has a vacancy from the Parkville Township. A copy of our Volunteer Listing was included in the Agenda Packets. Chairman Nelson asked the Board to see if we can have a recommendation for next month's meeting. No action was required tonight.

FIREWORKS APPROVAL

County Manager Heath reported that a request had been received from the High School to hold fireworks for their graduation ceremony on June 9th which were originally scheduled for after their Prom which was rained out. In addition, the County will need to approve the fireworks for Towns of Hertford and Winfall and for Perquimans County on July 2nd and for Albemarle Plantation on July 4th. Their applications will be forwarded to us at a later date. On motion made by James W. Ward, seconded by Charles Woodard, the Board approved the fireworks for June 9th, July 2nd, and July 4th.

PERSONNEL MATTERS

County Manager Heath explained that the following personnel items were received after the Agenda Packets were distributed:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Carl Wilson	Full-Time Paramedic	Resignation			06/30/2023
Carl Wilson	Part-Time/Fill-In Paramedic	Job Reclassification	68/3	\$21.15/hr.	07/01/2023

On motion made by Charles Woodard, seconded by James W. Ward, the Board unanimously approved these personnel matters.

PUBLIC COMMENTS

The following public comment was made:

> Terry Swope: Mr. Swope made the following public comment:

My name is Terry Swope and I live in Perquimans County.

Recently in the news there has been talk about how much government spends and how and if it should be limited. Many folks feel government spends too much, and while this talk has been about Federal spending, I am here tonight to say local spending is also too much. This essay addresses the upcoming 2023-24 budget and assumes it's adoption with another 5% tax increase.

I relocated to Perquimans County in late 2016. In those 8 "Budget years" the State of NC has reduced my taxes on 9 separate occasions, or about a 17% DECREASE in taxes.

In those same 8 years, Perquimans County will have increased my taxes 3 times, or a little more than 12%.

The State of NC grew its budget about 33.5% in those 8 years. The State of NC's population also increased 7% in that time frame, so a minimum 7% increase would have been necessary even in a world of zero inflation just to keep things static.

Perquimans County has had no population increase. We have very close to the same amount of people here today as we did in 2016. Yet our County budget has increased the same 34% or so in the same time frame. In other words - on a population adjusted basis, Perquimans County is growing its budget MUCH faster than the State of North Carolina.

Some of you have been on the Board as long as I have lived here and you might recall several years back how I performed the same analysis and showed Perquimans County had been increasing its spending as rapidly as the Federal Government. Ever since Covid, the Feds have gone nuts and I can no longer make that comparison. But very importantly, that is not to say we have slowed our rate of spending here in Perquimans; we just can't compete with an entity that can borrow ad infinitum and thus I used the State for comparison this time.

Using State spending as the yardstick, well, we're smokin' them! They lag far behind us the last 8 years.

As this budget year is about to start, there is virtually no time to make significant changes now. I do however ask that the Board recognize that we have been increasing our spending at a rapid rate and those tax increases really do hurt many folks. Since we have not been very good at developing economic drivers in the past, it's doubly important we curtail runaway spending in the future, and it's never too early to start finding ways to spend less.

- Terry -

CLOSED SESSION: TO CONSULT WITH OUR ATTORNEY REGARDING AN ECONOMIC DEVELOPMENT MATTER, REAL PROPERTY MATTER, AND CLOSED SESSION MINUTES

Chairman Nelson stated that, pursuant to NC General Statute 143-318.11(4)(5), the Board went into Closed Session to consult with our attorney regarding an economic development matter, a real property matter, 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 James W. Ward, and unanimously approved by the Board.

No action was required from the Closed Session

ADJOURNMENT

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

Wallace E. Nelson, Chairman

Clerk to the Board

ATTACHMENT A

Do NOT record this page

-Beginning of Proposed Special Use Permit SUP-23-01
to be recorded by Staley Colson, Jr.

In-Ground Swimming Pool in HA, Historic Ag. District

At 142 Matthews Acres Road, Hertford

Applicant: Staley Colson, Jr.

Do NOT record this page

SPECIAL USE PERMIT No. SUP-23-01

Page 1 of 4

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

Applicant/Owner(s): Staley Colson, Jr.
142 Matthews Acres Road
Hertford, NC 27944

Site Location: 142 Matthews Acres Road, Hertford NC 27944

Tax Parcel No: 5-0051-0015L

Zoning District: HA, Historic Agriculture District

Proposed Use of Property: To install an In-ground Swimming Pool for Residential Use

Meeting & Hearing Dates: Planning Board on 5/9/2023 & Board of Commissioners on 6/6/2023.

In the statement of the nature of the proposed use the applicant requests an in-ground swimming pool for his family and kids.

Having heard all the evidence and argument presented at the hearing, the Board of County Commissioners finds that the application is complete, that the application complies with all of the applicable requirements of the Perquimans County Zoning Ordinance for the development proposed, and that therefore the application to make use of the above-described property for the purpose indicated is hereby approved, subject to all applicable provisions of the Zoning Ordinance pertaining to Special Use category "Swimming Pools" (currently Jan. 3, 2023 version, Section 911.30).

SPECIAL USE PERMIT No. SUP-23-01

Page 2 of 4

The Special Use Permit is approved and recorded with the applicant's statement of the nature of the proposed use and conceptual Site Plan, to become the basis for the Zoning Permit issued by the Planning & Zoning Office. If the Special Use Permit is not recorded in the Register of Deeds (ROD) Office by the Applicant within three (3) months from the date of BCC approval, the BCC may revoke the Special Use Permit.

Conditions are as follows:

- (1) The setback for a swimming pool from any lot line shall equal the required setback for accessory structures in the district in which it is located. Swimming pools are not allowed in the required front yard area.
- (2) In-ground pools must be enclosed by a fence that is at least four (4) feet high. A gate of equal height with a locking mechanism shall be installed and securely fastened when the pool is not in use. Aboveground pools shall have swing up steps or a similar method of controlling entry to the pool which shall be kept locked when the pool is not in use.
- (3) Fencing surrounding swimming pools shall be designed so as to minimize the possibility of unauthorized or unwary persons from entering the pool area. In the case of a semi-open fence, the open space between each section of fencing material shall be no larger than 16 square inches. The fence or wall may be constructed of wood, masonry, or similar materials, provided that it complies with the requirements of the location of accessory buildings in the district in which it is located.
- (4) All mechanical equipment associated with pool maintenance shall be located a minimum of five feet from any property line.
- (5) All floodlights shall be shielded from adjacent properties to reduce offensive glare.
- (6) All electrical wiring shall be in conformance with the National Electrical Code.
- (7) Swimming pools in the HA district shall be limited to in-ground pools only. Aboveground pools are not permitted in this district.

SPECIAL USE PERMIT No. SUP-23-01

Page 3 of 4

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

Wallace Nelson, Chair, Board of Commissioners _____ Date _____

Attest:

Mary P. Hunnicutt, Clerk to the Board _____ Date _____ (Seal)

I, _____, Applicant and Owner, of the above identified property, do hereby acknowledge receipt of this Special Use Permit. The undersigned does further acknowledge that no work may be done pursuant to this permit except in accordance with all of its conditions and requirements and that this restriction shall be binding on them and their successors in interest.

Staley Colson, Jr., Applicant _____ Date _____

The State of North Carolina
Perquimans County

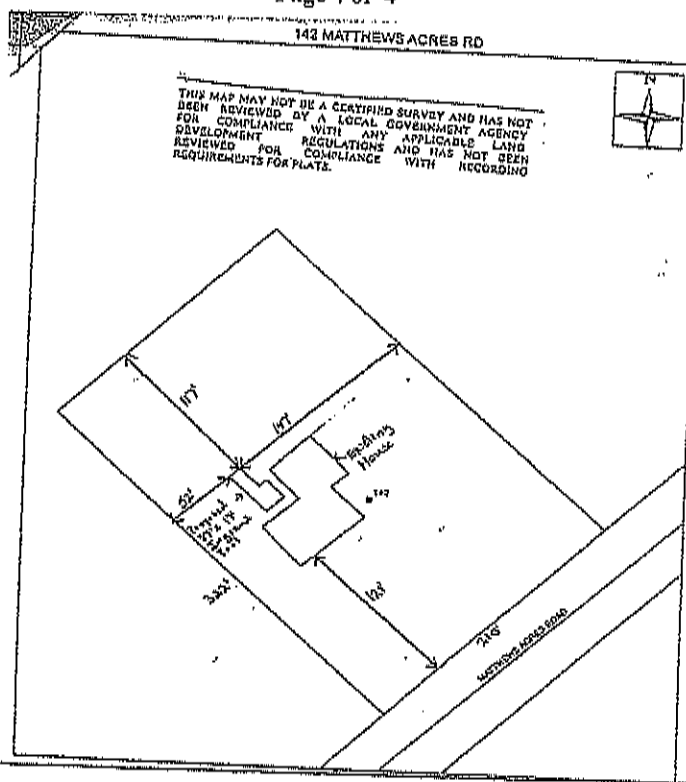
I, _____, a Notary Public in and for the said State and County, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the forgoing instrument.

WITNESS my hand and notarial seal, this the _____ day of _____, 20 _____.

My Commission expires:

Notary Public

SPECIAL USE PERMIT No. SUP-23-01
Page 4 of 4



to be recorded by Staley Colson, Jr.
In-Ground Swimming Pool in HA, Historic Ag. District
At 142 Matthews Acres Road, Hertford
Applicant: Staley Colson, Jr.
Do NOT record this page

ATTACHMENT B

ORDINANCE NO. 108
(Amending Ordinance No. 28)

ADDRESSING ORDINANCE
PERQUIMANS COUNTY, NORTH CAROLINA

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ARTICLE I

Introductory Provisions

1.01 Purpose

The Purpose of the Perquimans County addressing and road naming Ordinance is to protect the safety and welfare of the general public through the orderly assignment of addresses to facilitate the location of individual dwellings and businesses by emergency response personnel.

1.02 Enactment and Authority

There is hereby established and adopted a detailed, permanent, uniform, addressing system, pursuant to authority of Chapter 153A-239.1 of the General Statutes of North Carolina. In addition, pursuant to authority provided in Chapter 153A-239.1, General Statutes of North Carolina, empowers the County to name roads.

1.03 Short Title

This Ordinance shall be known as the "Addressing and Road Naming Ordinance of Perquimans County, North Carolina," and may be referred to as "Addressing Ordinance," and the map referred to is identified by the title "Official Road Name and Structure Numbering Map, Perquimans County, North Carolina," and may be known as the "Addressing Map."

1.04 Territorial Jurisdiction

The Road Naming and Addressing Policies set forth in this Ordinance shall be applicable for all the unincorporated areas of the County.

1.05 Incorporated Areas

Any incorporated area within the County that is being provided radio/communications services by the County's Communications/911 Center, is requested to adhere to the Road Naming and Addressing Policies set forth in this Ordinance, which may require the adoption of a compatible Ordinance by its governing board.

ARTICLE II

Addressing Map

2.01 Official Road Name and Structure Numbering Map

The address number map shall be entitled, "Official Road Name and Structure Numbering Map, Perquimans County, North Carolina". The effective date of said map shall be entered here upon completion of all of the aforementioned mapping, addressing, and data base development by ASI, Analytical Surveys Incorporated. GTE Government Information Services. Said map is a digital software layer on the county GIS system, recreated onto the 911 Central Communications system, and shall hereby be adopted as the Official Road

Name and Structure Numbering Map of Perquimans County. All County addresses assigned shall be assigned in accordance with this map.

2.02 Maintenance and Storage

The Addressing Map shall be kept on file in the County Planning Department and stored as a digital county GIS layer. This map may be maintained and updated in data processing storage systems.

ARTICLE III

Numbering System

3.01 Uniformity of the System

All roads that are officially designated on the Addressing Map whether public or private, shall be numbered uniformly and consecutively along the roadway centerline. Numbers shall be assigned along the entirety of all named thoroughfares.

3.02 Road Naming and Number Criteria

All roads, both public and private, shall be named, have road name signs installed, and all structures shall be numbered, if three or more addressable structures, including mobile homes, are located on and accessed by the road and may be named if two or more addressable structures are located on and accessed by the road.

3.03 Numbering Method

A set of numbers consisting of a three, four, or five digit natural number-called a structure number, shall be assigned at intervals of 50 feet along a roadway centerline. Odd structure numbers shall be assigned to the left side of the road by ascending numbers moving away from the origin point. Even structure numbers shall be assigned to the right side of the road in a like manner.

3.04 Dead End Roads

All dead-end roads and cut-de-sacs shall begin with ascending numbers at the end connecting to another road.

3.05 Numbers Begin with 100, 200, 300, etc.

The first potentially assignable structure number (in the first 50 feet) of a given road shall be the number 100, 200, 300, etc., or the number currently assigned by a municipal numbering system. Vanity addresses shall not be approved.

ARTICLE IV

Addressing System

4.01 Method of Assigning a Number

An even and an odd number will be available for addressing for every 50 feet of road frontage throughout the County. There will be 5.28 even addresses and 5.28 odd addresses available for every 1/10 of a mile. Note that 5.28 is an increment of a mile (1 mile = 5280 feet).

4.02 Corner Lots

Structures on corner lots shall be assigned a structure number either from the road which intersects an addressable driveway to that structure, or from the road in which the main access or entrance to the structure is oriented. The number will be assigned using the method in Section 4.01 above and will be assigned in the manner, which is most logical.

4.03 Road Name of Address

The road name of an address shall be the name of the road from which the structure is numbered.

4.04 Requirements of Road Naming and Numbering

If development of a private road meets or exceeds the minimum structure regulations (Section 3.02), said road shall be named and numbered and structures readdressed according to the requirements herein.

4.05 Duplex and Multi-Family Dwellings

One structure number shall be assigned to each structure whose units share a common roof. Each unit within the structure shall be assigned a unit designator. Allowed unit designators include apartment numbers for apartments, and numbers for commercial buildings. The unit designator shall be a number, and shall not include alphabetic characters, except as stated in Section 4.06 of this Ordinance.

4.06 Assigning of Unit Designators

Residential unit designators shall be as follows: ground level floor numbers - #101, #102, #103 . . . second floor numbers - #201, #202, #203 . . . etc. All floor levels are to follow this scheme. Underground floor designator shall follow the same scheme with the exception of having a "U" for a prefix, for example #U101, #U102 . . . etc. This section specifically applies to multi-family dwellings.

4.07 Mobile Homes

Manufactured housing or mobile homes shall be assigned individual street addresses according to the requirements herein, whether they are located on individual lots or in developed parks.

4.08 Recreational or Resort Communities

Resort communities or recreational developments that have established dwelling sites with electrical power hookups shall be assigned individual street addresses in accordance with the requirements herein.

ARTICLE V

Posting Requirements for Structures

5.01 Time Constraints

Within 90 days after written notification of the assignment of or change of a structure number, the owner of said structure shall post the assigned structure number in compliance with the requirements herein.

5.02 Number Specifications

All structure numbers shall be constructed of durable material. The color shall contrast with the color scheme of the structure, and if mounted on glass, shall contrast with the background and be clearly visible. Roman numerals shall not be approved.

The minimum number size for residential structures or units shall be four (4) inches in height. The minimum size for all other structure number shall be six (6) inches in height. In all cases, a number larger than the minimum size may be required where the minimum size does not provide adequate identification.

5.03 Posting Locations

All numerical identifications must be easily identifiable without obstruction of view.

Any dwelling or business located at more than 100 feet from the roadway and/or not clearly visible from the roadway shall be required to have numerical posting at both the lot entrance or driveway and located in close proximity to the front door or structure entrance way.

A minimum of 5 feet in posting height will be required for all dwelling or business identification in close proximity to the structure entrance way.

The post height of 3 feet will be required for all lot entrances or private drives that require numerical posting. A mailbox will be suitable, as long as it is placed at the entrance way to the property.

5.04 Maintenance of Structure Numbers

Following the posting of the assigned number as required herein, the owner shall maintain the structure number at all times in compliance with the requirements of this Article. Structure numbers and unit designators, as viewed from the road, shall not be obstructed from view.

ARTICLE VI

Road Naming

6.01 Approval of Private Road Names

The County Planning Board shall have authority to approve private road names. Public road names shall be named by the Perquimans County Board of Commissioners in accordance with North Carolina G.S. 153A-239.1. The County Planning Director shall coordinate the name of all streets within the incorporated areas of the County with existing Ordinances of the municipality.

6.02 Deceptively Similar Names

The County Planning Director shall maintain a database of existing road names, such that duplicate or "deceptively similar" road names are neither approved nor assigned.

- 6.03 New Road Names
New road names that relate to the history, location, or scale of a project area, shall be given consideration. Hyphens and special characters shall not be approved.
- 6.04 Desirable Names
Road names that are pleasant sounding, appropriate, easy to read, and add pride to home ownership, shall be promoted.
- 6.05 Undesirable Names
The following kinds of names shall be avoided: numerical, alphabetical, similar in nature and complicated names. The County Planning Director is hereby given authority to refuse to accept any road name which in his their opinion violates the spirit or the provisions of this Article.
- 6.06 Suffixes
The following road name suffixes are allowed: Alley (ALY), Avenue (AVE), Boulevard (BLVD), Circle (CIR), Court (CT), Drive (DR), Highway (HWY), Knoll (KNL), Landing (LNDG), Lane (LN), Loop (LP), Parkway (PKWY), Path (PATH), Place (PL), Road (RD), Run (RUN), Street (ST), Trail (TRL), and Way.
- 6.07 Road Segments
Each road shall bear the same name and uniform numbering along the entirety of the road. Segments of roads shall not be allowed to have different or separate names. The Planning Director shall determine what constitutes a road or way.
- 6.08 Offset Intersections and Split Routes
Split routes, also known as "dog-leg" or offset intersections, shall be treated as separate roads with different names and numbering to preserve the integrity and continuity of the number system.
- 6.09 Impasses
Impasses or sections of a road that are impassable shall be assigned different names and numbering to each portion of the road on either side of the impasse to preserve the integrity and continuity of the numbering system.

ARTICLE VII

Road Name Signs and Standards

- 7.01 Installation and Maintenance
Initial purchase and installation of private street name signs required by the Ordinance shall be the responsibility of the developer. Further maintenance or replacement of a private street name sign after the initial installation may be the responsibility of a designee of the Perquimans County Manager. All public road name signs required by the Ordinance shall be installed and maintained by a designee of the Perquimans County Manager. Road name sign maintenance or replacement within municipalities is the responsibility of the municipality.
- 7.02 Sign Standards
Road name signs shall meet the following standards:
- (a) All road name sign blades shall be a minimum six inch vertical dimension sign with a minimum of four inch letters.
 - (b) Road name signs or "blades" shall be made of a reflective green sheeting with the road name in reflective white letters on both sides.

ARTICLE VIII

Administration

- 8.01 Ordinance Administrator and Responsibilities
Shall be left open for future provisions.
- 8.02 Applications and Petitions
Shall be left open for future provisions.
- 8.03 Building Permits

No building permit shall be issued for any building or structure until the owner or developer has been issued a structure number with a corresponding road name from the County Manager designee.

8.04 Certificate of Occupancy

Final approval for a Certificate of Occupancy of any structure or building erected or repaired after the effective date of this Ordinance shall be withheld until permanent and proper structure numbers have been posted in accordance with the requirements herein.

8.05 Fees

Fees and charges provided in the Perquimans County Addressing Ordinance for the filing of petitions, applications, the cost of hearings, variances and maps shall be paid by the applicant under this Ordinance at the time of application.

8.06 Reason for Denial

If approval is denied, the Planning Director or designee, shall provide an "in-kind" statement (oral or written) of his reasons for non-approval of a particular action (petition, variance, application, etc.).

ARTICLE IX

Amendments

9.01 General

The Board of County Commissioners may, from time to time, on its own motion or on petition, after public notice and a hearing, as provided by this Ordinance, amend, supplement, change, modify, or repeal the addressing regulations and assignments. No action shall be taken until the proposal has been submitted to the Perquimans County Planning Board for its recommendation. If no report has been received from the Planning Board within forty-five (45) days after submission of the proposal to the Secretary of the Planning Board, the Board of County Commissioners may proceed as though a favorable report has been received.

9.02 Public Notification

Before adopting or amending this Ordinance, the Board of County Commissioners shall conduct a public hearing on the proposal utilizing legislative text amendment procedure outlined in NCGS Chapter 153A-239.1. A notice of the public hearing shall be advertised once a week for two (2) successive calendar weeks in a newspaper having general circulation in the area. The notice shall be published the first time not less than ten (10) days nor more than twenty-five (25) days before the appointed date of the legislative public hearing. In computing such period, the day of publication is not to be included but the day of the hearing shall be included.

9.03 Letter of Notification

Whenever there is a proposal for a change in the addressing system involving any portion of an address, the landowner of that parcel's address as shown on the County tax listing and the landowners of all the parcels of land abutting that parcel of land as shown on the County tax listing, shall be mailed a notice of the proposed change in the addressing system. The notice shall be mailed by first class mail to the last address listed of the landowners according to the County tax abstracts.

9.04 Protesting a Petition or Proposal of Amendment

No protest against any change in, or amendment to, the Addressing Ordinance, regulations, proposals, or the addressing system, shall be valid or effective unless it is in the form of a written petition. The petition shall bear the names and signatures of the opposing property owners and shall affirm and state the nature of protest to the proposal.

9.05 Application for Amendment

Applications for an amendment to the Addressing Ordinance shall be filed with the Planning Director at least twenty-five (25) days prior to the date on which it is to be filed with Planning Board. The Planning Director shall be responsible for presenting the application to the Board of County Commissioners with Planning Board recommendations. Each application shall be signed, be in a duplicated form, and shall contain the following:

- (a) The applicant's name and address in full.
- (b) In the case of a text amendment, it shall set forth the new text to be added and the existing text to be deleted and any other text changes that will have to be made as a result of the effect on the remaining articles, sections, definitions, diagrams or attachments.

(c) If the proposed amendment will change the Addressing Map a copy of the Addressing Map shall be marked to indicate the impact of the proposed amendment to the existing map and shall be presented with application for amendment.

All proposed amendments to the Addressing Ordinance shall be submitted to the Planning Board for review and recommendation. The Planning Board shall have forty-five (45) days to submit its report. If the Planning Board fails to submit its report within the above period, it shall be deemed to have approved the proposed amendment.

A public hearing shall be held by the Board of County Commissioners before the adoption of any proposed amendments to the Addressing Ordinance. When the Board of County Commissioners shall have denied any application for the change of a portion or matter of the Addressing Ordinance, it shall not thereafter accept any other application of the same change involving that portion or matter of the Ordinance until the expiration of six (6) months from the date of such previous denial.

Before any action shall be taken on an amendment request, the party or parties proposing or recommending said amendment shall deposit the required fee with the Planning Director at the time the petition is filed to cover publication and other miscellaneous cost of said change. Under no condition shall said fee or any part thereof be refunded for failure of said amendment to be adopted. However, in the event an application is withdrawn prior to the time it is ordered advertised for hearing by the Planning Director, three-fourths (3/4) of the fee shall be refunded.

ARTICLE X

Schedule of Fees

Shall be left open for future provisions.

ARTICLE XI

Legal Status Provision

It shall be unlawful for any person to use or display a different address or portion thereof except as provided by this Ordinance or the "Official Road Name and Structure Numbering Map, Perquimans County, North Carolina."

It shall be unlawful for any person to name or designate the name of any private road, street, drive, cartway, easement, right-of-way, access area or any other thoroughfare, except as provided by this Ordinance.

It shall be unlawful for any person to establish or erect any road sign that does not comply with the standards set forth in this Ordinance.

It shall be unlawful for any person to intentionally destroy, mar, or deface any County road name sign.

ARTICLE XII

Violations and Enforcement

12.01 Posting Structure Numbers

Violation of this Ordinance is a misdemeanor as provided by N.C. General Statute 14-4 and may be punished as provided therein.

Civil penalties may be imposed in accordance with the following procedure:

- (a) Initial notification of violation, in writing by first class mail return receipt, to last known address of the person to be notified.
- (b) If not corrected within ten days, a warning citation may be issued.
- (c) If not corrected within seven days of issuance of a warning citation a second citation including a fine of \$25 may be issued.
- (d) Each day the violation continues shall constitute a separate violation of this Ordinance.

12.02 Notification of Violation

Shall:

- (a) Be issued by the Planning Director or his designee
- (b) Be in writing, certified mail notice directed to the name and address of the owner of the structure, and,
- (c) Must set forth the action necessary for the offender to be in compliance with this Ordinance.

12.03 Road Name Signs

Violation of Article XI of this Ordinance shall be punishable by maximum fines of up to \$ 200 for each violation.

12.04 Legal Prosecution

Nothing herein contained shall prevent the County of Perquimans from taking other such lawful actions as is necessary to prevent or remedy any violation.

ARTICLE XIII

Appeals and Requests for Variance

Road naming appeals and appeals for signage variance, shall adhere to the procedures below:

13.01 First Appeal or Request for Variance

- (a) Be in writing, directed to the Planning Board.
- (b) Be dated and describe the reasons for the appeal.
- (c) Appeals shall clearly state that all property owners along said road are aware that any road name sign posting variance may hinder emergency response personnel in their efforts to locate a particular address.
- (d) Contain the signature of all the property owners along said road.

13.02 Second Appeal

- (a) Be in writing, directed to the Board of County Commissioners.

13.03 Appeals for Decision of the Board

- (a) The decision of the Board of County Commissioners shall be final.

ARTICLE XIV

Definitions of Specific Terms or Words

For the purpose of this Ordinance, certain terms or words used herein shall be interpreted as follows:

Avenue	(AVE) a major road that runs generally in an east/west direction.
Boulevard	(BLVD) an unusually wide street typically in residential areas; often with central, dividing median.
Circle	(CIR) a short road that begins at and returns to the same road.
Court	(CT) a dead end right of way often ending as a cul-de-sac.
Drive	(DR) a curving secondary road.
Highway	(HWY) a designated state or federal highway.
Interstate	(I-#) a thoroughfare of the highest order and federally designated as an Interstate.
Lane	(LN) a short private road that branches off of another road and ends or connects to another secondary road.
Loop	(LP) a short road that starts and ends on the same street or road.
Ordinance Administrator	The Perquimans County Manager designee or such other County official as may be designated by the County Commissioners.
Parkway	(PKWY) a special scenic route or park drive.
Place	(PL) a cul-de-sac or permanent dead-end road.
Private Road	Any road which is not maintained by a governmental entity or agency through the use of public funds. Road name suffixes for private roads include: Trail, Lane and Way.
Public Road	Any road which is maintained by a governmental entity or agency through the use of public funds.
Radio/Communications Services	Includes any radio communications, transmissions, dispatching or future Enhanced 911 communications that may involve police, emergency, fire, or rescue operations, but are not limited to these aforesaid operations.
Road	(RD) a well-traveled secondary road often connecting with a U.S. or State primary highway.

- Street (ST) a major road that runs generally in a north/south direction.
- Street address An unique identifier for each addressable structure within the County. The minimum adequate street address shall be defined as the assigned structure number and the officially adopted road name. Where required by this Ordinance, the street address shall also include the assigned unit designator.
- Structure Any building, whether residential, commercial, industrial, or institutional in nature and use.
- Structure number The numerical portion of the street address, as assigned by the County Manager designee, in accordance with the Official Road Name and Structure Numbering Map of Perquimans County, N.C.
- Thoroughfare - # A general all inclusive term for: roads-public or private, street, drive, cartway, easement, right-of-way, or any other word or words that means a way of access.
- Trail (Trl) a local, private road that serves as a connector for larger roads.
- Unit designator The portion of the street address used to distinguish individual units within the same structure.
- Way (Way) a minor private road that begins and ends on the same road.

ARTICLE XV

Closing Provisions

- 15.01 Conflict with Other Laws
All other Ordinances or parts of Ordinance not specifically in conflict herewith are hereby continued in force and effect, but all such Ordinances or parts of Ordinances in conflict herewith are hereby repealed. Where the provisions of this Ordinance are higher or more restrictive than those imposed by any other applicable law or regulation, such higher or more restrictive provisions shall apply.
- 15.02 Severability
Should any section, subsection, sentence, clause, phrase provision of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, such decision shall not affect the validity of the Ordinance in its entirety or of any part thereof other than that so declared to be unconstitutional or invalid.

ARTICLE XVI

Effective Date

This Ordinance shall take effect and be in force from and after its adoption. Duly adopted by the Board of County Commissioners, Perquimans County, North Carolina, this the 6th day of June, 2023.

Wallace Nelson, Chairman
Perquimans County Board of Commissioners

ATTESTED:

Mary P. Hunnicutt, Clerk to the Board

SPECIAL CALLED MEETING
June 19, 2023
7:00 p.m.

The Perquimans County Board of Commissioners met in a SPECIAL CALLED MEETING on Monday, June 19, 2023, at 7:00 p.m. in the Meeting Room of the Perquimans County Library located at 614 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
Tracy Mathews, Finance Officer

Chairman Nelson called the meeting to order. Commissioner Hoffer gave the invocation and the Chairman led the Pledge of Allegiance. Chairman Nelson explained that this Special Called Meeting was scheduled to hold a Public Hearing for the FY 2023-2024 Budget.

PUBLIC HEARING - FY 2023-2024 Budget

Chairman Nelson opened the Public Hearing stating that the purpose of the public hearing was to receive public comments on the proposed FY 2023-2024 Budget. There were thirteen (13) people present. County Manager Heath stated that he had presented the Budget Message at the June 6, 2023 meeting and that he had no further comments. Mr. Nelson asked if anyone had signed up to speak or sent in their comments. Mary Hunnicutt, Clerk to the Board, forwarded a copy of the sign-up sheet and stated that no one had sent written comments:

- > Keith Nowell: Mr. Nowell did not think that we should increase our tax rate this year.
- > Jarvis Miller: Mr. Miller did not think that we should increase our tax rate this year and that the County needed to look at ways to cut spending.

Chairman Nelson thanked them for their comments and asked if anyone in the audience had any comments or questions. There being none, Chairman Nelson closed the public hearing at 7:06 p.m.

AGENDA

On motion made by Charles Woodard, seconded by Joseph W. Hoffer, the Board unanimously approved the Agenda.

FY 2022-2023 YEAR-END BUDGET AMENDMENTS

Chairman Nelson explained that these budget amendments are to sure up the FY 2022-2023 budget and recognized Mr. Heath for more information. Mr. Heath recognized Tracy Mathews, Finance Officer, who presented the Budget Amendment Numbers 52 - 57 for Board approval. She is recommending approval and asked if there were any questions. Chairman Nelson asked if there were any questions or comments about the FY 2022-2023 Year-End Budget Amendments. There being none, T. Kyle Jones made a motion to approve the following Year-End Amendments. The motion was seconded by Timothy J. Corprew and unanimously approved by the Board.

**BUDGET AMENDMENT NO. 52
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-329-000	Investment Earnings		
10-420-020	County Manager - Salaries	55,270	
10-420-040	County Manager - Professional Services	14,000	
10-420-331	County Manager - Bank Fees	35,000	
10-420-740	County Manager - Capital Outlay	6,000	
10-430-031	BOE - Election Workers	270	
10-430-020	BOE - Salaries		6,000
10-301-001	Ad Valorem Taxes - Current Year	6,000	
10-450-740	Tax - Capital Outlay	28,000	
10-450-040	Tax Professional Services		10,000
10-348-029	Management Entity Fees	38,000	
10-450-450	Tax - Management Entity Fees	2,000	
10-348-026	Drainage Fees	2,000	
10-450-451	Tax - Drainage Fees	3,500	
10-480-060	ROD - Group Insurance	3,500	
10-480-740	ROD - Capital Outlay		1,000
10-345-000	Local Option Sales Tax 1%	1,000	
10-500-020	Buildings - Salaries	11,000	
10-500-130	Buildings - Utilities		9,000
10-500-150	Buildings - Maintenance/Repair	10,000	
10-351-000	Sheriff - Concealed Gun Permits	10,000	
10-510-450	Sheriff - Concealed Gun Permits	12,000	
10-510-060	Sheriff - Group Insurance	12,000	
10-510-740	Sheriff - Capital Outlay		15,000
10-345-000	Local Option Sales Tax 1%	15,000	
10-511-060	Dispatch - Group Insurance	7,000	
10-511-030	Dispatch - Salaries/PT		8,000
10-511-020	Dispatch - Salaries/PT		10,000
10-345-000	Local Option Sales Tax 1%	25,000	
10-530-336	EM - Street Signs	3,200	
10-540-451	Inspections - Code Enforcement	3,200	
10-540-020	Inspections - Salaries		9,000
10-540-740	Inspections - Capital Outlay	8,000	
10-335-000	Miscellaneous Revenue	1,000	
10-592-741	EMS - ECU Duke Endowment	2,000	
10-592-742	EMS - Foundation Grant Expense		16,811
10-360-000	Ambulance Fees		5,000
10-592-030	EMS - Salaries/PT	73,189	
10-592-020	EMS - Salaries/PT		55,000
10-592-041	EMS - Professional Billing Contract	75,000	
10-592-160	EMS - Maintenance/Repair Equipment	18,000	
10-592-170	EMS - Maintenance/Repair Vehicles	10,000	
10-592-310	EMS - Automotive Supplies	35,000	
10-360-001	EMS - Donations	14,000	
10-592-311	EMS - Donations	600	
10-610-061	DSS - DSS - Retirees Hospitalization	600	
10-610-060	DSS - Group Insurance		2,200
10-610-020	DSS - Salaries		18,000
10-610-030	DSS - Salaries/Board	20,000	
10-345-005	Local Option Sales Tax Rural	200	
10-660-334	Senior - Senior Programs	15,200	
10-660-020	Senior - Salaries/PT		1,400
10-660-030	Senior - Salaries/PT	10,000	
10-660-330	Senior - Supplies	1,000	
10-660-070	Senior - Retirement	3,000	
		2,600	

BUDGET AMENDMENT NO. 52 (CONTINUED)
GENERAL FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-001	OJJ - JCPC		
10-690-915	Education Program - OJJ	3,000	
10-345-001	Local Option 1/2% Sales Tax	3,000	
10-682-020	School - 30% of 1/2	165,000	
10-690-921	Juvenile Detention	165,000	
10-345-005	Local Option Sales Tax Rural	85,000	
10-690-920	Jail	15,000	
10-348-015	White Goods	70,000	
10-348-016	Serna Tire	5,000	
10-690-933	Health Dept. - T/ST/WG	10,000	
10-345-002	Local Option 1/2% Sales Tax	15,000	
10-690-935	Cast Stone Program	23,000	
10-690-994	Tri-County Animal Shelter	3,000	
10-329-000	Investment Earnings	20,000	
10-850-851	Principal - Library	27,000	
10-347-000	ABC Bottle Rehab	27,000	
10-690-941	Mental Health - Alcohol Rehab	2,000	
		2,000	

EXPLANATION: General Fund year-end entry

BUDGET AMENDMENT NO. 53
WATER FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
35-371-000	Water - Sale of Water		
35-329-000	Investment Earnings	51,000	
35-379-000	Penalties/Interest	12,500	
35-720-327	Water - Line Relocation	10,000	
35-720-333	Water - Radio Read Meters		15,700
35-720-020	Water - Salaries		29,000
35-720-070	Water - Retirement	18,000	
35-720-310	Water - Automotive Supplies	22,000	
35-720-031	Water - Contract work	5,000	
35-720-330	Water - Supplies	6,200	
35-720-331	Water - Salt/Chemicals	12,000	
35-720-332	Water - Service Supplies	40,000	
		15,000	

EXPLANATION: Water Fund year-end entry

BUDGET AMENDMENT NO. 54
COURT FACILITIES FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
55-348-000	Fines/Forfeitures		
55-745-452	Fines/Forfeitures	14,000	
		14,000	

EXPLANATION: Court Facilities Fund year-end entry

BUDGET AMENDMENT NO. 55
TOURISM DEVELOPMENT AUTHORITY FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
45-383-000	Occupancy Tax	4,000	
45-682-041	TDA - Tourism Coordinator	4,000	

EXPLANATION: Tourism Development Authority Fund year-end entry

BUDGET AMENDMENT NO. 56
SCHOOL CONSTRUCTION FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
65-348-001	State School Funds - Lottery		
65-500-711	NB Lottery Intermediate School	11,850	
		11,850	

EXPLANATION: School Construction Fund year-end entry

BUDGET AMENDMENT NO. 57
REVALUATION FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-399-000	Fund Balance Appropriated		
10-690-900	Transfer for Revaluation	10,678	
10-690-900	Transfer to Revaluation		10,678
10-120-000	Treasurer	10,678	
70-120-000	Treasurer		10,678
70-329-001	Transfer from General Fund	10,678	
70-329-001	Transfer from General Fund		10,678
70-680-450	Reval - Contracted Services	10,678	
10-399-000	Fund Balance Appropriated	10,678	

EXPLANATION: Revaluation Fund year-end entry

FY 2023-2024 BUDGET

County Manager Heath explained that, after the Budget Work Sessions, the presentation of the Budget Message on June 6, 2023, and the Budget Public Hearing tonight, he presents the FY 2023-2024 Budget for Board consideration. A copy of the Budget Ordinance was included in the Board's Agenda Packets. T. Kyle Jones made a motion to approve the FY 2023-2024 Budget as presented. The motion was seconded by Charles Woodard. Chairman Nelson asked if there were any questions or comments. There being no comments or questions, Chairman Nelson asked for a vote. The motion passed by a vote of six (6) to zero (0). (see Attachment A)

ADJOURNMENT

There being no further comments or business to discuss, the Special Called Meeting was adjourned at 7:12 p.m. on motion made by Timothy J. Corprew, seconded by Joseph W. Hoffler and unanimously approved by the Board. Chairman Nelson stated that the Regular Work Session scheduled for tonight was cancelled.

Wallace E. Nelson, Chairman

Clerk to the Board

ATTACHMENT A
PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2023-2024

BE IT ORDAINED THIS 19TH DAY OF JUNE, 2023, BY THE BOARD OF COMMISSIONERS OF PERQUIMANS COUNTY, NORTH CAROLINA:

I. GENERAL FUND

Section 1: APPROPRIATIONS – The following amounts are hereby appropriated in the General Fund for the operation of the County Government and its activities for the fiscal year beginning July 1, 2023, and ending June 30, 2024, in accordance with the chart of account heretofore established of this County:

Governing Body	\$	69,300
County Manager/Finance/Planning		734,639
Elections		249,005
Tax Department		556,720
Legal		25,000
Register of Deeds		362,164
Public Buildings		832,632
Sheriff		2,561,269
Communications		800,192
Jury Commission		2,090
Fire Departments/Emergency Management		784,184
Medical Examiner		5,000
Inspections		339,360
Emergency Medical Services		2,912,096
Natural Resource Conservation Service		68,780
Extension Services		230,996
Veterans Services		10,521
Social Services		2,905,515
Schools - Current Expense		3,389,546
Schools - Capital Outlay		585,000
Schools - Debt Service		836,602
Recreation		360,532
Special Appropriations		1,726,158
Center for Active Living		306,102
Library Debt Service		279,237
Debt Service Lease Payments		134,287
TOTAL GENERAL FUND	\$	21,066,927

Section 1: REVENUES – It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Ad Valorem Taxes:

Budget Year	\$	10,197,270
Current Year		275,000
Prior Years Summary		75,750
Penalties & Interest		80,000

Other Taxes & Licenses:

Wine & Beer License	\$	500
Local Option Sales Tax		725,000
Local Option Sales Tax		1,150,000
Local Option Sales Tax		525,000
Local Option Sales Tax		525,000

Unrestricted Intergovernmental:

Tax Collections - Municipalities	\$	25,000
ABC Bottle Revenue		4,300
Beer & Wine		42,000
Utility Franchise Distribution		10,000
Medicaid Hold Harmless		450,000

Restricted Intergovernmental:

State Grants:

RACE-CAR Trial	\$	5,600
Assistance to Firefighters Grant		180,917
Social Services		1,704,577
Soil Conservation - Operating		3,800
Soil Conservation - Technician		20,000
Management Entity Funds		6,000
OJJ		77,485
Register of Deeds - A.E. & P.F.		28,004
Health Department - T/ST/WG		16,000
School Resource Officer - Board of Education		120,000
Senior Programs		3,676
Electronic Recycling Fees		1,000
Drainage Fees		12,000
DWI - DMV License Revocation		750
Nutrition Site Manager - Albemarle Commission		11,500
Floodplain Mapping - Register of Deeds		6,000
Register of Deeds - Dept. of Cultural Resources		2,750
Register of Deeds - State General Fund		2,000
ARPA Funds Transfer		1,307,515
Duke Endowment		164,580
Opioid Settlement Funds		93,873
EM Grant		25,000
Sheriff - Grants		29,500
Veterans Program		2,083

Permits & Fees:

Building Permits	\$	150,000
Register of Deeds		210,000
Recreation Fees		20,000
Ambulance Fees		800,000

Sales & Services:

Extension 4-H Donations	\$	500
Senior Center Donations		100
Officer-Sheriff Fees		52,000
Jail Fees		12,000
Rents:		
Farm		11,000
Tower		14,400
Building Leases		91,000
Recreation/Senior Center		8,500
Investment Earnings		50,000
Miscellaneous		20,000
Subdivision Fees		500
Zoning Fees		1,000
Tower Consulting Fees		2,000
Veterans Monument Contributions		100
State Funds - Drug Tax		30,970
Town of Hertford Police		350,000
Federal Drug Funds		14,925

Recreation Concessions		3,500
Local Funds - Sheriff / Canine		50
Range Management		100
EMS Donations		3,000
ARHS Community Response		5,000
Local Funds Range Improvements		600
Transfer from Other Funds:		
Water System	\$	100,000
Municipal Dispatch Fees		23,000
Other Revenues:		
Land Transfer Tax Proceeds		650,000
Fund Balance Appropriated	\$	533,452
TOTAL GENERAL FUND:	\$	21,066,927

II. WATER DEPARTMENT

Section 1: **APPROPRIATIONS** - The following amounts are hereby appropriated in the Water System Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024.

Administration & Operations	\$	2,324,453
Loan Principal		166,704
Loan Interest		13,743
Contribution to General Fund		100,000
TOTAL WATER SYSTEM FUND	\$	2,604,900

Section 2: **REVENUES** - It is estimated that the following revenues will be available in the Water System Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024.

Investment Earnings	\$	15,000
Sale of Water		2,450,000
Taps & Connections		75,000
Reconnections		7,500
Penalties & Interest		45,000
Rent: Towers		5,400
Miscellaneous		2,000
Water Improvement Fund		5,000
Fund Balance Appropriated		0
TOTAL WATER SYSTEM FUND	\$	2,604,900

III. SOLID WASTE FUND

Section 1: **APPROPRIATIONS** - The following amounts are hereby appropriated in the Solid Waste Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024.

Administration & Operations	\$	1,205,000
Recycling Centers Maintenance		5,350
Solid Waste Refunds		3,000
TOTAL SOLID WASTE FUND	\$	1,213,350

Section 2: **REVENUES** - (Solid Waste Fee: \$160.00 per Household). It is estimated that the following revenues will be available in the Solid Waste Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024.

Solid Waste Fees	\$	1,040,000
Investment Earnings		2,000
Disposal Tax		6,500
Solid Waste Fee - Prior Years		55,000
Fund Balance Appropriated		109,850
TOTAL SOLID WASTE FUND	\$	1,213,350

IV. REVALUATION RESERVE FUND

1. Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024.

Contracted Services	\$ 134,250
TOTAL REVALUATION FUND	\$ 134,250

2. Section 2: REVENUES - It is estimated that the following revenues will be available in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024.

Investment Earnings	\$ 250
Transfer from General Fund	134,000
TOTAL REVALUATION FUND	\$ 134,250

V. COURT FACILITIES FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Court Facilities Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024.

Administration & Maintenance	\$ 15,860
District Attorney Office Expense	14,140
Fine & Forfeitures	105,000
TOTAL COURT FACILITIES	\$ 135,000

Section 2: REVENUES - It is estimated that the following revenues will be available in the Court Facilities Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024.

Facility Fees	\$ 30,000
Fines & Forfeiture Fees	105,000
TOTAL COURT FACILITIES	\$ 135,000

VI. ECONOMIC DEVELOPMENT FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Economic Development Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024.

Professional Services & Expenses	\$ 10,100
TOTAL ECONOMIC DEVELOPMENT	\$ 10,100

Section 2: REVENUES - It is estimated that the following revenues will be available in the Economic Development Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Transfer from General Fund	\$ 10,000
Investment Earnings	100
TOTAL ECONOMIC DEVELOPMENT	\$ 10,100

VII. TOURISM DEVELOPMENT FUND - OCCUPANCY TAX

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Tourism Development Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024.

Promotions, Marketing, Operating Expenses	\$ 95,614
Fireworks Contribution	1,500
TOTAL TOURISM DEVELOPMENT	\$ 97,114

Section 2: REVENUES - It is estimated that the following revenues will be available in the Tourism Development Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Transfer from General Fund	\$ 32,214
Occupancy Tax	41,000
Intergovernmental Transfers	2,000
Interest	200
Miscellaneous Revenue / Visitor Guides	700
Local Funds / Events	11,000
Fund Balance	10,000
TOTAL TOURISM DEVELOPMENT	\$ 97,114

VIII. EMERGENCY TELEPHONE FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Emergency Telephone Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024.

911 Grant Funds	\$	320,179
Operating Expenses		263,907

TOTAL EMERGENCY TELEPHONE FUND	\$	584,086
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Section 2: REVENUES - It is estimated that the following revenues will be available in the Emergency Telephone Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

State Grants	\$	320,179
Emergency 911 Fee		243,907
Fund Balance Appropriated		20,000

TOTAL EMERGENCY TELEPHONE FUND	\$	584,086
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IX. COUNTY CONSTRUCTION FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the County Construction Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024.

Perquimans Marine Park Basin	\$	2,200,000
SCIF Basin Grant		620,000

TOTAL COUNTY CONSTRUCTION FUND	\$	2,820,000
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Section 2: REVENUES - It is estimated that the following revenues will be available in the County Construction Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Investment Earnings	\$	20,000
Perquimans Marine Park Basin		2,300,000
SCIF Basin Grant		500,000

TOTAL COUNTY CONSTRUCTION FUND	\$	2,820,000
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X. OPIOID SETTLEMENT FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Opioid Settlement Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024.

Opioid Settlement Fund	\$	93,873
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TOTAL OPIOID SETTLEMENT FUND	\$	93,873
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Section 2: REVENUES - It is estimated that the following revenues will be available in the Opioid Settlement Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Investment Earnings	\$	500
Opioid Settlement Fund		93,373

TOTAL EMERGENCY TELEPHONE FUND	\$	93,873
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XI. OTHER PROVISIONS

Section 1: The Budget Officer is hereby authorized to transfer appropriations within a fund contained herein under the following conditions:

- a) The Budget Officer may transfer amounts between objects of expenditures within a department except salary amounts without limitation.
- b) The Budget Officer may not transfer any amount between funds nor from any contingency appropriations within any fund.

Section 2: The Board of Commissioners hereby authorizes the attached Fee Schedule for FY 2023-2024.

XI. TAX LEVY

Section 1: There is hereby levied a tax at the rate of 64¢ (sixty-four cents) per one hundred dollars (\$100) valuation of property listed for taxes as of January 1, 2023 for the purpose of raising the revenue listed as "Budget Year's Taxes" in the General Fund - Part I, Section 2 of this Ordinance.

Section 2: This rate of tax is based on an estimated total valuation of property for the purpose of taxation of \$1,439,705,262 and an estimated collection rate of 97%.

This Budget was approved with a vote of six (6) to zero (0) on June 19, 2023 by a quorum of the Perquimans County Board of Commissioners being present and all present casting a vote.

Wallace E. Nelson, Chairman
Perquimans Co. Board of Commissioners

FEE SCHEDULE
FY 2023-2024

There is hereby established, for the fiscal year beginning July 1, 2023, and ending June 30, 2024, the following fees for services as indicated:

Building Inspections

Construction Fees

Square Foot	\$.25/SF
Minimum Fee	\$75.00
State Fee	\$10.00
In-ground pool (Residential)	\$100.00
In-ground pool (Commercial)	\$125.00
Carports (open all 4 sides)	\$.125/SF
Large Metal Buildings	\$.125/SF
Daycare & ABC	\$75.00
Group/ Foster Homes	\$50.00
Storage Building 12 x 12 or less	\$25.00

Electrical Fees

Minimum Fee	\$50.00
Square Foot	\$.10/SF
Temporary Service	\$50.00
Service Repair	\$50.00
Service Charge	\$30/amp
Swimming Pools	\$30.00
Sub panel	\$20.00
Generators	\$50.00
Baseboard Heat (per thermostat)	\$10.00
Photovoltaic/Solar	\$5 per string

Plumbing Fees

Minimum Fee	\$50.00
Per Fixture	\$10.00
Sprinklers	\$50.00
Per Head	\$10.00

Mechanical Fees

Central Heating/Air Conditioning	\$75.00
Central - Additional Unit	\$55.00
Minimum Fee	\$50.00
Hood System	\$50.00
Mini Split system	\$75.00
Additional head(s)	\$25.00

Insulation Fees

Insulation	\$75.00
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L.P. & Natural Gas Fees

Minimum Fee	\$50.00
Per Gas Outlet	\$5.00

Sign Fees

Free Standing	\$50.00
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Renovation Fees

1/2 New Construction	
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Manufactured Homes

Single Section	\$150.00
Multi Section	\$185.00
Electrical	\$60.00
Mechanical	\$50.00
Plumbing	\$50.00

Modular Homes

All set-up	
Electrical	\$.25/SF
Plumbing	\$.30/amp
Mechanical	\$50.00
<u>Administrative, Negligence & Reinspections</u>	\$55.00
Administrative	
Negligence	\$50.00
2nd Negligence	\$50.00
Re-Inspection	\$100.00
Certificate of Occupancy/ Certificate of Completion	\$50.00
<u>Junk Car & Trash Administration</u>	\$100.00
	\$75.00
Sheriff Department Fees	
Fingerprints	
Gun Purchase Permits	\$5.00/card
Concealed Handgun Permits	\$5.00 each
Concealed Handgun Permit Renewals	\$90.00
Service Fees (civil papers)	\$75.00
Out of State Service Fees (civil papers)	\$30.00/service
Notary	\$100.00
	\$5 per signature
EMS Fees	
ALS-I Emergency A0427	
ALS-II Emergency A0433	\$646.30
ALS-I or II Treatment / No Transport A0998 (including Helo)	\$935.44
ALS-I Non Emergency A0426	\$300.00
BLS-Emergency A0429	\$408.20
BLS-Non Emergency A0428	\$544.25
Transports to Funeral Homes	\$340.16
Ambulance Crew Standby - First 2 Hours	\$250.00
Ambulance Standby - Additional Hours - per hour	\$150.00
Zone Car Standby - per hour	\$60.00
Attorney's Fees/Records Release Fee	\$50.00
Ground Mileage - ALS or BLS	\$25.00
Specialty Care A0434	\$14.33/Loaded Mileage
	\$1,105.53
*Ambulance fee schedule will be adjusted January of each year at 130% minimum when updated by Medicare	
Recreation Fees	
<u>Rental Fees:</u>	
Meeting Room/Kitchen	\$60.00/hr (3 hr minimum)
Gymnasium (1/2 day)	\$250.00
Gymnasium (full day)	\$400.00
Tennis Courts (1/2 day)	\$50.00
Tennis Courts (full day)	\$100.00
Outside Basketball (1/2 day)	\$50.00
Outside Basketball (full day)	\$100.00
Field Rental (1/2 day)	\$75.00/field
Field Rental (full day)	\$150.00/field
Lights additional	\$25.00/hour
Field Rental for practices	
Non Rec. teams	\$15.00/hour
with lights	\$25.00/hour
Deposit in addition to any rental fees. All fees are refundable if cancelled at least 72 hrs before scheduled rental day.	
<u>Registration Fees</u>	
Youth Soccer	\$20.00
Youth Basketball	\$20.00
Volleyball	\$20.00
Softball (9-16)	\$20.00
Babe Ruth (13-15)	\$20.00
Football	\$30.00
Cheerleading	\$20.00
T-Ball (4-6)	\$20.00
Coach Pitch (7-8)	\$20.00

- Adult Softball \$200.00/team
- Adult Basketball \$200.00/team
- Open Gym No charge
- Skate Park No charge

There is a maximum of \$50 per family for each activity.

Register of Deeds

All Instruments (Except Deeds of Trust)

- Pages 1-15 \$26.00
- Each additional page thereafter \$4.00
- Multi-instrument \$10.00

Deed of Trust 1st thru 35th Page

- Each additional page \$64.00
- UCC \$4.00

UCC

- 1 to 2 pages
- 3 to 10 pages \$38.00
- Over 10 pages (Plus \$2 per page over 10) \$45.00
- Search per name \$30.00
- Copy per page \$2.00

Plats

- 1st page
- Each additional page \$21.00
- DOT Highway Maps \$21.00

DOT Highway Maps

- 1st page
- Each additional page thereafter \$21.00

Copies

- Plat copies
- Regular copies (per page) \$3.00 each
- Certified copies (instruments & plats) \$0.25

Certified copies (instruments & plats)

- 1st page
- Each additional page \$5.00

Notary

- Oath
- Commission verification \$10.00

Marriage License

- Issuance of license \$60.00

Vital Records

- Certified copy (birth, death, marriage) \$10.00
- Delayed birth applications \$20.00
- Amendments \$15.00
- Records search from Vital Records \$24.00
- Plus payable to Vital Records \$24.00
- Legitimations \$15.00
- Plus payable to Vital Records \$15.00

Tax Department

- Copies \$0.25
- Non-aerial maps \$0.50
- Aerial maps \$1.20
- GIS Mapping Price List
- Plotter

Size	Black & White	Image Color
8.5 x 11	\$1.00	\$2.00
11 x 17	\$2.00	\$3.00
16 x 20	\$3.00	\$5.00
22 x 34	\$5.00	\$8.00
34 x 46	\$8.00	\$10.00

Desk printer

Size	Black & White	Image Color
8.5 x 11	\$0.50	\$1.25
8.5 x 14	\$0.75	\$1.50
11 x 17	\$1.00	\$1.75

Data Layers

- Entire County parcels with aerial images and ownership information \$200.00

(Available on CD & ZIP drive)

Individual Layers

\$50.00 first layer
\$25.00 each additional layer

Individual Plotter Maps

Township & Municipality Street Maps

Price based on size/color

Zoning Maps per Township/Municipality

Price based on

Full County Zoning Map

size/color

County street maps, subdivision maps, and other maps created without image and little color same as listed under Plotter Black & White

\$12.00

Flood maps, soil maps, census maps and others created with full color same as listed under Plotter Image/Color

Availability

Requests can be made Monday through Friday from 8 am to 5 pm except holidays. All efforts will be made to provide information within 5 working days

Payment

Payment is required prior to preparation of CD's, extensive copying requests, maps to be sent by mail and ftp uploads

Custom Work

A fee of \$25.00 per hour will be charged for requests for maps that we do not have the data layers for. For instance, having to go on the internet to download information.

County Manager

Zoning Ordinance	\$15.00
Subdivision Ordinance	\$10.00
Junk Ordinance	\$10.00
Junkyard Ordinance	\$10.00
Manufactured Home Park Ordinance	\$5.00
Minimum charge for copy of any other Ordinance	\$5.00
Copies	\$0.25

Water Department

Rate Schedule

WATER RATES- There is a min. charge of \$17.50 for the first 1000 gallons; each additional thousand gallons will be \$9.00/1000 gal.

Tap-on Fees

Size Meter	Cost of Tap
3/4"	\$1,500.00
1"	\$2,500.00
2"	\$5,000.00
Late Payment Charge	10% of bill
Renter's Deposit	\$75.00
Reconnection Fee	\$25.00
Water Meter Test Fee	\$100.00

Water System Development Fee

\$500 per lot for up to and including four lots on main roads, 6 lots on secondary roads
\$2,500 per lot for any lots over four on main roads, 6 lots on secondary roads
System Development Fee must be paid before the Final Subdivision Plat is recorded in the Perquimans County Register of Deeds' Office.

Planning/Zoning

Zoning Permit (Residential/Home Occupation)	\$0.00
Zoning Permit (for Commercial/Industrial)	\$100.00
Certificate of Compliance (after first site visit)	\$100.00
Sign Permit	\$50.00
Certificate of Compliance (after first site visit)	\$50.00
Zoning Map Change (Re-Zoning)	\$450.00
Zoning Text Change	\$500.00
Planned Unit Development	\$600.00 + atty. & eng. Fees, i/a
Conditional Use Permit/ District	\$300.00 + atty. & eng. Fees, i/a
Appeal or Interpretation	\$300.00
Zoning Variance Request	\$300.00
Variance to Subdivision Regulations	\$100.00

Subdivision Sketch Plat	\$100.00
Minor or Abbreviated Subdivision Plan	\$50.00
Preliminary Plat	\$100.00 + \$15.00 per lot
Final Plat	\$100.00 + \$15.00 per lot
Wireless Telecommunication Facility	\$500.00 County fee
	+Minimum consultant cost of \$6,500.00
	+Certificate of Zoning Compliance
	(after first visit): \$100.00

Wireless Telecommunication Facility (eligible facilities request applications processed per NCGS 153A-349.53)	County fee of \$500.00
	+Minimum consultant cost of \$1,000.00
	+Certificate of Zoning Compliance (after first visit): \$100.00 County Fee
	+Certificate of Zoning Compliance (Consultant fee for verification): \$3,000.00
Wind Energy Facilities	County Zoning Permit Fee of \$500.00
	+Certificate of Zoning Compliance (after first visit) \$100.00
	+Initial Escrow Deposit (Medium Facility) \$50,000.00
	+Initial Escrow Deposit (Large Facility) \$50,000.00

Effective 1-04-16, Zoning Permit Fees and Escrow Deposits to be paid at the time Zoning Permit Application, Fees and detailed Site Plans are submitted for review. If Escrow Account drops below \$10,000, Applicant shall replenish to the original amount before any further action or consideration is taken on any County Permit. Remaining balance will be refunded upon Applicant receiving approval of As-Built Drawings or if Applicant fails to complete project.

**Fees denoted for a given application do not include fees for subsequent applications and stages of review. Separate fees will apply for building and other permits.*

Fire Marshal's Office

Construction Permits

Automatic Fire Sprinkler System (new)	\$50.00
-Plus per sprinkler head	\$1.00
Automatic Fire Sprinkler System Renovation	\$25.00
Compressed Gas	\$25.00
Emergency Responder Radio Coverage System	\$50.00
Fire alarm and detection systems (new)	\$50.00
Fire alarm and detection systems (existing)	\$25.00
Fire flow test	\$50.00
Fixed fire suppression system (new)	\$50.00
Fixed fire suppression system (existing)	\$25.00
Standpipe systems (new)	\$50.00
Standpipe systems (existing)	\$25.00
Flammable and Combustible liquids	\$50.00
Hazardous materials	\$75.00
LP Gas (bulk facilities)	\$50.00
Storage tanks	
New installation (per tank)	\$100.00
Removal (per tank)	\$50.00
Temporary membrane structures (tents)	\$25.00
Group Homes/Foster Care Homes	\$0.00
Daycare, Nursing Homes	\$0.00
**All other fire construction permits not listed	\$50.00
Fireworks Initial Inspection Fee - First 2 hours	\$100.00
Fireworks Standby Fees - Additional Hours - per hour	\$50.00
<u>Administrative Fees</u>	
Starting work without a permit	\$50.00
Re-inspection fees (see below)	

There shall be no initial fee for fire inspection of Level I, II, or III properties required under the NC State Fire Code mandatory inspection schedule. Thirty (30) days following the initial fire inspection, a re-inspection shall be conducted by the fire official. If all violations of the fire code have been corrected, no fee shall be imposed. If all violations of the fire code have not been corrected (or a reasonable attempt to correct has not been made), a second notice to comply shall be issued and a fee of \$50.00 shall be imposed. Seven (7) days following the issuance of the second order to comply, the fire official shall return for a re-inspection. If all violations have not been corrected, a final notice shall be issued and an additional fee of \$100.00 shall be imposed. Seven (7) days following the issuance of the final notice, the fire official shall return for a re-inspection. If all violations have not been corrected, and/or all fees have not been paid, the inspector shall issue a one hundred dollar (\$100.00) fee and issue a final notice to comply. After seven (7) additional days, if violations and fees have not been satisfied, the fire inspector shall initiate criminal proceedings, if necessary, in order to bring the establishment into compliance with the NC Fire Code.

PERQUIMANS COUNTY
CAPITAL PROJECTS ORDINANCE
COUNTY CONSTRUCTION FUND

This Capital Projects Ordinance is being authorized for the County Construction Fund.

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in this County Construction Fund beginning July 1, 2023, and ending June 30, 2024

<u>Perquimans Marine Park Basin</u>	\$ 2,200,000
<u>SCIF Basin Grant</u>	620,000
TOTAL COUNTY CONSTRUCTION FUND	\$ 2,820,000

Section 2: REVENUES - It is estimated that the following revenues will be available for appropriation in the County Construction Fund beginning July 1, 2023, and ending June 30, 2024.

<u>Investment Earnings</u>	\$ 20,000
<u>Perquimans Marine Park Basin</u>	2,300,000
<u>SCIF Basin Grant</u>	500,000
TOTAL COUNTY CONSTRUCTION FUND	\$ 20,000

Wallace E. Nelson, Chairman
Perquimans Co. Board of Commissioners

PERQUIMANS COUNTY
CAPITAL PROJECTS RESERVE ORDINANCE
LAND TRANSFER TAX
FOR
CAPITAL PROJECTS

This Capital Projects Ordinance is being authorized to provide a portion of the required funds needed for the School Construction Project and for the other Capital Projects deemed appropriate by the Board of Commissioners.

The following appropriations are being made with revenues, as listed, being available for this fund.

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in this Capital Projects Ordinance beginning July 1, 2023, and ending June 30, 2024

<u>Reserve for Capital Projects</u>	\$ 10,000
<u>Transfer to General Fund</u>	650,000
TOTAL CAPITAL RESERVE/LAND TRANSFER TAX	\$ 660,000

Section 2: REVENUES - It is estimated that the following revenues will be available for appropriation in the Capital Projects Reserve Ordinance beginning July 1, 2023, and ending June 30, 2024.

<u>Land Transfer Tax</u>	\$ 650,000
<u>Investment Earnings</u>	10,000
TOTAL CAPITAL RESERVE/LAND TRANSFER TAX	\$ 660,000

Wallace E. Nelson, Chairman
Perquimans Co. Board of Commissioners

PERQUIMANS COUNTY
CAPITAL PROJECTS ORDINANCE
ARPA FUNDS

This Capital Projects Ordinance is being authorized for the ARPA Funds.

Section 1: REVENUES - The following amounts are hereby appropriated in this ARPA Funds beginning July 1, 2023, and ending June 30, 2024.

<u>Investment Earnings</u>	\$ 15,000
<u>ARPA Funds</u>	1,307,515
TOTAL ARPA Funds	<u>\$ 1,322,515</u>

Section 2: APPROPRIATIONS - It is estimated that the following revenues will be available for appropriation in the ARPA Funds beginning July 1, 2023, and ending June 30, 2024.

<u>ARPA Carry Forward</u>	\$ 15,000
<u>Transfer to General Fund</u>	1,307,515
TOTAL ARPA Funds	<u>\$ 1,322,515</u>

Wallace E. Nelson, Chairman
Perquimans Co. Board of Commissioners

PERQUIMANS COUNTY
CAPITAL PROJECTS ORDINANCE
OPIOID SETTLEMENT FUND

This Capital Projects Ordinance is being authorized for the Opioid Funds.

Section 1: REVENUES - The following amounts are hereby appropriated in this Opioid Settlement Fund beginning July 1, 2023, and ending June 30, 2024.

<u>Opioid Settlement Fund</u>	\$ 93,873
TOTAL Opioid Settlement Funds	<u>\$ 93,873</u>

Section 2: APPROPRIATIONS - It is estimated that the following revenues will be available for appropriation in the Opioid Settlement Funds beginning July 1, 2023, and ending June 30, 2024.

<u>Investment Earnings</u>	\$ 500
<u>Opioid Settlement Fund</u>	93,373
TOTAL ARPA Funds	<u>\$ 93,873</u>

Wallace E. Nelson, Chairman
Perquimans Co. Board of Commissioners

WORK SESSION
June 19, 2023
7:00 p.m.

The Perquimans County Board of Commissioners Work Session on June 19, 2023 was cancelled.

SALARY CLASSIFICATIONS

POSITION	GRADE
County Manager Positions:	
County Manager	83
Secretary/Clerk to the Board	65
Finance Officer	72
Finance/HR Specialist	61
Human Resource Technician/Administrative Assistant	61
Planner	72
Planning & Zoning Technician	61
Tourism/Museum Director	68
Board of Elections Positions:	
Director of Elections	64
Deputy Elections Director	58
Emergency Services Positions	
Emergency Services Director	76
911 Communications Division:	
Non-Certified Telecommunicator	60
Telecommunicator I	63
Telecommunicator II	65
911 Communications Shift Supervisor I	67
911 Communications Shift Supervisor II	69
EMS Division:	
Emergency Medical Responder (EMR)	56
Emergency Medical Technician (EMT)	63
Advanced EMT (AEMT)	66
Paramedic	68
EMS Compliance Officer (AEMT)	68
EMS Compliance Officer (Paramedic)	69
EMS Shift Supervisor (Paramedic)	70
Emergency Management Division:	
Assistant Emergency Services Director	72
Fire Marshal Division:	
Fire Marshal I - Level I Inspector	67
Fire Marshal II - Level II Inspector	68
Fire Marshal III - Level III Inspector	70
Building Inspector Positions:	
Chief Inspector	71
Assistant Building Inspector	67
Code Enforcement Officer	61
Administrative Assistant	61
Recreation Department Positions:	
Recreation Director	70
Athletic Program Supervisor	64
Administrative Assistant	58

change

change

SALARY CLASSIFICATIONS

POSITION	GRADE	
Groundskeeper	54	
Center for Active Living Positions:		
Senior Citizens Coordinator	63	
Assistant Senior Citizens Coordinator	60	
Secretary - Senior Citizens (Part-Time)	56	
Fill-In - Senior Center	56	
Permanent/Part-Time Nutrition Site Manager	n/g	
Data Entry Manager/Senior Center Ass't	60	change
Register of Deeds Positions:		
Register of Deeds	70	
Assistant Register of Deeds	60	
Deputy Register of Deeds	58	
Part-Time/Fill-In - Register of Deeds	n/g	
Sheriff's Department Employees:		
Sheriff	76	
Chief Deputy	72	change
Deputy - Investigator	68	
Patrol Sergeant	68	change
Sergeant of SRO's	68	change
School Resource Officer (SRO)	66	change
Deputy	66	change
Deputy - Uncertified	65	65 64 correction
Animal Control	62	
Office Manager	62	
Administrative Assistant	60	
Animal Control Assistant	58	
Baliff	54	
Tax Department Positions:		
Tax Administrator	72	
Assistant Tax Administrator	66	
Business Personal Property Clerk	61	
Seasonal Tax Lister	n/g	
Fill-In - Tax Office	n/g	
Water Department Positions:		
Water Supervisor	74	
Water Technician III	68	
Water Plant Operator	64	
Fill-In - Water Billing/Collections Office	64	
Billing/Collection Clerk	61	
Water Technician II	60	
Water Tehcnician I	58	
Equipment Operator	58	
Part-Time/Fill-In - Water Technician III	n/g	

SALARY CLASSIFICATIONS

POSITION	GRADE
Buildings & Grounds Positions:	
Maintenance Supervisor	65
Custodian	56
Housekeepers	54
All other Secretaries with the County	57
Social Services Positions - According to State Grades:	
Director	79
Social Work Supervisor III	73
Social Worker/IA&T	70
Social Worker III	69
Social Worker II	67
Income Maintenance Supervisor (IMS) II	67
Administrative Officer I	67
Income Maintenance Caseworker (IMC) III - Lead Worker	67
Income Maintenance Caseworker (IMC) Investigator II	65
Income Maintenance Caseworker (IMC) II	63
IMC I working toward IMC II	61
Processing Assistant V	61
Public Information Assistant IV	59

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 15, 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Melissa Harris

SOC.: SEC. NO.: --

POSITION: Income Maintenance Caseworker II

DEPT.: Social Services

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

EMPLOYEE EFFECTIVE DATE: July 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:

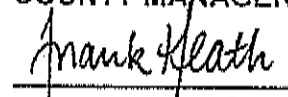
RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE GRADE/STEP/MERIT RAISE:

Date: GRADE: STEP: SALARY: \$

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL





DATE: June 15, 2023

DATE: 6/19/23

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Michele Light
POSITION: Public Information Assistant IV

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

EMPLOYEE EFFECTIVE DATE: July 10, 2023

GRADE: 59 STEP: 3 SALARY: \$ 31,077.00

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/MERIT RAISE:

Date: GRADE: STEP: SALARY: \$

DEPARTMENT RECOMMENDATION



DATE: June 20, 2023

FINANCE OFFICER

COUNTY MANAGER APPROVAL



DATE: 6/20/23

DATE:

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 23 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Crystal Bowe

SOC. SEC. NO.:

POSITION: Part Time Fill in Telecommunicator Non Certified

DEPT.: Telecommunications

X NEW EMPLOYEE EFFECTIVE DATE: July 1 2023

GRADE: 60 STEP: 1 SALARY: \$14.87 Hourly

ENDING DATE OF PROBATIONARY PERIOD: July 1, 2024

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

DATE: 6/26/23

DATE: 6/28/23

FINANCE OFFICER

DATE:

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Savannah Felton

SOC. SEC. NO.: _____

POSITION: Part Time Fill in Telecommunicator Non Certified

DEPT.: Telecommunications

NEW EMPLOYEE EFFECTIVE DATE: July 1 2023

GRADE: 60 STEP: 1 SALARY: \$ 14.87 Hourly

ENDING DATE OF PROBATIONARY PERIOD: July 1, 2024

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ DATE OF EMPLOYEE RESIGNATION

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6/26/23

[Signature]
DATE: 6/28/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 23 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Colleen McDonald

SOC. SEC. NO.: _____

POSITION: Part Time Fill in Telecommunicator Non Certified

DEPT.: Telecommunications

NEW EMPLOYEE EFFECTIVE DATE: July 1 2023

GRADE: 60 STEP: 1 SALARY: \$14.87 Hourly

ENDING DATE OF PROBATIONARY PERIOD: July 1, 2024

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ DATE OF EMPLOYEE RESIGNATION

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6/26/23

[Signature]
DATE: 6/29/23

FINANCE OFFICER

COPY

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Chloe Sehlmeier

SOC. SEC. NO.: _____

POSITION: Part Time Fill in EMT

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: July 1 2023

GRADE: 63 STEP: 1 SALARY: \$ 16.97 Hourly

ENDING DATE OF PROBATIONARY PERIOD: July 1, 2024

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ DATE OF EMPLOYEE RESIGNATION

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6/24/23

[Signature]
DATE: 6/28/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6-28-23

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: William E. WYNNE JR. SOC. SEC. NO.: _____

POSITION: CODE ENFORCEMENT OFFICER DEPT.: INSPECTIONS

NEW EMPLOYEE EFFECTIVE DATE: 7-1-23

GRADE: G1 STEP: 1 SALARY: \$32,322.00

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 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/RESIGNATION.

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

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

DEPARTMENT RECOMMENDATION

Vigil Parusi

DATE: 6-28-23

COUNTY MANAGER APPROVAL

W. Frank Heath

DATE: 6/28/23

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kanisha Walston
POSITION: Social Work Supervisor III

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

EMPLOYEE EFFECTIVE DATE: July 1, 2023

GRADE: 73 STEP: 1 SALARY: \$ 54,814.00

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/MERIT RAISE:

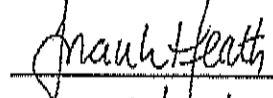
Date: GRADE: STEP: SALARY: \$

DEPARTMENT RECOMMENDATION



DATE: June 20, 2023

COUNTY MANAGER APPROVAL



DATE: 6/20/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6/27/2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Stacey Layden

SOC. SEC. NO.: _____

POSITION: Tourism/Museum Director

DEPT.: County Manager

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ DATE OF EMPLOYEE RESIGNATION

7/1/2023 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE PROMOTION. Date GRADE: 68 STEP: 10 SALARY: \$54,801

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: _____

DATE: 6/28/23

FINANCE OFFICER

DATE: _____

COPY

DATE SUBMITTED: 6/23/2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Julie Solesbee

SOC. SEC. NO.:

POSITION: Assistant Emergency Services Director

DEPT.: ES

NEW EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY:

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

DATE OF EMPLOYEE RESIGNATION

X 7/1/2023 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: 72 STEP: 4 SALARY: \$27.14 Hourly

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

DEPARTMENT RECOMMENDATION:

COUNTY MANAGER APPROVAL

Signature and date 6/26/23

Signature and date 6/28/23

FINANCE OFFICER

DATE:

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6/23/23

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Brian Watson _____

SOC. SEC. NO. _____

POSITION: Investigator _____

DEPT.: Sheriff's Office _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 65 _____ STEP: 5 _____ SALARY: \$42496 _____

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: _____

X 7/1/23 _____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: 68 _____ STEP: 5 _____ SALARY: \$48494 _____

_____ DATE OF EMPLOYEE TERMINATION/RESIGNATION.

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Shelton Whit
DATE: 6-27-23

March Heath
DATE: 6/28/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 28, 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Denise Stallings

SOC. SEC. NO.: _____

POSITION: Income Maintenance Technician

DEPT.: Social Services

NEW EMPLOYEE EFFECTIVE DATE: July 1, 2023

GRADE: 59 STEP: 4 SALARY: \$31,853

*****THE POSITION HAS BEEN RECLASSIFIED FROM PUBLIC INFORMATION ASSISTANT IV *****

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

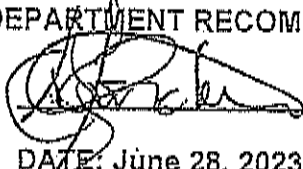
_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS. GRADE: _____ STEP: _____ SALARY: _____

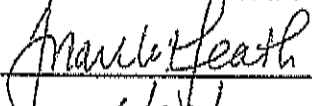
_____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF EMPLOYEE TERMINATION/RESIGNATION.

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

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

DEPARTMENT RECOMMENDATION

DATE: June 28, 2023

COUNTY MANAGER APPROVAL

DATE: 6/28/23

FINANCE OFFICER _____
DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6/26/2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Luce Sawyer SOC. SEC. NO.: _____
POSITION: Data Entry Manager / Center Asst. DEPT.: Center for Active Living

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

CURRENT: GRADE: _____ STEP: _____ SALARY: \$17.85 hourly

JOB PERFORMANCE EVALUATION

YEAR (1) 2 3 4 (CIRCLE)

6/30/2023 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/RESIGNATION.
Date

7/1/2024 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 60 STEP: 8 SALARY: 36,702

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: 12/20/2022 PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Beverly Gregory
DATE: 6/26/2023

Frank Heath
DATE: 6/29/23

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Leroya Banks _____

SOC. SEC. NO.: _____

POSITION: Deputy _____

DEPT.: Sheriff's Office _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 65 _____ STEP: 2 _____ SALARY: \$39508 _____

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: _____

X 7/1/23 _____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)
Date GRADE: 66 _____ STEP: 2 _____ SALARY: \$41286 _____

_____ DATE OF EMPLOYEE TERMINATION/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

Melton Whit

DATE: 6-27-23

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 6/28/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6/23/23

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Ryan Cappel _____

SOC. SEC. NO.: _____

POSITION: Deputy _____

DEPT.: Sheriff's Office _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 65 _____ STEP: 3 _____ SALARY: \$40471 _____

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: _____

X 7/1/23 _____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: 66 _____ STEP: 3 _____ SALARY: \$42294 _____

_____ DATE OF EMPLOYEE TERMINATION/RESIGNATION.

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

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

DEPARTMENT RECOMMENDATION

Alto Whit

DATE: 6-27-23

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 6/28/23

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Dean Polumbo _____

SOC. SEC. NO.: _____

POSITION: Deputy _____

DEPT.: Sheriff's Office _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 65 _____ STEP: 3 _____ SALARY: \$40471 _____

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: _____

X 7/1/23 _____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)
Date GRADE: 66 _____ STEP: 4 _____ SALARY: \$43350 _____

_____ DATE OF EMPLOYEE TERMINATION/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

Shelton White
DATE: 6-27-23

COUNTY MANAGER APPROVAL

Frank Heath
DATE: 6/28/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6/23/23

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Daniel Turner _____

SOC. SEC. NO.: _____

POSITION: Deputy _____

DEPT.: Sheriff's Office _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 65 _____ STEP: 6 _____ SALARY: \$43558 _____

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: _____

X 7/1/23 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: 66 _____ STEP: 6 _____ SALARY: \$45518 _____

_____ DATE OF EMPLOYEE TERMINATION/RESIGNATION.

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Shelton Whit

Frank Heath

DATE: 6-27-23

DATE: 6/28/23

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Spencer Wentz _____

SOC. SEC. NO. _____

POSITION: Deputy _____

DEPT.: Sheriff's Office _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 65 _____ STEP: 2 _____ SALARY: \$39508 _____

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: _____

X 7/1/23 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP
Date RAISE. (YEAR 2 3 4)
GRADE: 66 _____ STEP: 2 _____ SALARY: \$41286 _____

_____ DATE OF EMPLOYEE TERMINATION/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

Alton Whit

DATE: 6-27-23

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 6/28/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6/23/23

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: William Wright _____

SOC. SEC. NO.: _____

POSITION: Deputy _____

DEPT.: Sheriff's Office _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 65 _____ STEP: 1 _____ SALARY: \$38543 _____

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: _____

X 7/1/23 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: 66 _____ STEP: 1 _____ SALARY: \$40279 _____

_____ DATE OF EMPLOYEE TERMINATION/RESIGNATION.

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Shelton Whit
DATE: 6-27-23

Arnell Heath
DATE: 6/29/23

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Brian Gregory _____

SOC. SEC. NO.: _____

POSITION: Deputy _____

DEPT.: Sheriff's Office _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 65 _____ STEP: 5 _____ SALARY: \$42496 _____

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: _____

X 7/1/23 _____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)
Date GRADE: 66 _____ STEP: 5 _____ SALARY: \$44408 _____

_____ DATE OF EMPLOYEE TERMINATION/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

COUNTY MANAGER APPROVAL

Shelton Whit

Frank Heath

DATE: 6-27-23

DATE: 6/20/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6/23/23

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Quinton Jordan _____ SOC. SEC. NO.: _____

POSITION: Deputy _____ DEPT.: Sheriff's Office _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 65 _____ STEP: 11 _____ SALARY: \$49194 _____

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: _____

X 7/1/23 _____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP
RAISE. (YEAR 2 3 4)
GRADE: 66 _____ STEP: 12 _____ SALARY: \$52692 _____

_____ DATE OF EMPLOYEE TERMINATION/RESIGNATION.

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

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

DEPARTMENT RECOMMENDATION

[Signature]

DATE: 6-27-23

COUNTY MANAGER APPROVAL

[Signature]

DATE: 6/28/23

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Taylor Dickey _____

SOC. SEC. NO.: _____

POSITION: Deputy _____

DEPT.: Sheriff's Office _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 65 _____ STEP: 1 _____ SALARY: \$38543 _____

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: _____

X 7/1/23 _____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: 66 _____ STEP: 1 _____ SALARY: \$40279 _____

_____ DATE OF EMPLOYEE TERMINATION/RESIGNATION.

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Taylor Dickey
DATE: 6-27-23

Frank Heath
DATE: 6/29/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6-26-23

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Deangelo Freemonweldy _____

SOC. SEC. NO.: _____

POSITION: Deputy _____

DEPT.: Sheriff _____

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

CURRENT: GRADE: 64 _____ STEP: 1 _____ SALARY: \$36884 _____

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: _____

X 7-1-23 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)
Date GRADE: 65 _____ STEP: 1 _____ SALARY: \$38543 _____

_____ DATE OF EMPLOYEE TERMINATION/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

COUNTY MANAGER APPROVAL

Shelton White

Frank Heath

DATE: 6-27-23

DATE: 6/28/23

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Damon Sizemore _____

SOC. SEC. NO. _____

POSITION: Deputy _____

DEPT.: Sheriff's Office _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 65 _____ STEP: 5 _____ SALARY: \$42496 _____

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: _____

X 7/1/23 _____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)
Date GRADE: 66 _____ STEP: 5 _____ SALARY: \$44408 _____

_____ DATE OF EMPLOYEE TERMINATION/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

COUNTY MANAGER APPROVAL

Shelton Whit

Frank Heath

DATE: 6-27-23

DATE: 6/28/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6/23/23

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Faran Sawyer

SOC. SEC. NO.: _____

POSITION: Deputy

DEPT.: Sheriff's Office

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 65 STEP: 6 SALARY: \$43558

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: _____

X 7/1/23 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: 66 STEP: 6 SALARY: \$45518

_____ DATE OF EMPLOYEE TERMINATION/RESIGNATION.

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Shelton White
DATE: 6-27-23

Frank Seath
DATE: 6/20/23

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Christopher Murray _____

SOC. SEC. NO. _____

POSITION: Deputy _____

DEPT.: Sheriff's Office _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 65 _____ STEP: 6 _____ SALARY: \$43558 _____

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: _____

X 7/1/23 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)
Date GRADE: 66 _____ STEP: 6 _____ SALARY: \$45518 _____

_____ DATE OF EMPLOYEE TERMINATION/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

COUNTY MANAGER APPROVAL

Shelton White

Frankie Smith

DATE: 6-27-23

DATE: 6/28/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6/23/23

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: James Burkett, Jr _____

SOC. SEC. NO. _____

POSITION: Deputy _____

DEPT.: Sheriff's Office _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 65 _____ STEP: 5 _____ SALARY: \$20.43 _____

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: _____

X 7/1/23 _____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)
Date GRADE: 66 _____ STEP: 5 _____ SALARY: \$21.35 _____

_____ DATE OF EMPLOYEE TERMINATION/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

COUNTY MANAGER APPROVAL

Shelton Whit
DATE: 6-27-23

Mark Heath
DATE: 6/28/23

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kendall Harrell _____

SOC. SEC. NO.: _____

POSITION: Sergeant _____

DEPT.: Sheriff's Office _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 67 _____ STEP: 11 _____ SALARY: \$53720 _____

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: _____

X 7/1/23 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)
Date GRADE: 68 _____ STEP: 11 _____ SALARY: \$56137 _____

_____ DATE OF EMPLOYEE TERMINATION/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

COUNTY MANAGER APPROVAL

Shelton Whit

Frank Heath

DATE: 6-27-23

DATE: 6/29/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6/23/23

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Ray Fesperman, Jr. _____

SOC. SEC. NO. _____

POSITION: Sergeant _____

DEPT.: Sheriff's Office _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 67 _____ STEP: 10 _____ SALARY: \$52440 _____

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: _____

X 7/1/23 _____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: 68 _____ STEP: 10 _____ SALARY: \$54801 _____

_____ DATE OF EMPLOYEE TERMINATION/RESIGNATION.

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Shelton Whit
DATE: 6-27-23

Frank Heath
DATE: 6/28/23

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: David Murray _____

SOC. SEC. NO. _____

POSITION: Sergeant _____

DEPT.: Sheriff's Office _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 67 _____ STEP: 8 _____ SALARY: \$49943 _____

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: _____

X 7/1/23 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: 68 _____ STEP: 8 _____ SALARY: \$52191 _____

_____ DATE OF EMPLOYEE TERMINATION/RESIGNATION.

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

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

DEPARTMENT RECOMMENDATION

Helton Whit

DATE: 6-27-23

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 6/28/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6/14/23

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Victor Kalani Sulliban _____

SOC. SEC. NO.: _____

POSITION: Deputy/SRO _____

DEPT.: Sheriff's Office _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

X 6-16-23 DATE OF EMPLOYEE RESIGNATION / RETIREMENT.
Date

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

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

DEPARTMENT RECOMMENDATION

[Signature]

DATE: 6-14-23

COUNTY MANAGER APPROVAL

[Signature]

DATE: _____

FINANCE OFFICER

DATE: _____

COPY

06/01/2023

Perquimans County Sheriff's Office

110 N Church St.

Hertford, NC 27944

To Sheriff White,

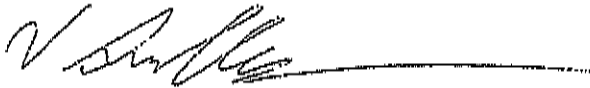
This letter is to inform you of my two weeks notice and last working day of 06/15/2023.

It has been great working for you the past couple years and the experience I have gained will be with me forever. I can think of no complaints except the pay, but I know you have no control over that. The Sheriff's office has been like a second family to me and I know I can always depend on you guys on or off duty. I don't think this is the end of my law enforcement career or the end of my time with Perquimans. I feel the opportunity I am taking with the military is great opportunity to grow my skill set and hopefully gain benefits that will help through a law enforcement career.

I could never thank you enough for the opportunity to work for you and neither could my family. They felt Perquimans was a safe and trustworthy place for me to work as well.

Sincerely,

Victor Sulliban



COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 14, 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Sandi Lorenson
POSITION: IMC II Adult Medicaid

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: June 23, 2023

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE GRADE/STEP/MERIT RAISE:

Date: GRADE: STEP: SALARY: \$

DEPARTMENT RECOMMENDATION

[Signature]

DATE: June 14, 2023

COUNTY MANAGER APPROVAL

[Signature]

DATE: 6/19/23

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Heather Ceney

SOC. SEC. NO.: _____

POSITION: Part Time Fill In Telecommunicator

DEPT.: 911

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

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

X 6/22/2023 DATE OF EMPLOYEE RESIGNATION
Date

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6/28/23

[Signature]
DATE: 6/28/23

FINANCE OFFICER

DATE: _____

COPY

June 27, 2023

Director Nixon,

Please accept this letter as my resignation as a part-time Paramedic with Perquimans Emergency Services.

Thank you,

A handwritten signature in black ink, appearing to read 'W. M. Tutwiler, Jr.', written in a cursive style.

William M. Tutwiler, Jr.

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6/27/2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Virgil Parrish

SOC. SEC. NO.: _____

POSITION: Chief Building Inspector

DEPT.: Building Inspections

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

7/1/23 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE PROMOTION. GRADE: 71 STEP: 18 SALARY: \$76,018

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: _____

Frank Heath
DATE: 6/28/23

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Howard Williams

SOC. SEC. NO.: _____

POSITION: Recreation Director

DEPT.: Recreation

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

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

7/1/23 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
 Date GRADE: 70 STEP: 12 SALARY: \$62,838

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

 DATE: _____

Frank Heath

 DATE: 6/28/23

FINANCE OFFICER

 DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6/23/23

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Shelton White

SOC. SEC. NO. _____

POSITION: Sheriff

DEPT.: Sheriff's Office

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 76 STEP: 16 SALARY: \$90220

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: _____

X 7/1/23 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: 76 STEP: 17 SALARY: \$92421

_____ DATE OF EMPLOYEE TERMINATION/RESIGNATION.

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Shelton White
DATE: 6-27-23

Frank Heath
DATE: 6/28/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 2, 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Jackie Greene

SOC. SEC. NO.:

POSITION: Director

DEPT.: Board of Elections

NEW EMPLOYEE EFFECTIVE DATE: July 1, 2022
GRADE: STEP: _____ SALARY: \$ _____
ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 67 STEP: 3 SALARY: \$42,090

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

July 1, 2023 DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: 67 STEP: 4 SALARY: \$43,145 (\$45,303 w/COLA)

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

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

_____ 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

Wena R. Murrill

DATE: 5/2/23

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 6/20/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6/23/2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Gary Wayne Jordan

SOC. SEC. NO.: _____

POSITION: Full Time Paramedic Supervisor

DEPT.: EMS

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

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ DATE OF EMPLOYEE RESIGNATION
Date

X 7/1/2023 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 70 STEP: 5 SALARY: \$25.46 Hourly

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

DEPARTMENT RECOMMENDATION:

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6/26/23

[Signature]
DATE: 6/28/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6/27/23

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Erica Critcher Cartwright

SOC. SEC. NO.:

POSITION: Deputy Director

DEPT.: Board of Elections

NEW EMPLOYEE EFFECTIVE DATE: July 1, 2022
GRADE: _____ STEP: _____ SALARY: _____
ENDING DATE OF PROBATIONARY PERIOD: July 1, 2023

CURRENT: GRADE: 58 STEP: 4 SALARY: \$29,031

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

06/27/2023 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 58 STEP: 5 SALARY: \$31,228

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: 4/13/2023 PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6/27/23

[Signature]
DATE: 6/28/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6/23/2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Heather Miller

SOC. SEC. NO.: _____

POSITION: Full Time Paramedic Supervisor

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ DATE OF EMPLOYEE RESIGNATION
Date

X 7/1/2023 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 70 STEP: 5 SALARY: \$25.46 Hourly

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6/26/23

[Signature]
DATE: 6/28/23

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Alyssa Polumbo

SOC. SEC. NO.: _____

POSITION: Full Time Compliance Officer / Paramedic

DEPT.: ES

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

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ DATE OF EMPLOYEE RESIGNATION
Date

X 7/1/2023 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 70 STEP: 4 SALARY: \$ 24.85/Hourly

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

DEPARTMENT RECOMMENDATION

[Signature]
DATE: 6/28/23

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6/28/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6/23/2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Sean Tripp

SOC. SEC. NO.: _____

POSITION: Full Time Paramedic

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND 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

X 7/1/2023 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: 68 STEP: 2 SALARY: \$21.68 Hourly

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6/20/23

[Signature]
DATE: 6/28/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: ERIC SOLESBEE SOC. SEC. NO.: _____

POSITION: ASSISTANT BUILDING INSPECTOR DEPT.: INSPECTIONS

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 67 STEP: 2 SALARY: 41,089

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: _____

6/27/23 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: 67 STEP: 3 SALARY: 44,195

_____ DATE OF EMPLOYEE TERMINATION/RESIGNATION.

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

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

DEPARTMENT RECOMMENDATION

[Signature]

DATE: 6/27/23

COUNTY MANAGER APPROVAL

[Signature]

DATE: 6/28/23

FINANCE OFFICER

DATE: _____

COPY
Revised 7/05

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: JOHN DOWNUM

SOC. SEC. NO.: _____

POSITION: Athletic Program Supervisor

DEPT.: Recreation

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 64 STEP: 3 SALARY: 38,726

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

6/28/23 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. DATE GRADE: 64 STEP: 4 SALARY: 39,696

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

Howard Wilks
DATE: 6/28/23

Frank Heath
DATE: 6/28/23

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Brian Baker _____

SOC. SEC. NO.: _____

POSITION: Animal Control _____

DEPT.: Sheriff's Office _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 62 _____ STEP: 5 _____ SALARY: \$37238 _____

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: _____

X 7/1/23 _____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: 62 _____ STEP: 6 _____ SALARY: \$38169 _____

_____ DATE OF EMPLOYEE TERMINATION/RESIGNATION.

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

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

DEPARTMENT RECOMMENDATION
[Signature]
DATE: 6-27-23

COUNTY MANAGER APPROVAL
[Signature]
DATE: 6/28/23

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Tashara Gramby

SOC. SEC. NO.: _____

POSITION: Tax Clerk - Collections

DEPT.: _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
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

7-1-23 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 61 STEP: 4 SALARY: \$34,787

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: _____

Mark Heath
DATE: 6/28/22

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6/27/23

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Thomas Reid _____

SOC. SEC. NO.: _____

POSITION: Chief Deputy _____

DEPT.: Sheriff _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 72 _____ STEP: 5 _____ SALARY: \$57829 _____

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: _____

X 7-1-23 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP
Date RAISE. (YEAR 2 3 4)
GRADE: 72 _____ STEP: 6 _____ SALARY: \$59276 _____

_____ DATE OF EMPLOYEE TERMINATION/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: 6-27-23

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6/28/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Wilma Robbins

SOC. SEC. NO.: _____

POSITION: Tax Clerk

DEPT.: Tax Department

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

CURRENT: GRADE: 58 STEP: 7 SALARY: \$30,319

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

7/1/2023 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 61 STEP: 8 SALARY: \$38,352

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: _____

Anne Heath

DATE: 6/28/23

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Tracy Hunter

SOC. SEC. NO.: _____

POSITION: Water Tech II

DEPT.: Water

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

7/1/2023 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: 60 STEP: 9 SALARY: 437,597

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: 1/17/2023 PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION
[Signature]
DATE: 6/27/2023

COUNTY MANAGER APPROVAL
[Signature]
DATE: 6/28/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6/27/2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Robert Smith

SOC. SEC. NO.: _____

POSITION: Water Tech I

DEPT.: Water

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

7/1/2023 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: 58 STEP: 4 SALARY: \$ 30,483

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: 11/17/2023 PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

[Signature]
DATE: 6/27/2023

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6/28/23

FINANCE OFFICER

DATE: _____

COPY

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUND
NO. 1

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 3rd DAY OF JULY, 2023, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2023 - 2024 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-012	State Emergency Management	67,850	
10-530-347	EM - CBC/EOC 2023	67,850	
EXPLANATION: To amend FY 23/24 budget to add additional funding as awarded by the State for EOC Technology initiatives.			

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, ON THIS 3rd DAY OF JULY, 2023.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 3rd DAY OF JULY, 2023.

 Chairman, Board of Commissioners

 Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 2

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 5th DAY OF JULY, 2022, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2022 - 2023 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-014	EMS - Foundation/ECU Health Community	5,000	
10-592-742	EMS - Foundation/ECU Health Community	5,000	
EXPLANATION: To amend FY 23/24 budget to add additional funding as awarded by ECU Health Community Benefits 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, ON THIS 3rd DAY OF JULY, 2023.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON this 3rd DAY OF JULY, 2023.

Chairman, Board of Commissioners

Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 3

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 3rd DAY OF JULY, 2023, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2023 - 2024 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	State Grants - DSS	32,424	
10-610-205	CCU/MA Expansion Funds	32,424	
EXPLANATION: To amend FY 23/24 budget to add additional funding as required by the State for MA Expansion (roll forward from FY 22/23).			

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, ON THIS 3rd DAY OF JULY, 2023.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 3rd DAY OF JULY, 2023.

 Chairman, Board of Commissioners

 Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUND
NO. 4

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 3rd DAY OF JULY, 2023, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2023 - 2024 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	State Grants - DSS	27,944	
10-610-206	ENE - CAP Funds	27,944	
EXPLANATION: To amend FY 23/24 budget to add additional funding as required by the State for Medicaid ENE CAP funding (roll forward from FY 22/23).			

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, ON THIS 3rd DAY OF JULY, 2023.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 3rd DAY OF JULY, 2023.

Chairman, Board of Commissioners

Finance Officer

Fwd: Historic Hertford, Inc.

From: Janice Cole <hertfordmanager@gmail.com>
To: Mary Hunnicutt
Date: Mon 6/26/2023 3:37 PM

Mary,

John Lassiter, Principal at Hertford Grammar has agreed to serve.

Janice McKenzie Cole
Town Manager
Town of Hertford
114 W. Grubb Street, PO Box 32
Hertford, North Carolina 27944
P(252) 426-1969 ~ F(252) 426-7060
Cell (252) 435-8549
HertfordManager@gmail.com
www.townofhertfordnc.com

Mary,

It does not have to be a commissioner. I am trying to think of someone to recommend to you all.

Janice McKenzie Cole, Town Manager
Town of Hertford
114 W. Grubb Street, PO Box 32
Hertford, North Carolina 27944
P(252) 426-1969 ~ F(252) 426-7060
Cell (252) 435-8549
HertfordManager@gmail.com
www.townofhertfordnc.com

On Tue, Jun 20, 2023 at 1:05 PM Mary Hunnicutt <MHunnicutt@perquimanscountync.gov> wrote:
Janice, I talked with Mr. Hoffer last night and he said that he was not interested in continuing to serve on the above referenced Board. I mentioned it to Frank, and he said that, if you find out that it does not have to be a Commissioner, we can see about doing a Commissioner appointee for that position. It is whatever their bylaw specifies. I know that with the Economic Development Commission, it states that the towns needed to appoint one of their council members to the Commission.

If you will let me know what the bylaws state, I will be happy to place that on the July Agenda to fill his seat effective July 1, 2023.

Thanks.

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

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

STATEMENT OF INTEREST TO SERVE

If you are a Perquimans County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Perquimans County Board of Commissioners
c/o Clerk to the Board
P.O. Box 46
Hertford, NC 27944

E-mail: mhunnicut@perquimanscountync.gov

Fax Number: (252) 426-4034

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

1. Historic Hertford, Inc.
2. _____
3. _____
4. _____

Your full name John Russell Lassiter

Date of Birth 09/15/1987

Mailing Address 183 Ansley Rd

City and Zip Code Hertford NC 27944

Home Phone (252) 339-8157 Work Phone (252) 310-1527 Cell Phone _____

Current Job Title Principal (HGS)

Company or Agency Perquimans County Schools

Email Address john.lassiter@pcschools.org

Do you live in the county? Yes No

Please list the name of your Township Hertford - Parksville

(This information can be obtained from the Tax Office at (252) 426-7010)

Educational Background Para County High School, NC State

University (undergrad), ECU (Master's), East Carolina

University (Doctorate)

Work Experience Math Teacher, Assistant Principal, Principal.

Prior Board/Committee Experience Albemarle Emmanuel / Christal's

board, SECU Advisory Board.

This "Statement of Interest to Serve" will remain active for two (2) years from date received in the County Manager's Office.

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences as set forth by the by-laws or rules for that Board.

John R Lassiter

6/28/23

STATEMENT OF INTEREST TO SERVE

If you are a Perquimans County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Perquimans County Board of Commissioners
c/o Clerk to the Board
P.O. Box 45
Hertford, NC 27944

E-mail: mhunnicuttt@perquimanscountync.gov

Fax Number: (252) 426-4034

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

- 1. Recreation Advisory Committee
- 2. NE Workforce Development Consortium
- 3. Coastal Resources Advisory Council
- 4. County Historians

Your full name James Richard Burch

Date of Birth 1/20/64

Mailing Address 318 Lake Rd.

City and Zip Code Hertford 27944

Home Phone 252 945 7180 Work Phone 252 426 5744 Cell Phone 252 945 7180

Current Job Title Asst. Superintendent

Company or Agency Perquimans County Schools

Email Address james.burch@pschools.org

Do you live in the county?

Yes No
Please list the name of your Township Parkville

(This Information can be obtained from the Tax Office at (252) 426-7010)

Educational Background B.S. M.S. Ed.S. Professional License: Principal
EC Director, Health Specialist, Safety and Driver Education,
Superintendent, Phys. Edu., MD, HE, Mentor, B.E.D.

Work Experience 33 years in public education - teacher, coach, principal
interim superintendent, asst. superintendent, athletic director

Prior Board/Committee Experience NCSECU Advisory Board, 4-H Board
Various educational committees

This "Statement of Interest to Serve" will remain active for two (2) years from date received in the County Manager's Office.

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences as set forth by the by-laws or rules for that Board.

James R. Bunch
Signature

6/8/2023
Date

Please feel free to attach a resume or additional information if so desired.

ALBEMARLE COMMISSION
SENIOR NUTRITION CONTRACT

This Agreement entered into as of this first day of July 2023, by and between PERQUIMANS COUNTY (hereinafter referred to as Contractor), and the Albemarle Commission, (hereinafter referred to as AC), with offices located at 512 South Church St., Hertford, North Carolina, WITNESSETH THAT;

WHEREAS, AC wishes to make available certain services to elderly residents within a service area hereafter described; and,

WHEREAS, the Contractor warrants that it is capable of providing the services hereafter described; and,

WHEREAS, the Contractor desires to assist AC in this endeavor;

NOW, THEREFORE, the parties hereto do agree as follows:

1. Employment of Contractor: AC hereby agrees to engage the Contractor to perform the services hereinafter set forth.
 2. Time of Performance: The services of the Contractor are to commence on July 1, 2023, and shall be completed by June 30, 2024.
 3. Scope and location of Services: The Contractor shall do, perform, and carry out in a satisfactory and proper manner, as determined by AC, the agreements and assurances required in the Request for Proposal and the services specified in No. 35—Special Conditions.
 4. Personnel: The Contractor represents that it has, or will secure at its own expenses, all personnel required in performing the services under this Agreement. Such personnel shall not be employees of, or have any contractual relationship with AC. All personnel engaged in the work shall be fully qualified.
- It is understood and agreed that BEVERLY GREGORY shall represent the Contractor as Project Manager in the performance of this Agreement. Any change in such Project Manager shall be subject to approval of AC.
5. Compensation: The Contractor and AC expressly understand and agree that in no event will the total compensation and reimbursement paid thereunder by the AC exceed the maximum of Thirteen Thousand and Seventy Six Dollars and 91 Cents (13,076.91) for 999 hours of Nutrition Service, and shall constitute full and complete compensation for the Contractor's services hereunder.

6. Reimbursement Rate Per Unit of Service: Albemarle Commission will reimburse the Contractor \$13.09 for each hour of Nutrition Service served to eligible clients, such units of service being defined in No. 35 – Special Conditions.
7. Reprogramming of Funds: It is understood and agreed that, in the event that the amount of funds received from the North Carolina Division of Aging is reduced, AC may in turn, decrease the total compensation and reimbursement to be paid hereunder and in accordance with Paragraph 14, changes in the Scope of Services.
8. Change of Reimbursement. At its sole discretion, AC may re-negotiate the reimbursement shown in Paragraph 6 of this Agreement. However, in no case will AC increase the overall amount shown in Paragraph 5.

The parties agree they will consider increasing the reimbursement rate only under two circumstances:

- a) Upon a showing by Contractor that actual costs have increased due to factors beyond Contractor's control (e.g., increases in gasoline costs, union settlement on wages, etc.); or
- b) Upon a showing by Contractor that actual costs have increased due to a sudden increase in client load (e.g., due to a disaster). In the event that the reimbursement rate is increased, the total units of service to be delivered will be correspondingly decreased.

The parties further agree that AC shall have the right to decrease the reimbursement rate under any circumstances which show that actual costs are less than projected; including, but not limited to, circumstances in which:

- a) Overall costs of providing service are shown to be less than forecast in the Contractor's original bid for this service; or
 - b) The Contractor fails to document the required cost-sharing, such that the AC reimbursement rate exceeds 100 percent of service costs. In the event The reimbursement rates are decreased, AC may, at its option, increase The total number of units of service to be delivered.
9. Method of Payment: After the first month, Contractor shall submit a monthly report to AC on the number of service units delivered and capital cost through the end of prior month for reimbursement.
 10. Documentation of Expenses: Contractor shall maintain full and complete documentation of all expenses associated with performing the scope of work under the contract. Expenses documentation shall include: time sheets for AC clients; receipts for any supplies purchased for use on this contract; any applicable

subcontract expenditures; and such other documentation necessary to substantiate overall costs of delivering the contracted service (including Contractor contribution as well as amounts reimbursed by AC).

11. Payment by Service Recipient: No individual receiving services under the terms of this Agreement shall be required to pay any part of the cost of the service. However, recipients shall be given the opportunity by the Contractor to make some contribution for the service in a manner approved by the AC.

Contractor shall post a notice in a conspicuous place, stating that no charge is Made for the service, but that contributions will be accepted. Contractor shall furnish envelopes to all clients for confidential contributions. Contractor shall offer a locked box in a convenient location for confidential deposit of envelopes.

12. Cost Sharing: Cost Sharing is any money received by Contractor as a direct result of contract activity. Contractor shall maintain daily records of activity, Contractor shall maintain daily records of activity. Program income shall be used in the same year it is received to provide additional services.

13. Monitoring, Auditing and Reporting: The Contractor agrees to submit to audit by AC, the State of North Carolina, or the federal government for a three year period following final payment under the terms of this Agreement. The Contractor agrees to permit monitoring by AC, its staff and appropriate representatives, and to comply with such reporting procedures as may be established by AC. The Contractor further agrees that all pertinent financial records shall be made available for copying upon request by AC, the state or federal government, or their agents.

It is understood and agreed that the report procedures established by AC may include, but not be limited to, the names and addresses of individuals receiving services under the terms of this contract, with the understanding that no personal information obtained from any individual will be disclosed by AC in a form which allows identification of the individual, without the written consent of the individual.

It is understood and agreed that the report procedures established by AC may also include actual costs incurred per unit of service including both AC costs and contractor contributions.

It is further understood that the agency is responsible to AC for clarifying any audit exceptions that may arise from AC independent audit, the Department of Human Resources audit, or any federally conducted audit. AC requires the Contractor to send a copy of their audit when received from the independent auditors. In addition, contractors are responsible for paying any governmental funds that may be part of the audit exception.

- 14. Changes: AC may, from time to time, require changes in the Scope of Services to be performed. Such changes, including any increase or decrease in the amount of the Contractor's compensation which is mutually agreed upon between AC and the Contractor, shall be incorporated in written amendments to this Agreement.
- 15. Termination of Agreement for Cause: If through any cause the Contractor shall fail to fulfill in timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the covenants, agreements or stipulations of this Agreement, AC shall thereupon have the right to terminate this Agreement by giving written notice to the Contractor of such termination and specifying the effective date thereof. The date of notice shall be at least five (5) days before the AC effective date of such termination.

In the event of termination, such data, studies, surveys, drawings, maps and reports prepared by the Contractor shall, at the option of AC, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. Client files of the agency, developed under this contract shall become the property of the AC upon completion and/or termination of this contract.

Notwithstanding the above, the Contractor shall not be relieved of liability to AC by virtue of any breach of the Agreement by the Contractor, and AC may withhold any payments to the Contractor for the purpose of set-off until such time as the exact amount of damages due AC from the Contractor is determined.

- 16. Cancellation for Convenience of AC: AC may cancel this Agreement at any time by giving written notice to the Contractor of such cancellation and specifying the effective date of such cancellation. If the Agreement is canceled by AC as provided herein, the Contractor will be paid for work satisfactorily completed.
- 17. Disputes: Any disputes which arise in the interpretation of this contract shall be resolved in the following manner:
 - a) The Contractor shall submit a letter to AC specifying the nature of the dispute asking for resolution of the dispute.
 - b) The Executive Director of the AC will meet with the Contractor to resolve the dispute. The Executive Director of the AC will document the resolution in a letter to the Project Manager.
 - c) If the Contractor is dissatisfied with the resolution of the dispute decided by the AC Executive Director, the Contractor may appeal the Executive Director's decision in writing to the AC Budget and Personnel Committee.

- d) The AC Budget and Personnel Committee will consider the appeal at its next scheduled meeting, which shall occur no less than 10 days following receipt of the written appeal request. The decision of the Budget and Personnel Committee is final.
18. Subcontracting: None of the work or service covered by this Agreement shall be subcontracted without the prior written approval of AC. All approved subcontracts must conform to the applicable requirements set forth in this Agreement and must attach and include by reference Appendix A - Scope of Services.
19. Compliance with Service Standards and Required Procedures: Contractor shall perform the services set forth in this Agreement in compliance with applicable standards and procedures specified in Appendix A - Scope of Services. Contractor further agrees to comply with applicable standards for this service which are, or may be, specified by the North Carolina Division of Aging, any other State of North Carolina agency, the Division of Aging Policy Manual, and the AC Policy Manual.
20. Service Priorities: Contractor shall give priority for service to those older people with the greatest social and economic need. Where the nature of the service allows, Contractor shall make special efforts to serve the moderately impaired, isolated and homebound elderly on a priority basis, as set out in the proposal and as indicated in the service standards established by the Division of Aging.
21. Equal Opportunity and Affirmative Action: In carrying out this contract, Contractor shall deny none of the benefits or services of the program to any eligible recipient on the grounds of age, sex, religion, race, color, handicap, or national origin.

The Contractor also agrees not to discriminate against any employee or applicant for employment because of age, race, color, religion, sex, handicap or national origin. The Contractor shall take affirmative action to insure that applicants are employed, and that employees are treated during employment without regard to their age, race, color, religion, sex, handicap, or national origin. Such action shall include, but not be limited to: employment or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

The Contractor shall, in all solicitations or advertisements for employees placed by, or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, handicap, or national origin.

It is further agreed by the Parties that the Contractor shall take affirmative action to solicit subcontractors with or purchases from minority business enterprises as defined in the Public Works Employment Act of 1977, 42 U.S.C. 6705 (f) (2),

where such subcontracting or purchasing, if any, is or may be undertaken under the terms of this Agreement.

- 22. Confidentiality: Any reports, recipient information, data, or other materials given to, or prepared or assembled by the Contractor under this Agreement which AC requests to be kept confidential, shall not be made available to any individual or organization by the Contractor without prior written approval of AC.
- 23. Identification of Documents: All reports, maps, and other documents completed as part of this Agreement, other than documents exclusively for internal use within AC, shall carry the following statement on the front cover, or a title page containing the name of AC.

THE PREPARATION OF THIS (Report, Document, Etc.) WAS FINANCED IN PART THROUGH A FEDERAL GRANT BY THE NORTH CAROLINA DEPARTMENT OF HUMAN RESOURCES, DIVISION OF AGING, UNDER THE PROVISIONS OF TITLE III, OLDER AMERICANS ACT OF 1965, AS AMENDED.

- 24. Licenses and Permits: Contractor shall maintain all required licenses, permits, bonds, and insurance required for carrying out the services in Appendix A. the Contractor shall notify the AC immediately if any required licenses or other permits are canceled, suspended, or otherwise ineffective. Failure to maintain proper licenses permits, bonds and insurance shall be a basis for AC disallowing all or part of payments under this contract or for termination of this agreement for cause.
- 25. Insurance: Notwithstanding any other insurance requirements, Contractor shall, within ten (10) days of the effective date of this Agreement, provide AC with a certificate of insurance for public liability insurance in the minimum amount of One Hundred Thousand/Three Hundred Thousand Dollars (\$100,000/\$300,000). If Contractor uses a vehicle in fulfilling its duties under this Agreement, Contractor shall also provide evidence of automobile insurance in the minimum amount of Twenty-Five Thousand/Fifty Thousand Dollars (\$25,000/\$50,000 liability insurance and Fifty Thousand Dollars (\$50,000) property insurance. Failure to provide evidence of insurance shall be deemed an automatic violation of this Agreement and could therefore lead to termination of the Agreement by AC. The Contractor shall hold AC harmless for any damages to the person or property of any individual or organization as the result of the execution of the scope of service to be performed under this Agreement.
- 26. Conflict of Interest: The Contractor covenants that it presently has no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. The Contractor further covenants that, in the performance of this Agreement, no person having any such interest shall be employed.

27. Interest of Members of AC and Others: No officer, member, or employee of AC and no member of its governing body, and no other public official of the governing body of the locality or localities in which the project is situated or being carried out who exercises any functions or responsibilities in the review or approval of this project, shall participate in any decision relating to this Agreement which affects his or her personal interest or have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
28. Officials not to Benefit: No member of or delegate to Congress, or resident commissioner, shall be admitted to any share or part of this contract, or to any benefit that may arise therefrom.
29. Assignability: The Contract shall not assign, sublet, or transfer all or any portion of its interest in this Agreement without the prior written approval of the Agency's Executive Director or his authorized agent.
30. Resources Development: The Contractor shall investigate other agencies and resources providing services to the elderly and shall coordinate its own services to minimize overlap and duplication.
31. Disaster Assistance: In the event that elderly individuals are endangered by the occurrence of a tornado, fire, flood, severe temperature extremes, or other disaster-related situation, the Contractor shall cooperate with requests for assistance from AC on behalf of the elderly individuals.
32. Attendance at AC Meetings: The Contractor, upon request of AC, shall attend any committee or special meeting relating to the project, or staff development training.
33. Participant Input: The Contractor shall, with the assistance of AC, develop a procedure for providing elderly service recipients with an opportunity to assess and evaluate the program. This assessment shall be performed on a regular basis.
34. Applicable Laws, Rules, and Regulations: This contract shall be deemed to have been executed and performed in the State of North Carolina, and all questions of interpretation and construction shall be construed by the laws of such State. In addition, Contractor shall be governed by all applicable Federal, State, and Local rules, regulations and policies.
35. Special Conditions:

Appendix A-
CONGREGATE NUTRITION

Service Definition:

The provision of a meal in a group setting.

Unit of Service:

One hour --four hours daily.

Service Objective:

To promote the health and well being of older people through the provision of nutritious meals and opportunities for social and recreational services and access to other services.

Service Activities:

Prepare specific congregate meal site(s) at least 5 days per week for dining.

- Set up tables, chairs, place settings, and table condiments.
- Clean up after meals, washing non-disposable items and dispose of litter and garbage.
- Welcome participants to site.
- Station staff, both paid and volunteers, to keep attendance records and to encourage donations to program.

Food Service:

- Receive meals from caterer or central kitchen, take and record temperatures of all hot and cold food items.
- Prepare food service line for serving meals.
- Supervise portioning of food onto plate by donated and volunteer staff, take food temperatures again immediately before portioning.
- Provide assistance to participants who have difficulty walking or carrying trays.
- Review and maintain records on food quality and quantity.

Coordinate Services:

- Arrange transportation to site for participants.
- Recruit and train volunteers.
- Provide grocery shopping assistance and/or education at least 2 times per month.
- Provide for nutrition education at least 2 times per month.
- Provide for health and social service information at least once per month.
- Provide an exercise program one time per week.
- Provide activities daily.
- Outreach activities will be conducted to identify and attract health impaired, socially and/or economically need persons in need of nutrition services.

Preferred Target Groups: Persons who are health impaired, and who are in need of nutritional supports or those older persons whose independent living arrangements lack

proper facilities for meal preparation. Those persons who are ambulatory, but lack sufficient health and/or motivation to prepare meals regularly.

Locale of Service:

- At an approved public or private community facility with the following characteristics.
- Has been approved by the local health department.
- Has been inspected by the local fire department and meets all local and state fire codes.
- Has been approved in writing by the Area Agency on Aging prior to opening.
- Is in compliance with 504 Regulations.
- Is located near concentrations of preferred target group persons.
- Must have at least 12-14 square feet per person excluding halls, bathrooms, kitchen areas.
- Must be a facility where all eligible persons feel free to visit and will not offend their cultural and ethnic preferences.
- Must have adequate number of tables and chairs appropriate for older adults.
- Must have at least 2 exits which are unlocked during hours of operation.
- Must have adequate parking.
- Must have a safe and appropriate place to mount and dismount from vans or other group transportation vehicles.
- Must be heated during colder months to at least 72° F. while participants are present.
- There must be a "termination of services" policy on file for each participant.

Access to Services:

- Participants will be referred to service by self, friend, neighbor, or a community resource.

Delivery Characteristics:

- Meals shall be served at least 5 days per week at the site.
 - There shall be a feedback mechanism to obtain information on menu preference of participants, and other issues at site.
 - The approved menu shall be publicized one week in advance at the site and shall be identified as the Nutrition Program for the elderly menu and shall specify serving dates.
 - Each meal shall provide at least 1/3 of the current recommended daily dietary allowances Food and Nutrition boards of the National Research Council and shall meet the following meal pattern when plated for each participant.
- a) 2 ounces cooked edible portion of meat, fish, fowl, eggs; cooked dry beans or cheese may be used for a maximum of 4 times per month as substitute for one ounce of meat; textured vegetable protein may only be used as specified in the Division of Aging Manual.

- b) Two, one-half cup servings of vegetables, fruits, and full strength fruit/vegetable juices. There must be one cold source of Vitamin C which provides at least 1/3 RDA of Vitamin C daily.
- c) One serving enriched or whole grain bread, biscuits, rolls, muffins, sandwich buns, cornbread, other hot breads or enriched or whole grain cereals or cereal products such as rice, macaroni, dumplings, pancakes, and waffles.
- d) One teaspoon of butter or fortified margarine in a packaged chip.
- e) One, one-half cup serving of dessert which may be fruit, full strength fruit juice, pudding, gelatin, ice cream, ice milk, sherbet, cake, pie, cookies and similar foods.
- f) One-half pint of fortified whole, skim, or low-fat milk, buttermilk, yogurt, or cheese (3 ozs.).
- g) Fruit or juice used as a dessert may not be counted toward the two servings of vegetables and fruits.

- Contractor shall tell the participants about agency procedures for service, confidentiality, waiting lists, service priorities, complaint and grievance, and other matters germane to the participants' decision to accept service, and about his opportunity to make a voluntary contribution to the program.
- Every effort shall be made to make the dining room and meals attractive.
- A completed calendar of site activities and programs must be posted at the beginning of the month.
- Emergency plans must be developed for each site for medical emergencies and to evacuate the site in case of fire or explosion.
- The contractor shall provide adequate staff to operate the program including a paid contract manager and a paid site manager for the site.
- The site manager may be paid from Title III funds for no more than 4 hours per day and shall be responsible for site operations.
- Must be able to work well with older adults.
- Must be able to keep accurate records.
- Must be able to supervise volunteers.
- The contractor must develop a plan to recruit, orient, train, and recognize volunteers.
- Minimum orientation and training shall include:

Contract Manager: Administrative procedures, record keeping systems, reporting, food safety.

Site Managers: Site procedures, orientation and training for specific volunteer activities.

All Staff: First aid, cardio-pulmonary resuscitation, physiology of aging, fire/disaster evacuation, shall attend all training required for specific staff categories provided by the Division of Aging and/or Area Agency on Aging.

- All foods must be stored, prepared, held and served in a manner to preserve optimum flavor and appearance, while retaining nutrients and food value.
- Staff serving food must use hygienic techniques and practices in all handling of the food.
- Food temperatures must be maintained at safe levels (hot 140° +, cold 45°-) throughout all processes from storage through serving.
- Contractor must abide by food safety practices required in 10NCAC Section of .0400.

Prohibited Services:

- Cannot provide meals to residents of long-term care facilities, guests, handicapped persons under age 60, adult day care participants and paid staff under age 60 without reimbursement of the full cost of the meal.
- Except on emergency basis, nutrition site(s) may not be closed or combined on a temporary or permanent basis without prior written approval from the Area Agency on Aging.
- May not enter into contracts with profit making organizations without prior written approval from the Area Agency on Aging.

Administrative Requirements:

- Adequate records shall be maintained to document program activities and shall include:
 - participants' intake record
 - participants' attendance records
 - meals served records
 - menu served with substitutions, dates, and justification noted
 - meal receipt/delivery slips
 - program income record
 - employment records including affirmative action documentation
- Shall follow general recognized accounting procedures outlined in CRF Part 74 of all funds including participant contributions.
- All participants' records shall be treated as confidential.
- File all required reports on time.
- Train staff to make appropriate referrals.

Home-Delivered

In administering the Home-Delivered Meals Program, Contractor agrees to appoint or employ a person to do the following duties:

- 1) Recruit, maintain, schedule, and supervise volunteers to deliver meals.
- 2) Order, receive, and check meals received.
- 3) Keep daily records, which will include, but not be limited to:
 - a) Daily Nutrition Service Record
 - b) Required Temperature Reports
 - c) Volunteer Hours Reports
- 4) Receive requests for meals from potential clients.
- 5) Collect all project income per the Consumer Contributions Policy and Procedures.
- 6) Report all legitimate complaints to the Albemarle Commission's Home-Delivered Meals Coordinator.

The Albemarle Commission's Home Delivered Meals Coordinator/Volunteer Administrator will be responsible for:

- a) Supervising in the daily operation of home-delivered meals activities.
- b) Providing whatever assistance and support is necessary to recruit and maintain volunteers, i.e., making presentations to civic or community groups, etc., providing printed material, etc.
- c) Processing all requests for meals, determining eligibility, and making all placements to the program.
- d) Revising and updating delivery routes to reflect additions, deletions, or other changes.

IN WITNESS WHEREOF, AC and the Contractor have executed this Agreement as of the date first above written.

(County)

Albemarle Commission

BY: _____
(Authorized Official)

BY: _____
(Executive Director)

DATE: _____

BY: _____
(Area Agency on Aging Director)

DATE: _____

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

(Commission's Finance Officer)



Sharon J Potts
Senior Vice President

Marsh USA LLC
3560 Lenox Road
Two Alliance Center
Atlanta, GA 30326

Mary Hunnicutt
County of Perquimans

Subject: Engagement Letter

Dear Mary,

We are pleased that County of Perquimans ("you") has chosen Marsh USA LLC ("Marsh" or "we") to act as your surety broker.

Commission Coverage(s)

- a) Surety

We look forward to continuing a mutually rewarding and long-standing relationship with you. Attached to this letter is a list of the services that Marsh will provide to you and the Terms and Conditions under which those services will be provided. These Terms and Conditions and Marsh's engagement under this letter are effective for one year starting July 1, 2023.

We will update this letter as needed based on any changes to your program, the services provided by Marsh to you or the terms upon which such services will be provided.

We appreciate your business and look forward to working with you.

Unless you inform us in writing to the contrary, we will presume that this letter accurately reflects the services and the Terms and Conditions that apply to our engagement.

Should you have any questions, please contact me.

Marsh USA LLC on behalf of itself and the Non-US Affiliates

By: DocuSigned by:
Sharon J Potts

 Sharon J Potts
 Senior Vice President

Date: 6/23/2023



The following sets forth the terms upon which Marsh USA LLC ("Marsh USA") will provide services to you:

Marsh USA is entering this Agreement on behalf of itself and as agent for its non-US affiliates with respect to Services (defined below) each provides pursuant to this Agreement ("Non-US Affiliates," and, collectively with Marsh USA, "Marsh"). For a list of Marsh's non-US affiliates, please visit: <https://www.marsh.com/us/about-marsh/leading-the-way-in-transparency.html>.

1. Services.

Marsh will act as your surety broker. Marsh shall provide to you the following services (the "Services"):

Pre-Marketing Services

- Assist you in assessing your surety needs and in developing specifications which Marsh will submit to surety companies;
- Recommend potential surety companies;

Marketing and Placement Services

- Solicit quotes from surety companies that you select;
- Negotiate on your behalf with surety companies as to program terms (capacity and rates) and assist you in the negotiations of indemnification agreements;
- Assist you in evaluating the options received from surety companies;
- Use best efforts to place surety bonds for you, as directed and approved by you;
- Issue and deliver surety bonds in a timely manner, subject to authorization by the surety company(ies);

Services related to Marsh placements

- Provide you with advice concerning manuscripted bond forms and review bond forms and riders for conformity to agreed terms and coverage;
- Review and verify premium calculations on bond transactions;
- Provide bond reports for all bonds issued and/or renewed and updates on changes to existing bonds;
- Provide you with invoices, except in the case of direct billing by surety companies. Remit premiums to surety companies and, where applicable, remit taxes and fees to the relevant authorities, following receipt thereof from you. Marsh USA will bill and collect on behalf of the Non-US Affiliates amounts payable to them pursuant to this Agreement, as applicable, and remit to them any such amounts collected on their behalf;
- Monitor published financial information of your current surety companies and alert you when one of those surety companies falls below Marsh's minimum financial guidelines.

Marsh may utilize the services of intermediaries to place your surety coverage, subject to your approval.

Marsh may retain your information in paper or imaged format and may destroy paper copies if Marsh retains digital images thereof.

Marsh may include, on a de-identified basis, information relating to your insurance program in benchmarking, modeling, analytic and insurance offerings.

Marsh may share with prospective insurers information about your upcoming insurance renewals to help insurers identify opportunities to compete for risk. Marsh shares the information as part of its Insurer consulting offering, which is designed to help insurers expand their own offerings and create superior solutions for Marsh clients. For more information, please visit <https://www.marsh.com/us/about-marsh/leading-the-way-in-transparency.html>.

Marsh's service obligations to you are limited to those set forth above. Marsh can provide additional services at an additional cost. The cost and scope of additional services (see Appendix A) will be agreed in advance and reflected in an amendment to this Agreement or a separate agreement.

2. Compensation.

Marsh shall be compensated for its Services through commissions from surety companies.

Prior to each placement by Marsh, Marsh shall disclose to you any commissions to be collected by Marsh or its affiliates, except when such affiliates are acting as an underwriting manager on behalf of insurers.

The form of Marsh's compensation, whether by commission, fee, or both, shall not affect Marsh's role as surety broker or the scope of the Services to be provided by Marsh.

In the case of placements made by Marsh USA's non-U.S. affiliates on behalf of you or your non-U.S. subsidiaries, Marsh USA's non-U.S. affiliates may make disclosures to your local operating management.

Any commissions collected by Marsh or its affiliates shall be considered fully earned at the time of placement. If you terminate a bond before it expires, Marsh will retain the commission it has collected except that, if Marsh places the replacement bond, Marsh will return any unearned commission.

If you ask Marsh USA to access non-U.S. markets not anticipated at the effective date set forth in the attached letter, you agree to negotiate in good faith the additional costs of Services relating to those placements.

If there is a significant change in your operations or risks that affects the nature and scope of your surety program and/or service needs, both parties agree to renegotiate Marsh's compensation in good faith.

3. Term and Termination.



The term of Marsh's engagement hereunder is (1 Year) one year starting on the Effective Date and may be extended in writing.

Either party may terminate this Agreement upon 90 days' prior written notice. If you or Marsh terminate this Agreement, Marsh's compensation will be deemed fully earned.

The obligation of Marsh and its affiliates (including its UK affiliates) to provide Services to you will cease upon the effective date of termination, unless otherwise agreed in writing. Marsh will assist you in arranging a smooth transition process, subject to receipt by Marsh of all amounts due to Marsh from you.

4. Taxes and Fees.

Marsh may make placements for you that may require the payment of premium taxes (including U.S. federal excise taxes), sales taxes, use taxes, surplus or excess lines and similar taxes and/or fees to federal, state or foreign regulators, boards or associations. You agree to pay such taxes and fees. Marsh will remit any taxes and fees that it collects from you to the appropriate authorities.

5. Your Responsibilities.

You shall be solely responsible for the accuracy and completeness of all information that you furnish to Marsh and/or surety companies. Marsh shall not be responsible for verifying the accuracy or completeness of any information that you provide, and Marsh shall be entitled to rely on that information. Marsh shall have no liability for any errors, deficiencies or omissions in any Services provided to you, including the placement of surety bonds on your behalf, that are based on inaccurate or incomplete information provided to Marsh. You understand that the failure to provide all necessary information to surety companies, whether intentional or by error, could result in the impairment or voiding of coverage. You agree that all decisions regarding the amount, type or terms of coverage shall be your ultimate responsibility. While Marsh may provide advice and recommendations, you must decide the specific coverage that is appropriate for your particular circumstances and financial position. You will review all surety program documents or bonds provided to you by Marsh.

6. Other Revenue.

If Marsh assists you with obtaining premium financing, Marsh may receive compensation from the finance company that provides the premium financing. Marsh shall provide to you information relating to Marsh's and its affiliates' arrangements with and interests in the premium finance companies to be considered by you and the compensation that Marsh and its affiliates would receive from these companies for your placements. Marsh earns and retains interest income on premium payments held by Marsh on behalf of surety companies between the time Marsh receives these payments from you and the time Marsh remits these payments to the surety companies, where permitted by applicable law.

7. Disclaimers; Limitation of Liability.

Marsh does not speak for any surety company, is not bound to utilize any particular surety company and is not authorized to make binding commitments on behalf of any surety company, except under special circumstances which Marsh shall endeavor to make known to you. Marsh shall not be responsible for the solvency of any surety company or its ability or willingness to pay claims, return premiums or other financial obligations. Marsh does not guarantee or make any representation or warranty that surety bonds can be placed on terms acceptable to you. Marsh will not take any action to replace your surety companies or surety program or bonds unless you instruct Marsh to do so. Marsh's service obligations to you are solely contractual in nature. You acknowledge that, in performing services, Marsh and its affiliates are not acting as a fiduciary for you, except to the extent required by applicable law, and do not have a fiduciary or other enhanced duty to you. Any reports or advice provided by Marsh should not be relied upon as accounting, legal, regulatory or tax advice. In all instances, Marsh recommends that you seek your own advice on such matters from professional accounting, legal, regulatory and tax advisors.

Marsh will not be responsible for the adequacy or effectiveness of any surety programs or bonds implemented by another broker, or any acts or omissions occurring prior to Marsh's engagement.

In no event shall either party to this Agreement be liable for any indirect, special, incidental, consequential or punitive damages or for any lost profits arising out of or relating to any services provided by Marsh or its affiliates. The aggregate liability of Marsh, its affiliates and its and their employees to you or your affiliates arising out of or relating to the provision of services by Marsh or its affiliates shall not exceed \$10,000,000. This provision applies to the fullest extent permitted by applicable law.

Marsh may provide you with modeling and/or business analytics services, including Loss Projection Model (LPM), Workers' Compensation Performance Assessment (WCPA), IDEAL, Risk Bearing Capacity and risk tolerance analysis (RBC), benchmarking and industry risk mapping ("Modeling and Analytics"). Modeling and Analytics services will be based upon a number of assumptions, conditions and factors. If any of them or any information provided to Marsh are inaccurate or incomplete or should change, the Modeling and Analytics provided by Marsh could be materially affected. These services are subject to inherent uncertainty, and actual results may differ materially from that projected by Marsh. They are provided solely for your benefit, and do not constitute, and are not intended to be a substitute for, actuarial, accounting or legal advice. Marsh shall have no liability to any third party in connection with these services or to you with regard to any services performed or provided by a third party. Except to your insurers in connection with the placement of coverage by Marsh, you shall not share any of Marsh's Modeling and Analytics work product with a third party without Marsh's prior written consent.

8. Miscellaneous.



The laws of the State of New York govern this Agreement, without regard to choice of law principles. This Agreement may only be amended by mutual written agreement.

Each party to this agreement, on behalf of itself and its affiliates, agrees that any dispute, claim or controversy arising out of or relating to this Agreement or the provision of services by Marsh or its affiliates shall be resolved by binding arbitration pursuant to the Commercial Arbitration Rules of the American Arbitration Association then in effect. The arbitration shall be conducted by a panel of three arbitrators, with each party selecting one arbitrator and the two arbitrators selecting the third arbitrator. If the two arbitrators are unable to agree upon the third arbitrator, the third arbitrator shall be selected by the American Arbitration Association. Each of the arbitrators shall have at least fifteen years of insurance industry experience. Judgment upon any award rendered by the arbitrators may be entered in any court having jurisdiction.

Any litigation or other proceedings arising from or relating to this Agreement or any services provided by Marsh or its affiliates to you or your affiliates shall be brought in the state or federal courts located in the State of New York, County of New York, United States of America, and the parties consent to the jurisdiction of such courts in connection therewith.

It is the intent of the parties that the provisions of this Agreement shall be enforced to the fullest extent permitted

by applicable law. To the extent that the terms set forth in this Agreement or any word, phrase, clause or sentence is found to be illegal or unenforceable for any reason, such word, phrase, clause or sentence shall be modified or deleted in such manner so as to afford the party for whose benefit it was intended the fullest benefit commensurate with making this Agreement, as modified, enforceable, and the balance of this Agreement shall not be affected thereby, the balance being construed as severable and independent.

The parties are of equal commercial sophistication and are dealing at arms' length. Each party is accepting this Agreement voluntarily, has read and understands all its provisions and has had the opportunity to seek and to obtain the advice of counsel on its rights and responsibilities under, and the terms and conditions of, this Agreement.

This Agreement and its written amendments and appendices constitute the entire understanding between Marsh and you, and supersede all other agreements or understandings, related to its subject matter. Marsh may modify this Agreement upon written notice to you.

Neither party will have any liability for any failure or delay in performing because of a force majeure event.



Appendix A - Additional Services

Additional Services are available for separate compensation and shall be agreed upon in advance and addressed by amendment to this agreement or by separate agreement (in certain cases with affiliates of Marsh). Such additional services include, but are not limited to:

- Actuarial analysis;
- Consulting relating to workers' compensation cost containment, including behavioral risk management, absence management, cumulative injury management, lean ergonomics, financial diagnostics, claims inventory workout, vendor selection, return-to-work, PastPerformer diagnostics, managed care, claim audits and custom cost containment solutions;
- Any claims services, including, but not limited to, business interruption and other claims valuation services;
- Environmental risk consulting services;
- Risk Financing Optimization (RFO), Catastrophic (CAT) Modeling and Enterprise Risk Management (ERM), including Dynamic Risk Mapping, services;
- Services in connection with loss portfolio transfers and alternative risk financing, including placements made in connection with such services;
- Any loss control services;
- Captive insurance company feasibility studies;
- Establishment and administration of captive insurance companies;
- Placement or servicing of insurance
- Provision of the following services:
 - Identification and assessment, in general terms, of potential insurance regulatory and insurance tax issues relating to your insurance program;
 - Recommendations concerning insurers in light of such regulatory and tax issues;
 - Obtaining from your current and proposed insurers their views regarding potential insurance regulatory and insurance tax issues relating to your insurance, and the collection and settlement of local premium taxes and claims payment;
 - Review of and commentary on your internal premium allocation methodology in light of insurance regulatory and tax issues;
 - Recommendations regarding a premium allocation model, taking into account factors relevant to your operations and in light of specific insurance regulatory and tax issues;
 - Recommendations concerning modifications to your insurance program in light of the insurance regulations of the countries in which your insurable risks are located;
 - Review of your past insurance arrangements for specified periods with respect to insurance regulatory and premium-related tax issues;
 - Information regarding premium-related taxes payable by you in the countries in which you have operations;
 - Where a captive is involved in your insurance program, information and advice regarding the insurance regulatory and premium-related tax issues impacting on the captive;
- Employee benefits services;
- Pension plan consulting;
- Compensation consulting;
- Executive deferred compensation services;
- Risk management claims information systems and related services;
- Strategic Risk Assessment;
- Provision of Marsh personnel on an out-sourced basis;
- Security Consulting;
- Insurance-or surety-related mergers and acquisition due diligence services and transactional solutions;
- Placement and servicing of owner controlled insurance programs; and
- Interactive on-line client services.



JACQUELINE S. FRIERSON
Register of Deeds, Perquimans County

P.O. Box 74 • Hertford, N.C. 27944 • Phone (252) 426-5660 • Fax (252) 426-7443 • email: jackiefrierson@perquimanscountync.gov

RESOLUTION AUTHORIZING
REMOVAL OF CERTAIN PUBLIC RECORD BOOKS
KEPT BY THE REGISTER OF DEEDS FOR
THE PURPOSE OF REPAIR, RESTORATION
AND REBINDING

WHEREAS, NCGS 132-7 provides that books of public records should be copied or repaired, renovated or rebound if worn, mutilated, damaged or difficult to read; and

WHEREAS, there is identified certain books of public records maintained by the Register of Deeds in need of repair, restoration and rebinding; and

WHEREAS, Kofile Technologies is under contract to provide repair, restoration and rebinding of those certain books of public records.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS FOR PERQUIMANS COUNTY, NORTH CAROLINA, that:

Section 1. The Register of Deeds is authorized to remove or cause to be removed to the care and custody of Kofile Technologies for repair, restoration and rebinding the following books of public records:

Vital Statistics Marriage Licenses 1907-1910

Section 2. The books of public records listed in Section 1 of this resolution may remain in the care and custody of Kofile Technologies for the length of time required to repair, restore and rebind them.

Section 3. This resolution is effective upon its adoption.

ADOPTED the ____ day of _____, 2023

Wallace Nelson, Chairman
Board of Commissioners

ATTEST:

Mary P. Hunnicutt, Clerk to the Board



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**

June 26, 2023

To: Perquimans County Board of Commissioners

Re: Board of Equalization and Review

I have asked Renee McGinnis, Project Manager For Piner Appraisal, to attend the meeting. She will be present to give an update on the progress of the ongoing revaluation.

A handwritten signature in cursive script that reads "Bill Jennings".

Bill Jennings
Tax Administrator
Perquimans County

The BCC is requested to consider using one of the following sets of scripts to form the desired motion for approval or denial of each proposed SUP, as follows:

SUGGESTED ACTION TO APPROVE:

Motion to find proposed Special Use Permit No. SUP-23-02 to be inconsistent with Perquimans County's CAMA Land Use Plan (LUP) HOWEVER, the special conditions are one way to reflect the chapter III (B) 'Housing' idea that, "All levels of government should do all that is possible to insure that decent housing and suitable living environments are made accessible to all citizens."and..... motion to approve based on the conclusions that:

1. The use will not materially endanger the public health or safety, if located according to the plan submitted and approved;
2. The use meets all required conditions and specifications;
3. The use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity; and
4. The location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and in general conformity with the Perquimans County Land Use Plan.

(conditioned upon... revise, add or delete from list of conditions contained in the DRAFT Special Use Permit),

ACTION TO DENY: Motion to deny Special Use Permit No. SUP-23-02, as presented, due to.....state your reason.

ATTACHMENTS: 1) GIS General Location Map,
 2) Applicant's SUP Application with Site Plan,
 3) Draft Special Use Permit No. SUP-23-02

FOR
INFORMATION
ONLY
ITEMS

DEPARTMENT HEAD REPORTS

PLAT REVIEW LOG - PERQUIMANS COUNTY MAY

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
MARK PRUDEN	X	5-4-2023	X	SURVEY FOR 2-0063-0003 1.00 ACRE
BRETT DAMRON, RICHARD & KIMBERLY J ADAMS	X	5-4-2023	X	SURVEY FOR 3-0039-00054 .23 ACRES
JOSIAH A WEBB	X	5-8-2023	X	SUBDIVISION FOR 5-0020-0034D PARCEL A 1.00 ACRE, PARCEL B 1.00 ACRE, PARCEL C 5.31 ACRES & PARCEL D 5.31 ACRES
NARETTE ROBERTS & DEANNA HIGGINS	X	5-11-2023	X	RECOMBINATION FOR 5-0051-0015L & 5-0051-0015F 2.88 ACRES
T.A. STOKELY	X	5-31-2023	X	SUBDIVISION FOR 1-0029-0008E 1.00 ACRE
HERMAN & MARY BELANGIA, PAMELA & FRANK LILLY JR	X			
T A STOKELY	X			
STANLEY COLSON JR	X			
SCOTT L TEMPLE	X			
LINDA BOYCE EVANS	X			

Bissell
PO Box 1068
Kitty Hawk, NC 27949
(252) 261-3266

Bowman Consulting
Paul J Toi
131 Main Street
Gatesville, NC 27938
357-1581

Charles E Brown, III
2005 Johnson Road
Elizabeth City, NC 27909
335-0928

S. L. Cardwell Surveying
1206 Francis Street
Elizabeth City, NC 27909
338-6328

E.T. Hyman Surveying
133 US Hwy 158 West Ste E
Camden, NC 27921
335-2913

Pat McDowell
PO Box 391
Elizabeth City, NC 27909
338-4161

McKim & Creed
504 E Elizabeth St Ste1
Elizabeth City, NC 27909
338-2929

Mark Pruden
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Edenton, NC 27932
482-7804

Gloria Rogers
215 B Street
Camden, NC 27921
338-1415/333-8781

Saunders Surveying
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Black Mountain, NC 28711
(828) 669-2777

Scott Temple
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Elizabeth City, NC 27907
330-4016

Robey
150 US Hwy 158 W East
Camden, NC 27921
335-1888

J H Miller Jr.
166 Cottonwood Drive
Hertford, NC 27944
339-6932

Eugene Jordan
402 Sign Pine Road
Tyner, NC 27980
221-4795

Tony Webb
PO Box 381
Edenton, NC 27932
482-3066

PLAT REVIEW LOG - PERQUIMANS COUNTY

JUNE

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
TA STOKELY ROBERTA L ORTS	X	6-1-2023	X	RECOMBINATION OF 2-D085-G012-SH & 2-D085-G013-SH .70 ACRES
TA STOKELY	X	6-1-2023	X	RECOMBINATION OF 3-0058-0003 7 3-0048-0007 1.49 ACRES
HERBERT JAMES COPELAND				
TA STOKELY VICTORIA S SAWYER	X	6-1-2023	X	RECOMBINATION OF 4-D053-0016MJ 7 4-D053-0017MJ 1.38 AVRES & 1.38 ACRES
TA STOKELY WILLIS P & JOHN R DANCHISE	X	6-2-2023	X	RECOMBINATION 2-0061-0046, 2-0061-0046A 10.61 ACRES 4.39 ACRES
JOSIAH A WEBB COUNTY OF PERQUIMANS	X	6-6-2023	X	SUBDIVISION OF 2-0061-0068 5.00 ACRES
TIMMONS GROUP WILLIAMSON & KING	X	6-8-2023	X	BOUNDARY SURVEY 1-0030-0020 4.27 ACRES
TIMMONS GROUP WILLIAMS & KING	X	6-8-2023	X	BOUNDARY SURVEY 1-0022-0119A 3.61 ACRES
PAUL J TOTI W. S. WINSLOW	X	6-8-2023	X	RECOMBINATION OF 1-0011-0063F & 1-0011-0064 3.77 ACRES

Bissell PO Box 1068 Kitty Hawk, NC 27949 (252) 261-3266	S. L. Cardwell Surveying 1206 Francis Street Elizabeth City, NC 27909 338-6328	Pat McDowell PO Box 391 Elizabeth City, NC 27909 338-4161	Mark Pruden 146 Oak Grove Road Edenton, NC 27932 482-7804	Saunders Surveying 510 Avena Road Black Mountain, NC 28711 (828) 669-2777
Bowman Consulting Paul J Toti 131 Main Street Gatesville, NC 27938 357-1581	E.T. Hyman Surveying 133 US Hwy 158 West Ste E Camden, NC 27921 335-2913	McKim & Creed 504 E Elizabeth St Ste1 Elizabeth City, NC 27909 338-2929	Gloria Rogers 215 B Street Camden, NC 27921 338-1415/333-8781	Scott Temple PO Box 422 Elizabeth City, NC 27907 330-4016
Charles E Brown, III 2005 Johnson Road Elizabeth City, NC 27909 335-0928	Eugene Jordan 402 Sign Pine Road Tyner, NC 27980 221-4795	J H Miller Jr. 166 Cottonwood Drive Hertford, NC 27944 339-6932	Robey 150 US Hwy 158 W East Camden, NC 27921 335-1888	Tony Webb PO Box 381 Edenton, NC 27932 482-3066

TIMMONS GROUP 1805 WEST CITY DRIVE ELIZABETH CITY, NC 27909 (252)621-5030

PLAT REVIEW LOG - PERQUIMANS COUNTY

JUNE

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
TA STOKELY	X	6-12-2023	X	SUBDIVISION OF 1-0017-0046 1.13 ACRES
MARK & KIMBERLY BAKER				
TA STOKELY	X	6-14-2023	X	BOUNDARY SURVEY 3-0030-00020 19.21 ACRES
RICHARD M&HOLLY WINSLOW				
JOSIAH A WEBB	X	6-20-2023	X	SUBDIVISION OF 1-0015-0001 1.49 ACRES
PHILIP L WINSLOW ESTATE				
PILOTSE	X	6-20-2023	X	EASEMENT TRACTS 4-0054-0069
ENVIRONMENTAL BANC & EXCHANGE				
	X		X	
	X		X	
	X		X	
	X		X	
	X		X	

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PERQUIMANS COUNTY
TAX DEPARTMENT

Enforced Collections-June 2023

GARNISHMENTS: \$2660.79

PAYMENT AGREEMENTS: \$11,447.93

DEBT SETOFFS: \$0

Permit Report

6/1/2023 - 6/26/2023

Permit Date	Permit #	Permit Type	Location	Project Cost	Total Fees	Outstanding Balance	Total Payments
6/1/2023	3313	Electrical	County	500	\$50.00	\$0.00	\$50.00
6/1/2023	3312	Plumbing	County	12,900	\$200.00	\$0.00	\$200.00
6/1/2023	3311	Plumbing	County	14,700	\$230.00	\$0.00	\$230.00
6/1/2023	3309	Mechanical	County	6,700	\$75.00	\$0.00	\$75.00
6/2/2023	3316	Mechanical	County	1,000	\$55.00	\$0.00	\$55.00
6/2/2023	3314	Mechanical	County	2,000	\$65.00	\$0.00	\$65.00
6/5/2023	3327	Building	Hertford	12,100	\$243.00	\$0.00	\$243.00
6/5/2023	3326	Plumbing	Hertford	435	\$55.00	\$0.00	\$55.00
6/5/2023	3325	Building	County	3,250	\$50.00	\$0.00	\$50.00
6/5/2023	3324	Building	County	3,250	\$50.00	\$0.00	\$50.00
6/5/2023	3323	Mechanical	County	33,000	\$130.00	\$0.00	\$130.00
6/5/2023	3322	Building	County	15,000	\$104.00	\$0.00	\$104.00
6/5/2023	3321	Building	County	16,280	\$210.00	\$0.00	\$210.00
6/5/2023	3320	Electrical	County	10,000	\$164.00	\$0.00	\$164.00
6/5/2023	3319	Electrical	County	10,000	\$324.00	\$0.00	\$324.00
6/5/2023	3318	Electrical	County	10,000	\$286.00	\$0.00	\$286.00
6/5/2023	3298	Building	County	29,939	\$75.00	\$0.00	\$75.00
6/5/2023	3059	Building	County	21,599	\$270.00	\$0.00	\$270.00
6/6/2023	3335	Building	County	140,000	\$185.00	\$0.00	\$185.00
6/6/2023	3334	Building	County	171,000	\$544.00	\$0.00	\$544.00
6/6/2023	3333	Electrical	County	1,900	\$50.00	\$0.00	\$50.00
6/6/2023	3332	Electrical	Hertford	3,745	\$100.00	\$0.00	\$100.00
6/6/2023	3331	Electrical	County	4,000	\$431.00	\$0.00	\$431.00
6/6/2023	3330	Electrical	County	4,000	\$498.00	\$0.00	\$498.00
6/6/2023	3329	Electrical	County	4,000	\$417.00	\$0.00	\$417.00
6/6/2023	3328	Mechanical	County	7,150	\$75.00	\$0.00	\$75.00
6/6/2023	3307	Electrical	County	2,500	\$100.00	\$0.00	\$100.00
6/6/2023	3300	Electrical	Hertford	20,000		\$0.00	
6/6/2023	3287	Electrical	County	151,500	\$1,630.00	\$0.00	\$1,630.00
6/6/2023	3286	Electrical	Hertford	25,000		\$0.00	
6/6/2023	3222	Building	County	225,000	\$827.00	\$0.00	\$827.00
6/7/2023	3338	Plumbing	County	6,750	\$220.00	\$0.00	\$220.00
6/7/2023	3337	Plumbing	County	11,500	\$170.00	\$0.00	\$170.00
6/7/2023	3336	Mechanical	County	18,000	\$130.00	\$0.00	\$130.00
6/7/2023	3157	Electrical	County	180	\$50.00	\$0.00	\$50.00
6/8/2023	3343	Building	County	12,959	\$75.00	\$0.00	\$75.00
6/8/2023	3342	Mechanical	County	7,192	\$75.00	\$0.00	\$75.00
6/8/2023	3341	Mechanical	County	9,500	\$75.00	\$0.00	\$75.00
6/8/2023	3340	Plumbing	County	12,000	\$225.00	\$0.00	\$225.00
6/8/2023	3339	Plumbing	County	12,500	\$245.00	\$0.00	\$245.00
6/8/2023	3315	Plumbing	County	2,000	\$60.00	\$0.00	\$60.00
6/8/2023	3284	Electrical	County	6,251	\$180.00	\$0.00	\$180.00
6/8/2023	3258	Electrical	Hertford	171,248	\$255.00	\$0.00	\$255.00
6/9/2023	3344	Mechanical	County	3,500	\$175.00	\$0.00	\$175.00
6/12/2023	3364	Mechanical	County	15,000	\$130.00	\$0.00	\$130.00
6/12/2023	3363	Plumbing	County	12,000	\$240.00	\$0.00	\$240.00
6/12/2023	3362	Mechanical	County	15,000	\$180.00	\$0.00	\$180.00
6/12/2023	3361	Building	Winfall	4,000	\$75.00	\$0.00	\$75.00
6/12/2023	3360	Plumbing	County	2,500	\$60.00	\$0.00	\$60.00
6/12/2023	3359	Plumbing	County	3,500	\$55.00	\$0.00	\$55.00

6/12/2023	3358	Plumbing	County	5,200	\$55.00	\$0.00	\$55.00
6/12/2023	3357	Plumbing	County	1,000	\$55.00	\$0.00	\$55.00
6/12/2023	3356	Building	County	2,200	\$100.00	\$0.00	\$100.00
6/12/2023	3355	Electrical	County	750		\$0.00	
6/12/2023	3354	Mechanical	County	5,700	\$75.00	\$0.00	\$75.00
6/12/2023	3353	Building	County	30		\$0.00	
6/12/2023	3352	Plumbing	County	10,000	\$200.00	\$0.00	\$200.00
6/12/2023	3351	Mechanical	County	10,758	\$75.00	\$0.00	\$75.00
6/12/2023	3350	Plumbing	County	1,500	\$50.00	\$0.00	\$50.00
6/12/2023	3349	Building	County	500	\$75.00	\$0.00	\$75.00
6/12/2023	3348	Mechanical	Winfall	10,800	\$75.00	\$0.00	\$75.00
6/12/2023	3347	Electrical	County	2,000	\$50.00	\$0.00	\$50.00
6/12/2023	3346	Building	County	229,000	\$185.00	\$0.00	\$185.00
6/12/2023	3317	Electrical	County	3,000	\$120.00	\$0.00	\$120.00
6/13/2023	3367	Electrical	County	800	\$50.00	\$0.00	\$50.00
6/13/2023	3366	Building	County	15,000	\$580.00	\$0.00	\$580.00
6/13/2023	3365	Electrical	County	11,000	\$365.00	\$0.00	\$365.00
6/14/2023	3370	Mechanical	County	0	\$50.00	\$0.00	\$50.00
6/14/2023	3369	Building	County	30,000	\$588.00	\$0.00	\$588.00
6/14/2023	3368	Building	Winfall	499,805		\$0.00	
6/15/2023	3375	Building	County	60,000	\$100.00	\$0.00	\$100.00
6/15/2023	3374	Plumbing	County	9,750	\$180.00	\$0.00	\$180.00
6/15/2023	3373	Electrical	County	300	\$80.00	\$0.00	\$80.00
6/15/2023	3372	Building	County	27,000	\$150.00	\$0.00	\$150.00
6/15/2023	3371	Electrical	Hertford	9,000	\$80.00	\$0.00	\$80.00
6/16/2023	3378	Building	County	60,000	\$216.00	\$0.00	\$216.00
6/16/2023	3377	Electrical	County	10,000	\$233.00	\$0.00	\$233.00
6/16/2023	3376	Electrical	County	10,000	\$394.00	\$0.00	\$394.00
6/19/2023	3381	Building	County	20,000	\$300.00	\$0.00	\$300.00
6/19/2023	3380	Building	County	3,000	\$105.00	\$0.00	\$105.00
6/20/2023	3387	Mechanical	Hertford	4,996	\$75.00	\$0.00	\$75.00
6/20/2023	3386	Plumbing	County	1,500	\$50.00	\$0.00	\$50.00
6/20/2023	3385	Building	County	209,000	\$1,050.00	\$0.00	\$1,050.00
6/20/2023	3384	Electrical	County	20,000	\$667.00	\$0.00	\$667.00
6/20/2023	3383	Electrical	County	8,000	\$266.00	\$0.00	\$266.00
6/20/2023	3382	Building	County	90,320	\$150.00	\$0.00	\$150.00
6/21/2023	3389	Mechanical	County	5,000	\$75.00	\$0.00	\$75.00
6/21/2023	3388	Building	County	3,500	\$125.00	\$0.00	\$125.00
6/22/2023	3390	Plumbing	County	13,000	\$200.00	\$0.00	\$200.00
6/22/2023	3391	Electrical		2,000		\$0.00	
6/22/2023	3392	Building		120,000		\$0.00	
6/22/2023	3393	Plumbing		2,000		\$0.00	
6/22/2023	3394	Mechanical		4,000		\$0.00	
6/23/2023	3397	Building	County	95,000	\$553.00	\$0.00	\$553.00
6/23/2023	3396	Electrical	County	5,000	\$105.00	\$0.00	\$105.00
6/23/2023	3395	Electrical	County	3,500	\$210.00	\$0.00	\$210.00
6/26/2023	3379	Mechanical	County	8,150	\$75.00	\$0.00	\$75.00
6/26/2023	3398	Electrical		5,000		\$0.00	
				2,036,087	\$18,355.00	\$0.00	\$18,355.00

Total Records: 98

6/26/2023



Case Activity Report

6/1/2023 - 6/29/2023

Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
6/29/2023	127	3147 NEW HOPE RD	Solid waste		Inspection	Home is scheduled for demo
6/28/2023	133	896 PENDER RD	abandoned home	abandoned home	Inspection	Home is scheduled for demo
6/22/2023	60	142 SPINDRIFT LN	AMH	AMH	Inspection	Met with new owner of property. They intend to renovate the mobile home and clean up the property and have already begun to clean up the yard
6/19/2023	138	109 REDWOOD ST	solid waste	solid waste	Inspection	Property has remained free from trash in yard. Possible that the prior tenants have moved out

Total Records: 4

6/29/2023

COMMITTEE REPORTS