

# AGENDA

All items are for discussion and possible action.  
Perquimans County Board of Commissioners  
Meeting Room at Perquimans County Library  
September 3, 2024  
6:55 p.m.

**\*\*\*Separate Agenda for this meeting is attached.\*\*\***  
**Board of Adjustment Meeting:** The Board of Adjustments will reconvene to approve the Board of Adjustment Minutes.

- 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: August 5, 2024 Regular Meeting – August 19, 2024 Regular Work Session Meeting (cancelled)
  - B. Tax Refund Approvals
  - C. Personnel Matters:
    - 1. Appointment: Deputy Director of Board of Elections
    - 2. Appointment: Business Personal Property Clerk
    - 3. Appointment: Part-Time/Fill-in Non-Certified Telecommunicator
    - 4. Reclassification: Part-Time/Fill-In TC I
    - 5. Resignation: Social Worker III
    - 6. Resignation: Part-Time/Fill-In Paramedic II
    - 7. Resignation: Full-Time TC I
    - 8. Resignation: Income Maintenance Caseworker I
    - 9. Resignation: Business Personal Property Clerk
    - 10. Leave Without Pay: Processing Assistant IV
  - D. Step Increases/Merit Increases
    - 1. Social Services (1)
    - 2. EMS (2)
    - 3. Inspections (1)
    - 4. Maintenance (1)
    - 5. Register of Deeds (1)
    - 6. Sheriff's Office (1)
  - E. Budget Amendment Nos. 4 - 6
  - F. Board Appointments / Reappointments
    - 1. Reappointment: Animal Control Board (SPCA Representative)
    - 2. Reappointment: Planning Board (2)
  - G. Miscellaneous Documents
    - 1. New County Policies and Amended Policies
      - a. Amendment: County Personnel Policy
      - b. Amendment: Safety & Health Policy
      - c. DOT Substance Abuse Policy for Perquimans County
- V. Recognition of Employees' Years of Service & Introduction of New Employees
  - A. Recognition of Employees' Years of Service
  - B. Introduction of New Employee
    - 1. Frank Heath, County Manager
    - 2. Julie Solesbee, Assistant Emergency Services Director
    - 3. LuRee Sawyer, Center for Active Living Director
- VI. Scheduled Appointments
  - A. 7:00 p.m.
  - B. 7:05 p.m.
- VII. Commissioner's Concerns/Committee Reports
  - A.
  - B.

ACTION  
REQUIRED

NO  
ACTION  
REQUIRED

NO  
ACTION  
REQUIRED

**VIII. Old Business**

POSSIBLE  
ACTION  
REQUIRED

- A. Updates from County Manager
- B. Board Vacancies
  - 1. Community Advisory Committee (4)
  - 2. Senior Tarheel Legislature Alternate Delegate
  - 3. Recreation Advisory Committee – New Hope Representative

**IX. New Business**

ACTION  
REQUIRED

- A. Planning Item: Sketch & Preliminary Plat Review of the Windmill at Coastal Farms
- B. Sale of Surplus Equipment
- C. Library Board Resignations/Appointments (4)
- D. PSAP Mutual Aid Agreement
- E.
- F.
- G.

**X. Unscheduled Appointments/Public Comments**

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

NO  
ACTION  
REQUIRED

- A.
- B.
- C.

ACTION  
REQUIRED → XI.

**Adjournment**

**FOR INFORMATION ONLY:**



**DEPARTMENT HEAD REPORT:**

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

**COMMITTEE WRITTEN REPORTS:**



**NOTES FROM THE COUNTY MANAGER**  
**September 3, 2024**  
**6:55 p.m.**

\*\*\*Separate Agenda for this meeting is attached.\*\*\*

**Board of Adjustment Meeting:** The Board of Adjustments will reconvene to approve the Board of Adjustment Minutes.

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 Employee's 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
Elena Howell	Social Services	Processing Assistant IV	5 years	09/01/2024
Alicia "Kim" White	Social Services	IMC III Lead Worker – Adult Medicaid	5 years	09/01/2024
Kristen Myers	Register of Deeds	Deputy Register of Deeds	5 years	09/01/2024
Christopher Murray	Sheriff's Office	Certified Deputy / SRO	10 years	09/01/2024
Gwen Hudson	Social Services	IMS Investigator III	25 years	09/01/2024

- B. **Introduction of New Employees:** The following employees will be introduced:

Department Head	Employee Name	Employee Job Title	Effective Date
Frank Heath, County Manager	Ronald Sites	Veterans Services Officer	08/01/2024
Julie Solesbee, Assistant Emergency Services Director	Kaelyn Melton	Full-Time EMT	08/01/2024
Julie Solesbee, Assistant Emergency Services Director	Brooke Perry	Full-Time EMT	08/01/2024
Julie Solesbee, Assistant Emergency Services Director	Corbin Nixon	Full-Time EMT	08/01/2024
Julie Solesbee, Assistant Emergency Services Director	Brayden Clemens	Full-Time EMT	08/01/2024
Julie Solesbee, Assistant Emergency Services Director	Lauren Banner	Full-Time Certified Telecommunications II	08/01/2024
Julie Solesbee, Assistant Emergency Services Director	Courtney Langley	Full-Time Certified Telecommunications II	08/01/2024
Julie Solesbee, Assistant Emergency Services Director	Rhianna Tucker	Full-Time Certified Telecommunications II	08/01/2024
LutRec Sawyer, Center for Active Living Director	Erica Cartwright	Data Manager – Center for Active Living	08/19/2024

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

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

1. **Community Advisory Committee:** Currently, we only have one member on this Committee. We have placed an advertisement for these vacancies on the County Website & Facebook page. No new information will be provided. We still need to fill a total of four vacancies.
2. **Senior Tar Heel Legislature Delegate, Alternate & Senior Tarheel Community Advisory Committee:** We have appointed Mr. Thomas St. John as the delegate so now we need to have an alternate and someone to serve on the Senior Tarheel Community Advisory Committee.
3. **Recreation Advisory Committee:** In May, 2024, you accepted the resignation of Chad Nixon, the New Hope Representative on the Recreation Advisory Committee. I have reviewed our Volunteer Applications and did not find anyone that requested to serve on the Recreation Advisory Committee that is not already serving on the Committee. The individual will need to be from the New Hope area. Board direction is being requested.

IX.A. **Enclosures:** The following Planning Board item will be presented for Board consideration and action:

- **Sketch & Preliminary Plat Review of The Windmill at Coastal Farms:** The Sketch & Preliminary Plat Review of The Windmill at Coastal Farms is for a proposed 64 lot major subdivision designed to extend from Woodville Road to Magnolia Trail on tax parcel 4-0036-0124F. It is on the west side of Woodville Road in the 200 block. The Planning Board voted unanimously to recommend approval of the sketch/preliminary plat of the Windmill at Coastal Farms as presented and is recommending the Board of Commissioners to approve the same. Board action is being requested.

IX.B. The County has adopted a resolution proclaiming the following vehicle as surplus equipment and to proceed to sell it on GovDeals. The bid period for the following surplus item with GovDeals will close on September 3, 2024 at 11:00 a.m. The Board will need to consider the sale of the following item that has been listed with GovDeals:

BUYER	ITEM	DATE SURPLUSED	START BID	SOLD AMOUNT
	2014 Dodge Charger, VIN #2C3CDXATSEH348760	7/1/2024	\$500	

IX.C. **Enclosure:** There are two vacancies on the Local Library Board. Michele Lawrence, Perquimans County Librarian, is recommending the following individuals to replace Amy Cooper and Rodney Lyons, Jr. Board action is being requested:

Name	Board/Committee	Action Taken	Term	Effective Date
Amy Cooper	Local Library Board	Resignation		10/01/2024
Rodney Lyons, Jr.	Local Library Board	Resignation		10/01/2024
Mary Ann Eichenlaub	Local Library Board	Appointment	3 yrs.	10/01/2024
Gilbert Vaughn	Local Library Board	Appointment	3 yrs.	10/01/2024

IX.D. **Enclosure:** Enclosed is an update PSAP Mutual Aid Agreement for the Board to consider at your meeting on Tuesday. This is an update to the 2020 document which includes the addition of our administrative calls being answered along with our 911 calls, the consolidation to include Perquimans and Gates Counties, and the change for Rutherford which was previously under the sheriff and now a county department. Jonathan has been able to speak with someone from each agency and they are supportive of these changes. This copy will also be sent to them for approval of their respective boards. Board action is being requested:

\*\*\*\*\*

**CONSENT AGENDA NOTES**

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

- A. **Enclosures:** Approval of Minutes: August 5, 2024 Regular Meeting – August 19, 2024 Regular Work Session Meeting (cancelled)
- B. **Enclosure:** Tax Refund Approvals – see attached listing
- C. **Enclosures:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Lisa Edwards	Deputy Director of Elections	Appointment	58/3	\$30,633	09/01/2024
Katelyn Moody	Business Personal Property Clerk	Appointment	61/3	\$34,955	09/01/2024
MacKenzie Rhodes	Part-Time/Fill-In Non-Certified Telecommunicator	Appointment	60/1	\$15.32/hr.	09/01/2024
Lauren Bamer	Part-Time/Fill-In TC I	Reclassification	64/5	\$20.14/hr.	06/01/2024
Belinda Owens	Social Worker III	Resignation			08/08/2024
Tonya Ayers	Part-Time/Fill-In Paramedic	Resignation			09/01/2024
Lauren Bamer	Full-Time TC I	Resignation			08/18/2024
Amanda White	Income Maintenance Caseworker I	Resignation			09/03/2024
Stacey Ward	Business Personal Property Clerk	Resignation			08/28/2024
Elena Howard	Processing Assistant IV	Leave Without Pay		1 day	08/06/2024

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	Kathleen Conner	Social Worker III - Adult Services	69/5	\$52,196	09/01/2024
EMS	Lindsay Winslow	Part-Time/Fill-In EMT	64/3	\$19.18/hr.	09/01/2024
EMS	Kristen Jennings	Part-Time/Fill-In AEMT	66/3	\$20.94/hr.	09/01/2024
Inspections	Erle Solesbee	Assistant Building Inspector	67/10	\$54,013	09/01/2024
Maintenance	Marvin Hunter	Part-Time/Fill-In Custodian	56/10	\$16.00/hr.	09/01/2024
Register of Deeds	Kristen Myers	Deputy Register of Deeds	58/6	\$32,969	09/01/2024
Sheriff's Office	Daniel Turner	Certified Deputy	68/8	\$53,757	09/01/2024

- E. **Enclosure:** Budget Amendment Nos. 4 - 6 are enclosed for your review and action.
- F. **Enclosures:** The following Board reappointments will need Board consideration and action:

Name	Board/Committee	Action Taken	Term	Effective Date
Thompson, Bethany	Animal Control Board (SPCA Representative)	Reappointment	1 yr.	10/01/2024
Skinner, John	Planning Board (3 <sup>rd</sup> term)	Reappointment	3 yrs.	10/01/2024
Thelma Finch-Copeland	Planning Board (1 <sup>st</sup> full term)	Reappointment	3 yrs.	10/01/2024

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

- I. **New County Policy and Amended Policies:** These policies are being recommended by Human Resource Department and the County's Safety Committee.
  - a. **Amendment: County Personnel Policy:** The Personnel Policy was amended to include a section on the Use of County Vehicles or Motorized Equipment and Driver's License Requirements and Driving Record. Board review and action are being requested.
  - b. **Amendment: Safety & Health Policy:** The Safety & Health Policy was amended to include a section on Perquimans County Driving Policy. Board review and action are being requested.
  - c. **DOT Substance Abuse Policy for Perquimans County:** Previously, the county was using the NCDOT Substance Abuse Policy. The attached DOT Substance Abuse Policy is for Perquimans County. Board review and action are being requested.

**Perquimans County Board of Adjustment**

**A G E N D A**

**Regular Meeting**

**Tuesday, September 3, 2024 at 6:55 PM**  
**Perquimans County Library Community Meeting Room**  
**514 S. Church Street, Hertford, NC 27944**

- I. Call to Order**
- II. Establish Quorum**
- III. Approval of minutes of Board of Adjustment meetings on July 1, 2024 and August 5, 2024; *see attached draft of both sets of minutes***
- IV. Adjournment**

Perquimans County Board of Adjustment  
**MINUTES**  
Monday, July 1, 2024

The Perquimans County Board of Adjustment held its meeting on Monday, July 1, 2024, at 6:30 PM in the Community Meeting Room of the Perquimans County Library.

MEMBERS PRESENT: Wallace Nelson, Chairman  
Charles Woodard, Vice Chairman  
Tim Corprew, Member  
James Ward, Member  
Kyle Jones, Member  
Joseph Hoffler, Member

MEMBERS ABSENT: None

OTHERS PRESENT: Rhonda Repanshek, Planner  
Trevor Miles, Planning and Zoning Technician  
John Moser, Property Owner/Variance Applicant  
Frank Heath, County Manager  
Mary Hunnicut, Clerk to the Board  
Hackney High, County Attorney

Board of Adjustment Chair, Wallace Nelson, called the meeting to order at 6:30 pm and established a quorum.

He then announced the case to be heard, zoning variance ZVA-24-01, requested by John and Regina Moser, to build a second principal residence on tax parcel 4-D036-0016-NL, also known as 181 Northlight Drive. Subject property is zoned Rural Agriculture (RA) and is a 10.1 acre lot at the east corner of the intersection of Northlight Drive and Radmer Lane, both of which are unimproved private roads.

Chairman Nelson then asked Planner Repanshek to present the meeting type and confirm the proper public notices, which is as follows:

"This is a quasi-judicial public hearing for a zoning variance request and staff has met NC General Statute 160D rules as well as County Zoning Ordinance rules by mailing letters to neighboring property owners and posting a sign on-site in the required time frame.

I'd like to point out to the Board that the usual quasi-judicial cases you vote on are for Special Use Permits where the applicants are already approved by ordinance to do their specific request as long as they meet certain criteria and the governing board just verifies the applicant meets the basic requirements and then tweaks the conditions based on the specific case.

A variance is different. If you approve a variance, you're saying that everyone in the entire County has to follow this rule except this one applicant. So as a Board of Adjustment, you need to have a good reason, or multiple good reasons to allow an exception. There is no script for the motion in the staff report because you have 4

Findings that the state of NC dictates you must vote on. And they are in your Board of Adjustment packet on page 4."

Planner Repanshek then asked Chairman Nelson if he would like her to summarize the case notes while she was at the podium.

**Chairman Nelson responded by stating that he was going to announce the procedures first, which are as follows:**

1. Petitioner will state their case
2. Chair will ask for any persons objecting or wishing to be heard
3. Rebuttal by either side
4. Chair will summarize the evidence presented
5. Decision of the Board – by Roll Call vote
6. If case is approved, state conditions to be imposed

**Planner Repanshek then stated that she had pictures to present to the board, so Chairman Nelson swore in both Planner Repanshek and John Moser, the property owner.**

After being sworn, Planner Repanshek provided a summary of the case as follows:

"The applicants have a 10.1 acre lot which meets minimum road frontage requirements, can meet setback requirements, has the potential to sustain a septic system and has the potential for a drinking water well, all of which would allow the applicants to construct a second, site-built home on the same parcel. IF it were on a state maintained road OR an approved, improved private subdivision road that was graded and paved to NC DOT standards, we would not be hearing this case today. The problem is that the roads are part of an exempt major subdivision and are gravel. By keeping the lots larger than 10 acres, the original developer avoided county rules for major subdivisions, avoided county fees and were not required to install infrastructure.

Here are some photos to present to the Board proving the road condition and also an email from a neighbor at 201 Northlight Drive that asked to be submitted 'for the record'. I explained to the neighbor that written communication is considered hearsay evidence and carries little weight in a quasi-judicial hearing and that to benefit the applicants the most then they should attend this hearing and have the opportunity to be questioned and cross-examined, but they said they are out of town and could not attend.

The applicants do have 2 options that will meet county regulations, one being to keep the proposed structure to 800 square feet or less or to bring in a temporary manufactured home as allowed for medical disability cases, but the applicant can explain why these 2 options would be hardships for them."

Mr. Moser then approached the podium to explain his reasons for requesting the variance and for wanting to build the second dwelling.

He explained that they had resided in Perquimans County for 25 years, and that approximately four months ago they came to the determination that, due to personal health reasons, they were no longer able to care for the property as was needed. He also explained that the reason for wanting to build the second residence is so that their daughter could move on-site with their two grandchildren, who are both severely autistic and unable to care for themselves.

Mr. Moser further explained that he is no longer able to care for his farm on the property due to contracting COVID and developing a COPD-type respiratory condition. He also stated that he spoke with the Northlight Farms Homeowners Association, and explained that the restrictive covenants for the subdivision require any secondary dwelling to be a minimum of 1000 square feet. He then stated that due to the fact that each grandchild needs a separate bedroom, the secondary dwelling would need to be 1363 square feet. He also explained that his daughter understands that the parcel can never be subdivided, and that if it were to be sold, the entire property would need to be sold as one.

The floor was then opened for anyone else to speak. No one else approached the podium to speak.

Chairman Nelson then elaborated that the board could vary any condition of the zoning ordinance only upon showing of the four conditions listed in the Zoning Ordinance, the first being as follows:

- (1) Unnecessary hardship would result from the strict application of the regulation. It is not necessary to demonstrate that, in the absence of the variance, no reasonable use can be made of the property.

Mr. Nelson then asked if anyone had motion on the floor regarding this finding. Commissioner Jones asked Chairman Nelson if the board members could ask questions of Attorney High. Chairman Nelson responded in the affirmative. Commissioner Jones then asked Attorney High if there was a legal definition of unnecessary hardship, as used in the above condition. Attorney High responded that there is not. Commissioner Jones then asked to what degree is the term "unnecessary hardship" referring to the property itself and not to personal circumstances. Attorney High confirmed that the term "unnecessary hardship" refers to hardships related specifically to the property in question, and not to personal circumstances.

Commissioner Corprew then asked if the size of the property and the difficulty in maintaining it and the farm located on the property could be considered a hardship relating specifically to the property. Attorney High responded in the affirmative.

Commissioner Jones then asked if each of the findings have to be approved by 80 percent of the board. Attorney High then responded that each of the findings only needs a simple majority, but that the ultimate approval/denial of the variance requires a supermajority.

A Commissioner asked if a vote on the findings needed to occur tonight. Attorney High responded that there is no requirement to vote on the findings or approval/denial tonight, and that the variance request could be tabled pending further research.

County Manager Frank Heath then stated that a response is required in a certain number of days after the date of completion, which was May 30<sup>th</sup>, 2024. County Manager Heath stated that he thought the requirement is 120 days.

Attorney High then stated that he believed the request could be tabled, and the issue of the timeline of approval could be researched.

Commissioner Jones then asked Attorney High if they were to establish the findings based solely on the evidence presented tonight, and Attorney High responded in the affirmative.



Commissioner Corprew then made a motion to table the request until the next Board of Adjustment/County Commissioners meeting. Vice Chairman Woodard seconded the motion. The motion passed 4 in favor, with Commissioners Ward and Jones dissenting.

Commissioner Jones then asked Attorney High if the evidence presented can be discussed amongst the members of the board outside of the hearing, with Attorney High responding that the only discussion allowed would be amongst the board members and himself for the purposes of the discussion about any legal aspects of the hearing, and that the evidence presented should not be deliberated on outside of the confines of the hearing.

Chairman Nelson made a motion to adjourn the Board of Adjustment meeting to be able to convene the Board of Commissioner meeting. The motion passed unanimously.

\* \* \* \*

Meeting adjourned at 7:00 pm.

Minutes approved this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Recorder

Attachments: Exhibit A – Photos of Northlight Subdivision Roads  
Exhibit B – Email from Applicant's Neighbor

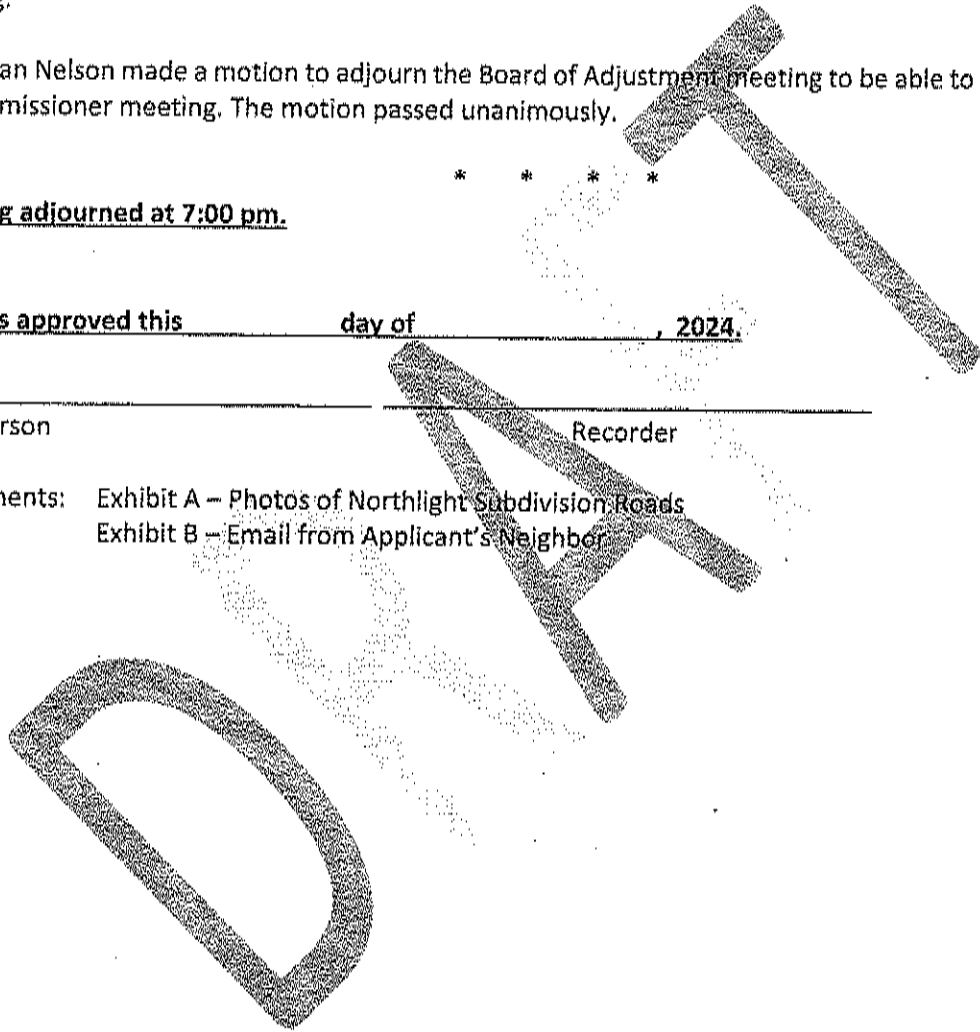
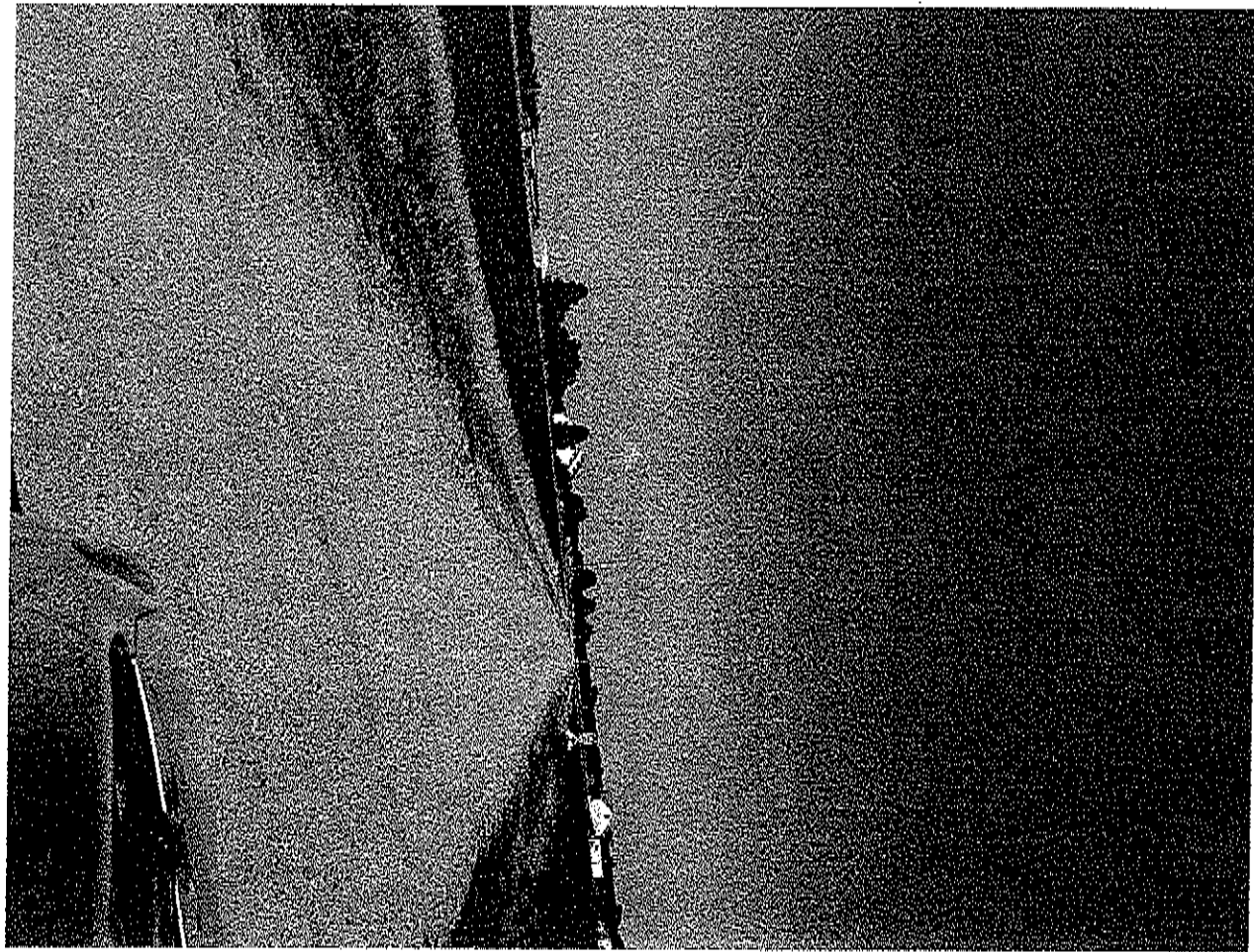


Exhibit  
A



Standing at Body Rd. entrance,  
Photo below: Looking SE down Northlight Drive,

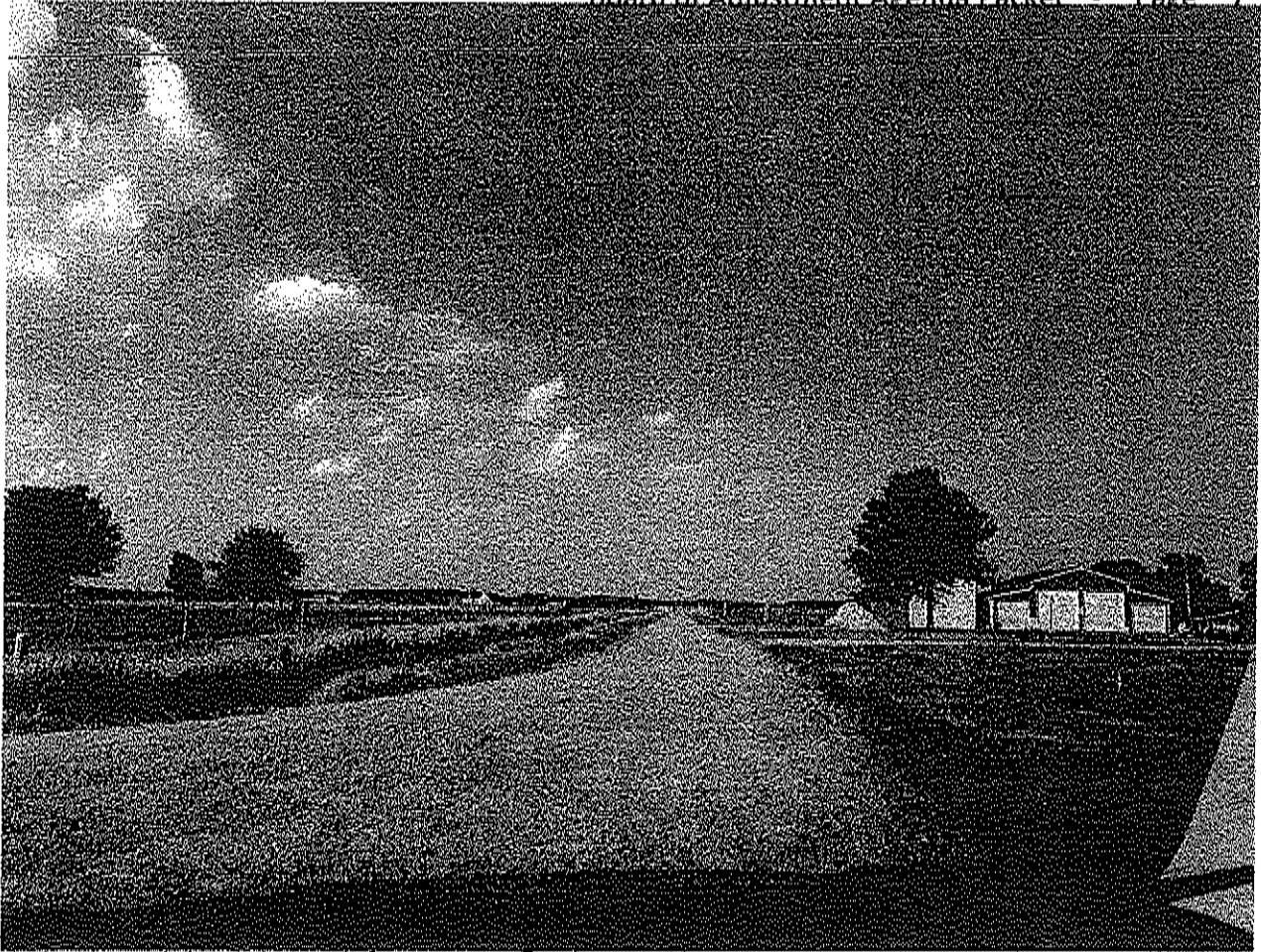


Photo above - Looking NE down Redmer Lane

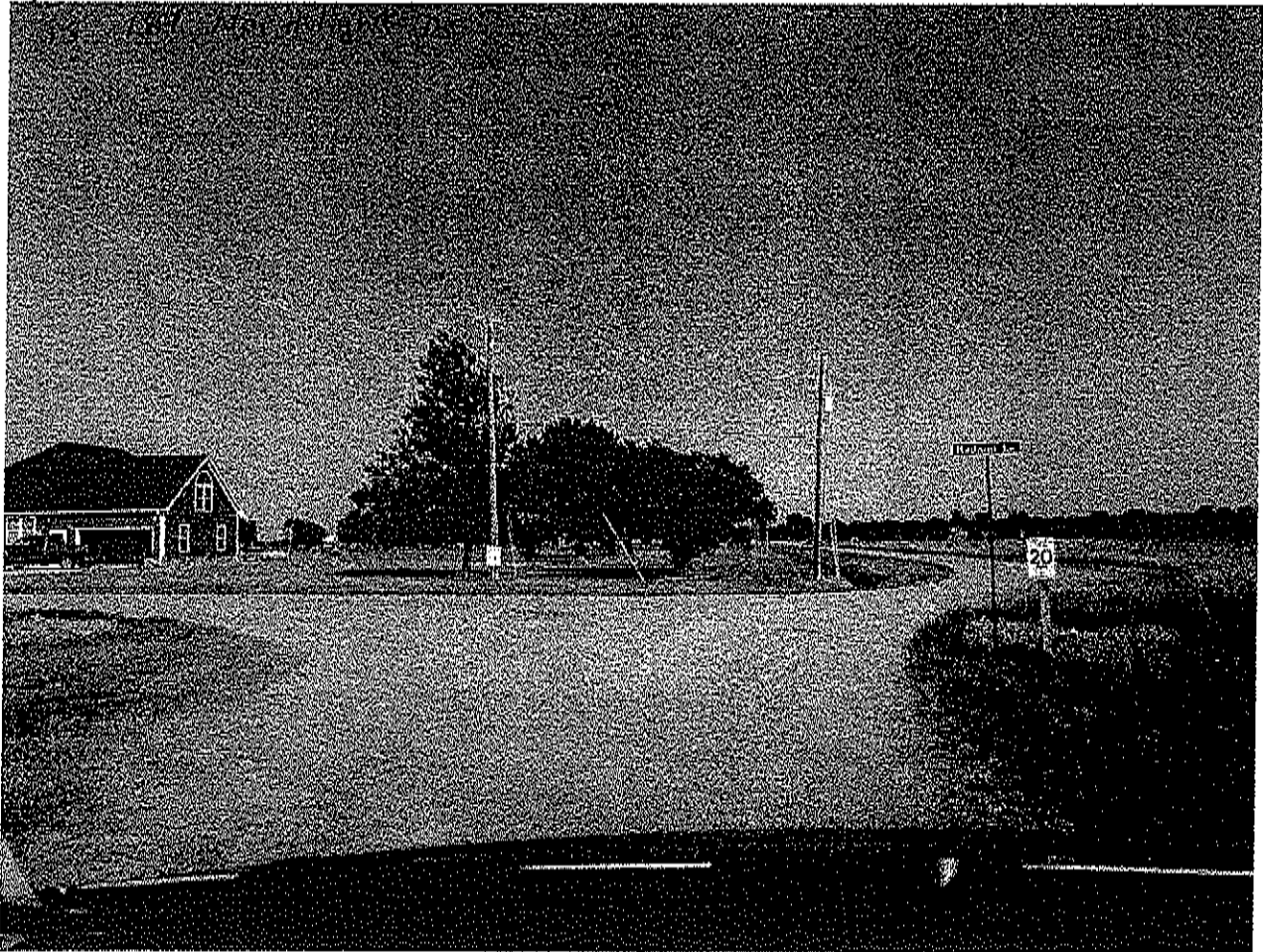


181 Northlight Drive

photo below: sign at beginning of Northlight Dr.



photo below: Intersection of Northlight Drive and Radmer Lane. Blue house



ZVA-24-01 John & Regina Moser 181 Northlight Drive

jfhughes274 <jfhughes274@verizon.net>

Thu 6/27/2024 3:32 PM

To: Rhonda Repanshek <RhondaRep@perquimanscountync.gov>

To: Rhonda Repanshek - Perquimans County Planner

Dear Rhonda,

My wife and I are the owners of the property at 201 Northlight Drive, Hertford, NC 27944. The applicants John & Regina Moser are our abutting neighbors to the northwest. Regarding the referenced Zoning Variance Request, we want to state for the record that we are fully in support of approval of ZVA-24-01 as requested by the Mosers. The Covenants governing the Northlight Farms Subdivision allow the construction of a second residence of 1000 SF minimum or larger on each Lot. As all Lots in the Subdivision are 10.0 acres or larger and cannot be further subdivided per the Covenants, they are of more than adequate size to support two principle residences. We have no objections to the construction of a second principle residence on the property at 181 Northlight Drive as proposed by the Mosers. Please accept this email in support of full approval of ZVA-24-01 by the Perquimans County Planning & Zoning Office and the Board of Adjustment (BOA).

Joseph F. Hughes & Martha C.D. Hughes, Owners

201 Northlight Drive

Hertford, NC 27944

301-643-0813

jfhughes274@verizon.net

Perquimans County Board of Adjustment  
**MINUTES**

Monday, August 5, 2024

The Perquimans County Board of Adjustment held its meeting on Monday, August 5, 2024, at 6:30 PM in the Community Meeting Room of the Perquimans County Library.

MEMBERS PRESENT: Wallace Nelson, Chairman  
Charles Woodard, Vice Chairman  
Tim Corprew, Member/Commissioner  
James Ward, Member/Commissioner  
Kyle Jones, Member/Commissioner  
Joseph Hoffler, Member/Commissioner

MEMBERS ABSENT: None

OTHERS PRESENT: Rhonda Repanshek, Planner  
Trevor Miles, Planning and Zoning Technician  
John Moser, Property Owner/Variance Applicant  
Frank Heath, County Manager  
Mary Hunnicut, Clerk to the Board  
Hackney High, County Attorney  
Robert Fetherston, Northlight Farms HOA President

**Board of Adjustment Chair, Wallace Nelson, called the meeting to order at 6:31 pm.**

**He then announced the case to be heard, zoning variance ZVA-24-01, requested by John and Regina Moser, to build a second principal dwelling on tax parcel 4-D036-0016-NL, also known as 181 Northlight Drive. Subject property is zoned Rural Agriculture (RA) and is a 10.1 acre lot at the east corner of the intersection of Northlight Drive and Radmer Lane, both of which are unimproved private roads. This was continued from the previous Board of Adjustment meeting on 7/1/2024.**

**Chairman Nelson then established a quorum. He then asked attorney High if the quorum was of the members present or if it was a quorum of the members constituting the Board. Attorney High stated that there was a quorum either way. It should also be noted that Mr. Hoffler was absent at the beginning of the meeting.**

**Chairman Nelson then asked Planner Repanshek to confirm that proper public notices have been sent and if there was anything to be added since the previous meeting.**

Planner Repanshek then stated that letters were mailed to the neighbors giving notice of the continuation of the public hearing and that notice was posted on site as required by the local zoning ordinance and

North Carolina General Statute. Chairman Nelson then asked Planner Repanshek if she had any additional comments since the last meeting. Planner Repanshek stated she did not have any additional comments.

Chairman Nelson then asked Mr. Moser if he had anything to add or any questions. Mr. Moser stated he did not have anything to add at this time. Chairman Nelson then stated that the county attorney was asked to do research for the Board. Attorney High started by stating that a summary of the law was provided to County Manager Heath. Attorney High then stated that the statute that controls this case is 160D-705, subsection D, which sets the standards and limits for a variance. Attorney High then summarized the four findings that must be found in the granting of the variance and what criteria can be considered with those findings. Attorney High also pointed out that the variance requires a four-fifths majority vote of the board as currently constituted, and that given that only five members of the board were present, this would require a unanimous decision.

County Manager Heath then asked if Attorney High could provide a definition for "unnecessary hardship" as used in the statute. Attorney High stated that although the statute did not provide an exact definition, he was able to provide several examples of what did and did not constitute an unnecessary hardship. Attorney High also pointed out that a variance must relate to the property and conditions of the property and not conditions relating to the owner of the property, and that the conditions of the hardship must be peculiar to the property and not the general area around the property.

County Manager Heath then asked a question regarding the language in 160D-705 (d)(2), which provides for a variance to be granted when appropriate, to make a reasonable accommodation under the Federal Fair Housing Act for a person with a disability and whether this supersedes the previously mentioned language conditioning the granting of a variance on hardships relating to the property.

Attorney High also stated that it depends, and that based on the case law and facts of this case, it may be directly applicable that bringing in an elderly parent that might have some conditions to either live with the family or in an adjacent structure that's on the same property is a change in personal circumstances and not a condition peculiar to the property, but that there might also be some implications to consider when the person with the condition is already living there versus being moved in.

County Manager Heath withdrew a question he had asked Attorney High about the property.

Mr. Moser then made the comment that he did not *want* to build a second house, but that due to his medical condition he *needed* to build a second house. Chairman Nelson then made the comment for the record that the swearing-in of Mr. Moser from the previous meeting covered any comments made during this meeting.

Commissioner Corprew then asked Planner Repanshek if the Planning Department had received any response to the second round of letters sent to adjoining property owners. Both Planner Repanshek and Technician Miles confirmed that no one had responded to the second round of letters.

Chairman Nelson then called Robert Fetherston of 105 Sebastian Drive to present his testimony. He was sworn in by Chairman Nelson. Mr. Fetherston introduced himself as the owner of two tracts in Northlight Farms and stated that he had not received a notification letter. He then stated that he was the HOA

president for Northlight Farms HOA and had been the HOA president for approximately 8 years. He then noted that the covenants for Northlight Farms clearly allowed in-law suites, that there are other in-law suites in the neighborhood, and that the covenants state that the in-law suite must be at least 1,000 square feet. Mr. Fetherston then stated that the HOA had already approved Mr. Moser's proposal, and that he did not understand why Mr. Moser was having to go through this process when the county had already approved the covenants for Northlight Farms.

County Manager Heath then stated for the record that the county does not approve the covenants for any neighborhood.

Commissioner Corprew then attempted to make a motion to approve the variance but was reminded that each of the four findings requires a separate motion prior to a motion to approve the variance as a whole.

Commissioner Jones then asked that there be some brief discussion regarding whether Mr. Moser's situation rises to the level of being an unnecessary hardship resulting from the conditions pertaining to the property itself, and stated that while he did feel for Mr. Moser given his current medical condition and the great difficulty Mr. Moser's daughter is dealing with taking care of her children, he did not feel that there was enough evidence presented to prove that the hardship was caused by conditions peculiar to the property itself, and that all the evidence presented so far only proved that the hardship was caused by personal circumstances. Commissioner Jones then stated that because of this, the required elements needed to approve a variance were not present. He also stated that in his opinion, the covenants are not relevant.

Commissioner Corprew then asked what the difference between allowing an 800 square foot Accessory Dwelling Unit (ADU) and a 1300 square foot ADU was.

Commissioner Jones responded by saying that he felt almost the entirety of the hardship comes from personal circumstances, and that from his reading of the statute this is not sufficient to satisfy the requirements of the statute.

County Manager Heath then asked if the commissioner would need to simply make a motion to approve the standard, and Attorney High stated that each of the four standards would need to be approved separately. He also noted that the four standards only require a simple majority for approval, but the overall approval of the variance requires a 4/5<sup>th</sup> majority.

It was at this point that Commissioner Hoffler entered the room, approximately 25 minutes into the meeting.

Commissioner Ward asked if there were other in-law suites in the neighborhood, and if they were all under 800 square feet. Mr. Fetherston stated that there were, and that one was being constructed right now, and also reiterated that the covenants state they must be over a thousand square feet. Commissioner Corprew asked how they were approved, which County Manager Heath answered by stating that except for one, they were in existence prior to the changes regarding ADUs being made to the zoning ordinance.

Planner Repanshek then stated that one, 800 heated square foot ADU had been approved in 2024 in that neighborhood.



County Manager Heath then clarified for the record that the County did approve one, 800 square foot ADU in 2024, after the Northlight Farm Covenants had been recorded, and that for that situation, the County Zoning Ordinance regulations controlled over the Northlight Farm covenants.

Commissioner Corprew then asked where the 800 square feet came from. County Manager Heath answered that it was decided by the Planning Board and Board of Commissioners.

Mr. Fetherston asked what year those changes took place. Planner Repanshek answered that it had been changed within the last two years. Mr. Fetherston then asked why the County didn't make Northlight Farms change their covenants. County Manager Heath answered that the County does not control the covenants of Northlight Farms, nor does the county enforce or police any neighborhood covenants.

County Manager Heath then stated that the Board had broad discretion in determining if unnecessary hardship existed and encouraged the board to make a determination. Commissioner Jones then stated that he would like to vote in favor of the variance if he could, but that he felt that hardship resulted from personal circumstances as well as conditions which were common to neighborhood at its inception. County Manager Heath then clarified that Commissioner Jones was referring to standard two, and also added that it is questionable if the Federal Fair Housing Act has a role to play in that standard as well.

Commissioner Jones then asked Attorney High if the nature of the unnecessary hardship in standard one referred to the property or personal circumstances. Attorney High then responded that anytime the statute refers to unnecessary hardship, it refers to the property.

Attorney High then stated that to keep the process moving forward, one of the Commissioners would need to make a motion regarding finding number one and continue making motions for the remaining three findings. Chairman Nelson then asked if there had been any ex-parte communication between any of the board members regarding the variance, to which all board members stated no.

Commissioner Corprew then asked if 160D-705 was a North Carolina General Statute, and Attorney High answered yes.

Attorney High then explained how to word the motion for the first finding.

**Vice-Chairman Woodard made a motion to find that an unnecessary hardship would result from the strict application of the ordinance regulations.** Commissioner Corprew seconded the motion. The motion passed by show of hands, 5 in favor, 1 opposed, with Commissioner Jones voting against.

**Vice-Chairman Woodard made a motion to find that the hardship results from conditions that are peculiar to the property, such as location, size, or topography. Hardships resulting from personal circumstances, as well as hardships resulting from conditions that are common to the neighborhood or the general public, may not be the basis for granting a variance. A variance may be granted when necessary and appropriate to make reasonable accommodation under the Federal Fair Housing Act for a person with a disability.** Commissioner Corprew seconded the motion. The motion passed by show of hands, 5 in favor, 1 opposed, with Commissioner Jones voting against.

Vice-Chairman Woodard made a motion to find that the hardship did not result from actions taken by the applicant or the property owner. Commissioner Corprew seconded the motion. The motion passed by show of hands, 5 in favor, 1 opposed, with Commissioner Jones voting against.

Commissioner Corprew made a motion to find that the requested variance is consistent with the spirit, purpose, and intent of the regulation, such that public safety is secured, and substantial justice is achieved. Commissioner Ward seconded the motion. The motion passed by show of hands, 5 in favor, 1 opposed, with Commissioner Jones voting against.

Chairman Nelson then asked Planner Repanshek what language needed to be in the motion to approve the variance, and Planner Repanshek referred the question to Attorney High. Attorney High provided suggested wording for the motion.

Planner Repanshek then stated that she recommended in her staff report that the Board include in the motion a square footage maximum.

Commissioner Corprew made a motion to approve Mr. Moser's application for a variance to build a second house on the property in Northlight Farms subdivision provided Albemarle Region Health Services approves the septic system and water well, not to exceed 1,400 heated square feet. Commissioner Ward seconded the motion. The motion passed by show of hands, 5 in favor, 1 opposed, with Commissioner Jones voting against.

Attorney High then stated that the required vote was 20%, and that the vote taken was 83% in favor.

Vice-Chairman Woodard made a motion to adjourn the meeting. The motion was seconded by Commissioner Ward. It passed unanimously.

\* \* \* \*

Meeting adjourned at 7:10 pm.

Minutes approved this \_\_\_\_\_ day of \_\_\_\_\_ , 2024.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Recorder

Attachments: Speaker Sign-In Sheet



PUBLIC COMMENTS

The following public comment was made:

➤ Robert Smirlock made the following comments:

On June 17<sup>th</sup>, I presented information to this board stating that the revenue neutral rate included as part of this year's budget was incorrect. The response by the county manager was that the state mandated rate formula was used.

Since that meeting, I have researched the statute as well as contacted the Local Government Commission in order to fully understand this rate calculation. The LGC was very helpful, including sending me a spreadsheet to calculate this rate.

Using budget data from the county website for the past eight years, I calculated the rate using this spreadsheet. The results show an average annual growth rate of 1.6%, creating a revenue-neutral rate of 46.5 cents per \$100. This is shown on page one of the handout.

I also prepared a second sheet. This page shows what the growth rate would have to be for the past eight years in order to justify the revenue-neutral rate of 49.7 cents as stated by the county manager. The average ANNUAL growth rate would have had to have been 8.5% each year, or in other words a total growth of 68% in the tax base over the last 8 years. There are no numbers, budgeted or audited, that comes even close to this rate of growth.

I make this offer. I would be happy to meet anyone from the county finance office to go over these calculations so it can be shown how the county arrived at their rate. If I am wrong somehow, I will come back to this board and offer an apology. However, if I'm correct, I ask that the budget ordinance be amended to reflect the proper revenue-neutral rate. This is allowed by statute since the ACTUAL tax rate would not be changed, just the calculated revenue neutral rate.

I very much would like to resolve this issue in this manner, since it involves less public embarrassment for the party who is wrong -- be it me or the county. However, if you decide to decline this offer, I will be sending this information to the NC Office of the State Auditor.

The intent of the revenue-neutral rate statute is specifically designed to show the taxpayer how much taxes are being increased without a reassessment having taken place. There is a large difference between the county's stated 4.5% tax increase and my calculations at 12%. I hope this board will share my interest in showing what the true increase actually is.

Ronald Smirlock [rsmirlock@gmail.com](mailto:rsmirlock@gmail.com) (252) 404-1071

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned around 7:25 p.m. on motion made by T. Kyle Jones, seconded by Timothy J. Corprew and unanimously approved by the Board.

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

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

\*\*\*\*\*

WORK SESSION  
July 15, 2024  
7:00 p.m.

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

\*\*\*\*\*

REGULAR MEETING  
August 5, 2024  
7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, August 5, 2024, at 7:00 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944. Prior to this Regular Meeting, the Board of Commissioners reconvened the Board of Adjustment to consider a Zoning Variance ZVA-24-01, requested by John and Regina Moser. The Planning Department prepared the Minutes for this hearing. The Planning Department will prepare the Minutes of these Board of Adjustment meetings and have them approved prior to the September 3, 2024 meeting.

MEMBERS PRESENT:	Wallace E. Nelson, Chairman	Charles Woodard, Vice Chairman
	Timothy J. Corprew	Joseph W. Hoffer ( <i>arrived at 6:55 p.m.</i> )
	T. Kyle Jones	James W. Ward
MEMBERS ABSENT:	None	
OTHERS PRESENT:	Hackney High, County Attorney	Mary P. Hunnicutt, Clerk to the Board
	Robert Daniel, County Attorney	Frank Heath, County Manager

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

AGENDA

Chairman Nelson stated that a copy of the amended Agenda was at their seats tonight. Mr. Nelson asked if there were any other changes to the Agenda. Mary Hunnicutt, Clerk to the Board, explained that Jaiisa Montaque will not be introduced tonight because she resigned from her position. James W. Ward made a motion to approve the amended Agenda as presented. The motion was seconded by Charles Woodard, and unanimously approved by the Board.

**CONSENT AGENDA**

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

1. **Approval of Minutes:** The Minutes of the following meetings were approved by the Board:
  - a. June 3, 2024 Regular Meeting - June 17, 2024 Special Called Meeting - June 17, 2024 Regular Work Session Meeting (cancelled)
  - b. July 1, 2024 Regular Meeting - July 15, 2024 Regular Work Session Meeting (cancelled)

2. **Tax Refund Approvals:**

**Tax Refunds (Perquimans County):**

Cox, William	.....	\$175.99
Situa error; incorrect address. Account No. 0076203432-2023-2023-0000-05.		
Pickard, Terrie Luanne	.....	\$211.64
Plate issued in error. Account No. 78646281.		
Pickard, Terrie Luanne	.....	\$254.49
Situa error. Account No. 78646281.		
Irwin, Sr., Thomas Charles	.....	\$218.07
Vehicle sold; 14-month refund. Account No. 67143165.		

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
Henry Norman *	Income Maintenance Caseworker II	Appointment	63A	\$36,354	08/05/2024
Kaelyn Mellon	Full-Time EMT	Appointment	64/1	\$37,990	08/01/2024
Brooks Perry	Full-Time EMT	Appointment	64/1	\$37,990	08/01/2024
Corbin Nixon	Full-Time EMT	Appointment	64/1	\$37,990	08/01/2024
Brayden Clements	Full-Time EMT	Appointment	64/1	\$37,990	08/01/2024
Amanda Diaz	Part-Time/Fill-In AEMT	Appointment	66/2	\$20,440/yr	08/01/2024
Josmine Rutcliff	Part-Time/Fill-In EMT	Appointment	64/1	\$18,26/hr	08/01/2024
Logan Boyce	Part-Time/Fill-In EMT	Appointment	64/2	\$18,724/yr	08/01/2024
Lauren Barner	Full-Time Certified Telecommunications II	Appointment	64/5	\$41,884	08/01/2024
Courtney Langley	Full-Time Certified Telecommunications II	Appointment	64/1	\$41,884	08/01/2024
Rhianna Tucker	Full-Time Certified Telecommunications II	Appointment	64/1	\$37,390	08/01/2024
Herman Weiss	Part-Time/Fill-In Certified Telecommunications II	Appointment	66/9	\$24,24/yr.	08/01/2024
Ronald Stites	Veterans Services Officer	Appointment	n/a	\$8,458.36	08/01/2024
Erica Cartwright	Data Manager - Center for Active Living	Appointment	60/5	\$35,123	08/19/2024
Erica Cartwright	Deputy Director - Board of Elections	Resignation			08/19/2024
John A. Downum	Athletic Program Supervisor	Resignation			08/02/2024
Shellic Hurdle	Seasonal Tax Lister	Resignation			05/31/2024
John Preston Spear	Veterans Services Officer	Resignation			07/31/2024
Jalrin Montague	Income Maintenance Caseworker II	Termination			07/18/2024
Brett Dannon	Part-Time/Fill-In EMT	Removed from Roster			07/01/2024
Zack Hudgins	Part-Time/Fill-In Paramedic	Removed from Roster			07/01/2024
Martin Surface	Part-Time/Fill-In Paramedic	Removed from Roster			07/01/2024
Melissa Hand	Part-Time/Fill-In Certified Telecommunicator I	Removed from Roster			08/01/2024

\*Employee declined job offer after Agenda Packets were prepared.

4. **Step/Merit Increases:**

Department Name	Employee Name	Classification	Grade/Step	New Salary	Effective Date
County Manager	Rhonda Repanshak	Planner	78/4	\$75,722	07/01/2024*
Telecommunications	Morgan Story	TC I	64/2	\$38,939	08/01/2024
Social Services	Corriau Brinkley	IMC II	63/2	\$37,264	08/01/2024
Social Services	Joelisa Drew	IMC II	63/2	\$37,264	08/01/2024
Social Services	Tiffany Maupin	IMC II	63/2	\$37,264	08/01/2024
Social Services	Julie Shrockengast	IMC III - Lead Worker	65/3	\$41,685	08/01/2024
Social Services	Brianna Williams	IMC II	63/1	\$36,354	08/01/2024
Social Services	Denise Stallings	Income Maintenance Technician	59/5	\$33,610	07/01/2024*
EMS	Chloe Schineyev	Full-Time EMT	64/1	\$37,990	07/01/2024*
Sheriff's Office	Damon Sizemore	Certified Deputy	68/6	\$51,197	08/01/2024
Sheriff's Office	William Wright	Certified Deputy	68/3	\$47,569	08/01/2024

\*Back dated due to missed merit increase previously.

5. **Budget Amendment No. 2 & 3:** The following budget amendments were approved by the Board:

**BUDGET AMENDMENT NO. 2  
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-362-000	Senior Center - Donations/Local	5,198	
10-660-311	Senior Center - Donations/Local	5,198	
EXPLANATION: To amend FY 24/25 budget to include local funds/donations as received to be used for the Center of Active Living.			

**BUDGET AMENDMENT NO. 3  
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-360-008	Dispatch - Cybersecurity Risk Initiative	24,000	
10-511-348	Dispatch - Cybersecurity Risk Initiative	24,000	
EXPLANATION: To amend FY 24/25 budget to include Cybersecurity Risk Initiative grant funding.			

6. **Board Resignations & Reappointments:** The following board resignations/reappointments were approved by the Board:

Name	Board/Committee	Action Taken	Term	Effective Date
High, Mackney	County Attorney	Reappointment	2 yrs.	08/01/2024
Leigh, Fondelln	Social Services Board (1 <sup>st</sup> term)	Appointment	3 yrs.	08/01/2024

7. Miscellaneous Documents: The following miscellaneous documents were approved by the Board:
- a. Proclamation – Child Support Awareness Month: Angela Jordan, Social Services Director, has requested that the Board adopt the following Proclamation proclaiming August, 2024 as Child Support Awareness Month. The Board approved the following Proclamation:



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

PERQUIMANS COUNTY  
BOARD OF COMMISSIONERS

P.O. BOX 43  
HERTFORD, NORTH CAROLINA 27944  
TELEPHONE: 1-252-426-7530

State of North Carolina  
County of Perquimans  
Proclamation  
Child Support Awareness Month  
August 2024

WALLACE E. NELSON  
CHAIRMAN  
CHARLES WOODWARD  
VICE CHAIRMAN  
JUDITH J. COMPTON  
JONATHAN W. HOFFLER  
F. KYLE JONES  
JAMES W. WARD  
W. FRANK HEATH, III, JR.  
COUNTY ATTORNEY

WHEREAS Perquimans County is recognizing August as Child Support Awareness Month, and reaffirms its commitment to strengthening Perquimans Counties families by providing child support services to improve the economic stability and well-being of children; and

WHEREAS, in State Fiscal Year 2023-24, more than \$1 million in child support was collected from parents of Perquimans Counties children; and

WHEREAS, there are nearly 488 child support orders in place, working to ensure that children receive financial support from their parents; and

WHEREAS, the court must order either parent to obtain and maintain medical health insurance coverage for a child if it is actually and currently available to the parent at a reasonable cost;

WHEREAS Child Support Awareness Month salutes the diligent working parents who spend time with their child and who make regular child support payments, to safeguard their children's future; and

WHEREAS, strengthening individuals and families promotes the safety and well-being of children, provides stability, improves the lives of children, and provides opportunities for families to be able to enhance their children's futures; and

WHEREAS, children who do not receive adequate financial and emotional support from their parents may experience greater difficulty in becoming healthy, happy, and productive citizens; and

WHEREAS, many concerned and dedicated judges, district attorneys, clerks of court, sheriff's personnel, and child support professionals work to establish and enforce child support orders for Perquimans County children, one of our counties most vital resources.

NOW, THEREFORE, We, the Perquimans County Board of Commissioners, do hereby proclaim August 2024, as "CHILD SUPPORT AWARENESS MONTH" in Perquimans County, and commend its observance to all citizens.

IN WITNESS WHEREOF,

*Wallace E. Nelson*  
Wallace E. Nelson, Chairman  
Perquimans County Board of Commissioners

ATTEST:  
*Mary P. Hinnicault*  
Mary P. Hinnicault  
Clerk to the Board of Commissioners



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

- b. Surety Bond Broker Contract with Marsh USA, LLC for FY 2024-2025: This contract is between Perquimans County and Marsh USA, LLC to handle our surety bonds. Board action is being requested.
- c. Home & Community Care Block Grant (HCCBG) Documentation for FY 2024-2025: The Board unanimously approved the HCCBG documentation for FY 2024-2025.
- d. Memorial Proclamation: It was requested by Commissioner Hoffler to forward a Proclamation honoring the memory and service of Laura Elizabeth Cornelia Holley Hudson. The Proclamation was read at her funeral. This is for information purposes only.

PROCLAMATION IN APPRECIATION  
OF THE LIFE AND SERVICE OF  
LAURA ELIZABETH CORNELIA HOLLEY HUDSON

WHEREAS, the citizens of Perquimans County are deeply saddened by the death of Laura Elizabeth Cornelia Holley Hudson; and

WHEREAS, Laura Elizabeth Cornelia Holley Hudson was born in Perquimans County, North Carolina on March 7, 2023; and

WHEREAS, Laura Elizabeth Cornelia Holley Hudson graduated from Hertford High School, married the late Maurice Holley on December 29, 1940, and had a daughter, Juanita Maurice Holley; and

WHEREAS, Laura joined the First Missionary Church in Hertford North Carolina in 1935 and was the oldest member until her passing. While a member of the First Missionary Church, she served on the Pastor's Aide, the Senior Choir, and the J. H. London Crusaders; and

WHEREAS, Laura was a member of the following organizations: Albemarle Cosmetology Club Chapter #73, Progressive Knights #1 of Hertford, NC, Social Light Club, Perquimans County Credit Union, Perquimans County Library, and NAACP.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners for the County of Perquimans, on behalf of the citizens of Perquimans County:

1. Hereby express our joy in having known Laura Elizabeth Cornelia Holley Hudson and our pride in being able to honor her for all that she did and stood for; and
2. Hereby express our deepest sympathy to the members of the family of Laura Elizabeth Cornelia Holley Hudson and gratitude to you for sharing so much of her life with and for the benefit of us all.

This 25<sup>th</sup> day of July, 2024.

W. Frank Heath, III, County Manager  
Perquimans County

ATTEST:  
Mary P. Hinnicault, Clerk to the Board

SEAL

INTRODUCTION OF NEW EMPLOYEES

- Introduction of New Employee: The following new employees were introduced tonight to the Board:

Department Head	Employee Name	Employee Job Title	Effective Date
Angela Jordan, Social Services Director	Crystal Bowe	IMC I working against IMC II	06/01/2024
Angela Jordan, Social Services Director	Judith Montague	IMC I working against IMC II	06/01/2024

Department Head	Employee Name	Employee Job Title	Effective Date
Julie Solesbee, Assistant Emergency Services Director	Rhianna Tucker	Full-Time Non-Certified Telecommunicator	05/01/2024
Julie Solesbee, Assistant Emergency Services Director	Taylor R. Russell	Full-Time Certified Telecommunicator III	07/01/2024

\*Ms. Montague no longer works for Perquimans County.

**COMMISSIONER'S CONCERNS/COMMITTEE REPORTS**

The following commissioner's concerns/committee report was given:

- > **Commissioner Corprew:** Mr. Corprew stated that he had noticed that the Marine Industrial Park section of the Commerce Center had high grass growth and asked that it be mowed. County Manager Heath said that he would ask the same individual to cut it that cut the proposed Intermediate School site.

**UPDATES FROM COUNTY MANAGER**

County Manager Heath presented the following updates:

- > **Water Best Utility Management Practices:** County Manager Heath explained that the Division of Water Infrastructure assists with applications for Water Grants and they have requested that our committee consist of two commissioners, the county manager, and the water supervisor. Currently, County Manager Heath, Mr. Lohies (Water Supervisor) and Chairman Nelson have been attending these training sessions. They are asking for one more commissioner to serve. Commissioner Ward said that he would be willing to serve. Mr. Heath thanked him for agreeing to serve and said that he would forward the training dates and times to him currently have three individuals working on this
- > **School Grant:** Mr. Heath informed the Board that the Board of Education had received the additional \$12 million grant to build the intermediate school. He also reported that they will begin doing the site work.
- > **Boat Ramp:** Mr. Heath explained that several have complained about the narrow turn at the boat ramp site. He has discussed that with NCDOT and they should have a contract soon to fix it.
- > **Ribbon Cutting at Board of Elections Building:** Mr. Heath said that they held the ribbon cutting for the Board of Elections Building on July 17, 2024 and that it was well attended.
- > **School System Request:** Danny Gregory from the schools needs about twelve loads of dirt to build up the fields. He asked Mr. Heath if he could use some of the dirt from the Marine Basin. He approved his request for the dirt.
- > **Tax & Finance Software Conversion:** County Manager Heath explained that the finance software conversion is about completed. He thanked Tracy Mathews, Helen Hunter, and Casey White for their hard work in the process. The Tax Office will be next which will take a little longer to complete.

**BOARD VACANCIES**

The following Boards have vacant seats that the Board needs to fill:

1. **Community Advisory Committee:** Mr. Heath 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 Tier Local Legislature Delegate & Alternate:** Mr. Heath reported that, last month, the Board appointed Mr. Thomas St. John as the Perquimans County's Senior Tier Local 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 Tier Local Regional Legislature Advisory Board. Mary Hunnicutt, Clerk to the Board, stated that Mr. St. John may have someone to be the alternate delegate. He will let us know soon. He also said that he wanted to introduce himself to the Board and provide them with an Update. Mr. Heath will be in touch with him soon to set up a time. In the meantime, we will continue to advertise these appointments on the County website.
3. **Recreation Advisory Board - New Hope Representative:** Earlier in the meeting, the Board accepted the resignation of Clint Nixon, the New Hope Representative on the Recreation Advisory Committee. Mary Hunnicutt, Clerk to the Board, has reviewed our Volunteer Applications and did not find anyone that requested to serve on the Recreation Advisory Committee that is not already serving on the Committee. The individual will need to be from the New Hope area. Chairman Nelson asked the Board and the public to provide a name for this position. Commissioner Jones said that he may have someone that would be willing to serve. Mr. Nelson asked him to contact Mary Hunnicutt to complete the Statement of Interest to Serve.

**SALE OF SURPLUS EQUIPMENT**

Ms. Hunnicutt notified the Board that the vehicle did not sell this month. It will be handled next month. No action needed.

**PUBLIC COMMENTS**

There were no public comments made.

**ADJOURNMENT**

There being no further comments or business to discuss, the Regular Meeting was adjourned around 7:25 p.m. on motion made by Joseph W. Hoffer, seconded by Charles Woodard and unanimously approved by the Board.

Wallace E. Nelson, Chairman

Clerk to the Board

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**WORK SESSION**

August 19, 2024

7:00 p.m.

The Perquimans County Board of Commissioners met in a Work Session on Monday, August 19, 2024, at 7:00 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944.

- MEMBERS PRESENT: Wallace E. Nelson, Chairman Charles Woodard, Vice Chairman  
 Joseph W. Hoffer Timothy J. Corprew (arrived around 7:10 p.m.)  
 James W. Ward
- MEMBERS ABSENT: T. Kyle Jones
- OTHERS PRESENT: Frank Heath, County Manager Mary P. Hunnicutt, Clerk to the Board  
 Hackney High, County Attorney

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

JIMMY HITE ARCHITECT FOR INTERMEDIATE SCHOOL PROJECT

Chairman Nelson recognized Mr. Hite who presented a PowerPoint presentation demonstrating the layout of the intermediate school in Winfall. After his presentation, County Manager Heath and the Commissioners asked Mr. Hite several questions. After answering their questions, Mr. Hite explained the proposed timeline for the project:

Request bids for contractor	August, 2024
Award the bid for contractor	September, 2024
Start of construction	October, 2024
Finish construction	March, 2026
Final completion	May, 2026

County Manager Heath explained the financing arrangements that the County will need to proceed with and asked Mr. Hite to provide him with a figure of the balance required for the County to pay after using the grant funds. He further explained that the Local Government Commission likes to have a recent completed audit attached to our application for the loan for the balance needed to complete the project. Our audit is usually completed by December so the County will probably start going out for bids for that loan funding. After his comments, Chairman Nelson asked School Superintendent Dr. Tanya Turner if she would like to say anything. She made a few comments concluding with how great it has been to work with Mr. Hite and thanked him for his service to Perquimans County School System. Mr. Hite thanked Dr. Turner and Mr. Heath for allowing him to work with them and that it has been a pleasure for him too. County Manager Heath agreed with Dr. Turner and thanked Mr. Hite for his service to Perquimans County School System.

PERQUIMANS MARINE INDUSTRIAL PARK LEASE GUIDELINES

Chairman Nelson recognized County Manager Heath who explained that these guidelines were forwarded to the Board several months ago. They have made a few revision and he reviewed them with the Board. County Manager Heath asked the Board to review these guidelines and be prepared to discuss with possible action being taken in our October, 2024 meeting.

ANIMAL CONTROL ORDINANCE

County Manager Heath stated that a committee of Commissioners Corprew and Jones, County Manager Heath, Sheriff Shelby White, and Animal Control met to discuss a better definition of the outdoor structure for animals in the County. This will be an add-on to the original ordinance and that no other items will be changed from the original form. Mr. Heath also explained that tethering was not a part of this amendment. Commissioner Corprew made a few comments about why this was discussed. He said that their main purpose was to give the Sheriff's Office and Animal Control tools to be able to provide them with statutory requirements where the officer can give them a ticket, fine them, and possibly remove the animal from the owner. Mr. Heath asked the Board to review the proposed amendment to the Animal Control Ordinance and we will schedule a Public Hearing at the October, 2024 meeting.

SOLID WASTE ORDINANCE

The Code Enforcement Officer and the Building Inspector had mentioned to County Manager Heath and County Attorney High that the County needed make amendments to the Solid Waste Ordinance because they were receiving a lot of citizen complaints where homeowners were leaving trash and junk in their yard. These proposed amendments will allow the Code Enforcement Officer and the Building Inspector to get a handle on this problem. This amendment does not change the original ordinance but it is an add-on to the current ordinance. Again, Mr. Heath asked the Board to review the proposed Amendment to the Solid Waste Ordinance so that the Board can prepare a final draft for approval at the October 2024 meeting. He asked that, if a Commissioner had any comments to please forward them to them via e-mail. Mr. Heath asked County Attorney High if he had any comments. He made a few comments. Chairman Nelson asked if there were any questions from the Board. Commissioner Corprew asked what the definition was for a bona fide farm. Mr. Heath explained that this is covered under Planning & Zoning requirements. Rhonda Repanshek, County Planner, was asked to obtain a definition and forward it to Mr. Heath who will forward it to the commissioners. A Public Hearing will have to be held prior to approval of this Amendment.

JAMES WARD'S COMMENTS

Commissioner Ward gave an update to the Board on an outstanding accomplish for the a high school team. They did not finish first or last but did come in 9<sup>th</sup> in the recent competition about a couple of months ago. The Board congratulated them.

ADJOURNMENT

There being no further comments or business to discuss, the Work Session was adjourned around 7:50 p.m.

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

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

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August 27, 2024

**Tax Refunds: (Perquimans County)**

**David Christopher Yeates** ..... **\$163.31**  
Vehicle sold; 7 month refund  
Account#: 68197068

**Thomas Herman Gillman III** ..... **\$186.50**  
Situs error – not in City limits  
Account#: 79610909

**Kevin Brandon Melton** ..... **\$389.48**  
Situs error – not in City limits.  
Account#: 68518320

**Kevin Brandon Melton** ..... **\$305.83**  
Situs error – not in City limits.  
Account#: 72950547

**Ashton Michael Fleming** ..... **\$116.88**  
Situs error – not in City limits.  
Account#: 79352988

**Naomi Grace Bauernfeind** ..... **\$135.97**  
Situs error – not in City limits.  
Account#: 79372029

**Tex Allen Mitchell** ..... **\$122.35**  
Vehicle totaled; 10-month refund.  
Account#: 70736742

EMPLOYMENT ACTION FORM

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

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Lisa Edwards

SOC. SEC. NO.:

POSITION: Deputy Director

DEPT.: Board of Elections

NEW EMPLOYEE EFFECTIVE DATE: Sept. 3, 2024  
GRADE: 58 STEP: 3 SALARY: \$30,633  
ENDING DATE OF PROBATIONARY PERIOD: Sept. 3, 2025

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


\_\_\_\_\_ 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

COUNTY MANAGER APPROVAL

  
DATE: 8/12/2024

  
DATE: 8/12/24

FINANCE OFFICER

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

**COPY**

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 8/27/24

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: KATELYN MOODY

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

POSITION: BUSINESS PERSONAL PROPERTY

DEPT.: TAX

NEW EMPLOYEE EFFECTIVE DATE: 9/3/24

GRADE: 61 STEP: 3 SALARY: \$ 34,955

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/TERMINATION.  
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

COUNTY MANAGER APPROVAL

Bill Jennings  
DATE: 8/27/24

Frank Heath  
DATE: 9/28/24

FINANCE OFFICER

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

**COPY**

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 8/28/2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: MacKenzie Rhodes SOC. SEC. NO.: \_\_\_\_\_

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

NEW EMPLOYEE EFFECTIVE DATE: September 1, 2024

GRADE: 60 STEP: 1 SALARY: \$15.32 Hourly

ENDING DATE OF PROBATIONARY PERIOD: September 1, 2025

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

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

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

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

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

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 8/28/24

[Signature]  
DATE: 8/29/24

FINANCE OFFICER

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

**COPY**

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Lauren Barmer SOC. SEC. NO.:

POSITION: Part Time Certified Telecommunicator DEPT.: 911

X NEW EMPLOYEE EFFECTIVE DATE: 9/1/2024

GRADE: 64 STEP: 5 SALARY: \$20.14 Per Hour

ENDING DATE OF PROBATIONARY PERIOD: 9/1/2025

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

DATE OF EMPLOYEE RESIGNATION

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

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

DEPARTMENT RECOMMENDATION

DATE: 8/20/24

COUNTY MANAGER APPROVAL

DATE: 8/23/24

FINANCE OFFICER

DATE:

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: August 8, 2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

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

**X** 8/8/2024 DATE OF EMPLOYEE TERMINATION/RESIGNATION.

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

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

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DEPARTMENT RECOMMENDATION  
[Signature]  
DATE: August 8, 2024

COUNTY MANAGER APPROVAL  
[Signature]  
DATE: 8/12/24

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

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

**COPY**

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Tonya Ayers

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

POSITION: Part Time Fill In Paramedic II

DEPT.: EMS

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

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

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

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

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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

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

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

**X** 9/1/2024 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

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 8/1/24

[Signature]  
DATE: 8/12/24

FINANCE OFFICER

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

**COPY**

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Lauren Barner SOC. SEC. NO.: \_\_\_\_\_

POSITION: Full Time Certified 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  
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** 8/19/2024 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: 8/20/24

COUNTY MANAGER APPROVAL  
[Signature]  
DATE: 8/23/24

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

**COPY**



EMPLOYMENT ACTION FORM

DATE SUBMITTED: August 20, 2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Amanda White

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

POSITION: Income Maintenance Caseworker II

DEPT.: Social Services

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

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

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

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

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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

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

**X** 9/1/2024 DATE OF EMPLOYEE TERMINATION/RESIGNATION.  
Date

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

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

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

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

*[Signature]*  
DATE: August 20, 2024

*[Signature]*  
DATE: 8/23/24

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

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

**COPY**

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 8-27-24

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: STACEY WARD

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

POSITION: BUSINESS PERSONAL PROPERTY

DEPT.: TAX

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

CURRENT: GRADE: \_\_\_\_\_ 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.

8/28/24 DATE OF EMPLOYEE RESIGNATION/TERMINATION.  
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

Bill Jennings  
DATE: 8/27/24

COUNTY MANAGER APPROVAL

Frank Heath  
DATE: 8/27/24

FINANCE OFFICER

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

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: August 1, 2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kathleen Conner

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.  
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** 9/1/2024 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date

GRADE: 69 STEP: 5 SALARY: \$52,196.00

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

COUNTY MANAGER APPROVAL

[Signature]

[Signature]

DATE: August 1, 2024

DATE: 8/12/24

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

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

**COPY**

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 8/9/2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Lindsay Winslow

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.

DATE OF EMPLOYEE RESIGNATION

X 9/1/2024 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

Date GRADE: 64 STEP: 3 SALARY: \$19.18 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

DATE: 8/9/24

DATE: 8/12/24

FINANCE OFFICER

DATE:

COPY

Revised 7/05

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 8/9/2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kristen "Lianna" Jennings

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** 9/1/2024 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: 66 STEP: 3 SALARY: \$20.94 Hourly

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

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 8/9/24

[Signature]  
DATE: 8/12/24

FINANCE OFFICER

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

**COPY**

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 8/23/2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Erie Solesbee

SOC. SEC. NO.:

POSITION: Assistant Building Inspector

DEPT.: Inspections

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

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

DATE OF EMPLOYEE RESIGNATION/TERMINATION.

X 9/1/2024 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE DUE TO ADVANCED CERTIFICATION.

Date

GRADE: 67 STEP: 10 SALARY: \$54,013

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

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE:

DATE: 5/23/24

FINANCE OFFICER

DATE:

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 08/28/2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Marvin Hunter

SOC. SEC. NO.:

POSITION: PT/Fl Custodian

DEPT.: Maintenance

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

CURRENT: GRADE: 56 STEP: 9 SALARY: \$15.61 / hour

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

X 9/1/24 DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS. GRADE: 56 STEP: 10 SALARY: \$16.00 / hour

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

DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

DATE OF EMPLOYEE RESIGNATION/TERMINATION.

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

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

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE:

W. Frank Heath, III
DATE: 8/28/24

FINANCE OFFICER

DATE:

COPY

EMPLOYMENT ACTION FORM

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

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: KRISTEN S. MYERS

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

POSITION: DEPUTY

DEPT.: REGISTER OF DEEDS

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

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

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

CURRENT: GRADE: 58 STEP: 5 SALARY: \$32,164.84

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.

9/1/2024 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: 58 STEP: 6 SALARY: \$32,969.00

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

*Jacqueline S. Frierson*  
JACQUELINE S. FRIERSON  
DATE: AUGUST 20, 2024

COUNTY MANAGER APPROVAL

*Frank Heath*  
DATE: 8/23/24

FINANCE OFFICER

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

COPY



EMPLOYMENT ACTION FORM

DATE SUBMITTED: 8/9/24

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Daniel Turner \_\_\_\_\_

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

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

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

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

CURRENT: GRADE: 68 \_\_\_\_\_ STEP: 7 \_\_\_\_\_ SALARY: \$52446 \_\_\_\_\_

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 9-1-24 \_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)  
Date GRADE: 68 \_\_\_\_\_ STEP: 8 \_\_\_\_\_ SALARY: \$53757 \_\_\_\_\_

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

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

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

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

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

*[Signature]*

DATE: 8-9-24

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

FINANCE OFFICER

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

COPY

**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**GENERAL FUND**  
**NO. 4**

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 3rd DAY OF SEPTEMBER, 2024, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2024 - 2025 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-335-000	Miscellaneous Revenue	4,714	
10-480-340	Register of Deeds - Record Preservation	4,714	

**EXPLANATION:** To amend FY 24/25 budget to include (2) grants received by ROD to be used for Record Preservation (2,000 and 2,714).

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, ON THIS 3rd DAY OF SEPTEMBER, 2024.

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

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

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

**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**GENERAL FUNDS**  
**NO. 5**

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 3rd DAY OF SEPTEMBER, 2024, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2024 - 2025 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-014	Foundation Grant EMS	5,750	
10-592-742	Foundation Grant EMS	5,750	
<b>EXPLANATION:</b> To amend FY 24/25 budget to include the Foundation Grant for EMS.			

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, ON THIS 3rd DAY OF SEPTEMBER, 2024.

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

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

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

**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**GENERAL FUNDS**  
**NO. 6**

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 3rd DAY OF SEPTEMBER, 2024, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2024 - 2025 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-399-000	Fund Balance Appropriated	214,000	
10-690-983	Great Grant Match	214,000	

**EXPLANATION:** To amend FY 24/25 budget to include the Great Grant local match for the NCDIT Broadband CAB Program.

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, ON THIS 3rd DAY OF SEPTEMBER, 2024.

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

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

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

**Re: Board Appointment for September 2024 Agenda**

**From:** LeAnne Wynne <LWynne@perquimanscountync.gov>  
**Sent:** Monday, August 19, 2024 4:25:21 PM  
**To:** Mary Hunnicutt <MHunnicutt@perquimanscountync.gov>;  
 Shelby White <SWhite@perquimanscountync.gov>  
**Subject:** Board Appointment for September 2024 Agenda

Mary, I contacted Bethany Thompson by phone and she said she is willing to serve on the Animal Control Board again for another term.

LeAnne Wynne 123  
 Perquimans County Sheriff's Office  
 110 N. Church Street  
 P. O. Box 31  
 Hertford NC 27944  
 (252) 426-5615 Fax: (252) 426-4019  
 NC0720000




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**From:** Mary Hunnicutt <MHunnicutt@perquimanscountync.gov>  
**Sent:** Monday, August 19, 2024 3:46 PM  
**To:** Shelby White <SWhite@perquimanscountync.gov>;  
 LeAnne Wynne <LWynne@perquimanscountync.gov>  
**Subject:** Board Appointment for September 2024 Agenda  
**Importance:** High

The following individual's term is due to expire on September 30, 2024:

Member Name	Board/Committee	Term	Appt. Date	Expire Date
Thompson, Bethany	Animal Control Board (SPCA Representative)	1 yr.	10/01/2023	09/30/2024

Please let me know by Tuesday, August 27, 2024, she wishes to continue to serve and is eligible to serve another term. All you will need to do is to send me an e-mail stating that you are recommending the reappointment of Ms. Thompson.

Thanks.

Mary P. Hunnicutt  
 Clerk to the Board  
 Perquimans County  
 P.O. Box 45  
 Hertford, NC 27944  
 Phone: (252) 426-8484  
 Fax: (252) 426-4034  
 E-Mail: [mhunnicutt@perquimanscountync.gov](mailto:mhunnicutt@perquimanscountync.gov)

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

**Planning Board members serving another term**

From: Rhonda Repanshek <RhondaRep@perquimanscountync.gov>

Date: Wed 8/14/2024 10:24 AM

To: Mary Hunnicutt <MHunnicutt@perquimanscountync.gov>

Good Morning Mary,

Ms. Thelma Finch-Copeland and Mr. John Skinner have both agreed to serve another term on the County Planning Board. Their current terms expire September 30, 2024.

**Rhonda Repanshek, Perquimans County Planner**

104 Dobbs St. / P.O. Box 45

Hertford, NC 27944

(252) 426-2027

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

*Amendment to the Personnel Policy: July 2024***Use of County Vehicles or Motorized Equipment**

Employees authorized to operate County vehicles or motorized equipment must use these strictly for County business. County vehicles or motorized equipment must be kept on the County's grounds or in its facilities when not in use, unless otherwise authorized by a department supervisor. The County may require certain employees to commute to and from work using County vehicles that are covered by certain IRS regulations. Personal use of County-owned vehicles may be allowed after consultation and approval by the Department Head.

Any employee operating or riding in a County vehicle or other motorized equipment must:

- Operate the vehicle or equipment in accordance with the County's Safety and Health Policy;
- Wear seat belts;
- Refrain from smoking or vaping at all times.

**Driver's License Requirements and Driving Record**

Employees who operate County vehicles or privately owned vehicles while conducting official County business as part of the essential duties of their position are required to meet the minimum standards set by the County and have possession of an appropriate driver's license valid in the State of North Carolina, except where preempted by military involvement, and proof of coverage as an insured driver. Any employee whose license is revoked, suspended, expired, or lost, or whose insurance coverage is terminated, must notify his/her department supervisor immediately. The employee will be unable to resume operating a County vehicle or utilize his/her privately owned vehicle for County business until providing proof of a valid driver's license and insurance coverage to the department supervisor.

Employees or applicants who have been convicted of a DWI or DUI within the last three years will not be authorized to operate a County vehicle. Employees who are not able to perform essential job duties due to the suspension or revocation of their driver's license, or DWI or DUI conviction, may be reassigned to a non-driving position or dismissed.

## Amendment to Safety & Health Policy

# Perquimans County Driving Policy

### *Introduction*

The safe operation of all County-owned vehicles is the responsibility of all County employees tasked with driving as a part of their job. All persons who drive any type of vehicle for Perquimans County must ensure that due caution is used at all times during the operation of that assigned vehicle. The driver must also understand that they are ultimately responsible for not only the safe operation, but within reason, the mechanical safeguards associated. This policy covers safe operation, maintenance, and training for all those required to operate any type of County-owned vehicle. Examples of vehicles include, but are not limited to all County-owned passenger vehicles, pickup trucks, light vehicles, ambulances and vans. All County-owned vehicles will be operated only by Perquimans County employees or by authorized volunteers for the specific purposes related to their job duties and functions. Vehicles will be maintained in a safe condition at all times. In the event of an unsafe mechanical condition, the vehicle will be immediately placed out of service and the appropriate supervisor will be notified.

### *Responsibilities*

#### **Department Heads/Supervisors**

1. Must ensure that all employees/volunteers authorized to drive County-owned vehicles:
  - a) Are at least 18 years of age.
  - b) Have and maintain a valid North Carolina Driver's License. (This includes licenses required for the class of vehicle authorized to drive.)
2. Must maintain a list of all employees authorized to operate County vehicles in their department.
3. Not allow the operation of any County vehicle when it is apparent that the employee is taking medication that may cause drowsiness or disorientation or is under the influence of any intoxicating substance.
4. Immediately remove from service any vehicle with any safety defect.
5. Ensure that there are copies of the *Perquimans County Incident Procedures* in each County vehicle glove compartment.
6. In the event of a vehicle incident where there is personal injury or property damage, Department Head may require a post-accident drug screening.



**Authorized Employees/Volunteers**

1. Operate County vehicles in a safe, responsible manner and obey all traffic laws.
  - a) Pay close attention and avoid distractions.
  - b) DO NOT read, write, apply makeup, shave, etc. while operating a County vehicle.
  - c) Cell phone use is strictly prohibited without a hands-free device. If an employee does not have a hands-free device, they must pull off of the roadway to use a phone.
  - d) DO NOT drive under the influence of any illicit drugs or alcohol.
2. Ensure all vehicle occupants are utilizing seat belts before putting the vehicle into motion.
3. Follow safe fueling procedures; ensure the vehicle is turned completely off before fueling. Failing to do so is not only unsafe, but can cause damage to the vehicle.
4. Safety defects or vehicle problems must be reported to the Department Head, who will keep record and notify appropriate parties.
5. Employees must travel the most direct route to and from their destination. County vehicles are for "official use only" and are not to be used for personal business.
6. Except for employees who transport community members or detainees as part of their job, non-county employees are not to be transported in any County vehicle. DO NOT stop for hitchhikers.
7. DO NOT drive if taking any medications that can cause drowsiness. Employees that this applies to have are obligated to report such use to their Department Head.
8. Report all incidents as soon as they happen.
9. Pass only in safe areas and when excessive speed is not required.
10. Ensure there are no loose articles on the floorboards.
11. Stay at least four seconds behind any vehicle ahead.
12. DO NOT speed or tailgate.
13. Drive as the conditions dictate; slower in hazardous conditions or areas.
14. Think ahead; anticipate hazards.

## 15. Vehicle backing:

- a) Back slowly and be prepared to stop. If available, use a ground guide whenever possible.
- b) DO NOT back up if anyone/anything is in the vehicle's path of travel.
- c) Check clearances.
- d) Get out and check behind you if you cannot determine safety from the driver's seat.

## 16. Stopping and Parking:

- a) Park only in proper areas, not roadsides.
- b) Use warning flashers and raise hood if vehicle becomes disabled.

*Training*

The County will hold training for all authorized employees and volunteers to operate County-owned vehicles. Employees will be mandated to participate in Defensive Driving Training that will be held by the NCACC Risk Management Group every other year. Online training opportunities will also be recommended through NEOGOV.

*Vehicle Inspection*

**Mechanical Inspections:** All inspections and service will be conducted by a qualified vehicle mechanic. Routine services will need to be conducted every 5,000 miles or every six months, whichever comes first. Routine services will consist of, but not limited to the following: fluid system levels and visual inspection, belts and hoses, battery condition, filter replacement, lubrication, oil changes, and tire tread.

**State Inspections:** A North Carolina State Inspection will be conducted on an annual basis. The annual State Inspection will consist of, but not limited to the following: lights, visual inspection of brake system, horn, steering system, wiper blades, and tires.

Inspections are not designated to any particular mechanic or company. This determination will be made by the Department Head.

If at any time it is determined that a vehicle is unsafe, the vehicle will immediately be taken out of service until the department can fund the repairs.

### *Perquimans County Incident Procedures*

In the event of being involved in a vehicle accident, the following procedures must be followed (if able):

1. Check yourself and other involved parties for injuries.
2. Call 911 to report the accident. Inform the telecommunicator of any potential injuries, if an ambulance is needed, if the vehicle is able to be driven or needs to be towed and any other major concerns. **(DO NOT admit responsibility.)**
3. Notify your Department Head as soon as possible.
4. Cooperate with any law enforcement officers.
5. Move the vehicle only at the direction of law enforcement.
6. Complete the *Incident Report Form* that accompanies this procedure list. While at the scene, try to obtain the following information:
  - a) Name, address, and driver's license number of the other driver(s).
  - b) Make, model, and license plate number of other involved vehicle(s).
  - c) Roads and intersections of the scene.
  - d) Contact information of any witnesses.
  - e) Investigating officer's name and agency.
7. Do not sign any forms unless required by law enforcement.
8. If you are injured and are advised to be seen by a health care professional, please do so.  
  
**Inform all healthcare providers that this will be a Worker's Compensation case. Have them contact the Human Resource Coordinator for claim information - (252) 426-2842.**
9. If required to submit to drug screening, make sure to sign authorization for your Department Head to obtain the results.

**Upon return to department:**

1. Immediately have your Department Head sign your Incident Report Form and have them submit it to the Human Resource Coordinator or County Manager to be filed.
2. If there is an injury related to this incident, review page 36 of the Personnel Policy that addresses Worker's Compensation Leave.
3. Ensure that your Department Head and the Human Resource Coordinator are made aware of any necessary details related to or following your accident.

## DOT SUBSTANCE ABUSE POLICY FOR PERQUIMANS COUNTY

To maintain a drug-free work force and to eliminate the safety risks, lost time and reduced productivity that results from the use and the influence of alcohol and/or drugs in the workplace, Perquimans County, hereafter called County, has adopted a substance abuse policy. The intention of this policy is to make the County a safer and better place to work.

### POLICY STATEMENT:

The use, possession, purchase, sale or manufacture of alcohol, illegal drugs, or non-prescribed drugs while on County property, while operating County vehicles, or while engaging in County business is strictly prohibited.

### SCOPE:

#### Employees Subject to Testing:

All applicants for full or part-time positions of Perquimans County and all full-time employees who during the exercise of their employment are required to drive a County vehicle or who performs any safety-sensitive duties as defined by Title 49, Code of Federal Regulation. This applies to every person who operates a County vehicle or who operates a commercial motor vehicle in interstate or intrastate commerce, and is subject to the commercial driver's license requirements of 49 CFR part 383.

**ALL EMPLOYEEES OF PERQUIMANS COUNTY WHO, AT ANY TIME, MAY DRIVE A COUNTY VEHICLE ARE CONSIDERED FOR THE PURPOSES OF THIS DOT SUBSTANCE ABUSE POLICY TO PERFORM SAFETY-SENSITIVE DUTIES.**

#### Alcohol:

Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weigh alcohols including methyl and isopropyl alcohol.

No employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having alcohol concentration of 0.04 or greater.

No employee shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol, unless the alcohol is manifested and transported as part of a shipment.

No employee shall use alcohol while performing safety-sensitive functions.

No employee shall perform safety-sensitive functions within four hours after using alcohol.

No employee required to take a post-accident test shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

**Controlled Substance:**

The U.S. Department of Transportation (DOT) requires testing for amphetamines, cannabinoids, cocaine, opiates, phencyclidine, and illegal substances or non-prescribed drugs.

No employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the employee uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to safely operate a commercial motor vehicle.

No employee shall report for duty, remain on duty or perform a safety-sensitive function, if the employee tests positive for controlled substances.

**Prescribed Medications:**

All employees in safety-sensitive functions taking prescribed medications that could impair their ability to safely operate a County or commercial motor vehicle or related activities associated with loading, unloading, inspection and maintenance or other activity that is classified as "on duty time" 49CFR 395.2, must report this to their immediate supervisor or substance abuse manager as directed by this policy.

**QUALIFICATIONS FOR EMPLOYMENT AND PROHIBITED CONDUCT:****Prohibited Conduct:**

County prohibits any alcohol misuse and/or any drug use that could affect performance of safety-sensitive functions, including:

**Alcohol:**

1. Use while performing safety-sensitive functions.
2. Use during 4 hours before performing safety-sensitive functions.
3. Reporting for duty or remaining on duty to perform safety-sensitive functions with an alcohol concentration of 0.04 or greater.
4. Possession of alcohol, unless the alcohol is manifested and transported as part of a shipment. This includes the possession of medicines containing alcohol (prescription or over-the-counter), unless the packaging seal is unbroken.
5. Use during the 8 hour following an accident, or until he/she undergoes a post accident test.
6. Refusal to take a required test.

**NOTE:** An employee found to have alcohol concentration of 0.02 or greater but less than 0.04 shall not perform, nor be permitted to perform, safety-sensitive function for at least 24 hours.

**Controlled Substance:**

1. Use of any drug, except by doctor's prescription, and then only if the doctor has advised the driver that the drug will not adversely affect the employee's ability to safely operate the CMV.
2. Testing positive for drugs; and
3. Refusing to take a required test.

**Consequences and Disqualifications:**

1. The employee shall not perform or be permitted to perform a safety-sensitive function if any of the above listed prohibitions are violated.
2. Any employee violating these prohibitions will be referred to a Substance Abuse Professional for evaluation, regardless of employment status.

**TESTING CIRCUMSTANCES:**

All applicants for part-time for full-time safety-sensitive positions, and all persons transferring from non safety-sensitive positions with the County will be directed to submit to a Controlled Substance test.

A drug test will be conducted during the pre-employment process and negative drug test result must be received before a final offer of employment is made.

**Post-Accident Testing:**

If any employee in a safety-sensitive position, while operating a County vehicle or equipment, is involved in an accident that involves a fatality, or any accident in which the driver is issued a citation under state or local law for a moving traffic violation arising from the accident, that employee will be required to submit to an Alcohol and a Controlled Substance test. Testing will be administered immediately following the accident or as soon as medically and legally possible.

The alcohol test must be administered within 2 hours following the accident and in no case shall more than 8 hours elapse before the test is administered. It is the employee's responsibility to notify the County immediately to ensure actions are taken to meet the testing requirements.

The driver must refrain from using alcohol for 8 hours following the accident, or until he/she submits to an alcohol test, whichever comes first.

The drug test must be administered within 32 hours following the accident. The driver must remain available for testing, or the County will consider the driver to have refused to submit to testing.

**NOTE:** Nothing in the requirement should be construed as to require the delay of necessary medical attention for injured people following an accident.

**Random Testing:**

All employees of the County in safety-sensitive positions will be subject to random testing for alcohol and controlled substances. Random testing will be done on percentage basis in a fair and equal manner.

For alcohol testing an employee shall only be tested while the employee is performing safety-sensitive functions, immediately prior to performing, or immediately after performing safety-sensitive functions.

For drug testing an employee may be tested at any time the employee is at work for the County.

Selection of employees for random testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator that is matched with drivers' Social Security numbers, payroll identification numbers, or other comparable identifying numbers.

Each time a random selection is made, every employee will have an equal chance for being selected. Random tests will be unannounced and spread reasonably throughout the year. Employees when notified that they have been selected for random testing will proceed immediately to the collection site.

#### **Reasonable Suspicion Testing:**

Any employee in a safety-sensitive position, while on County property, while operating a County vehicle, or while engaging in County business, who acts in an abnormal manner sufficient to cause reasonable suspicion that he/she violated this policy, may be required to submit to an alcohol and/or a controlled substance test upon the approval and direction of an officer of the County.

#### **Return-to-duty Testing:**

Any employee in a safety-sensitive function that, based on County approval, is allowed to return-to-duty following referral, evaluation, and treatment as a result of a positive alcohol or drug test will be required to submit to a return-to-duty alcohol and/or controlled substance test. An alcohol concentration of less than 0.02 and a negative drug test will be required before a return-to-duty decision is made.

#### **Follow-Up Testing:**

In the event an employee is allowed to return-to-duty following referral, evaluation, and treatment, a minimum of 6 unannounced alcohol and/or drug tests will be required during the next 12 months of employment. Follow-up testing may continue for up to 60 months following return-to-duty at the County's discretion, based on recommendations from the Substance Abuse Professional.

All alcohol testing will be done immediately before, during, or immediately after performing safety-sensitive functions.

Controlled substance testing may be performed at any time the employee is at work for the County.

#### **ALCOHOL TESTING METHODOLOGY:**

**BREATH ALCOHOL TECHNICIAN (BAT):**

Alcohol testing will only be performed by a certified Breath Alcohol Technician (BAT) trained and certified in the principles of Evidential Breath Testing Devices (EBT) methodology, operation, and calibration checks; the fundamentals of breath analysis for alcohol content; and the procedure required for obtaining a breath sample, and interpreting and recording EBT results.

**Evidential Breath Testing Devices (EBT):**

Alcohol testing will only be performed using evidential breath testing devices (EBT's) approved by the National Highway Traffic Safety Administration (NHTSA).

Alcohol Testing must be either performed by a Certified BAT employed by the County or an outside BAT. All alcohol testing will be conducted in a location that affords visual and aural privacy to the individual being tested. Unauthorized persons will not be permitted access to the testing location when a test is in progress. Alcohol testing will be performed using only the U. S. Department of Transportation Breath Alcohol Testing Form.

**ALCOHOL TESTING PROCEDURES:**

Using the Evidential Breath Testing Device the certified Breath Alcohol Technician will open an individually sealed mouthpiece and attach it to the EBT. The employee will be instructed to blow into the mouthpiece forcefully until an adequate amount of breath has been obtained.

The EBT will record the result and display it on the device and print the result immediately. The result will be recorded on the Breath Testing form and attached to the form with tamper proof tape.

When the result is less than 0.02, no further testing is authorized and the result will be transmitted to the County in a confidential manner and will be stored to insure confidentiality is maintained.

When the result 0.02 or greater, a confirmation test must be performed to verify the initial test. The confirmation test will be conducted no less than 15 minutes and no more than 20 minutes after initial test. In the event the initial and confirmation test results are different, the confirmation test result is deemed to be the final result upon which any action under the terms of this policy shall be based.

Following completion of the test, the BAT will date the form and sign the certification on the form. The employee will sign the certification and fill in the date on the form. This insures that each employee is attesting to the fact that the reported result is specific to the employee.

Refusal to test will be treated the same as if the results is 0.04 or greater.

County will maintain alcohol and drug test results in a secure and confidential manner, so that disclosure of information to unauthorized persons does not occur. Employee information shall only be released as required by law or as expressly authorized.

- An employee shall have access to any of his/her alcohol and drug testing records upon written request.



- The County must allow any DOT authorized agency access to facilities and records in connection with the County's alcohol misuse and drug abuse prevention program.
- When requested, the County shall disclose post-accident testing information to the National Transportation Safety Board as part of an accident investigation.
- The County will make records available to a subsequent employer upon receipt of a written request from the employee.
- The County may disclose information to the employee or to the decision-maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual. This may include worker's compensation, unemployment compensation, or other proceeding relating to a benefit sought by the employee.

If an employee attempts but fails to provide an adequate amount of breath the County will be immediately notified and will direct the employee to obtain, as soon as practical, an evaluation from a licensed physician who is acceptable to the County concerning the employee's medical ability to provide an adequate amount of breath.

If the physician determines that there is a medical reason that prevents the employee from providing an adequate amount of breath, he/she will provide the County with a written statement of the basis for his or her conclusion.

If the physician determines there is no medical reason to prevent the employee from providing an adequate amount of breath, he/she will provide the County with a written statement of the basis for his or her conclusion and it will be regarded as refusal to take the test. The terms of this policy will then be administered.

#### **SPECIMEN COLLECTION PROCEDURES:**

Specific guidelines will be followed in urine specimen collections for the purpose of drug testing. In accordance with the Department of Health and Human Services (DHHS) guidelines a clear and well documented procedure for collection, shipment and accession of urine specimens from the County to the laboratory will be followed. Procedures will account for the integrity of each urine specimen by tracking its handling and storage from point of specimen collection to final disposition of the specimen.

The County may chose to do urine specimen collections in-house or utilize the services of an outside source, which may be a doctor's office, clinic, hospital or other facility that meets security requirements as specified by DHHS guidelines. The collection site will be a secure location to allow for maximum privacy, which includes a toilet for completion of urination, a source of water for washing hands, and where practicable, excluded from the area provided for urination.

No other person will be present or gain access to the collection area during the collection process. All specimens must remain in the direct control of the collection site person. No one other than the collection site person may handle specimens prior to their being placed securely in the mailing container.

When reporting to a collection site for specimen collection each employee will be required to provide a photo I.D. Employees will be asked to remove all unnecessary outer garments (i.e., coat or jacket), and secure all personal belongings (individual may retain his/her wallet).

Employees will be allowed to provide his/her specimen in the privacy of a stall.

The split sample method of collection will be used. At least 45 ml of urine must be collected, 30 ml to be used as the primary specimen and 15 ml to be used as the split specimen. Both bottles will be shipped in a single container.

If the collection site person believes tampering or adulteration has occurred, a second specimen shall be collected immediately under the direct observation of a same gender collection site person. Both samples will be sent to the lab.

Refusal to test will be handled the same as verified positive result.

In all cases the employee and the collection personnel shall keep the specimen in view at all times prior to being sealed and labeled. The specimen will be labeled with tamperproof seals and the employee will sign appropriate places on the Chain of Custody and initial the seal on the bottle attesting to the fact that the specimen is specific to the individual providing the sample.

#### **TESTING METHODOLOGY:**

Only laboratories certified by the Department of Health and Human Services (DHHS) will be used for drug urinalysis.

Every specimen is required to undergo an initial screen followed by confirmation of all positive screen results. This screen confirmation process utilizes highly sophisticated techniques to detect minute levels of prohibited substances in urine.

#### **Reporting of Results:**

The laboratory is required to report the test results directly to the County's Medical Review Office (MRO) within 5 working days. The report, shall indicate the drug-metabolites tested for, whether the results are positive or negative, the specimen number assigned by the County and the drug testing laboratory identification number.

#### **Review of Results/MRO:**

The medical review officer (MRO) is a license physician and possesses knowledge of drug abuse disorders. The MRO may be an employee of the County or one contracted to provide the services required. The MRO will review and interpret positive results obtained from the laboratory. The MRO through a verification process will assess and determine whether alternate medical explanations could account for the positive test results. The MRO may conduct medical interviews of the employee, review the employee's medical history and review any other relevant bio-medical factors. Additionally, the MRO will examine all medical records and data made available by the tested individual, such as evidence of prescribed medications.

The MRO will give the individual testing positive an opportunity to discuss the test result prior to making a final decision. After the final decision is made, the MRO will notify the County as prescribed below.

If during the course of the interview with an employee who has tested positive, the MRO learns of a medical condition which could, in the MRO's reasonable medical judgement, pose a

risk to safety, the MRO may report that information to the Department of Transportation (DOT) or the County.

The MRO will notify each employee who has a confirmed positive test that the employee has 72 hours in which to request a test of the split specimen. If the employee makes such a request, the MRO will direct, in writing, the laboratory to provide the split specimen to another certified laboratory for analysis. If the analysis of the split specimen fails to reconfirm the presence of the drug(s) or drug metabolite(s) found in the primary specimen, or if the split specimen is unavailable, inadequate for testing or intestable, the MRO will cancel the test and report cancellation and the reasons for it to the DOT, the County, and the employee. A request for testing of the split sample and associated costs are the responsibility of employee.

If the MRO, after making and documenting all reasonable efforts is unable to contact the tested person, the MRO will contact a designated management official of the County to arrange for the employee to contact the MRO prior to going on duty. Within 5 days after a documented contract by designated management official of the County instructing the employee to contact the MRO, the employee has not done so, the MRO will verify the test positive and report it to the County.

### **DISCIPLINE AND CONSEQUENCES:**

#### **Pre-Employment/Pre-Duty:**

An applicant for part-time, full-time, or transfer from non safety-sensitive to a safety-sensitive position with a verified positive controlled substance test result will be denied employment.

#### **Reasonable Cause:**

Any employee of the County subject to the terms of this policy, as a result of reasonable cause testing, with a verified positive controlled substance test result and/or an alcohol breath test with a confirmed test result of 0.04 or greater will be subject to disciplinary action up to and including termination. If terminated, employee will be referred to a qualified substance abuse professional.

If the confirmed alcohol breath test result is 0.02 or greater but less than 0.04 the employee will be subject to disciplinary action including, but not necessarily limited to a twenty-four hour suspension followed by a retest of the employee's Breath Alcohol content at his or her expense.

#### **Post-Accident:**

Any employee of the County subject to the terms of this policy, as a result of a post-accident test, with a verified positive controlled substance test result and/or a confirmed alcohol breath test with a confirmed test result of 0.04 or greater will be subject to disciplinary action up to and including termination. If terminated, employee will be referred to a qualified substance abuse professional.

If the confirmed alcohol breath test result is 0.02 or greater but less than 0.04 the employee will be subject to disciplinary action including, but not necessarily limited to a twenty-four hour suspension followed by a retest of the employee's Breath Alcohol content at his or her expense.

**Random:**

Any employee of the County subject to the terms of this policy, as a result of a random test, with a verified positive controlled substance test result and/or a confirmed alcohol breath test with a confirmed test result of 0.04 or greater will be subject to disciplinary action up to and including termination. If terminated, employee will be referred to a qualified substance abuse professional.

If the confirmed alcohol breath test result is 0.02 or greater but less than 0.04 the employee will be subject to disciplinary action including, but not necessarily limited to a twenty-four hour suspension followed by a retest of the employee's Breath Alcohol content at his or her expense.

**Substance Abuse Professional Services:**

In all cases with a verified positive controlled substance test result and/or a confirmed alcohol breath test result the employee will be referred to a Substance Abuse Professional (SAP) for evaluation, referral and treatment. The referral to the SAP applies even if the employee is terminated. The employee is responsible for any expense incurred under such treatment or rehabilitation subject any health insurance benefits which may apply.

If an employee should approach the County for assistance through rehabilitation for drug abuse or alcohol abuse prior to a testing request by the County, all possible and positive consideration for a medical leave of absence for treatment and/or counseling will be pursued. If an employee is terminated, the County will not be obligated to provide assistance beyond the last day of employment.

Supervisory Training as required will be provided all supervisors.

Educational materials as required will be provided to all employees in safety-sensitive positions.

Any questions regarding this policy should be directed to:

\_\_\_\_\_ N. Paul Gregory, Jr. \_\_\_\_\_

\_\_\_\_\_ County Manager \_\_\_\_\_

County official designated to answer questions about this policy.

**Perquimans County Planning & Zoning Staff Report  
by Rhonda Repanshek, Planner  
For BCC Meeting September 3, 2024**

**SUBJECT:** Sketch and Preliminary Plat Review of The Windmill at Coastal Farms, a proposed 64 lot major subdivision designed to extend from Woodville Road to Magnolia Trail on tax parcel 4-0036-0124F. It is on the west side of Woodville Road in the 200 block.

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**PROJECT REVIEW**

This review uses Perquimans County Subdivision Regulations last amended January 3, 2023, whose authority is based on North Carolina General Statutes Chapter 160D, Article 8.

**General Information:** Currently zoned as 67.95 acres of RA-32, it is being requested to be split into 64 residential lots with minimum lot sizes of 32,500 square feet plus 3 open space lots. This sketch/preliminary plat is for three phases. Phase one is proposed to be 16 lots that surround an extension of Magnolia Trail and curl around an existing cul-de-sac. Graded streets and county waterlines have existed approximately 15 years. In addition to what is already constructed on the ground, *new* Birchwood Lane will be extended to form a loop with part of *existing* Birchwood Lane roughly 600 feet away. Existing Birchwood Lane straightens out and changes its name to Long Leaf Drive; this new alignment may require an adjustment of the water line.

County Subdivision Regulations section 108 requires proposed subdivisions to comply with "the locally adopted Coastal Resources Commission ratified Land Use Plan." This site is zoned 'Residential' in *Exhibit IX-B, Perquimans County Projected Future Land Use Map* which means it is compliant.

**Location of Preliminary Plat Requirements:** Subdivision Regulations, Section 305 through 305.4 relate to preliminary plat review. Section 306.7 is a checklist for sketch and preliminary plat reviews.

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**Technical Review Committee (TRC) Comments**

*Applicant's response to each comment is below the comment in bold italics.*

**County Water Dept. -- N. Lollies, Water Department Director** (email 6-3-2024)— He let the Timmons Group know they would need to run a new hydraulic model and pressure tests to make sure the existing 6" water main is adequate for the new proposed subdivision.

***New model will be run along with the Construction Permit Plans***

(7/10/2024) He met with The Timmons Group to run a few fire hydrant flows to make sure the county would still have adequate fire protection with the additional lots. His concerns are:

- a) Some of the lot lines have changed. Do we (the county) have existing taps on each lot? If not, a new tap will need to be added to each lot.

***There do appear to be some taps visible on-site. Any taps that are found to be in a position that is unfavorable, will need to be abandoned and new service-tap installed. This will be addressed with the Construction Plans.***

- b) Adding/moving roads that have existing water mains. A water main will need to be moved and/or added for the new proposed layout which will require resubmitting documents for Public Water Supply approval.

***The relocation of the existing line for the cross street and the extension of the line on the northern street will require application to the State for permit modification. These improvements are shown as being part of the last Phase, Phase 3.***

**Electric Power Companies** – Planning received no response from either Dominion or Albemarle Electric. To determine if the contacts had changed, Albemarle Electric was called since they are the easiest to communicate with and the woman that answered told staff to use the same OLD contact. She acted like she was scared to give any information. Usually at least one company will verify it is or is not their territory.

***We'll coordinate with Albemarle EMC during the Construction Plan prep to discuss transformer locations and conduit locations.***

**NCDOT** – Staff received no response from them. *Noted*

**ARHS** –R. Hollowell, Director emailed that he was not certain when that letter was done by ARHS, but evaluations are only good for one year. In a second correspondence he elaborated that "the State of NC will not allow us to do a preliminary soil evaluation like we used to – we have to do the evaluation per lot, which is good for a year from the date evaluated to obtain a permit – most preliminaries that were done in 'the day' were good for 12 months to 36 months."

***In addition to the change in policy on preliminary evaluations, there is also the provision of Engineered Option on the septic permits that allow for the Health Department to issue a Septic Permit based on either an Engineer or Soil Scientist recommended system.***

**Soil and Water Conservation** – J. Peele, Soil and Water Technician emailed - "There may be more plans in the future pertaining to drainage, but I didn't see much about drainage in these plans other than the recommended swales in between lots and that everything mainly drains to the main canal north of the subdivision. I agree with both of those statements. The main thing that I question is the main ditch that runs south to north to the main canal mentioned before. I'm highly assuming this ditch will be filled in and redirected according to new proposed lots. The ditch I am referring to is in the area of proposed lots 37, 47, 63 & 64. I am interested in how this drainage area will be redirected. I believe some water from Woodville Village drains towards this ditch as well. I am also interested in how the swales will tie in for the proposed lots adjacent to the main canal."

***As stated, this is a preliminary for gathering comments and solidifying the lot layout. Detailed plans will be forthcoming post Preliminary Plat approval. We do have more detailed topo from a recent field survey that is included in the revised plan set.***

**Planning Staff Comments** –

1) In the ARHS letter, number two states, "The lot size shall be a minimum of an acre", yet you need it to say 32,500 square feet. ***The old evaluation was previously highlighted in the ARHS comments and was based on the zoning at the time it was written.***

2) Please verify there is no federal monument within 2000 ft. ***Confirmed.***

3) Three open spaces are labeled A, B & C but only A is labeled as Community Use. Is there going to be anything in particular in the triangle open space C? ***As of right now, there's no specific plan for open space C.***

4) The way Birchwood Lane is changing to Long Leaf Drive is going to cause Britt and Stephanie Montgomery to have to change their address. (unless 911 allows some kind of software override)

*With the northern road being extended to the east, if we didn't rename that road to Birchwood, it would change their address since the access to their lot is off that cul-de-sac. We swapped the names to avoid them losing their address. If 911 has thoughts to the contrary, we're more than willing to swap those back.*

5) Topo lines on lots 60-62 are depicting a hill or a pond. Will that be smoothed out/ leveled off? *Revised set includes field topo instead of Lidar data. The contours are more detailed now.*

6) Topo lines seem to have a strange drainage in a couple of crooked lines. The survey needs some more elevation numbers on some of the smaller circles. I see a lot of 10 ft numbers and a couple of 11 ft numbers, but can't make out what elevation most of the lines are. *Revised set includes field topo instead of LiDar data. The contours are more detailed now and labels placed such that they aren't obscured by linework and property lines.*

7) Subdivision Regulations section 305.3 (A) requires 'a copy of deed restrictions or similar covenants' prior to approval of a preliminary plat by the BCC, with adequate time for the county attorney to review the documents. This says BCC, not Planning Board, but the applicant may choose to let Planning Board review the draft document also. *Applicant has supplied the Cedarwood Village declaration of covenants recorded in deed book 285, page 291 as an example of similar covenants.*

#### PROCEDURAL ISSUES

**Potential Schedule for Review:** Planning Board's Administrative Review August 13th allows the sketch/preliminary plat to be reviewed by the Board of County Commissioners September 3, 2024. Per *Subdivision Regs. Sec 305.2, The Board of Commissioners shall approve or disapprove the preliminary plat. Per NC General Statutes Ch. 160D-801, Decisions on approval or denial of preliminary or final plats may be made only on the basis of standards explicitly set forth in the subdivision or unified development ordinance.*

Commissioners should only approve a preliminary plat if they determine that the project will not exceed the County's ability to provide adequate public facilities, including schools and emergency services.

#### RECOMMENDATIONS -- SUGGESTED MOTIONS — ACTIONS:

Planning Board voted unanimously to recommend approval of the sketch/preliminary plat of The Windmill at Coastal Farms as presented.

**MOTION TO APPROVE:** Motion to approve the Sketch/Preliminary Plat of The Windmill at Coastal Farms as presented. (or with the condition \_\_\_\_\_)




**MOTION TO DENY:** Motion to deny the Preliminary Plat because \_\_\_\_\_.

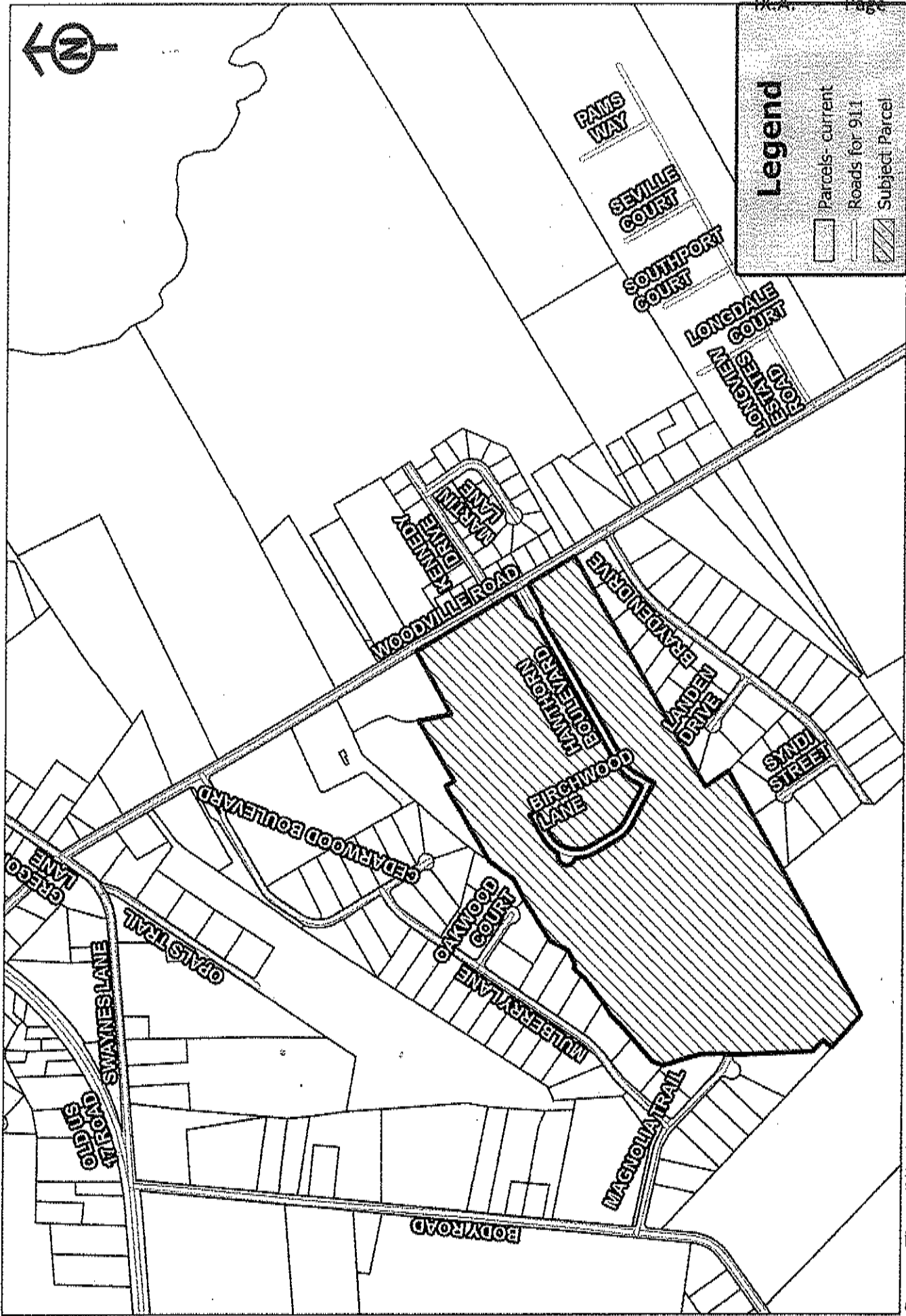
#### ATTACHMENTS:

- 1) GIS General Location Map
- 2) Application with Sketch Plan/Preliminary Plat
- 3) Checklist for Preliminary Plat



**Legend**

-  Parcels - current
-  Roads for 911
-  Subject Parcel



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



Current Time: 7/23/2024 1:43 PM  
Perquimans County, NC by RR





# Major Subdivision Application

OFFICIAL USE ONLY 4:49 pm  
 Date Received: 6-11-2024 Received By: RR Confirmed By: \_\_\_\_\_  
 Parcel No(s): 4-0036-0124F  
 Current Zoning District: RA-32 [as of May 6, 2024 BCC]  
 Future Land Use Map Designation: Residential  
 Proposed Number of Lots: 64 (Including residual parcel, if any).  
 Remind applicant to request ARHS's preliminary approval of residual lot when applying for septic tank permit for proposed lot(s) Date Completed: \_\_\_\_\_

### Property and Land Use Information

Proposed Subdivision Name: The Windmill at Coastal Farms  
 Location/Street Address: Woodville Road, Birchwood Lane and Magnolia Trail  
 Tax Parcel Number(s): 4-0036-0124F  
 Size of Existing Property (Acreage): 67.95 Ac Dimensions of Existing Property: See Plats of Record  
 Proposed Number of Lots: 64  
 Water system proposed (circle one): County Private Well / Both / Other: \_\_\_\_\_  
 Sewage system proposed (circle one): In-ground septic Sewer / Other: \_\_\_\_\_  
 Ownership of the property is evidenced by deed recorded in Real Estate Book ~~499~~, Page ~~521~~ OR Will File  
 Number \_\_\_\_\_ in the Perquimans County Registry 494 282 parcel one RR

### Contact Information

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

Owner/Authorized Applicant:  
 Name: Joseph T. Whitehurst, Jr.  
 Phone: 252-312-7999 Email: patrick@whitehurstsand.com

Signature: [Signature]  
 Date: 6/11/2024

Owner/Authorized Applicant:  
 Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

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

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

Name: Jason Mizelle (Timmons Group) Mailing Address: 1805 West City Drive, Unit E, Elizabeth City, NC 27909  
 Phone: 252-621-5028 Email: jason.mizelle@timmons.com

**Major Subdivision Application Submittal Checklist**

The number of Preliminary Plats and specific Construction Drawings will be determined by Planning & Zoning staff prior to Applicant's submittal of Application Form and other materials. To demonstrate compliance with the Perquimans County Subdivision Regulations, attach all information stipulated in Article III for the applicable stage of review (Sketch Plan Review, or Preliminary Plats/Construction Plan Review, or Final Plat Review), together with the following materials, information, and fees:

<input checked="" type="checkbox"/>	Application Form and Owner's Authorization Form (if applicable)
<input checked="" type="checkbox"/>	Boundary Survey with appropriate Certification Statements (and references to residual parcels, if any – see Note #1)
<input checked="" type="checkbox"/>	Ownership info Book <del>490</del> , Page <del>524</del> . Attach copy of will/estate file if applicable. <i>494/282 R.R. 6/25/2024</i>
<i>did review</i>	Proposed sewage system permit #'s: <i>Letter from ARHS, will need update prior to final</i> (per Section 402B, item 4, of the Subdivision Regulations) per lot from Albemarle Regional Health Service

**This section to be completed by Planning and Zoning**

<input checked="" type="checkbox"/>	Water Availability: <i>will need to run a new hydraulic model and pressure tests</i>
	Review and consultation with Soil & Water Conservation staff
	Proposed drainage improvements: <i>needs at least drainage swales</i>
	Attach a letter of review from Perquimans Soil & Water Conservation District. May need to establish drainage easements on the property lines depending upon drainage plan requirements.
	Disclosure statement referencing Perquimans County Subdivision Regulations, Sections 402 (B), item 5; 402(D), item 1; 402(I); and 402(J)
	Other (specify):
<input checked="" type="checkbox"/>	Applicable fees due at the time of plan submittal: \$100.00 + \$15.00 per lot <i>receipt # 930793 check 17631 paid \$100 for sketch</i>
	Applicable fees due before plat recordation: \$2,500 per lot for Major Subdivision Lots <i>paid \$1,060 for prelim plat receipt # 930794</i>

**NOTES:**

- (1) Any lot of less than 10 acres, including any residual parcel, must obtain a certificate from the Health Department stating whether or not septic systems may be approved for the lot(s) (Subdivision Regulations, Sec. 303.1(B)); and
- (2) All lots subdivided from a tract since December 31, 1998 shall be included in determining when the four lot maximum has been reached under the Minor Subdivision process, and when the Major Subdivision procedures apply. (Subdivision Regulations, 303.2(A)). The installation or construction of infrastructure requires processing as a Major Subdivision even when there are less than four lots being created from the parent tract.
- (3) See County Subdivision Regulations, Article III, Sections 304, 305, and 306 for information required on the (1) Sketch Design Plan, (2) Preliminary Plat/Construction Drawings, and (3) Final Plat.



To: Tildon Whitehurst  
213 Woodville Road  
Hertford, NC 27944

Re: Cedarwood Phase II (now The Windmill at Coastal Farms)

Pasquotank

Perquimans

Mr. Whitehurst:

Camden

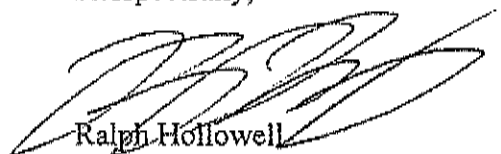
The above property has been evaluated by the Environmental Health Section and the following has been found:

Chowan

- 1). The site has natural drainage due to a large ditch that runs near the property and the gradual elevation
- 2). The lot size shall be a minimum of an acre
- 3). Each site will have an alternative sewage disposal system, which will require the homeowner to join the Public Management Entity
- 4). Before final approval is given the lot must have drainage swales located along the property lines to divert surface water

Currituck

Respectfully,



Ralph Hollowell  
Environmental Health Director

Jerry Parks, MPH, Health Director

## Checklist for All Plats – Subdivision Regulations Last Amended January 3, 2023

## Section 306.7 Table of Map Requirements

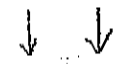
As listed in the Table in this subsection, the necessary information indicated for each sketch plan ("S"), preliminary plat ("P"), construction plan ("C"), or final plat ("F") map submittal shall be shown.

## A) Information block, containing the following:

	↓	↓		
	S	P	C	F
1. Subdivision name, including phase(s) or section(s), re-subdivision or Other action, and lot numbers	S	P	C	F
2. Landowner's name(s), address(es), and phone number(s)	S	P	C	F
3. Location (tax township, county, state)	S	P	C	F
4. Date of preparation of map	S	P	C	F
5. Map scale, in written and graphic bar form	S	P	C	F
6. Name, address, telephone number, registration number, and seal of Surveyor or engineer	S	P	C	F
7. Type of map submittal (i.e., sketch, preliminary, construction, final)	S	P	C	F
8. Tax parcel number(s) of existing parcels		P	C	F

## B) Locational information:

1. Vicinity map, with an appropriate scale and sufficient accuracy, to show The subdivision's location in relation to the road network and existing development	S	P	C	F
2. North arrow, oriented to top of map unless impractical	S	P	C	F
3. Adjoining property owner(s), land use(s), and street(s)		P		F
4. Adjoining subdivisions of record, with names, streets, lot lines		P	C	F
5. Fire district		P		F
6. Existing and/or proposed fire hydrants		P		
7. Existing road names and state road numbers on plan and associated SR numbers on vicinity maps		P	C	F



8. Current zoning district for property being subdivided and adjacent properties		P	C	F
9. Statement confirming the development is located within or outside of a Voluntary Agricultural District buffer		P		F

C) Property division information:

1. Approximate boundary line of proposed subdivision	S	P		
2. Boundary lines of proposed subdivision, with bearing and distances, referenced to the centerline of the nearest public street intersection.			C	F
3. Existing and proposed lot lines with scaled dimensions	S	P		
4. Existing and proposed lot lines with bearings and distances and lot dimensions to the nearest one-hundredth of a foot and angles to the nearest minute				F
5. Monuments and markers			C	F
6. Individual lot numbers and approximate lot areas (square feet or acres)	S	P	C	
7. Individual lot numbers and calculated lot areas (square feet or acres), with appropriate designation of nonbuildable areas				F

D) Development information:

1. Building setback lines from all streets		P	C	F
2. Reserved or special parcels and their intended use	S	P	C	F
3. Topographic contours at intervals of two (2) feet or less, referenced to state or federal monuments if within two thousand (2,000) feet		P		
4. Names of proposed streets and "public" or "private" designation		P	C	F
5. Proposed street layout and right-of-way dimensions	S	P		
6. Street right-of-way dimensions and centerline horizontal curve data			C	F
7. Typical street cross section			C	
8. Sight distance triangle at intersections		P	C	F
9. Natural and manmade features, including watercourses, drainageways, ditches, railroad lines, electric transmission lines, pipelines, and bridges	S	P		

ICGS 136-102, compliance of subdiv. streets

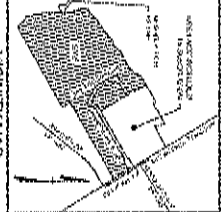


	↓	↓		
10. Existing and proposed easements for features and major improvements as listed in the previous item, as well as for drainage, utilities, signs, trails, recreation areas, etc., with dimensions and ownership status			P	C F
11. Existing and proposed utilities with sizes, including sewer, water, fire hydrants, culverts, tile, and ditches. Information listed in this subsection shall be shown on preliminary plats, as well as construction plans			P	C
12. Existing buildings and proposed community buildings			P	C
13. 100-year flood hazard areas and floodways			P	C F
14. Existing and proposed lakes and ponds			P	C
15. Tentative wetlands boundaries			P	
16. Identified wetlands boundaries				C F

**E) Certifications, approvals, summary data, and notes:**

1. Certificate of Approval of Storm Water Drainage Improvements (Signed by engineer and list registration number)				F
2. Certificate of District Highway Engineer				F
3. Certificate of Subdivision Review Officer				F
4. Certificate of Approval and Acceptance of Dedications (signed by County Commissioner Chair or County Manager)				F
5. Certificate of Ownership and Dedication				F
6. Certificate of Accuracy signed by surveyor				F
7. Certificate of Approval for Recording to be signed by the plat Review Officer				F
8. Summary site data, including total acreage, number of lots, linear feet of streets, and acreage of reserved or open space areas	S	P		F
9. Listing of utility or service providers				F
10. Any special notes relating to such items as flood elevations, utilities, nonbuildable areas, etc.			C	F

↑ ↑



GENERAL NOTES:  
1. THIS PLAN IS THE PROPERTY OF THE ENGINEER AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF THE ENGINEER.  
2. THE ENGINEER HAS CONDUCTED VISUAL SURVEYS AND HAS BEEN ADVISED BY THE OWNER THAT THE PROPERTY IS FREE OF ALL ENCUMBRANCES, EASEMENTS, AND OTHER INTERESTS.  
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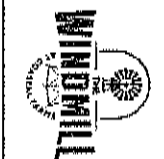
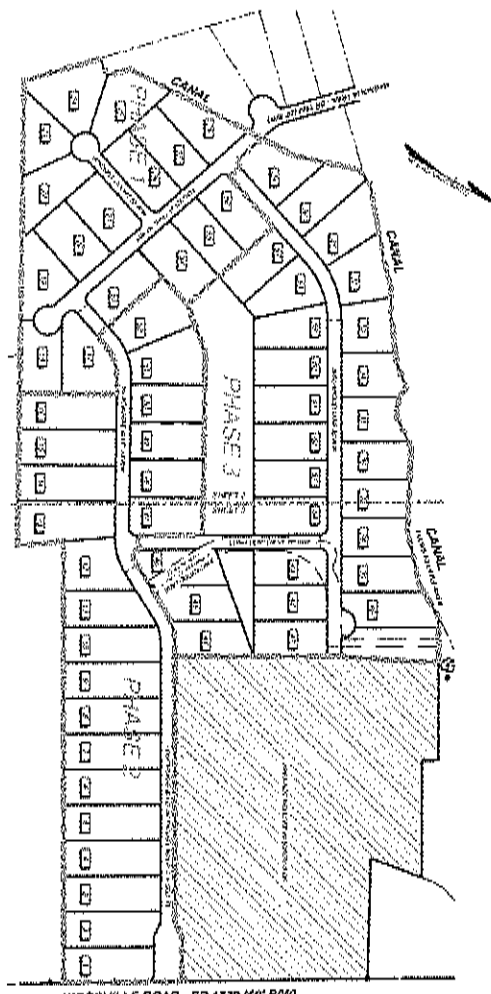
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- 1. ALL DISTANCES SHOWN ARE APPROXIMATE.
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# TIMMONS GROUP

NORTH CAROLINA LICENSE NO. C-1652

THE WINDMILL AT COASTAL FARMS  
NEW HOPE TOWNSHIP - PERQUIMANS COUNTY - NORTH CAROLINA

SKETCH PLAN / PRELIMINARY PLAT

PROGRESS PRINT  
AUG 07 2024  
NOT FOR  
CONSTRUCTION

DATE	DESCRIPTION	BY	CHECKED
08/07/2024	SKETCH PLAN / PRELIMINARY PLAT		







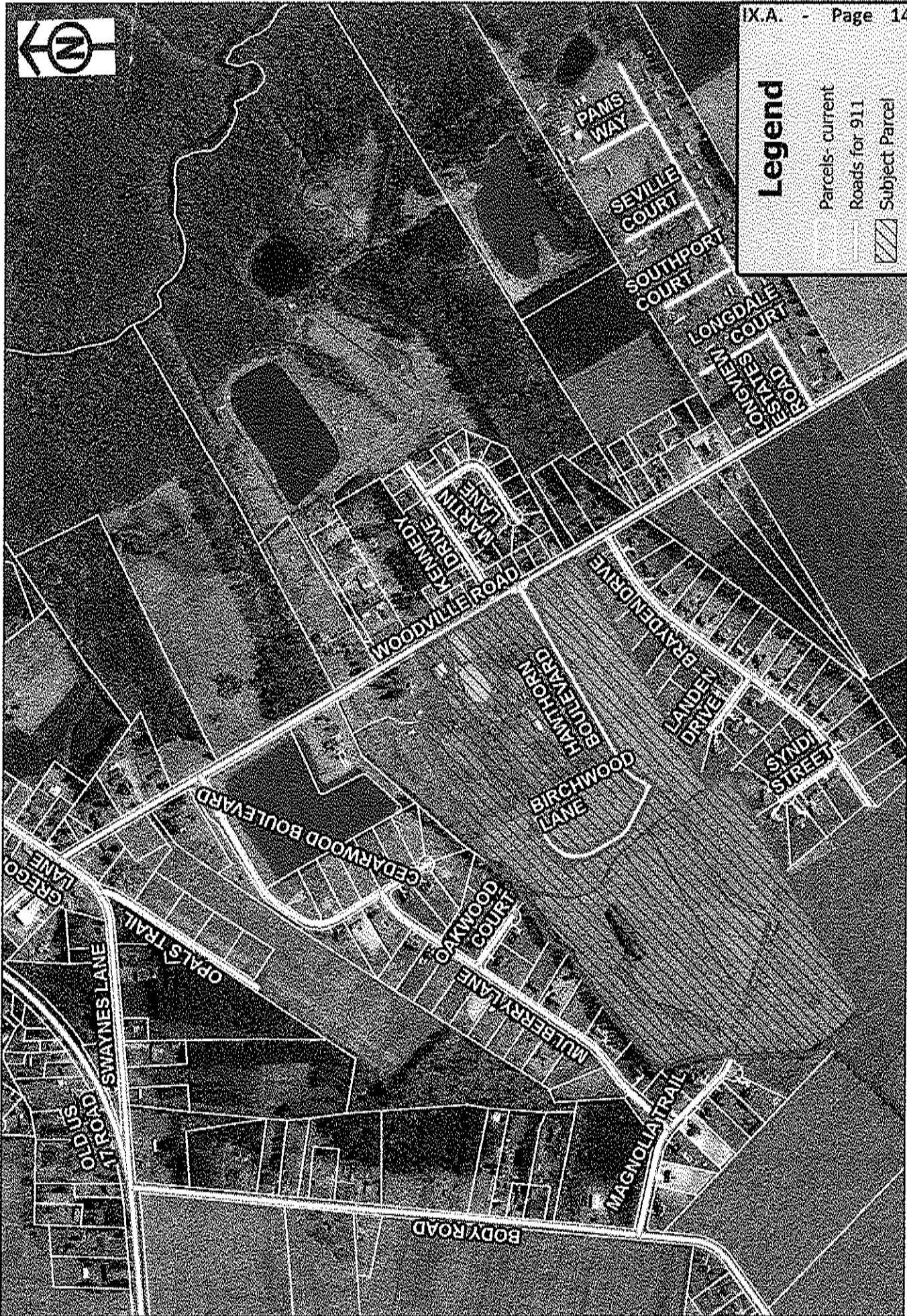


# Legend

Parcels - current

Roads for 911

Subject Parcel



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

Current Time: 7/23/2024 1:47 PM  
Perquimans County, NC by RR

**Re: Local Library Board of Trustees**

**From:** Michelle Lawrence <mlawrence@pettigrewlibraries.org>  
**Sent:** Wednesday, August 28, 2024 4:03 PM  
**To:** Mary Hunnicutt <MHunnicutt@perquimanscountync.gov>  
**Subject:** RE: Local Library Board of Trustees

Hi Mrs. Hunnicutt,

I must somehow have made an error with Mr. Lyons! He found it difficult to make our meetings so I didn't ask if he would like to be re-appointed. I'm sorry!

My intention was for Mr. Vaughn and Mrs. Eichenlaub to replace Amy Cooper and Mr. Lyons.

Thank you so much,  
Michele

---

**From:** Mary Hunnicutt <MHunnicutt@perquimanscountync.gov>  
**Sent:** Wednesday, August 28, 2024 3:44 PM  
**To:** Michelle Lawrence <mlawrence@pettigrewlibraries.org>  
**Subject:** Local Library Board of Trustees  
**Importance:** High

Michele, I hate to bother you, but I am preparing my Agenda Packet for September's BCC Meeting, and I have a question about your Board appointments. You sent me Board Applications for Mary Ann Eichenlaub & Gilbert Vaughn with your recommendation e-mail to appoint them to your Local Library Board. Here is what I have for the members of the Local Library Board:

Member Name	Board Name	Term	Appt. Date	Expiration Date
Woodard, Drew	Local Library Board	4 yrs.	7/1/2021	6/30/2025
Heath, Frank W.	Local Library Board	4 yrs.	7/1/2022	6/30/2026
Aquilar, Judith Rae	Local Library Board	4 yrs.	7/1/2022	6/30/2026
Cooper, Amy	Local Library Board	4 yrs.	7/1/2020	6/30/2024
Poppert, Jennifer Ann	Local Library Board	4 yrs.	7/1/2023	6/30/2027
Lyons, Jr., Rodney Darnell	Local Library Board	4 yrs.	7/1/2020	6/30/2024
Bunch, III, Maurice L.	Local Library Board <i>(replaced R Neal)</i>	4 yrs.	3/1/2023	6/30/2025
Martin, Jr. Robert	Local Library Board	4 yrs.	7/1/2021	6/30/2025

I see from my Minutes that Mr. Lyons, Jr. was reappointed in June 2024. I do not see where we have reappointed Amy Cooper. Is her seat one of the seats that Ms. Eichenlaub or Mr. Vaughn was going to fill. Who is the other vacant seat since you are appointing 2 individuals this time?

Thanks for your help.  
Mary P. Hunnicutt  
Clerk to the Board  
Perquimans County  
P.O. Box 45  
Hertford, NC 27944  
Phone: (252) 426-8484  
Fax: (252) 426-4034  
E-Mail: [mhunnicutt@perquimanscountync.gov](mailto:mhunnicutt@perquimanscountync.gov)

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

**STATE OF NORTH CAROLINA  
COUNTY OF PERQUIMANS  
PSAP MUTUAL AID AGREEMENT**

**1. PURPOSE OF MUTUAL AID AGREEMENT**

Perquimans County recognizes there may be times when the Perquimans–Gates Primary Public Safety Answering Point (PSAP), as well as their Backup PSAP, located in Chowan County, becomes incapacitated. The purpose of this document is to establish a temporary, short-term Mutual Aid Agreement whereby, in the event of a Primary and Backup PSAP failure, Perquimans and Gates County's 911 and administrative calls will be transferred to the following county(ies), subject to the terms of this Mutual Aid Agreement:

1. Chowan County (see existing Memorandum of Understanding),
2. Wilson County,
3. Lincoln County,
4. Rutherford County.

The preferred methods of communication between Perquimans-Gates 911 Communications and the Assisting PSAP will be:

1. Statewide VIPER 800 channel
2. Telephone
3. DCIN Message.

**2. RESPONSIBILITIES OF PERQUIMANS-GATES PSAP**

- 2.1 Perquimans County understands that each party's foremost responsibility is to its own citizens.
- 2.2 Perquimans County will be responsible for obtaining radio resources for the duration of the event.
- 2.3 Should the Perquimans–Gates Primary PSAP remain incapacitated for longer than 24 hours, the respective PSAP Managers will discuss compensation for any upstaffing needed to assist with the additional workload.
- 2.4 Perquimans will request any necessary documentation to include recordings from the Assisting PSAP Manager during a Perquimans failure.
- 2.5 Perquimans agrees to give the Assisting PSAP Manager as much advance notice as practicable under the then existing circumstances of its need for 911 Calls to be answered and information relayed.

**3. RESPONSIBILITIES OF ASSISTING COUNTY PSAP**

- 3.1 The Assisting PSAP agrees to maintain its 911 Center facility operationally functional and up to date as possible.
- 3.2 The Assisting PSAP agrees to capture all telephone traffic associated with Perquimans-Gates during a Perquimans-Gates failure and share any requested recordings as time allows.
- 3.3 The Assisting PSAP agrees to process all Perquimans-Gates telephone calls during a catastrophic failure until which time Perquimans-Gates can resume operations.

All parties also covenant and agree to the following:

1. **Governing Law.** This Agreement shall be governed by and construed in accordance with the internal laws of the State of North Carolina, without reference to any conflict or choice of laws provision which would operate to make the internal laws of any other jurisdiction applicable.
2. **Modification.** This Agreement shall only be modified, amended or supplemented, by a written instrument signed by both parties to this Agreement.
3. **Term and Termination.** This Agreement is in effect perpetually, unless replaced by future edition. Any party may cancel its participation by providing written notice addressed to the respective County Manager and PSAP Manager, delivered by registered or certified mail.

4. Non-Discrimination. Neither party hereto shall discriminate on the basis of race, religion, creed, color, gender or national origin.
5. Other Agreements.
  - a) Nothing herein shall prevent either party to this Agreement from entering into other agreements with other counties or local governmental entities in relation to the same subject matter herein.
  - b) This Agreement is not intended to impact or change the provision of any existing Backup Center plan.
  - c) This Agreement shall not be construed to impose an unconditional obligation on any party to the Agreement.
  - d) This Agreement is in effect perpetually, unless replaced by future edition.
  - e) Each PSAP will be responsible for its own expenses incurred while traveling, and reimbursement of expendable resources may be required.

The County of Perquimans hereby adopts the updated PSAP Mutual Aid Agreement, based on the October 5, 2020 agreement, effective September 3, 2024.

Attest:

\_\_\_\_\_  
Chairperson, Perquimans Board of Commissioners

\_\_\_\_\_  
Clerk to the Board of Commissioners

The County of Wilson hereby adopts the updated PSAP Mutual Aid Agreement as of \_\_\_\_\_.

Attest:

\_\_\_\_\_  
Chairperson, Wilson Board of Commissioners

\_\_\_\_\_  
Clerk to the Board of Commissioners

The County of Lincoln hereby adopts the updated PSAP Mutual Aid Agreement as of \_\_\_\_\_.

Attest:

\_\_\_\_\_  
Chairperson, Lincoln Board of Commissioners

\_\_\_\_\_  
Clerk to the Board of Commissioners

The County of Rutherford hereby adopts the updated PSAP Mutual Aid Agreement as of \_\_\_\_\_

Attest:

\_\_\_\_\_  
Chairperson, Rutherford Board of Commissioners

\_\_\_\_\_  
Clerk to the Board of Commissioners



FOR  
INFORMATION  
ONLY  
ITEMS

# DEPARTMENT HEAD REPORTS





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-August 2024**

**GARNISHMENTS: \$3,383.24**

**PAYMENT AGREEMENTS: \$7,273.96**

**DEBT SETOFFS: \$0**



# Permit Report

8/1/2024 - 8/27/2024

Permit Date	Permit #	Permit Type	Location	Project Cost	Total Fees	Outstanding Balance	Total Payments
8/1/2024	4664	Plumbing	Hertford	9,900	\$160.00	\$0.00	\$160.00
8/1/2024	4663	Electrical	County	12,000	\$413.00	\$0.00	\$413.00
8/1/2024	4662	Electrical	County	12,000	\$414.00	\$0.00	\$414.00
8/1/2024	4661	Building	County	122,074	\$185.00	\$0.00	\$185.00
8/1/2024	4660	Building	Hertford	35,500	\$271.00	\$0.00	\$271.00
8/1/2024	4659	Building	County	10,322		\$0.00	
8/1/2024	4658	Building	County	15,900	\$180.00	\$0.00	\$180.00
8/1/2024	4657	Building	Winfall	15,000	\$75.00	\$0.00	\$75.00
8/1/2024	4646	Building	County	18,000	\$225.00	\$0.00	\$225.00
8/1/2024	4643	Building	Hertford	240,000		\$0.00	
8/1/2024	4642	Plumbing	County	5,000	\$50.00	\$0.00	\$50.00
8/1/2024	4637	Building	County	375,000	\$1,389.00	\$0.00	\$1,389.00
8/1/2024	4628	Mechanical	Hertford	11,000	\$75.00	\$75.00	
8/1/2024	4621	Plumbing	County	2,500	\$70.00	\$0.00	\$70.00
8/1/2024	4598	Mechanical	County	3,500	\$55.00	\$55.00	
8/1/2024	4597	Electrical	County	750		\$0.00	
8/1/2024	4585	Building	County	15,381		\$0.00	
8/1/2024	4584	Electrical	County	950	\$56.00	\$0.00	\$56.00
8/1/2024	4583	Plumbing	County	1,900	\$60.00	\$0.00	\$60.00
8/1/2024	4565	Building	Hertford	45,000		\$0.00	
8/1/2024	4544	Electrical	County	20,000	\$250.00	\$0.00	\$250.00
8/1/2024	4538	Building	County	107,000		\$0.00	
8/2/2024	4669	Electrical	County	10,000	\$212.00	\$0.00	\$212.00
8/2/2024	4668	Building	County	225,000	\$681.00	\$0.00	\$681.00
8/2/2024	4667	Mechanical	County	1,200	\$55.00	\$0.00	\$55.00
8/2/2024	4666	Mechanical	County	1,200	\$55.00	\$0.00	\$55.00
8/2/2024	4665	Building	County	350,000	\$1,305.00	\$0.00	\$1,305.00
8/5/2024	4678	Plumbing	County	11,000	\$180.00	\$0.00	\$180.00
8/5/2024	4677	Mechanical	County	15,000	\$75.00	\$0.00	\$75.00
8/5/2024	4676	Mechanical	County	15,000		\$0.00	

8/5/2024	4675	Plumbing	County	6,500	\$170.00	\$0.00	\$170.00
8/5/2024	4674	Plumbing	County	6,500	\$170.00	\$0.00	\$170.00
8/5/2024	4673	Plumbing	County	1,500	\$50.00	\$0.00	\$50.00
8/5/2024	4672	Electrical	County	2,500	\$50.00	\$0.00	\$50.00
8/5/2024	4671	Electrical	County	2,500	\$50.00	\$0.00	\$50.00
8/5/2024	4670	Plumbing	Hertford	800	\$55.00	\$0.00	\$55.00
8/6/2024	4683	Mechanical	County	12,000	\$610.00	\$0.00	\$610.00
8/6/2024	4682	Electrical	County	12,000	\$438.00	\$0.00	\$438.00
8/6/2024	4681	Electrical	Hertford	1,200	\$55.00	\$0.00	\$55.00
8/6/2024	4680	Electrical	County	1,200	\$50.00	\$0.00	\$50.00
8/6/2024	4679	Electrical	County	1,500	\$135.00	\$0.00	\$135.00
8/6/2024	4503	Building	County	29,000	\$235.00	\$0.00	\$235.00
8/6/2024	4684	Building		18,214		\$0.00	
8/7/2024	4688	Building	County	150,963	\$185.00	\$0.00	\$185.00
8/7/2024	4687	Electrical	Winfall	1,500	\$70.00	\$0.00	\$70.00
8/7/2024	4686	Building	County	33,600	\$75.00	\$0.00	\$75.00
8/7/2024	4685	Plumbing	County	10,000	\$55.00	\$0.00	\$55.00
8/8/2024	4691	Mechanical	Hertford	8,300	\$75.00	\$0.00	\$75.00
8/8/2024	4690	Mechanical	Hertford	8,100	\$75.00	\$0.00	\$75.00
8/8/2024	4689	Building	County	485,000		\$0.00	
8/11/2024	4692	Building	Winfall	16,000		\$0.00	
8/13/2024	4695	Building	County	225,000		\$0.00	
8/13/2024	4694	Building	County	40,000	\$150.00	\$0.00	\$150.00
8/13/2024	4693	Building	County	5,000	\$50.00	\$0.00	\$50.00
8/14/2024	4698	Building	County	362,000	\$1,317.00	\$0.00	\$1,317.00
8/14/2024	4697	Building	County	20,000	\$125.00	\$0.00	\$125.00
8/14/2024	4696	Electrical	County	2,000	\$50.00	\$0.00	\$50.00
8/15/2024	4704	Electrical	County	10,000	\$190.00	\$0.00	\$190.00
8/15/2024	4703	Electrical	County	10,000	\$213.00	\$0.00	\$213.00
8/15/2024	4702	Mechanical	County	3,500	\$375.00	\$0.00	\$375.00
8/15/2024	4701	Mechanical	Winfall	9,850	\$75.00	\$0.00	\$75.00
8/15/2024	4700	Mechanical	County	5,000	\$55.00	\$0.00	\$55.00
8/15/2024	4699	Plumbing	County	2,800	\$50.00	\$0.00	\$50.00
8/16/2024	4709	Building	County	680,000	\$920.00	\$0.00	\$920.00
8/16/2024	4708	Mechanical	County	8,925	\$75.00	\$0.00	\$75.00

8/16/2024	4707	Mechanical	County	3,500	\$65.00	\$0.00	\$65.00
8/16/2024	4706	Building	Hertford	128,000		\$0.00	
8/16/2024	4705	Building	Hertford	205,000	\$1,064.00	\$1,064.00	
8/19/2024	4712	Electrical	County	5,000	\$230.00	\$0.00	\$230.00
8/19/2024	4711	Electrical	County	800	\$50.00	\$0.00	\$50.00
8/19/2024	4710	Electrical	County	3,000	\$100.00	\$0.00	\$100.00
8/20/2024	4721	Electrical	County	1,500	\$80.00	\$0.00	\$80.00
8/20/2024	4720	Plumbing	Winfall	2,000	\$65.00	\$0.00	\$65.00
8/20/2024	4719	Electrical	Hertford	12,000	\$750.00	\$0.00	\$750.00
8/20/2024	4718	Electrical	County	2,000	\$50.00	\$50.00	
8/20/2024	4717	Plumbing	County	2,000	\$65.00	\$0.00	\$65.00
8/20/2024	4716	Plumbing	County	5,000	\$80.00	\$0.00	\$80.00
8/20/2024	4715	Electrical	County	16,000	\$560.00	\$0.00	\$560.00
8/20/2024	4714	Electrical	County	14,000	\$443.00	\$0.00	\$443.00
8/20/2024	4713	Mechanical	County	5,500	\$75.00	\$0.00	\$75.00
8/21/2024	4729	Building	County	7,200	\$75.00	\$0.00	\$75.00
8/21/2024	4728	Building	County	5,500	\$75.00	\$0.00	\$75.00
8/21/2024	4727	Building	County	6,965		\$0.00	
8/21/2024	4726	Electrical	Hertford	2,500	\$152.00	\$0.00	\$152.00
8/21/2024	4725	Plumbing	County	1,200	\$55.00	\$0.00	\$55.00
8/21/2024	4724	Building	Hertford	37,615	\$150.00	\$0.00	\$150.00
8/21/2024	4723	Building	County	110,506	\$270.00	\$0.00	\$270.00
8/21/2024	4722	Electrical	County	10,000		\$0.00	
8/22/2024	4732	Mechanical	Hertford	5,000	\$75.00	\$0.00	\$75.00
8/22/2024	4731	Plumbing	County	25,000	\$250.00	\$0.00	\$250.00
8/22/2024	4730	Mechanical	County	25,000	\$150.00	\$0.00	\$150.00
8/23/2024	4734	Building	County	57,000	\$315.00	\$0.00	\$315.00
8/23/2024	4733	Electrical	Hertford	1,500	\$50.00	\$0.00	\$50.00
8/26/2024	4742	Plumbing	County	2,000	\$55.00	\$55.00	
8/26/2024	4741	Plumbing	County	22,500	\$250.00	\$0.00	\$250.00
8/26/2024	4740	Electrical	County	1,800	\$110.00	\$110.00	
8/26/2024	4739	Mechanical		7,500	\$75.00	\$0.00	\$75.00
8/26/2024	4738	Mechanical	County	4,600	\$75.00	\$75.00	
8/26/2024	4737	Building	County	250,000	\$680.00	\$0.00	\$680.00
8/26/2024	4736	Building	County	250,000	\$841.00	\$0.00	\$841.00

8/26/2024	4735 Building	County	8,500	\$75.00	\$0.00	\$75.00
			5,147,215	\$20,194.00	\$1,484.00	\$18,710.00

Total Records: 101  
8/27/2024





## Case Activity Report

8/1/2024 - 8/27/2024

Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
8/26/2024	168	210 East Inlet Circle		Trash	Re-Inspection	Trash has been cleaned up at this property.
8/20/2024	126	3161 NEW HOPE RD	Solid waste/Unsafe Structure		Re-Inspection	This house has Asbestos siding that needs to be removed before demo. Waiting on estimate for removal.
8/16/2024	163	144 OSPREY LN		Over grown Property with Junk Cars	Inspection	Cleanup of property has started. Will monitor progress.
8/8/2024	168	210 East Inlet Circle		Trash	Inspection	Trash Piled up in yard. Will contact owners.
8/6/2024	126	3161 NEW HOPE RD	Solid waste/Unsafe Structure		Re-Inspection	Property has deteriorated. Have been in contact with property owners and they would like to have the house taken down.

Total Records: 5

8/27/2024

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# COMMITTEE REPORTS