

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
November 6, 2023
7:00 p.m.

I. Call to Order

II. Prayer & Pledge

III. Public Hearings

**ACTION TO
BE TAKEN
LATER**

- A. Proposed Tax Schedules, Standards, & Rules for Appraisal 6:30 p.m.
 - To receive citizens' comments on the proposed schedules, standards, and rules to be used in appraisal for Perquimans County which was submitted to the Board of County Commissioners on October 16th during their Work Session and were available for public inspection in the Tax Department, 107 N. Front Street., Hertford, NC.
- B. Proposed Conveyance of Property to East Coast Steel Fabrication 6:45 p.m.
 - To receive citizens' comments on the County's proposed conveyance of a four-acre tract of land to East Coast Steel Fabrication.

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.)

- A. Approval of Minutes: October 2, 2023 Regular Meeting & October 16, 2023 Special Called Meeting & Work Session Meeting
- B. Tax Refunds/Releases
- C. Personnel Matters
 - 1. Appointment: IMC I Working Against (MC II (2)
 - 2. Certification: Part-Time/Fill-In Certified Telecommunicator I (2)
 - 3. Resignation: Part-Time/Fill-In/Paramedic
- D. Step Increases/Merit Increases
 - 1. Planning
 - 2. Sheriff's Office
- E. Budget Amendment No. 20
- F. Board Resignation/Reappointments
 - 1. Resignation: Trillium Northern Region Advisory Board
 - 2. Reappointment: Highway 17/64 Association Board of Trustees
- G. Miscellaneous Documents
 - 1. 2024 Holiday Listing
 - 2. Resolution: Operation Green Light
 - 3. Amendment to No-Smoking Policy
 - 4. Request to Sell Aged Weapons to Deputies Who Used Them

VI. Recognition of Employees' Years of Service & Introduction of New Employees

**NO ACTION
REQUIRED**

- A. Recognition of Employees' Years of Service
- B. Introduction of New Employees
 - 1. Angela Jordan, Social Services Director
 - 2. Jonathan Nixon, Emergency Services Director

VII. Scheduled Appointments

**POSSIBLE
ACTION
REQUIRED**

- A. Jared Harrell, Extension Director 7:00 p.m.
- B. Beverly Gregory, Center for Active Living Coordinator 7:05 p.m.
- C. Angela Jordan, Social Services Director 7:10 p.m.
- D.

VIII. Commissioner's Concerns/Committee Reports

**NO ACTION
REQUIRED**

- A.
- B.

IX. Old Business

**NO ACTION
REQUIRED**

- A. Updates from County Manager
- B.

- ACTION REQUIRED**
 - X. New Business**
 - A. Conveyance of Property in Commerce Center to East Coast Steel Fabrication
 - B. Planning Item: Second Flag Lot requested by Michael Hurdle
 - C. Parcel for Emergency Communications Tower: Albemarle Plantation Gifting
 - D. Emergency Services: Request Sale of Surplus Equipment
 - E.
 - F.
 - G.
- 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.
- ACTION REQUIRED**
 - XII. Adjournment**

FOR INFORMATION ONLY:



DEPARTMENT HEAD REPORT:

- Plat Log
- Tax Department Report
- Building Inspector's Reports
- Code Enforcement Report
- CFS Report for 3rd Quarter

COMMITTEE WRITTEN REPORTS:



NOTES FROM THE COUNTY MANAGER
November 6, 2023
6:30 p.m.

III. **Enclosures:** Public Hearings are being held regarding the following matters:

A. **Proposed Tax Schedules, Standards, & Rules for Appraisal**..... 6:30 p.m.

➤ To receive citizens' comments on the proposed schedules, standards, and rules to be used in appraisal for Perquimans County which was submitted to the Board of County Commissioners on October 16th during their Work Session and were available for public inspection in the Tax Department, 107 N. Front Street., Hertford, NC.

B. **Proposed Conveyance of Property to East Coast Steel Fabrication**..... 6:45 p.m.

➤ To receive citizens' comments on the County's proposed conveyance of a four-acre tract of land to East Coast Steel Fabrication.

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 recognition of employees' years of Service & introduction of new employees will be done:

A. **Recognition of Employee's Years of Service:**

Employee Name	Department	Employee Job Title	No. of Years	Effective Date
Pamela Midgett	Social Services	IHS II	15 years	10/01/2023
Sonia Davenport	EMS	AEMT	20 years	10/01/2023
Frank Heath	County Manager	County Manager	20 years	10/01/2023

B. **Introduction of New Employees:**

1. **Angela Jordan, Social Services Director:** Ms. Jordan will introduce the following new full-time employees:

Employee Name	Employee Job Title	Effective Date
Ken'rica Bell	Social Worker IA&T	10/01/2023
Melissa Harris	Social Worker II	10/01/2023

2. **Jonathan Nixon, Emergency Services Director:** Mr. Nixon will introduce the following new full-time employees:

Department	Employee Name	Employee Job Title	Effective Date
Telecommunications	Camry Harris	Full-Time Telecommunicator I	10/01/2023
EMS	James Michael Wheeler	Full-Time Paramedic	10/01/2023
EMS	Chloe Sehmeyer	Part-Time/Fill-In EMT to Full-Time EMT	10/01/2023

3. **Shelby White, Sheriff:** Mr. White will introduce the following new full-time employee:

Employee Name	Employee Job Title	Effective Date
Joshua E. Russell	Uncertified Deputy	Joshua E. Russell

VII.A. **Enclosure:** Jared Harrell, Extension Director, will present the NC State Extension Memorandum of Agreement for Board review and action.

VII.B. **Enclosure:** Beverly Gregory, Center for Active Living Coordinator, will present the proposed Amended Center for Active Living By-Laws for Board consideration and action.

VII.C. Angela Jordan, Social Services Director, will present her request for additional personnel to handle the expansion of the Medicaid program which they Board discussed at their October Work Session. Board consideration and action will be requested.

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

X.A. A public hearing was held earlier in the meeting regarding the proposed conveyance of a four-acre tract of land to East Coast Steel Fabrication. Board action is being requested.

X.B. **Enclosures:** Rhonda Repanshek, Planner, will present Michael Hurdle's 2nd Flag Lot request from Tax Parcel No. 5-0034-0119A off Hurdletown Road. Board action is being requested.

X.C. **Enclosure:** Albemarle Plantation Holdings II, LLC will be gifting Perquimans County for the emergency tower on Rayburn Lane. Board action is being requested.

X.D. **Enclosure:** Jonathan Nixon, Emergency Services Director, is requesting the County donate surplus equipment to the College of the Albemarle. 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 October 2, 2023 Regular Meeting & October 16, 2023 Special Called Meeting & Work Session Meeting
- B. **Enclosure:** Tax Refunds & Releases Approval: See attached listing.
- C. **Enclosure:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Brandy Haislip	IMC I working against IMC II	Appointment	61/3	\$33,937	11/01/2023
Ashley Stanley	IMC I working against IMC II	Appointment	61/3	\$33,937	11/01/2023
Jasia Collier	Part-Time/Fill-In Certified Telecommunicator I	Certification	63/1	\$16.97/hr.	11/01/2023
Alyssa Ratcliff	Part-Time/Fill-In Certified Telecommunicator I	Certification	63/1	\$16.97/hr.	11/01/2023
Amy Bojo	Part-Time/Fill-In Paramedic	Resignation			10/06/2023

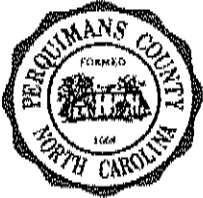
- D. **Enclosures:** During the Budget process, the following step or merit increases were approved for the employees. The following individuals are being recommended by their supervisor for step or merit increases:

Department	Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Planning	Trevor Miles	Planning Assistant	61/4	34,787	11/01/2023
Sheriff's Office	Ryan Cappel	Certified Deputy	66/4	43,350	11/01/2023

- E. **Enclosures:** Budget Amendment No. 20 is enclosed for your review and action.
- F. **Enclosures:** The following board reappointment was approved by the Board:

Name	Board/Committee	Action Taken	Term	Effective Date
Tatman, Terry	Tribium Northern Region Advisory Board	Resignation		10/05/2023
Health, Frank	Highway 17/64 Association Board of Trustees	Reappointment	Review Every Yr	12/01/2023

- G. **Enclosures:** These miscellaneous documents are presented for Board review and action:
 1. **2024 Holiday Schedule:** Each year, the Board needs to approve the State Holiday Schedule for Social Services Department. Board action is requested for the approval of the 2024 State Holiday Schedule. Board action is being requested.
 2. **Operation Green Light:** This coming Veterans Day, NACo & the National Association of County Veteran Service Officers is asking that the County's support the Operation Green Light for Veterans. The enclosed Resolution encourages the public to show their support for the veterans by lighting our buildings green from November 6 to November 12. By shining a green light, county governments and our residents will let veterans know that they are seen, appreciated, and supported. Board action is being requested.
 3. **Amendment to No Smoking Policy:** The enclosed letter add wording to include vaping wordage and added other locations for no smoking. Board action is being requested.
 4. **Request to Sell Aged Service Weapons to Deputies Who Used Them:** Sheriff White is requesting the Board to authorize him to surplus aged service weapons and sell them to the deputy that carried them for service. A form to complete to sell weapons is also enclosed for approval. Board action is being requested.



**PERQUIMANS COUNTY
BOARD OF COMMISSIONERS**

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

WALLACE E. NELSON
CHAIRMAN
CHARLES WOODARD
VICE CHAIRMAN
TIMOTHY J. CORPREW
JOSEPH W. HOFFLER
T. KYLE JONES
JAMES W. WARD
W. HACKNEY HIGH, JR.
COUNTY ATTORNEY

MARY P. HUNNICUTT
CLERK TO BOARD
W. FRANK HEATH, III
COUNTY MANAGER

PUBLIC NOTICE

The Public Hearings originally scheduled on Monday, October, 30, 2023, have been rescheduled. Perquimans County will hold two Public Hearings on Monday, November 6, 2023, in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, North Carolina. The Public Hearings are scheduled to start at 6:30 p.m. and at 6:45 p.m. and will continue as time permits. All interested citizens are encouraged to attend.

The purpose of the public hearings is to receive citizens' comments on the following matters:

1. The proposed schedules, standards, and rules to be used in appraisal for Perquimans County which was submitted to the Board of County Commissioners on October 16th during their Work Session and were available for public inspection in the Tax Department, 107 N. Front Street., Hertford, NC.
2. The County's proposed conveyance of a four-acre tract of land to East Coast Steel Fabrication.

Posted: 10/17/2023

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



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**

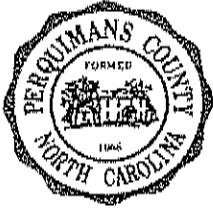
October 31, 2023

Piner Appraisal will be present for the Public Hearing portion of the Schedule of Values.

Thank you

A handwritten signature in cursive script that reads "Bill Jennings".

Bill Jennings
Perquimans County
Tax Administrator



MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

PERQUIMANS COUNTY BOARD OF COMMISSIONERS

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

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WALLACE E. NELSON
CHAIRMAN

CHARLES WOODARD
VICE CHAIRMAN

TIMOTHY J. CORPREW

JOSEPH W. HOFFLER

T. KYLE JONES

JAMES W. WARD

W. HACKNEY HIGH, JR.
COUNTY ATTORNEY

NOTICE OF PUBLIC HEARING

Perquimans County proposes to convey land in the Perquimans Commerce Centre, owned by Perquimans County, for purposes of economic development pursuant to North Carolina General Statutes, Section 158-7.1. The Perquimans County Board of Commissioners, subject to public comment at the public hearing for which notice is hereby given, intends to approve conveyance of a fee simple interest in approximately 4.0 acres of land off North Granby Street in the Commerce Centre. This tract will be surveyed out of Tract One of the Perquimans Commerce Centre as shown on the plat recorded in Plat Cabinet 2, Slide 49, Map 3 in the Office of the Register of Deeds of Perquimans County. The conveyance will be made to East Coast Steel. The Perquimans County Board of Commissioners have determined that the total value of this tract is \$140,000.00 (\$35,000 per acre for 4.0 acres inland). The purchaser of the tract has agreed to pay the County the full value of the tract at closing.

The Perquimans County Board of Commissioners will hold a public hearing on the County's proposed conveyance of this tract of land at 7:00 PM on Monday, October 30, 2023, in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944. The Commissioners invite all interested persons to attend and to provide comments.

This 16th day of October, 2023.

Frank Heath

Frank Heath, County Manager
of Perquimans County

Publish October 20, 2023

Perquimans County's Vision:

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

➤ Chairman Nelson thanked Mr. Nixon for his remarks and said that the Board will take that under advisement and see if that could be done.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned around 7:40 p.m. on motion made by Timothy J. Corprew, seconded by Charles Woodard.

Wallace E. Nelson, Chairman

Clerk to the Board

WORK SESSION
September 18, 2023
7:00 p.m.

The Perquimans County Board of Commissioners Work Session on September 18, 2023 was cancelled.

REGULAR MEETING
October 2, 2023
7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, October 2, 2023, at 7:00 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944.

MEMBERS PRESENT: Wallace E. Nelson, Chairman Charles Woodard, Vice Chairman
Timothy J. Corprew T. Kyle Jones
James W. Ward

MEMBERS ABSENT: Joseph W. Hoffer

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.

AGENDA

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

CONSENT AGENDA

Chairman Nelson asked if there were any items that the Board wished to remove from the Consent Agenda to discuss. Commissioner Jones requested that he be recused from voting on the Tax Releases since he has one. On motion made by Timothy J. Corprew, seconded by Charles Woodard, the Board unanimously approved to recuse Commissioner Jones from voting on the Tax Releases. There being no further requests, Charles Woodard made a motion to approve the Consent Agenda as presented with recusing Commissioner Jones from voting. The motion was seconded by Timothy J. Corprew and unanimously approved by the Board.

1. **Approval of Minutes:** The Minutes from September 5, 2023 Regular Meeting & September 18, 2023 Work Session Meeting Minutes (meeting cancelled) were approved by the Board.

2. **Tax Refund & Release Approvals:**

Tax Refunds:

Rogerson, Sr., Justin E. ----- \$1,047.35
Refund due to overage in tax payments. Account No. 420569.

Sanchez, Joseph ----- \$109.64
Refund due to overage in tax payments. Account No. 491332.

Tax Releases:

Avery, Kenneth & Joanne ----- \$320.00
Did not receive Senior Discount. Account No. 257164.

Roberts, Deborah & William ----- \$242.56
Incorrect assessment was entered creating an incorrect bill. Account No. 420770.

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

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Cainry Harris	Full-Time Telecommunicator I	Appointment	63/1	\$16.91/hr.	10/01/2023
Rebecca Cullipher	Full-Time Paramedic	Resignation			09/30/2023
Rebecca Cullipher	Part-Time/Fill-In Paramedic	Reclassification	68/2	\$21.68/hr.	10/01/2023
Spencer Tyler Wentz	Deputy Sheriff	Resignation			09/12/2023
Anissa Coles	Social Worker II	Resignation			09/07/2023

4. **Step/Merit Increases:**

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Diane Murray	IMS II	67/6	\$47,563	10/01/2023
Maribeth Harris	Water Clerk I	61/10	\$40,272	10/01/2023

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

**BUDGET AMENDMENT NO. 14
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	DSS - State Grants	67,926	
10-610-198	DSS - Low Income Energy Assistance (LIEAP)	67,926	
EXPLANATION: To amend FY 23/24 budget to include additional funds as approved by the State for Low Income Energy Assistance Program.			

BUDGET AMENDMENT NO. 17
E-911 FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
78-350-001	PSAP - Emergency 911 Fees	140,185	
78-500-161	PSAP - Hardware Maintenance	140,185	
EXPLANATION: To amend FY 23/24 budget to allocate approved funding reconsideration for CAD Server Replacement.			

BUDGET AMENDMENT NO. 18
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-362-000	Senior Center Donations	1,000	
10-660-311	Senior Center Donations	1,000	
EXPLANATION: To amend FY 23/24 budget to include funds received by the Senior Center through donations.			

BUDGET AMENDMENT NO. 19
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-399-000	Fund Balance Appropriated	60,000	
10-690-952	Waterfront Grant Match - Hertford	60,000	
EXPLANATION: To amend FY 23/24 budget to include a grant match for the Waterfront Project - Town of Hertford as approved at the 3/7/2022 BOC meeting.			

6. Board Reappointments: The following board reappointments/resignation were approved by the Board:

Name	Board/Committee	Action Taken	Term	Effective Date
Blanchard, Teresa	Planning Board (2 nd term)	Reappointment	3 yrs.	11/01/2023
Funto, Jo-Ellen Robinson	Senior Tacheel Regional Legislature & Advisory Board	Resignation		11/01/2023
Mimbitch, Jerry	Tourism Development Authority (Hartford appointee)	Reappointment	2 yrs.	11/01/2023
Winstow, Wade	Board Trustees for Belvidere/Chappell Hill Fire Dept.	Reappointment	1 yr.	11/01/2023
Baker, Julian	Board Trustees for Belvidere/Chappell Hill Fire Dept.	Reappointment	1 yr.	11/01/2023
Hobbs, Benjamin	Board Trustees for Bethel Fire Dept.	Reappointment	1 yr.	11/01/2023
Mathews, Chad	Board Trustees for Bethel Fire Dept.	Reappointment	1 yr.	11/01/2023
Chappell, Laurence	Board Trustees for Durant's Neck	Reappointment	1 yr.	11/01/2023
Nixon, Mack E.	Board Trustees for Durant's Neck	Reappointment	1 yr.	11/01/2023
Ambrosia, Chase	Board Trustees for Inter-County Fire Dept.	Reappointment	1 yr.	11/01/2023
Beard, J. R.	Board Trustees for Inter-County Fire Dept.	Reappointment	1 yr.	11/01/2023

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

- a. Trillium ABC Funds Report for FY 22-23 for Perquimans County: For information only, Trillium provided the ABC Fund Report for our County for FY 22-23.
- b. Letter of Proclamation - Reverend George Lee Munden: For information purposes, the following Letter of Proclamation for Reverend George Lee Munden, pastor of Galatia Missionary Baptist Church, who celebrated his 90th birthday and his 36th anniversary as pastor was presented to Reverend Munden.



PERQUIMANS COUNTY
BOARD OF COMMISSIONERS

P.O. BOX 45
HERTFORD, NORTH CAROLINA 27541
TELEPHONE: 1-252-226-7550

WILLIAM W. HAZEN
CLERK OF SUPERIOR COURT
JAMES W. HENDRICKS
SHERIFF
JAMES W. HENDRICKS
SHERIFF

MARY P. THOMPSON
CLERK OF SUPERIOR COURT
WILKINSON HEADGUM
CLERK OF SUPERIOR COURT

LETTER OF PROCLAMATION

Whereas Reverend George Lee Munden is a lifelong resident of Virginia Beach, Virginia (Prince Anne County), where he grew up in the Munday's Point Section of the city; and

Whereas Reverend George Lee Munden and his late wife Audrey Mae Harris Munden were married for 60 years prior to her death in 2014; and

Whereas Reverend & Mrs. George Lee Munden educated their three daughters, Dr. Eboni Mims, Karen Munden and Francis Munden-Ott through the Virginia Beach Public School System; and

Whereas Reverend George Lee Munden retired from the United States Navy after 36 1/2 years of service as an Ensign, Heavy Equipment Supervisor; and

Whereas Reverend George Lee Munden has traveled from Virginia Beach to Galatia Missionary Baptist Church in New Hope, NC for 36 years and has served as Pastor in his church and worked in the Perquimans County Community. He has also served, traveled and preached throughout the United States; and

Whereas, Reverend George Lee Munden has been the Owner and Operator of G. L. Munden Landscaping Service out of Virginia Beach, Virginia for the past 53 years.

Now, therefore, the Perquimans County Board of Commissioners does hereby express its congratulations on Reverend Munden's celebration of his 90th anniversary as Pastor of Galatia Missionary Baptist Church and his 90th birthday celebration. The Perquimans County Board of Commissioners extends its best wishes to Reverend George Lee Munden.

Signed this 12th day of September, 2023.

William W. Hazen
William W. Hazen, County Manager
Perquimans County

WITNESSED:
Mary P. Thompson
Mary P. Thompson, Clerk of the Board



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

c. Resolution to Sell Vehicle on GovDeals: The Board unanimously approved the following resolution to sell a vehicle on GovDeals:

RESOLUTION AUTHORIZING SALE
OF CERTAIN SURPLUS COUNTY PROPERTY

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

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

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

Model Year	Make	Model	VIN
2004	Ford	Ranger	1FTYR14U54PA00178

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

Adopted this the 2nd day of October, 2023.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

SEAL

Mary P. Hunnicutt, Clerk to the Board

RECOGNITION OF EMPLOYEES' YEARS OF SERVICE & INTRODUCTION OF NEW EMPLOYEES

- A. Recognition of Employees: Tonight, Mr. Heath recognized the following employee:

Employee Name	Department	Employee Job Title	No. of Years	Effective Date
LaAnne Wynne	Sheriff's Office	Office Manager	15 years	10/01/2023

After the presentation, Ms. Wynne thanked the Board for the opportunity for working for the County and the Commissioners thanked her for her many years of service.

- B. Introduction of New Employees: The following supervisors introduced their new employees:

1. Anech Jordan, Social Services Director: Ms. Jordan introduced the following new full-time employees:

Employee Name	Employee Job Title	Effective Date
Amanda White	IMC I working against IMC II	9/1/2023

After the introduction, the new employee made a few comments and the Chairman and Commissioners welcomed her to Perquimans County.

BARBARA YATES, AWARE

Ms. Yates introduced the members of the AWARE (Animal Welfare of the Albemarle Regional Every Day) Board that was present tonight. She then presented the following report on AWARE's activities and how they support the Tri-County Animal Shelter and Adoption Center in Tyner:

AWARE - Report to Perquimans County Board of Commissioners, 10.2.23:

Good evening commissioners and county staff, my name is Barbara Yates and I am the president of Animal Welfare of the Albemarle Region Every Day, usually referred to as AWARE. I am here to report on AWARE's activities and how we support the Tri-County Animal Shelter and Adoption Center in Tyner.

AWARE is a private 501 (c)(3) non-profit organization incorporated in July of 2009 and serving approximately 37,000 people in the counties of Chowan, Gates, and Perquimans. AWARE is an all-volunteer organization with 100% of income going to helping animals. There are no job positions. Since its inception in 2009 to June 2023, AWARE has contributed to the care/rescue of 3,044 cats and 1,284 dogs. During this period, the Tri-County Animal Shelter and Adoption Center, which serves the same 3 counties, had a reduction in the intake of animals by 82% and a decrease in the number of animals euthanized by 88%.

AWARE's primary mission is to provide discount spay/neuter vouchers for pet owners in our service area. We are the ONLY organization in the three-county area providing a subsidized spay/neuter program. As you can see from the flyer before you, AWARE has two different types of spay/neuter programs – our "SNIP" program and our "Fix" program. Vouchers for our SNIP program are accepted by all the veterinarians in our counties and those surrounding us. These same vets provide some additional discounts on the surgeries to our voucher holder.

AWARE's Fix program is supported by state's Spay/Neuter Program for low-income pet owners. The program reimburses counties and municipalities, or contracted entities, for direct costs of spay/neuter procedures performed on dogs/cats owned by low-income individuals. AWARE has been contracted by Chowan County as the managing entity for the animal shelter to perform this service. A portion of funding for the program goes towards education and outreach on the importance of controlling the animal population. The program is funded in part when members of the public select the Animal Welfare "Care" license plate with \$30 from each plate going directly toward supporting procedures reimbursement and educational initiatives. All of this results in low-income pet owners having their pets fixed for free.

AWARE works in other ways to help increase the save rate at the shelter. We pay transport and some medical costs for adoptable animals transferred from the shelter to rescue groups. We provide a Monthly Heart Scholarship program to encourage adoption of heartworm positive dogs by subsidizing the cost of heartworm treatment for the new owners. Additionally, AWARE's Shelter Enrichment Fund provides a majority of the cost of the new necessary building behind the shelter that was constructed a few years ago. The building was funded by the three counties, donations to the shelter, and AWARE, about \$22,000 each. The shelter Enrichment Fund has also provided, among other things, new beds for the dogs, a bathing jet, and tending the entire back of the shelter's property for the dogs to live and play. Some of you may remember "Jack", a dog that was adopted from the shelter by Judge Tom Ammons in Virginia Beach. Jack alone has received over \$20,000 for improvements that give shelter animals a better quality of life.

Finally, I would just like to mention that we have recently launched a GoFundMe site to raise funds for AWARE's spay/neuter programs. Unfortunately, spay/neuter grants are becoming more difficult to find, so now we really need the support of our local communities. If anyone hearing this report would like to join with us to help save animals, we would love to hear from you! Donations may also be made on our web site – <https://www.gofundme.com> and any amount is appreciated.

Thank you for your time and attention. Any questions?

After her report, County Manager Heath stated that Ms. Yates and the AWARE members play an intracal part of the Tri-County Animal Shelter and he truly appreciates their work. Chairman Nelson asked if the Board had any questions. After answering several questions, Chairman Nelson thanked them for their service and continued with the meeting.

JODY HEUSTESS, FOCUS BROADBAND

Mr. Heustess, Vice President of Marketing & Customer Care, thanked the Board for allowing him to come tonight to present an update on the Broadband Project. He introduced Brent Benson, Director of Engineering, and then, because we have some new Commissioners on the Board, Chairman Nelson asked Mr. Heustess to provide an overview of his company, FOCUS. Tonight, he wants to give an update on the two projects that FOCUS Broadband is handling for Perquimans County to increase Broadband services to our rural areas.

Grant #1:

This grant was going to cover 1,960 addresses, 103 miles of fiber optics at a cost of \$4,729,000 (\$4,000,000 grant funds, \$200,000 county contribution, & \$529,500 FOCUS contribution). FOCUS will be contributing more because they are covering engineering costs, drops (running lines to the houses), and installation costs. This grant will be constructed in 23 total phases and 11 phases are in design now with 2 ready to issue to contractors now. The other 9 are going through quality control checks and the other 12 phases are being worked on in design phase. The grant was awarded to Perquimans County on August 31, 2022. This project is a three-way partnership between FOCUS Broadband, Perquimans County, and the NC DIT. The Agreement with NC DIT was not been finalized until May 31, 2023. They are now waiting on

some permits. He anticipates the construction will begin early in the first quarter of 2024 and should be completed by the end of first quarter of 2025.

Grant #2:

This grant was going to cover 1,367 addresses, 98 miles of fiber optics at a cost of \$4,705,850. The grant is just \$28 shy of \$4,000,000 which is \$3,999,972 (\$200,000 county contribution, & \$305,877 FOCUS contribution). The grant award was announced on July 6, 2023, but no paperwork has been sent to FOCUS as of yet. Once that Agreement is finalized the clock will start and we have benchmarks that they will have to accomplish as requirements of this grant. Construction needs to be started by the end of the 12th month. You will have to the first customer served by the end of the 18th month and have it completed by the end of the 24th month. He estimates the project to be completed by the 4th quarter of 2025. There will be some time during this project that both projects will overlap but they think that they should be able to handle it. They have been working with Albemarle EMC (AEMC) who have been really good to work with by working out some pole attachment terms for them to use some of their poles. They have turned in 38 pole permit attachment packages into AEMC.

Mr. Heustess explained the programs that they offer to people who cannot afford to hook up to the broadband services. Once the projects are completed, they need to get people to sign up for service. After his presentation, Chairman Nelson asked the Board if they had any questions. After answering several questions, Chairman Nelson thanked Mr. Heustess for coming to bring us this update.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

The following Commissioners' concerns/committee reports were given:

- > **Commissioner Woodard:** Mr. Woodard stated that, with the Medicaid expansion starting in December, 2023, he felt that it would be advantageous for the Social Services Director to give the Board an update at our October 16, 2023 Work Session. The Board agreed. Mr. Woodard said that he would work things out with Ms. Jordan.
- > **Chairman Nelson:** Mr. Nelson reported that he had not received much feedback from the Board/public on the amendment to the Animal Control Ordinance. Therefore, he feels that we need to set up a committee with Commissioners Corprew and Jones, County Manager Heath, and Sheriff Shelby White to let them review the current Ordinance and see how we can improve it to address the care of our animals in Perquimans County. Once they have a final draft, they would bring it before the Board for action.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > **Commissioners' Meeting on November 2, 2023:** Due to the Municipal Elections being held in the Meeting Room of the Library, County Manager Heath informed the Board that they will be meeting within the Library for the November 6, 2023 meeting. Notices will be posted to advise the public of this change.
- > **New Board of Elections Building:** Mr. Heath reported that the inside renovations are moving smoothly and that the building should be ready for them to move in within the next couple of months.
- > **National Night Out:** Mr. Heath invited everyone to come to the National Night Out on October 3, 2023, from 5:00 ~ 9:00 p.m. at the Recreation Center. It will be a great time of fun for the family.
- > **Town of Winfall Planning & Zoning:** Tonight, the Town of Winfall had scheduled a public hearing on the zoning of the property for the new school but they had to reschedule it for a later date.
- > **Kermil Nixon:** At the Commissioners' last meeting, Mr. Nixon made a presentation requesting that the new tennis courts at the Recreation Center be named in honor of Tony Key. Mr. Heath asked direction from the Board on his request. They tabled any action on this matter for the next meeting.

PERSONNEL MATTERS

These personnel matters were received after the Agenda Packets were distributed. On motion made by Charles Woodard, seconded by James H. Ward, the following personnel matters were unanimously approved by the Board:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Ken'ricia Bell	Social Worker IA&T	Appointment	70/1	\$48,034	10/01/2023
Miranda Noiswander	Part-Time/Fill-in Paramedic	Appointment	68/1	\$21,150/yr.	10/01/2023
Nothan McKeegan	Part-Time/Fill-in EMT	Appointment	63/1	\$16,97/hr	10/01/2023
Joshua E. Russell	Uncertified Deputy	Appointment	65/1	\$38,543	10/01/2023
Melissa Harris	Social Worker II	Promotion	67/1	\$42,091	10/01/2023
Chloe Selimeyer	Part-Time/Fill-in EMT to Full-Time EMT	Promotion	63/1	\$35,295	10/01/2023
James Wheeler	Full-Time AEMT to Full-Time Paramedic	Promotion	68/2	\$43,085	10/01/2023
Steven C. Pyle	Permanent Part-Time Telecommunicator I	Retirement			01/24/2024

BOARD RESIGNATIONS

These board resignations were received after the Agenda Packets were distributed. On motion made by Timothy J. Corprew, seconded by James H. Ward, the following board resignations were unanimously approved by the Board:

Name	Board/Committee	Action Taken	Term	Effective Date
Hutto, Jo-Ellen Robinson	Senior Tarheel Regional Legislature & Advisory Board	Resignation		11/01/2023
White, Anne	Community Advisory Committee	Resignation		09/07/2023
Simpson, Ernestine	Community Advisory Committee	Resignation		09/07/2023

PUBLIC COMMENTS

The following public comment was made:

- > **Mary Vidaurdi:** Ms. Vidaurdi was glad to hear that Chairman Nelson is moving forward with revising our current Animal Control Ordinance. She said that, with hearing those comments, she was not going to make any further comments about it.

ADJOURNMENT

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

Wallace E. Nelson, Chairman

Clerk to the Board

SPECIAL CALLED MEETING

October 16, 2023

7:00 p.m.

The Perquimans County Board of Commissioners met in a SPECIAL CALLED MEETING on Monday, October 16, 2023, at 7:00 p.m. in the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944.

MEMBERS PRESENT: Wallace E. Nelson, Chairman Charles Woodard, Vice Chairman
 Timothy J. Corprew Joseph W. Hoffer
 T. Kyle Jones James W. Ward

MEMBERS ABSENT: None

OTHERS PRESENT: Frank Heath, County Manager Mary P. Hunnicutt, Clerk to the Board

Chairman Nelson called the meeting to order. Commissioner Jones gave the invocation and the Chairman led the Pledge of Allegiance. Chairman Nelson explained that the purpose of this Special Called Meeting was to go into Closed Session to discuss the proposed schedules, standards, and rules to be used in appraisals for Perquimans.

AGENDA

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

PRESENTATION OF PROPOSED SCHEDULES, STANDARDS, & RULES FOR 2024 REVALUATIONS

Chairman Nelson recognized Renee McGinnis who presented the proposed schedules, standards, and rules to be used in appraisal for Perquimans County. She distributed a manual with this information in it and reviewed each section of the manual. The first question she asked was how many Commissioners had not been through a revaluation before. Commissioners Corprew and Ward had never been through the revaluations as a Commissioner. She explained that they have been working on this for the last couple of months. This is the first part to adopting these schedules. The next step would be a public hearing and then the adoption of the schedules. She also apologized to Commissioner Jones for not listing him on the list of Commissioners because he was not listed on the website. That will be corrected. Within the Schedule of Values, you have two schedules – one within the County and one for the Land Use Values. Perquimans County like many other surrounding counties use the Land Use Schedule that the State publishes. After her presentation, Chairman Nelson asked if there were any questions from the Board. After answering a few questions, she explained that the information presented tonight will be kept in the Tax Office with Bill Jennings, Tax Administrator. The notices will be mailed to the property owners around February. County Manager Heath stated that the Public Hearing was scheduled for October 30, 2023 but due to schedule conflicts it will be held on November 6, 2023 prior to the Regular Meeting. The Schedule of Values will be adopted at a Special Called Meeting/Work Session on November 20, 2023.

SALE OF PROPERTY TO EAST COAST STEEL FABRICATION

County Manager Heath explained that, at the direction of the Board, he has been negotiating with East Coast Steel Fabrication to purchase four (4) acres of woodland and wetland adjacent to his other property within the Commerce Centre. They have agreed on a sale price of \$35,000 for the entire four (4) acres. Tonight, he is asking the Board to accept the offer and proceed with the Public Hearing on November 6, 2023 and to take action on it after the Public Hearing. Chairman Nelson asked if there would be some language in the deed to make sure that the ditch will be kept out and cleaned out. Commissioner Corprew said that we could obtain a drainage easement. If it does need to be cleaned out, the County would have right to do so and possibly ask the current owner to reimburse for the cost of the work. County Manager Heath will discuss that with County Attorney High. T. Kyle Jones made a motion to proceed with setting up the Public Hearing for November 6, 2023 meeting and to take action on the sale of the property after the Public Hearing was closed and during the Regular Meeting. The motion was seconded by James W. Ward and unanimously approved by the Board.

PERSONNEL MATTER - RETIREMENT

County Manager Heath presented a retirement letter for Board action. On motion made by Charles Woodard, seconded by Joseph W. Hoffer, the Board approved the following retirement:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Christopher Wharton	Water Plant Operator	Retirement			01/01/2024

ADJOURNMENT

There being no further comments or business to discuss, the Special Called Meeting was adjourned at 7:20 p.m. on motion made by Timothy J. Corprew, seconded by Charles Woodard.

 Wallace E. Nelson, Chairman

 Clerk to the Board

WORK SESSION

October 16, 2023

7:00 p.m.

The Perquimans County Board of Commissioners met in a WORK SESSION on Monday, October 16, 2023, at 7:00 p.m. in the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944.

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

ANGELA JORDAN, SOCIAL SERVICES DIRECTOR

Chairman Nelson recognized Angela Jordan who was going to present an update on the upcoming changes in Medicaid Program effective December 1, 2023. Ms. Jordan thanked the Board for the opportunity to update them on the proposed changes in the Medicaid program. Rebecca Corprew, Administrative Officer I, was also present to answer any questions the Board had. The following DSS Medicaid Expansion Update was presented to the Board:

DSS Medicaid Expansion Updates

10/16/2023

HB76 summarizes the county administration reimbursement. NCGS 108A-147.7 speaks to the statewide funding. The County Social Services Directors were given information in the advocacy meeting last week regarding the county level funds expected to be received. This was reported as the amount of CCU funds received as a lump sum (\$32,424) divided by 5 months (\$ 6,484.80) paid monthly for the remaining months of SFY24 during which time Medicaid Expansion is in effect (Dec-June), totaling \$ 45,393.60 for Perquimans County. This does not include the E&E funding which is a 75% reimbursement rate for direct Medicaid expenses which include salary and benefits for employees who work in Medicaid only. All of our workers are specialized in programs. Medicaid employees only perform Medicaid caseload actions. Therefore, all Medicaid workers including the anticipated positions for expansion are eligible for 75% reimbursement per CMS.

We previously requested 4 expansion workers with 75% reimbursement at the salary rates below:

IMC I - \$ 48,607 annual salary inc. benefits = \$12,151.75 county cost x 3 workers =	36,455.25
IMC II - \$ 50,246 annual salary inc. benefits = \$ 12,561.50 county cost x 1 worker =	12,561.50
	Annual county cost = 49,016.75
	FY24 Annualized administration subcomponent = 45,393.60
	Total county cost = 3,623.15

After answering several questions from the Board, Chairman Nelson asked Ms. Jordan and Ms. Corprew if they could provide the Board with the current case load for the Medicaid programs. Ms. Corprew said that she will forward the information to County Manager Heath and he will forward it to the Board. There being no further questions or comments from the Board, Chairman Nelson thanked Ms. Jordan and Ms. Corprew for their update.

ADJOURNMENT

There being no further comments or business to discuss, the Work Session was adjourned at 8:10 p.m. on motion made by James W. Ward, seconded by Joseph W. Hoffler.

Wallace E. Nelson, Chairman

Clerk to the Board

October 30, 2023

Tax Refunds: (Perquimans County)

Thomas Houlroyd \$170.19
Customer listed camper that has regular
tags on it. Double billed.
Account#: 429973

Melvin Ralph Thomas \$106.45
Vehicle sold; 5-month refund
Account#: 71041899

Tax Releases: (Perquimans County)

Thomas Houlroyd \$169.63
Customer listed camper that has regular
tags on it. Double billed.
Account#: 429973

EMPLOYMENT ACTION FORM

DATE SUBMITTED: October 5, 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Brandy Haislip

SOC. SEC. NO.: _____

POSITION: Income Maintenance Caseworker II

DEPT.: Social Services

*****Ms. Haislip 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*****

NEW EMPLOYEE EFFECTIVE DATE: November 1, 2023

GRADE: 61 STEP: 3 SALARY: \$33,937.00

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.
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

_____ 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: October 5, 2023

COUNTY MANAGER APPROVAL

[Signature]
DATE: 10/6/23

FINANCE OFFICER _____

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: October 5, 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Ashley Stanley

SOC. SEC. NO.: _____

POSITION: Income Maintenance Caseworker II

DEPT.: Social Services

*****Ms. Stanley 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*****

NEW EMPLOYEE EFFECTIVE DATE: November 1, 2023

GRADE: 61 STEP: 3 SALARY: \$33,937.00

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. 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: October 5, 2023

COUNTY MANAGER APPROVAL
[Signature]
DATE: 10/6/23

FINANCE OFFICER _____
DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 10/25/2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Isia Collier SOC. SEC. NO.:

POSITION: Part Time Fill In Certified Telecommunicator I DEPT.: Telecommunications

X NEW EMPLOYEE EFFECTIVE DATE: November 1, 2023

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

ENDING DATE OF PROBATIONARY PERIOD: November 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: 10/25/23

[Signature] DATE: 10/25/23

FINANCE OFFICER

DATE:

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 11/1/2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Alyssa Ratcliff SOC. SEC. NO.:

POSITION: Part Time Fill In Certified Telecommunicator I DEPT.: Telecommunications

X NEW EMPLOYEE EFFECTIVE DATE: Nov 1, 2023

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

ENDING DATE OF PROBATIONARY PERIOD: Nov 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

DATE: 11/1/2023

DATE: 11/2/23

FINANCE OFFICER

DATE:

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 10/9/2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Amy Bojo

SOC. SEC. NO.:

POSITION: Part Time Fill In 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.

X 10/6/2023 DATE OF EMPLOYEE RESIGNATION

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature] DATE: 10/17/23

[Signature] DATE: 10/24/2023

FINANCE OFFICER

DATE:

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Trevor Miles

SOC. SEC. NO.: _____

POSITION: Planning Assistant

DEPT.: Planning/Zoning

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 61 STEP: 3 SALARY: \$ 33,937

X 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 11/1/23 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 ③ 4)
Date GRADE: 61 STEP: 4 SALARY: \$ 34,787

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

_____ 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

COUNTY MANAGER APPROVAL

DATE: _____

Ana L. Heath
DATE: 10/30/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 10-10-23

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: 66 _____ STEP: 3 _____ SALARY: \$42294 _____

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: _____

X 11-1-23 _____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP
Date RAISE. (YEAR 2 3 4)
GRADE: 66 _____ STEP: 4 _____ SALARY: \$43350 _____

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

_____ 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

Shelton Whit

DATE: 10-10-23

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 10-12-23

FINANCE OFFICER

DATE: _____

COPY

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

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 6TH DAY OF NOVEMBER, 2023, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2023 - 2024 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	DSS - State Grants	5,274	
10-610-202	DSS - Low Income Household Water Asst.	5,274	

EXPLANATION: To amend FY 23/24 budget to include additional funding as awarded by the State for the Low Income Household Water Assistance Program (LIHWAP).

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

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

 Chairman, Board of Commissioners

 Finance Officer

Fwd: Trillium Board of Directors Membership

From: Frank Heath
To: Mary Hunnicutt
Date: Thu 10/5/2023 5:52 PM

Fyi

Sent from my U.S.Cellular® Smartphone
Get [Outlook for Android](#)

From: Terry & Patsy Tatman <tftpmt@gmail.com>
Sent: Thursday, October 5, 2023 5:38:11 PM
To: Frank Heath <frankheath@perquimanscountync.gov>
Cc: Jacqueline Waller <Jacqueline.Waller@trilliumnc.org>
Subject: Trillium Board of Directors Membership

Dear Mr. Heath,

I would like to thank you and Trillium for the opportunity to serve on the Trillium Board during the last year. By submission of this email I am officially submitting my resignation to Perquimans County. I would appreciate it if you would forward this email to the appropriate person at Trillium should they choose to find a replacement on the board. I have included Ms. Jacqueline Waller at Trillium on this correspondence.

I will not be attending any future meetings as of this writing.

Best regards,

Terry Tatman
129 Royal Tern Way, Hertford, NC 27944
540-664-3193

Re: Highway 17/64 Association Board of Trustees

From: Frank Heath

To: Mary Hunnicutt

Date: Wed 10/25/2023 8:25 AM

Sure

From: Mary Hunnicutt <MHunnicutt@perquimanscountync.gov>

Sent: Tuesday, October 24, 2023 4:52 PM

To: Frank Heath <frankheath@perquimanscountync.gov>

Subject: Highway 17/64 Association Board of Trustees

If eligible to continue to serve, would you be willing to continue for another one-year term. Your current term expires on November 30, 2023.

Thanks.

Mary P. Hunnicutt

Clerk to the Board

Perquimans County

P.O. Box 45

Hertford, NC 27944

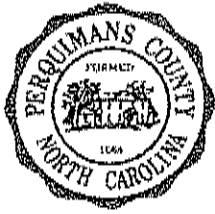
Phone: (252) 426-8484

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.



PERQUIMANS COUNTY BOARD OF COMMISSIONERS

V G 1 Page 1

WALLACE E. NELSON
CHAIRMAN

CHARLES WOODARD
VICE CHAIRMAN

TIMOTHY J. CORPREW

JOSEPH W. HOFFLER

T. KYLE JONES

JAMES W. WARD

W. HACKNEY HIGH, JR.
COUNTY ATTORNEY

MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

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

MEMORANDUM

TO: County Commissioners
Hackney High, Jr., County Attorney
All Department Heads:

Tax	Veterans Services	Emergency Medical Services
Finance	Inspections	Senior Citizens
Register of Deeds	Board of Elections	Water Department
Sheriff	Extension	Buildings & Grounds
Social Services	County Manager	
Soil Conservation	Recreation	

FROM: Casey White, Human Resources

DATE: October 17, 2023

RE: 2024 HOLIDAY SCHEDULE

Below is the holiday schedule for the year 2024. Please distribute to your department. If you have any questions, please let me know.

2024 HOLIDAY SCHEDULE		
HOLIDAY	OBSERVANCE DATE	DAY OF THE WEEK
New Year's Day	January 1, 2024	Monday
Dr. Martin Luther King, Jr. Day	January 15, 2024	Monday
Good Friday	March 29, 2024	Friday
Memorial Day	May 27, 2024	Monday
Independence Day	July 4, 2024	Thursday
Labor Day	September 2, 2024	Monday
Veterans Day	November 11, 2024	Monday
Thanksgiving	November 28 & 29, 2024	Thursday & Friday
Christmas	December 24, 25 & 26, 2024	Tuesday, Wednesday & Thursday

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MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

V G 2 Page 1
PERQUIMANS COUNTY
BOARD OF COMMISSIONERS

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

WALLACE E. NELSON
CHAIRMAN
CHARLES WOODARD
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T. KYLE JONES
JAMES W. WARD
W. HACKNEY HIGH, JR.
COUNTY ATTORNEY

**Resolution Supporting Operation Green Light for Active Military Service
Members in Transition to Civilian Life (Veteran Status)**

WHEREAS, the residents of Perquimans County have great respect, admiration, and the utmost gratitude for all of the men and women who have selflessly served their country and this community in the Armed Forces; and

WHEREAS, the contributions and sacrifices of the men and women that served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and

WHEREAS, Perquimans County seeks to honor these individuals who have paid the high price for freedom by placing themselves in harm's way for the good of all; and

WHEREAS, there are approximately 700,000 veterans in the State of North Carolina, with over 1,100 of them being in Perquimans County; and

WHEREAS, Veterans continue to serve their community in the American Legion, Veterans of Foreign Wars, church groups, civil service; and

WHEREAS, Approximately 200,000 service members transition to civilian communities annually; and

WHEREAS, an estimated 20% increase of service members will transition to civilian life in the near future; and

WHEREAS, studies indicate that 44% to 72% of service members experience high levels of stress during transition from military to civilian life; and

WHEREAS, Active Military Service Members transitioning from military service are at a high risk for suicide during their first year after military service; and

WHEREAS, the Perquimans County Board of Commissioners appreciates the sacrifices our United State Military Personnel made while defending freedom and believes specific recognition be accorded them in appreciation of their service and to demonstrate the honor and support they have earned;

NOW THEREFORE BE IT RESOLVED, with designation as a Green Light for Military Service County, Perquimans County hereby declares from November 6, 2023 through November 12, 2023 a time to salute and honor the service and sacrifice of our men and women in uniform transitioning from Active Service; and

BE IT FURTHER RESOLVED, that in observance of Operation Green Light, the Perquimans County Board of Commissioners encourages its citizens in patriotic tradition to recognize the importance of honoring all those who the immeasurable sacrifices helped to preserve freedom by displaying a green light in a window of their place of business or residence.

Adopted this the 6th day of November, 2023.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunnicutt, Clerk to Board

Perquimans County's Vision:

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



PERQUIMANS COUNTY

Office of the Manager

P.O. BOX 45
 HERTFORD, NORTH CAROLINA 27944
 TELEPHONE: 252-426-8484
 www.perquimanscountync.gov

W. FRANK HEATH, III
 COUNTY MANAGER

October 13, 2023

To: All County Departments and Facilities

From: Frank Heath, County Manager

Subject: Smoking and Vaping

Perquimans County is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees. As such, the following guidelines have been adopted and apply to all employees, contractors, and visitors of Perquimans County-owned facilities.

To provide a safe and healthy work environment for all employees, it is the policy of Perquimans County to prohibit smoking and vaping in all County owned or controlled buildings, bays, warehouses, plants, facilities, County motor vehicles, watercraft, and any other personal property owned by Perquimans County.

Smoking is defined as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind." Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs and e-cigars.

Being that Perquimans County must take the lead in public health and safety on behalf of our taxpayers and citizens, please be advised that these guidelines are effective immediately.

Please pass along this information to all your employees and encourage them to come forward to you if the rules established by this document are not being followed. If you have any questions, please contact me at any time.

Perquimans County's Vision:

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



PERQUIMANS COUNTY SHERIFF'S OFFICE
SHERIFF SHELBY WHITE

110 NORTH CHURCH STREET
P. O. BOX 31
HERTFORD NC 27944
(252) 426-5615 Fax (252) 426-4019

October 27, 2023

To County Manager and County Commissioners:

This is a request to surplus aged service weapons and to be sold for the fair market trade in value to the deputy that was carrying them for service. The ones not purchased will be traded in to the firearms dealer that we use for purchasing of our weapons. The proceeds from the sell and from the trade will be for the purchase of new weapons carried by deputies in service to replace the older ones. The age of the weapons being requested for surplus range from 12 to 25 years old. Below is a list of the weapon models and serial numbers for the request.

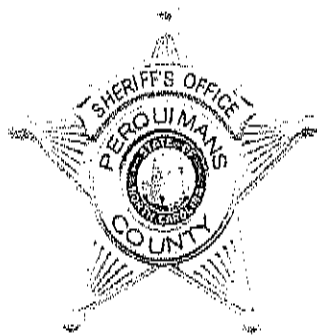
Benelli Nova 12 gauge shotguns: Z102840, Z102688, Z102838, Z102919, Z102684, Z102839, Z102933

Benelli Nova 20 gauge shotgun: BA005404

Glock 19 9mm: REY235, GWW147, REY237, LEH985, REY236, REY238, CWW146, CWW145, PED816, NXX244, KVP896

Glock 22 40 Cal: GEP255, PNF694

Sig-Sauer P232 380 Cal: S240047



PERQUIMANS COUNTY SHERIFF'S OFFICE

SHERIFF SHELBY WHITE

110 NORTH CHURCH STREET
P. O. BOX 31
HERTFORD NC 27944
(252) 426-5615 Fax (252) 426-4019

The Perquimans County Sheriff's Office in Perquimans County North Carolina has surplused these firearms and will be selling them to our deputies. These firearms have been taken out of inventory as of the date printed below.

Manufacturer: _____

Model: _____

SN#: _____

Perquimans County Sheriff's Signature: _____

Perquimans County Sheriff's printed name: _____

Date: _____

Deputies printed name: _____

Deputies signature: _____

Date: _____

NC STATE

EXTENSION

Memorandum of Agreement

Between
The Board of County Commissioners
Perquimans County
And
North Carolina State University

Preamble

North Carolina State Extension (NC State Extension) was established as a part of the College of Agriculture and Life Sciences of North Carolina State University (NCSU) by federal and state legislation for the specific purpose of "extending" the educational services of the University to the people of the state, on subjects related to agriculture and natural resources, family and consumer sciences, 4-H youth development, and community and rural development. The laws creating the Cooperative Extension Service were specifically designed to assure that the findings of research in these areas are communicated to the people of the State.

Under the Federal Appropriations Act of 1972, funds were provided to the 1862 land-grant universities (including NCSU) to enhance the extension outreach of the 1890 universities, which included North Carolina A & T State University (NCA&T). The Food and Agriculture Act of 1977 further stipulated that these funds be appropriated directly to the 1890 institutions, and formalized the North Carolina Cooperative Extension Program as an official part of the School of Agriculture and Environmental Sciences at NCA&T.

North Carolina Cooperative Extension (Cooperative Extension) provides the opportunity for North Carolina State Extension and North Carolina A & T Extension to work together to better serve the people of the State through the delivery of locally relevant programs, education and expertise.

The legislation further provided for a cooperative relationship among three levels of government – federal, state, and county – to ensure that the needs of all three levels are addressed. The primary purpose of Cooperative Extension is to provide the people of North Carolina with the most current and relevant unbiased research-based information – particularly that which is related to strengthening the economy through profitable, sustainable and safe food, forest and green industry systems; protecting the environment and natural resources; and empowering youth and families to lead healthier lives and become community leaders. These purposes are furthered by Cooperative Extension employees who are charged with carrying out the extension education programs of the universities and the U.S. Department of Agriculture.

Cooperative Extension has sufficient flexibility to permit attention to the special problems, needs, and interests of the citizens and leadership in each county. Therefore, the programmatic, personnel, and funding complement reflects the unique needs of each county. County Advisory Councils are consulted on a regular basis to assist in prioritizing the county educational program content. Program clientele or recipients of services include individuals, families, communities, municipalities, agricultural and seafood processing and marketing firms, other businesses and certain organizations. These services are delivered to adults and youth in both urban and rural settings.

To assure that educational programs offered by Cooperative Extension meet the needs of the local clientele, it is important that both elected and appointed decision makers at each level of government understand their respective responsibilities and relationships in conducting and funding this work. To this end, this Memorandum of Agreement will detail the individual relationships and mutually agreed-upon responsibilities of NCSU and each county or tribal community that signs this Memorandum of Agreement.

Part I.
NC State Extension will:

1. Establish minimum requirements and qualifications for employment in Cooperative Extension work.
2. Receive and examine applications for employment.
3. Interview and screen applicants to determine their qualifications and availability.
4. Consult with the Board of County Commissioners, or the County Manager as designee, regarding qualified applicants for appointment to vacant or new Cooperative Extension positions.
5. Consult with the Board of County Commissioners, or the County Manager as designee, regarding the salaries and salary splits of all Cooperative Extension employees, including but not limited to County Extension Directors, Extension Agents, and County Operations Support Staff (COSS).
6. Prepare and submit an annual budget to the Board of County Commissioners, or the County Manager as designee, for securing the county's share of funds for salaries and operating expenses each based on the state fiscal year.
7. Provide funds for official travel necessary to conduct Cooperative Extension work and postage funds, to the extent that funds are available, and for purposes authorized by state and federal policies.
8. Accept responsibility and provide the leadership for administration and supervision of Cooperative Extension programs and personnel, including compliance with affirmative action and equal employment opportunity requirements. NC State will investigate all cases of discrimination, harassment, or retaliation following applicable NC State policies.
9. Investigate and manage all employee relations issues related to NC State employees housed in local offices. We will work collaboratively with local county government and NC A&T University when an issue impacts their employees.
10. Develop and administer a personnel management plan that will provide the annual review of each employee's performance, counseling for job improvement where needed, and periodic county program reviews.
11. Provide a staff of specialists to train agents in current technology and other changes affecting agriculture and natural resources, family and consumer sciences, 4-H and youth, and community and rural development, and to otherwise assist them in conducting work in these areas.

12. Provide Cooperative Extension professionals with training programs as needed to maintain effective program delivery.
13. Seek regular input from the County and maintain a County Advisory Leadership System to ensure that county Cooperative Extension programs are based on the particular needs of people in their respective county.
14. Prepare and submit a "Report to the People" to the Board of Commissioners, or the County Manager as designee, at least annually, informing the Board or Manager of Cooperative Extension programs and work accomplished.

Part II.

The Board of County Commissioners will:

1. Provide the County's share of salaries and benefits for Cooperative Extension personnel.
2. Comply with North Carolina's Workers Compensation Act, N.C. General Statute § 97-2(2).
3. Provide offices, equipment, utilities, telephones, office supplies, instructional materials and other items needed for efficient operation of the County Extension Center and its programs; and comply with the accessibility provisions of the Americans with Disabilities Act.
4. Review and consider the annual budget request from NCSU, and take appropriate action by July 1 of each fiscal year.
5. Provide regular input to the District and County Extension Directors on the particular needs of people in their respective county to help ensure that county Cooperative Extension programs are based on specific needs and meet county programming plans.

Part III.

NC State Extension and the Board of County Commissioners mutually agree:

1. That all county Cooperative Extension employment appointments and separations will be made in consultation between NCSU and the Board of County Commissioners, or the County Manager as designee, and that no official action related to such appointments or separations will be taken by either party regarding appointment or separation prior to discussion of the matter with the other party.
2. That the Board of County Commissioners and NCSU shall each be responsible for compliance with applicable laws and regulations relating to their respective operations.
3. To cooperate in implementing affirmative action and equal employment opportunity plans of NCSU.

4. The parties will work together to maintain an environment of high-quality cooperation and services. At the request of any party, a meeting or conference will promptly be held between the Parties' representatives to resolve any problems or develop any improvements.
5. That the policies established by the State of North Carolina under N.C. General Statute §126 and followed by the UNC System for SHRA employees be used in the granting and administration of leave related to the earning rates, transfer policies, payout computation and timing, and administration of vacation, sick, civil, community involvement, military, Family and Medical Leave, Family Illness Leave, leaves of absence, and other approved leave programs for Cooperative Extension personnel.
6. That Cooperative Extension employees will follow county policies relative to office hours, office closings for inclement weather, and holidays, and for the management and use of county property.
7. That personnel procedures are as follows:

(a) Establishing Accounts to Operationalize the Payroll Process.

- i. To operationalize the payroll arrangement, NCSU will establish a Trust Fund Account for the County at NCSU that will serve as the vehicle for the transfer of funds from the County to NCSU for use in paying the county's agreed-upon share of salary and benefits for Cooperative Extension personnel.
- ii. Procedure for Providing Funds to the Account. A State Treasurer's Electronic Payment System (STEPS) form will be completed and the original submitted to the Assistant Extension Director of HR and Operational Strategy via the appropriate District Extension Director. The County Finance Officer, or the designated County representative, will receive notification from the NCSU College of Agriculture and Life Sciences HR Office prior to the University's payroll date, generally the last working day of each month, advising the amount due for the current payroll. Within 5 business days following the payday, the respective University will draft against the County's established trust account in the amount communicated.
- iii. Administration of the Account. The trust account will be maintained in accordance with the respective NCSU accounting policies and procedures. The trust account will be audited and reconciled by the NCSU College of Agriculture and Life Sciences Business Office to ensure the month-end account balance remains zero.

(b) Employee Benefits.

- i. Retirement Benefits. All Extension Personnel will participate solely in either the North Carolina Teachers and State Employees Retirement System (TSERS) and accompanying North Carolina Disability Income Plan, or the Optional Retirement Plan, based on eligibility criteria established by the State. They will be eligible solely for respective NCSU employee benefits for which they qualify based on their appointment and FTE, and former federal appointees will maintain federal benefits, the employer-paid parts of which will be paid for solely by NCSU.

(c) Taxes and Fringe Benefits.

- i. The County will be responsible for providing their proportional share of fringe benefits for all Cooperative Extension personnel, including but not limited to the following:
 1. Employer contributions to all applicable Federal and State taxes.
 2. Employer contribution to TSERs per N.C. General Statute §135, or to ORP per N.C. General Statute §135-5.1.
 3. Employer contribution to the Health Insurance matching charges per N.C. General Statute §135.

(d) Workers' Compensation will be administered pursuant to N.C. General Statute §97-2(2). The County will provide full and direct coverage for those employees subject to the County workers' compensation insurance within the county insurance program. Employees for whom the County will maintain workers' compensation coverage are the following:

1. All administrative and any other positions designated as County Operations Support Staff (COSS); and
 - a. All Program Assistants/Associates who are not funded by directly allocated federal funds such as EFNEP, or Program Assistants/Associates who are paid in part by EFNEP funds but which account for less than 50% funding.
 - b. NCSU will provide full and direct coverage for their respective Cooperative Extension employees subject to NCSU's workers' compensation insurance. Cooperative Extension employees for whom NCSU will maintain workers' compensation coverage are the following:
 - i. All County Extension Directors and Extension Agents; and
 - ii. All Program Assistants or Associates who are funded by directly allocated federal funds such as EFNEP, or Programs Assistants or Associates who are paid in part by EFNEP funds at equal to or more than 50% funding.

(e) Employee Separation

1. NCSU will process severance pay for reductions-in-force (RIFs) as delineated in the COSS Employee Handbook for County Operations Support Staff (COSS).
2. Upon an employee's separation, the County will pay out its proportional share of annual/vacation leave, up to a maximum of 240 hours per the OSHR and/or UNC System guidelines, and any applicable bonus leave balance.

3. The County will pay its proportional share of state longevity for COSS employees upon an employee's service anniversary date.
4. The County will pay out its proportional share of any accrued "extra" time (hour-for-hour) or overtime (1.5 hour-for-hour) to Cooperative Extension employees that are subject to Fair Labor Standards Act or the North Carolina Wage and Hour Act upon an employee's earning anniversary date or as due to the employee at the time of separation.

(f) Optional County-paid Salary Increases or Bonuses to Cooperative Extension Personnel.

At their discretion, Counties may award additional permanent salary increases or one-time pay awards ("bonuses") to Cooperative Extension personnel. If such salary increases or bonuses are proposed by the County under the "non-lock-in" payroll arrangement, they must be communicated to the appropriate District Extension Director's office no later than the first day of any month in which the proposed increase or bonus is to be applied. Increases must be entered in the current fiscal year.

(g) Lock-In Provision

This section describes the preferred arrangement to support the salary agreement between the County and NCSU for Extension personnel. All counties will participate in the Lock-In provision unless designated on an Opt-Out Addendum the arrangement as Non Lock-In.

1. Salary Adjustments for Extension Employees under the Lock-In Provision. The full compensation plan for university employees as approved by the General Assembly and implemented by the Office of the President, University of North Carolina System, will serve as the basis for all compensation adjustments and both the County and NCSU will adhere to the plan's effective dates and implementation instructions. Cooperative Extension personnel receiving salary from grant funds will be governed by the terms and conditions of the applicable grant within the scope and applicability of NCSU personnel policies governing grants. These compensation components include, but are not limited to:

Across-the-board adjustments,
 Cost-of-living adjustments (COLA),
 Merit adjustments,
 Bonuses (in any form conveyed), and
 Promotion, classification, market, or equity adjustments.

Salary and Benefits. Salaries and benefits, as delineated above in 7(a-e), will be split according to the hiring agreement and will be detailed on an attached addendum. As both parties may provide increases, these percentages will change slightly from the original hire percentage.

2. County Increases in the Lock-In Provision

The County may elect to include NCSU employees in County increases, bonuses, etc. at any time. See 7(f) for more information on submitting county increases. Lock-In Provision indicates that all State adjustments will be honored and automatically drafted, but the County is not limited to just the State increases in this agreement.

Part IV.
DURATION, AMENDMENT, AND TERMINATION

The parties will conduct a periodic review of this collaboration and responsibilities to determine and evaluate whether the parties are achieving the goals and accomplishing the responsibilities activities herein. No amendment of the terms of this Agreement will be effective unless made in writing and signed by each Party's authorized signatory.

Signatures of the persons below authorize execution of this document, effective as of July 1, 2023, and continuing year-to-year, unless otherwise terminated in writing by either party under written notification to the other party no less than one-hundred twenty (120) days prior to the proposed termination date. Termination of this Memorandum of Agreement shall have the effect of terminating the Cooperative Extension activities and programs in the County.

Signature: _____ Date: _____

Chairperson or Designee Board of County Commissioners
Perquimans County

Signature: _____ Date: _____

Director
North Carolina Cooperative Extension
North Carolina State University

Signature: _____ Date: _____

Dean
College of Agriculture and Life Sciences
North Carolina State University

Addendum Attached Executed _____

EXTENSION**Addendum to Memorandum of Agreement
Perquimans County**

This addendum documents the current salary percentages provided by the County and by NCSU.

Salary Percentages for Perquimans County as of September 12, 2023.

Position Title	Salary Percentage County	Salary Percentage NCSU
County Extension Director/Agriculture, Livestock	50	50
Program Assistant – EFNEP Youth (shared with Chowan)	17.5	78.5
Area Agent – Commercial Horticulture (Shared with Gates and Chowan)	0	50
Agent – Family and Consumer Sciences	67	33
Administrative Assistant	50.6	49.4

County Ag Add-On = .2

Any position added to this county's staff of Extension Personnel through mutual agreement between the County and NCSU subsequent to the effective date of this modification will have its funding splits documented in correspondence between this County and NCSU and will become part of this Agreement.

**Addendum to the Memorandum of Agreement
Change to Payroll Arrangement for Perquimans County**

Under a Lock-in agreement with NC Cooperative Extension, counties agree to fund salary adjustments, increases and bonuses and promotions earned according to the current percentage of employee salaries. Counties that are not lock-in are encouraged to fund state increases, bonus and promotions earned. In both scenarios, counties may include Extension employees in any county increases, longevity or raises at any time.

Non Lock-In Provisions of the Cooperative Arrangement

Enacting the Non Lock-in Provision. By signing this addendum, the County and NCSU shall adhere to the following provisions, guidelines, and procedures.

1. The county agrees to all provisions, guidelines, and procedures of the existing MOA with the exception of item 7(g) the Lock-in Provision.
2. Salary Adjustments for Extension Employees under the Non Lock-In Provision. The full compensation plan for university employees as approved by the General Assembly and implemented by the Office of the President, University of North Carolina System, will serve as the basis for all compensation adjustments for NCSU. The County may match the salary adjustments on their percentage of the employee salary. Cooperative Extension personnel receiving salary from grant funds will be governed by the terms and conditions of the applicable grant within the scope and applicability of NCSU personnel policies governing grants. These compensation components include, but are not limited to:

Across-the-board adjustments,
 Cost-of-living adjustments (COLA),
 Merit adjustments,
 Bonuses (in any form conveyed), and
 Promotion, classification, market, or equity adjustments.

Salary and Benefits. Salaries and benefits, as delineated above in 7(a-e), will be split according to the hiring agreement and will be detailed on an attached addendum. As both parties may provide increases, these percentages will change slightly from the original hire percentage.

 **Change from Lock-In Provision to Non Lock-in (formerly known as Send In)**

The above named county wishes to change its payroll agreement with North Carolina Cooperative Extension, as initially approved on _____, to non Lock-in.

Signatures of the persons below authorize execution of this document, effective _____ (date), and continuing year-to-year, unless otherwise terminated in writing by either party under notification to the other party no less than one-hundred twenty (120) days prior to the desired termination date.

Chairperson or Designee – Board of County Commissioners

Signature: _____

Date: _____

Director, North Carolina Cooperative Extension Service, NC State University or Designee

Signature: _____

Date: _____

BY-LAWS Governing The Perquimans County
Center for Active Living
Advisory Board

Article 1: Duties

- a. Investigate the needs of Perquimans County citizens age fifty (50) and better and make recommendations in regard to the most suitable methods of financing, organizing and administering a program for the older age population.
- b. Promote public support for a county senior citizens' program.

Article 2: Officers

- a. The Perquimans County Center for Active Living Advisory Board shall be composed of five members who reside in Perquimans County.
- b. The Board shall elect a chairman to serve at least two years.
- c. The Center for Active Living Coordinator shall serve as secretary to the Board. It shall be the duty of the secretary to notify members of all meetings, to keep permanent records of the proceedings of all meetings and to have a copy of the proceedings of each meeting sent to each member.
- d. Standing committees shall be appointed as needed by the Chairman and Center Coordinator.

Article 3: Meetings

Regular meetings of the Perquimans County Center for Active Living Advisory Board shall be held twice a year, on the third Thursday of February and August. The meeting will be held at the Center for Active Living starting at 2pm.

- a. Special meetings may be called by the Center Coordinator or upon request from a majority of the body.
- b. Issues that need immediate attention may also be resolved with a phone call to the board members if appropriate.

- c. The order of business at regular meetings shall be as follows:
 - Welcome
 - Prayer
 - Reading of minutes of previous meeting
 - Old Business
 - New Business
 - Report of Coordinator
 - Special Reports
 - Adjournment
- d. The absence of any member from three consecutive regular meetings without leave except when such absence is made necessary by sickness or other similar causes, ruled as emergency in nature will declare vacant the seat of such member, in which event the vacancy this created shall be filled by the nomination of an individual by the board.
- e. Board members will serve a minimum of two years.

Article 4:

The Center for Active Living Coordinator shall advise the board concerning the administration of the affairs of the Center. The coordinator shall be the agent of the Center and to that end shall supervise the operation of all of the Center for Active Living activities. The coordinator shall submit a report of the activities of the Center to each regular meeting.

Article 5:

The Center for Active Living shall submit a preliminary report of the annual budget to the board each year. The finalized report of the annual budget will be presented to the board at the first meeting after July of each year.

Article 6: All amendments to these rules must be proposed in writing in one meeting and is acted upon at the next regular meeting.

**Perquimans County Planning & Zoning Staff Report
By Rhonda Repanshek, Planner
For Nov. 6, 2023 County Commissioner Meeting**

SUBJECT: 2nd Flag Lot, request by Michael Hurdle, from Tax Parcel No. 5-0034-0119A off Hurdletown Road. Subject property is zoned RA, rural agricultural and is for his son.

Project Description/ Research & Analysis

Project Overview:

Goal:

To give his son, Matthew Hurdle, 1 acre of the approximately 28 acres to live on.

General Information:

Subdivision Regulation section 402(B)(9) discusses flag shaped lots where the pole of the flag is its access, and the flag portion meets regular subdivision regulation standards. One flag lot may be approved by Planning staff, but more than one from the same parcel requires Planning Board and County Commissioner approval. It is a ministerial decision whereby the Boards will review the application and decide if it meets objective standards set in current Subdivision Regulations section 402(B)(9)(a-f), which are listed on the next page of this report.

A second water meter will be allowed at the road, however that does not imply that any future meters will be allowed by the County Water Department.

Design:

The subject property has an access less than 1,000 ft. long that is well over the minimum required width. The flag portion is more than 32,500 sq. ft with dimensions that exceed the 125 and 150 foot minimums, and it has an Albemarle Regional Health Services paper that states the site is provisionally suitable for a septic system. Residual acreage is 27.4. Overall, the proposed parcel appears to meet flag lot dimension criteria as presented in the preliminary survey, but the Access Agreement needs significant work before being adequate.

An existing 50-foot-wide private right of way, just over 500 feet long, will be shared by the existing and proposed flag lots. The preliminary draft of the Shared Access agreement in the application needs several additions, such as the landowner name of the first flag lot and language clarifying that the access and its maintenance are perpetual and will run with the land to benefit all current and future owners of the parcels.

Our local District Soil & Water Technician reported that this lot has "positive drainage which drains to the northwestern part of the lot into a main outlet of Mill Creek." He recommends a small swale on the east and south side of the proposed lot and adds that the main soil type is a loam that is favorable for good drainage.

Consistency with the Current Land Use Plan

Per County Subdivision Regulations section 108, proposed subdivisions must comply with the local Land Use Plan. According to the Projected Future Land Use Plan Map Exhibit IX-B, page IX-36 of CAMA's 2016 Land Use Plan Update (LUP), the subject area is zoned *Residential Agricultural*. This classification is intended to delineate where the predominant land use is scattered, low density residences which are dispersed among farmland and open spaces.

Regulations and Procedure

August 31, 2023 Michael Hurdle submitted the Minor Subdivision Application to the Planning & Zoning Office and it was found to be substantially complete as a conceptual plan. Planning Board reviewed it October 10, 2023 and made a recommendation.

Recommendation Procedure: In considering the request, the Board of County Commissioners shall use Subdivision Regulation Section 402(B)(9)(a-f) to determine if the proposed flag lot meets its criteria for approval of recordation. As stated on page 33 in *Land Subdivision Regulation in North Carolina, 2015*, by Adam Lovelady, "A preliminary plat may be approved with conditions." A preliminary plat may be approved by a review board with a condition that the required change will be incorporated into the final plat. "Conditions imposed as part of an administrative subdivision decision must be based on clear, objective standards set forth in the ordinance..."

Criteria: Per Subdivision Regulation 402(B)(9) flag lot requirements are as follows:

(a) Access shall be provided from the public road or an approved private road to the flag lot by means of an easement with a minimum width of 25 feet along the "pole."

(b) The area inside the "Flag" portion of the lot must satisfy the minimum lot area requirements for a conventional development within the underlying zoning district. The area considered the "Flagpole" consists of that area from the road right-of-way to the "Flag" portion of the lot. Any access over 1,000 feet shall be a minimum of 45 feet wide and meet all NCDOT standards.

(c) Use of a single driveway to serve a flag lot and an adjoining conventional lot is permitted provided that a Shared Access Agreement is recorded in the Register of Deeds Office on the plat or in a separate document, in order to acknowledge the conditions under which the shared access will operate. The preferred location for the driveway is in the flagpole easement, with the Flag Lot granted an access easement over the flagpole.

(d) The flag portion of the flag lot must satisfy the minimum yard requirements of the applicable zoning district. The "building setback line" for the Front Yard runs parallel to the street and is measured from within the "Flag" part of the lot, not the "pole" part.

Per Zoning Ordinance section 704, the minimum lot size for an RA district is 32,500 square feet with minimum width of 125 ft. and minimum depth of 150 ft. Minimum Yard Setbacks are 30 ft. for front and rear and 15 ft. for the sides.

(e) Where applicable, a Driveway Permit shall be required from NCDOT. Failure to obtain a driveway permit shall result in denial of the flag lot.

(f) The minimum separation between the flagpole portion of the lot and the flagpole portion of another flag lot shall be guided by the minimum design standards governing lots.

Recommendations

Planning Board found the proposed flag lot to meet requirements 'a' through 'f' of Subdivision Regulations section 402 (B)(9) and recommends approval with the condition to require the Shared Access Agreement to include language similar to the following:

Any future parcel subdivided from Perquimans County tax parcel No. 5-0034-0119A may require installation of a county water main at the landowner(s)' expense. Said water main shall be given a utility easement within or immediately adjacent to the access easement. A separate street name and change of addresses will be required at the installation of a third residence or a subdivision of a third residential lot. The access shall be maintained in serviceable, well drained condition with no detriment to neighboring properties.

Suggested Motions:

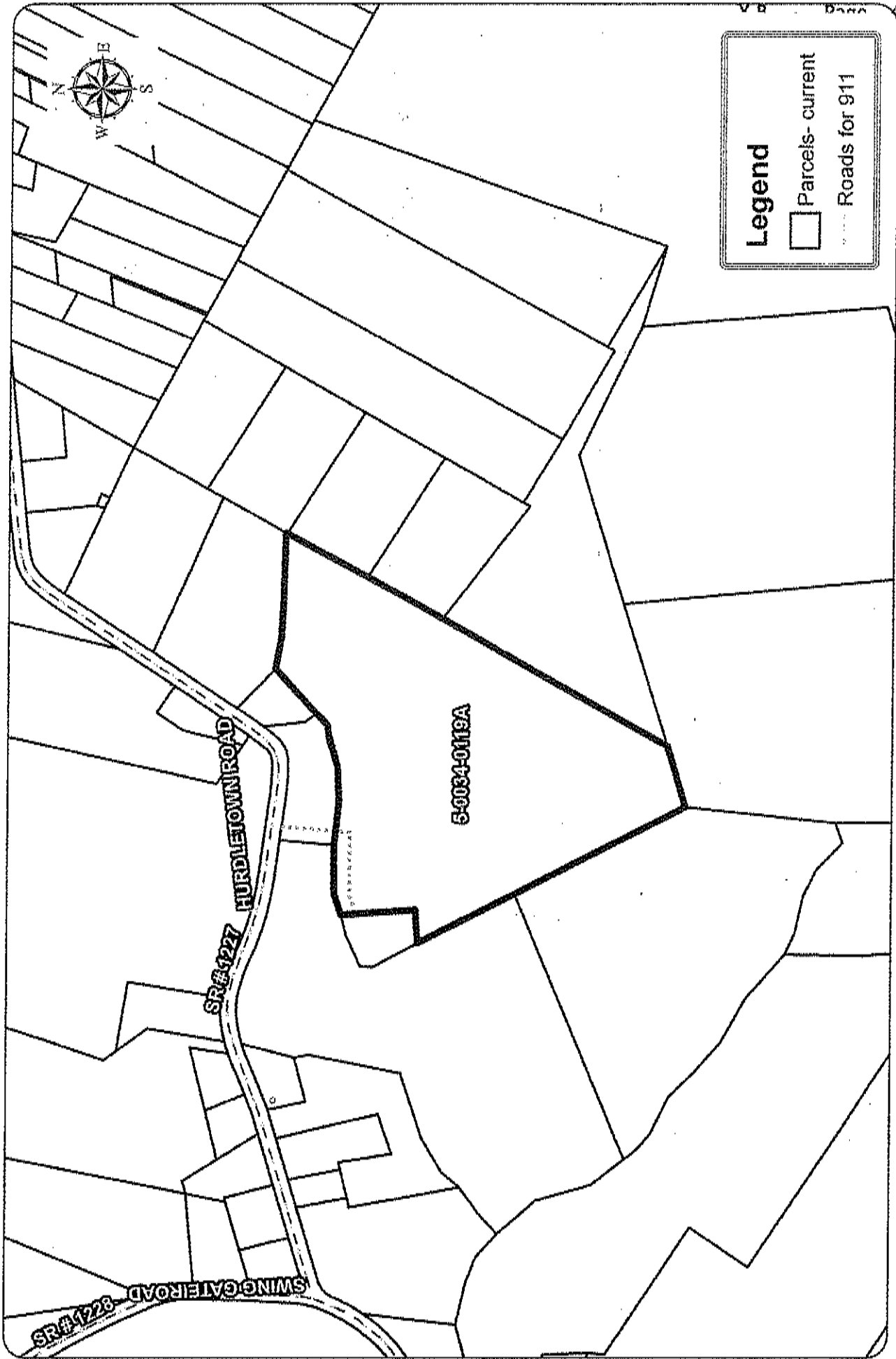
The Board of County Commissioners is requested to consider using the following script to form the desired motion for approval or denial of the proposed flag lot:

Approval: Motion to find the proposed flag lot to meet requirements 'a' through 'f' of Subdivision Regulations section 402(B)(9), and approve the flag lot ***with the condition that a Shared Access Agreement include the following wording:***

Any future parcel subdivided from Perquimans County tax parcel No. 5-0034-0119A may require installation of a county water main at the landowner(s)' expense. Said water main shall be given a utility easement within or immediately adjacent to the access easement. A separate street name and change of addresses will be required at the installation of a third residence or a subdivision of a third residential lot. The access shall be maintained in serviceable, well drained condition with no detriment to neighboring properties.

Denial: Motion to deny the proposed flag lot because it does not meet requirement _____.

ATTACHMENTS: 1) GIS General Location Map
 2) Zoning Ordinance section 704 table with RA zone requirements



Legend

- Parcels- current
- Roads for 911

1 inch equals 500 feet

Map created Sept 21, 2023 by RR

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.

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

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

¹ Not including fences and walls. 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 Vacant Lot for Residential Storage Use* takes precedence over this sentence. Accessory buildings in front yard, detached carports and garages must meet side and rear yard setbacks for the principal building.

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

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



Minor Subdivision Application

OFFICIAL USE ONLY
 Date Received: 8-31-2023 Received By: RR Confirmed By: _____
 Parcel No(s): 5-0034-0119A
 Current Zoning District: RA, rural ag
 Future Land Use Map Designation: Residential agricultural
 Proposed Number of Lots: 1 Is residual parcel over 10 acres? yes
 If not, remind applicant to request ARHS's preliminary approval of residual lot when applying for perc. test for proposed lot(s) Date Completed: 8/31/23 Flag lot go's to Plan Bd/BCC

Property and Land-Use Information

Title of Minor Subdivision Survey: Michael Wayne Hurdle, Sr.
 Location/Street Address: immediately east of structure at 383 Hurdletown Rd.
 Parcel Number(s): 5-0034-0119A
 Parent Parcel Acres: 28.4 Proposed New Parcel Acres: 1.00 acre
 Linear Street Frontage of Proposed Parcel(s): none, but is flag lot on 50.65ft wide access
 Proposed Number of Lots: one
 Water system proposed (circle one): County Private Well / Both / Other: _____
 Sewage system proposed (circle one): in-ground septic / Sewer / Other: _____
 Ownership of the property is evidenced by deed recorded in Real Estate Book 339, Page 226 Tract two OR Will File Number _____ in the Perquimans County Registry.

Contact Information

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

* Owner/Authorized Applicant:
 Name: Michael Hurdle
 Phone: [REDACTED] Email: [REDACTED]
 Signature: Michael Hurdle
 Date: 8-31-2023

Owner/Authorized Applicant:
 Name: _____
 Phone: _____ Email: _____
 Signature: _____
 Date: _____

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

NAME AND ADDRESS OF PERSON TO RECEIVE ALL CORRESPONDENCE REGARDING THIS APPLICATION:
 Name: Michael Hurdle, Sr Mailing Address: _____
 Phone: _____ Email: _____

Minor Subdivision Application Submission Checklist

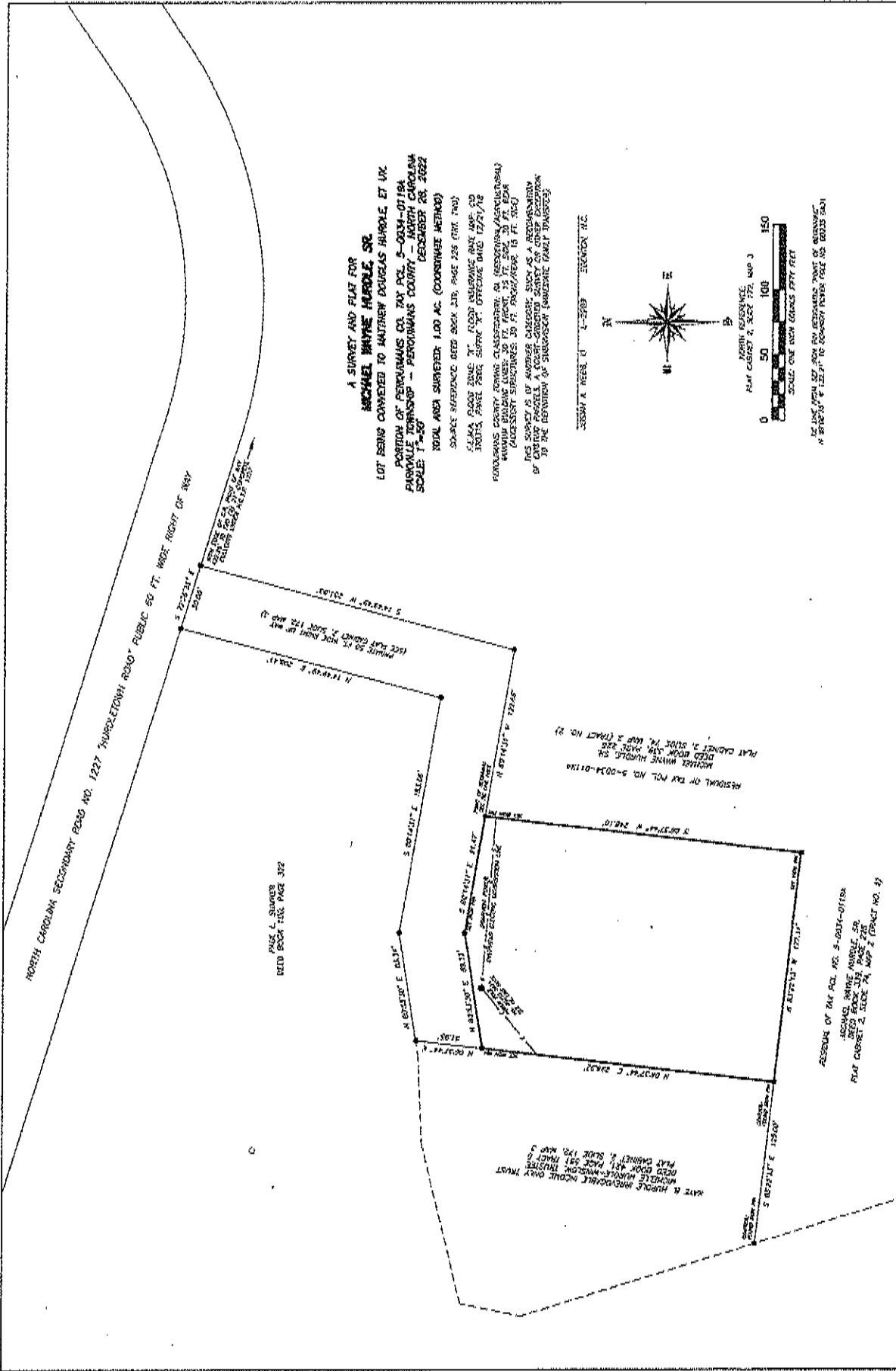
To demonstrate compliance with Section 303 of the Perquimans County Subdivision Regulations, the Applicant hereby submits this Application Form and additional information:

✓	Application Form and, if applicable, a signed and notarized ^{not needed} Owner's Authorization Form
✓	Boundary Survey with Certification Statements and references to residual parcel, if any. (See Note #1 below).
✓	Proposed sewage system/perc. test permit #: <u>399426</u> (per Section 402B, item 4, page 36, of the Subdivision Regulations).
✓	Attached copy of relevant information from will/estate file, if applicable. <u>339/226 tract two</u>

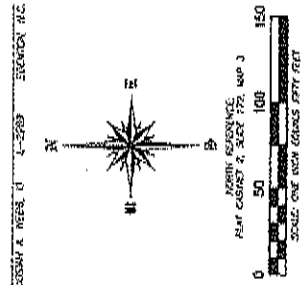
This section to be completed by Planning and Zoning:

✓	Water Availability:
✓	Review and consultation with Soil & Water Conservation staff) <u>email received 9/7/2023 10:51AM</u>
✓	Proposed drainage improvements: <u>with comments</u>
✓	Attach a letter of review from Perquimans Soil & Water Conservation District. May need to establish drainage easements on the property lines depending upon drainage plan requirements.
✓	Disclosure statement referencing Perquimans County Subdivision Regulations, Sections 402 (B), item 5; 402(D), item 1; 402(I); and 402(J)
	Other (specify): _____
✓	\$50.00 Abbreviated Plat Review Fee <u>CLK #3689, Receipt # 930770</u>
✓	Water Facility Fee(s) – Up to and including four (4) or six (6) lots per parent tract @ \$500 each, and where Major Subdivisions are permitted, a fee of \$2,500 per lot for any parent tract over four (4) or six (6), pursuant to Section 303.1 of the Subdivision Regulations, and Note #2 below.

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



A SURVEY AND PLAT FOR
MICHAEL WAYNE HURDLE, SR.
 LOT BEING CONVEYED TO MATTHEW DOUGLAS HURDLE, ET UX
 PORTION OF PERMITS CO. TAX PLOT 5-0034-0718A
 PINKALL COUNTY - PERMITS COUNTY - PERMITS COUNTY
 SCALE: 1"=40' (COORDINATE METHOD)
 TOTAL AREA SURVEYED 1.00 AC. (COORDINATE METHOD)
 SOURCE SURVEYED DEED BOOK 219, PAGE 225 (PLAT 790)
 CLIMA, PACE BOOK 17, PAGES 183-184, 185, 186, 187
 1901A, PACE BOOK SURVEY 17, OFFICIAL DATE 12/21/78
 FORTSMAN, CERRY, FORTSMAN CLASSIFICATION BY INSTRUMENT (PERMITS COUNTY)
 MAJOR BOUNDING LINES: 30 FT. FRONT, 15 FT. SIDE, 15 FT. REAR
 ADJACENT SURVEYING: 30 FT. FRONT/REAR, 15 FT. SIDE
 THIS SURVEY IS OF AN ADJACENT CATEGORY, SUCH AS A RECONSTRUCTION
 OF EXISTING PARCELS, A COURT-ORDERED SURVEY OF OTHER EXISTING
 TO THE DETERMINATION OF SURVEYING (ADJACENT PARCELS)



TO LIST FROM 127 FROM FOR REPERMITS "POINT OF BEGINNING"
 IN SECTION 4 T124 TO CORNER PLOT 152 IS: 80.00 (100)

PAGE 1, SURVEY
 DEED BOOK 153, PAGE 312

RESIDUAL OF TAX PLOT NO. 5-0034-0718A
 MICHAEL WAYNE HURDLE, SR.
 DEED BOOK 219, PAGE 225
 PLAT 790, SHEET 1, MAP 3

<p>SURVEYOR'S SEAL</p>	<p>SURVEYOR'S CERTIFICATE</p> <p>I, MICHAEL WAYNE HURDLE, SR., SURVEYOR, STATE OF NORTH CAROLINA, DO HEREBY CERTIFY THAT THIS SURVEY WAS MADE BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT THE PLAT WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT THE PLAT IS TRUE AND CORRECT.</p> <p>DATE: _____</p>	<p>REVIEW OFFICER'S CERTIFICATE</p> <p>I, _____, REVIEW OFFICER, PERMITS COUNTY, DO HEREBY CERTIFY THAT THIS SURVEY COMPLIES WITH THE REQUIREMENTS OF PERMITS COUNTY AND THAT THE SURVEY IS TRUE AND CORRECT.</p> <p>DATE: _____</p>	<p>DATE</p> <p>_____</p>	<p>DATE</p> <p>_____</p>	<p>DATE</p> <p>_____</p>	<p>DATE</p> <p>_____</p>	<p>DATE</p> <p>_____</p>	<p>DATE</p> <p>_____</p>
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Preliminary Draft

AGREEMENT

THE FOLLOWING Right of Way Agreement (hereinafter referred to as the "Agreement") is made as of this _____ day of _____ 2023, by and between Michael Wayne Hurdle, Sr (hereinafter "Seller") and Matthew Douglas Hurdle (hereinafter "Buyer").

WHEREAS, Seller has as of this date conveyed unto Buyer a right of way to a parcel located along the Hurdletown Road in Perquimans County, North Carolina, said right of way more particularly described as follows:

BEGINNING at a point located on the Southern edge of the Hurdletown Road (NCSR 1227) marked by a point at its intersection of a 50' wide easement as depicted in Plat Cabinet 2, slide 172-3, and said point being located 422.26' in a westwardly direction from two 24" concrete culverts under Hurdletown Road; thence South 14° 49' 49" West 251.93 feet to a point, cornering; thence North 80° 14' 31" West 129.66 feet to a point marked by a set iron pin; thence continuing South 80° 14' 31" East 91.47 feet to a set iron pin; thence continuing North 80° 53' 30" East 89.12 feet to a set iron pin, cornering; thence North 06° 37' 44" East 51.95 feet to a point, cornering; thence North 80° 53' 30" East 83.34 feet to a point; thence continuing South 80° 14' 31" East 183.68 feet to a point, cornering; thence North 14° 49' 49" East 208.41 feet alongside property now or formerly owned by Paul L. Sumner to a point on the Southern edge of the Hurdletown Road, cornering; thence South 72° 36' 35" East 50.05 feet alongside the Southern edge of the Hurdletown Road to a point and the POINT OF BEGINNING, said right of way being more particularly shown on that survey entitled "Survey and Plat for Michael Wayne Hurdle, Sr" and made by Josiah A. Webb, III, professional surveyor, dated the 28th day of December, 2022, TOGETHER WITH A 50' RIGHT OF WAY for purposes of ingress, egress and regress to and from the premises to be conveyed to Buyer herein.

AND WHEREAS said right of way is of this date usable as an access path to and from a lot to be conveyed to Buyer herein;

NOW THEREFORE, it is agreed that Buyer Matthew Douglas Hurdle will assist in maintaining that part of the above-described right of way for passable vehicular travel to the property as set out above, and shall ensure that said maintenance of the right, of way is performed. This Agreement shall be valid until such time as the right of way becomes state maintained, if ever.

SIGNED this the _____ day of _____, 2023.

Michael Wayne Hurdle, Sr, Seller

Matthew Douglas Hurdle, Buyer

State of North Carolina
County of _____

I, the undersigned Notary Public of the County and State aforesaid, certify that Michael Wayne Hurdle, Sr personally came before me this day and acknowledged the execution of the foregoing instrument.

Witness my hand and Notarial stamp or seal, this _____ day of _____, 2023.

My Commission Expires: _____

Notary Public

for the second signature is

Another Notary Public paragraph is below on legal paper, exactly the same as above

Fw: Parcel for Emergency Communications Tower

From: Frank Heath
 To: whigh@highandcrowe.com
 Cc: Mary Hunnicutt
 Date: Thu 10/19/2023 5:12 PM

Should we put accepting the land on the November 6th meeting agenda? Is there anything else we need to do to effectuate the transaction?

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

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

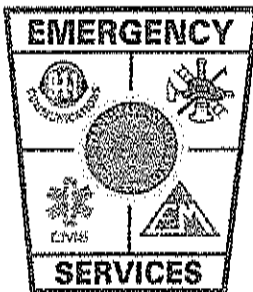
From: susan.small@dixonandthompsonlaw.com <susan.small@dixonandthompsonlaw.com>
Sent: Wednesday, October 18, 2023 11:20 AM
To: whigh@highandcrowe.com <whigh@highandcrowe.com>
Cc: Frank Heath <frankheath@perquimanscountync.gov>
Subject: Parcel for Emergency Communications Tower

Good morning Hack: I just wanted to let you know that we have received word from Bobby Masters to proceed with deed preparation for the 1-acre parcel that Albemarle Plantation Holdings II, LLC will be gifting Perquimans County for the new emergency tower on Rayburn Lane.

Susan S. Small
 NC Certified Paralegal
Dixon & Thompson Law, PLLC
 117 W. Eden Street
 Edenton, NC 27932
 Office: (252) 482-8696
 Direct line: (252) 368-2192
 Fax: (252) 482-1493
www.dixonandthompson.com
susan.small@dixonandthompsonlaw.com

PLEASE NOTE: We do not schedule Real Estate closings on Mondays.
Due to the prevalence of fraudulent cashier's checks, we will require all closing funds to be tendered in the form of a wire transfer or by an official bank check drawn on a local bank only.
NO EXCEPTIONS – WE APOLOGIZE FOR THE INCONVENIENCE

PLEASE NOTE, DIXON & THOMPSON LAW, PLLC DOES NOT ALTER ITS WIRING INSTRUCTIONS.
PLEASE CALL TO CONFIRM WIRING INSTRUCTION BEFORE SENDING ANY FUNDS ELECTRONICALLY.

**PERQUIMANS COUNTY EMERGENCY SERVICES**

P.O. Box 563 - 159 Creek Drive - Hertford, NC 27944

(252) 426-5646 Phone - (252) 426-3306 Fax

Jonathan A. Nixon, Director

To: Frank Heath, County Manager
From: Jonathan Nixon, Director *JN*
Date: October 18, 2023
Re: Request Sale of Surplus Equipment

College of the Albemarle's Emergency Medical Services training program remains our primary training partner and education center. It has recently come to my attention that they need an electric stretcher to help train new students on the equipment they will encounter in our region.

I am requesting you consider the transfer of Stryker cot, Serial #090741182, to College of the Albemarle. This Stryker cot/stretchers is over 14 years old and has been placed out of service. These stretchers have a life expectancy between 7-10 years, and while we are maintaining them annually, parts are harder to source, and it is becoming more costly to service this equipment. The cot will not be upgraded to fit the new Power Load Systems (powered rail system) currently in all our EMS units and therefore cannot be used as a backup. The training environment for this equipment would be better suited, and in turn will help ensure that trainees can use the equipment prior to joining an EMS agency.

To offset the loss of the equipment, we have been working to replace much of this outdated equipment through our capital outlay budget requests that are presented to you and the Board each year. We appreciate this support and feel comfortable with our current equipment status.

Please let me know if I can provide additional information that might help you make an informed decision.

FOR
INFORMATION
ONLY
ITEMS

DEPARTMENT HEAD REPORTS

PLAT REVIEW LOG - PERQUIMANS COUNTY SEPTEMBER

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
SL CARDWELL	X	9-7-2023	X	RECOMBINATION OF 2-D085-A017-SH & 2-D085A018-SH .42 ACRES
SAMUEL L & KAREN A BUTCHER				
TIMMONS GROUP	X	9-7-2023	X	RECOMBINATION OF 2-D082-Y038-AP & 2-D082-Y037-AP 36,939 SF & 53,830 SF
TRAVIS W & PATRICIA A WALSH				
TA STOKELY FOCUS BROADBAND	X	9-20-2023	X	EASEMENT .08 ACRES 4-0065-0024A
TA STOKELY RICK GODFREY	X	9-20-2023	X	EXEMPT DIVISION 4-0045-0011 20.75 ACRES
TA STOKELY HENRY D HOUSE III	X	9-27-2023	X	BOUNDARY SURVEY 3-0040-SS02-H, 2-0040-SS06-H, & 3-0040-SS600-H
TA STOKELY CHAPPELL HILL BAPTIST CHURCH	X	9-28-2023	X	RECOMBINATION SURVEY RECOMBINED 1.00 FROM 1-0021-0026 TO 1-0021-0028 NEW ACRES 2.20 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 Toib 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 338-2529	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

OCTOBER

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
RACKLEY LAND	X	10-4-2023	X	BOUNDARY SURVEY
GILBERT & SYBIL H BACCUS				5-0033-0023 29.06 ACRES
TA STOKELY	X	10-12-2023	X	MINOR SUBDIVISION 1-0022-0100C 1.00 ACRE
BRENDA LAYDEN DAIL				
TA STOKELY LUTHER CREDLE	X	10-24-2023	X	BOUNDARY SURVEY 4-D036-0014-NL 10.10 ACRES

Blissell
PO Box 1068
Kitty Hawk, NC 27949
(252) 261-3266

Bowman Consulting
Paul J Toti
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

Eugene Jordan
402 Sign Pine Road
Tyner, NC 27980
221-4795

Pat McDowell
PO Box 391
Elizabeth City, NC 27909
338-4161

McKim & Creed
504 E Elizabeth St Ste 1
Elizabeth City, NC 27909
338-2929

J H Miller Jr.
166 Cottonwood Drive
Hertford, NC 27944
339-6932

Mark Pruden
146 Oak Grove Road
Edenton, NC 27932
482-7804

Gloria Rogers
215 B Street
Camden, NC 27921
338-1415/333-8781

Robey
150 US Hwy 158 W East
Camden, NC 27921
335-1888

Saunders Surveying
510 Avena Road
Black Mountain, NC 28711
(828) 669-2777

Scott Temple
PO Box 422
Elizabeth City, NC 27907
330-4016

Tony Webb
PO Box 381
Edenton, NC 27932
482-3066

TIMMONS GROUP 1805 WEST CITY DRIVE ELIZABETH CITY, NC 27909 (252)621-5030



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

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

**PERQUIMANS COUNTY
TAX DEPARTMENT**

Enforced Collections-October 2023

GARNISHMENTS: \$2,157.31

PAYMENT AGREEMENTS: \$11,494.75

DEBT SETOFFS: \$0

PERQUIMANS COUNTY
OFFICIAL REPORT

Date: October 2023

Board of Commissioners:
Finance Officer:

I wish to report that during October 2023 I received the following funds which were duly deposited in the County's depository on the dates and in the amounts as shown:

DATE	BUILDING PERMITS	#	ELECTRICAL PERMITS	#	PLUMBING PERMITS	#	INSULATION PERMITS	#	MECHANICAL PERMITS	#	MOBILE HOME	#	STATE TAX	MISC	TOTAL DEPOSITED	CREDIT CARD PAYMENTS
10/1/2023															\$0	\$185
10/2/2023	\$345	1	\$180	2											\$525	\$130
10/3/2023	\$654	3			\$0	1	\$150	2	\$75	1	\$185	1			\$1,064	\$75
10/4/2023	\$75	1	\$140	1					\$130	2					\$945	\$150
10/5/2023	\$336	1	\$100	2	\$120	2	\$75	1	\$75	1					\$706	\$556
10/6/2023	\$50	1	\$50	1											\$100	\$511
10/7/2023															\$0	\$0
10/8/2023															\$0	\$0
10/9/2023			\$497	1	\$130	1			\$75	1					\$702	\$75
10/10/2023	\$846	1	\$100	2	\$55	1	\$75	1	\$75	1	\$335	2			\$1,496	\$515
10/11/2023			\$110	1					\$75	1					\$185	\$185
10/12/2023	\$1,700	2	\$90	1	\$235	2	\$150	2							\$2,135	\$1,089
10/13/2023	\$675	2	\$50	1					\$55	1				\$100	\$980	\$130
10/14/2023															\$0	\$0
10/15/2023															\$0	\$0
10/16/2023	\$75	1	\$260	3	\$215	2			\$55	1					\$605	\$290
10/17/2023			\$120	2	\$220	5			\$55	1					\$395	\$110
10/18/2023	\$355	2	\$50	1	\$105	2	\$75	1	\$150	2					\$735	\$680
10/19/2023															\$0	\$0
10/20/2023															\$0	\$0
10/21/2023															\$0	\$0
10/22/2023															\$0	\$0
10/23/2023															\$0	\$0
10/24/2023															\$0	\$0
10/25/2023															\$0	\$0
10/26/2023															\$0	\$0
10/27/2023															\$0	\$0
10/28/2023															\$0	\$0
10/29/2023															\$0	\$0
10/30/2023															\$0	\$0
10/31/2023															\$0	\$0
TOTAL	\$5,111	15	\$1,707	18	\$1,080	15	\$525	7	\$620	12	\$520	3	\$0	\$100.00	\$9,663	4691.00

Signed: _____ Building Inspector



Case Activity Report

10/1/2023 - 10/31/2023

Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
10/30/2023	8	762 WOODVILLE RD	Nuisance Vehicle	Nuisance Vehicle	Re-Inspection	Re-inspected property that has multiple Junk vehicles and spoke with owners and tenants about getting it cleaned up.
10/27/2023	140	679 DEEP CREEK RD	solid waste	trash piled in yard	Inspection	Went back to inspect property again today. No one at property and more trash accumulating. Will send Notice Of Violation Letter.
10/13/2023	147	158 RIVERSHORE DR	Solid Waste	Junk boats registration out on all including one on boat lift, junk in yard, grass high, junk all over	Inspection	No one at property again today. Was able to get pictures.
10/4/2023	143	145 BETHEL FISHING CENTER RD	Solid Waste	solid waste everywhere	Re-Inspection	Re-inspect property. Property owner and tenants are now in court.

Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
10/3/2023	140	679 DEEP CREEK RD	solid waste	trash piled in yard	Re-Inspection	Check on cleanup.
10/3/2023	148	107 DURANT DR	Solid Waste	Trash / Solid Waste	Inspection	Spoke with owner at property about trash / solid waste. Agreed to have cleaned up in next few weeks.
10/3/2023	149	249 DOGWOOD DR	Solid Waste	Solid Waste	Inspection	Solid Waste
10/2/2023	147	158 RIVERSHORE DR	Solid Waste	Junk boats registration out on all including one on boat lift, junk in yard, grass high, junk all over	Inspection	Could not verify all in complaint but grass was high and no one at house. Will try and contact owners.

Total Records: 8

10/31/2023

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

CFS By Department - Select Department By Date
 For *FIRE MUTUAL AID* 7/1/2023 - 9/30/2023

CHOWAN CO EMS	Count	Percent
ABDOMINAL PAIN/PROBLEMS	1	12.50%
BACK PAIN (NON-TRAUMATIC OR NON-RECENT TRAUMA)	1	12.50%
FALLS	1	12.50%
HEART PROBLEMS/A.I.C.D	1	12.50%
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	2	25.00%
STROKE (CVA)/TRANSIENT ISCHEMIC ATTACK (TIA)	1	12.50%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	1	12.50%
Total Records For CHOWAN CO EMS	8	Dept Calls/Total Calls 0.12%

EMERGENCY MANAGEMENT	Count	Percent
ABDOMINAL PAIN/PROBLEMS	1	2.00%
AIRCRAFT INCIDENT	1	2.00%
AUTOMATIC CRASH NOTIFICATION (ACN)	1	2.00%
BOATING INCIDENT	1	2.00%
BREATHING PROBLEMS	2	4.00%
CARDIAC OR RESPIRATORY ARREST/DEATH	4	8.00%
CONVULSIONS/SEIZURES	1	2.00%
DROWNING/NEAR DROWNING/DIVING/SCUBA ACCIDENT	1	2.00%
FIRE ACTIVATED ALARM	1	2.00%
FIRE CONTROLLED BURN	1	2.00%
FIRE FUEL SPILL	1	2.00%
INFO ONLY	1	2.00%
MISSING PERSON / RUNAWAY	1	2.00%
OTHER	12	24.00%
OVERDOSE/POISONING (INGESTION)	1	2.00%
ROAD CLOSURE	1	2.00%
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	2	4.00%
SPECIAL ASSIGNMENT	5	10.00%
STANDBY BALL GAME	5	10.00%
STROKE (CVA)/TRANSIENT ISCHEMIC ATTACK (TIA)	1	2.00%
TRAFFIC ISSUES (SIGNS DOWN / LIGHTS OUT / ETC.)	1	2.00%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	1	2.00%
TRAINING	1	2.00%
TRAUMATIC INJURIES (SPECIFIC)	1	2.00%
UNCONSCIOUS/FAINTING (NEAR)	2	4.00%
Total Records For EMERGENCY MANAGEMENT	50	Dept Calls/Total Calls 0.77%

HERTFORD PUBLIC WORKS	Count	Percent
ALARM WATER DEPT	1	8.33%
ANIMAL CONTROL	1	8.33%
DEBRIS IN THE ROADWAY	1	8.33%
POWER OUTAGE/LINES/POLES DOWN (CABLE/POWER/ETC.)	2	16.67%

HERTFORD PUBLIC WORKS	Count	Percent
PUBLIC SERVICE CALL	2	16.67%
ROAD CLOSURE	1	8.33%
SERVICE CALL	1	8.33%
UTILITIES REQUEST (WATER / ELECTRICAL)	3	25.00%
Total Records For HERTFORD PUBLIC WORKS	12	Dept Calls/Total Calls 0.18%

MAGISTRATE OFFICE	Count	Percent
ASSIST OFFICER	2	1.12%
CONVULSIONS/SEIZURES	1	0.56%
DISTURBANCE	2	1.12%
DOMESTIC	3	1.69%
DOMESTIC VIOLENCE ORDER	1	0.56%
ESCORT	1	0.56%
FIGHT	2	1.12%
INFO ONLY	1	0.56%
IVC / MENTAL SUBJECT	4	2.25%
LARCENY	1	0.56%
MAGISTRATE REQUEST	124	69.66%
OTHER	1	0.56%
PSYCHIATRIC/ABNORMAL BEHAVIOR/SUICIDE ATTEMPT	1	0.56%
PUBLIC SERVICE CALL	4	2.25%
SERVE WARRANTS FOR ARREST	14	7.87%
SUBJECT IN CUSTODY	7	3.93%
TRAFFIC STOP	3	1.69%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	1	0.56%
TRANSPORT SUBJECT	5	2.81%
Total Records For MAGISTRATE OFFICE	178	Dept Calls/Total Calls 2.74%

NC DOT	Count	Percent
DEBRIS IN THE ROADWAY	7	58.33%
OTHER	1	8.33%
POWER OUTAGE/LINES/POLES DOWN (CABLE/POWER/ETC.)	1	8.33%
TRAFFIC ISSUES (SIGNS DOWN / LIGHTS OUT / ETC.)	3	25.00%
Total Records For NC DOT	12	Dept Calls/Total Calls 0.18%

NC FORESTRY	Count	Percent
FIRE BRUSH / WOODS FIRE	8	100.00%
Total Records For NC FORESTRY	8	Dept Calls/Total Calls 0.12%

NC SHP	Count	Percent
AIRCRAFT INCIDENT	1	0.88%
ASSIST OFFICER	3	2.65%
AUTOMATIC CRASH NOTIFICATION (ACN)	3	2.65%
CARELESS & RECKLESS	18	15.93%
CHASE	1	0.88%
DOMESTIC	1	0.88%
DRIVERS LICENSE / REGISTRATION	2	1.77%
DROWNING/NEAR DROWNING/DIVING/SCUBA ACCIDENT	1	0.88%
FIRE VEHICLE FIRE	1	0.88%

NC SHP	Count	Percent
GOKART / ATV / 4-WHEELER ON ROADWAY	1	0.88%
HANG-UP 911 CALL	1	0.88%
HEMORRHAGE/LACERATIONS	2	1.77%
HIT AND RUN	4	3.54%
INACCESSIBLE INCIDENT/OTHER ENTRAPMENT (NON-TRAFF)	1	0.88%
INFO ONLY	1	0.88%
INTOXICATED DRIVER	1	0.88%
MAGISTRATE REQUEST	1	0.88%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	1	0.88%
TRAFFIC CONTROL	1	0.88%
TRAFFIC STOP	3	2.65%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	61	53.98%
TRANSFERRED (911) CALL	2	1.77%
WANTED / STOLEN INQUIRY	1	0.88%
WELL BEING CHECK	1	0.88%
Total Records For NC SHP	113	Dept Calls/Total Calls 1.74%

NC WILDLIFE	Count	Percent
DROWNING/NEAR DROWNING/DIVING/SCUBA ACCIDENT	1	50.00%
WILDLIFE / HUNTING VIOLATION	1	50.00%
Total Records For NC WILDLIFE	2	Dept Calls/Total Calls 0.03%

NIGHTINGALE HELICOPTER	Count	Percent
DROWNING/NEAR DROWNING/DIVING/SCUBA ACCIDENT	1	14.29%
INACCESSIBLE INCIDENT/OTHER ENTRAPMENT (NON-TRAFF)	1	14.29%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	5	71.43%
Total Records For NIGHTINGALE HELICOPTER	7	Dept Calls/Total Calls 0.11%

PASQUOTANK-CAMDEN EMS	Count	Percent
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	1	100.00%
Total Records For PASQUOTANK-CAMDEN EMS	1	Dept Calls/Total Calls 0.02%

PERQUIMANS CO 911	Count	Percent
ABDOMINAL PAIN/PROBLEMS	1	0.15%
ACCIDENTAL 911 CALL	148	22.02%
ALARM BUSINESS	5	0.74%
ALARM RESIDENTIAL	1	0.15%
ANIMAL CONTROL	6	0.89%
CARELESS & RECKLESS	1	0.15%
CLEAR RADIOS / WEEKLY PAGER TEST	89	13.24%
CONVULSIONS/SEIZURES	1	0.15%
DAILY/WEEKLY MAINTENANCE	34	5.06%
DCI ENTRY / TRANSACTION	5	0.74%
DRILL (FIRE / TORNADO / ETC.)	1	0.15%
DRIVERS LICENSE / REGISTRATION	1	0.15%
DUPLICATE CALL	4	0.60%
FALLS	1	0.15%
FIRE CONTROLLED BURN	5	0.74%
FIRE MUTUAL AID/OUT OF COUNTY RESPONSE	1	0.15%

PERQUIMANS CO 911	Count	Percent
FIRE NEAR A STRUCTURE	1	0.15%
GOKART / ATV / 4-WHEELER ON ROADWAY	1	0.15%
HANG-UP 911 CALL	106	15.77%
INFO ONLY	41	6.10%
IVC / MENTAL SUBJECT	2	0.30%
MAGISTRATE REQUEST	1	0.15%
MAINTENANCE REPORT	7	1.04%
MISUSE OF 911	10	1.49%
OTHER	9	1.34%
POWER OUTAGE/LINES/POLES DOWN (CABLE/POWER/ETC.)	1	0.15%
PUBLIC SERVICE CALL	3	0.45%
REPORT	1	0.15%
REPOSESSION	9	1.34%
ROAD CLOSURE	4	0.60%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	1	0.15%
TEST	25	3.72%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	3	0.45%
TRAINING	1	0.15%
TRANSFERRED (911) CALL	134	19.94%
UNKNOWN PROBLEM (PERSON DOWN) - MEDICAL ALARM	2	0.30%
UNLOCK VEHICLE/HOUSE	2	0.30%
UTILITIES REQUEST (WATER / ELECTRICAL)	1	0.15%
WELL BEING CHECK	2	0.30%
WILDLIFE / HUNTING VIOLATION	1	0.15%
Total Records For PERQUIMANS CO 911	672	Dept Calls/Total Calls 10.34%

PERQUIMANS CO DSS	Count	Percent
ASSAULT/SEXUAL ASSAULT/STUN GUN	1	3.85%
DOMESTIC	1	3.85%
DSS / SOCIAL SERVICES REQUEST	18	69.23%
PUBLIC SERVICE CALL	5	19.23%
WELL BEING CHECK	1	3.85%
Total Records For PERQUIMANS CO DSS	26	Dept Calls/Total Calls 0.40%

PERQUIMANS CO EMS	Count	Percent
ABDOMINAL PAIN/PROBLEMS	15	1.88%
ALLERGIES (REACTIONS)/ENVENOMATIONS (STINGS/BITES)	11	1.38%
ANIMAL BITES/ATTACKS	1	0.13%
ASSAULT/SEXUAL ASSAULT/STUN GUN	3	0.38%
ASSISTANCE	6	0.75%
AUTOMATIC CRASH NOTIFICATION (ACN)	2	0.25%
BACK PAIN (NON-TRAUMATIC OR NON-RECENT TRAUMA)	15	1.88%
BREATHING PROBLEMS	80	10.01%
CARBON MONOXIDE/INHALATION/HAZMAT/CBRN	1	0.13%
CARDIAC OR RESPIRATORY ARREST/DEATH	12	1.50%
CARELESS & RECKLESS	2	0.25%
CHEST PAIN/CHEST DISCOMFORT (NON-TRAUMATIC)	78	9.76%
CHOKING	3	0.38%

PERQUIMANS CO EMS	Count	Percent
CONVULSIONS/SEIZURES	19	2.38%
DEBRIS IN THE ROADWAY	1	0.13%
DIABETIC PROBLEMS	10	1.25%
DISTURBANCE	1	0.13%
DOMESTIC	4	0.50%
DROWNING/NEAR DROWNING/DIVING/SCUBA ACCIDENT	2	0.25%
DUPLICATE CALL	1	0.13%
EMS MUTUAL AID	2	0.25%
ESCORT	1	0.13%
EYE PROBLEMS/INJURIES	1	0.13%
FALLS	113	14.14%
FIGHT	2	0.25%
FIRE BRUSH / WOODS FIRE	2	0.25%
FIRE SMELL OF GAS	5	0.63%
FIRE SMELL OF SMOKE / BURNING	1	0.13%
FIRE STRUCTURE FIRE	6	0.75%
FIRE VEHICLE FIRE	3	0.38%
HANG-UP 911 CALL	1	0.13%
HEADACHE	4	0.50%
HEART PROBLEMS/A.I.C.D	14	1.75%
HEAT/COLD EXPOSURE	1	0.13%
HEMORRHAGE/LACERATIONS	18	2.25%
HIT AND RUN	1	0.13%
INACCESSIBLE INCIDENT/OTHER ENTRAPMENT (NON-TRAFF)	1	0.13%
INFO ONLY	1	0.13%
IVC / MENTAL SUBJECT	2	0.25%
MISSING PERSON / RUNAWAY	1	0.13%
NON-EMERGENCY TRANSPORT	1	0.13%
OTHER	5	0.63%
OVERDOSE/POISONING (INGESTION)	10	1.25%
PSYCHIATRIC/ABNORMAL BEHAVIOR/SUICIDE ATTEMPT	34	4.26%
PUBLIC SERVICE CALL	1	0.13%
SECURITY CHECK	1	0.13%
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	146	18.27%
SPECIAL ASSIGNMENT	10	1.25%
STAB/GUNSHOT/PENETRATING TRAUMA	1	0.13%
STANDBY BALL GAME	6	0.75%
STROKE (CVA)/TRANSIENT ISCHEMIC ATTACK (TIA)	16	2.00%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	1	0.13%
TEST	1	0.13%
TRAFFIC STOP	1	0.13%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	39	4.88%
TRAINING	1	0.13%
TRAUMATIC INJURIES (SPECIFIC)	7	0.88%
UNCONSCIOUS/FAINTING (NEAR)	36	4.51%
UNKNOWN PROBLEM (PERSON DOWN) - MEDICAL ALARM	31	3.88%
WELL BEING CHECK	4	0.50%

Total Records For PERQUIMANS CO EMS		799	Dept Calls/Total Calls	12.29%
PERQUIMANS CO SO	Count			Percent
ABANDONED VEHICLE	6			0.14%
ACCIDENTAL 911 CALL	13			0.30%
AIRCRAFT INCIDENT	1			0.02%
ALARM BANK	4			0.09%
ALARM BUSINESS	54			1.23%
ALARM RESIDENTIAL	34			0.77%
ALARM SCHOOL	7			0.16%
ALLERGIES (REACTIONS)/ENVENOMATIONS (STINGS/BITES)	1			0.02%
ANIMAL BITES/ATTACKS	7			0.16%
ANIMAL CONTROL	259			5.89%
ASSAULT/SEXUAL ASSAULT/STUN GUN	12			0.27%
ASSIST OFFICER	13			0.30%
ASSISTANCE	14			0.32%
AUTOMATIC CRASH NOTIFICATION (ACN)	3			0.07%
B&E (BREAKING&ENTERING) ATTEMPTED / OLD	13			0.30%
B&E (BREAKING&ENTERING) IN PROGRESS	4			0.09%
BOATING INCIDENT	1			0.02%
BOLO / ATL (ATTEMPT TO LOCATE)	3			0.07%
BREATHING PROBLEMS	4			0.09%
BURNS (SCALDS)/EXPLOSION (BLAST)	2			0.05%
CARBON MONOXIDE/INHALATION/HAZMAT/CBRN	1			0.02%
CARDIAC OR RESPIRATORY ARREST/DEATH	11			0.25%
CARELESS & RECKLESS	39			0.89%
CHAPTER 90 - DRUG ACTIVITY	2			0.05%
CHASE	1			0.02%
CHEST PAIN/CHEST DISCOMFORT (NON-TRAUMATIC)	3			0.07%
CIVIL PROCESS	196			4.46%
CONVULSIONS/SEIZURES	2			0.05%
CRIMINAL SUMMONS	7			0.16%
DAMAGE TO PROPERTY	10			0.23%
DCI ENTRY / TRANSACTION	1			0.02%
DEBRIS IN THE ROADWAY	14			0.32%
DISTURBANCE	37			0.84%
DOMESTIC	55			1.25%
DOMESTIC VIOLENCE ORDER	19			0.43%
DRILL (FIRE / TORNADO / ETC.)	1			0.02%
DRIVERS LICENSE / REGISTRATION	35			0.80%
DROWNING/NEAR DROWNING/DIVING/SCUBA ACCIDENT	2			0.05%
DSS / SOCIAL SERVICES REQUEST	3			0.07%
DUPLICATE CALL	3			0.07%
ESCORT	189			4.30%
EVICTON	8			0.18%
FALLS	7			0.16%
FIGHT	8			0.18%
FIRE ACTIVATED ALARM	7			0.16%
FIRE BRUSH / WOODS FIRE	3			0.07%

PERQUIMANS CO SO	Count	Percent
FIRE ILLEGAL BURN	2	0.05%
FIRE MUTUAL AID/OUT OF COUNTY RESPONSE	1	0.02%
FIRE SMELL OF GAS	3	0.07%
FIRE STRUCTURE FIRE	6	0.14%
FIRE VEHICLE FIRE	3	0.07%
FOLLOW-UP	6	0.14%
FOOT PATROL	7	0.16%
FRAUD / SCAM BY ANY MEANS	2	0.05%
FUNERAL ESCORT	9	0.20%
GOKART / ATV / 4-WHEELER ON ROADWAY	15	0.34%
GUNSHOTS REPORTED	33	0.75%
HANG-UP 911 CALL	59	1.34%
HARASSMENT	6	0.14%
HEADACHE	1	0.02%
HEART PROBLEMS/A.I.C.D	1	0.02%
HEMORRHAGE/LACERATIONS	3	0.07%
HIT AND RUN	7	0.16%
ILLEGALLY PARKED VEHICLE	10	0.23%
INACCESSIBLE INCIDENT/OTHER ENTRAPMENT (NON-TRAFF)	1	0.02%
INFO ONLY	6	0.14%
INTOXICATED DRIVER	2	0.05%
INTOXICATED PEDESTRIAN	1	0.02%
INVESTIGATION	38	0.86%
IVC / MENTAL SUBJECT	41	0.93%
LARCENY	18	0.41%
LITTERING	1	0.02%
LIVESTOCK (IN THE ROADWAY / YARD)	1	0.02%
LOITERING	1	0.02%
MAGISTRATE REQUEST	41	0.93%
MAINTENANCE REPORT	1	0.02%
MISSING PERSON / RUNAWAY	9	0.20%
MOTORIST ASSIST / DISABLED MOTORIST	56	1.27%
NEIGHBORHOOD PATROL	70	1.59%
NOISE COMPLAINT	8	0.18%
OPEN DOOR	3	0.07%
OTHER	39	0.89%
OVERDOSE/POISONING (INGESTION)	7	0.16%
POWER OUTAGE/LINES/POLES DOWN (CABLE/POWER/ETC.)	1	0.02%
PSYCHIATRIC/ABNORMAL BEHAVIOR/SUICIDE ATTEMPT	30	0.68%
PUBLIC SERVICE CALL	149	3.39%
RECOVER PROPERTY	5	0.11%
REPORT	13	0.30%
REQUEST FOR OFFICER	14	0.32%
ROAD CLOSURE	1	0.02%
SEARCH WARRANT	2	0.05%
SECURITY CHECK	1607	36.56%
SERVE PAPERS	124	2.82%

PERQUIMANS CO SO	Count	Percent
SERVE WARRANTS FOR ARREST	65	1.48%
SERVICE CALL	11	0.25%
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	6	0.14%
SPECIAL ASSIGNMENT	12	0.27%
STAB/GUNSHOT/PENETRATING TRAUMA	1	0.02%
STANDBY BALL GAME	14	0.32%
STROKE (CVA)/TRANSIENT ISCHEMIC ATTACK (TIA)	1	0.02%
SUBJECT IN CUSTODY	9	0.20%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	152	3.46%
TEST	4	0.09%
THREATS	13	0.30%
TRAFFIC CONTROL	12	0.27%
TRAFFIC ISSUES (SIGNS DOWN / LIGHTS OUT / ETC.)	4	0.09%
TRAFFIC STOP	220	5.00%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	78	1.77%
TRAINING	2	0.05%
TRANSFERRED (911) CALL	2	0.05%
TRANSPORT SUBJECT	57	1.30%
TRAUMATIC INJURIES (SPECIFIC)	1	0.02%
TRESPASSING	14	0.32%
UNAUTHORIZED USE	2	0.05%
UNCONSCIOUS/FAINTING (NEAR)	4	0.09%
UNKNOWN PROBLEM (PERSON DOWN) - MEDICAL ALARM	10	0.23%
UNLOCK VEHICLE/HOUSE	60	1.36%
UTILITIES REQUEST (WATER / ELECTRICAL)	1	0.02%
VANDALISM	6	0.14%
WANTED / STOLEN INQUIRY	10	0.23%
WELL BEING CHECK	42	0.96%
Total Records For PERQUIMANS CO SO	4396	Dept Calls/Total Calls 67.62%

PERQUIMANS CO WATER	Count	Percent
ALARM WATER DEPT	1	25.00%
UTILITIES REQUEST (WATER / ELECTRICAL)	3	75.00%
Total Records For PERQUIMANS CO WATER	4	Dept Calls/Total Calls 0.08%

PERQUIMANS CO WATER RESCUE TEAM	Count	Percent
BOATING INCIDENT	1	12.50%
DOMESTIC	1	12.50%
DROWNING/NEAR DROWNING/DIVING/SCUBA ACCIDENT	1	12.50%
SPECIAL ASSIGNMENT	1	12.50%
TRAINING	4	50.00%
Total Records For PERQUIMANS CO WATER RESCUE TEAM	8	Dept Calls/Total Calls 0.12%

RAILROADS	Count	Percent
TRAFFIC ISSUES (SIGNS DOWN / LIGHTS OUT / ETC.)	1	100.00%
Total Records For RAILROADS	1	Dept Calls/Total Calls 0.02%

STATION 2 - BETHEL FD	Count	Percent
AUTOMATIC CRASH NOTIFICATION (ACN)	1	2.86%
CARDIAC OR RESPIRATORY ARREST/DEATH	4	11.43%

STATION 2 - BETHEL FD	Count	Percent
DROWNING/NEAR DROWNING/DIVING/SCUBA ACCIDENT	1	2.86%
FIRE ACTIVATED ALARM	8	22.86%
FIRE CONTROLLED BURN	2	5.71%
FIRE SMELL OF GAS	1	2.86%
FIRE STRUCTURE FIRE	1	2.86%
HEART PROBLEMS/A.I.C.D	1	2.86%
PUBLIC SERVICE CALL	1	2.86%
SERVICE CALL	1	2.86%
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	1	2.86%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	12	34.29%
UNCONSCIOUS/FAINTING (NEAR)	1	2.86%
Total Records For STATION 2 - BETHEL FD	35	Dept Calls/Total Calls 0.54%

STATION 3 - HERTFORD FD	Count	Percent
AUTOMATIC CRASH NOTIFICATION (ACN)	1	1.89%
BACK PAIN (NON-TRAUMATIC OR NON-RECENT TRAUMA)	1	1.89%
CARDIAC OR RESPIRATORY ARREST/DEATH	2	3.77%
CARELESS & RECKLESS	1	1.89%
DEBRIS IN THE ROADWAY	1	1.89%
DOMESTIC	1	1.89%
FALLS	2	3.77%
FIRE ACTIVATED ALARM	6	11.32%
FIRE FUEL SPILL	1	1.89%
FIRE SMELL OF GAS	5	9.43%
FIRE STRUCTURE FIRE	4	7.55%
FIRE TRAINING/TESTING	3	5.66%
FIRE VEHICLE FIRE	3	5.66%
HEMORRHAGE/LACERATIONS	1	1.89%
INACCESSIBLE INCIDENT/OTHER ENTRAPMENT (NON-TRAFF)	1	1.89%
MISSING PERSON / RUNAWAY	1	1.89%
MUTUAL AID	1	1.89%
SPECIAL ASSIGNMENT	4	7.55%
STANDBY BALL GAME	3	5.66%
STROKE (CVA)/TRANSIENT ISCHEMIC ATTACK (TIA)	1	1.89%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	9	16.98%
UNCONSCIOUS/FAINTING (NEAR)	1	1.89%
Total Records For STATION 3 - HERTFORD FD	53	Dept Calls/Total Calls 0.82%

STATION 4 - BELVIDERE CHAPEL HILL FD	Count	Percent
CARBON MONOXIDE/INHALATION/HAZMAT/CBRN	1	5.00%
CONVULSIONS/SEIZURES	1	5.00%
FIRE BRUSH / WOODS FIRE	4	20.00%
FIRE MUTUAL AID/OUT OF COUNTY RESPONSE	2	10.00%
FIRE STRUCTURE FIRE	1	5.00%
FIRE TRAINING/TESTING	1	5.00%
FIRE UNKNOWN TYPE - MISCELLANEOUS FIRE	3	15.00%
MISSING PERSON / RUNAWAY	1	5.00%
TEST	1	5.00%

STATION 4 - BELVIDERE CHAPEL HILL FD	Count	Percent
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	5	25.00%
Total Records For STATION 4 - BELVIDERE CHAPEL HILL FD	20 Dept Calls/Total Calls	0.31%

STATION 6 - WINFALL FD	Count	Percent
AUTOMATIC CRASH NOTIFICATION (ACN)	1	2.86%
CARDIAC OR RESPIRATORY ARREST/DEATH	1	2.86%
CONVULSIONS/SEIZURES	1	2.86%
DAILY/WEEKLY MAINTENANCE	1	2.86%
FIRE ACTIVATED ALARM	4	11.43%
FIRE BRUSH / WOODS FIRE	2	5.71%
FIRE ILLEGAL BURN	2	5.71%
FIRE SMELL OF GAS	4	11.43%
FIRE SMELL OF SMOKE / BURNING	1	2.86%
FIRE STRUCTURE FIRE	6	17.14%
FIRE TRAINING/TESTING	2	5.71%
FIRE UNKNOWN TYPE - MISCELLANEOUS FIRE	2	5.71%
INACCESSIBLE INCIDENT/OTHER ENTRAPMENT (NON-TRAFF)	1	2.86%
MISSING PERSON / RUNAWAY	1	2.86%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	6	17.14%
Total Records For STATION 6 - WINFALL FD	35 Dept Calls/Total Calls	0.54%

STATION 7 - INTERCOUNTY FD	Count	Percent
CARDIAC OR RESPIRATORY ARREST/DEATH	1	2.44%
FIRE ACTIVATED ALARM	2	4.88%
FIRE ILLEGAL BURN	1	2.44%
FIRE MUTUAL AID/OUT OF COUNTY RESPONSE	24	58.54%
FIRE SMELL OF SMOKE / BURNING	1	2.44%
FIRE STRUCTURE FIRE	3	7.32%
FIRE TRAINING/TESTING	2	4.88%
FIRE VEHICLE FIRE	1	2.44%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	5	12.20%
TRAINING	1	2.44%
Total Records For STATION 7 - INTERCOUNTY FD	41 Dept Calls/Total Calls	0.63%

STATION 8 - DURANTS NECK FD	Count	Percent
CARDIAC OR RESPIRATORY ARREST/DEATH	1	6.67%
DROWNING/NEAR DROWNING/DIVING/SCUBA ACCIDENT	1	6.67%
FIRE BRUSH / WOODS FIRE	2	13.33%
FIRE STRUCTURE FIRE	3	20.00%
FIRE TRAINING/TESTING	2	13.33%
FIRE VEHICLE FIRE	1	6.67%
HEMORRHAGE/LACERATIONS	1	6.67%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	4	26.67%
Total Records For STATION 8 - DURANTS NECK FD	15 Dept Calls/Total Calls	0.23%

WINFALL PUBLIC WORKS	Count	Percent
ALARM WATER DEPT	2	40.00%
MAINTENANCE REPORT	1	20.00%
SERVICE CALL	1	20.00%

WINFALL PUBLIC WORKS	Count	Percent
UTILITIES REQUEST (WATER / ELECTRICAL)	1	20.00%
Total Records For WINFALL PUBLIC WORKS	5 Dept Calls/Total Calls	0.08%
Total Records		6501

COMMITTEE REPORTS