

AGENDA

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

Board of Equalization & Review to meet in Meeting Room at Perquimans County Library at 6:45 p.m.

- I. **Call to Order**
- II. **Prayer & Pledge**
- III. **Public Hearing**
 - A. **Rezoning Request No. REZ-24-01, requested by Joseph T. Whitehurst, Jr..... 6:50 p.m.**
 - To receive citizens' comments to consider Rezoning Request No. REZ-24-01, requested by Joseph Whitehurst, Jr. to rezone 67.95 acres of tax parcel number A-0036-0124F from Residential & Ag. District RA-43 to Residential & Ag. District RA-32. Subject property is on the west side of Woodville Road in the 200 block and extends southwest to Magnolia Trail.
- 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 April 1, 2024 Regular Meeting, April 8, 2024 Joint Work Session with Board of Education, April 15, 2024 Board Retreat, April 15, 2024 Work Session (cancelled), April 24-25, 2024 Budget Work Sessions.
 - B. Tax Refund Approval
 - C. Personnel Matters
 - 1. Appointment: Non-Certified Deputy
 - 2. Appointment: Full-Time Non-Certified Telecommunicator (2)
 - 3. Appointment: Part-Time/Fill-In Chief Building Inspector
 - 4. Certification: Full-Time Certified Telecommunicator I (2)
 - 5. Promotion: Full-Time Non-Certified Telecommunicator (1)
 - 6. Promotion: IMC II (2)
 - 7. Removed from Roster: Part-Time/Fill-In Nutrition
 - 8. Removed from Roster: Part-Time/Fill-In Non-Certified Telecommunicator
 - 9. FMLA (2)
 - D. Step Increases/Merit Increases
 - 1. Social Services (1)
 - 2. EMS (1)
 - 3. Inspections (1)
 - 4. Sheriff's Office (1)
 - 5. Soil & Water Conservation (1)
 - 6. Tax Department (1)
 - E. Budget Amendments Nos. 30-31
 - F. Miscellaneous Documents
 - 1. Special Events Application with Insurance Information & Site Plan - Albemarle Plantation 4th of July 2024
 - 2. Older Americans Month Proclamation 2024
 - 3. Resolution to Declare Vehicle as Surplus to be Sold on GovDeals
 - 4. Independent Contractor Agreement - Recreation Concessions
 - 5. Essential Single-Family Rehabilitation Loan Pool Documentation
- VI. **Recognition of Employees' Years of Service & Introduction of New Employees**
 - A. Recognition of Employees' Years of Service
 - B. Introduction of New Employees
 - 1. LuRee Sawyer, Center for Active Living Coordinator
 - 2. Jonathan Nixon, Emergency Services Director
- VII. **Scheduled Appointments**
 - A. Jonathan Nixon, Emergency Services Director 7:00 p.m.
 - 1. Acceptable Use Policy
 - 2. 911 Communications Division Advisory Board Approval
 - 3. Opioid Settlement Funding - Spending Authorization Resolution - 07-01-24

ACTION TO BE TAKEN LATER

ACTION REQUIRED

NO ACTION REQUIRED

ACTION REQUIRED

ACTION REQUIRED	B. Shelby White, Sheriff C. D.	7:10 p.m. 7:15 p.m. 7:20 p.m.
	VIII. Commissioner's Concerns/Committee Reports	
NO ACTION REQUIRED	A. B.	
	IX. Old Business	
POSSIBLE ACTION REQUIRED	A. Updates from County Manager B. Board Vacancies 1. Community Advisory Committee (4) 2. Senior Tarheel Legislature Alternate Delegate 3. Albemarle Resource Conservation & Development Board	
	X. New Business	
ACTION REQUIRED	A. Planning Items: 1. Rezoning Request No. REZ-24-01, requested by Joseph T. Whitehurst, Jr. 2. Flag Lot Subdivisions ~ requested by Mae McGee B. C.	
	XI. Unscheduled Appointments/Public Comments <i>(If you wish to address the Board, please state your name for the record prior to speaking)</i>	
NO ACTION REQUIRED	A. B. C.	
ACTION REQUIRED	XII. Adjournment	

FOR INFORMATION ONLY:

DEPARTMENT HEAD REPORT:

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

COMMITTEE WRITTEN REPORTS:

- ARHS 2023 Annual Child Fatality Prevention Team Report *(report e-mailed to Commissioners 5-2-2024)*

NOTES FROM THE COUNTY MANAGER

May 6, 2024

6:50 p.m.

Board of Equalization & Review to meet in Meeting Room at Perquimans County Library at 6:45 p.m.

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

A. **Rezoning Request No. REZ-24-01, requested by Joseph T. Whitehurst, Jr. 6:50 p.m.**

- To receive citizens' comments to consider Rezoning Request No. REZ-24-01, requested by Joseph Whitehurst, Jr. to rezone 67.95 acres of tax parcel number 4-0036-0124F from Residential & Ag. District RA-43 to Residential & Ag. District RA-32. Subject property is on the west side of Woodville Road in the 200 block and extends southwest to Magnolia Trail.

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.A. The following employee was recognized for her years of service:

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

Employee Name	Department	Employee Job Title	No. of Years	Effective Date
Janet Stallings	Soil & Water Conservation	Secretary/Technician	20 years	05/01/2024

VI.B. The following employee was recognized for her years of service:

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

1. **LuRec Sawyer, Center for Active Living Coordinator:** Ms. Sawyer will introduce the following new full-time employee:

Employee Name	Employee Job Title	Effective Date
Teresa Valentine	Data Manager / CAL Assistant	04/01/2024

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

Employee Name	Employee Job Title	Effective Date
Andrea Stoner	911 Operations Manager	3/1/2024
NaKindra Downing	911 QA Coordinator	3/1/2024
Anna Johnson	Full-Time Telecommunicator III	4/1/2024
Brandon Melton	Full-Time Telecommunicator III	4/1/2024
Fantasia Saunders	Full-Time Telecommunicator III	4/1/2024
Keely Cartwright	Full-Time Telecommunicator II	3/1/2024
Brandon Melton	Full-Time Telecommunicator II	3/1/2024
Crystal Wright	Full-Time Telecommunicator II	3/1/2024
Fantasia Saunders	Full-Time Telecommunicator II	3/1/2024
Reagan Charlton	Full-Time Non-Certified Telecommunicator	3/1/2024
Tyanna Green	Full-Time Non-Certified Telecommunicator	3/1/2024
Lauren Barmer	Full-Time Non-Certified Telecommunicator	5/1/2024
Rhianna Tucker	Full-Time Non-Certified Telecommunicator	5/1/2024
Courtney Langley	Full-Time Non-Certified Telecommunicator	5/1/2024

VII.A. Jonathan Nixon, Emergency Services Director, will present the following items:

1. **Acceptable Use Policy:** Board consideration and action are being requested.
2. **911 Communications Division Advisory Board Approval:** With the consolidation of the Gates 911 Center and the Perquimans 911 Center, the makeup of the 911 Communications Division Advisory Board will need to be changed. The proposed makeup of the 911 Communications Division Advisory Board is enclosed. Board action is being requested.
3. **Resolution by the County of Perquimans to Direct the Expenditure of Opioid Settlement Fund:** The Board will need to consider and act on the enclosed Resolution authorizing the expenditure of opioid settlement funds for July 1, 2024.

VII.B. **Enclosure:** Sheriff White will request permission to apply for a grant that is for a community policing position. Board action will be requested.

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. No new information will be provided. We still need to fill a total of four vacancies.
2. **Senior Tar Heel Legislature Delegate, Alternate & Senior Tarheel Community Advisory Committee:** We have appointed Mr. Thomas St. John as the delegate so now we need to have an alternate and someone to serve on the Senior Tarheel Community Advisory Committee.
3. **Albemarle Resource Conservation & Development Council (Albemarle RC&D Council):** As Mary Hunicutt, Clerk to the Board, explained at last month's meeting, Albemarle RC&D Council has amended their Constitution and By-Laws (copy enclosed). The major change that affects the Board is Article III -- Members & Organization, Section 1, (a)-(g). The Board of Commissioners will be making the appointment with the recommendation of the Perquimans Soil & Water Conservation District Board. We currently have two members, Charles Mathews & Lynn

Mathis, Mr. Mathews was originally appointed by the Perquimans County Soil & Water Conservation Board. Ms. Mathis was appointed by the Board of Commissioners for a term of four years which expired on March 31, 2024. From what Ms. Hunnicutt understands from Janet Stallings, Soil & Water Conservation Secretary/Technician, Mr. Mathews is willing to continue to serve. Per Ms. Hunnicutt's e-mail conversation with Elizabeth Bryant, Albemarle RC&D's Executive Director, Ms. Mathis' attendance has not been in good standing for the past two calendar years. From what Ms. Hunnicutt understands is this amended Constitution & By-Laws will not take effect until December, 2024 so everything will remain as is now but we would need to appoint a representative to be effective January 1, 2025 for a four year term. Board action is being requested.

X.A. Enclosures. Rhonda Repanshek, County Planner, will present the following items for Board action:

1. **Rezoning Request No. REZ-24-01 - requested by Joseph T. Whitehurst, Jr.:** A Public Hearing was held early in the meeting to receive citizens' comments to consider Rezoning Request No. REZ-24-01, requested by Joseph Whitehurst, Jr. to rezone 67.95 acres of tax parcel number 4-0036-0124F from Residential & Ag. District RA-43 to Residential & Ag. District RA-32. Subject property is on the west side of Woodville Road in the two hundred block and extends southwest to Magnolia Trail. Board action is being requested.
2. **Flag Lot Subdivisions – requested by Mac McGee:** Multiple Flat Lot subdivision request by Mac McGee to split an approximately 28-acre family land tract amongst heirs. Subject property is tax parcel 3-048-00009D at the intersection of Center Hill Highway and North Bear Swamp Road. Board consideration and action are being requested.

CONSENT AGENDA NOTES

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

- A. **Enclosures:** Approval of Minutes April 1, 2024 Regular Meeting, April 8, 2024 Joint Work Session with Board of Education, April 15, 2024 Board Retreat, April 15, 2024 Work Session (cancelled), April 24-25, 2024 Budget Work Sessions.
- B. **Enclosure:** Tax Refund Approval – see attached listing.
- C. **Enclosure:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Zachary Smirlock	Non-Certified Deputy	Appointment	65/1	\$38,543	05/01/2024
Lauren Barner	Full-Time Non-Certified Telecommunicator	Appointment	60/5	\$34,100	05/01/2024
Rhianna Tucker	Full-Time Non-Certified Telecommunicator	Appointment	60/1	\$30,930	05/01/2024
Virgil Parrish	Part-Time/Fill-In Chief Building Inspector	Appointment	71/18	\$36.55/hr.	05/01/2024
Regan Charlton	Full-Time Certified Telecommunicator I	Certification	64/1	\$36,884	05/01/2024
Tyanna Green	Full-Time Certified Telecommunicator I	Certification	64/1	\$36,884	05/01/2024
Courtney Langley	Full-Time Non-Certified Telecommunicator	Promotion	60/1	\$30,930	05/01/2024
Tammy Chappell	IMC II	Promotion	63/1	\$35,295	05/01/2024
Marleny Garcia	IMC II	Promotion	63/1	\$35,295	05/01/2024
Faye Myers	Part-Time/Fill-In Nutrition	Removed from Roster			04/29/2024
Ashley Rison	Part-Time/Fill-In Non-Certified Telecommunicator	Removed from Roster			04/10/2024
Nicole Anderson	Full-Time Paramedic	FMLA			05/07/2024
Alyssa Polumbo	EMS Compliance Officer/Paramedic	FMLA			TBD

- 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
Social Services	Maria Bazemore-Harris	IMC II	63/1	\$35,295	05/01/2024
EMS	Tonya Ayers	Part-Time/Fill-In Paramedic	68/2	\$21.68/hr.	03/01/2024*
Inspections	Sharon Cooper	Office Manager	62/7	\$39,100	07/01/2023*
Sheriff's Office	LeAnne Wyme	Office Manager	62/11	\$43,108	07/01/2023*
Soil & Water Conservation	Janet Stallings	Secretary/Technician	61/10	\$40,272	05/01/2024
Tax Department	Stacey Ward	Business Personal Property	61/3	\$33,937	05/01/2024

*Back dated due to missed merit increase previously.

- E. **Enclosures:** Budget Amendment Nos. 30 -31 are enclosed for your review and action.
- F. **Enclosures:** These miscellaneous documents are presented for Board review and action:
 1. **Special Events Application with Insurance Information & Site Plan – Albemarle Plantation 4th of July Fireworks:** The Special Events application is enclosed for Board review & action to hold a July 4th Fireworks display at Albemarle Plantation.
 2. **Older Americans Month Proclamation 2024:** Laura Alvarico, Director of Area Agency on Aging, has requested that the Board adopt the enclosed Proclamation proclaiming May as Older Americans Month & World Elder Abuse Awareness Day on June 7, 2024. Board consideration and action are being requested.
 3. **Resolution to Sell Vehicle on GovDeals:** The enclosed Resolution is to declare two (2) vehicles in the Inspections Office as surplus and authorize County Manager to sell vehicles. Board action is being requested.
 4. **Independent Contractor Agreement – Recreation Department:** For information purposes, County Manager Heath has signed the enclosed Independent Contractor Agreement between Perquimans County and Sunset Slush to allow Sunset Slush to operate a Slushie stand at the Recreation Center during their events.
 5. **Essential Single-Family Rehabilitation Documentation:** The Albemarle Commission has requested that the County sign their Assistance Policy and their Procurement & Disbursement Policy to oversee the Single-Family Rehabilitation Loan Pool for Perquimans County residents. County Manager Heath has already signed these documents so this is for information purposes only.



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

April 30, 2024

Perquimans County Board of County Commissioners:

The Board of Equalization and Review will need to convene for the 2024 session.
Due to the revaluation, we may need more dates in May to hear appeals.

Bill Jennings
Tax Administrator

PUBLIC NOTICE

Perquimans County Board of County Commissioners will hold a Legislative Public Hearing on Monday, May 6, 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 Rezoning Request No. REZ-24-01, requested by Joseph Whitehurst, Jr. to rezone 67.95 acres of tax parcel number 4-0036-0124F from Residential & Ag. District RA-43 to Residential & Ag. District RA-32. Subject property is on the west side of Woodville Road in the 200 block and extends southwest to Magnolia Trail.

Property owners, residents and other interested parties may review these items during normal business hours before the Public Hearing at the Perquimans County Planning & Zoning Office, at 104 Dobbs Street, Hertford, NC, or call 252-426-2027 or email rhondarep@perquimanscountync.gov for more information. You may make comments at the hearing by signing in with the Clerk to the Board prior to its start.

Publish in Perquimans Weekly April 20th and 27th, 2024

Perquimans County Planning Staff Report
By Rhonda Repanshek, Planner
For BCC Meeting May 6, 2024

SUBJECT: Rezoning Request No. REZ-24-01, requested by Joseph T. Whitehurst, Jr. for 67.95 acres of tax parcel 4-0036-0124F to be rezoned from Residential and Agricultural District RA-43 to Residential and Agricultural District RA-32. Subject property is on the west side of Woodville Road in the 200 block and extends southwest to Magnolia Trail.

Project Description/ Research & Analysis

History:

September 7, 2004 County Commissioners rezoned the subject parcel from Rural Ag RA to Residential Ag RA-43 to allow a major subdivision. This tax parcel had a preliminary plat presented to County Commissioners as Cedarwood Village Phase 2 on September 6, 2005 and October 3, 2005. Forty lots of approximately one acre each were approved on a preliminary plat that had sections A, B, and C. Request for approval of section C was withdrawn. Preliminary plat extension was requested and granted in 2007 and June 2, 2008. Both were one year extensions.

At that time the minimum lot size that was allowed by the County to install individual septic systems was 43,000 sq. ft.; which is what RA-43 referred to. Now the County's minimum lot size for septic system installation is 32,500 sq. ft. which is what RA-32 refers to.

Interior roads on the parcel and potable waterline infrastructure have been existing since before March 2008.

General Information:

Uses allowed in an RA-32 district are identical to RA-43, but on a slightly smaller lot size. Road frontage requirements are the same, 125 feet per lot. Example uses by-right are Single-Family Dwellings, Duplexes, Adult Care Home, Athletic Fields, Bed & Breakfast Operations, Cemetery, and Swimming Pools. Examples of uses allowed with a Special Use Permit are Animal Shelter or Kennel, Arenas or Exhibition Halls, Car Wash, Church, Museum and Art Galleries, Nursing Home, and Vet Clinic.

Zoning in the equestrian section on the Woodville Road end is not included in this request.

Surrounding properties are zoned Residential and Agricultural RA-43 (Cedarwood and Woodville Village). Approximately six acres of the equestrian area at Woodville Road is Rural Agriculture RA. Approximately 1300 feet away is a Residential and Agricultural RA-25 major subdivision on Body Road (Open Aire Estates).

Why the rezoning is needed:

Rezoning is needed to allow a major subdivision with smaller lot sizes of a minimum 32,500 sq. ft.

Consistency with 2016 Land Use Plan Update

According to the Projected Future Land Use map Exhibit IX-B, page IX-36 of CAMA's 2016 Land Use Plan Update, the subject area is zoned *Residential*. The Land Use Plan 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").

Land use classifications in the CAMA Core Land Use Plan (LUP) include the following category:

Page IX-28 of the LUP is about the County's future land use and lists appropriate and inappropriate uses for **Residential** :

"This classification includes land used for low and medium-density residential purposes, with lot sizes ranging from one acre to 25,000 square feet, depending on the availability and use of public water and or sewer utilities."

Appropriate Uses: Variety of low density single-family and agricultural uses.

Inappropriate Uses: Commercial and industrial development.

Allowable Density: 1 to 4 dwelling units per acre.

Infrastructure: County-wide water system and waste disposal by septic ...

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.*"

Potential Schedule for Public Hearing(s): February 23, 2024 The Timmons Group submitted an application package to the Planning & Zoning Office on behalf of Tildon Whitehurst, Jr. which was found to be substantially complete. Public notices were sent to adjacent property owners and published in the Perquimans Weekly in accordance with Article III of the County's Zoning Ordinance and NC General Statutes Chapter 160D-601 and -602. Planning Board action at the regular public meeting on April 9th allows a public hearing to be held May 6th along with Board of County Commissioner (BCC) review.

Recommendation Procedure: Perquimans County Zoning Ordinance Section 304 provides for the Planning Board to consider the proposed rezoning at a public meeting and to make a recommendation to the BCC. In considering the request, the Planning Board and BCC shall use as a guide County Zoning Ordinance Section 305 and N.C. General Statutes Chapter 160D-605 which require the Governing Board to make a statement about plan consistency with the CAMA Land Use Plan and a statement of reasonableness for the rezoning. These may be approved in a single statement.

County Zoning Ordinance 305 (b): *When adopting or rejecting a zoning map amendment, a statement analyzing the reasonableness of the proposed rezoning shall be approved by the Board of Commissioners. This statement of reasonableness may consider, among other factors, (i) the size, physical condition, and other attributes of the area proposed to be rezoned, (ii) the benefits and detriments to the landowners, the neighbors, and the surrounding community, (iii) the relationship between the current actual and permissible development on the tract and adjoining areas and the development that would be permissible under the proposed amendment, (iv) why the action taken is in the public interest; and (v) any changed conditions warranting the amendment.*

Recommendations

Planning Board unanimously found proposed Rezoning No. REZ-24-01 to be consistent and in harmony with the county comprehensive Land Use Plan existing development pattern because the proposed area of map Exhibit IX-B, 'Projected Future Land Use Unincorporated Portions of Perquimans County', shows the subject area labeled as 'residential', and appropriate uses include a variety of low and medium-density single-family uses, and Planning Board found the rezoning to be reasonable because RA-32 is identical to RA-43 except it allows a slightly smaller lot size.

Planning Board unanimously recommends approval of Rezoning Request REZ-24-01 for tax parcel number 4-0036-0124F to be rezoned from Residential and Agricultural District RA-43 to Residential and Agricultural District RA-32.

Staff reminds the Board to give a reason 'why' the rezoning is or is not consistent and in harmony with the surrounding area and make a statement of reasonableness.

Suggested Motions

The Board of County Commissioners is requested to consider using one of the following sets of scripts to form the desired motions for approval or denial of Rezoning Request REZ-24-01, as follows:

1) **Motion to find proposed Rezoning No. REZ-24-01 to be consistent and in harmony with the county comprehensive Land Use Plan existing development pattern because** *(explain why)*;

Example why consistent: The proposed area of map Exhibit IX-B, 'Projected Future Land Use Unincorporated Portions of Perquimans County', shows the subject area labeled as 'residential', and appropriate uses include a variety of low and medium-density single-family uses...

Example why NOT consistent: *Board member must describe *

AND

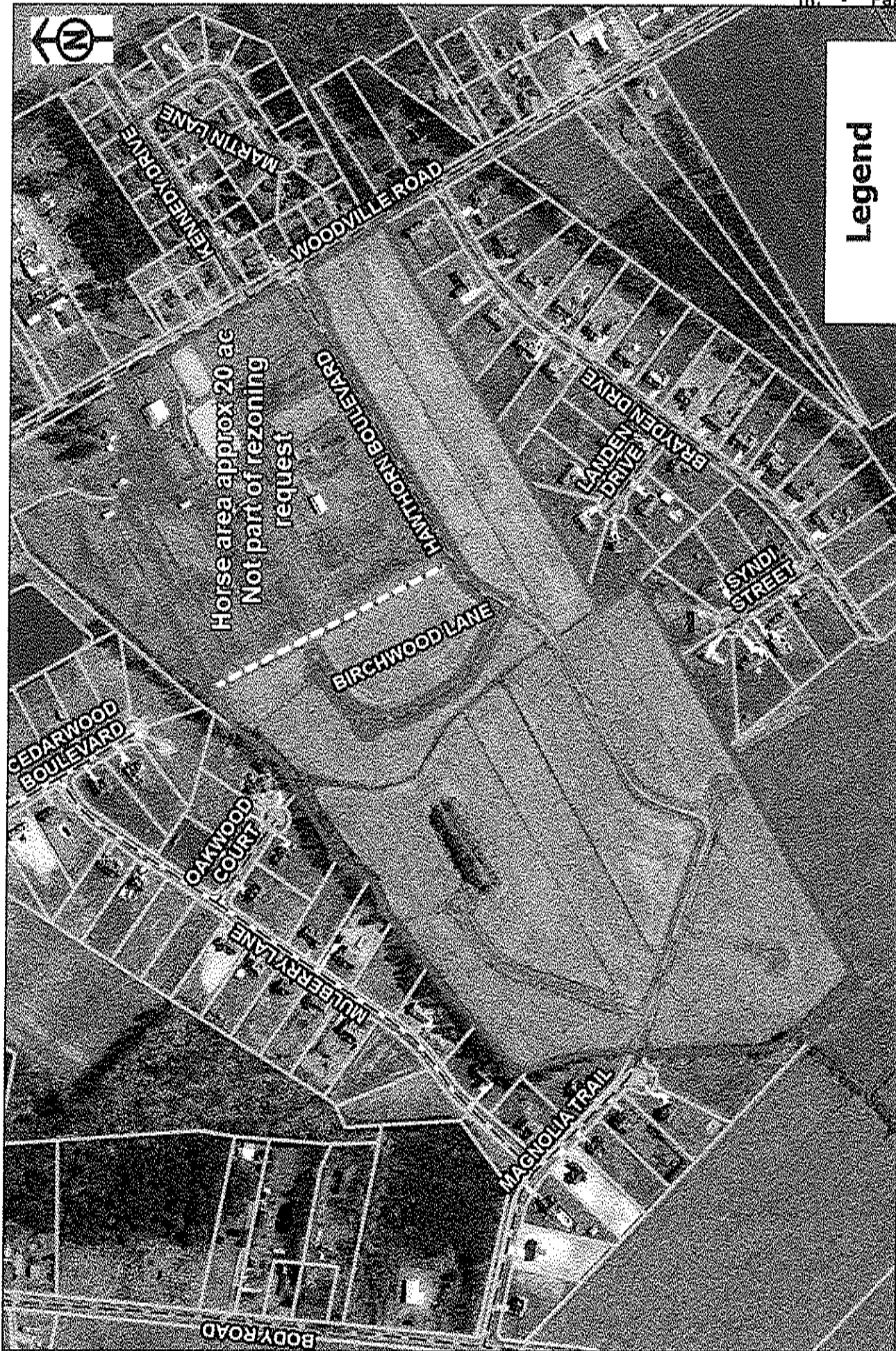
the rezoning is reasonable because RA-32 is identical to RA-43 except it allows a slightly smaller lot size.

the rezoning is NOT reasonable because: *Board member must describe *

2) **Motion to approve Rezoning Request REZ-24-01**, for tax parcel number 4-0036-0124F to be rezoned from Residential and Agriculture District RA-43 to Residential and Agriculture District RA-32.

Suggested actions to DENY: A motion to deny Rezoning No. REZ-24-01 would utilize the above-noted motion stated in the negative tense.

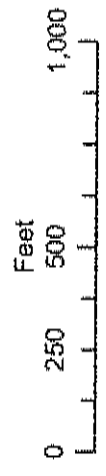
ATTACHMENTS: 1) GIS Map
 2) Application with Rezoning Exhibit Map drawn by the Timmons Group



Horse area approx 20 ac
 Not part of rezoning
 request

Legend

□ Parcels- current



Current Time: Perquimans County, NC by RR
 4/2/2024

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



Standard Rezoning Request and Conditional Zoning District Request Application

(Circle One)

OFFICIAL USE ONLY
 Date Received: 2-23-2024 Received by: RR
 Date completed: _____ Confirmed by: _____
 Subject Property Tax Map No(s): _____
4-0036-0124F
 Current Zoning District(s): RA-43
 Case No. REZ/~~020~~ 24 - 01

Applicant's Information

Property Owner(s)	Applicant (if different than owner)
Name(s): <u>JOSEPH T. WHITEHURST, JR.</u>	Name: _____
Address: <u>233 Woodville Road</u>	Address: _____
Phone Number(s): <u>232-264-3027</u>	Phone number(s): _____
Email: <u>patrick@whitehurstsand.com</u>	Email: _____

LEGAL RELATIONSHIP OF APPLICANT TO OWNER: OWNER

PERSON TO RECEIVE COMMENTS: _____

Description of Property

Address(es) of Subject Property: WOODVILLE ROAD, HERTFORD

Tax Parcel Map No(s): 4-0036-0124F

Location: This property is located on the (circle one) N S E (W) side of WOODVILLE Road, approximately 225 feet (circle one) N S E W of BRAYDEN DRIVE Road.

Size of Property: 89.37 acres. Lot width: 1327 feet. Lot depth: 3205 feet.

Current Zoning, including overlays: RA-43 Proposed Zoning: RA-32 Flood Zone: X

I/We, the undersigned, do hereby respectfully submit this application and request the Planning Board and Board of Commissioners to consider a proposed amendment to the Official Zoning Map to designate the property as RA-32 (Zoning District). The subject property is owned by JOSEPH T. WHITEHURST, JR. as evidenced by deed recorded in Real Estate Book 494, Page 282 OR Will File Number _____ in the Perquimans County registry.

Applicant Signature: _____ Date: 2-13-24

Property Owner Signature: _____ Date: 2-13-24

NOTE: APPLICATIONS WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF PROPERTY OWNER



Case No. REZ/~~EZD~~ 24 - 01

Standard Rezoning Request and Conditional Zoning District Request Application

1. The following are all of the individuals, firms, or corporations owning properties involved in the Rezoning 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. *SEE ATTACHMENT*

Name

Address

a.	_____	_____
b.	_____	_____
c.	_____	_____
d.	_____	_____
e.	_____	_____
f.	_____	_____
g.	_____	_____
h.	_____	_____
i.	_____	_____
j.	_____	_____
k.	_____	_____
l.	_____	_____
m.	_____	_____
n.	_____	_____
o.	_____	_____
p.	_____	_____
q.	_____	_____

Use an additional sheet of paper if necessary.

ATTACHMENT: ADJOINING PROPERTY OWNERS

MONTGOMERY, BRITT & WIFE,
STEPHANIE MONTGOMERY
109 SYNDI STREET
HERTFORD, NC 27944

ROLON, JOHN & WIFE,
ALYSSA R ROLON
203 CEDARWOOD BOULEVARD
HERTFORD, NC 27944

ASKEW, FREDDY & WIFE,
PAMELA ASKEW
200 CEDARWOOD BOULEVARD
HERTFORD, NC 27944

MARTIN, JANIS RABY &
GARY CHRISTOPHER MARTIN
111 OAKWOOD CT
HERTFORD, NC 27944

SMITH, BRIAN THOMAS & WIFE,
PATRICIA ANN SMITH
107 OAKWOOD COURT
HERTFORD, NC 27944

WRAY, SHERRY S & HUSBAND,
ROBERT L WRAY, II
7027 WATERWHEEL ST SW
CONCORD, NC 28025

HINKLEY, CURTIS R & SYLVIA L
& CYNTHIA R HINKLEY
183 MULBERRY LANE
HERTFORD, NC 27944

FOSTER, SARA J
152 MULBERRY LN
HERTFORD, NC 27944

STODDARD, TRACY PHYLLIS
146 MULBERRY LANE
HERTFORD, NC 27944

GALLOP JR, ROBERT MONTGOMERY & WIFE,
BESSIE HARDY GALLOP
138 MULBERRY LANE
HERTFORD, NC 27944

MCBRIDE, CORNELL & FREDA
126 MULBERRY LANE
HERTFORD, NC 27944

WALL, FREDERIC E JR
& PATRICIA G
107 MAGNOLIA TRAIL
HERTFORD, NC 27944

WILSON, GARY STEVEN &
MARTHA R. SPENCER
111 MAGNOLIA TRAIL
HERTFORD, NC 27944

BOWE, MICHAEL L & DEBORAH M
112 MAGNOLIA TRAIL
HERTFORD, NC 27944

GOSS, GERALD TRAVIS & WIFE,
CHARLENE MARIE GOSS
114 MAGNOLIA TRAIL
HERTFORD, NC 27944

MEADS HOME BUILDERS, INC
1700 DARIAN DRIVE
ELIZABETH CITY, NC 27909

MEADS HOME BUILDERS INC,
TOMMY J BUILDERS & ETALS
1700 DARIAN DRIVE
ELIZABETH CITY, NC 27909

MONTGOMERY, BRITT H
& STEPHANIE E MONTGOMERY
109 SYNDI STREET
HERTFORD, NC 27944

MEADS, VANCE & SONS, INC.
1700 DARIAN DRIVE
ELIZABETH CITY NC 27909

O'HANDLEY, CHRISTOPHER & WIFE,
JUSTINA O'HANDLEY
116 SYNDI STREET
HERTFORD, NC 27944

BLACKWELL, SHANE DAVID
112 SYNDI STREET
HERTFORD, NC 2794

LITTLE, DAVID R
107 LANDEN DRIVE
HERTFORD, NC 27944

FISHER, HARRY E JR
& JENNIFER A FISHER
113 LANDEN DRIVE
HERTFORD, NC 27944

BROCK, JOSEPH C & ERICA S
116 LANDEN DRIVE
HERTFORD, NC 27944

ANDERSON, PAULA J
112 LANDEN DRIVE
HERTFORD, NC 27944

CANIPE, ROBERT EUGENE
106 LANDEN DRIVE
HERTFORD, NC 27944

PETERSON, ALLEN A & MELISSA H
122 BRAYDEN DRIVE
HERTFORD, NC 27944

BARTLETT, SHIRLEY G
118 BRAYDEN DRIVE
HERTFORD, NC 27944

PIKE, BRADLEY ALLEN & WIFE,
MISTI LEE PIKE
114 BRAYDEN DRIVE

BAXLEY, STEVE L & ANGELIQUE J
108 BRAYDEN DRIVE
HERTFORD, NC 27944

HAYES, ANGELA K
272 WOODVILLE ROAD
HERTFORD, NC 27944

WHEDBEE, SUSAN H
273 WOODVILLE RD
HERTFORD, NC 27944

WHITEHURST JR, JOSEPH T
233 WOODVILLE ROAD
HERTFORD NC 27944

WHIDBEE, WILLIAM HENRY & ANNIE
ESTATE
267 WOODVILLE ROAD
HERTFORD, NC 27944

PERRY, SHIRLEY JEAN
329 JACOBS LANE
HERTFORD, NC 27944

WHITE, BETTY F
259 WOODVILLE ROAD
HERTFORD, NC 27944

FEREBEE, KENDELL
255 WOODVILLE ROAD
HERTFORD, NC 27944

HOWELL, PEARLIE H.
253 WOODVILLE ROAD
HERTFORD, NC 27944

HARRIS, SHARON R.
241 WOODVILLE ROAD
HERTFORD NC 27944

LEIGH, FONDELLA A.
239 WOODVILLE ROAD
HERTFORD NC 27944

HYMAN, SHEILA LEIGH
1252 BROWNFIELD CT
HIGH POINT, NC 27262

WHITEHURST JR, J. TILDON
213 WOODVILLE ROAD
HERTFORD NC 27944

MULLEN, ROBERT L. & ELNORA C.
243 WOODVILLE ROAD
HERTFORD, NC 27944

WHITEHURST, NORMA S.
220 WOODVILLE ROAD
HERTFORD NC 27944

SUBJECT PROPERTY:
WHITEHURST JR, JOSEPH T
233 WOODVILLE ROAD
HERTFORD NC 27944



Standard Rezoning Request and Conditional Zoning District Request Application

Case No. REZ/CD-24-01

2. Statement of the nature of the proposed use:

USES AS ALLOWED IN RA3 ZONE, SPECIFICALLY SINGLE FAMILY RESIDENTIAL



Standard Rezoning Request and Conditional Zoning District Request Application

Case No. REZ/czd-24-01

Attach the following:

- Completed Application
- Letter addressed to the Perquimans County Board of Commissioners explaining your intentions in detail.
- Proof of Ownership
- Legal Description including site plan and/or existing survey
- Owner's Authorization for Agent
- Two sets of stamped addressed envelopes of all adjacent property owners to whom notice of public hearing must be sent. Said notices will be sent by the Planning and Zoning Office in the envelopes provided by the Applicant. Leave the upper left envelope corner blank. Planning Staff will place the Planning Office address return label there.
- Two self addressed stamped envelopes.
- Copy of Map with proposed revision.
- Filing Fee (See Current Planning/Zoning Fee Schedule, approved by County Commissioners) *Receipt # 950783
Check # 17486 in amount \$450*
- Appropriate certification from Albemarle Regional Health Services regarding individual on-site septic tank system(s), or letter from sewer utility confirming anticipated capacity will be accepted into sewer system.
- Any additional information needed by the Planner, Technical Review Committee, or other county officials: (i.e. Traffic Impact Analysis, Statement of Appraisal, etc.)

Applications will not be scheduled for public meeting until complete.

[Signature]
Signature of Owner or Authorized Applicant

2-23-2024
Date

NOTE: This Application must be submitted to the Planning and Zoning Administrator and found to be complete 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).



Case No. REZ - 24 - 01

Owner's Authorization for Agent

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

I am/We are the owner(s) of the property located at WOODVILLE ROAD

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

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

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

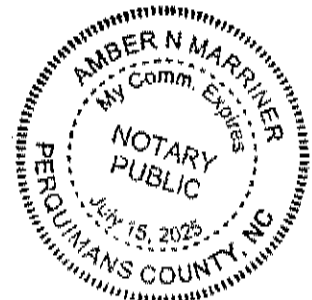
BY: [Signature] by [Signature] P.O.A.
Signature of Owner

Joseph Tildon Whitehurst, Jr by Joseph Patrick Whitehurst 252-312-7999
Print Name Telephone Number

Signature of Owner

Print Name Telephone Number

Sworn to and subscribed before me, this the 13 day of February, 2024.
Notary Public Amber N. Murrin County of Perquimans
State of North Carolina
My commission expires: July 15, 2025

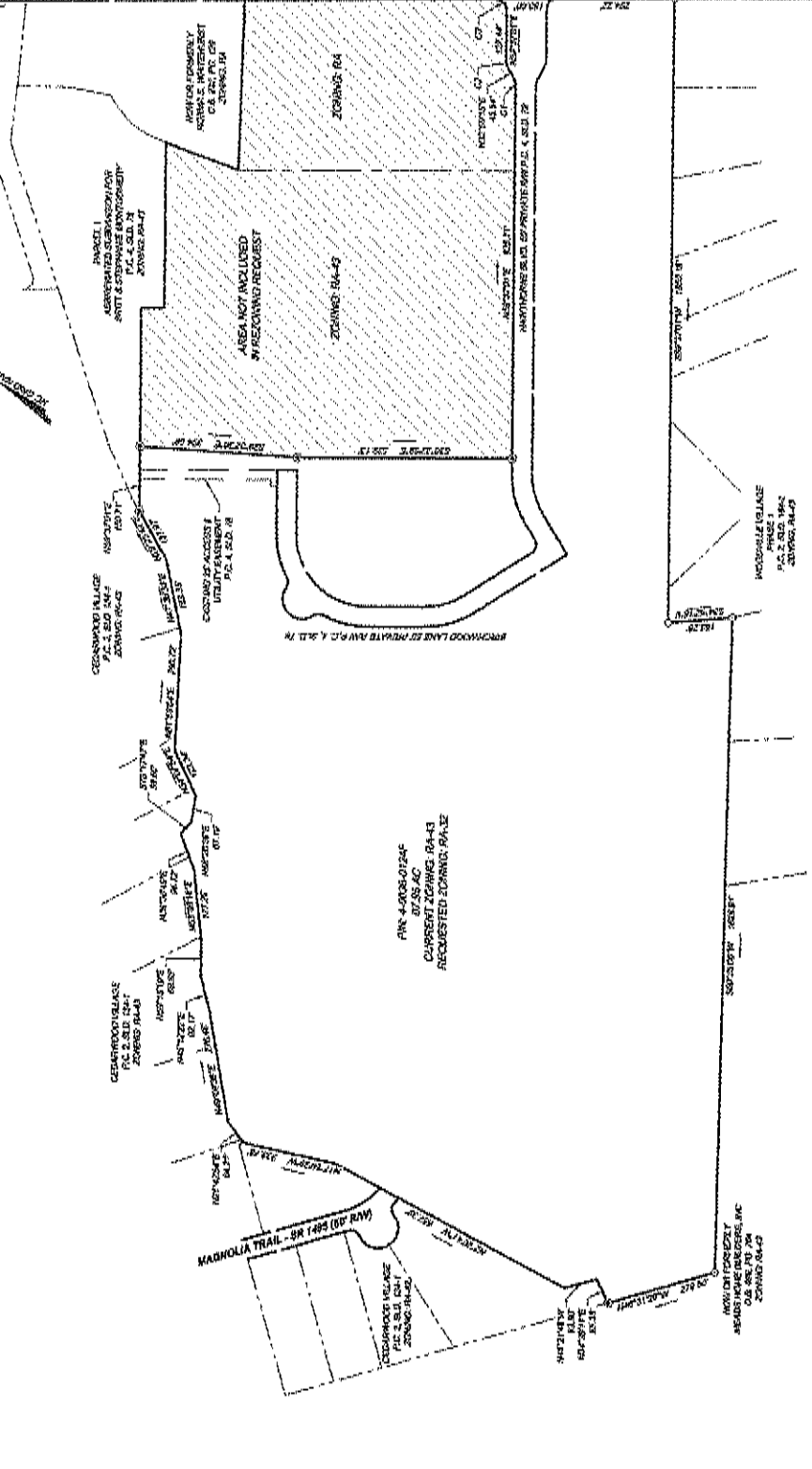
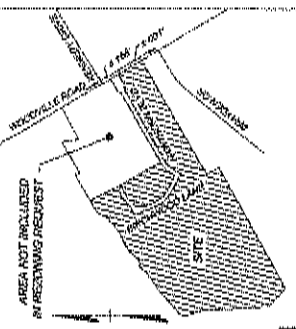




JOSEPH T. WHITEHURST, JR.
14987
1-1-97

- NOTES
1. ALL DISTANCES SHOWN ARE HORIZONTAL DISTANCE UNLESS NOTED OTHERWISE.
 2. AREA COMPUTED BY USING CONSERVATIVE METHOD.
 3. THIS MAP IS FOR PRESENTATION PURPOSES ONLY AND IS NOT A FINAL RECORD SURVEY. SEE RECORDED INSTRUMENTS FOR FULL SURVEY DATA AND DIMENSIONS.

VICINITY MAP
(NOT TO SCALE)



LEGEND

- EXISTING OPEN (RED LINE)
- PROPOSED LANE (RED LINE)
- PROPOSED DRIVE (RED LINE)
- PROPERTY BOUNDARY (DASHED LINE)
- ADJACENT PROPERTY LINES (DASHED LINE)
- PROPERTY TYPE (HATCHED PATTERN)
- EXISTING DRIVE (BLACK LINE)
- PROPOSED DRIVE (BLACK LINE)
- PROPOSED DRIVE (BLACK LINE)
- AREA NOT INCLUDED IN REZONING REQUEST (HATCHED PATTERN)

SCALE: 1"=200'
DATE OF SURVEY: 08/04/04
DRAWN BY: JTW
CHECKED BY: JTW

JOSEPH T. WHITEHURST, JR.
1845 WEST CYPRESS DRIVE, UNIT F, CHARLOTTE, NC 28209
TEL: 252.221.9201 www.jtw-engineers.com
NEW YORK TOWNSHIP, HUNTERDON COUNTY, NORTH CAROLINA

TIMMONS GROUP
1845 WEST CYPRESS DRIVE, UNIT F, CHARLOTTE, NC 28209
TEL: 252.221.9201 www.timmons.com
NORTH CAROLINA LICENSE NUMBER C-1151

LINE	BEARING	LENGTH
17	N87°20'15"W	36.59'
17	N87°20'15"W	33.87'

CURVE	BEARING	LENGTH	ANGLES	CHORD BEARING	CHORD
C1	11.87°	11.87'	11.87°	11.87°	11.87'
C2	50°18'54"W	50°18'54"W	50°18'54"W	50°18'54"W	11.87'
C3	87°22'15"E	87°22'15"E	87°22'15"E	87°22'15"E	36.59'

County Manager Heath commended Jonathan Nixon, Julie Solesbee, Andrea Stoner, and NaKindra Downing for their hard work to get this consolidation handled within a month. The only one that he remembers that happened this quickly was done in eight (8) months. He thanked them for their hard work and time that they did to get this accomplished in a month.

CENTER FOR ACTIVE LIVING ITEMS

Chairman Nelson recognized County Manager Heath, who presented the following items for Board consideration and action:

1. Board Appointments: Chairman Nelson explained that, with the retirement of Beverly Gregory, Active Living Coordinator, the Board will need to appoint LuRee Sawyer to the Albemarle Commission Area Agency on Aging Regional Advisory Council (RAC). In addition, their by-laws have been amended to allow two members to serve from each county. Ms. Gregory has agreed to remain on the RAC Council until she notifies them that she will be resigning from the RAC. Therefore, the Board will need to appoint her as our second representative on the RAC.
2. Bank Authorization for New Center of Active Living Coordinator to Endorse Checks: Chairman Nelson explained that, in addition, to the above request, the County's financial institution, PNC, has requested that the Board authorize LuRee Sawyer, new Center for Active Living Coordinator, to handle banking transactions for the Center at PNC Bank. This action needs to be recorded in minutes and a copy forwarded to PNC Bank.

Chairman Nelson asked if there were any questions or comments from the Board. There being none, the Chairman said that we would handle both of these items with one motion. On motion made by Joseph W. Hoffer, seconded by Timothy J. Corprew, the Board unanimously made the appointment of LuRee Sawyer and Beverly Gregory to the Albemarle Commission Area Agency on Aging and to authorize LuRee Sawyer to handle banking transaction at PNC Bank.

PERSONNEL MATTER

County Manager Heath explained that we had this one personnel matter (merit raise) that was received after the Agenda Packets were distributed. On motion made by T. Kyle Jones, seconded by Timothy J. Corprew, the following personnel matter (merit raise) was unanimously approved by the Board:

Department	Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Sheriff's Office	Preston Ward	Investigator	68/11	\$56,137	03/01/2024

PUBLIC COMMENTS

There were no public comments.

CLOSED SESSION: TO DISCUSS AN ECONOMIC DEVELOPMENT MATTER AND CLOSED SESSION MINUTES

Chairman Nelson stated that, pursuant to NC General Statute 143-318.11(4), the Board went into Closed Session to discuss an economic development matter and to approve closed session minutes. On motion made by James W. Ward, seconded by Timothy J. Corprew, to go into Closed Session. The motion was unanimously voted to go into Closed Session.

The Closed Session was adjourned, and the Regular Called Meeting reconvened on motion made by Charles Woodard, seconded by T. Kyle Jones, and unanimously approved by the Board.

No action was required from the Closed Session.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned around 8:44 p.m. on motion made by Timothy J. Corprew, seconded by James W. Ward.

Wallace E. Nelson, Chairman

Clerk to the Board

WORK SESSION

March 18, 2024

7:00 p.m.

The Perquimans County Board of Commissioners Work Session on March 18, 2024 was cancelled.

REGULAR MEETING

April 1, 2024

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, April 1, 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 Woodward made a motion to approve the amended Agenda as presented. The motion was seconded by James W. Ward and unanimously approved by the Board.

CONSENT AGENDA

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

1. **Approval of Minutes:** The Minutes of the March 4, 2024 Regular Meeting & March 18, 2024 Work Session (*cancelled*) were approved by the Board.

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

Tax Refunds (Perquimans County):

R & S Logging Inc. ----- \$799.47
 Vehicle sold; 11-month refund. Account No. 35604080.

White, Andy Clark ----- \$135.04
 Vehicle sold; 10-month refund. Account No. 75460247.

Tax Releases (Perquimans County):

Gone to Get It, INC. ----- \$1,173.00
 Business has moved to Virginia in 2018. This IRPTK is now located in Virginia. Account No. 420713. Year: 2022.

Gone to Get It, INC. ----- \$1,012.54
 Business has moved to Virginia in 2018. This IRPTK is now located in Virginia. Account No. 420713. Year: 2021.

Gone to Get It, INC. ----- \$757.71
 Business has moved to Virginia in 2018. This IRPTK is now located in Virginia. Account No. 420713. Year: 2020.

Gone to Get It, INC. ----- \$604.92
 Business has moved to Virginia in 2018. This IRPTK is now located in Virginia. Account No. 420713. Year: 2019.

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
Teresa Valentine	Data Manager / CAL Assistant	Appointment	60/6	\$34,952	04/01/2024
Samantha Farrar	Income Maintenance III	Resignation			04/04/2024
Isala Collier	Deputy	Resignation			03/23/2024
Ken'Erica Bell	Social Worker IA&T	Leave without Pay	2 weeks		04/01/2024
Payroll Changes in Telecommunications' Department for Consolidation of Gates 911 Center:					
Jonathan Nixon	Emergency Services Director	Reclassification	79/16	\$102,956	03/01/2024
Julie Solesbee	Assistant Emergency Services Director	Reclassification	75/7	\$69,294	03/01/2024
Andrea Stoner	911 Operations Manager	Reclassification	72/8	\$62,239	03/01/2024
NaKindra Downing	911 QA Coordinator	Reclassification	70/4	\$54,280	03/01/2024
Keely Cartwright	Full-Time Telecommunicator III	Reclassification	68/7	\$50,918	04/01/2024
Anna Johnson	Full-Time Telecommunicator III	Reclassification	68/5	\$48,494	04/01/2024
Brandon Melton	Full-Time Telecommunicator III	Reclassification	68/5	\$48,494	04/01/2024
Fantasia Saunders	Full-Time Telecommunicator III	Reclassification	68/4	\$47,340	04/01/2024
Keely Cartwright	Full-Time Telecommunicator II	Reclassification	66/6	\$45,518	03/01/2024
Sue Ann Cestaro	Full-Time Telecommunicator II	Reclassification	66/6	\$45,518	03/01/2024
Brandon Melton	Full-Time Telecommunicator II	Reclassification	66/5	\$44,408	03/01/2024
Crystal Wright	Full-Time Telecommunicator II	Reclassification	66/11	\$51,406	03/01/2024
Fantasia Saunders	Full-Time Telecommunicator II	Reclassification	66/4	\$43,350	03/01/2024
Camry Harris	Full-Time Telecommunicator I	Reclassification	64/1	\$36,844	03/01/2024
Allen Foy	Full-Time Telecommunicator I	Reclassification	64/1	\$36,884	03/01/2024
Charity Geho	Full-Time Telecommunicator I	Reclassification	64/2	\$37,805	03/01/2024
Alyssa Ratcliff	Full-Time Telecommunicator I	Reclassification	64/1	\$36,884	03/01/2024
Morgan Story	Full-Time Telecommunicator I	Reclassification	64/1	\$36,884	03/01/2024
Regan Charlton	Full-Time Non-Certified Telecommunicator	Reclassification	60/1	\$30,930	03/01/2024
Tyanna Green	Full-Time Non-Certified Telecommunicator	Reclassification	60/1	\$30,930	03/01/2024
Zeb Daneker	Part-Time Certified Telecommunicator II	Reclassification	66/9	\$23.54/hr.	03/01/2024
Kylie Felton	Part-Time/Fill-In Certified Telecommunicator I	Reclassification	66/13	\$25.95/hr.	03/01/2024
Emily Harrell	Part-Time/Fill-In Certified Telecommunicator I	Reclassification	66/10	\$24.13/hr.	03/01/2024
Anna Johnson	Part-Time/Fill-In Certified Telecommunicator I	Reclassification	66/5	\$21.35/hr.	03/01/2024
Isasia Collier	Part-Time/Fill-In Certified Telecommunicator I	Reclassification	64/1	\$17.73/hr.	03/01/2024
Melissa Hand	Part-Time/Fill-In Certified Telecommunicator I	Reclassification	64/11	\$22.63/hr.	03/01/2024
Logan Horro	Part-Time/Fill-In Certified Telecommunicator I	Reclassification	64/3	\$18.62/hr.	03/01/2024
William Ward	Part-Time/Fill-In Certified Telecommunicator I	Reclassification	64/4	\$19.08/hr.	03/01/2024
Chaire Haislop	Part-Time/Fill-In Non-Certified Telecommunicator I	Reclassification	64/4	\$14.87/hr.	03/01/2024
Courtney Langley	Part-Time/Fill-In Certified Telecommunicator I	Reclassification	60/1	\$14.87/hr.	03/01/2024
Ashley Rison	Part-Time/Fill-In Certified Telecommunicator I	Reclassification	60/1	\$14.87/hr.	03/01/2024

4. **Step/Merit Increases:**

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Elena Howell	Processing Assistant V	61/4	\$34,787	04/01/2024
Belinda Owens	Social Worker III	69/3	\$48,264	04/01/2024
Morgan Lilly	Full-Time AEMT	66/2	\$41,286	04/01/2024
William "Rob" Mitchell	Full-Time Paramedic	68/3	\$46,184	04/01/2024
Robert "Martin" Watkins	Shift Supervisor	70/4	\$50,434	04/01/2024

5. **Board Appointments/Reappointments/Resignations:** The following board appointments/reappointments/resignations were approved by the Board:

Name	Board/Committee	Action Taken	Term	Effective Date
McDonald, Valery	Recreation Advisory Board - Town of Winfall	Resignation		03/06/2024
Cunningham, Cynthia	Recreation Advisory Board - Town of Winfall	Appointment	*	04/01/2024
Woodard, Charles	Agricultural Advisory Board - Commissioner	Reappointment	3 yrs.	02/01/2024
White, Preston	Tourism Development Authority - Winfall, Rep.	Reappointment	3 yrs.	04/01/2024
Gregory, Beverly	HCCBG Committee	Resignation		04/01/2024
Sawyer, LuBee	HCCBG Committee	Appointment	unlimited	04/01/2024
Winslow, Edward	Agricultural Advisory Board - Farm Bureau	Reappointment	3 yrs.	05/01/2024

Name	Board/Committee	Action Taken	Term	Effective Date
Nixon, Nick	Agricultural Advisory Board - Hertford	Reappointment	3 yrs.	05/01/2024
White, Mary	Tourism Development Authority -- Industrial Rep	Reappointment	2 yrs.	05/01/2024
<i>*to complete Valery McDonald's term which expires 6/30/2025</i>				

6. **Miscellaneous Documents:** The following miscellaneous documents were approved by the Board:
- a. **Resolution to Sell Vehicle on GovDeals:** The Board unanimously approved the following resolution to sell a vehicle on GovDeals:

**RESOLUTION AUTHORIZING SALE
OF CERTAIN SURPLUS COUNTY PROPERTY**

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

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

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

Model Year	Make	Model	VIN
2016	Dodge	Charger	2C3CDXAT0GH228691

2. The County Manager is hereby authorized and directed to proceed on behalf of the Perquimans County Board of Commissioners to sell these vehicles on GovDeals.

3. The County reserves the right to reject any or all bids and decide not to sell the vehicles at any time during this process.

4. The County Manager, in accordance with State law, shall cause a summary of this resolution to be posted on bulletin board at Courthouse and place it on the County's website and Facebook page. After not less than ten (10) days from the date of publication, the County Manager is authorized to sell the above-described property to the highest bidder.

Adopted this the 1st day of April, 2024.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

SEAL

Mary P. Hunnicutt, Clerk to the Board

- b. **USDA Lease Amendment Documentation:** The Board approved Lease Amendment No. 7 for USDA to continue to lease a portion of office space in the Albemarle Commission Building at an annual rate of \$32,720.50 payable at the rate of \$2,726.71 per month effective October 1, 2023 (\$15.50 per square foot for 2,111 rentable square feet of office space). This lease extension will be for a period from January 1, 2023 through December 31, 2027.
- c. **GASB 73 Reporting for Special Separation Allowance:** The Board approved the 2024 Memorandum of Participation for Separation Allowance Benefit with Cavanaugh Macdonald Consulting to complete the GASB 73 Report. The base fee for all Units will be \$550 per local unit plus \$3.95 per covered employees and retiree.
- d. **Sheriff's Request to Surplus Unused & Seized Weapons to be Sold to Firearms Dealer:** Sheriff White has requested to surplus the following listed unused & seized weapons to be sold for the fair market value or traded in to the firearms dealer that they use for purchasing their weapons.

Glock 27 40 Cal: WUM549, WUM548, WUM547, WUM540, WUM541, WUM545, WUM546	Mossberg 380 22 Rifle: M46198
Glock 23 40 Cal: XKH845, XKH839, WPY880	Heisteg Bros. 38 Long Revolver: 34525
Glock 42 380 Cal: AATP406	The Regent 22 Cal Revolver: R25064
Springfield 1911 45 Cal: NM653537, NM656717	Remington 870 12 Ga: V417639V
Smith & Wesson M&P Shield 9mm: HMF6424, HMF6430, HMV7636	Sears Roebuck / JC Higgins 103.350 12 Ga: R249
Smith & Wesson M&P Shield 380 Cal: REE7255	Marlin 989 22 Rifle: 69368194
Smith & Wesson M&P 22 Cal Rifle: LAV3228	Stevens 311A Double Barrel: No Serial #
Ruger 10-22 Rifle: 126-91920	Topper 158 Single Shot 20 Ga: AF731
Marlin 60 22 Cal Rifle: 16406889	F&N Fortynine 40 Cal: S17NN01406
Springfield 87A 22 Cal Rifle: No Serial #	Bryco 380 Auto: 1267703
MJ Carbine 30 Cal: 5814146	Hi Point C9 9mm: P10089653
High-Point Rifle 4955 45 cal rifle: R104725	Lukefield 93M 22 Rifle: 907126
AMT 380 Cal: DA2256	Spikes Tactical ST15: DTOM-05417

- e. **Resolution By Governing Body of Applicant for Water Treatment Plant Discharge Relocations & Water Distribution System Improvements:** This Resolution is for application to construct, plan for, conduct a study in a project described as Water Treatment Plant Discharge Relocations (Bethel WTP & Winfall WTP) & Water Distribution System Improvements.

RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, Perquimans County has need for and intends to construct, plan for, or conduct a study in a project described as Water Treatment Plant Discharge Relocations (Bethel WTP & Winfall WTP) & Water Distribution System Improvements and

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

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

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

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

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

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

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

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

That the Applicant has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, ordinances, and funding conditions applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 1st day of April, 2024 at Perquimans County, North Carolina.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunnicutt, Clerk to the Board

INTRODUCTION OF NEW EMPLOYEES & RECOGNITION OF RETIREES

A. 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
Michelle Cassell	Income Maintenance Technician	03/01/2024

2. Frank Heath, County Manager: Mr. Heath introduced the following employee who was recently promoted.

Employee Name	Employee Job Title	Effective Date
LuRee Sawyer	Center for Active Living Coordinator	02/01/2024

After the introductions, the employees made a few comments, and the Chairman and Commissioners welcomed the new employee and the promoted employee to Perquimans County.

B. Recognition of Retirees:

After Mr. Heath introduced LuRee Sawyer, he recognized Beverly Gregory for her retirement effective April 1, 2024 and showed a picture of her receiving her plaque. Ms. Gregory was present tonight and made a few comments. Mr. Heath also showed a picture of Virgil Parrish receiving his plaque for his retirement effective April 1, 2024.

BILL JENNINGS, TAX ADMINISTRATOR

Mr. Jennings updated the Board on the County's collection rate through March, 2024 which was .96328. In addition, Mr. Jennings informed the Board that the revaluation notices should be mailed out at the end of this week.

ALBEMARLE REGIONAL HEALTH SERVICES – PERQUIMANS COUNTY TOBACCO POLICY WORK

Gabrielle Corprew, Public Health Education Specialist, explained that she along with Wanda Stallings, Teresa Beardsley and three current high school students have been working to create a presentation to share with the Commissioners that informs and reflects on the current tobacco policies present within the County. Their goal was for the students to share health concerns associated with tobacco use and identify how revisiting our current policies would aid in the reduction of tobacco use throughout the County. She explained that the three high school students, Coley Drew, Crishya Sellers, and Kenley Stallings, were supposed to be here to present their findings but, due to their involvement in school sports, they were not able to make the meeting. However, they had a PowerPoint presentation that included video clips from each student informing the Board of their findings. After their report, the Board discussed the County's current policy and Mr. Heath stated that our No Smoking Policy was just amended to include the use of e-cigarettes. He will forward a copy of that to Ms. Corprew. Ms. Corprew thanked the Board for allowing them to make this presentation and Chairman Nelson thanked them for sharing the presentation.

BOBBIE LOWE, TRILLIUM HEALTH SERVICES

Ms. Lowe presented Trillium's annual report for FY 2022-2023. She also shared information on their upcoming projects.

JONATHAN NIXON, EMERGENCY SERVICES DIRECTOR

Mr. Nixon explained that last month, he discussed the Communications Tower Project. He had received proposals from three of the four vendors. It was the recommendation of the Emergency Medical staff to use Sourcewell. What Mr. Nixon is requesting tonight is to authorize County Manager Heath to sign the contract with Sourcewell after approval from County Attorney High. On motion made by Charles Woodard, seconded by Timothy J. Corprew, the Board unanimously authorized County Manager Heath to sign the contract with Sourcewell after approval from County Attorney High. Chairman Nelson asked Mr. Nixon for an update on the Gates County 911 Center consolidation. Mr. Nixon said that things were going smoothly and that they will be nearing the end of Phase I by the end of this month.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

The following Commissioners' concerns/committee reports were given:

- > Commissioner Corprew: Mr. Corprew asked where we stand on the joint ABC Board with the Town of Hertford. County Attorney High said that a resolution to the Board of Elections will need to be done by May or June in order to get it added to the November election ballot. Mr. Corprew also asked if the Board could obtain a copy of a drawing of the finished marine park basin from S. J. Hamill Construction so we will have an idea of how it will look when it is finished. Mr. Heath said that he could obtain that for the Board.

BOARD VACANCIES

Currently, we have the following Board vacancies:

1. Community Advisory Committee: Mary Hunnicutt, Clerk to the Board, reported that there have been no new applications for this Board. We still need three more members. The Chairman instructed her to keep the advertisement on the website and encouraged the Board members to see if they can find someone to serve. If so, have them contact Ms. Hunnicutt for an application.
2. Senior Tar Heel Legislative Delegate & Alternate: Ms. Hunnicutt reported that we had received an application and recommendation from Jasmine Wilson, Albemarle Commission, to appoint Mr. Thomas St. John to the Perquimans County's Senior Tarheel Delegate. On motion made by Timothy J. Corprew, seconded by James W. Wurd, the Board unanimously appointed Mr. St. John as Perquimans County's delegate to the Senior Tarheel Legislative Committee. We still need an alternate to this Board. We will keep the advertisement on the website and encouraged the Board members to see if they can find someone to serve. If so, please have them contact Ms. Hunnicutt for an application.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

> Upcoming Meetings & Retreat: Mr. Heath reminded the Board of the following upcoming meetings:

- April 8, 2024 – Joint Work Session with Board of Education – 6:30 p.m. at Board of Education Building
- April 15, 2024 – Board Retreat – 9:00 a.m. – 3:00 p.m. at Emergency Services Conference Room
- April 24 & 25, 2024 – Budget Work Session – Department Budget Presentations – 5:00 – Emergency Services Building Auditorium
- April 3, 2024 – Senator Ted Budd will be here to see the Marine Park Basin. Mr. Heath will notify the Board members of the time.

INTERGOVERNMENTAL AGREEMENT BETWEEN PERQUIMANS COUNTY BOARD OF EDUCATION & PERQUIMANS COUNTY

County Manager Heath explained that, last month, he explained that we were working on an Intergovernmental Agreement between Perquimans County Board of Education and Perquimans County to turn the Hertford Grammar School Property and the Middle School Property over to the County once the new intermediate school is completed. On motion made by Charles Woodard, seconded by James W. Ward, the Board unanimously approved the following Intergovernmental Agreement:

INTERGOVERNMENTAL AGREEMENT BETWEEN THE PERQUIMANS COUNTY BOARD OF EDUCATION AND PERQUIMANS COUNTY

THIS AGREEMENT ("Agreement") is made and entered into this _____ day of _____, 2023 between the Perquimans County Board of Education and the School System, on the one hand, and the Perquimans County Board of Commissioners, a political subdivision of the State of North Carolina ("County"), on the other hand, regarding the exchange of the School System's real property for the County's commitment to build a new consolidated intermediate school. The School System may be referred to collectively herein as the "Parties".

WITNESSETH:

WHEREAS, the Perquimans County Board of Education has voted to re-locate Hertford Grammar School and Perquimans Middle School into a new intermediate school for grades 3-8;

WHEREAS, the School System has determined it has a need for a new school facility (hereinafter "the new school facility") for the new intermediate school;

WHEREAS, the School System has requested that the County finance the construction of the new school facility for the new intermediate school in accordance with N.C. Code §135A-1538.10(b);

WHEREAS, the School System plans to close Hertford Grammar School and Perquimans Middle School upon completion and occupancy of the new intermediate school;

WHEREAS, the School System has determined that after the opening of the new intermediate school, the Hertford Grammar School and Perquimans Middle School properties will no longer be necessary for public school purposes and that title to said property should be conveyed to the County;

WHEREAS, pursuant to N.C. Gen. Stat. 115C-5116(a), the School System must provide the Perquimans County Board of Commissioners the first opportunity to obtain real property owned by the School System before a new disposal of it;

WHEREAS, the County has determined to exercise its right to obtain the real property;

NOW, THEREFORE, in consideration of the foregoing and on mutual promises and obligations set forth herein, the intent and effect of which is hereby acknowledged, the County and School System agree as follows:

- SCOPE AND JURISDICTION**
 - The County agrees to, in consultation with the School System, finance the construction of a new school facility, which will be referred to by the County hereinafter as a New Intermediate School.
 - Upon completion of the new school facility, the County shall lease the new school facility to the School System for reasonable consideration for use as the New Intermediate School.
- SCHOOL SYSTEM RESPONSIBILITIES**
 - In recognition of the County's agreement to finance the construction of the New Intermediate School and in order to offset a portion of the cost incurred by the County in constructing the school, the School System agrees to transfer to the County title to Hertford Grammar School and Perquimans Middle School, located at 903 Potts St., Hertford, NC 27534 and 117 W. Main St., Winton, NC 27581, respectively, subject to the County's right to perform any due diligence with regard to the suitability and acceptability of the properties for the County's financial purposes. The School System agrees to transfer title of the two properties referenced above within three (3) months of occupancy of the New Intermediate School, provided that the County will be responsible for all the routine costs associated with the title transfer and closing.
- TITLE AND TERMINATION**
 - This Agreement shall commence on the date of the last signature below.
 - This Agreement may be amended only upon a written agreement duly executed by the Parties.
 - This Agreement may be terminated by the Parties to this Agreement at any time.
- ENTIRE AGREEMENT**
Any notice hereunder or any amendments or termination of the Agreement shall be in writing and delivered by the Parties to the following:

To the School System:	To the County:
Perquimans County Schools Attention Superintendent 411 Edmond Road Box Hertford, NC 27534	Perquimans County Attention County Manager 128 N. Church Street Hertford, NC 27534
- NORTH CAROLINA LAW**
North Carolina law will govern the interpretation and construction of this agreement.
- ASSIGNMENT**
The County shall not assign or otherwise transfer any interest in this Agreement without the prior written approval of the School System.
- ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement of the Parties hereto and is effective as of the date of the last signature below. This agreement supersedes all prior and contemporaneous discussions, promises, representations, agreements and understandings relative to the subject matter of this agreement.

In witness whereof, the Parties, by and through their authorized agents, have hereunto set their hands and seals.

Randi Schuster

Randi Schuster, Chairman
Perquimans County Board of Education

Wallace Nelson

Wallace Nelson, Chairman
Perquimans County Board of Commissioners

APPOINTMENT OF ADDITIONAL MEMBER FROM PERQUIMANS COUNTY TO COA BOARD OF TRUSTEES

Chairman Nelson explained that, after a meeting with President Bagwell and the COA Board of Trustees, Chairman W. David Harris forwarded a letter to Mr. Heath and Chairman Nelson requesting that the Board appoint a new member to their Board of Trustees in July 2024. Currently, Wallace Nelson is serving his 4-year term which is due to expire on June 30, 2024. Chairman Nelson has talked with Dr. Tanya Turner, Superintendent of Perquimans County Schools, to see if she was interested in serving on the COA Board. Dr. Turner said that she would be interested. Therefore, Timothy J. Corprew made a motion to appoint Dr. Tanya Turner to the COA Board of Trustees for a four-year term effective July 1, 2024. The motion was seconded by Joseph W. Hoffer and unanimously approved by the Board.

ALBEMARLE RESOURCE CONSERVATION & DEVELOPMENT COUNCIL APPOINTMENTS

Chairman Nelson asked Mary Hunnicutt to explain these appointments. Ms. Hunnicutt explained that it was time to reappoint Lynn Mathis to the Albemarle RC&D Council. As usual, Ms. Hunnicutt contacted Albemarle RC&D to determine if Ms. Mathis was still eligible to serve and if she would still be willing to serve. Ms. Hunnicutt was informed that the Albemarle RC&D Council was changing the makeup of the Council in that each county would have only one representative to serve. They also informed Ms. Hunnicutt that we currently have two members serving – Charles Mathews and Lynn Mathis. Per the e-mail that Ms. Hunnicutt received from Albemarle RC&D, Ms. Mathis' attendance has not been in good standing for the past two calendar years but Mr. Mathews had attended regularly. The question that arose was who appointed Charles Mathews to the Albemarle RC&D Council since he did not appear on our Board listing as an appointment. It seems like Perquimans County Soil & Water Conservation Board appointed him. There is some confusion in that the Board did not want to appoint Mr. Mathews and cause Perquimans County Soil & Water Conservation Board to lose their member on the Board. The Board asked Ms. Hunnicutt to try to obtain clarification about the appointment process for their

representation. The matter was tabled until next month after Ms. Hunnicutt clarifies the appointment process.

BUDGET AMENDMENT NO. 29 – SOCIAL SERVICES

County Manager Heath explained that this Budget Amendment was presented after the Agenda Packets had been distributed. On motion made by Timothy J. Corprew, seconded by Charles Woodard, the Board unanimously approved the following Budget Amendment No. 29:

**BUDGET AMENDMENT NO. 29
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	State Grants - Social Services	2,159	
10-610-338	DSS - APS Essential Services	2,159	

EXPLANATION: To amend FY 23/24 budget to include additional funding as awarded for APS Essential Services by the State.

SALE OF SURPLUS VEHICLE

County Manager Heath reported that the Board adopted a resolution in October, 2023 proclaiming the following vehicle as surplus equipment and to proceed to sell it on GovDeals. The bid period for the following surplus items with GovDeals closed today at 11:00 a.m. On motion made by James W. Ward, seconded by Charles Woodard, the Board approved the following sale of the surplus vehicle:

BUYER	ITEM	DATE SURPLUSED	START BID	SOLD AMOUNT
William Edward Lane	2004 Ford Ranger, VIN #1FTYR14U54PA00178	10/2/2023	\$500	\$1,181.25

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned around 8:00 p.m. on motion made by James W. Ward, seconded by Charles Woodard.

Wallace E. Nelson, Chairman

Clerk to the Board

JOINT WORK SESSION WITH BOARD OF EDUCATION

April 8, 2024
6:30 p.m.

The Perquimans County Board of Commissioners met in a Joint Work Session with the Perquimans County Board of Education on Monday, April 8, 2024, at 6:30 p.m. in the Perquimans County Board of Education Central Office located at 411 Edenton Road Street, Hertford, NC 27944.

BOARD OF COMMISSIONERS:

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

MEMBERS ABSENT: T. Kyle Jones

BOARD OF EDUCATION:

MEMBERS PRESENT: Russell Lassiter, Chair Matt Winslow
Kristy Corprew Anne White
Leary Winslow

MEMBERS ABSENT: Arlene Yates, Vice Chair

OTHERS PRESENT

County Staff

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

Board of Education Staff

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

Board of Education Chair Russell Lassiter opened the meeting and welcomed the Board of Commissioners. He then turned the meeting over to Dr. Tanya Turner, Superintendent of Schools. Dr. Turner made a few opening remarks and then proceeded with their PowerPoint presentation. The following items were discussed during the PowerPoint presentation:

- Highlights from FY 2023-2024 Presented by Dr. Tanya Turner
- Grant Updates Presented by James Bunch
- Budget information for FY 2023-2024 Presented by Rube Blanchard
- Capital Outlay Budget Highlights for FY 2023-2024 Presented by Jamie Johnson
- ESSEER Funding for FY 2023-2024 Presented by Jamie Askew
- Capital Outlay Projects & Current Expenses for FY 2024-2025 Presented by Rube Blanchard

After their presentations, Chair Lassiter asked if there were any questions. County Manager Heath, Chairman Nelson, Commissioner Ward, Commissioner Hoffler asked several questions. In addition, Leary Winslow asked County Manager Heath about the debt service for

the High School loan. Mr. Heath said that the annual payment is around \$836,000 and that it should be paid off by 2027.

CLOSING REMARKS

Chair Lassiter thanked the Board of Commissioners for their support and explained that they are trying to use the funds wisely. Anne White said that a lot of their funding came from grants and that she was very thankful for all those who worked so hard to obtain those grants. County Manager Heath and Chairman Nelson thanked the Board of Education for their work and their efforts to keep expenses as low as possible. Dr. Turner said that she thanked the Board of Commissioners, County Manager Heath, and the County Staff for their open communications with the School System. There being no further questions or comments, the meeting was adjourned at 7:30 p.m.

Wallace E. Nelson, Chairman

Clerk to the Board

BOARD RETREAT

April 15, 2024

9:00 a.m.

The Perquimans County Board of Commissioners met for a Board Retreat on Monday, April 15, 2024, at 9:00 a.m. in the Conference Room at the Emergency Services Building located at 159 Creek Drive, Hertford, NC 27944.

BOARD OF COMMISSIONERS:

MEMBERS PRESENT: Wallace E. Nelson, Chairman Charles Woodard, Vice Chairman (arrived at 12:40 p.m.)
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
Denise Stinagle NCACC Outreach Associate

County Manager Heath opened the Retreat and asked each person to give their name, title, and give one thing that they did not know about yourself. Then Mr. Heath proceeded with the items for discussion.

HIGHLIGHTS FROM THE 2023 NCACC MAP BOOK FOR PERQUIMANS COUNTY

Denise Stinagle from NCACC distributed a flyer with the highlights from the 2023 NCACC Map Book for Perquimans County and reviewed some of the statistics.

ITEMS DISCUSSED DURING THE BOARD RETREAT

County Manager Heath said that we would address each of the following issues during the retreat:

- > Allocation from the General Assembly
- > Hertford Grammar School and Perquimans Middle School
- > Opioid Funding
- > Marine Park Going Forward
- > Manager Succession Planning
- > Commissioner Priorities

COMMISSIONER PRIORITIES

At the end of the Retreat, County Manager Heath asked each Commissioner what their individual priorities were for Perquimans County. The following comments were made:

<p><u>Charles Woodard:</u></p> <ul style="list-style-type: none"> • Get tenants for Marine Park • Use grant money for schools • Infrastructure for Water Department • Preservation of farmland 	<p><u>Tim Corprew:</u></p> <ul style="list-style-type: none"> • Schools • Law enforcement • Marine Basin
<p><u>Kyle Jones:</u></p> <ul style="list-style-type: none"> • Employee recruitment • Employee longevity 	<p><u>James Ward:</u></p> <ul style="list-style-type: none"> • ABC Board • Schools • Ownership of road behind Ward Shopping Mall • Salaries
<p><u>Joe Hoffer:</u></p> <ul style="list-style-type: none"> • Keeping the single vote system • Making Juneteenth a County Holiday • Name track field for Shirley Wiggins 	<p><u>Wallace Nelson:</u></p> <ul style="list-style-type: none"> • Recreation Center – Phase 2 • Help Hertford with Hertford Waterfront Project • Waterline Crossing

FINAL COMMENTS & ADJOURNMENT

County Manager Heath thanked Ms. Stinagle for coming to our Retreat and asked her if she had any final comments. She congratulated the Board on their insight and the things that they are looking to do. She feels that the County is in good financial condition. She reminded the Board about the upcoming NCACC Advocacy Days which are being held in June, 2024 and encourages the Commissioners to attend if possible. Chairman Nelson and County Manager Heath thanked the Board for attending. They

asked if there were any further comments or questions. There being none, the Retreat was adjourned at 2:15 p.m.

Wallace E. Nelson, Chairman

Clerk to the Board

WORK SESSION

April 15, 2024

7:00 p.m.

The Perquimans County Board of Commissioners Work Session on April 15, 2024 was cancelled.

DEPARTMENTAL BUDGET PRESENTATIONS

April 24, 2024

5:00 p.m.

The Perquimans County Board of Commissioners met to receive the Departmental Budget Presentation on Wednesday, April 24, 2023, at 5:00 p.m. in Auditorium located in the Emergency Services Building.

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

MEMBERS ABSENT: Wallace E. Nelson, Chairman

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

DEPARTMENTAL BUDGET PRESENTATIONS

The following department supervisors presented their budget requests for FY 2024-2025:

- 5:00 p.m. – Jackie Greene – Board of Elections
- 5:30 p.m. – Jacob Peele – Soil Conservation
- 6:00 p.m. – Jackie Frierson – Register of Deeds
- 6:30 p.m. – Frank Heath - Inspections
- 7:00 p.m. – Bill Jennings - Tax Department
- 7:30 p.m. – LuRee Sawyer – Active Living *(Frank Heath will present)*

ADJOURNMENT

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

Wallace E. Nelson, Chairman

Deputy Clerk to the Board

DEPARTMENTAL BUDGET PRESENTATIONS

April 25, 2024

5:00 p.m.

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

MEMBERS PRESENT: Charles Woodard, Vice Chairman Joseph W. Hoffer
James W. Ward

MEMBERS ABSENT: Wallace E. Nelson, Chairman Timothy J. Corprew
T. Kyle Jones

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

DEPARTMENTAL BUDGET PRESENTATIONS

The following department supervisors presented their budget requests for FY 2024-2025:

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

ADJOURNMENT

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

Wallace E. Nelson, Chairman

Deputy Clerk to the Board

April 30, 2024

Tax Refunds: (Perquimans County)

James Earl Rhodes \$224.55
Sold vehicle; 8-month refund
Account#: 58152888

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Zachary Alexander Smirlock _____

SOC. SEC. NO. _____

POSITION: Deputy _____

DEPT.: Sheriff's Office _____

◆ NEW EMPLOYEE EFFECTIVE DATE: May 1, 2024

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

ENDING DATE OF PROBATIONARY PERIOD: April 30, 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.

_____ 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
Ashley M. [Signature]
DATE: 4-18-24

COUNTY MANAGER APPROVAL
Frank Heath
DATE: 4/18/24

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Lauren Barmer SOC. SEC. NO.: _____

POSITION: Full Time Non Certified Telecommunicator DEPT.: Telecommunications

NEW EMPLOYEE EFFECTIVE DATE: 5/1/2024

GRADE: 60 STEP: 5 SALARY: \$16.39 Per Hour (\$34,100)

ENDING DATE OF PROBATIONARY PERIOD: 5/1/2025

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ DATE OF EMPLOYEE RESIGNATION

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 4/22/24

[Signature]
DATE: 4/26/24

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Rhianna Tucker SOC. SEC. NO.: _____

POSITION: Full Time Non Certified Telecommunicator DEPT.: Telecommunications

NEW EMPLOYEE EFFECTIVE DATE: 5/1/2024

GRADE: 60 STEP: 1 SALARY: \$14.87 Per Hour (\$30,930)

ENDING DATE OF PROBATIONARY PERIOD: 5/1/2025

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ DATE OF EMPLOYEE RESIGNATION

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 4/22/24

[Signature]
DATE: 4/26/24

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Virgil Parrish

SOC. SEC. NO.: _____

POSITION: PT/FI Chief Building Inspector

DEPT.: Inspections

X NEW EMPLOYEE EFFECTIVE DATE: May 1, 2024

GRADE: 71 STEP: 18 SALARY: \$36.55/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
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: _____ STEP: _____ SALARY: _____

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

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

_____ DATE OF EMPLOYEE REMOVAL FROM ROSTER
Date

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

Date GRADE: _____ STEP: _____ SALARY: _____

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

DEPARTMENT RECOMMENDATION

DATE: _____

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 4/15/24

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE r/c

NAME: Reagan Charlton

SOC. SEC. NO.: _____

POSITION: Full Time Certified Telecommunicator I

DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: 5/1/2024

GRADE: 64 STEP: 1 SALARY: \$17.73 per Hour (#36,884)

ENDING DATE OF PROBATIONARY PERIOD: 5/1/2025

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ DATE OF EMPLOYEE RESIGNATION
Date

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: 4/22/24

DATE: 4/26/24

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE r/c

NAME: Tyanna Green

SOC. SEC. NO.:

POSITION: Full Time Certified Telecommunicator I

DEPT.: 911

X NEW EMPLOYEE EFFECTIVE DATE: 5/1/2024

GRADE: 64 STEP: 1 SALARY: \$17.73 per Hour (\$36,884)

ENDING DATE OF PROBATIONARY PERIOD: 5/1/2025

CURRENT GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

DATE OF EMPLOYEE RESIGNATION

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: 4/22/24

DATE: 4/26/24

FINANCE OFFICER

DATE:

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE r/c

NAME: Courtney Langley SOC. SEC. NO.: _____

POSITION: Full Time Non Certified Telecommunicator DEPT.: Telecommunications

NEW EMPLOYEE EFFECTIVE DATE: 5/1/2024 (\$30,930)

GRADE: 60 STEP: 1 SALARY: \$14.87 Per Hour

ENDING DATE OF PROBATIONARY PERIOD: 5/1/2025

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ DATE OF EMPLOYEE RESIGNATION

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

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

DEPARTMENT RECOMMENDATION
[Signature]
DATE: 4/22/24

COUNTY MANAGER APPROVAL
[Signature]
DATE: 4/26/24

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Tammy Chappell SOC. SEC. NO.: _____

POSITION: Income Maintenance Caseworker II 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
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: _____

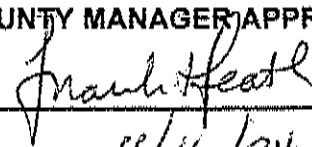
_____ DATE OF EMPLOYEE TERMINATION/RESIGNATION.
Date

X 5/1/2024 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date

GRADE: 63 STEP: 1 SALARY: \$35,295

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: April 1, 2024

COUNTY MANAGER APPROVAL

DATE: 4/16/24

FINANCE OFFICER _____
DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: April 1, 2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Marleny Garcia SOC. SEC. NO.: _____

POSITION: Income Maintenance Caseworker II 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 5/1/2024 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date

GRADE: 63 STEP: 1 SALARY: \$35,295

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: April 1, 2024

COUNTY MANAGER APPROVAL

[Signature]
DATE: 4/16/24

FINANCE OFFICER _____

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 4-29-2024 ^{V.C.7 Page 1}

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Frances Faye Myers

SOC. SEC. NO.: _____

POSITION: PT/FI Nutrition

DEPT.: _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND 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

April 29, 2024 DATE OF EMPLOYEE REMOVAL FROM ROSTER
Date

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

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

DEPARTMENT RECOMMENDATION

Renee Sawyer

DATE: 4-29-2024

COUNTY MANAGER APPROVAL

Mark Heath

DATE: 4/29/24

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Ashley Rison SOC. SEC. NO.: _____

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

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

X 4/10/2024 DATE OF EMPLOYEE REMOVAL FROM ROSTER
Date

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 4/11/24

[Signature]
DATE: 4/15/24

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: April 1, 2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Marica Bazemore-Harris

SOC. SEC. NO.: _____

POSITION: Income Maintenance Caseworker II

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 5/1/2024 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

Date

GRADE: 63 STEP: 2 SALARY: \$36,179

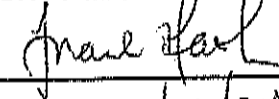
THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION



DATE: April 1, 2024

COUNTY MANAGER APPROVAL



DATE: 4/16/24

FINANCE OFFICER _____

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Tonya Ayers

SOC. SEC. NO.: _____

POSITION: Part Time Fill In Paramedic

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ DATE OF EMPLOYEE RESIGNATION
Date

X 3/1/2024 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 68 STEP: 2 SALARY: \$21.68 Hourly

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

DEPARTMENT RECOMMENDATION

[Signature]
DATE: 2/21/24

COUNTY MANAGER APPROVAL

[Signature]
DATE: 5/2/24

COPY

FINANCE OFFICER

retroactive (CW)

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 04/29/2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Sharon Cooper

SOC. SEC. NO.: _____

POSITION: Office Manager

DEPT.: Inspections

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ DATE OF EMPLOYEE REMOVAL FROM ROSTER
Date

X 7/1/23 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

Date GRADE: 62 STEP: 7 SALARY: \$39,100

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: _____

Maugh

DATE: 4/29/24

FINANCE OFFICER

DATE: _____

Dated prior due to missed merit previously.
Per County Manager *(CW)*

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 4-22-24

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: LeAnne Wynne _____

SOC. SEC. NO.: _____

POSITION: Office Manager _____

DEPT.: Sheriff's Office _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 62 _____ STEP: 10 _____ SALARY: \$42,082 _____

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 7-1-2023 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 62 _____ STEP: 11 _____ SALARY: \$43,108 _____

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

DEPARTMENT RECOMMENDATION

[Signature]

DATE: 4-22-24

COUNTY MANAGER APPROVAL

[Signature]

DATE: 4/22/24

COPY

FINANCE OFFICER

DATE: _____

This is dated prior due to catching up from an error in missing a previous date.

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Janet Stallings

SOC. SEC. NO.: _____

POSITION: Secretary/Technician

DEPT.: Soil & Water Conservation

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 REMOVAL FROM ROSTER
Date

X 5/1/24 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 61 STEP: 10 SALARY: \$40,272.00

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

COUNTY MANAGER APPROVAL

Janet Paul
DATE: 5/1/24

Janet Paul
DATE: 5/2/24

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: STACEY WARD

SOC. SEC. NO.: _____

POSITION: BUSINESS PERSONAL PROPERTY

DEPT.: TAX

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 61 STEP: 2 SALARY: \$ 31,552

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

4/30/24 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 61 STEP: 3 SALARY: \$ 33,937
5/1/24FH

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Bill Jennings
DATE: 4/30/24

Mauleath
DATE: 4/30/24

FINANCE OFFICER

COPY

DATE: _____

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 30

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

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	State Grants - Social Services	10,728	
10-610-204	DSS - ADOPTION PROMOTION FUND	10,728	
EXPLANATION: To amend FY 23/24 budget to include additional funding as awarded for Adoption Services by the State in June 2023.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 6th DAY OF MAY, 2024.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 6th DAY OF MAY, 2024.

Chairman, Board of Commissioners

Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 31

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

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-399-000	Fund Balance Appropriated	90,000	
10-450-040	Tax - Professional Services	40,000	
10-500-150	Buildings - Maintenance/Repair Buildings	50,000	
EXPLANATION: To amend FY 23/24 budget to include additional funding to cover expenses.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 6th DAY OF MAY, 2024.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 6th DAY OF MAY, 2024.

 Chairman, Board of Commissioners

 Finance Officer

Email address	ccso279@yahoo.com
Name of the event	Albemarle Plantation 4th of July
Date of the event	Jul 04, 2024
Application Date	Apr 17, 2024
Individual/Organizing Body requesting special event	Albemarle Plantation HOA
Person Responsible - Name	Dwayne Goodwin
Person Responsible - Cell Phone	252-312-8839
Person Responsible - Email Address	ccso279@yahoo.com
Person Responsible - Address	Tora (property manger appoa)
Secondary Contact - Name - Cell Phone	252 455-1688
Organizing Body - Address (if different than person responsible)	Shot in the Dark Pyro. LLC.
Set up time	7:30 PM
Event time	9:00 PM
Breakdown time	9:30 PM
Purpose and brief description of the event (note if multiple days)	July of 4th Celebration
Location(s)	Albemarle Plantation Clubhouse
Approximate number of attendees	150
I would like more information about the following (check all that apply)	Pyrotechnics Permit



PROFESSIONAL PROGRAM
INSURANCE BROKERAGE

Division of SPG Insurance Solutions, LLC

BINDER

June 22, 2023

TO: Dwayne L. Goodwin
Shot in the Dark Pyrotechnics

Policy No. PY/23-0148

Policy Effective Date: 06/15/2023 Expiration Date: 06/15/2024

LIABILITY

Limits of Insurance: General Liability

Total Policy Limit
\$2,000,000 **Policy Aggregate Limit**

Pyrotechnic Liability – Other Than Display
\$2,000,000 **General Aggregate**
\$1,000,000 **Each Accident**
\$1,000,000 **Employee Benefits Liability**
\$50,000 **Fire Legal Liability**

Pyrotechnic Display Liability
\$2,000,000 **General Aggregate**
\$1,000,000 **Each Accident**

- \$5,000 Deductible per accident
- Coverage Forms: Claims Made and Reported Basis, legal fees inside limit
- Carrier - Certain Underwriters at Lloyd's of London
- Retroactive Date: 06/15/2018
- Rating Basis:
 - Gross Receipts: \$20,000
 - Description of Operations: 1.4g (Class C) Displays

(<https://regrid.com>)





PERQUIMANS COUNTY BOARD OF COMMISSIONERS

V.F.2. - Page 1

WALLACE E. NELSON
CHAIRMAN

CHARLES WOODARD
VICE CHAIRMAN

TIMOTHY J. CORPREW

JOSEPH W. HOFFLER

T. KYLE JONES

JAMES W. WARD

W. HACKNEY HIGH, JR.
COUNTY ATTORNEY

MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

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



Older Americans Month 2024 A Proclamation

Whereas, May is Older Americans Month, a time for us to recognize and honor Perquimans County's older adults and their immense influence on every facet of American society; and

Whereas, through their wealth of life experience and wisdom, older adults guide our younger generations and carry forward abundant cultural and historical knowledge; and

Whereas, older Americans improve our communities through intergenerational relationships, community service, civic engagement, and many other activities; and

Whereas, communities benefit when people of all ages, abilities, and backgrounds have the opportunity to participate and live independently; and

Whereas, Perquimans County must ensure that older Americans have the resources and support needed to stay involved in their communities — reflecting our commitment to inclusivity and connectedness; and

Now, therefore, the Perquimans County Board of Commissioners do hereby proclaim May 2024 as Older Americans Month. This year's theme, "Powered by Connection," emphasizes the profound impact of meaningful interactions and social connection on the well-being and health of older adults in our community.

We call upon all residents to join me in recognizing the contributions of our older citizens and promoting programs and activities that foster connection, inclusion, and support for older adults.

ADOPTED the 6th day of May, 2024.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTESTED:

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

SEAL

Perquimans County's Vision:

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

Older American's Month and World Elder Abuse Awareness Day Proclamation

Laura Alvarico <lalvarico@accog.org>

Fri 4/19/2024 10:55 AM

To:kdavis@camdencountync.gov <kdavis@camdencountync.gov>;susanne.stallings@chowan.nc.gov <susanne.stallings@chowan.nc.gov>;leeann.walton@currituckcountync.gov <leeann.walton@currituckcountync.gov>;skylar.foley@darenc.gov <skylar.foley@darenc.gov>;jchestnutt@gatescountync.gov <jchestnutt@gatescountync.gov>;Richard Mann <rmann@hydecourtync.gov>;Lynn Scott <scottl@co.pasquotank.nc.us>;Mary Hunnicutt <MHunnicutt@perquimanscountync.gov>;pennyowens@tyrrellcounty.net <pennyowens@tyrrellcounty.net>;jbennett@washconnc.org <jbennett@washconnc.org>

📎 3 attachments (3 MB)

OAM24_Proclamation 2024.docx; WEAAD-Proclamation-2024.docx; Flyer.pdf;

Good morning!

I hope this email finds you well and ready for the weekend! Attached are two proclamations that we request be considered for adoption by your respective county.

Every May, the Administration for Community Living (ACL) leads the celebration of **Older American's Month (OAM)**. This year's theme, "Powered by Connection," focuses on the profound impact that meaningful connections have on the well-being and health of older adults — a relationship underscored by the U.S. Surgeon General's Advisory on the Healing Effects of Social Connection and Community.

Also, every year on June 15, **World Elder Abuse Awareness Day (WEAAD)** is commemorated in America and worldwide. Through WEAAD, we raise awareness about the millions of older adults who experience elder abuse, neglect, and financial exploitation. This year will be our 9th annual WEAAD walk in Elizabeth City. In addition to the attached proclamation, we also ask that you share the attached flyer to help us spread the word about this educational and exciting event!

We ask that your county join us declaring **May as Older American's Month AND June 15, 2024 as WEAAD** in your county by approving the attached proclamations. Please let us know when it will be on the agenda so we can try to send a representative, if possible. We appreciate your continued support of older adults in your community and throughout the Albemarle Region. Please don't hesitate to contact me if you have any questions.

Thank you.

Laura Alvarico, MBA
Director, Area Agency on Aging
Albemarle Commission
512 South Church St.
Hertford, NC 27944
252-404-7078 (Direct Line)
252-426-5753 (Main Line)



PERQUIMANS COUNTY BOARD OF COMMISSIONERS

V.F.3. - Page 1
WALLACE E. NELSON
CHAIRMAN
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VICE CHAIRMAN
TIMOTHY J. CORPREW
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T. KYLE JONES
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COUNTY ATTORNEY

MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

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

RESOLUTION AUTHORIZING SALE OF CERTAIN SURPLUS COUNTY PROPERTY

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

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

1. The following described vehicles are hereby declared to be surplus to the needs of the County:

<u>Model Year</u>	<u>Make</u>	<u>Model</u>	<u>VIN</u>
1999	Ford	Ranger	1FTYR14V7XTA49273
2003	Ford	Ranger	1FTYR44V73PA20733

2. The County Manager is hereby authorized and directed to proceed on behalf of the Perquimans County Board of Commissioners to sell these vehicles on GovDeals.

3. The County reserves the right to reject any or all bids and decide not to sell the vehicles at any time during this process.

4. The County Manager, in accordance with State law, shall cause a summary of this resolution to be posted on bulletin board at Courthouse and place it on the County's website and Facebook page. After not less than ten (10) days from the date of publication, the County Manager is authorized to sell the above-described property to the highest bidder.

Adopted this the 6th day of May, 2024.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunnicutt, Clerk to the Board

SEAL

Contract # _____

Requisition # _____

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT is made the 23rd day of April, 2024 between the
Sunset Slush, Contractor.

RECITALS

County is a body corporate and politic of the State of North Carolina with the duties and powers set forth in Chapter 153A of the North Carolina General Statutes.

Contractor represents that it is duly qualified to perform business, and otherwise to transact business in North Carolina.

IT IS THEREFORE AGREED as follows:

1. Scope of Work. Contractor agrees to perform the following services for County:

Provision, Operation, and Maintenance of a Slushie stand at the Perquimans Recreation Center.

2. Compensation. Contractor agrees to pay a percentage at the end of each playing

season from sales and related revenues, Operating Table as follows: Operating Year 2024

Monthly Percentage of 17% of gross Revenue and Operating Year 2024 Monthly

Percentage of 17% of gross revenue.

In addition to services required in the Management Agreement, Contractor agrees to the following additional services to the Public.

Payment in the form of a check made payable to Perquimans County on or before the last day of each month.

Be willing to be available to be open for any and all events within the Recreation Department games with notice prior to events.

2

3. Contractor's Freedom to Contract. Contractor may employ assistants at its sole expense and discretion as may be necessary to fulfill Contractor's obligations under this Agreement. Contractor agrees that anyone to whom it delegates any or all of the Services called for by this contract will be competent, qualified and capable of performing the work without any supervision, contact or assistance by County's employees. Any such assistant will be employed only by Contractor, and will not be an employee of the County while performing services under this contract.

4. Expenses. County shall not be liable to Contractor for any expenses which Contractor incurs, nor shall Contractor be liable to County for office help or expenses. Contractor shall have no authority to bind County by any promise or representation, unless specifically authorized by the County Manager in writing to do so.

5. Term. This Agreement may be terminated by either party at any time upon 30 Days written notice to the other party. Upon the termination of this Agreement, Contractor shall prepare and provide to County a list of all pending unfinished business involving Contractor. Contracted Services under the terms of this agreement shall terminate upon completions of the Services which shall in no event exceed 12 months for completion of the Services. Terms of the agreement be for a period of time not less than One Year, with the ability to enter into two additional years.

6. Nature of Relationship. Contractor understands that it is an independent contractor and is not an employee, subcontractor, agent, servant, partner nor joint venturer of County. Contractor understands that it has the right to use its best judgment and efforts to fulfill the terms and obligations of this Agreement. Contractor further understands and acknowledges the following:

3

- a. That it will receive no compensation other than as outlined in this Agreement and is not subject to nor eligible for any benefits which may be offered by County to its employees, such as vacation pay, sick leave, insurance coverage or retirement plan participation.
- b. Its Services provided in accordance with this Agreement are an independent calling or occupation.
- c. Contractor is expected to use its own skill, judgment and expertise to fulfill the obligations of this Agreement, and is not supervised, directed or controlled by County as to the means or methods it should employ.
- d. Contract is not required to perform tasks in any particular order or sequence.
- e. Contractor needs no training from County as to how to fulfill its duties and responsibilities.
- f. Contractor may determine its own daily schedule and those of its own employees or servants without prior approval of County.
- g. Contractor is not required to devote any particular percentage of its time or resources to perform the Services required hereunder.
- h. Contractor furnishes its own equipment and supplies and is expected to maintain its business office somewhere other than at the County's office.
- i. To the extent Contractor must procure or maintain any insurance, license, certification or trade membership, it must do so at its own cost.
- j. This Agreement shall not prevent Contractor from performing other services for other parties. Contractor may engage in other business endeavors or projects of any kind or nature.

4

7. Taxes. Contractor assumes exclusive liability for payment of all federal, state or other governmental division taxes and contributions for social security, Medicare/Medicaid, etc., now or hereafter required, incurred or assessed by law. Contractors providing equipment, materials, parts or supplies shall provide a breakdown of labor, materials, parts or supplies and sales tax by County or a sales tax report approved by the County Finance Department with the invoice. Contractor agrees to indemnify and hold harmless the County from any claims for taxes as described in this Section.

8. Insurance. Contractor understands and agrees that neither it nor its employees are subject to workers' compensation or general liability coverage maintained by the County for its employees.

9. Indemnity. Contractor shall and does hereby agree to indemnify, save harmless and defend County from the payment of any sum or sums of money to any person whomsoever on account of claims or suits growing out of injuries to persons, including death, or damage to property caused by Contractor, its employees, agents or subcontractors in any way attributable to the performance of the Services, including (but without limiting the generality of the foregoing), all claims for service, labor performed, materials furnished, provisions and supplies, injuries to person or damage to property, liens, garnishments, attachments, claims, suits, costs, attorneys' fees, costs of investigation and of defense. It is the intention of this paragraph to hold the Contractor responsible for the payment of any and all claims, suits, or liens, of any nature and character, in any way attributable to or asserted against County or against Contractor and County, or which the County may be required to pay. In the event the liability of the Contractor shall arise by reason of the sole negligence of County and/or the sole negligence of County's employees,

5

agents or servants, then and only then, Contractor shall not be liable under the provisions of this paragraph.

10. Arbitration. Any controversy or claim arising out of, or relating to this Agreement, or its breach, shall be settled by arbitration in Perquimans County, North Carolina in accordance with the provisions of the North Carolina Revised Uniform Arbitration Act, (the "Act"). The parties to this Agreement understand that this arbitration provision shall expressly apply to this Agreement in accordance with the Act. Judgment upon the award rendered may be entered and enforced in any court of competent jurisdiction.

11. E-Verify. Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if Contractor utilizes a subcontractor, Contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.

12. Iran Divestment. Contractor certifies that, as of the date listed above, it is not on the Final Divestment List as created by the State Treasurer pursuant to N.C.G.S. §147-86.58. In compliance with the requirements of the Iran Divestment Act and N.C.G.S. §147-86.58, Contractor shall not utilize in the performance of the contract any subcontractor that is identified on the Final Divestment List. The undersigned hereby certifies that he or she is authorized by the vendor or bidder listed above to make the foregoing statement.

13. Notices. Any notice, request or report given by one party to the other shall be in writing, deposited in the United States Mail (postage prepaid) or hand delivered and properly addressed as follows:

If the notice is to County:
County of Perquimans
PO Box 538

Hertford, NC 27944

If the notice is to Contractor:

Sunset Slush of The Inner Banks LLC
127 Riverfront Dr.
Hertford, NC 27944

14. Non-Waiver. Nothing set forth herein is intended nor shall be construed as a waiver of any immunity available to County, its governing board or employees.

15. Headings. The headings, subheadings and captions in this Agreement and in any exhibit hereto are for reference purposes only and shall not affect the meaning or interpretation of this Agreement.

16. Amendments. This Agreement may not be amended except by written instrument duly executed by or on behalf of all of the parties hereto.

17. Complete Agreement. This Agreement constitutes the entire Agreement between County and Contractor pertaining to its subject matter and supersedes all prior and contemporaneous negotiations, agreements and understandings of either or both parties in connection therewith.

18. Governing Law. The validity, interpretation and performance of this Agreement and of its provisions shall be governed by the laws of the State of North Carolina.

The undersigned have read the entire Agreement and accept the terms and conditions as shown by their signatures below.

ATTEST:

7
COUNTY OF PERQUIMANS

By: Mary P. Hennessey
Clerk to the Board of Commissioners

By: Frank Heath (SEAL)
Frank Heath, County Manager

Your Business Name

By: [Signature] (SEAL)
Your Signature

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

By: [Signature]
Authority Finance Officer

Perquimans County
PROPOSED Assistance Policy
 For the 2023 Cycle of the
 Essential Single-Family Rehabilitation Loan Pool

Perquimans County Service Area

What is the Essential Single-Family Rehabilitation Loan Pool?

Perquimans County (the "County") has been awarded Membership by the North Carolina Housing Finance Agency ("NCHFA") under the 2023 Cycle of the Essential Single-Family Rehabilitation Loan Pool ("ESFRLP"). This program provides Members with funds via a "loan pool" to assist with the rehabilitation of moderately deteriorated homes that are owned and occupied by lower-income, special needs households. ESFRLP assists eligible households by facilitating aging in place, meeting minimum housing code requirements, promoting long-term affordability, lowering operating costs, and stabilizing pre-1978 homes that include children aged 6 or under whose health is threatened by the presence of lead hazards.

Perquimans County has been allocated an initial set-aside of \$162,000 which it plans to apply toward the rehabilitation of at least three (3) houses in Perquimans County. After demonstrating successful use of this allocation, the County may access additional funds, when available, on a unit-by-unit basis from the ESFRLP loan pool to assist additional homes.

This Assistance Policy describes who is eligible for assistance under ESFRLP, how applications for assistance will be ranked, what the terms of assistance are, and how the rehabilitation process will be managed. Perquimans County, and its Consultant - Albemarle Commission (the "Consultant"), have designed the ESFRLP project to be fair, open, and consistent with the approved application for funding and with ESFRLP Program Guidelines.

The funds provided by NCHFA come from the US Department of Housing and Urban Development's (HUD) Federal HOME Investment Partnerships Program. Assistance for construction-related costs (hard costs) will be provided to qualified homeowners as no interest, no payment loans of up to \$40,000 which are forgiven at the rate of \$8,000 per year. Non-construction-related costs (soft costs including lead/asbestos inspections/clearances, radon testing and environmental reviews) will be provided to the County/Consultant in the form of a grant.

Who is Eligible to Apply?

There are three major requirements to be eligible for ESFRLP assistance:

- 1) The housing unit to be rehabilitated with ESFRLP funds must be located in Perquimans County, and must be owner-occupied. The household occupying the unit must have an elderly, disabled, and/or veteran (see definitions) full-time household member or a child aged 6 or under threatened by lead hazards in the home;

- 2) The gross annual household income must not exceed 80% of the Area Median Income for the County (see income limit table on the following page) and;
- 3) The cost of rehabilitation cannot exceed the ESFRLP Program limit of \$40,000 and must include all Essential Rehabilitation Criteria as described in the ESFRLP Administrator's Manual for the 2023 Cycle (available online at www.NCHFA.com).

Unfortunately, not all homes can be rehabilitated to meet the Essential Rehabilitation Criteria with the limited funding available. Some otherwise-eligible households may be deemed ineligible for assistance because their homes fail this test.

What Types Of Houses Are Eligible?

Properties are eligible only if they meet all of the following requirements:

- The property must require at least \$5,000 of improvements to meet the ESFRLP Property Standards or, if a local code requirement is more stringent than a specific ESFRLP Property Standard, the more stringent local minimum housing code requirement(s) will be used.
- Site-built and off-frame modular units listed as real property are eligible for assistance. Manufactured housing is eligible for assistance if the foundation and utility hookups are permanently affixed including removal of all transporting equipment (e.g. wheels, axles, tongue), installation of a masonry foundation and tie-downs, and the land on which the unit sits is owned by the occupant.
- No more than fifty percent (50%) of the total area of the unit may be used for an office or business (e.g. day care, hair salon, room rental, etc.). Program funds may only be used to improve the residential exterior, interior and systems portion of mixed-use buildings.
- The property must be free of environmental hazards and other nuisances as defined by all applicable codes or regulations, or any such hazards or nuisances must be corrected as part of the rehabilitation of the home. The County/Consultant Rehabilitation Specialist will determine the presence of any known environmental hazards/nuisances on the site and if they can be removed through rehabilitation.
- Properties cannot be located in the right-of-way of any impending or planned public improvements. County/Consultant staff will assist in making this determination.
- The property cannot be located on a site that is endangered by mudslides, landslides or other natural or environmental hazards. If needed, the County/Consultant Rehabilitation Specialist will work with the homeowner to make this determination.
- The property may be located in the 100-year flood plain if the lowest finished floor level (verified by an elevation certificate provided by the homeowner) is above the base flood elevation and the property will be covered by flood insurance. The property must comply with Perquimans County's floodplain ordinance. All things considered equal, properties located outside the 100-year flood plain will be given priority over properties located in the 100-year flood plain. County/Consultant staff will verify whether the home is in the flood plain.
- Properties that have a known infestation of bed bugs, fleas, mites or any other ectoparasites will not be evaluated until the infestation has been eliminated.

- If any ESFRLP Program representative for the County/Consultant suspects that the home is being used for criminal activity or the homeowners are engaging in criminal activity, the household will not be served. Properties that have been approved will be removed from the program if criminal activity is suspected.
- The property cannot have been repaired or rehabilitated with public funding of \$30,000 or more within the past 10 years without NCHFA approval.

**2023 Income Limits* for Perquimans County's
Essential Single-Family Rehabilitation Loan Pool**

Number in Household	80% of Median Income
1	\$38,750
2	\$44,300
3	\$49,850
4	\$55,350
5	\$59,800
6	\$64,250
7	\$68,650
8	\$73,100

*Income limits are subject to change based on annually published HUD HOME Income Limits. This update will not require a re-approval by the governing authority.

How are applications ranked?

There are many more ESFRLP-eligible households (with eligible houses) than can be assisted with the available funds. Therefore, the County/Consultant have devised the following priority system to rank eligible applicants, determine which of them will be selected for assistance and in what order. Under this system applicants will receive points for falling into certain categories. Applications will be ranked according to which receive the most points.

**Priority Ranking System for the Perquimans County
2023 Essential Single-Family Rehabilitation Loan Pool**

<i>Emergency Need</i>	<i>Points</i>
Threat of imminent eviction/removal; must meet Special Need(s) & income requirements; applications received at any time	8
<i>Special Needs (for definitions, see below)</i>	<i>Points</i>
Household with a child under age 6 with lead hazards in the home	4
Elderly Household (62 or older)	4
Disabled	4
Veteran Household	4
Multiple Disabled, Elderly or Veteran Household Members (more than 1)	4
<i>Income (See Income Table above)</i>	<i>Points</i>
Less than 30% of County Median Income	4
30% to 50% of County Median Income	4
50% to 80% of County Median Income	4

Definitions under ESFRLP are:

- *Child with lead hazards in the home:* a child below the age of six living or visiting weekly in the applicant house which contains lead hazards.
- *Elderly:* An individual aged 62 or older.
- *Disabled:* A person who has a physical, mental or developmental disability that greatly limits one or more major life activities, has a document of such impairment, or is regarded as having such an impairment
- *Head of Household:* The person or persons who own(s) the house.
- *Household Member:* Any individual who is an occupant (defined below) of the unit to be rehabilitated shall be considered a "household member" (the number of household members will be used to determine household size and all household members are subject to income verification).
- *Occupant:* An occupant is defined as any immediate family member (mother, father, spouse, son/daughter of the head of household, regardless of the time of occupancy); or non-immediate family member who has resided in the dwelling unit for at least 3 months prior to the submission of the family's application.
- *Veteran:* A person who is a military veteran, is defined as one who served in the active military, naval, or air service (i.e. Army, Navy, Air Force, Marine Corps, and Coast Guard; as a commissioned officer of the Public Health Service; or as a commissioned officer of the National Oceanic and Atmospheric Administration or its predecessors), and who was discharged or released therefrom under conditions other than dishonorable. Provide DD-214 form to demonstrate.
- *Emergency:* A situation in which a household member has an immediate threat of being evicted or removed from a home due to health or safety issues within a time frame that the program can complete a repair to stop eviction or removal. These applications will be received at any time during the funding cycle and elevated based on the ability of the program to complete the work in a timely manner that meets the goal of assisting homeowners to remain in their homes. This may be documented with a doctor's letter or eviction notice.

Recipients of assistance under ESFRLP will be chosen by the above criteria without regard to race, color, national origin, religion, sex (including gender identity and orientation), familial status, disability, and limited English proficiency.

What Are The Terms of Assistance Under ESFRLP?

The form of ESFRLP assistance is a 0% interest, forgivable loan to the homeowner covering the hard costs associated with the rehabilitation of the home, and a grant to the County/Consultant for the soft costs. These will be two separate documents or sets of documents.

The Loan: NCHFA will create loan documents for the homeowner(s) including a Promissory Note and Deed of Trust covering hard costs for the rehabilitation in an amount not to exceed \$40,000. This loan covering the hard costs remains 0% interest and forgivable at \$8,000 per year for as long as the owner resides in the home or until the balance is reduced to \$0. The term of the loan is dependent upon the loan amount and the number of years it takes to bring the balance of the loan to \$0 when forgiven at \$8,000 per year. For example, if the amount of the loan is \$37,452, then the term is

5 years (\$32,000 forgiven over the first 4 years and \$5,452 forgiven at the end of the 5th year).

As long as the borrower lives in the home, no payments on the loan will be required. If the recipient prefers, the loan can be paid off at any time to NCHFA, either in installments or as a lump sum payment. Furthermore, under certain circumstances NCHFA may allow assumption or refinancing of the loan. Should an heir inherit the property and choose to live in the house as their permanent residence, they may assume the loan without being income eligible. However, the lien remains on the property as per the original loan terms. A buyer who may wish to buy the property to live in may assume the loan so long as they can document that they are income-eligible ($\leq 80\%$ AMI). Default can occur if the property is sold or transferred to another person and/or if the borrower fails to use the home as a principal residence, without prior written approval of the North Carolina Housing Finance Agency.

The Grant: To pay for soft costs including application outreach/intake/management, environmental reviews/inspections/testing, and project assessment/documentation/estimating/bidding, NCHFA will create a Grant Agreement with the County/Consultant not to exceed \$10,000. The grant has no repayment or recovery terms.

What Kinds Of Work Will Be Done?

Each house selected for assistance must be rehabilitated to meet ESFRLP Rehabilitation Criteria. That means every house must, upon completion of the rehabilitation:

- meet the more stringent requirements of either NCHFA's Essential Property Standard or Perquimans County's Minimum Housing Code. These are "habitability standards" which set minimum standards for decent, safe, and sanitary living conditions. Additionally, the home must meet applicable Lead-Based Paint regulations 24 CFR part 35.
- retain no "imminent threats" to the health and safety of the home's occupants or to the home's "structural integrity". (An example of an imminent threat to occupants as well as to the home's structural integrity is an infestation of insects or a crawlspace that is too damp).

These requirements are spelled out in full in the ESFRLP Administrator's Manual which you may view, at reasonable times, upon request, at the office of Albemarle Commission or anytime online at www.NCHFA.com.

In addition to the above items that must be done to satisfy NCHFA requirements, the scope of work may include approved items meant to reduce future maintenance and operational costs or to further protect homes from natural disasters and/or home modifications designed to enable greater accessibility for household members to function more independently as they age.

Once the rehabilitation is complete, major systems in the home that, with reasonable maintenance and normal use, should be capable of lasting another 5 years include: structural support, roofing, cladding and weatherproofing, plumbing, electrical, and heating/cooling systems.

Contractors and sub-contractors performing work funded under ESFRLP are responsible for meeting all local requirements for permits and inspections. All work done under the program must be performed to meet NC State Residential Building Code standards. (This does not mean, however, that the whole house must be brought up to current Building Code Standards.)

What About Lead-based Paint?

Until it was discovered to be a health hazard, lead was used for centuries to make house paints. Now we know that lead exposure is a serious problem for everyone and especially small children. Selling lead paint was outlawed in 1978, but many older buildings still contain lead paint and children are still being poisoned.

Under ESFRLP, a lead hazard evaluation must be performed on every home selected for rehabilitation that was built before 1978. The specific type of evaluation and the appropriate lead hazard reduction work performed will depend on the total amount of Federal funds used to rehabilitate the home, as per 24 CFR part 35. If required, lead-based paint hazard reduction and/or abatement will be performed by contractors who are trained and certified to perform such work.

It may be necessary for the household to relocate during the construction process for protection against lead poisoning. If relocation is required, it shall be the responsibility of the homeowner to locate accommodations. The cost of reasonable, temporary relocation may be covered by ESFRLP funds and will be evaluated on a case-by-case basis.

Who Will Do the Work On the Homes?

The County/Consultant is obligated under ESFRLP to ensure that quality work is done at reasonable prices and that all work is contracted through a fair, open and competitive process.

To meet these requirements, the County/Consultant, as General Contractor for the program, will conduct a bid process that will allow all qualified sub-contractors to provide quotes, bids or proposals for the product or services needed on each home. For additional information about procurement and disbursement procedures, please refer to the Perquimans County ESFRLP Procurement and Disbursement Policy for the 2023 Cycle.

- At least three qualified sub-contractors will be invited to bid on each home and the lowest responsive and responsible bidder will be selected for the contract. Every reasonable effort will be made to receive at least three quotes, bids or proposals for the product or services needed.
- Homeowners who know of quality rehabilitation contractors who are not on the Approved Sub-Contractor list are welcome to invite them to apply.

What Are The Steps In The Process. From Application To Completion?

You now have information about how to apply for the Essential Single-Family Rehabilitation Loan Pool (ESFRLP) and what type of work can be done through the Program. Let's go through the steps for getting the work done:

1. **Completing a pre-application form:** Homeowners who wish to apply for assistance must complete a Pre-Application form. Apply by contacting Albemarle Commission at (252) 426-5753. Proof of ownership, income and special needs will be required. Those who have applied for housing assistance from the County/Consultant in the past will not automatically be reconsidered and must complete a new pre-application form.
2. **Client Referral and Support Services:** Many homeowners seeking assistance through the Essential Single-Family Rehabilitation Loan Pool may also need other services. If the County/Consultant ESFRLP staff meet the homeowner during the application process, they will provide contact information for the resources and programs available in Perquimans County. With the homeowner's permission, a staff person will follow up with the homeowner concerning available services in the referral network.
3. **Preliminary inspection:** The County/Consultant Rehabilitation Specialist will visit the homes of eligible households to determine the need and feasibility of the home for rehabilitation. Homeowners must inform staff of any known pest infestations prior to the visit. The County/Consultant has the right to deny an application based on health and safety concerns that may put their staff and/or contractors at risk.
4. **Screening of applicants:** Applications will be ranked by the County/Consultant based on the priority system outlined on page 4 and the feasibility of rehabilitating the house. The County/Consultant will then submit to NCHFA an ESFRLP Loan Application and Reservation Request for each potential borrower for approval. Household income will be verified for program purposes only (information will be kept confidential). NCHFA will verify ownership of the property by conducting a title search.
5. **Written agreement:** A HOME Owner Agreement, between the homeowner and the County/Consultant, will be executed as part of the Loan Application and Reservation Request procedure (that formally commits funds to a dwelling unit). This agreement will certify that the property is the principal residence of the owner, that the post-rehab value of the property will not exceed 95% of the 203(b) limits established by HUD and defines the ESFRLP maximum amount and form of assistance being provided to the homeowner, the scope of work to be performed, the date of completion and the rehabilitation criteria and standards to be met.
6. **Pre-rehab inspection & unit evaluation:** The County/Consultant Rehabilitation Specialist will visit the home again for a more thorough inspection. All parts of the home must be made accessible for inspection, including the attic and crawlspace. The owner should report any known problems such as electrical short circuits, blinking lights, roof leaks, etc. Each unit will be evaluated for energy-saving

opportunities such as air-sealing and duct-sealing as well as for environmental concerns, such as lead-based paint hazards, radon, and asbestos.

7. **Work write-up:** The County/Consultant Rehabilitation Specialist will prepare complete and detailed work specifications (known as the "work write-up"). A final cost estimate will also be prepared by the County/Consultant Rehabilitation Specialist and held in confidence until bids are received from contractors.
8. **Lead and Other Testing:** The County/Consultant will arrange for a certified firm to inspect all pre-1978 constructed homes for potential lead hazards (required) and asbestos hazards (as deemed necessary by the County/Consultant Rehabilitation Specialist). All homes will be tested for radon. The owner will receive information covering the results of the tests and any corrective actions that will be needed as part of the rehabilitation.
9. **Bidding:** The work write-up and bid documents will be conveyed to sub-contractors from the vendor's list. Sub-contractors will inspect the property and prepare bid proposals. Each sub-contractor will need access to all parts of the house in order to prepare a bid.
10. **Contractor selection:** The County/Consultant will select the sub-contractor(s) and the homeowner will be notified of 1) the selection of the winning bid, 2) the amount of the winning bid, and 3) the amount of the project cost estimate.
11. **Loan closing and contract execution:** Rehabilitation contract documents will be executed by the homeowner and the County/Consultant prior to the commencement of any construction. Loan documents (Promissory Note and Deed of Trust) will be prepared by NCHFA as the lender and executed by the homeowner. The County/Consultant will facilitate the loan closing and recordation of the documents and will forward the recorded documents to NCHFA. By law, homeowners have the right to hire legal representation of their choosing for the loan closing. If a homeowner does not have "representation" at the closing, an NCHFA "Legal Advice Disclosure" form must be signed.
12. **Pre-construction conference:** A pre-construction conference will be held. At this time, the homeowner, contractor and County/Contractor ESFRLP program representatives will discuss the details of the work to be completed. Starting and ending dates will be finalized, along with any special arrangements such as weekend or evening work hours and disposition of items to be removed from the home. The County/Consultant will issue a verbal "proceed order" formally instructing the contractor to commence work by the agreed-upon date.
13. **Construction:** Sub-contractors are responsible for obtaining and posting any necessary permits for the project before beginning work. County/Consultant ESFRLP Program staff will closely monitor the sub-contractor during the construction period and local Code Enforcement Officials will inspect the work when applicable. To protect personal property, the homeowner will be responsible for working with the sub-contractor toward clearing work areas of personal property as

needed. The sub-contractor will be responsible for all clearing and cleaning activities necessary due to construction activities.

14. **Change Orders:** All changes to the scope of work must be approved by the owner, the sub-contractor, County/Consultant Rehabilitation Specialist, and reduced to writing as a contract amendment ("change order"). The owner and two County/Consultant personnel must execute any change order agreements to the construction contract.
15. **Post-construction conference:** Following construction, the County/Consultant Rehabilitation Specialist will confer with the Homeowner to deliver owner's manuals, warranties on equipment, and materials to the homeowner. The County/Consultant Rehabilitation Specialist will explain operating and maintenance requirements for the new equipment, materials, and appliances and discuss general maintenance of the home. The Homeowner and the County/Consultant Rehabilitation Specialist will sign a Certificate of Satisfaction.
16. **Closeout:** When the County/Consultant Rehabilitation Specialist and the Homeowner are satisfied that the contract has been fulfilled, the County/Consultant Rehabilitation Specialist will sign off on the Certification of Final Inspection. All material and workmanship will be guaranteed for a period of one year from the date of completion of the work.
17. **Final loan amount determination:** If, upon completion of all rehabilitation work, the contract price has changed due to the effect of change orders and there is a need to modify the loan, NCHFA will prepare an estoppel for a loan reduction or modification agreement for a loan increase as necessary at the time of closeout of the unit. The loan will remain the property of NCHFA, with original documents remaining there for storage and "servicing". Please note that it is the responsibility of the homeowner to record an estoppel if they wish this to be reflected in the Deed of Trust.
18. **The warranty period:** It is extremely important that any issues with work performed be reported in writing by the homeowner to the County/Consultant Rehabilitation Specialist or another representative as soon as possible. All bona fide defects in materials and workmanship reported within one year of completion of construction will be corrected free of charge.

How do I request an application?

Contact:

Nita Criner
Housing Rehabilitation
Administrative Assistant
Albemarle Commission
512 S Church St
Hertford, NC 27944
Phone: (252) 426-5753

Frank Heath
County Manager
Perquimans County
P.O. Box 45
128 N Church St
Hertford NC 27944
Phone: (252) 426-8484

Is there a procedure for dealing with complaints, disputes and appeals? Although the application process and rehabilitation guidelines are meant to be as fair as possible, the County/Consultant realizes that there is still a chance that some applicants or participants may dispute decisions, work completed or other issues. The following procedures are designed to provide an avenue for resolution of complaints and appeals.

During the application process:

1. If an applicant feels that his/her application was not fairly reviewed or rated and would like to appeal the decision made about it, he/she should contact Michael Ervin, Albemarle Commission Executive Director, within ten days of the initial decision and voice their concern.
2. If the applicant remains dissatisfied with the decision, the detailed complaint should be put into writing. A written appeal must be made within 15 business days of the initial decision on an application.
3. Albemarle Commission will respond in writing to any complaints or appeals within 15 business days of receiving written comments.

During the rehabilitation process:

1. If the homeowner feels that construction is not being completed according to the contract, he/she must inform the County/Consultant Rehabilitation Specialist, preferably in writing.
2. The County/Consultant Rehabilitation Specialist will inspect the work in question. If he finds that the work is not being completed according to the contract, the County/Consultant Rehabilitation Specialist will review the contract with the sub-contractor and ask them to correct the problem.
3. If the County/Consultant Rehabilitation Specialist finds that the work is being completed according to contract, the complaint will be added to the applicant's file. The County/Consultant Rehabilitation Specialist and the homeowner will discuss the concern and the reason for the County/Consultant Rehabilitation Specialist's decision.
4. If problems persist, the homeowner must put the concern in writing and a mediation conference may be convened by the County/Consultant Rehabilitation Specialist and facilitated by Albemarle Commission's Executive Director.
5. Should the mediation conference fail to resolve the dispute, the Executive Director will render a written final decision.

Final Appeal:

After following the above procedures, any applicant or homeowner who remains dissatisfied with the final decision may appeal in writing to Michael Handley, NCHFA, PO Box 28066, Raleigh, NC 27611-8066, (919) 877-5627.

Will the personal information provided remain confidential? Yes. All information in applicant files will remain confidential. Access to the information will be provided only to County/Consultant employees who are directly involved in the program, the North

Carolina Housing Finance Agency, the US Department of Housing and Urban Development (HUD) and auditors.

What about conflicts of interest? No employee or board member of the County/Consultant, or entity contracting with the County/Consultant, who exercises any functions or responsibilities with respect to the ESFRLP project shall have any interest, direct or indirect, in any contract or subcontract for work to be performed with project funding, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. Relatives of the County/Consultant employees or of County/Consultant board members and others closely identified with the County/Consultant, may be approved for rehabilitation assistance only upon public disclosure before the County/Consultant Board of Commissioners and with written permission from NCHFA.

What about favoritism? All activities under ESFRLP, including rating and ranking applications, inviting bids, selecting sub-contractors and resolving complaints, will be conducted in a fair, open and non-discriminatory manner, entirely without regard to race, color, national origin, religion, sex (including gender identity and orientation), familial status, disability and limited English proficiency.

Outreach Efforts of the ESFRLP Program

The County/Consultant makes citizens aware of the ESFRLP program and other housing rehabilitation opportunities through various service providers and specific outreach efforts. At a minimum, the County/Consultant will advertise or publish information about the Essential Single-Family Rehabilitation Loan Pool Program via the County/Consultant website and Facebook page.

Who can I contact about the ESFRLP program? Any questions regarding any part of this application or program should be addressed to:

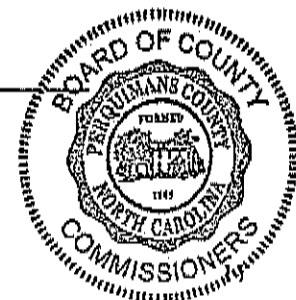
Nita Criner
Housing Rehabilitation
Administrative Assistant
Albemarle Commission
512 S. Church St
Hertford, NC 27944
Phone: (252) 426-5753

Frank Heath
County Manager
Perquimans County
P.O. Box 45
128 N. Church St
Hertford NC 27944
Phone: (252) 426-8484

This Assistance Policy is adopted this 1st day of May 2024.

May G. Kinnick
Attest

Frank Heath
Frank Heath, Manager
Perquimans County



Perquimans County
PROPOSED Procurement and Disbursement Policy
For the 2023 Cycle of the
ESSENTIAL SINGLE-FAMILY REHABILITATION LOAN POOL

Perquimans County Service Area

PROCUREMENT POLICY

1. To the maximum extent practical, Perquimans County (the County) and the Albemarle Commission (the Consultant) promote a fair, open and competitive procurement process as required under the North Carolina Housing Finance Agency's (NCHFA) Essential Single-Family Rehabilitation Loan Pool (ESFRLP). The Consultant will perform in ESFRLP projects as the General Contractor, contracting with sub-contractors that will invoice the Consultant for time and materials spent on each ESFRLP unit.
2. Bids will be invited from sub-contractors who are part of the approved sub-contractor registry. To be listed in the Approved Sub-Contractor Registry, a sub-contractor must complete an application, have their recent work inspected, reviewed and approved.
3. At least three eligible sub-contractors on the Approved Sub-Contractor Registry shall be invited to bid on each job and the lowest responsive and responsible bidder shall be selected for the contract. "Responsive and responsible" means (a) the sub-sub-contractor is deemed able to complete the work in a timely fashion, (b) the bid is within 15%, in either direction, of the cost estimate, (c) the sub-contractor has not been suspended or debarred and (d) there is no conflict of interest (real or apparent).
4. The County/Consultant Rehabilitation Specialist is a Renovation, Repair and Painting Rule (RR&P) Certified Renovator; qualifying documentation is on file at the Albemarle Commission office. If more than \$25,000 worth of lead abatement/stabilization is required, a certified lead abatement firm will be used as required by North Carolina's Lead Hazard Management Program for Abatement Activities (LHMP) as outlined at this website: <https://schs.dph.ncdhhs.gov/lead/accredited.cfm>.
5. Bid packages shall consist of an invitation to bid, work write-up/scope of work, and bid sheet(s) for each job. Sub-contractors will be given no less than seven days in which to inspect the property and prepare bid proposals. Each sub-contractor will need access to all parts of the house in order to prepare a bid. Ryan is this right?
6. Bids must include a breakdown with line item totals equaling the submitted bid price. Discrepancies must be reconciled prior to a contract being awarded.
7. Bids for multiple job sites shall be considered separate and apart when awarded and shall be awarded to the lowest responsive and responsible bidder(s) for each job site.
8. The County/Consultant reserves the right to accept portions of bids and/or to reject any or all bids at any time during the procurement process.
9. In the event of a true emergency situation, the County/Consultant reserves the right to waive normal procurement procedures in favor of more expedient methods, which may include seeking telephone quotes, electronic bids and the like. Should such methods ever become necessary the transaction will be fully documented.

10. The sub-contractor is responsible for obtaining a building permit for the project before beginning work if applicable. The permit must be posted at the house during the entire period of construction. If applicable, the sub-contractor will obtain a permit for lead hazard-related activities. The County/Consultant will closely monitor the sub-contractor during the construction period to make sure that the work is being completed according to the work write-up (which is made a part of the rehabilitation contract by reference) and in a timely fashion. Local Code Enforcement Officials will inspect the work for compliance with the NC State Building Code and the local minimum housing code, when applicable. To protect personal property the homeowner will be responsible for working with the sub-contractor toward clearing work areas of personal property as needed as much as practicable. The sub-contractor will be responsible for all clearing and cleaning activities necessary due to construction activities.
11. Any change to the original scope of work must be reduced to writing in the form of a change order to be agreed upon and signed by all parties to the original contract including at minimum, the homeowner, the sub-contractor and two representatives of the County/Consultant. The change order must also detail any changes to the original contract price and completion date.
12. No work may begin prior to a contract being awarded and executed. A pre-construction conference and "walk thru" shall be held at the work site prior to the commencement of repair work. At this time the homeowner, sub-contractor and County/Consultant ESFRLP program representatives will discuss the details of the work to be completed. Starting and ending dates will be finalized, along with any special arrangements such as weekend or evening work hours and disposition of items to be removed from the home. Within 24 hours of the pre-construction conference, the County/Consultant will issue a verbal "proceed order" formally instructing the sub-contractor to commence work by the agreed-upon date.
13. The County/Consultant is an equal opportunity employer, implements non-discriminatory practices in its procurement/disbursement, and will make special outreach efforts to include M/WBE (Minority/Women Business Enterprise) businesses within its sub-contractor pool. Sub-contractors will be chosen by the above criteria without regard to race, color, religion, national origin, age, sex, familial status, and/or disability.

DISBURSEMENT POLICY

1. All repair work must be inspected by (a) the County/Consultant's Rehabilitation Specialist, (b) the local building or minimum housing code inspector when applicable and (c) the homeowner prior to any payments to sub-contractors. If all work is deemed satisfactory and all other factors and written agreements are in order, payment shall be issued upon presentation of an original invoice from the sub-contractor. Sub-contractors should allow 21 business days for processing of the invoice for payment.
2. Following construction, the sub-contractor and the County/Consultant Rehabilitation Specialist will meet with the Homeowner in a post-construction conference. At this conference, the sub-contractor will hand over all owner's manuals and warranties on equipment and products to the homeowner and be available to answer homeowner questions.

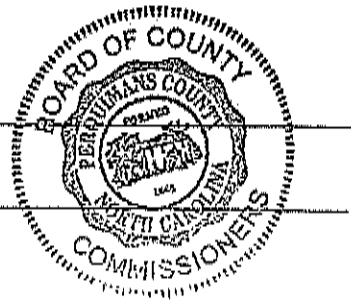
3. Project Closeout: When the sub-contractor declares the work complete, the County/Consultant Rehabilitation Specialist will thoroughly inspect the work. If any of the work is deemed unsatisfactory, it must be corrected prior to authorization of final payment. If the sub-contractor fails to correct the work to the satisfaction of the County/Consultant's Rehabilitation Specialist, payment may be withheld until the work is deemed satisfactory. (Sub-contractors may follow the County/Consultant's Essential Single-Family Rehabilitation Loan Pool Assistance Policy if a dispute occurs; however, sub-contractors shall abide by the final decision as stated in the policy). The Homeowner, County/Consultant Project Administrator, and County/Consultant Rehabilitation Specialist will sign off on the work. After receipt of the sub-contractor's final invoice, inspections, certificate of completion and lien releases, the final payment will be ordered. All material and workmanship will be guaranteed by the sub-contractor for a period of one-year, using the date the County/Consultant Rehabilitation Specialist declares all work complete and approves the final invoice for payment, the homeowner will be provided the one-year warranty date (post construction conference date) in writing.
4. The County/Consultant assures, through this policy, that adequate funds shall be available to pay the sub-contractor for satisfactory work.
5. All sub-contractors and suppliers must sign a lien waiver prior to disbursement of funds.

The Procurement and Disbursement Policies are adopted this the 1st day of May 2024.

Perquimans County

BY: Frank Heath

ATTEST: Mary O'Hennicutt



Acceptable Use Policy

Information Technology at Perquimans County

		INFORMATION SECURITY		
POLICY	Acceptable Use Policy			
Policy ID:	Add ID Number	First Issue Date: Date		
Approved by:		Reviewed (No changes made)	<input type="checkbox"/>	Date
Approved by:		Revised (Changes made)	<input type="checkbox"/>	Date
Area:	Choose Area	Repealed (No longer active)	<input type="checkbox"/>	Date
Department:	Choose Department	Prior Policy: N/A		
Applies to:	Choose Applicability			
Additional Approvals Additional reviews and approvals by internal and external stakeholders.				
Approver Title		Area / State / Agency		
Data Classification: Sensitive		Electronic Approvals are maintained in the Policy Repository		
Additional Information:				

Table of Contents

1 Introduction 3

2 Definitions 3

3 Policy..... 3

 3.1 Risk Prevention..... 3

 3.2 Perquimans County Information Technology Resources..... 3

 3.3 Scope..... 4

 3.4 Resource Monitoring 4

 3.5 Document and File Storage..... 4

 3.6 Personal Use of IT Resources..... 5

 3.7 Personal Use of IT Resources to Access the Internet..... 5

 3.8 Personal Mobile Device Useage 6

 3.9 County Issued Mobile Phones and Devices 6

 3.10 Multi-Factor Authentication (MFA) Requirements 6

 3.11 Prohibited Activities 7

 3.12 Responsibility to Report Suspicious Activity..... 8

 3.13 Mandatory Security Awareness Training for Employees..... 8

4 References to Regulatory and Industry Standards..... 9

5 References to Other Documents 9

6 External References 9

1 Introduction

Perquimans County provides its employees with access to the county's Information Technology (I.T.) resources in conducting Perquimans County business. It is important that these resources be used in an acceptable, productive, and prudent manner, and that guidelines be in place so that both Perquimans County and its employees, clients and customers are protected from security threats and improper usage, including anything of an illegal or unethical nature.

Effective security is a team effort involving the participation and support of every Perquimans County employee and workforce member who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

2 Definitions

2.1.1 User, System User, or End User

Any individual authorized to use Perquimans County's Information Technology resources.

2.1.2 Workforce Member

Workforce Members include employees, volunteers, trainers, and other persons whose conduct, in the performance of work for Perquimans County is under the direct control of Perquimans County, regardless of whether they are paid by Perquimans County.

2.1.3 Perquimans County I.T. Department

The Perquimans County Information Technology (I.T.) Department may be either an established department within the county, or an outside contracting agency. Members of the IT Department shall pass an initial background check and upon request by the County Manager at any time.

2.1.4 MFA (Multi-Factor Authentication)

Multi-Factor Authentication is an additional security layer that proves that a user "has" something to access an I.T. system. Usually, this is in the form of a one-time password code, displayed on an authenticator application that changes frequently and is "in sync" with the system being accessed.

3 Policy

The Acceptable Use of Information Technology Resources Policy establishes the minimum standards for the acceptable use of Perquimans County Information Technology resources.

3.1 Risk Prevention

This policy is subject to change based on the risks that technology and its use present to Perquimans County. Perquimans County, in its absolute discretion, may implement technology solutions or processes that prevent areas of personal use of Perquimans County's Information Technology resources without notification.

3.2 Perquimans County Information Technology Resources

Perquimans County's systems are to be used for business purposes in serving the interests of the county and of our citizens and customers during normal operations.

Perquimans County Information Technology resources, referred to hereafter as IT resources, include, but are not limited to:

3.2.1 Desktop and portable computer systems

3.2.2 Computer systems

3.2.3 Fax machines and scanners

- 3.2.4 Internet, Intranet and Extranet access (including WWW browsing and FTP)
- 3.2.5 E-mail and Instant messaging applications
- 3.2.6 Telephones and voice mail
- 3.2.7 Smart phones, tablets, cellular telephones, and other similar mobile devices
- 3.2.8 Document management systems
- 3.2.9 Operating systems and software
- 3.2.10 Storage media

3.3 Scope

3.3.1 Resources

This policy applies to all Perquimans County IT resources that are:

- Owned or leased by Perquimans County
- Used to access Perquimans County networks or cloud-based technology services

3.3.2 Accounts and Subscriptions

This policy applies to all activities using any Company-paid accounts, subscriptions, or other IT services, such as Internet access, voice mail and e-mail, whether or not the activities are conducted on Perquimans County's premises.

3.4 Resource Monitoring

All IT resources and all data, communications, and images stored on IT resources are Perquimans County's property.

- 3.4.1 Perquimans County will, in its absolute discretion, access and review all content and transactional data resulting from the use of Company-provided IT resources or services. Workforce members should not have any expectations of privacy when using Perquimans County's IT resources or associated services.
- 3.4.2 Although workforce members may have individual passwords to access computer, voice mail and e-mail systems, Perquimans County may override any applicable passwords or codes to inspect, investigate or search a user's files and messages.
- 3.4.3 For security and network maintenance purposes, authorized individuals within Perquimans County may monitor equipment, systems and network traffic at any time.
- 3.4.4 Perquimans County will, in its absolute discretion, periodically audit networks and systems to ensure compliance with this policy.
- 3.4.5 All information stored, accessed or transmitted on Perquimans County IT resources, including text and images, may be disclosed to law enforcement or to other third parties without prior consent.
- 3.4.6 Perquimans County's in no way modifies or waives its right to access, view, or audit other electronic communications or files.

3.5 Document and File Storage

Perquimans County is not responsible for recovering documents lost or damaged on a user's local drive, therefore, system users should save documents or files to the appropriate Perquimans County storage servers.

3.6 Personal Use of IT Resources

System users are permitted to use IT resources for occasional, non-work-related purposes and as long as it does not:

- Conflict with Perquimans County's business and interests
- Interfere with the workforce member's responsibilities
- Interfere with the productivity of any other user
- Interfere with the operation of Perquimans County's IT resources
- Violate any local, state, or federal law, rule or regulation
- Personal use of IT resources is subject to all of Perquimans County's policies, including this one. Consequently, workforce members who want to engage in private communications should not use the County's IT resources.

3.7 Personal Use of IT Resources to Access the Internet

3.7.1 Internet Access on Personal Time at Work

System Users are permitted to use IT resources to access the Internet on personal time at work so long as it is conducted in a reasonable manner and does not:

- 3.7.1.1 Conflict with Perquimans County business and interests.
- 3.7.1.2 Interfere with the workforce member's responsibilities.
- 3.7.1.3 Interfere with the productivity of any other user.
- 3.7.1.4 Interfere with the operation of Perquimans County's IT resources.
- 3.7.1.5 Violate any local, state, or federal law, rule, or other regulation.
- 3.7.1.6 Users understand that using county IT resources for personal use is a privilege and may be revoked at any time by the county.

3.7.2 Accessing Personal E-mail

- 3.7.2.1 Workforce members' access to personal e-mail accounts using IT resources is subject to this policy in its entirety.
- 3.7.2.2 Workforce members should note that such access could result in personal e-mail being stored on IT resources. Such personal e-mail will be subject to this policy in its entirety.

3.7.3 Access Fees

Perquimans County is not responsible for any access fees or other charges incurred for personal use of IT resources used to access the internet.

3.7.4 Protection of Personal Accounts and Data

Perquimans is not responsible for the security incidents related to personal accounts while using county IT resources. If a personal account is somehow compromised by accessing the personal account through county resources, the county is not to be held responsible.

3.7.5 Electronic Communication - Blogging, Community Sites and Social Networking

- 3.7.5.1 Limited and occasional use of Perquimans County's IT resources to engage in blogging is acceptable, if it is done in a professional and responsible manner, does not otherwise violate Perquimans County's policy, is not detrimental to Perquimans County best

interests, and does not interfere with regular work duties.

- 3.7.5.2 System Users must not engage in any blogging that may harm or tarnish the image, reputation and/or goodwill of Perquimans County and/or any of its workforce members, products, services, or competitors.
- 3.7.5.3 Workforce members are prohibited from making any discriminatory, disparaging, defamatory, or harassing comments when blogging or otherwise engaging in any conduct prohibited by Perquimans County's Non-discrimination and Anti-harassment Policy
- 3.7.5.4 System Users must not attribute personal statements, opinions, or beliefs to Perquimans County when engaged in blogging. If a workforce member is expressing his or her beliefs and/or opinions in blogs, the workforce member may not, expressly or implicitly, represent themselves as a workforce member or representative of Perquimans County. Workforce members assume all risks associated with blogging.
- 3.7.5.5 The considerations and constraints associated with blogging apply to other social networks such as , but not limited to, Facebook, LinkedIn, Instagram, and Twitter.

3.7.6 Remote Access to Perquimans County IT Systems

Employees and vendors are prohibited from remotely accessing Perquimans County IT Systems unless they have received written approval from their department manager and the County Manager. Once approval is given, the party must work with county I.T. to determine the best solution for remote access and configure the access to be secure and auditable.

- 3.7.6.1 All Vendors performing services for departments within Perquimans County who require remote access to the Perquimans network must be approved by department heads and the County Manager.

3.8 Personal Mobile Phone Usage

Perquimans County employees may use a personal mobile phone or device to access the county email system when not at the county. Users should exercise caution when using a personal mobile phone by keeping the device up to date according to the manufacturer's recommendations.

3.9 County Owned Mobile Phones and Devices

The county may issue mobile phones or other devices to employees as part of their employment responsibilities. These devices are the property of the county and may be managed like any other I.T. resource owned by the county. Only software approved by the county may be installed on these devices and they may be required to have MFA authenticators installed for use by systems that utilize increased I.T. security. Mobile device management software may be installed on these devices in order for the county to maintain them.

3.10 Multi-Factor Authentication (MFA) Requirements

County employees may be required to use personal mobile devices in the course of employment for the county if they have not been issued county owned devices. The use of personal mobile devices for county work should be limited to using a multi-factor authentication application as a further means of protecting county I.T. systems. There will be no compensation to the employee as this is a requirement for employment.

3.11 Prohibited Activities

The list of prohibited activities below are by no means exhaustive; additionally, it provides a framework for activities which fall into the category of prohibited activities.

3.11.1 Illegal Acts by Law

The following activities are prohibited:

- 3.11.1.1 Using IT resources to engage in any activity that is illegal under local, state, federal or international law.
- 3.11.1.2 Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books, or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Perquimans County or the end user does not have an active license.
- 3.11.1.3 Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Perquimans County.
- 3.11.1.4 Using a Perquimans County IT resources to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws or which violates Perquimans County's sexual harassment policy.
- 3.11.1.5 Making fraudulent offers of products, items, or services originating from any Perquimans County account.

3.11.2 Electronic Communication - Blogging, Community Sites

The following activities are prohibited:

- 3.11.2.1 Posting the same or similar non-business-related messages to large numbers of users on social media websites such as Facebook, Instagram, etc.
- 3.11.2.2 Unauthorized use of Perquimans County's trademark, logos, and any other Perquimans County intellectual property.

3.11.3 Electronic Communication – Perquimans County Services E-mail

The following activities are prohibited:

- 3.11.3.1 Reading or accessing another workforce member's e-mail without his/her knowledge or proper approval.
- 3.11.3.2 Sending e-mail or other communications that either masks the user's identity or indicates that someone else sent the e-mail or communication.
- 3.11.3.3 Configuring e-mail systems to automatically forward e-mails to an external destination without approval from both the workforce member's manager and from Information Security.
- 3.11.3.4 Forwarding Confidential or Restricted data, via any means, unless that e-mail is critical to business and is encrypted.
- 3.11.3.5 Any form of harassment via e-mail, whether through language, frequency, or size of

message.

- 3.11.3.6 Unauthorized use, or forging, of e-mail header information.
- 3.11.3.7 Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
- 3.11.3.8 Using e-mail to solicit for personal gain or to conduct non-Perquimans County commercial business.
- 3.11.3.9 Using e-mail to solicit on behalf of religious or political causes.

3.11.4 Information Security

The following activities are prohibited:

- 3.11.4.1 Intentional introduction of malicious programs into the network, servers, or computer systems (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- 3.11.4.2 Installing any software on any Perquimans County IT resource without express prior documented permission from the I.T. department.
- 3.11.4.3 Accessing any IT resource by means of another System User's unique ID and/or password.
- 3.11.4.4 Revealing to anyone, any system password used as your unique identifier for system access.
- 3.11.4.5 Circumventing user authentication or security of any host, network or account.
- 3.11.4.6 Unauthorized reviewing, duplication, dissemination, removal, installation, damage or alteration of files, passwords, computer systems or programs, or other Perquimans County property, or improper use of Perquimans County data obtained by any means.
- 3.11.4.7 Intentional acts that cause potential security issues or disruptions of network communications.
 - For purposes of this section, "security issues" include, but are not limited to, accessing data of which the workforce member is not an intended recipient or logging into a server or account that the workforce member is not authorized to access.
 - For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- 3.11.4.8 Connecting external media devices to Perquimans County's IT resources for the purpose of copying files or data unless otherwise properly encrypted and authorized for use by Information Security. This includes but is not limited to: USB thumb-drives, flash drives, external hard-drives, CD Burners, cellphones, and media players.

3.12 Responsibility to Report Suspicious Activity

Perquimans County employees have a responsibility to report any I.T. related activity, incidents or interactions that are suspicious to their department manager. Managers should then notify the county I.T. department immediately.

3.13 Mandatory Security Awareness Training for Employees

New Perquimans County employees are required to complete I.T. security awareness training within 30 days of starting employment at the county. Existing employees are required to complete I.T. security awareness training at least once per year and possibly more often if the county acquires additional systems that require more specific I.T. training or else perceives a threat to I.T. systems that warrants additional

employee training.

4 References to Regulatory and Industry Standards

References to Regulatory and Industry Standards are listed in the table below.

ISO 27001:2013	NIST SP 800-53	HIPAA
A.8.1.3 Acceptable Use of Assets	AC-20, PL-4, PS-6	Workstation Use §164.310(b)

5 References to Other Documents

References to other Policies, Standards, Procedures, Forms, or other Document Types in this document are listed in the table below.

Document Name	Document ID
Non-discrimination and Anti-harassment Policy	

6 External References

References used or cited in the creation of this document are listed in the table below.

Reference	Reference Title	Reference ID	Reference Year



PERQUIMANS COUNTY EMERGENCY SERVICES

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

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

911 Communications Division Advisory Board

Purpose: The 911 Communications Division of Perquimans County Emergency Services operates Perquimans-Gates 911 Communications. 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 in Perquimans and Gates Counties. The 911 Communications Division Advisory Board serves at the pleasure of the Perquimans County Board of Commissioners.

Members:

- 1 County Commissioner from Perquimans & Gates Counties
- 1 County Manager from Perquimans & Gates Counties
- 1 Town Counselor from the Town of Hertford & Town of Winfall
- 1 Town Manager from the Town of Hertford & Town of Winfall
- 1 Emergency Management from Perquimans & Gates Counties
- 1 Sheriff from Perquimans & Gates Counties
- 1 EMS Representative from Perquimans & Gates Counties
- 1 Representative from each Fire Department in Perquimans & Gates Counties
- 1 Representative from NC Forestry for Perquimans & Gates Counties
- 1 Representative from each Department of Social Services from Perquimans & Gates
- Perquimans Emergency Services Director & 911 Administration
- Invited guest as approved by the County Managers & Emergency Services Director

Meeting Schedule: The 911 Communications Division Board typically meets on the 4th Thursday in the months of January, July, and October, unless rescheduled (minimum of semiannual meetings).

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.



**PERQUIMANS COUNTY
BOARD OF COMMISSIONERS**

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

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

MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

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

WHEREAS Perquimans County has joined national settlement agreements with companies engaged in the manufacturing, distribution, and dispensing of opioids.

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

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

WHEREAS section E.6 of the MOA states that, before spending opioid settlement funds, the local government's governing body must adopt a resolution that:

- (i) indicates that it is an authorization for expenditure of opioid settlement funds; and,
- (ii) states the specific strategy or strategies the county or municipality intends to fund pursuant to Option A or Option B, using the item letter and/or number in Exhibit A or Exhibit B to identify each funded strategy; and,
- (iii) states the amount dedicated to each strategy for a specific period of time.

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

1. First strategy authorized
 - a. Name of strategy: Post Overdose Response Team
 - b. Strategy is included in Exhibit A
 - c. Item letter and/or number in Exhibit A or Exhibit B to the MOA: Strategy 8
 - d. Amount authorized for this strategy: \$55,000
 - e. Period of time during which expenditure may take place:
Start date July 1, 2024 through End date June 30, 2025
 - f. Description of the program, project, or activity: Support approximately 50% of payroll for a MIH Coordinator and part time provider that coordinates resources and visits for patients for post overdose response.
 - g. Provider: Perquimans County Emergency Services – EMS Division

Perquimans County's Vision:

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

Resolution to Direct the Expenditure of Opioid Settlement Funds Page Two May 6, 2024

2. Second strategy authorized
 - a. Name of strategy: Naloxone Distribution
 - b. Strategy is included in Exhibit A
 - c. Item letter and/or number in Exhibit A or Exhibit B to the MOA: Strategy 7
 - d. Amount authorized for this strategy: \$9,700
 - e. Period of time during which expenditure may take place:
Start date July 1, 2024 through End date June 30, 2025
 - f. Description of the program, project, or activity: Purchase and distribute Naloxone to local law enforcement, fire department personnel, EMS, and community members
 - g. Provider: Perquimans County Emergency Services – EMS Division

3. Third authorized strategy
 - a. Name of strategy: Syringe Service Program
 - b. Strategy is included in Exhibit A
 - c. Item letter and/or number in Exhibit A or Exhibit B to the MOA: Strategy 9
 - d. Amount authorized for this strategy: \$1,000
 - e. Period of time during which expenditure may take place:
Start date July 1, 2024 through End date June 30, 2025
 - f. Description of the program, project, or activity: Purchase and have available to distribute needles to those participating in the Post Overdose Response Program, to include disposal of used syringes
 - g. Provider: Perquimans County Emergency Services – EMS Division

The total dollar amount of Opioid Settlement Funds appropriated across the above named and authorized strategies is \$ 65,700.

Adopted this the 6th day of May, 2024.

Wallace Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunnicutt, Clerk to the Board

COUNTY SEAL

Perquimans County's Vision:

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

Commissioners meeting

Shelby White <SWhite@perquimanscountync.gov>

Fri 4/26/2024 12:10 PM

To: Mary Hunnicutt <MHunnicutt@perquimanscountync.gov>

Good afternoon Mary,

Can you add me on the commissioners meeting agenda for May 6th to speak in reference to requesting permission for a grant? This is for a community policing position. If you need any further information for this then let me know.

Thank you,
Shelby

ARCD By Laws (2023 Amendment)

Albemarle ResConDev <albemarlercd@gmail.com>

Mon 4/29/2024 3:20 PM

To: Mary Hunnicutt <MHunnicutt@perquimanscountync.gov>

📎 1 attachments (50 KB)

ARCD_By_Laws_2023.pdf;

Good afternoon -- enjoyed talking with you today. As promised, I am attaching a copy of the revised by-laws. The section of interest is on the second page -- Article III, Members and Organization, Section 1, (a)-(g). Hope this is helpful!
Elizabeth]

Elizabeth Allen Bryant

Executive Director

albemarlercd@gmail.com

P: 252-482-4127 x 3266

www.albemarlercd.org

ALBEMARLE RESOURCE CONSERVATION & DEVELOPMENT COUNCIL

Wisely Conserving Natural Resources & Creating Opportunities for Positive Economic & Community Development

CONSTITUTION AND BY-LAWS
OF THE
ALBEMARLE RESOURCE CONSERVATION AND DEVELOPMENT COUNCIL, INC.

Article I: PURPOSE AND GOALS

SECTION I

The purpose of the organization is to provide local leadership and overall direction in developing and carrying out a plan for orderly conservation, improvement and development of the human and natural resources, thereby improving economic opportunities of the people within the Albemarle RC&D Area. The Albemarle RC&D members shall be comprised of Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington Counties.

SECTION II

The objectives of the organization are:

- a. To develop and carry out an annual RC&D Business Plan for the Council in an effort to improve economic conditions;
- b. To cooperate and assist in carrying out local and regional development plans of other organizations and agencies;
- c. To create a general awareness by all the people of the urgency and need for improvement of the environment by the orderly development and conservation of resources within the Area; and
- d. To secure the required technical, financial, educational, and other services required developing and applying an Annual Business Plan.

ARTICLE II – NAME OF ORGANIZATION

SECTION I

The name of this organization shall be the "Albemarle Resource Conservation and Development Council, Inc."

SECTION II

The organization is an independent, non-profit, non-partisan, incorporated group, having as its primary concern the acceleration of the conservation, development and proper use of the resources within the RC&D area.

ARTICLE III – MEMBERS AND ORGANIZATION

SECTION I

- * The RC&D Council shall be governed by representatives from the ten (10) member counties. *

 - a. Each Soil and Water Conservation District Board of Supervisors or its designee shall prepare a nomination for RC&D Council membership to be presented to their Board of County Commissioners;
 - b. One representative from each County shall be appointed by that County’s Board of County Commissioners or its designee;
 - c. Vacancies shall be filled for unexpired terms as they occur by the group responsible for that representative.
 - d. Term of office for Council representatives will be four (4) years. Representatives may be re-appointed by their respective Boards.
 - e. Council representatives who miss four (4) consecutive meetings will be reported to their respective Board for immediate replacement. *

*

SECTION II

Each representative shall have a vote on actions of the Council. Each representative may designate an alternate who may vote in the representative’s stead. The chairman or staff must be advised of alternate prior to meeting.

SECTION III

Individuals and groups shall be eligible to attend the meetings of the organization, take an active part, express opinions and share ideas, but will be on a non-voting status. Any citizens may present a project to the Council for consideration at its next Council meeting.

SECTION IV

The RC&D Executive Committee shall be composed of officers of the RC&D Council, the immediate past Chairman, and one additional member appointed by the Chairman and approved by the Executive Committee. The Executive Committee will meet at least on a quarterly basis to conduct routine business and set policy. The Chairman may call special meetings, giving forty-eight (48) hours notice via telephone or electronic notification.

ARTICLE IV – OFFICERS, ELECTIONS AND MEETINGS

SECTION I

The officers of the organization shall be Chairman, Vice Chairman, and Secretary-Treasurer. The Council shall elect all officers from the Council representatives.

SECTION II

The Chairman, prior to the December meeting, will appoint a nominating committee. Officers will be elected annually at the December meeting by majority vote of the members present. Terms of office shall be from January 1 through December 31.

SECTION III

The Executive Committee will recommend to the Council a representative to assume a vacated office for the remainder of the term. A vacant office shall be filled by election at the next regular meeting after the vacancy occurs.

SECTION IV

The Council shall meet at least two (2) times per year. The Chairman may call special meetings, giving two (2) weeks notice. Minutes will be kept of all meetings and copies made available to Council representatives. Wider distribution of minutes may be made as deemed necessary by the Chairman of the Council. Electronic notification may be used to inform representatives of meeting date, place and agenda.

SECTION V

A quorum of the majority of member counties in good standing shall be required to conduct business.

ARTICLE V

SECTION I

Amendments to the Constitution of the By-Laws of this organization shall be made at a regular meeting. No proposition to amend shall be acted upon until the Secretary thereof has mailed written notice to the council representatives. Notice of changes may be transmitted electronically upon request of the representative. Notice of changes shall be given at least seven (7) days prior to the meeting. A copy of such a proposition shall be embodied in the call for the scheduled meeting.

ARTICLE VI – POWERS AND DUTIES OF OFFICERS

SECTION I

It shall be the duty of the Chairman to preside at all meetings and to enforce all laws and regulations relating to the administration of the organization.

SECTION II

The Chairman shall call regular and special meetings of the organization in accordance with the constitution or when deemed necessary.

SECTION III

In the absence of the Chairman, the Vice-Chairman shall have all the powers and responsibilities of the chairman. If the Chairmanship is vacant for any reason, the Vice-Chairman shall act as Chairman until an election is held to fill the office of Chairman.

SECTION IV

In the event of the absence of the chairman and Vice chairman from any meetings of the organization, the Secretary-Treasurer shall in turn preside as Chairman Pro Tempore.

SECTION V

The Secretary-Treasurer or their designee: shall record all resolutions and proceedings of the meetings of the organization, shall conduct all correspondence relating to the organization, shall cause to have issued all notices of meetings, and shall perform all duties pertaining to the office of Secretary-Treasurer. The Secretary-Treasurer shall keep a register of the appointed members of the Council.

Monies of the organization shall be received by staff and managed by the Secretary-Treasurer. The Treasurer shall be accountable for all monies and assets. With the assistance of staff, the treasurer shall be prepared to report at each meeting of the organization the condition of the treasury. The Treasurer will expend funds collected only under direction of the Council and shall be bonded for an amount determined by the Council.

ARTICLE VII

SECTION I

Each county pays contributions of support for operating expenses by the September meeting to be considered a member in good standing. If a county falls in arrears, voting rights will be revoked and reinstated only when paid in full. The Executive Committee may make recommended changes to the annual contribution amount for approval by the Council.

SECTION II

An interested individual, RC&D project sponsor, organization or group wishing to donate any sums of money or any other item of value to the organization may do so. Said donations may be accepted by

the organization and recorded in the minutes of the organization, and used as may be desired by the Council.

SECTION III

The organization's fiscal year shall be July 1 through June 30.

ARTICLE VIII

SECTION I

The rules of parliamentary procedure as laid down in "Robert's Rules of Order" shall govern all meetings of the Council.

ARTICLE IX – DISSOLUTION OF CORPORATION

SECTION I

Upon the dissolution of the corporation the Council shall, after paying or making provisions for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law) as the Council shall determine. The Council shall have full power and authority to make, alter, amend or rescind the Bylaws of the corporation without the prior or subsequent approval of anyone, and said Council may also determine the number of committees, rules and regulations of the corporation, and shall have final authority with regard to membership in the corporation or any other committee, sub-group or other subordinate of the corporation.

ARTICLE X

SECTION I

The policy of the Albemarle RC&D Council will be as follows:

The RC&D Program will be conducted in compliance with the nondiscrimination provisions as contained in Title VI and VII of the Civil Rights Act of 1964 as amended, the Civil Rights Restoration Act of 1987 (Public Law 100-259) and other nondiscrimination statutes; namely, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990 which provide that no person in the United States shall, on the ground of race, color, national origin, age, sex, religion, marital status or

handicap/disability be excluded from participation in, or be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving public tax monies or governmental technical assistance.

SECTION II

Any conduct or action, which violates the above policy or its intent, will be grounds for immediate removal from the RC&D Council at that meeting.

Fenton Eure – Chairman

Date – June 22, 2023

Shannon Ray – Secretary-Treasurer

Date – June 22, 2023

(Amended: June 22, 2023)

(Amended: December 4th, 2018)

(Amended: February 2, 2016)

(Amended: February 23, 1999)

(Amended: September 22, 1992)

Recommendations

Planning Board unanimously found proposed Rezoning No. REZ-24-01 to be consistent and in harmony with the county comprehensive Land Use Plan existing development pattern because the proposed area of map Exhibit IX-B, 'Projected Future Land Use Unincorporated Portions of Perquimans County', shows the subject area labeled as 'residential', and appropriate uses include a variety of low and medium-density single-family uses, and Planning Board found the rezoning to be reasonable because RA-32 is identical to RA-43 except it allows a slightly smaller lot size.

Planning Board unanimously recommends approval of Rezoning Request REZ-24-01 for tax parcel number 4-0036-0124F to be rezoned from Residential and Agricultural District RA-43 to Residential and Agricultural District RA-32.

Staff reminds the Board to give a reason 'why' the rezoning is or is not consistent and in harmony with the surrounding area and make a statement of reasonableness.

Suggested Motions

The Board of County Commissioners is requested to consider using one of the following sets of scripts to form the desired motions for approval or denial of Rezoning Request REZ-24-01, as follows:

1) **Motion to find proposed Rezoning No. REZ-24-01 to be consistent and in harmony with the county comprehensive Land Use Plan existing development pattern because *(explain why)*;**

Example why consistent: The proposed area of map Exhibit IX-B, 'Projected Future Land Use Unincorporated Portions of Perquimans County', shows the subject area labeled as 'residential', and appropriate uses include a variety of low and medium-density single-family uses...

Example why NOT consistent: *Board member must describe *

AND

the rezoning is reasonable because RA-32 is identical to RA-43 except it allows a slightly smaller lot size,

the rezoning is NOT reasonable because: *Board member must describe *

2) **Motion to approve Rezoning Request REZ-24-01, for tax parcel number 4-0036-0124F to be rezoned from Residential and Agriculture District RA-43 to Residential and Agriculture District RA-32.**

Suggested actions to DENY: A motion to deny Rezoning No. REZ-24-01 would utilize the above-noted motion stated in the negative tense.

- ATTACHMENTS:
- 1) GIS Map
 - 2) Application with Rezoning Exhibit Map drawn by the Timmons Group

Perquimans County Planning & Zoning Staff Report
By Rhonda Money, Planner
April 9, 2024 Planning Board Meeting: Agenda Item III-A

SUBJECT: Multiple Flag Lot subdivision request by Mae McGee to split an approximately 28-acre family land tract amongst heirs. Subject property is tax parcel 3-0048-00009D at the intersection of Center Hill Highway and North Bear Swamp Road.

Project Description/ Research & Analysis

Project Overview:

The family intends to leave all 28+ acres in its existing agricultural use. Deed book 145, page 229, recorded July 8, 1992, approximately 32 years ago, is the most recent deed.

Technical Aspects:

Subdivision Regulation section 402(B)(9) discusses flag-shaped lots where the pole of the flag is the access and the flag portion must meet regular subdivision regulation standards. One flag lot may be approved by Planning staff, but more than one from the same parcel since Dec 31, 1998 requires Planning Board and County Commissioner approval. It is a ministerial decision whereby the Boards will review the application and decide if it meets objective standards set in the current Subdivision Regulations which are section 402(B)(9)(a-f). *[criteria are listed on the next page]*

Our **County Water Department Director** commented on January 4, 2024 that lots 3 and 4 will not have access to county water at this time.

Albemarle Regional Health Services Environmental Health Director has approved all seven proposed lots for on-site septic disposal systems for 4-bedroom homes.

NCDOT reported via phone, that due to traffic on Center Hill Highway and the arrangement of existing curves, shared driveway accesses are recommended for future single-family dwellings. Access should expect to be shared between lots 1 and 2, between lots 3 and 4, and between lots 5 and 6. An existing farm equipment access is on lot 4 and will be re-evaluated by NCDOT when a driveway permit is requested for lots 3 and 4.

Our local **District Soil & Water Technician** commented that you could expect some standing water in areas during the cooler months and if it is ever turned into housing sites, he recommends creating small swales between the lots so surface water has a way to run off. The water could flow towards any of the existing ditches.

Regulations and Procedure

March 8, 2024 Perquimans County Planning and Zoning Department received two Minor Subdivision Applications and they were found to be substantially complete.

Planning Board review April 9th allows this case to be heard by the Board of County Commissioners May 6th.

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

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

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

(b) The area inside the "Flag" portion of the lot must satisfy the minimum lot area requirements for a conventional development within the underlying zoning district. The area considered the "Flag Pole" consists of that area from the road right-of-way to the "Flag" portion of the lot and shall not exceed 1,000 feet.

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

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

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

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

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

Recommendations

Planning Board found the proposed flag lots to meet requirements 'A,B,D,' and 'F' of Subdivision Regulations 402(B)(9) and advised approval with the condition that 'C' and 'E' be met by adding wording to the survey such as, "*DOT driveway permit required, possible shared access*" and referencing it to the intersection of the state roads with lots 1 and 2, lots 3 and 4, and lots 5 and 6.

Suggested Action Language:

Commissioners may consider using one of the following scripts to form the desired motion for approval or denial of the proposed lots:

Motion to approve this multiple-flag-lot Subdivision request by Mae McGee to split an approximately 28-acre family land tract amongst heirs, known as tax parcel 3-0048-00009D at the intersection of Center Hill Highway and North Bear Swamp Road and find the proposed flag lots to meet requirements 'A,B,D,' and 'F' of Subdivision Regulations 402(B)(9) with the condition that 'C' and 'E' be met by adding to the survey plat, the phrase, "*DOT driveway permit required, possible shared access*" and referencing it to the intersection of the state roads with lots 1 and 2, lots 3 and 4, and lots 5 and 6.

Motion to deny this multiple-flag-lot subdivision request by Mae McGee, for approximately 28 acres of tax parcel 3-0048-00009D at the intersection of Center Hill Highway and North Bear Swamp Road because.....

ATTACHMENTS: 1) GIS Map
 2) 2 Subdivision Applications and Conceptual Sketch # 8



Legend

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

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

1 inch equals 308 feet
 Map created March 20, 2024 by RR
 Perquimans County, NC



Minor Subdivision Application

OFFICIAL USE ONLY
 Date Received: 3-8-2024 Received By: RR Confirmed By: _____
 Parcel No(s): 3-0048-00009D
 Current Zoning District: RA
 Future Land Use Map Designation: Residential Ag
 Proposed Number of Lots: 4 Is residual parcel over 10 acres? NO
 If not, remind applicant to request ARHS's preliminary approval of residual lot when applying for perc. test for proposed lot(s) Date Completed: _____

Property and Land Use Information

Title of Minor Subdivision Survey: Conceptual Sketch Plan #8 Mimi's Felton
 Location/Street Address: 530 N. Bear Swamp Rd
 Parcel Number(s): 3-0048-00009D
 Parent Parcel Acres: 28.16 Proposed New Parcel Acres: 3.32 X 4
 Linear Street Frontage of Proposed Parcel(s): See attached sketch plan
 Proposed Number of Lots: Lot # 1-4
 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 185 Page 237 OR Will File Number _____ in the Perquimans County Registry

Contact Information

I HEREBY CERTIFY THAT ALL INFORMATION CONTAINED IN THIS FORM IS CORRECT:
 Owner/Authorized Applicant:
 Name: Mae F McGee
 Phone: _____ Email: _____
 Signature: Mae F McGee
 Date: 3/8/24

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

OWNER'S AUTHORIZATION FORM MUST BE ATTACHED IF APPLICANT IS NOT THE OWNER
 NAME AND ADDRESS OF PERSON TO RECEIVE ALL CORRESPONDENCE REGARDING THIS APPLICATION:
 Name: Mae F McGee Mailing Address: 530 N. Bear Swamp Rd
 Phone: _____ Email: _____

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

Application Form and, if applicable, a signed and notarized Owner's Authorization Form
Boundary Survey with Certification Statements and references to residual parcel, if any. (See Note #1 below).
Proposed sewage system/perc. test permit #: <u>SEE AHS Letter</u> (per Section 402B, item 4, page 36, of the Subdivision Regulations).
Attached copy of relevant information from will/estate file, if applicable. <u>Deed Books 145, pg 229</u>

This section to be completed by Planning and Zoning:

Water Availability:
Review and consultation with Soil & Water Conservation staff
Proposed drainage improvements: Attach a letter of review from Perquimans Soil & Water Conservation District. May need to establish drainage easements on the property lines depending upon drainage plan requirements.
Disclosure statement referencing Perquimans County Subdivision Regulations, Sections 402 (B), item 5; 402(D), item 1; 402(I); and 402(J)
Other (specify):
<input checked="" type="checkbox"/> \$50.00 Abbreviated Plat Review Fee <u>receipt # 930782 (for 2 applications)</u>
Water Facility Fee(s) -- Up to and including four (4) or six (6) lots per parent tract @ \$500 each, and where Major Subdivisions are permitted, a fee of \$2,500 per lot for any parent tract over four (4) or six (6), pursuant to Section 303.1 of the Subdivision Regulations, and Note #2 below.

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

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:

I am/We are the owner(s) of the property located on/at Tax parcel 3-0048-00009D

I/We hereby authorize Mae F. McGee and Josephus Felton 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 _____

_____ or by telephone at _____

Respectfully yours,

Owner's Printed Name: Melinda Rumble

Owner's Signature and Date: [Signature] 02/02/2024

Owner's Printed Name: _____

Owner's Signature and Date: _____

Sworn to and subscribed before me, this the 02 day of February, 2024.

Notary Public Pamela Morrissey County of Perquimans

State of North Carolina

My commission expires: 01/16/2029

PAMELA MORRISSEY
NOTARY PUBLIC
Perquimans County
North Carolina
My Commission Expires 01/16/2029

PAMELA MORRISSEY
NOTARY PUBLIC
Perquimans County
North Carolina
My Commission Expires _____

OWNER'S AUTHORIZATION FORM

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Dear Sir or Madam:

I am/We are the owner(s) of the property located on/at Tax parcel 3-0048-00009D

I/We hereby authorize Mae F. McGee and Josephus Feltor 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 233 Woodland Cir

Hertford NC 27944 or by telephone at [REDACTED]

Respectfully yours,

Owner's Printed Name: SAMUEL FELTOR

Owner's Signature and Date: Samuel Feltor

Owner's Printed Name: _____

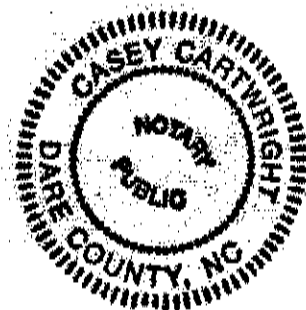
Owner's Signature and Date: _____

Sworn to and subscribed before me, this the 15th day of February 2024

Notary Public Casey Cartwright County of Perquimans

State of North Carolina

My commission expires: 05/26/27



OWNER'S AUTHORIZATION FORM

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:

I am/We are the owner(s) of the property located on/at Tax parcel 3-0048-00009D

I/We hereby authorize Mae F. MeGee and Josephus Felton 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 536 N/Bear Swamp Rd Hertford N.C. or by telephone at [REDACTED]

Respectfully yours,

Owner's Printed Name: Martha Ella Jones

Owner's Signature and Date: Martha Ella Jones 2/29/24

Owner's Printed Name: William C Jones

Owner's Signature and Date: William C Jones 2/29/24

Sworn to and subscribed before me, this the 29th day of February, 2024.

Notary Public Christina Forbes County of Perquimans

State of North Carolina

My commission expires: 1-22-2029



OWNER'S AUTHORIZATION FORM

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:

I am/We are the owner(s) of the property located on/at Tax parcel 3-0048-00009D

I/We hereby authorize Mae F. McGee and Josephus Felton 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 530 N Bear Swamp

Rd, Hertford NC 27944 or by telephone at [REDACTED]

Respectfully yours,

Owner's Printed Name: Mae F. McGee

Owner's Signature and Date: [Signature]

Owner's Printed Name: _____

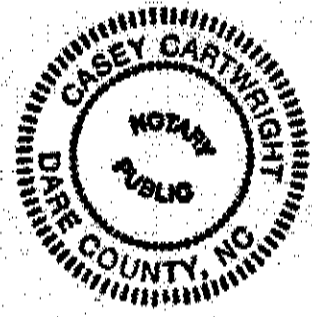
Owner's Signature and Date: _____

Sworn to and subscribed before me, this the 1st day of February, 2024

Notary Public [Signature] County of Perquimans

State of North Carolina

My commission expires: 05/26/27





Minor Subdivision Application

OFFICIAL USE ONLY
 Date Received: 3-8-2024 Received By: RR Confirmed By: _____
 Parcel No(s): 3-0048-60009D
 Current Zoning District: RA
 Future Land Use Map Designation: Residential Ag
 Proposed Number of Lots: 3 Is residual parcel over 10 acres? NO
 If not, remind applicant to request ARHS's preliminary approval of residual lot when applying for perc. test for proposed lot(s) Date Completed: _____

Property and Land Use Information

Title of Minor Subdivision Survey: Conceptual Sketch Plan #8, Minnie Felton Heir
 Location/Street Address: 530 N. Bear Swamp Rd.
 Parcel Number(s): 3-0048-60009D
 Parent Parcel Acres: 28.16 Proposed New Parcel Acres: 4.96 X 3
 Linear Street Frontage of Proposed Parcel(s): See attached sketch plan
 Proposed Number of Lots: Lot # 5-7
 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 145, Page 229 OR Will File Number _____ in the Perquimans County Registry

Contact Information

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

Owner/Authorized Applicant:
 Name: Mae F. McGee
 Phone: _____ Email: _____
 Signature: Mae F. McGee
 Date: 3/8/24

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

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

NAME AND ADDRESS OF PERSON TO RECEIVE ALL CORRESPONDENCE REGARDING THIS APPLICATION:
 Name: Mae F. McGee Mailing Address: 570 N. Bear Swamp Rd
 Phone: _____ Email: _____

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:

Application Form and, if applicable, a signed and notarized Owner's Authorization Form
Boundary Survey with Certification Statements and references to residual parcel, if any. (See Note #1 below).
Proposed sewage system/perc. test permit #: <u>See ARHS Letter</u> (per Section 402B, item 4, page 36, of the Subdivision Regulations).
Attached copy of relevant information from will/estate file, if applicable. <u>Deed Book 145 pg. 229</u>

This section to be completed by Planning and Zoning:

Water Availability:
Review and consultation with Soil & Water Conservation staff
Proposed drainage improvements: Attach a letter of review from Perquimans Soil & Water Conservation District. May need to establish drainage easements on the property lines depending upon drainage plan requirements.
Disclosure statement referencing Perquimans County Subdivision Regulations, Sections 402 (B), item 5; 402(D), item 1; 402(I); and 402(J)
Other (specify):
<input checked="" type="checkbox"/> \$50.00 Abbreviated Plat Review Fee <u>Receipt # 430782 (for 2 applications)</u>
Water Facility Fee(s) – Up to and including four (4) or six (6) lots per parent tract @ \$500 each, and where Major Subdivisions are permitted, a fee of \$2,500 per lot for any parent tract over four (4) or six (6), pursuant to Section 303.1 of the Subdivision Regulations, and Note #2 below.

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

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:

I am/We are the owner(s) of the property located on/at Tax parcel 3-0048-00009D

I/We hereby authorize Mae F. McRee and Josephus Felton 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 _____

_____ or by telephone at _____

Respectfully yours,

Owner's Printed Name: Josephus Felton

Owner's Signature and Date: Josephus Felton

Owner's Printed Name: _____

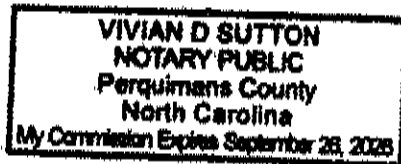
Owner's Signature and Date: _____

Sworn to and subscribed before me, this the 31st day of January, 2024.

Notary Public Vivian D. Sutton County of Perquimans

State of North Carolina

My commission expires: 9/26/2026



OWNER'S AUTHORIZATION FORM

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I am/We are the owner(s) of the property located on/at Tax parcel 3-0048-00009D

I/We hereby authorize Mae F. McGee and Josephus Felton 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 1985 Center Hill Hwy, Hertford, N.C. 27944 or by telephone at [REDACTED]

Respectfully yours,

Owner's Printed Name: Judie F. Hoeffler

Owner's Signature and Date: Judie F. Hoeffler

Owner's Printed Name: _____

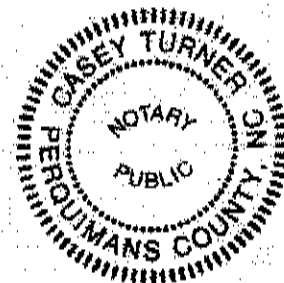
Owner's Signature and Date: _____

Sworn to and subscribed before me, this the 29th day of February, 2024.

Notary Public Casey Turner County of Perquimans

State of North Carolina

My commission expires: 02/01/2029



OWNER'S AUTHORIZATION FORM

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I am/We are the owner(s) of the property located on/at Tax parcel 3-0048-00009D

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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 _____

_____ or by telephone at _____

Respectfully yours,

Owner's Printed Name: Sharon Hudson

Owner's Signature and Date: [Signature] 1/19/2024

Owner's Printed Name: _____

Owner's Signature and Date: _____

Sworn to and subscribed before me, this the 19th day of January, 2024.

Notary Public [Signature] County of Kings

State of New York

My commission expires: Feb 8th 2024



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:

I am/We are the owner(s) of the property located on/at Tax parcel 3-0048-00009D

I/We hereby authorize Mae F. McGee and Josephus Felton 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 _____

_____ or by telephone at _____

Respectfully yours,

Owner's Printed Name: Tracy Phillips

Owner's Signature and Date: Tracy Phillips 1/16/24

Owner's Printed Name: Tracy Phillips

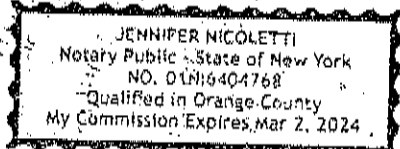
Owner's Signature and Date: Tracy Phillips 1/16/24

Sworn to and subscribed before me, this the 16 day of January, 2024.

Notary Public Jennifer Nicoletti County of Orange

State of New York

My commission expires: 3/2/24



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:

I am/We are the owner(s) of the property located on/at Tax parcel 3-0048-00009D

I/We hereby authorize Mae F. McGee and Josephus Felton 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 1073 Northern Blvd Baldwin, N.Y. 11510 or by telephone at [REDACTED]

Respectfully yours,

Owner's Printed Name: George L. Burns

Owner's Signature and Date: [Signature] 3/1/24

Owner's Printed Name: George L. Burns

Owner's Signature and Date: [Signature] 3/1/24

Sworn to and subscribed before me, this the 1st day of March, 2024

Notary Public: [Signature] County of Nassau

State of New York

My commission expires: 04/29/2027

CHARMAINE WASHINGTON
Notary Public - State of New York
No. 01WA6391289
Qualified in Nassau County
My Commission Expires April 29, 2027



ALBEMARLE REGIONAL HEALTH SERVICES
Partners in Public Health

To: Minnie D Felton Heirs
Mae McGee
530 North Bear Swamp Rd
Hertford NC 27944

Pasquotank

Perquimans

Camden

Chowan

Currituck

Bertie

Gates

Hertford

The property located on North Bear Swamp Rd/Center Hill Highway consist of wooded land and farmland. This property has been divided into 7 lots with the original property leaving small tracts cut out for some dwellings.

These 7 lots may each accommodate an onsite sewage disposal system for a 4 bedroom home. The soil consist of a sandy loom soil to a clay loom/ clay soil, which would be backfilled with sand.

Each system would also require a 1000 gallon tank/distribution box and shallow placement. In order to obtain a permit, each lot would need to be applied for by the prospective buyer or owner in the future.

Ralph Hoffowell
Enviromental Health Director
Licensed Soil Scientist
Solid Waste Director



Ashley H. Stoop, MPH, Health Director

P.O. Box 189 • 711 Roanoke Avenue • Elizabeth City, North Carolina 27907-0189
Tel: 252-338-4400 • Fax: 252-338-4449 • www.arhs-nc.org



42226
PERQUIMANS COUNTY
LAND TRANSFER TAX
AMOUNT \$ 8.00
PAID 3-0-00 #

BOOK 145 PAGE 229

X.A.2. - Page 20

Drawn by: Walter G. Edwards, Jr.
Attorney at Law
Hertford, NC 27944

NORTH CAROLINA

PERQUIMANS COUNTY

DEED OF GIFT

THIS DEED OF GIFT made this the 7th day of July, 1992, by MINNIE D. FELTON, widow, Grantor to MELINDA FELTON RUMBLE, SAMUEL FELTON, FREEMAN FELTON, MARTHA FELTON JONES, MINNIE FELTON BORRUS, JOSEPH D. FELTON, MAE F. SHELL, JUDIE FELTON LILLY, and MARY FRANCES FELTON, of Rt. 1, Box 944, Hertford, North Carolina, 27944, Grantees;

W I T N E S S E T H :

THAT WHEREAS, Alexander Felton died intestate on the 6th day of April, 1984 leaving surviving him his widow, Minnie D. Felton and ten children; and

WHEREAS, one of the ten children, Elbert M. Felton, is not a grantee in that he is an incompetent adult; and

WHEREAS, it is the desire of the Grantor herein that the share of Elbert M. Felton go to and be made a part of the share of Mary Frances Felton.

NOW, THEREFORE, the said Grantor in consideration of ten dollars and other valuable consideration to her in hand paid by the said Grantees, the receipt of which is hereby acknowledged, has bargained and sold, and by these presents does bargain, sell and convey unto the said Grantees, their heirs and assigns, that certain tract or parcel of land lying and being in Hertford Township, Perquimans County, North Carolina and being further described as follows:

Adjoining the lands of, now or formerly, J. T. Brinn deceased and his widow Lilly Belle Brinn and beginning on the east side of Ballahack Road at, now or formerly, Margaret A. Goodwin line, thence down the said road to Bear Swamp Road, thence down the Bear Swamp Road and crosses the road and corners at a pine, the line of said, now or formerly, J. T. Brinn and Lilly Belle Brinn, thence running the line of, now or formerly, Lilly Belle Brinn to the corner between, now or formerly, Lilly Belle Brinn and, now or formerly, Margaret A. Goodwin, thence down the line of said, now or formerly, Margaret A. Goodwin to the Ballahack Road, the point of beginning, containing 30 acres, more or less. For further reference and chain of title see the deed recorded in Deed Book 27, page 221 of the Perquimans County Public Registry. Also see will of Alexander Felton on file in the Office of the Clerk of Superior Court of Perquimans County at 84-E-33. See also Plat Book 3, page 112 of said Registry.

EDWARDS & EDWARDS
ATTORNEYS AT LAW
HERTFORD, N. C.

LESS AND EXCEPTED HEREFROM ARE THE FOLLOWING:

1. .22 acre lot conveyed to Claud A. Felton and wife, Eula Felton recorded in Deed Book 41, page 248, Perquimans County Public Registry.
2. .506 acre lot to Angel Felton and brother, Robert Felton recorded in Book 104, page 512 of the Perquimans County Public Registry.
3. 15 foot strip to Angel Felton and brother, Robert Felton recorded in Book 104, page 554 of the Perquimans County Public Registry.
4. 1.01 acre lot to Judie F. Lilly recorded in Book 106, page 877 of the Perquimans County Public Registry.
5. 44,100 sq. ft. lot to Josephus Felton and wife, Clementine Felton recorded in Book 106, page 879 of the Perquimans County Public Registry.

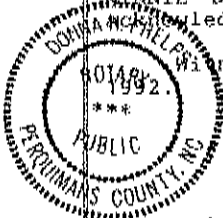
TO HAVE AND TO HOLD the aforesaid tract or parcel of land and all improvements, privileges and appurtenances thereunto belonging to them the said Grantees, their heirs and assigns, in fee simple forever.

IN TESTIMONY WHEREOF, the said Grantor has hereunto set her hand and seal the day and year first above written.

Minnie D. Felton (SEAL)
MINNIE D. FELTON

NORTH CAROLINA
PERQUIMANS COUNTY

I, the undersigned Notary Public, do hereby certify that MINNIE D. FELTON, personally appeared before me this day and acknowledged the due execution of the foregoing instrument.



In witness my hand and official seal this the 8th day of July,

Donna N. Phelps
Notary Public

My commission expires: 12-12-96

BOOK 145 PAGE 231

NORTH CAROLINA, PERQUIMANS COUNTY

The foregoing or annexed certificate Doona H. Phelps,

a Notary of Perquimans Co., NC

is certified to be correct. This instrument was presented for registration this day and hour and duly recorded in the Office of the Register of Deeds of Perquimans County, North Carolina in Book 145, page 229. This the 8th day of July, A.D., 1992, at 4:22 o'clock P. M.

Jeanne C. White
Register of Deeds

By: Duwan S. Reed
Assistant Register of Deeds

WARDS & EDWARDS
ATTORNEYS AT LAW
HERTFORD, N. C.

FOR
INFORMATION
ONLY
ITEMS

DEPARTMENT HEAD REPORTS

PLAT REVIEW LOG - PERQUIMANS COUNTY APRIL

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
TA STOKELY CHARLES B MARTHA B ANTHONY	X	4-2-2024	X	SURVEY OF EXISTING PARCEL 4-0077-0002
TA STOKELY MICHELLE L & ANTHONY S BUSH	X	4-2-2024	X	BOUNDARY SURVEY 2-0070-0013E
TA STOKELY MICHAEL P & JENNIFER SKINNER	X	4-5-2024	X	SUBDIVISION 5-0052-0037B .99 ACRES
TIMMONS GROUP JAMES E JR & PATRICIA P WHITE	X	4-9-2024	X	RECOMBINATION 2-0069-0064 &N 2-0069-0064C 5.00 ACRES, 5.00 ACRES & 54.51 ACRES
TA STOKELY JAMES & CELESTE SNYDER	X	4-12-2024	X	BOUNDARY SURVEY 5-0034-0012G 2.88 ACRES
BISSELL SURVEYING PO BOX 168 KITTY HAWK, NC 27949 (252)261-3266	J H MILLER JR. 166 COTTONWOOD DRIVE HERTFORD, NC 27944 339-6932	MCKIM & CREED 504 E ELIZABETH ST STE ELIZABETH CITY, NC 2790 338-2829	ROBEY 215 B STREE CAMDEN, NC 27921 335-1888	SCOTT TEMPLE PO BOX 422 ELIZABETH CITY, NC 27907 303-4016
BOWMAN CONSULTING PAUL J TOTI 131 MAIN STREET GATESVILLE, NC 279 357-1581	EUGENE JORDAN 402 SIGN PINE ROAD TYNER, NC 27980 221-4795	MARK PRUDEN 146 OAK GROVE ROAD EDENTON, NC 27932 482-7804	GLORIA ROGERS 215 B STREET CAMDEN, NC 27921 338-1415/333-8781	SL CARDWELL SURVEYING 1206 FRANCIS STREET ELIZABETH CITY, NC 27909 338-6328
CHARLES E BROWN, III 2065 JOHNSON ROAD ELIZABETH CITY, NC 27909 335-0928	PAT MCDOWELL PO BOX 391 ELIZABETH CITY, NC 27909 338-4161	RACKLEY SURVEYING 1015 MACEY JO COURT ELIZABETH CITY, NC 27909 (252)679-7670	SAUNDERS SURVEYING 510 AVENURE ROAD BLACK MOUNTAIN, NC 28711 (828) 669-2777	TIMMONS GROUP 1805 W CITY DR UNIT E ELIZABETH CITY, NC 27909 (252)621-5030
TONY WEBB PO BOX 381 EDENTON, NC 27932 (252)482-3066				

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
TA STOKELY	X	3-14-2024	X	PROPOSED EASEMENT
FOCUS BROADBAND				1-0017-0042B .08 ACRES
TA STOKELY	X	3-14-2024	X	RECOMBINATION SURVEY PART OF 2-D082-Y000-AP
JORGE V & KRISTA M ESPINOSA				2-D082-Y042-AP 1.04 ACRES
TA STOKELY	X	3-20-2024	X	PROPOSED LEASE AREA A
PERQUIMANS, CHOWAN & GATES COUNTY				1-0015-0019A .60 ACRES
MARK D PRUDEN	X	3-21-2024	X	RECOMBINATION 1-0011-0016 .29 ACRES
LYNN STALLINGS JORDAN				
RACKLEY LAND SURVEYING	X	3-21-2024	X	SUBDIVISION OF 5-0033-0023 3.01 ACRES
GILBERT R & SYBIL H BACCUS				
TA STOKELY	X	3-25-2024	X	SUBDIVISION OF 2-0073-0020 5.00 ACRES
BETHEL COMMUNITY FIRE PROTECTION ASSOCIATION				
TA STOKELY	X	3-27-2024	X	BOUNDARY SURVEY
ROBERT HOLLOWELL, JR				5-D040-0252-W 4.45 ACRES

BISSELL SURVEYING PO BOX 168 KITTY HAWK, NC 27949 (252)261-3266	J H MILLER JR. 166 COTTONWOOD DRIVE HERTFORD, NC 27944 339-6932	MCKIM & CREED 504 E ELIZABETH ST STE ELIZABETH CITY, NC 2790 338-2929	ROBEY 215 B STREE CAMDEN, NC 27921 335-1888	SCOTT TEMPLE PO BOX 422 ELIZABETH CITY, NC 27907 303-4016
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CHARLES E BROWN, III 2005 JOHNSON ROAD ELIZABETH CITY, NC 27909 335-0928	PAT MCDOWELL PO BOX 391 ELIZABETH CITY, NC 27909 338-4161	RACKLEY SURVEYING 1015 MACEY JO COURT ELIZABETH CITY, NC 27909 (252)679-7670	SAUNDERS SURVEYING 510 AVENURE ROAD BLACK MOUNTAIN, NC 28711 (828) 669-2777	TIMMONS GROUP 1895 W CITY DR UNIT E ELIZABETH CITY, NC 27909 (252)621-5030



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

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

**PERQUIMANS COUNTY
TAX DEPARTMENT**

Enforced Collections-April 2024

GARNISHMENTS: \$2,562.66

PAYMENT AGREEMENTS: \$19,925.03

DEBT SETOFFS: \$250.50



Permit Report

4/1/2024 - 4/30/2024

Permit Date	Permit #	Permit Type	Location	Project Cost	Total Fees	Outstanding Balance	Total Payments
4/1/2024	4242	Mechanical	County	30,000	\$185.00	\$0.00	\$185.00
4/1/2024	4241	Plumbing	County	30,000	\$260.00	\$0.00	\$260.00
4/1/2024	4240	Electrical	County	12,000	\$729.00	\$0.00	\$729.00
4/1/2024	4239	Mechanical	County	15,665	\$185.00	\$0.00	\$185.00
4/1/2024	4238	Electrical	County	4,000	\$494.00	\$0.00	\$494.00
4/1/2024	4237	Mechanical	County	15,000	\$205.00	\$0.00	\$205.00
4/1/2024	4236	Mechanical	County	3,500	\$55.00	\$0.00	\$55.00
4/1/2024	4229	Plumbing	County	2,800	\$100.00	\$0.00	\$100.00
4/1/2024	4228	Plumbing	County	2,800	\$50.00	\$0.00	\$50.00
4/1/2024	4227	Building	County	20,000	\$375.00	\$0.00	\$375.00
4/1/2024	4223	Building	County	223,897	\$185.00	\$0.00	\$185.00
4/1/2024	4212	Electrical	County	4,000	\$70.00	\$0.00	\$70.00
4/1/2024	4198	Building	County	14,000	\$150.00	\$0.00	\$150.00
4/1/2024	4188	Electrical	County	20,000	\$185.00	\$0.00	\$185.00
4/1/2024	4187	Building	County	18,100	\$125.00	\$0.00	\$125.00
4/2/2024	4245	Mechanical	County	1,200	\$55.00	\$0.00	\$55.00
4/2/2024	4244	Plumbing	County	1,800	\$50.00	\$0.00	\$50.00
4/2/2024	4243	Building	County	70,000	\$100.00	\$0.00	\$100.00
4/3/2024	4254	Electrical	County	500	\$110.00	\$0.00	\$110.00
4/3/2024	4253	Plumbing	County	3,000	\$60.00	\$0.00	\$60.00
4/3/2024	4252	Building	Hertford	12,500	\$150.00	\$0.00	\$150.00
4/3/2024	4251	Building	County	225,000	\$185.00	\$0.00	\$185.00
4/3/2024	4250	Building	County	220,000	\$185.00	\$0.00	\$185.00
4/3/2024	4249	Plumbing	County	12,500	\$50.00	\$0.00	\$50.00
4/3/2024	4248	Electrical	County	28,500	\$639.00	\$0.00	\$639.00
4/3/2024	4247	Building	County	54,000	\$660.00	\$0.00	\$660.00
4/3/2024	4246	Plumbing	County	3,600	\$50.00	\$0.00	\$50.00
4/4/2024	4256	Plumbing	County	2,800	\$50.00	\$0.00	\$50.00
4/4/2024	4255	Mechanical	County	3,000	\$55.00	\$0.00	\$55.00
4/8/2024	4264	Building	Winfall	169,450	\$488.00	\$0.00	\$488.00
4/8/2024	4263	Building	County	28,000	\$450.00	\$0.00	\$450.00
4/8/2024	4261	Electrical	Hertford	2,000	\$50.00	\$0.00	\$50.00
4/8/2024	4260	Electrical	Hertford	800	\$50.00	\$0.00	\$50.00
4/8/2024	4259	Electrical	Hertford	2,000	\$50.00	\$0.00	\$50.00
4/8/2024	4258	Building	County	15,000	\$305.00	\$0.00	\$305.00
4/9/2024	4270	Electrical	County	25,000	\$50.00	\$0.00	\$50.00
4/9/2024	4269	Building	County	15,000	\$96.00	\$0.00	\$96.00
4/9/2024	4268	Building	Hertford	200,000	\$984.00	\$0.00	\$984.00
4/9/2024	4267	Building	County	80,000	\$75.00	\$0.00	\$75.00
4/9/2024	4266	Electrical	County	500	\$50.00	\$0.00	\$50.00
4/9/2024	4265	Electrical	County	15,000	\$407.00	\$0.00	\$407.00
4/9/2024	4262	Electrical	Hertford	2,000	\$50.00	\$0.00	\$50.00
4/10/2024	4274	Mechanical	County	17,780	\$75.00	\$0.00	\$75.00
4/10/2024	4273	Electrical	Hertford	2,500	\$50.00	\$0.00	\$50.00
4/10/2024	4272	Building	Hertford	60,000	\$435.00	\$0.00	\$435.00
4/10/2024	4271	Mechanical	County	46,600	\$225.00	\$0.00	\$225.00
4/10/2024	4235	Building	County	460,000	\$976.00	\$0.00	\$976.00
4/11/2024	4284	Mechanical	County	25,000	\$130.00	\$0.00	\$130.00
4/11/2024	4283	Building	County	13,000	\$75.00	\$0.00	\$75.00
4/11/2024	4282	Plumbing	Hertford	11,000	\$160.00	\$0.00	\$160.00

4/11/2024	4281	Building	County	18,000	\$210.00	\$0.00	\$210.00
4/11/2024	4280	Mechanical	County	2,500	\$75.00	\$0.00	\$75.00
4/11/2024	4279	Building	County	6,500	\$75.00	\$0.00	\$75.00
4/12/2024	4287	Building	County	6,900	\$50.00	\$0.00	\$50.00
4/12/2024	4286	Mechanical	Hertford	7,500	\$75.00	\$0.00	\$75.00
4/12/2024	4285	Building	County	6,000	\$311.00	\$0.00	\$311.00
4/15/2024	4292	Building	County	6,500	\$75.00	\$0.00	\$75.00
4/15/2024	4291	Electrical	County	15,000	\$453.00	\$0.00	\$453.00
4/15/2024	4290	Mechanical	County	250	\$55.00	\$0.00	\$55.00
4/15/2024	4289	Plumbing	County	13,500	\$210.00	\$0.00	\$210.00
4/15/2024	4288	Plumbing	County	2,800	\$65.00	\$0.00	\$65.00
4/16/2024	4297	Mechanical	County	5,000	\$75.00	\$0.00	\$75.00
4/16/2024	4295	Electrical	County	1,000	\$110.00	\$0.00	\$110.00
4/16/2024	4294	Plumbing	County	3,000	\$65.00	\$0.00	\$65.00
4/17/2024	4305	Electrical	Hertford	2,500	\$110.00	\$0.00	\$110.00
4/17/2024	4304	Mechanical	County	200	\$105.00	\$0.00	\$105.00
4/17/2024	4303	Mechanical	County	200	\$105.00	\$0.00	\$105.00
4/17/2024	4302	Mechanical	County	200	\$105.00	\$0.00	\$105.00
4/17/2024	4301	Plumbing	Hertford	500	\$55.00	\$0.00	\$55.00
4/17/2024	4300	Electrical	Hertford	500	\$50.00	\$0.00	\$50.00
4/17/2024	4299	Building	County	10,950	\$150.00	\$0.00	\$150.00
4/17/2024	4298	Electrical	County	1,000	\$110.00	\$0.00	\$110.00
4/18/2024	4309	Plumbing	Hertford	5,000	\$105.00	\$0.00	\$105.00
4/18/2024	4308	Mechanical	County	9,000	\$125.00	\$0.00	\$125.00
4/18/2024	4307	Building	County	203,000	\$1,806.00	\$0.00	\$1,806.00
4/19/2024	4311	Plumbing	County	1,000	\$55.00	\$0.00	\$55.00
4/19/2024	4310	Mechanical	County	1,200	\$55.00	\$0.00	\$55.00
4/22/2024	4315	Mechanical	County	5,900	\$75.00	\$0.00	\$75.00
4/22/2024	4314	Electrical	County	500	\$110.00	\$0.00	\$110.00
4/22/2024	4313	Electrical	County	1,500	\$80.00	\$0.00	\$80.00
4/22/2024	4312	Building	County	79,947	\$100.00	\$0.00	\$100.00
4/23/2024	4316	Mechanical	County	7,000	\$75.00	\$0.00	\$75.00
4/24/2024	4320	Electrical	County	2,300	\$70.00	\$0.00	\$70.00
4/24/2024	4319	Mechanical	County	10,000	\$130.00	\$0.00	\$130.00
4/24/2024	4318	Electrical	County	1,500	\$70.00	\$0.00	\$70.00
4/24/2024	4317	Electrical	County	500	\$50.00	\$0.00	\$50.00
4/25/2024	4335	Building	County	8,800	\$125.00	\$0.00	\$125.00
4/25/2024	4334	Building	County	5,000	\$150.00	\$0.00	\$150.00
4/25/2024	4333	Building	County	50,000	\$638.00	\$0.00	\$638.00
4/25/2024	4332	Building	County	38,000	\$205.00	\$0.00	\$205.00
4/25/2024	4330	Electrical	County	2,000	\$50.00	\$0.00	\$50.00
4/25/2024	4329	Electrical	County	5,000	\$100.00	\$0.00	\$100.00
4/25/2024	4328	Electrical	Hertford	20,000	\$424.00	\$0.00	\$424.00
4/25/2024	4327	Building	County	9,500	\$75.00	\$0.00	\$75.00
4/25/2024	4326	Mechanical	County	7,500	\$75.00	\$0.00	\$75.00
4/25/2024	4324	Plumbing	County	10,000	\$150.00	\$0.00	\$150.00
4/25/2024	4323	Plumbing	County	5,000	\$75.00	\$0.00	\$75.00
4/25/2024	4322	Mechanical	County	200	\$55.00	\$0.00	\$55.00
4/25/2024	4321	Building	County	600,000	\$917.00	\$0.00	\$917.00
4/26/2024	4340	Mechanical	Winfall	1,000	\$75.00	\$0.00	\$75.00
4/26/2024	4339	Plumbing	County	1,000	\$105.00	\$0.00	\$105.00
4/26/2024	4337	Plumbing	County	500	\$55.00	\$0.00	\$55.00
4/26/2024	4336	Building	County	13,000	\$189.00	\$0.00	\$189.00
4/29/2024	4346	Electrical	Hertford	2,500	\$110.00	\$0.00	\$110.00
4/29/2024	4345	Mechanical	County	6,000	\$150.00	\$0.00	\$150.00

4/29/2024	4344	Electrical	County	500	\$50.00	\$0.00	\$50.00
4/29/2024	4342	Mechanical	County	120,000	\$370.00	\$0.00	\$370.00
4/29/2024	4325	Building	County	80,000	\$300.00	\$0.00	\$300.00
4/29/2024	4306	Building	County	300,000	\$867.00	\$0.00	\$867.00
				3,969,139	\$21,893.00	\$0.00	\$21,893.00

Total Records: 109

4/30/2024



Case Activity Report

4/1/2024 - 4/30/2024

Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
4/22/2024	140	679 DEEP CREEK RD	solid waste	trash piled in yard	Inspection	Property has been cleaned up.
4/9/2024	161	106 SOUNDSIDE DR		Old Trailers / Vehicles	Inspection	Complaint of trailers and old vehicles. Inspected property. Property not in violation at this time.
4/8/2024	140	679 DEEP CREEK RD	solid waste	trash piled in yard	Inspection	Cleanup has started at this property per LGFCU. Will monitor there progress.
4/8/2024	158	249 DOGWOOD DR	Solid Waste	Solid Waste	Inspection	Trash has been cleaned up.
4/5/2024	158	249 DOGWOOD DR	Solid Waste	Solid Waste	Inspection	Several complaints of trash all over property. Re-inspected and found piles of trash at front door and scattered around property. No contact made with residents at this time.

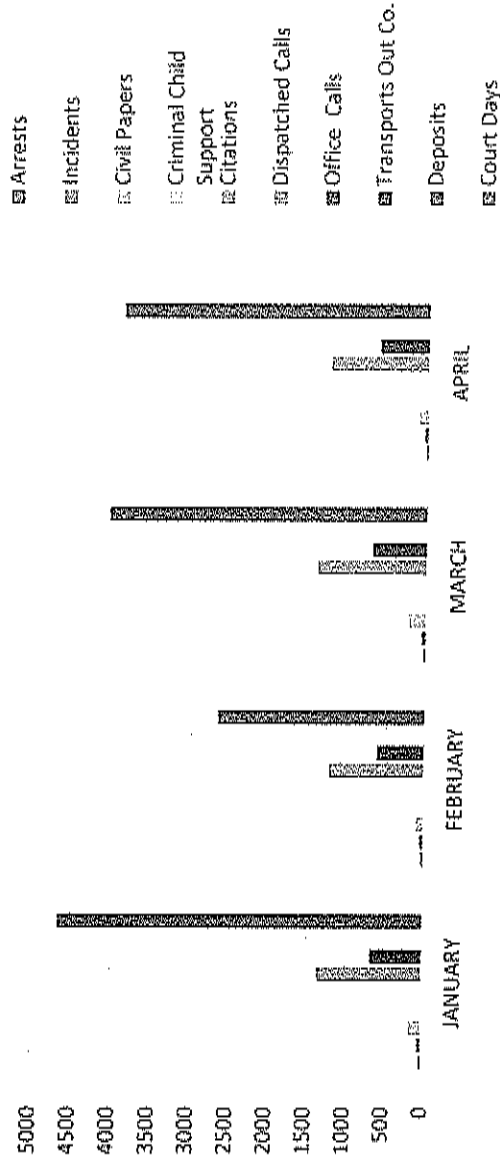
4/5/2024	95	117 POPLAR ST	Burned out house	Burned out house	Re-Inspection	Re-inspected property and found nothing has been done to clean up property. Will contact new owners.
4/5/2024	139	149 HOLLY ST	solid waste	trash in yard	Re-Inspection	Several complaints of trash all over property. Re-inspected and found some trash at property. No contact made with residents at this time. Will monitor.
4/1/2024	160	131 BETHEL FISHING CENTER RD		Solid Waste / Trash	Inspection	Complaint of trash all over yard. Spoke with renters at property about trash and solid waste issue. They stated it would be cleaned up and hauled away over the weekend. Will monitor their progress.

Total Records: 8

Page: 1 of 1

4/30/2024

Perquimans County Sheriff's Office --- April 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	8
FEBRUARY	32	61	100	0	10	1225	613	4	\$2,652.07	8
MARCH	35	70	229	1	6	1404	702	2	\$4,064.50	9
APRIL	28	60	128	1	7	1263	632	2	\$3,902.50	10



COMMITTEE REPORTS