

AGENDA

All items are for discussion and possible action.
Perquimans County Board of Commissioners
Meeting Room at Perquimans County Library
January 2, 2024
7:00 p.m.

I. Call to Order

II. Prayer & Pledge

III. Approval of Agenda

IV. Consent Agenda

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

A. Approval of Minutes December 4, 2023 Regular Meeting and December 18, 2023 Special Called Meeting & Regular Work Session (meeting cancelled)

B. Tax Refund & Tax Release Approvals

C. Personnel Matters

1. Appointment: Part-Time/Fill-In Paramedic
2. Appointment: Full-Time AEMT
3. Appointment: Certified Deputy
4. Appointment: Part-Time Water Clerk
5. Resignation: Full-Time Telecommunicator
6. Reclassification/Step Increase: Part-Time/Fill-In Telecommunicator
7. Certification: Certified Deputy
8. FMLA Leave: Water Clerk I
9. Removed from Roster: Part-Time/Fill-In EMT
10. Removed from Roster: Part-Time/Fill-In Paramedic (2)
11. Removed from Roster: Water Technician III
12. Resignation: Senior Citizen Coordinator

D. Step Increases/Merit Increases

1. Telecommunications (2)
2. EMS (1)
3. Sheriff (1)
4. Water (1)

E. Board Reappointments

1. Reappointment: Agricultural Advisory Board (3)

F. Miscellaneous Documents

1. Otis Service & Repair Order
2. Register of Deeds: Property Fraud Alert!
3. Resolution: Register of Deeds: Reduction in Salary Pursuant to GS 153A-92

V. Recognition of Retirees and Employees' Years of Service

A. Recognition of Employees' Years of Service

B. Introduction of New Employees

1. Angela Jordan, Director of Social Services
2. Jared Harrell, Extension Director
3. Jonathan Nixon, Emergency Services Director

VI. Scheduled Appointments

A. Joshua Lassiter, First Tryon Advisors

B.

7:00 p.m.

7:20 p.m.

VII. Commissioner's Concerns/Committee Reports

A.

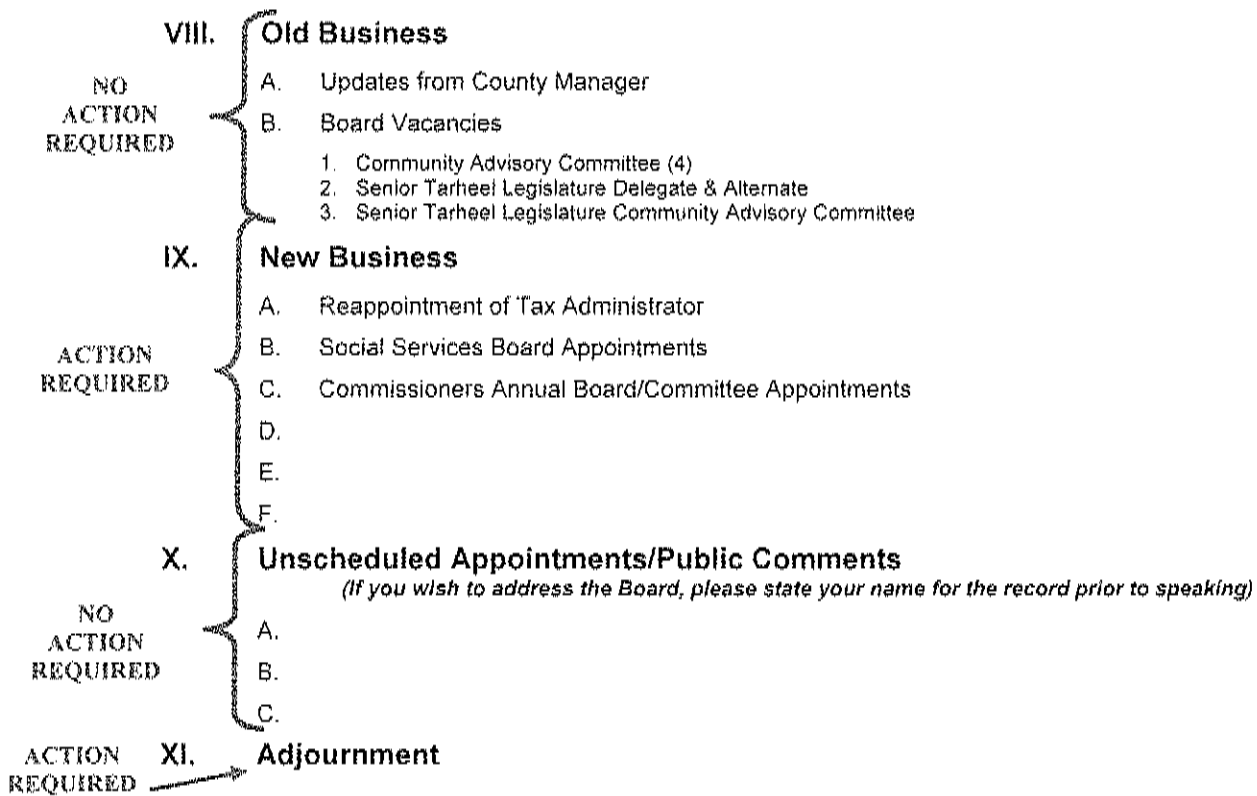
B.

ACTION
REQUIRED

NO
ACTION
REQUIRED

ACTION
REQUIRED

NO
ACTION
REQUIRED



FOR INFORMATION ONLY:



DEPARTMENT HEAD REPORT:

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

COMMITTEE WRITTEN REPORTS:



NOTES FROM THE COUNTY MANAGER

January 2, 2024

7:00 p.m.

IV. **Enclosures:** Items included on the Consent Agenda are enclosed. *If you wish to discuss any of these items, please make that request during the meeting.*

V. The recognition of employee 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
Tracy Mathews	Finance Department	Finance Officer	20 years	01/01/2024

B. **Introduction of New Employees:**

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

Employee Name	Employee Job Title	Effective Date
Lisa Wolfrum	IMC I working against IMC II	12/01/2023

2. **Jared Harrell, Extension Director:** Mr. Harrell Nixon will introduce the following new full-time employee:

Employee Name	Employee Job Title	Effective Date
Tori DeWald	Extension Agent, 4-H Youth Development	

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

Employee Name	Employee Job Title	Effective Date
Chloe Schimeyer	Part-Time/Fill-In EMT to Full-Time EMT	10/01/2023
Allen Foy	Full-Time Telecommunicator	01/01/2024

VI.A. **Enclosure:** Joshua Lassiter of First Tryon Advisors presented an overview of what their company could do to assist the County with obtaining the financing of the new school facility. The Board requested that he forwarded the County Manager an Agreement for them to consider at their January meeting. A copy of the Agreement is attached and we are asking Board action on this Agreement.

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

VIII.B. The following board/committee has vacancies which need to be filled:

- Community Advisory Committee:** Currently, we only have one member on this Committee. Melissa Hines, Regional Long-Term Care Ombudsman, notified me that we currently need five members so we need to appoint four more members. She did explain that Patty Bosco has filed an application with Area Agency on Aging and will begin her training on December 14, 2023. Should she complete her training, Ms. Hines will notify the Board and we will need to appoint her. We need three more members. Board direction is being requested.
- Senior Tar Heel Legislature Delegate & Alternate:** Ms. Jo-Ellen Robinson Hutton resigned from this Advisory Board in October, 2023. Currently, we have no replacement for her or for an alternate. Board direction is being requested.

IX.A. Bill Jennings' four-year term as Tax Administrator is due to expire on January 31, 2024. Board will need to take action on his reappointment.

IX.B. **Enclosures.** With the expansion of the Social Services Board, the Board will need to take action on the following reappointment and appointments:

Name	Board/Committee	Action Taken	Term	Effective Date
Blanchard, Teresa	Social Services - Social Services Commission Appointee	Reappointment	3 yrs.	01/01/2024
	Social Services Board - Commissioners Appointee	Appointment	3 yrs.	01/01/2024
Finch-Copeland, Thelma	Social Services - Social Services Commission Appointee	Appointment	3 yrs.	01/01/2024

The Social Services Commission recommended Ms. Ella Fields-Bunch to apply for the other vacancy. Ms. Fields-Bunch has asked to be considered for this vacancy. Board action is being requested

IX.C. **Enclosure.** A list of current Board/Committee appointments have been distributed to each Commissioner. Please let the Chairman know if you wish to make any changes to these appointments.

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 December 4, 2023 Regular Meeting & December 18, 2023 Special Called Meeting & Work Session *(cancelled)*
- B. **Enclosure:** Tax Refunds & Releases Approval: See attached listing
- C. **Enclosures:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Kayla Trader	Part-Time/Fill-In Paramedic	Appointment	68/1	\$43,893	01/01/2024
Ariana Ward	Full-Time AEMT	Appointment	66/1	\$40,279	01/01/2024
Iasia Collier	Certified Deputy	Appointment	65/1	\$38,543	01/01/2024
Debbie Stallings	Part-Time Water Clerk	Appointment	64/3	\$18.62/hr.	01/08/2024
William Ward	Full-Time Telecommunicator	Resignation			01/11/2024
William Ward	Part-Time/Fill-In Telecommunicator	Reclassification	63/3	\$17.82/hr.	01/12/2024
DeAngelo Freemanweldy	Certified Deputy	Certification	66/1	\$40,279	01/01/2024
Alyssa Williams	Water Clerk I	FMLA		12 weeks	02/03/2024
Dana Wavra	Part-Time Fill-In EMT	Removed from Roster			12/06/2023
Rebecca Cullipher	Part-Time/Fill-In Paramedic	Removed from Roster			12/06/2023
Jessica Houdek	Part-Time/Fill-In Paramedic	Removed from Roster			12/05/2023
Richard Copeland	Water Technician III	Removed from Roster			01/01/2024
Beverly Gregory	Senior Citizen Coordinator	Retirement			04/01/2024

- 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
Telecommunications	Kylie Felton	Part-Time/Fill-In Telecommunicator II	65/4	\$19,94/hr.	01/01/2024
Telecommunications	Andrea Stoner	Full-Time Telecommunications Shift Supervisor II	69/5	\$50,676	01/01/2024
EMS	Walter Meads	Part-Time/Fill-In Paramedic	68/6	\$23,90/hr.	01/01/2024
Sheriff	Leroya Banks	Certified Deputy	66/3	\$42,294	01/01/2024
Water	Vincent Bockelman	Water Tech I	58/4	\$30,483	01/01/2024

- E. **Enclosure:** The following board reappointments were approved by the Board:

Name	Board/Committee	Action Taken	Term	Effective Date
Moore, Michael	Agricultural Advisory Board - FSA	Reappointment	3 yrs.	02/01/2024
Chappell, Laurence	Agricultural Advisory Board - New Hope	Reappointment	3 yrs.	02/01/2024
Woodard, Charles	Agricultural Advisory Board - Commissioner	Reappointment	3 yrs.	02/01/2024

- F. **Enclosures:** These miscellaneous documents are presented for Board review and action:
 1. **Otis Service & Repair Order:** The enclosed Repair Order from Otis Elevator for repairs to our Courthouse Elevator is presented for Board information and action. Board action is being requested.
 2. **Register of Deeds - Property Fraud Alert:** Per the attached notice from the Register of Deeds, the Register of Deeds' office is offering a service called Property Fraud Alert.
 3. **Resolution - Register of Deeds - Reduction in Salary:** Pursuant to G.S. 153A-92, the Board of County Commissioners should adopt a Resolution reducing the Register of Deeds' salary from \$59,845 (Grade 70/Step 10) to \$48,034 (Grade 70/Step 1) to become effective December 1, 2024. This action is taken in compliance with General Statute 153A-92 in reference to compensation of County officers in the General Election.

REGULAR MEETING

December 4, 2023
 7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, December 4, 2023, at 7:00 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944.

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

MEMBERS ABSENT: T. Kyle Jones

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

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

AGENDA

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

CONSENT AGENDA

Chairman Nelson asked if there were any items that the Board wished to remove from the Consent Agenda to discuss. There being none, James W. Ward made a motion to approve the Consent Agenda as presented. The motion was seconded by Charles Woodard and unanimously approved by the Board.

1. Approval of Minutes: The Minutes of the November 6, 2023 Regular Meeting & November 20, 2023 Special Called Meeting & Work Session (*cancelled*) were approved by the Board.

2. Tax Refund & Release Approvals:

Tax Refunds:

Koltuniak, Aubrey Alexander \$144.06
 Vehicle sold. 10-month refund. Account No. 72731680.

The Open Door of Perquimans \$2,107.38
 Should have been exempt (Winfull). Account No. 540081.

The Open Door of Perquimans \$7,335.36
 Should have been exempt (County). Account No. 540081.

Wyatt, Robert Tony \$199.27
 Plate exchanged for same vehicle. Account No. 70744496.

A & B Motorsports \$538.20
 Boat sold and listed in Pasquotank. Account No. 538955.

Jones, Thomas Kyle \$118.52
 Vehicle sold. 5-month refund. Account No. 70638721.

Jones, Thomas Kyle \$121.59
 Vehicle wrecked. 4-month refund. Account No. 70287256.

Tax Releases:

Bruey, Amber & Anthony \$1,420.80
 Property was forfeited to U.S. Government. Account No. 265801.

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
Allen Foy	Full-Time Telecommunicator	Appointment	63/1	\$33,937	01/01/2024
Lisa Wolfrum	IMC I working against IMC II	Appointment	61/3	\$33,937	12/01/2023
Charles vonRosenburg	Part-Time/Fill-In EMT	Appointment	63/1	\$16.97/hr.	12/01/2023
Brandon Thorngren	Part-Time/Fill-In Paramedic	Appointment	68/2	\$21.68/hr.	12/01/2023
Samantha Farrar	IMC III (MXP Position)	Promotion	65/1	\$38,543	12/01/2023
Jesse Howard	Part-Time/Fill-In Telecommunicator	Resignation			11/30/2023
Vivian Long	Part-Time/Fill-In Telecommunicator	Resignation			12/31/2023
Samuel Spear	Part-Time/Fill-In Telecommunicator	Termination			11/30/2023
RaShawn Anthony	Part-Time/Fill-In Paramedic	Termination			11/30/2023
Tonya Ayers	Part-Time/Fill-In Paramedic	Resignation			03/10/2024

4. Step/Merit Increases:

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Beverly Gregory	Senior Citizen Coordinator	63/12	\$46,174	12/01/2023
Nakiandra Downing	911 Shift Supervisor I	67/3	\$40,195	12/01/2023
Jessica White	Paramedic	68/3	\$46,184	12/01/2023

5. Budget Amendment: The following budget amendment was approved by the Board:

BUDGET AMENDMENT NO. 22
 GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-335-000	Miscellaneous Revenue	2,405	
10-510-330	Sheriff - Supplies	2,405	

EXPLANATION: To amend FY 23/24 budget to include funds received from Town of Hertford ABC Board to be used for Law Enforcement.

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

Name	Board/Committee	Action Taken	Term	Effective Date
Nelson, Wallace	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	12/01/2023

The Board also approved the following Board appointments/reappointments for the Chowan/Perquimans LEPC 2023 Roster:

NAME	SPECIALTY	NAME	SPECIALTY
Basnigh, Edward	Law	Newman, Tyler	Press
Bass, Billy	Fire	Nixon, Jonathan	EM/EMS/911

NAME	SPECIALTY	NAME	SPECIALTY
Brewster, Sue	CERT (Shores at Land's End)	Overman, Barry	Fire
Brittingham, Richard	EM/Fire/RRT-I	Palmer, Cordell	EM
Carlwright, Michael	Fire	Pery SO Rep	Law
Euro, Julian	Press	Ponte, Tom	EM/ Ham Radio
Hollowell, Ralph	Environmental	Sawyer, Terry	Transportation
Jordan, Angela	DSS	Smith, Lewis	Owner/Operator (Parkway Ag)
Kehaves, Alex	Elected Official (Chowan)	Sofesbec, Julie	EM/EMS/911
LaFon, Anita	Health Department	Spruill, Mary	Volunteer
Levine, Miki	CERT (Albemarle)	Ward, Paul	NCDA (Environmental)
Long, Rick	Fire (NC Forestry)	Williams, Tonya	EM
McKeever, Jim	CERT (Deep Creek)	Winn, Billy	NCEM
NCHP Rep	Law	Wingslow, Jarvis	EM
Nelson, Wallace	Elected Official (Perquimans)		

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

A. Recognition of Employee's Years of Service:

Employee Name	Department	Employee Job Title	No. of Years	Effective Date
Tracy Hunter	Water Department	Technician II	20 years	12/01/2023

B. Introduction of New Employees:

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

Employee Name	Department	Employee Job Title
Ashley Stanley	IMC I working against IMC II	11/01/2023
Brandy Hoiship	IMC I working against IMC II	11/01/2023
Tracee Baxton	IMC I working against IMC II	11/01/2023

2. **Jonathan Nixon, Emergency Services Director:** Mr. Nixon could not be at the meeting (tonight and will introduce Chief Schlueyer at the January meeting.

After the recognitions/introductions, the employees made a few comments, and the Chairman and Commissioners thanked them for their service and welcomed the new employees to Perquimans County.

JARED HARRELL, EXTENSION DIRECTOR

Mr. Harrell presented the Report to the People overviews their accomplishments during the year with the assistance of Teresa Story, Administrative Assistant. He then introduced Kalli Luton, Area Agent - Agriculture - Consumer Horticulture, who gave an overview of what she is planning for the upcoming year.

JOSHUA LASSITER, FIRST TRYON ADVISORS

Mr. Lassiter, Director of First Tryon Advisors, along with Chazzo Habliston, Vice President, presented an extensive proposal to the Board to assist with obtaining the financing of the new school facility. County Manager Heath made a few comments and explained that Mr. Lassiter came to inform the Board about what they have to offer and that the Board could review materials and take action at their January meeting. Mr. Heath stated that he will request that Mr. Lassiter come to the January meeting to explain the document that the Board will take action on to contract with First Tryon Advisors.

THOMPSON, PRICE, SCOTT & ADAMS, AUDITORS

Austin Eubanks, Audit Manager of Thompson, Price, Scott & Adams, presented the FY 2022-2023 Audit via Zoom. Mr. Eubanks concluded by saying that he appreciated the County staff for their hard work and that the audit was good. After his presentation, Chairman Nelson asked if the Board had any questions or comments. There being no comments, Chairman Nelson asked for a motion to approve the FY 2023-2023 Audit as presented. On motion made by Charles Woodard, seconded by James W. Ward, the FY 2023-2022 Audit was unanimously approved by the Board pending Local Government Commission approval. County Manager Heath and the Commissioners thanked Tracy Mathews, Finance Officer, for her great work in the preparation of the audit.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

There were no Commissioners' concerns/committee reports.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > **Hertford Christmas Parade & Festival of Lights:** Mr. Heath said that the parade and opening of the Festival of Lights Saturday was a success. They had a great turnout and he encouraged the Commissioners and the general public to come out and experience the Festival of Lights.
- > **County Board of The Year Award:** County Manager Heath explained that the Board of Commissioners were recognized as the NCACC County Board of the Year on November 14, 2023 in Greensboro, NC. He noted that the plaque had been hung on the wall in their meeting room. The Perquimans County Board of Education nominated our Board for this award.
- > **Excavation of the Marine Park Basin:** Mr. Heath stated that the construction of the Marine Basin continues to progress. He shared a video of the area that was taken by a deputy using their drone camera. He explained the areas of construction.

PUBLIC COMMENTS

There were no public comments made.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned around 8:14 p.m. on motion made by Charles Woodard, seconded by James W. Ward.

Wallace E. Nelson, Chairman

Clerk to the Board

SPECIAL CALLED MEETING

December 18, 2023
7:00 p.m.

The Perquimans County Board of Commissioners met in a SPECIAL CALLED MEETING on Monday, December 18, 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 Hunnicutt, Clerk to the Board

Chairman Nelson called the meeting to order. Commissioner Hoffer gave the invocation and the Chairman led the Pledge of Allegiance. Chairman Nelson explained that the purpose of this Special Called Meeting was to elect a Chair/Chairman and Vice Chair/Chairman for 2024.

AGENDA

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

ELECTION OF CHAIRMAN/VICE CHAIR

Frank Heath, County Manager, acting as Temporary Chairman of the meeting, opened the floor for nominations for Chair/Chairman of the Board. Charles Woodard nominated Wallace E. Nelson as Chairman. Timothy J. Corprew seconded the nomination. There being no other nominations, Mr. Heath closed the nominations and would entertain a motion and second for election of Wallace E. Nelson as Chairman. James W. Ward made a motion to approve the election of Wallace E. Nelson as the Board Chairman. The motion was seconded by Charles Woodard and unanimously approved by the Board. Chairman Nelson took over the meeting and opened the floor for nominations for Vice Chair/Chairman. Timothy J. Corprew nominated Charles Woodard as Vice Chairman. There being no other nominations, Chairman Nelson closed the nominations and would entertain a motion and a second for election of Charles Woodard as Vice Chairman. James W. Ward made a motion to elect Charles Woodard as the Board Vice Chairman. The motion was seconded by Joseph W. Hoffer and unanimously approved by the Board.

ADJOURNMENT

There being no further comments or business to discuss, the Special Called Meeting was adjourned at 7:11 p.m. on motion made by T. Kyle Jones, seconded by Timothy J. Corprew.

Wallace E. Nelson, Chairman

Clerk to the Board

WORK SESSION
December 18, 2022
7:00 p.m.

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

December 20, 2023

Tax Refunds: (Perquimans County)

Frank & Constance Jaklic \$148.23
Should have been exempt due to S-bridge
construction. 2022
Account#: 357571

Frank & Constance Jaklic \$148.23
Should have been exempt due to S-bridge
construction. 2021
Account#: 357571

Frank & Constance Jaklic \$146.24
Should have been exempt due to S-bridge
construction. 2020
Account#: 357571

Daphne Norma Marshall, Trustee \$479.36
Incorrect assessment. 2023
Account#: 260595

Daphne Norma Marshall, Trustee \$456.89
Incorrect assessment. 2022
Account#: 260595

Daphne Norma Marshall, Trustee \$456.89
Incorrect assessment. 2021
Account#: 260595

Daphne Norma Marshall, Trustee \$441.91
Incorrect assessment. 2020
Account#: 260595

Daphne Norma Marshall, Trustee \$441.91
Incorrect assessment. 2019
Account#: 260595

Tax Releases: (Perquimans County)

David & Sharon Pate \$1941.76
House was on another parcel.
Account#: 261211

Roseburg Resources Co. \$2851.20
Should have been in land use.
Account#: 358226

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 12/1/2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kayla Trader

SOC. SEC. NO.:

POSITION: Part Time Fill In Paramedic

DEPT.: EMS

X NEW EMPLOYEE EFFECTIVE DATE: January 1, 2024

GRADE: 68 STEP: 1 SALARY: \$21.15 Hourly (43,893)

ENDING DATE OF PROBATIONARY PERIOD: January 1, 2025

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

DATE OF EMPLOYEE RESIGNATION

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

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

DEPARTMENT RECOMMENDATION [Signature] DATE: 12/06/23

COUNTY MANAGER APPROVAL [Signature] DATE: 12/6/23

FINANCE OFFICER DATE:

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 12/21/2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Ariana Ward SOC. SEC. NO.:

POSITION: Full Time AEMT DEPT.: EMS

X NEW EMPLOYEE EFFECTIVE DATE: 1/1/2024

GRADE: 66 STEP: 1 SALARY: \$19.36 Hourly

ENDING DATE OF PROBATIONARY PERIOD: 1/1/2025

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

Jessie on behalf for Jonathan Nixon

W. Frank Heath

DATE: 12/21/23

DATE: 12/29/23

FINANCE OFFICER

DATE:

Revised 7/05

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Iasia Moeneak Collier SOC. SEC. NO.: _____

POSITION: Deputy DEPT.: Sheriff's Office

X NEW EMPLOYEE EFFECTIVE DATE: 1-1-2024

GRADE: 65 STEP: 1 SALARY: \$38,543

ENDING DATE OF PROBATIONARY PERIOD: 1-1-2025

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

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

_____ DATE OF EMPLOYEE TERMINATION/RESIGNATION.
Date

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

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: 12-11-23

COUNTY MANAGER APPROVAL

Mark Heath
DATE: 12/12/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 12/20/2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Debbie Stallings SOC. SEC. NO.: _____

POSITION: Water Clerk P/T DEPT.: Water

NEW EMPLOYEE EFFECTIVE DATE: 1/8/2024

GRADE: 64 STEP: 3 SALARY: \$ 18.62 /hr

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.

_____ 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: 12/20/2023

[Signature]
DATE: 12/20/2023

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: December 19, 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: William Matthew Ward

SOC. SEC. NO.: _____

POSITION: Full Time Telecommunicator

DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

X 1/11/2024 DATE OF EMPLOYEE RESIGNATION
Date

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

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

DEPARTMENT RECOMMENDATION

[Signature]
DATE: 12/19/23

COUNTY MANAGER APPROVAL

[Signature]
DATE: 12/20/2023

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: December 19, 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: William Matthew Ward

SOC. SEC. NO.: _____

POSITION: Part Time Fill In Telecommunicator

DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: 1/12/2024

GRADE: 63 STEP: 3 SALARY: \$17.82 Hourly

ENDING DATE OF PROBATIONARY PERIOD: 1/1/2025

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ DATE OF EMPLOYEE RESIGNATION
Date

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

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

DEPARTMENT RECOMMENDATION

[Signature]
DATE: 12/19/23

COUNTY MANAGER APPROVAL

[Signature]
DATE: 12/20/23

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: DeAngelo Freemonweldy

SOC. SEC. NO.:

POSITION: Deputy (certified)

DEPT.: Sheriff's Office

NEW EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY:

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

1-1-24 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

Date GRADE: 66 STEP: 1 SALARY: \$40,279

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: [Handwritten] DATE: 12-28-23

Signature: W. Frank Heath DATE: 12/29/23

FINANCE OFFICER

DATE:

COPY

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



PERQUIMANS COUNTY BOARD OF COMMISSIONERS

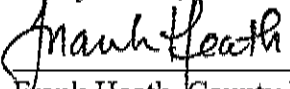
P.O. BOX 45
HERTFORD, NORTH CAROLINA 27944
TELEPHONE: 1-252-426-7550

MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

MEMORANDUM

TO: Tracy Mathews, Finance Officer
Mary Hunnicutt, Clerk to the Board
Casey White, Human Resources

FROM: 
Frank Heath, County Manager

DATE: December 18, 2023

RE: FMLA LEAVE

We have received a letter from Alyssa Williams, Water Clerk I, requesting Family Medical Leave for twelve (12) weeks beginning February 3, 2024. This request has been approved by her supervisor, Nick Lories. I have determined that Mrs. Williams is eligible for Family & Medical Leave as requested.

Therefore, I am notifying you that Mrs. Williams' request for Family Medical Leave will begin on February 3, 2024 and continue for twelve (12) working weeks. The necessary paperwork has been forwarded to her and returned to us as requested.

If you have any questions, please contact me.

cc: Nick Lories, Water Department Supervisor
Alyssa Williams, Water Clerk I

COPY

Perquimans County's Vision:

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: Dec 6th 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Dana Wavra

SOC. SEC. NO.: _____

POSITION: Part Time Fill In EMT

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

X 12/6/2023 DATE OF EMPLOYEE REMOVAL FROM ROSTER
Date

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

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

DEPARTMENT RECOMMENDATION

[Signature]
DATE: 12/06/23

COUNTY MANAGER APPROVAL

[Signature]
DATE: 12/6/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: Dec 6th 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Rebecca Cullipher

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.
Date GRADE: _____ STEP: _____ SALARY: _____

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

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

X 12/6/2023 DATE OF EMPLOYEE REMOVAL FROM ROSTER
Date

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 12/06/23

[Signature]
DATE: 12/6/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: Dec 5th 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Jessica Houdek

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.
Date GRADE: _____ STEP: _____ SALARY: _____

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

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

X 12/5/2023
Date

DATE OF EMPLOYEE RESIGNATION

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

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

DEPARTMENT RECOMMENDATION

[Signature]
DATE: 12/5/2023

COUNTY MANAGER APPROVAL

[Signature]
DATE: 12/5/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Richard Copeland

SOC. SEC. NO.: _____

POSITION: Water Technician III

DEPT.: Water

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

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

X 1/1/2024 DATE OF EMPLOYEE REMOVAL FROM ROSTER
Date

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: 12/20/2023

DATE: 12/20/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 12/18/2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Beverly Gregory

SOC. SEC. NO.: _____

POSITION: Senior Citizen Coordinator

DEPT.: Senior Center

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 63 STEP: 12 SALARY: \$46,174.00 / Annual

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 04/01/2024 DATE OF EMPLOYEE RETIREMENT

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

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

DEPARTMENT RECOMMENDATION

DATE: _____

COUNTY MANAGER APPROVAL
W. Frank Heath
DATE: 12/18/2023

FINANCE OFFICER

DATE: _____

COPY

December 14, 2023

Mr. Frank Heath
Manager, Perquimans County
128 North Church Street
Hertford, NC 27944

Hand Delivered

Re: Resignation

Dear Mr. Heath:

Thank you for the incredibly amazing opportunity to serve as Coordinator with the Center for Active Living. Each day has been a gift to me as I enjoyed, God through me, providing for those attending and a great learning experience with all they share in return.

March 31, 2024, I will retire from officially serving in this leadership role with our community.

It has indeed been a blessing to serve these great people in our community. Frank, I have great respect for you, your leadership and your vision. It has been an honor to work with you, as well as the team of leaders in Perquimans County continuously striving to improve service and provisions for all those living in our county and preparing for the future.

Sincerely,


Beverly E. Gregory

/bg

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 12/6/23

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kylie Felton

SOC. SEC. NO.: _____

POSITION: Fill In Part Time Telecommunicator II

DEPT.: Telecommunications

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ DATE OF EMPLOYEE RESIGNATION

X 1/1/2024 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: 65 STEP: 4 SALARY: \$19.94 Hourly

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

DEPARTMENT RECOMMENDATION

DATE: 12/06/23

COUNTY MANAGER APPROVAL

DATE: 12/6/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 12/16/23

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Andrea Stoner

SOC. SEC. NO.: _____

POSITION: Full Time Telecommunications Shift Supervisor II DEPT.: Telecommunications

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ DATE OF EMPLOYEE RESIGNATION

X 1/1/2024 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: 69 STEP: 5 SALARY: \$24.36 Hourly (50,676)

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: 12/06/23

COUNTY MANAGER APPROVAL
[Signature]
DATE: 12/6/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 12/6/23

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Walter Meads

SOC. SEC. NO.: _____

POSITION: Fill In Part Time Paramedic

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ DATE OF EMPLOYEE RESIGNATION

X 1/1/2024 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 68 STEP: 6 SALARY: \$23.90 Hourly

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

DEPARTMENT RECOMMENDATION
[Signature]
DATE: 12/06/23

COUNTY MANAGER APPROVAL
[Signature]
DATE: 12/6/23

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Leroya Banks _____

SOC. SEC. NO.: _____

POSITION: Deputy _____

DEPT.: Sheriff's Office _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 66 _____ STEP: 2 _____ SALARY: \$41,286 _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

X 1/1/24 _____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)

GRADE: 66 _____ STEP: 3 _____ SALARY: \$42,294 _____

_____ DATE OF EMPLOYEE TERMINATION/RESIGNATION.
Date

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

Date GRADE: _____ STEP: _____ SALARY: _____

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 12-5-23

[Signature]
DATE: 12/5/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 12/19/2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Vincent Bockelman SOC. SEC. NO.: _____

POSITION: Water Tech I DEPT.: Water

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 58 STEP: 3 SALARY: \$29,740

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

1/1/24 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. GRADE: 58 STEP: 4 SALARY: \$30,483

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: PER THE COUNTY PERSONNEL POLICY. 1/1/2024

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: 12/19/2023

DATE: 12/20/2023

FINANCE OFFICER

DATE: _____

COPY

Re: Agricultural Advisory Board

Teresa Story <teresa_story@ncsu.edu>

Tue 12/19/2023 9:41 AM

To: Mary Hunnicutt <MHunnicutt@perquimanscountync.gov>

Hey Mary,

Laurence Chappell and Michael Moore agreed to another 3 years.

Thanks

Teresa

--

Teresa S. Story, County Administrative Assistant

North Carolina State University

College of Agriculture and Life Sciences

North Carolina Cooperative Extension

Perquimans County Center

601-A South Edenton Road Street

PO Box 87

Hertford, NC 27944

Phone: 252-426-5428

Fax: 252-426-1646

Email: teresa_story@ncsu.edu

Internet: www.perquimans.ces.ncsu.edu

On Mon, Dec 18, 2023 at 4:33 PM Mary Hunnicutt <MHunnicutt@perquimanscountync.gov> wrote:

Jared & Teresa, the following individuals have terms that expire on January 31, 2024. Can you please contact them to see if they are still interested in serving:

NAME	BOARD	TERM	APPT.	EX
Moore, Michael	Agricultural Advisory Board - FSA	3 yrs.	2/1/2021	1/31/
Chappell, Laurence	Agricultural Advisory Board - New Hope	3 yrs.	2/1/2021	1/31/

Thank you for your assistance in this matter.

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.

Otis Service and Repair Order

12/5/2023

CUSTOMER NAME

Perquimans County Courthouse
128 North Church Street
Hertford, NC 27944

OTIS ELEVATOR COMPANY

341 SOUTHPORT CIRCLE
VIRGINIA BEACH, VA 23452

OTIS CONTACT

William Spencer
Phone:
Email: william.spencer@otis.com

PROJECT LOCATION

PERQUIMANS COURTHOUSE
128 N CHURCH ST
HERTFORD, NC 27944

PROPOSAL NUMBER

QTE-001791718

We propose to furnish the necessary material and labor on the following units:

Unit	Customer Designation
429898	ONLY ELV

SCOPE OF WORK**OTIS GLIDE™ A DOOR OPERATOR**

A new OTIS GLIDE™ A door operator will be installed.

The doors on the car and at the hoisway entrances will be power-operated by means of an OTIS GLIDE™ A door operator mounted on top of the car or attached to the car header. The OTIS GLIDE™ A door operator utilizes a closed loop system and direct drive belt technology designed to provide consistent door performance despite changes in temperature or wind, and despite the presence of minor debris in the door track. Using a high-resolution encoder, the system monitors position data and adjusts performance to match operation parameters. The OTIS GLIDE™ A door operator also has a self-learn feature that enables the system to more efficiently be tuned.

The OTIS GLIDE™ A door operator uses energy-efficient permanent magnet AC motors that eliminates the carbon-dust present in traditional door operator systems that use DC induction motors. In addition, lubrication is not required for the OTIS GLIDE™ A door operator's sealed bearings, making the unit cleaner for your building and the environment.

Door operation shall be automatic at each landing, with door opening initiated as the car arrives at the landing. The doors will be arranged to remain open for an adjustable time period sufficient to meet ADA requirements. Door close will be arranged to start after a minimal time, consistent with building and ADA requirements. An electric car door contact will prevent the elevator from operating unless the car door is in the closed position.

OPTIGUARD SHIELD™ 2D ENTRANCE-PROTECTION DEVICE

The Optiguard Shield™ 2D door protection system uses infrared emitters and detectors to create an invisible net across the elevator entrance. The Optiguard Shield™ 2D system continuously scans for interrupted beams. If any beam in the curtain is interrupted, the Optiguard Shield™ 2D system will reopen the elevator door instantly.

If these beams strike an object in the middle of the entryway, light reflects off the object into special photo-diode receivers mounted on the opposite side of the entrance, which scan into the entryway. If the receivers detect enough light, a reversal signal is generated to open the doors.

OTIS SERVICE AND REPAIR ORDER

Benefits:**Enhanced Protection**

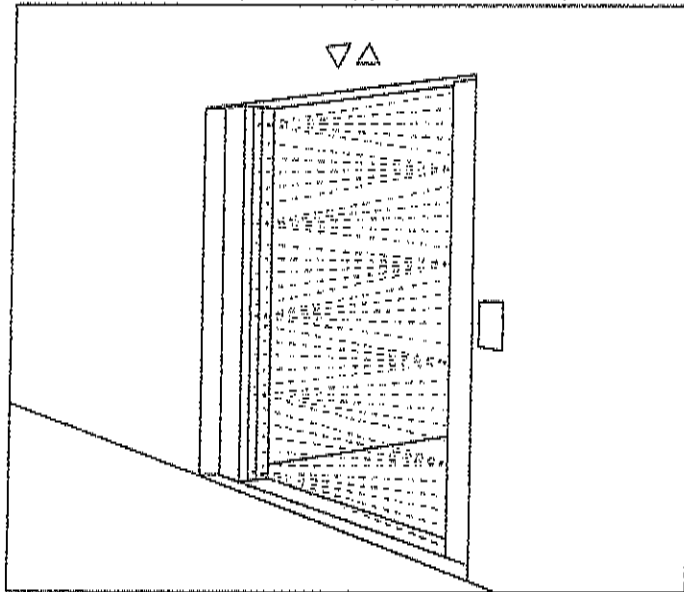
Optiguard Shield™ 2D offers enhanced protection for passengers, reducing potential injuries. The system enables safe passage through the elevator entrance, holding the doors open while passengers enter and exit.

Investment Protection

The Optiguard Shield™ 2D system's Infrared beams also detect objects approaching, reducing potential damage to the elevator doors caused by mail carts, stretchers, or other moving equipment.

Code Compliance

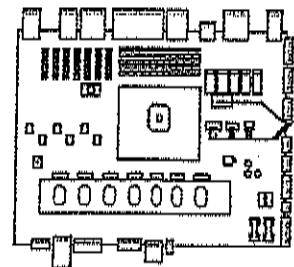
Optiguard Shield™ 2D meets all requirements under ASME A17.1-2016 / CSA B44:16 and prior. The Optiguard Shield™ 2D universal power supply works on any elevator.

**OTIS HYDROENHANCE™ UPGRADE**

Otis will supply and install our HydroEnhance™ upgrade to replace your current existing obsolete 211 control board. This upgrade will assist in improving reliability and extending the system life of your elevator.

The upgrade kit includes:

- Engineered Adapter & Mounting Kit
- Otis HydroEnhance™ Processor Board
- Unit-Specific Software Engineering



This processor upgrade enables real time monitoring when combined with Otis One™.

Material provided shall be installed in accordance with the ASME A17.1 Safety Code for Elevators and Escalators.

The customer will be responsible for paying local inspection fees if applicable.

A representative will contact you to schedule the work. All work will be performed during regular working days and hours of the Elevator Trade unless otherwise specified above.

PRICE

\$46,000.00

Forty-six thousand dollars

This price is based on a one hundred percent (100%) downpayment in the amount of \$46,000.00

Payment terms:

- The base proposal price is contingent upon receiving a downpayment of one hundred percent (100%) of the base contract amount.
- The downpayment amount is due in full prior to Otis ordering material and/or mobilizing.
- If you choose the alternative downpayment amount listed below, the corresponding adjustment shall be applied to the base contract amount.

10,690,949

Downpayment Percent	Price Adjustment Percentage	Authorization (Initial)
25%	+ 10%	
75%	+ 5%	

In the event 100% of the contract price is not paid up front, we must be paid the remaining balance no later than the completion of work. Final invoice will be submitted once work is scheduled.

This proposal, including the provisions printed on the pages following, shall be a binding contract between you, or the party identified below for whom you are authorized to contract (collectively referred to herein as "you"), and us when accepted by you through execution of this proposal by you and approved by our authorized representative; or by your authorizing us to perform work for the project and our commencing such work.

Accepted in Duplicate

OTIS SERVICE AND REPAIR ORDER

Perquimans County Courthouse Otis Elevator Company

Date: 12/14/2023 Date: _____
 Signed: W. Frank Heath, III Signed: _____
 Print Name: W. Frank Heath, III Print Name: Benjamin Saperstein
 Title: County Manager Title: General Manager
 Email: frankheath@perquimanscountync.gov Email: _____
 Company Name: Perquimans County Courthouse

Principal, Owner or Authorized Representative of Principal or Owner
 Agent _____
 (Name of Principal or Owner)

TERMS AND CONDITIONS

1. This quotation is subject to change or withdrawal by us prior to acceptance by you.
 2. The work shall be performed for the agreed price plus any applicable sales, excise or similar taxes as required by law. In addition to the agreed price, you shall pay to us any future applicable tax imposed on us, our suppliers or you in connection with the performance of the work described.
 3. Payments shall be made as follows: A down payment of One Hundred percent (100.0%) of the price shall be paid by you upon your signing of this document. Full payment shall be made on completion if the work is completed within a thirty days period. If the work is not completed within a thirty day period, monthly progress payments shall be made based on the value of any equipment ready or delivered. We reserve the right to discontinue our work at any time until payments shall have been made as agreed and we have assurance satisfactory to us that subsequent payments will be made when due. Payments not received within thirty (30) days of the date of invoice shall be subject to interest accrued at the rate of eighteen percent (18%) per annum or at the maximum rate allowed by applicable law, whichever is less. We shall also be entitled to reimbursement from you of the expenses, including attorney's fees, incurred in collecting any overdue payments.
 4. Our performance is conditioned upon your securing any required governmental approvals for the installation of any equipment provided hereunder and your providing our workmen with a safe place in which to work. Additionally, you agree to notify us if you are aware or become aware prior to the completion of the work of the existence of asbestos or other hazardous material in any elevator hoistway, machine room, hallway or other place in the building where Otis personnel are or may be required to perform their work. In the event it should become necessary to abate, encapsulate or remove asbestos or other hazardous materials from the building, you agree to be responsible for such abatement, encapsulation or removal, and in such event Otis shall be entitled to delay its work until it is determined to our satisfaction that no hazard exists and compensation for delays encountered if such delay is more than sixty (60) days. In any event, we reserve the right to discontinue our work in the building whenever in our opinion this provision is being violated.
 5. Unless otherwise agreed in writing, it is understood that the work shall be performed during our regular working hours of our regular working days. If overtime work is mutually agreed upon and performed, an additional charge therefore, at our usual rates for such work, shall be added to the contract price. The performance of our work hereunder is conditioned on your performing the preparatory work and supplying the necessary data specified on the front of this proposal or in the attached specification, if any. Should we be required to make an unscheduled return to your site to begin or complete the work due to your request, acts or omissions, then such return visits shall be subject to additional charges at our then current labor rates.
 6. Title to any material to be furnished hereunder shall pass to you when final payment for such material is received. In addition, we shall retain a security interest in all material furnished hereunder and not paid for in full. You agree that a copy of this Agreement may be used as a financing statement for the purpose of placing upon public record our interest in any material furnished hereunder, and you agree to execute a UCC -1 form or any other document reasonably requested by us for that purpose.
 7. Except insofar as your equipment may be covered by an Otis maintenance or service contract, it is agreed that we will make no examination of your equipment other than that necessary to do the work described in this contract and assume no responsibility for any part of your equipment except that upon which work has been done under this contract.
 8. Otis shall not be liable for any loss, damage or delay due to any cause beyond our reasonable control including, but not limited to, acts of government, strikes, lockouts, other labor disputes, fire, explosion, theft, floods, water damage, weather damage, extreme weather, traffic conditions, epidemic, pandemic, quarantine (including Covid-19), sabotage, cyber security, national emergency, act of terrorism, earthquake, riot, civil commotion, war or insurrection, vandalism, misuse, abuse, mischief, or acts of God or nature.
 9. We warrant that all services furnished will be performed in a workmanlike manner. We also warrant that any equipment provided hereunder shall be free from defects in workmanship and material. Our sole responsibility under this warranty shall be at our option to correct any defective services and to either repair or replace any component of the equipment found to be defective in workmanship or material provided that written notice of such defects shall have been given to us by you within ninety (90) days after completion of the work or such longer period as may be indicated on the front of this form. All defective parts that are removed and replaced by us shall become our property. We do not agree under this warranty to bear the cost of repairs or replacements due to vandalism, abuse, misuse, neglect, normal wear and tear, modifications not performed by us, improper or insufficient maintenance by others, or any causes beyond our control. We shall conduct, at our own expense, the entire defense of any claim, suit or action alleging that, without further combination, the use by you of any equipment provided hereunder directly infringes any patent, but only on the conditions that (a) we receive prompt written notice of such claim, suit or action and full opportunity and authority to assume the sole defense thereof, including settlement and appeals, and all information available to you for such defense; (b) sold equipment is made according to a specification or design furnished by us; and (c) the claim, suit or action is brought against you. Provided all of the foregoing conditions have been met, we shall, at our own expense, either settle said claim, suit or action or shall pay all damages excluding consequential damages and costs awarded by the court therein and, if the use or resale of such equipment is finally enjoined, we shall, at our option, (i) procure for you the right to use the equipment, (ii) replace the equipment with equivalent noninfringing equipment, (iii) modify the equipment so it becomes noninfringing but equivalent, or (iv) remove the equipment and refund the purchase price (if any) less a reasonable allowance for use, damage and obsolescence.
- THE EXPRESS WARRANTIES SET FORTH HEREIN ARE THE EXCLUSIVE WARRANTIES GIVEN; WE MAKE NO OTHER WARRANTIES EXPRESS OR IMPLIED, AND SPECIFICALLY MAKE NO WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR ANY PARTICULAR PURPOSE; AND THE EXPRESS WARRANTIES SET FORTH IN THIS ARTICLE ARE IN LIEU OF ANY SUCH WARRANTIES AND ANY OTHER OBLIGATION OR LIABILITY ON OUR PART.
10. Under no circumstances shall either party be liable for special, indirect, liquidated, or consequential damages in contract, tort, including negligence, warranty or otherwise, notwithstanding any indemnity provision to the contrary. Notwithstanding any provision in any contract document to the contrary, our acceptance is conditioned on being allowed additional time for the performance of the Work due to delays beyond our reasonable control. Your remedies set forth herein are exclusive and our liability with respect to any contract, or anything done in connection therewith such as performance or breach thereof, or from

the manufacture, sale, delivery, installation, repair or use of any equipment furnished under this contract, whether in contract, in tort (including negligence), in warranty or otherwise, shall not exceed the price for the equipment or services rendered.

11. To the fullest extent permitted by law, you agree to defend, indemnify, and hold Otis harmless against any claim or suit for personal injury or property damage alleged to arise out of this contract, except to the extent that such damage or injury has been adjudicated as having been caused by Otis' sole negligence. In the event that Otis is requested to provide hoistway cortop/pit access to you, and/or to third parties acting at your request, direction, or control, and which may be subject to additional charges at Otis' sole discretion, then in addition to the foregoing defense, indemnity and hold harmless obligations, you shall carry and maintain the following insurance throughout the duration of such work in the hoistway/cortop/pit areas, and will furnish to Otis a certificate of insurance evidencing the following: Commercial General Liability insurance, written on an occurrence basis, with limits on a per occurrence basis of at least \$2,000,000 for personal injury or death, and \$2,000,000 for property damage, naming Otis as additional insured. Such insurance shall be issued by an insurer authorized to do business in the state or province where the property is located and the equipment and/or services are to be rendered, shall contain a clause in the policy setting forth the insurer's acceptance of liability as set forth in this agreement, and a clause pursuant to which the insurer waives any right of subrogation as to Otis. This policy shall be written as a primary policy only, and not contributing to or in excess of any insurance carried by Otis. You shall provide Otis with at least thirty (30) days prior written notice of cancellation or material change in the coverage.
12. It is agreed that after completion of our work, you shall be responsible for ensuring that the operation of any equipment being furnished hereunder is periodically inspected. The interval between such inspections shall not be longer than what may be required by the applicable governing safety code.
13. In furtherance of OSHA's directive contained in 29 C.F.R. § 1910.147(f)(2)(i), which requires that a service provider (an "outside employer") and its customer (an "on-site employer") must inform each other of their respective lock out/tag out ("LOTO") procedures whenever outside servicing personnel are to be engaged in control of hazardous energy activities on the customer's site, Otis incorporates by reference its mechanical LOTO procedures and its electrical LOTO procedures. These procedures can be obtained at www.otis.com by clicking on "Tools & Resources" on the home page, selecting "Lockout Tagout Policy" under the "Safety Information" column and downloading the "Lockout Tagout Policy Otis 6.0" and "Mechanical Energy Policy Otis 7.0," or the then most current version, both of which are in .pdf format. You agree that you will disseminate these procedures throughout your organization to the appropriate personnel who may interact with Otis personnel while Otis personnel are working on site at your facility and will ensure that such personnel comply with these LOTO procedures while Otis personnel are working on site.
14. This Agreement constitutes the entire understanding between the parties regarding the subject matter hereof and may not be modified by any terms on your order form or any other document and supersedes any prior written or oral communication relating to the same subject. Any amendment or modifications to this Agreement shall not be binding upon either party unless agreed to in writing by an authorized representative of each party.
15. This Contract will be deemed voidable, even after execution, if it is determined by Otis that performance of the services and/or engagement in the contractual relationship/transaction will violate, or is otherwise restricted by, any and all laws, regulations and/or orders, including sanctions laws, that are applicable to Otis or otherwise apply to Otis' operations.
16. By accepting delivery of parts incorporating software, you agree that the transaction is not a sale of such software but merely a license to use such software solely for operating the unit[s] for which the part was provided, not to copy or let others copy such software for any purpose whatsoever, to keep such software in confidence as a trade secret, and not to transfer possession of such part to others except as a part of a transfer of ownership of the equipment in which such part is installed, provided that you inform us in writing about such ownership transfer and the transferee agrees in writing to abide by the above license terms prior to any such transfer.



JACQUELINE S. FRIERSON
Register of Deeds, Perquimans County

P.O. Box 74 • Hertford, N.C. 27944 • Phone (252) 426-5660 • Fax (252) 426-7443 • email: jackiefrierson@perquimanscountync.gov

January 2, 2024

In an effort to prevent property deed fraud, the Perquimans County Register of Deeds office is offering a service called Property Fraud Alert! Sign up is easy and free. It will only take a few minutes to sign up and our hope is that it provides you with timely information and peace of mind. Tell your family and friends to sign up for the Perquimans County Property Fraud Alert system too! Also anyone who receives a communication from a company offering to send you a copy of your real estate deed for an excessive fee, please do not. This is a SCAM. For copies, please contact your local recorders' office. Typically the only charge will be a small copying fee, but in the Internet age you may be able to access a copy online for free. For further information, please do not hesitate to contact the Register of Deeds office @ 252-426-5660. Visit the website at: perquimansrod.us.

Jacqueline S. Frierson
Register of Deeds

Perquimans County's Vision:

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

FINANCIAL ADVISORY SERVICES AGREEMENT

This Agreement (this "Agreement") is made by and between Perquimans County, North Carolina (the "Client") and First Tryon Advisors, LLC (the "Advisor"), as of the date acknowledged and accepted by the Client below (the "Effective Date").

In consideration of the mutual covenants contained in this Agreement, the parties hereby agree with respect to financial advisory services to be provided by the Advisor to the Client as follows:

SERVICES

The Advisor, as an independent contractor and not as an employee, shall provide financial advisory services to the Client as specified from time to time in the work order or work orders in the form attached to this Agreement as Exhibit A (collectively, if more than one, the "Work Order"), perform all work and deliver all requisite work product (the "Deliverables") in connection therewith (collectively, together with the Deliverables, the "Services"). The Advisor agrees to perform the Services in accordance with the highest professional standards applicable to the performance of like services. As part of such Services, Client may periodically request reasonable written reports concerning the Advisor's progress, project status and other matters pertaining to the Services, and the Advisor shall promptly provide such reports to Client at no additional charge.

Client may, from time to time, request that the Advisor perform additional Services ("Additional Services"). If the Advisor accepts such assignments, the parties shall agree to the parameters of the Additional Services to be undertaken by executing a new or revised Work Order in the form of Exhibit A. The Additional Services shall be considered "Services" under this Agreement and shall be performed in accordance with, and subject to the terms and conditions of, this Agreement and the Work Order specifying the Services to be performed.

Nothing contained in this Agreement shall constitute making or appointing the Advisor an agent of the Client. The Advisor shall not (a) hold itself out contrary to the terms of this Agreement; (b) enter into any agreement on behalf of the Client or bind the Client in any way; or (c) make any representation, agreement, act or commission contrary to the terms of this Agreement.

The parties agree that Affiliates (as defined below) of Advisor and Affiliates of Client may execute Work Orders in accordance with the provisions of this Agreement. In such event, the applicable Affiliate of such party executing any Work Order shall, for purposes of such Work Order, be considered "Advisor" and the "Client" as those terms are used in this Agreement, insofar as it relates to any such Work Order, shall be deemed to be a two-party agreement between First Tryon or its applicable Affiliate on the one hand and Client or its applicable Affiliate on the other hand. As used in this Agreement, an "Affiliate" of an entity is another person or entity which controls, is controlled by or is under common control with such entity, and the term "control" of an entity shall mean the power to unilaterally direct the policies and management of such entity, whether through the ownership of voting securities or otherwise.

CLIENT MATTERS

With respect to any matter described in this Agreement, nothing in this Agreement shall limit the Client's unqualified right, in the Client's discretion, (a) to reject in whole or in part any advice, suggestion, counsel or proposal made by the Advisor; or (b) to make any decision the Client deems to be in the best interests of the Client.

The Client represents that (a) it has taken all necessary action to authorize the Client's execution, delivery and performance of this Agreement and (b) it has obtained all consents, approvals and authorizations necessary

for the Client's execution and delivery of this Agreement and the performance of its obligations under this Agreement.

TERM

This Agreement shall commence on the Effective Date and thereafter shall remain in effect unless terminated in accordance with the provisions under the "TERMINATION" heading below. The Advisor shall render Services to Client for the period (the "Term") set forth in the applicable Work Order.

PERSONNEL

The Advisor's Services under this Agreement shall be rendered solely by (a) its individual employees or (b) individuals or entities that are not employees of the Advisor that have been engaged by the Advisor to perform Services under this Agreement on the Advisor's behalf (collectively, the "Third Parties"), in each case as specified in the Work Order (collectively, the "Personnel"). The Advisor represents any such Personnel are qualified to perform the Services and have been assigned by the Advisor to work with the Client pursuant to this Agreement. The Advisor certifies that after hiring an employee to work in the United States, the Advisor shall verify the work authorization of the employee through E-Verify (or any replacement procedure).

FEES

Upon the performance by the Advisor of all of its obligations under this Agreement and in an applicable Work Order, and as full compensation for Services performed by the Advisor to Client, Client agrees to pay to the Advisor, and the Advisor agrees to accept, a fee for Services as rendered on the basis set forth in the Work Order. In no event shall Client be obligated to pay any fees accrued in excess of the Estimated Cost set forth in the Work Order, or accrued in respect of services not described in the Work Order, without the written consent of Client.

In establishing fees, the Advisor takes into account multiple factors, including the efficiency with which the work was done, the result achieved, the complexity of the matter and any special experience or expertise applied to it, any extraordinary scheduling or preemptive attention devoted to the project, and the degree of professional responsibility or liability undertaken by the firm.

Unless specifically provided otherwise in the applicable Work Order, the Advisor shall invoice Client upon completion of the Services performed under the applicable Work Order. Invoices will be paid within 30 days of Client's receipt and acceptance of a proper invoice in accordance with the applicable Work Order.

TERMINATION

Either party shall have the right to terminate any or all of the Services, any or all Work Orders or this Agreement without cause and in its sole discretion upon 30 days' prior written notice.

In the event of any termination of any Services, Work Order or this Agreement as set forth above, the Client shall pay the Advisor only for those Services performed, and reimbursable expenses incurred, before the effective date of termination; provided, however, that the Client shall have no liability for any further charges in respect of Services performed or expenses incurred after such termination date. Upon termination of this Agreement, the Advisor shall be relieved of any further obligations to provide services under this Agreement or any applicable Work Order.

MISCELLANEOUS

The provisions of this Agreement constitute the entire agreement of the parties as to the matters addressed in this Agreement and supersede any prior understanding not specifically incorporated in this Agreement. No changes to this Agreement or waiver of any of the terms of this Agreement shall be made except in writing signed by the Client and the Advisor. In addition, no Work Order applicable to this Agreement shall be binding

on the Client unless executed by the Client and the Advisor. In the event of any inconsistency between a Work Order and the terms set forth in this Agreement, the terms of the applicable Work Order shall prevail.

GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of North Carolina applicable to agreements made and to be fully performed therein.

NOTICES

All notices, requests, demands or other communications in connection with this Agreement shall be in writing and shall be deemed to have been duly given if delivered in person, by a nationally recognized overnight courier service or by United States mail, postage prepaid, certified or registered, with return receipt requested, or otherwise actually delivered:

If to the Client at:

Perquimans County, NC
P.O. Box 45
Hertford, NC, 27944

If to the Advisor, at:

First Tryon Advisors, LLC
Attn: Chief Compliance Officer
6101 Carnegie Blvd, Suite 210
Charlotte, NC 28209

LIMITATION ON LIABILITY

NEITHER PARTY SHALL BE LIABLE FOR ANY CAUSE RELATED TO OR ARISING OUT OF THIS AGREEMENT, WHETHER IN CONTRACT, NEGLIGENCE OR TORT, IN EXCESS OF THE TOTAL FEES AND CHARGES PAID BY THE CLIENT FOR SERVICES RENDERED DURING THE TERM. NEITHER PARTY'S AFFILIATES, DIRECTORS, OFFICERS, EMPLOYEES OR AGENTS SHALL BE LIABLE FOR ANY CAUSE RELATED TO OR ARISING OUT OF THIS AGREEMENT, WHETHER IN CONTRACT, NEGLIGENCE OR TORT.

HEADINGS

The paragraph headings in this Agreement are solely for convenience of reference and shall not affect the interpretation of this Agreement.

ASSIGNMENT

Each provision of this Agreement and all Work Orders shall inure to, and shall be legally binding on, the successors and assigns of the parties to this Agreement.

COMPLIANCE WITH LAW

The Advisor will comply with all statutes, ordinances, and regulations of all federal, state, county and municipal or local governments, and of any and all the departments and bureaus thereof, applicable to the carrying on of its business and performance of the Services and its obligations under this Agreement.

SEVERABILITY

If any term of this Agreement shall be held invalid, illegal or unenforceable in whole or in part, then neither the validity of the remaining part of such term nor the validity of any other term of this Agreement shall be in any way affected.

MUNICIPAL ADVISORY CLIENT EDUCATION AND PROTECTION

The Advisor is registered with the U.S. Securities and Exchange Commission ("SEC") as a Municipal Advisor. As a registered Municipal Advisor, the Advisor is subject to the rules of the Municipal Securities Rulemaking Board ("MSRB"). The MSRB provides certain protections for municipal entities and obligated persons that are

clients of a municipal advisor. For complete regulatory and educational information, visit the MSRB's website at www.msrb.org. A municipal advisory client brochure is available on the MSRB website's (currently available at <http://www.msrb.org/~media/Files/Resources/MSRB-MA-Clients-Brochure.ashx>). The client brochure describes client protections that may be provided under MSRB rules, including how to file a complaint with an appropriate regulatory authority.

MUNICIPAL ADVISOR REGULATORY DUTIES

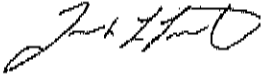
MSRB Rule G-42 requires that municipal advisors provide disclosures of material conflicts of interest and of information regarding certain legal events and disciplinary history. Such disclosures are provided in the Advisor's Municipal Advisor's Disclosure Statement, which the Advisor has to this Agreement as Exhibit B.

IN WITNESS WHEREOF, the Client and the Advisor have duly executed this Agreement, and the Client has acknowledged and accepted the terms of this Agreement, as of the ____ day of _____, 20____.

PERQUIMANS COUNTY, NORTH CAROLINA

By: _____
Name:
Title:

FIRST TRYON ADVISORS, LLC

By:  _____
Name: Josh Lassiter
Title: Director

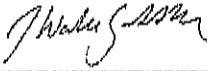
By:  _____
Name: J. Walter Goldsmith
Title: President & COO

EXHIBIT A
WORK ORDER

WORK ORDER to the Agreement dated _____, by and between _____ (the "Client") and First Tryon Advisors, LLC (the "Advisor").

SERVICES

Pursuant to this Work Order, the Advisor's Services will include the following:

TERM

The term with respect to the Services to be performed under this Work Order shall end 30 days after the completion of the Services, unless terminated earlier in accordance with the Agreement.

COMPENSATION

In establishing fees, the Advisor considers multiple factors, including the efficiency with which the work was done, the result achieved, the complexity of the matter and any special experience or expertise applied to it, any extraordinary scheduling or preemptive attention devoted to the project, and the degree of professional responsibility or liability undertaken by the firm.

For services to be performed in connection with this Work Order, the Advisor shall be compensated as follows:

- [To be determined]

Such fees may vary if (1) the contemplated assignment changes materially during the course of the Term or (2) unusual or unforeseen circumstances arise which require a significant increase in the type or scope of the Advisor's responsibilities. The Advisor will consult with the Client if at any time the Advisor believes that circumstances require an adjustment to its fee. The fee will not be increased without the written consent of the Client.

In addition to the compensation outlined above, the Client will reimburse the Advisor for out-of-pocket expenses incurred in connection with the Services. Customary out-of-pocket expenses include, without limitation, costs of travel, meals, lodging, printing/copying, etc. The Advisor will bill the Client for such expenses at cost, with no mark-up. The Advisor will not bill the Client for indirect costs such as phone and video conference services; instead, the Client will pay the Advisor an administrative expense fee equal to 4% of any invoiced fee for Services as reimbursement for costs not reasonably allocable on a client-by-client basis.

The Advisor is firmly committed to demonstrating value to the Client throughout the financing process. *If at any time the Client believes that the Services provided are not consistent with the fees charged by the Advisor, the Client may adjust the fee for such Services to any amount the Client deems appropriate.*

AGREED AND ACCEPTED this ____ day of _____, 20____:

PERQUIMANS COUNTY, NORTH CAROLINA

By: _____
Name:
Title:

FIRST TRYON ADVISORS, LLC

By: _____
Name: Josh Lassiter
Title: Director

By: _____
Name: J. Walter Goldsmith
Title: President & COO

EXHIBIT B
MUNICIPAL ADVISOR DISCLOSURE STATEMENT

Developing best practices for regulatory compliance and following the spirit, not just the letter, of any applicable regulation are central tenets of First Tryon Advisors, LLC ("First Tryon"). To that end, we are providing you with this Disclosure Statement of Municipal Advisor (this "Disclosure Statement") to explain our fiduciary duties and commitment to you (the "Client"), as well as to provide you with certain disclosures that are required by the Municipal Securities Rulemaking Board ("MSRB") Rule G-42 ("Rule G-42"), which became effective on June 23, 2016.

FIDUCIARY DUTY: In the conduct of all municipal advisory activities for the Client, First Tryon is subject to a fiduciary duty that includes a Duty of Loyalty and a Duty of Care.

First Tryon's Duty of Care includes, but is not limited to, the following:

- First Tryon Advisors must possess the degree of knowledge and expertise needed to provide the Client with informed advice.
- First Tryon Advisors must make a reasonable inquiry as to the facts that are relevant to the Client's determination as to whether to proceed with a course of action or that form the basis for any advice provided to the Client.
- First Tryon Advisors must undertake a reasonable investigation to determine that it is not basing any recommendation on materially inaccurate or incomplete information. Among other matters, First Tryon Advisors must have a reasonable basis for:
 - o any advice provided to or on behalf of the Client;
 - o any representations made in a certificate that it signs that will be reasonably foreseeably relied upon by the Client, any other party involved in the municipal securities transaction or municipal financial product, or investors in the Client's securities or securities secured by payments from the Client; and
 - o any information provided to the Client or other parties involved in the municipal securities transaction in connection with the preparation of an official statement for any applicable issue of municipal securities.

First Tryon's Duty of Loyalty includes, but is not limited to, the following:

- First Tryon Advisors must deal honestly and with the utmost good faith with the Client and act in the Client's best interests without regard to First Tryon's financial or other interests.
- First Tryon Advisors may not engage in municipal advisory activities for the Client if First Tryon cannot manage or mitigate its conflicts of interest in a manner that will permit it to act in the Client's best interests.

FIRST TRYON'S RECOMMENDATIONS TO CLIENTS: Rule G-42 requires that our advisors have a reasonable basis to believe that any recommendation First Tryon makes to the Client is suitable for the Client, based on the information obtained through our reasonable diligence. If the Client requests a review of another party's recommendation, our advisors must determine, based on the information obtained through our reasonable diligence, whether the recommendation is suitable for the Client. In addition, First Tryon must inform the Client of:

- our evaluation of the material risks, potential benefits, structure, and other characteristics of the recommended municipal securities transaction or municipal financial product;
- the basis upon which First Tryon reasonably believes that the recommendation (or reviewed recommendation) is or is not suitable for the Client; and - whether our advisors have investigated or considered other reasonably feasible alternatives to the recommendation that might also serve the Client's objectives.

PROHIBITED ACTIVITIES: Rule G-42 prohibits First Tryon, and any other municipal advisor, from engaging in the following activities:

- receiving compensation that is excessive in relation to the municipal advisory activities actually performed;
- delivering an invoice for fees or expenses for municipal advisory activities that is materially inaccurate in its reflection of the activities actually performed or the personnel that actually performed those activities;
- making any representation or the submission of any information that First Tryon knows or should know is either materially false or materially misleading due to the omission of a material fact about the capacity, resources or knowledge of First Tryon, in response to requests for proposals or qualifications or in oral presentations to the Client or another prospective client, for the purpose of obtaining or retaining an engagement to perform municipal advisory activities;
- making, or participating in, any fee-splitting arrangement with underwriters on any municipal securities transaction as to which it has provided or is providing advice, and any undisclosed fee splitting arrangements with providers of investments or services to the Client; and
- making payments for the purpose of obtaining or retaining an engagement to perform municipal advisory activities

MANDATORY DISCLOSURES REGARDING CONFLICTS: Under Rule G-42, First Tryon must disclose to you in writing any actual or potential material conflicts of interest, including:

- any First Tryon affiliate that provides any advice, service or product to or on behalf of the Client that is directly related to the municipal advisory activities to be performed by First Tryon;
- any payments made by First Tryon, directly or indirectly, to obtain or retain an engagement to perform municipal advisory activities for the Client;
- any payments received by First Tryon from a third party to enlist First Tryon's recommendation to the Client of its services, any municipal securities transaction or any municipal financial product;
- any fee-splitting arrangements involving First Tryon and any provider of investments or services to the Client;
- any conflicts of interest arising from compensation for municipal advisory activities to be performed that is contingent on the size or closing of any transaction as to which First Tryon is providing advice; and - any other actual or potential conflicts of interest, of which First Tryon is aware after reasonable inquiry, that could reasonably be anticipated to impair First Tryon's ability to provide advice to or on behalf of the Client in accordance with the fiduciary duty it owes to the Client.

Please be aware of the following actual or potential material conflicts of interest related to our role as your advisor:

- *Contingent Fees Based on Closing & Size:* The Advisor represents that in connection with the issuance of municipal securities, the Advisor may receive compensation from an Issuer or Obligated Person for services rendered, which compensation is contingent upon the successful closing of a transaction and/or is based on the size of a transaction. Consistent with the requirements of MSRB Rule G-42, the Advisor hereby discloses, that such contingent and/or transactional compensation may present a potential conflict of interest regarding the Advisor's ability to provide unbiased advice to enter into such transaction. The contingent fee arrangement creates an incentive for the Advisor to recommend unnecessary financings or financings that are disadvantageous to the Client, or to advise the Client to increase the size of the issue. This potential conflict of interest will not impair the Advisor's ability to render unbiased and competent advice or to fulfill its fiduciary duty to the Client.
- *Hourly Fees:* The Advisor's fees under this agreement may be based on hourly fees of the Advisor's personnel, with the aggregate amount equaling the number of hours worked by such personnel times an agreed-upon hourly billing rate. This form of compensation presents a potential conflict of interest because it could create an incentive for the Advisor to recommend alternatives that would result in more hours worked. This conflict of interest will not impair the Advisor's ability to render unbiased and competent advice or to fulfill its fiduciary duty to the Client.

- *Fixed Fees:* The Advisor's fees under this agreement, may be a fixed amount established at the outset of the Agreement. The amount is usually based upon an analysis by the Client and the Advisor of, among other things, the expected duration and complexity of the transaction and the Scope of Services to be performed by the Advisor. This form of compensation presents a potential conflict of interest because, if the transaction requires more work than originally contemplated, the Advisor may suffer a loss. Thus, the Advisor may recommend less time-consuming alternatives, or fail to do a thorough analysis of alternatives. This conflict of interest will not impair the Advisor's ability to render unbiased and competent advice or to fulfill its fiduciary duty to the Client.
- *Increase Cost:* The fee paid to the Advisor increases the cost of investment to the Client. The increased cost occurs from compensating the Advisor for municipal advisory services provided.
- *Other Advisory Clients:* The Advisor serves a wide variety of other clients that may from time to time have interests that could have a direct or indirect impact on the interests of another Advisor client. For example, the Advisor serves as municipal advisor to other municipal advisory clients and, in such cases, owes a regulatory duty to such other clients just as it does to the Client. These other clients may, from time to time and depending on the specific circumstances, have competing interests. In acting in the interests of its various clients, the Advisor could potentially face a conflict of interest arising from these competing client interests. The Advisor fulfills its regulatory duty and mitigates such conflicts through dealing honestly and with the utmost good faith with the Client.

In addition to mitigating factors cited above, we believe the following factors enable First Tryon to manage and mitigate the conflicts described above:

- *Fiduciary Duty:* First Tryon's commitment to the fiduciary duty it owes the Client serves as a general mitigating factor for any conflict of interest. Taken together, the Duty of Care and the Duty of Loyalty require First Tryon to deal honestly and in good faith with the Client and to act in the Client's best interests, without regard to First Tryon's financial or other interests.
- *Business Model and Capitalization:* First Tryon Advisors is well-capitalized, and its business model is not dependent on maximizing short-term revenues from any single advisory client or recommendation. Instead, First Tryon's business model and profitability are dependent on cultivating long-term client relationships based on a demonstrated track record of putting our clients' interests first.
- *Supervisory Structure:* First Tryon has the experience, expertise and infrastructure to ensure compliance with all of its regulatory obligations. The firm's supervisory structure, which includes a Chief Compliance Officer, and other safeguards ensure that our advisors understand, and act in accordance with, the fiduciary duty First Tryon owes to each of its clients.

MANDATORY DISCLOSURES REGARDING DISCIPLINARY EVENTS: Under Rule G-42, First Tryon must disclose to you in writing (1) any legal or disciplinary event that is material to the Client's evaluation of First Tryon or the integrity of its management or advisory personnel and (2) the date of the last material change or addition to the legal or disciplinary event disclosures on any Form MA or Form MA-I filed with the SEC by First Tryon, along with a brief explanation of the basis for the materiality of the change or addition.

- *Material Legal or Disciplinary Events:* First Tryon does not have any legal events or disciplinary history on First Tryon's Form MA and Form MA-I, which includes information about any criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation.
- *How to access Form MA and Form MA-I:* First Tryon's most recent Form MA and each most recent Form MA-I filed with the SEC may be accessed electronically at the following website:

www.sec.gov/edgar/searchedgar/companysearch.html

- *Most Recent Change in Legal or Disciplinary Event Disclosure:* There have been no material changes to a legal or disciplinary event disclosure on any Form MA or Form MA-I filed with the SEC. If any material legal or regulatory action is brought against Frist Tryon, we will provide complete disclosure to the Client in detail.

FUTURE DISCLOSURES: As required by Rule G-42, First Tryon will, throughout the course of its engagement with the Client, promptly notify the Client in writing to supplement or amend this Disclosure Statement as may be necessary in connection with (1) any changed circumstance that results in new, material conflicts of interest or material changes to the conflicts of interest described above or (2) any required update to First Tryon's disciplinary event information.

If you have any questions or concerns about this Disclosure Statement or the information above, please make those questions or concerns known immediately. In addition, the Client should consult with its own legal, accounting, tax and other advisors, as applicable, to the extent it deems appropriate.

From: Penny, Paris <paris.penny@dhhs.nc.gov>
Sent: Thursday, December 14, 2023 2:39 PM
To: Teresa Blanchard <blanchardteressa8@gmail.com>
Cc: A Jordan <ajordan@perqds.net>; Mary Hunnicutt <MHunnicutt@perquimanscountync.gov>; Lee, David K <david.lee@dhhs.nc.gov>; Samantha Branch <samantha.branchd9@gmail.com>
Subject: Congratulations on your appointment!

Congratulations Ms. Blanchard:

The North Carolina Social Services Commission appointed you to serve as a member of the Perquimans County Board of Social Services to fill an expired term. You will receive a welcome packet in the mail with additional information. I have copied Angela Jordan, Director, Perquimans County Department of Social Services. Ms. Jordan will contact you about the schedule for upcoming meetings and other information regarding Perquimans County Board of Social Services.

Your willingness to serve is appreciated.

Best,
Paris

Paris Penny
Senior Policy Advisor
Division of Social Services, NCDHHS
Office: 919-527-7257
NCDHHS provides essential services to improve the health, safety and well-being of all North Carolinians.
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SSC - Ella Fields-Bunch - nominee for Perquimans County DSS Board

From: Penny, Paris <paris.penny@dhhs.nc.gov>
Date: Thu, Dec 14, 2023 at 4:46 PM
Subject: RE: [External] Re: SSC - Ella Fields-Bunch - nominee for Perquimans County DSS Board
To: Ella Fields-Bunch <efieldsbunch@gmail.com>

Ms. Fields-Bunch,

I strongly encourage you to apply again when the next vacancy is posted. I believe there is a term expiring June 30, 2024 and the person in the position has served two terms so they would not be eligible to apply again. This seat expiring in June is filled by the county and not the Social Services Commission. Therefore, you may want to inquire with the county to see when the seat will be posted.

Merry Christmas and Happy New Year!

Paris

Paris Penny
Senior Policy Advisor
Division of Social Services, NCDHHS
Office: 919-527-7257
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Learn more about [NCDHHS initiatives and priorities](#).

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----- Forwarded message -----

From: Ella Fields-Bunch <efieldsbunch@gmail.com>
Sent: Thursday, December 14, 2023 4:10 PM
To: Penny, Paris <paris.penny@dhhs.nc.gov>
Subject: [External] Re: SSC - Ella Fields-Bunch - nominee for Perquimans County DSS Board

CAUTION: External email. Do not click links or open attachments unless verified. Report suspicious emails with the Report Message button located on your Outlook menu bar on the Home tab.

Thank you for your consideration.

Ella Fields-Bunch

On Thu, Dec 14, 2023 at 3:34 PM Penny, Paris <paris.penny@dhhs.nc.gov> wrote:
Dear Ms. Fields-Bunch,

Thank you for submitting your nominee application for appointment by the Social Services Commission to the Perquimans County Board of Social Services. Your application has been reviewed by the Social Services Commission for said appointment.

On December 13, 2023, the Social Services Commission approved another applicant to fill this vacancy.

Your willingness to serve is appreciated.

Best,
Paris Penny
Senior Policy Advisor
Division of Social Services, NCDHHS
Office: 919-527-7257
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RE: Congratulations on your appointment!

Penny, Paris <paris.penny@dhhs.nc.gov>

To: Thelma Finch <tfinch21@live.com>

Cc: A Jordan; Mary Hunnicutt; Lee, David K <david.lee@dhhs.nc.gov>; Samantha Branch <samantha.branchd9@gmail.com>

Finch-Copeland, Thelma_Nov 2023 Application_Perquimans.pdf

Downloaded



Ms. Jordan, contact information for Ms. Finch-Copeland is attached.

Paris Penny

Senior Policy Advisor

Division of Social Services, NCDHHS

Office: 919-527-7257

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From: Penny, Paris

Sent: Thursday, December 14, 2023 2:43 PM

To: Thelma Finch <tfinch21@live.com>

Cc: Jordan, Angela; Mary Hunnicutt <MHunnicutt@perquimanscountync.gov>; Lee, David K <david.lee@dhhs.nc.gov>; Samantha Branch <samantha.branchd9@gmail.com>

Subject: Congratulations on your appointment!

Congratulations Ms. Finch-Copeland:

The North Carolina Social Services Commission appointed you to serve as a member of the Perquimans County Board of Social Services to fill an expired term. You will receive a welcome packet in the mail with additional information. I have copied Angela Jordan, Director, Perquimans County Department of Social Services. Ms. Jordan will contact you about the schedule for upcoming meetings and other information regarding Perquimans County Board of Social Services.

Your willingness to serve is appreciated.

Best,

Paris

Paris Penny

Senior Policy Advisor

Division of Social Services, NCDHHS

Office: 919-527-7257

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BOARD LISTING

Name	Board/Committee	Term	Appt.	Expire
TIM CORPREW				
Corprew, Tim	Albemarle Commission	unlimited	2/1/2023	unlimited
Corprew, Tim	Albemarle Regional Landfill Authority	4 yrs.	2/1/2023	1/31/2027
Corprew, Tim	Economic Development Commission - County	2 yrs.	2/1/2023	1/31/2025
Corprew, Tim	Housing Committee Chairman	unlimited	2/1/2023	unlimited
Corprew, Tim	Perquimans/Chowan/Gates Landfill Committee	indefinite	2/1/2023	indefinite
Corprew, Tim	Water Committee	unlimited	2/1/2023	unlimited
JOSEPH HOFFLER				
Hoffler, Joseph	Albemarle Regional Landfill Authority	4 yrs.	2/1/2021	1/31/2025
Hoffler, Joseph	Economic Development Commission - County	2 yrs.	2/1/2023	1/31/2025
Hoffler, Joseph	Home & Community Care Block Grant	unlimited	12/3/2012	unlimited
Hoffler, Joseph	Inter-Agency Council - Commissioner	1 yr.	7/1/2023	6/30/2024
Hoffler, Joseph	Perquimans/Chowan/Gates Landfill Committee	indefinite	2/1/2017	indefinite
Hoffler, Joseph	Recreation Advisory Committee - Commissioner	3 yrs.	7/1/2023	6/30/2026
Hoffler, Joseph	Senior Citizens Advisory Board	2 yrs.	2/1/2023	1/31/2025
KYLE JONES				
Jones, Kyle	Albemarle District Jail Commission	2 yrs.	2/1/2023	1/31/2025
Jones, Kyle	Court Security Committee	unlimited	1/5/2015	unlimited
Jones, Kyle	Inter-Agency Council - District Attorney	<i>(appointed by District Attorney)</i>		
Jones, Kyle	RPO Transportation Advisory Committee	2 yrs.	2/1/2023	1/31/2025
Jones, Kyle	Water Committee	unlimited	2/1/2019	unlimited
WALLACE NELSON				
Nelson, Wallace	Albemarle Commission <i>(alternate)</i>	unlimited	9/1/2018	unlimited
Nelson, Wallace	Albemarle Regional Health Services	indefinite	1/5/2015	unlimited
Nelson, Wallace	Chowan/Perquimans Multi-County LEPC	1 yr.	1/1/2024	12/31/2024
Nelson, Wallace	COA - Board of Trustees	4 yrs.	7/1/2021	6/30/2025
Nelson, Wallace	Economic Development Commission - County	2 yrs.	2/1/2023	1/31/2025
Nelson, Wallace	EMS Advisory Board	2 yrs.	2/1/2023	1/31/2025
JAMES WARD				
Ward, James	Court Security Committee	unlimited	2/1/2023	unlimited
Ward, James	Northeastern Workforce Development Consortium	unlimited	2/1/2015	unlimited
Ward, James	Tourism Development Authority (Commissioners)	2 yrs.	2/1/2023	1/31/2025
Ward, James	Tri-County Shelter Advisory Committee Board	unlimited	2/1/2023	unlimited
Ward, James	Trillium Northern Region Advisory Board	unlimited	2/1/2023	unlimited
Ward, James	Water Committee	unlimited	2/1/2023	unlimited
CHARLES WOODARD				
Woodard, Charles	Agricultural Advisory Board - Commissioner	3 yrs.	2/1/2021	1/31/2024
Woodard, Charles	Chamber of Commerce Board	unlimited	2/7/2011	unlimited
Woodard, Charles	Communications Advisory Board - County	2 yrs.	2/1/2023	1/31/2025
Woodard, Charles	Social Services Board - Commissioners	3 yrs.	7/1/2022	6/30/2025
Woodard, Charles	Tourism Development Authority (Commissioners)	2 yrs.	2/1/2023	1/31/2025

FOR
INFORMATION
ONLY
ITEMS

DEPARTMENT HEAD REPORTS

PLAT REVIEW LOG - PERQUIMANS COUNTY NOVEMBER

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
TA STOKELY	X	11-20-2023	X	RECOMBINATION 3-0048-00019A & 3-0048-00019 1.83 ACRES
RUFUS T & KIM A BRINN				
MARK PRUDEN	X	11-20-2023	X	SUBDIVISION OF 1-0022-0099 3.23 ACRES
CHARLES EDWARD LAYDEN				
ROBERT T WILLIAMS	X	11-29-2023	X	BOUNDARY SURVEY 5-0035-0060 26.476 ACRES
JAUNITA R HARRIS				
ROBERT T WILLIAMS	X	11-29-2023	X	BOUNDARY SURVEY 5-0035-0060A 3.514 ACRES
JAUNITA R WILLIAMS				

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 Toft 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 27832 482-3066

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

PLAT REVIEW LOG - PERQUIMANS COUNTY NOVEMBER

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
TIMMONS GROUP UP FOR RENT	X	12-12-2023	X	RECOMBINATION 5-D032-0183-W 5-D032-0184A-W 1.33 ACRES, 1.68 ACRES
TA STOKELY PERQUIMANS COUNTY	X	12-13-2023	X	SUBDIVISION OF 2-0082-0010A 1.00 ACRE
TA STOKELY SARAH L HARRIS	X	12-13-2023	X	SUBDIVISION OF 4-0055-0014F 2.00 ACRES
TA STOKELY THOMAS N HOLLOWELL	X	12-19-2023	X	BOUNDARY SYRVEY 3-0059-00012A 34.53 ACRES
TA STOKELY THOMAS N HOLLOWELL	X	12-19-2023		BOUNDARY SURVEY 3-0059-00012A 65.36 ACRES
TA STOKELY THOMAS N HOLLOWELL	X	12-19-2023	X	BOUNDARY SURVEY 3-0047-00001 36.03 ACRES
TA STOKELY THOMAS N HOLLOWELL	X	12-19-2023	X	BOUNDARY SURVEY
TA STOKELY THOMAS N HOLLOWELL	X	12-19-2023	X	BOUNDARY SURVEY 3-0059-00001 31.28 ACRES
TA STOKELY THOMAS N HOLLOWELL	X	12-19-2023	X	BOUNDARY SURVEY 3-0059-00002 81.42 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
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TIMMONS GROUP 1805 WEST CITY DRIVE ELIZABETH CITY, NC 27909 (252)621-5030

PLAT REVIEW LOG - PERQUIMANS COUNTY NOVEMBER

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
TIMMONS GROUP	X	12-19-2023	X	BOUNDARY SURVEY
CLEAVE WILLIAMSTON HEIRS				3-0038-00093 13.06 ACRES
JOSIAH WEBB	X	12-19-2023	X	SUBDIVISION OF 1-0022-0030 4.97 ACRES
THE ESTATE OF PHILLIP WINSLOW				

<p>Bissell PO Box 1068 Kitty Hawk, NC 27949 (252) 261-3266</p>	<p>S. L. Cardwell Surveying 1206 Francis Street Elizabeth City, NC 27909 338-6328</p>	<p>Pat McDowell PO Box 391 Elizabeth City, NC 27909 338-4161</p>	<p>Mark Pruden 146 Oak Grove Road Edenton, NC 27932 482-7804</p>	<p>Saunders Surveying 510 Arena Road Black Mountain, NC 28711 (828) 669-2777</p>
<p>Bowman Consulting Paul J Toti 131 Main Street Gatesville, NC 27938 357-1581</p>	<p>E.T. Hyman Surveying 133 US Hwy 158 West Ste E Camden, NC 27921 335-2913</p>	<p>McKim & Creed 504 E Elizabeth St Ste1 Elizabeth City, NC 27909 338-2929</p>	<p>Gloria Rogers 215 B Street Camden, NC 27921 338-1415/333-8781</p>	<p>Scott Temple PO Box 422 Elizabeth City, NC 27907 330-4016</p>
<p>Charles E Brown, III 2005 Johnson Road Elizabeth City, NC 27909 335-0928</p>	<p>Eugene Jordan 402 Sign Pine Road Tyner, NC 27980 221-4795</p>	<p>J H Miller Jr. 166 Cottonwood Drive Hertford, NC 27944 339-6932</p>	<p>Robey 150 US Hwy 158 W East Camden, NC 27921 335-1888</p>	<p>Tony Webb PO Box 381 Edenton, NC 27932 482-3066</p>

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-December 2023

GARNISHMENTS: \$885.03

PAYMENT AGREEMENTS: \$7,028.18

DEBT SETOFFS: \$0

PERQUIMANS COUNTY
OFFICIAL REPORT

Date: DECEMBER 2023

Board of Commissioners:
Finance Officer:

I wish to report that during December 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
12/1/2023	\$3,185	\$200		\$225	\$280		\$20		\$3,910	\$1,188
12/2/2023									\$0	
12/3/2023									\$0	
12/4/2023	\$506		\$415	\$150	\$205				\$1,275	\$415
12/5/2023	\$225				\$190				\$415	\$520
12/6/2023		\$150	\$160						\$310	\$310
12/7/2023	\$75		\$100		\$75				\$260	\$75
12/8/2023	\$323		\$305		\$75				\$703	\$75
12/9/2023									\$0	
12/10/2023									\$0	
12/11/2023	\$361	\$747	\$220		\$185				\$1,513	\$455
12/12/2023	\$371		\$60						\$431	\$185
12/13/2023			\$190						\$190	\$295
12/14/2023		\$360							\$360	\$359
12/15/2023	\$628	\$280		\$75			\$10		\$983	\$470
12/16/2023									\$0	\$185
12/17/2023									\$0	
12/18/2023			\$220		\$130				\$350	
12/19/2023									\$0	\$185
12/20/2023									\$0	
12/21/2023									\$0	
12/22/2023									\$0	
12/23/2023									\$0	
12/24/2023									\$0	
12/25/2023									\$0	
12/26/2023									\$0	
12/27/2023									\$0	
12/28/2023									\$0	
12/29/2023									\$0	
12/30/2023									\$0	
12/31/2023									\$0	
TOTAL	\$5,673	\$1,737	\$1,670	\$458	\$1,140	\$0	\$30	\$0.00	\$10,700	4717.00

Signed: _____ Building Inspector



12/1/2023 - 12/21/2023

Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
12/14/2023	140	679 DEEP CREEK RD	solid waste	trash piled in yard	Inspection	Complaint from neighbors on more trash accumulating in front yard. Will Follow up and inspect property again.
12/21/2023	127	3147 NEW HOPE RD	Solid waste		Inspection	Re-inspected property, house Demoed and cleaned up.
12/21/2023	133	896 PENDER RD	abandoned home	abandoned home	Inspection	Re-inspected property, old house was Demoed and cleaned up.
12/21/2023	140	679 DEEP CREEK RD	solid waste	trash piled in yard	Inspection	Re-inspected property, still in violation of solid waste ordinance. Property in foreclosure and appears to have been sold. Will be contacting new owners for cleanup.

Total Records: 4

12/21/2023

COMMITTEE REPORTS