

AGENDA

All items are for discussion and possible action.
Perquimans County Board of Commissioners
Floor Courtroom - Courthouse Annex Building
March 8, 2016
7:00 p.m.



I. Call to Order

II. Prayer & Pledge

III. Approval of Agenda

IV. Consent Agenda

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

- A. Approval of Minutes: February 1, 2016 Regular Meeting & February 15, 2016 Work Session Meeting
- B. Personnel Matters
 - 1. Withdrawal of FMLA Request
 - 2. Retirement: Telecommunications Supervisor
 - 3. Dismissal: Full-Time Telecommunicator
 - 4. Resignation: Part-Time Telecommunicator
 - 5. Retirement: Assistant Building Inspector
 - 6. Appointment: Part-Time Building Inspector
 - 7. Appointment: Human Resources Placement Specialist
 - 8. Promotion: Full-Time Telecommunicator
 - 9. Promotion: Part-Time Telecommunicator
 - 10. Appointment: Fill-In Telecommunicator (2)
 - 11. Certification: EMT-I
- C. Step/Merit Increases
 - 1. Social Services
 - 2. EMS
- D. Budget Amendment No. 11 - 12
- E. Record Retention Schedule: Social Services Department
- F. Board Resignation: Tourism Development Authority
- G. Beer & Wine Distribution
- H. Fiscal Monitoring Reports for East Carolina Behavioral Health

V. Scheduled Appointments

- A. David Denton, Denton Wildlife Services 7:00 p.m.
- B. Bill Jennings, Tax Administrator 7:05 p.m.
- C. Susan Chaney, Social Services Director 7:10 p.m.

VI. Commissioner's Concerns/Committee Reports

- A.
- B.
- C.

VII. Old Business

- A. Updates from County Manager
- B. Board Appointments
 - 1. Trillium Northern Region Advisory Board
 - 2. Albemarle RC&D Council
 - 3. Nursing Home Advisory Committee
- C.

ACTION
REQUIRED

NO
ACTION
REQUIRED

ACTION
REQUIRED

**ACTION
REQUIRED**

VIII. New Business

- A. Board Rules of Procedure
- B. FY 2015-16 Audit Contract
- C. Lease Extension – Perquimans County USDA Service Center
- D. Debt Setoff Clearinghouse Business Associate Agreement for EMS Collections
- E. Master Resolution & Authorization for Depository Accounts & Treasury Management Services
- F.
- G.
- H.

IX. Unscheduled Appointments/Public Comments

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

- A.
- B.
- C.

X. Adjournment

FOR INFORMATION ONLY:

- Senator Burr's Response to World War II Merchant Mariners' Resolution
- Prescription Card Program

DEPARTMENT HEAD REPORTS:

- Plat Log
- Building Inspections Reports
- Sheriff's Department
- Extension

COMMITTEE WRITTEN REPORTS:

- Senior Citizens Advisory Board
- Recreation Advisory Board
- Chamber of Commerce February Newsletter
- Chamber of Commerce March Newsletter

NOTES FROM THE COUNTY MANAGER

March 7, 2016

7:00 p.m.

- IV. **Enclosures.** Items included on the Consent Agenda are enclosed. *If you wish to discuss any of these items, please make that request during the meeting.*
- V.A. **Enclosure.** David Denton, a retired NC Wildlife Resources Commission, will discuss Perquimans County coyote control.
- V.B. **Enclosures.** Bill Jennings, Tax Administrator, will present his Monthly update on Reval, Foreclosures and Collections.
- V.C. Susan Chaney, Social Services Director, will present her monthly report.
- VII.A. County Manager Heath will present several updates to the Board.
- VII.B. **Enclosures.** Last month, the Board tabled the appointment to the following Board/Committees: Trillium Northern Region Advisory Board; Albemarle RC&D Council; and Nursing Home Advisory Committee. Board action is being requested. Commissioner Jones has talked with Lynne Mathis and will be recommending her for an appointment to the Albemarle RC&D Council (her information is included on the attached listing). The individual that Commissioner Nelson was going to recommend to the Trillium Northern Region Advisory Board was not willing to accept the appointment. Board action will need to be taken on the Albemarle RC&D Council appointment.
- VIII.A. **Enclosures.** For the last several months, the Board has been discussing the enclosed proposed Rules of Procedure. At their February Work Session, they finalized them for action to be taken at tonight's meeting. Board action is being request.
- VIII.B. **Enclosures.** County Manager Heath and Finance Officer Tracy Mathews have reviewed the enclosed Audit Contract with Donna H. Winborne, CPA to perform the FY 2015-2016 audit. The cost is \$31,000 which is an increase over last year due to additional work with the OPEB that they will have to do next year. They recommend the approval of the audit contract. Board action is being requested.
- VIII.C. **Enclosure.** The Perquimans County USDA Service Center is requesting an extension of their lease with Perquimans County which was through August 1, 2015. This extension will be from August 1, 2015 through December 31, 2017. The balance of the lease will remain the same. Board action is being requested.
- VIII.D. **Enclosure.** We are presently using the debt setoff system for delinquent taxes as well as for collecting old water/utility bills. However, the County is interested in adding our delinquent EMS accounts to the Clearinghouse system. In order to accomplish this, the Board will need to review the attached Business Associate Agreement and take action on it. Board action is being requested.
- VIII.E. **Enclosure.** With the County going to direct deposit for employee paychecks, PNC is recommending that the County update their Master Resolution & Authorization for Depository Accounts & Treasury Management Services. 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 – February 1, 2016 Regular Meeting & February 15, 2016 Work Session
- B. **Enclosures:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
C.J. Wilson	EMT-I	FMLA Withdrawal			2/19/2016
Homeria Jennette	Telecommunication Supervisor	Retirement			4/30/2016
Kay Long	Full-Time Telecommunicator	Dismissal			2/3/2016
Esther Jordan	Part-Time Telecommunicator	Resignation			2/19/2016
Gewayn Cunningham	Assistant Building Inspector	Retirement			5/1/2016
Gewayn Cunningham	Part-Time Building Inspector	Appointment	67/4	\$15.51/hr.	6/1/2016
Kristin Gordon	Human Resources Placement Specialist	Appointment	63/2	\$28.859	3/10/2016
Krystal Agosto	Full-Time Telecommunicator	Promotion	60/3	\$25.905	3/1/2016
James Farrar	Part-Time Telecommunicator	Promotion	60/2	\$12.16/hr.	3/1/2016
Hazelene Miller	Fill-In Telecommunicator	Appointment	60/1	\$11.86/hr.	3/1/2016
Wilma Jordan	Fill-In Telecommunicator	Appointment	60/1	\$11.86/hr.	3/1/2016
Michaela R. Madden	From EMT to EMT-I	Certification	66/1	\$15.45/hr.	3/1/2016

- C. **Enclosures:** During the Budget process, these step/merit increases were approved for the employees. The following individuals are recommended by their supervisors for merit increases:

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Sabrina Patrick	IMC II	63/2	\$28,859	3/1/2016
Dale Hunter	EMS Shift Supervisor	68/5	\$38,682	3/1/2016

- D. **Enclosure:** Budget Amendment Nos. 11 – 12 are presented for Board action.
- E. **Enclosures:** Because of amendments to the schedules, the enclosed Record Retention Schedule has been approved by Susan Chaney and is being recommended for approval by the Board of Commissioners:
- F. **Enclosure:** The following Board resignation is being presented for Board action and/or for Board information:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Jackie Hobbs	Tourism Development Authority (Industry Rep)	Resignation		3/31/2016

- G. **Enclosure:** Beer & Wine Tax Distribution - This is an Annual Report for Board approval.
- H. **Enclosure:** East Carolina Behavioral Health is supposed to present their quarterly fiscal reports to the Board for Board approval. Their report for period ending January 31, 2016 is presented for Board review and approval.

charge of government which is the Board of Commissioners. If they had any issues or problems during the audit. They did have a new pronouncement this year which is explained in the first paragraph. She thanked Tracy Mathews, her staff and the County Manager for all their help during the audit. Chair Cole asked if there was a motion to approve the audit as presented. On motion made by Edward R. Muzzulin, seconded by Matthew Peeler, the FY 2014-2015 Audit as presented by Donna Winborne was unanimously approved by the Board. Commissioner Peeler thanked Tracy Mathews and her staff along with Frank Heath for their work.

RESOLUTION: GRANT FOR PLAYGROUND EQUIPMENT FOR THE DISABLED

County Manager Heath presented the request to the Board for Recreation to apply for Phase 2 of the Play Together Construction Grant for Accessible Playgrounds. They are asking for the Board to allow them to apply for the grant to upgrade their current playground equipment and purchase other equipment to assist with individuals that have disabilities. The amount would be around \$300,000. On motion made by Kyle Jones, seconded by Wallace E. Nelson, the Board unanimously authorized the Recreation Department to apply for Phase 2 of the Play Together Construction Grant for Accessible Playgrounds provided by Trillium Health Resources. The following Resolution was adopted:

RESOLUTION SUPPORTING THE TRILLIUM GRANT APPLICATION

WHEREAS, Perquimans County has determined that there is a need for accessible playgrounds that are fully functional and accessible to individuals with special needs and individuals in wheelchairs; and

WHEREAS, Trillium Health Resources has announced that they are offering the opportunity to apply for Phase 2 of the Play Together Construction Grant for Accessible Playgrounds; and

WHEREAS, Perquimans County Recreation Department wishes to apply for the Play Together Construction Grant

NOW THEREFORE, BE IT RESOLVED that the Perquimans County Board of Commissioners authorizes the County Manager and Recreation Director to apply for the Play Together Construction Grant provided by Trillium Health Resources.

ADOPTED this the 19th day of January, 2016.

Janice McKenzie Cole, Chair
Perquimans County Board of Commissioners

ATTEST:

Mary F. Hunnicutt, Clerk to the Board

ADJOURNMENT

There being no further comments or business to discuss, the Special Called Meeting was adjourned at 7:15 p.m. on motion made by Edward R. Muzzulin, seconded by Matthew Peeler.

Janice McKenzie Cole, Chair

Clerk to the Board

***** REGULAR MEETING

February 1, 2016

6:45 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, February 1, 2016, at 6:45 p.m. in the upstairs Courtroom located on the second floor of the Perquimans County Courthouse Annex.

MEMBERS PRESENT:	Janice McKenzie Cole, Chair Fondella Leigh Wallace Nelson	Kyle Jones, Vice Chairman Edward R. Muzzulin Matthew Peeler
MEMBERS ABSENT:	None	
OTHERS PRESENT:	Frank Heath, County Manager Hackney High, County Attorney	Mary Hunnicutt, Clerk to the Board

After the Chair called the meeting to order, Commissioner Leigh gave the invocation and the Chair led the Pledge of Allegiance. Chair Cole said that the first item of business was to hold a public hearing.

PUBLIC HEARING

Case No. NZV-15-01 – Atlantic Wind, LLC

Chair Cole opened the Public Hearing stating that the purpose of the public hearing was to receive citizens' comments to consider Case No. NZV-15-01, requested by Atlantic Wind, LLC, to create a 2.742-acre parcel for the existing Electrical Substation located at 1024A Swamp Road, Belvidere NC, without an individual sewage disposal system and with a 2,474' easement access. Reference Sections 402B(4) and 402B(9)(b) of the Subdivision Regulations. There were 150+ people present. Chair Cole gave instructions regarding speaking to the Board. Chair Cole recognized Donna Godfrey, County Planner, who gave a brief overview of the request and explained that the Planning Board approved the request at their January 12, 2016 meeting. Ms. Godfrey stated that the applicant is represented by Craig Poff, IBERDROLA, who is present if he needed to answer any questions. Chair Cole asked if there were any questions from the Board for Mr. Poff or Ms. Godfrey. The following Commissioners made comments or asked questions:

- > Matthew Peeler: Mr. Peeler had a question about sewage. Mr. Peeler asked if, since we are dividing this section into two pieces, this would be considered a subdivision and, if so, he feels that it should be considered just like it would be if a person was going to place a house on this property. We need to make sure that it would perk and follow the same criteria that a person would follow should they place a house on the property. Ms. Godfrey said that they would follow those criteria if the lot was less than 10 acres. The other two lots that are being proposed along the easement are in excess of 10 acres. This is excluded in State and local law.
- > Matthew Peeler: Mr. Peeler asked a question about the "flagpole" lot. He asked if this has to be one continuous piece of property. In this case, it is crossing another piece of property. Ms. Godfrey said that it was her opinion that it would be accommodated under a shared access agreement. She referenced a notation in her Staff Report that she wanted to include this as a condition of this variance but the Planning Board thought that it was a part of the condition in Section 402B(9)(b). She asked

charge of government which is the Board of Commissioners. If they had any issues or problems during the audit. They did have a new pronouncement this year which is explained in the first paragraph. She thanked Tracy Mathews, her staff and the County Manager for all their help during the audit. Chair Cole asked if there was a motion to approve the audit as presented. On motion made by Edward R. Muzzulin, seconded by Matthew Peeler, the FY 2014-2016 Audit as presented by Donna Winborne was unanimously approved by the Board. Commissioner Peeler thanked Tracy Mathews and her staff along with Frank Heath for their work.

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MEMBERS ABSENT:	None	
OTHERS PRESENT:	Frank Heath, County Manager Hackney High, County Attorney	Mary Hunnicutt, Clerk to the Board

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- > **Matthew Peeler:** Mr. Peeler had a question about sewage. Mr. Peeler asked if, since we are dividing this section into two pieces, this would be considered a subdivision and, if so, he feels that it should be considered just like it would be if a person was going to place a house on this property. We need to make sure that it would perk and follow the same criteria that a person would follow should they place a house on the property. Ms. Godfrey said that they would follow those criteria if the lot was less than 10 acres. The other two lots that are being proposed along the easement are in excess of 10 acres. This is included in State and local law.
- > **Matthew Peeler:** Mr. Peeler asked a question about the "flagpole" lot. He asked if this has to be one continuous piece of property. In this case, it is crossing another piece of property. Ms. Godfrey said that it was her opinion that it would be accommodated under a shared access agreement. She referenced a notation in her Staff Report that she wanted to include this as a condition of this variance but the Planning Board thought that it was a part of the condition in Section 402B(9)(b). She asked

County Attorney High for his comments. Mr. High said that he agreed with Ms. Godfrey. Mr. High said that there should be no problem as long as all the property owners are on board with this variance request.

> **Matthew Peeler:** Mr. Peeler asked Mr. Poff for some clarification as to why they needed it since they have already started building on the properties. Mr. Poff said that they did not need it but that, late last year, Dominion Power asked for them to convey it in fee. To do that, they needed to subdivide the property so they will need the variance. Mr. Peeler further asked why Dominion is included in this. Mr. Poff said that Dominion owns the transmission infrastructure. Mr. Peeler said that Iberdrola owns the substation. Mr. Poff stated again that Dominion will own the substation. Mr. Peeler asked if Dominion is buying the power. Mr. Poff said that Dominion is not buying the power. Mr. Peeler said that the reason that he is bringing this up now is the statement included in the motion to approve that says, "to advance the public health, safety and general welfare, encourage orderly development, protect the quality of the environment, and generally uphold the requirements of State Law." Mr. Peeler further stated that, if the public is not going to use this or gain any benefit from this, then this seems to be a private enterprise and does not qualify for this variance. Mr. Poff said that this does not have anything to do with the energy from the project. It is simply a subdivision having to do with the division of property.

The following individual signed up to speak:

> **Gigi Badawi:** Ms. Badawi read the following: "Tonight, when Iberdrola request the variance, I would recommend that you require them to include a main water supply to the sub-station. The current sub-stations in the county are located near roadways and closer to the county's main water supplies. The sub-station Iberdrola will erect is going to be far from the water grid and there are very few hydrants in this rural area. If one of these isolated substations catches fire, crews will need to shuttle water in to extinguish the fire after a water source is located. The underlying problem is, while volunteers assemble and the state's forestry service respond, the clock is ticking while a portion of your county's electrical infrastructure is burning. The longer it burns, the more damage occurs. Once the power is verified secure, the fire crews can extinguish the fire. The end result could be catastrophic because the damaged equipment will need to be replaced or linemen will need to jump the entire sub-station in order to restore power to the county. These dramatic effects and damages could result in the county being without power for weeks or months until such time power equipment is evaluated, disassembled, purchased, and delivered for re-installation or complete reconstruction. This catastrophic event would be similar to the aftermath of a possible storm or hurricane and will be crippling to homes and businesses. At this point, Iberdrola needs your grant for access and you will have the right to require a water source be installed based on the fire load and recommendations from the National Fire Protection Association (NFPA), National Electrical Code (NEC), Fire Protection for Power Plants. The basis for the need of a water main is highly recommended by all electrical codes and fire protection agencies to prevent large scale electrical infrastructure failure for a city or county, if you have not already done so. I would suggest having an engineer evaluate the size water main required based on the national fire load rating. This will also allow a source to be in place should you later find that potable water or septic be required on site in the future. By taking this step and placing the cost on Iberdrola, this could potentially save the county hundreds of thousands of dollars should a fire occur. Iberdrola should also be required to provide the emergency responders with an Emergency Action Plan to ensure the safety of our community's response personnel, if you have not already done so."

There being no further questions or comments, Chair Cole closed the Public Hearing at 7:04 p.m.

AGENDA

On motion made by Edward R. Muzzulin, seconded by Matthew Peeler, the Board unanimously approved the Agenda as amended.

CONSENT AGENDA

The following items were considered to be routine and were unanimously approved on motion made by Edward R. Muzzulin, seconded by Matthew Peeler.

1. Approval of Minutes: January 4, 2016 Regular Meeting & January 19, 2016 Special Called Meeting
2. Tax Release Approvals:

PERQUIMANS COUNTY TAX RELEASES:

Proctor, Timothy 5634.62
 2011 CaseIH sprayer was double listed, value \$144,231. Account No. 256457.

3. Personnel Matters:

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Richard Browder	Deputy	Termination			1/11/2016
C.J. Wilson, Jr.	EMT-1	FMLA			3/18/2016

4. Step/Merit Increase:

Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Nicole Elliott	Accounting Tech IV	63/12	\$36,832	2/1/2016
Tracy Mathews	Finance Officer	72/9	\$50,857	2/1/2016

5. Record Retention Schedules: Eric Tilley, Sheriff, has reviewed the Records Retention & Disposition Schedule Amendments for the Sheriff's Office and recommended it for approval. Board approved the schedules as presented.
6. Resolutions: The following Resolutions were approved by the Board:

RESOLUTION SUPPORTING CONNECT NC BOND ACT

WHEREAS North Carolina and its counties have a mutual desire to improve and enhance the quality of life for all of our state's citizens; and

WHEREAS the North Carolina Community College System is in need of new and renovated facilities to educate and prepare students and workers for the 21st century for the purpose of enhancing the economic attractiveness of the State; and

WHEREAS Clean water and sewer systems are essential to attract new and strengthen existing industry and to provide for the needs of the State and its growing population; and

WHEREAS having parks and public facilities accessible to children and veterans with disabilities is essential to improving the quality of life for our most vulnerable citizens; and

WHEREAS financing these costs through a bond is the most economical and affordable way to address these infrastructure needs; and

WHEREAS the Connect NC Bond Act will provide funding for many critical needs facing North Carolina that will improve and enhance the quality of life in our counties;

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Perquimans County that it does hereby express its support for the Connect NC Bond Act; and

BE IT FURTHER RESOLVED that a copy of this resolution is sent to all 100 counties with encouragement for each county to adopt a similar resolution; and

BE IT FURTHER RESOLVED that copies of this resolution are transmitted to our members of the General Assembly and to Governor Pat McCrory to let them know of our support for this issue.

ADOPTED, this 1st day of February, 2016 by the Perquimans County Board of Commissioners.

Janice McKenzie Cole, Chair
 Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunnicutt, Clerk to the Board

**RESOLUTION SUPPORTING PREVENTION PARTNERS
STATEWIDE WELLNESS INITIATIVE**

WHEREAS North Carolina counties strive to create a healthy workforce environment for county employees; and

WHEREAS North Carolina counties are responsible for providing public health services to citizens; and

WHEREAS Prevention Partners builds healthier communities through a suite of products that guide schools, workplaces, hospitals and clinics to address the leading causes of preventable disease, such as tobacco use, poor nutrition, physical inactivity and obesity; and

WHEREAS The Healthy Together NC campaign draws on a broad partnership crossing the public and private sectors to bring workplace health and wellness to hospitals, businesses, schools, government agencies, nonprofits, universities and more; and

WHEREAS Prevention Partners has set a goal to build healthy workplaces across sectors in at least 10 organizations in all 100 counties of North Carolina by the year 2025; and

WHEREAS improving the health of citizens will help counties by reducing costs for providing public health services; and

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Perquimans County does hereby express its support for the Healthy Together NC campaign; and

BE IT FURTHER RESOLVED that a copy of this resolution is sent to all 100 counties with encouragement for each county to become a healthy workplace.

ADOPTED, this 1st day of February, 2016 by the Perquimans County Board of Commissioners.

Janice McKenzie Cole, Chair
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunnicutt, Clerk to the Board

7. Budget Amendments:

**BUDGET AMENDMENT NO. 10
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-610-337	Adult Day Health	192	
10-610-336	Transportation	128	
10-610-191	Home Delivered Meals	192	
10-348-000	Social Services/Grants	512	
EXPLANATION: To budget additional funds as approved by State for FY 15/16 Budget.			

PRESENTATIONS

The following presentations were made:

- **Introduction of New Employee:** Richard Copeland, Water Department Supervisor, introduced Nick Loties, Water Technician III, who began working for Perquimans County on January 1, 2016.
- **Introduction of New Employee:** Sheriff Eric Tilley introduced Faran Sawyer, Deputy/SRO, who began working for Perquimans County on January 1, 2016.

Chair Cole welcomed them to Perquimans County.

SUSAN CHANEY, SOCIAL SERVICES DIRECTOR

Ms. Chaney updated the Board on her department.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

Chair Cole asked if there were any Commissioner's Concerns or Committee Reports. There being none, the Chair proceeded with the meeting.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- **Play Together Construction Grant for Accessible Playgrounds:** At the Board's Work Session/Special Called Meeting on January 19, 2016, Mr. Heath reported that the County had received a \$350,000 Play Together Grant from Trillium Health Resources. These funds will help make our recreational facilities more handicap accessible. He cited several examples of how the money can be used. The grant presentation will be held on February 4, 2016 at 11:00 a.m. at the Rec Center and the Board is invited to attend. He thanked Commissioner Jones and Chair Cole on their work behind the scenes to obtain these funds.
- **Library Project:** Mr. Heath reported that the landscaping and parking plans have been completed. We have submitted the stormwater permit application to the State. He will be meeting with the architect on February 12th to review the preliminary construction drawings and to discuss the timeframe for bids and LGC Application.
- **Superintendent, Chessman:** Mr. Heath met with the new School Superintendent last week. They had a good discussion on Budget timeframe and the budget process. Mr. Heath knows that Mr. Chessman plans to or has already talked to each one of the Commissioners.
- **Commissioners' Board Retreat:** Mr. Heath has talked with the North Carolina Association of County Commissioners regarding their assisting with the Board Retreat. They normally handle their Retreats on a weekday and will require a pre-planning meeting with a couple of the Commissioners and himself. He thought that they would look at having the Retreat in March. He would also be willing to talk with Charlie Lacey who has facilitated the last couple of retreats. He is asking for their direction on this.
- **Comprehensive Transportation Plan (CTP):** Mr. Heath reported that the CTP was approved at the Regional Planning Organization last week. It will now be forwarded to the Board of Transportation for their approval.
- **Collaborative Meeting:** Mr. Heath reported that the Economic Development Commission, Tourism Development Authority, Town of Hertford, Town of Winfall, Board of Commissioners, the Chamber of Commerce, and the Perquimans County Restoration Association will be holding a collaborative meeting on February 3, 2016 in the Commissioners Room. You are invited to attend. The areas of discussion will be on how these various stakeholders can work together in tourism, economic development, and possibly the development of a community foundation to further their efforts in these areas.
- **Boat Ramp Project:** Mr. Heath updated the Board on the Boat Ramp Project. The State Construction Office has approved the project plans and contract and is preparing the ad for requesting bids on the project. The contract start date is scheduled for June 15, 2016.

APPOINTMENT TO TRILLIUM NORTHERN REGION ADVISORY BOARD

Chair Cole explained that, in December, 2015, the Board accepted the resignation Kathleen Ingram on the Trillium Northern Region Advisory Board. At this time, there was no recommendation to replace Ms. Ingram so Chair Cole tabled the matter until the March meeting. Since there was a large crowd at the meeting, she encouraged the public to complete the Volunteer Application on the County's

website so that the Board could select individuals to serve on these Boards/Committees that have a vacancy.

PLANNING ITEM: ADMINISTRATIVE TEXT AMENDMENT NO. TXT-15-01

Chair Cole explained that she first would like to entertain a motion to determine if we meet the criteria to make a change in the Ordinance. Matthew Peeler made a motion find Administrative Text Amendment No. TXT-15-01 to advance the public health, safety and general welfare, encourage orderly development, protect the quality of the environment, and generally uphold the requirements of State Law in accordance with the County's Land Use Plan and, therefore, to find it consistent with the specific intent of the proposed Ordinance. The motion was seconded by Edward R. Muzzulin and unanimously approved by the Board. The second part is to deal with each item separately so that the Board will know what they are voting on. She would like to entertain a motion to change the setback or let it remain the same and then they will decide on the distance. Matthew Peeler made a motion that we change the setbacks because of the recommendations that the Planning Board provided to the Board. The motion was seconded by Kyle Jones. The motion was defeated by a tie vote with Commissioners Jones, Peeler, and Nelson voting for the motion and Commissioners Muzzulin, Leigh, and Cole voting against the motion. Therefore, the setbacks will not be changed. The next part of the recommendation is the escrow account. The recommendation from the Planning Board for the escrow account was to add a new requirement for the Applicant/Developer to establish an Escrow Account to pay for County expenses incurred in the review, evaluation and inspection of a given project, and thereby allow the County to hire third-party experts to determine compliance with the more complicated aspects of the County's regulations and a given project, among other things. Chair Cole confirmed with Donna Godfrey, Planning, that the Planning Board recommends \$50,000 to be placed on the Fee Schedule to cover this requirement. Ms. Godfrey recommends that the amount of the escrow be handled as a separate motion. Therefore, Chair Cole asked for a motion to approve or disapprove the escrow account. Kyle Jones made a motion to approve the escrow account as recommended. The motion was seconded by Edward R. Muzzulin. Commissioner Nelson wanted to clarify what they were voting on and Chair Cole clarified that they were only voting on the escrow account not the amount. The motion was unanimously approved by the Board. The Chair asked for a motion to approve or disapprove the escrow amount to be \$50,000 as recommended by the Planning Board and would be added to the Fee Schedule. Commissioner Peeler made a motion to approve the \$50,000 escrow account. The motion was seconded by Wallace E. Nelson and unanimously approved by the Board. The next item to discuss is the decommissioning regulations. The Planning Board recommends we strengthen the decommissioning criteria as follows: (a) to remove letters-of-credit and thereby limit the form of security to a cash bond; and (b) to cease allowing salvage value to be deducted from the equation for determining the amount of the bond. Edward R. Muzzulin made a motion to approve the Planning Board's recommendation on the decommissioning regulations. The motion was seconded by Kyle Jones. Chair Cole asked if there were any questions or comments. Commissioner Peeler asked that, when a turbine becomes unusable and is economically unfeasible to repair, will it sit there and deteriorate. He would like the Board to specify individual turbines and get them decommissioned individually instead of waiting for the whole facility to no longer produce power. Commissioner Nelson explained that this could be handled within the Conditional Use Process but he was okay with it either way. Commissioner Peeler wanted to make sure that it was stronger for the community. Commissioner Nelson asked for advice from County Attorney High. Mr. High said that the Conditional Use Process allows the conditions to be tailored made to the specific project whereas the Ordinance is more of an umbrella type of thing. Whatever the Board decides would be okay. Chair Cole asked if Ms. Godfrey would like to make a comment. Ms. Godfrey had never heard anything like that happening before. Commissioner Peeler further explained his position. Chair Cole asked Commissioner Peeler if he was suggesting a friendly amendment to Mr. Muzzulin's motion. Commissioner Muzzulin asked for Mr. Peeler to restate his proposed amendment. Commissioner Peeler stated that he would like to add: The wind energy facility owner shall have twelve (12) months to complete decommissioning of an individual turbine if no electricity is generated for a continuous period of twelve (12) months from that individual turbine. He further stated that this complies with the current Section 907.27(a) of the current Zoning Ordinance. Mr. Muzzulin said that he would agree with amending his motion. Kyle Jones seconded the motion to amend the original motion. Chair Cole asked for a vote on the motion. The amended motion was unanimously approved by the Board. Commissioner Nelson asked the Chair, after approving the amendment to the motion, they should vote on the original motion including the amendment. County Attorney High explained to the Chair that the amended motion would now need to be approved by the Board. The amended motion was unanimously approved by the Board. County Attorney High wanted to make sure that Mary Hunnicutt, Clerk to the Board, was clear on the vote. Ms. Hunnicutt explained what she understood which was correct. Chair Cole stated that with the vote on the amended motion she did not think that the first vote would have been necessary since it was Mr. Muzzulin's motion and he had the right to amend it but would accept it if that was what the Board wanted. The next issue that did not get a recommendation from the Planning Board was regarding the property value provisions. Chair Cole asked if the Board of Commissioners would like to make a motion regarding the property value provisions. Commissioner Peeler made a motion to have a guarantee to the non-participating owners of the wind project that their property values will not go down as a result of the wind energy facility. Chair Cole asked for a second to the motion. There being none the motion died due to a lack of a second. The final issue was the additional requirements that Commissioner Muzzulin had provided to the Board which included items that would require additional reports for noise evaluation, ice drop and ice throw evaluation, blade drop and blade throw evaluation, and shadow flicker evaluation which would be dealt with during the Conditional Use approval process. Edward R. Muzzulin made a motion to add these additional requirements. The motion was seconded by Kyle Jones. Chair Cole asked for any questions or discussion. Commissioner Peeler asked the Board to change the wording to property line and not occupied dwellings. He feels that we are only protecting the dwellings that are currently there and not the dwellings that will be built in the future. He is asking that the language of occupied dwelling be changed to property line. During this discussion, Craig Poff provided the following written statements to Chair Cole via Donna Godfrey: "There is no residence setback from turbines. But turbines must be setback from residences." Commissioner Nelson said that he was wondering if the reports should be required when the CUP is granted or should it be before the building permit is issued. Mr. Nelson was not sure what the answer is at this moment and that he does not oppose having these reports that Commissioner Muzzulin is recommending. He is just wondering if would be better written in the Ordinance or within the CUP process. Chair Cole said that, when we held the CUP Public Hearing for the Desert Wind Farm, they had the reports available and the experts to testify to their accuracy. She

feels that we would need to know the design before these reports are prepared. Commissioner Muzzulin said that they have software programs now that can prepare these evaluations. With that being said, Commissioner Nelson said that he did not have a problem including this information when the CUP public hearing is held. Chair Cole confirmed that the Desert Wind Farm provided this information at the CUP public hearing. Ms. Godfrey said that was true. Commissioner Peeler said that he still encourages the Board to change the wording from occupied dwellings to property lines. Commissioner Muzzulin said that the existing Ordinance states from the occupied dwelling. Mr. Peeler further stated that he understands that when the Ordinance refers to occupied dwelling it is only for those property owners that are participating in the Wind Energy Facility. County Manager Heath said that distinction was made in the guidelines. Chair Cole asked Commissioner Muzzulin if it was his goal to have this match what is in the ordinance at this time. Commissioner Muzzulin said that it was. Commissioner Peeler continued to say that a person that builds a house would not know what the sound levels would be from the existing turbine. Ms. Godfrey tried to clarify the information for Mr. Peeler. Chair Cole asked if the Board would like to table this item and proceed with the other items. Ms. Godfrey stated that it would fall under a defector waiver. County Attorney High asked Mr. Peeler if that clarified his question. Commissioner Peeler continued to try to clarify it further. Commissioner Nelson feels that the goal is to have these engineering reports provided at the CUP process. Commissioner Muzzulin agreed. Mr. Nelson feels that the setbacks need to be provided in one place because they may conflict with each other. Mr. Muzzulin said that, because the turbines are taller and bigger, we need to know all this information before we approve the CUP. County Manager Heath said that he feels that would be the goal of the reports being requested. The County would have the reports verified by our independent engineer. If the County's engineer shows that the setback needs to be greater than we need to look at it further. Commissioner Nelson feels that we need to work on the language to make sure that it matches up with the Ordinance. Chair Cole called for a vote. Mr. Peeler asked Mr. Muzzulin that, if we would remove all the language regarding occupied dwellings and property lines, would he be willing to amend his request. Commissioner Muzzulin feels that when we get these reports for the CUP process, then we will know how to set the setbacks. Mr. Peeler continued to feel that it needs to be open-ended. Chair Cole asked Commissioner Muzzulin if he wished to change his motion in any way. Mr. Muzzulin said that he did not want to change anything. Therefore, the motion was approved by a vote of five (5) to one (1) with Commissioner Peeler voting against the motion to add the following report requirements to this text amendment:

- **Noise Evaluation Report.** The applicant or petitioner shall submit a noise evaluation report for each of the proposed wind turbine locations and any alternative wind turbine locations at the proposed site and any alternative sites in accordance with the noise control regulations established by the Perquimans County Zoning Regulations. The report shall include, but not be limited to, the following:
 - (1) A detailed description of the potential noise levels that would be generated by the proposed wind turbines and any alternative wind turbines at the proposed site and any alternative sites, including, but not limited to, existing sound levels at the proposed site and any alternative sites, projected sound levels to be generated by the operation of the proposed wind turbines and any alternative wind turbines, the methodology used to monitor and evaluate sound levels, the wind turbine manufacturer's technical documentation of the noise emission characteristics of the proposed wind turbines and any alternative wind turbines, and an analysis of compliance with the noise control regulations established by Perquimans County.
 - (2) Calculations in accordance with the noise control regulations established by Perquimans County for the projected maximum cumulative sound levels generated when the proposed wind turbines and any alternative wind turbines are in operation at the proposed site and any alternative sites measured at ~~the property lines, existing occupied building~~, projected maximum day-time and night-time sound levels generated when the proposed wind turbines and any alternative wind turbines are in operation measured at the nearest ~~receptor occupied building~~, and projected maximum levels of infrasonic sound, ultrasonic sound, impulsive noise and prominent discrete tones generated when the proposed wind turbines and any alternative wind turbines are in operation at the proposed site and any alternative sites measured at the nearest ~~receptor occupied building~~.
 - (3) A study area map for the proposed site and any alternative sites depicting the noise analysis study area radius, site boundaries, sound level monitoring locations and nearest receptor locations.
 - (4) Identification of any potential mitigation measures to minimize sound levels at the nearest ~~receptor occupied building~~, including, but not limited to, utilization of best practical noise control measures in accordance with the Perquimans County Zoning Regulations.
- **Ice Drop and Ice Throw Evaluation Report.** The applicant or petitioner shall submit an ice drop and ice throw evaluation report for each of the proposed wind turbine 10 locations and any alternative wind turbine locations at the proposed site and any alternative sites that shall include, but not be limited to:
 - (1) A detailed description of the conditions at the proposed site and any alternative sites that may cause ice to be dropped or ice to be thrown, or both, from the wind turbine blades of the proposed wind turbines and any alternative wind turbines, the methodology used to evaluate and assess the risk of ice drop or ice throw, or both, and the wind turbine manufacturer's technical documentation relating to recommended ice drop and ice throw setback distances and installed ice monitoring devices and sensors.
 - (2) Calculations in feet of the maximum distance that ice could be dropped from the wind turbine blades of each proposed wind turbine and any alternative wind turbines at the proposed site and any alternative sites when the wind turbines are stationary and calculations in feet of the maximum distance that ice could be thrown from the wind turbine blades for each proposed wind turbine and any alternative wind turbines at the proposed site and any alternative sites when the wind turbines are in operation.
 - (3) A study area map for the proposed site and any alternative sites depicting the ice throw study area radius, site boundaries and locations where ice could be dropped or locations where ice could be thrown from the wind turbine blades, or both, of each proposed wind turbine and any alternative wind turbines at the proposed site and any alternative sites when the wind turbines are stationary and in operation.
 - (4) Identification of any potential mitigation measures to minimize the risk, occurrence and impact of ice drop or ice throw, or both, from the wind turbine blades of each of the proposed wind turbines and any alternative wind turbines, including, but not limited to automatic and remote manual shutdown of the wind turbines.
- **Blade Drop and Blade Throw Evaluation Report.** The applicant or petitioner shall submit a blade drop and blade throw evaluation report for each of the proposed wind turbine locations and any alternative wind turbine locations at the proposed site and any alternative sites that shall include, but not be limited to:
 - (1) A detailed description of the conditions at the proposed site and any alternative sites that may cause a blade or any portion of a blade to be dropped or that may cause a blade or any portion of a blade to be thrown, or both, from each of the proposed wind turbines and any alternative wind turbines, the methodology used to evaluate and assess the risk of blade drop or blade throw, or both, and the manufacturer's technical documentation relating to recommended blade drop and blade throw setback distances and installed blade monitoring devices and sensors.
 - (2) Calculations in feet of the maximum distance that a blade or any portion of a blade could be dropped from each of the proposed wind turbines and any alternative wind turbines at the proposed site and any alternative sites when the wind turbines are stationary and calculations in feet of the maximum distance that a blade or any portion of a blade could be thrown from each of the proposed wind turbines and any alternative wind turbines at the proposed site and any alternative sites when the wind turbines are in operation.
 - (3) A study area map for the proposed site and any alternative sites depicting the blade throw study area radius, site boundaries and locations where a blade or any portion of a blade could be dropped or locations where a blade or any portion of a blade could be thrown, or both, from each of the proposed wind turbines and any alternative wind turbines at the proposed site and any alternative sites when the wind turbines are stationary and when the wind turbines are in operation.

- (4) Identification of any potential mitigation measures to minimize the risk, occurrence and impact of blade drop or blade throw, or both, from each of the proposed wind turbines and any alternative wind turbines, including but not limited to, automatic and remote manual shutdown of the wind turbines.
- **Shadow Flicker Evaluation Report.** The applicant or petitioner shall submit a shadow flicker evaluation report for each of the proposed wind turbine locations and any alternative wind turbine locations at the proposed site and any alternative sites that shall include, but not be limited to:
- (1) A detailed description of the potential shadow-flicker producing features of each of the proposed wind turbines and any alternative wind turbines at the proposed site and any alternative sites, including, but not limited to, an analysis of conditions that may cause shadow flicker, the methodology used to evaluate shadow flicker and the manufacturer's technical documentation relating to shadow flicker, if available.
 - (2) Calculations from each proposed wind turbine and any alternative wind turbines at the proposed site and any alternative sites to each off-site occupied structure location within a one mile radius, including, but not limited to, the following:
 - (A) distance in feet;
 - (B) shadow length and intensity;
 - (C) shadow flicker frequency;
 - (D) specific times shadow flicker is predicted to occur; and
 - (E) duration of shadow flicker measured in total annual hours.
 - (3) A study area map of the proposed site and any alternative sites depicting the shadow flicker analysis study area radius, site boundaries, locations of the proposed wind turbines and locations of any alternative wind turbines, locations of off-site occupied structures, and areas of shadow flicker occurrence identified according to total annual hours.
 - (4) Identification of potential mitigation measures to minimize the impact of shadow flicker, including, but not limited to, vegetation, screening and fence construction.

Commissioner Nelson said that we have already voted on the setbacks but he has reviewed and read information and met with people from both sides and he feels that there should be some type of change in the Ordinance that would increase the setbacks no matter whose large wind farm project is being considered. He feels that we should consider how that it will affect the people that have a home that is on or near the property line that is going to be a participating property. We cannot change the Desert Wind Farm Project but, going forward, he feels the Board would be justified to make a change in the property line setbacks. Another change that he suggested the Board to consider is to go ahead and put a distance on the setback and not use the setback to be a number of feet times the height of the turbine. Chair Cole stated that the vote has been taken and asked if there were any further comments from the Board. She also stated that she did not feel that any member of this Board is insensitive to the things that they have heard. She further stated that the Board will still have an opportunity to address some of these issues during the CUP process. Commissioner Peeler still has a recommendation from the Work Session to remove the availability to waive requirements for occupied dwellings. Chair Cole asked if Mr. Peeler would like to make a motion. Matthew Peeler made a motion to remove the following statement under Table 907.27 on Page IX-9 of the Zoning Ordinance: "Setback requirements may be waived by a property owner so long as such waiver is in writing and signed by the property owner and recorded in the Perquimans County Register of Deeds Office." He further asked that 907.27(5), which addressed the sound and shadow flickering requirements, be removed as well. Chair Cole asked if there was a second. There being no second to the motion, the motion died.

Commissioner Peeler asked permission to speak about his vote. He said that 900 people in this county have asked us to move the setbacks. 900 people have asked us to listen to them and 900 people have told us that this project will potentially hurt them and all we are saying is "No Thank You". With that being said, Commissioner Peeler concluded his remarks. Chair Cole asked if there was anyone else that wanted to speak. Commissioner Jones said that he usually agrees with Commissioner Nelson on matters around 99% of the time and this is one of those times. Mr. Jones further stated that each one of the Commissioners are entitled to their own opinion. Quoting from a former Commissioner, Mack Nixon, Mr. Jones told him that, "When you lose a vote, you move on," and that is what we need to do tonight.

Text Amendment No. TXT-15-01, with the changes requested tonight by the Board, will be recorded as Ordinance No. 93 and is attached as Attachment A.

CASE NO. NZV-15-01 – ATLANTIC WIND, LLC

A Public Hearing was held earlier in the evening to receive public comments on the consideration of Case No. NZV-15-01, requested by Atlantic Wind, LLC, to create a 2.742-acre parcel for the existing Electrical Substation located at 1024A Swamp Road, Belvidere NC, without an individual sewage disposal system and with a 2,474' easement access. Reference Sections 402B(4) and 402B(9)(b) of the Subdivision Regulations. Chair Cole stated that the motion should be in two parts. Matthew Peeler made the motion to find that Subdivision Variance No. NZV-15-01 will not advance the public health, safety and general welfare, encourage orderly development, protect the quality of the environment, and generally uphold the requirements of State Law in accordance with the County's Land Use Plan and, therefore, to find it consistent with the specific intent of the Subdivision Regulations. For a lack of a second, the motion died. Fondella A. Leigh made a motion to find Subdivision Variance No. NZV-15-01 to advance the public health, safety and general welfare, encourage orderly development, protect the quality of the environment, and generally uphold the requirements of State Law in accordance with the County's Land Use Plan and, therefore, to find it consistent with the specific intent of the Subdivision Regulations. The motion was seconded by Edward R. Muzzulin. Commissioner Peeler feels that the general welfare of the motion is what he is voting against in that it is a private enterprise doing something for private benefit and support. Iberdrola has stated that they could use another methodology and feels that they need to do that instead of doing this variance. There being no further comments or questions, Chair Cole asked for the vote. The motion was approved by a vote of five (5) to one (1) with Commissioner Peeler voting against the motion. Chair Cole asked for the second motion. Fondella A. Leigh made a motion, with considering the following Subdivision Regulations, Sections 206(a) through (d) Findings and Sections 402B(4) and 402B(9)(b) Lot requirements, to approve Case No. NZV-15-01, a proposed 2.742-acre "Flag Lot" for the existing Electrical Substation located at 1024A Swamp Road, Belvidere, NC (known as a portion of Tax Parcel No. 1-0017-0053 [PIN 7932-88-6519]) without an individual sewage disposal system ordinarily required for the occupation or use of a building, and with a 2,474' easement access in excess of the 1,000-foot maximum length:

SECTIONS 206(a) – (d)

- a) That there are special circumstances or conditions affecting said property such that the strict application of the provisions of this ordinance would deprive the applicant of the reasonable use of his land.
- b) That the variance is necessary for the preservation and enjoyment of a substantial property right of the petitioner.
- c) That the circumstances giving rise to the need for the variance are peculiar to the parcel and are not generally characteristic of other parcels in the jurisdiction of this ordinance, and

- d) That the granting of the variance will not be detrimental to the public health, safety, and welfare or injurious to other property in the territory in which said property is situated.

SECTIONS 402B(4) & 420B(2)(D)

- (4) The subdivider, at his own expense, shall have the site investigated under the supervision of the Albemarle Regional Health Services and shall present proof in their Application for Subdivision that appropriate soil tests have been conducted and that each lot in the subdivision not served by a public sewage disposal systems has been approved by the Albemarle Regional Health Services for individual sewage disposal systems.
- (9)(b) The area inside the "Flag" portion of the lot must satisfy the minimum lot area requirements for a conventional development within the underlying zoning district." The area considered the "Flag Pole" consists of that area from the road right-of-way to the "Flag" portion of the lot and shall not exceed 1,000 feet.

The motion was seconded by Edward R. Muzzulin. The motion was approved by a vote of five (5) to one (1) with Commissioner Peeler voting against the motion.

CONTRACTS

County Manager Heath informed the Board that Donna Jones has agreed to fill the vacancy in the Community-Based Youth Gang Violence Prevention Program and Restitution/Community Service Program due to the death of Clayton Griffin in 2015. Chair Cole and County Manager Frank Heath interviewed Ms. Jones and are recommending her to complete Mr. Griffin's contracts. Ms. Jones was present and was introduced to the Board. On motion made by Edward R. Muzzulin, seconded by Matthew Peeler, the Board unanimously approved the following two (2) contracts with Ms. Jones who will complete Clayton Griffin's contract:

NORTH CAROLINA

CONTRACT FOR SERVICES

PERQUIMANS COUNTY

THIS AGREEMENT made and entered into this the 1st day of February, 2016, by and between PERQUIMANS COUNTY, hereinafter referred to as "the County", and Donna Jones, hereinafter referred to as the "Provider";

WITNESSETH:

THAT WHEREAS the County has received a State Grant from the North Carolina Department of Juvenile Justice and Delinquency Prevention to finance the Community-Based Youth Gang Violence Prevention Program; and

WHEREAS the County and the Provider wish to enter into an agreement, by which the Provider will provide Community-Based Youth Gang Violence Prevention services as an independent contractor;

NOW, THEREFORE, PERQUIMANS COUNTY and Donna Jones, agree as follows:

1. RESPONSIBILITIES OF THE PROVIDER,

- a. As Provider, Donna Jones will administer the Community-Based Youth Gang Violence Prevention Program in Perquimans County according to State of North Carolina guidelines.
- b. As Provider, Donna Jones will promptly complete and deliver all paperwork, including, but not limited to, monthly billings to the State, to be signed by the County Manager or Finance Officer of Perquimans County.
- c. As Provider, Donna Jones shall, during each fiscal year, make two (2) presentations to the Perquimans County Board of Commissioners as to the performance of the Community-Based Youth Gang Violence Prevention Program in Perquimans County.

2. TERM.

Unless sooner terminated, the term of this contract shall be for the period beginning February 1, 2015 and continuing through June 30, 2016. The Provider will provide a minimum of 32 hours per week, of which 11 hours are funded by JCPC/OJ funding, except when he is observing County holidays. All holidays observed by the County shall be observed by the Provider.

3. CONTRACT PRICE.

Perquimans County shall pay the Provider as follows: \$2,500.00 monthly beginning on the 25th of February and on the 25th day of every month thereafter through June 25, 2016. If this contract is terminated prior to June 30, 2016, the Provider shall be paid through the date of termination, but not for any time thereafter.

4. TERMINATION.

This contract may be terminated at any time by the County of Perquimans or by the Provider, Donna Jones, upon written notice to the other.

5. WORKERS' COMPENSATION.

The Provider will be covered under Perquimans County's Workers' Compensation Program for the period of time covered by this Agreement.

6. FICA AND TAXES.

The Provider will be required to record and pay all of her Social Security taxes and to file and pay all of her North Carolina and Federal income taxes.

7. INDEPENDENT CONTRACTOR.

The Provider, Donna Jones, shall at all times under this Agreement be considered an independent contractor with Perquimans County. The Provider understands that under this contract he is not a county employee and he shall not be eligible for any of the benefits of the employees of Perquimans County and that he shall not come under the rules of the Perquimans County personnel policy.

IN WITNESS WHEREOF, PERQUIMANS COUNTY has caused this agreement to be executed, in duplicate originals, by the Chairman of its Board of Commissioners and attested by the Clerk to the Board, and its seal to be hereunto affixed, the day and year first above written, and DONNA JONES, has hereunto set her hand and seal, in duplicate originals, the day and year first above written.

PERQUIMANS COUNTY

By: _____
Chairman, Board of Commissioners of
Perquimans County

ATTEST:

Clerk to the Board

DONNA JONES

NORTH CAROLINA

PERQUIMANS COUNTY

I, _____, a Notary Public of the County and State aforesaid, certify that Mary P. Humpieutt, personally came before me this day and acknowledged that she is Clerk to the Board of the Commissioners of Perquimans County, and that by authority duly given and as the act of said Board, the foregoing instrument was signed in its name by its Chairman, sealed with its corporate seal and attested by her as its Clerk.

Witness my hand and official stamp or seal, this _____ day of _____, 2015.

My commission expires: _____

Notary Public

NORTH CAROLINA

PERQUIMANS COUNTY

I, _____, a Notary Public of the County and State aforesaid, certify that DONNA JONES, personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official stamp or seal, this _____ day of _____, 2015.

My commission expires: _____
Notary Public

NORTH CAROLINA

CONTRACT FOR SERVICES

PERQUIMANS COUNTY

THIS AGREEMENT made and entered into as of February 1, 2016, by and between PERQUIMANS COUNTY, hereinafter referred to as "the County", and DONNA JONES, hereinafter referred to as the "Provider";

WITNESSETH:

THAT WHEREAS the State of North Carolina has a program called the Restitution/ Community Service Program whereby juveniles who have been found delinquent engage in work in order to earn money which is then paid as restitution for their delinquent offense or offenses and/or engage in community service for said offense or offenses; and

WHEREAS the County is seeking to employ the Provider for the administration of the Restitution/Community Service Program in Perquimans County; and

THAT WHEREAS the Provider, as an independent contractor, is prepared to serve as the part-time Program Administrator for the Restitution/Community Service Program in Perquimans County; and

WHEREAS the County is eligible to receive a State Grant to finance the Restitution/ Community Service Program; and

WHEREAS the County and the Provider wish to enter into an agreement, by which the Provider will provide services as an independent contractor administering the Restitution/Community Service Program for Perquimans County; and

NOW, THEREFORE, PERQUIMANS COUNTY and DONNA JONES, agree as follows:

1. RESPONSIBILITIES OF THE PROVIDER.

(A) As Provider, Donna Jones will administer the Restitution/Community Services Program in Perquimans County according to State of North Carolina guidelines.

(B) As Provider, Donna Jones will promptly complete and deliver all paperwork, including, but not limited to, monthly Client Tracking Forms (CTF) data to the State.

(C) As Provider, Donna Jones shall, during each fiscal year, make two (2) presentations to the Perquimans County Board of Commissioners as to the performance of the Restitution/Community Service Program in Perquimans County.

2. TERM.

Unless sooner terminated, the term of this contract shall be for the period beginning February 1, 2016 and continuing through June 30, 2016. The Provider will provide services to complete the Restitution/Community Service Program as needed, except when he is observing County holidays. All holidays observed by the County shall be observed by the Provider.

3. CONTRACT PRICE.

Perquimans County shall pay to the Provider, the total of \$4,500.00, and represents 12 hours per week, which shall be paid as follows: \$900.00 on the 25th day of every month thereafter through June 25, 2016. If this contract is terminated prior to June 30, 2016 the Provider shall be paid through the date of termination, but not for any time thereafter.

4. TERMINATION.

This contract may be terminated at any time by the County of Perquimans or by the Provider, Donna Jones, upon written notice to the other.

5. WORKERS' COMPENSATION.

The Provider will be covered under Perquimans County's Workers' Compensation Program for the period of time covered by this Agreement.

6. FICA AND TAXES.

The Provider will be required to record and pay all of her Social Security taxes and to file and pay all of her North Carolina and Federal Income taxes.

7. INDEPENDENT CONTRACTOR.

The Provider, Donna Jones, shall at all times under this Agreement be considered an independent contractor with Perquimans County. The Provider understands that under this contract he is not a county employee and he shall not be eligible for any of the benefits of the employees of Perquimans County and that he shall not come under the rules of the Perquimans County personnel policy.

IN WITNESS WHEREOF, PERQUIMANS COUNTY has caused this agreement to be executed, in duplicate originals, by the Chairman of its Board of Commissioners and attested by the Clerk to the Board, and its seal to be hereunto affixed, the day and year first above written, and DONNA JONES, has hereunto set her hand and seal, in duplicate originals, the day and year first above written.

PERQUIMANS COUNTY

By: _____
Chairman, Board of Commissioners of
Perquimans County

ATTEST:

Clerk to the Board

DONNA JONES

NORTH CAROLINA
PERQUIMANS COUNTY

I, _____, a Notary Public of the County and State aforesaid, certify that Mary P. Hunnicutt, personally came before me this day and acknowledged that she is Clerk to the Board of the Commissioners of Perquimans County, and that by authority duly given and as the act of said Board, the foregoing instrument was signed in its name by its Chairman, sealed with its corporate seal and attested by her as its Clerk.

Witness my hand and official stamp or seal, this _____ day of _____, 2015.

My commission expires: _____
Notary Public

NORTH CAROLINA
PERQUIMANS COUNTY

I, _____, a Notary Public of the County and State aforesaid, certify that DONNA JONES, personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official stamp or seal, this _____ day of _____, 2015.

My commission expires: _____
Notary Public

The Board welcomed Ms. Jones and said that they looked forward to working with her and continuing the work that Mr. Griffin had done in these two programs. Ms. Jones said that she was ready to work.

RESIGNATION: ALBEMARLE RC&D MEMBER & NURSING HOME ADVISORY COMMITTEE APPOINTMENT

County Manager Heath reported that we had received a letter from Albemarle RC&D Council Chairman, Nathan (Tommy) Everett, explaining that Mr. Maurice (Buck) Bunch had recently submitted his resignation from their Council and a phone call/e-mail stating that one of our appointed members of the Nursing Home Advisory Committee is no longer eligible to serve since his mother-in-law in the facility. Therefore, Brandi Jordan, Regional LTC Ombudsman, has contacted Gene Boyce to inform him that he is no longer eligible to serve. She asked that the Board appoint another individual to serve in his place. Chair Cole tabled these appointments until next month. She again encouraged the public to apply to serve on these committees or any other committees that the Board appoints members to. Commissioner Peeler encouraged people to sign up because this particular committee has been operating for a long time and Mr. Boyce has served on this Board for a long time. He further explained that these individuals are advocates for the residents of these nursing homes. He encourages people to sign up to serve.

PUBLIC COMMENTS

The following comments were made:

- **GiGi Badawi**: After thanking Commissioners Peeler and Nelson for what they tried to do with regard to the Text Amendment, Ms. Badawi cited the following definitions from Article 33C of the N.C. General Statutes and made several comments: According to this Article, the definition of a "public body" is: "... any elected or appointed authority, board, commission, committee, council, or other body of the State, or of one or more counties, cities, school administrative units, etc.". It further states that these public bodies are "authorized to exercise a legislative, policy-making, quasi-judicial, administrative, or advisory function." The Planning Board has an advisory function. Under NC General Statute 143-318-10(e), "Every public body shall keep full and accurate minutes of all official meetings, including any closed sessions held pursuant to G.S. 143-318.11. Such minutes may be in written form or, at the option of the public body, may be in the form of sound or video and sound recordings." Her point is that a public body such as the Planning Board neglected to keep any minutes. They were not made public and as of this evening, it stills says on the modified Agenda that they are backlogged. That was also reported at the last Planning Board meeting. The other item is located in NC General Statute 143-310.16A which states "Any person may institute a suit in the superior court requesting the entry of a judgment declaring that any action of a public body was taken, considered, discussed, or deliberated in violation of this Article." Ms. Badawi then quoted the following section from her and her husband's attorney, Elliott Engstrom: "I write on behalf of my clients, Steve Owens and GiGi Badawi of Perquimans County, Mr. Owens and Mrs. Badawi have raised several concerns to me regarding the objectivity and interests of several members of the Perquimans County Planning Board, whose recommendations you will be considering when you make decisions regarding your county's wind energy ordinance at your February 1st meeting. It is my understanding that the Planning Board and its subcommittees have not been maintaining minutes for your review, as required by county ordinance." Not only is it required by County Ordinance but it is a requirement from the State Statute. She is calling into question how the Board could make a decision you just made without proper minutes to go by. She is calling you in question and she wanted the Board to know that her name will be heard and seen again. She is calling in question the Board's process. She further stated that Ms. Cole said at the last meeting that you needed to get back to your normal procedures and processes because they have not been followed and this is also recorded and available on YouTube. Chair Cole said that was not what she said. Ms. Badawi said that she can look pull up the records but that she was paraphrasing at this point. She requested that this information be part of the Minutes.
- **Sue Stokely**: Ms. Stokely said that what she has to say will not make any difference because the Board had already made their decision but she wanted to express her opposition to the wind energy farm that will be located in the Bear Swamp Area.
- **Kristy LaLonde**: Ms. LaLonde owns property in Chowan and Perquimans Counties and expressed her opposition to the wind energy farm.
- **Don Gizeck**: Mr. Gizeck wanted to thank the Board for their due diligence in working on this matter. He wanted to assure the Board that they are very willing to work closely with the Board during the CUP process. Expert witnesses will be here during the process to provide a thorough testimony. Also, he said that, once we have dots on the map of where the turbines might go, they will be able to have a better and more realistic conversation as to what impact this project will have. Again, he said that he is looking forward to working with the Board in this process. Commissioner Peeler addressed Mr. Gizeck's comment about a realistic conversation. He hopes that when you do begin your CUP process that you listen to the 900 people that he is about to impact and do like Eyron in Rupert, WV and listen to the people and stay a mile away and they will have no complaints.
- **Judith Hoffer**: Ms. Hoffer presented the following statement for the record: "Good Evening everyone. My name is Judie Felton Hailer. To the county commissioners, I thank each and every one of you for giving me the opportunity to speak before you tonight. I live near the Bear Swamp area that has been slated for the windmills. This past summer, my husband, Joseph Hoffer, and I drove out west. On the way there and back, we saw several crops of windmills, between 5-7 different sets of them. Initially, upon seeing them, we said to one another, what in the world are those, before we realized that they were wind turbines. One thing that we noticed about each and every one of the crops of turbines, was that they ALL had one thing in common and that was the fact that each crop was set in the middle of "NO MAN'S LAND" in the middle of nowhere. They weren't even REMOTELY close to any residential or populated area. They were not even close to the road! Putting the turbines in a very ISOLATED area was purposeful, because of the possible detriment they can have by being placed too close to humans in a residential area. I've done a lot of research on the turbines, and one case that I came across involved a couple who lived where a wind turbine had been placed across the road from their home. The husband was a diabetic, and the constant whirring of the turbine sent his blood sugar spiraling completely out of control, spiraling too high sometimes, and other times, too low! The wife, who considered herself to be fairly healthy could sometimes feel, her own heart beat in rhythm with the turbine. Another aspect that I found during my research was that there was always much excitement about them initially, about the green energy and the small sum of money that the area would get, until it was discovered that their being placed too close to humans can have a very nonplus or alarming effect. The constant noise of the whirring is nerve wracking. Studies also show that the noise is another form of radiation. Also, the constant noise has been held accountable for sleep deprivation. For young and old alike, everyone needs rest, and with the constant turning, churning and whirring of the turbines, some find it difficult to get their proper rest. The human effect could be too great to put these turbines anywhere near a populated area. When you consider the possible risk to humans, the risk is just too gravel. Risks that have already happened to some when the turbines have been placed too close to humans. Why can't we learn, from other's mistakes? Do we want to wait until people start to become ill? Or when it starts to affect the elderly, and the young alike? We say we want to help the elderly, but will the windmills help them or hurt them? I understand that some feel that the so called revenues that Perquimans County could get from the windmills would help to avoid a small tax hike for the elderly and everyone. But, has it been considered that not only could the turbines affect people's health, but it could possibly have a negative effect on tax revenue down the road. There has been much documentation about property values decreasing on surrounding areas where windmill turbines have been placed. Adjoining and nearby property owners would be adversely affected in more ways than one. The setback is way too small, and would prevent them and their offspring and future generations from enjoying the land for which their parents and they worked so hard. If people start to leave Perquimans County because of the wind turbines causing health issues to their family, and property values decreasing where people can't even build on or sell their own land because the property values have decreased, and because of the very small setback, there could actually be negative taxes collected in Perquimans County. The very small amount that APEX is offering to put the windmills in the very heart of a populated and residential area is NOT worth putting people's lives, their families, their livelihood, their well-being and their adjoining and nearby property at risk. In other words, right in our backyard. Would any of you, truly want a project like that in your backyard? I don't think so. Think about it, that very small amount that is being offered, ostensibly to help the county, *Not so!* The windmill project will basically be to line the company's and their investor's pockets. And, when they have a monopoly on energy and the cost skyrockets through the roof in this area, what then? All of the things that I just mentioned have already happened in other areas. Please consider this carefully and put the people first, because as money and taxes go, it could actually have a (minus) or negative effect on taxes and the well-being of those affected all around. Again, hopefully, we can benefit from other's proven mistakes. Thank you for your time."
- **Commissioner Peeler**: Mr. Peeler said that we had two or three speakers to ask that their information be placed in the Minutes. He asks that everything that was provided to the Clerk to the Board regarding these individuals' statements be placed in the Minutes. Commissioner Nelson said that he does not have a problem with this and that he thought that is what we usually did. Chair Cole said that we did do this whenever we are asked to. Mr. Peeler just wanted to make sure that these comments were included.

- > **Tommy Harrell:** Mr. Harrell expressed his disappointment that they did not receive the setbacks that they requested and cited examples of how dangerous the turbines can be. He further expressed his concerns that the people have been lied to by Apex and asked again for more setbacks and protection.
- > **Alan Lennon:** Mr. Lennon had not planned on speaking tonight because he felt that, over the last three to four months, he had done a good job sharing the information that he had researched and found. His valid concern and the concerns of the citizens of the County was the fact that the setbacks were not correctly addressed. For the protection of the citizens, we see signs around the County that say, "Preserve and Protect". He is afraid and sure that these signs will be removed and "For Sale" signs will replace them. The reality of this situation is that we should have been talking money all this time and not wind turbines because that is what seems to be most important here. That is all he had to say because he did not want to ruin his testimony. He thanked the Board for what they do and he presented the Board with a folder that had 936 signatures from the County.
- > **Jeff Williams:** Mr. Williams who lives on Hunters Fork Road in Perquimans County was disappointed with what happened tonight. He recommends that the County needs to place a tax on all the kilowatt of energy that is produced from these turbines.
- > **Billy Williams:** Mr. Williams said that the Board's action tonight would help him purchase farmland within the County because it has lower the tax values of these properties.
- > The following people signed up to speak but had left the meeting before speaking: Patti Kersey, Ed Mulligan, and Martin Drees.

ADJOURNMENT

Chair Cole asked if there was a motion to adjourn. Commissioner Peeler asked that, before they have that motion, he made a motion to reconsider the motion of the setback discussion based on what we have heard tonight. Chair Cole asked if there was a second. There being none, the motion died. There being no further comments or business to discuss, the Regular Meeting was adjourned at 8:30 p.m. on motion made by Matthew Peeler, seconded by Edward R. Muzzulin.

Janice McKenzie Cole, Chair

Clerk to the Board

ATTACHMENT A

ORDINANCE NO. 93

AN ORDINANCE OF PERQUIMANS COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF NORTH CAROLINA, AMENDING, ADDING AND REPEALING SECTIONS OF THE PERQUIMANS COUNTY ZONING ORDINANCE AS ADOPTED BY ORDINANCE NO. 35, AS PREVIOUSLY AMENDED; THIS ORDINANCE AMENDS ARTICLE IX OF SAID ZONING ORDINANCE TO REVISE STANDARDS, CONDITIONS AND PROCEDURES FOR WIND ENERGY FACILITIES IN THE UNINCORPORATED COUNTY; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

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

Section 1. Perquimans County Ordinance No. 35 (Zoning Ordinance), as previously amended, is hereby amended by revising Article IX of said Zoning Ordinance to revise standards, conditions and procedures for Wind Energy Facilities in the unincorporated County; and by adding and/or substitution the following excerpts of Article IX attached hereto as Exhibit A respectively, and incorporated herein by reference, in its stead;

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

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

PASSED AND ENACTED by the Board of County Commissioners of Perquimans County, North Carolina, this 1st day of February, 2016.

BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, NORTH CAROLINA

By: _____
Janice McKenzie Cole, Chair

ATTEST:

Mary P. Hunnicutt, Clerk to the Board

Effective Date: February 1, 2016

Exhibit "A"

907.27 Wind Energy Facilities

- A. **Zoning Districts:**
 - Small: RA-43, RA-25, RA-15, CR, CN, CH, IL and IH;
 - Medium: RA, CR, CN, CH, IL and IH; and
 - Large: RA

B. Preamble: Wind Energy Facilities may be permitted in districts as designated in the Table of Permitted and Conditional Uses, subject to the following requirements:

- (1) A Permit Application for a Wind Energy Facility shall contain the following:
 - (a) A narrative describing the proposed Wind Energy Facility, including an overview of the project;
 - (b) The proposed total rated capacity of the Wind Energy Facility;
 - (c) The proposed number, representative types and height or range of heights of Wind Turbines to be constructed, including their rated capacity, dimensions and respective manufacturers, and a description of ancillary facilities;
 - (d) Identification and location of the property or properties on which the proposed Wind Energy Facility will be located;
 - (e) A site plan showing the planned location of all Wind Turbines, property lines, setback lines, access roads, substation(s), electrical cabling from the Wind Energy Facility to the substation(s), ancillary equipment, building(s), transmission and distribution lines. The site plan must also include the location of all Occupied Buildings, Residences, and other features sufficient to demonstrate compliance with the setbacks required by this Article;
 - (f) Any Environmental Assessment required by state or Federal law;
 - (g) Decommissioning plans that describe the anticipated life of the Wind Energy Facility, the estimated decommissioning costs in current dollars, the salvage value of the equipment, and the anticipated manner in which the Wind Energy Facility will be decommissioned and the site restored;
 - (h) Documentation of agreement between Participating Landowner(s) and the Applicant, Facility Owner, or Operator; and
 - (i) ~~(i) Signature of the Applicant; and~~
 - (j) The applicant shall establish an escrow account in the name of Perquimans County in the amount set forth by the Board of County Commissioners in separate Fee Schedules. Said Escrow Account shall be established at the time the Zoning Permit Application and detailed Site Plan(s) are submitted and shall be used by the County for all County expenses related to the project.

(2) Throughout the permit process, the Applicant shall promptly notify Perquimans County of any proposed changes to the information contained in the permit application that would materially alter the impact of the project.

(3) Changes to the approved application that do not materially alter the initial site plan may be administratively approved by the Zoning Administrator. Major modifications to the approved Conditional Use Permit will require a new Application and approval by the Planning Board and Board of County Commissioners in the same manner as the original Conditional Use Permit.

(4) Wind Turbine Height and Setback Multipliers and Minimum Lot Sizes: The Setbacks shall be calculated by multiplying the required setback number by the Wind Turbine Height and measured from the center of the Wind Turbine base to the property line or the nearest point on a public road right-of-way or the nearest point on the foundation of a Residence or an Occupied Building.

Table 907.27: Lot Size, Setback and Height Requirements

Facility Type	Minimum Lot Size	Minimum Setback Requirements				Maximum Height
		Occupied Buildings	Residences	Property Line (Non-Participating Property)	Public Roads	
Small Facility	43,000 Sq. Ft.	1.5	1.5	1.1	1.5	120 feet
Medium Facility	5 Acres	2.0	2.0	1.5	1.5	250 feet
Large Facility	25 Acres	2.5	2.5	1.5	1.5	600 feet

Setback requirements may be waived by a property owner so long as such waiver is in writing and signed by the property owner and recorded in the Perquimans County Register of Deeds Office.

- (5) Sound and Shadow Flicker: This Section shall only apply to Large Wind Energy Facilities. Sound and Shadow Flicker issues for Small and Medium Wind Energy Facilities are addressed by setbacks.
 - (a) Audible sound from a Large Wind Energy Facility shall not exceed fifty-five (55) dBA, as measured at any Occupied Building or Residence on the property of a Non-Participating Landowner.
 - (b) Shadow Flicker on any Occupied Building or Residence on a non-participating landowner's property caused by a Large Wind Energy Facility must not exceed thirty (30) hours per year.

- (c) Sound and/or Shadow Flicker provisions may be waived by a property owner so long as such waiver is in writing, signed by the property owner and recorded in the Perquimans County Register of Deeds Office.
- (6) Installation and Design:
- (a) The installation and design of the Wind Energy Facility shall conform to applicable industry standards, including those of the American National Standards Institute, and take into consideration local conditions.
 - (b) All structural, electrical and mechanical components of the Wind Energy Facility shall conform to relevant and applicable local, state and national codes.
 - (c) The visual appearance of a Wind Turbine shall at a minimum:
 - (1) Be a non-obtrusive color such as white, off-white or gray;
 - (2) Not be artificially lighted, except to the extent required by the Federal Aviation Administration or other applicable authority that regulates air safety; and
 - (3) Not display advertising (including flags, streamers or decorative items), except for identification of the Wind Turbine manufacturer, Facility Owner and Operator.
- (7) Decommissioning:
- (a) The Wind Energy Facility Owner shall have twelve (12) months to complete decommissioning of the Wind Energy Facility if no electricity is generated for a continuous period of twelve (12) months. ~~The Wind Energy Facility Owner shall have twelve (12) months to complete decommissioning of any individual turbine if no electricity is generated for a continuous period of twelve months from any individual turbine.~~ For purposes of this Section, ~~the~~ twelve (12) month periods referenced herein shall not include delay resulting from Force Majeure.
 - (b) Decommissioning shall include removal of Wind Turbines, buildings, cabling, electrical components, roads, and any other associated facilities down to thirty-six (36) inches below grade.
 - (c) Disturbed earth shall be graded and re-seeded, unless the landowner requests in writing that the access roads or other land surface areas not be restored.
 - (d) Prior to the issuance of a building permit, the owner of a Medium or Large Wind Energy Facility shall provide a cash bond or ~~irrevocable letter of credit~~ in favor of the County in an amount equal to the estimated removal cost of the Wind Energy Facility, ~~less the salvage value of the equipment prior to construction. If the Wind Facility Owner elects to use a letter of credit, it shall be issued by a federally chartered bank with a branch office located in northeastern North Carolina.~~ The bond or ~~letter of credit~~ shall remain in full force and effect until any necessary site restoration is completed to restore the site to a condition comparable to that which existed prior to the issuance of the Conditional Use Permit.
- (8) Additional Reports for evaluation of Noise, Ice Drop and Ice Throw, Blade Drop and Blade Throw, and Shadow Flicker:
- (a) Noise Evaluation Report: ~~The applicant or petitioner shall submit a noise evaluation report for each of the proposed wind turbine locations and any alternative wind turbine locations at the proposed site and any alternative sites in accordance with the noise control regulations established by the Perquimans County Zoning Regulations. The report shall include, but not be limited to, the following:~~
 - (1) ~~A detailed description of the potential noise levels that would be generated by the proposed wind turbines and any alternative wind turbines at the proposed site and any alternative sites, including, but not limited to, existing sound levels at the proposed site and any alternative sites, projected sound levels to be generated by the operation of the proposed wind turbines and any alternative wind turbines, the methodology used to monitor and evaluate sound levels, the wind turbine manufacturer's technical documentation of the noise emission characteristics of the proposed wind turbines and any alternative wind turbines, and an analysis of compliance with the noise control regulations established by Perquimans County.~~
 - (2) ~~Calculations in accordance with the noise control regulations established by Perquimans County for the projected maximum cumulative sound levels generated when the proposed wind turbines and any alternative wind turbines are in operation at the proposed site and any alternative sites measured at the existing occupied building, projected maximum day-time and night-time sound levels generated when the proposed wind turbines and any alternative wind turbines are in operation measured at the occupied building, and projected maximum levels of infrasonic sound, ultrasonic sound, impulsive noise and prominent discrete tones generated when the proposed wind turbines and any alternative wind turbines are in operation at the proposed site and any alternative sites measured at the nearest occupied building.~~
 - (3) ~~A study area map for the proposed site and any alternative sites depicting the noise analysis study area radius, site boundaries, sound level monitoring locations and nearest occupied building.~~
 - (4) ~~Identification of any potential mitigation measures to minimize sound levels at the nearest occupied dwelling, including, but not limited to, utilization of best practical noise control measures in accordance with the Perquimans County Zoning Regulations.~~
 - (b) Ice Drop and Ice Throw Evaluation Report: ~~The applicant or petitioner shall submit an ice drop and ice throw evaluation report for each of the proposed wind turbine locations and any alternative wind turbine locations at the proposed site and any alternative sites that shall include, but not be limited to:~~
 - (1) ~~A detailed description of the conditions at the proposed site and any alternative sites that may cause ice to be dropped or ice to be thrown, or both, from the wind turbine blades of the proposed wind turbines and any alternative wind turbines, the methodology used to evaluate and assess the risk of ice drop or ice throw, or both, and the wind turbine manufacturer's technical documentation relating to recommended ice drop and ice throw setback distances and installed ice monitoring devices and sensors.~~
 - (2) ~~Calculations in feet of the maximum distance that ice could be dropped from the wind turbine blades of each proposed wind turbine and any alternative wind turbines at the proposed site and any alternative sites when the wind turbines are stationary and calculations in feet of the~~

- maximum distance that ice could be thrown from the wind turbine blades for each proposed wind turbine and any alternative wind turbines at the proposed site and any alternative sites when the wind turbines are in operation:
- (3) A study area map for the proposed site and any alternative sites depicting the ice throw study area radius, site boundaries and locations where ice could be dropped or locations where ice could be thrown from the wind turbine blades, or both, of each proposed wind turbine and any alternative wind turbines at the proposed site and any alternative sites when the wind turbines are stationary and in operation.
 - (4) Identification of any potential mitigation measures to minimize the risk, occurrence and impact of ice drop or ice throw, or both, from the wind turbine blades of each of the proposed wind turbines and any alternative wind turbines, including, but not limited to, automatic and remote manual shutdown of the wind turbines.
- (c) **Blade Drop and Blade Throw Evaluation Report:** The applicant or petitioner shall submit a blade drop and blade throw evaluation report for each of the proposed wind turbine locations and any alternative wind turbine locations at the proposed site and any alternative sites that shall include, but not be limited to:
- (1) A detailed description of the conditions at the proposed site and any alternative sites that may cause a blade or any portion of a blade to be dropped or that may cause a blade or any portion of a blade to be thrown, or both, from each of the proposed wind turbines and any alternative wind turbines, the methodology used to evaluate and assess the risk of blade drop or blade throw, or both, and the manufacturer's technical documentation relating to recommended blade drop and blade throw setback distances and installed blade monitoring devices and sensors.
 - (2) Calculations in feet of the maximum distance that a blade or any portion of a blade could be dropped from each of the proposed wind turbines and any alternative wind turbines at the proposed site and any alternative sites when the wind turbines are stationary and calculations in feet of the maximum distance that a blade or any portion of a blade could be thrown from each of the proposed wind turbines and any alternative wind turbines at the proposed site and any alternative sites when the wind turbines are in operation.
 - (3) A study area map for the proposed site and any alternative sites depicting the blade throw study area radius, site boundaries and locations where a blade or any portion of a blade could be dropped or locations where a blade or any portion of a blade could be thrown, or both, from each of the proposed wind turbines and any alternative wind turbines at the proposed site and any alternative sites when the wind turbines are stationary and when the wind turbines are in operation.
 - (4) Identification of any potential mitigation measures to minimize the risk, occurrence and impact of blade drop or blade throw, or both, from each of the proposed wind turbines and any alternative wind turbines, including but not limited to, automatic and remote manual shutdown of the wind turbines.
- (d) **Shadow Flicker Evaluation Report:** The applicant or petitioner shall submit a shadow flicker evaluation report for each of the proposed wind turbine locations and any alternative wind turbine locations at the proposed site and any alternative sites that shall include, but not be limited to:
- (1) A detailed description of the potential shadow flicker producing features of each of the proposed wind turbines and any alternative wind turbines at the proposed site and any alternative sites, including, but not limited to, an analysis of conditions that may cause shadow flicker, the methodology used to evaluate shadow flicker and the manufacturer's technical documentation relating to shadow flicker, if available.
 - (2) Calculations from each proposed wind turbine and any alternative wind turbines at the proposed site and any alternative sites to each off-site occupied structure location within a one mile radius, including, but not limited to, the following:
 - A) Distance in feet;
 - B) Shadow length and intensity;
 - C) Shadow flicker frequency;
 - D) Specific times shadow flicker is predicted to occur; and
 - E) Duration of shadow flicker measured in total annual hours.
 - (3) A study area map of the proposed site and any alternative sites depicting the shadow flicker analysis study area radius, site boundaries, locations of the proposed wind turbines and locations of any alternative wind turbines, locations of off-site occupied structures, and areas of shadow flicker occurrence identified according to total annual hours.
 - (4) Identification of potential mitigation measures to minimize the impact of shadow flicker, including, but not limited to, vegetation, screening and fence construction.

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EFFECTIVE FEBRUARY 15, 2016, MINUTES WILL BE TAKEN AT THE COMMISSIONERS' WORK SESSIONS.

WORK SESSION
February 16, 2016
7:00 p.m.

The Perquimans County Board of Commissioners met in a regular Work Session on Monday, February 15, 2016, at 7:00 p.m. in the Commissioners' Room located on the first floor of the Perquimans County Courthouse Annex.

MEMBERS PRESENT: Janice McKenzie Cole, Chair Kyle Jones, Vice Chairman
Fondella Leigh Edward R. Muzzulin
Wallace Nelson Matthew Peeler

MEMBERS ABSENT: None

OTHERS PRESENT: Frank Heath, County Manager Mary Hunnicutt, Clerk to the Board

After the Chair called the meeting to order, Commissioner Peeler gave the invocation and the Chair led the Pledge of Allegiance. The following matters were discussed.

BOARD RULES & PROCEDURES

The Board discussed the proposed Board Rules & Procedures which will be presented at the March meeting for adoption. In addition, the Board discussed setting up rules of procedure for handling Conditional Use Permit quasi-judicial proceedings.

COMMISSIONERS' RETREAT

County Manager Heath updated the Board on the upcoming Board Retreat in March. Commissioner Jones, Commissioner Muzzulin and County Manager Heath will meet with the North Carolina Association of County Commissioners on Friday, February 19, 2016 for a pre-planning meeting. Mr. Heath will notify the Commissioners of several dates after that meeting.

BOARD APPOINTMENTS

There are openings on three boards/committees. Several names were provided to the Chair to fill vacancies on the Albemarle RC&D Council, the Trillium Northern Region Advisory Board, and the Nursing Home Advisory Committee. These individuals will be contacted to see if they are interested on serving. If so, a Volunteer Application will be completed and action will be taken on these appointments at the March meeting.

ADJOURNMENT

There being no further business to discuss, the Chair adjourned the meeting at 8:50 p.m.

Janice McKenzie Cole, Chair

Clerk to the Board

Mary Hunnicutt

From: Jonathan <jnixon@perquimanscountync.gov>
Sent: Friday, February 19, 2016 10:45 AM
To: 'Mary Hunnicutt'
Cc: 'Frank Heath'; Tracy Mathews
Subject: FW: FMLA

Mary,

Please see below from CJ Wilson. Apparently there was a misunderstanding regarding the FMLA process and he would like to cancel his former request. He will be taking off 2-3 weeks, but does have enough leave to cover this time. Please advise if you require further.

Thanks,

Jonathan A. Nixon, Director (ES-1)
Perquimans County Emergency Services
911 Communications – EMS – Emergency Management
159 Creek Drive - PO Box 563
Hertford, NC 27944
252-426-5646 or 252-426-7029 Office
252-331-9817 Cell
252-426-1875 Fax

From: CJ Wilson [<mailto:hytekrednek86@live.com>]
Sent: Thursday, February 18, 2016 9:16 AM
To: Jonathan
Subject: FMLA

Jonathan,

Due to a little mix up in understanding the FMLA process, I will not need to be taking FMLA at this time. I spoke with Ms. Hunnicutt this morning and she cleared up the process for me. I will be using up the leave time starting with the sick leave that I have stored up first. I should not need to be out any more time than that. If I do need to be out longer than the leave time allows I will then present you with another email stating the request.

Thank you,

January 6, 2016

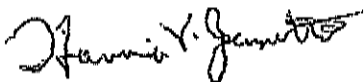
Mr. Frank Heath, County Manager
Perquimans County
P. O. Box 45
Hertford, NC 27944

Dear Mr. Heath,

It is with much regret that I submit this notification of retirement, from Perquimans County E911 Center, effective April 30, 2016. My health will not permit me to continue fulfilling my work responsibilities as I would prefer.

My 33 years association with Perquimans County E911 Center has been a happy and productive one. I shall miss the work and the people very much. Please accept my best wishes for future success.

Sincerely,

A handwritten signature in black ink, appearing to read "Homeria V. Jennette". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Homeria V. Jennette

Mary Hunnicutt

From: Jonathan <jnixon@perquimanscountync.gov>
Sent: Monday, February 22, 2016 9:48 AM
To: 'Mary Hunnicutt'
Cc: 'Frank Heath'
Subject: 2 Telecommunicators

On Wednesday, February 3, 2016 Kay Long was dismissed.

On Friday, February 19, 2016 Ester Jordan called to advise she was resigning effective immediately.

Please advise if you require further,

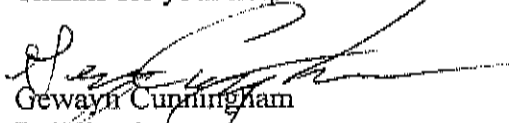
Jonathan A. Nixon, Director (ES-1)
Perquimans County Emergency Services
911 Communications – EMS – Emergency Management
159 Creek Drive - PO Box 563
Hertford, NC 27944
252-426-5646 or 252-426-7029 Office
252-331-9817 Cell
252-426-1875 Fax


Feb.18,2016

Virgil Parrish,

As per our previous conversation I would like to ask that I be allowed to retire from my position as full time building inspector for Perquimans county On or about May 1,2016. I would also request that I be re-hired by Perquimans County as a building inspector on apart time basis. I would like to work 2-3 days per week and forty hours per week as needed to cover for other employees during vacation,sicknesses etc. I will generally be available on short notice as needed.

Thanks for your help in this matter.


Gewayn Cunningham
Building insp.
Perquimans County,N.C.


VIRGIL PARRISH
CHIEF BLDG INSPECTOR
PERQUIMANS County

C.C. Frank Heath

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Gewayne (Glenn) Cunningham SOC. SEC. NO.: _____

POSITION: Part-Time Building Inspector DEPT.: Building Inspections

NEW EMPLOYEE EFFECTIVE DATE: June 1, 2016

GRADE: 67 STEP: 4 SALARY: \$15.51

ENDING DATE OF PROBATIONARY PERIOD: June 1, 2017

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 2-29-16

[Signature]
DATE: 2/25/16

FINANCE OFFICER

DATE: _____

PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES
P.O. BOX 107
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD
Terissa J. Blanchard, Chair
Kyle Jones
Dianne M. Layden

252-426-7373 – FAX 426-1240

DIRECTOR
Susan M. Chaney

MEMORANDUM

Date: February 24, 2016

To: Frank Heath, County Manager

CC: Tracy Mathews, County Finance
Mary Hunnicutt, Clerk to the Board

From: Susan Chaney, Director *Susan Chaney*

Subject: Kristin Gordon

The Perquimans County Department of Social Services has offered the position of Human Resources Placement Specialist to Ms. Kristin Gordon and she has accepted the position.

As per our telephone conversation yesterday, Ms. Gordon currently is employed with Chowan Social Services in the same position and her last day of employment is March 9, 2016. She will begin employment with Perquimans on Thursday, March 10, 2016 as a Grade 63 Step 2 with a starting salary of \$ 28,859. The employee and salary were approved at the DSS Board meeting of February 23, 2016 and the funds are in the budget as the previous employee in that position was paid at a higher rate. I also want to thank you for the beginning date of April 1, 2016 for her insurance, as that is a great benefit to employees.

I have enclosed the Employee Action Form to be brought before the County Commissioners at their March 7, 2016 meeting.

If you have any questions, do not hesitate to contact me at 426-7373.

EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 24, 2016

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kristin Gordon

SOC. SEC. NO.

POSITION: IMC II

DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE: 3-10-2016

GRADE: 63

STEP: 2

SALARY: \$ 28,859.00

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
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 STEP RAISE

Date: GRADE: STEP: SALARY: \$

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Suzan M Chaney

Heath

DATE: February 24, 2016

DATE: 2/23/16

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 24, 2016

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Krystal Agosto

SOC. SEC. NO.: _____

POSITION: Telecommunicator

DEPT.: 911 Communicatians

NEW EMPLOYEE EFFECTIVE DATE: March 1, 2016

GRADE: 60 STEP: 3 SALARY: \$25,905

ENDING DATE OF PROBATIONARY PERIOD: March 1, 2017

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

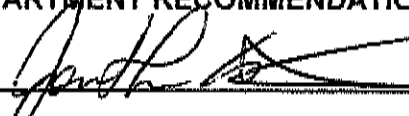
_____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

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

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

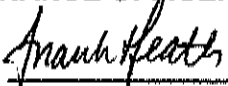
DEPARTMENT RECOMMENDATION


DATE: 2-24-16

***** FINANCE OFFICER APPROVAL
~~COUNTY MANAGER APPROVAL~~

DATE: _____

~~FINANCE OFFICER~~ COUNTY MANAGER APPROVAL


DATE: 2/25/16

EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 24, 2016

COUNTY OF PERQUIMANS
PERMANENT PART-TIME TELECOMMUNICATIONS EMPLOYEES

NAME: James Farrar SOC. SEC. NO.: _____

POSITION: Permanent Part-Time Telecommunicator 911 COMMUNICATIONS: X

NEW EMPLOYEE EFFECTIVE DATE: March 1, 2016

GRADE: 60 STEP: 2 SALARY: \$12.16 per hour

Complete following information only if for new employee.

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBER: _____

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO
Date CERTIFICATION (PER ATTACHED STATE CERTIFICATE OF COMPLETION).

GRADE: _____ STEP: _____ SALARY: _____

DEPARTMENT RECOMMENDATION

DATE: 2-24-16

COUNTY MANAGER APPROVAL

DATE: 2/25/16

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 24, 2016

COUNTY OF PERQUIMANS
PART-TIME TELECOMMUNICATIONS EMPLOYEES

NAME: Hazelene M. Miller SOC. SEC. NO. _____

POSITION: Part-Time Fill-In Telecommunicator 911 COMMUNICATIONS: X

NEW EMPLOYEE EFFECTIVE DATE: March 1, 2016

GRADE: 60 STEP: 1 SALARY: \$11.86 per hour

Complete following information only if for new employee.

ADDRESS: PO Box 5

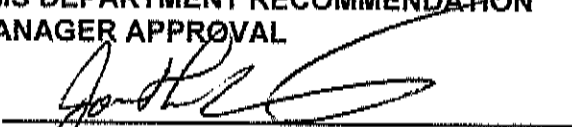
CITY/STATE/ZIP: Tyner, NC 27980

PHONE NUMBER: 252-312-9406

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO
Date CERTIFICATION (PER ATTACHED STATE CERTIFICATE OF COMPLETION).

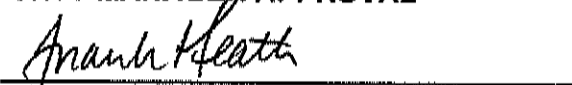
GRADE: _____ STEP: _____ SALARY: _____

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL



DATE: 2-24-16

COUNTY MANAGER APPROVAL



DATE: 2/25/16

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 24, 2016

**COUNTY OF PERQUIMANS
PART-TIME TELECOMMUNICATIONS EMPLOYEES**

NAME: Wilma D. Jordan SOC. SEC. NO.: _____

POSITION: Part-Time Fill-In Telecommunicator 911 COMMUNICATIONS: X

NEW EMPLOYEE EFFECTIVE DATE: March 1, 2016

GRADE: 60 STEP: 1 SALARY: \$11.86 per hour

Complete following information only if for new employee.

ADDRESS: 215 Louis Spivey Road

CITY/STATE/ZIP: Hertford, NC 27944

PHONE NUMBER: 252-312-9661

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO
Date CERTIFICATION (PER ATTACHED STATE CERTIFICATE OF COMPLETION).

GRADE: _____ STEP: _____ SALARY: _____

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL



DATE: 2-24-16

COUNTY MANAGER APPROVAL



DATE: 2/25/16

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 29, 2016

COUNTY OF PERQUIMANS
PART-TIME EMS/RESCUE EMPLOYEES

NAME: Michaela R. Madden SOC. SEC. NO.: _____

POSITION: Part-Time EMT-Intermediate EMS: X RESCUE: _____

NEW EMPLOYEE EFFECTIVE DATE: March 1, 2016

GRADE: _____ STEP: _____ SALARY: _____

Complete following information only if for new employee.

ADDRESS: _____


CITY/STATE/ZIP: _____

PHONE NUMBER: _____

✓ _____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO
Date CERTIFICATION (PER ATTACHED STATE CERTIFICATE OF COMPLETION).

GRADE: 66 STEP: 1 SALARY: \$15.45 per hour

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL

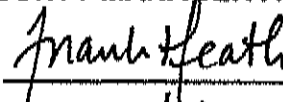


DATE: February 29, 2016

RESCUE SQUAD RECOMMENDATION

DATE: _____

COUNTY MANAGER APPROVAL



DATE: 3/1/16

FINANCE OFFICER

DATE: _____

Path: Search Personnel > View Personnel > View Certification

Certification: Michaela Renee Madden

License	Details
License Number: P097876 Certification Level: EMT-Intermediate Certification Type: Initial License Status: Active	Issue Date: 02/06/2016 Recertification Date: Expiration Date: 02/29/2020

©2001-2016 EMS Performance Improvement Center. All rights reserved.

EMPLOYMENT ACTION FORM

DATE SUBMITTED: Feb 23, 2016

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Sabrina Patrick

SOC. SEC. NO.:

POSITION: Income Maintenance Caseworker II

DEPT.: Social Services

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

3-1-2016 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

Date GRADE: 63 STEP: 2 SALARY: \$ 28,859.00

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Susan M Chaney

A Heath

DATE: February 23, 2016

DATE: 2/23/16

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 24, 2016

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Dale Gordon Hunter

SOC. SEC. NO.: _____

POSITION: EMS Shift Supervisor - Safety Officer

DEPT.: Emergency Medical Services

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____


JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

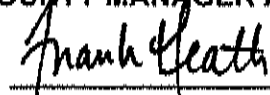
 3-1-16 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. DATE GRADE: 68 STEP: 5 SALARY: \$38,682

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: 2-24-16

DATE: 2/25/16

FINANCE OFFICER

DATE: _____

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 11

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 7th DAY OF MARCH, 2016, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2015 - 2016 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-012	Emergency Management Grant	16,000	
10-530-338	Hazardous Materials Grant	16,000	
EXPLANATION: To budget HMEP training/planning grant through the Hazardous Material Emergency Preparedness Grant Program for FY 15/16 as discussed at the 12/7/15 BOC Meeting.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 7th DAY OF MARCH, 2016.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 1st DAY OF FEBRUARY, 2016.

 Chairman, Board of Commissioners

 Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 12

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 7th DAY OF MARCH, 2016, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2015 - 2016 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-365-001	Trillium Grant - Recreation	350,000	
10-685-741	Playground Improvements	350,000	
EXPLANATION: To budget Trillium Health Resources Grant funds for an Inclusive Playground at the Recreation Center as discussed at the 2/1/16 BOC Meeting.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 7th DAY OF MARCH, 2016.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 1st DAY OF FEBRUARY, 2016.

 Chairman, Board of Commissioners

 Finance Officer

Transforming Lives



February 17, 2016

Perquimans County
 Attn: Frank Heath, County Manager
 PO Box 45
 Hertford, NC 27944-0045

Dear Mr. Heath

Please find enclosed a fully executed copy of contract #0088T-000-FY16 between Trillium Health Resources and Perquimans County for an inclusive playground at Perquimans County Recreation Center in Hertford, NC.

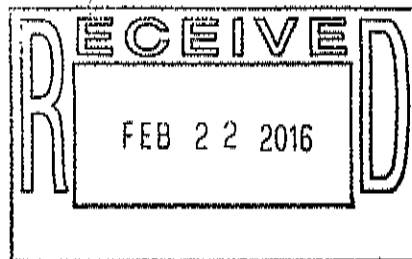
If you have any questions, please contact me at 1-866-998-2597 or anne.cary@trilliumnc.org.

Sincerely,

A handwritten signature in cursive script that reads "Anne M. Cary".

Anne M. Cary
 Contract Administrator
 Trillium Health Resources
 1708 E. Arlington Blvd.
 Greenville, NC 27858-5872
 P 1-866-998-2597
 F 252-215-6887

Enclosure(s): Contract Agreement



Agreement #	<u>0088T-000-FY16</u>
Cost Center #	<u>93</u>
Line Item #	<u>0690-55</u>
Obligated	<u>\$350,000.00</u>
Date Entered	<u></u>

**TRILLIUM HEALTH RESOURCES
AGREEMENT WITH THE PERQUIMANS COUNTY FOR INCLUSIVE
PLAYGROUND**

Agreement Period: January 1, 2016 – June 30, 2016

This Agreement ("Agreement") is made and entered into as of the 1st day of January, 2016 by and between Trillium Health Resources (hereinafter referred to as "Trillium"), an Area Authority organized and existing pursuant to North Carolina General Statute, Chapter 122C, whose mailing address is 1708 E. Arlington Boulevard, Greenville, NC 27858, and Perquimans County (hereinafter referred to as the "County"), whose mailing address is PO Box 45, Hertford, NC 27944, Phone Number 252-426-8484.

WITNESSETH

For and in consideration of the mutual promises and covenants hereinafter set forth, and other good and valuable consideration, the receipt and legal sufficiency of which consideration are hereby acknowledged, the parties intending to be legally bound do hereby agree as follows.

1. County shall manage and ensure the construction and ongoing maintenance of an inclusive playground at Perquimans County Recreation Center: 310 Grandy Street, Hertford, NC 27944 ("Project"). Prior to making any purchases pursuant to this Agreement, County shall seek advance approval regarding the inclusiveness of the playground from Trillium by sending a request for approval to Amy Corbitt at Amy.Corbitt@trilliumnc.org. The Trillium Project Team's review is limited to whether the playground meets Trillium's standards of a TRULY Inclusive playground.
 - a. County shall obtain and submit the above referenced request for approval, including playground layouts, to Trillium no later than March 31, 2016.
 - b. As soon as possible after receiving approval regarding the playground's inclusiveness from Trillium, County shall initiate and comply with any competitive bidding requirements required by law for the project. County shall arrange for construction of the Project to commence as soon as possible after satisfying any such legally required competitive bidding requirements for the Project.
 - c. County shall arrange for construction of the Project to be performed in a professional and workmanlike manner and completed within six (6) months of receipt of the above referenced approval from Trillium Health Resources ("Completion Date").

- d. Trillium shall reimburse County for all actual, qualifying expenses incurred by County before the Completion Date pursuant and subject to section 2 below. Should County fail to complete said construction by the Completion Date, County shall not be required to repay any amounts previously received from Trillium except as specifically provided for herein and Trillium shall reimburse County for all qualifying expenses incurred by County before the expiration of the Completion Date pursuant and subject to section 2 below.
 - e. Except as specifically provided for herein, Trillium will have no ongoing commitment to the Project after the Completion Date.
2. Trillium shall pay County for Counties performance of the obligations and services set forth in section 1 of this Agreement up to a maximum of Three Hundred and Fifty Thousand and No/100 Dollars (\$350,000.00), subject to the following.
- a. Trillium agrees to pay the County for the services set forth in section 1, provided that in no event the total of payments of services hereunder exceed \$350,000.00 for fiscal year 2015 – 2016. Funding for fiscal year 2016 – 2017 is subject to availability of funds.
 - b. This funding allocation is for actual, qualifying expenses incurred by County in fulfilling its obligations and services set forth in section 1 of this Agreement. Actual, qualifying expenses incurred by County for which Trillium shall pay County include, but are not limited to, the following: (i) expenses incurred in order to obtain and submit the request for approval, including playground layouts, to Trillium Health Resources, (ii) expenses incurred for all materials and equipment provided for in the approved playground layout, and (iii) expenses incurred to construct the playground as approved.
 - c. If a deposit is required for any portion of the funding, it will require advance, written approval from Trillium.
 - d. Invoices are due ("Invoice Deadline") by the 10th of the month following the month or months during which the invoice expenditures were incurred and received by County including all receipts and documentation showing proof of where the funds were spent. Each invoice shall have an attestation/certification statement that states the following: "I hereby attest or certify that the services/equipment reported for payment is correct and for the purpose of completing the inclusive playground construction." This statement shall be signed and dated by County.
 - e. Each invoice shall identify the name of the playground.
 - f. Invoices will be sent to - Attention: Accounts Payable, at 144 Community College Road, Ahoskie, NC 27910-9320, or accountspayable@trilliumnc.org.
 - g. Trillium shall make payments to County within thirty (30) days from Trillium's receipt of an approved, accurate and complete invoice.
 - h. Invoices that are received sixty (60) days after the Invoice Deadline will not be processed.

3. It is expressly understood and agreed that, in carrying out the services and obligations to be performed hereunder:
 - a. Any and all other expenses incurred by County in performing the services required herein that are not eligible for payment pursuant and subject to section 2 above shall be at County's sole cost and expense.
 - b. County is an independent contractor and not an employee of Trillium and County shall have all of the rights, duties, and discretion normally associated with such a relationship.
4. This Agreement may be terminated under the following circumstances.
 - a. Trillium may terminate this Agreement immediately if funds granted for the program become unavailable for reasons beyond the control of Trillium for the duration of the Agreement period. Except as specifically provided for herein, any and all of the obligations of Trillium and County under this Agreement shall immediately cease upon such termination. Upon receipt of any notice or reason to believe that such revocation or termination has occurred or may occur, Trillium shall notify County in writing concerning any such actual or potential unavailability of funds.
 - b. The contract may be terminated upon default by either party in the performance of any of the terms, covenants, or conditions of this Agreement and the failure of the defaulting party to remedy, or undertake to remedy, such default for a period of thirty (30) days after receipt of notice from the other party to remedy the same. Notwithstanding such termination, Trillium shall compensate County for services performed under this Agreement prior to the date of such termination. Except as specifically provided for herein, any and all of the obligations of Trillium and County under this Agreement shall immediately cease upon such termination.
5. The parties hereto agree that Trillium may, in its discretion, withhold from any or all of the payments made pursuant to section 2 hereof any amounts which Trillium deems necessary for compliance with any applicable state or federal laws or regulations, including without limitation, the Internal Revenue Code, as amended. Trillium shall provide County the basis for any such withholding in a written statement within the time period during which the related payment would otherwise have been made.
6. Indemnification by County: To the fullest extent permitted by law, and without waiving any applicable defense of sovereign immunity, County shall indemnify and hold harmless Trillium, and Trillium's officers, directors, members, partners, agents, consultants, and employees from reasonable claims, costs, losses, and damages arising out of or related to the Project, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the construction work for the Project itself), including the loss of use resulting therefrom, but only to the extent caused by any negligent act or omission of County or County's officers, directors, members, partners, agents, employees, or consultants.
 - a. Indemnification by Trillium: To the fullest extent permitted by law, Trillium shall indemnify and hold harmless County, and County's officers, directors, members, partners, agents, consultants, and employees from reasonable claims,

costs, losses, and damages arising out of or related to the Project, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the construction work for the Project itself), including the loss of use resulting therefrom, but only to the extent caused by any negligent act or omission of Trillium or Trilliums' officers, directors, members, partners, agents, employees, or consultants.

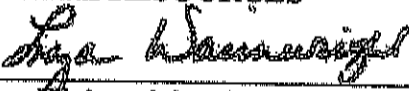
7. In addition to the foregoing, the following terms and conditions shall be a part of this Agreement:
 - a. Trillium's logo will be prominently displayed on the playground.
 - b. County agrees to acknowledge Trillium as the funding source in any brochures, advertising, trainings, or other information distributed to the public regarding the subject matter hereof. Except as required hereinabove, County should not use the Trillium name on any literature without obtaining prior written approval from Trillium.
8. This Agreement shall be construed according to and governed by the laws of the State of North Carolina notwithstanding the fact that both or either of the parties hereto is or may become a resident or citizen of another state or country.
9. This Agreement contains the entire agreement of the parties hereto. No modification, amendment, change or discharge of any terms or provisions of this Agreement shall be valid or binding unless the same is in writing and signed by both the parties hereto. No waiver of any of the terms of this Agreement shall be valid unless signed by the party against whom each such waiver is asserted. Any waiver of any provision of this Agreement in any instance shall not be a waiver in any other instance; and, according to policy adopted by Trillium, County shall not be restricted to fund balance limitations.
10. Upon request, County shall make its annual audit and accounting records available to Trillium.
11. County agrees to secure and maintain all appropriate insurance, including worker's compensation, general liability and property damage, payment and performance bonds and agrees to provide Trillium with proof of such insurance upon receipt. It is expressly acknowledged by Trillium that County's participation in the North Carolina League of Municipalities IRFFNC or its equivalent and County's self-insurance with regard to worker's compensation will satisfy all of County's obligations regarding liability insurance hereunder.

RECEIVED FEB 12 2016

12. This Agreement shall contain no stricken or initialed provisions, other than for correction of minor clerical errors. Any stricken or initialed provisions shall not be deemed removed from this Agreement and the Agreement shall be interpreted as if such provisions had not been stricken. Both parties to this Agreement must initial corrections of clerical errors.

This instrument has been pre-audited in the manner required by the Local Budget and Fiscal Control Act, General Statute, 159.

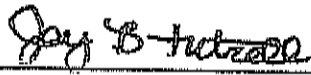
**SIGNATURES FOR TRILLIUM
HEALTH RESOURCES**



Leza Wainwright, CEO

2/17/16

Date



Joy Futrell, Vice President,
Business Operations

2/17/16

Date

SIGNATURES FOR COUNTY



Frank Heath, County Manager

2/8/16

Date

PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES

P.O. BOX 107
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD

Terissa J. Blanchard, Chair
Kyle Jones
Dianne M. Layden

252-426-7373 – FAX 426-1240

DIRECTOR

Susan M. Chaney

MEMORANDUM

Date: February 15, 2016

To: Mary Hunnicutt, Clerk to the Board

From: Susan Chaney *Susan Chaney*

Subject: DSS Records Retention and Disposition Schedule

Attached please find the signed County Social Services Agencies Records Retention and Disposition Schedule as per your request. I am going to also present this to my DSS Board and we will be covered by both the County Commissioners and the DSS Board Chair.

If you have any questions, do not hesitate to contact me at 426-7373

County Social Services Agencies Records Retention and Disposition Schedule

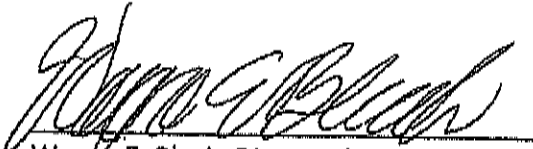
The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. The county social services agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. ***Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.***


This county social services agency and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow these records to be destroyed when "*reference value ends.*" The county social services agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that the Department of Natural and Cultural Resources has scheduled with the disposition instruction "*destroy when reference value ends.*" If a county social services agency does not establish internal policies and retention periods, the county is not complying with the provisions of this retention schedule and is not authorized by the Department of Natural and Cultural Resources to destroy the records with the disposition instruction "*destroy when reference value ends.*"

The county social services agency and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. The agency agrees to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records.


It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule is to remain in effect from the date of approval until it is reviewed and updated.


APPROVAL RECOMMENDED


Wayne E. Black, Director
DHHS, Division of Social Services

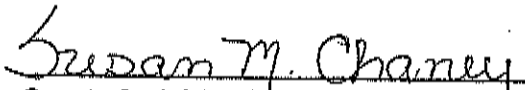

Sarah Koonts, Director
Division of Archives and Records

APPROVED


Richard O. Brajer, Secretary
Department of Health and Human Services


Susan Kluttz, Secretary
Department of Natural and Cultural
Resources

ACKNOWLEDGED (AGREED TO COMPLY)


Susan M. Chaney
County Social Services Agency, Director

Chairman, Local County Board of Social
Services, Consolidated Human Services
Board, or Board of County Commissioners

Perquimans
County

March 7, 2016

Mary Hunnicutt

From: hobbs@beechtreeinn.net
Sent: Thursday, February 04, 2016 8:03 AM
To: Clerk Perquimans County Mary Hunnicutt
Subject: Re: Tourism Development Authority

I do not want to serve another term. I'm on the chamber board now and with the NC Board of Chiropractor Examiners, that takes enough of my extra time.

Thanks!

Jackie

<http://beechtreeinn.net>

<http://hobbsfurniture.com>

From: Clerk Perquimans County Mary Hunnicutt
Sent: Wednesday, February 3, 2016 2:32 PM
To: Jackie Hobbs

Ms. Hobbs:

The above application to serve on a County Board/Commission was updated on February 20, 2014. This "Statement of Interest to Serve" remains in effect for two (2) years. Therefore, it will expire on February 20, 2016. I have attached a copy of your current application for you to review. If this information is still correct, let me know by e-mail or call me at (252) 426-8484 to notify me that it is correct and we will extend it for an additional two (2) years. On the other hand, if the information has changed, please complete the enclosed application form and return it to me at P.O. Box 45, Hertford, NC 27944 or e-mail it back to me. If you wish to be removed from our volunteer list, please let me know.

Again, thank you for your interest to serve your community in this capacity. If you have any questions, please call me.

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



Chairman: James C. Gardner

- [General Info](#)
- [Permits](#)
- [Beer & Wine Products](#)
- [Legal](#)
- [Education](#)
- [Audit / Investigation](#)
- [Spirituous Liquor](#)
- [ABC Stores & Boards](#)

Legal Sales Area Information

Legal Sales Information for Perquimans County

Entity	Malt Beverage	Unfortified Wine	Fortified Wine	ABC Stores	Mixed Beverages
Perquimans	Y	Y	N	N	N
Hertford	Y	Y	Y	Y	Y
Winfall	Y	Y	Y	Y	N

Explanation of Codes

- Y On and off premises sales allowed
- N Sales prohibited
- Y Off Off premises sale only
- HMR Off except for hotels, motels and restaurants
- 18B-603(c) Section of General Statutes which allows sale of unfortified wine.
- 18B-603(d) Section of General Statutes which allows sale of malt beverages in establishments holding mixed beverage permits
- A Election held under G.S. 18G-600(f). Every holder of any ABC permit must meet 51% rule.
- B Mixed beverage permit holders may hold on-premises malt beverage, unfortified wine, and fortified wine permits under G.S. 18B-603(d)(2). In addition, any other establishment that qualifies under general law may hold off-premise malt beverage and unfortified wine permits under G.S. 18B-603(d)(3).
- C Off-premises malt beverage and unfortified wine permits may be issued to any establishment that qualifies under general law. On-Premises malt beverage, unfortified wine, and fortified wine permits, authorized for mixed beverage permit holders by G.S. 18B-603(d)(2), are subject to the 51% rule since Sandhill Township election held pursuant to G.S. 18B-600(f).
- N 18B-603(d) Malt Beverages voted down-Mixed Beverage permit holders may hold on-premise malt beverage.
- A,B Combine explanation of A and B listed above.

- [Home](#)
- [About the Commission](#)
- [Contact](#)
- [Directions](#)

- [Site Map](#)
- [Store Locator](#)
- [Frequently Asked Questions](#)



Quarterly Fiscal Monitoring Report - DMHDDSAS

LME / MCO NAME: Trillium Health Resources

FOR THE PERIOD ENDING: 1/31/2016

of month in the fiscal year (July = 1, August = 2, . . . , June = 12) =====>

7

1. REPORT OF BUDGET VS. ACTUAL

ITEM	Basis of Accounting: (check one) Cash Accrual	(1)		(2)		(3)		(4)		(5)	
		PRIOR YEAR		CURRENT YEAR		BALANCE		ANNUALIZED		PERCENTAGE **	
		BUDGET	ACTUAL	BUDGET	ACTUAL	YR-TO-DATE	(Col. 3-4)				
REVENUE											
Service Fees from LME-Delivered Services											
Medicaid Pass Thru		400,000	54,343	900,000	13,952	886,048				2.68%	
Interest Earned		500,000	367,413	500,000	264,365	235,615				90.65%	
Rental Income		111,160	66,981	150,750	66,064	84,686				75.13%	
Budgeted Fund Balance * (Detail in Item 4, below)		13,000,000	-	24,712,000	-	24,712,000					
Other Local		125,000	13,658	100,000	329,575	(229,575)				564.99%	
Total Local Funds		14,136,160	502,375	26,362,750	673,977	25,688,773				4.38%	

County Appropriations (by county, includes ABC Funds):

County	(1)	(2)	(3)	(4)	(5)	(6)
Beaufort	173,599	173,599	173,599	4,250	169,349	4.20%
Bertie	49,390	49,390	49,390	24,695	24,695	85.71%
Brunswick	-	-	282,443	146,520	145,923	85.89%
Camden	24,246	24,077	24,246	7,318	16,928	51.74%
Carteret	-	-	228,000	133,000	95,000	100.00%
Chowan	33,478	34,387	33,478	19,820	13,658	101.49%
Craven	276,827	278,730	276,827	161,551	115,276	100.04%
Cumtuck	61,600	63,914	60,300	43,840	18,460	124.63%
Dare	410,988	411,040	411,040	53,280	357,760	22.22%
Gates	29,700	29,922	29,700	7,000	22,700	40.40%
Hertford	87,750	88,475	83,750	50,238	33,512	102.83%
Hyde	12,414	11,427	12,414	5,454	6,960	75.32%
Jones	23,908	23,414	23,908	13,795	10,111	98.92%
Martin	51,982	55,365	51,982	48,462	3,500	159.88%
New Hanover	-	-	2,261,117	595,779	1,665,338	45.17%
Northampton	81,614	81,614	81,614	45,275	36,339	95.10%
Onslow	-	-	502,500	-	502,500	0.00%
Pamlico	33,593	34,083	34,593	20,006	14,587	99.14%
Pasquotank	95,506	96,194	92,506	46,366	44,140	89.63%
Pender	-	-	173,900	88,119	85,781	85.87%
Perquimans	29,908	30,261	29,908	17,523	12,383	100.45%
Pitt	595,500	630,722	595,500	349,888	245,612	100.72%
Tyrell	9,906	9,081	9,906	5,779	4,127	100.01%
Washington	30,000	30,000	29,228	7,500	21,728	43.99%
Total County Funds	2,111,885	2,155,694	5,561,825	1,897,458	3,664,367	58.48%

LME Systems Admin. Funds (Cost Model)	0	0	0	0	-	
DMH/DD/SAS Administrative Funds (% basis)	3,767,629	3,767,630	5,401,796	0	5,401,796	0.00%
DMH/DD/SAS Risk Reserve Funds (% basis)	0	0	0	0	-	
DMH/DD/SAS Services Funding	40,144,748	38,138,837	57,173,627	30,910,147	26,263,480	92.68%
DMA Capitation Funding	165,263,809	174,674,023	328,280,365	189,905,903	138,354,462	99.18%
DMA Risk Reserve Funding	3,372,731	3,564,776	6,699,191	4,049,484	2,649,707	103.62%
All Other State/Federal Funds	512,936	722,100	620,000	216,747	403,253	59.93%
Total State and Federal Funds	213,061,553	220,867,366	398,154,979	225,082,282	173,072,697	98.91%

TOTAL REVENUE	229,309,898	223,525,435	430,079,554	227,653,717	202,425,837	60.74%
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EXPENDITURES:

System Management/Administration/Care Coordination	40,438,782	28,208,947	72,168,267	25,099,817	47,068,450	59.62%
LME Provided Services	0	0	0	0	-	
Provider Payments	189,035,193	179,517,804	356,644,167	194,114,531	162,529,636	93.31%
Merger Expenses	0	0	0	0	-	
MCO Start-Up Expenses	0	0	0	0	-	
All Other	1,135,923	925,694	1,267,120	523,018	744,102	70.78%
TOTAL EXPENDITURES	230,609,898	208,652,445	430,079,554	219,737,366	210,342,188	87.59%

CHANGE IN CASH BALANCE		14,872,990		7,916,351		
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Beginning Unrestricted Fund Balance		69,999,326		58,008,935		
Balance in DMH/DD/SAS Risk Reserve						
Balance in DMA Risk Reserve		11,466,870		22,182,604		
Current Estimated Unrestricted Fund Balance and percent of budgeted expenditures	25.15%	58,008,935	9.29%	39,937,842		

2. CURRENT CASH POSITION	(1)	(2)	(3)	(4)	(5)	Allowance for Uncollectible Receivables
	30 DAYS	60 DAYS	90 DAYS	OVER 90 DAYS	TOTAL	
Accounts Payable (Accrual Method)						
Account Receivable (Accrual Method)						
Current Cash in Bank		150,143,893				

3. SERVICE EXCEPTIONS (Provided Based on System Capability)						
Services authorized but not billed						

4. DETAIL ON BUDGETED FUND BALANCE	Budgeted	Year-to-Date	Balance	%
Payments to Providers				
MCO Start-up Expense				
LME Merger Expense				
Other (List): From Fund Balance	2,500,000	-	2,500,000	
Other (List): Medicaid Reinvestment	22,212,000	2,698,194	19,513,806	

Mary Hunnicutt

From: David Denton <dws@inteliport.com>
Sent: Tuesday, February 09, 2016 8:26 AM
To: mhunnicutt@perquimanscountync.gov
Subject: Perquimans County, NC: Coyote control

This is an enquiry e-mail via <http://www.co.perquimans.nc.us/> from:
David Denton <dws@inteliport.com>

Ms. Hunnicutt

I am retired from the NC Wildlife Resources Commission. I am now a NC Wildlife Animal Damage Control Agent, and work with problem wild animal conflicts. I have been asked by many Perquimans County folks over the past several years, how to get rid of coyotes. My answer is, you cannot. Perquimans County can take measures to control the coyote population and these measures are free, as apposed to someone having to pay me for my services.

I would like to address the Board on March 8 at 7:00 pm to discuss Perquimans County coyote control.

Thank you

David Denton
Denton Wildlife Service
252-333-7291 mobile
dws@inteliport.com



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

February 29, 2016

Monthly Report:

Notices of new reassessments were mailed of February 19th, 2016.

Someone from Pearson's Appraisal Services will be joining me at the meeting to give an update on how the hearings are going.

I would like to thank you all for the donation made to the library on behalf on my mother who passed away in December. I received a card from the library stating they had received the donation. I put the card in with other keepsakes to hold on to. I really do appreciate it.

Bill Jennings
Perquimans County Tax Administrator



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**

FEBRUARY 2016-ENFORCED COLLECTIONS

PAYMENT AGREEMENTS: \$35,609.39

GARNISHMENTS: \$10,524.11

DEBT SETOFF: \$0.00

LIST OF VOLUNTEER APPLICATIONS

2/23/2016

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
5/12/14	McLaughl, Ruth	162 Roanoke Drive Rmcnaught162@gmail.com	Hertford	NC	27944	(252) 426-5271 (252) 435-7605	1. Local Library Board 2. 3. 4.	5/12/16
7/23/14	Gordon, Nettie W.	1777 Harvey Point Road no e-mail address	Hertford	NC	27944	(252) 426-7807 (252) 426-8309	1. Adult Care Home Advisory Committee 2. 3. 4.	7/23/16
7/29/14	Simpson, Ernestine E.	398 Chapanoke Road ernestine_simpson@yahoo.com	Hertford	NC	27944	(252) 264-3284 (252) 435-7769	1. Adult Care Home Advisory Committee 2. Planning Board 3. Citizen Advisory Board 4. Senior Citizen Advisory Board	7/29/16
7/30/14	Hurdle, Pamela W.	297 Hurdletown Road townadmin@townofhertfordnc.com	Hertford	NC	27944	(252) 426-9263 (252) 426-7805 (252) 312-3774	1. Board of Adjustments 2. Economic Development Commission 3. Planning Board 4. Rural Planning Org. Steering Committee	7/30/16
7/30/14	Burket, Stephen G.	111 Shady Circle sburket@ix.netcom.com	Hertford	NC	27944	(252) 426-3817 (252) 337-4303	1. Senior Citizen Advisory Board 2. 3. 4.	7/30/16
8/26/14 Updated	Knight, Marshall	751 Body Road marshallknight751@centurylink.net	Hertford	NC	27944	(252) 264-3201	1. Board of Adjustments 2. 3. 4.	8/30/16
8/30/12 Updated	Winslow, III, Lynwood C.	1209 Belvidere Road lcwiii@inteliport.com	Belvidere	NC	27919	(252) 297-6532 (252) 426-5778	1. Planning Board 2. Board of Adjustments 3. 4.	8/30/16
8/31/14 Updated	Finley, James Frank	103 E. Hidden Valley Trail finleyj@centurylink.net	Hertford	NC	27944	(252) 426-7072 (757) 641-4594	1. Minzies Creek Utility District 2. 3. 4.	8/31/16
9/4/14 Updated	Roberts, III, A.O.	1632 New Hope Road eureseedfarms@yahoo.com	Hertford	NC	27944	(252) 464-2037 (252) 264-3326 (252) 333-9575	1. Planning Board 2. Voluntary Ag District Committee 3. Water Management Committee 4.	9/4/16

LIST OF VOLUNTEER APPLICATIONS

2/23/2016

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
9/5/14 Updated	Gesler, Albert M	135 Cashie Drive ALCOG58@mchsi.com	Hertford	NC	27944	(252) 426-8260 (252) 562-9060	1. Board of Adjustments 2. 3. 4.	9/5/16
9/5/14 Updated	Lassiter, Brenda	725 Sandy Cross Road	Belvidere	NC	27919	(252) 297-2740	1. Planning Board 2. Board of Commissioners 3. 4.	9/5/16
9/8/14 Updated	Corprew, Jr., John H.	607 Gaston Drive	Hertford	NC	27944	(252) 426-7877 (252) 426-5682 (252) 339-0348	1. Board of Adjustments (Resigned 10/13/14) 2. 3. 4.	9/8/16
9/15/14 Updated	Blanchard, Terissa J.	228 Bethany Church Road tblanchard@pcs.k12.nc.us	Belvidere	NC	27919	(252) 297-2561 (252) 426-7355 (252) 339-5973	1. Social Services Board 2. Albemarle Hospital Board of Trustees 3. COA - Board of Trustees 4. Smart Start Board	9/15/16
9/15/14	Lacefield, Charles	234 Beech Point Blvd. cwlacefield@earthlink.net	Hertford	NC	27944	(252) 426-4851 (252) 619-4256	1. COA - Board of Trustees 2. Chowan Hospital Board 3. Board of Commissioners' Facilitator 4.	9/15/16
9/24/14 Updated	Overman, Pete	P.O. Box 105 saltpeterpete@hotmail.com	Hertford	NC	2744	(252) 426-7814 (252) 426-7117 (252) 331-9001	1. Planning Board 2. Any other as needed 3. 4.	9/24/16
9/24/14 Updated	Page, Frank	147 Explorer Arch page3@embargmail.com	Hertford	NC	27944	(252) 426-1149 (757) 376-2001	1. Minzies Creek Utility District 2. 3. 4.	9/24/16
9/23/14	Manley, Donald	128 Snug Harbor Road	Hertford	NC	27944	(252) 426-7553	1. Planning Board 2. 3. 4.	9/23/16
9/17/14	Kahl, Paul	402 Woodland Church Rd. escu50viking@yahoo.com	Hertford	NC	27944	(252) 338-1144 (252) 457-5400	1. Planning Board 2. 3. 4.	9/17/16

LIST OF VOLUNTEER APPLICATIONS

2/23/2016

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
10/3/14	Nelson, Wallace	204 Ainsley Road unc.rph@gmail.com unc.rph@me.com	Hertford	NC	27944	(252) 426-7118 (252) 482-6202 (252) 339-6862	1. Albemarle Commission 2. Albemarle Regional Health Services 3. COA - Board of Trustees 4. Economic Development Commission 5. EMS Advisory Board 6. Planning Board	10/3/16
11/21/14	Richardson, Sara	161 White Oak Avenue	Hertford	NC	27944	(252) 426-7810 (252) 333-4398	1. Adult Care Home Advisory Committee 2. 3. 4.	11/21/16
12/18/14	Smith, Jr., Lewis W.	127 Smith Cove Road lewis_smith@ncsu.edu	Hertford	NC	27944	(252) 426-7347 (252) 426-7164 (252) 331-3362	1. Planning Board 2. Agricultural Advisory Board 3. 4.	12/18/16
12/18/14	Jackson, Robert L.	186 Ainsley Road	Hertford	NC	27944	(757) 618-7569	1. Planning Board 2. 3. 4.	12/18/16
1/29/15	Finch, Jr., Johnnie	192 Cedarwood Blvd. johnnie_finchjr@gmail.com	Hertford	NC	27944	(252) 619-4037	1. Northeast Regional Workforce 2. 3. 4.	1/29/17
2/2/15	Reed, Deborah S.	1488 Center Hill Hwy deborahreed74@gmail.com	Hertford	NC	27944	(252) 331-5426	1. Board of Adjustment 2. Recreation Advisory Board 3. 4.	2/2/17
2/2/15	Hobbs, Benjamin C.	948 Pender Road hobbs@hobbsfurniture.com	Hertford	NC	27944	(252) 312-9609	1. Board of Adjustment 2. 3. 4.	2/2/17
4/10/15	Ingram, Kathleen	163 Bagley Swamp Road kathlingram@copper.net	Hertford	NC	27944	(252) 339-3754	1. Health Services 2. 3. 4.	4/10/17
4/13/15	McMullan, Philip	111 W. Camp Perry Road psmir@hughes.net	Hertford	NC	27944	(252) 264-2021	1. EcoTourism 2. 3. 4.	4/13/17

LIST OF VOLUNTEER APPLICATIONS

2/23/2016

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
5/8/15	Thomas, Matthew S.	357 Camp Cale Road matt@campcale.com	Hertford	NC	27944	(252) 334-7622 (252) 264-2513 (252) 334-7622	1. Special Steering Committee 2. 3. 4.	5/8/17
6/10/15	Layden, C Douglas	105 Bay Branch Road geri.layden@gmail.com	Belvidere	NC	27919	(252) 297-2158 (252) 297-2875	1. Chamber of Commerce 2. Library 3. Historians 4. Regional Landfill Authority	6/10/17
7/28/15	Felton, Joyce Ann	115 Sharp's Lane jefelton68@yahoo.com	Hertford	NC	27944	(252) 426-5375 (252) 333-5508	1. Smart Start Board 2. Social Services Board 3. 4.	7/28/17
8/18/15	Rowland, Reta B.	231 Deep Creek Road rrowland@woodforest.com retaathome@yahoo.com	Hertford	NC	27944	(252) 335-0074 (252) 312-9239	1. East Carolina Behavioral Health 2. Senior Citizens Advisory Board 3. Nursing Home Advisory Committee 4. Smart Start Board	8/18/17
9/22/15 Updated	Mansfield, Evelyn L.	2275 Center Hill Highway no e-mail address	Hertford	NC	27944	(252) 426-4664	1. Adult Care Home Advisory Committee 2. 3. 4.	9/22/17
9/22/15 Updated	McNeal, Cathleen C.	104 New River Drive catmcneal@gmail.com	Hertford	NC	27944	(252) 426-1425 (252) 435-4743	1. Chowan Hospital Board 2. Albemarle Hospital Board 3. Historic Hertford 4. Others as needed	9/22/17
9/23/15 Updated	Layden, Dianne M. <i>She has her house for sale and is moving to Florida. She will notify me when she sells her home.</i>	177 Perrys Bridge Road diannelayden@hughes.net	Belvidere	NC	27919	(252) 297-2596	1. Board of Elections 2. Social Services Board 3. Board of Adjustment (Resigned 11/3/14) 4.	9/23/17
11/5/15 Updated	Schultz, Brooke Lee	1251 Center Hill Highway bschultz@woodforest.com	Hertford	NC	27944	(252) 335-0074 (252) 548-4783	1. Animal Control Board 2. Economic Improvement Council 3. PAWS & AWARE 4. Smart Start Board	11/5/17
11/16/15 Updated	Mathis, Lynn W.	178 Sue Lane mahitabell@gmail.com lynn.mathis@ncdenr.gov	Hertford	NC	27944	(252) 264-3901 (252) 333-6619	1. Planning Board 2. RC&D 3. Albemarle Commission 4.	11/16/17

LIST OF VOLUNTEER APPLICATIONS

2/23/2016

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
1/14/16 Updated	Hester, Elaine Phyllis	653 Woodville Road colelawoffices@embarqmail.com elainehester@embarqmail.com	Herford	NC	27944	(252) 264-3584 (252) 426-1300 (252) 232-8644	1. Nursing Home/Adult Care Home Committee 2. 3. 4.	1/14/18

**RULES OF PROCEDURE
FOR THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS**

I. APPLICABILITY

Rule 1. Applicability of Rules

These rules apply to all meetings of the Board of Commissioners of Perquimans County at which the board is empowered to exercise any of the executive, quasi-judicial, administrative, or legislative powers conferred on it by law. They are intended to be consistent with all North Carolina law. Any rules that are mandated by law cannot be suspended by vote of the board. If a conflict or inconsistency arises between these rules and the law of the State of North Carolina then the North Carolina law shall control.

II. OPEN MEETINGS

Rule 2. Meetings to be open.

- (a) The public policy of North Carolina and of Perquimans County is that the hearings, deliberations, and actions of this board and its committees be conducted openly.
- (b) Except as otherwise provided in these rules and in accordance with applicable law, each official meeting of the Perquimans County Board of Commissioners shall be open to the public, and any person may attend.
- (c) For the purposes of the provisions of these rules concerning open meetings, an official meeting of the board is defined as any gathering together at any time or place or the simultaneous communication by conference telephone or other electronic means of a majority of board members for the purpose of conducting hearings, participating in deliberations, or voting upon or otherwise transacting public business within the jurisdiction, real or apparent, of the board.

Rule 3. Closed Sessions

- (a) Notwithstanding the provisions of Rule 2, the Board may hold a closed session and exclude the public, but only upon the following circumstances:
 - (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this state or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes (N.C.G.S.143-318.11(a) (1)).

- (2) To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award (N.C.G.S. 143-318.11(a) (2)).
 - (3) To consult with an attorney employed or retained by the Board of Commissioners in order to preserve the attorney-client privilege between the attorney and the Board of Commissioners. (N.C. Gen Stat 143-318.11(a) (3)).
 - (4) To discuss matters relating to the location or expansion of industries or other businesses in the county. (N.C. Gen Stat 143-318.11(a) (4)).
 - (5) To consider and take action with respect to the position to be taken by the county in negotiating the price or other material terms of an agreement for the acquisition or lease of real property. (N.C. Gen Stat 143-318.11(a) (5)).
 - (6) To consider and take action with respect to the position to be taken by the county in negotiating the amount of compensation or other material terms of an employment contract. (N.C. Gen Stat 143-318.11(a) (5)).
 - (7) To consider initial employment or appointment of an individual to any office or position, other than a vacancy in the board of county commissioners or any other public body, and to consider the qualifications, competence, performance, character, and fitness of any public officer or employee, other than a member of the board of commissioners or some other public body. (N.C.G.S. 143-318.11(a) (6)).
 - (8) To hear or investigate a charge or complaint by or against an individual, public officer or employee. (N.C.G.S. 143-318.11(a) (6)).
 - (9) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct. (N.C.G.S. 143-318.11(a) (7)).
 - (10) To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity. (N.C.G.S. 143-318.11(a) (9)).
- (b) The Board may hold a closed session only upon a motion duly made and adopted at an open meeting. Every motion to close a meeting shall cite one or more of the permissible purposes listed in subsection (a) of this rule. In addition, a motion to go into closed session pursuant to Rule 3(a)(1) must state the name or citation of the law that renders the information to be discussed privileged or confidential, and a motion to go into closed session pursuant to Rule 3(a)(2) must identify the

parties in each existing lawsuit, if any, concerning which the Board expects to receive advice during the closed session.

- (c) Unless the motion to go into closed session provides otherwise, the county manager, county attorney, and clerk to the board may attend the closed session. No other person may attend the closed session unless specifically invited by majority vote of the board.

III. ORGANIZATION OF THE BOARD

Rule 4. Organizational Meeting.

- (a) Even numbered Years. The board shall hold an organizational meeting at its regular time and place on the first Monday in December of each even-numbered year. The present chairman shall call the meeting to order and the present Board, including retiring members, shall approve the minutes of the previous meeting(s) followed by recognition of outgoing members. Newly elected members of the Board shall take and subscribe the oath of office and be inducted into office, if they have not already been sworn. The county attorney shall then preside until a chairman is elected from its members. The Board shall approve the bonds of the sheriff and register of deeds.

Rule 5. Election of the Chair

The chair and vice-chair of the board shall be elected annually by a majority of the votes cast for a term of one year and shall not be removed from the office of chair or vice-chair during the term unless he or she becomes disqualified to serve as a board member.

IV. REGULAR AND SPECIAL MEETINGS

Rule 6. Regular and Special Meetings.

- (a) Regular Meetings. The board shall hold regular meetings pursuant to a schedule adopted and published pursuant to applicable North Carolina General Statutes. Regular meetings shall be held in the Courthouse Annex. The board may change the place or time of a particular regular meeting or of all regular meetings within a specified period by resolution adopted, posted and noticed at least seven days before the change takes effect. Such a resolution shall be filed with the clerk to the board and posted at or near the regular meeting place, on the county website and copies shall be sent to all persons who have requested notice of special meetings of the board by regular United States mail or by email.
- (b) Special Meetings. The chair or a majority of board members may at any time call a special meeting of the board by signing a notice stating the time and place of the meeting and the subjects to be considered. The person or persons calling the

meeting shall cause the notice to be posted on the principal bulletin board of the county or the door of the regular meeting place if there is no principal bulletin board and delivered to the chair and all other board members or left at the usual dwelling place of each member or emailed at least forty-eight hours before the meeting and posted on the county website. In addition, the notice shall be mailed, emailed or delivered to individual persons and news organizations having requested such notice as provided in subsection (e) below at least forty-eight hours before the meeting. Only items of business specified in the notice may be transacted at a special meeting, unless all members are present or those not present have signed waivers.

- (c) **Emergency Meetings.** If a special meeting is called to deal with an unexpected circumstance requiring immediate consideration, the notice requirements of this rule do not apply. However, the person or persons calling an emergency meeting shall take reasonable action to inform the other members and the public of the meeting, including posting on the county website. Local news organizations having requested notice of special meetings as provided in subsection (e), below, shall be notified of such emergency meeting either by e-mail, by telephone, or by the same method used to notify board members and shall be given immediately after notice has been given to the board members. Only business connected with the emergency may be discussed at the meeting.
- (d) **Work Sessions and Committee Meetings.** The board may schedule work sessions, committee meetings, or other informal meetings of the board or of a majority of its members at such times and concerning such subjects as may be established by resolution or order of the board. A schedule of any such meetings held regularly shall be filed in the same place and manner as the schedule of regular meetings. Work sessions and other informal official meetings not held regularly are subject to the same notice requirements as special board meetings.
- (e) **Sunshine List.** Any individual and any newspaper, wire service, radio station, and television station may file a written request with the clerk to the board of commissioners for notice of all special meetings of the board. Requests by individuals must be renewed by the last day of each calendar year and are subject to a \$10.00 nonrefundable annual fee; requests by news organizations must be renewed annually by December 31 and are not subject to any fee.

Rule 7. All Meetings within the County.

All meetings shall be held within the boundaries of Perquimans County except as otherwise provided herein:

- (a) A joint meeting with the governing board of any other political subdivision of this or any other state may be held within the boundaries of either subdivision as may be specified in the call of the meeting. At any such joint meeting, this board reserves the right to vote separately on all matters coming before the joint meeting.

- (b) A special meeting called for considering and acting on an order or resolution requesting members of the General Assembly representing all or any portion of this county to support or oppose any bill pending in the General Assembly or proposed for introduction therein may be held in Raleigh or other such place as stated in the call of meeting.

Rule 8. Broadcasting and Recording of Meetings.

Except as provided in this rule, any media organization may broadcast all or any part of an official board meeting required to be open to the public. Any person may photograph, film, tape-record, or otherwise reproduce any part of a meeting that is required to be open.

V. AGENDA

Rule 9. Agenda.

- (a) The clerk to the board in cooperation with the county manager and chair shall prepare the agenda for each regular, special, and emergency meeting. A request to have an item of business placed on the agenda for a regular meeting must be received at least two working days before the meeting. Any board member may, by timely request, prior to distribution of the agenda have an item placed on the agenda.
- (b) The agenda packet shall include the agenda document, any proposed ordinances or amendments to ordinances, and supporting documentation and background information relevant to items on the agenda. A copy of the agenda packet shall be delivered to each board member at least seventy-two hours before the meeting and available for public inspection at the county manager's office, the library and the county website. Documents in the agenda packet, if not previously available for public inspection, shall become so when packets have been delivered to each board member or left at his or her usual dwelling or e-mailed.
- (c) The board may, by majority vote, add an item not on the agenda on findings by the majority of the board that such items could not have reasonably been placed on the agenda pursuant to normal procedures and it is essential that such business be considered at the meeting.

Rule 10. Public Address.

The clerk to the board shall include on the agenda of each regular meeting a period of no more than thirty minutes for comments from the public in attendance. The chair will first recognize individuals or groups having signed the register to be heard, and then may recognize others, subject to available time. Each speaker shall be limited to three (3) minutes of public address, unless allowed additional time by the chair. When the time set aside for informal public comments has expired, the chair will recognize further speakers only upon motion duly made and adopted.

Rule 11. Order of business.

At regular meetings, the board shall proceed to business in the following order:

- (a) Call to order and welcome.
- (b) Invocation.
- (c) Pledge of allegiance.
- (d) Scheduled Public Hearings
- (e) Adoption of agenda.
- (f) Adoption of consent agenda
- (g) Appointments/Scheduled speakers.
- (h) Commissioner Comments/Concerns
- (i) County Manager Update
- (j) Old Business
- (k) New business
- (l) Public Comment
- (m) Adjournment.

Without objection, the chair may call items in any order most convenient for the dispatch of business.

VI. CONDUCT OF DEBATE

Rule 12. Powers of the Chair

The chair shall preside at all board meetings. To address the board, a member must be recognized by the chair. The chair shall have the following powers; however in exercising these powers the chair's decision is subject to appeal and review by the full board on the motion of any member:

- (a) The rule on points of parliamentary procedure, including the right to rule out of order any motion offered for patently obstructive or dilatory purposes;
- (b) To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
- (c) To call a brief recess at any time;
- (d) To adjourn in an emergency.

Rule 13. Action by the Board

The board shall proceed by motion. Any member, including the chair, may make a motion.

Rule 14. Second Required

A motion shall require a second in order to be debated and acted on by the board.

Rule 15. One Motion at a Time.

A member may make only one motion at a time.

Rule 16. Substantive Motion

A substantive motion is out of order while another substantive motion is pending.

Rule 17. Adopted by Majority Vote

A motion shall be adopted if approved by a majority of the votes cast, a quorum being present, unless otherwise required by these rules or North Carolina laws. Any member of the Board who doubts the result of a vote may request that the Board be polled by roll call vote. The Clerk shall call the roll in alphabetical order, provided that for each subsequent roll call vote conducted within a calendar year the Clerk shall rotate the roll so that voting will begin with the next Board member on the roll. The chair of the Board has the privilege of voting last on all such votes. A member is not allowed to pass when polled during a roll call vote unless that member has been excused from voting as provided in Rule 23.

Rule 18. Debate

The chair shall state the motion and then open the floor for debate.

Rule 19. Procedural Motions.

- (a) In addition to substantive proposals, the procedural motions listed in subsection (b) of this rule, and no others, shall be in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority vote for adoption.
- (b) In order of priority (if applicable), the procedural motions are:
 - (1) To Adjourn. The motion may be made only at the conclusion of action on a pending matter; it may not interrupt deliberation of a pending matter. A motion to adjourn is not debatable and may not be amended.
 - (2) To Take a Recess. (Note under Rule 12 the chair also has the power to call a brief recess).
 - (3) To Call to Follow the Agenda. The motion must be made at the first reasonable opportunity or it is waived.

- (4) To Suspend the Rules. The motion requires a vote equal to a quorum.
- (5) To Divide a Complex Motion and Consider it by Paragraph.
- (6) To Defer (Table) Consideration. A substantive motion whose consideration has been deferred expires one hundred days thereafter, unless a motion to revive consideration is adopted.
- (7) To call the Previous Question. The motion is not in order until there has been at least fifteen minutes of debate and every member has had one opportunity to speak.
- (8) To Postpone to a Certain Time or Day.
- (9) To Refer to Committee. Sixty days after a motion has been referred to committee, the introducer may compel consideration of the measure by the entire board, regardless of whether the committee has reported the matter back to the board.
- (10) To Amend. An amendment to a motion must be germane to the subject of the motion, but it may not achieve the opposite effect of the motion. There may be an amendment to the motion and an amendment to an amendment, but no further amendments. Any amendments to a proposed ordinance shall be reduced to writing.
- (11) To Revive Consideration. The motion is in order at any time within one hundred days of a vote deferring consideration. A substantive motion on which consideration has been deferred expires one hundred days after the deferral, unless a motion to revive consideration is adopted.
- (12) To Reconsider. The motion must be made at the same meeting where the original vote was taken, and by a member who voted with the prevailing side. It cannot interrupt deliberation on a pending matter but is in order any time before adjournment.
- (13) To Prevent Reconsideration for Six Months. The motion shall be in order only immediately following the defeat of a substantive motion. It requires a vote equal to a quorum and is valid for six months or until the next regular election of county commissioners, whichever occurs first.

Rule 20. Renewal of Motion

A defeated motion may not be renewed at the same meeting.

Rule 21. Withdrawal of Motion

A motion may be withdrawn by the introducer at any time before the chair puts the motion to a vote.

Rule 22. Duty to Vote

It is the duty of each member to vote unless excused by a majority vote according to law. The Board may excuse a member from voting, but only upon questions involving their own financial interest or official conduct. A member wishing to be excused from voting shall so inform the chair, who shall take a vote of the remaining members. A member who fails to vote, not having been excused, shall be recorded as voting in the affirmative.

Rule 23. Prohibition of Secret Voting

No vote may be taken by secret ballot. If the board decides to vote by written ballot, each member shall sign his or her ballot and the minutes shall record the vote of each member. These ballots shall be retained and made available for public inspection until the minutes of that meeting have been approved, when they may be destroyed.

Rule 24. Action by Reference

The board shall not deliberate, vote, or otherwise act on any matter by reference to an agenda or document number unless copies of the agenda or documents being referenced are available for public inspection at the meeting and are so worded that people at the meeting can understand what is being discussed or acted on.

Rule 25. Introduction of Ordinances, Resolutions, and Orders

A proposed ordinance shall be deemed introduced at the first meeting where it is on the agenda and a motion for its adoption or approval is made by a member of the board; its introduction shall be recorded in the minutes.

Rule 26. Adoption, Amendment, or Repeal of Ordinances

To be adopted at the meeting at which it is first introduced, an ordinance or any action having the effect of an ordinance (except the budget ordinance, any bond order, or any other ordinance on which a public hearing must be held before the ordinance may be adopted) must receive the approval of all the members of the board of commissioners. If the ordinance is approved by a majority those voting but not by all the members of the board, or if the ordinance is not voted on at that meeting, it shall be considered at the next regular meeting of the board. If it then or at any time thereafter within 100 days of its introduction receives a majority of the

votes cast, a quorum being present, the ordinance is adopted. This rule is consistent with and identical to N.C.G.S. § 153A-45 and shall be deemed amended by any legislative amendment to N.C.G.S. § 153A-45.

Rule 27. Budget Requests

New request for expenditures made outside the budget process cannot be approved at the first meeting where it is requested.

Rule 28. Quorum

A majority of the board membership shall constitute a quorum. The number required for a quorum is not affected by the vacancies. If a member has withdrawn from a meeting without being excused by majority vote of the remaining members, he or she shall be counted as present for the purposes of determining whether a quorum is present. The board may compel the attendance of an absent member by ordering the sheriff to take the member into custody. This rule is consistent with and identical to N.C.G.S. § 153A-43 and shall be deemed amended by any legislative amendment to N.C.G.S. § 153A-43.

Rule 29. Public Hearings

Public hearings may be required by law or deemed advisable by the board. The Board shall impose rules regarding the length of time allotted to each speaker and designating representatives to speak for large groups. At the appointed time, the chair shall call the hearing to order and preside over it. When the allotted time expires, the chair may briefly extend the time, may declare the hearing ended and the board shall resume the regular order of business, or may continue further comment until later in the agenda.

Rule 30. Quorum at Public Hearings

A quorum of the board must be present at all public hearings required by law.

Rule 31. Minutes

Minutes shall be kept of all board meetings.

Rule 32. Appointments

The board shall use the following procedure to make appointments to fill vacancies in the board itself or in other boards and public offices over which the board has power of appointment. Appointments may be placed on the consent agenda; however, should the item be placed on the regular agenda, or any Board member removes an appointment from this section of the agenda for placement on the regular agenda, the following procedure will be followed:

The chair shall open the floor to nominations, whereupon the members shall put forward and debate names of possible appointees. After the debate, the chair shall call the roll of the members, and each member shall vote. The votes shall be tallied until each member has voted. Each vote shall be decided by a majority of the valid ballots cast (a majority is determined by dividing the number of valid ballots cast by two and taking the next highest whole number). It is the duty of each member to vote for as many appointees as there are appointments to be made, but failure to do so does not invalidate that member's ballot.

Rule 33. Quasi-Judicial Proceedings

(This section is reserved for Quasi-Judicial Procedures)

Rule 34. Reference to Robert's Rules of Order

Reference to Robert's Rules of Order. To the extent not provided for in and not conflicting with the spirit of these rules, the chair shall refer to Robert's Rules of Order to resolve procedural questions.

Adopted by the Board of Commissioners this the 7th day of March, 2016.

Mary P. Hunnicutt
Clerk to the Board of Commissioners

DONNA H. WINBORNE, CPA, P.C.CERTIFIED PUBLIC ACCOUNTANT
A PROFESSIONAL CORPORATION1880 WEST CITY DRIVE
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EDENTON, NORTH CAROLINA 27932
TELEPHONE: (252) 482-8461
FAX (252) 482-4921

DONNA H. WINBORNE, CPA

February 4, 2016

Tracy Mathews, Finance Director
Perquimans County
PO Box 45
Hertford, NC 27944

I am pleased to confirm my understanding of the services I am to provide for Perquimans County. This letter will confirm the nature and limitations of the services I will provide and the various responsibilities and other terms of the engagement. I agree to apply procedures to obtain an understanding of internal control, assess risk, and test internal controls over the eligibility intake functions as required by OMB Circular A-133_500c and determine whether required eligibility determinations/redeterminations were performed (including obtaining any required documentation/verifications), that individual program participants were determined to be eligible, and that only eligible individuals participated in the program by selecting and performing tests on a sample from the population of all individuals receiving benefits during the entire fiscal year for the Medicaid program for Perquimans County as of or for the year ended June 30, 2016, prepared in accordance with program requirements and OMB A-133, when selected as a major program. These procedures will be applied for the purpose of reporting my findings in regards to the results of the procedures performed as compared to the program requirements and OMB A-133. The procedures I will perform have been agreed to by the specified parties to this engagement listed as follows:

- Office of the State Auditor
- Management of Perquimans County

These agreed-upon procedures are enumerated as follows:

Understanding of internal controls, assessment of risk, and testing of internal controls over the eligibility intake function of the above programs as required by OMB Circular A-133.

Determine whether required eligibility determinations/redeterminations were performed (including obtaining any required documentation/verifications), that individual program participants were determined to be eligible, and that only eligible individuals participated in the program by selecting and performing tests on a sample from the population of all individuals receiving benefits during the entire fiscal year.

MEMBER OF:

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I will conduct our engagement in accordance with the attestation standards for agreed-upon procedures engagements of the American Institute of Certified Public Accountants, the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. The specified parties listed above are solely responsible for the sufficiency of the agreed-upon procedures for their purposes. Therefore, I make no representation as to the sufficiency of these procedures for the purposes of the specified parties or for any other purpose. The agreed-upon procedures are not designed to constitute an examination or review of the subject matter. Therefore, I will not express reasonable or limited assurance on the subject matter. I have no obligation to perform any procedures beyond those agreed to by the specified parties as enumerated in this letter of engagement. If for any reason, I am unable to complete the procedures, I will not issue a report as a result of this engagement.

My procedures are also not designed to detect error or fraud that is immaterial to the subject matter information. However, I will inform you of any material errors or fraud that come to my attention, unless clearly inconsequential. My responsibility is limited to the period covered by my procedures and does not extend to matters that might arise during any later periods for which I am not engaged. At the conclusion of my engagement, I will also request certain written representations from you about the subject matter information and related matters. I will present a written report listing the procedures and my related findings. This report will be intended for use by and restricted to the use of the specified parties as identified above, and my report will contain such restricted-use language. I will maintain the confidentiality of your personal information and apply procedures to protect against any unauthorized release of your personal information to third parties.

In accordance with *Government Auditing Standards*, I am required to report significant deficiencies, material weaknesses, instances of fraud, noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse that come to our attention during our agreed-upon procedures that warrant the attention of those charged with governance. You will be given the opportunity to review a draft of the report and write a response to any exceptions to be included in the final report.

Our engagement will be conducted on the basis that Perquimans County's management acknowledge and understand that they have responsibility:

- a. For the design, implementation, and maintenance of internal control relevant to the eligibility intake function over certain major programs which is the best means of preventing or detecting errors or fraud;
- b. For selecting and determining the suitability and appropriateness of the criteria upon which the eligibility intake function over certain major programs will be evaluated; and
- c. To provide me with:
 - Access to all information of which management is aware that is relevant to the eligibility intake function over certain major programs such as records, documentation, and other matters and that you are responsible for the accuracy and completeness of that information;
 - Additional information that I may request from management for the purpose of performing the agreed upon procedures; and
 - Unrestricted access to persons within the entity from whom we determine it necessary to obtain attest evidence.

As part of my engagement, I will request from management written confirmation concerning representations made to me in connection with the agreed upon procedures.

I will issue a written report upon completion of the performance of the agreed-upon procedures. My report will be addressed to The Honorable Beth A. Wood, CPA, State Auditor and Perquimans County Board of Commissioners. I will provide copies of my reports to Perquimans County and the Office of the State Auditor,

however, management is responsible for distribution of the reports.

The attest documentation for this engagement is the property of Donna H. Winborne, CPA, P.C and constitutes confidential information. However, I may be requested to make certain attest documentation available to the Office of the State Auditor pursuant to authority given to it by law or regulation. If requested, access to such attest documentation will be provided under the supervision of Donna H. Winborne, CPA, P.C's personnel. Furthermore, upon request, I may provide copies of selected attest documentation to the Office of the State Auditor. The Office of the State Auditor may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. During the course of the engagement, I may communicate with you or with your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

The timing of our engagement will be scheduled for performance and completion prior to January 17, 2017.

Donna H. Winborne is the engagement partner for the services specified in this letter. Her responsibilities include supervising Donna H. Winborne, CPA, P.C. services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the agreed-upon procedures report.

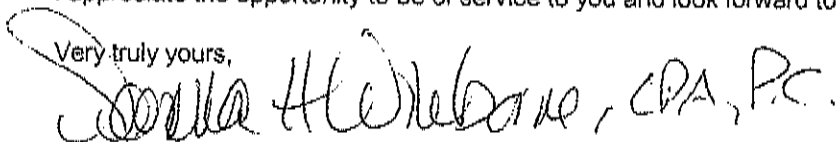
My fee for these services is included in the fee for the audit of the financial statements as stated in our audit contract dated February 4, 2016.

I agree to retain our attest documentation or work papers for a period of five years from the date of my report.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our engagement including our respective responsibilities. If you have any questions, please let me know.

I appreciate the opportunity to be of service to you and look forward to working with you and your staff.

Very truly yours,



Donna H. Winborne, CPA, P.C.

RESPONSE:

This letter correctly sets forth the understanding of Perquimans County.

By: _____

Title: County Finance Officer

Date: _____

DONNA H. WINBORNE, CPA, P.C.
 CERTIFIED PUBLIC ACCOUNTANT
 A PROFESSIONAL CORPORATION

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 TELEPHONE: (252) 482-8461
 FAX (252) 482-4921

DONNA H. WINBORNE, CPA

February 4, 2016

To the Members of the Board
 Perquimans County
 PO Box 45
 Hertford, NC 27944

You have requested that I prepare the financial statements of Perquimans County which comprise the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Perquimans County as of and for the year ended June 30, 2016.

My Responsibilities

The objective of my engagement is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America.

Management Responsibilities

The engagement to be performed is conducted on the basis that management acknowledges and understands that my role is the preparation of the financial statements in accordance with accounting principles generally accepted in the United States of America. Management has the following overall responsibilities that are fundamental to my undertaking the engagement to prepare your financial statements:

- 1) The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements.
- 2) The prevention and detection of fraud.
- 3) To ensure that the entity complies with the laws and regulations applicable to its activities.
- 4) The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to me for the engagement to prepare financial statements.
- 5) To provide me with—
 - Documentation, and other related information that is relevant to the preparation and presentation of the financial statements,

MEMBER OF:

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THE VIRGINIA SOCIETY OF
 CERTIFIED PUBLIC ACCOUNTANTS

THE NORTH CAROLINA
 ASSOCIATION OF CERTIFIED
 PUBLIC ACCOUNTANTS

- Additional information that may be requested for the purpose of the preparation of the financial statements, and
- Unrestricted access to persons within Perquimans County with whom I determine it necessary to communicate.

Other Relevant Information

The fees and billing arrangements for these services are stated in the audit contract.

I appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let me know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to me.

Very truly yours,



Donna H. Winborne, CPA, P.C.

Acknowledged:

Board Chair

Date

LGC-205 (Rev. 2016)

CONTRACT TO AUDIT ACCOUNTS

Of Perquimans County
Primary Governmental Unit

Discretely Presented Component Unit (DPCU) if applicable

On this 4th day of February, 2016,

Auditor: Donna H. Winborne, CPA, P.C. Auditor Mailing Address: 1880 West City Drive

Elizabeth City, NC 27909

Hereinafter referred to as The Auditor

and the Board (Governing Board(s)) of Perquimans County
 (Primary Government)

and (Discretely Presented Component Unit): hereinafter referred to as the Governmental Unit(s), agree as follows:

1. The Auditor shall audit all statements and disclosures required by generally accepted accounting principles (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit (s) for the period beginning July 1, 2015, and ending June 30, 2016. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated workpapers may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and/or workpapers are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC CPA Board).

 County and Multi-County Health Departments: The Office of State Auditor will designate certain programs that have eligibility requirements to be considered major programs in accordance with OMB Circular A-133 for the State of North Carolina. The LGC will notify the auditor and the County and Multi-Health Department of these programs. A County or a Multi-County Health Department may be selected to audit any of these programs as major.
3. If an entity is determined to be a component of another government as defined by the group audit standards - the entity's auditor will make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unqualified opinion being rendered. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government*

Contract to Audit Accounts (cont.)

Perquimans County

Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

Auditing Standards. The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract (See Item 22). **If the audit firm received a peer review rating other than pass**, the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to Government Accounting Standards or if financial statements are not prepared in accordance with GAAP and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment..

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the State and Local Government Finance Division (SLGFD) within four months of fiscal year end. Audit report is due on: AUP due to State Auditor by Jan. 17, 2017. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay must be submitted to the secretary of the LGC for approval.
7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work must be submitted by email in PDF format to the Secretary of the LGC for approval. The invoices must be sent via upload through the current portal address: <http://nctreasurer.slgfd.leapfile.net> Subject line should read "Invoice – [Unit Name]. The PDF invoice marked 'approved' with approval date will be returned by email to the Auditor to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. In consideration of the satisfactory performance of the provisions of this contract, the Primary Governmental Unit shall pay to the Auditor, upon approval by the Secretary of the LGC, the fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. (Note: Fees listed on signature pages.)
10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall include documentation either in the notes to the audited financial statements or as a separate report submitted to the SLGFD along with the audit report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor should be aware that any other bond compliance statements or additional reports required in the authorizing bond documents need to be submitted to the SLGFD simultaneously with the Governmental Unit's audited financial statements unless otherwise specified in the bond documents.

Contract to Audit Accounts (cont.)

Perquimans County

Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the client or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the accounting period.
12. If the audit firm is required by the NC CPA Board or the Secretary of the LGC to have a pre-issuance review of their audit work, there must be a statement added to the engagement letter specifying the pre-issuance review including a statement that the Governmental Unit will not be billed for the pre-issuance review. The pre-issuance review must be performed prior to the completed audit being submitted to the LGC. The pre-issuance report must accompany the audit report upon submission to the LGC.
13. The Auditor shall electronically submit the report of audit to the LGC as a text-based PDF file when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the SLGFD by any interested parties. Any subsequent revisions to these reports must be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings, by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and other lawful purposes of the Governmental Unit without subsequent consent of the Auditor. If it is determined by the LGC that corrections need to be made to the Governmental Unit's financial statements, they should be provided within three days of notification unless another time frame is agreed to by the LGC.

If the OSA designates certain programs to be audited as major programs, as discussed in item #2, agreed-upon procedures report, a turnaround document and a representation letter addressed to the OSA shall be submitted to the LGC.

The LGC's process for submitting contracts, audit reports and invoices is subject to change. Auditors should use the submission process in effect at the time of submission. The most current instructions will be found on our website: <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be varied or changed to include the increased time and/or compensation as may be agreed upon by the Governing Board and the Auditor
15. If an approved contract needs to be varied or changed for any reason, the change must be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee. This amended contract needs to be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract, and then must be submitted through the audit contract portal to the Secretary of the LGC for approval. The portal address to upload your amended contract is <http://nctreasurer.slgfd.leapfile.net>. No change shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
16. Whenever the Auditor uses an engagement letter with the Governmental Unit, Item #17 is to be completed by referencing the engagement letter and attaching a copy of the engagement letter to the contract to incorporate the engagement letter into the contract. In case of conflict between the terms of the engagement letter and the terms of

Contract to Audit Accounts (cont.) Perquimans County
Governmental Unit

Discretely Presented Component Units (DPCU) if applicable
 this contract, the terms of this contract will control. Engagement letter terms are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item #22 of this contract. Engagement letters containing indemnification clauses will not be approved by the LGC.

17. Special provisions should be limited. Please list any special provisions in an attachment.

See attached engagement letter.

18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU must be named along with the parent government on this audit contract. Signatures from the DPCU Board chairman and finance officer also must be included on this contract.
19. The contract must be executed, pre-audited, physically signed by all parties including Governmental Unit and Auditor signatures and submitted in PDF format to the Secretary of the LGC. The current portal address to upload your contractual documents is <http://nctreasurer.slpfd.leapfile.net> Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of October 2015. These instructions are subject to change. Please check the NC Treasurer's web site at www.nctreasurer.com for the most recent instructions.
20. The contract is not valid until it is approved by the LGC Secretary. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
22. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.
23. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted: (See Item 16 for clarification).

SIGNATURE PAGES FOLLOW

Contract to Audit Accounts (cont.) Perquimans County
Governmental Unit

Perquimans County
Discretely Presented Component Units (DPCU) if applicable

Perquimans County - FEES

Year-end bookkeeping assistance - [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards]

Audit Perquimans County Fee for agreed-upon procedures included in audit fee stated in audit contract

Preparation of the annual financial Statements NA

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is \$ NA
** NA if there is to be no interim billing

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

Audit Firm Signature:
Donna H. Winborne, CPA, P.C.

Name of Audit Firm

By Donna H. Winborne

Authorized Audit firm representative name: Type or print

[Signature]
Signature of authorized audit firm representative

Date 2/4/16

donna@hollowellcpa.com
Email Address of Audit Firm

Governmental Unit Signatures:
Perquimans County

Name of Primary Government

By Janice McKenzie Cole

Mayor / Chairperson: Type or print name and title

Signature of Mayor/Chairperson of governing board

Date

By NA

Chair of Audit Committee - Type or print name

Signature of Audit Committee Chairperson

Date NA

** If Governmental Unit has no audit committee, mark this section "N/A"

Perquimans County

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By Tracy Mathews

Primary Governmental Unit Finance Officer:
Type or print name

Primary Government Finance Officer Signature

Date (Pre-audit Certificate must be dated.)

tracymathews@perquimanscountync.gov
Email Address of Finance Officer

Date Primary Government Governing Body Approved Audit Contract - G.S. 159-34(a)

DONNA H. WINBORNE, CPA, P.C.
CERTIFIED PUBLIC ACCOUNTANT
A PROFESSIONAL CORPORATION

1880 WEST CITY DRIVE
P.O. BOX 1387
ELIZABETH CITY, NORTH CAROLINA 27909
TELEPHONE: (252) 338-8021
1-888-825-8059
FAX (252) 338-4148

1393 N. BROAD STREET
P.O. BOX 567
EDENTON, NORTH CAROLINA 27932
TELEPHONE: (252) 482-8461
FAX (252) 482-4921

DONNA H. WINBORNE, C.P.A.

Addendum to Contract to Audit Accounts of
Perquimans County
Governmental Unit

The current Peer Review Report dated January 3, 2013, for the firm of Donna H. Winborne, CPA, P.C. was provided to **Perquimans County** and was an attachment to the 2016 Audit Contract/Engagement Letter submitted to the Local Government Commission. The report contained a **“pass with deficiency”** rating concerning documentation of low risk determination of a type A program, documentation of procedures related to internal control understanding and testing, documentation of samples in accordance with standards, and use of third party practice aids in these areas.

We do not believe this will affect the quality of audit we receive from Donna H. Winborne, CPA, P.C.

Mayor/Chairperson of the governing board

Date

Governmental Unit Finance Officer

Date

MEMBER OF:

THE AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

THE VIRGINIA SOCIETY OF
CERTIFIED PUBLIC ACCOUNTANTS

THE NORTH CAROLINA
ASSOCIATION OF CERTIFIED
PUBLIC ACCOUNTANTS

LGC-205 (Rev. 2016)

CONTRACT TO AUDIT ACCOUNTS

Of Perquimans County
Primary Governmental Unit
Perquimans County Tourism Development Authority
Discretely Presented Component Unit (DPCU) if applicable

On this 4th day of February, 2016,

Auditor: Donna H. Winborne, CPA, P.C. Auditor Mailing Address: 1880 West City Drive

Elizabeth City, NC 27909

Hereinafter referred to as The Auditor

and the Boards (Governing Board(s) of Perquimans County
 (Primary Government)

and Perquimans County Tourism Development Authority; hereinafter referred to as the Governmental Unit(s), agree as follows:
 (Discretely Presented Component Unit)

1. The Auditor shall audit all statements and disclosures required by generally accepted accounting principles (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit (s) for the period beginning July 1, 2015, and ending June 30, 2016. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated workpapers may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and/or workpapers are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC CPA Board).

County and Multi-County Health Departments: The Office of State Auditor will designate certain programs that have eligibility requirements to be considered major programs in accordance with OMB Circular A-133 for the State of North Carolina. The LGC will notify the auditor and the County and Multi-Health Department of these programs. A County or a Multi-County Health Department may be selected to audit any of these programs as major.

3. If an entity is determined to be a component of another government as defined by the group audit standards - the entity's auditor will make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unqualified opinion being rendered. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government*

Contract to Audit Accounts (cont.)

Perquimans County

Governmental Unit

Perquimans County Tourism Development Authority

Discretely Presented Component Units (DPCU) if applicable

Auditing Standards. The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract (See Item 22). **If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.**

If the audit engagement is not subject to Government Accounting Standards or if financial statements are not prepared in accordance with GAAP and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment..

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the State and Local Government Finance Division (SLGFD) within four months of fiscal year end. Audit report is due on: October 31, 2016. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay must be submitted to the secretary of the LGC for approval.
7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work must be submitted by email in PDF format to the Secretary of the LGC for approval. The invoices must be sent via upload through the current portal address: <http://nctreasurer.slgfd.leanfile.net> Subject line should read "Invoice – [Unit Name]. The PDF invoice marked 'approved' with approval date will be returned by email to the Auditor to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. In consideration of the satisfactory performance of the provisions of this contract, the Primary Governmental Unit shall pay to the Auditor, upon approval by the Secretary of the LGC, the fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. (Note: Fees listed on signature pages.)
10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall include documentation either in the notes to the audited financial statements or as a separate report submitted to the SLGFD along with the audit report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor should be aware that any other bond compliance statements or additional reports required in the authorizing bond documents need to be submitted to the SLGFD simultaneously with the Governmental Unit's audited financial statements unless otherwise specified in the bond documents.

Contract to Audit Accounts (cont.)

Perquimans County

Governmental Unit

Perquimans County Tourism Development Authority

Discretely Presented Component Units (DPCU) if applicable

11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the client or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the accounting period.
12. If the audit firm is required by the NC CPA Board or the Secretary of the LGC to have a pre-issuance review of their audit work, there must be a statement added to the engagement letter specifying the pre-issuance review including a statement that the Governmental Unit will not be billed for the pre-issuance review. The pre-issuance review must be performed **prior** to the completed audit being submitted to the LGC. The pre-issuance report must accompany the audit report upon submission to the LGC.
13. The Auditor shall electronically submit the report of audit to the LGC as a text-based PDF file when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the SLGFD by any interested parties. Any subsequent revisions to these reports must be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings, by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and other lawful purposes of the Governmental Unit without subsequent consent of the Auditor. If it is determined by the LGC that corrections need to be made to the Governmental Unit's financial statements, they should be provided within three days of notification unless another time frame is agreed to by the LGC.

If the OSA designates certain programs to be audited as major programs, as discussed in item #2, agreed-upon procedures report, a turnaround document and a representation letter addressed to the OSA shall be submitted to the LGC.

The LGC's process for submitting contracts, audit reports and invoices is subject to change. Auditors should use the submission process in effect at the time of submission. The most current instructions will be found on our website: <https://www.ncircasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be varied or changed to include the increased time and/or compensation as may be agreed upon by the Governing Board and the Auditor
15. If an approved contract needs to be varied or changed for any reason, the change must be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee. This amended contract needs to be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract, and then must be submitted through the audit contract portal to the Secretary of the LGC for approval. The portal address to upload your amended contract is <http://nctreasurer.slgfd.leapfile.net>. No change shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
16. Whenever the Auditor uses an engagement letter with the Governmental Unit, Item #17 is to be completed by referencing the engagement letter and attaching a copy of the engagement letter to the contract to incorporate the engagement letter into the contract. In case of conflict between the terms of the engagement letter and the terms of

Contract to Audit Accounts (cont.)

Perquimans County

Governmental Unit

Perquimans County Tourism Development Authority

Discretely Presented Component Units (DPCU) if applicable

this contract, the terms of this contract will control. Engagement letter terms are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item #22 of this contract. Engagement letters containing indemnification clauses will not be approved by the LGC.

17. Special provisions should be limited. Please list any special provisions in an attachment.

See engagement letter attached

18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU must be named along with the parent government on this audit contract. Signatures from the DPCU Board chairman and finance officer also must be included on this contract.
19. The contract must be executed, pre-audited, physically signed by all parties including Governmental Unit and Auditor signatures and submitted in PDF format to the Secretary of the LGC. The current portal address to upload your contractual documents is <http://nctreasurer.state.nc.gov/leapfile.net> Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of October 2015. These instructions are subject to change. Please check the NC Treasurer's web site at www.nctreasurer.com for the most recent instructions.
20. The contract is not valid until it is approved by the LGC Secretary. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
22. **E-Verify.** Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.
23. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted: (See Item 16 for clarification).

SIGNATURE PAGES FOLLOW

Contract to Audit Accounts (cont.) Perquimans County
Governmental Unit
Perquimans County Tourism Development Authority
Discretely Presented Component Units (DPCU) if applicable

Perquimans County - FEES

Year-end bookkeeping assistance - [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards]

Audit \$23,000

Preparation of the annual financial Statements \$6,500

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is \$ \$22,125

** NA if there is to be no interim billing

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

Audit Firm Signature:

Donna H. Winborne, CPA, P.C.

Name of Audit Firm

By Donna H. Winborne, CPA

Authorized Audit firm representative name: Type or print

[Signature]

Signature of authorized audit firm representative

Date 2/4/16

donna@hollowellcpa.com

Email Address of Audit Firm

Governmental Unit Signatures:

Perquimans County

Name of Primary Government

By Janice McKenzie Cole

Mayor / Chairperson: Type or print name and title

Signature of Mayor/Chairperson of governing board

Date

By NA

Chair of Audit Committee - Type or print name

Signature of Audit Committee Chairperson

Date NA

** If Governmental Unit has no audit committee, mark this section "N/A"

Perquimans County

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By Tracy Mathews

Primary Governmental Unit Finance Officer:

Type or print name

Primary Government Finance Officer Signature

Date

(Pre-audit Certificate must be dated.)

tracymathews@perquimanscountync.gov

Email Address of Finance Officer

Date Primary Government Governing Body Approved Audit Contract - G.S. 159-34(a)

Contract to Audit Accounts (cont.) Perquimans County
Governmental Unit
Perquimans County Tourism Development Authority
 Discretely Presented Component Units (DPCU) if applicable

**** This page to only be completed by Discretely Presented Component Units ****

Perquimans County Tourism Development Authority FEES
 Year-end bookkeeping assistance - [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards] _____
 Audit \$1,500

Preparation of the annual financial Statements NA
 Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.
 The 75% cap for interim invoice approval for this audit contract is \$ \$1,125

**** NA if there is to be no interim billing**

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

DPCU Governmental Unit Signatures:
Perquimans County Tourism Development Authority
 Name of Discretely Presented Component Unit

By Edward Muzzulin
DPCU Board Chairperson: Type or print name and title

Signature of Chairperson of DPCU governing board

Date _____

By NA
 Chair of Audit Committee - Type or print name

Signature of Audit Committee Chairperson ******

Date NA
**** If Governmental Unit has no audit committee, mark this section "N/A"**

Perquimans County Tourism Development Authority
PRE-AUDIT CERTIFICATE: Required by G.S. 159-28
 (a)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By Tracy Mathews
DPCU Finance Officer:
 Type or print name

DPCU Finance Officer Signature
 Date _____
(Pre-audit Certificate must be dated.)

Email Address of Finance Officer

Date DPCU Governing Body Approved Audit Contract - G.S. 159-34(a)

DONNA H. WINBORNE, CPA, P.C.CERTIFIED PUBLIC ACCOUNTANT
A PROFESSIONAL CORPORATION1880 WEST CITY DRIVE
P.O. BOX 1387
ELIZABETH CITY, NORTH CAROLINA 27906
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1-888-825-8059
FAX (252) 338-41481393 N. BROAD STREET
P.O. BOX 567
EDENTON, NORTH CAROLINA 27932
TELEPHONE: (252) 482-8461
FAX (252) 482-4921DONNA H. WINBORNE, CPA

February 4, 2016

To the Members of the Board
Perquimans County
PO Box 45
Hertford, NC 27944

I am pleased to confirm our understanding of the services I am to provide Perquimans County for the year ended June 30, 2016. I will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of Perquimans County as of and for the year ended June 30, 2016. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Perquimans County's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, I will apply certain limited procedures to Perquimans County's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I will not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Other Postemployment Benefits – Schedule of Funding Progress
3. Other Postemployment Benefits – Schedule of Employer Contributions
4. Schedule of County's Proportionate Share of Net Pension Liability (Asset) (LGERS)
5. Schedule of County Contributions (LGERS)
6. Schedule of County's Proportionate Share of Net Pension Asset (ROD)
7. Schedule of County Contributions (ROD)

MEMBER OF:

THE AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTSTHE VIRGINIA SOCIETY OF
CERTIFIED PUBLIC ACCOUNTANTSTHE NORTH CAROLINA
ASSOCIATION OF CERTIFIED
PUBLIC ACCOUNTANTS

I have also been engaged to report on supplementary information other than RSI that accompanies Perquimans County financial statements. I will subject the following supplementary information to the auditing procedures applied in my audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and I will provide an opinion on it in relation to the financial statements as a whole in a report combined with my auditor's report on the financial statements]:

1. Schedule of expenditures of federal and State awards.
2. Combining and Individual fund statements
3. Budgetary Schedules
4. Other Schedules

Audit Objectives

The objective of my audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

My audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and the State Single Audit Implementation Act, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable me to express such opinions. I will issue written reports upon completion of my single audit. My reports will be addressed to the Board of Commissioners of Perquimans County. I cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for me to modify my opinions or add emphasis-of-matter or other-matter paragraphs. If my opinions on the financial statements or the single audit compliance opinions are other than unmodified, I will discuss the reasons with you in advance. If, for any reason, I am

unable to complete the audit or are unable to form or have not formed opinions, I may decline to express opinions or issue reports, or I may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, my audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. I will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by me, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, I will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to my attention. I will also inform the appropriate level of management of any violations of laws or governmental regulations that come to my attention, unless clearly inconsequential, and of any material abuse that comes to my attention. I will include such matters in the reports required for a single audit. My responsibility as an auditor is limited to the period covered by my audit and does not extend to any later periods for which I am not engaged as an auditor.

My procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. I will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of my audit, I will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

My audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that I consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. My tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in my report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, I will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, my tests will be less in scope than would be necessary to render an opinion on those controls

and, accordingly, no opinion will be expressed in my report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, I will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, I will perform tests Perquimans County compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and I will not express such an opinion in my report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that I also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. My procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Perquimans County's major programs. The purpose of these procedures will be to express an opinion on Perquimans County compliance with requirements applicable to each of its major programs in my report on compliance issued pursuant to the Uniform Guidance.

Other Services

I will also assist in preparing the financial statements, schedule of expenditures of federal and State awards, and related notes of Perquimans County in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

Management Responsibilities

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal and State statutes) and the provisions of contracts and grant agreements (including award agreements).

Management is also responsible for making all financial records and related information available to me and for the accuracy and completeness of that information. You are also responsible for providing me with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that I may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom I determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to me in the management representation letter that the effects of any uncorrected misstatements aggregated by me during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards, take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings, promptly follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a separate corrective action plan if applicable.

You are responsible for identifying all federal and State awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal and State awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include my report on the schedule of expenditures of federal awards in any document that contains and indicates that I have reported on the schedule of expenditures of federal and State awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes my report. Your responsibilities include acknowledging to me in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to me any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal State awards.

You are also responsible for the preparation of the other supplementary information, which I have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include my report on the supplementary information in any document that contains, and indicates that I have reported, on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes my report. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes

relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on my current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal and State awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal and State awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal and State awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

I understand that your employees will prepare all cash, accounts receivable, or other confirmations I request and will locate any documents selected by me for testing.

At the conclusion of the engagement, I will complete the appropriate sections of the Data Collection Form that summarizes my audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. I will coordinate with you the electronic submission and certification. If applicable, I will provide copies of my report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

I will provide copies of my reports to the County; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of my reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Donna H. Winborne, CPA, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. I will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Donna H. Winborne, CPA, P.C. personnel. Furthermore, upon request, I may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by a federal or state agency. If I am aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, I will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

I expect to begin my audit on approximately July 1, 2016 and to issue our reports no later than October 31, 2016. Donna H. Winborne is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

My fee for these services will be \$31,000. My invoices for these fees will be rendered as work progresses and are payable on presentation. In accordance with my firm policies, work may be suspended if your

account becomes 14 days or more overdue and may not be resumed until your account is paid in full. If I elect to terminate my services for nonpayment, my engagement will be deemed to have been completed upon written notification of termination, even if I have not completed my report(s). You will be obligated to compensate me for all time expended and to reimburse me for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, I will discuss it with you and arrive at a new fee estimate before I incur the additional costs.

My audit engagement ends on delivery of my audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

You have requested that I provide you with a copy of the most recent external peer review report and any subsequent reports received during the contract period. Accordingly, our 2012 peer review report accompanies this letter.

I appreciate the opportunity to be of service to Perquimans County and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let me know. If you agree with the terms of my engagement as described in this letter, please sign the enclosed copy and return it to me.

Very truly yours,



Donna H. Winborne, CPA, P.C.

RESPONSE:

This letter correctly sets forth the understanding of Perquimans County.

Management Signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

James V. Strickland, Jr.
Stephen M. Jones

MEMBERS

American Institute of
Certified Public Accountants

Virginia Society of
Certified Public Accountants

STRICKLAND & JONES, P.C.

CERTIFIED PUBLIC ACCOUNTANTS
AND CONSULTANTS

Wendy S. Bookhout
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Nellie M. Green
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Judy P. Imdahl-King
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Lisa D. Morris
Cathy Ann Nadeau
Henry T. Petersen
Cathy P. Sawyer
Norman J. Zwahlen

SYSTEM REVIEW REPORT

January 3, 2013

To the Officers of Douglas A. Hollowell, P.C.
and the Peer Review Committee of the
North Carolina Association of CPA's

We have reviewed the system of quality control for the accounting and auditing practice of Douglas A. Hollowell, P.C. (the firm) in effect for the year ended August 31, 2012. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As part our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under the *Government Auditing Standards*.

We noted the following deficiency during our review:

Deficiency – On audits of engagements performed in accordance with OMB Circular A-133, the firm did not document low risk determination of a type A program, did not document procedures related to internal control understanding and testing, did not document determination of samples in accordance with standards and The firm did not fully use their third party practice aids in these areas.

Recommendation -We recommend the firm review professional standards, consider using additional third party resources in a comprehensive and consistent manor, and obtaining continuing education related to OMB Circular A-133 audits.

In our opinion, the system of quality control for the accounting and auditing practice of Douglas A. Hollowell, P.C. in effect for the year ended August 31, 2012, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. Douglas A. Hollowell, P.C. has received a peer review rating of pass with deficiency.

Strickland & Jones, P.C.

749 Boush Street • Norfolk, VA 23510-1517 • (757) 627-7672 • Fax (757) 623-9740 • norfolk@stricklandandjones.com
100 Constitution Drive, Suite 200 • Virginia Beach, VA 23462 • (757) 631-4760 • Fax (757) 631-4759 • vabeach@stricklandandjones.com
www.stricklandandjones.com



DOUGLAS A. HOLLOWELL P.C.
 CERTIFIED PUBLIC ACCOUNTANTS
 A PROFESSIONAL CORPORATION

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 P.O. BOX 1387
 ELIZABETH CITY, NORTH CAROLINA 27906
 TELEPHONE: (252) 338-8021
 1-888-825-8059
 FAX (252) 338-4148

102 WEST EDEN STREET
 P.O. BOX 567
 EDENTON, NORTH CAROLINA 27932
 TELEPHONE: (252) 482-8461
 FAX (252) 482-4921

DOUGLAS A. HOLLOWELL, C.P.A.
 DONNA HOLLOWELL WINBORNE, C.P.A.

March 7, 2013

NC Peer Review Committee
 North Carolina Association of CPAs
 3100 Gateway Centre Boulevard
 Morrisville, NC 27560

Ladies and Gentlemen:

This letter represents our response to the report issued in connection with the peer review of the firm's system of quality control for the accounting and auditing practice in effect for the year ended August 31, 2012. The corrective actions discussed in this letter will be monitored to ensure that they are effectively implemented as part of our system of quality control.

1. The firm consistently utilizes a documentation form to document Low Risk Type A programs in our governmental audit practice; however, we now require consistent use of this form to document Low Risk Type A programs in our nonprofit practice as well.
2. The firm modified its quality control policies and procedures to require the use of practice aids to document procedures performed on A-133 Single Audits as they relate to the documentation and testing of controls over direct and material compliance requirements. Our Audit Partner and Audit Manager were instructed to ensure that these aids are being utilized appropriately and consistently when planning, performing, and reviewing engagements.
3. The firm modified its quality control policies and procedures to require sampling forms to document sampling methodology in our A-133 area of practice. We currently use those documentation forms in the other audit areas, and though we used them to determine A-133 samples, we now require that those sampling methodologies be documented by those forms and retained in the A-133 workpapers.
4. The firm now has a documentation form that we will consistently use to evaluate whether any loans should be included in the major program determination. This will be a standard form in all of our A-133 audits, so that this documentation is not omitted. Even when a loan is evaluated at its origination date and the determination is made that it should not be included in major program determination, we will reevaluate and document it in the current year workpapers.

MEMBERS OF:

THE AMERICAN INSTITUTE OF
 CERTIFIED PUBLIC ACCOUNTANTS

THE VIRGINIA SOCIETY OF
 CERTIFIED PUBLIC ACCOUNTANTS

THE NORTH CAROLINA
 ASSOCIATION OF CERTIFIED
 PUBLIC ACCOUNTANTS

5. The firm decided to join the AICPA's Government Audit Quality Center in order to have access to additional reference materials and support in our A-133 audit practice. We will join the end of April 2013.
6. The firm will incorporate more continuing education in the area of A-133 audits, specifically the documentation of controls over the direct and material compliance requirements, but also in sampling within the compliance work. We plan on attending the May 2, 2013 Governmental Auditing Workshop and May 3, 2013 LGC Conference sponsored by the NCACPA. The Workshop will focus on A-133 deficiencies and should be particularly helpful. We will attend at least one or two more courses in this area in 2013.

These policies and procedures will be discussed and emphasized in a staff training session to be held the end of April 2013 for all audit staff.

These corrective actions will also be emphasized in our monitoring procedures and internal inspection.

We believe these actions are responsive to the findings of the review.

Sincerely,

A handwritten signature in black ink that reads "Douglas A. Hollowell, P.C." The signature is written in a cursive style with a large, looped initial 'D'.

Douglas A. Hollowell, P.C.



United States
Department of
Agriculture

February 10, 2016

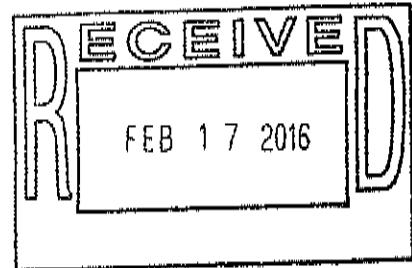
Farm and Foreign
Agricultural
Services

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

Farm Service
Agency

1400 Independence
Ave, SW
Mail Stop 0562
Washington, DC
20250-0590

Re: Perquimans County USDA Service Center
512 S. Church Street, Hertford, NC 27944
Lease Extension



Dear Sir/Madam

Please accept this letter as our official notification of our intent to extend the current Perquimans County USDA Service Center lease for a period up to December 31, 2017 512 S. Church Street, Hertford, NC 27944. Enclosed is Lease Agreement (LA) number 2 with an effective date of August 1, 2015. The new LA reflects the extension with a new expiration date of up to December 31, 2017, which allows USDA time to procure a succeeding/superseding lease.

Please review the amendment and, if it is in order, initial and sign (but do not date) the three (3) originals and have your signature witnessed by a non-USDA employee who is at least 18 years or older. Return all three originals of the lease agreements, via overnight mail (FedEx or UPS), to my attention:

*****PLEASE DO NOT SEND VIA REGULAR US MAIL; THANK YOU*****


**USDA, FSA, MSD...attention Michael Hajjar
355 E Street, SW 10th Floor
Washington, DC 20024**

The documents will be executed by a warranted Contracting Officer and then an original documents will be returned to you for your records.

Thanks again for your cooperation. If you have any questions, please contact me at (202) 401-0041 or via email at Michael.hajjar@wdc.usda.gov

Sincerely,


Michael Hajjar
Contracting Officer

 USDA LEASE AMENDMENT	LEASE AMENDMENT NUMBER - 2
	TO LEASE NO, Perquimans County, NC USDA Service Center
	512 S. Church Street Hertford, NC 27944

THIS AGREEMENT, made and entered into this date by and between

County of Perquimans

Whose address is: P.O. Box 45, Hertford, North Carolina 27944

Hereinafter called the Lessor, and the **UNITED STATES OF AMERICA**, hereinafter called the Government:

WHEREAS, the parties hereto desire to amend the above Lease to establish beneficial occupancy and payment of rent.

NOW THEREFORE, these parties for the considerations hereinafter mentioned covenant and agree that the said Lease is amended, effective upon execution by the Government, as follows:

- A. This Lease Agreement (LA) is issued to extend the lease term beginning August 1, 2015, up to December 31, 2017. The new lease term can be terminated with 60 days' written notice.
- B. The annual rent shall be \$22,165.50 payable at the rate of \$1,847.13 per month (representing \$10.50 per square foot at 2,111 net usable square feet) in arrears.
- C. The Lessor must have an active registration in the System for Award Management (SAM) System (via the Internet at <https://www.sam.gov>) prior to lease approval and throughout the life of the lease. To remain active, the Lessor must update or renew its registration annually. The Government will not process rent payments to Lessors without an active SAM Registration.
- D. Pursuant to U.S. Government Lease for Real Property, dated 01/01/2002 the Government reserves the right to terminate this lease or decrease the amount of space at any time by giving at least 60 days' notice in writing.

This Lease Amendment contains 1 pages.

All other terms and conditions of the lease shall remain in force and effect.

IN WITNESS WHEREOF, the parties subscribed their names as of the below date.

FOR THE LESSOR:

Signature: _____
Name: Janice McKenzie Cole
Title: Chair
Entity Name: Perquimans County Board of Commissioners
Date: 3/7/2016

FOR THE GOVERNMENT:

Signature: _____
Name: Michael Hajjar
Title: Lease Contracting Officer
USDA Farm Service Agency
Date: _____

WITNESSED FOR THE LESSOR BY:

Signature: _____
Name: Mary P. Hunnicutt
Title: Clerk to the Board
Date: 3/7/2016

BUSINESS ASSOCIATE AGREEMENT

This Business Associate Agreement (this "Agreement,") is entered into as of the 7th day of March, 2016 (the "Effective Date,") by and between Perquimans County ("Covered Entity,") and the North Carolina League of Municipalities and the North Carolina Association of County Commissioners together acting as the North Carolina Local Government Debt Setoff Clearinghouse ("Business Associate,") (each, a "Party,," and collectively, the "Parties,,).

1. **BACKGROUND AND PURPOSE.** The Parties have entered into one or more agreements, written or oral, pursuant to which Business Associate performs functions or activities for, or provides services to, Covered Entity that involve the use and disclosure of Protected Health Information (as defined below) (the "Underlying Contracts,,"). Business Associate does not itself receive or maintain Protected Health Information to perform its obligations under the Underlying Contractors but does coordinate the provision of Protected Health Information from Covered Entity to a subcontractor engaged by Business Associate. Therefore, in connection with the Underlying Contracts, the Parties wish to execute this Agreement (1) to ensure Covered Entity's and Business Associate's compliance with health information privacy and security rules promulgated under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA,," and codified at 45 C.F.R. Part 160 and Part 164, subparts A and C (the "Security Rule,,"), subparts A and D (the "Breach Notification Rule,,"), and subparts A and E (the "Privacy Rule,,"), all as applicable and as amended from time to time and as clarified by guidance issued pursuant thereto, and (2) to ensure that Business Associate protects the privacy and security of Protected Health Information as further provided herein. This Agreement is intended to apply to any existing relationships between Covered Entity and Business Associate involving the exchange of Protected Health Information.

2. **DEFINITIONS.** Unless otherwise defined in this Agreement, all capitalized terms used in this Agreement have the meanings ascribed to them in HIPAA, the Privacy Rule, the Security Rule, and the Breach Notification Rule; provided, however, that "Protected Health Information,," or "PHI,," shall mean Protected Health Information limited to the information Business Associate received from, or created, maintained, transmitted, or received on behalf of, Covered Entity.

3. **OBLIGATIONS OF THE PARTIES WITH RESPECT TO PHI.**

3.1 **Obligations of Business Associate.** With regard to its use and disclosure of PHI, Business Associate agrees to:

- a. not use or further disclose PHI other than as permitted or required by this Agreement or as Required by Law.
- b. use appropriate safeguards to prevent use or disclosure of PHI other than as provided for by this Agreement. Without limiting the generality of the foregoing, Business Associate will:
 - implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of electronic PHI (or "E PHI,") that it receives from, or creates, receives, maintains, or transmits on behalf of, Covered Entity;

- ensure that any agent of Business Associate, including a subcontractor, to whom Business Associate provides such EPHI agrees to implement substantially the same safeguards and other measures to protect such EPHI as set forth in this Agreement; and
 - report to Covered Entity any successful Security Incident of which Business Associate becomes aware. This Agreement shall serve as notice of all attempted but unsuccessful Security Incidents.
- c. report to Covered Entity any use or disclosure of PHI in violation of this Agreement, as well as any incident which, in Business Associate's view, compromises the security of PHI, of which Business Associate becomes aware. Business Associate shall use reasonable efforts to mitigate any deleterious effects from any use or disclosure of PHI that Business Associate reports to Covered Entity as provided herein.
 - d. ensure that any agent, including any subcontractor, to whom Business Associate provides PHI agrees to the same restrictions and conditions on the use and disclosure of PHI that apply to Business Associate pursuant to this Agreement.
 - e. make available, in the form, time, and manner reasonably requested by Covered Entity, any and all PHI maintained in a Designated Record set as required for Covered Entity to respond to an Individual's request for access to PHI about them in accordance with 45 C.F.R. 164.524. Business Associate will provide PHI in such electronic format as may be reasonably requested by Covered Entity to the extent that Business Associate maintains such PHI in electronic format.
 - f. make available, in the form, time, and manner reasonably requested by Covered Entity, PHI maintained in a Designated Record Set for amendment and incorporate any such amendment as directed by Covered Entity to allow Covered Entity to comply with 45 C.F.R. 164.526.
 - g. document any and all disclosures of PHI by Business Associate or its agents, including subcontractors, as well as any other information related to such disclosures of PHI that would be required for Covered Entity to respond to an Individual's request for an accounting of disclosures in accordance with 45 C.F.R. 164.528.
 - h. make available, in the form, time, and manner reasonably requested by Covered Entity, any and all information documented in accordance with subsection 3.1.g.
 - i. make available to the Secretary of the U.S. Department of Health and Human Services ("HHS,") any and all internal practices, books, and records of Business Associate or its agents, including subcontractors, relating to the use and disclosure of PHI, for purposes of determining Covered Entity's compliance with the Privacy Rule.
 - j. comply with the Security Rule.
 - k. determine the Minimum Necessary PHI to be used, disclosed, or requested in order to accomplished the intended purpose of the use, disclosure, or request, except when the use, disclosure, or request is exempt from the Minimum Necessary requirement under 45 C.F.R. 164.502(b)(2).

Breach which Business Associate obtains. Business Associate shall cooperate with Covered Entity to determine whether the Breach requires notice to Individuals and others under the Breach Notification Rule.

- 3.5 Marketing and Fundraising. Business Associate shall not use or disclose PHI to engage in any marketing or fundraising communications on behalf of Covered Entity. If the Parties wish for Business Associate to use or disclose any PHI to engage in any marketing or fundraising communications on behalf of Covered Entity, the Parties agree to amend the Underlying Contracts and this Agreement accordingly.
- 3.6 Effect of Changes to HIPAA, the Privacy Rule, Security Rule, or Breach Notification Rule. To the extent that any relevant provision of HIPAA, the Privacy Rule, the Security Rule, or the Breach Notification Rule is amended in a manner that materially changes the obligations of Business Associate or Covered Entity that are embodied in the terms of this Agreement, the Parties agree to negotiate in good faith appropriate amendment(s) to this Agreement in order to give effect to such revised obligations. If the Parties cannot agree on an amendment to this Agreement, either Party may terminate this Agreement and the Underlying Contracts upon thirty (30) days written notice to the other Party or upon such lesser notice as may be required by applicable law.

4. TERMINATION.

- 4.1 The term of this Agreement shall commence on the Effective Date and shall terminate when all of the PHI provided by Covered Entity to Business Associate or its subcontractors, or created or received by Business Associate or its subcontractors on behalf of Covered Entity, is destroyed or returned to Covered Entity, or, if it is infeasible to return or destroy PHI, protections are extended to such PHI in accordance with the termination provisions in Section 4.2, unless earlier terminated as provided herein. Upon either Party's knowledge of a material breach of the terms of this Agreement by the other Party, the non-breaching Party shall provide the breaching Party written notice of that breach in sufficient detail to enable the breaching Party to understand the specific nature of that breach and afford the breaching Party an opportunity to cure the breach. If the breaching Party fails to cure the breach within a reasonable time as provided by the non-breaching Party, the non-breaching Party may immediately terminate this Agreement and the Underlying Contracts.
- 4.2 Upon termination of the Underlying Contracts, Business Associate shall return to Covered Entity or destroy any and all PHI in the possession or control of Business Associate and its agents, including subcontractors, and retain no copies, if it is feasible to do so. If return or destruction of PHI is infeasible, Business Associate agrees to: (a) provide notification to Covered Entity of the conditions that make such return or destruction infeasible; and (b) for so long as Business Associate or its agents, including subcontractors, maintain such PHI, (i) extend all protections contained in this Agreement to the use and/or disclosure of any retained PHI by Business Associate or its agents, including subcontractors, and (ii) limit any further uses and/or disclosures of such PHI by Business Associate or its agents, including subcontractors, to the purposes that make the PHI's return or destruction infeasible.

5. MISCELLANEOUS

- 5.1 Interpretation. The terms of this Agreement shall prevail in the case of any conflict with the terms of any Underlying Contract to the extent necessary to allow Covered Entity and Business Associate to comply with HIPAA, the Privacy Rule, the Security Rule, or the Breach Notification Rule.
- 5.2 Survival. The obligations imposed on Business Associate pursuant to this Agreement with respect to PHI shall survive termination of this Agreement and continue indefinitely solely with respect to PHI that Business Associate or its agents, including subcontractors, retain in accordance with Section 4.2.
- 5.3 No Third Party Beneficiaries. Except as may be specifically set forth in this Agreement, nothing in this Agreement shall confer upon any person other than the Parties and their respective successors or assigns, any rights, remedies, obligations, or liabilities whatsoever.
- 5.4 Privileges and Protections Not Waived. Nothing herein shall be construed as waiver of applicable legal or other privileges or protections held or enjoyed by Covered Entity.
- 5.5 Amendment. This Agreement shall not be amended except by the mutual written agreement of the Parties.
- 5.6 Governing Law. To the extent not preempted by federal law, this Agreement shall be governed by and construed in accordance with the laws of the State of North Carolina, notwithstanding its conflicts of law rules.
- 5.7 Assignment. Neither Party may assign any of its rights or obligations under this Agreement without the prior written consent of the other Party.
- 5.8 Notice. Any notices required hereunder shall be given as set forth in the Underlying Contracts. If the Underlying Contracts do not include a provision for notices, then any and all notices or other communications required or permitted to be given under any of the provisions of this Agreement will be in writing and will be deemed to have been duly given (a) when personally delivered, (b) on the third business day after deposit in the U.S. mail (certified or registered mail, return receipt requested, postage prepaid), (c) on the next business day after timely delivery to an overnight courier, or (d) upon confirmation of receipt by facsimile or e-mail; in each case addressed to the Parties at the addresses set forth below (or at such other address as any Party may specify by notice to the Party given as aforesaid).

If to Covered Entity:	Attention: Privacy Officer Perquimans County P.O. Box 45 Hertford, NC 27944 frankheath@perquimanscountync.gov
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or at such other address as may be furnished to Business Associate in writing; and

If to Business Associate: Attention: General Counsel
North Carolina Association of County Commissioners
215 N. Dawson St.
Raleigh, NC 27603
Phone (919) 715-1430
Fax (919) 719-1165

or at such other address as may be furnished to Covered Entity in writing

5.9 Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original. Facsimile or electronic copies hereof shall be deemed to be originals.

Signatures on following page

IN WITNESS WHEREOF, each of the undersigned has caused this Agreement to be executed in its name and on its behalf by its duly authorized representative.

COVERED ENTITY

Perquimans County _____

By: _____

Print Name: Janice McKenzie Cole

Print Title: Chair, Perquimans County
Board of Commissioners

BUSINESS ASSOCIATE

**North Carolina Local Government Debt Setoff
Clearinghouse**

By: _____

Print Name: _____

Print Title: _____

North Carolina League of Municipalities

By: _____

Print Name: _____

Print Title: _____

North Carolina Association of County Commissioners

TREASURY MANAGEMENT SERVICES AUTHORIZATION AND AGREEMENT

Introduction

This Treasury Management Services Authorization and Agreement (the "Authorization") will govern certain treasury management services that PNC Bank, National Association ("PNC") will provide to the Customer. For the purposes of this Authorization, the term Customer shall include (i) each and every Subsidiary listed in Part A of the Attachments to the Customer's Master Resolution and Authorization for Depository Accounts and Treasury Management Services and (ii) every organization listed below.

Authorization and Agreement

The Customer hereby acknowledges receipt of and agrees to be legally bound by the Treasury Management Services Comprehensive Agreement ("Comprehensive Agreement"). Capitalized terms used but not defined in this Authorization have the meanings given to them in the Comprehensive Agreement.

Customer Information

The following address will be used by PNC for giving Customer notices under the Comprehensive Agreement. Please type if feasible.

Customer's Legal Name: Perquimans County		
Street Address: PO Box 45		
City: Hertford	State: NC	Zip: 27944
Mailing Address:		
City:	State:	Zip:
Telephone: (252) 426-8484.	Facsimile: (252) 426-4034	

By signing below, I/we represent and warrant to PNC that I/we have authority to bind the Customer to this Authorization and the Comprehensive Agreement.

Perquimans County

By: _____

Title: Chair, Perquimans County Board of Commissioners

Date: March 7, 2016

Please retain a copy of this Authorization for your records.



Master Resolution and Authorization for Depository Accounts and Treasury Management Services

The undersigned certifies as follows to PNC Bank, National Association and to PNC Bank Canada Branch¹, if the undersigned has accounts there (collectively, the "Bank")

1. Name of Client PERQUIMANS COUNTY ("Client")

Trade name(s), if applicable: _____

Taxpayer ID (United States) / CA Business Number (Canada): 56-6000330

2. Type of Organization: (check one)

- Corporation.** The Client is a corporation organized under the laws of the _____ of _____ and the undersigned Secretary of the Client certifies that the following is a true copy of resolutions adopted by the Board of Directors of the Client pursuant to a notice and the articles of incorporation and regulations or by-laws of the Client and at which a quorum was present, or adopted without a meeting by the written approval of the directors of the Client.
- Partnership.** The Client is a partnership and the undersigned general partners of such partnership certify that the following is a resolution adopted by all of the general partners of such partnership.
- Unincorporated Association.** The Client is an unincorporated association and the undersigned Secretary of the Client certifies that the following is a true copy of resolutions adopted by the Members, Trustees, Executive Committee, Board of Directors, etc. of the Client pursuant to, and in compliance with, its organizational documents.
- Limited Liability Company.** The Client is a limited liability company organized under the laws of the _____ of _____ and the undersigned members charged with managing the business affairs of the Client certify that the following is a resolution adopted by all members of such limited liability company.
- Sole Proprietorship.** The Client is a sole proprietorship doing business under the name _____ and authorizes the following.
- Other.** Local Government

3. Resolutions:

A. Authorization of Depository. Resolved, that the Bank is hereby designated a depository of the Client and is hereby authorized to accept monies, wire and other electronic fund transfers, checks, drafts, notes, acceptances or other evidences of indebtedness for deposit, or for collection by the Bank and deposit upon receipt of payment therefore by the Bank, (including deposits and collections of payments in such foreign currencies as the Bank may accept from time to time), to the credit of the Client in such account or accounts as the Client may have with the Bank, without the endorsement of the Client appearing thereon, and Client promises to pay the Bank for any Items that are returned for lack of endorsement. Any one of the persons so indicated on Part C of the Attachments are authorized to open or close deposit accounts with the Bank and to instruct the Bank as to the disposition of funds in any account to be closed. The depository accounts to which these resolutions and authorizations apply include existing depository accounts of the Client and all future depository accounts opened by the Client with the Bank pursuant to this Section 3A, and may include accounts denominated in one or more foreign currencies offered by the Bank from time to time.

B. Authorization to Sign Checks and Other Instruments and Withdrawal Orders and to Designate Other Persons Who Have Such Authority. Resolved, that any one of the persons so indicated on Part C of the Attachments is authorized to sign, execute, deliver and negotiate checks, drafts, bills of exchange, acceptances and other instruments or withdrawal orders from or drawn on the depository accounts of the Client with the Bank ("Items") and to designate other persons who are authorized to sign, execute, deliver and negotiate Items. The signatures of all authorized signers must appear on the account signature card for the applicable account. As confirmation of the authority of such persons, the account signature card shall be executed by an authorized person so indicated on Part C of the Attachments.

Authorization for Use of Facsimile Signature. If the Facsimile Signature section is completed on Part B of the Attachments, it authorizes the use of facsimile signatures in accordance with this Section 3B. Such facsimile signatures must be provided on account signature cards properly executed in accordance with these Resolutions.

¹ PNC Bank Canada Branch is a branch of PNC Bank, N.A.

Master Resolution and Authorization for Depository Accounts and Treasury Management Services

Resolved, that if so indicated on Part B of the Attachments, the Bank is hereby requested, authorized and directed to honor any and all Items when bearing the facsimile signature made by machine or other mechanical device, or rubber stamp of any person whose facsimile signatures appear on signature cards given by Client to the Bank from time to time and executed in accordance with these Resolutions. The Client assumes full responsibility for all payments made by the Bank in good faith reliance upon such facsimile signature(s) of such person or persons and the Bank shall be entitled to pay and charge to the account of the Client any and all such Items, regardless of by whom or by what means such facsimile signature(s) thereon may have been affixed thereto.

The Bank is authorized to make payments from the funds of the Client on deposit with the Bank, upon and according to such Items and other written instructions, whether given by manual or facsimile signature, in each case regardless of whether payment is requested to be made to the order of or for the benefit of, or whether payment is to be deposited to the individual credit of or tendered in payment of the obligation to the Bank of, the person making the withdrawal or transfer or any person listed in Part C of the Attachments.

C. Authorization to Obtain Treasury Management Services and to Designate Other Persons Who Have Such Authority.

Resolved, that any one of the persons so indicated in Part C of the Attachments is authorized from time to time (1) to obtain for the Client from the Bank such treasury management services as he or she so elects in his or her sole discretion including, without limitation, services for the initiation or origination of transfers or withdrawals of funds from the accounts of Client with the Bank, either in United States dollars or in such foreign currencies as Bank may make available from time to time; (2) to accept, execute and/or deliver such agreements, instruments and documents as may be required by the Bank in its sole discretion in connection with the furnishing of such services or transactions; and (3) to designate, in writing, other persons who are authorized to obtain for the Client such treasury management services or to enter into such transactions or to give instructions to the Bank with respect to such services or transactions and to accept, execute and/or deliver such agreements, instruments and documents, all without further action by the Client.

D. Authorization to Conduct Foreign Exchange Transactions and to Designate Other Persons Who Have Such Authority.

{NOTE: This authorization is applicable to PNC Bank, National Association, only, and is not applicable to PNC Bank Canada Branch.} Resolved, that any one of the persons so indicated on Part C of the Attachments is also authorized from time to time (1) to obtain for the Client from the Bank services and products related to foreign exchange transactions (including spots, forwards, options and swaps or any other similar transaction) (2) to execute to and in favor of the Bank any and all agreements or documents, including amendments or modifications thereto, in connection with such foreign exchange transactions (3) to designate, in writing, any other person or persons to do any and all things which such person so indicated on Part C of the Attachments is authorized to do with respect to such foreign exchange transactions (4) to designate, in writing (in substantially the form attached hereto as Part D of the Attachments, or such other form acceptable to the Bank), those persons who are authorized to execute and/or confirm such transactions on behalf of the Client.

E. Authorization to Make Changes. Resolved, that any one of the persons so indicated on Part C of the Attachments is also authorized to (i) add or remove Subsidiaries from Part A of the Attachments and (ii) add or remove persons authorized to act hereunder from Part C of the Attachments; in each case as evidenced by written instructions executed by such authorized person and delivered to the Bank.

F. Requests Made by Facsimile or Other Means. Resolved, that the Bank is authorized, in its sole discretion, to take any action authorized hereunder based upon: (i) the telephone request of any person purporting to be a person authorized to act hereunder, (ii) the signature of any person authorized to act hereunder that is delivered to the Bank by facsimile transmission, or (iii) electronic mail that Bank reasonably believes is from any person authorized to act hereunder.

G. Authorization for Subsidiaries, Divisions and Trade Names. Resolved, as to each entity (other than the Client) listed in Part A of the Attachments, all of which are direct or indirect subsidiaries of the Client and whose activities are controlled by Client and 51% or more of whose voting stock is owned directly or indirectly by the Client or whose interests are owned 51% percent or more by the Client in the case of non-stock subsidiaries (each a "Subsidiary") that (i) the Client hereby (a) adopts all of the preceding and following resolutions on behalf of each Subsidiary, and (b) instructs each Subsidiary to cause these resolutions to be filed with its corporate records, and to adopt all of these resolutions on behalf of Subsidiaries all of whose voting interests are owned by each Subsidiary.

H. General. Resolved, that a certified copy of these resolutions be delivered to the Bank and that they and the authority vested in the persons specified herein will remain in full force and effect until a certified copy of a resolution of the Client revoking or modifying these resolutions and such authority has been filed with the Bank and the Bank has had a reasonable time to act on it. These resolutions supersede any prior resolution of Client provided to the Bank.

4. Incumbency and Specimen Signatures: Each of the persons listed in Part C of the Attachments holds the office, title or status with the Client and/or its Subsidiaries specified therein and the actual signature of each such person appears on Part C of the Attachments.

Master Resolution and Authorization for Depository Accounts and Treasury Management Services

5. Organizational Documents: Copies of any organizational or other documents, including but not limited to the articles or certificate of incorporation, the by-laws or regulations, or other organizational documents of the Client or applicable Subsidiary, that the Client or any such Subsidiary may deliver to the Bank at the Bank's request with these Resolutions or from time to time, shall be, and the Bank shall be entitled to rely on such copies as, true, complete and correct copies thereof with all amendments thereto as in effect on the date of such delivery.

6. Additional Certifications of Secretary: These Master Resolutions and Authorizations now stand of record on the books of the Client, are in full force and effect and have not been modified or revoked in any manner whatsoever. Nothing in the foregoing resolutions violates the articles or certificate of incorporation, the by-laws or regulations, or other organizational documents of the Client or applicable Subsidiary. The undersigned has taken all actions and made such notification as are required under section 3F above with respect to each Subsidiary.

Note:
 For Partnerships, all general partners must sign unless the partnership agreement outlines other signing authorities.
 For Limited Liability Companies, all members must sign unless the operating agreement identifies one or more managers, in which case the managers must sign.
 For Corporations, Unincorporated Associations and Other Organizations: the Secretary, as attesting officer must sign.
 If the Secretary, as the attesting officer, is also granted authorization to act in Part C, then one other authorized representative must sign below.

DATE:

IN WITNESS WHEREOF, and intending to be legally bound hereby, the undersigned have hereunto set their hands and seals this 7th day of March, 2016.

ATTESTATION:

 Signature
 Clerk to the Board

 Title

 Signature

 Title

 Signature

 Title

 Signature

 Title

 Signature

 Title

 Signature

 Title

Master Resolution and Authorization for Depository Accounts and Treasury Management Services

ATTACHMENTS

PART A – ADDITIONAL SUBSIDIARIES, AFFILIATES AND TRADE NAMES TO WHICH RESOLUTIONS AND AUTHORIZATIONS APPLY

Name of Legal Entity	Trade Name if Applicable	Taxpayer ID/CA Business Number	State of Formation
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Master Resolution and Authorization for Depository Accounts and Treasury Management Services

PART B – AUTHORIZATION FOR USE OF FACSIMILE SIGNATURES

AUTHORIZATION FOR USE OF FACSIMILE SIGNATURE

If this box is checked, it authorizes the use of facsimile signatures in accordance with Section 3B. Such facsimile signatures must be provided on account signature cards properly executed in accordance with these Resolutions.

PART C – PERSONS AUTHORIZED TO ACT

If this box is checked, additional names of Persons Authorized to Act are set forth on the accompanying Continuation of Part C.

THE INDIVIDUALS LISTED BELOW ARE GRANTED ALL OF THE AUTHORITIES AS OUTLINED IN SECTION 3 OF THIS RESOLUTION INCLUDING THE AUTHORITY TO:

- OPEN AND CLOSE DEPOSIT ACCOUNTS
- SIGN CHECKS AND OTHER INSTRUMENTS AND WITHDRAWAL ORDERS AND DELEGATE SUCH AUTHORITY TO OTHERS
- OBTAIN TREASURY MANAGEMENT SERVICES AND DELEGATE SUCH AUTHORITY TO OTHERS
- OBTAIN SERVICES RELATED TO FOREIGN EXCHANGE TRANSACTIONS AND DELEGATE SUCH AUTHORITY TO OTHERS
- MAKE CHANGES TO ATTACHMENTS

PRINT NAME	PRINT TITLE	SIGNATURE
1. Janice McKenzie Cole	Chair	
2. Frank Heath	County Manager	
3. Tracy Mathews	Finance Officer	
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Master Resolution and Authorization for Depository Accounts and Treasury Management Services

PART D – TRADE AND CONFIRMATION AUTHORIZATION LETTER FOR FOREIGN EXCHANGE TRANSACTIONS {NOTE: THIS PART D IS APPLICABLE TO PNC BANK, NATIONAL ASSOCIATION, ONLY, AND IS NOT APPLICABLE TO PNC BANK CANADA BRANCH.}

The undersigned (the "Designator"), a duly authorized representative of Client who is authorized to execute this authorization letter on behalf of Client, certifies as follows to PNC Bank, National Association ("Bank"):

The Designator, acting pursuant to the authority delegated to him/her by the Client resolutions delivered to the Bank (the "Resolutions") authorizing the Designator to delegate to any other person or persons the authority to execute and/or confirm on behalf of Client, foreign exchange transactions, does hereby establish and confirm the authority of each of the person(s) whose names are set forth below to execute on behalf of Client foreign exchange transactions described in the Resolutions, and/or confirm on behalf of Client such executed foreign exchange transactions as such authority is set forth below.

Each person below has complete authority at all times to bind Client to the performance of any such transactions. Bank may rely on the authority vested in these individuals until the close of business on the second business day after Bank receives written notice from Client of any changes in such authority at its offices at the following address: PNC Bank, National Association, PNC Investment Operations, 116 Allegheny Center Mall, Pittsburgh, PA 15212 Attention: Derivative Operations, or any other address which has been provided by Bank to Client for such purpose.

Consent for E-mail Delivery: By signing below, the Designator acknowledges that Client has consented to receive confirmations for foreign exchange transactions via electronic mail.

PERSONS AUTHORIZED TO EXECUTE AND/OR CONFIRM FOREIGN EXCHANGE TRANSACTIONS

Check applicable boxes to grant authorities to individuals.

PRINTED NAME, EMAIL AND TELEPHONE OF AUTHORIZED INDIVIDUAL	Authorized to EXECUTE	Authorized to CONFIRM	Authorized to EXECUTE AND CONFIRM the same transaction (Single person authorization)
Name: Email: Telephone:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name: Email: Telephone:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name: Email: Telephone:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name: Email: Telephone:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name: Email: Telephone:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Client Name:

By: _____

Name: _____

Title: _____

Authorized Representative per Part C of the Master Resolution

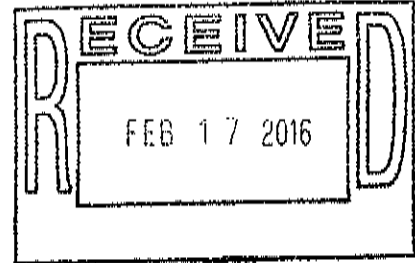
FOR
INFORMATION
ONLY
ITEMS

RICHARD BURR
NORTH CAROLINA

United States Senate

WASHINGTON, DC 20510-3308

February 11, 2016



Ms. Janice Cole
Chairwoman
Perquimans County Board of Commissioners
Post Office Box 45
Hertford, North Carolina 27944-0045

Dear Ms. Cole:

Thank you very much for your thoughtful follow-up on your previous resolution regarding World War II (WWII) Merchant Mariners. I appreciate hearing from you again.

I sincerely appreciate the Board's advocacy on this issue and am more than happy to share your resolution and findings with the Chairman and Ranking Member of the Senate Veterans Affairs Committee. Mr. Horton has been a passionate advocate on this matter as well. And though he and I have not been in full agreement on this issue in the past, I also want to make sure the Committee is aware of your views and has the benefit of your input.

Thank you again for weighing in on issues of national importance. Please let me know how I can be of assistance in the future.

Sincerely,

Richard Burr
United States Senator

RB:cr

- | | | | | |
|--|--|--|---|--|
| <input type="checkbox"/> Winston-Salem Office
2000 West First Street
Suite 508
Winston-Salem, NC 27104
(336) 631-5125
Fax: (336) 725-4493
Toll Free in NC: (800) 685-8916 | <input type="checkbox"/> Wilmington Office
201 North Front Street
Suite 809
Wilmington, NC 28401
(910) 251-1058
Fax: (910) 251-7975
Toll Free in NC: (888) 848-1833 | <input type="checkbox"/> Asheville Office
151 Patton Avenue
Suite 204
Asheville, NC 28801
(828) 350-2437
Fax: (828) 350-2439 | <input type="checkbox"/> Gastonia Office
181 South Street
Suite 222
Gastonia, NC 28052
(704) 833-0854
Fax: (704) 833-1467 | <input type="checkbox"/> Rocky Mount Office
100 Coast Line Street
Suite 210
Rocky Mount, NC 27804
(252) 977-9522
Fax: (252) 977-7902 |
|--|--|--|---|--|

Logout



Go Back

NACo Prescription Drug Discount Card Program

PERQUIMANS COUNTY, NC

		% OF PLAN TOTAL PRICE	% OF PLAN RETAIL PRICE	% OF RETAIL PRICE	AVERAGE MEMBER COST	AVERAGE MEMBER SUBMITTED COST	RETAIL PRICE	AVERAGE RETAIL PRICE	RETAIL PRICE	AVERAGE PRICE SAVINGS	% OF PRICE SAVINGS	% OF PRICE SAVINGS	TOTAL UTILIZERS
2016													
JANUARY	1	1100.00%	0	0.00%	\$ 24.42	\$ 24.42	\$ 25.83	\$ 25.83	\$ 1.41	\$ 1.41	5.46%		1
2015													
OCTOBER	4	1 25.00%	3	75.00%	\$ 90.42	\$ 22.61	\$ 127.54	\$ 31.89	\$ 37.12	\$ 9.28	29.10%		2
SEPTEMBER	2	0 0.00%	2100.00%		\$ 47.93	\$ 23.97	\$ 47.93	\$ 23.97	\$ 0.00	\$ 0.00	0.00%		1
JUNE	5	1 20.00%	4	80.00%	\$ 78.06	\$ 15.61	\$ 101.18	\$ 20.24	\$ 23.12	\$ 4.62	22.85%		1
MAY	1	1100.00%	0	0.00%	\$ 9.60	\$ 9.60	\$ 13.93	\$ 13.93	\$ 4.33	\$ 4.33	31.08%		1
APRIL	1	1100.00%	0	0.00%	\$ 28.71	\$ 28.71	\$ 34.09	\$ 34.09	\$ 5.38	\$ 5.38	15.78%		1
MARCH	4	1 25.00%	3	75.00%	\$ 74.37	\$ 18.59	\$ 85.13	\$ 21.28	\$ 10.76	\$ 2.69	12.64%		3
JANUARY	5	4 80.00%	1	20.00%	\$ 104.75	\$ 20.95	\$ 201.94	\$ 40.39	\$ 97.19	\$ 19.44	48.13%		3
2014													
DECEMBER	9	7 77.78%	2	22.22%	\$ 172.04	\$ 19.12	\$ 267.10	\$ 29.68	\$ 95.06	\$ 10.56	35.59%		3
NOVEMBER	12	10 83.33%	2	16.67%	\$ 392.68	\$ 32.72	\$ 815.33	\$ 67.94	\$ 422.65	\$ 35.22	51.84%		5
OCTOBER	7	6 85.71%	1	14.29%	\$ 200.55	\$ 28.65	\$ 419.24	\$ 59.89	\$ 218.69	\$ 31.24	52.16%		4
SEPTEMBER	4	4100.00%	0	0.00%	\$ 75.50	\$ 18.88	\$ 159.07	\$ 39.77	\$ 83.57	\$ 20.89	52.54%		3
AUGUST	12	8 66.67%	4	33.33%	\$ 436.48	\$ 36.37	\$ 789.55	\$ 65.80	\$ 353.07	\$ 29.42	44.72%		5
JULY	8	4 50.00%	4	50.00%	\$ 141.44	\$ 17.68	\$ 315.63	\$ 39.45	\$ 174.19	\$ 21.77	55.19%		5
JUNE	11	5 45.45%	6	54.55%	\$ 154.19	\$ 14.02	\$ 200.87	\$ 18.26	\$ 46.68	\$ 4.24	23.24%		5
MAY	10	6 60.00%	4	40.00%	\$ 388.80	\$ 38.88	\$ 692.10	\$ 69.21	\$ 303.30	\$ 30.33	43.82%		6
APRIL	11	6 54.55%	5	45.45%	\$ 260.41	\$ 23.67	\$ 437.49	\$ 39.77	\$ 177.08	\$ 16.10	40.48%		6
MARCH	13	8 61.54%	5	38.46%	\$ 454.73	\$ 34.98	\$ 621.46	\$ 47.80	\$ 166.73	\$ 12.83	26.83%		7
FEBRUARY	7	4 57.14%	3	42.86%	\$ 269.48	\$ 38.50	\$ 540.19	\$ 77.17	\$ 270.71	\$ 38.67	50.11%		4
JANUARY	12	8 66.67%	4	33.33%	\$ 249.29	\$ 20.77	\$ 410.01	\$ 34.17	\$ 160.72	\$ 13.39	39.20%		6
2013													
DECEMBER	13	10 76.92%	3	23.08%	\$ 285.55	\$ 21.97	\$ 640.79	\$ 49.29	\$ 355.24	\$ 27.33	55.44%		5
NOVEMBER	9	5 55.56%	4	44.44%	\$ 254.72	\$ 28.30	\$ 579.18	\$ 64.35	\$ 324.46	\$ 36.05	56.02%		3
OCTOBER	11	6 54.55%	5	45.45%	\$ 294.94	\$ 26.81	\$ 444.01	\$ 40.36	\$ 149.07	\$ 13.55	33.57%		7
SEPTEMBER	8	5 62.50%	3	37.50%	\$ 259.86	\$ 32.48	\$ 424.60	\$ 53.08	\$ 164.74	\$ 20.59	38.80%		4
AUGUST	12	7 58.33%	5	41.67%	\$ 355.30	\$ 29.61	\$ 780.04	\$ 65.00	\$ 424.74	\$ 35.40	54.45%		6
JULY	11	8 72.73%	3	27.27%	\$ 240.23	\$ 21.84	\$ 407.28	\$ 37.03	\$ 167.05	\$ 15.19	41.02%		3
JUNE	7	1 14.29%	6	85.71%	\$ 44.33	\$ 6.33	\$ 89.23	\$ 12.75	\$ 44.90	\$ 6.41	50.32%		6
MAY	14	10 71.43%	4	28.57%	\$ 453.90	\$ 32.42	\$ 796.58	\$ 56.90	\$ 342.68	\$ 24.48	43.02%		6
APRIL	14	5 35.71%	9	64.29%	\$ 229.20	\$ 16.37	\$ 316.32	\$ 22.59	\$ 87.12	\$ 6.22	27.54%		6
MARCH	5	2 40.00%	3	60.00%	\$ 51.84	\$ 10.37	\$ 89.03	\$ 17.81	\$ 37.19	\$ 7.44	41.77%		3
FEBRUARY	5	3 60.00%	2	40.00%	\$ 58.31	\$ 11.66	\$ 100.07	\$ 20.01	\$ 41.76	\$ 8.35	41.73%		4
JANUARY	7	4 57.14%	3	42.86%	\$ 147.57	\$ 21.08	\$ 273.13	\$ 39.02	\$ 125.56	\$ 17.94	45.97%		3
2012													
DECEMBER	5	2 40.00%	3	60.00%	\$ 63.00	\$ 12.60	\$ 131.13	\$ 26.23	\$ 68.13	\$ 13.63	51.96%		3
NOVEMBER	5	3 60.00%	2	40.00%	\$ 105.77	\$ 21.15	\$ 233.12	\$ 46.62	\$ 127.35	\$ 25.47	54.63%		4
OCTOBER	11	7 63.64%	4	36.36%	\$ 245.45	\$ 22.31	\$ 434.45	\$ 39.50	\$ 189.00	\$ 17.18	43.50%		6
SEPTEMBER	12	6 50.00%	6	50.00%	\$ 172.31	\$ 14.36	\$ 260.06	\$ 21.67	\$ 87.75	\$ 7.31	33.74%		6
AUGUST	11	6 54.55%	5	45.45%	\$ 196.81	\$ 17.89	\$ 334.76	\$ 30.43	\$ 137.95	\$ 12.54	41.21%		5
JULY	21	8 38.10%	13	61.90%	\$ 432.01	\$ 20.57	\$ 602.24	\$ 28.68	\$ 170.23	\$ 8.11	28.27%		5
JUNE	18	7 38.89%	11	61.11%	\$ 274.32	\$ 15.24	\$ 526.71	\$ 29.26	\$ 252.39	\$ 14.02	47.92%		8
MAY	16	6 37.50%	10	62.50%	\$ 203.93	\$ 12.75	\$ 278.78	\$ 17.42	\$ 74.85	\$ 4.68	26.85%		6
APRIL	15	6 40.00%	9	60.00%	\$ 196.88	\$ 13.13	\$ 297.28	\$ 19.82	\$ 100.40	\$ 6.69	33.77%		5
MARCH	17	11 64.71%	6	35.29%	\$ 324.49	\$ 19.09	\$ 681.36	\$ 40.08	\$ 356.87	\$ 20.99	52.38%		8
FEBRUARY	17	10 58.82%	7	41.18%	\$ 653.21	\$ 38.42	\$ 1,271.77	\$ 74.81	\$ 618.56	\$ 36.39	48.64%		5
JANUARY	15	7 46.67%	8	53.33%	\$ 296.17	\$ 19.74	\$ 388.23	\$ 25.88	\$ 92.06	\$ 6.14	23.71%		5
2011													
DECEMBER	24	15 62.50%	9	37.50%	\$ 444.97	\$ 18.54	\$ 677.97	\$ 28.25	\$ 233.00	\$ 9.71	34.37%		7
NOVEMBER	26	15 57.69%	11	42.31%	\$ 650.19	\$ 25.01	\$ 1,059.27	\$ 40.74	\$ 409.08	\$ 15.73	38.62%		7
OCTOBER	22	10 45.45%	12	54.55%	\$ 360.54	\$ 16.39	\$ 548.26	\$ 24.92	\$ 187.72	\$ 8.53	34.24%		6
SEPTEMBER	14	10 71.43%	4	28.57%	\$ 533.07	\$ 38.08	\$ 833.62	\$ 59.54	\$ 300.55	\$ 21.47	36.05%		8
AUGUST	10	7 70.00%	3	30.00%	\$ 179.61	\$ 17.96	\$ 328.27	\$ 32.83	\$ 148.66	\$ 14.87	45.29%		5
JULY	12	9 75.00%	3	25.00%	\$ 357.78	\$ 29.82	\$ 588.34	\$ 49.03	\$ 230.56	\$ 19.21	39.19%		7
JUNE	16	7 43.75%	9	56.25%	\$ 444.85	\$ 27.80	\$ 598.37	\$ 37.40	\$ 153.52	\$ 9.60	25.66%		9
MAY	23	13 56.52%	10	43.48%	\$ 302.25	\$ 13.14	\$ 546.03	\$ 23.74	\$ 243.78	\$ 10.60	44.65%		10
APRIL	34	20 58.82%	14	41.18%		\$ 39.75	\$ 1,653.09	\$ 48.62	\$ 301.55	\$ 8.87	18.24%		7

					\$								
MARCH	24	16 66.67%	8 33.33%	\$ 863.78	\$ 35.99	\$ 1,269.41	\$ 52.89	\$ 405.63	\$ 16.90	31.95%	9		
FEBRUARY	15	11 73.33%	4 26.67%	\$ 468.52	\$ 31.23	\$ 653.27	\$ 43.55	\$ 184.75	\$ 12.32	28.28%	8		
JANUARY	23	18 78.26%	5 21.74%	\$ 971.94	\$ 42.26	\$ 1,440.98	\$ 62.65	\$ 469.04	\$ 20.39	32.55%	11		
2010													
DECEMBER	25	16 64.00%	9 36.00%	\$ 918.07	\$ 36.72	\$ 1,252.64	\$ 50.11	\$ 334.57	\$ 13.38	26.71%	12		
NOVEMBER	25	19 76.00%	6 24.00%	\$ 1,241.89	\$ 49.68	\$ 1,707.72	\$ 68.31	\$ 465.83	\$ 18.63	27.28%	14		
OCTOBER	23	17 73.91%	6 26.09%	\$ 1,005.50	\$ 43.72	\$ 1,272.23	\$ 55.31	\$ 266.73	\$ 11.60	20.97%	11		
SEPTEMBER	36	19 52.78%	17 47.22%	\$ 1,024.85	\$ 28.47	\$ 1,346.45	\$ 37.40	\$ 321.60	\$ 8.93	23.89%	14		
AUGUST	32	22 68.75%	10 31.25%	\$ 1,113.97	\$ 34.81	\$ 1,462.53	\$ 45.70	\$ 348.56	\$ 10.89	23.83%	12		
JULY	31	20 64.52%	11 35.48%	\$ 1,094.45	\$ 35.30	\$ 1,481.76	\$ 47.80	\$ 387.31	\$ 12.49	26.14%	15		
JUNE	32	22 68.75%	10 31.25%	\$ 885.45	\$ 27.67	\$ 1,257.48	\$ 39.30	\$ 372.03	\$ 11.63	29.59%	15		
MAY	25	18 72.00%	7 28.00%	\$ 1,043.40	\$ 41.74	\$ 1,442.16	\$ 57.69	\$ 398.76	\$ 15.95	27.65%	14		
APRIL	29	17 58.62%	12 41.38%	\$ 695.70	\$ 23.99	\$ 983.67	\$ 33.92	\$ 287.97	\$ 9.93	29.28%	12		
MARCH	23	19 82.61%	4 17.39%	\$ 832.14	\$ 36.18	\$ 1,189.55	\$ 51.72	\$ 357.41	\$ 15.54	30.05%	9		
FEBRUARY	15	13 86.67%	2 13.33%	\$ 429.41	\$ 28.63	\$ 594.23	\$ 39.62	\$ 164.82	\$ 10.99	27.74%	8		
JANUARY	23	16 69.57%	7 30.43%	\$ 701.41	\$ 30.50	\$ 906.21	\$ 39.40	\$ 204.80	\$ 8.90	22.60%	13		
2009													
DECEMBER	44	27 61.36%	17 38.64%	\$ 1,296.18	\$ 29.46	\$ 1,588.69	\$ 36.11	\$ 292.51	\$ 6.65	18.41%	13		
NOVEMBER	34	25 73.53%	9 26.47%	\$ 1,451.51	\$ 42.69	\$ 1,789.48	\$ 52.63	\$ 337.97	\$ 9.94	18.89%	13		
OCTOBER	41	27 65.85%	14 34.15%	\$ 1,077.88	\$ 26.29	\$ 1,329.32	\$ 32.42	\$ 251.44	\$ 6.13	18.91%	14		
SEPTEMBER	43	29 67.44%	14 32.56%	\$ 1,201.33	\$ 27.94	\$ 1,581.39	\$ 36.78	\$ 380.06	\$ 8.84	24.03%	9		
AUGUST	22	10 45.45%	12 54.55%	\$ 1,101.97	\$ 50.09	\$ 1,449.33	\$ 65.88	\$ 347.36	\$ 15.79	23.97%	12		
JULY	40	25 62.50%	15 37.50%	\$ 1,220.48	\$ 30.51	\$ 1,525.98	\$ 38.15	\$ 305.50	\$ 7.64	20.02%	15		
JUNE	43	25 58.14%	18 41.86%	\$ 1,687.31	\$ 39.24	\$ 2,005.31	\$ 46.64	\$ 318.00	\$ 7.40	15.86%	12		
MAY	27	18 66.67%	9 33.33%	\$ 505.00	\$ 18.70	\$ 676.07	\$ 25.04	\$ 171.07	\$ 6.34	25.30%	12		
APRIL	21	12 57.14%	9 42.86%	\$ 818.43	\$ 38.97	\$ 1,001.85	\$ 47.71	\$ 183.42	\$ 8.73	18.31%	10		
MARCH	19	16 84.21%	3 15.79%	\$ 489.88	\$ 25.78	\$ 677.12	\$ 35.64	\$ 187.24	\$ 9.85	27.65%	10		
FEBRUARY	24	20 83.33%	4 16.67%	\$ 1,107.28	\$ 46.14	\$ 1,433.51	\$ 59.73	\$ 326.23	\$ 13.59	22.76%	12		
JANUARY	25	20 80.00%	5 20.00%	\$ 756.68	\$ 30.27	\$ 990.03	\$ 39.60	\$ 233.35	\$ 9.33	23.57%	9		
2008													
DECEMBER	18	13 72.22%	5 27.78%	\$ 406.29	\$ 22.57	\$ 565.36	\$ 31.41	\$ 159.07	\$ 8.84	28.14%	8		
NOVEMBER	14	11 78.57%	3 21.43%	\$ 282.75	\$ 20.20	\$ 388.32	\$ 27.74	\$ 105.57	\$ 7.54	27.19%	8		
OCTOBER	1	1100.00%	0 0.00%	\$ 37.45	\$ 37.45	\$ 52.25	\$ 52.25	\$ 14.80	\$ 14.80	28.33%	1		

PERQUIMANS COUNTY	TOTAL	PLAN PRICED	PLAN PRICED %	RETAIL PRICED	RETAIL PRICED %	MEMBER COST	AVERAGE MEMBER COST	RETAIL SUBMITTED PRICE	AVERAGE RETAIL SUBMITTED PRICE	PRICE SAVINGS	AVERAGE PRICE SAVINGS %	PRICE SAVINGS	TOTAL UTILIZERS
TOTALS:	1,396	879	62.97%	517	37.03%	\$ 40,849.65	\$ 29.26	\$ 58,833.28	\$ 42.14	\$ 17,983.63	30.57%	\$ 595.00	595.00

Column Headers from left to right:

1. Total Rx's: This is the total number of Rx's that were adjudicated or attempted to adjudicate through the use of the card (the explanation of the next couple of headers will help explain the necessity of this column).
2. Plan Priced Rx's: Caremark tracks all attempts to use the cards including when the pharmacy offers a lower price than the card can give. This is usually when the pharmacy sells a drug at cost or below cost to create foot traffic for the pharmacy or under a special purchase arrangement. This is the amount of Rx's that the card gave the best price vs. the pharmacy.
3. % Plan Priced Rx's: What percentage of the total attempted Rx's adjudicated via best price with the card.
4. Retail Priced Rx's: How many prescriptions where the pharmacy had a lower price.
5. % Retail Priced Rx's: Percentage of Rx's where the pharmacy had a lower price.
6. Total Drug Cost: All prescriptions totaled together at their card discount prices.
7. Average Drug Cost: Average Drug Cost per Rx at the card discounted price.
8. Retail Submitted Price: What the price would have been if the prescriptions weren't filled with the card.
9. Average Retail Submitted Price: Average Per Prescription price if the card wasn't presented at a discount.
10. Price Savings: Total dollar savings for all Rx's filled with the card.
11. Average Price Savings: Average price savings per prescription.
12. % Price Savings: Percentage price savings per prescription.
13. Total Utilizers: This is the total amount of people who represent the total amount of prescriptions i.e. some people fill multiple prescriptions. This gives you an indication of how many residents you are helping.

As always, if you have questions, don't hesitate to contact me. Thank you for being a member county, borough or parish and participating in this member program.

DEPARTMENT HEAD REPORTS

PLAT REVIEW LOG - PERQUIMANS COUNTY

February 2016

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
Mark Pruden Greene Winslow Heirs	✓	2/17/16	✓	Existing Parcel # 1.0017-0089 on Sandy Cross Road
Josiah Lubbo Maurice + Claudia Bunch	✓	2/17/16	✓	Existing Parcel # 3.0040-0820B.14 # 200 N Front Street .61 AC
J H Miller Jr	✓	2/17/16	✓	4.0 Acres from 5.0052-0537A located on Old Neck Road @ # 1302
Michael P Skinner Mark Pruden Fred Conrad Colson	✓	2/18/16	✓	11.01 Acres from 4.0066-0029B off New Hope Road
Mark Pruden Brandon + Nichole Hayden	✓	2/26/16	✓	13.64 AC from 1.0015-0016 on Gurdy like Road

Bissell PO Box 1068 Kitty Hawk, NC 27949 (252) 261-3266	S. L. Cardwell Surveying 1206 Francis Street Elizabeth City, NC 27909 338-6328	Pat McDowell PO Box 391 Elizabeth City, NC 27909 338-4161	Mark Pruden 146 Oak Grove Road Edenton, NC 27932 482-7804	Saunders Surveying 510 Avena Road Black Mountain, NC 28711 (828) 669-2777
Bowman Consulting Paul J Toti 131 Main Street Gatesville, NC 27938 357-1581	E.T. Hyman Surveying 133 US Hwy 158 West Ste E Camden, NC 27921 335-2913	McKim & Creed 504 E Elizabeth St Ste 1 Elizabeth City, NC 27909 338-2929	Gloria Rogers 215 B Street Camden, NC 27921 338-1415/333-8781	Scott Temple PO Box 422 Elizabeth City, NC 27907 330-4016
Charles E Brown, III 2005 Johnson Road Elizabeth City, NC 27909 335-0928	Eugene Jordan 402 Sign Pine Road Tyner, NC 27980 221-4795	J H Miller Jr. 166 Cottonwood Drive Hertford, NC 27944 339-6932	Robey 150 US Hwy 158 W East Camden, NC 27921 335-1888	Tony Webb PO Box 381 Edenton, NC 27932 482-3066

PERQUIMANS COUNTY
OFFICIAL REPORT

Date: March 1, 2016

Board of Commissioners:
Finance Officer:

I wish to report that during February 2016 I received the following funds which were duly deposited in the County's depository on the dates and in the amounts as shown:

DATE	BUILDING PERMITS #	ELECTRICAL PERMITS #	PLUMBING PERMITS #	INSULATION PERMITS #	MECHANICAL PERMITS #	MOBILE HOME #	STATE TAX	MISC	TOTAL DEPOSITED
2/1/2016									\$0
2/2/2016	\$164	\$640	5		\$55	1			\$859
2/3/2016									\$0
2/4/2016									\$0
2/5/2016									\$0
2/6/2016									\$0
2/7/2016									\$0
2/8/2016		\$320	3	2					\$425
2/9/2016		\$495	1		\$220	3			\$715
2/10/2016	\$388		2		\$55	1		\$150	\$593
2/11/2016									\$0
2/12/2016									\$0
2/13/2016									\$0
2/14/2016									\$0
2/15/2016									\$0
2/16/2016	\$50								\$0
2/17/2016	\$1,261	\$30	1		\$275	3			\$325
2/18/2016	\$150	\$120	2	\$50	\$165	3	\$10		\$1,681
2/19/2016									\$270
2/20/2016									\$0
2/21/2016	\$632		1					\$150	\$702
2/22/2016									\$0
2/23/2016									\$0
2/24/2016					\$330	4			\$330
2/25/2016	\$240	\$30	1						\$0
2/26/2016									\$270
2/27/2016	\$352	\$9,720	1	\$50					\$0
2/28/2016									\$10,122
									\$0
									\$0
									\$0
TOTAL	\$3,137	\$11,355	14	\$100	\$1,100	15	\$10	\$300	\$16,292

Signed: *[Signature]* Building Inspector

9720 ELECTRICAL WIND TURBINES
4 NEW HOMES
1 MOBILE HOME
1 DWGHT

expanded cea Report

SUBJ-ADDRESS 1827 Harvey Point Rd.

ORDINANCE VIOLATED #50-Solid Wast r/e-demol- debris

NOTES *** File closed 2/15/16 ***Demolished residential structure left piled near road. Haven for rodents, snakes, bugs and other pests. Dangerous to children and adults. Met with tenant. (1) Clean up required (2) Notification dated March 12, 2015, returned undelivered (3) Second notice posted return receipt, as final notice 10-5-2015; receipt returned 10/14/2015; phone contact; owner is co-operative; seeking communication between owner and tennant to arange cleanup. 11-12-15 aquired tenant # and mailed & called. Tenant asked for extension to Jan. 31.
Called tenent 12/22/15, who said would be gone by 1/30/16 if at all possible (r/e weather) extended 12/22/15
Feb. 1- photo on file of pile burned down, later to be new ground for farming.

DISPOSITION cea satisfied

DISPOSITION DATE 2/15/2016 *WILL KEEP EYE ON TAU*

SUBJ-ADDRESS 762 Woodville Rd.

ORDINANCE VIOLATED #53 cars /

NOTES *** continue observation of progress ***multiple vehicles, mostly in disrepair, with the appearance of a junk or salvage yard.
Virgil & Ernie observed site. - No change as/of 11-27-15. 11/30/15 Registered return receipt letter to occupant - (returned unclaimed 12/07/15) 2.Occupant was delivered, a notice of violation 4/10/2014 3.Virgil Parrish discussed remediation with the occupant in the Inspections office, who stated that he would clean up by June. Extension granted. 12/29/15 letter to sheriff for personal delivery Delivered 1/3/16
contact made and cleanup underway 1/27.16. Owner has been advised by letters and personal visits, and says he will continue clean up until finished.

DISPOSITION contact made-cleanup underway

DISPOSITION DATE 2/1/2016 *WILL CONTINUE PUSHING & POSSIBLE REMOVING VEHICLES*

SUBJ-ADDRESS 41-A Bethel Fishing Center
 ORDINANCE VIOLATED Solid Waste
 NOTES uncleared lot used for storage of mulch and other trimmings
 Phone conversation willingness to cooperate but does not own the dilapidated house
 2nd letter sent about solid waste 2/23/16
 DISPOSITION revised letter sent
 DISPOSITION DATE 2/23/2016 *SPoke w/owner 2.29-16*
 SUBJ-ADDRESS 170 Long's Loop
 ORDINANCE VIOLATED 50
 NOTES letter sent. 2/16/16- grandson called and left phone number. Gerald Simons @ 609-876-5409. Says he has no POA and heirs number 60+. Alice Simons is 90 without resources. Gerald will try for a voluntary clean-up.
 DISPOSITION contact made & logistics active
 DISPOSITION DATE 2/16/2016
 SUBJ-ADDRESS 642 Belvidere Rd.
 ORDINANCE VIOLATED 50
 NOTES letter sent 2/11/16 and contact made - see 2016-1-5
 DISPOSITION letter sent 2-11-16. contact made 2/16/16
 DISPOSITION DATE 2/17/2016
 SUBJ-ADDRESS 1113 Belvidere Rd.
 ORDINANCE VIOLATED 50
 NOTES contact made- call- from Abram Lightfoot 2/17/16 Intention is to save the family home as soon as weather permits and Leroy Lightfoot will clean weeds etc. asap. Phone #s = (252) 337-5528 cell & (252) 377-7481. Keep in touch at same address.
 DISPOSITION contact made & logistics
 DISPOSITION DATE 2/18/2016

SUBJ-ADDRESS 1257 Belvidere Rd.
 ORDINANCE VIOLATED 50
 NOTES 2 structures or more on 1 tract. Research zoning & solid waste / letter sent 2-12-16
 DISPOSITION letter sent 2/12/16
 DISPOSITION DATE 2/12/2016

SUBJ-ADDRESS 504 Woodville Rd.
 ORDINANCE VIOLATED
 NOTES no pic submitted - need to see site
 1st letter sent
 DISPOSITION letter sent
 DISPOSITION DATE 2/15/2016

SUBJ-ADDRESS 756 Woodville Rd. *OLD TRAILER*
 ORDINANCE VIOLATED undetermined
 NOTES visit site / letter sent 2/12/16
 DISPOSITION letter sent 2/12/16
 DISPOSITION DATE 2/12/2016 *SPOKE w/OWNER*

SUBJ-ADDRESS 1236 Woodville Rd. *OLD TRAILER*
 ORDINANCE VIOLATED undetermined
 NOTES visit site / 73 acre farm / letter sent 2-12-16
 DISPOSITION letter sent 2/12/16
 DISPOSITION DATE 2/12/2016

SUBJ-ADDRESS 917 Ocean Highway 17S
 ORDINANCE VIOLATED undetermined
 NOTES research / 21 acre farm / letter sent 2/12/16
 DISPOSITION letter sent 2/12/16
 DISPOSITION DATE 2/12/2016

SUBJ-ADDRESS 942 Ocean Highway - 17 S
 ORDINANCE VIOLATED ??
 NOTES Heavily overgrown brick home. Need to check for dilapidation and solid waste
 DISPOSITION investigate
 DISPOSITION DATE 2/1/2016

SUBJ-ADDRESS 1275 Ocean Highway - 17 S
 ORDINANCE VIOLATED
 NOTES dilapidation
 DISPOSITION investigate
 DISPOSITION DATE 2/1/2016

SUBJ-ADDRESS 1371 Ocean Highway - 17 S
 ORDINANCE VIOLATED dilapidation
 NOTES check on farm exemption - be sure to document
 DISPOSITION investigate
 DISPOSITION DATE 2/1/2016

SUBJ-ADDRESS 1604 Ocean Highway - 17 S
 ORDINANCE VIOLATED
 NOTES dilapidation / letter sent 2-12-16
 DISPOSITION letter sent 2/12/16
 DISPOSITION DATE 2/12/2016

SUBJ-ADDRESS 1546 Ocean Highway - Rt.17
 ORDINANCE VIOLATED # 53 and # 50
 NOTES bought 11/2004 ?? Junk - ?? Nuisance cars and debris
 reopened - tree damage as file # cea 2016-2-9
 Letter sent 2/8/16
 DISPOSITION reopened -Letter
 DISPOSITION DATE 2/8/2016

SUBJ-ADDRESS 284 Great Hope Church Rd.
 ORDINANCE VIOLATED
 NOTES dilap mobile home in front yard.
 Dilap removed 2/9/16 and survey tape staked out.
 Volentarily removed
 DISPOSITION cleaned up / File closed
 DISPOSITION DATE 2/9/2016

SUBJ-ADDRESS 634 Ocean Highway (17-S)
 ORDINANCE VIOLATED
 NOTES research & update file / verify code violations
 DISPOSITION investigate
 DISPOSITION DATE 2/19/2016

SUBJ-ADDRESS next to 826 Snug Harbor Rd.
 ORDINANCE VIOLATED solid waste
 NOTES delapidated house
 DISPOSITION letter sent 2-22-16
 DISPOSITION DATE 2/22/2016

SUBJ-ADDRESS
 ORDINANCE VIOLATED
 NOTES Determined owners of dilapidated s/w sent 1st letter 2/24/16
 2/29/16-owner called, will cooperate in clean up, left phone number
 DISPOSITION 1st letter sent & contact made
 DISPOSITION DATE 2/29/2016

Perquimans County Sheriff's Office -- February 2016 Activity Report									
	Arrests	Incidents	Civil Papers	Criminal Citations	Dispatched Calls	Office Calls	Transports Out Co.	Deposits	Court Days
JANUARY	21	20	135	32	12	509	255	\$4,243.06	9
FEBRUARY	37	18	184	38	6	460	230	\$7,262.00	7



MONTH: February 2016

	AGRICULTURE	FAMILY/CONSUMER EDUCATION/4-H & YOUTH DEVELOPMENT
DAYS WORKED (TOTAL)	23	42
HOURS ANNUAL LEAVE	8	5
DAYS SICK LEAVE	0	0
DAYS WORKED IN FIELD	9	22
DAYS WORKED IN OFFICE	14	20
DAYS WORKED WITH ADULTS	10	27
DAYS WORKED WITH YOUTH	7	10
NUMBER OF VISITS MADE IN COUNTY	31	15
NUMBER OF VISITS IN OFFICE	12	15
NUMBER OF TELEPHONE CALLS RECEIVED	62	94
NUMBER OF NEWS ARTICLES PREPARED	0	1
NUMBER OF RADIO PROGRAMS	0	0
NUMBER OF NEWSLETTERS MAILED	0	0
NUMBER OF INDIVIDUAL LETTERS	441	54
NUMBER OF MILES TRAVELED	770	611
NUMBER OF DEMONSTRATIONS OR DISPLAYS		7

EXTENSION - SPONSORED EDUCATIONAL MEETINGS, TOURS OR WORKSHOPS

PROGRAM AREA	#OF MEETINGS	TOTAL ATTENDANCE					
		NIGHT	BLACK	WHITE	OTHER	MALE	FEMALE
AGRICULTURE	5	2	5	278	0	202	76
CRD							
FAMILY/CONSUMER ED	6	2	64	112	4	62	118
4-H/EFNEP	3	0	49	88	3	65	75
AD LEADERSHIP	1		2	13	0	5	10

OUTREACH EFFORTS:

MEETINGS OR WORKSHOPS CONDUCTED BY TRAINED VOLUNTEERS

PROGRAM AREA	DIFFERENT MTGS	NIGHT	TIME SPENT BY VOLUNTEERS	TOTAL ATTEND
AGRICULTURE				
CRD				
FAMILY/CONSUMER ED	5		20	14
4-H	1	1	3 HOURS	27

COUNTY COMMISSIONERS REPORT

FEBRUARY 2016

Jared Harrell, Associate Extension Area Agent, Agriculture-Livestock

- Helped three producers with cows in labor. Saved three cows and calves.
- Attended three NE Ag Expo Meetings.
- Helped producer with lame bull.
- Attended Southern Farm Show in Raleigh.
- Helped Pasquotank County set up for Speedway to Healthy program.
- Attended Albemarle 4-H Livestock Show and Sale meeting.
- Helped producer with bloated cow.
- Helped producer with pinkeye issues in cattle herd.
- Assisted with the corn production meeting.
- Helped producer with feed ration formula.
- Held V- Training for farmers with private applicator licenses.
- Helped the NE Ag Expo Group with the Small Grains Field Day.
- Tagged pigs for Albemarle 4-H Livestock Show and Sale.
- Held Equine Vaccination clinic.
- Attended Perquimans Report to the People.

Jewel L. Winslow, County Extension Director, Extension Agent, Family and Consumer Sciences

1. SHIP -Counseled and Compared Health Insurance for 14 Medicare Beneficiaries.
2. Presented Color Me Healthy Nutrition Classes for 140 Kindergarteners (2/5)(2/19)(2/26)
3. Assisted NCSU Specialist with Small Grain Certification (2/10)
4. Meeting with Belvidere Extension and Community Association (2/3)
5. State Conference Planning Committee with Northeast District Extension Association of Family and Consumer Sciences Meeting (2/3)
6. Received Training for NCEAFCS Budget Committee -- (2/8)
7. Staff Development Sessions with Agents Meredith Wood (2/16) and Jared Harrell (2/22)
8. Assisted with Peer Review for NCSU Leadership Institute (2/29)
9. Participated in Extension Council Webinar Session (2/29)
10. Attended District CED Meeting (2/26)
11. Staff Conference (2/22) and Extension Meeting with Dr. Bonanno (2/23)
12. Represented Extension for Department Head Meeting (2/4) -Central School Parent Session (2/18) – Central School Ag Day Committee (2/5) – Albemarle Commission Government Leadership Council Meeting (2/18)

Meredith Wood, Assistant Extension Agent, 4-H and Youth Development

- Partnered with the PCMS Cheerleading Club to promote a healthy lifestyle. (2/3/16)
- Prepped for Color Me Healthy programming with the Kindergarten students at Perquimans Central School. This food prep consists of getting the food ready for the following days lesson for each class. (2/4/16, 2/11/16, 2/18/16, 2/25/16)
- Presented Color Me Healthy Programming to the Kindergarten students at Perquimans Central School. Each week students learn information about different foods. Students have been able to try samples of different fruits, vegetables, and dipping sauces. (2/5/16, 2/12/16, 2/19/16, 2/26/16)
- Met with three young ladies about their presentations that will be presented at District Activity Day in May. We began planning what will be included in their presentations based on their topic. (2/5/16, 2/11/16, 2/23/16)
- Helped setup for Speedway to Healthy in Pasquotank County. This was the same exhibit that we offered in our county at the Hertford Grammar School. (2/8/16)
- Participated in the Community Night at the Perquimans Central School. I was able to setup a booth and offer information about 4-H to the community. (2/18/16)
- Attended a welcome reception for the new Director of Extension, Dr. Bonanno. (2/23/16)
- Two Master Gardeners met in the office to judge our Project Record Books, which now will be sent off to the state level. (2/25/16)
- Attended and participated in the Report to the People breakfast. I was able to share what has been happening with 4-H in our county, as well as upcoming events and programs. (2/29/16)

COMMITTEE REPORTS



PERQUIMANS COUNTY SENIOR CITIZENS CENTER

1072 Harvey Point Road • P.O. Box 615
 HERTFORD, NORTH CAROLINA 27944
 TELEPHONE: (252) 426-5404 • FAX: (252) 426-1296
 EMAIL: office@pcseniors.org

February 15, 2016

To: Perquimans County Board of Commissioners
 128 North Church Street
 Hertford, NC 27944

Janice McKenzie Cole
 Edward R. Muzzulin
 Kyle Jones

Mathew Peeler
 Fondella Leigh
 Wallace Nelson

From: Perquimans County Senior Advisory Board(PCSAB)
 1072 Harvey Point Road – P.O. Box 615
 Hertford, NC 27944

Re: Advisory Board's Report for Year 2015 Activities

1. General:

The Senior Center staff, daily senior population and visitors are familiar with the new building facility. All functions, building operations/environment are satisfactory.

2. New Construction:

Phase 4 alteration work: Outdoor recreation, games sitting and viewing area was contracted for and work started. Work complete to date is canopy with foundation piers and concrete slab deck. Electric conduits from Senior building to concrete deck with conduit stub up. Contract work pending is: bocce court, yard drains with piping to ditch, trenching, grading, re-seeding and fertilizing disturbed areas, electric wiring, receptacles, switches, overhead lighting and flood lights on canopy eave. Due to inclement weather and wet site conditions this work has been delayed. Additional work required: telephone, inter-com, security camera, clock, score boards, benches, bocce maintenance equipment, spare bocce re-surfacing material, painting shuffleboard court. Horseshoes and cornhole, to be installed by volunteers. Estimate for added work will be submitted for approval

3. Utilization of Center

Average daily attendance -- 85 Seniors

Max. daily attendance to date- 125 seniors

4. Nutrition/Meals

Lunch meals@ Center – average daily - 25-35 seniors
 Lunch meals @ Center – Max. daily - 45 seniors
 Home Delivered Meals – daily 25 seniors
 Special Events Meals – 35-60 seniors

5. Exercise/Fitness Room

Popular area, good utilization, equipment is sufficient and in good operational condition. Nu-Step machine installed. Light, after hours, use by county employees.

6. Regularly Scheduled Activities

Afternoon games: Rook, Rummikub, Puzzles, Board Games, Bingo, Pool, Crafts, Choir, Computer Stations, Exercise Classes, Line Dancing, Yoga, Zumba Gold, Yarn Corner, Quilting, Van Trips, I-Phone & Pad Classes, Pool Tournaments
 November Annual Sale & Christmas Open House well attended.

7. Special Activities

Fund Raisers
 Senior Games Travel Trips - via Van & Motor Coach
 Senior Games County participants – 105
 Using equipment purchased with grant funds to play Pickle Ball at Recreation Center
 Utilize General Purpose Grant each year

8. Organizations

TOPS(Take Off Pounds Sensibly) meets here weekly
 Alzheimers Support Group available at Hertford Methodist Church monthly

9. Employment

Two Full time employees, 1 part-time employee

10. Questionnaire - Questionnaires given to seniors to help determine type of outdoor games preferred. Results were:

- 1st Choice: Bocce
- 2nd Choice: Horseshoes
- 3rd Choice: Shuffleboard & Cornhole
- 4th Choice: Badminton
- 5th Choice: Pickle Ball

Due to budget constraint pickeball probably would not be considered until year 2017 or later

We hope the above is satisfactory and meets with your approval.

Very Truly Yours,
 Robert Emmert
 Chairman, Senior Advisory Board

Cc: Frank Heath, County Manager

Perquimans County Recreational Advisory Board

Board Meeting Minutes: February 9, 2016

Place of Meeting: Perquimans County Community Center

Present: Steav Congdon, Nicole Hunter, Pam Hurdle, Kyle Jones, Rodney Lassiter, Chad Nixon, Jeff Proctor, Kent White, Pete White

Absent: Wendy Pierce

Others Present: Howard Williams, Katie Williams

Proceedings: Meeting called to order at 6:01 pm.

I. Report of Director

a. Current Activities

Basketball: 12U Boys (40 boys- 4 teams), 12U Girls (16 girls-2 teams), 9U Boys (38 boys-4 teams), 9U girls (36 girls-4 teams), 4-6 Starter (50 kids-5 teams) **Total- 180 Kids**

b. Upcoming Activities

We are currently registering for Spring Soccer and Volleyball. In March we will begin registration for t-ball/Softball/Baseball. This year we will also be running Little League (boys ages 9-12).

c. Adults

Gentle Yoga, ZUMBA, regular yoga, aerobic kickboxing and strength/toning

d. The batting cage is in the process of being put together near field 1. We will be adding the sand volleyball court soon.

II. Unfinished Business

None

III. New Business

The Recreation Department was awarded \$350,000.00 for the Play Together Construction Grant. The grant is to fund playground equipment/areas that are inclusive for those with special needs. We are hoping to asphalt at least ½ of the track around the Community Center to make it more accessible. Other options are playground equipment, shaded benches, handicap picnic table and/or new surfacing.

IV. The meeting was adjourned at 6:25 pm.

The next regular scheduled meeting will be May 10, 2016 at 6:00 pm.

Mary Hunnicutt

From: Perquimans County Chamber of Commerce <chamber@visitperquimans.com>
Sent: Tuesday, February 02, 2016 2:36 PM
To: mhunnicutt@perquimanscountync.gov
Subject: February Newsletter from the Chamber



February
2016

Perquimans Chamber Newsletter

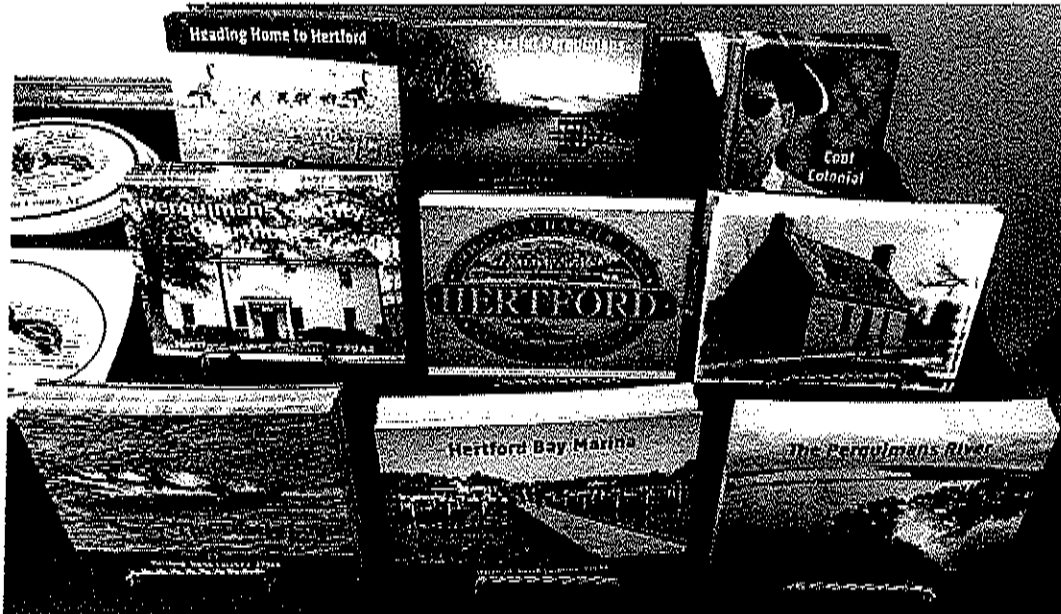
Job Shadowing - Discovering Possibilities

The Perquimans County Chamber of Commerce, in conjunction with Perquimans County High School, will sponsor Discovering Possibilities on Tuesday, February 23. The program will pair a business representative with a high school student to work hand-in-hand to help the student learn about business.

Basically, the business representative will mentor a student and provide hands-on experiences for the student that day from 9 a.m. until Noon. Once the morning session is complete, they will attend a Chamber-sponsored luncheon where the student will give a 60-second wrap up on what he or she learned.

The program will help our local students experience first hand possible career-choices and discover what educational pathways will help guide them to their future endeavors.

For more information or to participate in the program, call the Chamber office at 252-426-5657.



Postcards available at the Chamber office

Did you know that your Chamber office is the county's official state visitor's center? As such, the office stocks brochures of travel destinations from all over the state, complete with yearly state travel guides and state road maps, all free to the public. In an effort to help promote tourism in Perquimans County, the Chamber creates and sells postcards using photos of local tourist attractions including the historic county courthouse, the Turtle Log, the Perquimans River, Newbold-White House, Hertford Bay Marina, and scenes around Perquimans. The postcards sell for \$1 each. The Chamber has included a coupon for two free postcards from the Chamber on the Albemarle Loop website for boaters who travel and dock at the Hertford Bay Marina so that boaters can send postcards to those back home, letting them know how they enjoyed their stay in Perquimans County! If you need to drop a line to folks, why don't you consider buying and sending our postcards instead? That way, you can help promote Perquimans County as well!



Perquimans Weekly Photo

AND A GOOD TIME WAS HAD BY ALL!

The Perquimans Chamber Annual Fundraising Banquet & Auction was held Friday, Jan. 29, at Louise's Event Center in Hertford. Attendees enjoyed fantastic appetizers donated by Perquimans County businesses Patricia's Grille, Albemarle Plantation, Brew2Rescue, One Stop, Tommy's Pizza, and Food Lion. A delicious dinner was catered by Captain Bob's Catering in Hertford. Folks enjoyed grabbing bargains during a Silent Auction and a Live Auction featuring Auctioneer Jake Forbes of United Country Forbes Realty in Hertford. The auction items were donated by many of the Chamber members and other businesses throughout the region. We thank each one of you for your support of your local Chamber.



Perquimans Weekly Photo



Perquimans Weekly Photo

Go Viral with YouTube for Small Business

This month begins our free Educational Seminars designed to help our small businesses. Check out these two marketing classes focusing on using YouTube in social media. And, the best part is...it's FREE!



New Chamber members during January:
Vidant Family Medicine in Hertford - We will update their information when we receive their local contact information.

Toyota of Elizabeth City: Fil Catania, 1002 Halstead Blvd., Elizabeth City, NC, 27909, 252-335-4301; 252-335-2227 fax; fcatania@toyotaofelizabethcity.com; cgonzales@toyotaofelizabethcity.com; www.toyotaofelizabethcity.com

Go Viral with YouTube for Small Business

Let's explore free websites to help you record and build videos by using your digital photos. Find out what "Viral" means and how to get your videos to your existing and new customers.

Please bring your laptop or tablet. Computers will not be available on site.

Seminar #1 - Thursday, February 18th 9am-8pm

It is required to build your business YouTube channel prior to the seminar by visiting: <https://support.google.com/youtube/answer/1646851?hl=en>

Seminar #2 - Thursday, February 25th 9am-8pm

Please bring your digital photos and videos to work on and upload.



February 18th & 25th, 2016
 Perquimans Cooperative Extension
 602-A S Edenton Road
 Hertford, NC 27944

Don't forget to bring your business cards and marketing material to share with your classmates!!



Speaker
Christina Williams

FREE



A Word From Director Sid Eley

Here in the Chamber office, we wear several hats. In addition to being the Chamber of Commerce and head cheerleader for local business, we are also the county's official state visitor center, the county's small business resource center, the home of the Jimmy "Catfish" Hunter Museum, and our own unofficial county museum.

We are involved in not only welcoming guests from all over the country to our special county, but we also work to bring them here by showing off the beauty of Perquimans County.

In January, we participated in several tourism promotions including: 1) the historic S-Bridge scheduled to be featured in the March edition of Our State magazine; 2) the Albemarle Loop (including Hertford) will be featured in Marinalife Magazine; and I was interviewed by Air1Radio out of Nashville. The interview is scheduled to be aired over 97.7 FM the end of February.

This month, I'd also like to share with you a little information about online marketing, or rather the laws surrounding marketing or advertising online. The following information is taken from the Small Business Association which provides lots of free information for small businesses.

"Best Practices in Advertising and Marketing on the Internet"

The Internet continues to connect advertisers and marketers to customers from Boston to Berlin with text, interactive graphics, video and audio. If you're thinking about joining the thousands of businesses who already advertise on the Internet, remember that many of the same rules that apply to other forms of advertising

apply to electronic marketing. These rules and guidelines not only protect businesses and consumers, but they help the Internet maintain its credibility as an advertising medium. The Federal Trade Commission (FTC) has prepared a very detailed guide, but we'll provide you with the major points right now:

* Advertising must tell the truth and not mislead consumers. * All claims must be substantiated."

To read more, check out [Small Business Association](#).

Of course, there are many ways to market or advertise locally as well. One of our Chamber members offers a great way to become involved in local advertising. Don't forget to take advantage of your Chamber benefit provided by The Perquimans Weekly.

Chamber members receive one 3 column by 5 inch ad



***for only \$68
(almost a 50 % savings)***



To redeem, call Bev Alexander at 252-426-5728

Must be redeemed by Sept. 30, 2016. One ad per member, per year. Cannot be used to fulfill any contractual commitments, political or employment advertising. Cannot be used in special sections, magazines.

No guaranteed placement. Full color charge \$50.

**PERQUIMANS
WEEKLY**

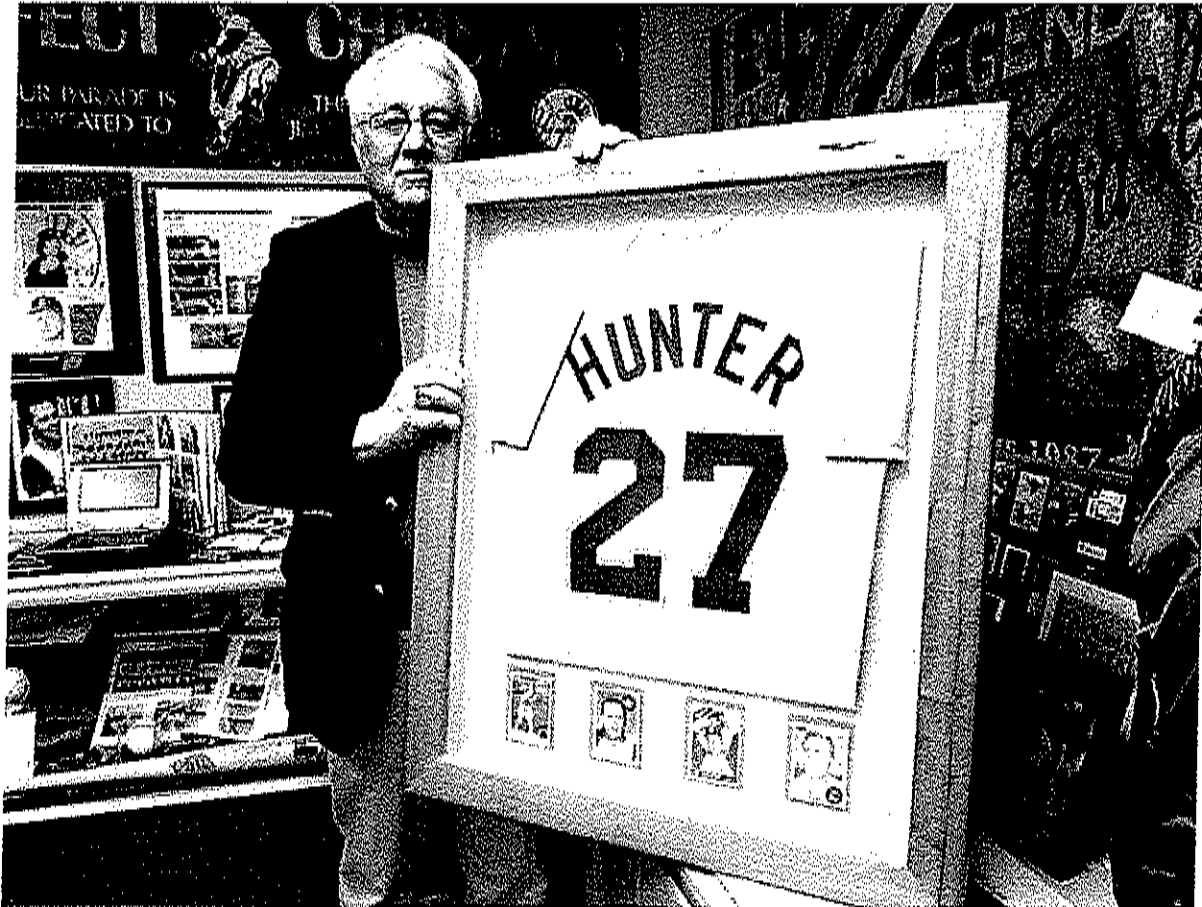
CHOWAN HERALD

Jimmy "Catfish" Hunter Museum

Catfish Corner

Jimmy "Catfish" Hunter Museum

Welcoming over 120 visitors in 2016 so far!



A new item is currently on loan for display in the Jimmy "Catfish" Hunter Museum located in the Chamber building, 118 W. Market Street. Tommy Dale of Belvidere is loaning the museum his framed Oakland A's game jersey which Dale says was worn by Hunter. It is framed with four of Hunter's baseball cards and can be seen at the museum during the month of February Monday - Friday from 9:30 a.m. - 4:30 p.m.

Local Happenings in February

Library Activities, click [HERE](#)

AWARE CatSNIP, Feb. 12, click [HERE](#)

Patricia's Grille, Valentines Special, click [HERE](#)

Bistro at the Pines, Valentine Special, Feb. 12 & 13, click [HERE](#)

The Table at InnerBanks Inn, Valentine Special, Valentines Weekend, click [HERE](#)

YouTube Class for Small Business, Feb. 18 & 25, click [HERE](#)

Belvidere BBQ Chicken Supper, Feb. 20, click [HERE](#)

Follow us on  **Twitter**

[Visit Our Website](#)

Like us on  **Facebook**

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This email was sent to rhunnicutt@perquimanscountync.gov by chamber@visitperquimans.com | [Update Profile/Email Address](#) | Rapid removal with [SafeUnsubscribe™](#) | [About our service provider](#).



Perquimans Chamber | 118 W. Market Street | Hertford | NC | 27944

Mary Hunnicutt

From: Perquimans County Chamber of Commerce <chamber@visitperquimans.com>
Sent: Monday, February 29, 2016 10:30 AM
To: mhunnicutt@perquimanscountync.gov
Subject: March Newsletter from the Chamber



PERQUIMANS COUNTY
CHAMBER
 OF COMMERCE

**March
 2016**

Perquimans Chamber Newsletter

Job Shadowing - Discovering Possibilities

When Shelton Nixon was younger, he was very excited to receive trophies for good things he had done. Now, thanks to a recent job shadowing experience, he realizes just how much work went into creating that special trophy just for him.

Nixon was one of 18 Perquimans County High School (PCHS) students who participated recently in Discovering Possibilities - A Job Shadowing Experience conducted by the Perquimans Chamber of Commerce in conjunction with Perquimans County Schools. His assignment was shadowing Chamber President Susan Cox at Carolina Trophy.

"This shadowing gave me a great experience with Carolina Trophy and maybe in the future I might continue to work there," grinned Nixon. "You can make trophies, badges, medals, plaques, clocks, ribbons and they all can come in different shapes and sizes. I did not know that trophies had screws and nuts involved in them. When I was little and getting trophies I didn't know that there were so many steps, but it was really neat how well everything went."

Nixon paid attention to the process of making a trophy from the base up, and he helped create one in the shop. In fact, he labeled his experience at Carolina Trophy as "really cool" and he just may want to consider doing it again later in life.



From left, Tony Cook and Brandelyn Harrell listen as Chamber Director Sid Eley tells them about the history of Hertford during Discovering Possibilities.



*Student Luke Fuller with
Craig Poff at Amazon Wind
Farm USA East*

Jill Cohen, Career and Technical Education coordinator at PCHS, explained that the students actually went through an application and interview process to participate in the project. "Fifty-nine students completed an on-line application of which 25 were selected to be interviewed," Cohen said. "Students interviewed with a panel of adults and afterwards, 18 finalists were given a contract to be signed by parent, students, and CTE coordinator that outlined the expectations of the day. We tried to provide the students with real world job seeking experiences as the selection process."

School personnel transported the students to three areas in the county where participating businesses are clustered: downtown Hertford, the Harvey Point Road area, and Belvidere.

The students job shadowed from 10 a.m. until Noon and then treated to lunch at Carolina Moon Theater where they each gave a 60-second "elevator speech" on their experience and received certificates for their participation.

Students paired with local businesses included: Travis Reid with Subway; Trinity Mize with White's Dress Shoppe; Andrew Bass with Inteliport; Raquelle Allen with Photographer Chuck Pagels; Icsis Parker with Perquimans County Register of Deeds; Nathan Scaff with Perquimans County GIS Office; Jacob Godfrey with Planter's Ridge; Tony Cook with Hertfordshire Antiques & More; Kaylynn Watson with Perquimans Arts League; Anthony Bowdish with Layden's Country Store; Brandelyn Harrell with Perquimans Chamber; Shelton Nixon with Carolina Trophy; Luke Fuller with Iberdrola Renewables - Amazon Wind Farm USA East; Marisha Perry with Perquimans Senior Center; Quindall Freeman with Perquimans County Manger's Office; Austin Mathews with Perquimans Clerk of Superior Court; and Nora Wills with Hertford Baptist Church Preschool.

Cohen said the goals for the job shadowing experience were met and exceeded including demonstrating the connections between academics and careers, helping students learn by making class work more relevant, showcasing Perquimans County businesses, and introducing students to the requirements of professions and industries, communicating with business professionals, and to help prepare the students for joining the future workforce.

Chamber Director Sid Eley was pleased with the project turnout and proud of the local businesses professionals who took the time to mentor a student. He hopes to grow the project larger and to include even more students and businesses next year. **PHOTOS BY STUDENT RAQUELLE**

ALLEN



*Student Shelton Nixon
builds a trophy at
Carolina Trophy*



*Student Icsis Parker learns
computer software from Register of
Deeds Jackie Frierson*



*Student Nathan Scaff tries
his hand with mapping at the
Perquimans County GIS
office with Rhonda Money*



As our thoughts turn to Spring this month, we are excited to kick off our next three months of Chamber Conversations Over Coffee in 2016. If you remember, we have these breakfast conversations in March, April, May, (skip June, July & August) September, October and November, (skip December, January, & February).

We are pleased to have Diane Nordstrom, Perquimans County resident and former member of the NC Travel & Tourism Board, start a conversation on "Enhancing Local Tourism". Come and enjoy a FREE continental breakfast with us on Wednesday, March 16, at 8:30 a.m. at the Perquimans Extension Office located at 601A South Edenton Road Street in Hertford.

Speaking of tourism, did you see our historic S-Bridge featured in the March edition of Our State Magazine? It is a beautiful photo and one-page essay. The county was also featured in an article on the Albemarle Loop in the 2016 Waterway Guide Magazine. The guide is an indispensable cruising companion for boaters exploring the Atlantic Coast.

We are also scheduled to be featured in the MarinaLife Magazine in April - another boating companion publication around the world!

April will also bring the Cycle NC Coastal Ride to Perquimans County! Hosted by Edenton where they will camp overnight, Cycle NC will pedal through Perquimans on April 22 and perhaps the 24th. They have scheduled a rest stop in Hertford on April 22 in the Hertford Baptist Church parking lot. We need 3-5 volunteers to help at the rest stop which may see around 800 cyclists stopping by between 9:45 a.m. and 3:30 p.m. If you are interested in volunteering, please give me a call at 252-426-5657. These folks may be eating at our restaurants and visiting our local businesses, so please make plans to welcome them.

We are also excited to announce that Perquimans County will host the state's Tourism Resource Assistance Center workshop here on August 11. Those coming are the movers and shakers in the state's tourism industry and they are coming here to teach/inform Perquimans County businesses how to make the most out of tourism by engaging with the state's tourism agency and its partners. There is no cost to the businesses to attend the workshop. Stay tuned for more information.

Last month, we promised you the contact information for one of our new members who joined in January: Vidant Family Medicine-Hertford, 1124 Harvey Point Road, Hertford, NC 27944, 252-426-2946 phone, 252-426-2924 fax, mdavenpo@vidanthealth.com, seeing patients Monday-Thursday 8:30 a.m.-5 p.m., Friday 8:30 a.m.-Noon.

ASSISTANT TO THE DIRECTOR

The Perquimans Chamber of Commerce is taking applications for the position of Assistant to the Director. This is a 35-hour per week position in Hertford. Resumes may be mailed to the Perquimans Chamber at 118 W. Market Street, Hertford, NC 27944 or emailed to chamber@visitperquimans.com. All resumes are due by March 9. The position will be filled by March 23. Please no phone calls.

The Chamber is searching for a new assistant following the resignation of Cathy Wilson who left Feb. 29 to work with an Elizabeth City firm. Resumes are currently being accepted. Please email resumes to chamber@visitperquimans.com by March 9. The position will be filled by March 23. Evan Bunch will fill in at the front desk until a permanent replacement is hired. For more info, click [HERE](#)

Jimmy "Catfish" Hunter Museum

Catfish Corner

Jimmy "Catfish" Hunter Museum

Welcoming over 217 visitors in 2016 so far!



Another new donation to the Jimmy "Catfish" Hunter Museum was made recently thanks to the generosity of a California man. Leon Chang of Arcadia, CA and his wife visited the museum several weeks ago while traveling and noticed that he didn't see several of the Baseball Cards that he owns included in the collection house in the museum. When Chang returned home to California, he mailed the cards to the museum with a note telling how much he enjoyed his visit in Hertford. Two of the rare cards, a 1971 and 1973 Canadian OPCs, are written partly in French. He also donated a 1976 Topps AL Victory Ldrs., a 1976 SSPC, a 2004 Donruss Playoff #'d to 500, and a 2003 Sweet Spot Classic. The cards, along with the rest of the displays, can be seen at the museum starting March 1 Monday - Friday from 9:30 a.m. - 4:30 p.m., and on Saturdays from 10 a.m. - 1 p.m.

Local Happenings in March

Vidant Family Medicine Opens, click [HERE](#)

Senior Citizen Ball League, click [HERE](#)

Incumbent Worker Grant, click [HERE](#)

Library March Events, click [HERE](#)

Birthday Bash at County Library March 1, click [HERE](#)

New Exhibit Begins at PAL March 3, click [HERE](#)

AWARE CatSNIP, March 11, click [HERE](#)

Conversations Over Coffee, March 16, click [HERE](#)

Meet & Greet ECSU Chancellor, March 22, click [HERE](#)

Spring Break Movie at Library, March 30, click [HERE](#)



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