

# AGENDA

All items are for discussion and possible action.  
Perquimans County Board of Commissioners  
Meeting Room at Perquimans County Library  
June 3, 2024  
7:00 p.m.

*Board of Equalization & Review to meet in Meeting Room at Perquimans County Library at 6:50 p.m.*

- I. **Call to Order**
- II. **Prayer & Pledge**
- III. **Approval of Agenda**
- IV. **Consent Agenda**
  - (Consent items as follows will be adopted with a single motion, second and vote, unless a request for removal of an item or items is made from a Commissioner or Commissioners.)*
  - A. Approval of Minutes: May 2, 2024 Budget Work Session, May 6, 2024 Regular Meeting, May 20, 2024 Work Session (cancelled), and May 23, 2024 Budget Work Session.
  - B. Tax Release / Refund Approvals
  - C. Personnel Matters
    - 1. Appointment: IMC I working against IMC II (2)
    - 2. Appointment: Uncertified Deputy
    - 3. Appointment: Fill-In at Center for Active Living (2)
    - 4. Removed from Roster: Part-Time/Fill-In EMT
    - 5. Removed from Roster: Part-Time/Fill-In AEMT
    - 6. Resignation: Part-Time/Fill-In Paramedic
    - 7. Resignation: Full-Time Paramedic
    - 8. Removed from Roster: Part-Time/Fill-In Telecommunicator I
    - 9. Resignation: Full-Time Certified Telecommunicator III
    - 10. Removed from Roster: Part-Time/Fill-In Non-Certified Telecommunicator
  - D. Step Increases/Merit Increases
    - 1. Social Services (3)
    - 2. EMS (1)
    - 3. Telecommunications (1)
    - 4. Recreation Department (1)
    - 5. Sheriff's Office (2)
  - E. Budget Amendment Nos. 34 - 35
  - F. Miscellaneous Documents
    - 1. Resolution: Surplus Equipment
    - 2. Juvenile Crime Prevention Council (JCPC) Documentation
      - > Certification for FY 2024-2025
      - > Inter-Agency Council Appointments for FY 2024-2025
    - 3. 24-25 Insurance Renewal Proposals
      - > 2024 Perquimans Co. L&P Renewal Proposal
      - > 2024 Perquimans Co. WC Renewal Proposal
    - 4. Memorandum of Participation – 2021 GASB 74 Actuarial Valuation of Employer's OPEB Plan
- V. **Recognition of Employees' Years of Service**
- VI. **Scheduled Appointments**
  - A. Brooks Braswell, NCDOT 7:00 p.m.
  - B. 7:05 p.m.
- VII. **Presentation of FY 2024-2025 Budget**
- VIII. **Commissioner's Concerns/Committee Reports**
  - A.
  - B.
- IX. **Old Business**
  - A. Updates from County Manager

ACTION  
REQUIRED

NO  
ACTION  
REQUIRED

- POSSIBLE ACTION REQUIRED { B. Board Vacancies
  - 1. Community Advisory Committee (4)
  - 2. Senior Tarheel Legislature Alternate Delegate
- X. { C.
  - New Business**
  - A. Sale of Surplus Equipment
  - B. Planning Item: Two-Year Extension Request for Preliminary Plat for The Moorings at Albemarle
  - C.
  - D.
  - E.
- NO ACTION REQUIRED { XI. **Unscheduled Appointments/Public Comments**

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

  - A.
  - B.
  - C.
- ACTION REQUIRED → XII. **Adjournment**

**FOR INFORMATION ONLY:**

**DEPARTMENT HEAD REPORT:**

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

**COMMITTEE WRITTEN REPORTS:**

**NOTES FROM THE COUNTY MANAGER**

**June 3, 2024**

**7:00 p.m.**

*Board of Equalization & Review to meet in Meeting Room at Perquimans County Library at 6:50 p.m.*

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

V. The following presentations and introduction of new employees will be done:

A. **Presentations**

1. **Recognition of Employees' Years of Service with the County:** Beginning June 1, 2022, the Board will be recognizing the employees who have been working with the County for 5, 10, 15, 20, etc. years. This month, we will be recognizing the following employees:

Employee Name	Department	Employee Job Title	No. of Years	Effective Date
Alyssa Polumbo	EMS	EMS Compliance Officer/Paramedic	5 years	06/01/2024
Quinton Jordan, Jr.	Sheriff's Office	Certified Deputy	20 years	06/01/2024

2. **Introduction of New Employees:** The following employee will be introduced:

Department Head	Employee Name	Employee Job Title	Effective Date
Thomas Reid, Chief Deputy	Brandyn A. Snyder	Uncertified Deputy	06/01/2024

VI.A. **Enclosures:** Brook Braswell, NCDOT, will present the proposed upgrades to River Front Drive in order for it to be added to the State Road Maintenance System. Mr. Braswell is requesting that the Board consider the enclosed Resolution of Support to secure funding for the project. The Engineer's Estimated Cost for this project is \$350,000. Board consideration and approval is being requested.

VII. County Manager Heath will present the FY 2024-2025 Budget Message to the Board and request to set up a Public Hearing on June 17, 2024 at 7:00 p.m. *(copies of the Budget Message will be provided to you on Monday night)*

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:

- 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.
- 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.

X.A. The County has adopted a resolution proclaiming the following vehicles as surplus equipment and to proceed to sell them on GovDeals. The bid period for the following surplus items with GovDeals will close on June 3, 2024 at 11:00 a.m. The Board will need to consider the sale of the following items that has been listed with GovDeals:

BUYER	ITEM	DATE SURPLUSED	START BID	SOLD AMOUNT
	1999 Ford Ranger, VIN #1FTYR14V7XTA49273	5/6/2024	\$300	
	2003 Ford Ranger, VIN #1FTYR44V73PA20733	5/6/2024	\$500	

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**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)*

- Enclosures:** Approval of Minutes: May 2, 2024 Budget Work Session, May 6, 2024 Regular Meeting, May 20, 2024 Work Session (cancelled), and May 23, 2024 Budget Work Session.
- Enclosure:** Tax Release / Refund Approvals - See attached listing
- Enclosures:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Crystal Bowe	IMC I working against IMC II	Appointment	61/3	\$33,937	06/01/2024
Jalisa Montague	IMC I working against IMC II	Appointment	61/4	\$34,787	06/01/2024
Brandyn A. Snyder	Uncertified Deputy	Appointment	65/1	\$38,543	06/01/2024
Bea Speath	Fill-In at Center for Active Living	Appointment	n/g	\$18.62/hr.	06/01/2024
Debbie Stallings	Fill-In at Center for Active Living	Appointment	n/g	\$18.62/hr.	06/01/2024
Logan Hogge	Part-Time/Fill-In EMT	Removed from Roster			06/14/2024
Jacob Bush	Part-Time/Fill-In AEMT	Removed from Roster			06/01/2024

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Kimberly Meads	Part-Time/Fill-In Paramedic	Resignation			05/31/2024
Sean Tripp	Full-Time Paramedic	Resignation			05/22/2024
Logan Hogge	Part-Time/Fill-In Telecommunicator I	Removed from Roster			06/14/2024
Brandon Melton	Full-Time Certified Telecommunicator III	Resignation			05/17/2024
Claire Haislop	Part-Time/Fill-In Non-Certified Telecommunicator	Removed from Roster			06/01/2024

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

Department Name	Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Social Services	Angela Jordan	Director	79/2	\$73,169	06/01/2024
Social Services	Candice Mallory	Social Worker III	69/2	\$47,112	06/01/2024
Social Services	Sarah Ownley	Income Maintenance II	63/2	\$36,179	06/01/2024
EMS	Hazelene Byrum	Part-Time/Fill-In EMT	66/6	\$21.88/hr.	06/01/2024
Telecommunications	Charity Geho	Full-Time Telecommunicator I	64/3	\$38,726	06/01/2024
Recreation Department	Louis Eason	Groundskeeper	54/10	\$30,480	01/01/2024*
Sheriff's Office	Macey Cappel	Administrative Assistant	60/4	\$33,288	06/01/2024
Sheriff's Office	Taylor Dickey	Deputy	66/2	\$41,286	06/01/2024

\* Back dated due to missed merit increase previously.

E. **Enclosures:** Budget Amendment Nos. 34 - 35 are enclosed for your review and action.

F. **Enclosures:** The following miscellaneous documents are being presented for Board consideration and action:

1. **Resolution - Surplus Equipment:** The Board will need to consider the enclosed Resolution declaring equipment in Sheriff's Office as surplus and to authorize them to sell it on GovDeals. Board action is being requested.
2. **Juvenile Crime Prevention Council (JCPC) Documentation**
  1. **Certification for FY 2024-2025:** For information only, this is to certify the funding from JCPC for FY 2024-2025.
  2. **Inter-Agency Council Appointments for FY 2024-2025:** For information only, this is to certify the Inter-Agency Council members for FY 2024-2025.
3. **24-25 Insurance Renewal Proposals**
  1. **2024 Perquimans Co. L&P Renewal Proposal:** For information only, the L&P Renewal Proposal has been accepted and signed by County Manager Heath.
  2. **2024 Perquimans Co. WC Renewal Proposal:** For information only, the L&P Renewal Proposal has been accepted and signed by County Manager Heath.
4. **Memorandum of Participation (MOE) – 2024 GASB 74 Actuarial Valuation of Employer's OPEB Plan:** County Manager Heath & Finance Officer Mathews recommends the approval of the contract with Cavanaugh Macdonald Consulting, LLC to perform a GASB 74 actuarial valuation of the County's OPEB Plan. Board action is being request.



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**

MAY 28, 2024

Board of Commissioners:

The Board of E&R will need to reconvene. With it being a reval year, I would like keep the Board of E&R open until June 17, when the Board meets to approve the budget. As of now, I have no scheduled appointments.

If the Board of E&R adjourns and appeals are still taking place, you may be asked to act on the appeal as Commissioners.

Thank you,

A handwritten signature in black ink, appearing to read "Bill Jennings", is written over a circular stamp or seal.

Bill Jennings  
Tax Administrator

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## BUDGET WORK SESSION

May 2, 2024

7:00 p.m.

The Perquimans County Board of Commissioners met in a Budget Work Session on Thursday, May 2, 2024, at 7:00 p.m. in the Auditorium of the Emergency Services Building.

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/Deputy Clerk  
Tracy Mathews, Finance Officer

BUDGET PRESENTATION: SOCIAL SERVICES

At 7:00 p.m., Angela Jordan, Social Services Director, presented the FY 2024-2025 Budget for Board consideration.

BUDGET PRESENTATION: BOARD OF EDUCATION

After Ms. Jordan presented the Social Services Budget, Superintendent Tanya Turner introduced Rube Blanchard, Finance Officer, who presented the FY 2024-2025 Budget to the Board.

ADJOURNMENT

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

\_\_\_\_\_  
Wallace E. Nelson, Chairman

\_\_\_\_\_  
Deputy Clerk to the Board

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## REGULAR MEETING

May 6, 2024

6:50 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, May 6, 2024, at 6:50 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  
T. Kyle Jones James W. Ward

MEMBERS ABSENT: None

OTHERS PRESENT: Frank Heath, County Manager Mary P. Hunnicutt, Clerk to the Board  
Robert Daniel, 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 and stated that the first item of business was to hold a public hearing.

PUBLIC HEARINGRezoning Request No. REZ-24-01, requested by Joseph T. Whitehurst, Jr.

Chairman Nelson opened the Public Hearing stating that the purpose of this legislative public hearing was 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. There were thirty-two (32) people present. Rhonda Repanshek, County Planner, presented the following overview of the request:

- > This case has been advertised and notices were mailed and posted on site per NC General Statutes and our County Zoning Ordinance.
- > Being a legislative public hearing, the general public is allowed to speak and give their opinions.
- > History:
  - September 2004 County Commissioners rezoned the subject parcel from Rural Ag RA to Residential Ag RA-43 to allow a major subdivision. Then one year later (September and Oct. 2005) it had a preliminary plat presented to County Commissioners titled "Cedarwood Village Phase 2". 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 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. We went from almost an acre to ¼ an acre.
  - Interior roads on the parcel and potable waterline infrastructure have been existing since before March 2008.
  - Uses allowed in both districts, RA-43 and RA-32, are identical. The only difference is that the developer can utilize a slightly smaller lot size, but the required road frontage remains the same width at 125 feet.
  - This is located between the major subdivisions of Cedarwood Village and Woodville Village, both of which are zoned RA-43. Approximately six acres of the equestrian area at Woodville Road is Rural Agriculture RA and is not part of this request. Also, a section of the equestrian area is zoned RA-43 but it's not in this request either.
  - Consistency with 2016 Land Use Plan Update-- According to the Projected Future Land Use map in our County Land Use Plan, the subject area is zoned *Residential*. "This classification includes land used for low and medium-density residential purposes.

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 system

- ✓ 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 there are multiple required parts to the rezoning motion when you vote later. Mr. Mizelle with the Timmons group is here to represent the applicant. Mr. Mizelle made a few comments and asked if the Board had any questions. There being none, Ms. Repnischek asked if there any questions?

After her presentation, Chairman Nelson asked if there were any questions from the Board. There being no questions from the Board, Chairman Nelson asked Mary Hunnicutt, Clerk to the Board, if anyone had signed up to speak. The following individual made a few comments and asked several questions:

- ✓ Jeffrey Coppersmith - 106 Magnolia Trail, Hertford, NC, 27944: Mr. Coppersmith asked if this subdivision was going to be a continuation of Cedarwood Village or will it have a new subdivision name. With adding these extra lots, there will be more traffic. How are they going to connect the roads? Developer Patrick Whitehurst responded to his questions. Mr. Coppersmith expressed concerns that it will reduce the value of his home.

Chairman Nelson asked if there were any further questions or comments. There being none, Mr. Nelson closed this public hearing at 7:10 p.m. on motion made by Charles Woodard, seconded by James W. Ward and unanimously approved by the Board.

**AGENDA**

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

**CONSENT AGENDA**

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

1. **Approval of Minutes:** The Minutes of the 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 were approved by the Board.
2. **Tax Refund Approval:**

Tax Refund:

Rhodes, James Earl ..... \$224.55  
 Sold vehicle: 8-month refund. Account No, 58152888.

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
Zachary Smirlock	Non-Certified Deputy	Appointment	65/1	\$38,543	05/01/2024
Lauron Barmer	Full-Time Non-Certified Telecommunicator	Appointment	60/5	\$34,100	05/01/2024
Rhinna 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 Clappell	IMC II	Promotion	63/1	\$35,295	05/01/2024
Marilyn 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 Polombo	EMS Compliance Officer/Paramedic	FMLA			05/16/2024

4. **Step/Merit Increases:**

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Maria Benzenore-Harris	IMC II	63/2	\$36,179	05/01/2024
Tonya Ayers	Part-Time/Fill-In Paramedic	68/2	\$21,68/hr.	03/01/2024*
Sharon Cooper	Office Manager	62/7	\$39,100	07/01/2023*
LeAnn Wyune	Office Mnnager	62/11	\$43,108	07/01/2023*
Janet Stallings	Secretary/Technician	61/10	\$40,272	05/01/2024
Stacey Ward	Business Personal Property	61/3	\$33,937	05/01/2024

\*Back dated due to missed merit increase previously.

5. **Budget Amendment Nos. 30 - 31:** The following budget amendments were approved by the Board:

**BUDGET AMENDMENT NO. 30  
GENERAL FUND**

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.			

**BUDGET AMENDMENT NO. 31  
GENERAL FUND**

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.			

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

- a. Special Events Application with Insurance Information & Site Plan - Albemarle Plantation 4<sup>th</sup> of July 2024: The Board unanimously approved the Special Events application to hold a July 4<sup>th</sup> Fireworks display at Albemarle Plantation.
- b. Older Americans Month Proclamation 2024: Laura Alvarico, Director of Area Agency on Aging, requested that the Board adopt the following Proclamation proclaiming May as Older Americans Month & World Elder Abuse Awareness Day on June 7, 2024. The Board unanimously approved the following Proclamation:





Employee Name	Employee Job Title	Effective Date
Zachary Smiffoek	Non-Certified Deputy	05/01/2024

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

**JONATHAN NIXON, EMERGENCY SERVICES DIRECTOR**

Mr. Nixon presented the following items for Board action:

1. **Acceptable Use Policy:** Mr. Nixon explained that the Acceptable Use of Information Technology Resources Policy establishes the minimum standards for the acceptable use of Perquimans County Information Technology resources. 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. On motion made by Joseph W. Hoffer, seconded by Charles Woodard, the Board unanimously approved the Acceptable Use Policy as presented.

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 as follows:

**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.

On motion made by James W. Ward, seconded by Timothy J. Corprew, the Board unanimously approved the above 911 Communications Advisory Board pending approval from Gates County Board of Commissioners.

3. **Opioid Settlement Funding – Spending Authorization Resolution – 7-01-2024:** The Board will need to consider and act on the Resolution authorizing the expenditure of opioid settlement funds for July 1, 2024. On motion made by T. Kyle Jones, seconded by Timothy J. Corprew, the Board unanimously approved the following Resolution:

**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 MH Coordinator and part time provider that coordinates resources and visits for patients for post overdose response.
  - g. Provider: Perquimans County Emergency Services – EMS Division
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 6<sup>th</sup> day of May, 2024.

Wallace Nelson, Chair  
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunnicutt, Clerk to the Board

COUNTY SEAL

SHELBY WHITE, SHERIFF

Sheriff White requested permission from the Board to apply for the COPS Grant in the amount of \$125,000 which requires a 25% County match. This grant will cover a community policing position which will be covered for three years. On motion made by Joseph W. Hoffer, seconded by James W Ward, the Board unanimously authorized Sheriff White to apply for the COPS Grant in the amount of \$125,000 with a 25% County match.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

There were no Commissioners' concerns/committee reports.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > Resolution to Sell Mixed Beverages: Mr. Heath presented the Resolution that was prepared to request the Board of Elections Director to place this matter onto the November ballot to authorize the sale of mixed beverages in the county. This Resolution was prepared by County Manager Heath and County Attorney High on the direction of the Board. Mr. High has talked with the ABC Commission's attorney and they have approved this Resolution. After the Resolution is approved and it passed in the November election, County Attorney High will work with the Hertford ABC Board to combine the County with their ABC Board. Mr. Heath has discussed this with Hertford Town Manager Janice Cole and she notified Mr. Heath that she has made the Hertford Town County and ABC Board of this request. Commissioner Hoffer asked if there would be any extra costs to place this on the ballot in November. Mr. Heath said that it would not since we already have a scheduled election. On motion made by Timothy J. Carprew, seconded by James W. Ward, the Board unanimously approved the following Resolution:

**RESOLUTION REQUESTING THAT THE ISSUE OF A MIXED BEVERAGE  
ELECTION BE PLACED ON THE BALLOT FOR THE  
NOVEMBER 5, 2024 ELECTION FOR  
PERQUIMANS COUNTY, NORTH CAROLINA**

WHEREAS, there presently exists an Alcohol Beverage Control Board which serves the Town of Hertford, North Carolina and Perquimans County, North Carolina under the name of Hertford ABC Board; and

WHEREAS, the sale of mixed beverages is currently not allowed in Perquimans County; and

WHEREAS, the Perquimans County Board of Commissioners have determined that it is in the public interest to place a mixed beverage election on the ballot for the November 5, 2024 election for Perquimans County, North Carolina and respectfully request that the Perquimans County Board of Elections place a mixed beverage election on the ballot for the November 5, 2024 election for Perquimans County, North Carolina pursuant to the provisions of N.C.G.S. § 18B-602(h) and § 18B-603(d).

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of Perquimans County, North Carolina, the governing body of Perquimans County, North Carolina, does hereby formally request that the Perquimans County Board of Elections place a mixed beverage election on the ballot for the November 5, 2024 election for Perquimans County, North Carolina pursuant to the provisions of N.C.G.S. § 18B-602(h) and § 18B-603(d).

Adopted this the 6th day of May, 2024.

COUNTY OF PERQUIMANS

By: \_\_\_\_\_  
Wallace Nelson, Chairman

ATTEST:

Mary P. Hunnicutt, Clerk

- > Hurricane Preparedness Briefing – May 7, 2024 – 5:30 p.m.: Mr. Heath reminded the Board that Emergency Services will be presenting the Hurricane Preparedness Briefing on May 7, 2024 at 5:30 p.m. in the County Courthouse. This is to prepare the personnel and residents for the upcoming hurricane season.
- > Final Walk Thru of Marine Basin: The engineers and contractor will hold a final walk thru for the Marine Basin project on May 16, 2024.
- > Meeting with Legislators: Chairman Nelson and County Manager Heath will be going to Raleigh on May 22, 2024 to meet with our legislators to advocate for the County's Capital Needs.
- > Budget Meeting: The last budget meeting will be held on May 23, 2024 in the Auditorium of the EMS Building.
- > Senator Ted Budd: Senator Budd visited the Marine Park Basin on April 3, 2024 and was impressed with what the County had done. A representative group from the County and the Town of Hertford are hoping to go to see him in Washington, DC in June.
- > Board Retreat: Denise Stinagle NCACC Outreach Associate, came to facilitate the Board Retreat on April 15, 2024. Mary Hunnicutt, Clerk to the Board, prepared general account minutes of the items discussed at the Retreat which was included in your Agenda Packets.

BOARD VACANCIES

County Manager Heath has asked Mary Hunnicutt, Clerk to the Board to present information on the following Board vacancies:

1. Community Advisory Committee: Ms. Hunnicutt reported that there have been no new applications received for this Board. We still need three more members. We will continue to place the ad on the County website.
2. Senior Tar Heel Legislature Delegate & Alternate: Ms. Hunnicutt reported that, last month, the Board appointed Mr. Thomas St. John as the Perquimans County's Senior Tarheel Delegate. We still need to appoint an alternate in case he is unable to attend the meeting. We also need to have a member to be appointed to the Senior Tarheel Regional Legislature Advisory Board. We will continue to advertise for these appointments on the County website.
3. Albemarle Resource Conservation & Development Council (Albemarle RC&D): As she explained last month, Lynn Mathias' term expired on March 31, 2024. As normal, Ms. Hunnicutt contacted the agency to see if Ms. Mathias was eligible to be reappointed and if she wanted to be reappointed. At that moment, Ms. Hunnicutt was told that the Albemarle RC&D had amended their by-laws to only have one representative from each County. At the present time, the counties had two representatives, one appointed by the Soil & Water Conservation Board and one appointed by the Board of Commissioners. Their names are Charles Mathews and Lynn Mathias. She was also told that Mr. Mathews' attendance was in good standing but Ms. Mathias' attendance had not been in good standing for two years. Last month, the Board was concerned about the Soil & Water Conservation Board losing their power to appoint someone and asked Ms. Hunnicutt to get more information to clarify this change. After obtaining a copy of the amended by-laws, it was determined that the following appointment requirements were specified:

- 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;
- One representative from each County shall be appointed by that County's Board of County Commissioners or its designee;
- Vacancies shall be filled for unexpired terms as they occur by the group responsible for that representative.
- Term of office for Council representatives will be four (4) years. Representatives may be re-appointed by their respective Boards.
- Council representatives who miss four (4) consecutive meetings will be reported to their respective Board for immediate replacement.

Ms. Hinnleut has talked with Janet Stallings, Perquimans County Soil & Water Secretary/Technician who informed her that Mr. Matthews is willing to continue to serve. On motion made by Timothy J. Corprew, seconded by Charles Woodard, the Board unanimously reappointed Charles Mathews as Perquimans County's representative on the Albemarle RC&D Council effective January 1, 2023. She will notify Ms. Mathias that she will no longer be serving on this Board due to a change in their by-laws.

**PLANNING ITEMS**

The following Planning Items were presented for Board action:

➤ **Rezoning Request No. REZ-24-01, requested by Joseph T. Whitehurst, Jr.:** A Legislative Public Hearing was held earlier for Rezoning Request No. REZ-24-01, requested by Joseph T. Whitehurst, Jr. Chairman Nelson asked if there were any questions or comments from the Board. There being none, Chairman Nelson said that the Planning Board had approved the request and recommends that the County Commissioners approve the request. T. Kyle Jones made a motion to find the 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 Portion 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 the rezoning is reasonable because RA-22 is identical except it allows slightly smaller lot size. The motion was seconded by Timothy J. Corprew and unanimously approved by the Board. T. Kyle Jones made a motion to approve Rezoning Request REZ-24-01, for tax parcel number 4-0036-0124P to be rezoned from Residential and Agriculture District RA-43 to Residential and Agriculture District RA-32. The motion was seconded by Timothy J. Corprew and unanimously approved by the Board.

➤ **Flag Lot Subdivisions – requested by Mae McGee:** Prior to the discussion, Commissioner Hoffer stated that he requested that the Board vote to allow him to recuse himself since this is his wife's family. On motion made by T. Kyle Jones, seconded by Charles Woodard, the Board unanimously voted to allow Commissioner Hoffer to recuse himself. Chairman Nelson recognized Rhonda Repanshek, County Planner, who presented the following overview of the request:

This case is a 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.

This comes through the Boards due to its multiple proposed flag-lots. It is a ministerial decision whereby the Boards review the application and decide if it meets objective standards set in the current Subdivision Regulations which are printed in your agenda packet materials. She showed the sketch map on the monitor and pointed out the following items:

- Our local Soil & Water Technician said 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. It's so flat that the water could flow towards any of the existing ditches.
- Albemarle Regional Health Services Environmental Health Director approved all seven proposed lots for on-site septic disposal systems for 4-bedroom homes. This letter is in your packet.
- County Water Department Director said Lots 3 and 4 do not have access to county water at this time.
- NCDOT reported via phone conversation that due to the traffic and existing curves, shared driveways are recommended 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.

Board of County Commissioners shall use Subdivision Regulation Section 402(B)(9)(a-f) [which are 6 specific criteria] to determine if the proposed flag lots can be approved for recordation. I can tell you right now that they do not meet C or E which are both about driveways. C is about needing a Shared Access Agreement and E is about needing a driveway permit from NCDOT. Planning Board discussed this in their recommendation.

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.

The applicants are here if you have questions for any of us.

T. Kyle Jones made a 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 number 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. James W. Ward seconded the motion which was approved by a vote of five (5) to one (1) with Commissioner Hoffer recusing himself from the vote.

**BUDGET AMENDMENT NOS. 32 AND 33**

County Manager Heath explained that these budget amendments were received after the Agenda Packets were distributed. On motion made by James W. Ward, seconded by Charles Woodard, the following Budget Amendments were unanimously approved by the Board:

BUDGET AMENDMENT NO. 32  
PSAP FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
78-348-002	PSAP - Cybersecurity Initiative	14,300	
78-500-312	PSAP - Cybersecurity Initiative	14,300	
EXPLANATION: To amend FY 23/24 budget to include additional funding to cover expenses.			

BUDGET AMENDMENT NO. 33  
PSAP FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
78-330-001	PSAP - Emergency 911 Fees	43,315	
78-500-160	PSAP - Software Maintenance	33,315	
78-500-161	PSAP - Hardware Maintenance	10,000	
EXPLANATION: To amend FY 23/24 budget to include the increase in our monthly allocation received by the State since expanding our 911 Dispatch to include Gutes Co.			

**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 Timothy J. Corprew, seconded by Joseph W. Hoffer and unanimously approved by the Board.

Wallace E. Nelson, Chairman

Clerk to the Board

\*\*\*\*\*

WORK SESSION

May 20, 2024  
7:00 p.m.

The Perquimans County Board of Commissioners Work Session on May 20, 2024 was cancelled.

\*\*\*\*\*

BUDGET WORK SESSION

May 23, 2024  
6:30 p.m.

The Perquimans County Board of Commissioners met in a Budget Work Session on Thursday, May 2, 2024, at 6:30 p.m. in the Auditorium of the Emergency Services Building.

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/Deputy Clerk  
Tracy Mathews, Finance Officer

BUDGET WORK SESSION

County Manager Heath presented his proposed budget for FY 2024-2025. He will present his budget message at the June 3, 2024 Regular Meeting. A public hearing will be held on June 17, 2024 during a Special Called Meeting so that the Board may officially adopt the FY 2024-2025 budget.

ADJOURNMENT

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

Wallace E. Nelson, Chairman

Deputy Clerk to the Board

\*\*\*\*\*

May 28, 2024

**Tax Refunds: (Perquimans County)**

Joseph James Minoski        \$118.61  
Vehicle sold; 7-month refund.  
Account#: 74094330

**Tax Releases: (Perquimans County)**

Betty Eure                        \$11,356.80  
Pursuant to NCGS 105-287  
Several years ago, parcels not being sold were  
grouped back to parent parcel. Stipulation  
was – if parcel sold, lots became assessed  
at market value. Only assessing lots on plat  
of lots that sold at market value. 13 parcels  
total.  
Account#: 491542

EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 24, 2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Crystal Bowe SOC. SEC. NO.: \_\_\_\_\_

POSITION: Income Maintenance Caseworker II DEPT.: Social Services

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

NEW EMPLOYEE EFFECTIVE DATE: June 1, 2024

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

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION/RESIGNATION. Date

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

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

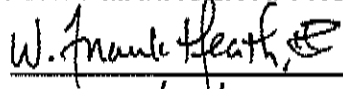
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DEPARTMENT RECOMMENDATION



DATE: May 24, 2024

COUNTY MANAGER APPROVAL



DATE: 5/28/24

FINANCE OFFICER \_\_\_\_\_

DATE: \_\_\_\_\_

COPY

Revised 7/05

EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 22, 2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Jalisa Montague SOC. SEC. NO.: \_\_\_\_\_

POSITION: Income Maintenance Caseworker II DEPT.: Social Services

\*\*\*\*\*Ms. Montague is not fully qualified as an IMC II (Grade 63), therefore is an IMC I (Grade 61) working against the IMC II position for seven months as she has five months of IMC experience\*\*\*\*\*

NEW EMPLOYEE EFFECTIVE DATE: June 1, 2024  
GRADE: 61 STEP: 4 SALARY: \$34,787.00

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION/RESIGNATION.  
Date

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

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

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

[Signature]  
DATE: May 22, 2024

COUNTY MANAGER APPROVAL

W. Frank Heath, Jr.  
DATE: 5/23/24

FINANCE OFFICER \_\_\_\_\_

DATE: \_\_\_\_\_

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Brandyn Alexander Snyder \_\_\_\_\_

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Uncertified Deputy \_\_\_\_\_

DEPT.: Sheriff's Office \_\_\_\_\_

◆ NEW EMPLOYEE EFFECTIVE DATE 6/1/2024

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

ENDING DATE OF PROBATIONARY PERIOD: 5/31/2025

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.  
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Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.  
Date

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

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\*\*\*\*\*

DEPARTMENT RECOMMENDATION

Shelton Whit

DATE: 5-15-24

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 5/20/24

FINANCE OFFICER

\_\_\_\_\_

DATE: \_\_\_\_\_

COPY



EMPLOYMENT ACTION FORM

DATE SUBMITTED: 5-29-2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Bea Speath

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Fill-In

DEPT.: Center for Active Living

NEW EMPLOYEE EFFECTIVE DATE: 6/1/2024

GRADE: n/g STEP: n/g SALARY: \$ 18.62 / hr.

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

\_\_\_\_\_ DATE OF EMPLOYEE REMOVAL FROM ROSTER

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

Heidi Sawyer

W. Travis Heath

DATE: 5-29-2024

DATE: 5/29/24

FINANCE OFFICER

DATE: \_\_\_\_\_

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 5-29-2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Debbie T. Stallings

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Fill-In

DEPT.: Center for Active Living

NEW EMPLOYEE EFFECTIVE DATE: 6/1/2024

GRADE: n/g STEP: n/g SALARY: \$ 18.62 / hr.

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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

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DEPARTMENT RECOMMENDATION

Lucretia Sawyer

DATE: 5-29-2024

COUNTY MANAGER APPROVAL

W. Frank Heath

DATE: 5/29/24

FINANCE OFFICER

\_\_\_\_\_

DATE: \_\_\_\_\_

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Logan Hogge

SOC. SEC. NO.:

POSITION: Part Time Fill In EMT

DEPT.: EMS

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

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

X 6/14/2024 DATE OF EMPLOYEE REMOVAL FROM ROSTER

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: 5/14/24

[Signature: Frank Heath]
DATE: 5/20/24

FINANCE OFFICER

DATE:

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 5/10/2024 IV.C.5. - Page 1

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Jacob Bush

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Part Time Fill In AEMT

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)

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\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.  
Date

**X** 6/1/2024 DATE OF EMPLOYEE REMOVAL FROM ROSTER  
Date

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

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 5/14/24

[Signature]  
DATE: 5/20/24

FINANCE OFFICER

\_\_\_\_\_  
DATE: \_\_\_\_\_

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 05/23/24

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kimberly Meads

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Part Time Paramedic

DEPT.: EMS

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

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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

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

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.  
Date

\* 05/31/2024 DATE OF EMPLOYEE RESIGNATION  
Date

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

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

DEPARTMENT RECOMMENDATION

[Signature]  
DATE: 5/23/24

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 5/23/24

FINANCE OFFICER

\_\_\_\_\_  
DATE: \_\_\_\_\_

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 05/23/24

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Sean Tripp

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Full Time Paramedic

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: \_\_\_\_\_

GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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

05/22/2024 DATE OF EMPLOYEE RESIGNATION  
Date

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

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

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

[Signature]  
DATE: 5/23/24

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 5/23/24

FINANCE OFFICER

\_\_\_\_\_  
DATE: \_\_\_\_\_

**COPY**  
Revised 7/05

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Logan Hogge

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Part Time Fill In Telecommunicator I

DEPT.: 911

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

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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

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

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.  
Date

**X** 6/14/2024 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: 5/19/24

[Signature]  
DATE: 5/20/24

FINANCE OFFICER

\_\_\_\_\_  
DATE: \_\_\_\_\_

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Brandon Melton SOC. SEC. NO.: \_\_\_\_\_

POSITION: Full Time Certified Telecommunicator III 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  
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

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

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

X 05/17/2024 DATE OF EMPLOYEE RESIGNATION  
Date

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

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

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DEPARTMENT RECOMMENDATION

[Signature]  
DATE: 05/20/24

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 5/23/24

FINANCE OFFICER

\_\_\_\_\_  
DATE: \_\_\_\_\_

COPY



COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Claire Haislop SOC. SEC. NO.: \_\_\_\_\_

POSITION: Part Time Fill In Non Certified Telecommunicator 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. GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

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

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

**X** 6/1/2024 DATE OF EMPLOYEE REMOVAL FROM ROSTER

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

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

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 5/14/24

[Signature]  
DATE: 5/20/24

FINANCE OFFICER

\_\_\_\_\_  
DATE: \_\_\_\_\_

**COPY**  
Revised 7/05

EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 28, 2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Angela Jordan

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Director

DEPT.: Social Services

NEW EMPLOYEE EFFECTIVE DATE: \_\_\_\_\_

GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: 79 STEP: 1 SALARY: \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR (4) 2 3 4 (CIRCLE)

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

5/27/2024  
Date DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)  
GRADE: 79 STEP: 2 SALARY: 73,169.00

\_\_\_\_\_  
Date DATE OF EMPLOYEE TERMINATION/RESIGNATION.

**X** 6/1/2024 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

Date GRADE: 79 STEP: 2 SALARY: \$73,169.00

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: 5/27/2024 PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT RECOMMENDATION  
Terresa Blanchard  
DATE: May 28, 2024

COUNTY MANAGER APPROVAL  
W. Frank Heath  
DATE: 5/28/24

FINANCE OFFICER \_\_\_\_\_

DATE: \_\_\_\_\_

**COPY**  
Revised 7/05

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Candice Mallory

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Social Worker III

DEPT.: Social Services

NEW EMPLOYEE EFFECTIVE DATE: \_\_\_\_\_

GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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

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

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION/RESIGNATION.  
Date

**X** 6/1/2024 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

Date      GRADE: 69      STEP: 2      SALARY: \$ 47,112

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.

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DEPARTMENT RECOMMENDATION

[Signature]  
DATE: May 1, 2024

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 5/20/24

FINANCE OFFICER \_\_\_\_\_

DATE: \_\_\_\_\_

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Sarah Ownley 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.  
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

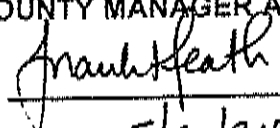
**X** 6/1/2024 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date

GRADE: 63 STEP: 2 SALARY: \$36,179.00

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.

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DEPARTMENT RECOMMENDATION  
  
DATE: May 1, 2024

COUNTY MANAGER APPROVAL  
  
DATE: 5/20/24

FINANCE OFFICER \_\_\_\_\_  
DATE: \_\_\_\_\_

**COPY**

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Hazelene Byrum

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Part Time Fill In AEMT

DEPT.: EMS

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

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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

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

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

\_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION  
Date

**X** 6/1/2024 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: 66 STEP: 6 SALARY: \$21.88 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.

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 5/15/24

[Signature: Frank Heath]  
DATE: 5/20/24

FINANCE OFFICER

\_\_\_\_\_  
DATE: \_\_\_\_\_

**COPY**

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Charity Geho

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Full Time Telecommunicator I

DEPT.: 911

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

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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

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

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.  
Date

\_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION  
Date

**X** 6/1/2024 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date      GRADE: 64      STEP: 3      SALARY: \$18.62 Hourly      (1234-56)

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.

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 5/15/24

[Signature: Frank Heath]  
DATE: 5/20/24

FINANCE OFFICER

\_\_\_\_\_  
DATE: \_\_\_\_\_

**COPY**

EMPLOYMENT ACTION FORM

DATE SUBMITTED: \_\_\_\_\_

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: LOUIS EASON

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Groundskeeper

DEPT.: RECREATION

NEW EMPLOYEE EFFECTIVE DATE: \_\_\_\_\_

GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: 54 STEP: 9 SALARY: \$28,869

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

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date      GRADE: 54 STEP: 10 SALARY: \$30,480

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.

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DEPARTMENT RECOMMENDATION  
Harold Willis  
DATE: 5/6/24

COUNTY MANAGER APPROVAL  
Frank Heath  
DATE: 5/20/24

FINANCE OFFICER  
\_\_\_\_\_  
DATE: \_\_\_\_\_

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 5-6-24

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Macey Cappel \_\_\_\_\_

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Administrative Assistant \_\_\_\_\_

DEPT.: Sheriff's Office \_\_\_\_\_

NEW EMPLOYEE EFFECTIVE DATE: \_\_\_\_\_

GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: 60 \_\_\_\_\_ STEP: 3 \_\_\_\_\_ SALARY: \$32,475 \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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

GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

X 6/1/24 \_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR      2      3      4)

Date

GRADE: 60 \_\_\_\_\_ STEP: 4 \_\_\_\_\_ SALARY: \$33,288 \_\_\_\_\_

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION/RESIGNATION.

Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

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

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

*Macey Cappel*  
DATE: 5-6-24

*Frank Heath*  
DATE: 5/20/24

FINANCE OFFICER

\_\_\_\_\_  
DATE: \_\_\_\_\_

COPY



EMPLOYMENT ACTION FORM

DATE SUBMITTED: \_\_\_\_\_

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Taylor Dickey \_\_\_\_\_

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Deputy \_\_\_\_\_

DEPT.: Sheriff's Office \_\_\_\_\_

NEW EMPLOYEE EFFECTIVE DATE: \_\_\_\_\_

GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: 66 \_\_\_\_\_ STEP: 1 \_\_\_\_\_ SALARY: \$40,279 \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

X 6/1/24 \_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)  
Date GRADE: 66 \_\_\_\_\_ STEP: 2 \_\_\_\_\_ SALARY: \$41,286 \_\_\_\_\_

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION/RESIGNATION.  
Date

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

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

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

*Shelton White*

*W. Frankfeather III*

DATE: 5-6-24

DATE: 5/20/24

FINANCE OFFICER

COPY

DATE: \_\_\_\_\_

**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**SCHOOL CONSTRUCTION FUND**

**NO. 34**

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

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
65-348-002	General Assembly - Intermediate School	5,000,000	
65-500-712	General Assembly - Intermediate School	5,000,000	
<b>EXPLANATION:</b> To amend the FY 23/24 budget to include the funding awarded by The General Assembly to Perquimans County to be designated for new school construction project.			

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 3rd DAY OF JUNE, 2024.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 3rd DAY OF JUNE, 2024.

\_\_\_\_\_  
 Chairman, Board of Commissioners

\_\_\_\_\_  
 Finance Officer

**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**GENERAL FUND**  
**NO. 35**

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

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-430-740	BOE - Capital Outlay		550
10-430-320	BOE - Inventory Item	550	
<b>EXPLANATION:</b> To amend the FY 23/24 budget 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 3rd DAY OF JUNE, 2024.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 3rd DAY OF JUNE, 2024.

\_\_\_\_\_  
 Chairman, Board of Commissioners

\_\_\_\_\_  
 Finance Officer



**PERQUIMANS COUNTY  
BOARD OF COMMISSIONERS**

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

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

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

**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 personal property is hereby declared to be surplus to the needs of the County:

Monitors approaching and/or receding vehicles speed:  
Serial Numbers: PN0897, RN12006, RN08499, RN8498

In car law enforcement camera:  
Serial Numbers: WGA00480-101, WGA00496, WGA0037

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

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

4. The County Manager, in accordance with State law, shall cause a summary of this resolution to be published once in a newspaper having general circulation in the County and place it on the County's website. 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 3<sup>rd</sup> day of June, 2024.

Wallace E. Nelson, Chairman  
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunnicutt, Clerk to the Board

SEAL

**Perquimans County's Vision:**

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

## Perquimans County NC DPS - Community Programs - County Funding Plan

Available Funds: \$ 77,485 Local Match: \$ 8,820 Rate: 10%

DPS JCPC funds must be committed with a Program Agreement submitted in NC Atlas and electronically signed by authorized officials.

#	Program Provider	DPS-JCPC Funding	LOCAL FUNDING			OTHER	OTHER	Total	% Non-DPS-JCPC Program Revenues
			County Cash Match	Local Cash Match	Local In-Kind	State/Federal	Funds		
1	Perquimans County Schools-Teen Court, Community Service Restitution, STOP	\$77,485			\$8,820			\$86,305	10%
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
<b>TOTALS:</b>		\$77,485			\$8,820			\$86,305	10%

The above plan was derived through a planning process by the Perquimans County Juvenile Crime Prevention Council and represents the County's Plan for use of these funds in FY 2024-2025.

Amount of Unallocated Funds \_\_\_\_\_  
 Amount of funds reverted back to DPS \_\_\_\_\_  
 Discretionary Funds added \_\_\_\_\_

*[Signature]* 4-30-24  
 Chairperson, Juvenile Crime Prevention Council (Date)

*[Signature]* 4/30/24  
 Chairperson, Board of County Commissioners or County Finance Officer (Date)

check type  initial plan  update  final  
 ---DPS Use Only---

Reviewed by \_\_\_\_\_ Area Consultant Date \_\_\_\_\_  
 Reviewed by Denise Bond Program Assistant Date 4.25.24  
 Verified by \_\_\_\_\_ Designated State Office Staff Date \_\_\_\_\_

**JUVENILE CRIME PREVENTION COUNCIL CERTIFICATION STANDARDS**

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

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

**Membership**

- A. Have the members of the Juvenile Crime Prevention Council been appointed by county commissioners? Yes
  - B. Are members appointed for two-year terms and are those terms staggered? Yes
  - C. Is membership reflective of social-economic and racial diversity of the community? Yes
  - D. Does the membership of the Juvenile Crime Prevention Council reflect the required positions as provided by N.C.G.S. §143B-846? No
- If not, which positions are vacant and why?  
 Person under the age of 21, substance abuse member of the business community. Will work to seek youth for the upcoming school year.

**Organization**

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

**Meetings**

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

**Planning**

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

**Public Awareness**

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

**No Overdue Tax Debt**

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

**JUVENILE CRIME PREVENTION COUNCIL CERTIFICATION STANDARDS**

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

## JUVENILE CRIME PREVENTION COUNCIL CERTIFICATION STANDARDS

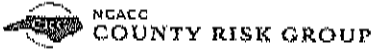
Instructions: N.C.G.S. § 143B-846 specifies suggested members be appointed by county commissioners to serve on local Juvenile Crime Prevention Councils. In certain categories, a designee may be appointed to serve. Please indicate the person appointed to serve in each category and his/her title. Indicate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

Specified Members	Name	Title	Designee	Race	Gender
1) School Superintendent or designee	James Bunch	Assistant Superintendent	<input checked="" type="checkbox"/>	White	Male
2) Chief of Police or designee					
3) Local Sheriff or designee	Shelby White	Sheriff		White	Male
4) District Attorney or designee	Kyle Jones	Assistant DA	<input checked="" type="checkbox"/>	White	Male
5) Chief Court Counselor or designee	Eva Anderson	Court Counselor Supervisor		Black or African-American	Female
6) Director, Local Management Entity/ Managed Care Organization (LME/MCO), or designee	Yolanda Bowers	System of Care Coordinator, Trillium	<input checked="" type="checkbox"/>	Black or African-American	Female
7) Director DSS or designee	Kanisha Mercer	CPS	<input checked="" type="checkbox"/>	Black or African-American	Female
8) County Manager or designee	Frank Heath	Manager		White	Male
9) Substance Abuse Professional					
10) Member of Faith Community	Wonder Lewis	Pastor		Black or African-American	Female
11) County Commissioner	Joseph Hoffer	County Commissioner		Black or African-American	Male
12) A Person Under the Age of 21					
13) A Person Under the Age of 21, or a member of the public representing the interests of families of at-risk juveniles	Kellen Whitehurst	Educator		Black or African-American	Male
14) Juvenile Defense Attorney	Brandon Belcher	Attorney		White	Male
15) Chief District Judge or designee	Hon. Meader Harriss	District Court Judge		White	Male
16) Member of Business Community					
17) Local Health Director or designee	Molly Brown	Triple P Coord.	<input checked="" type="checkbox"/>	White	Female
18) Rep. United Way/other non-profit	Mireya Alvarado/ Ricky Winebarger	Albemarle Hopeline		Hispanic/Latino	Female
19) Representative/Parks and Rec	Howard Williams	Director		White	Male
20) County Commissioner appointee	Dr. Kanika Griffin	CAO-Student Services		Black or African-American	Female
21) County Commissioner appointee	Ed Hall	Director of JJ Systems Engagement		Black or African-American	Male
22) County Commissioner appointee	Gabi Corprew	Public Health Education Specialist		White	Female
23) County Commissioner appointee	Kim Parker	District Social Worker		Black or African-American	Female
24) County Commissioner appointee	Michelle Lawrence	Librarian		White	Female



**JUVENILE CRIME PREVENTION COUNCIL CERTIFICATION STANDARDS**

<b>Specified Members</b>	<b>Name</b>	<b>Title</b>	<b>Designee</b>	<b>Race</b>	<b>Gender</b>
25) County Commissioner appointee	Shatasha Miller	Youth Development Coordinator		Black or African-American	Female
26) County Commissioner appointee	Tammy Miller-White	Community Member		Black or African-American	Female



**NCACC RISK MANAGEMENT POOLS - LIABILITY AND PROPERTY**

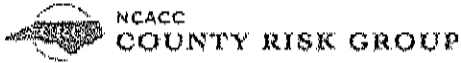
County: <b>Perquimans County</b>					
RENEWAL ESTIMATE					
JULY 1, 2024 to JULY 1, 2025					
					Date of Quote
					5/9/2024
Coverage	Contract Limit	Deductible	Renewal Exposure		Contribution
Property	Insured Values	\$1,000	Total Property Values	\$54,292,763	131,931
Named Storm		\$1,000	Total Inland Marine Values	\$2,244,238	5,453
		\$1,000			
Flood, NFIP		\$500,000			
Flood/Earthquake		\$25,000	Total		\$137,384
General Liability	\$2,000,000	\$0	Population	13,112	4,671
			Number of EMTs	37	1,887
			Total		\$6,568
Automobile Liability	\$2,000,000	\$0	Total # of Vehicles (Liability)	91	32,647
Excess Auto Liability					
Physical Damage	Actual Cash Value	\$1,000	Total # of Vehicles (PD)	91	16,933
Replacement Cost	\$175,000		Value of Selected Veh.	\$175,000	\$1,569
			Total		\$50,149
Crime	\$250,000	\$1,000	Money on Premises	1	\$1,268
	\$0		Great than \$250,000	0	\$0
			Total		\$1,268
Public Officials Liability	\$2,000,000 per claim	\$5,000 per claim	Population	13,112	5,326
	\$4,000,000 annual aggregate				
			Total		\$5,326
Law Enforcement Liability	\$2,000,000 per occurrence	\$5,000	Class A Employees	25	18,293
	\$4,000,000 aggregate		Class B Employees	4	1,630
			Class C Employees	16	2,223
			Total		\$22,146
Employment Practices Liability	\$2,000,000 per claim	\$5,000 per claim	Population	13,112	4,111
	\$4,000,000 per aggregate				
			Total		\$4,111
Employee Benefits Liability	\$2,000,000	\$5,000			
			Total		included
Environmental Impairment Liability	\$250,000 aggregate	\$0			
			Total		included
Privacy or Security Event Liability	\$1,000,000 \$10,000,000 Pool Aggregate	\$5,000			
			Total		\$13,000
<b>Annual Estimated Contribution</b>					<b>\$239,832</b>

Please return this document with signed proposal. Excess cyber or overall liab on separate page(s) if applicable.

## 2024 PROPERTY SUBLIMITS

\$2,500,000	ACCOUNTS RECEIVABLE	
\$5,000,000	AUTOMATIC COVERAGE	
\$2,500,000	BUSINESS INCOME AND EXTRA EXPENSE COMBINED	
\$250,000	COST OF EXTINGUISHING LANDFILL FIRES	
\$100,000	CONTINGENT TAX REVENUE INTERRUPTION	
\$250,000	CONTINGENT BUSINESS INCOME/CONTINGENT EXTRA EXPENSE	
\$2,500,000	DEBRIS REMOVAL (LESSOR OF 25% OF PROPERTY DAMAGE LOSS OR THE LIMIT SHOWN)	
\$500,000	DECONTAMINATION COSTS	
\$100,000	DEFERRED PAYMENTS	
\$10,000,000	EARTHQUAKE -- SUBJECT TO A \$10,000,000 ANNUAL AGGREGATE	
\$2,500,000	ELECTRONIC DATA AND MEDIA	
\$50,000,000	EQUIPMENT BREAKDOWN, INCLUDING:	
	SPOILAGE	\$500,000
	SERVICE INTERRUPTION	\$2,500,000
	BUSINESS INTERRUPTION	\$25,000,000
	GROSS EARNINGS AND EXTRA EXPENSE	\$1,000,000
	EXPEDITING EXPENSE	\$500,000
	HAZARDOUS SUBSTANCE	\$1,000,000
	AMMONIA CONTAMINATION	\$500,000
	ELECTRONIC DATA & MEDIA	\$1,000,000
	CFC REFRIGERANTS	\$100,000
	COMPUTER EQUIPMENT	\$50,000,000
\$2,500,000	ERRORS AND OMISSIONS	
\$250,000	EVACUATION EXPENSE	
\$1,000,000	EXPEDITING EXPENSE	
\$1,000,000	EXTENDED PERIOD OF INDEMNITY (LESSER OF ACTUAL LOSS SUSTAINED FOR 180 CONSECUTIVE DAYS OR LIMIT SHOWN)	
\$1,000,000	UNSCHEDULED FINE ARTS - SUBJECT TO A MAXIMUM OF \$250,000 PER ITEM	
\$10,000,000	FLOOD - SUBJECT TO A \$10,000,000 ANNUAL AGGREGATE	
\$1,000,000	FLOOD -- SUBJECT TO A \$1,000,000 ANNUAL AGGREGATE AS RESPECTS LOCATIONS SITUATED WHOLLY OR PARTIALLY WITHIN SPECIAL HAZARD ZONES FOR FLOOD	
\$2,500,000	INCREASED COST OF CONSTRUCTION	
\$2,500,000	INTERRUPTION BY CIVIL AUTHORITY	
\$100,000	LAW ENFORCEMENT ANIMAL MORTALITY	

\$2,500,000	LEASEHOLD INTEREST
\$2,500,000	MISCELLANEOUS UNNAMED PROPERTY
\$250,000	MOBILE MEDICAL EQUIPMENT
\$50,000,000	NAMED STORM – LIMITED TO TIER ONE COUNTIES ONLY
\$250,000	FIBER OPTICS DISTRIBUTION LINES LOCATED MORE THAN 1,000 FEET FROM A COVERED LOCATION
\$10,000	PERSONAL PROPERTY OF OFFICERS AND EMPLOYEES OF THE PARTICIPANT
\$100,000	PROFESSIONAL FEES
\$2,500,000	PROPERTY IN COURSE OF CONSTRUCTION AND SOFT COSTS - ANY ONE COVERED PROPERTY
\$100,000	LAND AND WATER CONTAMINANT OR POLLUTANT CLEANUP, REMOVAL AND DISPOSAL - SUBJECT TO A \$500,000 ANNUAL AGGREGATE
\$2,500,000	SERVICE INTERRUPTION - PROPERTY DAMAGE AND TIME ELEMENT COMBINED
\$2,500,000	TRANSIT PROPERTY DAMAGE AND TIME ELEMENT COMBINED - PER CONVEYANCE
\$2,500,000	VALUABLE PAPERS & RECORDS & EDP MEDIA
\$2,500,000	INGRESS/EGRESS
\$100,000	LANDSCAPING, SUBJECT TO \$15,000 ANY ONE SHRUB OR TREE, CAUSED BY OR RESULTING FROM A COVERED PERIL
\$150,000	ANY ONE WATERCRAFT, \$1,500,000 ANY ONE OCCURRENCE FOR WATERCRAFT 27 FEET OR LESS IN LENGTH;
\$15,000	PIERS, DOCKS, PILINGS, BULKHEADS, AND WHARVES: ANY UNSCHEDULED LOCATION; \$100,000 MAXIMUM ANY ONE SCHEDULED LOCATION; \$250,000 ANY ONE OCCURRENCE FOR ALL LOCATIONS (SCHEDULED AND UNSCHEDULED)
\$250,000	UNSCHEDULED TUNNELS, BRIDGES, AND DAMS (EXCLUDING COVERAGE FOR THE PERILS OF EARTHQUAKE, FLOOD AND NAMED STORM)
\$10,000	UNSCHEDULED UNMANNED AIRCRAFT/UNMANNED AIRCRAFT SYSTEM - SUBJECT TO A \$50,000 ANNUAL AGGREGATE
\$100,000	UPGRADE TO GREEN



Payment Plan Available: Liability & Property Pool  
County or Entity: Perquimans County

Quoted on: 5/9/2024

Annual Payment Plan*:	\$239,932
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\*Total does not include excess cyber/overall liability or multi-pool/longevity incentives. See separate page(s) if applicable.

**We appreciate your participation. To insure effective, efficient operation of your Pool we must receive payment in full no later than August 1st. A two percent late payment fee will be assessed on all amounts received after that date.**

I understand that changes made to the exposures subsequent to submission of the renewal application may result in changes to the Estimated Contribution:

Accepted by:

Signature: W. Frank Heath, III

Printed Name: W. Frank Heath, III

Print Title: County Manager

Date: 5/15/2024

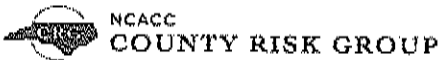
This instrument has been pre-audited in the manner required by the Government Budget and Fiscal Control Act.

Financial Officer:

Signature: Travis Mathew

Date: 5/15/2024

**Please sign and return the accepted proposal by June 15th, 2024.**



County or Entity: **Perquimans County**

**INCENTIVE ELIGIBILITY**

Multi-Pool Incentives can be earned by participating in both Pools. You are rewarded for your participation in our Workers Compensation and Liability & Property Pools with an Incentive.

For questions regarding the Longevity Credit, please contact your underwriter.

Participation In Multiple Pools

\$5,320

Longevity Credit

*Percentage of Final Signed Contribution (WC & L&P)*

1.5%

**The contributions are established on the basis that the member remains in both pools. Should the member elect not to renew with both pools then the NCACC Risk Pools reserve the right to adjust the proposal pricing on the basis of single pool membership.**

**Please note that any applicable incentives will be applied to the Workers Compensation line for 2024-2025.**

***Please return this document with your signed proposal.***



Please return this form with your confirmation indicating deductible choices. If we don't receive the completed form, we will process your renewal using expiring deductibles. (Base deductibles shown in bold, italics type).

**Perquimans County**

LIABILITY AND PROPERTY DEDUCTIBLE OPTIONS

JULY 1, 2024 to JULY 1, 2025

COVERAGE	X	DEDUCTIBLE	COVERAGE	X	DEDUCTIBLE
Property		<b><i>\$1,000</i></b>	Inland Marine		<b><i>\$1,000</i></b>
		\$2,500			\$2,500
		\$5,000			\$5,000
		\$10,000			\$10,000
		\$25,000			\$25,000
		\$50,000			\$50,000
		\$75,000			\$75,000
		\$100,000			\$100,000
Coastal county members only – You may select a 2% Wind Deduct.		Your proposal includes the standard deductible for wind coverage for all property exposures. To accept a 2% wind deductible for the savings shown in your proposal, check the block at the left.			
Crime		<b><i>\$1,000</i></b>	General Liability		<b><i>\$0</i></b>
					\$500
					\$1,000
					\$2,500
					\$5,000
					\$10,000
					\$25,000
					\$50,000
Automobile Liability		<b><i>\$0</i></b>	Auto Phy. Damage		<b><i>\$1,000</i></b>
		\$500			\$2,500
		\$1,000			\$5,000
		\$2,500			\$10,000
		\$5,000			\$25,000
		\$10,000			\$50,000
		\$25,000			\$75,000
		\$50,000			\$100,000
Law Enforcement		<b><i>\$5,000</i></b>	Public Officials		<b><i>\$5,000</i></b>
		\$10,000			\$10,000
		\$25,000			\$25,000
		\$50,000			\$50,000
		\$75,000			\$75,000
		\$100,000			\$100,000
Employment Practices		<b><i>\$5,000</i></b>	Boiler and Machinery Coverage		
		\$10,000	* The deductible for Boiler and Machinery is \$1,000 for Direct Damage and 24 hours for Indirect Damage at the request of the reinsurer. Other options are not available for Boiler & Machinery.		
		\$25,000			
		\$50,000			
		\$75,000			
		\$100,000			

*Please return this document with your signed proposal.*



**NCACC Risk Management Pools-Workers' Compensation  
RENEWAL ESTIMATE JULY 1, 2024 TO JULY 1, 2025**

Quoted on: **5/9/2024**

Member: **PERQUIMANS COUNTY**  
 Limits Coverage A : Workers Compensation: Statutory  
 Coverage B: Employer's Liability: \$2,000,000

Class Code	Description	Annual Remuneration	Modified Rate	Modified Contribution
7520	WATERWORKS OPERATIONS	\$335,665	1.883	\$6,320
7704	FIRE MARSHALL OR INSPECTOR	\$3,054	1.810	\$55
7705	AMBULANCE & E.M.T./E.M.S.	\$1,285,049	2.391	\$30,727
7720	SHERIFF'S DEPT. OFFICERS & DRIVERS	\$1,106,326	1.729	\$19,133
8810	CLERICAL	\$1,888,187	0.153	\$2,897
8810X	CLERICAL -DSS - N/A	\$741,817	0.153	\$1,138
8831	HOSPITAL VETERINARY & DRIVERS	\$135,637	0.673	\$913
9015	BUILDINGS - NOC	\$47,567	1.960	\$932
9061	CLUBS & SENIOR CENTERS: NOC & CLERICAL	\$129,170	0.669	\$864
9102	PARK NOC ALL EMPLOYEES/DRIVERS	\$158,677	1.199	\$1,903
9410	MUNICIPAL TOWNSHIP COUNTY OR STATE EMPLOYEES NOC	\$191,421	1.005	\$1,924
9410X	MUNICIPAL TOWNSHIP COUNTY OR STATE EMPLOYEES NOC	\$338,023	1.005	\$3,398
9999	VOLUNTEERS (NCACC designated class)	\$32,580	17.319	\$5,643
8810	CLERICAL	\$14,420	0.153	\$22
9102	PARK NOC ALL EMPLOYEES/DRIVERS	\$40,675	1.199	\$488

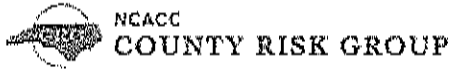
**Total Estimated Payroll**  
 Subject to audit.

**\$6,448,269**

**2024-2025 Contribution: \$76,358**

*Please return this document with your signed proposal.*





Payment Plan Available: Workers' Compensation Pool  
County or Entity: PERQUIMANS COUNTY

Quoted on: 5/9/2024

Annual Payment Plan: \$76,358

**We appreciate your participation. To insure effective, efficient operation of your Pool we must receive payment in full no later than August 1st. A two percent late payment fee will be assessed on all amounts received after that date.**

I understand that changes made to the exposures subsequent to submission of the renewal application may result in changes to the Estimated Contribution:

Accepted by: Signature W. Frank Heath, III  
Printed Name W. Frank Heath, III  
Print Title County Manager  
Date 5/15/2024

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

Financial Officer: Signature Tracy Mathews  
Date 5/15/2024

*Please sign and return the accepted proposal by June 15th, 2024.*



## NCACC COUNTY RISK GROUP 2024 STEWARDSHIP REPORT

### Perquimans County

Here is a summary of the added value of the benefits, resources, and services provided to you as a member of the County Risk Group. There is no additional cost for any of these items.

<b>Value Added Risk Management Benefits and Resources</b>		
<i>Direct Discounts and Reimbursements</i>	<i>Benefit</i>	<i>Utilized</i>
<b>Multipool Discount</b> Per capita discount provided to counties and entities dual members of the WC and LP pools.		\$5,180.00
<b>Longevity/Engagement Credit</b> Discount is provided for dual pool members beginning with the sixth consecutive year of dual pool membership. <i>This amount is doubled</i> based upon meeting additional "engagement" metrics as a dual pool member.	0-5 = 0.0% 6-9 = 1.0% 10-19 = 2.0% >20 = 3.0%	\$8,352.00
<b>Safety Credit</b> Provided to each member who meets certain criteria for its safety, health, and risk control programs.	Up to 3% discount	\$0.00
<b>Body Armor Reimbursement</b> Provides reimbursements for the sheriff to assist with purchase of soft body armor for officers. This has been expanded to include EMS staff as well. Available to WC members only.	\$1500 Annually	\$1,500.00
<b>Bumper Guard Reimbursement</b> Provides reimbursement for the purchase and installation of bumper guards on patrol vehicles.	\$1500 Annually	\$1,000.00
<b>Transit Lift Gate Reimbursement</b> Provides reimbursement for the purchase and installation of wheelchair lift guards.	\$4500 Annually	

Please refer to the back page for data on member resources and services.  
 For more information about the NCACC County Risk Group, visit [www.ncacc.org/crg](http://www.ncacc.org/crg).



## 2024 STEWARDSHIP REPORT

### Perquimans County

<b>CRG Provided Member Resources and Services</b>		<b>Total Cost</b>	<b>Allocated Cost/Usage</b>
<b>Onsite Risk Control</b> These are onsite visits, trainings, and contacts made by our field Risk Control Staff.	<b>Total Visits</b> 4	\$186,500 (\$350/Visit)	\$1,400.00
<b>County College by NEOGOV</b> CountyCollege is our dedicated Learning Management System that provides over 400 training courses as well as the ability to provide custom training and administration.	<b>Active Users</b> 0	\$88,000 (\$19.95 annually per active user)	\$0.00
<b>HR Helpline</b> This resource provides on-call legal services to assist with personnel related issues.	<b># Calls</b> 0	\$75,000 Annually	\$0.00
<b>CountyFlix</b> Streaming video services that provides team level training solutions for a variety of safety and health topics. Members have unlimited access to the video library.		\$4800 Annually	\$377.00
<b>Injury Prevention Systems</b> Provides targeted training materials and instruction to include AI assistance for EMS personnel as well as other selected employee groups. Cost is allocated based on member share in total contribution.		\$25,000 Budgeted Annually	\$114.00
<b>Provident Services</b> The CRG provides supplemental coverage for deputies performing off-duty assignments not covered by WC. In addition, the CRG provides an on-call employee assistance program specifically designed for law enforcement and other public safety employees. The allocated value as shown is based on the number of full-time officers employed by the Sheriff's Office.		\$97,000 Annually	\$497.00
<b>Legal and Liability Risk Management Institute</b> Provides our member sheriffs with a common policy template for both patrol and detention operations. In addition to this, training is provided through an online platform, and dedicated legal consultation is available to assist sheriffs with liability related issues involving their operations.		\$55,000	\$281.00



**2023 MEMORANDUM OF PARTICIPATION (MOP)  
FOR A FULL VALUATION OF THE  
OTHER POSTEMPLOYMENT BENEFITS (OPEB)**

EMPLOYER NAME: Perquimans County

UNIT'S LGERS I.D. NUMBER(S) (for pension purposes – not LEO SSA): 97201

MAILING ADDRESS: P.O. Box 45

CITY: Hertford ZIP CODE: 27944

NAME OF REPORT RECIPIENT:  Mr.  Ms. (choose one) Tracy Mathews

PHONE #: (252) 426-8484 TITLE: Finance Officer

E-MAIL ADDRESS: tracymathews@perquimanscountync.gov

On behalf of the employer noted above, we have agreed to engage Cavanaugh Macdonald Consulting, LLC to perform a GASB 74 actuarial valuation of the employer's OPEB Plan. I understand that we will be billed directly by Cavanaugh Macdonald Consulting, LLC and a copy of the actuarial report will be e-mailed to the person listed above by Cavanaugh Macdonald Consulting. I understand the fee structure is as follows:

GASB No. 74/75 Valuations	
<b>Base Fee</b>	<b>Base Fee</b>
▪ Less than 20 total active and retired participants	\$5,250
▪ 20-49 total active and retired participants	\$6,825
▪ 50-99 total active and retired participants	\$8,190
▪ 100 or more total active and retired participants	\$8,925
	+ Plus +
<b>Per Participant Fee</b>	
▪ Less than 50 total active and retired participants	\$5.00
▪ 50-99 total active and retired participants	\$4.50
▪ 100-249 total active and retired participants	\$3.25
▪ 250-499 total active and retired participants	\$2.75
▪ 500 or more total active and retired participants	\$2.50

Interested employers must return this 2023 Memorandum of Participation indicating their desire to participate along with all requested data as outlined on the following page. In order to complete the report in advance of your June 30, 2024 financial report, we need to receive all requested information no later than November 10, 2023.

If (1) your plan is not a single employer, defined benefit plan or (2) if your plan has discretely presented component units or (3) if your plan has a special funding situation, additional fees will apply. Please contact us for a fee quote.

Additional fees may also apply if information is not provided in the requested format and/or time is accrued answering auditor questions.

Authorized Signature \_\_\_\_\_ Signed this 3rd day of June, 2024.

Should you have questions regarding the information requested in this letter, please contact the OPEB Team via email at [NCOPEB@CavMacConsulting.com](mailto:NCOPEB@CavMacConsulting.com) or via phone at (678) 388-1700.



## INFORMATION COLLECTION CHECKLIST FOR OPEB REQUEST

EMPLOYER NAME: Perquimans County  
 UNIT'S RETIREMENT SYSTEM (LGRS) I.D. NUMBER(S): 97201

The June 30, 2023 OPEB valuation will be the basis for June 30, 2024 financial disclosure.

Please provide a completed copy of this checklist to indicate the items being sent and the work being requested. This will help us verify receipt of all information and to be sure nothing was lost in transit. Check the boxes below to indicate which items are included in this submission. If multiple submissions are needed because some of the information is not immediately available, please provide an updated checklist with each submission.

Will you need additional information related to a split of the liabilities, OPEB expense? Additional fees will apply based on our hourly rates.

- Yes – Be sure to provide the fund for each member (active and retired) on the census data.
- No – No additional information is needed.

Executed 2023 Memorandum of Participation (MOP)

Details regarding the required items listed below can be found in the "Memorandum and Explanation of Items Requested" document.

- (1a) Active Data as of June 30, 2023 (including SSN for each record or NCLGERS Person ID for each record) in an encrypted/protected Excel file. Note that the NCLGERS data file will be used to supplement the information you provide.
- (1b) Retiree Data as of June 30, 2023 (including SSN for each record or NCLGERS Person ID for each record) in an encrypted/protected Excel file
- (2a) A copy of the OPEB plan provisions related to the plan is included with the submission.
- (2b) I have reviewed the OPEB plan provisions in our prior GASB report. If an amendment to the OPEB plan has been adopted or the provisions detailed in the prior report are not accurate, there is a plan change for valuation purposes. Have the OPEB plan provisions changed since the prior valuation?
  - Yes – Please provide the new plan provision information detailing the new OPEB plan benefit eligibility conditions and/or cost-sharing information.
  - No – We will use the same OPEB plan provisions summarized in your last report.
- (3) Medical coverage summaries (co-pays, deductibles, etc.) for the most recent 2 years
- (4) Premium rates and the effective dates for the most recent 2 years for each benefit, coverage tier and group
- (5) Please refer to Item 5 in the "Memorandum and Explanation of Items Requested" document for an explanation of fully-insured and self-insured benefits. Check the appropriate boxes below for your plan.

For Pre-Medicare:       Fully Insured       Self-Insured  
                                   Other, please explain: \_\_\_\_\_

For Medicare:       Fully Insured       Self-Insured  
                                   Other, please explain: \_\_\_\_\_



**INFORMATION COLLECTION CHECKLIST FOR OPEB REQUEST  
(CONTINUED)**

- (6) Plans with self-insured benefits must provide claims experience, enrollment counts by coverage tier, administrative fees and other fixed fee information. We provided a template for your use in collecting the claims experience information as an attachment in the data request email. Email us at [NCOPEB@CavMacConsulting.com](mailto:NCOPEB@CavMacConsulting.com) if you need another copy. If the template is not fully completed, additional information may be requested and delays may occur. Also provide a copy of the most recent Administrative Service Only (ASO) funding rates for each plan option. An example of the ASO rates is included on the template. The ASO rates are usually provided by your administrator.

(7a) Were OPEB Claims and/or premiums paid for the measurement period July 1, 2022 - June 30, 2023?

Yes – Complete the template provided for this information. The template was provided as an attachment in the data request email. Email us at [NCOPEB@CavMacConsulting.com](mailto:NCOPEB@CavMacConsulting.com) if you need another copy. If the template is not fully completed, delays may occur.

No – Do not complete the Item 7 spreadsheet.

- (7b) The calculation of OPEB Expense includes the "Administrative Cost" for the year. The Administrative Cost reported for this item, if you choose to report any, should be those costs not associated with the direct payment of benefits and not paid from an OPEB trust. Administrative Costs may include professional fees (trust fees, audit fees, actuarial fees, etc.), associated with the administration of the OPEB plan. Note that expenses booked elsewhere or paid from an OPEB trust should not be included below (to avoid double counting of such expenses). What amount should be included in the OPEB expense?

\$ 0 (enter \$0 or the amount we should use -- if left blank, we will assume \$0)

- (7c) Do you have or plan to have OPEB assets?

- Does the Employer have assets in a qualified GASB OPEB funding vehicle (i.e., a Trust or Trust like arrangement for the sole purpose of providing OPEB benefits for retirees that cannot be used to pay active health care costs or any other benefits) as of June 30, 2023?  Yes  No (choose one)
- If there were no OPEB assets as of June 30, 2023, does the Employer plan to establish OPEB assets in a qualified GASB OPEB funding vehicle by June 30, 2024?  Yes  No  N/A (choose one)

- (8a) Provide a copy of the most recent actuarial report for the OPEB plan if it was not prepared by Cavanaugh Macdonald Consulting.

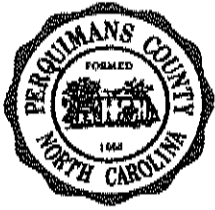
- (8b) Provide most recent Audited Financial Report (or CAFR) providing OPEB disclosure information

Our fiscal year end is 6/30 (i.e., 6/30)

- (8c) Provide the name, phone number and email address of the person to contact should any questions arise regarding the data submitted.

Name: Tracy Mathews Phone: ( 252 ) 426-8484

E-mail: tracymathews@perquimanscountync.gov



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

**PERQUIMANS COUNTY  
BOARD OF COMMISSIONERS**

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

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

**PERQUIMANS COUNTY BOARD OF COMMISSIONERS  
RESOLUTION OF SUPPORT OF RIVER FRONT DRIVE PROJECT**

WHEREAS, at its regular meeting conducted on June 3, 2024, the Perquimans County Board of Commissioners received a presentation from Brooks N. Braswell, Project Development Engineer with the North Carolina Department of Transportation (NCDOT);

WHEREAS, Mr. Braswell provided an overview of a project known as "River Front Drive Project", which involves the upgrade of River Front Drive for addition to the NCDOT State Road System;

WHEREAS, it is anticipated that the Project will bring the road up to NCDOT standards to allow NCDOT to add River Front Drive to the NCDOT State Road System.

NOW, THEREFORE, BE IT RESOLVED, that the Perquimans County Board of Commissioners does hereby issue both its support of the "River Front Drive Project" as presented and its appreciation to the NCDOT for its efforts in pursuing this Project to improve the roadways of Perquimans County.

ADOPTED this 3<sup>rd</sup> day of June, 2024.

\_\_\_\_\_  
Wallace E. Nelson, Chairman  
Perquimans County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Mary P. Hunnicutt, Clerk to the Board

**SEAL**

**Perquimans County's Vision:**

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



## NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

### ENGINEER'S ESTIMATE

Date: 5/24/2024  
 Project: RIVER FRONT DRIVE  
 WBS Element #:  
 Division #: 1  
 County: PERQUIMANS  
 Description: SR 1469 RIVER FRONT DR TO END OF ROAD .71 MILES @ 18' WIDE  
 Proposed Work: REPLACEMENT AND INSTALLATION OF CROSSLINES, REGRADING OF ROADWAY DITCHES, TREE REMOVAL, WIDENING OF ABC SUBGRADE (20FT), AND ASPHALT OVERLAY(1.5" of S9.5B).

Item Description	Quantity	Units	Unit Price	Bid Amount
MOBILIZATION (PERQUIMANS)	1.00	LS	\$14,000.00	\$14,000.00
CLEARING & GRUBBING	1.00	LS	\$4000.00	\$4,000.00
DRAINAGE DITCH MAINTENANCE	0.80	SHM	\$10,000.00	\$8,000.00
INSTALL PIPES (24" CAAP)	160.00	LF	\$95.00	\$15,200.00
ASBESTOS PIPE DISPOSAL	1.00	LS	\$1,500.00	\$1,500.00
SHOULDER BORROW	213.00	CY	\$11.50	\$2,449.50
AGGREGATE BASE COURSE	1,800.00	TONS	\$45.00	\$81,000.00
INCIDENTAL STONE BASE	36.00	TONS	\$60.00	\$2,160.00
SHOULDER RECONSTRUCTION	1.42	SMI	\$0.00	\$3,000.00
ASPHALT CONC SURFACE COURSE, TYPE S9.5B	800.00	TONS	\$135.00	\$108,000.00
ASPHALT BINDER FOR PLANT MIX	50.00	TONS	\$650.00	\$32,500.00
TEMPORARY TRAFFIC CONTROL	1.00	LS	\$12,000.00	\$12,000.00
WORK ZONE SIGNS (STATIONARY)	96.00	SF	\$10.00	\$960.00
TEMPORARY SILT FENCE	400.00	LF	\$3.25	\$1,300.00
COIR FIBER WATTLE	200.00	LF	\$14.00	\$2,800.00
SEEDING & MULCHING	0.70	ACR	\$3,500.00	\$2,450.00
RESPONSE FOR EROSION CONTROL	3.00	EA	\$750.00	\$2,250.00
Subtotal:				\$ 293,569.50
Engineering:				\$ 56,430.50
<b>Total Estimate:</b>				<b>\$ 350,000.00</b>





**House Count**  
- Under Construction  
- Constructed

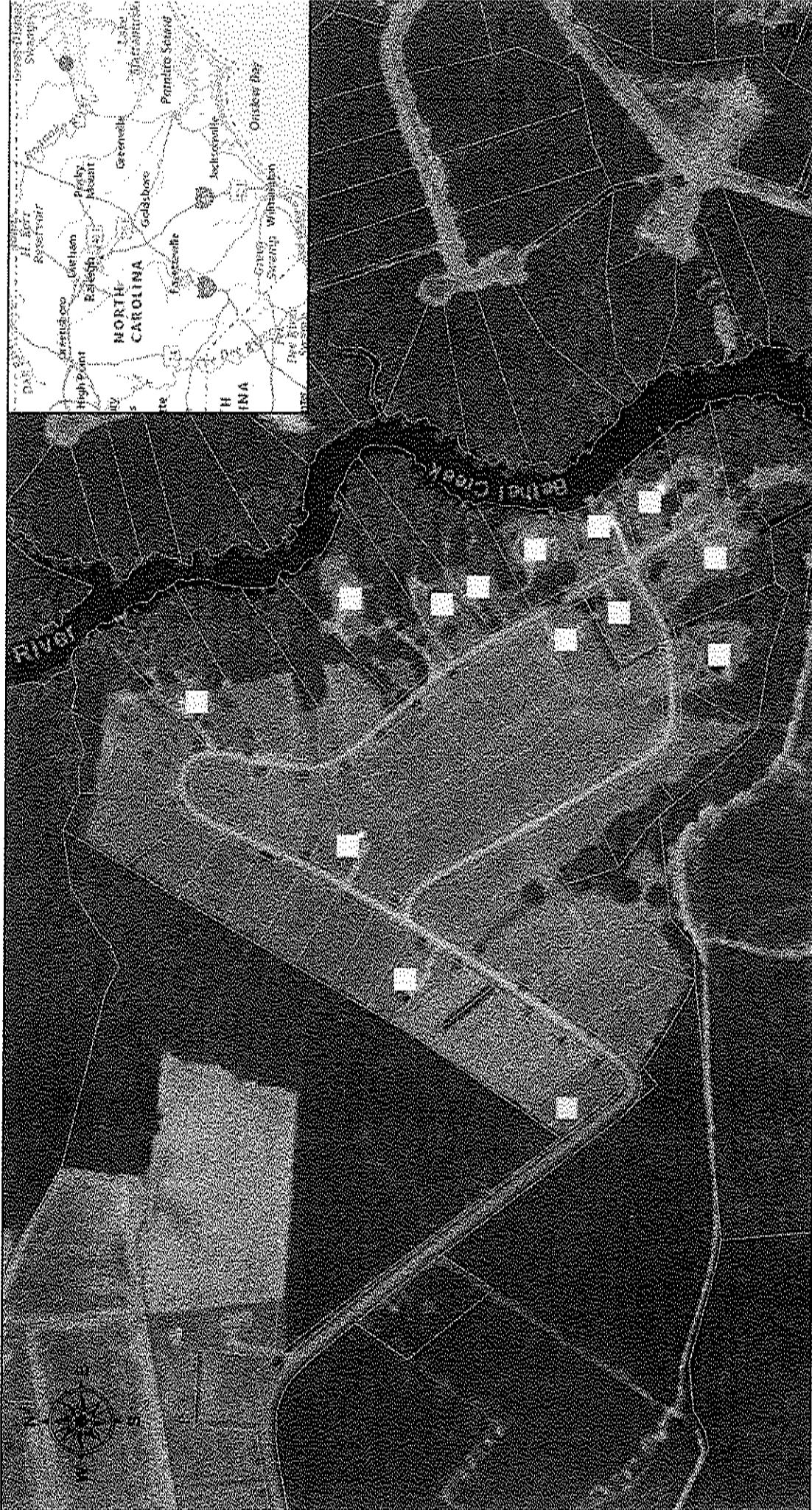
**Division 1**  
Perquimans County

**1.**

Page  
Prepared by the  
**DIVISION ONE OFFICE**  
113 Airport Dr., Edenton, NC 27932

Sheet 1 of 1

0 0.05 0.1 Kilometers





ENGINEERS

PLANNERS

SURVEYORS

LANDSCAPE ARCHITECTS

May 24, 2024

Rhonda Repanshek  
Perquimans County Planner  
104 Dobbs St. / P.O. Box 45  
Hertford, NC 27944

Rhonda,

On behalf of Atlantic Marine Construction, we are requesting a two-year extension of the Preliminary Plat for The Moorings at Albemarle approved July 5, 2022. The project has been delayed due to extraordinary development costs increases due to inflation and interest rates. The developer will move forward with plat recording and construction as soon as costs and rates have dropped to feasible levels.

Please contact me with any questions.

With best regards,

A handwritten signature in black ink, appearing to read 'T. R. Newell', with a long horizontal flourish extending to the right.

Tim R. Newell, PLA, ASLA  
Rivers and Associates

cc: Bruce Exum, Sr.  
Atlantic Marine Construction

Since  
1918

FOR  
INFORMATION  
ONLY  
ITEMS

# DEPARTMENT HEAD REPORTS

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
TA STOKELY	X	4-2-2024	X	SURVEY OF EXISTING PARCEL 4-0077-0002
CHARLES B MARTHA B ANTHONY				
TA STOKELY	X	4-2-2024	X	BOUNDARY SURVEY 2-0070-0013E
MICHELLE L & ANTHONY S BUSH				
TA STOKELY	X	4-5-2024	X	SUBDIVISION 5-0052-0037B .99 ACRES
MICHAEL P & JENNIFER SKINNER				
TIMMONS GROUP	X	4-9-2024	X	RECOMBINATION 2-0069-0064 & N 2-0069-0064C 5.00 ACRES, 5.00 ACRES & 54.51 ACRES
JAMES E JR & PATRICIA P WHITE				
TA STOKELY	X	4-12-2024	X	BOUNDARY SURVEY 5-0034-0012G 2.88 ACRES
JAMES & CELESTE SNYDER				
TA STOKELY	X	4-30-2024	X	SUBDIVISION 3-00358-0060A 2.02 ACRES
CALVIN WILSON				

BISSELL SURVEYING PO BOX 168 KITTY HAWK, NC 27949 12521261-3286	J H MILLER JR. 166 COTTONWOOD DRIVE HERTFORD, NC 27844 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
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 STRET CAMDEN, NC 27921 338-1415/333-8781	SL CARDWELL SURVEYING 1206 FRANCIS STREET ELIZABETH CITY, NC 27909 338-6328
CHARLES E BROWN, III 2005 JOHNSON ROAD ELIZABETH CITY, NC 27909	PAT MCDOWELL PO BOX 391 ELIZABETH CITY, NC 27909	RACKLEY SURVEYING 1015 MACEY JO COURT ELIZABETH CITY, NC 27909	SAUNDERS SURVEYING 510 AVENURE ROAD BLACK MOUNTAIN, NC 28711	TIMMONS GROUP 1805 W CITY DR UNIT E ELIZABETH CITY, NC 27909

APRIL

PLAT REVIEW LOG -- PERQUIMANS COUNTY

(252)621-5030

(828) 669-2777

(252)679-7670

338-4161

TONY WEBB PO BOX 381 EDENTON, NC 27932 (252)482-3066

335-0928

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
SL CARDWELL	X	5-1-2024	X	MINOR SUBDIVISION OF 4-0076-0025D 1.00 ACRE & 1.26 ACRES
JOANNE W GODFREY				
JOSIAH A WEBB	X	5-1-2024	X	RECOMBINATION OF 4-0054-0086 & 4-0054-086C 2.10 ACRES .75 ACRES
DURANTS NECK FIRE DEPT				
JOSIAH A WEBB	X	5-6-2024	X	RECOMBINATION 5-0551-0010C & 5-0051-0010E 1.22 ACRES
JOSHUA H SKINNER				
TA STOKELY	X	5-6-2024	X	EXEMPT DIVISION 3-0059-0021A 11.04 ACRES
ELIZABETH SAUNDERS				
JH MILLER, JR	X	5-9-2024	X	SUBDIVISION OF 1-0022-0082 1.00 ACRE
JOHN & SHELLY				
MONSERATT				
TA STOKELY	X	5-13-2024	X	BOUNDARY SURVEY 2-0073-0024 2.15 ACRES
SHARON & WILLIAM LANE				
TA STOKELY	X	5-20-2024	X	SUBDIVISION OF 4-0053-0009A .76 .75 .75 ACRES
ROBERT H & RENA S EURE				

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
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 145 OAK GROVE ROAD EDENTON, NC 27932 482-7804	GLORIA ROGERS 215 B STRET CAMDEN, NC 27921 338-1415/333-8781	SL CARDWELL SURVEYING 1206 FRANCIS STREET ELIZABETH CITY, NC 27909 338-6328
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 1805 W CITY DR UNIT E ELIZABETH CITY, NC 27909 (252)621-5030
TONY WEBB PO BOX 381 EDENTON, NC 27932 (252)482-3066				







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-May 2024**

**GARNISHMENTS: \$2,866.02**

**PAYMENT AGREEMENTS: \$9,705.40**

**DEBT SETOFFS: \$263.00**

5/1/2024 - 5/23/2024

Permit Date	Permit #	Permit Type	Location	Project Cost	Total Fees	Outstanding Balance	Total Payments
5/1/2024	4357	Building	County	10,000	\$144.00	\$0.00	\$144.00
5/1/2024	4356	Building	County	218,147	\$185.00	\$0.00	\$185.00
5/1/2024	4354	Electrical	Hertford	3,000	\$100.00	\$0.00	\$100.00
5/1/2024	4353	Mechanical	County	20,000	\$130.00	\$0.00	\$130.00
5/1/2024	4352	Plumbing	County	800	\$55.00	\$0.00	\$55.00
5/1/2024	4351	Plumbing	County	16,000	\$220.00	\$0.00	\$220.00
5/1/2024	4350	Building	County	27,000	\$300.00	\$0.00	\$300.00
5/1/2024	4341	Mechanical	County	450	\$55.00	\$0.00	\$55.00
5/1/2024	4338	Building	County	8,258	\$125.00	\$125.00	
5/1/2024	4331	Building	County	200,000	\$185.00	\$0.00	\$185.00
5/1/2024	4296	Building	County	170,000		\$0.00	
5/1/2024	4293	Mechanical	County	10,000	\$75.00	\$75.00	
5/1/2024	4278	Electrical	County	11,300	\$312.00	\$312.00	
5/1/2024	4257	Building	County	125,000	\$600.00	\$0.00	\$600.00
5/1/2024	4190	Building	County	9,000	\$75.00	\$75.00	
5/2/2024	4361	Building	County	5,000	\$310.00	\$0.00	\$310.00
5/2/2024	4360	Building	County	10,800	\$75.00	\$0.00	\$75.00
5/2/2024	4359	Plumbing	County	24,000	\$230.00	\$0.00	\$230.00
5/2/2024	4358	Electrical	County	24,500	\$150.00	\$0.00	\$150.00
5/3/2024	4363	Building	County	15,000	\$75.00	\$0.00	\$75.00
5/3/2024	4362	Plumbing	County	15,000	\$230.00	\$0.00	\$230.00
5/6/2024	4369	Mechanical	County	3,000	\$55.00	\$0.00	\$55.00
5/6/2024	4368	Mechanical	County	1,200	\$55.00	\$0.00	\$55.00
5/6/2024	4367	Mechanical	County	1,200	\$55.00	\$0.00	\$55.00
5/6/2024	4366	Building	County	900,000	\$1,606.00	\$1,606.00	
5/6/2024	4365	Electrical	County	6,500	\$105.00	\$0.00	\$105.00
5/6/2024	4364	Electrical	County	3,000	\$100.00	\$0.00	\$100.00
5/7/2024	4381	Plumbing	County	12,000		\$0.00	
5/7/2024	4380	Mechanical	County	3,913	\$75.00	\$0.00	\$75.00
5/7/2024	4379	Mechanical	County	6,547	\$75.00	\$0.00	\$75.00
5/7/2024	4378	Mechanical	County	20,000	\$75.00	\$0.00	\$75.00
5/7/2024	4377	Plumbing	County	20,000	\$190.00	\$0.00	\$190.00
5/7/2024	4376	Plumbing	County	5,000	\$50.00	\$0.00	\$50.00
5/7/2024	4375	Electrical	County	20,000	\$453.00	\$0.00	\$453.00
5/7/2024	4374	Building	County	4,500	\$75.00	\$0.00	\$75.00
5/7/2024	4373	Mechanical	County	6,200	\$75.00	\$0.00	\$75.00
5/7/2024	4372	Building	County	20,000	\$180.00	\$0.00	\$180.00
5/7/2024	4371	Building	County	21,000	\$221.00	\$0.00	\$221.00
5/7/2024	4277	Building	County	30,000	\$180.00	\$0.00	\$180.00
5/8/2024	4388	Building	County	285,000		\$0.00	
5/8/2024	4387	Mechanical	County	7,700	\$75.00	\$0.00	\$75.00
5/8/2024	4386	Mechanical	County	8,000	\$75.00	\$0.00	\$75.00
5/8/2024	4385	Electrical	County	1,000	\$50.00	\$0.00	\$50.00
5/8/2024	4384	Mechanical	County	7,000	\$75.00	\$0.00	\$75.00
5/8/2024	4383	Electrical	County	8,000	\$167.00	\$0.00	\$167.00
5/8/2024	4382	Building	Hertford	6,000	\$75.00	\$0.00	\$75.00
5/9/2024	4393	Building	County	20,102	\$120.00	\$0.00	\$120.00
5/9/2024	4392	Electrical	County	20,102	\$110.00	\$0.00	\$110.00
5/9/2024	4391	Building	County	745,000	\$945.00	\$0.00	\$945.00
5/9/2024	4390	Building	County	27,000	\$180.00	\$0.00	\$180.00

5/9/2024	4389	Building	County	85,000	\$150.00	\$0.00	\$150.00
5/10/2024	4397	Building	County	326,100	\$1,167.00	\$0.00	\$1,167.00
5/10/2024	4396	Mechanical	County	9,992	\$75.00	\$0.00	\$75.00
5/10/2024	4395	Electrical	County	800	\$50.00	\$0.00	\$50.00
5/10/2024	4394	Building	County	19,300	\$210.00	\$0.00	\$210.00
5/11/2024	4398	Building	County	218,920	\$476.00	\$0.00	\$476.00
5/13/2024	4403	Building	County	14,000	\$75.00	\$0.00	\$75.00
5/13/2024	4402	Plumbing	County	8,000	\$75.00	\$0.00	\$75.00
5/13/2024	4401	Plumbing	County	8,500	\$70.00	\$0.00	\$70.00
5/13/2024	4399	Electrical	County	200	\$50.00	\$0.00	\$50.00
5/13/2024	4370	Building	County	4,700	\$75.00	\$0.00	\$75.00
5/14/2024	4409	Electrical	County	4,000	\$110.00	\$0.00	\$110.00
5/14/2024	4408	Building	County	26,000	\$205.00	\$0.00	\$205.00
5/14/2024	4407	Electrical	County	600	\$90.00	\$0.00	\$90.00
5/14/2024	4406	Building	County	110,000	\$150.00	\$0.00	\$150.00
5/14/2024	4405	Plumbing	County	2,800	\$50.00	\$0.00	\$50.00
5/14/2024	4404	Electrical	County	500	\$50.00	\$0.00	\$50.00
5/14/2024	4400	Plumbing	County	15,000	\$190.00	\$0.00	\$190.00
5/15/2024	4413	Building	County	3,000	\$75.00	\$0.00	\$75.00
5/15/2024	4412	Electrical	County	6,727		\$0.00	
5/15/2024	4411	Building	Hertford	12,000		\$0.00	
5/15/2024	4410	Plumbing	County	3,500	\$190.00	\$0.00	\$190.00
5/16/2024	4417	Mechanical	County	8,900	\$75.00	\$75.00	
5/16/2024	4416	Mechanical	County	8,050	\$75.00	\$0.00	\$75.00
5/16/2024	4415	Mechanical	County	7,250	\$75.00	\$0.00	\$75.00
5/16/2024	4414	Plumbing	County	5,000	\$90.00	\$0.00	\$90.00
5/17/2024	4423	Electrical	County	2,000	\$50.00	\$50.00	
5/17/2024	4422	Electrical	County	2,000	\$50.00	\$0.00	\$50.00
5/17/2024	4421	Electrical	County	6,000	\$283.00	\$0.00	\$283.00
5/17/2024	4420	Mechanical	County	1,199	\$55.00	\$0.00	\$55.00
5/17/2024	4419	Building	County	43,500	\$250.00	\$0.00	\$250.00
5/17/2024	4418	Building	County	274,500	\$1,370.00	\$0.00	\$1,370.00
5/18/2024	4424	Plumbing	County	2,699	\$70.00	\$0.00	\$70.00
5/20/2024	4429	Electrical	County	7,000	\$256.00	\$0.00	\$256.00
5/20/2024	4428	Building	Winfall	89,471	\$150.00	\$150.00	
5/20/2024	4427	Electrical	County	9,000	\$90.00	\$0.00	\$90.00
5/20/2024	4426	Electrical	Hertford	2,000	\$80.00	\$0.00	\$80.00
5/20/2024	4425	Electrical	Hertford	2,000	\$110.00	\$0.00	\$110.00
5/21/2024	4437	Plumbing	County	5,000	\$50.00	\$50.00	
5/21/2024	4436	Plumbing	County	5,000	\$50.00	\$50.00	
5/21/2024	4435	Building	County	200	\$50.00	\$0.00	\$50.00
5/21/2024	4434	Building	County	20,000	\$162.00	\$0.00	\$162.00
5/21/2024	4433	Mechanical	Hertford	3,800	\$75.00	\$0.00	\$75.00
5/21/2024	4432	Building	County	14,000	\$225.00	\$225.00	
5/21/2024	4431	Building	County	73,891	\$75.00	\$0.00	\$75.00
5/21/2024	4430	Building	County	19,358	\$182.00	\$0.00	\$182.00
5/22/2024	4442	Building	County	16,000	\$200.00	\$0.00	\$200.00
5/22/2024	4441	Electrical	County	1,500	\$100.00	\$0.00	\$100.00
5/22/2024	4440	Building	County	3,500		\$0.00	
5/22/2024	4439	Plumbing	County	9,800	\$150.00	\$0.00	\$150.00
5/22/2024	4438	Building	County	24,000	\$125.00	\$125.00	
5/23/2024	4447	Building	County	5,000	\$75.00	\$0.00	\$75.00
5/23/2024	4446	Electrical	County	100	\$50.00	\$0.00	\$50.00
5/23/2024	4445	Plumbing	County	1,500	\$55.00	\$0.00	\$55.00
5/23/2024	4444	Electrical	County	14,500	\$315.00	\$0.00	\$315.00

5/23/2024	4443	Electrical	County	1,000	\$50.00	\$0.00	\$50.00
				<b>4,710,576</b>	<b>\$17,829.00</b>	<b>\$2,913.00</b>	<b>\$14,916.00</b>

Total Records: 106

5/23/2024

# Case Activity Report

5/1/2024 - 5/23/2024

Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
5/7/2024	158	249 DOGWOOD DR	Solid Waste	Solid Waste	Inspection	Trash at this property had been cleaned up, but as of today trash has been piled up at door again. Will contact owners and monitor.
5/10/2024	147	158 RIVERSHORE DR	Solid Waste	Junk boats registration out on all including one on boat lift, junk in yard, grass high, junk all over	Inspection	Complaint for trash all over property.

Total Records: 2

5/23/2024

# COMMITTEE REPORTS