

AGENDA

All items are for discussion and possible action.
Perquimans County Board of Commissioners
Meeting Room at Perquimans County Library
February 5, 2024
6:50 p.m.

ACTION TO
BE TAKEN
LATER

- I. Call to Order
- II. Prayer & Pledge
- III. Public Hearings
 - A. Quasi-judicial Public Hearing..... 6:50 p.m.
 - > *The purpose of this quasi-judicial public hearing is to consider Special Use Permit No. SUP-23-03, requested to put a double-wide manufactured home in the Old Neck Historic Ag. District at 686 New Hope Road on Tax Parcel No. 5-D051-0014-HW. Reviewed separately will be a Minor subdivision for Bethel Volunteer Fire District substation near the intersection of Church Lane and Harvey Point Road zoned as PUD-19-01.*

ACTION
REQUIRED

- IV. Approval of Agenda
- V. Consent Agenda
(Consent items as follows will be adopted with a single motion, second and vote, unless a request for removal of an item or items is made from a Commissioner or Commissioners.)
 - A. Approval of Minutes January 2, 2024 Regular Meeting and January 16, 2024 Special Called Meeting & Regular Work Session (meeting cancelled)
 - B. Tax Refund Approval
 - C. Personnel Matters
 - 1. Appointment: Non-Certified Part-Time/Fill-In Telecommunicator (2)
 - 2. Appointment: Part-Time/Fill-In EMT (3)
 - 3. Appointment: Part-Time/Fill-In for Center for Active Living – Nutrition (2)
 - 4. Appointment: Certified Deputy
 - 5. Promotion: Income Maintenance Investigator III
 - 6. Resignation: IMC I I working against IMC II
 - 7. Resignation: Part-Time/Fill-In EMT
 - 8. Reinstatement: Part-Time/Fill-In Paramedic
 - D. Step Increases/Merit Increases
 - 1. Telecommunications (1)
 - 2. Social Services (1)
 - E. Budget Amendment No. 24
 - F. Miscellaneous Documents
 - 1. Board of Elections Resolution Regarding Buffer Zone for the West Hertford Polling Place

NO
ACTION
REQUIRED

- VI. Recognition of Employees' Years of Service & Introduction of New Employees
 - A. Recognition of Employees' Years of Service – Register of Deeds (30 years)

- VII. Scheduled Appointments
 - A. 7:00 p.m.
 - B. 7:20 p.m.

NO
ACTION
REQUIRED

- VIII. Commissioner's Concerns/Committee Reports
 - A.
 - B.

ACTION
REQUIRED

- IX. Old Business
 - A. Updates from County Manager
 - B. Board Vacancies
 - 1. Community Advisory Committee (4)
 - 2. Senior Tarheel Legislature Delegate, Alternate, & Senior Tarheel Community Advisory Committee

X. New Business

- A. Planning Items:
 - 1. Special Use Permit No. SUP-23-03, requested by Corey Marriner
 - 2. Review of Minor Subdivision, requested by Bethel Volunteer Fire Department
- B. EMS Items:
 - 1. Sale of Decommissioned Stryker Power Pro Cot
 - 2. Albemarle Medical Transport Application for Medical Transport Service – Perquimans County
- C. Property Purchase from County – Town of Hertford
- D. FY 2023-2024 Audit Contract
- E.
- F.
- G.

ACTION
REQUIRED

XI. Unscheduled Appointments/Public Comments

(If you wish to address the Board, please state your name for the record prior to speaking)

- A.
- B.
- C.

NO
ACTION
REQUIRED

XII. Closed Session: Per NCGS #143-318-11(4) - The purpose of the Closed Session is to discuss an economic development matter and to approve Closed Session Minutes.

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

ACTION
REQUIRED

XIII. Adjournment

FOR INFORMATION ONLY:

- Invitation to Participate & Save the Date for 2024 March of Meals/#Save Lunch

DEPARTMENT HEAD REPORT:

- Plat Log
- Tax Department Report
- Building Inspector's Reports
- Code Enforcement Report
- CFS Report for 4th Quarter, 2023
- Sheriff's Office Report

COMMITTEE WRITTEN REPORTS:

- 911 Communications Division Advisory Board Minutes – October 26, 2023 *(e-mailed on September 12, 2023)*

NOTES FROM THE COUNTY MANAGER

February 5, 2024

6:50 p.m.

III. **Enclosures:** Public Hearing is being held regarding the following matter:

A. **Quasi-judicial Public Hearing** 6:50 p.m.

➤ *The purpose of this quasi-judicial public hearing is to consider Special Use Permit No. SUP-23-03, requested to put a double-wide manufactured home in the Old Neck Historic Ag. District at 686 New Hope Road on Tax Parcel No. 5-D051-0014-HW. Reviewed separately will be a Minor subdivision for Bethel Volunteer Fire District substation near the intersection of Church Lane and Harvey Point Road zoned as PUD-19-01.*

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

VI. The recognition of employee years of service:

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

Employee Name	Department	Employee Job Title	No. of Years	Effective Date
Jackie Frierson	Register of Deeds	Register of Deeds	30 years	02/01/2024

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

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

1. **Community Advisory Committee:** Currently, we only have one member on this Committee. We have placed an advertisement for these vacancies on the County Website & Facebook page. To date, we have received no applications.
2. **Senior Tar Heel Legislature Delegate, Alternate & Senior Tarheel Community Advisory Committee:** Ms. Jo-Ellen Robinson Hutton resigned from this Advisory Board in October, 2023. Currently, we have no replacement for her or for an alternate. We have placed an advertisement for these vacancies on the County Website & Facebook page. To date, we have received no applications.

X.A. **Enclosures:** The following Planning items will need Board consideration and action:

1. **Special Use Permit No. SUP-23-03, requested by Corey Marriner:** A Quasi-Judicial public hearing was held earlier in the meeting to hear public comments on the Special Use Permit No. SUP-23-03, requested by Corey Marriner to consider placing a double-wide manufactured home in the Old Neck Historic Ag. District at 686 New Hope Road on Tax Parcel No. 5-D-051-0014-HW. The Planning Board approved their request. Board action is being requested.
2. **Review of Minor Subdivision:** The Bethel Volunteer Fire District has requested a review of the Minor Subdivision approximately 500 feet south of the intersection of Church Lane and Harvey Point Road. The proposed site is on tax parcel 2-0073-0020, a Conditional Zoning District with conditions recorded in the Register of Deeds' Office. Rhonda Repanshek, County Planner, will explain further the Board's required action. The Planning Board has approved this request. Board action is being requested.

X.B. **Enclosures.** On January 15, 2024, Jonathan Nixon, Emergency Services Director, advertised for sealed bids for a 2008 Stryker Stretcher Power Pro Cot. The following bid was received:

BUYER	ITEM	DATE DECOMMISSIONED	START BID	SOLD AMOUNT
Albemarle Medical Medical Transport, Inc. Brent McKecuen	2008 Stryker Stretcher Power Pro, Serial #80941002	01/15, 2024	\$1,000	\$1,100.00

Mr. Nixon recommends the approval of this bid. Board action is being requested.

X.C. The County has received a request from the Town of Hertford to purchase the property at 513 W Grubb Street from Perquimans County. Board consideration and action are being requested.

X.D. **Enclosure:** The Finance Officer and County Manager are recommending the approval of the enclosed FY 2023-2024 Audit Contract with Thompson, Price, Scott, Adams & Co. PA. They will be preparing the audit for Perquimans County and for Perquimans County's TDA at a total cost of \$64,500. Board action is being requested

XII. **Enclosure.** Pursuant to NC General Statute 143-318-11(4), the Board will go into closed session to consult with attorney regarding an economic development matter and to approve Closed Session Minutes.

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

CONSENT AGENDA NOTES

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

- A. **Enclosures:** Approval of January 2, 2024 Regular Meeting & January 16, 2024 Special Called Meeting & Work Session *(cancelled)*
- B. **Enclosure:** Tax Refund Approval: See attached listing
- C. **Enclosures:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Tyanna Green	Part-Time/Fill-In Non-Certified Telecommunicator	Appointment	60/1	\$14.87/hr.	02/01/2024
Makayla Jones	Part-Time/Fill-In Non-Certified Telecommunicator	Appointment	60/1	\$14.87/hr.	02/01/2024
Brayden Clemens	Part-Time/Fill-In EMT	Appointment	63/1	\$16.97/hr.	02/01/2024
Andrew Jones	Part-Time/Fill-In EMT	Appointment	63/1	\$16.97/hr.	02/01/2024
Corbin Nixon	Part-Time/Fill-In EMT	Appointment	63/1	\$16.97/hr.	02/01/2024
Dianna Hurdle	Part-Time/Fill-In Center for Active Living Nutrition	Appointment	n/g	\$13.09/hr.	02/01/2024
Jo-Ellen Hutto	Part-Time/Fill-In Center for Active Living Nutrition	Appointment	n/g	\$13.09/hr.	02/01/2024
Robert Russell Gray, III	Certified Deputy	Appointment	66/4	\$43,350	02/01/2024
Gwen Hudson	Income Maintenance Investigator III	Promotion	65/12	\$50,423	01/01/2024
Heather Russell	IMC I working against IMC II	Resignation			01/10/2024
Jan Tripp	Part-Time/Fill-In EMT	Removal from Roster			01/08/2024
Tonya Ayers	Part-Time/Fill-In EMT	Reinstatement	68/1	\$21.15/hr.	02/01/2024

- 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	Fantasia Saunders	Full-Time Telecommunicator I	63/3	\$37,059	02/01/2024
Social Services	Alicia Kim White	Income Maintenance Lead Worker III	65/3	\$40,471	02/01/2024

- E. **Enclosures:** Budget Amendment No. 24 is enclosed for your review and action.
- F. **Enclosures:** These miscellaneous documents are presented for Board review and action:
 1. **Board of Elections Resolution Regarding Buffer Zone for the West Hertford Polling Place:** The Board of Elections adopted the enclosed Resolution establishing a 50-foot buffer zone from the main voting entrance for the polling place of the precinct of West Hertford Election Day Polling site located at 601 South Edenton Road Street, Hertford, NC. This is for information purposes only.

PUBLIC NOTICE

Perquimans County Board of County Commissioners will hold a Quasi-judicial Public Hearing on Monday, Feb. 5, 2024 at 6:50 PM in the Community Meeting Room of the Perquimans County Public Library at 514 S. Church Street, Hertford, NC, to consider Special Use Permit No. SUP-23-03, requested to put a double-wide manufactured home in the Old Neck Historic Ag. District at 686 New Hope Rd. on Tax Parcel No. 5-D051-0014-HW. Reviewed separately will be a Minor subdivision for Bethel Volunteer Fire District substation near the intersection of Church Lane and Harvey Point Road zoned as PUD-19-01.

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

Perquimans County Planning & Zoning Staff Report
 By Rhonda Repanshek, Planner
 February 5, 2024 Board of County Commissioners Regular Meeting

SUBJECT: Special Use Permit No. SUP-23-03, requested by Corey Marriner to install a doublewide manufactured home in the Old Neck Historic Agriculture District. Subject property is Tax Parcel Number 5-D051-0014-HW also known as 686 New Hope Road.

Project Description/ Research & Analysis

Historic Agriculture District: Per Zoning Ordinance Section 604 (b) *"The Historic Agriculture District is designed to reflect the historic patterns of development that have occurred in rural Perquimans County. The intent of this district is to preserve and protect historic properties and landscapes and also to protect property rights."* Modular and site-built homes are permitted in the Historic Ag. district but a double-wide is only permitted with a Special Use Permit (SUP).

Background/General Area: Mr. Marriner is seeking approval to place a doublewide manufactured home on an existing half-acre lot beside his parents' lot. Zoning permit 23-169 was issued in October 2023 for a 40' X 50' garage to be built in the rear corner of the lot. It is now an existing structure. This major subdivision, called Hurdle & Webb subdivision, was recorded April 8, 1980 and consists of 15 lots that are on the outer edge of the historic district. Houses on New Hope Road in this general vicinity are a mix of different sized manufactured homes, some small site-built homes, and a few houses that date back to the 1950s. Historic plantation houses are only on Old Neck Road.

This is the sixth double-wide zoning application request in Old Neck Historic District since its inception. The other five were 516 New Hope Rd., 944 New Hope Rd., 158 Bundys Rd., 431 Old Neck Rd, and 444 Old Neck Road.

Commissioners may suggest reasonable conditions as to the location, nature, and extent of the proposed use and its relationship to surrounding properties, parking areas, driveways, screening and landscaping, and any other conditions the Board may find appropriate to make the doublewide compatible with the purposes of the historic district.

Skirting: Per Zoning Ordinance Section 515 (a) *"The perimeter of the manufactured home shall, upon installation, have a continuous, permanent masonry curtain wall unpierced except for required ventilation and access, unless on leased land which shall require....."*

Setbacks: Zoning Ordinance Section 702. Variance for Prior Lots of Record, list setbacks for existing lots prior to October 7, 2002, but after May 7, 1973 as 40 ft. front (this lot is on a major collector road), 25 ft. rear and 12 ft. on the sides. Front yard setbacks were discussed as conditions in previous cases at 516 New Hope Road and 158 Bundys Road.

SPECIAL USE PERMIT No. SUP-23-03

Page 3 of 4

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

Wallace Nelson, Chair, Board of County Commissioners _____ Date

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

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

Corey Marriner _____ Date

The State of North Carolina
Perquimans County

I, _____, a Notary Public in and for the said State and County,

do hereby certify that _____ personally
appeared before me this day and acknowledged the due execution of the forgoing instrument.

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

Notary Public

My Commission expires: _____ (Not valid until fully executed and recorded)

SPECIAL USE PERMIT No. SUP-23-03

Page 2 of 4

Having heard all the evidence and argument presented at the hearing(s), the Perquimans County Board of Commissioners finds that the application is complete, that the application complies with all of the applicable requirements of the Perquimans County Zoning Ordinance for the development proposed, and that therefore the application to make use of the above-described property for the purpose indicated is hereby approved, subject to all applicable provisions of the Zoning Ordinance pertaining to Doublewide Manufactured Homes and the following conditions:

- (1) The applicant shall conduct operations strictly in accordance with the plans and narrative submitted to and approved by this Board, a copy of which is contained in the County Planning Office and filed with the Register of Deeds office. However, it is understood that the property owner may propose changes to the attached Conceptual Site Plan now or in the future, in coordination with the County Planning Office, to provide for the placement of accessory structures or a complete change in the use of the property pursuant to other land uses which are otherwise permitted outright by the Zoning Ordinance for properties zoned HA, Historic Agriculture District.
- (2) Placement of home (and any other accessory structures proposed in the future) shall have a front yard setback that is a minimum of 40 feet from the state road right-of-way.

SPECIAL USE PERMIT No. SUP-23-03

Page 1 of 4

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

Owner/Applicant: Corey Marriner
686 New Hope Road
Hertford, NC 27944

Tax Parcel No: 5-D051-0014-HW

Property Location/
Street Address: 686 New Hope Road, Hertford, NC 27944

Zoning District: HA (Historic Agriculture District)

Proposed Use of Property: To place a doublewide manufactured home as the principal use permanent residence on an existing building lot in the Old Neck HA zone.

Meeting and Hearing Dates: Planning Board on Jan. 9, 2024 & Board of Commissioners on Feb. 5, 2024.

DRAFT

Do **NOT** record this page

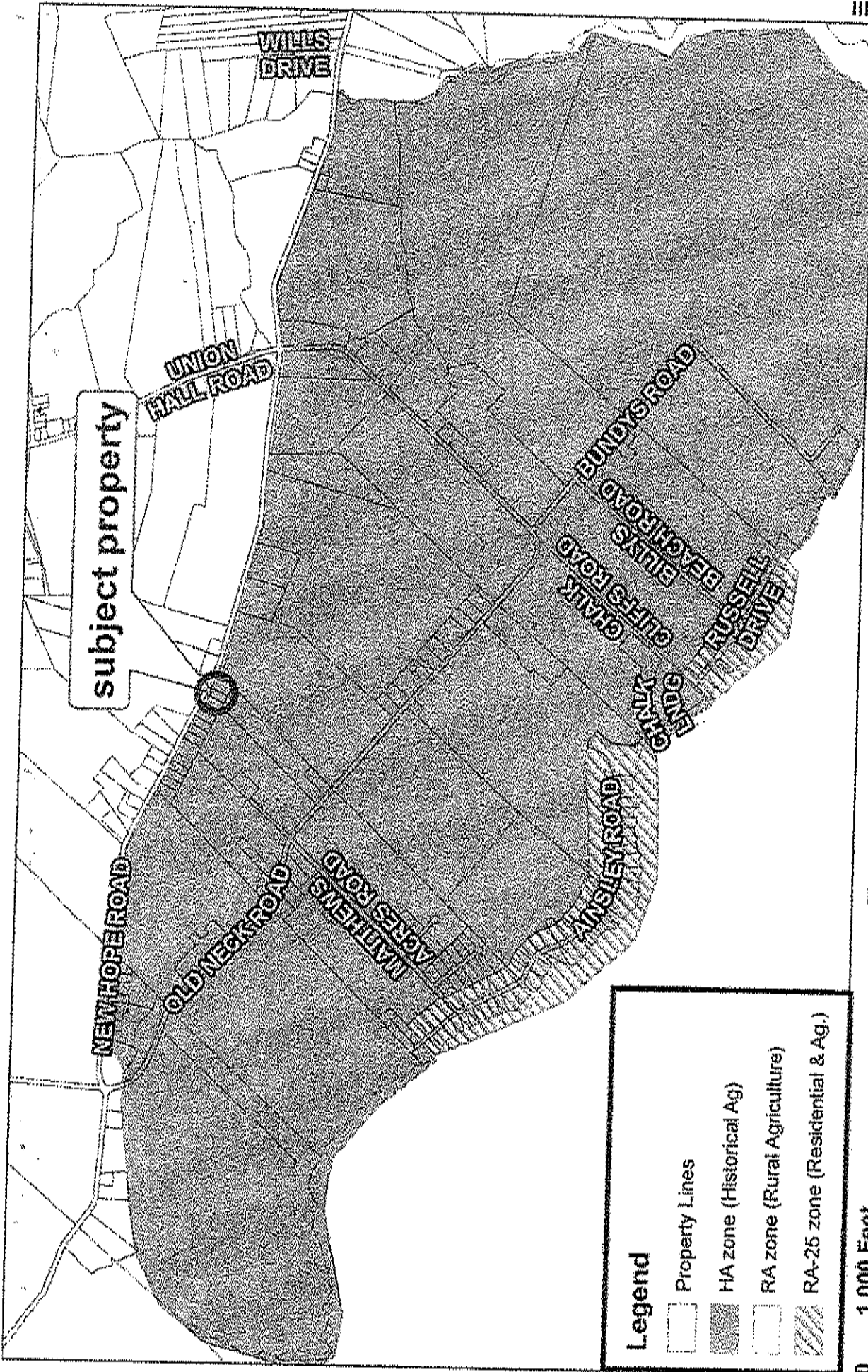
-Beginning of Special Use Permit document to be recorded-

DRAFT Special Use Permit (Case No. SUP-23-03)
Owner/Applicant Corey Marriner

for

**Double-Wide Manufactured Home in Old Neck Historic Agriculture
District (HA Zone)**
at 686 New Hope Road, Tax Parcel No. 5-D051-0014-HW

Do **NOT** record this page



subject property

Legend

- ☐ Property Lines
- ▨ HA zone (Historical Ag)
- ▩ RA zone (Rural Agriculture)
- ▩ RA-25 zone (Residential & Ag.)

0 1,000 Feet

Zoning & Location Map for Special Use Permit Request No. SUP-23-03

1 in = 1,667 ft

Map created November 29, 2023
by Perquimans Planning Office (R.R.)

Recommendations

No public comments or inquiries were made regarding this case. Planning Board unanimously recommends finding Special Use Permit No. SUP-23-03 to be consistent with Perquimans County's Land Use Plan (LUP) due to its zone as Historic Agriculture Area in the LUP and the residential nature of the proposed use and recommends that the County Commissioners approve the request based on the four findings in County zoning ordinance section 904 (e).

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

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

SUGGESTED ACTION TO APPROVE:

Motion to find proposed Special Use Permit No. SUP-23-03 to be consistent with Perquimans County's CAMA Land Use Plan (LUP) due to its zone as Historic Agriculture Area in the LUP and the residential nature of the proposed use....and..... approve the request based on the conclusions that:

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

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

ACTION TO DENY: Motion to deny Special Use Permit No. SUP-23-03, as presented, due to.....state your reason.

ATTACHMENTS: 1) GIS General Location Map
 2) Draft Special Use Permit No. SUP-23-03

A larger front yard setback is worth considering to keep the front edge of the house in line with other houses on the same side of the road. Board members might also choose to add a condition stating which direction the front of the house should face and if any additional vegetation may be needed.

Regulations and Procedure

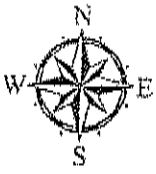
Potential Schedule for Public Hearing(s): November 28, 2023 Mr. Marriner's Application package was received by the Planning & Zoning Office and was found to be substantially complete. Public notices were sent to adjacent property owners and published in the Perquimans Weekly in accordance with Section 332(a)&(c) *Notice of Hearing* of the County's Zoning Ordinance and NCGS Ch. 160D-406(b). Planning Board's action at their Regular Meeting on January 9th allows a quasi-judicial public hearing and Board of County Commissioners (BCC) review on February 5th.

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

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

Consistency with 2016 Land Use Plan (LUP) Update: Per County Zoning Ordinance section 903(c), Planning Board shall include in its comments a statement as to the consistency of the application with the County's currently adopted Comprehensive Plan. According to the Projected Future Land Use map Exhibit IX-B, page IX-36 of CAMA's 2016 Land Use Plan Update, the subject area is zoned **Historic Agriculture Area**. Perquimans County Future Land Use in Chapter IX, page IX-33 states the zone is like an RA-Rural Agriculture zone with a special nature to consider. The LUP Update may be viewed in its entirety on the County website at www.PerquimansCountyNC.gov (click on "Departments" then "Planning and Zoning" then scroll to the bottom of the page and click on "Perquimans County 2016 Joint CAMA Land Use Plan Update-Recertified 3-5-2018").

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



NEW HOPE ROAD

DRAFT

40 ft. Front Setback

12 ft. Side Setback for Principal Structure

12 ft. Side Setback for Principal Structure

686

Buildable Space

25 ft. Rear Setback for Principal Structure

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

Legend

- Address Points
- ▭ Parcels- current
- ▭ Roads for 911

Site Plan Setbacks

Greetings Board of Commissioners

Please allow me to give you a brief summary of myself and family. My name is Corey Marriner and my wife is Olivia, we have 3 beautiful children from ages 3 to 13. I have lived in Perquimans County all of my 33 years and love calling it home. My wife is from Edenton but she too has fallen in love with our quaint county.

We are submitting a request to place a brand new mobile home on the adjacent land beside my parents, who have lived on 690 New Hope Road for approx 26 years. Several important reasons have risen to bring us to the decision to recently sell our 4 bedroom brick home on Chapanoke Road and move next to my parents. As my parents become elderly they will need assistance at times, the convenience of being next to them is imperative to ensure their health and well being. My parents have a beautiful yard and home and have instilled that value in me. We intend to help maintain their homestead while creating a beautiful one for ourselves. Our home will be upgraded with dry wall, 2x4's on 16inch centers, as well as a brick foundation. Landscape will also be a priority to enhance the beauty of our new home. We also have been particular to choose our home and outbuilding to match each other, as well as to my parents' home.

We humbly submit our request and pray you will consider our plea. We have addressed our desire to many of the neighbors and have received only well wishes and approval.

Respectfully & Pray fully Submitted

Corey & Olivia Marriner



Perquimans County, North Carolina
 APPLICATION FOR SPECIAL USE PERMIT REQUEST
 Case No. SUP - 23 - 03

This section to be completed by County:	
Date received: <u>Nov. 28, 2023</u>	Received by: <u>ER</u>
Date completed: _____	Confirmed by: _____
Subject Property Tax Map No(s): <u>5-0051-0014-HW</u>	_____
Subject Property Zoning District(s): <u>HA (Historic A)</u>	_____

Applicant's Information

Name(s) of Owner(s): Corey Marriner

Street Address: 686 New Hope Road

City/State/Zip Code: Hertford NC 27944

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

Applicant (if different from Owner): _____

Street Address: _____

City/State/Zip Code: _____

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

* Person to receive comments and correspondence: _____

Description of Property

Address(es) of Subject Property: 686 New Hope Road

Tax Parcel Nos.: 5-0051-0014-HW

Location: This property is located on the (Circle) NSE W side of New Hope Road, approximately 4,270 feet (Circle) NSE @ of Union Hall Road.

Size of Property: 0.55 acres. Lot width: 100 feet. Lot depth: 238'

Flood Plain: X

I (We), the undersigned, do hereby respectfully make application and request the Planning Board and Board of Commissioners to consider a proposed Special Use Permit to make use of the subject property as follows: Doubleside Manufactured Home in. The subject property is zoned HA Historic District. The subject property is owned by Corey Marriner as evidenced by deed recorded in Real Estate Book 552, Page 37 OR Will File Number _____ in the Perquimans County Register of Deeds.

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

Name	Address
a. <u>Tommy & Naomi Massiner</u>	<u>690 New Hope Rd, Hertford, NC 27944</u>
b. <u>George A Donna Baker</u>	<u>1061 Ocean Hwy N, Hertford, NC 27944</u>
c. <u>Aubrey Jr & Sheila Orley</u>	<u>701 New Hope Rd Hertford, NC 27944</u>
d. <u>Linda Weeks</u>	<u>306 Doylridge Rd Elizabeth City, NC 27909</u>
e. <u>Nancy Hancharick</u>	<u>678 New Hope Rd Hertford, NC 27944</u>
f. <u>Thomas & Jeanne Biggs</u>	<u>682 New Hope Rd Hertford, NC 27944</u>
g. <u>Robert Matthews</u>	<u>209 Poplar Dr Elizabeth City, NC 27909</u>
h. <u>Hubert Dole, Jr & Robin Vanzoy</u>	<u>483 Old Neck Rd Hertford, NC 27944</u>
i. _____	_____
j. _____	_____
k. _____	_____
l. _____	_____

Use an additional sheet of paper if necessary.

3) Statement of the nature of the proposed use:

MY Proposal for this permit is to
put a double wide on this piece of
Property, which is next door to my Parents
to help them as they get older,
This proposal of the double wide would
allow for us to take care of not only
Parents but ourselves as well. We appreciate
your time in considering this.

Thank you
Corey Massinger

Application for Special Use Permit Request

Case No. SUP - 23 - 03

Attach the following:

Completed Application.

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

Proof of Ownership.

Owner's Authorization for Agent, if applicable.

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

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

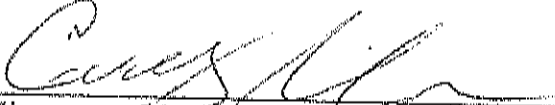
Two self-addressed stamped envelopes and two sets of stamped pre-addressed envelopes of all property owners of subject, adjacent and nearby properties within 150 feet and/or across the street or railroad track (as per current Tax Office listings), to whom notice of public meeting and hearing must be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

Filing Fee (See Current Planning/Zoning Fee Schedule, approved by County Commissioners)
Receipt # 930774 (Cash)

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

APPLICATIONS WILL NOT BE SCHEDULED FOR PUBLIC MEETING UNTIL COMPLETE

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



Signature of Owner or Authorized Applicant

11/28/23

Date

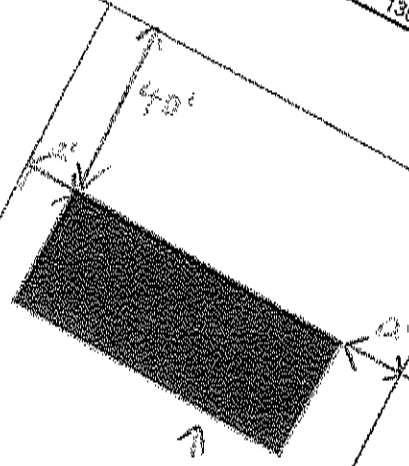
(This Application must be submitted to the Planning and Zoning Administrator no less than 25 days prior to the Planning Board's meeting and, where deemed necessary, additional time may be required for review by Technical Review Committee member[s]).



8

NEW HOPE ROAD 1300

682



Proposed Driveway

690

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, 2023
7:00 p.m.

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

REGULAR MEETING

January 2, 2024
7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Tuesday, January 2, 2024, 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
Hackney High, County Attorney

Chairman Nelson called the meeting to order. Commissioner Hoffer 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.

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

1. **Approval of Minutes:** The Minutes of the December 4, 2023 Regular Meeting & December 18, 2023 Special Called Meeting & Work Session (cancelled) were approved by the Board.
2. **Tax Refund & Release Approvals:**

Tax Refunds:

Jaklic, Frank & Constance	Should have been exempt due to S-bridge construction. 2022 Account No. 357571.	\$148.23
Jaklic, Frank & Constance	Should have been exempt due to S-bridge construction. 2021 Account No. 357571.	\$148.23
Jaklic, Frank & Constance	Should have been exempt due to S-bridge construction. 2020 Account No. 357571.	\$146.24
Marshall, Trustee, Daphne Norma	Incorrect assessment. 2023 Account No. 260595.	\$479.36
Marshall, Trustee, Daphne Norma	Incorrect assessment. 2022 Account No. 260595.	\$456.89
Marshall, Trustee, Daphne Norma	Incorrect assessment. 2021 Account No. 260595.	\$456.89
Marshall, Trustee, Daphne Norma	Incorrect assessment. 2020 Account No. 260595.	\$441.91
Marshall, Trustee, Daphne Norma	Incorrect assessment. 2019 Account No. 260595.	\$441.01

Tax Releases:

Page, David & Sharon	House was on another parcel. Account No. 261211.	\$1,941.76
Roseburg Resources Co.	Should have been in land use. Account No. 388226.	\$2,881.20

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
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
Izola 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 Freemonweldy	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

4. **Step/Merit Increases:**

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Kylie Felton	Part-Time/Fill-In Telecommunicator II	63/4	\$19,94/hr.	01/01/2024
Andrea Stoner	Full-Time Telecommunications Shift Supervisor II	69/3	\$50,676	01/01/2024
Walter Menda	Part-Time/Fill-In Paramedic	68/6	\$23,90/hr.	01/01/2024
Leroya Banks	Certified Deputy	66/3	\$42,294	01/01/2024
Vincent Bockelman	Water Tech I	58/4	\$30,483	01/01/2024

5. **Board Reappointments:** The following board reappointment/resignation 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

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

- a. **Onis Service & Repair Order:** The Repair Order for repairs to our Courthouse Elevator from Onis Elevator was approved by the Board.
- b. **Register of Deeds - Property Fraud Alert:** Per the notice from the Register of Deeds, the Register of Deeds' office is offering a service called Property Fraud Alert. This was for information purposes only.
- c. **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. This resolution was approved by the Board.

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 Mathews	Finance Office	Finance Officer	20 years	01/01/2024

- B. **Introduction of New Employees:**

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

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

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

Employee Name	Employee Job Title	Effective Date
Port DeWald	Extension Agent, 4-H Youth Development	11/7/2023

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

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

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.

JOSHUA LASSITER, FIRST TRYON ADVISORS

County Manager Heath explained that since, Joshua Lassiter, Director of First Tryon Advisors, was not in attendance, he would present the Agreement for the Board to consider. County Manager Heath recommends the approval of this Agreement. On motion made by Timothy J. Corprew, seconded by James W. Ward, the Board unanimously approved the Agreement with First Tryon Advisors to assist the county with obtaining the financing of the new school facility. During the discussion period, Chairman Nelson asked Mr. Heath if the County had to use them for all of our financing needs. Mr. Heath said that they would not. Commissioner Hoffer asked how long they had been in business. Upon further research, they determined that they had been in business since 1996.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

There were no Commissioners' concerns/committee reports.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > **Board of Elections Move:** Mr. Heath reported that they had a few more items that needs to be fixed but that will not prevent the Board of Elections to move into their new facility on Friday, January 5, 2024.
- > **Open Door Facility:** Mr. Heath invited all the commissioners & public to come to the Ribbon Cutting for the Open Door on Friday, January 5, 2023, at 11:00 p.m.
- > **Fire Department Budgets:** Mr. Heath reminded the Commissioners that the following Fire Departments will be having their appreciation dinners and that they needed to RSVP to the Chief of the fire departments: Durant's Neck VFD - January 9th at 7:00 p.m. & Inter-County VFD - January 20th at 6:30 p.m.
- > **January Work Session:** Mr. Heath stated that the Board will hold their January Work Session on Tuesday, January 16th due to the Martin Luther King, Jr. Holiday. The main subject of discussion would be the tax and finance software packages.
- > **NCACC District Meeting - January 22, 2024:** Mr. Heath reminded the Board that the NCACC will be holding their District Meeting in Camden and encouraged the Commissioners to attend. Be sure to let Mary Hunicutt know so that she can register you to attend.
- > **Marine Park Basin Construction:** Mr. Heath stated that the construction of the Marine Basin continues to progress. He stated that he has had a couple of companies to contact him showing interest in opening a business in this Marine Park. Commissioner Corprew said that, due to the extensive rain that we have, the County will need to address a drainage issue at the basin. County Manager Heath said that he has discussed it with the contractor and they have forward out RFI on the drainage plan to their engineers.

BOARD VACANCIES

County Manager Heath explained that the following boards/committees have vacancies which need to be filled:

1. **Community Advisory Committee:** Currently, we only have one member on this Committee, Melissa Hines, Regional Long-Term Care Ombudsman, notified Mary Hunicutt 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. The Board instructed Ms. Hunicutt to place ads on website & Facebook page.
2. **Senior Fair Heat Legislation 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. Ms. Hunicutt said that she has placed an ad on the County's website & Facebook page but have received no applications. She will continue with the ads for the vacancy.

REAPPOINTMENT OF TAX ADMINISTRATOR

On motion made by Charles Woodard, seconded by Joseph W. Hoffer, the Board unanimously reappointed Bill Jennings as the County's Tax Administrator for a four-year term effective February 1, 2024.

SOCIAL SERVICES BOARD APPOINTMENTS

With the expansion of the Social Services Board from three to five members, the following appointments were made on motion made by Charles Woodard, seconded by Joseph W. Hoffer and unanimously approved by the Board:

Name	Board/Committee	Action Taken	Term	Effective Date
Blenchard, Teresa	Social Services - Social Services Commission Appointee	Reappointment	3 yrs.	02/01/2024
James W. Ward	Social Services Board - Commissioners Appointee	Appointment	3 yrs.	02/01/2024
Finch-Copeland, Thelma	Social Services - Social Services Commission Appointee	Appointment	3 yrs.	02/01/2024

COMMISSIONER'S BOARD APPOINTMENTS

In December, Chairman Nelson asked Mary Hunicutt to provide a copy of the Commissioner's Board appointments so that they could review them and make any changes that they desired to make. He has received no comments from the Commissioners. Therefore, he asked for a motion to approve the following Commissioner Board appointments. On motion made by Tim Corprew, seconded by James W. Ward, the Board approved the following Commissioner Board appointments:

Name	Board/Committee	Term	Appt.	Expire
JAMES W. WARD				
Ward, James W.	Court Security Committee	unlimited	1/5/2015	unlimited
Ward, James W.	Northeastern Workforce Development Consortium	unlimited	2/1/2015	unlimited
Ward, James W.	Tourism Development Authority (Commissioners)	2 yrs.	2/1/2022	12/31/2023
Ward, James W.	Tri-County Shelter Advisory Committee Board	unlimited	2/1/2013	unlimited
Ward, James W.	Trillium Northern Region Advisory Board	unlimited	5/4/2015	unlimited
Ward, James W.	Water Committee	unlimited	1/5/2015	unlimited
JOSEPH W. HOFFLER				
Hoffer, Joseph W.	Albemarle Regional Landfill Authority	4 yrs.	2/1/2021	1/31/2025
Hoffer, Joseph W.	Economic Development Commission - County	2 yrs.	2/1/2021	1/31/2023
Hoffer, Joseph W.	Historic Hertford, Inc.	3 yrs.	7/1/2020	6/30/2023
Hoffer, Joseph W.	Home & Community Care Block Grant	unlimited	12/3/2012	unlimited
Hoffer, Joseph W.	Inter-Agency Council - Commissioner	1 yr.	7/1/2021	6/30/2022
Hoffer, Joseph W.	Perquimans/Chowan/Catawba Landfill Committee	indefinite	2/1/2017	indefinite
Hoffer, Joseph W.	Recreation Advisory Committee - Commissioner	3 yrs.	7/1/2020	6/30/2023
Hoffer, Joseph W.	Senior Citizens Advisory Board	2 yrs.	2/1/2021	1/31/2023

Name	Board/Committee	Term	Appr.	Expire
T. KYLE JONES				
Jones, T. Kyle	Albemarle District Jail Commission	2 yrs.	2/1/2021	1/31/2023
Jones, T. Kyle	Court Security Committee	unlimited	2/1/2017	unlimited
Jones, T. Kyle	Inter-Agency Council - District Attorney	(appointed by District Attorney)		
Jones, T. Kyle	RPO Transportation Advisory Committee	2 yrs.	2/1/2021	1/31/2023
Jones, T. Kyle	Water Committee	unlimited	2/1/2019	unlimited
TIMOTHY J. CORPREW				
Corprew, Timothy J.	Albemarle Commission	unlimited	1/1/2015	unlimited
Corprew, Timothy J.	Albemarle Regional Landfill Authority			
Corprew, Timothy J.	Economic Development Commission - County	2 yrs.	2/1/2022	1/31/2023
Corprew, Timothy J.	Housing Committee Chairman	unlimited	1/5/2015	unlimited
Corprew, Timothy J.	Perquimans/Chowan/Gates Landfill Committee	indefinite	2/1/2022	indefinite
Corprew, Timothy J.	Water Committee	unlimited	2/1/2022	unlimited
WALLACE NELSON				
Nelson, Wallace E.	Albemarle Commission (alternate)	unlimited	9/1/2018	unlimited
Nelson, Wallace E.	Albemarle Regional Health Services	indefinite	1/5/2015	unlimited
Nelson, Wallace E.	Chowan/Perquimans Multi-County LGPC	1 yr.	1/1/2022	12/31/2022
Nelson, Wallace E.	COA - Board of Trustees	4 yrs.	7/1/2021	6/30/2025
Nelson, Wallace E.	Economic Development Commission - County	2 yrs.	2/1/2021	1/31/2023
Nelson, Wallace E.	EMS Advisory Board	2 yrs.	2/1/2021	1/31/2023
CHARLES WOODARD				
Woodard, Charles	Agricultural Advisory Board - Commissioner	3 yrs.	2/1/2021	1/31/2024
Woodard, Charles	Chamber of Commerce Board	unlimited	2/7/2011	unlimited
Woodard, Charles	Communications Advisory Board - County	2 yrs.	2/1/2021	1/31/2023
Woodard, Charles	Social Services Board (as long as Commissioner)	3 yrs.	7/1/2022	6/30/2025
Woodard, Charles	Tourism Development Authority (Commissioners)	2 yrs.	2/1/2021	1/31/2023

PERSONNEL MATTER: CERTIFICATION - FULL-TIME AEMT

County Manager Heath explained that the following personnel matter was received after packets were distributed. On motion made by Charles Woodard, seconded by James W. Ward, the Board unanimously approved the following personnel matter:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Chill Moore	Full-Time AEMT	Certification	66/1	\$40,279	01/01/2024

PUBLIC COMMENTS

The following public comment was made*

> Terry Swagg: Mr. Swagg made the following comments about light pollution:

My name is Terry Swagg.

I live in the County across the river and I can see the progress being made at the industrial park and how it is coming right along. Hopefully it will fill with several businesses with good paying jobs. Nothing I say here tonight is an attempt to dissuade that.

The whole commercial park area is rather sparsely populated right now, but even so, several new high intensity lights have been added to the area in the past couple of years, roads has added some very tall ones and there is a lot of "stray" light. This stray light goes well beyond their property and as more businesses go into the park, if they follow suit, it will actually look like a city over there.

Now for many folks, the culture of Perquimans County is "Country" living, not "Bright light" city living. Light pollution is a very real thing that disrupts the quality of life for those that enjoy country living. The businesses in the park will have safety and security concerns that they will want to address with outdoor lighting, but without a nudge, they will most certainly forget that their ultra bright light doesn't stop at their property line and has a negative impact on those of us who enjoy the stars, the planets, the peaceful time of day that is NIGHT.

A few years back the County adopted a "noise" ordinance because we all know that sound doesn't stop at property lines. We know the same is true of light.

I propose the County, through the Park government, or by ordinance if necessary, require bright outdoor lights to have a shield, a lightshield if you will. Lights would be required to be angled in such a manner as to at least make a VERY REAL attempt to only illuminate the owner's property.

These shields are very inexpensive and would still allow the business to illuminate the intended area while not infringing upon the rights of others. Each light above a certain lumen value and/or height, would be required to have an inexpensive shield, angled in such a way as to make every reasonable effort to only light that owner's property. This would not compromise the security of the business, yet still go a long way towards preserving the rural lifestyle many of us enjoy here in Perquimans County. These types of requirements have been adopted in other places as more and more people recognize that always being exposed to light is not necessarily desirable.

I submit this now as to be proactive BEFORE more lights come online, rather than trying to address it after companies have set up their properties. Your consideration of this important matter is appreciated.

---Terry---

ADJOURNMENT

Chairman Nelson wanted to recognize two former Commissioners that were in attendance tonight, Fondella Leigh and Tammy-Miller White. There being no further comments or business to discuss, the Regular Meeting was adjourned around 7:35 p.m. on motion made by Joseph W. Haffler, seconded by James W. Ward.

Wallace E. Nelson, Chairman

Clerk to the Board

SPECIAL CALLED MEETING

January 16, 2024
7:00 p.m.

The Perquimans County Board of Commissioners met in a SPECIAL CALLED MEETING on Tuesday, January 16, 2024, 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 T. Kyle Jones
 James W. Ward
- MEMBERS ABSENT: Joseph W. Hoffler
- OTHERS PRESENT: Frank Heath, County Manager (by Zoom) Tracy Mathews, Finance Officer
 Bill Jennings, Tax Administrator Mary Hunnicut, Clerk to the Board
 Kim Bray, Assistant Tax Administrator

Chairman Nelson called the meeting to order. Commissioner Jones gave the invocation and the Chairman led the Pledge of Allegiance. Chairman Nelson explained that the purpose of this Special Called Meeting was to discuss software for tax and finance department.

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 Charles Woodard and unanimously approved by the Board.

SOFTWARE FOR TAX AND FINANCE DEPARTMENTS

Chairman Nelson recognized Frank Heath, County Manager, who was in attendance through Zoom. Mr. Heath presented some background information on why we have come to this point to change our Tax and Finance software. He explained that our current system is about 40 years old. Last year, the programmer for this software, Lonnie Baker, passed away. About six months ago, County Manager Heath began talking with Bill Jennings, Kim Bray, Tracy Mathews, Helen Hunter, Casey White, and Mary Hunnicut but decided that it was not feasible to make the change at that time. With the tax revaluation and tax documents for payroll needing to be handled now, Mr. Heath feels that the County needs to make a decision at this time. They have talked to some surrounding counties to find out what vendor they used for their tax and finance software. They contacted those vendors and requested bids. They received the following bids:



PERQUIMANS COUNTY

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

W. FRANK HEATH III
COUNTY MANAGER

Bids for tax and finance software:

1. NCACC Property Tax System:

Software-	\$150,000
Annual Maintenance-	\$50,000
Conversion-	\$80,000
Total-	\$280,000

2. Keystone:

Software-	\$141,200
Annual Maintenance-	\$34,192
Conversion-	\$25,000
Total-	\$200,392

3. BiTek:

Software-	\$124,425
Annual Maintenance-	\$35,254
Conversion-	\$50,000
Total-	\$209,709

- Based on the bids and our interactions with the vendors, it is my recommendation that Perquimans County go with Keystone for our tax software upgrade.
- Also, Keystone is the only vendor of the three who also offers finance and human resources software. We are in need of those capabilities as well. It is my recommendation that we engage with Keystone for a comprehensive package that includes all three options of tax, finance, and HR. The total cost would be \$285,991. I am requesting a budget amendment in the amount of \$300,000 to cover this cost.

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

Mr. Heath explained that NCACC Property Tax System was the highest bidder at \$280,000 but only handled tax software. BiTek was the next highest bidder at \$209,709 but they also only handled tax software. The lowest bidder was Keystone at \$200,392 for the tax software but adding software for finance and human resources the total costs for a comprehensive package including all three options would have a total cost of \$295,991. Therefore, he is recommending that the Board award the Tax,

Finance, & Human Resources Software contract to Keystone at a cost of \$295,991. He is requesting that the Board approve the contract and approve the \$300,000 budget amendment to cover the cost of this new software. His reasons for his recommendation for Keystone is the cheapest price, it covers all three options needed, have been most responsive during the bid process, and seems to be good to work with if any problems arise. He further stated that the Tax, Finance, and Human Resources staff recommends this software also. Mr. Heath opened the floor for any questions. Chairman Nelson asked the department staff members if they had any comments. The following comments were made:

- > Bill Jennings: Mr. Jennings said that he agreed with Mr. Heath's recommendation. He further stated that Washington County will be going with Keystone too. Chairman Nelson asked if any other counties are using Keystone. Mr. Jennings said that Washington County will be using both and Chowan County uses the finance software.
- > Tracy Mathews: Ms. Mathews also agreed with Mr. Heath's recommendation. She further explained that, since the death of our programmer, Keystone has been very helpful with keeping the county's records and documents being produced. They have been very helpful and is looking forward to working with us. Whenever they have had a question, they were quick to respond with an answer, even before a contract has been signed.

Chairman Nelson asked if there were any questions or comments from the Commissioners. The following questions/comments were made:

- > Commissioner Corprew: Mr. Corprew asked where the company was based out of. Bill Jennings said that they are out of Knightdale and our representative lives in Nash County. Mr. Corprew also asked how much maintenance costs we had with the previous programmer. Mr. Jennings, Ms. Bray, and Ms. Mathews said that it was not very much because Mr. Baker would just help whenever there was a problem. It was the consensus of the employees that the costs was probably around \$2,000 per year. With this system, the maintenance fees will be around \$57,000 per year for all three options. The total costs of the project would be \$295,991 for the first year.
- > Chairman Nelson: Mr. Nelson asked if this system would provide additional information to the public that the current system would not provide. Mr. Heath said that it would.

Commissioner Jones asked if Mr. Heath was requesting a formal motion. Mr. Heath said that he was. On motion made by T. Kyle Jones, seconded by Charles Woodard, the Board unanimously awarded the Tax, Finance, and Human Resources Software package contract to Keystone at a cost of \$295,991 and approved the following Budget Amendment No. 23:

BUDGET AMENDMENT NO. 23
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-399-000	Fund Balance Appropriated	300,000	
10-690-989	Tax/Finance Software	300,000	
EXPLANATION: To amend FY 23/24 budget to include funding for new tax/finance system.			

PERSONNEL MATTER

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

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Reagan Charlton	Part-Time/Fill-In Non-Certified Telecommunicator	Appointment	60/1	\$14,87/hr.	01/16/2024

ADJOURNMENT

There being no further comments or business to discuss, the Special Called Meeting was adjourned at 7:35 p.m. on motion made by Timothy J. Corprew, seconded by James W. Ward.

Wallace E. Nelson, Chairman

Clerk to the Board

WORK SESSION
January 17, 2024
7:00 p.m.

The Perquimans County Board of Commissioners Work Session on January 17, 2024 was cancelled.

January 30, 2024

Tax Refunds: (Perquimans County)

Dae Dawg Express LLC \$253.00
Plate turned in for exchange to non-weighted
plate. 9-month refund.
Account#: 75027524

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Tyanna Green SOC. SEC. NO.: _____

POSITION: Non-Certified Part-Time Fill-in Telecommunicator DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: 2/5/2024

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

ENDING DATE OF PROBATIONARY PERIOD: 2/5/2025

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. GRADE: _____ STEP: _____ SALARY: _____

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

DEPARTMENT RECOMMENDATION

[Signature]
DATE: 1/29/24

COUNTY MANAGER APPROVAL

W. Frank Heath III
DATE: 1/30/2024

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Makayla Jones SOC. SEC. NO.: _____

POSITION: Non-Certified Part-Time Fill-In Telecommunicator DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: 2/5/2024
GRADE: 60 STEP: 1 SALARY: \$14.87 Hourly
ENDING DATE OF PROBATIONARY PERIOD: 2/5/2025

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

COUNTY MANAGER APPROVAL

[Signature]
DATE: 1/29/24

[Signature]
DATE: 1/30/2024

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Brayden Clemens

SOC. SEC. NO.:

POSITION: Part Time Fill - In EMT

DEPT.: EMS

X NEW EMPLOYEE EFFECTIVE DATE: 2/5/2024

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

ENDING DATE OF PROBATIONARY PERIOD: 2/5/2025

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. GRADE: STEP: SALARY:

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Signature and DATE: 1/30/24

Signature W. Frank Leahy and DATE: 1/30/24

FINANCE OFFICER

DATE:

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Andrew Jones

SOC. SEC. NO.: _____

POSITION: Part Time Fill - In EMT

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: 2/5/2024

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

ENDING DATE OF PROBATIONARY PERIOD: 2/5/2025

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

[Signature]
DATE: 1/30/24

W. Frankforts, et
DATE: 1/30/24

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Corbin Nixon

SOC. SEC. NO.: _____

POSITION: Part Time Fill - In EMT

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: 2/5/2024

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

ENDING DATE OF PROBATIONARY PERIOD: 2/5/2025

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. GRADE: _____ STEP: _____ SALARY: _____

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 1/30/24

[Signature]
DATE: 1/30/24

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 11/30/2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Dianna Hurdle

SOC. SEC. NO.: [REDACTED]

POSITION: Part-time fill in

DEPT.: Perquimans Center for Active Living - Nutrition

NEW EMPLOYEE EFFECTIVE DATE: 2/1/2024

GRADE: _____ STEP: _____ SALARY: n/g \$13.09 / 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.
Date GRADE: _____ STEP: _____ SALARY: _____

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

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

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Jewell Hargrove
DATE: 1/30/2024

W. Frank Heath
DATE: 1/30/2024

FINANCE OFFICER

DATE: _____

COPY

DATE SUBMITTED: 1/30/2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Jo Ellen Hutto

SOC. SEC. NO.: [REDACTED]

POSITION: Part-time filling

DEPT.: Center for Active Living - Nutrition

NEW EMPLOYEE EFFECTIVE DATE: 2/1/2024

GRADE: _____ STEP: _____ SALARY: n/g \$13.09 / 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.
Date GRADE: _____ STEP: _____ SALARY: _____

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

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

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Jewell Dugger
DATE: 1/30/2024

W. Frank Heath III
DATE: 1/30/2024

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 1/30/2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Robert Russell Gray III _____

SOC. SEC. NO.: 

POSITION: Deputy _____

DEPT.: Sheriff _____

NEW EMPLOYEE EFFECTIVE DATE: 3-1-2024
GRADE: 66 STEP: 4 SALARY: \$43,350
ENDING DATE OF PROBATIONARY PERIOD: 3-1-2025

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/RESIGNATION.
Date

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Shelton White

W. Marchese

DATE: 1-30-24

DATE: 1/31/24

FINANCE OFFICER

COPY

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: January 4, 2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Gwendolyn Hudson

SOC. SEC. NO.: [REDACTED]

POSITION: Income Maintenance Investigator III

DEPT.: Social Services

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/RESIGNATION.
Date

X 01/1/2024 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date

GRADE: 65 STEP: 12 SALARY: \$50,423.00

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: January 4, 2024

COUNTY MANAGER APPROVAL

W. Frank Heath, III

DATE: 1/4/2024

FINANCE OFFICER _____

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: January 4, 2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Heather Russell

SOC. SEC. NO. [REDACTED]

POSITION: Income Maintenance Caseworker II

DEPT.: Social Services

Ms. Russell was not fully qualified and was an IMC I working against IMC II

NEW EMPLOYEE EFFECTIVE DATE: _____

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

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

X 1/10/2024 DATE OF EMPLOYEE TERMINATION/RESIGNATION.
Date

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

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

DEPARTMENT RECOMMENDATION

[Signature] BSW

DATE: January 4, 2024

COUNTY MANAGER APPROVAL

W. Frank Heath, Jr.

DATE: 1/5/24

FINANCE OFFICER _____

DATE: _____

COPY

PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES
P.O. BOX 107
Hertford, North Carolina 27944
Phone 252-426-7373 - Fax 252-426-1240

SOCIALSERVICESBOARD
Teresa Blanchard, Chair
Brenda Dillard
Charles Woodard
Thelma Finch-Copeland
James Ward

DIRECTOR
Angela S. Jordan

MEMORANDUM

January 4, 2024

To: Mr. Frank Heath, County Manager
Ms. Tracy Mathews, County Finance
Ms. Casey White, County Human Resources
Ms. Mary Hunnicutt, Clerk to the Board
Ms. Rebecca Corprew, Administrative Officer

From: Ms. Angela S. Jordan, Director, Perquimans County Department of Social Services

Subject: Employee Resignation

Perquimans County Department of Social Services, Heather Russell, IMC I working against IMC II, Adult Medicaid, has submitted her letter of resignation. Her last day of employment will be January 10, 2024. This is what we have of Heather's leave balance: Annual 7.2 hours, Sick 8.75 hours, and Comp 21.5 hours for a total of 37 hours and 35 minutes. Heather has opted to use her leave hours beginning today at 10:30 am, and then using the remainder of her leave through 1/10/2024.

I have attached an Employee Action Form.

If there are any questions or further information is needed, I can be reached at 426-7373, ext. 128.



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

COPY

1/4/2024

Please accept this letter as formal notification of my resignation from my position as Income Maintenance Caseworker at Perquimans County Department of Social Services. My last day of work will be January 10, 2024. I have enjoyed working with the team and appreciate the opportunities provided during my time here.


Heather Russell

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 1/8/2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Jan Tripp

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. 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 1/8/2024 DATE OF EMPLOYEE REMOVAL FROM ROSTER

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

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

DEPARTMENT RECOMMENDATION

DATE: 1/8/24

COUNTY MANAGER APPROVAL

W. Frank Heath, III
DATE: 1/8/2024

FINANCE OFFICER

DATE: _____

COPY



PERQUIMANS COUNTY EMERGENCY SERVICES

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

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

Jonathan A. Nixon, Emergency Services Director

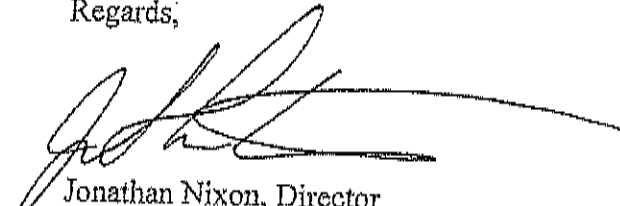
Jan Tripp
182 Stevenson Drive
Hertford NC 27944

January 8, 2024

Mrs. Tripp,

Due to not completing your orientation as outlined in a letter that was sent November 20, 2023 we are removing you from Perquimans EMS System Roster. Your past service to the community is appreciated, however, you are no longer affiliated with Perquimans County Emergency Services and all uniform items should be returned immediately.

Regards,



Jonathan Nixon, Director
Perquimans Emergency Services

- c. Frank Heath, County Manager
- EMS Shift Supervisors/Compliance Officer
- Casey Winn, Human Resources

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 2/1/2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Tonya Ayers

SOC. SEC. NO.: _____

POSITION: Part Time Fill In Paramedic

DEPT.: _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: 68 STEP: 1 SALARY: \$21.15 Hourly

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

X 2/1/2024 DATE OF EMPLOYEE REINSTATEMENT
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: 2/1/24

[Signature]
DATE: 2/1/24

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Fantasia Saunders SOC. SEC. NO.: _____

POSITION: Full Time Telecommunicator I 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.
Date GRADE: _____ STEP: _____ SALARY: _____

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

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

_____ DATE OF EMPLOYEE RESIGNATION
Date

X 2/1/2024 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 63 STEP: 3 SALARY: \$17.82 Hourly \$32,059

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: 01/09/24

W. Anault Feath
DATE: 1/10/24

FINANCE OFFICER _____

DATE: _____

COPY

DATE SUBMITTED: January 4, 2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Alicia Kim White

SOC. SEC. NO.: [REDACTED]

POSITION: Income Maintenance Lead Worker III

DEPT.: Social Services

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/RESIGNATION.

X 2/1/2024 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

Date GRADE: 65 STEP: 3 SALARY: \$40,471.00

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]

COUNTY MANAGER APPROVAL
[Signature]

DATE: January 4, 2024

DATE: 1/22/24

FINANCE OFFICER _____

DATE: _____

COPY

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
ECONOMIC DEVELOPMENT FUND
NO. 24

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 5th DAY OF FEBRUARY 5, 2024, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2023-2024 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
40-383-000	Sale of Commerce Centre Lot	199,250	
40-660-700	Sale of Commerce Centre Lot	199,250	
EXPLANATION: To amend the FY 23/24 budget to include the sale of 5 acres.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 5th DAY OF FEBRUARY 5, 2024.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 5th DAY OF FEBRUARY 5, 2024.

 Chairman, Board of Commissioners

 Finance Officer

Bobby Siller, Chairperson
Kevin Jones, Secretary
Victoria Butler, Member
Ella Fields Bunch, Member
Vera Murrill, Member



Jackie Greene
Director
Erica Cartwright
Deputy Director

Perquimans County Board of Elections

333 Winfall Blvd.

PO Box 336

Hertford, N.C. 27944

Phone: 252.426.5598

Fax: 252.426.5068

Perquimans County Board of Elections Resolution #2024-01

WHEREAS, the Perquimans County Board of Elections (BOE) is responsible for ensuring that adequate procedures are in place at each voting place for a safe, secure, fair, and honest election, and has established a voting site for early voting at 601 South Edenton Road Street, Hertford;

AND WHEREAS, the Perquimans County Board of Elections must maintain a voting place and a buffer zone where no person or group of persons shall hinder access, harass others, distribute campaign literature, place political advertising, solicit votes, or otherwise engage in election related activity, including that of the curbside voting area;

BE IT RESOLVED that the Perquimans County Board of Elections has set the buffer zone to be at least 50 feet from the main voting entrance for the polling place of the precinct of WEST HERTFORD ELECTION DAY POLLING site at 601 South Edenton Road Street, Hertford.

Approved: Jan 16, 2024

Bobby Siller, Board Chair, Bobby Siller

Kevin Jones, Secretary, Kevin Jones

Victoria Butler, Member, Victoria Butler

Ella Fields Bunch, Member, Ella Fields Bunch

Vera Murrill, Member, Vera Murrill

COPY

Recommendations

No public comments or inquiries were made regarding this case. Planning Board unanimously recommends finding Special Use Permit No. SUP-23-03 to be consistent with Perquimans County's Land Use Plan (LUP) due to its zone as Historic Agriculture Area in the LUP and the residential nature of the proposed use and recommends that the County Commissioners approve the request based on the four findings in County zoning ordinance section 904 (e).

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

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

SUGGESTED ACTION TO APPROVE:

Motion to find proposed Special Use Permit No. SUP-23-03 to be consistent with Perquimans County's CAMA Land Use Plan (LUP) due to its zone as Historic Agriculture Area in the LUP and the residential nature of the proposed use....and..... approve the request based on the conclusions that:

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

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

ACTION TO DENY: Motion to deny Special Use Permit No. SUP-23-03, as presented, due to.....**state your reason.**

ATTACHMENTS: 1) GIS General Location Map
 2) Draft Special Use Permit No. SUP-23-03

Perquimans County Planning & Zoning Staff Report
 By Rhonda Repanshek, Planner
 February 5, 2024 Board of County Commissioners Regular Meeting

SUBJECT: Review of Minor Subdivision approximately 500 feet south of the intersection of Church Lane and Harvey Point Road for a Bethel Volunteer Fire District (BVFD) substation. Proposed site is on tax parcel 2-0073-0020, a Conditional Zoning District with conditions recorded in the Register of Deeds office.

Project Description/ Research & Analysis

Purpose of Review:

Normally a minor subdivision is approved or denied by staff through the Expedited Plat Review process in County Subdivision Regulations. This situation is unique by being located in one of only two Conditional Zoning Districts (CZD) in the county. This particular CZD is a Planned Unit Development (PUD), and has conditions recorded in Register of Deeds book 494, page 775. General land use condition A3 states that the developer must obtain approval for all sections and/or phases by the Planning Board and Board of Commissioners for approval under the normal review and approval process. 'Section', as defined in the Office Edition of the American Heritage Dictionary, is 'one of several components; a piece or part'; so, staff is channeling this through Planning Board and County Commissioners to make comments and decisions.

Site Information/PUD Conditions:

Normal criteria include minimum acreage, minimum length of road frontage, inclusion of drainage easements if needed and verification from Albemarle Regional Health Services (ARHS) of the proposed site and any residual parcels less than 10 acres being able to support a septic system (or have access to a sewer).

This CZD's Conditional master plan/site plan recorded in Register Of Deeds book 494, page 784 delineates approximately five acres in the southwest corner of the Church Lane and Harvey Point Road intersection as being reserved for police and/or fire department(s). Albemarle Regional Health Services has verified that the proposed parcel will support a septic system with a minimum 240 gallons per day use. [Perc. test # 403719] A four-inch county water line runs past the site and a six inch water line runs near it in a different direction. Existing vegetation and natural drainage is on the west and south sides of the proposed lot. BVFD is also requesting an access easement from Church Lane, across the residual acreage in the corner beside New Haven Baptist Church, to allow a partial circle drive-through driveway to avoid backing-up fire trucks.

Condition A6 in the permit recorded in deed book 494, page 776 states that a minimum 50-foot buffer is required on properties adjacent to agricultural land, residential land and properties owned by the Department of Defense. Existing vegetation is at least 50 feet wide on the west and south side, so it meets the requirement as long as none is cut. A question to decide is whether the language requires a 50-foot vegetative buffer on the north side (Church Ln. side). Planning Board is not in favor of vegetation on that side.

Drainage/Stormwater improvement B4 states that all drainage ditches and major drain-ways should be protected by easements. Planning staff asked Soil & Water Conservation staff for comments and the feedback was that there is minimal flood risk if the structure pad is raised a bit and a larger drainage easement is probably not necessary. *"The area that may benefit from a larger drainage easement is the southeast portion of the parcel near Harvey Point Road. It is around 6' elevation. Also, it appears a lot of farm land to the east of Harvey Point Road drains to this particular point. A portion of this area is located within flood zone AE and X. During heavy rain events, Harvey Point Road will more than likely act like a dike, once the culvert is overwhelmed and could potentially overtop the road and onto this portion of the parcel..."*

B5 states that prior to Final Plat an engineered drainage plan with one-foot contours, ditch or swale layouts with pipe, and showing the flow rates, shall be provided by applicant and reviewed by the County. Commissioners can decide if this should be required for the proposed location and use. Planning Board decided a drainage plan should not be necessary because the building pad for the substation will be raised and the drainage issues associated with the area are on the southeastern corner of the proposed parcel.

Transportation conditions D4 and D5 state that prior to accessing Harvey Point Road, a Driveway Permit must be approved by NCDOT and Board of County Commissioners. Access to Church Lane could be included in that idea. NCDOT has been contacted for comment, but none has been received yet.

E10 states that all utilities will be underground.

F7, regarding Master Plan Amendments, states that no commercial development is allowed on the corner between New Haven Baptist Church and Harvey Point Road. *Commercial* is defined as something for hire or sell.

Compliance with CAMA Land Use Plan

County Subdivision Regulations section 108 requires proposed subdivisions to comply with "the locally adopted Coastal Resources Commission ratified Land Use Plan." This site is part of a Planned Unit Development, which is a future designation on Exhibit IX-B, the Projected Future Land Use map.

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

PROCEDURAL ISSUES

Potential Schedule for Review: Planning Board's Administrative Review January 9, 2024 allows the survey plat to be reviewed by the Board of County Commissioners February 5, 2024.

Recommendations

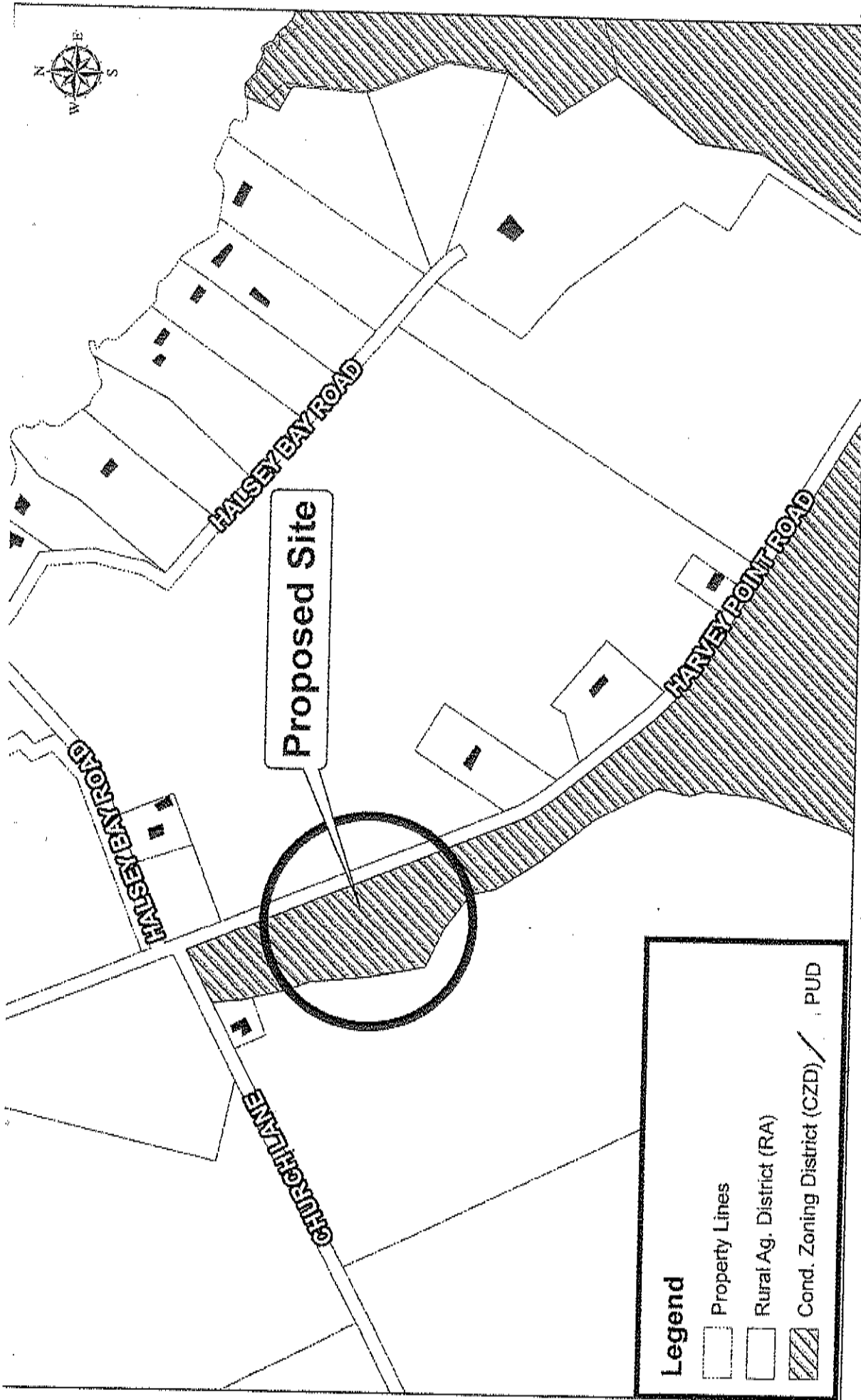
Planning Board unanimously recommends approval of the consistency with the County Land Use Plan and approval of the survey plat as proposed with the condition that the 50 foot vegetative buffer not be required on the north side of the site due to it being a safety hazard. Planning Staff believes the subdivision, as proposed, is in compliance with County subdivision regulations and the conditions in Register of Deeds book 494, page 775 for this particular PUD/CZD.

Suggested Motions – Recommendations – Actions:

MOTION TO APPROVE: Motion to approve the consistency with the County CAMA Land Use Plan and approve the survey plat as proposed with the condition that a 50 foot vegetative buffer not be required on the north side of the site due to it being a safety hazard.

MOTION TO DENY: Motion to deny the survey plat because _____ is a critical health and safety issue.

ATTACHMENTS: 1) General Location GIS Map



Proposed Site

Legend

- Property Lines
- Rural Ag. District (RA)
- Cond. Zoning District (CZD) / PUD

0 1,000 Feet

Zoning & Location Map for
Proposed Minor Subdivision for
Bethel Volunteer Fire District substation

1 in = 600 ft

Map created December 21, 2023
by Perquimans Planning Office (R.R.)



Minor Subdivision Application

OFFICIAL USE ONLY
 Date Received: 12-11-2023 Received By: RR Confirmed By: _____
 Parcel No(s): 2-0073-0020
 Current Zoning District: Conditional Zoning District (CZD)
 Future Land Use Map Designation: Residential and PUD (CZD)
 Proposed Number of Lots: one Is residual parcel over 10 acres? yes
 If not, remind applicant to request ARHS's preliminary approval of residual lot when applying for perc. test for proposed lot(s) Date Completed: _____

Property and Land Use Information

Title of Minor Subdivision Survey: Minor Subdivision For Bethel Community Fire Protection Association Inc
 Location/Street Address: opposite, 500 ft South of Church Lane / Harvey Point Rd intersection
 Parcel Number(s): 2-0073-0020
 Parent Parcel Acres: 1.59.91 Proposed New Parcel Acres: 5.00 acre
 Linear Street Frontage of Proposed Parcel(s): 735 ft
 Proposed Number of Lots: one
 Water system proposed (circle one): County Private Well / Both / Other: _____
 Sewage system proposed (circle one): In-ground septic / Sewer / Other: _____
 Ownership of the property is evidenced by deed recorded in Real Estate Book 495 Page 149 OR Will File Number _____ in the Perquimans County Registry

Contact Information

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

Owner/Authorized Applicant:
 Name: Kathy Treiber APPOA
 Phone: ~~_____~~ Email: ~~_____~~

Signature: Kathy Treiber
 Date: 12/29/23

Owner/Authorized Applicant:
 Name: Alan Cooper Bethel Volunteer Fire Dept
 Phone: ~~_____~~ Email: ~~_____~~

Signature: [Signature]
 Date: 12-11-23

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

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

Name: Alan Cooper Mailing Address: 111 Peoples Dr. Hertford
 Phone: ~~_____~~ Email: ~~_____~~

Minor Subdivision Application Submittal Checklist

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

<input checked="" type="checkbox"/>	Application Form and, if applicable, a signed and notarized Owner's Authorization Form
<input checked="" type="checkbox"/>	Boundary Survey with Certification Statements and references to residual parcel, if any. (See Note #1 below).
<input checked="" type="checkbox"/>	Proposed sewage system/perc. test permit #: <u>403719</u> (per Section 402B, item 4, page 36, of the Subdivision Regulations).
<input type="checkbox"/>	Attached copy of relevant information from will/estate file, if applicable.

This section to be completed by Planning and Zoning:

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

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

OWNER'S AUTHORIZATION FORM

NOTE: IF THE APPLICANT REQUESTING A MINOR SUBDIVISION FOR A PARTICULAR PIECE OF PROPERTY IS NOT THE ACTUAL OWNER OF THE PROPERTY, THE ACTUAL OWNER MUST COMPLETE THIS FORM. IF THE PERSON WHO IS REQUESTING A MINOR SUBDIVISION IS THE OWNER, PLEASE DISREGARD THE FORM.

Dear Sir or Madam: Tax Parcel 2-0073-0020, approximately 500A
South of Church Lane and Harvey Point Intersection
I am/We are the owner(s) of the property located on/at _____

I/We hereby authorize Kathy Treiber and Alan Conrow to appear with my/our consent before the Planning and Zoning Administrator and the County Manager in order to request a minor subdivision at this location.

I/We authorize you to advertise and present this matter in my/our name(s) as the owner(s) of the property. If you have questions or need more information, please contact me/us at address 128 Lakeside Dr
Hertford, NC 27944 or by telephone at 1-800-523-5958.

Respectfully yours,

Owner's Printed Name: Robert F. Masters for Perquimans Holdings, LLC

Owner's Signature and Date: Robert F. Masters 12/12/23

Owner's Printed Name: _____

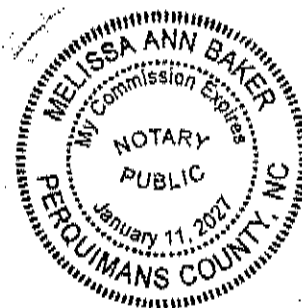
Owner's Signature and Date: _____

Sworn to and subscribed before me, this the 12 day of December, 2023.

Notary Public Melissa Ann Baker County of Perquimans

State of North Carolina

My commission expires: 1/11/2027



This document presented and filed:
12/23/2019 11:00:17 AM

Jacqueline S. Frierson, PUD
JACQUELINE S. FRIERSON, PERQUIMANS CO, NC

BOOK 494 PAGE 775 (10)

420004



CONDITIONAL USE PERMIT No. (PUD) REZ-19-01
Page 1 of 10

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

Authorized Applicant: Perquimans Development, LLC
c/o Robert Masters
11675 Rainwater Drive, Suite 210
Alpharetta, GA 30009

Property Owners: Perquimans Development, LLC
11675 Rainwater Drive, Suite 210
Alpharetta, GA 30009

Site Location: Approximately 1,497 acres extending northeast from Holiday Lane, crossing Harvey Point Road, continuing northeast to the Perquimans River; all of which is southeast of Church Lane and Halsey Bay Road and west/northwest of Goose Nest Lane

Tax Parcel Nos: 2-0073-0022, 2-0073-0029, 2-0073-0003C, 2-0073-0001, 2-0073-0021, 2-0073-0020B, 2-0073-0020A, 2-0073-0020, 2-0082-0012, 2-0082-0013BBB, 2-0082-0013AAA, 2-0082-0013A, and 2-0082-0014A

Zoning District: PUD (CU), Planned Unit Development Conditional Use District

Proposed Use of Property: A form of development usually characterized by a unified site design for a number of housing units, clustering buildings, providing common open space, density increases, with a potential mix of building types and land uses. As stated by the Applicant in the CUD Rezoning Request Application Statement of the Nature of the Proposed Use:

"The goal of Albemarle Plantation Phase 2 is to build a community that has a creative design, providing a mix of different residential uses in close proximity to one another, while at the same time providing an efficient use of open space that promotes an active lifestyle and a strong sense of community. A high level

CONDITIONAL USE PERMIT No. (PUD) REZ-19-01

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of amenities is proposed to meet the needs of the residents...The river front facility is expected to include a marina with boat launch, docks and pier, a boutique hotel, a clubhouse with bar and grill and café, an event lawn for outdoor events and an outdoor terrace. The amenity area south of Harvey Point Road is proposed to include a crystal lagoon, a tennis complex, a club house with activity room, meeting areas and offices, a second bar/grill and café area, and an additional outdoor lawn and event space. Higher density condominium and townhome areas are proposed to be near to the amenity areas."

Meeting & Hearing Dates: Planning Board on 10-8-2019; & Board of County Commissioners on 11-4-2019.

Now therefore be it resolved that the Perquimans County Board of Commissioners approves the application for Perquimans Development, LLC case number (PUD) REZ-19-01, subject to the following conditions:

Having heard all the evidence and argument presented at the hearing, the Board finds that the application is complete, that the application complies with all of the applicable requirements of the Perquimans County Zoning Ordinance for the development proposed, and that therefore the application to make use of the above-described property for the purpose indicated is hereby approved, subject to all applicable provisions of the Zoning Ordinance pertaining to *Planned Unit Development* and other conditions as follows:

A. General Land Use:

- 1) Perquimans County (County) has the right to limit the number of lots and housing for each section/phase based on water availability.
- 2) County may limit lots less than 15,000 square feet based on the conceptual Master Plan as presented (Bissell Professional Group, July 30, 2019 last revision; stamped by County Planning as received Aug 2, 2019. Rendered Master Plan prepared by Koontz Jones Design); Maximum quantities of each lot width (35' to 75') shall be restricted to maximum proposed amounts of each lot type/width category presented on the previously noted conceptual Master Plan.
- 3) The developer must obtain approval for all sections and/or phases by the Planning Board and Board of Commissioners for approval under the normal review and approval process of the Subdivision Regulations.
- 4) Each section and/or phase must adhere to the current Subdivision Regulations and State Regulations in effect at the time that particular phase is approved, including, among others, subject to any water capacity or availability restrictions that are in place at the time of approval.
- 5) Up to 80 rooms cumulative allowed in the proposed hotel. Hotel shall have a maximum of 3 stories and/or 35 feet in height.
- 6) A minimum 50 foot vegetative buffer is required on properties adjacent to agricultural land, residential land and properties owned by the Department of Defense.

CONDITIONAL USE PERMIT No. (PUD) REZ-19-01
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- 7) Principle structure and accessory structure yard setbacks for lots less than 15,000 square feet or less than (ninety) 90 feet wide shall be: (fifteen) 15 feet for front and rear yards, (ten) 10 feet for side yards and 10 feet on secondary front yards which abut a side street at a corner. Exceptions of (five) 5 foot side yard setbacks may be made on lots (fifty) 50 feet wide or less. Any lot with less than 10 foot setbacks will require fire protection measures such as fire retardant walls and/or a sprinkler system in consultation with the County Fire Marshal.
- 8) Maximum number of single-family residential lots shall be based on the conceptual Master Plan as presented.
- 9) Per County Zoning Ordinance Section 1503(h), At least 150 acres of the development shall be set aside as common area or open space. Of this 150, a maximum of 75 acres may be areas covered by water. In addition, a maximum of 75 acres may be covered by structures clearly ancillary to the recreation or common use area. Such structures may include tennis courts, pro shops, swimming pools, and the like. Common area/open space shall be designated on the development plats as such and be held in separate ownership for the use and benefit of the residents of the PUD.
- 10) Public beach/common water access for all PUD property owners shall be established.
- 11) No ABC store allowed.
- 12) General retail/commercial space is allowed.

B. Drainage/Stormwater Improvements:

The terrain is rolling with many low depressions; therefore drainage problems can be significant if a drainage plan is not provided. Major creeks and drain-ways are being crossed in the expansion. Evaluations must be made to insure that drainage problems do not develop up-stream as a result of these crossings. These changes are not reflected on the soils maps because they are classified as inclusions and are not shown on the scale of map used.

- 1) A topographic survey on one foot contours shall be used for development.
- 2) A drainage plan, predicting surface water elevations occurring throughout the subdivision for various storms shall be presented to the County prior to final plat approvals by Planning Board.
- 3) All living space floor-level elevations should be based on the surface water profile predictions, with special emphasis placed on any slab construction.

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- 4) All drainage ditches, and major drain-ways should be protected by easements. Major ditches that are traversing platted areas should have side slopes as determined by county staff, to allow mowing and to prevent landowners from filling and obstructing ditches.
- 5) Prior to Final Plat an Engineered drainage plan with one-foot contours, ditch or swale layouts with pipe, and showing the flow rates, shall be provided by Applicant and reviewed by County.
- 6) The Applicant, heirs and assigns shall submit a NC Department of Environmental Quality Stormwater Permit prior to Final Plat approval.
- 7) Applicant heirs and assigns shall provide a NC Department of Environmental Quality letter of approval for an Erosion and Sedimentation Control Plan prior to Final Plat approval.

C. Emergency Services:

- 1) An additional Helicopter Landing Zone shall be assigned close to Harvey Point Road to serve that side of the development and surrounding areas. The Landing Zone shall be large enough to accommodate Coast Guard helicopters as well. Exact location can be determined at a later time in coordination with Perquimans County Planning/GIS staff and Emergency Services staff.
- 2) A water source shall be provided for fire protection of boats at the marina.
- 3) Alleyways need to meet NC DOT minimum width of an unobstructed 12-14 feet. Residents shall not be allowed to park in alleys; no water utilities shall be located in the alleyways; proper ingress/egress for emergency vehicles shall be designed for, including proper turn-arounds (if not a "thru street") in coordination with County Emergency Services staff.
- 4) Commercial multi-story buildings that have an elevator shall have an elevator large enough to accommodate a stretcher.
- 5) Height of Commercial buildings limited to 35 feet and/or three (3) stories.
- 6) If a bridge is built over Minzie's Creek it shall be constructed to NC DOT standards and shall accommodate fire trucks.
- 7) Applicant, heirs and assigns shall accommodate and support and hold training sessions for emergency service personnel if requested by the Emergency Services Director with adequate advanced notice.

CONDITIONAL USE PERMIT No. (PUD) REZ-19-01
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D. Transportation:

- 1) A traffic impact analysis shall be reviewed by NCDOT and a report provided to be considered by the Board of County Commissioners prior to Preliminary Plat Approval. Any necessary adjustments to the Conditional Use Permit, site Plan and/or offsite improvements as needed to abate impacts to public facilities will be the responsibility of the Developers, their heirs and assigns, with the County determining the timing of such improvements.
- 2) All roads will be designed and constructed in accordance with NCDOT subdivision standards with no road less than 20 feet wide, exclusive of shoulders per NC Fire Code. Fire apparatus access roads must meet weight capacity requirements of NC Fire Code. Commercial cul-de-sacs shall have a minimum 96 ft. diameter per NC Fire Code. Diameter may be adjusted by Fire Marshal at preliminary plat submittal based on equipment and construction.
- 3) No on-street parking allowed. Each residence will be required to have enough off street parking for at least 2 vehicles.
- 4) Prior to accessing SR 1336, Harvey Point Road, or SR 1347, Holiday Island Road, or SR 1429, Holiday Lane a Driveway Permit must be approved by NC DOT.
- 5) Per County Zoning Ordinance Section 1503(e), Points of ingress and egress shall be approved by the Board of County Commissioners and minimize traffic hazards, inconvenience, and congestion.
- 6) Per County Zoning Ordinance Section 1503(f), Parking areas shall have a parking surface meeting the standards of Article XIX "Parking and Loading" and all parking areas and traffic lanes shall be clearly marked.

E. Utilities:

- 1) All water lines must be approved by both the State of North Carolina and Perquimans County.
- 2) Hydrant locations shall be every 1,000 feet and no more than 500 feet from any lot. All hydrants must be supplied with a 5 inch storz adapter on the steamer connection or other suitable connection determined after consultation with the local fire department prior to installation.
- 3) The applicant will need to install a water line at least 6 inches in diameter that will supply a minimum of 500 gallons per minute at 20 psi residual pressure to each hydrant. Applicant shall supply a minimum of 1,000 gallons per minute at 20 psi residual for commercial areas, marina areas, and areas with side setbacks less than (ten) 10 feet.

CONDITIONAL USE PERMIT No. (PUD) REZ-19-01

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- 4) The design and estimated construction cost of any additional elevated water tanks that Perquimans County deems may be needed shall be paid for by the developer prior to final plat approval of additional lots that the elevated tank may service. Construction estimates and actual tank design shall be performed by Perquimans County and in consultation with the developer.
- 5) The existing Perquimans County Water System will be tested and/or modeled by Perquimans County to determine if any upgrades to the water mains or other parts of the existing water system need to be made to provide domestic and fire flow capabilities to Albemarle Plantation Phase 2 planned unit development. Modeling of the proposed water system within Albemarle Plantation Phase 2 will be the responsibility of the developer and shall be submitted to Perquimans County for approval. All improvements to the existing county water system deemed necessary by Perquimans County, and in consultation with the developer, to provide domestic and fire flow capabilities shall be made by Perquimans County and paid for by the developer.
- 6) Any water distribution system within Albemarle Plantation Phase 2 will be constructed by the developer at the developer's expense in accordance with the approved model described in item 5 above, Perquimans County standard specifications and applicable regulatory agencies. Water will be provided by Perquimans County Water System in accordance with available capacity which is not committed at this time. Any commercial or residential irrigation systems initially or in the future in this Albemarle Plantation Phase 2 PUD shall be constructed in accordance with all applicable North Carolina General Statutes and Perquimans County Policies.
- 7) Wastewater System -- Detailed engineering drawings and an appropriate description of the proposed wastewater collection, treatment and disposal systems will be submitted by the Applicant with the Final Plat for review and approval. Any operational and maintenance agreements with the Developer's or the Homeowners Association's operator or other contracted operator will be submitted for review and approval by the County prior to Final Plat approval. Proof of an appropriate security bond for wastewater infrastructure submitted to the State Utility Commission will be required prior to Final Plat approval.
- 8) Perquimans Development, LLC/Applicant/Developer will be responsible for the installation of a community sewer collection system and treatment and disposal facilities in accordance with applicable regulatory agencies. Albemarle Utility Company will be responsible for operation and maintenance of the community sewer collection system and treatment and disposal facilities. Any ownership transfer of the system or facilities will be in accordance with applicable regulatory agencies and approved by the Board of County Commissioners.
- 9) Approval/permits as required by NCDEQ for central wastewater treatment plant and disposal system shall be provided.
- 10) All utilities will be underground.

CONDITIONAL USE PERMIT No. (PUD) REZ-19-01

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F. Plat Approvals & Master Plan Amendments:

- 1) Prior to approval of a Preliminary Plat, the Developer shall obtain County Attorney approval of the Articles of Incorporation for the Property Owners Association or Homeowners Association and Restrictive Covenants for Albemarle Plantation Phase 2 PUD. Property Owners Association documents shall include provisions for (a) the organizational and operational structure of the Property Owners Association; (b) that all owners of property within the development share automatic membership rights and assessment obligations for the maintenance of commonly owned areas (including but not limited to common areas, areas for infrastructure, recreation areas, private roads and parking lots). The automatic membership rights and assessment obligations of all property owners within Albemarle Plantation Phase 2 PUD shall be so covered by covenants running with the land and other contractual provisions so as to ensure the property maintenance of all commonly owned areas, and shall include provisions for liens against individual property owners within the development.
- 2) Accompanying an Application for Preliminary Plat approval, the Developer shall make a payment to Perquimans County, in an amount determined to be appropriate by the County Manager, to allow the County to retain professional engineering services to review the adequacy of plans and installation of water system, wastewater system, roads, stormwater drainage and other required infrastructure. Also the Developer shall pay the County a System Development Fee as shown in the Perquimans County fee schedule upon each phase's lot recordation.
- 3) The Property Owners Association shall be established prior to approval of the Final Plat and shall be registered/chartered by the Secretary of State with official Articles of Incorporation. In addition, official Bylaws and the organizational/operational structure shall be recorded simultaneous to the Final Plat.
- 4) Prior to issuance of the first building permit for construction of any structure in Albemarle Plantation Phase 2 PUD, all infrastructure (roads, water, sewer, drainage, with the exception of asphalt pavement) located within the boundaries of a given phase shall be complete and in place.
- 5) Per County Zoning Ordinance Section 1508, Planning Board approval is required for the following: (a) Changes in major infrastructure features referred to the Board of County Commissioners by the Planning Director. (b) Changes to the Master Plan that result in increased density. (c) Significant changes in land use.
- 6) Annual Reports: The Planning Board and Board of County Commissioners hereby acknowledge the Applicant's intent to start construction of the PUD in 2021. During construction of the project, the Applicant, heirs and assigns shall provide the County with annual reports outlining progress to date along with circumstances that may result in delays. In the event start of construction will be delayed beyond December 31, 2021, the Applicant, heirs and assigns shall formally request an extension be granted by the Board of County Commissioners (BCC); otherwise the BCC may revoke the Conditional Use Permit.

CONDITIONAL USE PERMIT No. (PUD) REZ-19-01
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- 7) No commercial development is allowed on the parcels adjoining the intersection of Church Lane and Harvey Point Road, specifically adjacent to the New Haven Baptist Church and any historical properties located adjacent.

If any of the conditions affixed hereto or any part thereof shall be held invalid by a court or void without remedy, then this permit shall be void and of no effect.

CONDITIONAL USE PERMIT No. (PUD) REZ-19-01
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IN WITNESS WHEREOF, Perquimans County has caused this permit to be issued in its name, and the undersigned, being all the authorized applicants, agents, representatives, or property owners of the property above described, do hereby accept this Conditional Use Permit, together with all its conditions, as binding on them and their successors in interest.

[Signature]
Wallace Nelson, Chair, Board of Commissioners
Date 12/19/19

Attest: Mary P. Hunnicutt
Mary P. Hunnicutt, Clerk to the Board
Date 12/19/19



I (We), Perquimans Development, LLC, authorized Applicant(s) of the above identified property, do/does hereby acknowledge receipt of this Conditional Use Permit. The undersigned does further acknowledge that no work may be done pursuant to this permit except in accordance with all of its conditions and requirements and that this restriction shall be binding on them and their successors in interest.

Perquimans Development, LLC
Perquimans Development, LLC
Date 12-6-19
By: Robert Masters Its Auth. Agent

The State of NC
New Hanover County

I, Andrew C. Lasater, a Notary Public in and for the said State and County, do hereby certify that Robert Masters, Agent for Perquimans Development LLC personally appeared before me this day and acknowledged the due execution of the forgoing instrument.

WITNESS my hand and notarial seal, this the 6 day of December, 2019.

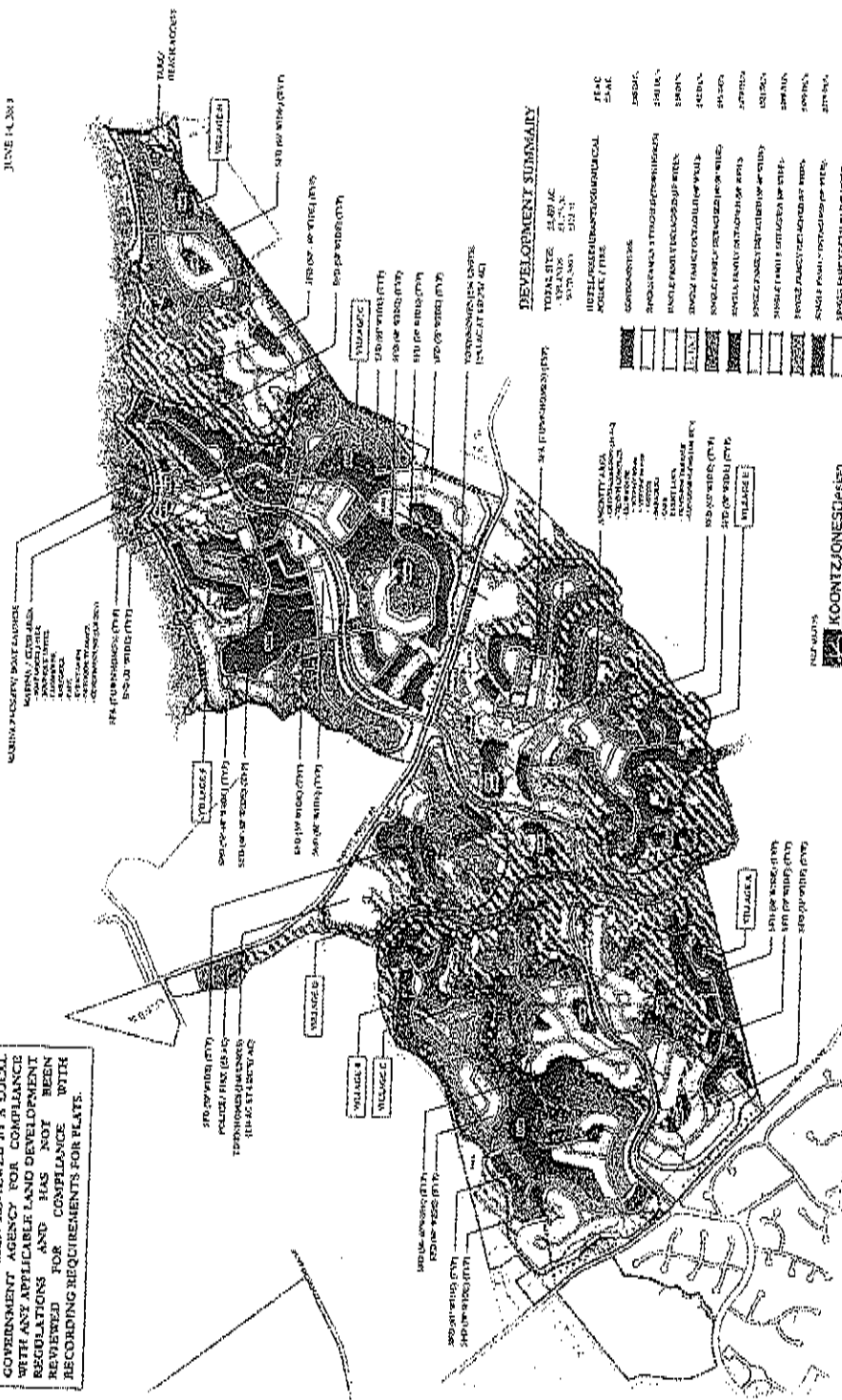
Andrew C. Lasater
Notary Public

My Commission expires: 7/1/2020
(Not valid until fully executed and recorded)



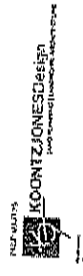
HERITAGE NORTH CAROLINA
JUNE 14, 2014

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

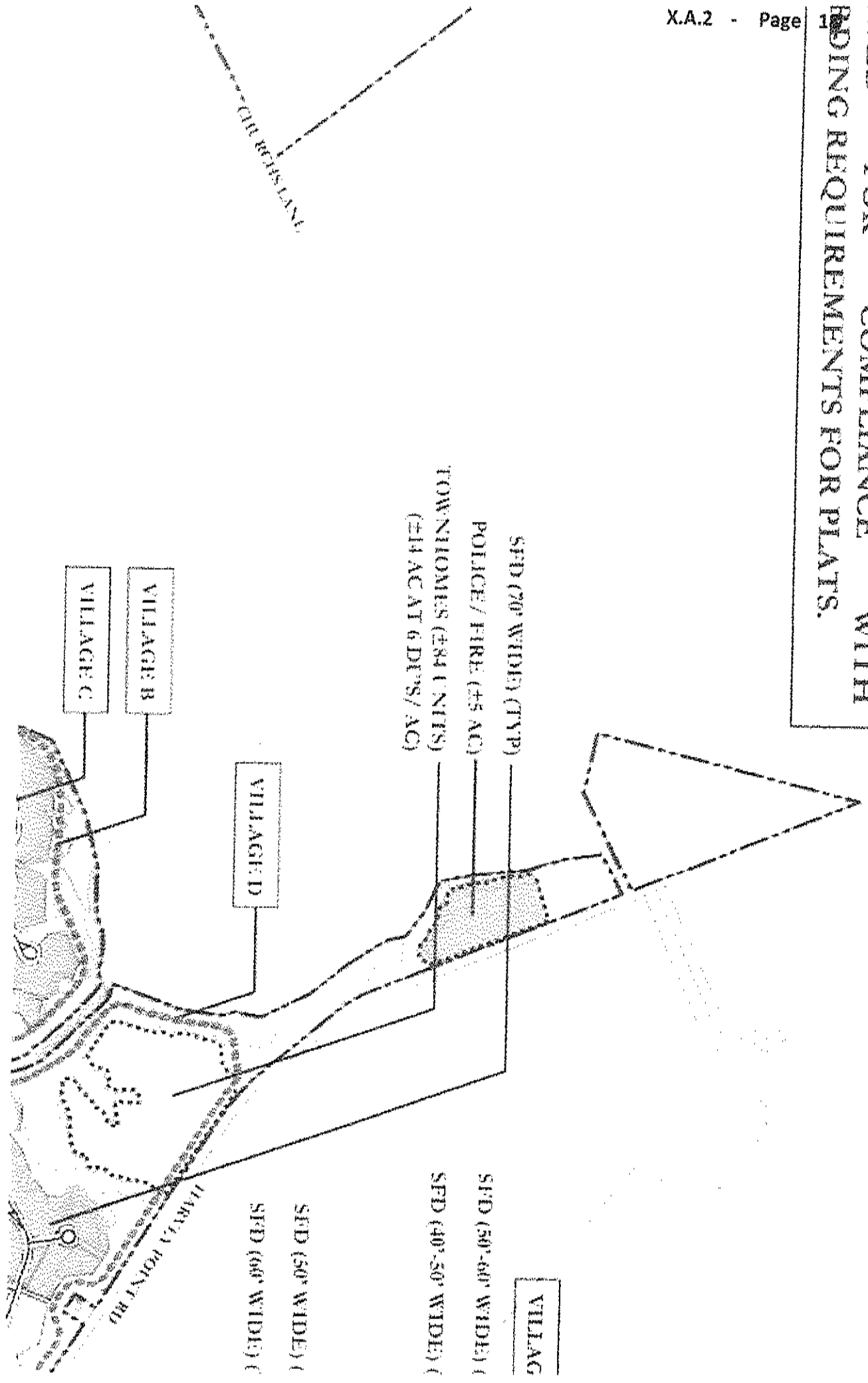


DEVELOPMENT SUMMARY

USE TYPE	AREA (AC)	PERCENTAGE OF TOTAL SITE
RESIDENTIAL (SINGLE-FAMILY)	12.5	35.0%
RESIDENTIAL (MULTI-FAMILY)	8.0	23.0%
COMMERCIAL	5.0	14.0%
RECREATION	3.0	8.0%
LANDSCAPING	2.0	5.0%
WATER RESOURCES	1.0	2.0%
TRAILS	1.0	2.0%
UTILITY	1.0	2.0%
ROADWAY	1.0	2.0%
PARKING	1.0	2.0%
UNDEVELOPED	1.0	2.0%
TOTAL SITE	35.5	100.0%



AVOID FOR COMPLIANCE WITH
LOADING REQUIREMENTS FOR PLATS.



Mary Hunnicutt

From: Jonathan Nixon
Sent: Monday, January 29, 2024 8:51 AM
To: Frank Heath; Tracy Mathews; Mary Hunnicutt
Cc: Julie Solesbee; Bethany Buttram
Subject: Bid for Decommissioned Stryker Power Pro Cot
Attachments: CCE01292024.pdf

Attached is a copy of the announcement posted on the County Website noting the sale of a decommissioned Stryker Power Pro Cot. Following is the single bid received for this sale. Since the bid amount is above the minimum bid, it is my recommendation that this bid be accepted in the amount of \$1,100.00. I would further request that these funds be deposited into the EMS revenue line, and be added to expense line 10-592-160 EMS Maintenance & Repair of Equipment for servicing remaining equipment.

Please let me know if you have any questions,

Jonathan A. Nixon, Director
Perquimans County Emergency Services
911 Communications - EMS - Emergency Management
159 Creek Drive - PO Box 563
Hertford, NC 27944
252-426-5646 Ext 105
252-426-1875 Fax
252-331-9817 Cell

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

Date - January 22, 2024

From: Albemarle Medical Medical Transport INC.
Brent McKecuen
112 Dances Bay Rd
Elizabeth City, NC 27909

To: Perquimans County
ATTN: Director J. Nixon
128 N. Church St.
Hertford, NC 27944

Director Nixon,

I am submitting this BID for the purchase of the 2008 Stryker Stretcher Power Pro, with serial number 80941002, that is posted for sale on the Perquiman's County Webpage.

My bid for this item is \$1100.00 dollars.

Any questions please call me at 252-339-1922

Thank you for your assistance with this matter.

Thanks,


Brent McKecuen

Announcements

Volunteers Needed for Perquimans County Joint Community Advisory Committee


Published January 23, 2024

Perquimans County Board of Commissioners is seeking individuals who are interested in working on Adult and Community Advisory Committees. **Community Advisory Committee (CAC)** members for Senior Citizens, Adult Care Homes, and Family Care Homes who operate under the Regional Long-Term Care Commission. CACs are made up of local citizens who have an interest in the long-term care facilities in their communities. CACs were established by the North Carolina State Legislature in 1985 to provide the state with information and recommendations for long-term care facilities and assist planning for Adult Care Homes and Family Care Homes within their counties. CACs are created and formed by the Regional Commission designated by the State Commission and operates in each jurisdiction. By County Commission. Advisory Committee members are required by Health Care General Statutes to complete 20 hours of education and training prior to performing any tasks under the CAC. **Applicants must be 22 years or older and must reside in the county that their committee covers. They cannot have an immediate family member residing in or employed by the type of home that their committee covers, nor can they have a financial interest in a long-term care facility.** If you are interested in serving on the Community Advisory Committee in your county, please contact Amy Hurrell, Clerk to the Board of Commissioners at 252-433-2222 or Melissa Hink Regional Long-Term Care Director at 252-433-2222.

Perist Events

Monday 05:30-7:00PM
 Senior Center Event
 Meeting
 Tuesday 1:00-2:00PM
Planning Board (Cancelled)
 Monday 05:30-7:00PM
 Commission Work Session
 Tuesday 05:30-7:00PM
 Senior Center Board Meeting
 Monday 05:30-7:00PM
 Commission Work Session
 Meeting
 Tuesday 05:30-7:00PM
 Planning Board
 Monday 05:30-7:00PM
 Commission Work Session

Emergency Notification Registration



EMERGED
 EMERGENCY NOTIFICATION REGISTRATION

Emergency Services Items For Sale

Published January 19, 2024

Perquimans County is seeking sealed bids for a Stryker Ambulance Strapher

- Description: Stryker Power Pro Cab
- Model: Power Pro
- Year: 2020
- Serial: 2044004
- Condition: Used/Fair
- Mileage: 81,200 Miles
- Bid Date: Sealed Bids are due with the Emergency Services Building 609 South Drive - Oxford NC 27567 no later than Friday, January 26, 2024.
 - Bids shall be sealed in an envelope addressed to "Stryker Perquimans Strapher Bid", addressed to the Buyer's name and address.
 - E-mail or Facebook messages will not be accepted.
- General Notes:
 - Origination Date of 01/20/2024
 - This is an in-service bid for a new Stryker CME Unit with the County's CME Specialist
 - The RFP is a unit bid for work with a Power Pro body only.
 - Bids are to be sealed in a bid envelope with the following information: Bidder's name, address, and phone number.
 - Bids are to be sealed in a bid envelope with the following information: Bidder's name, address, and phone number.
 - For questions or to see the RFP, contact the Emergency Services Director at 252-433-2222 during normal business hours.
 - Bids of 02/01/2024 will be received until the deadline for proposals of 02/02/2024 at 12:00 PM.
 - Awarded Bidder will have 30 days from date of notice to pay the full bid amount. Bidder's check or bank draft will be due on or before 02/02/2024.
 - SOLD AS IS

Notice of Tax Foreclosure Sale - January 31, 2024

ALBEMARLE



**MEDICAL
TRANSPORT**



PERQUIMANS COUNTY EMERGENCY SERVICES

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

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

Jonathan A. Nixon, Director

APPLICATION FOR MEDICAL TRANSPORT SERVICE - PERQUIMANS COUNTY

Type of Franchise Requested:

- Specialty Care Transport - Hospital Affiliation: Sentara Albemarle Hospital
- Non-Emergency Ambulance - NCOEMS BLS Ground Ambulance
- Convalescent Ambulance - NCOEMS Convalescent Ambulance

A. Name of Applicant: Albemarle Medical Transport
(Official Name of Organization)

B. Address of Applicant:
112 Dances Bay Road
Elizabeth City, North Carolina 27909

C. Name of Owner/President of individual responsible for operations or organization:
Brent McKecuen

D. Address of Owner/President:
112 Dances Bay Road
Elizabeth City, North Carolina 27909

E. Telephone number of Owner/President: 252-339-1922
Department number, if different: _____

F. Point of Contact for Application Process:

- a. Name: Brent McKecuen
- b. Telephone Number: 252-339-1922
- c. E-mail Address: Brents25@hotmail.com
- d. Mailing Address: 112 Dances Bay Road
Elizabeth City, North Carolina 27909

G. Agency Medical Director:

- a. Name: Dr. James Wilson
- b. Telephone Number: 252-384-4833
- c. E-mail Address: _____
- d. Mailing Address: 1144 North Road Street
Elizabeth City, North Carolina 27909

H. REQUIRED ATTACHMENTS:

1. State Registration Documents for the Organization. (i.e. Articles of Incorporation, Partnership filing, etc.)
2. Agency Organizing Documents (i.e. By-laws, Partnership Agreement, etc.)
3. Training, credentials, and experience of the applicant / owner related to the operation of non-emergency ambulance service and patient care.
4. Alphabetical roster of personnel (fulltime, part-time and volunteer) with names, NC OEMS P-numbers, level of certification and re-certification date.
5. Digital Copy of Agencies Standard Operating Procedures
6. List of vehicles owned and operated by applicant including the following information:
 1. Chassis manufacturer
 2. Ambulance manufacturer
 3. Year of manufacture
 4. Vehicle identification number
 5. NCOEMS permit number
7. Copy of current ambulance state inspection report for EACH certified vehicle.
8. Inventory of all equipment to be carried on the ambulance.
9. Copy of current insurance policy meeting the following minimum requirements:
 - General Liability - See Section 24 of Ordinance 100
 - Automobile
10. Location(s) of base – substations – offices of operations and/or business
11. Brief statement assuring the applicant will not discriminate with regard to race, color, creed, national origin, or gender.
12. An audited financial statement for the last three years of business
13. An official criminal record of the applicant (if sole proprietorship), all partners (if partnership), or any officers, directors, or managers (if a corporation or other business entity).
14. A full description of the type and level of service to be provided including a description of the applicant's ability to provide service, how many hours a day and how many days a week the service will be provided, the area to be covered, an estimate of the minimum and maximum response time for calls within the area of service, 15. A notarized statement certifying that the applicant is not debarred from receiving Medicare or Medicaid programs, nor currently the subject of debarment proceedings and is/will remain in compliance with this ordinance, NCOEMS rules, and all applicable state and federal statutes and regulations.
15. Brief description of method of compliance with Section 12 of Ordinance 100.
16. Digital copy of NCCEP Compliant Patient Care Protocols, Policies, and Procedures
17. Sample: Patient Care Report
18. Sample: Vehicle Check sheet
19. Organizational chart with titles and names.
20. Schedule of all fees including categories of service and other fees (waiting time etc.)

The above information and attachments are believed true and factual.

Attested to this date: January 17, 2024
 Name of Applicant: Brent J. McKeever
 By Brent J. McKeever
 Signature
President
 Title

ORDINANCE NO. 100

AN ORDINANCE OF PERQUIMANS COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF NORTH CAROLINA, AMENDING, ADDING AND REPEALING SECTIONS OF THE PERQUIMANS COUNTY PERQUIMANS COUNTY AMBULANCE SERVICE FRANCHISE ORDINANCE AS ADOPTED BY ORDINANCE NO. 27; THIS ORDINANCE REPLACES ORDINANCE NO. 27; PROVIDES FOR SEVERABILITY; AND PROVIDES FOR AN EFFECTIVE DATE.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, NORTH CAROLINA THAT:

Section 1. Perquimans County Ordinance No. 27 (Perquimans County Ambulance Service Franchise Ordinance) is hereby replaced by Ordinance No. 100 and is attached hereto as Exhibits A & B, and incorporated herein by reference, in its stead;

Section 2. Severance Clause. It is the intent of the Board of County Commissioners of Perquimans County, North Carolina, and it is hereby provided, that if any section, subsection, sentence, clause, phrase or provision of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not be construed as to render invalid or unconstitutional the remaining provisions of this Ordinance; and

Section 3. Effective Date. This Ordinance shall take effect upon its passage and enactment. This Ordinance shall be recorded in a book kept and maintained by the Clerk of the Board of County Commissioners of Perquimans County, North Carolina.

PASSED AND ENACTED by the Board of County Commissioners of Perquimans County, North Carolina, this 1st day of July, 2019.

BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, NORTH CAROLINA

By: [Signature]
Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

[Signature]
Mary P. Hunnicutt, Clerk to the Board

Effective Date: 7/1/2019

EXHIBIT A

**PERQUIMANS COUNTY ORDINANCE REGULATING
AMBULANCE SERVICE AND THE GRANTING
OF AMBULANCE SERVICE FRANCHISES
ORDINANCE NO. 100**

Section 1. Purpose. In the public interest and for the promotion of the health, safety and welfare of the citizens of Perquimans County, North Carolina and pursuant to the authority contained in N.C.G.S. §53A-250 and other applicable laws, the following ordinance sets forth the conditions, limitations, restrictions and requirements under which a person, as defined herein, may provide ambulance services or operate ambulances in Perquimans County, North Carolina.

Section 2. Abbreviations and Definitions. For the purposes of this ordinance, the following words, phrases, terms and abbreviations shall have the meaning(s) given below.

"Ambulance"-Any privately or publicly owned motor vehicle, aircraft, or vessel that is specifically designed, constructed or modified and equipped and is intended to be used for and is maintained or operated for the transportation of patients on the streets or highways, waterways, or airways of this State in accordance with the provisions of N.C.G.S. §131E-155.

"Board of County Commissioners"-Perquimans County Board of Commissioners.

"County"-Perquimans County, North Carolina.

"County EMS"- Perquimans County, North Carolina EMS System.

"Franchisee"-Any owner, as defined herein, of a franchisee to operate a franchise in Perquimans County, North Carolina that is granted under the terms of this Ordinance.

"N.C.G.S."-North Carolina General Statutes.

"NCOEMS"-North Carolina Office of Emergency Medical Services.

"Owner"-Any person or entity who owns an ambulance.

"Patient"-A person who is sick, injured, wounded, or otherwise incapacitated or helpless such that some medical assistance might be anticipated as defined in N.C.G.S. §131E-155.

"Person"- Any individual, firm, partnership, company, corporation, association, limited liability company or group of individuals acting for a common purpose, or organizations of any kind including but not limited to any local, state or federal governmental agency.

"Personnel"-Any person employed by an owner or franchisee in any duties associated with or in connection with the service of transporting patients in an ambulance.

"Provider"-Any individual, firm, partnership, company, corporation, association, limited liability company or group of individuals acting for a common purpose, or organizations of any kind who engage in the service of transporting patients in an ambulance.

"Shall"-always describes actions which are required and not merely suggestive or directive.

"State"-State of North Carolina.

Section 3. Franchise Required. It shall be unlawful for any person or owner to provide ambulance services or to operate ambulances of any type within the County without having been granted a franchise to do so by the County. Provided however, this section shall not apply to: (i) ambulances owned or operated by the County; (ii) ambulances owned by an agency of the United States; (iii) ambulances which transport patients who are picked up outside the County and transported to destinations outside the County; (iv) ambulances which transport patients who are picked up outside the County and transported to destinations inside the County; (v) ambulance

which transport patients which are picked up inside the county and transported to destinations outside the County; and (iv) any owner, person or entity rendering assistance to the County or a franchised ambulance service in the event of a major catastrophe or emergency pursuant to the North Carolina Mutual Aid Agreement.

Section 4. Personnel Credentials Required. Pursuant to N.C.G.S. §131E-158 and §131E-159, no personnel shall attend to a patient nor transport a patient within the County, unless he or she holds a valid credential issued by the North Carolina Department of Health Service Regulation, Office of Emergency Medical Services and has passed a Technical Scope of Practice with the Perquimans County Medical Director.

Section 5. Application for Ambulance Franchise Requirements. Each application for a franchise to operate an ambulance or ambulance service in the County shall contain the following information:

- (a) The name and address of the owner of the ambulance service and owner of any vehicle, ambulance, apparatus, equipment, property or facilities designated for the operation of the ambulance.
- (b) If the applicant is a corporation or limited liability company, a certificate of good standing from the North Carolina Secretary of State.
- (c) The trade name or fictitious names, if any, under which the applicant does business, along with a certified copy of the assumed name certificate.
- (d) A resume of the training and experience of all personnel associated with the applicant in the care of patients to include state credentials and other associated professional certifications or course completion documentation.
- (e) A full description of the type and level of service to be provided including a description of the applicant's ability to provide service, how many hours a day and how many days a week the service will be provided, the area to be covered, an estimate of the minimum and maximum response time for calls within the area of service, the location of the place or places from which the service is intended to operate, the manner in which the public will be able to obtain assistance and how ambulances will be dispatched.
- (f) A complete set of financial statements for the entity for the previous three year period, audited by a Certified Public Accountant with an unqualified opinion. Financial statements must contain an income statement, balance sheet and a cash flow statement.
- (g) A statement of which services the applicant intends to provide: emergency, non-emergency, convalescent, hospital to hospital, specialty care transport or a combination thereof.
- (h) Such further information which the County shall deem reasonable and necessary to determine the capability of the applicant to provide ambulance services within the County.

Section 6. Application Review Fee. At the time the applicant submits its application for franchise, the applicant shall submit an application review fee in such amount as shall be set by the Board of Commissioners in a fee schedule.

Section 7. Hearing on Application. Within sixty (60) days of the receipt of an application, the County will schedule a time and place for a hearing on the application before the County's EMS Peer Review Committee. After such hearing by the County's EMS Peer Review Committee, the Committee shall forward to the Board of Commissioners its recommendation on the application and thereafter within thirty (30) days of the Committee's hearing on the application, the Board of Commissioners will make a final decision on the application and the County will provide the applicant with notice of its decision on the application.

Section 8. Award of Franchise. A franchise may be granted if the County finds that:

- (a) A need exists for the services proposed by the applicant in its application to improve the medical services available to the residents of the County and the proposed services to

be provided are reasonable and cost effective. In order for the County to determine the reasonableness and cost effectiveness of the applicant's proposed services, the applicant shall submit to the County a schedule of the applicant's proposed fee schedule at the time the applicant's application is submitted to the County.

(b) The proposed services will fit within the County's EMS System Plan so as to not adversely affect the level of service or operations of the County's EMS operations or of other agencies or existing franchisees.

(c) The applicant shows it has met federal, state and local standards outlined in this ordinance.

Section 9. Initial Franchise Fee. Upon approval and award of a franchise, the franchisee shall pay to the County an initial franchise fee as set forth in Section 5 herein or as otherwise set by the Board of Commissioners.

Section 10. Ongoing Service and Franchise Fees. Once the franchisee begins its operations and providing services under the franchise the franchisee shall pay to the County service fees and ongoing franchise fees as set by the Board of Commissioners, for the following:

(a) A paramedic intercept fee, as set by the County Commissioners, in which County EMS personnel attend to the patient being transported or serviced by the franchisee.

(b) The County shall charge the franchisee an annual ongoing franchise fee equal to a percentage of gross revenues derived from the franchisee's Perquimans County operations as may be set in a fee schedule adopted by the Board of Commissioners in the County's annual budget. In order for the County to determine the annual franchise fee due by the applicant, the applicant shall provide to the County on an annual basis an audited financial statement of the gross revenues derived from the franchisee's Perquimans County operations.

(c) An annual renewal fee in such amount as may be set by the Board of Commissioners in a fee schedule. The Board of Commissioners reserves the right, on an annual basis, to amend the amount of the annual renewal fee.

Section 11. Operational Standards and Expectations of Service. Each franchisee shall provide the following:

(a) Each ambulance shall be required to render assistance to any requesting individual or agency in a professional and timely manner.

(b) Each ambulance shall be required to render assistance to the County in the event of a major catastrophe, emergency, natural disaster or when all County EMS resources are in service or are temporarily unavailable to respond to emergency requests for service.

Section 12. Reporting and Documentation. Franchisee shall keep and maintain all records related to the maintenance and operations of franchisee's ambulance service and all such records and shall be open for inspection by the County's representatives during the franchisee's normal business hours. The types of documents which shall be kept, maintained and open to inspection by the County shall include, but not be limited to, dispatch records, trip records and logs, daily report logs, equipment and vehicle inspection reports, and daily driver and attendant checklist. In addition to the records listed above, the franchisee shall submit to the county on a semi-annual basis in electronic form the following information: number of responses by type and time frame, response time data, any responses associated with a death, staff activities including training hours and hours worked and any vehicle failures or other maintenance issue which limit response availability. The time period in which the franchisee's records shall be kept and maintained shall be as set forth by the rules and regulations of NCOEMS.

Section 13. HIPAA Requirements. The franchisee shall, upon request of the County, provide the County documentation of proper training and education associated with general operations, medical care, driving and with privacy and confidentiality rules regulations and practices in accordance with the Health Insurance Portability and Accountability Act (HIPAA) as

well as the Health Information Technology for Economic and Clinical Health Act (HITECH) and the franchisee's privacy policy.

Section 14. **Equipment and Supplies.** Franchisee's apparatus and equipment shall be in accordance with the standards developed by the North Carolina Medical Care Commission and the North Carolina College of Emergency Physicians and those standards are incorporated herein as if set forth fully.

Section 15. **Vehicles and Vehicle Operators.** All of franchisee's emergency vehicle operators shall be required to obtain emergency vehicle operator training and franchisee shall keep documentation on file detailing the performance of each operator based on written performance and actual driving evaluations. All franchisee personnel shall be subject to annual driving record checks. All of franchisee's vehicles shall be in compliance with state, federal and local rules and regulations governing construction, maintenance and layout of the vehicles. The graphics the franchisee uses for its vehicles shall not be similar in appearance, graphics and color schemes of existing County EMS vehicles.

Section 16. **Communications.** Each of franchisee's vehicles shall be in compliance with the minimum communications requirements as forth by NCOEMS. Communications shall be able to be monitored by County without encryption. Federal Communications Commission (FCC) licensing will be the responsibility of the franchisee. Copies of all FCC authorizations, certificates and licenses shall be available for inspection by the County per FCC rules and regulations.

Section 17. **Fees for Services.** Fees for franchisee's services shall not exceed the County's EMS fees schedule. Franchisee shall not attempt to collect fees for service on any emergency response until the patient has reached the point of destination, has received medical attention and is in a condition deemed by the patient's attending physician to be fit to consult with franchisee concerning fees and charges. In addition, franchisee shall not attempt to collect fees from family, guardians or the patient during the course of medical treatment. On scheduled, non-emergency services where a patient requires transportation for non-emergency events, the franchisee may attempt collection of fees before the ambulance trip begins or is completed.

Section 18. **Termination, Suspension, Revocation or Reinstatement of Franchise.** Either party at its option may terminate the franchise upon sixty (60) days prior written notice to the other party.

If a suspension, revocation or termination of a franchise is entered for franchisee's failure to comply with the terms of the franchise or this ordinance, franchisee shall immediately cease operations and there shall be no refund of any franchise fees or renewal fees paid to the franchisee under such circumstances.

For non-compliance with the provisions of the franchise or this ordinance, the County shall hold a hearing and upon thirty (30) days' notice, may suspend or revoke the franchise. If at such hearing, the County finds that the franchisee has corrected any deficiencies or issues of non-compliance and is in compliance with the franchise and this ordinance, the franchise may be reinstated.

Upon reinstatement of a suspended or revoked franchise, the franchisee shall be placed on probation and subject to reviews of its performance under and compliance with this ordinance and the franchise for a period of not less than six (6) months and if after a six (6) month period the franchisee is found to be in compliance with this ordinance and the franchise, the franchise will be renewed for a mutually agreed upon term.

If the franchisee fails to comply with the terms of this ordinance and the franchise which necessitates more than two (2) hearings per year, then the County may revoke the franchise with no option of renewal for a period on no less than ten (10) years.

Section 19. **Changes in Ownership of Franchisee.** Any changes of ownership in franchisee shall automatically terminate the franchise and shall require a new application.

Section 20. Sale of Franchise. The franchise shall not be sold, assigned or otherwise transferred to any other person or entity. Any such sale, assignment or transfer shall result in immediate termination of the franchise.

Section 21. Renewal of Franchise. The applicant may renew the franchise upon the same terms and conditions by submission of an application for renewal to the County at least sixty (60) days before the expiration of the current term.

Section 22. Operating Expenses. Any and all operating expenses arising out of or in connection with the franchise shall be the sole responsibility of franchisee. Under no circumstances shall any of the expenses arising out of or in connection with the franchise be the responsibility of the County.

Section 23. Damages and Indemnification. The franchisee shall be responsible for all damages or injuries to persons or property when such injury or damage is caused by the negligence of the franchisee and its agents, employees and independent contractors.

The franchisee shall indemnify and hold harmless the County for any and all claims, suits, judgments or costs incurred by the County which are caused by the negligence of the franchisee and its agents, employees and independent contractors.

Section 234. Insurance Requirements. Franchisee shall have at all times in force and effect insurance coverage which shall provide and include: appropriate statutory worker's compensation, three million dollars (\$3,000,000.00) of combined single limit motor vehicle insurance coverage, three million dollars (\$3,000,000.00) of combined single limit general liability coverage and three million dollars (\$3,000,000.00) combined single limited of professional liability coverage. Franchisee shall annually provide the County with a copy of the insurer's Certificate of Insurance for the above listed coverages.

Section 25. NCOEMS will be the enforcing agency as it relates to North Carolina General Statutes, North Carolina Administrative Code and the North Carolina College of Emergency Physicians requirements for EMS providers. The County will be the enforcing agency as it relates to the franchisee's compliance with the franchise or this ordinance.

Section 26. Scope of Franchisee Coverage Area. Unless otherwise limited in the franchise, the franchisee shall be permitted to cover the entire County. However, the County in its sole discretion has the statutory power to limit the hours and days the franchisee may operate and the areas of the County which may be served by the franchisee.

Section 27. Controlling Law and Venue. The terms of the franchise and this ordinance shall be construed under the law of the State of North Carolina. The venue of any legal dispute arising out of the terms of the franchise or this ordinance shall be in the court of appropriate jurisdiction in Perquimans County.

Section 28. Term of Franchise. The term of any franchise granted hereunder shall be valid for a term of one (1) year from the date of issuance of the franchise provided that the franchisee is in compliance with the terms of this ordinance. In addition, the County and the franchisee each reserve their right to terminate the franchise upon sixty (60) days prior notice to the other party as set forth in Section 16 herein.

Section 29. Reservation of Rights. The County in its sole discretion reserves the right to amend or modify this ordinance. In the event the County exercises its discretion to amend or modify this ordinance, any amendments or modifications which are made to this ordinance shall not apply to any then existing franchises and shall only apply to applications for a franchise which are submitted after the date of such amendments and modifications. Provided however, as to any then existing franchises, those amendments or modifications so made shall apply to any renewal term of an existing franchise. The County also reserves the right to open or close acceptance of applications and to limit the number of franchises granted based on the needs of the County.

Section 30. In addition to any rights of punishment given to the County in this ordinance or the North Carolina General Statutes, a violation of any provision of this Chapter shall be a misdemeanor punishable by a fine not to exceed Five Hundred Dollars (\$500), or imprisonment

for not more than thirty (30) days, or both. Each day's violation of this article is a separate offense.

WITNESS my hand and the official seal of Perquimans County, this the 1st day of July, 2019.



Wallace E. Nelson

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunnicutt

Mary P. Hunnicutt, Clerk to the Board
Perquimans County Board of Commissioners

EXHIBIT B

PERQUIMANS COUNTY ORDINANCE REGULATING
AMBULANCE SERVICE AND THE GRANTING
OF AMBULANCE SERVICE FRANCHISES
ORDINANCE NO. 100

2019-2020 FEB STRUCTURE

Application Review Fee (Section 6)	\$5,000
Paramedic Intercept Fee (Section 10a)	\$100 per occurrence
Annual Ongoing Franchise Fee Franchisee's	10% of Gross Revenues derived from the Perquimans County Operations
Annual Renewal Fee	\$2,500

ATTACHMENTS FOR FRANCHISE

#1 – Please see the attached documents for the organization.

#2 – At this time, I do not have an agreement but as soon as I have one with Perquimans County or with Sentara Albemarle Hospital; I will provide it to Mr. Jonathan Nixon.

#3 – I have been involved in Public Service since I was 14 years old. I started out as a Jr. Volunteer Fireman with the Elizabeth City Fire Dept. I moved up within the department, as I got older. I stayed with ECFD for approximately 11 years before the city disbanded the volunteer program. In 1992, I attended College of the Albemarle where I attended class for an EMT. I joined the Pasquotank County Rescue Squad where I stayed for approximately 1 year before I became interested in Law Enforcement. In 1995, I attended Pitt Community College where I obtained my Basic Law Enforcement Certification. I currently hold the position of Captain with the Pasquotank County Sheriff's Office and I supervise the uniform divisions. I have been with the Pasquotank County Sheriff's Office, in various capacities, for the past 28 years. I am currently looking at retiring within the next 5 months.

#4 – At this current time, I have not hired any employees, but I will provide a copy of each employee's name, NC OEMS number, level of classification and re-certification date to the director, Mr. Jonathan Nixon before I put the vehicle in service in Perquimans County.

#5 – At this time, I do not have a Standard Operating Procedure but once I get approved for a franchise in Perquimans County, I will provide a copy to Mr. Jonathan Nixon. I plan to follow the SOP that is set forth by the Office of EMS and Perquimans County EMS.

#6 – At the current time, the company owns (1) vehicle.

- Ford
- Northwestern
- 2019
- Vin #1FDXE4FS9KDC06702 and NC tag KKV1270.

- At this current time, I have not been certified by the Office of EMS, but I have been in contact with them and they are aware of my intentions. The Office of EMS requires certain items needing the Perquimans County Medical Director, Dr. Wilson, to sign off on before I can purchase these items I need. I will provide the director, Mr. Jonathan Nixon, a copy of my permit number before I put the vehicle in service in Perquimans County.

#7 – See the attached state inspection, which was performed on this unit by Hudson's Garage located in Elizabeth City.

#8 – Albemarle Medical Transport has a vehicle check sheet that is required by the Office of EMS, and it will be performed at the beginning of every shift. Please see the attached sheet.

#9 – Please see the attached copy of the current automobile insurance policy but since I have not hired any employees; I don't have a liability policy. My insurance agent is working on the policy, and I will provide a copy to Mr. Jonathan Nixon before any service is provided in Perquimans County.

#10 - I do not have a staging location in Perquimans County, but I do have an office in Pasquotank County, and it is located at 417 S. Hughes Blvd. in Elizabeth City. As the business grows, I will be looking at possibly staging a unit in Perquimans County.

#11 - At Albemarle Medical Transport INC, our mission is to help everyone find their place in this world. This means we continually celebrate the diverse community as different individuals cultivate. As an equal opportunity employer, we stay true to our mission by ensuring that our place can be anyone's place.

#12 - We are a new business and do not have any past financial statements.

#13 - Please see the attached copy of my criminal history and for my wife's, Beverly McKecuen, who is also listed as an officer.

#14 - For the level of service of the (1) ambulance; it will be certified by the Office of EMS and a Basic Level of Care unit. It will be staffed at all times with at least (1) EMR and (1) EMT or higher or (2) EMT's or higher while it is in service. Regardless of the higher level of care in which they are certified as by the Office of EMS, they will not provide care outside the scope of Basic EMT.

We plan to be staffed and ready to respond 6 days a week, depending on the call volume and times. Once we start up but as of right now, the hours, that personal will staff will be 8:00 a.m. until 6:00 p.m. We will also have two people on call to respond after hours. These hours are subject to change, as the demand requires it.

#15 - See the attached statement, which has been notarized, that I have not been debarred from receiving Medicare or Medicaid or any other company.

#16 - At this time, I do not have a Complaint Patient Protocol, Policies and Procedures but once I get approved for a franchise in Perquimans County, I will provide a copy to Mr. Jonathan Nixon. I plan to follow the SOP that is set forth by the Office of EMS and Perquimans County EMS.

#17 - At this time, I have signed a contract with ESO software, and they are in the process of building our reporting platform and once it is ready, I will provide Mr. Jonathon Nixon with a copy of it before we provide service in Perquimans County. ESO software is what Perquimans County EMS uses to report to the Office of EMS.

#18 - Please see the attached copy of the Vehicle Check Sheet that will be used in accordance with the Office of EMS.

#19 - Please see the attached Organizational chart for Albemarle Medical Transport.

#20 - Please see the attached statement on fees including service and other fees.

State of North Carolina
Department of the Secretary of State
ARTICLES OF INCORPORATION

X-8-2 Page 9
SOSID: 2703623
Date Filed: 9/11/2023 11:58:00 AM
Elaine F. Marshall
North Carolina Secretary of State
C2023 251 00876

Pursuant to §55-2-02 of the General Statutes of North Carolina, the undersigned does hereby submit these Articles of Incorporation for the purpose of forming a business corporation.

1. The name of the corporation is: Albemarle Medical Transport, Inc.

2. The number of shares the corporation is authorized to issue is: 10000

3. These shares shall be: *(check either a or b)*

- a. All of one class, designated as common stock; or
b. Divided into classes or series within a class as provided in the attached schedule, with the information required by N.C.G.S. Section 55-6-01.

4. The name of the initial registered agent is: Brent J McKeucen

5. The North Carolina street address and county of the initial registered office of the corporation is:

Number and Street 112 Dances Bay Road
City Elizabeth City State NC Zip Code 27909-9172 County Pasquotank

6. The mailing address, *if different from the street address*, of the initial registered office is:

Number and Street _____
City _____ State NC Zip Code _____ County _____

7. Principal office information: *(must select either a or b.)*

a. The corporation has a principal office.

The principal office telephone number: _____

The street address and county of the principal office of the corporation is:

Number and Street _____
City _____ State _____ Zip Code _____ County _____

The mailing address, *if different from the street address*, of the principal office of the corporation is:

Number and Street _____
City _____ State _____ Zip Code _____ County _____

b. The corporation does not have a principal office.

8. Any other provisions, which the corporation elects to include, i.e., the purpose of the corporation, are attached.

9. The name and address of each incorporator is as follows:

Name

Address

Brent J McKecuen - 112 Dances Bay Road Elizabeth City NC, 27909-9172 United States

10. (Optional): Listing of Company Officers (See instructions on why this is important)

Name	Address	Title
Brent J McKecuen	112 Dances Bay Road Elizabeth City NC 27909 9172 United States	President
Beverly R McKecuen	112 Dances Bay Road Elizabeth	Secretary /Treasurer

11. (Optional): Please provide a business e-mail address: Privacy Redaction
 The Secretary of State's Office will e-mail the business automatically at the address provided at no charge when a document is filed. The e-mail provided will not be viewable on the website. For more information on why this service is being offered, please see the instructions for this document.

12. These articles will be effective upon filing, unless a future date is specified:

This the 8th day of September 2023

Brent J McKecuen

Signature

Brent J McKecuen Incorporator

Type or Print Name and Title

NOTES:

1. Filing fee is \$125. This document must be filed with the Secretary of State.

(Continued) Additional Officers/Officials - Albemarle Medical Transport, Inc.

Beverly R McKecuen - Secretary Signature: Beverly R McKecuen
Address: 112 Dances Bay Road Elizabeth City NC, 27909-9172 United States

**STATE OF NORTH CAROLINA
REGISTRATION CARD**

NC LIC NUMBER KKV1370	PLT EXP DATE 10/31/2024	INSPECTION DUE 10/31/2024
VEHICLE ID # 1FDXE4FS9KDC06702	GROSS WT	
MAKE/SERIES FORD	TITLE # 772883232841014	EQUIP #
SHIPPING WEIGHT 12450	STYLE AM	YEAR 2019
CLASSIFICATION PRIVATE/PASS VEH	FUEL G	TOTAL FEE 38.75
CUSTOMER ID # OWNER 1 000041671546	CUSTOMER ID # OWNER 2	VEHICLE BRAND
ALBEMARLE MEDICAL TRANSPORT INC		COUNTY PASQU

112 DANCES BAY RD
ELIZABETH CITY NC 27909-9172

879 - STONEWOOD INSURANCE COMPANY
INSURANCE COMPANY AUTHORIZED IN NC

JSA1002655
POLICY NUMBER



1FDXE4FS9KDC06702

**NC DIVISION OF MOTOR VEHICLES
RECEIPT OF FEES PAID**

ALBEMARLE MEDICAL TRANSPORT INC
License 38.75 Appraised Value: \$19,100.00
Prop. Tax 118.42 Appeal Deadline: 11/23/2023
Pasquotank County Tax Department
252-338-5169

Taxing Unit	Tax Rate	Amount
PASQUOTANK	0.620000	118.42

TOTAL 157.17
Total Property Tax 118.42
014 10/24/2023 TIC0146
CREDIT AUTH CODE: 479472

55939471

FLEET UNIT NUMBER
 JEC

RECORD OF ANNUAL INSPECTION

[49 CFR, 396.17-25]

Prepare Separate Report for Each Vehicle Inspected

Company Name Albemarle Medical Transport Date/Time 10/24/23 10 AM
 Address 112 Duncas Bray Rd. Eliz City N.C. 27909
Street City State Zip

Owner (if Not the Motor Carrier)
 Address
Street City State Zip

Vehicle Type Ford E450 2019
Make Model Year

Vehicle ID Number 1FDXE4FS9KDC06702 Tag Number/State WA-83197 / NC TAG
30 DAY TAG

Inspection Location 1366 Northside Rd Eliz City N.C. 27909
Street City State Zip

Inspector's Name John Hudson ID.No.
(Please Print)

REPORT OF CONDITION

(For Detailed Information on Inspection Procedures See FMCSR Section 396, Appendix G.)

	OK	Failed	Repair Date		OK	Failed	Repair Date		OK	Failed	Repair Date
BRAKES				LIGHTING				FUEL SYSTEM			
Adjustment	/			Headlights	/			Tank(s)	/		
Mechanical Components	/			Tail/Stop	/			Lines	/		
Drum/Rotor	/			Clearance/Marker	/			SUSPENSION			
Hose/Tubing	/			Identification	/			Springs	/		
Lining	/			Reflectors	/			Attachments	/		
Low Air Warning	/			Other	/			Sliders	/		
Trailer Air Supply	/			CAB/BODY				FRAME			
Compressor	/			Access	/			Members	/		
Parking Brakes	/			Eqpt./Load Secure	/			Clearance	/		
Other	/			Tie-Downs	/			TIRES			
COUPLERS				Headerboard	/			Tread	/		
Fifth-Wheel & Mount	N/A			Other	/			Inflation	/		
Pin/Upper Plate	/			STEERING				Damage	/		
Pintle-Hooks/Eye	/			Adjustment	/			Other	/		
Safety Chains(s)	/			Column/Gear	/			WHEELS/RIMS			
EXHAUST				Axis	/			Fasteners	/		
Leaks	/			Linkage	/			Disc/Spoke	/		
Placement	/			Power Steering	/			Other	/		
				Other	/			WINDSHIELD	/		
Remarks								WINDSHIELD WIPERS	/		
								MIRRORS	/		

THIS VEHICLE HAS BEEN INSPECTED AS NEEDED AND REPAIRED TO COMPLY WITH 49 CFR PART 396, APPENDIX G.

[Signature]
 CERTIFIED INSPECTOR'S SIGNATURE

10/24/23
 DATE



EMT
VEHICLE INSPECTION REPORT
 Date: _____
 Location: _____



Office of Emergency Medical Services
 2707 Mail Service Center
 Raleigh, NC 27699-2707

PROVIDER INFORMATION
 Provider Name: _____
 System Affiliation: _____
 Viper ID#: _____

VEHICLE INFORMATION
 Current Permit #: _____ VIN: _____
 Assigned Vehicle Number: _____ (Chassis): _____ Year: _____
 Manufacturer (Body): _____ Year: _____
 Fuel Type: _____ Gas _____ Diesel
 Ambulance Type: _____ 4 X 4: _____ Y _____ N
 New Only: Height: _____ Length: _____

Ramp Inspection Requires Mandatory Items; Spot Inspection A Full Inspection

- Mandatory (Automatic Failure) Items:**
- Vehicle Body & Function
 - Appropriate Restraints for Crew & Non-patient Passenger
 - Warning Devices (Lights & Siren)
 - Two-Way Radio in Front & Radio Control Device Mounted in Patient Compartment
 - Interior Dimensions (Min. 48" x 102")
 - Wheeled Cot with Securing Straps
 - O2 Cylinder with Regulators (2 Sources)
 - Suction Apparatus (2 Sources)
 - Bag Valve Mask (Adult and Child Size Bags with Adult, Child, Infant & Neonatal Masks)
 - Defibrillator with Adult and PED Pads
 - Sphygmomanometer (Cuffs & Devices) for PED, Normal Adult & Large Adult
 - Stethoscope
 - Heating and Cooling Source
 - Patient Compartment Lighting
 - Trauma Tourniquet
 - Copy of Protocols
 - CAAS or NFPA Ambulance Standard (Effective July 1, 2018)
 - Mounted Fire Extinguisher

- Mandatory for Expanded Scope of Practice:**
- Acetaminophen or NSAID
 - Blind Insertion Airway Device with Syringe (Adult & PED Sizes)
 - End-tidal CO2 (ETCO2) Detector
 - Beta-agonists (Albuterol, etc.)
 - Nebulizer
 - Aspirin
 - Epinephrine for Anaphylaxis/Allergic Reaction
 - Needles/Syringes
 - Nitroglycerin
 - Nitroxone
 - Nasal Administration Device

- Required Items:**
- Bulb Syringe (Separate from OB)
 - Nasal Cannula (Adult/PED)
 - Nasopharyngeal Airways (3 Adult & 3 PED Sizes)
 - Oropharyngeal Airways (3 Adult & 3 PED Sizes)
 - Non-rebreather with Tubing (Adult & PED)
 - Rigid Pharyngeal Suction Device
 - Suction Catheters (One Between 8 & 10F)
 - Suction Catheters (One Between 12 & 18F)
 - Suction Tubing
 - Glucose Measuring Device
 - Pulse Oximeter (Adult & PED Sizes)
 - Long Backboard with three (3) backboard straps or equivalent

- Required Items Continued:**
- Stair Chair or Folding Stretcher
 - Cervical Spine Immobilization Device (S,M, & L)
 - Femur Traction Device (Adult/PED)
 - PED Restraint Device Available to Restrain <40lbs.
 - Pediatric Spinal Immobilization Device or Short Backboard with Straps
 - Head Immobilization Device
 - Adult Spinal Immobilization Extrication Device or Short Backboard with Straps
 - Upper & Lower Extremity Immobilization Devices
 - Burn Sheet
 - Cold Packs
 - Dressings, Bandages, Roll Gauze
 - Triangular Bandages (At Least 2)
 - Heavy Duty Scissors
 - Occlusive Dressing
 - Adhesive Tape
 - Sterile Irrigation Solution
 - Alcohol Wipes
 - Bed Pan
 - Urinal
 - Emesis Collection Device
 - Pediatric Medication/Equipment System Guides
 - Sheets, Pillows, Pillow Cases, & Towels
 - Lubricating Jelly
 - Sterile DB Kit (Scissors, Bulb Suction, Cord Clamps)
 - Thermal Blanket (or Other Heat Conserving Device)
 - Thermometer (Low Temperature Capability)
 - Triage System
 - Disinfectant Hand Wash/Sanitizer
 - Disinfectant for Cleaning Equipment
 - Disposable Biohazard Trash Bags
 - Infection Control Kit (Mask, Gowns, Jumpsuits, Eye Protection, Shoe Covers)
 - Gloves (Latex Free)
 - Sharps Container (2 Sources)
 - Exterior Cleanliness
 - Interior Cleanliness
 - Medications and Fluid Kept In Climate-Controlled Environment
 - Provider Name Displayed on Each Side
 - Reflective Tape on All Sides
 - Equipment Secured in Patient Compartment

This column intentionally left blank

Missing an entire Mandatory (Automatic Failure) item may result in summary suspension or refusal of a permit.

If the vehicle has all mandatory equipment (Automatic Failure items) and missing no more than (2) of the Required items the vehicle permit will be issued.

Inspection Results

PASSED
 2 missing items = Satisfactory
 > 2 missing items = Unsatisfactory

- Deficiencies corrected during inspection
- Approved
- Not Approved

Permit #: _____
 Expiration: _____

FAILED
 Refusal of a Permit
 Failed - Suspension Issued

Comments: _____

Compliance Inspection: _____ Ramp _____ Spot
 Provider Representative: _____

For NCOEMS Use Only:
 Inspector: _____
 Date Entered in Continuum: _____

PERSONNEL - P#	LEVEL			
	EMR	EMT	AEMT	Paramedic
#1: _____	_____	_____	_____	_____
#2: _____	_____	_____	_____	_____

NATIONAL GENERAL
an Allstate company
PO Box 3199 • Winston Salem NC 27102-3199

COMMERCIAL VEHICLE
INTEGON INDEMNITY CORPORATION
A National General Insurance Company

ALBEMARLE MEDICAL TRANSPORT INC
112 Dances Bay Rd
Elizabeth City, NC 27909

Agency
The Bembridge Insurance Agencies, Inc
PO Box 66
Hertford NC 27944
(252) 331-7774

Date:
01/12/2024

LETTER OF COVERAGE

Policy Number: 2020973724

Policy Period: 12/08/2023 - 12/08/2024

Cancel Date: 01/24/2024

To Whom It May Concern:

Driver(s) and Household Residents:		
1	Brent McKecuen	Owner Driver

Insured Vehicle(s) and Schedule of Coverage(s):		
1	2019 FORD ECONOLINE E450 SUPER DUTY CUTA	1FDXE4FS9KDC06702

Coverages Provided	Limits/Deductibles
Bodily Injury / Property Damage - Combined Single Limit 67	\$1,500,000 Combined Single Limit
Medical Payments 67	\$2,000 Each Person / Each Accident
Uninsured / Underinsured Motorist Bodily Injury 67	\$100,000 Each Person / \$300,000 Each Accident
Uninsured Motorist Property Damage 67	\$50,000 Each Accident
Comprehensive 67	Stated Amount \$30,000 - \$1,000 Deductible
Collision 67	Stated Amount \$30,000 - \$1,000 Deductible

Please call us at 1-877-468-3466 if you have any questions.

Sincerely,
National General Insurance

(TYPE OR PRINT IN BLACK INK)
STATE OF NORTH CAROLINA
PASQUOTANK County

In The General Court Of Justice
Before The Clerk

IN THE MATTER OF

Name(s) By Which Individual To Be Searched May Be Known
BRENT MCKEUCEN
BRENT JAMISON MCKEUCEN

CRIMINAL RECORD SEARCH

G.S. 7A-109, -308(a)(17), -343(3)

For DMV Hearing

REQUEST FOR CERTIFIED CRIMINAL RECORD SEARCH

I request that the Clerk of Superior Court conduct a search of the official records in the courts of the county named above and certify the results of that search for the name(s) listed above. In making this request I understand and acknowledge that:

1. THE CLERK WILL SEARCH THE RECORDS FOR ONLY THE COUNTY NAMED ABOVE. THIS IS NOT A STATEWIDE RECORD SEARCH.

NOTE TO REQUESTOR: No court official in North Carolina can provide a certified, statewide record search. For searches on your own record, you can obtain a fingerprint-based statewide search from the State Bureau of Investigation.

2. I am requesting a search of (check all that apply) criminal records. infraction records.

NOTE TO REQUESTOR: Infractions in North Carolina are non-criminal violations of the law. A finding of responsibility for an infraction is not a conviction of a crime. A search for a defendant's complete record requires a search for both, because many categories of offenses like motor vehicle offenses include both criminal offenses and infractions. But if you are interested only in records of criminal offenses, a search for infractions is not necessary. Note that electronic infraction records are purged five (5) years after final disposition.

3. Juvenile records will not be provided in the results of a criminal record search. Juvenile records in North Carolina are confidential, so the Clerk cannot disclose whether or not any person has such a record.

4. The name(s) listed above are all the names by which, to my knowledge, the individual for whom I am requesting this search may be known.

5. The Clerk will search for records under all those names, but only for records under those names.

6. Court records are indexed by name only and not by any other identifying characteristics.

7. The fact that no criminal record is found under the name(s) listed above does not mean that the individual does not have a record in this county. The individual may have a record under another name, or records may exist that are not subject to disclosure, such as records sealed by the court or warrants for arrest that are not yet returned to the Clerk's office.

8. The fact that a criminal record is found under one or more of those names does not mean that the record is a record for the individual for whom I am requesting this search; the record may be that of another individual with the same or a similar name.

9. I am solely responsible for any interpretation and use I make of the results of this search and I understand the Clerk is not responsible for my interpretation or use of the results.

Name And Address Of Requestor (Including City, State and Zip Code)

BRENT MCKEUCEN
112 DANCES BAY ROAD

ELIZABETH CITY NC 27909

Signature Of Requestor



CERTIFICATION

NOTE TO CLERK: If request is for a DMV Hearing, search both criminal and infraction records, regardless of the options selected in No. 2, above.

This is to certify that I have searched the indices to (check all that apply) criminal records infractions in this office from
MAY 1988 to the present and

I have found that no record was indexed by the name(s) given above.

I have found the following excerpt(s) from the public records indexed by the name(s) given above as appears in the attached
_____ page(s).

This search is limited as follows: _____

Some automated system information code definitions are included on the back of this form to help you understand the record(s) that may be attached to this form.

Not Valid Without The
Clerk Of Superior Court's Raised Seal
On Each Page

Date Of Search

01/16/2024

Signature



Deputy CSC Assistant CSC Clerk Of Superior Court

NOTE: "Any person who without lawful authority intentionally ... alters or changes any ... official case record is guilty of a Class H felony."
G.S. 14-221.2.

(Over)

(TYPE OR PRINT IN BLACK INK)
STATE OF NORTH CAROLINA
PASQUOTANK County

In The General Court Of Justice
Before The Clerk

IN THE MATTER OF

Name(s) By Which Individual To Be Searched May Be Known
BEVERLY MCKEUCEN
BEVERLY RUSSELL MCKEUCEN

CRIMINAL RECORD SEARCH
G.S. 7A-109, -308(a)(17), -343(3)

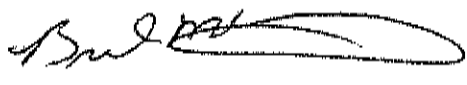
For DMV Hearing

REQUEST FOR CERTIFIED CRIMINAL RECORD SEARCH

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- THE CLERK WILL SEARCH THE RECORDS FOR ONLY THE COUNTY NAMED ABOVE. THIS IS NOT A STATEWIDE RECORD SEARCH.**
NOTE TO REQUESTOR: No court official in North Carolina can provide a certified, statewide record search. For searches on your own record, you can obtain a fingerprint-based statewide search from the State Bureau of Investigation.
- I am requesting a search of (check all that apply) criminal records. infraction records.
NOTE TO REQUESTOR: Infractions in North Carolina are non-criminal violations of the law. A finding of responsibility for an infraction is not a conviction of a crime. A search for a defendant's complete record requires a search for both, because many categories of offenses like motor vehicle offenses include both criminal offenses and infractions. But if you are interested only in records of criminal offenses, a search for infractions is not necessary. Note that electronic infraction records are purged five (5) years after final disposition.
- Juvenile records will not be provided in the results of a criminal record search. Juvenile records in North Carolina are confidential, so the Clerk cannot disclose whether or not any person has such a record.
- The name(s) listed above are all the names by which, to my knowledge, the individual for whom I am requesting this search may be known.
- The Clerk will search for records under all those names, but only for records under those names.
- Court records are indexed by name only and not by any other identifying characteristics.
- The fact that no criminal record is found under the name(s) listed above does not mean that the individual does not have a record in this county. The individual may have a record under another name, or records may exist that are not subject to disclosure, such as records sealed by the court or warrants for arrest that are not yet returned to the Clerk's office.
- The fact that a criminal record is found under one or more of those names does not mean that the record is a record for the individual for whom I am requesting this search; the record may be that of another individual with the same or a similar name.
- I am solely responsible for any interpretation and use I make of the results of this search and I understand the Clerk is not responsible for my interpretation or use of the results.

Name And Address Of Requestor (Including City, State and Zip Code)
BRENT MCKEUCEN
112 DANCES BAY ROAD
ELIZABETH CITY NC 27909

Signature Of Requestor



CERTIFICATION

NOTE TO CLERK: If request is for a DMV Hearing, search both criminal and infraction records, regardless of the options selected in No. 2, above. This is to certify that I have searched the indices to (check all that apply) criminal records infractions in this office from MAY 1988 to the present and

- I have found that no record was indexed by the name(s) given above.
- I have found the following excerpt(s) from the public records indexed by the name(s) given above as appears in the attached _____ page(s).
- This search is limited as follows: _____

Some automated system information code definitions are included on the back of this form to help you understand the record(s) that may be attached to this form.

Not Valid Without The
Clerk Of Superior Court's Raised Seal
On Each Page

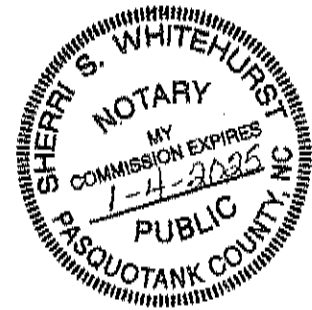
Date Of Search 01/16/2024
Signature 
 Deputy CSC Assistant CSC Clerk Of Superior Court

NOTE: "Any person who without lawful authority intentionally ... alters or changes any ... official case record is guilty of a Class H felony." G.S. 14-221.2.

I, Brent Jamison McKecuen, is providing this statement certifying that I have not been debarred from receiving Medicare or Medicaid programs, nor currently the subject of debarment proceedings and will remain in compliance with this ordinance, NCOEMS rules, and all applicable state and federal statutes and regulations.

This is my true and accurate statement on January 17, 2024.



Brent Jamison McKecuen
Brent Jamison McKecuen



State of North Carolina
County of Pasquotank

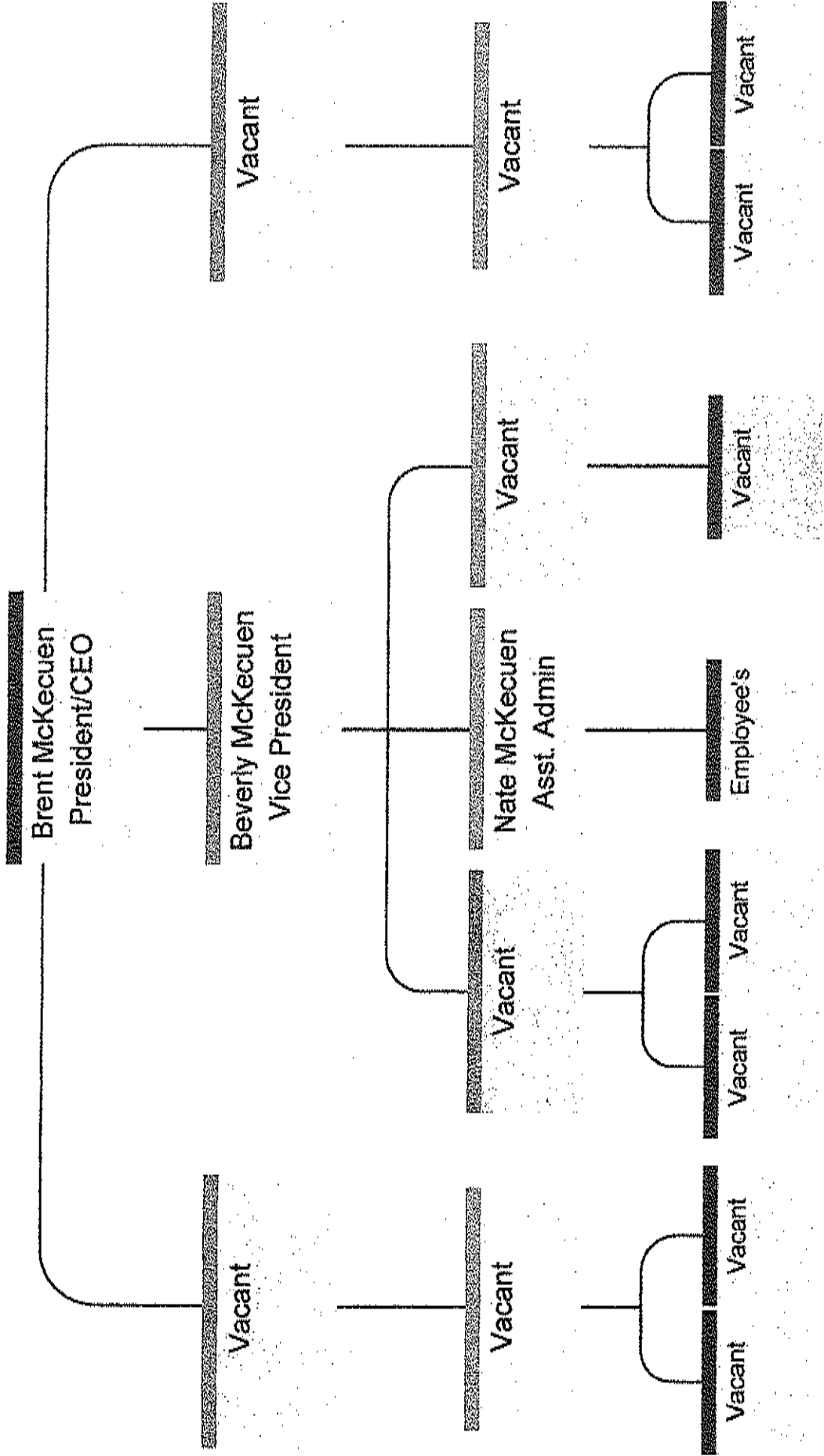
On January 17, 2024, before me, Sherri S Whitehurst,
(date) (notary)

personally appeared, Brent Jamison McKecuen
(signers)

	EMT VEHICLE INSPECTION REPORT Date: _____ Location: _____	 Office of Emergency Medical Services 2707 Mail Service Center Raleigh, NC 27699-2707
PROVIDER INFORMATION	VEHICLE INFORMATION	
Provider Name: _____ System Affiliation: _____ Viper ID#: _____	Current Permit #: _____ VIN: _____ Assigned Vehicle Number: _____ (Chassis): _____ Year: _____ Manufacturer (Body): _____ Year: _____ Fuel Type: _____ Gas _____ Diesel _____ 4 X 4: _____ Y _____ N Ambulance Type: _____ New Only: _____ Height: _____ Length: _____	
Ramp Inspection Requires Mandatory Items, Spot Inspection A Full Inspection		
Mandatory (Automatic Failure) Items: _____ Vehicle Body & Function _____ Appropriate Restraints for Crew & Non-patient Passenger _____ Warning Devices (Lights & Siren) _____ Two-Way Radio in Front & Radio Control Device Mounted in Patient Compartment _____ Interior Dimensions (Min. 46" x 102") _____ Wheeled Cot with Securing Straps _____ O2 Cylinder with Regulators (2 Sources) _____ Suction Apparatus (2 Sources) _____ Bag Valve Mask (Adult and Child Size Bags with Adult, Child, Infant & Neonatal Masks) _____ Defibrillator with Adult and PED Pads _____ Sphygmomanometer (Cuffs & Devices) for PED, Normal Adult & Large Adult _____ Stethoscope _____ Heating and Cooling Source _____ Patient Compartment Lighting _____ Trauma Tourniquet _____ Copy of Protocols _____ CAAS or NPPA Ambulance Standard (Effective July 1, 2018) _____ Mounted Fire Extinguisher	Required Items Continued: _____ Stair Chair or Folding Stretcher _____ Cervical Spine Immobilization Device (S,M, & L) _____ Femur Traction Device (Adult /PED) _____ PED Restraint Device Available to Restrain <40lbs. _____ Pediatric Spinal Immobilization Device or Short Backboard with Straps _____ Head Immobilization Device _____ Adult Spinal Immobilization Extrication Device or Short Backboard with Straps _____ Upper & Lower Extremity Immobilization Devices _____ Bum Sheet _____ Cold Packs _____ Dressings, Bandages, Roll Gauze _____ Triangular Bandages (At Least 2) _____ Heavy Duty Scissors _____ Occlusive Dressing _____ Adhesive Tape _____ Sterile Irrigation Solution _____ Alcohol Wipes _____ Bed Pan _____ Urinal _____ Emesis Collection Device _____ Pediatric Medication/Equipment System Guides _____ Sheets, Pillows, Pillow Cases, & Towels _____ Lubricating Jelly _____ Sterile OB Kit (Scissors, Bulb Suction, Cord Clamps) _____ Thermal Blanket (or Other Heat Conserving Device) _____ Thermometer (Low Temperature Capability) _____ Triage System _____ Disinfectant Hand Wash/Sanitizer _____ Disinfectant for Cleaning Equipment _____ Disposable Biohazard Trash Bags _____ Infection Control Kit (Mask, Gowns, Jumpsuits, Eye Protection, Shoe Covers) _____ Gloves (Latex Free) _____ Straps Container (2 Sources) _____ Exterior Cleanliness _____ Interior Cleanliness _____ Medications and Fluid Kept in Climate-Controlled Environment _____ Provider Name Displayed on Each Side _____ Reflective Tape on All Sides _____ Equipment Secured in Patient Compartment	This column intentionally left blank
Mandatory for Expanded Scope of Practice: _____ Acetaminophen or NSAID _____ Blind Insertion Airway Device with Syringe (Adult & PED Sizes) _____ End-tidal CO2 (EtCO2) Detector _____ Beta-agonists (Albuterol, etc.) _____ Nebulizer _____ Aspirin _____ Epinephrine for Anaphylaxis/Allergic Reaction _____ Needles/Syringes _____ Nitroglycerin _____ Naloxone _____ Nasal Administration Device	Required Items: _____ Bulb Syringe (Separate from OB) _____ Nasal Cannula (Adult/PED) _____ Nasopharyngeal Airways (3 Adult & 3 PED Sizes) _____ Oropharyngeal Airways (3 Adult & 3 PED Sizes) _____ Non-rebreather with Tubing (Adult & PED) _____ Rigid Pharyngeal Suction Device _____ Suction Catheters (One Between 6 & 10F) _____ Suction Catheters (One Between 12 & 16F) _____ Suction Tubing _____ Glucose Measuring Device _____ Pulse Oximeter (Adult & PED Sizes) _____ Long Backboard with Three (3) backboard straps or equivalent	<p style="text-align: center;"> Missing an entire Mandatory (Automatic Failure) Item may result in summary suspension or refusal of a permit. </p> <p style="text-align: center;"> If the vehicle has all mandatory equipment (Automatic Failure Items) and missing no more than (2) of the Required Items the vehicle permit will be Issues. </p> <p style="text-align: center;"> Inspection Results PASSED ≤ 2 missing items = Satisfactory > 2 missing items = Unsatisfactory </p> <p> <input type="checkbox"/> Deficiencies corrected during inspection <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved </p> Permit #: _____ Expiration: _____
Comments: _____ _____ _____		
For NCOEMS Use Only: Inspector: _____ Date Entered in Continuum: _____		
Compliance Inspection: _____ Ramp _____ Spot Provider Representative: _____ PERSONNEL - P# _____ LEVEL _____ #1: _____ EMR EMT AEMT Paramedic #2: _____ EMR EMT AEMT Paramedic		

organizational chart

Fill in and customize the chart below with your team member names.



The following are the schedule of rates to be charged by Albemarle Medical Transport for Perquimans County:

BLS charge (non-emergency) - \$300.00

BLS charge (emergency) - \$400.00

Mileage charge - \$14.00 / Loaded mile

Standby Fee - \$100.00 per hour

- If these rates change then a new updated fee will be provided to Mr. Jonathan Nixon before they go into effect.

The	Governing Board
of	Primary Government Unit Perquimans County
and	Discretely Presented Component Unit (DPCU) (if applicable) NA

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

and	Auditor Name Thompson, Price, Scott, Adams & Co., P.A
	Auditor Address 4024 Oleander Dr., Suite 103, Wilmington, NC 28403

Hereinafter referred to as Auditor

for	Fiscal Year Ending 06/30/24	Date Audit Will Be Submitted to LGC 10/31/24
-----	--------------------------------	---

Must be within four months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). The basic financial statements shall include budgetary comparison information in a budgetary comparison statement, rather than as RSI, for the General Fund and any annually budgeted Special Revenue funds.

2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards (GAGAS)* if the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period. The auditor shall perform a Single Audit if required by Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F (Uniform Guidance)* or the State Single Audit Implementation Act. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

Effective for audits of fiscal years beginning on or after June 30, 2023, the LGC will allow auditors to consider whether a unit qualifies as a State low-risk auditee based upon federal criteria in the Uniform Guidance §200.520(a), and (b) through (e) as it applies to State awards. In addition to the federal criteria in the Uniform Guidance, audits must have been submitted timely to the LGC. If in the reporting year, or in either of the two previous years, the unit reported a Financial Performance Indicator of Concern that the audit was late, then

the report was not submitted timely for State low-risk auditee status. Please refer to "Discussion of Single Audits in North Carolina" on the LGC's website for more information.

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Auditing Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC Staff within four months of fiscal year end. If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.

7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.

For GAAS or *Government Auditing Standards* audits, if an auditor issues an AU-C §260 report, commonly referred to as "Governance Letter," LGC staff does not require the report to be submitted unless the auditor cites significant findings or issues from the audit, as defined in AU-C §260.12 - .14. This would include issues such as difficulties encountered during the audit, significant or unusual transactions, uncorrected misstatements, matters that are difficult or contentious reviewed with those charged with governance, and other significant matters. If matters identified during the audit were required to be reported as described in AU-C §260.12-.14 and were communicated in a method other than an AU-C §260 letter, the written documentation must be submitted.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is also required for the Alternative Compliance Examination Engagement for auditing the Coronavirus State and Local Fiscal Recovery Funds expenditures as allowed by US Treasury. Approval is not required on audit contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. This also includes any progress billings [G.S. 159-34 and 115C-447]. All invoices for audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.
10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).
11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.
12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.
13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements and/or the compliance section, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.
15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.
16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC.
17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.
18. Special provisions should be limited. Please list any special provisions in an attachment.
19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.
20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.
21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Government Auditing Standards, 2018 Revision* (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern. See 20 NCAC 03 .0502(c)(6).

30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 17 for clarification).

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>

32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

33. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

CONTRACT TO AUDIT ACCOUNTS

FEEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Government Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will not be approved.

Financial statements were prepared by: Auditor Governmental Unit Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name: Title and Unit / Company: Email Address:

OR Not Applicable (Identification of SKE Individual on the LGC-205 Contract is not applicable for GAAS-only audits or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. The audit fee information included in the table below for both the Primary Government Fees and the DPCU Fees (if applicable) should be reported as a specific dollar amount of audit fees for the year under this contract. If any language other than an amount is included here, the contract will be returned to the audit form for correction.

4. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the unit's last annual audit that was submitted to the Secretary of the LGC. All invoices for services rendered in an audit engagement as defined in 20 NCAC .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

Primary Government Unit	Perquimans County
Audit Fee (financial and compliance if applicable)	\$ 52500.00
Fee per Major Program (if not included above)	\$ 3000.00 if applicable
Additional Fees Not Included Above (if applicable):	
Financial Statement Preparation (incl. notes and RSI)	\$
All Other Non-Attest Services	\$
TOTAL AMOUNT NOT TO EXCEED	\$ 64,500

Discretely Presented Component Unit	NA
Audit Fee (financial and compliance if applicable)	\$
Fee per Major Program (if not included above)	\$
Additional Fees Not Included Above (if applicable):	
Financial Statement Preparation (incl. notes and RSI)	\$
All Other Non-Attest Services	\$
TOTAL AMOUNT NOT TO EXCEED	\$

SIGNATURE PAGE

AUDIT FIRM

Audit Firm* Thompson, Price, Scott, Adams & Co., P.A	
Authorized Firm Representative (typed or printed)* Gregory S Adams, CPA	Signature*
Date*	Email Address* gadams@tpsacpas.com

GOVERNMENTAL UNIT

Governmental Unit* Perquimans County	
Date Governing Board Approved Audit Contract* (Enter date in box to right)	
Mayor/Chairperson (typed or printed)* Wallace E Nelson, Chairman	Signature*
Date	Email Address* wallacenelson@perquimanscountync.gov

Chair of Audit Committee (typed or printed, or "NA") NA	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

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

Sum Obligated by This Transaction:	\$ 64,500
Primary Governmental Unit Finance Officer* (typed or printed) Tracy Mathews, Finance Officer	Signature*
Date of Pre-Audit Certificate*	Email Address* tracymathews@perquimanscountync.gov

CONTRACT TO AUDIT ACCOUNTS

SIGNATURE PAGE – DPCU
(complete only if applicable)

DISCRETELY PRESENTED COMPONENT UNIT

DPCU*	
NA	
Date DPCU Governing Board Approved Audit Contract* (Enter date in box to right)	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

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

Sum Obligated by this Transaction:	\$
DPCU Finance Officer (typed or printed)*	Signature*
Date of Pre-Audit Certificate*	Email Address*

Remember to print this form, and obtain all required signatures prior to submission.

PRINT

§ 143-318.11. Closed sessions.

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

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

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

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

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

FOR
INFORMATION
ONLY
ITEMS

Invitation to Participate & Save the Date for the 2024 March for Meals/#Save Lunch

From: Laura Rollinson <lrollinson@accog.org>
 To: b.rollinson74@yahoo.com; Karen Davis <kdavis@camdencountync.gov>;
 susanne.stallings@chowan.nc.gov; sheriff@chowan.nc.gov; +90 others
 Cc: balexander@ncweeklies.com; news@thecoastlandtimes.com; jeure@dailyadvance.com;
 donna@islandfreepress.org; +7 others
 Date: Wed 1/10/2024 11:15 AM

March For Meals 2024 (14).pdf 3 MB
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Good morning. I have attached the 2024 March for Meals /#SaveLunch Save the Date.

I am extending the invitation to participate in the delivering meals to our area's homebound senior clients (commonly referred to as Meals on Wheels) with our program, Albemarle Commission's Senior Nutrition Program.

This year's March for Meals Community Champion week is March 18th- March 22nd, 2024, however, you may participate on any delivery day in March. We serve Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington counties. You may participate in the county of your choice in our region.

If you would like to participate, please email me at lrollinson@accog.org or call 252-404-7091 to schedule your date and route. Meals are picked up at 10:45am and each route takes about an hour to complete.

(Clerks, please present this information to the commissioners at their next board meeting.)

Thank you in advance for your consideration in participating in this year's March for Meals/#SaveLunch campaign. Please feel free to share with any other community champion who might be interested in participating. Please reach out to me should you have any questions.

Best regards,

Laura Rollinson
 Senior Nutrition Program Manager
 Albemarle Commission Senior Nutrition Program
 512 S Church Street
 Hertford, NC 27944
 (252)404-7091 P
 (252)426-7649 F
 lrollinson@accog.org
Office Hours: Monday ~ Friday 7:30am ~ 4:00pm

<https://albemarlecommission.org/area-agency-on-aging/senior-nutrition/volunteer-with-senior-nutrition/>

March for Meals 2024

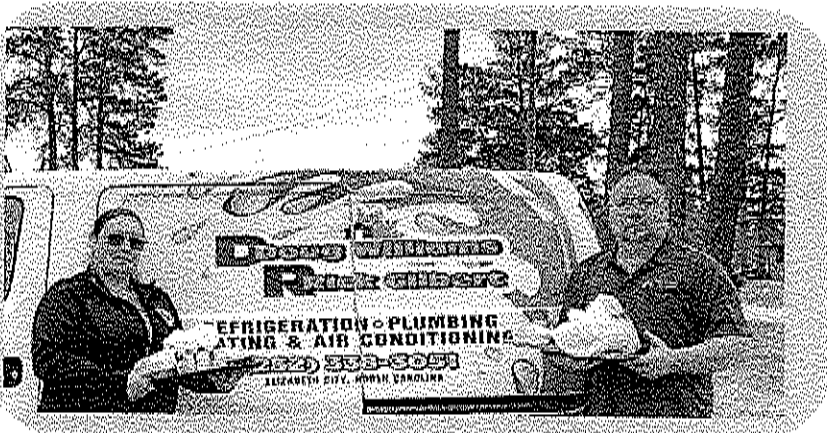
#savealunch



March 18th-March 22nd

Albemarle Commission's
Area Agency on Aging
Senior Nutrition Program

cordially invites all community champions,
civic groups, elected officials, business
leaders, government officials, Church
leaders, and Law Enforcement agencies to
participate in this years March for Meals.



For more information,
contact Laura Rollinson at
lrollinson@accog.org
or (252)404-7091.



DEPARTMENT HEAD REPORTS

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				
TA STOKELY	X	12-20-2023	X	BOUNDARY SURVEY
JO FRANCES HUGHES				3-0040-OY314-H .26 ACRES
JOSIAH A WEBB	X	12-20-2023	X	SURVEY FOR A PORTION OF 4-0053-0004 10.01 ACRES
TRAVIS & STEPHANIE BRADY				
SL CARDWELL	X	12-20-23	X	RECOMBINATION SURVEY 5-0041-0022 .69 ACRES
BRIAN W DAMRON & RAVEN A CHAPPELL				
TIMMONS GROUP	X	12-21-2023	X	EXEMPT DIVISION 4-0064-0029 10.01 & 76.45 ACRES
CS RENEWABLES				

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) 869-2777
Bowman Consulting Paul J Toti 131 Main Street Gatesville, NC 27938 357-1581	E. T. Hyman Surveying 133 US Hwy 158 West Ste E Camden, NC 27921 335-2913	McKim & Creed 504 E Elizabeth St Ste1 Elizabeth City, NC 27909 338-2929	Gloria Rogers 215 B Street Camden, NC 27921 338-1415/333-8781	Scott Temple PO Box 422 Elizabeth City, NC 27907 330-4016
Charles E Brown, III 2005 Johnson Road Elizabeth City, NC 27909 335-0928	Eugene Jordan 402 Sign Pine Road Tyner, NC 27980 221-4796	J H Miller Jr. 166 Cottonwood Drive Hertford, NC 27944 339-6932	Robey 150 US Hwy 158 W East Camden, NC 27921 335-1888	Tony Webb PO Box 381 Edenton, NC 27932 482-3066

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

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
TA STOKELY	X	1-4-2024	X	MINOR SUBDIVISION 5-0035-0021 3.75 ACRES
WALTER W JR & VALORIE D CARTWRIGHT				
TA STOKELY	X	1-4-2024	X	MINOR SUBDIVISION OF 1-0023-002A 2.58 ACRES
BRYAN A & LINDSY J LEWIS				
SL CARDWELL	X	1-4-2024	X	ABBREVIATED SUBDIVISION 1-0010-0026A
DANIELLE WINSLOW				
TEP ENGINEERING PLLC	X	1-9-224	X	LOT 1/ .99 ACRES, LOT 2 /1.00 ACRE, LOT 3 /1.00 ACRE
DANIEL EDWIN WOOD				
TA STOKELY	X	1-11-2024	X	BOUNDARY SURVEY 5-0033-0021E/ 1.02 ACRES & 5-0033-0021F/ 1.17 ACRES
FOCUS BROAD BAND				
TA STOKELY	X	1-12-2024	X	EASEMENT 2-0070-0048 / .08 ACRES
WESTON & ALEXIS PHTHISIC				
ALBEMARLE LAND SURVING	X	1-12-2024	X	SUBDIVISION 1-0029-0057 1.00 ACRE
COLLIN GILL BYRUM				
JOSIAH A WEBB	X	1-12-2024	X	SURVEY OF ANOTHER CATEGORY 3-0039-00015B / 1.29 ACRES
WALTER J & CATHERINE MORGAN				
				RECOMBINATION 1-0023-0049D & 1-0023-0049 / 10.14 ACRES

Bissett 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 Arena Road Black Mountain, NC 28711 (828) 669-2777
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Charles E Brown, III 2005 Johnson Road Elizabeth City, NC 27909 335-0928	Eugene Jordan 402 Sigt Pine Road Tyner, NC 27980 221-4795	J H Miller Jr. 166 Cottonwood Drive Hertford, NC 27944 339-6932	Robey 150 US Hwy 158 W East Camden, NC 27921 335-1888	Tony Webb PO Box 381 Edenton, NC 27932 482-3066

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

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
JOSHUA A WEBB	X	1-18-2024		RECOMBINATION 5-D040-0235A & 5-0032-0130-W 55.39 ACRES
COUNTY OF PERQUIMANS				

Bissell
 PO Box 1088
 Kitty Hawk, NC 27949
 (252) 261-3266

Bowman Consulting
 Paul J Toti
 131 Main Street
 Gatesville, NC 27938
 357-1581

Charles E Brown, III
 2005 Johnson Road
 Elizabeth City, NC 27909
 335-0928

S. L. Cardwell Surveying
 1206 Francis Street
 Elizabeth City, NC 27909
 338-6328

E. T. Hyman Surveying
 133 US Hwy 158 West Ste E
 Camden, NC 27921
 335-2913

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

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

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

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

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

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

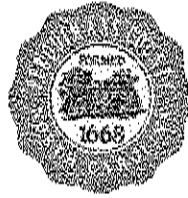
Robey
 150 US Hwy 158 W East
 Camden, NC 27921
 335-1888

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

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

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

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



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

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

**PERQUIMANS COUNTY
TAX DEPARTMENT**

Enforced Collections-January 2024

GARNISHMENTS: \$1,209.69

PAYMENT AGREEMENTS: \$13,456.28

DEBT SETOFFS: \$0

PERQUIMAN'S COUNTY
OFFICIAL REPORT


Date: JANUARY 2024

Board of Commissioners:
Finance Officer:

I wish to report that during January 2024 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
1/1/2024	\$1,936	6	\$841	3	\$160	2	\$75	1	\$75	1			\$10		\$3,097	\$0
1/2/2024	\$98	1	\$446	1	\$50	1			\$225	3					\$819	\$0
1/3/2024															\$0	\$0
1/4/2024	\$125	2													\$0	\$0
1/5/2024			\$90	1	\$50	1			\$375	2					\$500	\$0
1/7/2024									\$55	1					\$195	\$0
1/8/2024															\$0	\$0
1/9/2024	\$679	1	\$530	1	\$125	2	\$75	1	\$240	2			\$10	\$75	\$440	\$0
1/10/2024			\$100	2											\$1,294	\$0
1/11/2024															\$100	\$0
1/13/2024	\$175	1	\$50	1											\$0	\$0
1/14/2024															\$225	\$0
1/15/2024	\$415	1	\$60	1	\$50	1									\$0	\$0
1/16/2024	\$1,519	2					\$75	1	\$505	4					\$1,030	\$0
1/17/2024	\$100	1	\$382	4					\$300	4			\$10		\$1,904	\$0
1/18/2024			\$1,594	2					\$150	2					\$532	\$0
1/19/2024	\$1,042	1	\$130	1											\$1,594	\$0
1/20/2024									\$75	1					\$1,257	\$0
1/21/2024															\$0	\$0
1/22/2024															\$0	\$0
1/23/2024	\$1,069	2	\$160	2					\$125	1					\$125	\$0
1/24/2024	\$50	1	\$1,618	4	\$210	3			\$75	1			\$10		\$1,314	\$0
1/25/2024					\$250	1			\$75	1					\$1,953	\$0
1/26/2024															\$250	\$0
1/27/2024															\$0	\$0
1/28/2024															\$0	\$0
1/29/2024															\$0	\$0
1/30/2024	\$75	1	\$421	1											\$496	\$0
1/31/2024															\$0	\$0
TOTAL	\$7,283	20	\$6,422	24	\$855	11	\$225	3	\$2,275	23	\$0	0	\$50	\$75.00	\$17,225	0.00

Signed: _____ Building Inspector



Case Activity Report

1/1/2024 - 1/29/2024

Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
1/2/2024	8	762 WOODVILLE RD	Nuisance Vehicle	Nuisance Vehicle	Inspection	Inspected Property That has multiple Junk Vehicles. Tenant has been moving vehicles around to neighboring property. Will Monitor.
1/2/2024	61	113 OLD US 17 RD	junk vehicles	3 junk vehicles in front yard	Inspection	Follow up from complaint of Junk Vehicles on property. All vehicles are licensed.
1/17/2024	140	679 DEEP CREEK RD	solid waste	trash piled in yard	Re-Inspection	Re- Inspected property. Solid Waste Ordinance Violation. Spoke with owner and he agreed to have cleaned up soon.

Total Records: 3

1/29/2024

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

CFS By Department - Select Department By Date
 For *FIRE MUTUAL AID* 10/01/2023 00:00 - 12/31/2023 23:59

CHOWAN CO EMS	Count	Percent
ABDOMINAL PAIN/PROBLEMS	1	16.67%
FALLS	1	16.67%
PSYCHIATRIC/ABNORMAL BEHAVIOR/SUICIDE ATTEMPT	2	33.33%
STROKE (CVA)/TRANSIENT ISCHEMIC ATTACK (TIA)	1	16.67%
UNKNOWN PROBLEM (PERSON DOWN) - MEDICAL ALARM	1	16.67%
Total Records For CHOWAN CO EMS	6	Group/Total 0.10%
EASTCARE HELICOPTER	Count	Percent
CONVULSIONS/SEIZURES	1	33.33%
SPECIAL ASSIGNMENT	1	33.33%
TRAUMATIC INJURIES (SPECIFIC)	1	33.33%
Total Records For EASTCARE HELICOPTER	3	Group/Total 0.06%
EMERGENCY MANAGEMENT	Count	Percent
ABANDONED VEHICLE	1	1.59%
ASSAULT/SEXUAL ASSAULT/STUN GUN	2	3.17%
BREATHING PROBLEMS	6	9.52%
CARDIAC OR RESPIRATORY ARREST/DEATH	2	3.17%
CONVULSIONS/SEIZURES	2	3.17%
DAILY/WEEKLY MAINTENANCE	1	1.59%
FALLS	4	6.35%
FIRE CONTROLLED BURN	2	3.17%
FIRE SMELL OF GAS	1	1.59%
FIRE STRUCTURE FIRE	2	3.17%
FIRE TRAINING/TESTING	2	3.17%
INFO ONLY	1	1.59%
MAINTENANCE REPORT	1	1.59%
MOTORIST ASSIST / DISABLED MOTORIST	1	1.59%
OTHER	1	1.59%
OVERDOSE/POISONING (INGESTION)	1	1.59%
PUBLIC SERVICE CALL	2	3.17%
SERVICE CALL	1	1.59%
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	2	3.17%
SPECIAL ASSIGNMENT	6	9.52%
STANDBY BALL GAME	7	11.11%
STROKE (CVA)/TRANSIENT ISCHEMIC ATTACK (TIA)	1	1.59%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	1	1.59%
TEST	1	1.59%
TRAFFIC CONTROL	1	1.59%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	6	9.52%
TRAINING	1	1.59%
UNCONSCIOUS/FAINTING (NEAR)	2	3.17%
UNKNOWN PROBLEM (PERSON DOWN) - MEDICAL ALARM	2	3.17%

Total Records For EMERGENCY MANAGEMENT		63	Group/Total	1.04%
HERTFORD PUBLIC WORKS				
		Count		Percent
FIRE/ELECTRICAL FIRE	1			4.55%
INFO ONLY	1			4.55%
MAINTENANCE REPORT	1			4.55%
POWER OUTAGE/LINES/POLES DOWN (CABLE/POWER/ETC.)	1			4.55%
ROAD CLOSURE	7			31.82%
UTILITIES REQUEST (WATER / ELECTRICAL)	11			50.00%
Total Records For HERTFORD PUBLIC WORKS		22	Group/Total	0.36%
MAGISTRATE OFFICE				
		Count		Percent
ASSAULT/SEXUAL ASSAULT/STUN GUN	1			0.56%
ASSIST OFFICER	2			1.11%
ASSISTANCE	1			0.56%
CARELESS & RECKLESS	1			0.56%
CIVIL PROCESS	1			0.56%
DOMESTIC	1			0.56%
FIRE UNKNOWN TYPE - MISCELLANEOUS FIRE	1			0.56%
GUNSHOTS REPORTED	1			0.56%
HANG-UP 911 CALL	1			0.56%
HEMORRHAGE/LACERATIONS	1			0.56%
INVESTIGATION	1			0.56%
IVC / MENTAL SUBJECT	2			1.11%
LARCENY	1			0.56%
MAGISTRATE REQUEST	114			63.33%
OTHER	2			1.11%
PUBLIC SERVICE CALL	8			4.44%
REPORT	1			0.56%
REQUEST FOR OFFICER	2			1.11%
SEARCH WARRANT	1			0.56%
SERVE PAPERS	2			1.11%
SERVE WARRANTS FOR ARREST	10			5.56%
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	1			0.56%
SUBJECT IN CUSTODY	4			2.22%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	3			1.67%
THREATS	1			0.56%
TRAFFIC STOP	4			2.22%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	4			2.22%
TRANSPORT SUBJECT	6			3.33%
TRESPASSING	1			0.56%
WELL BEING CHECK	1			0.56%
Total Records For MAGISTRATE OFFICE		180	Group/Total	2.98%
NC DOT				
		Count		Percent
ANIMAL CONTROL	2			15.38%
DAMAGE TO PROPERTY	1			7.69%
DEBRIS IN THE ROADWAY	2			15.38%
INFO ONLY	1			7.69%
OTHER	1			7.69%

NC DOT	Count	Percent
ROAD CLOSURE	2	15.38%
TRAFFIC ISSUES (SIGNS DOWN / LIGHTS OUT / ETC.)	2	15.38%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	1	7.69%
WEATHER EVENTS	1	7.69%
Total Records For NC DOT	13	Group/Total 0.22%
NC FORESTRY	Count	Percent
FIRE BRUSH / WOODS FIRE	4	80.00%
FIRE CONTROLLED BURN	1	20.00%
Total Records For NC FORESTRY	5	Group/Total 0.08%
NC SHP	Count	Percent
ALARM RESIDENTIAL	1	0.68%
ASSIST OFFICER	6	4.08%
AUTOMATIC CRASH NOTIFICATION (ACN)	1	0.68%
CARELESS & RECKLESS	22	14.97%
CHASE	1	0.68%
DAMAGE TO PROPERTY	1	0.68%
DRIVERS LICENSE / REGISTRATION	1	0.68%
HANG-UP 911 CALL	1	0.68%
HIT AND RUN	4	2.72%
MOTORIST ASSIST / DISABLED MOTORIST	1	0.68%
PUBLIC SERVICE CALL	1	0.68%
SERVICE CALL	1	0.68%
SHOP LIFTER	1	0.68%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	2	1.36%
TRAFFIC CONTROL	1	0.68%
TRAFFIC STOP	1	0.68%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	98	65.67%
TRANSFERRED (911) CALL	3	2.04%
Total Records For NC SHP	147	Group/Total 2.44%
NC WILDLIFE	Count	Percent
CHASE	1	10.00%
GUNSHOTS REPORTED	2	20.00%
HIT AND RUN	1	10.00%
MAGISTRATE REQUEST	1	10.00%
PUBLIC SERVICE CALL	1	10.00%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	1	10.00%
TRESPASSING	1	10.00%
WILDLIFE / HUNTING VIOLATION	2	20.00%
Total Records For NC WILDLIFE	10	Group/Total 0.17%
NIGHTINGALE HELICOPTER	Count	Percent
CHEST PAIN/CHEST DISCOMFORT (NON-TRAUMATIC)	1	20.00%
STAB/GUNSHOT/PENETRATING TRAUMA	1	20.00%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	2	40.00%
TRAUMATIC INJURIES (SPECIFIC)	1	20.00%
Total Records For NIGHTINGALE HELICOPTER	5	Group/Total 0.08%

PASQUOTANK-CAMDEN EMS		
	Count	Percent
CHEST PAIN/CHEST DISCOMFORT (NON-TRAUMATIC)	3	60.00%
PSYCHIATRIC/ABNORMAL BEHAVIOR/SUICIDE ATTEMPT	1	20.00%
UNCONSCIOUS/FAINTING (NEAR)	1	20.00%
Total Records For PASQUOTANK-CAMDEN EMS	5	Group/Total 0.08%
PERQUIMANS CO 911		
	Count	Percent
ACCIDENTAL 911 CALL	108	17.70%
ALARM BUSINESS	2	0.33%
ALARM ELEVATOR	1	0.16%
ALARM RESIDENTIAL	1	0.16%
ANIMAL BITES/ATTACKS	1	0.16%
ANIMAL CONTROL	3	0.49%
ASSIST OFFICER	1	0.16%
ASSISTANCE	1	0.16%
AUTOMATIC CRASH NOTIFICATION (ACN)	1	0.16%
CHOKING	1	0.16%
CLEAR RADIOS / WEEKLY PAGER TEST	103	16.80%
DAILY/WEEKLY MAINTENANCE	38	6.23%
DCI ENTRY / TRANSACTION	12	1.97%
DISTURBANCE	3	0.49%
DOMESTIC	1	0.16%
DRILL (FIRE / TORNADO / ETC.)	4	0.66%
DSS / SOCIAL SERVICES REQUEST	2	0.33%
FALLS	1	0.16%
FIRE CONTROLLED BURN	2	0.33%
FIRE MUTUAL AID/OUT OF COUNTY RESPONSE	2	0.33%
FRAUD / SCAM BY ANY MEANS	1	0.16%
FUNERAL ESCORT	2	0.33%
HANG-UP 911 CALL	70	11.48%
INACCESSIBLE INCIDENT/OTHER ENTRAPMENT (NON-TRAFF)	1	0.16%
INFO ONLY	37	6.07%
IVC / MENTAL SUBJECT	2	0.33%
MAINTENANCE REPORT	3	0.49%
MISUSE OF 911	8	1.31%
OTHER	6	0.98%
PUBLIC SERVICE CALL	4	0.66%
REPORT	5	0.82%
REPOSESSION	7	1.15%
REQUEST FOR OFFICER	1	0.16%
ROAD CLOSURE	11	1.80%
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	1	0.16%
SPECIAL ASSIGNMENT	1	0.16%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	1	0.16%
TEST	28	4.59%
TRANSFERRED (911) CALL	129	21.15%
UTILITIES REQUEST (WATER / ELECTRICAL)	2	0.33%
WELL BEING CHECK	2	0.33%
Total Records For PERQUIMANS CO 911	610	Group/Total 10.11%

PERQUIMANS CO DSS		Count	Percent
DSS / SOCIAL SERVICES REQUEST	16	80.00%	
FALLS	1	5.00%	
PUBLIC SERVICE CALL	3	15.00%	
Total Records For PERQUIMANS CO DSS	20	Group/Total 0.33%	
PERQUIMANS CO EMS		Count	Percent
ABDOMINAL PAIN/PROBLEMS	16	1.91%	
ALLERGIES (REACTIONS)/ENVENOMATIONS (STINGS/BITES)	1	0.12%	
ANIMAL BITES/ATTACKS	4	0.48%	
ASSAULT/SEXUAL ASSAULT/STUN GUN	1	0.12%	
ASSISTANCE	4	0.48%	
AUTOMATIC CRASH NOTIFICATION (ACN)	1	0.12%	
BACK PAIN (NON-TRAUMATIC OR NON-RECENT TRAUMA)	15	1.79%	
BREATHING PROBLEMS	99	11.83%	
BURNS (SCALDS)/EXPLOSION (BLAST)	1	0.12%	
CARBON MONOXIDE/INHALATION/HAZMAT/CBRN	2	0.24%	
CARDIAC OR RESPIRATORY ARREST/DEATH	18	2.15%	
CHEST PAIN/CHEST DISCOMFORT (NON-TRAUMATIC)	80	9.56%	
CHOKING	2	0.24%	
CONVULSIONS/SEIZURES	36	4.30%	
DIABETIC PROBLEMS	12	1.43%	
DISTURBANCE	1	0.12%	
DOMESTIC	2	0.24%	
EMS MUTUAL AID	9	1.08%	
ESCORT	1	0.12%	
EYE PROBLEMS/INJURIES	1	0.12%	
FALLS	109	13.02%	
FIRE ACTIVATED ALARM	1	0.12%	
FIRE SMELL OF GAS	4	0.48%	
FIRE SMELL OF SMOKE / BURNING	4	0.48%	
FIRE STRUCTURE FIRE	7	0.84%	
FIRE TRAINING/TESTING	1	0.12%	
FIRE VEHICLE FIRE	2	0.24%	
HANG-UP 911 CALL	1	0.12%	
HEADACHE	4	0.48%	
HEART PROBLEMS/A.I.C.D	8	0.96%	
HEMORRHAGE/LACERATIONS	18	2.15%	
HIT AND RUN	1	0.12%	
INFO ONLY	1	0.12%	
MIH FOLLOW-UP	2	0.24%	
OVERDOSE/POISONING (INGESTION)	7	0.84%	
PSYCHIATRIC/ABNORMAL BEHAVIOR/SUICIDE ATTEMPT	30	3.58%	
PUBLIC SERVICE CALL	1	0.12%	
REQUEST FOR OFFICER	1	0.12%	
SERVE WARRANTS FOR ARREST	1	0.12%	
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	151	18.04%	
SPECIAL ASSIGNMENT	10	1.19%	

PERQUIMANS CO EMS	Count	Percent
STAB/GUNSHOT/PENETRATING TRAUMA	1	0.12%
STANDBY BALL GAME	7	0.84%
STROKE (CVA)/TRANSIENT ISCHEMIC ATTACK (TIA)	15	1.79%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	3	0.36%
TEST	1	0.12%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	57	6.81%
TRAINING	1	0.12%
TRAUMATIC INJURIES (SPECIFIC)	3	0.36%
UNCONSCIOUS/FAINTING (NEAR)	42	5.02%
UNKNOWN PROBLEM (PERSON DOWN) - MEDICAL ALARM	32	3.82%
UTILITIES REQUEST (WATER / ELECTRICAL)	1	0.12%
WELL BEING CHECK	4	0.48%
Total Records For PERQUIMANS CO EMS	837	Group/Total 13.88%

PERQUIMANS CO SO	Count	Percent
ABANDONED VEHICLE	2	0.05%
ABDOMINAL PAIN/PROBLEMS	1	0.03%
ACCIDENTAL 911 CALL	4	0.10%
ALARM BANK	1	0.03%
ALARM BUSINESS	34	0.89%
ALARM RESIDENTIAL	40	1.04%
ALARM SCHOOL	9	0.23%
ANIMAL BITES/ATTACKS	12	0.31%
ANIMAL CONTROL	196	5.11%
ARMED PERSON	1	0.03%
ARMED ROBBERY	1	0.03%
ASSAULT/SEXUAL ASSAULT/STUN GUN	8	0.21%
ASSIST OFFICER	15	0.39%
ASSISTANCE	19	0.50%
B&E (BREAKING&ENTERING) ATTEMPTED / OLD	4	0.10%
B&E (BREAKING&ENTERING) IN PROGRESS	3	0.08%
BACK PAIN (NON-TRAUMATIC OR NON-RECENT TRAUMA)	1	0.03%
BEGGING	1	0.03%
BOLO / ATL (ATTEMPT TO LOCATE)	1	0.03%
BREATHING PROBLEMS	4	0.10%
CARBON MONOXIDE/INHALATION/HAZMAT/CBRN	2	0.05%
CARDIAC OR RESPIRATORY ARREST/DEATH	15	0.39%
CARELESS & RECKLESS	48	1.25%
CHAPTER 90 - DRUG ACTIVITY	3	0.08%
CHASE	7	0.18%
CHEST PAIN/CHEST DISCOMFORT (NON-TRAUMATIC)	2	0.05%
CIVIL PROCESS	224	5.84%
CONVULSIONS/SEIZURES	3	0.08%
CRIMINAL SUMMONS	1	0.03%
DAMAGE TO PROPERTY	13	0.34%
DEBRIS IN THE ROADWAY	18	0.47%
DISTURBANCE	37	0.96%
DOMESTIC	48	1.25%

PERQUIMANS CO SO	Count	Percent
DOMESTIC VIOLENCE ORDER	8	0.21%
DRILL (FIRE / TORNADO / ETC.)	4	0.10%
DRIVERS LICENSE / REGISTRATION	40	1.04%
DSS / SOCIAL SERVICES REQUEST	2	0.05%
DUPLICATE CALL	1	0.03%
ESCORT	113	2.95%
EVICTON	5	0.13%
FALLS	7	0.18%
FIGHT	1	0.03%
FIRE ACTIVATED ALARM	6	0.16%
FIRE BRUSH / WOODS FIRE	2	0.05%
FIRE ILLEGAL BURN	1	0.03%
FIRE SMELL OF GAS	3	0.08%
FIRE SMELL OF SMOKE / BURNING	1	0.03%
FIRE STRUCTURE FIRE	8	0.21%
FIRE UNKNOWN TYPE - MISCELLANEOUS FIRE	2	0.05%
FIRE VEHICLE FIRE	3	0.08%
FOLLOW-UP	9	0.23%
FOOT PATROL	5	0.13%
FRAUD / SCAM BY ANY MEANS	4	0.10%
FUNERAL ESCORT	9	0.23%
GOKART / ATV / 4-WHEELER ON ROADWAY	7	0.18%
GUNSHOTS REPORTED	25	0.65%
HANG-UP 911 CALL	66	1.72%
HARASSMENT	1	0.03%
HEART PROBLEMS/A.I.C.D	1	0.03%
HEMORRHAGE/LACERATIONS	2	0.05%
HIT AND RUN	6	0.16%
ILLEGALLY PARKED VEHICLE	14	0.36%
INACCESSIBLE INCIDENT/OTHER ENTRAPMENT (NON-TRAFF)	1	0.03%
INFO ONLY	9	0.23%
INTOXICATED PEDESTRIAN	3	0.08%
INVESTIGATION	29	0.76%
IVC / MENTAL SUBJECT	38	0.99%
LARCENY	20	0.52%
LITTERING	1	0.03%
LIVESTOCK (IN THE ROADWAY / YARD)	2	0.05%
LOITERING	1	0.03%
MAGISTRATE REQUEST	70	1.82%
MISSING PERSON / RUNAWAY	16	0.42%
MOTORIST ASSIST / DISABLED MOTORIST	45	1.17%
MUTUAL AID	1	0.03%
NEIGHBORHOOD PATROL	11	0.29%
NOISE COMPLAINT	16	0.42%
NON-EMERGENCY TRANSPORT	1	0.03%
OTHER	44	1.15%
OVERDOSE/POISONING (INGESTION)	6	0.16%

PERQUIMANS CO SO	Count	Percent
POWER OUTAGE/LINES/POLES DOWN (CABLE/POWER/ETC.)	2	0.05%
PSYCHIATRIC/ABNORMAL BEHAVIOR/SUICIDE ATTEMPT	27	0.70%
PUBLIC SERVICE CALL	149	3.88%
RECOVER PROPERTY	12	0.31%
REPORT	13	0.34%
REQUEST FOR OFFICER	22	0.57%
SEARCH WARRANT	2	0.05%
SECURITY CHECK	1288	33.57%
SERVE PAPERS	62	1.62%
SERVE WARRANTS FOR ARREST	39	1.02%
SERVICE CALL	12	0.31%
SHOP LIFTER	2	0.05%
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	9	0.23%
SOLICITATION	1	0.03%
SPECIAL ASSIGNMENT	25	0.65%
SS-ARS (SAY SOMETHING -ANONYMOUS REPORTING SYSTEM)	1	0.03%
STAB/GUNSHOT/PENETRATING TRAUMA	1	0.03%
STANDBY BALL GAME	26	0.68%
SUBJECT IN CUSTODY	4	0.10%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	130	3.62%
THREATS	12	0.31%
TRAFFIC CONTROL	20	0.52%
TRAFFIC ISSUES (SIGNS DOWN / LIGHTS OUT / ETC.)	2	0.05%
TRAFFIC STOP	184	4.80%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	117	3.05%
TRANSFERRED (911) CALL	1	0.03%
TRANSPORT SUBJECT	63	1.64%
TRESPASSING	11	0.29%
UNAUTHORIZED USE	1	0.03%
UNCONSCIOUS/FAINTING (NEAR)	4	0.10%
UNKNOWN PROBLEM (PERSON DOWN) - MEDICAL ALARM	14	0.36%
UNLOCK VEHICLE/HOUSE	57	1.49%
UTILITIES REQUEST (WATER / ELECTRICAL)	2	0.05%
VANDALISM	2	0.05%
WANTED / STOLEN INQUIRY	5	0.13%
WELL BEING CHECK	56	1.46%
WILDLIFE / HUNTING VIOLATION	2	0.05%
Total Records For PERQUIMANS CO SO	3837	Group/Total 63.61%
PERQUIMANS CO WATER	Count	Percent
UTILITIES REQUEST (WATER / ELECTRICAL)	1	100.00%
Total Records For PERQUIMANS CO WATER	1	Group/Total 0.02%
PERQUIMANS CO WATER RESCUE TEAM	Count	Percent
OTHER	2	25.00%
PUBLIC SERVICE CALL	1	12.50%
SPECIAL ASSIGNMENT	1	12.50%
TRAINING	4	50.00%

Total Records For PERQUIMANS CO WATER RESCUE TEAM		8	Group/Total	0.13%
STATION 2 - BETHEL FD				
		Count		Percent
	CARBON MONOXIDE/INHALATION/HAZMAT/CBRN	2		5.26%
	CARDIAC OR RESPIRATORY ARREST/DEATH	2		5.26%
	CHEST PAIN/CHEST DISCOMFORT (NON-TRAUMATIC)	1		2.63%
	FALLS	1		2.63%
	FIRE ACTIVATED ALARM	3		7.89%
	FIRE BRUSH / WOODS FIRE	1		2.63%
	FIRE SMELL OF GAS	1		2.63%
	FIRE STRUCTURE FIRE	5		13.16%
	FIRE TRAINING/TESTING	2		5.26%
	FIRE UNKNOWN TYPE - MISCELLANEOUS FIRE	2		5.26%
	OVERDOSE/POISONING (INGESTION)	2		5.26%
	SPECIAL ASSIGNMENT	4		10.53%
	TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	10		26.32%
	TRAINING	1		2.63%
	UNKNOWN PROBLEM (PERSON DOWN) - MEDICAL ALARM	1		2.63%
Total Records For STATION 2 - BETHEL FD		38	Group/Total	0.63%

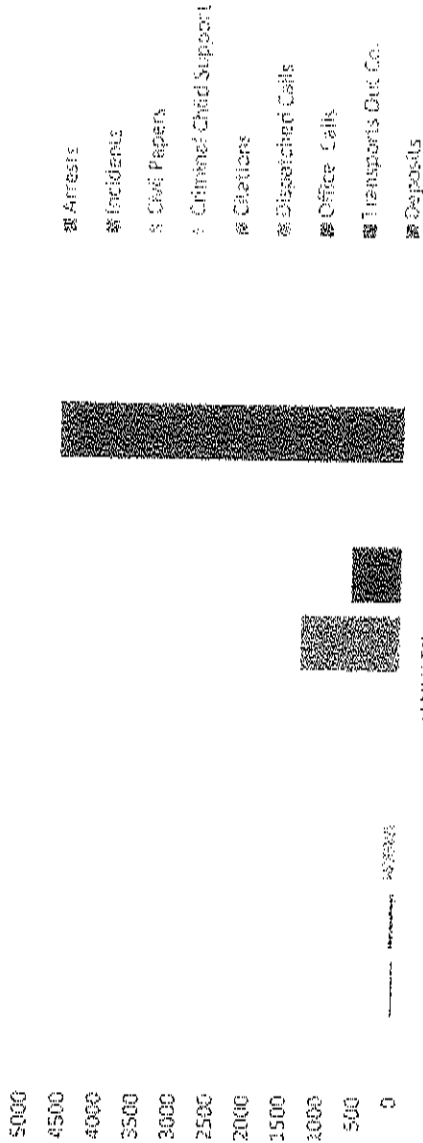
STATION 3 - HERTFORD FD				
		Count		Percent
	ASSISTANCE	1		1.28%
	AUTOMATIC CRASH NOTIFICATION (ACN)	1		1.28%
	CARBON MONOXIDE/INHALATION/HAZMAT/CBRN	1		1.28%
	CARDIAC OR RESPIRATORY ARREST/DEATH	4		5.13%
	CONVULSIONS/SEIZURES	1		1.28%
	FIRE ACTIVATED ALARM	12		15.38%
	FIRE BRUSH / WOODS FIRE	1		1.28%
	FIRE CONTROLLED BURN	1		1.28%
	FIRE ELECTRICAL FIRE	2		2.56%
	FIRE ILLEGAL BURN	1		1.28%
	FIRE SERVICE ASSIGNMENT	1		1.28%
	FIRE SMELL OF GAS	4		5.13%
	FIRE SMELL OF SMOKE / BURNING	4		5.13%
	FIRE STRUCTURE FIRE	7		8.97%
	FIRE TRAINING/TESTING	6		7.69%
	FIRE UNKNOWN TYPE - MISCELLANEOUS FIRE	1		1.28%
	HANG-UP 911 CALL	1		1.28%
	POWER OUTAGE/LINES/POLES DOWN (CABLE/POWER/ETC.)	1		1.28%
	PUBLIC SERVICE CALL	3		3.85%
	SPECIAL ASSIGNMENT	7		8.97%
	STANDBY BALL GAME	2		2.56%
	TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	14		17.95%
	TRAINING	1		1.28%
	UNCONSCIOUS/FAINTING (NEAR)	1		1.28%
Total Records For STATION 3 - HERTFORD FD		78	Group/Total	1.29%

STATION 4 - BELVIDERE CHAPEL HILL FD				
		Count		Percent
	CARDIAC OR RESPIRATORY ARREST/DEATH	1		4.17%
	FIRE MUTUAL AID/OUT OF COUNTY RESPONSE	1		4.17%

STATION 4 - BELVIDERE CHAPEL HILL FD		
	Count	Percent
FIRE SMELL OF SMOKE / BURNING	2	8.33%
FIRE STRUCTURE FIRE	1	4.17%
FIRE TRAINING/TESTING	4	16.67%
FIRE VEHICLE FIRE	1	4.17%
SPECIAL ASSIGNMENT	3	12.50%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	10	41.67%
TRAINING	1	4.17%
Total Records For STATION 4 - BELVIDERE CHAPEL HILL FD	24	Group/Total 0.40%
STATION 6 - WINFALL FD		
	Count	Percent
CLEAR RADIOS / WEEKLY PAGER TEST	1	2.04%
CONVULSIONS/SEIZURES	1	2.04%
FIRE ACTIVATED ALARM	1	2.04%
FIRE BRUSH / WOODS FIRE	2	4.08%
FIRE SMELL OF GAS	3	6.12%
FIRE SMELL OF SMOKE / BURNING	5	10.20%
FIRE STRUCTURE FIRE	8	16.33%
FIRE TRAINING/TESTING	2	4.08%
FIRE VEHICLE FIRE	3	6.12%
FUNERAL ESCORT	1	2.04%
INFO ONLY	1	2.04%
POWER OUTAGE/LINES/POLES DOWN (CABLE/POWER/ETC.)	1	2.04%
SPECIAL ASSIGNMENT	4	8.16%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	15	30.61%
TRAINING	1	2.04%
Total Records For STATION 6 - WINFALL FD	49	Group/Total 0.81%
STATION 7 - INTERCOUNTY FD		
	Count	Percent
CARDIAC OR RESPIRATORY ARREST/DEATH	1	1.72%
FIRE ACTIVATED ALARM	4	6.90%
FIRE BRUSH / WOODS FIRE	2	3.45%
FIRE MUTUAL AID/OUT OF COUNTY RESPONSE	30	51.72%
FIRE SMELL OF GAS	1	1.72%
FIRE STRUCTURE FIRE	2	3.45%
FIRE TRAINING/TESTING	4	6.90%
PUBLIC SERVICE CALL	1	1.72%
SPECIAL ASSIGNMENT	4	6.90%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	6	10.34%
TRAINING	3	5.17%
Total Records For STATION 7 - INTERCOUNTY FD	58	Group/Total 0.96%
STATION 8 - DURANTS NECK FD		
	Count	Percent
CARDIAC OR RESPIRATORY ARREST/DEATH	1	8.33%
FIRE BRUSH / WOODS FIRE	1	8.33%
FIRE ELECTRICAL FIRE	1	8.33%
FIRE STRUCTURE FIRE	1	8.33%
FIRE TRAINING/TESTING	1	8.33%
OVERDOSE/POISONING (INGESTION)	1	8.33%
SPECIAL ASSIGNMENT	3	25.00%

STATION 8 - DURANTS NECK FD		Count	Percent
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)		2	16.67%
TRAINING		1	8.33%
Total Records For STATION 8 - DURANTS NECK FD		12	Group/Total 0.20%
WINFALL PUBLIC WORKS		Count	Percent
UTILITIES REQUEST (WATER / ELECTRICAL)		1	100.00%
Total Records For WINFALL PUBLIC WORKS		1	Group/Total 0.02%
Total Records		6032	

Perquimans County Sheriff's Office -- January 2024 Activity Report									
Arrests	Incidents	Civil Papers	Criminal Child Support	Citations	Dispatched Calls	Office Calls	Transports Out Co.	Deposits	Court Days
JANUARY	23	56	168	1	13	1346	673	4	\$4,664.00



COMMITTEE REPORTS



PERQUIMANS COUNTY EMERGENCY SERVICES

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

(252) 426-5646 Phone - (252) 426-2049 Fax

911 Communications Division Advisory Board

Thursday, October 26, 2023 – 7:00 P.M. - Perquimans Emergency Services Building

MINUTES

Welcome – Provided by Jonathan Nixon, followed by the blessing by Jonathan Nixon.

Host – Durants Neck VFD

Minutes from July 2023 Meeting – Emailed

Introductions (see sign-in sheet for attendance)

Reports:

❖ **911 Communication Division** – Jonathan Nixon provided the following report:

911 Communications Division Advisory Board

- Purpose - The purpose of the 911 Communications Division Advisory Board is to analyze and evaluate community expectations for 911 service delivery, assess and recommend new strategies to improve public safety, identify and advocate for needed resources to achieve public safety objectives, and serve as a communication forum for public safety matters. The 911 Communications Division Advisory Board serves at the pleasure of the Perquimans County Board of Commissioners.
- Members:

<ul style="list-style-type: none"> -County Commissioner -Town of Hertford -Town of Winfall -County Manager -Emergency Services Director- -911 Shift Supervisors -EMS Shift Supervisor -Emergency Management -Emergency Services PIO -Fire Marshal 	<ul style="list-style-type: none"> -Law Enforcement *Sheriff's Office *NC Wildlife -Volunteer Rescue Squad -Fire Service *Fire Chiefs' Association *Bethel Fire Dept *Hertford Fire Dept *Belvidere Fire Dept *Winfall Fire Dept *Inter-County Fire Dept *Durants Neck Fire Dept *NC Forestry
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Meeting Schedule - The 911 Communications Division Board meets on the 4th Thursday in January, July, and October, unless rescheduled.

- Oversight - The Emergency Services Director is tasked with organizing and conducting the quarterly meetings to include producing an agenda and meeting minutes for each meeting. Meeting correspondence is relayed via email to members.

▪ GENERAL INFO, EQUIPMENT, & SOFTWARE:

- Perquimans County Master Public Safety Radio System Update – See PowerPoint.

PERSONNEL & TRAINING:

- 1 part-time TC promoted to full-time; 1 full-time position open & will be filled in December/January
- Addition of online behavioral assessment to our hiring process implemented through Select Advantage
- Nominations were made for 911 Telecommunicator of the Year

SHERIFF'S OFFICE: Absent. Trunk or Treat 10/27

NC WILDLIFE: Absent

RESCUE SQUAD: No report.

FIRE CHIEFS' ASSOCIATION: No report. Reminder from Julie Solesbee about grant opportunities.

BETHEL FIRE DEPARTMENT: Absent

BELVIDERE FIRE DEPARTMENT: Absent

DURANTS NECK FIRE DEPARTMENT: BBQ & raffle fundraiser coming up. Substation will be ready probably before main. Main station progressing. Chief Eure gave a thank you for help during and debriefing after toddler drowning/accident call.

HERTFORD FIRE DEPARTMENT: Control burn Nov 26. GETACS intermittent connectivity. Town approved new engine.

INTER-COUNTY FIRE DEPARTMENT: Absent

WINFALL FIRE DEPARTMENT: Absent

NC FORESTRY: Still fully staffed.

TOWN OF HERTFORD: Absent

TOWN OF WINFALL: Absent

COUNTY COMMISSIONERS: – Absent

COUNTY MANAGER: Absent

EMERGENCY SERVICES REPORT:**EMS Division Updates:**

- New Dumpster Delivered
- Julota for the MIH program was implemented
- Modifications to Bays 10-12 (Insulation, Exterior Walk Door, Fan)
- New EMS Unit Ordered
- New Zone-3 vehicle ordered for MIH program
- New Controlled Substance Safe Hardware upgrades underway
- RACE-CARS program met the required 10% of citizens trained in Hands Only CPR
- Nominations were made for EMS Tech of the Year
- First Responders Appreciation Luncheon was provided by Corinth Baptist Church
- New Portable Radios were implemented for EMS Division
- Mid Atlantic Garage Door was on site to service Garage Doors
- Full Time / Part Time Interviews were held
- Lots and Lots and Lots of Vehicle Repairs – See PowerPoint EMS unit mileage table.

Pending Projects/Trainings/Community Preparedness Activities:

- HazMat Exercise in Gates Co – July 29, 2023, from 5-9pm
- Completed Recognition Program for all Divisions
- Mandatory Water Rescue Team Training – August 9, 2023
- PCHS Coach/EMS Meeting with Athletic Trainer - August 8, 2023
- EMS Division Virtual Staff Meeting - August 14, 2023
- Hands-Only CPR at Back to School Bash - Hertford FD - Sat, August 26
- Cardizem Training completed by Paramedics September 1, 2023
- Fundraiser for Sentara Albemarle Medical Breast Center September 5, 2023
- Indian Summer Festival-September 8, 2023
- Indian Summer Festival-September 9, 2023
- Perquimans vs. Pasquotank Public Safety Football Game (PQ You Know!) -September 9, 2023
- American Legion First Responder of the Year Celebration September 11, 2023
- CME - September 12, 2023 - Patient Assessment and MIH Referrals
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- American Legion First Responder of the Year Celebration September 11, 2023
- CME - September 12, 2023 - Patient Assessment and MIH Referrals
- RACE-CARS Intervention Trial Meeting –October 3, 2023, from 9am-Noon
- National Night Out - October 3, 2023, from 4-9pm
- EMS at the OBX – October 9-10, 2023
- CME - October 16, 2023, Social Determinants of Health

- Perquimans Central School Safety Day - October 20, 2023, from 8:30-11:30
- Downtown Trunk or Treat - October 27,
- Perquimans Central School Fall Festival - October 27,2023
- “4” Life Training at Hertford Baptist Church –November 5,2023 from 1-2:30pm
- CME - November 13, 2023 -Cultural Competency
- Secretary Weaver along with other NC 911 Board staff will visit Perquimans 911 Communications on Tuesday, November 14, 2023 at 2pm
- Grand Illumination – December 1, 2023, at 6pm
- Christmas Parade - December 2, 2023 (NEED VOLUNTEERS)

OLD BUSINESS:

- Perquimans County Master Public Safety Radio System Update
- Basic EMS Ops for the Fire Department

NEW BUSINESS:

- 3rd Quarter 2023 Report by Agency (via email)
- Texting Update - Agency Rosters Distributed
- RACE-CARS update – CPR Text from 911 – Proposed Project by the Perq Co RACE-CARS Committee
Provide additional resource for lifesaving measures to the citizens of Perquimans County with hands-on CPR. The goal would be for any responder in the immediate area to respond. “CPRINPROGRESS” placeholder placed on CFS in CAD. Text would be sent to responders notifying them of Cardiac Arrest call. If approved as a County, individual Departments could opt in or out, but not individual personnel.
- Additional comments/concerns

HOST FOR NEXT MEETING: – Bethel VFD – January 25, 2024

Meeting Schedule:

January 26, 2023	April 27, 2023 (canceled)	July 27, 2023	October 26, 2023
January 25, 2024		July 25, 2024	October 24, 2024

Adjournment

Respectfully submitted – Andrea Stoner, 911 Shift Supervisor II & Jonathan Nixon, Emergency Services Director

Perquimans County 911 Communications Division Advisory Board Meeting



Thursday, October 26, 2023 - 7PM

911 Communications Division Advisory Board

- **Purpose:** The purpose of the 911 Communications Division Advisory Board is to analyze and evaluate community expectations for 911 service delivery, assess and recommend new strategies to improve public safety, identify and advocate for needed resources to achieve public safety objectives, and serve as a communication forum for public safety matters. The 911 Communications Division Advisory Board serves at the pleasure of the Perquimans County Board of Commissioners.

911 Communications Division Advisory Board

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911 Communications Division Advisory Board

- Members:**
- County Commissioner
 - Town of Hertford
 - Town of Winfall
 - County Manager
 - Emergency Services Director
 - 911 Shift Supervisors
 - EMS Shift Supervisor
 - Emergency Management
 - Emergency Services PIC
 - Fire Marshal
 - Law Enforcement
 - *Sheriff's Office
 - *Winfall PD
 - *NC Wildlife
 - Volunteer Rescue Squad
 - Fire Service
 - *Fire Chief's Association
 - *Bethel Fire Dept
 - *Belvidere Fire Dept
 - *Durans Neck Fire Dept
 - *Hertford Fire Dept
 - *Intercounty Fire Dept
 - *Winfall Fire Department
 - *NC Forestry

REPORTS

- 911 Center
- Law Enforcement
 - *Sheriff's Office
 - *Winfall PD
- Volunteer Rescue Squad
- Fire Departments
 - *Fire Chief's Association
 - *Bethel Fire Dept
 - *Belvidere Fire Dept
 - *Durant's Neck Fire Dept
 - *Hertford Fire Dept
 - *Intercounty Fire Dept
 - *Winfall Fire Dept
- NC Forestry
- Town of Hertford
- Town of Winfall
- County Commissioner
- County Manager
- Emergency Services Director

Reports - 911 Communications

GENERAL INFO, EQUIPMENT, & SOFTWARE

- 911 Grant Project is underway
 - Winfall tower project underway
 - Antenna work complete
 - Waiting on radio equipment
 - Back Room Equipment at 911 Center
 - Racks are in place
 - 4 New Portable Radios in 911 Center - VHF/800
 - Garrett Electric installed a new electrical panel in the Training Lab that is on the 911 Center UPS
 - Waiting on equipment
 - 7500 E consoles back up PSAP
 - Waiting on equipment
 - Scheduled for 1st Quarter 2024

Reports - 911 Communications

GENERAL INFO, EQUIPMENT, & SOFTWARE

- Looking at regional options for CAD-to-CAD for data sharing
- Funding approved for CAD Servers to be replaced - 1st Quarter 2024
- Ductless A/C in the 911 Center leaking - repaired
- Prepared Live was used by a caller for the first time the week of Sept 1st for a Brush Fire
- Failover Completed to our Backup PSAP at Chowan Telecommunications
- 911 Training program moving along - expect further renovations to include changes to the interview process moving forward

Reports - 911 Communications

PERSONNEL & TRAINING

- 1 part-time TC promoted to full-time; 1 full-time position open & will be filled in December/January
- Addition of online behavioral assessment to our hiring process implemented through Select Advantage
- Nominations were made for 911 Telecommunicator of the Year

REPORTS

- 911 Center
- Law Enforcement
 - *Sheriff's Office
 - *Winfall PD
- Volunteer Rescue Squad
- Fire Departments
 - *Fire Chief's Association
 - *Bethel Fire Dept
 - *Belvidere Fire Dept
 - *Durant's Neck Fire Dept
 - *Hertford Fire Dept
 - *Intercounty Fire Dept
 - *Winfall Fire Dept
- NC Forestry
- Town of Hertford
- Town of Winfall
- County Commissioner
- County Manager
- Emergency Services Director

Emergency Services Report EMS Division Update

- New Dumpster Delivered
- Julots for the MIH program was implemented
- Modifications to Bays 10-12 (Insulation, Exterior Walk Door, Fan)
- New EMS Unit Ordered
- New Zone-3 vehicle ordered for MIH program
- New Controlled Substance Safe Hardware upgrades underway
- RACE-CARS program met the required 10% of citizens trained in Hands Only CPR
- Nominations were made for EMS Tech of the Year
- First Responders Appreciation Luncheon was provided by Corinth Baptist Church
- New Portable Radios were implemented for EMS Division
- Mid Atlantic Garage Door was on site to service Garage Doors
- Full Time / Part Time Interviews were held
- Lots and Lots and Lots of Vehicle Repairs

Unit	Mileage 01/12/2023	Mileage as of 07/16/2023	Mileage as of 10/12/2023	Oil Change Due
Unit 161	17,050	25,078	27,367	28,288
Unit 162	146,711	152,306	154,038	155,264
Unit 163	168,713	175,937	177,571	179,670
Unit 164	206,412	205,247	203,499	206,381
Unit 165	139,204	146,224	147,890	149,070
Zone 1	29,057	33,113	33,760	37,307
Zone 2	161,866	162,792	162,920	164,090

Emergency Services Report

Completed Projects/Trainings/Community Preparedness Activities

- HazMat Exercise in Gates Co - July 29, 2023 from 5-9pm
- Completed Recognition Program for all Divisions
- Mandatory Water Rescue Team Training - August 9, 2023
- PCHS Coach/EMS Meeting with Athletic Trainer - August 8, 2023
- EMS Division Virtual Staff Meeting - August 14, 2023
- Hands-Only CPR at Back to School Bash - Hertford FD - Sat, August 26
- Cardizem Training completed by Paramedics September 1, 2023
- Fundraiser for Sentara Albemarle Medical Breast Center September 5, 2023
- Indian Summer Festival-September 8, 2023
- Indian Summer Festival-September 9, 2023
- Perquimans vs. Pasquotank Public Safety Football Game (PQ You Know!) - September 9, 2023
- American Legion First Responder of the Year Celebration September 11, 2023
- CME - September 12, 2023 - Patient Assessment and MIH Referrals

Emergency Services Report

Pending Projects/Trainings/Community Preparedness Activities

- RACE-CARS Intervention Trial Meeting -October 3, 2023 from 9am-Noon
- National Night Out - October 3, 2023 from 4-9pm
- EMS at the OBX - October 9-10, 2023
- CME - October 16, 2023 Social Determinants of Health
- Perquimans Central School Safety Day - October 20, 2023 from 8:30-11:30
- Downtown Trunk or Treat - October 27,
- Perquimans Central School Fall Festival - October 27, 2023
- "A" Life Training at Hertford Baptist Church -November 5, 2023 from 1-2:30pm
- CME - November 13, 2023 -Cultural Competency
- Secretary Weaver along with other NC 911 Board staff will visit Perquimans 911 Communications on Tuesday, November 14, 2023 at 2pm
- Grand Illumination - December 1, 2023 at 6pm
- Christmas Parade - December 2, 2023 (NEED VOLUNTEERS)

AGENDA

Old Business:

- Perquimans County Master Public Safety Radio System Update
- Basic EMS OPS for the Fire Department

New Business:

- 3rd Quarter 2023 Report by Agency (via email)
- Texting Update - Agency Rosters Distributed
- RACE-CARS update - CPR Text from 911 ??
- Additional Comments / Concerns
- Host for January 25, 2024 -- Bethel VFD

Meeting Schedule:

January 26, 2024	July 27, 2023	October 26, 2023
January 25, 2024	July 25, 2024	October 24, 2024

Adjournment

Perquimans County Master Public Safety Radio System Update

1. 911 Center Console Replacement

- Current Motorola 5500 End-of-Life December 2021
- New Motorola 7500E System connected to the VIPER Core (Farmville, NC) allows access to state talkgroups as well as mutual aid PSAP talkgroups
- \$358,132.54 NC 911 State / \$39,955.76 Local
- Recurring Monthly Expense through NCDIT for link to Farmville, NC
- NC 911 State Funding pays for annual maintenance cost
- Completed June 2022

Perquimans County Master Public Safety Radio System Update

2. Replacement End-of-Life Mobile/Portable 800mhz Radios

- All radios must meet the new radio standards by 2025 (TDMA Compliant, Encryption Capable)
- Emergency Services (911, EMS, EM, FM) & Sheriff's Office Radios
 - Joint 3-Year Lease for all portable radios
 - A few mobile radios will need to be replaced before 2025 for EMS
 - Any portable radios on loan to fire departments will be collected for trade-in and not reissued
 - Portable radios are up to date -- some mobile radios still need to be replaced

Fire Department Radios will need to be checked to ensure they are compliant with the new standards and updated/replaced as needed

Perquimans County Master Public Safety Radio System Update

3. Reprogramming of all 800mhz Radios

- Updated template by the NC State Interoperability Executive Committee (June 2023)
- Several talkgroups retired & new talkgroups added
- Perquimans talkgroups updated/renamed for Perquimans County
 - PERQ EM
 - PERQ DISP (Former PERQ FIRE) -- Patch in 911 Center to VHF PERQ FIRE
 - PERQ TAC1 (Former PERQ EMS) -- Patch in 911 Center to VHF TAC 1
 - PERQ TAC2 (Former PERQ TAC)
 - PERQ TAC3
 - PERQ TAC4
 - PERQ TAC5
 - PERQ TAC6
 - PERQ LAW
 - PERQ MA
 - 8YAC94
 - PERQ PS 1
 - PERQ PS 7
 - PERQLEOP51 (Law Enforcement Only)
 - PERQLEOP52 (Law Enforcement Only)
 - PERQLEOP53 (Law Enforcement Only)
 - PERQLEOP54 (Law Enforcement Only -- NOT monitored/recorded by 911 Center)

Perquimans County Master Public Safety Radio System Update

3. Reprogramming of all 800mhz Radios

- The Following VHF Channels will remain in service:
 - PERQ DISP (Former Perq FIRE) – Patch in 911 Center to VIPER PERQ DISP
 - PERQ TAC 1 – Patch in 911 Center to VIPER PERQ TAC 1
 - PERQ TAC 2
 - PERQ TAC 3
 - PERQ TAC 4
 - NOTE – Former Perq is out of service
- Sheriff's Office and Emergency Services partially complete as of October 2023
- ~~Complete on Fire Department Radios by 28 November~~

Perquimans County Master Public Safety Radio System Update

4. Winfall Tower Project

- NC 911 Board Competitive Grant Submitted June 2022 & Awarded August 26, 2022
 - Project cost \$289,607.00 State 911 Request / \$30,450.00 Local Request (\$320,057.00 Total)
 - State funds will be available 1st Quarter 2023
- Replace VHF Fire Main Repeater/Antenna System (Patched to 800 PERQ DISP and will become primary dispatch channel for all Fire/EMS dispatch)
 - NOTE – 911 Center will no longer monitor for radio traffic on VHF Fire Main
 - EMS Main VHF Repeater will be decommissioned
 - VHF TAC 1, 2, 3, 4 will be maintained for use by CERTS
- Replacing the Tower Lighting System with new LED Lighting System
- Adding 2 800mhz Repeaters/Antenna Systems (PERQ 800 1 & PERQ 800 2)
 - These will be completely independent of VIPER
 - LE would use PERQ 800 1 primarily as a backup channel
 - Fire/EMS will use PERQ 800 2 primarily as a backup channel
- Tower Structural Analysis
- Remove out-of-service antenna systems
- If this project is approved for partial grant funding, Perquimans will pay to reprogram all LE, Fire, EMS, EM, 911 Center MOTOROLA radios. Only the county's code plug will be provided for this free-to-the-agencies reprogramming. Agencies using Kanwood equipment will be responsible for updating their equipment.
- Project set up to be complete by 4th ~~Quarter of 2023~~ 1st Quarter of 2023

Perquimans County Master Public Safety Radio System Update

5. 911 Center Console/Tower Upgrades

- NC 911 Board Competitive Grant Submitted June 2022 & Awarded August 26, 2022
 - Project cost \$394,486.00 State 911 Request / \$11,550.00 Local (406,036.00 Total)
 - Emergency Services Staff invited to present the proposed grant project on July 20, 2022
 - State funds will be available 1st Quarter 2023
- Replace 800mhz End-of-Life Consolettes/Antenna Systems (Replace 7 / 2 New = Total 9)
- Replace VHF End-of-Life Consolettes/Antenna Systems (Total 6)
- Moving back-room radio equipment from Server Room to Radio Room near 911 Tower
- Grounding/Bonding upgrades to 911 Center Tower
- Project set up to be complete by 4th ~~Quarter of 2023~~ 1st Quarter of 2023

Perquimans County Master Public Safety Radio System Update

6. Backup PSAP Equipment Upgrades (Chowan 911 Center)

- NC 911 Board Competitive Grant Submitted June 2022 & Awarded August 26, 2022
 - Project cost \$375,356.60 State 911 Request
 - State funds will be available 1st Quarter 2023
- New 800mhz Consolettes (2)
- Replace End-of-Life Harris Radio Console System (3 Positions)
- EMD Software Dongle for Backup CAD Server
- Project set up to be complete by 4th ~~Quarter of 2023~~ 1st Quarter of 2023

Perquimans County Master Public Safety Radio System Update

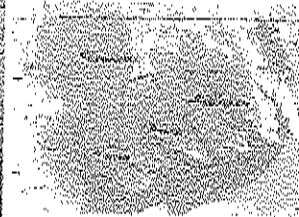
7. VIPER Radio Tower Project

- Addition of 2 New VIPER Tower Sites
- Total Project Estimate \$6,000,000
- Location #1 – Perrys Bridge Road (PCG Landfill)
 - County Owned Property
 - New County Owned 400 Foot Tower
 - Site Work & Fence
 - New Radio Equipment Shed
 - All VIPER Equipment will be maintained by NCHP
- Location #2 – Rayburn Lane
 - County in the process of procuring land as of October 2023
 - New County Owned 400 Foot Tower
 - Site Work & Fence
 - New Radio Equipment Shed
 - All VIPER Equipment will be maintained by NCHP
- State funding will cover the FY2023-2024 Budget at \$6 Million

Perquimans County Master Public Safety Radio System Update

7. VIPER Radio Tower Project

- Addition of 2 New VIPER Tower Sites



1st Quarter Call Volume Report

• Chowan EMS	2	• Perq EMS	676
• Eastcare	2	• Perq FM	2
• Perq EM	38	• Perq SO	3355
• Gates EMS	0	• Perq Water	3
• Hertford PubWks	8	• Perq WaterRescue	6
• Magistrate	164	• Station 2 - Bethel FD	32
• NC DOT	4	• Station 3 - Hertford FD	39
• NC Forestry	11	• Station 4 - Belvidere FD	16
• NC Probation	3	• Station 6 - Winfall FD	28
• NC SHP	115	• Station 7 - Inter-County FD	39
• NC Wildlife	3	• Station 8 - Durants Neck	16
• Nightingale	3	• Winfall PubWks	3
• Pasq EMS	1		
• Perq DSS	14		

2nd Quarter Call Volume Report

• Chowan EMS	2	• Perq EMS	697
• Eastcare	5	• Perq FM	2
• Perq EM	41	• Perq SO	4303
• Gates EMS	0	• Perq Water	4
• Hertford PubWks	7	• Perq WaterRescue	5
• Magistrate	164	• Station 2 - Bethel FD	40
• NC DOT	12	• Station 3 - Hertford FD	49
• NC Forestry	14	• Station 4 - Belvidere FD	13
• NC Probation	2	• Station 6 - Winfall FD	30
• NC SHP	121	• Station 7 - Inter-County FD	57
• NC Wildlife	11	• Station 8 - Durants Neck	12
• Nightingale	1	• Winfall PubWks	1
• Pasq EMS	4		
• Perq DSS	17		

3rd Quarter Call Volume Report

• Chowan EMS	8	• Perq EMS	799
• Eastcare	0	• Perq FM	0
• Perq EM	50	• Perq SO	4396
• Gates EMS	0	• Perq Water	4
• Hertford PubWks	12	• Perq WaterRescue	8
• Magistrate	178	• Station 2 - Bethel FD	35
• NC DOT	12	• Station 3 - Hertford FD	53
• NC Forestry	8	• Station 4 - Belvidere FD	20
• NC Probation	0	• Station 6 - Winfall FD	35
• NC SHP	113	• Station 7 - Inter-County FD	41
• NC Wildlife	2	• Station 8 - Durants Neck	15
• Nightingale	7	• Winfall PubWks	5
• Pasq EMS	1		
• Perq DSS	26		

CPR Text from 911 ??

- Proposed Project by the Perq Co RACE-CARS Committee
- Provide additional resource for lifesaving measures to the citizens of Perquimans County with hands-on CPR
- Goal would be for any responder in the immediate area to respond
- "CPRINPROGRESS" placeholder placed on CFS in CAD
- Text would be sent to responders notifying them of Cardiac Arrest call
- If approved as a County, individual Departments could opt in or out, but not individual personnel

AGENDA

Old Business:

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- Additional Comments / Concerns
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Adjournment

Schedule for Hosting Agencies

- July 22, 2021 - Town of Winfall (FD&PD)
- October 21, 2021 - CANCELED
- January 27, 2022 - Town of Hertford (FD)
- April 28, 2022 - CANCELED
- July 28, 2022 - Perquimans Sheriff's Office
- October 27, 2022 - Perquimans County Emergency Services
- January 26, 2023 - Perquimans County Manager
- April 27, 2023 - CANCELED
- July 27, 2023 - Inter-County VFD
- October 26, 2023 - Durants Neck VFD
- January 25, 2024 - Bethel VFD
- July 25, 2024 - Belvidere VFD
- October 24, 2024 - Town of Winfall

