

AGENDA

All items are for discussion and possible action.

Perquimans County Board of Commissioners
Commissioners' Room - Courthouse Annex Building

October 7, 2019

7:00 p.m.

- ACTION REQUIRED**
- 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: September 3, 2019 Regular Meeting & September 16, 2019 Work Session
 - B. Tax Release Approvals
 - 1. Regular Releases
 - 2. 2019 Billing Corrections – Senior Citizens Discounts
 - C. Personnel Matters
 - 1. Appointment: Water Plant Operator
 - 2. Appointment: Uncertified Deputy
 - 3. Status Change: Move from Permanent Part-Time to Part-Time/Fill-In Certified Telecommunicator
 - 4. Status Change: Move from Part-Time/Fill-In to Permanent Part-Time Certified Telecommunicator (2)
 - 5. Promotion: Paramedic
 - 6. Resignation: Housekeeper - Library
 - D. Step Increase
 - 1. Social Services (3)
 - 2. EMS (2)
 - 3. Sheriff's Department (1)
 - E. Resolutions
 - 1. 2020 Census Partnership
 - F. Board Reappointments/Resignations:
 - 1. Resignations: Community Advisory Committee (2)
 - 2. Reappointment: Community Advisory Committee (1)
 - 3. Reappointments: Board Trustees for Fire Departments (8)
 - 4. Resignation: Jury Commission
 - 5. Appointment: Jury Commission
 - G. Miscellaneous Documents
 - 1. 2020 Holiday Schedule
 - 2. Recreation Concessions Agreement
 - 3. 2019 Memorandum of Participation (OPEB)
 - V. Introduction of New Employees/Staff
 - A. Introduction of New Employees
 - 1. Social Services (1)
 - 2. Register of Deeds (1)
 - VI. Scheduled Appointments
 - A. Jared Tardiff, NC Forestry Services 7:00 p.m.
 - B. Susan Chaney, Social Services Director 7:05 p.m.
 - C. 7:10 p.m.
 - VII. Commissioner's Concerns/Committee Reports
 - A.
 - B.
 - C.
- NO ACTION REQUIRED**
- Should be Retirement not Resignation

NO
ACTION
REQUIRED

VIII. Old Business

- A. Updates from County Manager
- B. Large Scale Private Events
- C.

ACTION
REQUIRED

IX. New Business

- A. School Lottery Application
- B. NCDOT Disaster Related Debris Removal Agreement ID #8943
- C. Sale of Surplus Equipment
- D. Salary Study Agreement with The MAPS Group
- E. Board Appointments:
 - 1. Local Library Board Appointment
 - 2. Community Advisory Committee Vacancies
- F. Resolution Requesting Action on ALS in Perquimans County
- G.
- H.
- I.

NO
ACTION
REQUIRED

X. Unscheduled Appointments/Public Comments

(If you wish to address the Board, please state your name for the record prior to speaking. Comments are usually limited to three (3) minutes.)

- A.
- B.
- C.

ACTION
REQUIRED

XI. Adjournment

FOR INFORMATION ONLY:

- Surry County's Resolution Supporting HB370

DEPARTMENT HEAD REPORT:

- Plat Log
- Building Inspector's Report
- Tax Administrator's Report
- Sheriff's Department Report
- EMS Monthly Report

COMMITTEE WRITTEN REPORTS:

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NOTES FROM THE COUNTY MANAGER

October 7, 2019

7:00 p.m.

- V. **Enclosures.** Items included on the Consent Agenda are enclosed. *If you wish to discuss any of these items, please make that request during the meeting.*
- VI. Department heads will introduce the following new employees:
 - **Susan Chaney:** Ms. Chaney, Social Services Director, will introduce Kim White, IMC I working toward IMC II – Adult Medicaid, who was appointed effective September 1, 2019.
 - **Jacqueline Frierson:** Ms. Frierson, Register of Deeds, will introduce Kristen Sutton, Deputy Register of Deeds, who was appointed effective September 1, 2019.
- VI.A. **Enclosure:** Jared Tardiff, NC Forestry Services, will present his annual report.
- VI.B. Susan Chaney, Social Services Director, will present her monthly report.
- VIII.A. County Manager Heath will present several updates to the Board.
- VIII.B. **Enclosure.** Last month, Jonathan Nixon presented the final draft of the Large Scale Private Party Policy for the Board to review and take action on it tonight. Board action is being requested.
- IX.A. **Enclosure.** Superintendent Tanya Turner will present the Lottery Application for \$105,000 to upgrade DDC (Direct Digital Control System) controls at the High School, Central School, and the Central Office. Board consideration and action is being requested.
- IX.B. **Enclosure.** Jonathan Nixon, Emergency Services Director, is requesting the Board's consideration of the Disaster Related Debris Removal Agreement between NC Department of Transportation and County of Perquimans. Board action is being requested.
- IX.C. The following items have been proclaimed as surplus items and have been placed on GovDeals to sell. The bid period for the following surplus item with GovDeals will close on October 7, 2019 at 11:00 a.m. The following items have been listed with GovDeals:

BUYER	ITEM	DATE SURPLUSED	START BID	SOLD AMOUNT
	4 sets of Brown & Green Wooden Bleachers	9/3/19	\$50	
	2008 Ford Explorer, VIN #8600	3/4/19	\$500	

- IX.D. **Enclosure.** County Manager Heath will present the enclosed proposal from The MAPS Group for a comprehensive classification & pay study for Perquimans County. Ms. Becky Veazey has prepared several of our salary studies and will be preparing this one should this contract be approved. Board action is being requested.
- IX.E. **Enclosure.** With the resignation of several Board/Committee members, the Board will need to appoint replacements on the following Boards/Committees:
 1. **Local Library Board:** Last month, Peter LeRoy and Lula Eason resigned from the Local Library Board. Per the attached letter from Michele Lawrence, Librarian, she is recommending the appointment of Guy Simmons. That will leave one more vacancy. A copy of the current application listing is included in the Agenda Packet. Board action is being requested.
 2. **Community Advisory Committee:** Earlier in tonight's meeting, Delphine Madre and Gloria Cartwright wished not to be reappointed on October 1, 2019. Therefore, we have two vacancies on this Committee. Usually this committee is difficult to replace their members. Board direction is being requested.
- IX.F. **Enclosure.** Last month, Tommy Harrell presented information on the number of cases of ALS in Perquimans County compared to the national average and requested that the Board consider adopting a resolution to encourage the NC Division of Public Health and NC Department of Environmental Quality to research this problem. The attached Resolution has been prepared for Board consideration and action.

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 – September 3, 2019 Regular Meeting & September 16, 2019 Work Session (cancelled)
- B. **Enclosure:** Tax Refunds & Releases – See attached listings
- C. **Enclosures:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Steven Lee Stallings	Water Plant Operator	Appointment	64/18	\$48,215	10/01/2019
Leroya Banks	Uncertified Deputy	Appointment	64/1	\$31,837	10/01/2019

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Amanda Ward	Transition to Certified PT/PI Telecommunicator	Status Change	62/2	\$14.37/hour	10/01/2019
Annamarie Shine	Transition to Permanent Part-Time Certified Telecommunicator	Status Change	62/1	\$14.02/hour	10/01/2019
Tiffany Haynes	Transition to Permanent Part-Time Certified Telecommunicator	Status Change	62/2	\$14.37/hour	10/01/2019
Michaela Madden-Browder	Part-Time/Fill-In Paramedic	Promotion	68/1	\$18.25/hour	10/01/2019
Brian Hickman	Part-Time/Fill-In Paramedic	Promotion	68/1	\$18.25/hour	10/01/2019
Theresa Stallings	Housekeeping Assistant	Retirement			12/31/2019

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

Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Diane Murray	IMS II	67/4	\$39,104	10/01/2019
Denise Stallings	IMC II	63/1	\$30,466	10/01/2019
Jovan Ward	IMC III	65/5	\$36,682	10/01/2019
Hazelene Miller	EMT-I	66/5	\$18.43/hour	10/01/2019
William Tutwiler	EMS Shift Supervisor (Paramedic)	70/4	\$44,624	10/01/2019
LeAnne Hamilton Wynne	Secretary	60/9	\$32,453	10/01/2019

- E. **Enclosures.** The Board will need to take action on the following Resolutions:

1. **2020 Census Partnership:** The 2020 Census will begin on April 1, 2020 and the Governor is asking that each county obtain 100% count for their area. To assist in this, the US Bureau of Census has requested that the Board adopt the attached Resolution setting up a Complete County Committee to partner with the U.S. Census to make sure all of the residents of Perquimans County have been counted. Board consideration and action are being requested.

- F. **Enclosures:** The following Board reappointments and resignation are being presented for Board action:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Madre, Delphine	Community Advisory Committee	Resignation		10/01/2019
Cartwright, Gloria	Community Advisory Committee	Resignation		10/01/2019
Corprew, Mary	Community Advisory Committee	Reappointment	3 yrs.	10/01/2019
Baker, Julian	Board Trustees for Belvidere/Chappell Hill Fire Dept.	Reappointment	1 yr.	10/01/2019
Winstow, Wade	Board Trustees for Belvidere/Chappell Hill Fire Dept.	Reappointment	1 yr.	10/01/2019
Hobbs, Benjamin	Board Trustees for Bethel Fire Dept.	Reappointment	1 yr.	10/01/2019
Muzzulin, Edward	Board Trustees for Bethel Fire Dept.	Reappointment	1 yr.	10/01/2019
Chappell, Laurence	Board Trustees for Durant's Neck	Reappointment	1 yr.	10/01/2019
Nixon, Mack E.	Board Trustees for Durant's Neck	Reappointment	1 yr.	10/01/2019
Boyce, Jonathan	Board Trustees for Inter-County Fire Dept.	Reappointment	1 yr.	10/01/2019
Swayne, Robert D.	Board Trustees for Inter-County Fire Dept.	Reappointment	1 yr.	10/01/2019
Eure, Sadie	Jury Commission	Resignation		10/02/2019
Stalling, Diane White	Jury Commission	Appointment	2 yrs.	10/01/2019

- G. **Miscellaneous Documents:** The Board will need to take action on the following miscellaneous documentation.

1. **2020 Holiday Schedule:** Each year, the Board needs to approve the State Holiday Schedule for Social Services Department. Board action is requested for the approval of the 2020 State Holiday Schedule.
2. **Independent Contractor Agreement with Bout Thyme Kitchen:** The following Agreement between Bout Thyme Kitchen and Perquimans County to handle the Concession Sales at the Perquimans County Recreation Center is being presented for Board consideration and action.
3. **Memorandum of Participation – Cavanaugh Macdonald Consulting, LLC:** Each year, the audit requires that the County contract with a company to prepare our OPEB Valuation. Tracy Mathews, County Finance Officer, recommends using Cavanaugh Macdonald Consulting, LLC.

REGULAR MEETING

September 3, 2019
6:30 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Tuesday, September 3, at 6:30 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

MEMBERS PRESENT: Wallace E. Nelson, Chairman Fondella A. Leigh, Vice Chair
Joseph W. Hoffer T. Kyle Jones
Alan Lennon Charles Woodard

MEMBERS ABSENT: None

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

The meeting was called to order by Chairman Nelson. Commissioner Leigh gave the invocation and the Chairman led the Pledge of Allegiance. Afterwards, the Chairman explained that the first item of business was to hold a quasi-judicial hearing to receive citizens' comments to consider Conditional Use Permit No. CUP-19-03, requested by Perquimans Solar, LLC for a Large Scale, ground-mounted Solar Power Energy System Facility in the 200-block of Pender Rd, on Tax Parcel No. 2-0061-0076A.

PUBLIC HEARING

Conditional Use Permit No. CUP-19-03, requested by Perquimans Solar, LLC for a Large Scale, ground-mounted Solar Power Energy System Facility

Chairman Nelson opened the Public Hearing restating that the purpose of this public hearing to consider Conditional Use Permit No. CUP-19-03, requested by Perquimans Solar, LLC for a Large Scale, ground-mounted Solar Power Energy System Facility in the 200-block of Pender Rd, on Tax Parcel No. 2-0061-0076A. There were twenty (20) people present. Chairman Nelson declared that we had a quorum present. Mr. Nelson recognized Rhonda Money, Planner/GIS, and swore her in. Ms. Money provided the following overview of the project:

Conditional Use Permit No. CUP-19-03, requested by Perquimans Solar, LLC for a 10 MW large scale, ground-mounted Solar Power Energy System Facility in the 200 block of Pender Road on property owned by T.A. Newbold Miller, LLC, at tax parcel number 2-0061-0076A. Subject property and all surrounding property is zoned RA, Rural Agriculture.

This 10MWac solar project is 74.42 fenced acres of a larger 200+ acre parcel. What's not leased remains in agricultural use. 5MW is approved by the Utility Commission; the other 5 MW will require State approval prior to zoning permit issuance. The applicants can explain more about that in their presentation.

2 cash bonds are required; vegetative and decommissioning. The applicant is to post a vegetative cash bond based on invoice costs of vegetation [Zon Ord 907.28(B) (3) (c)]. Applicant is to post a decommissioning cash bond based on the Preliminary Decommissioning Plan which was submitted with preliminary costs analysis that does not include salvage value. This bond is required prior to zoning permit issuance and is held by the County until decommissioning is complete. [Zon Ord 907.28(B) (5) (second e)].

The County's current solar regulations require at least a 1/2 mile separation between large solar facilities; it's almost 2 1/2 miles from this proposed solar facility to the closest property line of another large scale solar farm. Solar energy system structures will be more than 100 ft. from property lines. Maximum allowed acreage for any approved project shall not exceed 100 acres. The 74.42 acres of fenced area is considered the project area. A Stormwater Impact Analysis was done by Kinley Horn, reviewed by a County subcontractor, and then counter-reviewed by Kinley Horn. US Army Corps of Engineers determined no wetlands are on the property. Existing ditches are to be disturbed as little as possible.

As for recommendations, Planning Staff believes the large scale solar power energy system facility, as proposed, may be developed in compliance with Zoning Ordinance Section 907.28. Planning Board recommended approval of CUP-19-03 and found it to be consistent and in harmony with the existing development pattern around the 200 block of Pender Road. Planning Board also recommended approval of proposed Draft Conditional Use Permit No. CUP-19-03, with an added condition of the applicant meeting with adjacent property owners to discuss their concerns.

I'd like to point out four conditions in the Draft Conditional Use Permit:

Letter "I" is a Vegetative Buffer Bond. This cash bond will remain in place even if the project is sold.

Letter "N"... If construction has not started by December 31, 2020, the applicant shall formally request an extension be granted by the Board of County Commissioners.

Letter "J"... is about a Decommissioning cash bond with preliminary costs to be updated at 5 year intervals.

Letter "U" was added at the request of the Planning Board. It states the "applicant shall meet with adjacent property owners to discuss any concerns."

At this time I believe the applicant would like to do a presentation, unless the Commissioners have questions for me.

The following questions were asked by the Commissioners:

- > Commissioner Jones: Mr. Jones asked if the Planning Board approved the request unanimously. Ms. Money and County Manager Heath answered yes.
- > Commissioner Lennon: Mr. Lennon asked if it was basically two (2) purchase agreements. Ms. Money said that the applicant will explain this during their testimony.

At this time, Chairman Nelson recognized the application's attorney, Phillip A Harris, Jr. of Kilpatrick Townsend Attorneys in Raleigh, NC. Chairman Nelson swore Mr. Harris in. Mr. Harris explained that he is representing Perquimans Solar, LLC in this project. After reviewing the application process he further reported that Perquimans Solar, LLC had satisfied all the following county requirements:

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

He stated that their witness reports will show that the above conditions were satisfied. Mr. Harris distributed copies of additional materials that may be referred to during the testimonies. He explained the following Exhibits:

- > Exhibit 1 - A General Review of the project
- > Exhibit 2 - County Tax Revenue from Solar Development
- > Exhibit 3 - Solar Property Tax Impact Memo
- > Exhibit 4 - Health & Safety Impacts of Solar Photovoltaics
- > Exhibit 5 - Perquimans Weekly Article
- > Exhibit 6 - Solar Impact Study
- > Exhibit 7A - Chris Sandifer, P.E. Resume & Attachment
- > Exhibit 8 - Ashton Smith, P.E. Resume
- > Exhibit 9 - John C. Barefoot, P.E. Resume
- > Exhibit 10 - Jason Harshorn, PWS Resume

Mr. Harris requested that he would like to have the opportunity to cross examine any witnesses that spoke tonight. County Manager Heath reminded Mr. Harris that he would need to notify the Board that the witnesses were lay witnesses or expert witnesses. Mr. Harris said that he would clarify that right now and proceeded to explain which individual was an expert and which one was a lay witness. Mr. Heath asked that we do it one at a time. After Mr. Harris' comments, Chairman Nelson asked that, for the sake of time, the witnesses stand and affirm their testimony. Mr. Harris called Kara Price, Senior VP – Permitting & Development for Geenex Solar. He explained that she was not testifying as an expert witness so the Board would not have to vote to accept her testimony as expert testimony.

- > **Kara Price, Senior VP -- Permitting & Development for Geenex Solar Testimony:** Ms. Price provided background information on Geenex Solar and an overview of the project. After her presentation, the following questions were asked by the Commissioners.
 - **Commissioner Lennon:** Mr. Lennon asked why the fence was separating the project. Ms. Price said the fence may or may not be installed but it is set up to be able to do in case they wanted to separate it. She further explained that there was only one access point to the project and that is a good distance from the two homes in the area. Mr. Lennon also asked about the vegetative buffer that they have proposed. Ms. Price explained that, even though she did not have the information in front of her, Perquimans County requires that they have to be a certain height at the time the project is completely constructed. She estimated them to be about 3 to 4 feet in height.
 - **Commissioner Woodard:** Mr. Woodard asked who has purchased the electricity from this project. Ms. Price said that the first 5 megawatts would fall under the traditional utility mandate that was in place which would mean that it would go to Dominion Power and the other 5 megawatts would be sold on the open market.

There being no further questions for Ms. Price, Mr. Harris introduced Chris Sandifer who is a professional Electrical Engineer that will discuss the development and design of solar projects and attest to whether or not this project will not endanger the public's health and safety. County Manager Heath stated that the Board would have to decide on whether or not this solar project would be in harmony with the County's Land Use Plan. Mr. Sandifer stepped forward and reviewed his resume which was included in the Board's handout. On motion made by T. Kyle Jones, seconded by Joseph W. Hoffer, the Board deemed Mr. Sandifer as an expert witness in education, operation, installation and decommissioning, repair, and maintenance.

- > **Chris Sandifer, P.E., Electrical Engineer:** Mr. Sandifer explained each facet of the development and design of the solar panels, the poles, the fencing, etc. Each time, he stated that he did not feel that this project would in any way be harmful to the health or safety of the public. After his presentation, the following questions were asked by the Commissioners.
 - **Chairman Nelson:** Mr. Nelson questioned his background qualifying him to be an expert in health and safety of the public. Mr. Sandifer stated that we have 150 years of history in solar farms. Mr. Nelson stated again that, based on his background, he does not feel that he would be considered an expert on the health and safety of the public and the Board will have to decide.
 - **Commissioner Woodard:** Mr. Woodard asked if there were any environmental concerns. Mr. Sandifer stated that it was not. He also asked about the effect of the solar farm on water quality. Mr. Sandifer stated that it was none.
 - **Commissioner Jones:** Mr. Jones asked if Mr. Sandifer was the only individual speaking on the health, safety, & welfare of the public. Attorney Harris stated that he was and asked if he could just ask Mr. Sandifer a few questions.
 - **Mr. Harris:** Mr. Harris asked the following questions:
 - ❖ Are you (Mr. Sandifer) OSHA Certified? Mr. Sandifer responded that he was not.
 - ❖ Can you (Mr. Sandifer) please explain where you learned about the health & safety issues with solar farms? Mr. Sandifer responded by saying that he has inspected the equipment in almost 200 solar farms in North Carolina and it meets the criteria for North Carolina. He has one on his own farm and, if he felt that it was harmful to the health & safety of his family & neighbors, he would not have one on his farm.
 - ❖ Have you (Mr. Sandifer) read any materials on the health & safety of solar farms and what did these materials report? Mr. Sandifer responded that he had and that almost all of the reports indicated that they are not in conflict with the health & safety of the public. Most state colleges have prepared reports on the health & safety issues of solar farms including NC State and Clemson University and many others. Mr. Harris asked Mr. Sandifer if he had read the NC State report. He said that he had. He was also trained on the Planning Board what to look for.
 - ❖ Can you (Mr. Sandifer) explain what EMF & EMI is and what impact they have on health & safety issues? Mr. Sandifer said that anytime you have current going through any type of conductor, you will have EMF (Electromagnetic Field). The higher the magnitude of that current going through any type of conductor, you will have EMF. He further stated that the greatest concentration of EMF is at the secondary connector like a transformer. Once you get two feet away from this area, the EMR (Electronic Magnetic Radiation) is masked by the electromagnetic radiation from the earth. These panels will be more like 200-300 feet from the property line. Electromagnetic Interference (EMI) includes all modes of EMI noise and interference. These panels' Radio Frequencies Interference (RFI) is the energy component of EMF that is radiated at radio frequencies. These commercial solar facilities should be the FCC Class B limits so there would be no observable RFI outside the project boundaries. These limits are basically the same EMF as a microwave in your house.

There being no further questions for Mr. Sandifer, Mr. Harris introduced Nick Kirkland who is a Trainee Real Estate Appraiser with Kirkland Appraisals, LLC. He will provide an overview of Exhibit B – Solar Impact Study that was included in their handout. Mr. Harris said that Mr. Kirkland will be considered an expert in property evaluation. Mr. Kirkland came forth and provided an overview of his resume. Commissioner Jones made a motion to accept Mr. Kirkland as an expert in property evaluations. The motion was seconded by Joseph W. Hoffer. The Chairman opened the meeting up for questions. Commissioner Lennon asked Mr. Kirkland when he would be out of Trainee status. Mr. Kirkland explained the requirements and stated that he was about half way there. There being no further questions, the motion passed by a vote of five (5) to one (1) with Commissioner Lennon voting against the motion.

- > **Nick Kirkland, Trainee Real Estate Appraiser with Kirkland Appraisals, LLC:** Mr. Kirkland explained how they determined the data base by using solar farms that would be similar to this one. Then, they looked for any sale of property abutting solar farms in Perquimans County and surrounding counties. He stated that they found no adjoining sales in Perquimans County but they did find over two dozen matched pairs from the surrounding counties over the State of North Carolina. From this research, they found that there was no impact on property values, provided that typical buffering and setbacks were adhered to, on properties within 125 feet to the nearest solar panel. The closest home to this farm is significantly further than that. In summary, it is his profession opinion that this solar farm would not impact abutting property real estate values.

There being no further questions for Mr. Kirkland, Mr. Harris introduced Ashton Smith, PE who is Vice President of Ballentine Associates, P.A. Mr. Smith drafted the decommissioning plan for this project which was sent out to the Board earlier. They consider him an expert in designer farms specifically in decommissioning. His resume is in Exhibit 8 and his decommissioning report should have been provided prior to the meeting tonight. Mr. Smith step forward and reviewed his qualifications regarding design of solar farms and decommissioning processes. Commissioner Lennon made a motion to accept Mr. Smith as an expert in designer farms and decommissioning. The motion was seconded by Fondella A. Leigh. The Chairman opened the meeting up for questions. There being no questions or comments, Chairman Nelson called for the vote. The motion was unanimously passed.

- > **Ashton Smith, PE, Vice President of Ballentine Associates, P.A.:** Mr. Smith provided an overview of how he determined the decommissioning costs and process to remove the solar farm materials from the property. Afterwards, he asked the Board if they had any questions. The following question was asked:
 - **Commissioner Lennon:** Regarding the decommissioning report that was given to the Commissioners, Mr. Lennon asked about the column that lists no substation. He wanted to confirm that there was no substation for the project. Mr. Smith said that there were no substations on this project. County Manager Heath asked about the \$85,000 in the column for removal of substation equipment. Mr. Smith said that was included should there be substation equipment needing to be removed. Chairman Nelson asked about it being included in the total cost of \$351,277 which includes the \$85,000. Mr. Smith stated

that, the column listing the substitution is "0" and "0" times \$85,000 is "0" so the \$85,000 was not included in the total costs. They all agreed.

There being no further questions for Mr. Smith, Mr. Harris introduced John Barefoot, Civil Engineer with Kimley Horn. He reviewed his resume and asked that he be tendered as an expert in stormwater and erosion control. County Manager Health asked Mr. Harris how many more witnesses he had to testify. Mr. Harris said that they had one more witness to testify. It was decided to proceed with Mr. Barefoot's testimony. Mr. Barefoot reviewed his resume. Commissioner Lennon made a motion to accept Mr. Barefoot as an expert in stormwater and erosion control. The motion was seconded by Joseph W. Hoffer. The Chairman opened the meeting up for question. There being no questions or comments, Chairman Nelson called for the vote. The motion was unanimously passed.

- ▶ **John Barefoot, Civil Engineer with Kimley Horn:** Mr. Barefoot provided an overview of how the property is affected by stormwater and erosion control. From his research, he does not feel that this property would have any stormwater and erosion control issues. After his testimony, he asked the Board if they had any questions. The following questions were asked:
 - **Commissioner Woodard:** Mr. Woodard asked about the increase in flooding and if it would increase the algae in the water. Mr. Barefoot said that it would be an improvement over the current levels with regard to flooding in the area because they would prepare the soil to keep it from flooding and that it would probably decrease the amount of algae in the water.
 - **Commissioner Lennon:** Mr. Lennon asked about permitting. Mr. Barefoot explained their permitting process.

There being no further questions for Mr. Barefoot, Mr. Harris introduced Jim Harris, Manager of Land Acquisition for Geenex Solar. Jim Harris was supposed to meeting with adjacent landowners per the Planning Board's instruction and he would like to give an update from that meeting.

Chairman Nelson explained that we have a number of individuals in the audience tonight that needed to present something to the Board and we would like to recess the Public Hearing at 7:28 p.m., handle these items and reconvene the Public Hearing later in the meeting.

AGENDA

Chairman Nelson said that a copy of the amended Agenda was at their seats tonight. Joseph W. Hoffer made a motion to approve the Agenda, as amended. The motion was seconded by Charles Woodard and unanimously approved by the Board.

CONSENT AGENDA

The following items were considered to be routine and were unanimously approved on motion made by Fondella A. Leigh, seconded by Joseph W. Hoffer.

1. Approval of Minutes: August 5, 2019 Regular Meeting & August 19, 2019 Work Session Minutes
2. Tax Refund Approval:

PERQUIMANS COUNTY TAX REFUND:

Sawyer, David Bernard \$125.63
 Vehicle sold to dealership. 8-month refund. Account Number 0037058919.

3. Personnel Matters:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Terrance Brown	IMC I working toward IMC II - Adult Medicaid	Appointment	61/3	\$29,294	09/01/2019
Alicia White	IMC I working toward IMC II - Adult Medicaid	Appointment	61/3	\$29,294	09/01/2019
Brandon Melton	Non-Certified P/T/F Telecommunicator	Appointment	61/1	\$12,845.00	09/01/2019
Elena Ratcliff-Howell	Office Assistant III	Appointment	57/1	\$23,396	09/01/2019
Kristen Sutton	Deputy Register of Deeds	Appointment	58/3	\$25,671	09/01/2019
Samantha Farner	IMC I working toward IMC II - Family/Children's Medicaid	Promotion	61/3	\$29,294	09/01/2019
Alyssa Walters	Paramedic	Promotion	68/1	\$37,966	09/01/2019
C.J. Wilson	Paramedic	Promotion	68/5	\$41,859	09/01/2019
Toei Arroyo	Certified Deputy/SRO	Resignation			08/15/2019
Kaylee Ronco	Part-Time/Fill-In EMT	Removed from Roster			08/26/2019

4. Step/Merit Increases:

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Kathleen Brooks	Social Worker III	69/2	\$40,667	09/01/2019
Patricia Midgett	IMS II (Adult Medicaid)	67/4	\$39,104	09/01/2019

5. Budget Amendments:

**BUDGET AMENDMENT NO. 1
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-399-000	Fund Balance Appropriated	24,998	
10-592-741	Post Overdose Response Grant		24,998
EXPLANATION: To amend FY 19/20 budget to include the expenditure line for the EMS Post Overdose Grant.			

**BUDGET AMENDMENT NO. 2
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-014	Foundation Grant EMS	38,130	
10-592-742	Foundation Grant Expense		38,130
EXPLANATION: To amend FY 19/20 budget to include awarded grant funds for EMS. (\$4,000 from Vidant and \$34,000 from Fire House).			

**BUDGET AMENDMENT NO. 3
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	DSS - State Grants	200	
10-610-458	Medicaid Overpayments		200
EXPLANATION: To amend FY 19-20 budget to include an expenditure line in the DSS budget for Medicaid Overpayments.			

**BUDGET AMENDMENT NO. 4
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	DSS - State Grants	6,720	
10-610-199	Adoption Enhancement		6,720
EXPLANATION: To amend FY 19/20 budget to include funds in the adoption enhancement line.			

6. Resolution: The following Resolution was unanimously approved by the Board:

**RESOLUTION
LITTER SWEEP FALL 2019
IN PERQUIMANS COUNTY**

WHEREAS, the North Carolina Department of Transportation organizes an annual Fall statewide roadside cleanup to ensure clean and beautiful roads in North Carolina; and

WHEREAS, the Fall 2019 "Litter Sweep" roadside cleanup will take place September 14 - 28, 2019, and encourages local governments and communities, civic and professional groups, businesses, churches, schools, families and individual citizens to participate in the Department of Transportation cleanup by sponsoring and organizing local roadside cleanups; and

WHEREAS, Adopt-A-Highway volunteers, Department of Transportation employees, Department of Correction inmates and community service workers, local government agencies, community leaders, civic and community organizations, businesses, churches, schools, and environmentally concerned citizens conduct annual local cleanups during "Litter Sweep" and may receive certificates of appreciation for their participation; and

WHEREAS, the great natural beauty of our State and a clean environment are sources of great pride for all North Carolinians, attracting tourists and aiding in recruiting new industries; and

WHEREAS, the cleanup will increase awareness of the need for cleaner roadsides, emphasize the importance of not littering, and encourage recycling of solid wastes; and

WHEREAS, the 2019 LITTER SWEEP cleanup will celebrate the 31st Anniversary of the North Carolina Adopt-A-Highway program and its approximate 6,800 volunteer groups that donate their labor and time year round to keep our roadsides clean.

WHEREAS, the LITTER SWEEP cleanup will be a part of educating the children of this Great State regarding the importance of a clean environment to the quality of life in North Carolina;

NOW, THEREFORE, BE IT RESOLVED that the Perquimans County Board of Commissioners do hereby proclaim September 14 - 28, 2019, as "FALL LITTER SWEEP" time in Perquimans County and encourage its citizens to take an active role in making our community cleaner and more beautiful.

ADOPTED the 3rd day of September, 2019.

(SEAL)

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTESTED:

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

7. Board Reappointments/Resignations/Appointment: The following Board reappointments/resignations/appointment were unanimously approved by the Board:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Robbs, Donald	Animal Control Board	Reappointment	2 yrs.	10/01/2019
Thompson, Bethany	Animal Control Board	Reappointment	1 yr.	10/01/2019
Mathis, Lynn W.	Board of Adjustment	Reappointment	3 yrs.	10/01/2019
Eure, Sadie	Jury Commission - County Appointee	Reappointment	2 yrs.	10/01/2019
LeRoy, Peter	Local Library Board	Resignation		08/06/2019
Eason, Lufa	Local Library Board	Resignation		08/07/2019
Sheehan, Sandra	Tourism Development Authority (Industry Rep)	Appointment	2 yrs.	09/01/2019

8. Miscellaneous Documents: The following miscellaneous documents were unanimously approved by the Board:
- > Revision of Senior Nutrition Contract: In July, 2019, the Board approved the Senior Nutrition Contract with Albemarle Commission. When we received the fully executed contract, the reimbursement rate per unit of service was changed from \$10.76 for each hour of Nutrition Service served to eligible clients to \$11.30 which is her correct rate of pay. This is to notify the Board that the error has been corrected.
 - > Woolen Company - Amendment No. 1 to Agreement for Professional Services: This amendment is limited to the available soft cost, program delivery funds. The Woolen Company will not be requesting any additional compensation.

INTRODUCTION OF NEW EMPLOYEES

The following employees were introduced to the Board:

- > Bill Jennings: Mr. Jennings, Tax Administrator, introduced Amy Ward, Tax Clerk - DMV, who was appointed effective July 1, 2019. Ms. Ward made a few comments.
- > County Manager Heath: Mr. Heath introduced Barry Overman, Part-time Fire Marshal, who was appointed effective August 1, 2019. Mr. Overman made a few comments.
- > Sheriff Shelby White: Mr. White introduced Stacey Marcum, Certified Deputy/SRO, who was appointed effective August 1, 2019. Ms. Marcum made a few comments.
- > Howard Williams: Mr. Williams, Recreation Director, introduced John Dowman, Athletic Program Supervisor, who was appointed effective July 1, 2019.

Chairman Nelson welcomed them to Perquimans County.

MELODY WILKINS, EXECUTIVE DIRECTOR OF ALBEMARLE COMMISSION

Ms. Wilkins wanted to take the opportunity to come and introduce herself to the Board of Commissioners. She had been at the Commission since January, 2019.

SUSAN CHANEY, SOCIAL SERVICES DIRECTOR

Ms. Chaney presented her brief monthly report.

CONTINUED PUBLIC HEARING

Chairman Nelson reconvened the Public Hearing at 7:50 p.m. to consider Conditional Use Permit No. CUP-19-03, requested by Perquimans Solar, LLC for a Large Scale, ground-mounted Solar Power Energy System Facility in the 200-block of Pender Rd, on Tax Parcel No. 2-0061-0076A. He asked Mr. Harris to introduce his next witness. Mr. Harris introduced Jim Harris, Director of Land Development for Geonex Solar. Jim Harris was supposed to meet with adjacent landowners per the Planning Board's instruction and he would like to give an update from that meeting. He will not be tendered as an expert witness.

- > Jim Harris, Manager of Land Acquisition for Geonex Solar: Mr. Harris explained that the Planning Board added the condition that he needed to talk with the abutting property owners. Blayne Kime came to the Planning Board meeting and had several questions. The reason he was concerned was because he lived right across from the proposed solar facility. He spoke in length with Mr. Kime after the meeting regarding vegetative buffering. During that conversation, Mr. Harris explained to him that the County's new ordinance spells out what the County requires for buffering. He also explained to Mr. Kime that there is a cash bond in place so that, should Geonex not live up to those standards spelled out in the ordinance, that bond will be used to

replace the buffering that they had at the time. Last week, Mr. Harris met with Blayne, his wife, and his father to discuss buffering which turned into a conversation about EMF. No other property owners showed up for the meeting. This concluded Mr. Harris' remarks.

There being no further comments or questions for Mr. Harris, Attorney Harris stated that concluded his witnesses. Chairman Nelson asked if there were any other questions from the Board. The following questions were asked:

- **Commissioner Lennon:** Mr. Lennon asked them to distinguish between the passive solar system and the dynamic solar system. Mr. Sandifer answered by saying that one (dynamic) has moving parts and the other (passive) does not have moving parts. This system does have moving parts. Mr. Lennon also asked about the connection points for these utilities. Since these utilities will be split on two farms, will there be two connection points to the utilities. Mr. Sandifer stated that there would only be one connection point and they would divide the electricity between the two based on what the contract states. Mr. Lennon asked if there was going to be two sets of poles. Ms. Price and Mr. Harris stated that there would be only one set of poles and that they would be on the same side of the road as the project.
- **Chairman Nelson:** Mr. Nelson asked about their screening. According to plans, they stopped at corner and was wondering why they stopped. Ms. Price said that they stopped because it was blocking the view of the highway. They would be willing to work it out if it needed changing. Mr. Harris said that the new standards in the county's ordinance has addressed this and will see something better than what we have seen in the past.

There being no further information from the applicant's witnesses, Chairman Nelson opened the floor for public comments. The only person that signed up to speak was Brad Kime. Chairman Nelson asked Mr. Kime to come forward and be sworn in. Mr. Kime made the following comments.

- **Brad Kime:** Mr. Kime introduced himself and said that he lives in Belvidere, NC. His son and daughter-in-law live right across where proposed project will be. He wanted to preface his remarks by saying that he is not against renewable energy but he has some medical and other concerns that he would like to go over with the Board. There have been a number of experts to speak tonight to tell us about this company and he understands what was said tonight and he respects that. There has been talk about EMF and ELF and he respects their opinions. He begins to give information showing that exposure to EMF and ELF can be detrimental to your health. He said that he has done a great deal of research on this matter and does not want to be considered an expert in this field but he did want to address some of the concerns that he did have. Since he did not find out about this solar farm until about a couple of weeks ago, he quickly researched the situation. He also stated that Mr. Harris did come out to his house to meet with his family. He was very nice and right on time. We began to discuss some of his concerns but Mr. Harris said that he was unable to address them at that time because he was a land developer and not an expert in this area to answer his questions. Mr. Kime said that we had some experts here tonight that may be able to answer his questions. He then began to read the statistics that he had obtained during his research. Basically, his research shows that, in summary:
 - EMF & ELF reports have proven that exposure to EMF & ELF has been linked to a 400% increase in childhood illnesses like leukemia, brain cancer when they live near a solar farm. They have also been linked to a 300% increase in adult illnesses like brain cancer, neurological disease, chronic allergies, sleep disruption, immune dysfunction, and a negative effect on pregnancy. As stated before, he was not against the project but has some concerns because his family lives across from it. He has a three-year grandson and hopes to have another child soon. Reports made between 2007 and 2014 show that 83% of the scientists agree with these findings and 17% disagree. Therefore, there is some concerns in the scientific community about the affect solar farms have on the safety, health, and welfare of the surrounding property owners. What he is asking the Board of Commissioners to consider is to delay action on this request so that he could research this by contacting some scientists and attorneys. He was unable to do this prior to tonight's meeting because they only found out about this project about a couple of weeks ago. He just wants to protect his family. Mr. Harris explained to Mr. Kime that the solar farm was going to be approximately 60 feet from the right of way. Mr. Kime would like to explore with Geonex the possibility to moving the farm over giving a real protective buffer area in front of his son's house. Mr. Kime is asking for 90 days for them to counter the location of the farm as it relates to his son's house. He supports the benefits to the county and to the school systems and he supports renewable energy projects but he wants to protect his family's health, safety, and welfare. He might even be able to negotiate with the business to move the facility or they may be able to supply him with scientific evidence, which he did not hear tonight, why our concerns are unfounded. He again asked for 90 days to allow him to obtain more evidence to support his views and to seek legal counsel. Mr. Kime thanked the Board for listening to him and for considering his request.

Chairman Nelson asked Mr. Harris if he had any questions for Mr. Kime. Mr. Harris said that he had no questions for Mr. Kime but did express that his client would not be in favor of the 90-day delay and that his client would be willing to continue to talk with the Kime family to address their concerns. He further stated that he was not sure that the client would be willing to move the solar farm but would be willing to discuss additional screening. Lastly, Mr. Harris stated that he had two important points to make regarding Mr. Kime's testimony:

1. Mr. Kime is not an expert which he mentioned several times during his testimony and that he acquired his information from the internet and he does not think that is competent evidence in this case.
2. Mr. Kime lives in Belvidere, NC and has no standing in this project. He understands that Mr. Kime is here for his son and daughter-in-law who lives across the street from the project.

County Manager Heath responded to Mr. Harris' comment about having standing in this project. Mr. Heath stated that it is the Board's responsibility to determine if Mr. Kime has standing in this project. Mr. Kime asked the Chairman if he could respond to what Attorney Harris stated. Chairman Nelson okayed his comments:

- **Brad Kime:** Mr. Kime stated that he is not an expert and that members of Mr. Harris' panel were experts. He is just asking that the medical concerns they have been considered and to give them enough time to prepare their research and he feels that is a valid request of a resident and taxpayer of Perquimans County. He just wants to make sure that our children and grandchildren are protected. He feels that evidence is out there that supports his concerns and that, even though he is not an expert, this 90 days will allow him to obtain the experts that he needs to prove his points. He said that there is no rush and that this would give them the opportunity to obtain this information since he has not had time to obtain the information.

County Manager Heath addressed Mr. Kime's statement that he did not have enough time to obtain his information because he was unaware of this project. Mr. Heath said that this was not the case. He received appropriate notice under the laws of the State of North Carolina. He just wanted Mr. Kime and the Board to know this. There being no further comments or testimony, Chairman Nelson closed the reconvened Public Hearing at 8:20 p.m. and continued with the Regular Meeting.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

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

- **Commissioner Lennon:** Mr. Lennon notified the Board that the Tourism Development Authority (TDA) had obtained another member. He also explained that they had received an explanation for the lack of funding from the Town of Hertford. He stated that, apparently, all the funds that would have been appropriated from the Town of Hertford was placed into one pot of money. The money is there all TDA has to do is request the funds. TDA has instructed Sharon Smith, Tourism Director, to meet with the Hertford Town Council and request the funds.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- **Hurricane Dorian:** Mr. Heath provided an update on Hurricane Dorian that is threatening the northeastern coast. The Control Group will meet tomorrow morning at 10:00 a.m. Currently, they are predicting that it will make landfall around Cape Hatteras. They are saying that it is running the same path as Hurricane Matthew did in 2016.
- **August 6th National Night Out:** Mr. Heath reported that the event was a big success.
- **Intruder Training:** Mr. Heath reported that Intruder Training was held on August 20th. Each department began discussion on what they need to do in case an armed intruder comes into their building. It was very informative.

- > ALS Support Group: Mr. Heath attended their meeting on August 21st and Tommy Harrell will be presenting information about it later.
- > August 28th - Chowan County Water Study: Mr. Heath met with Chowan County regarding a possible Chowan County Water Study. They are having problems with permitting issues with Department of Water Quality. They are going to apply for a \$50,000 grant to pay for the study. Perquimans County could obtain assistance with problems on that side of the water system as a result of their Water Study and there would be no money involved in the process.

APPOINTMENT: THE HIGHWAY 17/64 ASSOCIATION BOARD OF DIRECTORS

Last month, County Manager Heath explained that the Board appropriated funds in the FY 2019-20 budget to the Highway 17/64 Association. The County has been asked to appoint a representative to their Board of Directors. To date, no one has expressed an interest to serve. County Manager Heath stated that he would be willing to serve if they wished him to. On motion made by Charles Woodard, seconded by Fondella A. Leigh, the Board unanimously appointed Frank Heath to the Highway 17/64 Association Board of Directors.

LARGE SCALE PRIVATE EVENTS POLICY

County Manager Heath recognized Jonathan Nixon who presented Draft No. 2 of the large scale private events policy. He and Mr. Nixon asked them to review this over the next month. If they have any changes or corrections, please let him know before the October 7th meeting when they will take action on the policy.

PLANNING ITEM - CONDITIONAL USE PERMIT #CUP-19-03, REQUESTED BY PERQUIMANS SOLAR

Chairman Nelson opened the meeting up for discussion on how to proceed with this request. Commissioner Woodard stated that he was sympathetic to Mr. Hime's situation. Commissioner Lennon asked Mr. Heath what the actual notifications are required. Mr. Heath asked Ms. Money explained that two letters are sent out: (#1) sent 10-25 days prior to the Planning Board Meeting and (#2) sent 10-25 days prior to the Board of Commissioners meeting. T. Kyle Jones made a motion to find the proposed Conditional Use Permit No. CUP-19-03 to be consistent and in harmony with the existing development pattern around the 200 block of Pender Road, Hertford, NC. The motion was seconded by Fondella A. Leigh. Chairman Nelson asked if there were any questions or comments. Commissioner Jones explained why he was proceeding with the vote and not considering the delay of the project. There being no further questions or comments, the motion was unanimously approved by uplifted hands. Chairman Nelson and County Manager Heath gave instructions on action needed for the approval or denial of the permit. T. Kyle Jones made a motion to approve Conditional Use Permit No. CUP-19-03, for a large scale, ground-mounted Solar Power Energy System Facility in the 200 block of Pender Road on property owned by T.A. Newbold Miller, zoned RA, Rural Agricultural District, on Tax Parcel Number 2-0061-0076A, conditioned upon the extension of the vegetative buffer discussed at tonight's meeting and the other conditions contained in the draft Conditional Use Permit and adopting the following Table of Findings:

1. That the CUP will not materially endanger the public health or safety if located according to the plan submitted and approved. The motion was made by T. Kyle Jones, seconded by Joseph W. Hoffer, and was approved by uplifted hands vote of five (5) to one (1) with Charles Woodard voting against the motion.
2. That the use meets the required conditions and specifications. The motion was made by T. Kyle Jones, seconded by Fondella A. Leigh, and was approved unanimously by uplifted hands.
3. That the use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity. The motion was made by T. Kyle Jones, seconded by Fondella A. Leigh, and approved by uplifted hands by vote of five (5) to one (1) with Commissioner Lennon voting against the motion.
4. That the location and character of the use, if developed according to the plan is submitted and approved, will be in harmony with the area in which it is to be located and in general conformity with the Perquimans County Land Use Plan. The motion was made by Fondella A. Leigh, seconded by T. Kyle Jones, and unanimously approved by uplifted hands.

County Manager Heath explained that, if you voted nay on any of the above conditions, you will have to vote nay on the approval of this conditional use permit. T. Kyle Jones restated his motion to approve Conditional Use Permit No. CUP-19-03, for a large scale, ground-mounted Solar Power Energy System Facility in the 200 block of Pender Road on property owned by T.A. Newbold Miller, zoned RA, Rural Agricultural District, on Tax Parcel Number 2-0061-0076A, conditioned upon the extension of the vegetative buffer discussed at tonight's meeting and the following conditions contained in the draft Conditional Use Permit and adopting the Table of Findings:

- A. The Applicant, heirs and assigns shall conduct operations in accordance with the plans and application materials submitted to and approved by the Board of Commissioners (BOC), a copy of which is contained in the County Planning & Zoning Office and recorded with the Register of Deeds Office. Any Major Modification proposed to the approved plans shall require reapplication and approval by the Board of County Commissioners. "Major Modification" is defined as "Any significant change in land use, and/or change in the project boundary or property boundary and/or any change that results in an increase in the density or intensity of the project, as shown and described in the approved Conditional Use Permit and Site Plans." However, it is understood that the conceptual layout of the Solar Farm as shown on the attached Site Plan may require adjustments in the exact location of the equipment, pending the outcome of final survey, wetlands delineation, storm water permits, Army Corp of Engineers requirements, and maximization of solar energy production, as applicable. Minimum setbacks and buffering must comply with Section 907.28 of the Perquimans County Zoning Ordinance. In addition, adjustments may be needed in the final locations of access roads within the overall subject property.
- B. The approved Site Plan includes a total 10 Mega-watts (AC) of solar power production throughout the subject property. The facility will generate power which will be sold directly to the Power Company servicing the facility. The Solar Farm will consist of a single phase of construction.
- C. The main point of ingress and egress for the facility will be directly off of Pender Road with an assigned 911 address of _____ Pender Rd., Hertford, NC 27944. For both aesthetics and safety, the driveway entrance leading from the public road shall be surfaced with asphalt or six inches (6") of concrete as measured from the edge of the road for at least 30 feet to facilitate site access in coordination with the NCDOT District Engineer's Office. The remainder of the access or service roads will be constructed of 6" of size 12 crushed stone compacted in native soil to a width of 20 feet with a minimum 30-foot radius of curvature. The Access Roadway is further defined as: "A road bed having a width of 20 feet with a paved entrance apron a minimum of 30 feet long and a minimum 30-foot centerline radius of curvature, with 6" inches of size 13 gravel compacted on native soil in order to provide reliable site access for site construction, maintenance, and emergency vehicles. Said roads must be maintained by the applicant, heirs and assigns to allow access for emergency vehicles. The access roadway shall be located as specified on the proposed CUP Site Plans.
- D. Prior to final project approval and issuance of a Zoning Permit, the Applicant must apply for and obtain a Driveway Permit from the North Carolina Department of Transportation (NCDOT).
- E. No occupied building structures are anticipated for the solar facility at this time; however, any future proposal to construct an Accessory Building on the property will require the Applicant, heirs and assigns to first apply for and obtain Zoning and Building Permits in compliance with minimum design standards and may require review by the Planning Board to determine if the proposed

Improvement constitutes a Major Modification. Prior to issuance of a Zoning Permit for any new building, the Applicant, heirs and assigns must provide a Site Plan detailing the existing and proposed site improvements, pursuant to Section 509 of the Perquimans County Zoning Ordinance.

- F. The Solar Energy System equipment and any potential future buildings or structures, shall be secured and screened from routine view from public rights-of-way, existing residential uses and adjacent properties, through compliance with County Zoning Ordinance sections 907.28B(3)(a) and (c), and sections 1802 and 1803.
- G. More specifically, all solar panels and related equipment will meet all required buffering and setbacks along property lines. The buffering will consist of a security fence plus screening, as required by County Zoning Ordinance sections 907B(3)(a) and (c), 1802 and 1803, and will be continuous around those portions of the perimeter of the project which are not shielded by existing woods or which are interrupted by vehicular access roads. Mounting structures and solar panels will not exceed the maximum height of 15'. Outdoor lighting is expected to be minimal. Standard access gates will be used for any entrances to the Solar Farm and will be kept locked and secured at all times when authorized personnel are not occupying the property. The Facility will meet all Local, State and Environmental requirements.
- H. The Solar Farm shall be enclosed with a fence not less than seven (7) feet in height or a combination of six (6) feet or more of fence fabric and one (1) foot or more extension utilizing three or more strands of barbed wire or equivalent. Solar Farm shall be screened with either a minimum three foot (3') wide strip planted with dense evergreen vegetation such as Wax Myrtle, Wax-Leaf Ligustrum or other suitable plant material with an initial height of at least five feet (5') with expected growth of at least seven (7) feet in height within three (3) years or a twenty (20) foot wide strip of natural wooded area. Minimum setbacks and buffering must comply with Section 907.28 of the Perquimans County Zoning Ordinance.
- I. Vegetative Buffer Bond: To ensure proper maintenance of vegetative and other screening methods, a cash bond equal to the initial cost of installing buffers will be required to be held by Perquimans County until project decommissioning. The cash bond will remain with Perquimans County even if the project is sold.
- J. The Applicant, heirs and assigns shall take every precaution to ensure there is no increased stormwater directed onto adjacent properties resulting from new construction and development on the subject property. Should unforeseen stormwater problems occur, the Applicant, heirs and assigns shall take immediate action to rectify the situation in coordination with the owner of any adjacent property adversely impacted by stormwater runoff.
- K. The Applicant, heirs and assigns shall submit a NC Department of Environmental Quality Stormwater Permit prior to zoning permit issuance.
- L. Applicant's Obligation to Restore the Property at the end of the Lease Term: The Applicants, heirs and assigns shall do the following with respect to any portions of the Property disturbed in the course of Solar Operations:
 - 1) Within six (6) months after completion of construction of the solar project, the Applicant, heirs and assigns, shall restore such portions of the Property to a condition reasonably similar to its condition on September 3, 2019, except for any parts of the Property that the Applicant determines it needs for continuing Solar Operations; and
 - 2) Within twelve (12) months after the expiration, surrender or termination of the lease between T.A. Newbold Miller, LLC and Perquimans Solar, LLC, the Applicants, heirs and assigns shall restore the site to substantially its RA (Rural Agricultural) condition as of the CUP approval date using prudent engineering practices where applicable, including, without limitation, the removal of (i) all improvements and solar farm related alterations on the subject tax parcel, without limitation, all fencing, roads, solar panels, racking, and pilings, and other improvements or alterations, and shall rough grade the site to the same condition of level as existed as of the CUP approval date, and (ii) any electrical or communication or other utility poles, lines and connections (unless such lines, equipment, and connections are used in connection with subject Tax Parcel and Property Owner elects to allow such lines and connections to remain); provided, however, that Applicant shall not be obligated to replant any crops or plants, and (iii) remove from such portions of the Property any Solar Energy System owned or installed by Applicant thereon, and (iv) restore, in a commercially reasonable manner and to commercially reasonable standards, such portions of the Property to a condition reasonably similar to its condition as of September 3, 2019, specifically to a farmable condition.
- M. The Conditional Use Permit is approved and recorded with the Applicants' conceptual Site Plans, to become the basis for the Zoning Permit issued by the Planning & Zoning Office upon submittal and approval of a Final Site Plan. If the Conditional Use Permit is not recorded in the Register of Deeds Office by the Applicant, heirs and assigns within three (3) months from the date of BCC approval, the BCC may revoke the Conditional Use Permit.
- N. Annual Reports: The Planning Board and Board of County Commissioners hereby acknowledge the Applicant's intent to complete construction of the Solar Farm in 2020. During construction of the project, the Applicant, heirs and assigns shall provide the County with annual reports outlining progress to date along with circumstances that may result in delays. In the event construction will be delayed beyond (December 31, 2020), the Applicant, heirs and assigns shall formally request an extension be granted by the Board of County Commissioners; otherwise the BCC may revoke the Conditional Use Permit.
- O. Pursuant to Section 509 of the Perquimans County Zoning Ordinance, no Certificate of Zoning Compliance will be issued until all required site improvements have been completed and an appropriately licensed person submits certified "as built drawings" to the County showing the location of the solar energy facility location, roads, transmission lines, equipment, components, and all related improvements. No Final Building Inspection will be conducted and no Certificate of Occupancy will be issued until a Certificate of Zoning Compliance has been issued.
- P. Applicant heirs and assigns shall provide an NC Department of Environmental Quality letter of approval for an Erosion and Sedimentation Control Plan prior to zoning permit issuance.
- Q. Continued Access and Inspections: For a period of up to 12 months after the Applicant, heirs and assigns submits the certified "as built" drawings, County staff may confirm compliance with the specifications determined to be within compliance according to the Perquimans County Zoning Ordinance, Sections 907.28 B.(1)-(5), as amended October 2, 2017.
- R. Sign Permits: A separate Sign Permit must be obtained from the Planning & Zoning Office and the Building Inspections Department for any sign not exempted or otherwise required by local, State or Federal law.
- S. Applicant, heirs and assigns shall accommodate and support and hold training sessions for emergency service personnel if requested by the Emergency Services Director with adequate advanced notice.
- T. Decommissioning: \$351, 277 cash bond to be given to Perquimans County to hold as a bond until site is decommissioned upon ceasing of operations. Cash bond is required prior to zoning permit issuance. Perquimans Solar, LLC shall provide an updated Decommissioning Cost Estimate on five(5) year intervals, prepared by a North Carolina Licensed Engineer, which shall include the gross estimated cost to perform decommissioning, net including salvage value. Perquimans Solar, LLC will update the amount of decommissioning security held by the County to equal the updated decommissioning costs.
- U. Applicant shall meet with adjacent property owners to discuss any concerns.
- V. Vegetative buffer shall extend at least 855 feet South 46 degrees East from road pavement edge on the west end of the project (to block the view through the woods clearing), then run northwesterly toward Pender Road, turning northeast running parallel with Pender Road then turning east and down the project's east side in a southeasterly direction, wrapping around the project corner in a southwesterly direction approximately 800 feet until it meets the woods line on the project's southeast side. (see attached site plan)

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

Joseph W. Hoffer seconded the motion. Chairman Nelson and County Manager Heath explained that, if you voted against one of the above findings, you would need to vote nay on the approval of this motion. The vote was by lifted hands and the motion was approved by a vote of four (4) to two (2) with Commissioners Woodard and Lennon voting against the motion. Chairman Nelson stated that Conditional Use Permit No. 19-03 has been approved. (See Attachment A for a full copy of Conditional Use Permit No. 19-03.)

SALE OF SURPLUS EQUIPMENT

County Manager Heath reported that, with the help of the Finance Office and Helen Hunter, we have sold the following surplus item on GovDeals. The highest bid on the item is as follows:

BUYER	ITEM	DATE SURPLUSED	START BID	SOLD AMOUNT
Bruce Altis	Oak Venetian/Red Cover Billiards Table	3/4/19	\$200	\$275

Mr. Heath recommends the sale of this item. On motion made by Fondella A. Leigh, seconded by Charles Woodard, the Board unanimously approved the sale of this item on GovDeals.

DOBBS STREET LEASE

County Manager Heath reported that he had been approached to lease office space in the 104 Dobbs Street Building. He recommends the following Lease Agreement with Josh Lassiter. On motion made by T. Kyle Jones, seconded by Charles Woodard, the Board unanimously approved the following lease with Josh Lassiter:

NORTH CAROLINA
PERQUIMANS COUNTY

LEASE AGREEMENT

THIS AGREEMENT, made this the 3rd day of September, 2019 by and between PERQUIMANS COUNTY, a body politic and corporate of the State of North Carolina, Lessor, and Joshua Lassiter, Lessee;

WITNESSETH:

That subject to the terms hereinafter set forth, the Lessor does hereby let and lease unto the Lessee that portion of the County Office Building at 104 Dobbs Street in Hertford, North Carolina, which portion is known as one 10x10 office located in the rear left portion of the middle section of the Dobbs Street building, along with common space for bathrooms and storage, totaling 125 square feet.

The terms of this lease agreement are as follows:

1. The Lessee shall pay to the Lessor as rent for said property for the remainder of the fiscal year (October 1, 2019 through June 30, 2020) the sum of \$125.00 per month, with the first monthly payment being due on October 1st, and the final payment being on June 1st, 2020. If the property is rented for successive fiscal years, the annual total of \$1,500.00 is to be paid in four (4) equal quarterly payments of \$375.00 each. Payment will be due and payable on the 15th day of the first month in each of the four quarters (July 15th, October 15th, January 15th, and April 15th).
2. The term of the lease granted herein shall begin on October 1, 2019 and shall continue through June 30, 2020 and shall then continue each fiscal year thereafter until changed by written Agreement between the Lessor and the Lessee or until terminated. Quarterly payment dates will remain the same each year.
3. The Lessor shall provide and pay for utilities and janitorial services in regard to the above-described property during the term of this lease.
4. The Lessee shall neither assign this lease nor sublet the leased property or any part of the leased property without written consent of the Lessor.
5. The Lessee shall adhere to and enforce all County Policies pertaining to County Owned Buildings.
6. The Lessee shall during the term of this lease maintain the above-described premises in as good order and condition as when the Lessee took possession, reasonable wear and tear excepted, and at the expiration thereof deliver up the above-described premises in as good order and condition as when the Lessee took possession, reasonable wear and tear excepted.
7. The Lessee shall not alter the leased premises without the prior written permission of the Lessor. Any alterations or improvements to the premises are and shall remain the financial responsibility of the Lessee.
8. The Lessor shall have the right to terminate the lease herein granted if the Lessee defaults as to any of the terms of this agreement and if written notice is given to the Lessee of the Lessee's default. After the initial lease term set out above, the Lessor shall have the right to terminate the lease without cause at any time upon 90 days written notice to the Lessee. The Lessee shall be required to vacate the property within 90 days of the date of the written notice. The Lessee shall have the right to terminate this lease upon a 90 day written notice to the Lessor and upon such termination rent will be refunded for those months outstanding in the lease once all furnishings, papers, supplies and other materials owned by the Lessee have been removed from the premises.
9. The Lessor shall have the right to inspect the above referenced premises at any time during the regular work day, Monday through Friday, 8:00 a.m. -- 5:00 p.m.
10. Notices: All notices under this lease agreement shall be sent as follows: To the County at Perquimans County, P.O. Box 45, Hertford, North Carolina 27944; to Joshua Lassiter, 133 Outer Way, Hertford, North Carolina 27944.

ATTEST:

PERQUIMANS COUNTY, LESSOR

Clerk to the Board of Commissioners of
Perquimans County

By: _____
Chairman, Board of Commissioners of
Perquimans County

JOSHUA LASSITER, LESSEE

By: _____

Commissioner Hoffer wanted to confirm if the name of the street was Dobbs or Dobb Street. County Manager Heath confirmed that it was Dobbs Street and that it was correct in the lease agreement.

PUBLIC COMMENTS

The following public comments were made:

- > Tommy Harrell: Mr. Harrell presented the following information regarding ALS cases in Perquimans County:

On Monday August 26, 2019 Perquimans County had four people living with ALS, today we have three. The national incidence of ALS is 2-4 per 100,000 people, here in Perquimans County it was 4 in 13,422 or one in 3,355 on August 26 (We lost Billy Williams on August 27, 2019). The map I share with you has 14 cases of ALS in a tight area since 1990. Two of the people lived in Chowan County only a half mile across the line. 17 additional people in the northeast have had ALS that are not on this map.

ALS has a high incidence in Northeastern North Carolina in these counties: Dare (4), Martin (3), Bertie (2), Gates (1), Perquimans (3), and Hertford (2). The population of these counties is about 126,800 with one case of ALS per 9,700 people. A sheet is enclosed with the people living with ALS that are on The ALS National Registry as of August 26, 2019. You will note all of the people from our local counties are not listed, therefore these numbers vary almost daily.

The only things in common that I see with this group are: For the most part they drank well water growing up, they lived close to the Suffolk Scarf, there was a bombing range in Bear Swamp during World War II, and all live near rivers, swamps, and ditches with algae. Three of the group did not grow up here but moved in.

There is some research that suggest that there could be a link between algae blooms and ALS. The cyanobacteria, some of the oldest organisms the planet, can occur anywhere there is moisture. Some cyanobacteria produce toxic compounds that can sicken people. BMAA, Beta-Methylamino-L-alanine, a neurotoxin from the algae has been discussed as a link to ALS.

Research findings "support the hypothesis that sporadic ALS can be triggered by environmental lake quality and lake conditions that promote harmful algal blooms and increases cyanobacteria."

I have contacted the following:

- > Dr. Rooney Bell, Head of the Public Health Dept. Brody School of Medicine, Greenville
- > Paul Melita, ALS Registry, Center for Disease Control, Atlanta
- > Mark Benson, N.C. Dept of Health and Human Services, Raleigh
- > Dr. Elijah Stommel, Dartmouth's Geisel School of Medicine
- > Dr. Paul Cox, Brain Chemistry Labs, The Institute of Ethnomedicine, Jackson Hole, Wyoming
- > Dr. Michael S. Brennan, Dept. of Biological Sciences, Dept of Chemistry, Proteomics Section Leader, Center for Human Health and the Environment, NC State. He is living with ALS

The counties in our area need to come together and ask that testing and research be done to find some answers. The bottom line is we still do not know what causes ALS.

Torrey Harrell
September 3, 2019

Mr. Harrell concluded his remarks by asking the Board to adopt a resolution supporting research for ALS. Chairman Nelson stated that the Board would take this under advisement and appreciated his remarks made tonight.

> Yenun Brothers: Ms. Brothers came before the Board to thank them for the support of the Independence Day celebration and for the presentation that they did for Dr. Trent, the Grand Marshall of the parade. Chairman Nelson thanked her for her patience.

ADJOURNMENT

Prior to adjourning the meeting, Chairman Nelson explained that County Attorney Hackney High was not present tonight due to the death of his father. There being no further comments or business to discuss, the Regular Meeting was adjourned at 8:55 p.m. on motion made by Charles Woodard, seconded by Fondella A. Leigh.

Wallace E. Nelson, Chairman

Clerk to the Board

ATTACHMENT A

Do NOT record this page

-Beginning of Proposed Conditional Use Permit No. CUP-19-03
to be recorded by Perquimans Solar, LLC

for

Large scale, ground-mounted Solar Power Energy System Facility
located in the 200 block of Pender Road on property owned by T.A. Newbold Miller, LLC, at Tax Parcel # 2-0061-0076A

Condition "U" was added per Planning Board request:

"Applicant shall meet with adjacent property owners to discuss any concerns."

Condition "V" added per BCC request:

Vegetative buffer shall extend at least 855 feet South 40 degrees East from road pavement edge on the west end of the project (to block the view through the woods clearing), then run northwestward toward Pender Road, turning northeast running parallel with Pender Road lines turning east and down the project's east side in a southeasterly direction, wrapping around the project corner in a southwesterly direction approximately 800 feet until it meets the woods line on the project's southeast side. (see attached site plan)

Do NOT record this page

CONDITIONAL USE PERMIT No. CUP-19-03

Page 1 of 8

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

- Authorized Applicant:** Perquimans Solar, LLC
7804-C Fairview Road, #257
Charlotte, NC 28226
- Property Owners:** T.A. Newbold Miller, LLC c/o Catherine Marie Desser Miller
270 Queens Lane
Palm Beach, FL 33480
- Site Location:** Portion of 231 +/- acre parcel located on the southeast side of Pender Road approximately 1,700 feet southwest of Harvey Point Road intersection.
- Tax Parcel Nos:** 2-0061-0076A
- Zoning Districts:** RA, Rural Agriculture

Proposed Use of Property: To construct and operate a Large-Scale ground-mounted Solar Power Energy System on property located in Perquimans County, as described herein and depicted on the attached Site Plan. As stated by the Applicant in his Statement of the nature of the proposed use:

The applicant submits this application for approval to construct and operate a 10MW ground-mount solar photovoltaic facility (the Project). The Project is proposed to be constructed on approximately 74.42 fenced acres generally between 300 Pender Road and 100 Pender Road (the Project Site). The acreage comprising the Project is under the maximum 100 acres allowed by the Perquimans County Solar Energy System Ordinance 907.28(B)(1)(e). The Project will include solar panels, electric cables, transformers, and inverters and will interconnect to the existing utility infrastructure through a Dominion-owned distribution line. The only features of the Project that will be located outside the fencing will be the vegetative screening, entrances to the roads, stormwater control features and portions of the collection lines.

CONDITIONAL USE PERMIT No. CUP-19-03

Page 2 of 8

Meeting & Hearing Dates: Planning Board on 8-20-2019 ; & Board of County Commissioners on 9-3-2019.

Having heard all the evidence and argument presented at the hearing(s), the Board finds that the application is complete, that the application complies with all of the applicable requirements of the Perquimans County Zoning Ordinance for the development proposed, and that therefore the application to make use of the above-described property for the purpose indicated is hereby approved, subject to all applicable provisions of the Zoning Ordinance pertaining to "Solar Farm (Large-scale, ground-mounted Solar Power Energy System)" and other conditions as follows:

- A. The Applicant, heirs and assigns shall conduct operations in accordance with the plans and application materials submitted to and approved by the Board of Commissioners (BCC), a copy of which is contained in the County Planning & Zoning Office and recorded with the Register of Deeds Office. Any Major Modification proposed to the approved plans shall require reapplication and approval by the Board of County Commissioners. "Major Modification" is defined as "Any significant change in land use, and/or change in the project boundary or property boundary and/or any change that results in an increase in the density or intensity of the project, as shown and described in the approved Conditional Use Permit and Site Plans." However, it is understood that the conceptual layout of the Solar Farm as shown on the attached Site Plan may require adjustments in the exact location of the equipment, pending the outcome of final survey, wetlands delineation, storm water permits, Army Corp of Engineers requirements, and maximization of solar energy production, as applicable. Minimum setbacks and buffering must comply with Section 907.28 of the Perquimans County Zoning Ordinance. In addition, adjustments may be needed in the final locations of access roads within the overall subject property.
- B. The approved Site Plan includes a total 10 Mega-watts (AC) of solar power production throughout the subject property. The facility will generate power which will be sold directly to the Power Company servicing the facility. The Solar Farm will consist of a single phase of construction.

CONDITIONAL USE PERMIT No. CUP-19-03

Page 3 of 8

- C. The main point of ingress and egress for the facility will be directly off of Pender Road with an assigned 911 address of ____ Pender Rd., Hertford, NC 27944. For both aesthetics and safety, the driveway entrance leading from the public road shall be surfaced with asphalt or six inches (6") of concrete as measured from the edge of the road for at least 30 feet to facilitate site access in coordination with the NCDOT District Engineer's Office. The remainder of the access or service roads will be constructed of 6" of size 12 crushed stone compacted in native soil to a width of 20 feet with a minimum 30-foot radius of curvature. The Access Roadway is further defined as: "A road bed having a width of 20 feet with a paved entrance apron a minimum of 30 feet long and a minimum 30-foot centerline radius of curvature, with 6" inches of size 13 gravel compacted on native soil in order to provide reliable site access for site construction, maintenance, and emergency vehicles. Said roads must be maintained by the applicant, heirs and assigns to allow access for emergency vehicles. The access roadway shall be located as specified on the proposed CUP Site Plans.
- D. Prior to final project approval and issuance of a Zoning Permit, the Applicant must apply for and obtain a Driveway Permit from the North Carolina Department of Transportation (NCDOT).
- E. No occupied building structures are anticipated for the solar facility at this time; however, any future proposal to construct an Accessory Building on the property will require the Applicant, heirs and assigns to first apply for and obtain Zoning and Building Permits in compliance with minimum design standards and may require review by the Planning Board to determine if the proposed improvement constitutes a Major Modification. Prior to issuance of a Zoning Permit for any new building, the Applicant, heirs and assigns must provide a Site Plan detailing the existing and proposed site improvements, pursuant to Section 509 of the Perquimans County Zoning Ordinance.

- F. The Solar Energy System equipment and any potential future buildings or structures, shall be secured and screened from routine view from public rights-of-way, existing residential uses and adjacent properties, through compliance with County Zoning Ordinance sections 907.28B(3)(a) and (c), and sections 1802 and 1803.
- G. More specifically, all solar panels and related equipment will meet all required buffering and setbacks along property lines. The buffering will consist of a security fence plus screening, as required by County Zoning Ordinance sections 907B(3)(a) and (c), 1802 and 1803, and will be continuous around those portions of the perimeter of the project which are not shielded by existing woods or which are interrupted by vehicular access roads. Mounting structures and solar panels will not exceed the maximum height of 15'. Outdoor lighting is expected to be minimal. Standard access gates will be used for any entrances to the Solar Farm and will be kept locked and secured at all times when authorized personnel are not occupying the property. The Facility will meet all Local, State and Environmental requirements.

CONDITIONAL USE PERMIT No. CUP-19-03
Page 4 of 8

- H. The Solar Farm shall be enclosed with a fence not less than seven (7) feet in height or a combination of six (6) feet or more of fence fabric and one (1) foot or more extension utilizing three or more strands of barbed wire or equivalent. Solar Farm shall be screened with either a minimum three foot (3') wide strip planted with dense evergreen vegetation such as Wax Myrtle, Wax-Leaf Ligustrum or other suitable plant material with an initial height of at least five feet (5') with expected growth of at least seven (7) feet in height within three (3) years or a twenty (20) foot wide strip of natural wooded area. Minimum setbacks and buffering must comply with Section 907.28 of the Perquimans County Zoning Ordinance.
- I. Vegetative Buffer Bond: To ensure proper maintenance of vegetative and other screening methods, a cash bond equal to the initial cost of installing buffers will be required to be held by Perquimans County until project decommissioning. The cash bond will remain with Perquimans County even if the project is sold.
- J. The Applicant, heirs and assigns shall take every precaution to ensure there is no increased stormwater directed onto adjacent properties resulting from new construction and development on the subject property. Should unforeseen stormwater problems occur, the Applicant, heirs and assigns shall take immediate action to rectify the situation in coordination with the owner of any adjacent property adversely impacted by stormwater runoff.
- K. The Applicant, heirs and assigns shall submit a NC Department of Environmental Quality Stormwater Permit prior to zoning permit issuance.
- L. Applicant's Obligation to Restore the Property at the end of the Lease Term: The Applicants, heirs and assigns shall do the following with respect to any portions of the Property disturbed in the course of Solar Operations:
 - 1) Within six (6) months after completion of construction of the solar project, the Applicant, heirs and assigns, shall restore such portions of the Property to a condition reasonably similar to its condition on September 3, 2019, except for any parts of the Property that the Applicant determines it needs for continuing Solar Operations; and
 - 2) Within twelve (12) months after the expiration, surrender or termination of the lease between T.A. Newbold Miller, LLC and Perquimans Solar, LLC, the Applicants, heirs and assigns shall restore the site to substantially its RA (Rural Agricultural) condition as of the CUP approval date using prudent engineering practices where applicable, including, without limitation, the removal of (i) all improvements and solar farm related alterations on

CONDITIONAL USE PERMIT No. CUP-19-03
Page 5 of 8

the subject tax parcel, without limitation, all fencing, roads, solar panels, racking, and pilings, and other improvements or alterations, and shall rough grade the site to the same condition of level as existed as of the CUP approval date, and (ii) any electrical or communication or other utility poles, lines and connections (unless such lines, equipment, and connections are used in connection with subject Tax Parcel and Property Owner elects to allow such lines and connections to remain); provided, however, that Applicant shall not be obligated to replant any crops or plants, and (iii) remove from such portions of the Property any Solar Energy System owned or installed by Applicant thereon, and (iv) restore, in a commercially reasonable manner and to commercially reasonable standards, such portions of the Property to a condition reasonably similar to its condition as of September 3, 2019, specifically to a farmable condition.

- M. The Conditional Use Permit is approved and recorded with the Applicants' conceptual Site Plans, to become the basis for the Zoning Permit issued by the Planning & Zoning Office upon submittal and approval of a final Site Plan. If the Conditional Use Permit is not recorded in the Register of Deeds Office by the Applicant, heirs and assigns within three (3) months from the date of BCC approval, the BCC may revoke the Conditional Use Permit.

- N. Annual Reports: The Planning Board and Board of County Commissioners hereby acknowledge the Applicant's intent to complete construction of the Solar Farm in 2020. During construction of the project, the Applicant, heirs and assigns shall provide the County with annual reports outlining progress to date along with circumstances that may result in delays. In the event construction will be delayed beyond (December 31, 2020), the Applicant, heirs and assigns shall formally request an extension be granted by the Board of County Commissioners; otherwise the BCC may revoke the Conditional Use Permit.
- O. Pursuant to Section 509 of the Perquimans County Zoning Ordinance, no Certificate of Zoning Compliance will be issued until all required site improvements have been completed and an appropriately licensed person submits certified "as built drawings" to the County showing the location of the solar energy facility location, roads, transmission lines, equipment, components, and all related improvements. No Final Building Inspection will be conducted and no Certificate of Occupancy will be issued until a Certificate of Zoning Compliance has been issued.
- P. Applicant heirs and assigns shall provide an NC Department of Environmental Quality letter of approval for an Erosion and Sedimentation Control Plan prior to zoning permit issuance.

CONDITIONAL USE PERMIT No. CUP-19-03
Page 6 of 8

- Q. Continued Access and Inspections: For a period of up to 12 months after the Applicant, heirs and assigns submits the certified "as built" drawings, County staff may confirm compliance with the specifications determined to be within compliance according to the Perquimans County Zoning Ordinance, Sections 907.28 B.(1)-(5), as amended October 2, 2017.
- R. Sign Permits: A separate Sign Permit must be obtained from the Planning & Zoning Office and the Building Inspections Department for any sign not exempted or otherwise required by local, State or Federal law.
- S. Applicant, heirs and assigns shall accommodate and support and hold training sessions for emergency service personnel if requested by the Emergency Services Director with adequate advanced notice.
- T. Decommissioning: \$351, 277 cash bond to be given to Perquimans County to hold as a bond until site is decommissioned upon ceasing of operations. Cash bond is required prior to zoning permit issuance. Perquimans Solar, LLC shall provide an updated Decommissioning Cost Estimate on five(5) year intervals, prepared by a North Carolina Licensed Engineer, which shall include the gross estimated cost to perform decommissioning, not including salvage value. Perquimans Solar, LLC will update the amount of decommissioning security held by the County to equal the updated decommissioning costs.
- U. Applicant shall meet with adjacent property owners to discuss any concerns.
- V. Vegetative buffer shall extend at least 855 feet South 40 degrees East from road pavement edge on the west end of the project (to block the view through the woods clearing), then run northwesterly toward Pender Road, turning northeast running parallel with Pender Road then turning east and down the project's east side in a southeasterly direction, wrapping around the project corner in a southwesterly direction approximately 800 feet until it meets the woods line on the project's southeast side. (see attached site plan)

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

CONDITIONAL USE PERMIT No. CUP-19-03
Page 7 of 8

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

Wallace Nelson, Chair, Board of Commissioners Date

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

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

Perquimans Solar, LLC _____ Date _____
By: _____, Its _____

The State of _____

County

I, _____, a Notary Public in and for the said State and County,
do hereby certify that _____
personally appeared before me this day and acknowledged the due execution of the forgoing
instrument.

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

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

CONDITIONAL USE PERMIT No. CUP-19-03
Page 8 of 8

Insert Here Site Plan(s) no larger than 8.5" X 14"
which bear(s) the following statement:

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

SITE PLAN IS ON NEXT PAGE

Do NOT record this page

- End of Proposed Conditional Use Permit No. CUP-19-03
to be recorded by Perquimans Solar, LLC

for

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Do NOT record this page

WORK SESSION

September 16, 2019

7:00 p.m.

Due to a lack of business to discuss, the Perquimans County Board of Commissioners Work Session on September 16, 2019 was cancelled.

P.O. Box 7
Hertford, N.C. 27944



Phone: (252) 426-7010
(252) 426-5564
Fax: (252) 426-4034

PERQUIMANS COUNTY TAX DEPARTMENT

October 1, 2019

Tax Refund: (Perquimans County)

Jennifer Christine Parker \$178.18
Vehicle sold to dealership. 6 month refund
Account #: 0046380344

Tax Release: (Perquimans County)

Woodville Pentecostal Holiness Church \$955.80
Property should be exempt and was billed in error.
Account#: 420706

Belvin Raymond Eure Jr \$268.45
Parcel 4-0053-0065B was billed to Mr. Eure in error.
Should have been billed to Daniel Gregory.
Account#: 429475



Daniel & Dawn Gregory \$165.79
Parcel 4-0053-0065C was billed to Mr. Gregory in error.
Should have been billed to Belvin Eure.
Account#: 430320

Perquimans County's Vision:

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



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
September 30, 2019

To: The Perquimans Board of County Commissioners

From: Bill Jennings
Perquimans County Tax Administrator

During the 2019 billing cycle, available discounts/exemptions were not calculated for those eligible. Rather than filling out individual release forms for each taxpayer, I have attached a detailed spreadsheet with requested release totals.

I apologize for any inconvenience.
If you have any questions, please let me know.

Thank you,

A handwritten signature in cursive script that reads "Bill Jennings".

Bill Jennings
Perquimans County Tax Administrator

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

P.O. Box 7
 Hertford, N.C. 27944



Phone: (252) 426-7010
 (252) 426-5564
 Fax: (252) 426-4034

**PERQUIMANS COUNTY
 TAX DEPARTMENT**

October 1, 2019

PERQUIMANS COUNTY TAX REFUNDS:

Isabella Cochran **\$417.13**

Available discount was not applied. Account Number 263289

Wilbert & Delorus Kemp **\$265.50**

Available discount was not applied. Account Number 427367

Thomas Noden **\$424.21**

Available discount was not applied. Account Number 259896

Perquimans County's Vision:

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

2019 Billing Correction - Senior Citizens Discounts

Account Number	Taxpayer Name	Parcel Number	County Release	Hertford Release	Winfall Release	Total
256097	ROBERT AMOS	2-D082-N024-HI	147.5			147.5
539047	JEAN J BATEMAN	5-D032-0135-W	417.13		381.78	798.91
302900	JIMMY BYRUM	3-0040-AH007B-H	416.84	332.06		748.9
256314	LOIS COLE	2-D085-C005-SH	147.5			147.5
420476	AMY DAIL	4-D077-2001-DC	458.14			458.14
357776	LOUISE DAIL	3-0038-00044	336.3			336.3
257892	LESLEY DUKE	2-D082-G043-HI	341.91			341.91
260310	KIM GREGORY	2-D082-H138-HI	28.32			28.32
263696	ANTOINETTE HINES-BERGER	2-D083-017A-GN	804.17			804.17
105060	JAMES HINTON	1-0005-0004	147.5			147.5
427410	ARMESIA JAMES	MOBILE HOME	7.44			7.44
261227	PATRICIA ANN CLARK JAMES	2-D082-N016-HI	34.22			34.22
219250	JOYCE & DONALD JAMES	2-0072-0033	279.66			279.66
312760	MARTHA LAMB	3-0039-00025	147.5			147.5
356242	ELVA LEE	MOBLIE HOME	55.6	44.29		99.89
427979	SARAH MEADOWS	4-0065-0030F	179.07			179.07
430198	JACKSEN O'KEEFE-TILLET	4-0053-0091	396.78			396.78
316720	RICHARD & GINGER O'NEAL	3-0040-AT011-H	265.5	211.5		477
538278	HELEN ORMOND	5-D032-0007-W	119.18	109.08		228.26
357269	JAMES ORMOND	3-0040-RR604-H	237.48	189.18		426.66
357450	DONALD & BARBARA OUTLAND	3-0040-AC101-H	265.5	211.5		477
413920	JAMES & EVELYN OVERTON	4-0055-0076	147.5			147.5

429862 WILLIAM OVERTON	4-0043-0074	147.5		147.5
528121 BENJAMIN EARL OWENS	5-0034-0126B	265.5		265.5
233110 DOROTHY RIDDICK	2-0061-0072	190.28		190.28
356221 PATTY RIDDICK	MOBILE HOME	33.74	26.88	60.62
514600 JAMES ROUNTREE	5-0042-0063	226.56		226.56
356699 ALICE SURGEON	3-0047-00005	142.78		142.78
319765 CURTIS & DARLENE SHAMBRY	3-0040-YY708-H	175.23	139.59	314.82
110660 ANNETTE SMITH	1-0005-0036	363.15		363.15
427999 MATT & ANNA SPIVEY	4-0054-0057	304.75		304.75
115973 PAIGE STALLINGS	1-0022-0027	147.5		147.5
117398 SIDNEY STALLINGS	1-0005-0034	299.43		299.43
356219 MARY STEPNEY	3-0049-00006A	344.27		344.27
259021 ALBERTA STINEDURF	2-D085-E009-SH	265.5		265.5
430247 MICHAEL STOCKWELL	4-D053-1004-DRS	265.5		265.5
429746 BARBARA STOKELY	4-D076-A018-CS	785.88		785.88
429085 ROBERT STOKELY	MOBILE HOME	60.98		60.98
263736 MARY SURDACKI	2-D082-D009-HI	223.32		223.32
427780 LOUIS SWANNER	4-D064-0004-HE	147.5		147.5
422333 FREDDIE THOMAS	4-0045-0031	284.97		284.97
428150 BETTY THOMPSON	4-0043-0016	502.98		502.98
516380 DOROTHY TILLET	5-0042-0032	137.47		137.47
259598 DANNY TOWNSEND	2-D085-D120-SH	125.67		125.67
539546 LARRY & LUCY TURNER	5-0032-0037C	265.5	243	508.5
260663 FRANCES VAUGHAN	2-0069-0094	237.48		237.48
427780 CAROLYN WHITE	4-D064-0004-HE	147.5		147.5
428403 ROGER WOMACK	4-0063-0007F	268.16		268.16
258805 DANIEL WOOTEN	2-D069-0003-NFA	247.8		247.8

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Steven Lee Stallings _____

SOC. SEC. NO.: _____

POSITION: Water Plant Operator _____

DEPT.: Water _____

NEW EMPLOYEE EFFECTIVE DATE: October 1, 2019 *PL*

GRADE: 64 STEP: 18 SALARY: ~~\$47,270.00~~ \$48,215

ENDING DATE OF PROBATIONARY PERIOD: October 1, 2020

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: 9/10/19

COUNTY MANAGER APPROVAL

DATE: 10/3/19

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 10-1-19

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Leroya Brendel Banks _____

SOC. SEC. NO.: _____

POSITION: Deputy _____

DEPT.: Sheriff's Office _____

NEW EMPLOYEE EFFECTIVE DATE: October 1 2019

GRADE: 64 STEP: 1 SALARY: \$31,837

ENDING DATE OF PROBATIONARY PERIOD: October 1 2020

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

COUNTY MANAGER APPROVAL

[Signature]

[Signature]

DATE: 10-1-19

DATE: 10/3/19

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: September 20, 2019

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Amanda Ward SOC. SEC. NO.: _____

POSITION: Certified Telecommunicator PART-TIME FILL-IN DEPT.: 911 Communications

STATUS CHANGE EFFECTIVE DATE: October 1, 2019

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.

10-1-19 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: 62 STEP: 2 SALARY: \$14.37 per hour

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: 9-20-19

[Signature: Frank Heath]
DATE: 10/3/19

FINANCE OFFICER

* Transition from Permanent Part-Time to Part-Time Fill-In

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: September 30, 2019

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Anmarie Shine SOC. SEC. NO.: _____

POSITION: Certified Telecommunicator PERMANENT PART-TIME FILL-IN DEPT.: 911 Communications

STATUS CHANGE EFFECTIVE DATE: October 1, 2019

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

10-1-19 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 62 STEP: 1 SALARY: \$14.02 per hour

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

DEPARTMENT RECOMMENDATION

[Signature]

DATE: 9-30-19

COUNTY MANAGER APPROVAL

[Signature]

DATE: 10/3/19

FINANCE OFFICER

DATE: _____

* Transition from Part-Time Fill-In to Permanent Part-Time

EMPLOYMENT ACTION FORM

DATE SUBMITTED: September 30, 2019

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Tiffany Haynes

SOC. SEC. NO.: _____

POSITION: Certified Telecommunicator PERMANENT PART-TIME FILL-IN DEPT.: 911 Communications

STATUS CHANGE EFFECTIVE DATE: October 1, 2019

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.

10-1-19 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: 62 STEP: 2 SALARY: \$14.37 per hour

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]

Frank Heath

DATE: 9-30-19

DATE: 10/3/19

FINANCE OFFICER

* Transition from Part-Time Fill-In to Permanent Part-Time

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: September 30, 2019

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Michaela Madden-Browder

SOC. SEC. NO.: _____

POSITION: Paramedic, Part Time, Fill In

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

X 10/1/2019 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 68 STEP: 1 SALARY: \$18.25 per hour

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

DEPARTMENT RECOMMENDATION
[Signature]
DATE: 10/1/19

COUNTY MANAGER APPROVAL
[Signature]
DATE: 10/3/19

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: September 30, 2019

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Brian Hickman

SOC. SEC. NO.: _____

POSITION: Paramedic, Part Time, Fill In

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

X 10/1/2019 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 68 STEP: 1 SALARY: \$18.25 per hour

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

DEPARTMENT RECOMMENDATION

[Signature]
DATE: 10/1/19

COUNTY MANAGER APPROVAL

Frank Heath
DATE: 10/3/19

FINANCE OFFICER

DATE: _____

Theresa C. Stallings

230 Lowes Lane, Hertford, NC 27944 | (252) 542-8041

August 5, 2019

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

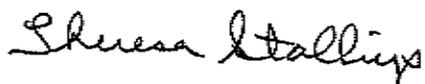
To Whom It May Concern:

This letter represents my official notice of retirement from my position of Housekeeper with Perquimans County be made final on the 31st day of December 2019.

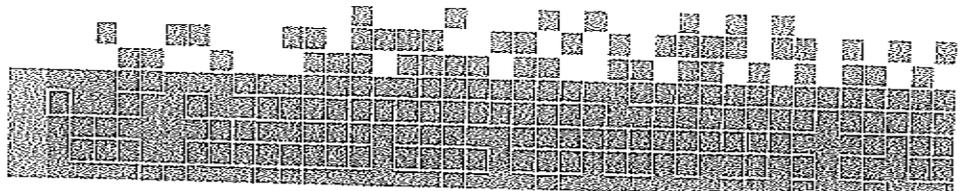
It has been with great pleasure to work with Perquimans County. I will always appreciate the experience and knowledge I gained during my career with the County.

Please let me know of any help I could be to train or assist the person that will take over my position.

Sincerely,



Theresa C. Stallings



**PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES**

P.O. BOX 107
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD

Terissa J. Blanchard, Chair
Dianne M. Layden
Charles Woodard

252-426-7373 – FAX 426-1240

DIRECTOR
Susan M. Chaney

MEMORANDUM

Date: September 24, 2019

To: Frank Heath, County Manager
Tracy Mathews, County Finance
Mary Hunnicutt, Clerk to the Board
Nicole Elliott, DSS Fiscal Officer

From: Susan Chaney, DSS Director *Susan Chaney*

Subject: Diane Murray

Enclosed please find an Employee Action Form for Perquimans County Department of Social Services Supervisor, Diane Murray, whom I am recommending for a step/merit raise effective October 1, 2019.

If you have any questions or need additional information, do not hesitate to contact me at 252-426-7373 ext. 128.

Perquimans County's Vision

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 9/24/19

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Diane Murray SOC.: SEC. NO.:
POSITION: Income Maintenance Supervisor II DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY: \$

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date GRADE: STEP: SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

RAISE. (YEAR 2 3 4) GRADE: STEP: SALARY: \$

DATE OF EMPLOYEE TERMINATION:

XX RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE GRADE/STEP RAISE:
Date: 10-1-2019 GRADE: 67 STEP: 4 SALARY: \$ 39,104.00

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

Suzan M Chaney

DATE: September 24, 2019

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 9/25/19

FINANCE OFFICER

DATE: _____

**PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES**

P.O. BOX 107
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD

Terissa J. Blanchard, Chair
Dianne M. Layden
Charles Woodard

252-426-7373 – FAX 426-1240

DIRECTOR
Susan M. Chaney

MEMORANDUM

Date: September 24, 2019

To: Frank Heath, County Manager
Tracy Mathews, County Finance
Mary Hunnicutt, Clerk to the Board
Nicole Elliott, DSS Fiscal Officer

From: Susan Chaney, DSS Director *Susan Chaney*

Subject: Denise Stallings

Enclosed please find an Employee Action Form for Perquimans County Department of Social Services employee, Denise Stallings, who has completed the work against position (IMC I working against the IMC II position) and is fully qualified as an Income Maintenance Caseworker II with Family & Children's Medicaid effective October 1, 2019.

If you have any questions or need additional information, do not hesitate to contact me at 252-426-7373 ext. 128.

Perquimans County's Vision

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 9/24/19

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Denise Stallings
POSITION: IMC II

SOC.: SEC. NO.:
DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY: \$

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date
GRADE: STEP: SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

RAISE. (YEAR 2 3 4)
GRADE: STEP: SALARY: \$

DATE OF EMPLOYEE TERMINATION:

XX RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE GRADE/STEP RAISE:

Ms. Stallings completed the IMC I working toward the IMC II position.

Date: 10-1-2019 GRADE: 63 STEP: 1 SALARY: \$ 30,466.00

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

Suzan M Chaney

Frank Heath

DATE: September 24, 2019

DATE: 9/25/19

FINANCE OFFICER

DATE: _____

**PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES**

P.O. BOX 107
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD

Terissa J. Blanchard, Chair
Dianne M. Layden
Charles Woodard

252-426-7373 – FAX 426-1240

DIRECTOR
Susan M. Chaney

MEMORANDUM

Date: September 24, 2019

To: Frank Heath, County Manager
Tracy Mathews, County Finance
Mary Hunnicutt, Clerk to the Board
Nicole Elliott, DSS Fiscal Officer

From: Susan Chaney, DSS Director *Susan Chaney*

Subject: Jovan Ward

Enclosed please find an Employee Action Form for Perquimans County Department of Social Services employee, Jovan Ward, whom I am recommending for a step/merit raise effective October 1, 2019.

If you have any questions or need additional information, do not hesitate to contact me at 252-426-7373 ext. 128.

Perquimans County's Vision

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 9/24/19

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Jovan Ward
POSITION: IMC III

SOC.: SEC. NO.:
DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY: \$

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date
GRADE: STEP: SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

RAISE. (YEAR 2 3 4)
GRADE: STEP: SALARY: \$

DATE OF EMPLOYEE TERMINATION:

XX RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE GRADE/STEP RAISE:

Date: 10-1-2019 GRADE: 65 STEP: 5 SALARY: \$ 36,682.00

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

Susan M Chaney

DATE: September 24, 2019

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 9/25/19

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: September 30, 2019

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Hazelene Miller

SOC. SEC. NO.: _____

POSITION: AEMT, Part Time, Fill In

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

X 10/1/2019 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 66 STEP: 5 SALARY: \$18.43 per hour

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

DEPARTMENT RECOMMENDATION

[Signature]
DATE: 10/1/19

COUNTY MANAGER APPROVAL

[Signature]
DATE: 10/3/19

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: September 30, 2019

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: William Tutwiler SOC. SEC. NO.: _____

POSITION: Paramedic, Full Time DEPT.: EMS

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

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

X 10/1/2019 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 70 STEP: 4 SALARY: \$44,624

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

DEPARTMENT RECOMMENDATION
[Signature]
DATE: 10/1/19

COUNTY MANAGER APPROVAL
[Signature]
DATE: 10/3/19

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: LEANNE HAMILTON

SOCIAL SECURITY NO.:

POSITION: ADMINISTRATIVE ASSISTANT

DEPT.: SHERIFF

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

CURRENT: GRADE: 60 _____ STEP: 8 _____ SALARY: 31,681 _____

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: _____

10/1/19 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)
Date GRADE: 60 _____ STEP: 9 _____ SALARY: 32,453 _____

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

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

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

DEPARTMENT RECOMMENDATION

[Signature]
DATE: 9-20-19

COUNTY MANAGER APPROVAL

[Signature]
DATE: 10/3/19

FINANCE OFFICER

DATE: _____



PERQUIMANS COUNTY

BOARD OF COMMISSIONERS

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

WALLACE E. NELSON
 CHAIRMAN
 FONDELLA A. LEIGH
 VICE CHAIR
 JOSEPH W. HOFFLER
 T. KYLE JONES
 ALAN LENNON
 CHARLES WOODARD
 W. HACKNEY HIGH, JR.
 COUNTY ATTORNEY

MARY P. HUNNICUTT
 CLERK TO BOARD

W. FRANK HEATH, III
 COUNTY MANAGER

2020 Census Partnership

WHEREAS the U.S. Census Bureau is required by the U.S. Constitution to conduct a complete count of the population and provides a historic opportunity to help shape the foundation of our society and play an active role in American democracy;

WHEREAS Perquimans County is committed to ensuring every resident is counted;

WHEREAS federal and state funding is allocated to communities, and decisions are made on matters of national and local importance based, in part, on census data and housing;

WHEREAS census data help determine how many seats each state will have in the U.S. House of Representatives and are necessary for an accurate and fair redistricting of state legislative seats, county and city councils and voting districts;

WHEREAS information from the 2020 Census and American Community Survey is vital for economic development and increased employment;

WHEREAS the information collected by the census is confidential and protected by law;

WHEREAS a united voice from business, government, community-based and faith-based organizations, educators, media and others will enable the 2020 Census message to reach more of our residents;

WHEREAS the Census count requires extensive work, and the Census Bureau requires partners at the state and local level to insure a complete and accurate count;

WHEREAS Perquimans County and its appointed Complete Count Committee will bring together a cross section of community members who will utilize their local knowledge and expertise to reach out to all persons of our community;

NOW, THEREFORE, BE IT RESOLVED that Perquimans County is committed to partnering with the U.S. Census Bureau and the State of North Carolina and will:

1. Support the goals for the 2020 Census and will disseminate 2020 Census information;
2. Encourage all County residents to participate in events and initiatives that will raise the overall awareness of the 2020 Census and increase participation;
3. Provide CCC members and Census advocates to speak to County and Community Organizations;
4. Support census takers as they help our County complete an accurate count; and,
5. Strive to achieve a complete and accurate count of all persons within our borders.

Adopted this 7th day of October, 2019.

Wallace E. Nelson, Chairman
 Perquimans County Board of Commissioners

ATTESTED:

(SEAL)

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

Perquimans County's Vision:

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

From: Jasmine Wilson [mailto:jwilson@accog.org]
Sent: Wednesday, September 04, 2019 3:29 PM
To: Mary Hunnicutt
Cc: Brandi Jordan
Subject: [External] RE: Community Advisory Committee

Good Afternoon Mary,

I spoke with Delphine Madre and Gloria Cartwright, both have expressed that they would not like to be reappointed. Please reappoint Mary Corprew for 3 years. As far as Mary Vidaurri, I believe she was replaced by Walker Rayburn Jr. or Deborah Pfennig.

Here's a current list of CAC members:

Name	Board/Committee	Appt.	Expire
Madre, Delphine	Perquimans County Joint Community Advisory Committee	10/1/2016	10/1/2019
Cartwright, Gloria	Perquimans County Joint Community Advisory Committee	11/1/2018	10/31/2019
Corprew, Mary	Perquimans County Joint Community Advisory Committee	11/1/2018	10/31/2019
Simpson, Ernestine	Perquimans County Joint Community Advisory Committee	12/1/2018	11/30/2021
Pfennig, Deborah	Perquimans County Joint Community Advisory Committee	4/1/2019	3/31/2019
Rayburn Jr, Walker	Perquimans County Joint Community Advisory Committee	4/1/2019	3/31/2019

Please let me know if you need anything else and please be safe during the storm!

Jasmine S. Wilson

Aging Program and Contracts Specialist &
 Long Term Care Ombudsman CAC Program Assistant
jwilson@accog.org

Albemarle Commission Area Agency on Aging

512 South Church Street

Hertford, NC 27944

Phone: (252)426-5753 ext. 8244

Direct Phone Line: (252)426-8244

*~*Please note my new extension and phone number*~*

Fax: (252)426-8482

www.albemarlecommission.org



"The best way to find yourself is to lose yourself in the service of others" ~ Mahatma Gandhi

From: Tilley, Todd W. [mailto:Todd.W.Tilley@nccourts.org]
Sent: Wednesday, October 02, 2019 4:12 PM
To: Mary Hunnicutt
Subject: [External] FW: I would like to render my resignation from the Jury Commission due to health problems. Sincerely, Sadie B. Eure.

I received the resignation below from Sadie Eure today. I would like to recommend Dianne White Stallings as her replacement.



Todd W. Tilley
Clerk of Superior Court
Perquimans County
North Carolina Judicial Branch
O 252-404-5000
F 252-404-5001

Justice for all
www.NCcourts.gov



From: Sadie Eure <sadiebe32@hotmail.com>
Sent: Wednesday, October 2, 2019 4:08 PM
To: Tilley, Todd W. <Todd.W.Tilley@nccourts.org>
Subject: Resignation

I would like to render my resignation from the Jury Commission due to health problems.

Sincerely,
Sadie B. Eure.

E-mail correspondence to and from this address may be subject to the North Carolina public records laws and if so, may be disclosed.



**PERQUIMANS COUNTY
BOARD OF COMMISSIONERS**

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

WALLACE E. NELSON
CHAIRMAN
FONDELLA A. LEIGH
VICE CHAIR
JOSEPH W. HOFFLER
T. KYLE JONES
ALAN LENNON
CHARLES WOODARD
W. HACKNEY HIGH, JR.
COUNTY ATTORNEY

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

MEMORANDUM

TO: County Commissioners
Hackney High, Jr., County Attorney
All Department Heads:

Tax	Veterans Services	Emergency Medical Services
Finance	Inspections	Senior Citizens
Register of Deeds	Board of Elections	Water Department
Sheriff	Extension	Buildings & Grounds
Social Services	County Manager	
Soil Conservation	Recreation	

FROM: Mary P. Hunnicutt, Clerk to the Board

DATE: September 4, 2019

RE: 2020 HOLIDAY SCHEDULE

Below is the holiday schedule for the year 2020. Please distribute to your department. If you have any questions, please let me know.

2020 HOLIDAY SCHEDULE		
HOLIDAY	OBSERVANCE DATE	DAY OF THE WEEK
New Year's Day	January 1, 2020	Wednesday
Dr. Martin Luther King, Jr. Day	January 20, 2020	Monday
Good Friday	April 10, 2020	Friday
Memorial Day	May 25, 2020	Monday
Independence Day	July 3, 2020	Friday
Labor Day	September 7, 2020	Monday
Veterans Day	November 11, 2020	Wednesday
Thanksgiving	November 26 & 27, 2020	Thursday & Friday
Christmas	December 24, 25, & 28, 2020	Thursday, Friday, & Monday

Perquimans County's Vision:

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

Contractor Proposal

August 30, 2019

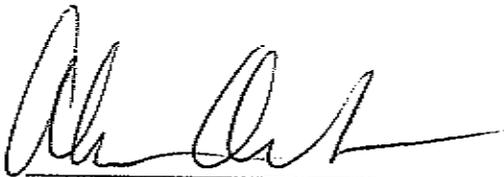
Submitted to Perquimans Park and Recreational Center 310 Granby St, Hertford, NC 27944

Job: Provision, Operations, Maintenance of Concessions Sales for Community Center and Athletic Fields

Operating Year 2019 to 2020

Propose

Payments of 10% of Gross Monthly Revenue



Alvan Overton Bout Thyme Kitchen
109 N Church St Hertford, NC 27944
252 331 9054 overton06@gmail.com



Date

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT is made the ___ day of _____, 20___ between the County of Perquimans and Bout Thyme Kitchen, Contractor.

RECITALS

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

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

IT IS THEREFORE AGREED as follows:

1. Scope of Work. Contractor agrees to perform the following services for County:
Provision, Operation, and Maintenance of Concessions Sales at the Perquimans Community Center and Athletic Fields.

Provide the required concession operations, as well as required maintenance and upkeep of the facilities and grounds as related to Contractors services.

2. Compensation. Contractor agrees to pay a percentage at the end of each playing season from sales and related revenues, Operating Table as follows: Operating Year 2019 Monthly Percentage of 17% of gross Revenue and Operating Year 2020 Monthly Percentage of 17% of gross revenue.

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

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

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

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

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

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

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

the terms and obligations of this Agreement. Contractor further understands and acknowledges the following:

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

j. This Agreement shall not prevent Contractor from performing other services for other parties. Contractor may engage in other business endeavors or projects of any kind or nature.

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

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

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

County, or which the County may be required to pay. In the event the liability of the Contractor shall arise by reason of the sole negligence of County and/or the sole negligence of County's employees, agents or servants, then and only then, Contractor shall not be liable under the provisions of this paragraph.

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

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

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

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

If the notice is to County:
County of Perquimans
PO Box 538
Hertford, NC 27944

If the notice is to Contractor:
Bout Thyme Kitchen
109 N Church Street
Hertford, NC 27944

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

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

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

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

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

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

ATTEST:

COUNTY OF PERQUIMANS

By: _____
Clerk to the Board of Commissioners

By: _____ (SEAL)
Frank Heath, County Manager

Bout Thyme Kitchen
By: Alvan Overton (SEAL)
Bout Thyme Kitchen, Alvan Overton

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

By: _____
Authority Finance Officer



**2019 MEMORANDUM OF PARTICIPATION (MOP)
FOR A FULL VALUATION OF THE
OTHER POSTEMPLOYMENT BENEFITS (OPEB)**

EMPLOYER NAME: Perquimans County

UNIT'S RETIREMENT SYSTEM (LGERS) I.D. NUMBER(S): 97201

MAILING ADDRESS: P. O. Box 45

CITY: Hertford ZIP CODE: 27944

NAME: Mr. Ms. (choose one) Tracy Mathews

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

E-MAIL ADDRESS: tracymathews@perquimanscountync.gov

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

GASB No. 74/75 Valuations	
Base Fee	Base Fee
▪ Less than 20 total active and retired participants	\$5,000
▪ 20-49 total active and retired participants	\$6,500
▪ 50-99 total active and retired participants	\$7,800
▪ 100 or more total active and retired participants	\$8,500
▪	+ Plus +
Per Participant Fee	
▪ Less than 50 total active and retired participants	\$5.00
▪ 50-99 total active and retired participants	\$4.50
▪ 100-249 total active and retired participants	\$3.25
▪ 250-499 total active and retired participants	\$2.75
▪ 500 or more total active and retired participants	\$2.50

Interested employers must return this 2019 Memorandum of Participation indicating their desire to participate along with all requested data as outlined on the following page. In order to complete the report in advance of your June 30, 2020 financial report, we need to receive all requested information no later than **October 31, 2019**.

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

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

Authorized Signature

Signed this _____ day of _____, 20____.

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



INFORMATION COLLECTION CHECKLIST FOR OPEB REQUEST

EMPLOYER NAME: Perquimans County

UNIT'S RETIREMENT SYSTEM (LIGERS) I.D. NUMBER(S): 97201

Please provide a completed copy of this checklist to indicate the items being sent and the work being requested. This will help us verify receipt of all information and to be sure nothing was lost in transit.

I. Indicate the work being requested through this agreement (choose all that apply):

- June 30, 2019 OPEB valuation report which will provide information for June 30, 2020 disclosure.
- Provide additional information related to a split of the liabilities, OPEB expense or proportionate share amounts for the component units. Additional fees will apply based on our hourly rates.

II. Check the boxes below to indicate which items are included in this submission. If multiple submissions are needed because some of the information is not immediately available, please provide an updated checklist with each submission.

- Executed 2019 Memorandum of Participation (MOP)

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

- (1a) Active Data as of June 30, 2019 (including SSN for each record or NCLGERS Person ID for each record) in an encrypted/protected Excel file. Note that the NCLGERS data file will be used to supplement the information you provide.
- (1b) Retiree Data as of June 30, 2019 (including SSN for each record or NCLGERS Person ID for each record) in an encrypted/protected Excel file
- (2) Have the plan provisions changed since the prior valuation? Yes No (choose one) If yes or if Cavanaugh Macdonald did not prepare your prior OPEB report, please provide the new plan provision information detailing the new OPEB benefit eligibility conditions.
- (3) Medical coverage summaries (co-pays, deductibles, etc.) for the most recent 2 years
- (4) Premium rates and the effective dates for the most recent 2 years for each benefit, coverage tier and group
- (5) Please refer to Item 5 in the "Memorandum and Explanation of Items Requested" document for an explanation of fully-insured and self-insured benefits. Check the appropriate boxes below for your plan.
- For Pre-Medicare: Fully Insured Self-Insured
- Other, please explain: _____
- For Medicare: Fully Insured Self-Insured
- Other, please explain: _____
- (6) Plans with self-insured benefits must provide claims experience, enrollment counts by coverage tier, administrative fees and other fixed fee information. We provided a template for your use in collecting the claims experience information as an attachment in the data request email. Email us at NCOPEB@CavMacConsulting.com if you need another copy. If the template is not fully completed, additional information may be requested and delays may occur. Also provide a copy of the most recent Administrative Service Only (ASO) funding rates for each plan option.



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

(7a) Claims and/or premiums paid for the measurement period ending June 30, 2019. We provided a template for your use in collecting the claims experience information as an attachment in the data request email. Email us at NCOPEB@CavMacConsulting.com if you need another copy. If the template is not fully completed, additional information may be requested and delays may occur.

- Does the Employer have assets in a qualified GASB OPEB funding vehicle (i.e., a Trust or Trust like arrangement for the sole purpose of providing OPEB benefits for retirees that cannot be used to pay active health care costs or any other benefits) as of June 30, 2019? Yes No (choose one)
- If there were no OPEB assets as of June 30, 2019, does the Employer plan to establish OPEB assets in a qualified GASB OPEB funding vehicle by June 30, 2020? Yes No N/A (choose one)

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

\$ 0 (enter \$0 or the amount we should use – do not leave blank)

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

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

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

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

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

E-mail: tracymathews@perquimanscountync.gov

PERQUIMANS COUNTY SPECIAL EVENTS POLICY

Perquimans County recognizes the value of Special Events to the quality of life of the residents of the County. Special Events promote the County, build a sense of community, provide economic benefits to businesses and the County, build community pride and provide affordable entertainment to the citizens of the County. The County is committed to working with event organizers to help them produce a successful and safe event which has minimal impact on the environment, surrounding neighborhoods, residents and businesses.

Purpose

This policy sets forth the requirements, duties and general responsibilities for Special Events which are held in the County.

For the purpose of this policy, a Special Event is defined as a non-routine activity within the County that brings together a crowd in excess of 750 people and that will significantly impact the surrounding community and that involves the increased use of County services and staff. Examples of a Special Event include but are not limited to: concerts, festivals, carnivals, marches, demonstrations, parades, walks, block/street parties and sport tournaments.

Event Classification & Costs**County-Sponsored/Operated Special Events**

Events that are created, planned, and implemented by the County, its Departments or Agencies. Funding for County sponsored events is reviewed annually during the budget process. Permit fees are to be waived for events falling within this category.

County Co-Sponsored Special Events

Events that are created, planned, and implemented by non-County groups, individuals, organizations, associations or agencies. Support for the co-sponsored events may include in-kind services from County staff based on regular staff hours, waiver of some permit fees, and/or financial support limited to funds approved in County's annual budget. Cost recovery expenses are to be paid to County and may include staff overtime, supplies, materials, and other direct expenses.

Non-County Sponsored Special Events

Events that are created, planned, and implemented by non-County groups, individuals, organizations, associations or agencies. The County does not provide financial support for these events and expects to be reimbursed for all costs associated with the activity; including but not limited to overtime expenses, supplies, materials, and permit fees. In the case of Non-Profit Events, the County may, upon approval by the County Manager, assist with the operation by providing services from County staff. Event organizers of a Non-Profit Special Event must submit a current IRS 501(c)3 certification and shall reimburse the County for 100% of costs in excess of the support level authorized.

Parades & Walks

Parades & Walks exceeding an expected crowd of 750 people require a permit from the County Manager and must be filed at least forty-five (45) days before the date on which the proposed parade or walk is to take place.

Application Procedures

Applications for Special Events are available from the County Manager's office. Applications shall be submitted to the County Manager's Office no later than forty-five (45) days prior to the scheduled date of the event and may be submitted as early as one year before the event.

The County may waive the forty-five (45) day rule only in extreme cases for events that may require an immediate decision due to the circumstances of the event. The applicant shall comply with all applicable County ordinances, codes, conditions, and requirements.

Applicants are responsible for obtaining all permits, privilege (business) licenses, authorizations and/or exemptions required by other agencies within jurisdiction for any element of the event.

Responsibility for Costs

Applicant shall be responsible for the cost of all services required in coordinating and putting on the special event unless it is agreed that the County may sponsor all or a portion of the event.

A lead event organizer must be in charge of the Special Event, and this person must be accessible to County Staff/Law Enforcement. This person will be responsible for the operation of the event, including supervision of all vendors and activities, crowd control, and payment of all fees associated with the event. The lead event organizer shall be on site throughout the entire event duration, including set-up and take-down. If an alternate lead event organizer is to be used, he or she shall be identified at the time of application.

Requirements & Conditions

Times of Events

The County shall determine the allowed time of the event as may be appropriate for the event and the surrounding neighborhood.

Portable Restroom

It is the responsibility of the event organizer to provide adequate on-site restrooms to meet the specific needs of their event. The required number and location of restrooms for any event shall be determined by the County. However, and unless there are public facilities available that satisfy the anticipated demand, all Special Events having attendance of 250 persons or more with a duration exceeding 4 hours shall provide a quantity of two (2) toilets for every 250 people – one male, one female. At least two (2) of these facilities shall be ADA accessible. For every additional 250 persons, one additional unisex restroom facility shall be provided. Restroom maintenance is the responsibility of the event organizers and the facilities shall be removed within 24 hours after the conclusion of the event. Rental fees are the sole responsibility of the Applicant.

Special Structures

Any temporary and/or special structures such as fences, platforms, electrical structures, etc. shall comply with all appropriate codes and be County inspected for final approval and shall be removed within 48 hours after the conclusion of the event.

Sound Amplification

Amplification of music and sound as part of an outdoor special event is regulated in compliance with the County's Noise Ordinance. An "Amplified Noise Permit" is not required to amplify sound for a Special Event; however neither does the Special Event Permit serve as authorization for disregard of the noise ordinance. The noise ordinance does grant reasonable exceptions for

noise emanating from activities under a County noise permit, to include noise from fireworks. Any complaints of loud, disturbing, or unnecessary noise may result in the immediate revocation of the Special Event Permit by the County's Sheriff Department.

Events that may produce or cause to be produced sounds in excess of limits set forth in the County's Noise Ordinance need to apply for A "Permit to Exceed" the maximum sound levels. This application shall be submitted to the County Sheriff or his/her designee at least 45 days prior to the scheduled event.

Pyrotechnics

N.C.G.S. 58-82A-1 requires anyone discharging/operating pyrotechnics or proximate explosives to attend a training course and earn a pyrotechnics operator license before conducting a pyrotechnics display in North Carolina. Pyrotechnics requests are handled as an independent process in the State of North Carolina. There are limited locations within the County that can safely be used to launch pyrotechnics. By N.C.G.S. 14-413, a Pyrotechnics Permit and County approval is required not less than thirty (30) days prior to the date of the proposed pyrotechnic display. Once a complete application is received the Fire Marshal will process the pyrotechnics-related requirements, including a pre-show set up and a walk-through inspection before the approval and issuance of the permit is made.

Tents/canopies

No tents and/or canopies shall be staked.

All tents and/or canopies shall be secured or weighted down at all corners.

No tent and/or canopy shall be erected within fifteen (15) feet of a fire hydrant, or obstruct any building exit or doorway.

Tents and/or canopies may not entirely block streets, highways and roads. A minimum of 14 feet clearance width and 13.5 feet overhead height for fire vehicle access must be maintained on all streets, highways and roads.

Tents over cooking and/or open flames shall be required to have an attached label indicating flame resistance in accordance with an approved testing agency and in accordance with North Carolina State Building and Fire Codes.

There are additional requirements for tents and/or canopies depending on size and use. Tents and/or canopies 700 square feet or less, or when the aggregate total of multiple tents and/or canopies side by side do not exceed 700 square feet without a fire break of twelve feet, are exempt from being certified as flame retardant if all the following are met:

- No enclosing side walls are present.
- No cooking or open flames.
- A minimum of twelve feet clearance is present from other structures or tents.

At least one UL rated 2A, 10B or 10C extinguisher shall be provided for all tents exceeding 500 square feet or any size tent where there is cooking with open flames. When cooking areas include deep fryers, one (1) Class K portable fire extinguisher shall be provided for every four (4) fryers. Additional extinguishers may be required after the inspection. All required fire extinguishers

shall bear a tag by a certified company verifying that the fire extinguisher has been inspected within the last 12 months.

LP Gas use shall be restricted to cylinders no larger than 125 gallons water capacity (100 pounds of gas). Cylinders shall be adequately secured to prevent over turning. Cylinders may not be secured to items such as fire hydrants, temporary electric poles or barricades. Cylinders may be secured to the grill, a tent post, a table placed in a container with a flat bottom such as a plastic carton or permanent electric pole.

General Conditions

All listed requirement and conditions shall comply with the most current North Carolina State Building and Fire Codes.

County Support Services

Extraordinary Services

"Extraordinary Services" means necessary services provided by the County which specifically result from the Special Event. Extraordinary services result in measurable financial costs which are above and beyond the normal levels of public health and safety services on a nonevent day (i.e. those services requiring County employees to be specifically assigned to tasks in support of the Special Event and/or those services resulting in overtime pay or similar costs – such as law enforcement protection, traffic control, fire monitoring, dedicated paramedic service, fire marshal, emergency management, parks/ recreation services, and other services necessary to ensure the protection of participants and citizens, the proper functioning of County services, and the proper administration of County ordinances and this policy).

The County reserves the right to determine necessary staff requirements. Support of County staff beyond their normal daily routines may be obtained by noting a request for assistance on application. Any special requests must be approved by the County Manager. Fees shall be reimbursed in accordance with policies established by the County Manager. If there is no request noted, the event organizer will be responsible for obtaining necessary and qualified staff, as approved by the County Manager, to ensure proper event management and public safety.

Trash & Clean Up

Event organizers are responsible for leaving all permitted space in the same condition in which they were found. Event organizers will be responsible to clean-up the site, including all signage, tape, banners, string, rope, ribbon etc., and may be billed for any additional special maintenance services required for the event.

In the case of events co-sponsored by the County, all trash should be bagged, secured and placed in the pre-determined location for pickup. Additional trash/recycling barrels should be emptied and stacked in the area they were delivered.

The event organizer is responsible for arranging for the proper disposal of gray water, cooking fat, oil, grease, tar paper, food service matting and other similar waste as directed by County staff.

Public Safety

A Multi-Disciplinary Planning Team and written Incident Action Plan and Management Team shall be required for events during which the anticipated attendance is projected to exceed 750

patrons or more. While planning an event, it is important to consider every possible risk and hazard that may occur. To ensure that large-scale events are carried out safely, securely, and efficiently, a number of agencies and organizations must collaborate to perform a variety of functions. A Multi-Disciplinary Planning Team should be composed of the event organizers and any agency that holds a functional stake in the event. At a minimum the team shall include:

- Perquimans County Sheriff's Office
- Any Fire Department having jurisdiction over the special event
- Perquimans County Emergency Services (911 Communications, Emergency Medical Services, Fire Marshal, Emergency Management).
- Tourism Director.

INSURANCE

Insurance and Liability

The Event Organizer must furnish the County fully paid Certificate of Insurance procured from a company licensed to conduct business in North Carolina, no later than fifteen (15) days prior to the event. The County reserves the right to change the limits of insurance. The County Manager will make the final determination that the required insurance limits are met.

The items below must appear on the Certificate of Insurance and must name the County as Additional Insured, if requested by the County:

General Liability Insurance - The General Liability Policy must be provided as specified in the Risk Manager's event assessment.

Automobile Liability Insurance - Automobile Liability Insurance providing coverage on a per occurrence basis will be required in the amount of the General Liability requirement if automobiles are used as part of the event.

Product Liability Insurance - Product Liability Insurance will be required if there is food sales or consumption at the event. Each vendor (an entity in the business of making profit/safety sensitive contractors) must provide proof of a minimum of \$1,000,000 Products Liability Insurance.

Worker's Compensation Insurance - Worker's Compensation Insurance will be required and afford protection to, any County off duty employees hired by the event holder/sponsor to work the event.

Liquor Liability Insurance - Liquor Liability Insurance with a minimum limit of \$1,000,000 will be required if there is the sale or consumption of alcoholic beverages at the event.

A Hold Harmless Agreement and/or Indemnification Agreement must be signed and attached to the application in the form attached hereto.

Event Cancellation

Regardless of whether or not permits have been issued, the County Manager may cancel a Special Event without prior notice for any significant change in conditions which would or may adversely affect the public health or safety of the community, or for any condition that would place County facilities, grounds, or other natural resources at risk of damage or destruction if the event were permitted to take place.

The County Manager, or his/her designee, has the authority to cancel or stop an event if the conditions required for approval, including insurance coverage, of the event are not being met. In addition, the County Manager and County public safety officials have the authority to cancel or stop an event, or place additional restriction on the event, if it is deemed that public health safety or welfare is being jeopardized and/or would be better served with additional restrictions.

In case of public emergency or other event (e.g. natural disaster, or any other emergency deemed by the designated County authority) or required property repairs, a Special Event may be cancelled or rescheduled by the County Manager or his/her designee.

The County reserves the right to waive, modify, and/or amend said Policies at the County's discretion by formal written action of the County Manager or the County Board of Commissioners.

Lightning/Inclement Weather Consideration

Lightning may be the most frequently encountered severe-storm hazard endangering physically active people each year. A proactive approach to lightning safety is recommended, including the implementation of a lightning-safety plan that includes the following:

- Identifying safe locations for shelter from the lightning hazard - A substantial building with plumbing and wiring is preferred
- Avoid trees and open fields
- Careful monitoring of local weather forecasts
- When thunder is heard or lightning seen or is within 10 miles away according to reliable weather devices, websites, or apps, activities should be suspended.
- Waiting 30 minutes or longer after the last flash of lightning or sound of thunder is recommended before activities are resumed.
- Decide prior to the event who will make the official call to suspend activities.
- Designating a weather watcher, actively looking for signs of threatening weather.

**APPLICATION
PUBLIC SCHOOL BUILDING CAPITAL FUND
NORTH CAROLINA EDUCATION LOTTERY**

Approved: _____

Date: _____

County: Perquimans

Contact Person: James Davison

LEA: 720

Title: Director of Maintenance

Address: P. O. Box 337, Hertford, NC 27944

Phone: 252-426-2511

Project Title: HVAC DDC Control Upgrades Phase I

Location: Perquimans County High School, Perquimans Central School and Central Office

Type of Facility: Educational

North Carolina General Statutes Chapter 19C provides that a portion of the proceeds of the North Carolina State Lottery Fund be transferred to the Public School Building Capital Fund in accordance with G.S. 115C-546.2. Further, G.S. 115C-546.2 (c) has been amended to include the following:

(3) No county shall have to provide matching funds.

(4) A county may use monies in this Fund to pay for school construction projects in local school administrative units and to retire indebtedness incurred for school construction projects.

(5) A county may not use monies in this Fund to pay for school technology needs.

As used in this section, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include central administration, maintenance, or other facilities. *Applications must be submitted within one year following the date of final payment to the Contractor or Vendor.*

Short description of Construction Project: Upgrading DDC controls (Direct Digital Control System)

Estimated Costs:

Purchase of Land	_____	\$	_____
Planning and Design Services	_____		_____
New Construction	_____		210,000.00
Additions / Renovations	_____		_____
Repair	_____		_____
Debt Payment / Bond Payment	_____		_____
TOTAL	_____	\$	210,000.00

Estimated Project Beginning Date: 11/01/2019

Est. Project Completion Date: 05/01/2020

We, the undersigned, agree to submit a statement of state monies expended for this project within 60 days following completion of the project.

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 105,000.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

(Signature — Chair, County Commissioners)

[Handwritten Signature]

(Signature — Chair, Board of Education)

(Date)

9/22/19

(Date)



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

JAMES H. TROGDON, III
SECRETARY

August 29, 2019

Mr. Jonathan Nixon, Emergency Services Director
Perquimans County Emergency Management
P.O. Box 563
Hertford, NC 27944

SUBJECT: Disaster Related Debris Removal Agreement ID #8943

Dear Mr. Nixon:

Enclosed are two originals of a special Agreement for Disaster Related Debris Removal within the County's jurisdiction. As described in the Agreement, in the event of a declaration of a State of Disaster or Imminent Threat of Disaster and/or a State of Emergency, the County of Perquimans will be able to remove and dispose of disaster related debris on all released State System Roads, and the Federal Emergency Management Agency (FEMA) will be able to provide reimbursement for emergency services. In the event of a future federally-declared disaster, a blank Appendix A (page at the end of the Agreement) should be filled out by County officials for each future event.

After approval and signatures by the appropriate authorities, please return both originals to me at the mailing address below. One fully executed agreement will be sent back to you for your records.

I can be reached at cadragonette@ncdot.gov or by phone at (919)707-6624 should you have any questions. Thank you.

Sincerely,

Cathy Dragonette, Contract Officer
Local Programs Management Office
1595 Mail Service Center
Raleigh, NC 27699-1595

Enclosures (2)

cc: Emily McGraw, PE, State Maintenance Engineer (919) 835-8445
Joshua Kellen, PE, Disaster Removal Engineer (919) 835-8491

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
TRANSPORTATION PROGRAM MGMT
1595 MAIL SERVICE CENTER
RALEIGH, NC 27699-1595

Telephone: (919) 707-6600
Fax: (919) 212-5711
Customer Service: 1-877-368-4968

Website: www.ncdot.gov

Location:
1020 BIRCH RIDGE DRIVE
RALEIGH, NC 27610

NORTH CAROLINA

**DISASTER RELATED DEBRIS REMOVAL
AGREEMENT**

PERQUIMANS COUNTY

DATE: 08/29/2019

NORTH CAROLINA DEPARTMENT
OF TRANSPORTATION

AND

WBS Element: N/A

COUNTY OF PERQUIMANS

THIS SPECIAL Agreement, hereinafter referred to as "Agreement" is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department" and the County of Perquimans hereinafter referred to as the "Local Government," collectively referred to hereinafter referred to as "the Parties."

WITNESSETH:

WHEREAS, this Agreement is made between the Department and the Local Government for the emergency removal of disaster related debris during a State of Disaster or Imminent Threat of Disaster and/or a State of Emergency declared pursuant to the North Carolina General Statutes, Chapter 14 and Chapter 166A; and,

WHEREAS, during a declared State of Disaster or Imminent Threat of Disaster which implements the North Carolina Emergency Operations Plan, hereinafter referred to as "the NCEOP", the Department may be called upon to perform certain functions, including the removal of debris from the right of way of public roads and streets, pursuant to the NCEOP; and the Robert T. Stafford Disaster Relief and Emergency Assistance Act, herein referred to as the "Stafford Act", as it relates to this Agreement; and,

WHEREAS, in certain instances, the Moving Ahead for Progress in the 21st Century Act, hereinafter referred to as "MAP-21," allows the Federal Emergency Management Agency, hereinafter referred to as "FEMA," to reimburse for debris removal on Federal Highway Administration, hereinafter referred to as "FHWA," routes; and,

WHEREAS, the Local Government has requested and the Department is in agreement that it be allowed the opportunity and responsibility to perform certain Department functions as set forth in the NCEOP, in order to assure that its citizens are served and protected; and,

WHEREAS, the Parties have conferred as to the best methods and practices to allow the Local Government to assume these responsibilities;

NOW, THEREFORE, the Parties hereto, each in consideration of the promises and undertakings of the other as herein provided, do hereby covenant and agree, each with the other, as follows:

DEFINITIONS

1. For purposes of this Agreement, the following definitions shall apply:
 - A. "State Routes" shall mean those roads maintained by the Department on the National Highway System, including US and NC Routes and Secondary Routes that are identified by a four-digit State Route (SR) number.
 - B. The term "disaster related debris" shall be such debris for which removal costs are considered eligible for reimbursement by FEMA during a particular State of Disaster, Imminent Threat of Disaster or State of Emergency.

DESCRIPTION OF WORK

2. The Local Government shall remove and dispose of disaster related debris on all released State Routes. In so doing, the Local Government shall comply with all State and Federal policies, guidance, and requirements regarding procurement, storm debris removal, monitoring and disposal including landfill quantity calculations and site disposal costs.
3. The Local Government shall remove all disaster related debris even if such removal requires multiple passes on a particular route and shall continue until the mutually agreed upon completion date. All work pursuant to this Agreement shall be completed to the satisfaction of the Department's Division Engineer of the Transportation Division in which Local Government is located. The Division Engineer's decision as to the completeness of the work shall be final.

TIME FRAME

4. This Agreement shall remain in effect for five (5) years from the date of execution included herein. This Agreement may be extended for two (2) additional years, contingent upon the availability funds, if mutually agreed upon in writing by the Parties. On behalf of the Local Government, extensions may be authorized and executed by the official as designated without further resolution of the Local Government.
5. All work pursuant to this Agreement shall be completed by a date mutually agreed to by the Division of Emergency Management (DEM), FEMA, the Department and Local Government.

REIMBURSEMENT FOR ELIGIBLE COSTS

6. The Local Government shall apply directly to FEMA for reimbursement of eligible debris removal costs in accordance with the rules, regulations and procedures of those agencies for such debris removal at that time. Any reimbursement must be governed by the current rules, regulations and procedures of those agencies for the specific State of Disaster, Imminent Threat of Disaster or State of Emergency, and the Department shall not be responsible for any portion of reimbursement costs whatsoever to Local Government.

PROCEDURES FOR REMOVAL OF DISASTER RELATED DEBRIS

7. During a State of Disaster or Imminent Threat of Disaster and/or a State of Emergency declared pursuant to Chapters 14 and 166A of the North Carolina General Statutes and upon a determination by the Parties that is desirable that Local Government be responsible for removal of debris from the right of way of State Routes, the Local Government shall submit a completed Request Release of State System Roads, Form SSR-01, (see Appendix A) to the Department's Division Engineer. This request, if approved, will release the identified State Routes to the Local Government for disaster related debris removal.
8. The Department will review the Local Government's *Request Release of State System Roads*, Form SSR-01 (attached as Appendix A) and respond in writing indicating whether the Department has approved or denied the request from the Local Government for removal of disaster related debris under the terms of this Agreement. If approved, this action will be considered the Local Government's "Notice to Proceed" with the work.
9. When the Local Government is approved for the removal of disaster related debris on State Routes under the terms of this Agreement, the Local Government will be responsible for complying with all Department rules, regulations and procedures including, but not limited to, safety, insurance, and traffic control in accordance with the Manual on Uniform Traffic Control Devices when undertaking the work.
10. The Local Government shall provide a written report to the Department's Division Engineer that includes a detailed description and quantities of the work accomplished for each Notice to Proceed issued by the Department within sixty (60) days of the completion of the work.
11. The Local Government shall be responsible for repair of any damages to the state maintained rights of way, which may be caused by debris removal operations undertaken pursuant to this Agreement. All repairs shall be completed to the satisfaction of the Department's Division Engineer of the Transportation Division in which the Local Government is located. The Division Engineer's decision as to the completeness of the work shall be final.

ADDITIONAL PROVISIONS

12. This Agreement may be amended at any time by mutual agreement of the Parties by a written Supplemental Agreement approved and signed by the Parties.
13. This Agreement may be terminated by either Party upon submission of a thirty (30) day advance written notice of termination to the other Party, except in instances where there is active debris removal. In these instances where active debris removal is ongoing, the termination will be effective no sooner than thirty (30) days after the completion of all active debris removal already underway.
14. This Agreement is solely for the benefit of the identified Parties to the Agreement and is not intended to give any rights, claims, or benefits to third parties or to the public at large.
15. The Local Government shall comply with Title VI of the Civil Rights Act of 1964 (Title 49 CFR, Subtitle A, Part 21). Title VI prohibits discrimination on the basis of race, color, national origin, disability, gender, and age in all programs or activities of any recipient of Federal assistance.
16. It is the policy of the Department not to enter into any agreement with parties that have been debarred by any government agency. By execution of this Agreement, the Local Government certifies, that neither it nor its agents or contractors performing work included in this Agreement are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by a governmental department or agency.
17. The Local Government shall certify to the Department compliance with all State laws and regulations and ordinances that are applicable to the Local Government in connection with the work included in this Agreement and shall indemnify the Department against any fines, assessments or other penalties resulting from noncompliance by the Agency or any Local Government performing work included in this Agreement under contract with the Local Government.
18. The Local Government is solely responsible for all agreements, contracts, and work orders entered into or issued by the Local Government for the work included in this Agreement. The Department is not responsible under this Agreement for any expenses or obligations incurred for the work included in this Agreement.
19. The Local Government agrees to indemnify and hold harmless the Department, FHWA and the State of North Carolina for any and all claims for payment, damages and/or liabilities of any nature including damage or injury to persons or to private property occurring as a result of the debris removal activities asserted against the Department in connection with this Agreement. The Department shall not be responsible for any damages or claims, which may be initiated by third parties.

20. In compliance with state policy, the Local Government shall have a Conflict of Interest Policy for its employees, in addition to the statutory conflict of interest restrictions applicable to its directors.
21. All terms and conditions of this Agreement are dependent upon, and subject to, the allocation of funds for the purpose set forth in the Agreement and the Agreement shall automatically terminate if funds cease to be available.
22. The Local Government and its agents shall maintain all books, documents, papers, accounting records, Project records and such other evidence as may be appropriate to substantiate costs incurred under this Agreement. Further, the Local Government shall make such materials available at its office and shall require its agent to make such materials available at its office at all reasonable times during the contract period, and for five (5) years from the date of the final payment, for inspection and audit by the Department's Financial Management Section, the Office of State Management and Budget, the FHWA, or any authorized representatives of the Federal Government.
23. In accordance with OMB Circular A-133, "Audits of States, Local Governments and Non-Profit Organizations" (http://www.whitehouse.gov/omb/circulars_default) and the Federal Single Audit Act Amendments of 1996, the Local Government shall arrange for an annual independent financial and compliance audit of its fiscal operations. The Local Government shall verify to the Department that the annual independent audit report has been completed within nine (9) months after the Local Government's fiscal year ends.
24. The Department must approve any assignment or transfer of the responsibilities of the Local Government set forth in this Agreement to other parties or entities.
25. In no way shall it be construed or implied that either the Department or the Local Government is by this Agreement intending to abrogate its obligation and duty to comply with the regulations promulgated under Federal and state law.
26. This Agreement contains the entire agreement between the Parties and there are no understandings or agreements, verbal or otherwise, regarding this Agreement except as expressly set forth herein.
27. The Parties hereby acknowledge that the individual executing the Agreement on their behalf is authorized to execute this Agreement on their behalf and to bind the respective entities to the terms contained herein and that he has read this Agreement, conferred with his attorney, and fully understands its contents.
28. A copy or facsimile copy of the signature of any Party shall be deemed an original with each fully executed copy of this Agreement as binding as an original, and the Parties agree that this Agreement can be executed in counterparts, as duplicate originals, with facsimile signatures sufficient to evidence an agreement to be bound by the terms of the Agreement.

29. By Executive Order 24, issued by Governor Perdue, and N.C. G.S. § 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Correction, Crime Control and Public Safety, Cultural Resources, Environment and Natural Resources, Health and Human Services, Juvenile Justice and Delinquency Prevention, Revenue, Transportation, and the Office of the Governor).

IT IS UNDERSTOOD AND AGREED that the approval of the Work by the Department is subject to the conditions of this Agreement.

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the Department and the Local Government by authority duly given.

L.S. ATTEST:

AUTHORIZED OFFICIAL:

BY: _____

BY: _____

PRINT: _____

PRINT: _____

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____

NCGS 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

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

(SEAL)

(FINANCE OFFICER)

Federal Tax Identification Number

Remittance Address:

DEPARTMENT OF TRANSPORTATION

BY: _____

(CHIEF ENGINEER)

DATE: _____

APPROVED BY BOARD OF TRANSPORTATION ITEM O: _____

Proposal for a Comprehensive Classification and Pay Study

Perquimans County

September 23, 2019

**PROPOSAL TO PERQUIMANS COUNTY
COMPREHENSIVE CLASSIFICATION AND PAY STUDY**

Study Objectives

The MAPS Group proposes to conduct a comprehensive study to prepare a classification and pay plan for Perquimans County. The purposes are as follows:

1. To study all permanent positions not subject to the State Personnel Act in the County to establish proper classifications for the work which is assigned.
2. To allocate each position classification, including those subject to the State Personnel Act, to a salary schedule according to overall work requirements and responsibilities of the position's classification.
3. To survey and recommend a current compensation plan for all full-time positions, including those in the State Personnel Act, which is equitable and competitive and to make specific comparisons to other Counties and public sector organizations in the pay structure and philosophy.
4. To document the validity of the compensation plan based upon salary survey and comparative analyses of the competitive conditions in other similar public (and private, if desired) jurisdictions.
5. To write or update class specifications (sometimes called job descriptions) for the County classification and pay plan that meet requirements in the Americans with Disabilities Act, OSHA's blood borne pathogen standards, and other relevant regulations.
6. To work with County Management and the State Office of Human Resources staff to determine the placement of the positions subject to the State Human Resources Act on the same County general salary schedule.

Study Components

A. Preparation of the Classification and Pay Plan

1. Conduct a comprehensive review of the County's personnel system for the purposes of staff orientation and to provide data and information to be used in the preparation of the classification and compensation data and related personnel components.
2. Conduct a meeting with County management (Manager, department heads, etc.) to discuss the various work components of the study and to explain the study methodology and approach. At this meeting we will also discuss the appropriate labor market for surveying salary data and the project schedule.
3. Conduct orientation sessions with employees to cover the purposes and process of the study. In addition, job questionnaires will be distributed to employees and a time schedule for return of the questionnaires will be established. These meetings help establish realistic expectations with employees and reduce mis-information. Approximately 2 to 3 meetings

will be held so employees may attend the one most convenient to their work schedule. The meetings will cover:

- * purposes of the study;
 - * steps in conducting the study;
 - * study methodology;
 - * what the study will and will not cover;
 - * distribution and review of how to complete questionnaires; and
 - * answer any questions
4. Survey existing employee positions. This task will involve a review of the completed questionnaires, desk audits with representative employees in each class, and conferences with each department head to review and verify information presented on the questionnaires and in the audits. The purpose of this task is to determine that The MAPS group obtains comprehensive, factual, and accurate data and information. This task also resolves any conflicting information or data.
 5. Following the review and field audit of existing employee positions, class specifications (often called job descriptions) will be prepared. These class specifications will be written to comply with OSHA and ADA regulations. The MAPS Group will use the following factors to classify jobs:
 - * Difficulty, complexity, and variety of work
 - * Education and experience requirements of the job
 - * Nature and extent of public contact
 - * Physical effort and hazards; and
 - * Supervision given and received.
 6. **Special Note:** Perquimans County has positions in the DSS Department subject to the State Personnel Act. Any decisions to re-classify these positions are under the jurisdiction of the State rather than the County. The MAPS Group will work with the Office of State Human Resources to recommend the allocation of all state classifications to the general County salary schedule developed by this study. These classifications will be part of the salary survey work and recommendations for salary grade assignment.

B. Development of the Pay Plan

1. A survey of salary plans will be performed utilizing nearby regional public sector jurisdictions or other identified organizations for the purpose of recommending wage and salary schedules that are competitive and sufficient to attract and retain qualified employees. The identification of competitive organizations will be made by the County in consultation with The MAPS Group. The salary survey will analyze hiring and maximum salaries for each position surveyed.
2. A comprehensive analysis of the salary survey will be prepared. This will include salary evaluation for classifications in the Social Services Department.
3. Following analyses of all inputs considered previously in Study Components A and B, all classes of positions will be allocated to the recommended salary schedule.

C. Preparation of the Employee Allocation List

1. Following completion of the classification plan and compensation schedule, an allocation list will be prepared showing employees by name, present classification, proposed classification, present salary grade and step (if appropriate), proposed salary grade, recommended salary, and proposed increase amount (if applicable). All Social Services positions and employees will also be included in this allocation list.
2. Costs for implementation options of the plan will be provided. Up to three options will be provided with graphs illustrating impact of each option on salary compression as well as costs. Options will be designed specifically to address compression if needed and desired.

FLSA Status

As part of the study, MAPS will identify the FLSA status (exempt or nonexempt) for positions using regulations in place at the time of the study.

Benefits Survey

A benefits survey will be included that reviews vacation accrual, holidays, 401-K, longevity, and insurance provided to employees in terms of County provision versus employee cost participation.

Personnel Policy

The study includes a review of the personnel policy for current laws and regulations and modern and best practices in public sector human resource management. Recommendations will be made for any updates.

Communication with the County

During the study, MAPS principals will be available to County management to clarify any steps, current stage of the study, or other issues related to the study by phone or email. In addition, while MAPS principals are on site, personal consultations are available as necessary to the study. A draft of the study will be sent to management for review and MAPS will make a visit to discuss management reactions to the study prior to finalizing it for presentation to the Board of County Commissioners.

Involvement of County Staff

Each County employee (other than those in DSS) who is in the retirement system will be required to complete a position description questionnaire. Employees will also participate in interviews if selected (all department directors will be interviewed). The County will provide current employee data including copies of current salary plan and employee information by department with name, current classification, current grade and step, date of hire, date of entry to current position, and current annual salary. These last components are needed for calculating the costs of implementation options.

Results of the Study

The study will result in the publication and delivery to the County of fifteen (15) copies of the report

to include the classification plan, class specifications, compensation plan, and implementation costs. The MAPS representative will formally present the study to the County Board of Commissioners and be available to respond to questions.

In addition, MAPS will provide to the County a digital copy of a linked spreadsheet that allows easy updates to the pay plan, digital copies of all recommended policy changes and digital copies of all new and updated class specifications.

Plan Maintenance

Once the study is complete and implemented, the MAPS Group will provide assistance to County staff on maintenance of the plan including the classification of new or revised positions, market revisions to the pay plan and other assistance as needed. The MAPS Group will provide telephone consultation and will classify new or revised positions as needed for up to five years following the study for \$200 per position. Additional work may be performed on a maintenance contract.

In addition, the MAPS Group will provide the County with a linked spreadsheet that will allow for market adjustments (cost of living increases) to automatically update the salary schedule and class listings and provide the county with a digital copy of all class specifications.

Project Staff

The project manager will be Rebecca L. Veazey. Other team members are subject to County approval.

Costs

The study costs will be fifteen thousand eight hundred dollars (\$15,800). These costs include all administrative, travel, meals, printing, computer, clerical, and related study costs incurred by The MAPS Group project team.

**PROJECT CALENDAR FOR CLASSIFICATION AND PAY STUDY
PERQUIMANS COUNTY**

These dates may be changed by mutual consent

<u>Date</u>	<u>Task</u>
Mid January 2020	Questionnaires returned to the MAPS Group
Mid January to Mid February 2019 2020	Planning session with County Manager and Department Heads; orientation Session conducted with County Department Heads Orientation sessions with employees Desk interviews held with employees and managers.
Mid February through March	Job analysis completed; salary survey completed; draft of report written; class specifications written.
Late March	Draft of report submitted to Manager with implementation cost estimates
April 2019 2020	Presentation of report made to County Commissioners.
Board Decision	Study implemented.

**

Delays in any of these dates will cause the entire schedule to be delayed accordingly. These dates may be changed through the mutual agreement of Perquimans County and The MAPS Group.

When the questionnaires are returned to The MAPS Group, the following should also be sent:

1. Organization chart of each department showing location of each individual position (hand drawn by department heads is fine)
2. Digital copy of spreadsheet by department with employee name, present classification, present grade, hire date, date of entry to current position, and annual salary.
3. Copy of current personnel policies.
4. Copy of class listing showing classifications assigned to each salary grade with current salary ranges
5. Digital copy of current class specifications.

**MEMORANDUM OF AGREEMENT
PERSONNEL SERVICES
PERQUIMANS COUNTY**

This agreement is made and entered into this _____ day of _____, 2019 by and between the County of Perquimans, hereinafter called "County," and the Management and Personnel Services Group, Inc. hereinafter called "The MAPS Group".

WITNESSETH

Scope of Services

See attached proposal for the services to be performed. Services include Classification and Pay Study plus FLSA Status and Employee Benefits Summary addenda. This attachment is incorporated into and made a part of this Memorandum of Agreement by reference.

Time for Performance

The time for performance will be approximately four months for this project. The classification and pay project can be started in January 2020 and can be completed no later than April 2020. These dates are guaranteed only for 30 days after the date of the proposal.

Costs

The costs for the proposed classification and pay study will be fifteen thousand eight hundred dollars (\$15,800). The MAPS Group will bill in three partial payments of \$3950 and a final payment of the same amount at the end of the project. The first bill will be sent upon authorization of contract, the second after completion of the interviews, the third upon delivery of the report draft, and the final bill will be sent after completion of the project. The County agrees to submit payment within 15 days upon receipt of the first three bills and payment for the final bill within 15 days of satisfactory project completion.

If the terms of this contract are acceptable, please sign one copy and return to The MAPS group.

Submitted by
The Management and Personnel
Services Group

Accepted by
Perquimans County

Rebecca L. Veazey
President

Name and Title

Date

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

References

David L. Clegg
Tyrrell County Manager
252.796-1371

Natalie Rountree
Gates County Manager
252-357-2411

David Bone
County Manager
Martin County
252.789.4300

Argretta Johan
Human Resources Director
Vance County
252.738.2017

Deloris Creasman
Human Resources Director
Beaufort County
252.946.0079

VITA
REBECCA L. VEAZEY

BORN: Durham County, North Carolina

EDUCATION:

Southern High School, Durham, N. C.
B. A. Speech and Education - University of North Carolina at Chapel Hill
M. P. A. - University of North Carolina at Chapel Hill
Municipal Administration Course, Institute of Government
Group Facilitation and Consultation Course, Institute of Government

CAREER PROGRESSION:

President, The MAPS Group (Management and Personnel Services) - a consulting group providing personnel, organization development, training, and management services for local governments, 1995 to present
Principal, the MAPS Group
Human Resources Director, Durham County
Director of Personnel, Town of Cary (Cary's first Personnel Director)
Personnel Officer, Town of Chapel Hill
Training Specialist, City of Greensboro

PROFESSIONAL ACTIVITIES:

International Personnel Management Association (IPMA). Lifetime Achievement Award 2010. Active in N. C. Chapter including serving as Treasurer, on program committee for state chapter for three years, on Regional program committee one year, and chairperson of Finance Strategic Planning Committee.
Organization of Municipal Personnel Officers (OMPO), Life Member Award, Board Member, President, and Immediate Past President.
North Carolina League of Municipalities, Board of Directors, 1985-1987.
American Society for Training and Development, Triangle Chapter member.
Facilitation and Organization Development Group, (FODG) founding member
Systems Thinking in Government Group

COMMUNITY AND OTHER ACTIVITIES:

U. N. C. General Alumni Association, Board of Directors
U. N. C. Master of Public Administration Alumni Association, Past President
Local Government Employees Federal Credit Union, founding member, Loan Committee Chairperson, and member of the Board of Directors
United Way Campaign Chair, Durham County and Town of Cary

EXPERIENCE:

Conducting classification and pay studies for municipalities, counties, councils of governments, housing authorities, and other non-profit organizations.

Facilitating/leading the development and implementation of performance management and performance pay programs as both an internal and external consultant.

Rebecca L. Veazey
 Vita Synopsis
 Page 2

Experience (continued)

Serving as facilitator at strategic planning and team building retreats for staffs, boards, and elected officials. Also, providing on-going developmental facilitation to assist an organizations with team building; organization development; planned change; development of mission, vision, and values; development of compensation philosophies; leadership development; or other issues.

Developing and conducting management and supervisory training on a variety of topics including leadership, coaching and feedback, conducting performance reviews, principles of supervision, communications skills, motivation techniques, legal issues in supervision, hiring the right person, effective grievance and disciplinary actions administration, conflict resolution, facilitation skills, and a number of other topics. This includes designing and updating materials and teaching and coordinating the School of Government=s comprehensive Effective Supervisory Management Program since 2002.

Administering assessment instruments and providing interpretation and feedback or training; instruments include EQ-I (Emotional Intelligence Quotient), Myers Briggs, Human Patterns, Styles of Management Inventory, Johari Window (Personnel Relations Inventory), Leadership Profile System, Ego State Assessment, FIRO B, etc.

Developing and conducting assessment centers and serving as an assessor for the purpose of selection, promotion, succession planning, and professional development.

Conducting recruitment and selection processes focused on assessing management excellence in candidates.

Establishing and revising policies and programs on a variety of personnel topics including writing personnel policies, establishing recruitment and selection procedures, developing performance review forms and procedures, and problem-solving employee relations issues and grievances.

Speaking on a variety of personnel and management topics at the School of Government, NCLM Convention, IPMA (international and state conferences), Area Health Education Centers, parks and recreation conferences, and for other groups.

Teaching personnel administration course to students in the MPA Program at UNC-G and in a six weeks seminar at NCSU, and teaching a seminar on facilitation skills to students in the MPA Program at UNC.

Teaching or assisting with teaching Ground Rules for Effective Groups, facilitation, Mental Models Model I and II, and related principles and concepts to public sector and other groups.

MOST RECENT CLIENTS ON CONSULTANT PROJECTS:**Municipalities:**

Apex
 Atlantic Beach
 Archer Lodge
 Bald Head Island
 Banner Elk
 Boone
 Blowing Rock
 Brevard
 Butner
 Claremont
 Clayton
 Clinton
 Concord
 Creedmoor
 Edenton
 Elon
 Forest City
 Franklin
 Garner
 Gibsonville
 Granite Falls
 Henderson
 Hendersonville
 Holly Springs
 Hudson
 Kill Devil Hills
 Laurel Park
 Lowell
 Matthews
 Morganton
 Morrisville
 Mount Airy
 Mount Pleasant
 Oak Island
 Ocean Isle Beach
 Pine Knoll Shores
 Pinehurst
 Reidsville
 Shallotte
 Siler City
 Southern Shores
 Southport
 Spindale
 Sylva
 Wadesboro
 Weaverville

Weldon

Wilkesboro
 Williamston
 Wilmington
 Winterville
 Wrightsville Beach

Counties:

Alleghany
 Beaufort
 Caldwell
 Cleveland
 Gates
 Greene
 Martin
 Mitchell
 Nash
 Perquimans
 Person
 Rutherford
 Tyrrell
 Vance
 Wake County Sheriff=s Office
 Wilkes
 Yancey

Councils of Government:

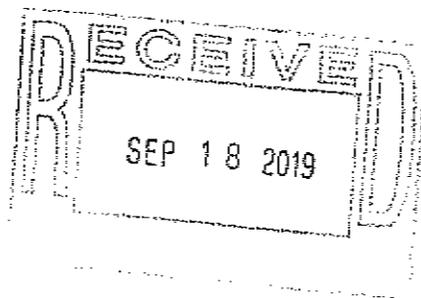
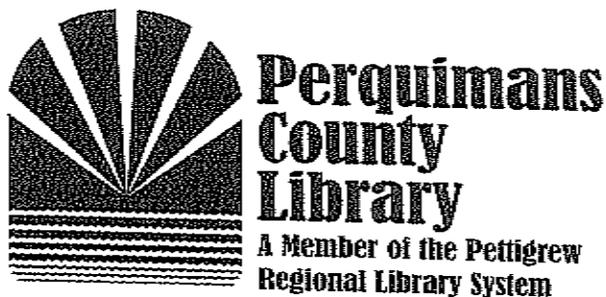
Albemarle Commission
 Centralina Council of Governments
 Isothermal Planning and Development
 Kerr Tar Council of Governments
 Land of Sky Regional Council
 Triangle J Council of Governments
 Western Piedmont COG

Housing Authorities:

Laurinburg
 Mount Airy
 North Wilkesboro

Other Nonprofit/Governmental Agencies:

Contentnea Metropolitan Sewerage District
 Institute/School of Government
 Maggie Valley Sanitary District
 North Carolina League of Municipalities
 Tuckasegee Water and Sewer Authority



September 17, 2019

Perquimans County Board of Commissioners
c/o Frank Heath
P.O. Box 45
Hertford, NC 27944

Dear Perquimans County Board of Commissioners:

I would like to recommend Mr. Guy Simmons for appointment to Perquimans County Library Board of Trustees. Mr. Simmons has long been a loyal patron and he tirelessly supports our library (and community). I feel the library will greatly benefit from his knowledge and experience should he become a part of our board.

Best regards,

Michele C. Lawrence,
Librarian
Perquimans County Library

Perquimans County Library Board of Trustees
Candidate
Statement of Interest & Disclosure of Information

If you are interested in serving on the Perquimans County Library Board, please complete this form. The information you provide will assist the Library Board in preparing recommendations for the County Commissioners to consider in making appointments to the Library Board. Appointments are for 4 years.

Please return this form to the library no later than Monday, September 30, 2019.

Name Guy J. Simmons

Address 105 Wando Circle, Hertford, NC 27944

Phone (978) 476-3895

E-mail guysimmons@aol.com

Are you a legal resident of Perquimans County? Yes No

Current occupation Retired

If retired, your previous occupations

Corporate Finance Professional, 1971-2010

- Commercial lending, investment banking, private equity investing
- Officer of major institutions including Prudential and Westinghouse
- Chief financial officer of small pharmaceutical company

United States Navy

- Captain, Surface Warfare Officer
- Active component 1965 to 1971, Reserve component 1971 to 1992
- Vietnam veteran

Boards or Commissions on which you serve or have served

Boxford Public Library, Massachusetts

- Elected member of board of trustees

Massachusetts College of Art Foundation

- Board chair and vice chair
- Organization did significant fundraising for outstanding college of art and design

Masconomet Regional School District, Massachusetts

- Elected member of school committee
- District treasurer
- Chair of space needs study committee and member of building committee

Boxford Public Schools, Massachusetts

- Elected member and vice chairman of school committee

Tri-Town Union School Committee, Massachusetts

- Chairman

Hawthorne Public Schools, New Jersey

- Elected member of board of education

Civic or other organizations in which you are or have been active

Roanoke Chowan Community Health Center, Ahoskie, NC

- Chair of sixteen-member board of directors
- \$16 million revenue nonprofit provides primary medical and behavioral health care services through five centers in four counties

Dimock Community Health Center, Roxbury, Massachusetts

- Member of board of directors and executive committee
- Chairman of finance committee
- \$27 million revenue nonprofit provides broad services for Boston inner city

Tri-Town Council on Youth and Family Services, Massachusetts

- President and member of board of directors
- Agency provides valuable intervention and prevention programs

Mental Health Associations, Chicago and Cincinnati

- Member of board of director

Disabled American Veterans

- Chapter Vice Commander

United Way of Massachusetts Bay, Boston, Massachusetts

- Member of allocation and audit committees
- Co-founder of event raising more than \$1 million annually

USO Council of New England, Boston, Massachusetts

- President and member of board of directors

Rocky Hock Lions Club, Edenton, North Carolina

- President and member of board of directors

Habitat for Humanity, North Carolina

- Construction and thrift store worker

Massachusetts State Guard

- Lieutenant Colonel
- Deputy Commander responsible for operations, plans, and training

United States Coast Guard Auxiliary

- Flotilla Vice Commander

Civil Air Patrol/United States Air Force Auxiliary

- Lieutenant Colonel
- Squadron Deputy Commander
- Air crew mission scanner
- Critical Incident Stress Management service provider

The Library Board meets at least 6 times each year (the first Tuesday of even-numbered months) and also has special meetings from time to time. How will you arrange to be actively involved in the work of the Library Board?

I have full control of my schedule, and will be able to invest all the time required in attending meetings and other events. I use the library frequently, and will be able to remain current with all important conditions and circumstances.

What assets (skills, talents, experience, knowledge) would you bring to the Library Board?

My long and deep experience in volunteer organizations, particularly educational institutions, should provide value, as should my educational background, a bachelor of arts degree in English and comparative literature (Columbia College, 1965), and a master of business administration degree (Columbia University Graduate School of Business, 1971).

Why is a library important to the community?

A free public library is a center of education, information, and culture in its community. It is a resource for patrons of all ages and interests. It is a positive social network for all citizens.

Other thoughts you would like to share?

I work constructively with all members of any group to which I belong. I treasure the contributions of every participant. I focus on the values we have in common, rather than on any difference which is not relevant to the service in which we are engaged.

Signature *Guy J. Linnion* Date September 17, 2019

Your response to the following is optional. We ask because we seek to have the Library Board's membership reflect the diversity of the county's population.

ETHNIC GROUP: CAUCASIAN

GENDER: MALE

Mary Hunnicutt

Subject: FW: [External] CAC vacancies and training
Attachments: CAC Volunteer Application update 09-2019.pdf
Importance: High

From: Brandi Jordan [<mailto:bjordan@accog.org>]
Sent: Tuesday, September 24, 2019 11:15 AM
To: donnaebh@gmail.com; tkrauss@camdencountync.gov; delliebass@yahoo.com; pjgazey@gmail.com; amysopher@yahoo.com; hurdleb2011@hotmail.com; dianebray@centurylink.net; l.daniel24@yahoo.com; debwms@centurylink.net; k.d.patton1990@gmail.com; maryj@darenc.com; jim
Cc: Jasmine Wilson
Subject: [External] CAC vacancies and training
Importance: High

I will be holding a Community Advisory Committee initial training on October 7th (location TBD) from 9 AM to 5 PM for any new volunteer. If you are aware of anyone who may be interested in joining the CAC in your county, please provide them with the attached application and have them return it to myself or Jasmine at 426-8482 or jwilson@accog.org. If you have any applications in the county offices please forward them to Jasmine so that we can contact them. Please remember that volunteers now must complete their initial training and receive designation by the State Long-Term Care Ombudsman prior to being appointed by the county. We will let you know when they are ready for appointment.

The following counties have vacancies on their committees:

- Camden (2)
- Chowan (3)
- Currituck (1)
- Dare (2)
- Gates (5)
- Pasquotank (4)
- Perquimans (2)
- Tyrrell (1)
- Washington (1)

Brandi

Brandi Jordan, MSW
 Region R Long-Term Care Ombudsman
 Albemarle Commission
bjordan@accog.org

252.404.7086 (Direct)
 252.426.5753 (Main)
 252.426.8482 (Fax)



Like us on Facebook at <https://www.facebook.com/RegionRLTCO>

LIST OF VOLUNTEER APPLICATIONS

10/2/2019

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
9/15/16 3-29-19 Rec'd e-mail Info correct Keep on list	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. Albe Hosp Board of Trustees 3. COA - Board of Trustees 4. Smart Start Board	3/29/21
9/24/16 Rec'd call - 3/26/19 Info correct Keep on list	Page, Frank	147 Explorer Arch page3@embarqmail.com	Hertford	NC	27944	(252) 426-1149 (757) 376-2001	1. Minzies Creek Utility District 2. 3. 4.	3/26/21
8/26/14 Rec'd call - 2/19/19 Info correct Keep on list	Knight, Marshall	751 Body Road marshallknight751@centurylink.net	Hertford	NC	27944	(252) 264-3201	1. Board of Adjustments 2. Planning Board 3. 4.	2/19/21
4/28/17 3/29/19 - Rec'd e-mail Info correct continue to serve - only on COA Board when W Nelson resigns	McMullan, Philip	111 W. Camp Perry Road psmjr@hughes.net	Hertford	NC	27944	(252) 264-2021	1. COA - Board of Trustees 2. County Historians 3. 4.	3/29/21
10/12/16 3-29-19 Rec'd updated application Info correct Keep on list	Antoine J. Moore	116 Sydni Street ajavonmoore@gmail.com	Hertford	NC	27944	(252) 335-0582 (252) 339-1505	1. Planning Board 2. 3. 4.	3/29/21
12/18/14 Updated 2/18/19	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. Agri Adv Board 3. 4.	2/18/21
2/2/17 Rec'd call - 2/27/19 Info correct Keep on list	Reed, Deborah S.	1488 Center Hill Hwy deborahreed74@gmail.com	Hertford	NC	27944	(252) 331-5426	1. Board of Adjustment 2. Recreation Adv Board 3. 4.	2/27/21
2/14/17 Rec'd call - 4/1/19 updated information Keep on list	Juanita T. Bailey	P.O. Box 3057	Eliz. City	NC	27906	(252) 562-3049	1. Sr Citizen Adv. Board 2. 3. 4.	4/1/21
4/12/17 Rec'd e-mail - 4/11/19 Information correct Keep on list	Rhonda Money	412 Hurdletown Road rhondamoney@perquimanscountync.gov	Hertford	NC	27944	(252) 426-2027	1. Local Library Board 2. 3. 4.	4/12/21
6/5/17 Rec'd e-mail - 6/19/19 Information correct Keep on list	April Smith	800 Lake Road aasmith12@gmail.com aasmit10@sentara.com	Hertford	NC	27944	(252) 426-3182 (252) 384-4977 (252) 312-7959	1. Recreation Adv Board 2. 3. 4.	6/19/21

LIST OF VOLUNTEER APPLICATIONS

10/2/2019

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
12/19/18	Martina McClenney	212 Crescent Drive	Hertford	NC	27944	(252) 340-6999	1. Recreation Adv Board 2. 3. 4.	12/19/20
12/28/18	Lillian Holman	712 W. Grubb Street	Hertford	NC	27944	(252) 333-5056	1. Senior Citizens Adv. Board 2. 3. 4.	12/28/20
2/19/19	Freda Kaye Bonner	431 Ballahack Road fbonner@pqschools.org	Hertford	NC	27944	(252) 426-5332 (252) 339-7060	1. Northern Reg Adv Bd - Trillium 2. 3. 4.	2/19/21
8/28/19	Deborah Black	100 Brace Avenue Apt 04	Hertford	NC	27944	(252) 455-4820	1. Community Advisory Comm. 2. Economic Improvement 3. Smart Start Board 4. Social Services Board	8/28/21
9/10/19	Vanora B. Brothers	1782 Harvey Point Road mrsv45@centurylink.net	Hertford	NC	27944	(252) 426-5956 (252) 333-0752	1. Local Library Board 2. 3. 4.	9/10/21



PERQUIMANS COUNTY BOARD OF COMMISSIONERS

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

WALLACE E. NELSON
CHAIRMAN
FONDELLA A. LEIGH
VICE CHAIR
JOSEPH W. HOFFLER
T. KYLE JONES
ALAN LENNON
CHARLES WOODARD
W. HACKNEY HIGH, JR.
COUNTY ATTORNEY

MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

RESOLUTION REQUESTING ACTION ON ALS IN PERQUIMANS COUNTY

WHEREAS, as of August 26, 2019, Perquimans County had four living people diagnosed with ALS; and

WHEREAS, as of August 27th, that number became three with the death of Billy Williams, who did much to benefit Perquimans County; and

WHEREAS, the national incidence of ALS is 2-4 per 100,000 people, and Perquimans' rate of ALS is much higher than the national average due to our population being about 13,500 people; and

WHEREAS, the attached map shows the high concentration of ALS in Perquimans County, specifically in the Bear Swamp area; and

WHEREAS, there exists research that there could be a link between ALS and algal blooms which contain cyanobacteria, and that such algal blooms are common in Perquimans County;

NOW THEREFORE BE IT RESOLVED, that the Perquimans County Board of Commissioners requests that the North Carolina Division of Public Health and the North Carolina Department of Environmental Quality examine the case of Perquimans County, and investigate as to why the incidence of ALS is so high in our County. Perquimans County also requests that the State of North Carolina commit funds to support this effort for the benefit of the citizens of Perquimans County and the Albemarle region.

BE IT FURTHER KNOWN AND RESOLVED, that the Perquimans County Commissioners voted _____ in support of the above information with further action being taken by the North Carolina Division of Public Health and the North Carolina Department of Environmental Quality to resolve this concern.

ADOPTED this 7th day of October, 2019.

Wallace Nelson, Chair
Perquimans County Board of Commissioners

Attest:

Clerk to the Board

FOR
INFORMATION
ONLY
ITEMS

VAN TUCKER
Chairman
East District

LARRY JOHNSON
Vice Chairman
Mount Airy District

BILL GOINS
Mount Airy District

EDDIE HARRIS
South District

MARK MARION
Central District



CHRIS KNOPP
County Manager

EDWIN M. WOLTZ
County Attorney

BOARD OF COMMISSIONERS
Historic Courthouse
114 W. Atkins Street
Dobson, NC 27017

**RESOLUTION IN SUPPORT OF NORTH CAROLINA LEGISLATIVE BILL H370 AND
TO SEND RESOLUTION AND LETTER OF SUPPORT TO ENCOURAGE
GOVERNOR ROY COOPER TO DROP HIS VETO AND SIGN H370**

WHEREAS, the North Carolina General Assembly passed H370 requiring North Carolina Sheriffs to cooperate with Immigration and Customs Enforcement (ICE) to honor detainers to hold violent foreign criminal aliens; and

WHEREAS, the Legislature has sided with the rule of law and victims of violent crime;
and

WHEREAS, H370 will make our communities, families, and our nation safer from foreign criminal aliens; and

WHEREAS, the Surry County Board of Commissioners supports the rule of law, ICE, and law enforcement to remove these murderers, sex offenders, and drug dealers from our streets; and

WHEREAS, these dangerous sanctuary county policies put law enforcement and our communities at greater risk when they have to locate and capture them outside of a controlled environment such as a law enforcement facility.

NOW THEREFORE, BE IT RESOLVED, that the Surry County Board of Commissioners implore Governor Roy Cooper to sign H370 and put the safety of our citizens, North Carolina counties, and law enforcement above those of a far left, extremist political agenda.

Adopted this the 3rd day of September 2019.

DEPARTMENT HEAD REPORTS

PLAT REVIEW LOG - PERQUIMANS COUNTY

Sept

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
JH Miller Bram Perry ^{Joseph Perry} Henry Wood	✓	9/3/19	✓	Subdivision 4-055-009E create Slots.
JH Miller NC Nixon Properties	✓	9/5/19	✓	Boundary Survey for 5-D340-0273-0 1.05 ac
Tony Webb Jill Lee Hew	✓	9/25/19	✓	Court ordered survey for Parcel # 2-055-0002 create 7 new parcels
Edda Smith JH Miller	✓	9/25/19	✓	Subdivision for parcel 5-0025-0003 .99 parcel #5 2336 residue 0
Donald E John JH Miller	✓	9/25/19	✓	Subdivision out of Parcel 4-055-0004 create 5.97 acres.
Jennifer Snow JH Miller	✓	9/25/19	✓	Recombination Plat for Jennifer Snow .659 acres from 4-055-0004
Samuel & Struan Solomon Billy Felton	✓	9/27/19	✓	Boundary Survey for 4-D577-1003-14
Daniel & Virginia Trevis SL Cardwell C	✓	9/30/19	✓	Plat of existing Parcel 4-055-0074-05

BISSELL
PO BOX 1068
KITTY HAWK, NC 27949
(252)261-3266

J H MILLER JR.
166 COTTONWOOD DRIVE
HERTFORD, NC 27944
339-6932

PAT MCDOWELL
PO BOX 391
ELIZABETH CITY, NC 27909
338-4161

GLORIA ROGERS
215 B STREET
CAMDEN, NC 27921
338-1415/333-8781

SCOTT TEMPLE
PO BOX 422
ELIZABETH CITY, NC 27907
330-4016

BOWMAN CONSULTING
PAUL J TOTI
131 MAIN STREET
GATESVILLE, NC 27938
357-1581

EUGENE JORDAN
402 SIGN PINE ROAD
TYNER, NC 27980
221-4795

MCKIM & CREED
504 E ELIZABETH ST STE1
ELIZABETH CITY, NC 27909
338-2929

SAUNDERS SURVEYING
510 AVENA ROAD
BLACK MOUNTAIN, NC 28711
(828)669-2777

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

CHARLES E BROWN, III
2005 JOHNSON ROAD
ELIZABETH CITY, NC 27909
335-0928

MARK PRUDEN
146 OAK GROVE ROAD
EDENTON, NC 27932
482-7804

RACKLEY SURVEYING
1015 MACEY JO COURT
ELIZABETH CITY, NC 27909
(252)679-7670

S.L. CARDWELL SURVEYING
1206 FRANCIS STREET
ELIZABETH CITY, NC 27907
338-6328

ROBEY
150 US HWY 158 W EAST
CAMDEN, NC 27921
335-1888

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

DHR-1 - Page 1

2019 QUARTER BUILDING INSPECTORS REPORT

July, Aug, Sept Oct, Nov, Dec Jan, Feb, March April, May, June

	COUNTY	HERTFORD	WINFALL	TOTAL PERMITS ISSUED
I. # OF BUILDING PERMITS ISSUED	30	7	6	43.00
II. # OF PLUMBING PERMITS ISSUED	29	0	0	29.00
III. # OF MECHANICAL PERMITS ISSUED	45	12	3	60.00
IV. # OF ELECTRICAL PERMITS ISSUED	37	5	2	44.00
V. # OF INSULATION PERMITS ISSUED	3	2	0	5.00
VI. # OF MOBILE HOMES PERMITS ISSUED	0	0	0	0.00
TOTAL NUMBER OF PERMITS ISSUED				181

VII. FEES COLLECTED				62155.00
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VIII. # OF INSPECTIONS PERFORMED

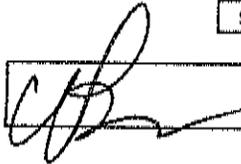
IX. VALUE OF CONSTRUCTION

A. NEW RESIDENTIAL	1212250			1212250.00
B. NEW COMMERCIAL	936558	6865640	30000	7832198.00
C. ADDITIONS	60500	2700		63200.00
D. REMODELING	25420	55550		80970.00
E. ACCESSORY BUILDING	338419	5500	10000	353919.00
F. MOBILE HOMES	88500			88500.00
G. MODULAR HOMES				0.00
H. OTHER	564674	102721	124111	791506.00

TOTAL VALUE	3226321	7032111	164111	\$10,422,543.00
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GRAND TOTAL VALUE

SIGNED



**PERQUIMANS COUNTY
OFFICIAL REPORT**

Date: July 2019

Board of Commissioners:

Finance Officer:

I wish to report that during July 2019 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
7/1/2019	\$264	4							\$160	3					\$424
7/2/2019	\$50	1			\$115	1			\$347	6					\$512
7/3/2019			\$484	3					\$110	2					\$594
7/4/2019															\$0
7/5/2019	\$100	2	\$140	1	\$50	1			\$220	3					\$510
7/6/2019															\$0
7/7/2019															\$0
7/8/2019															\$0
7/9/2019															\$0
7/10/2019															\$0
7/11/2019	\$2,375	2	\$60	2					\$140	3					\$2,575
7/12/2019			\$310	2											\$310
7/13/2019															\$0
7/14/2019															\$0
7/15/2019			\$60	1	\$135	2			\$55	1					\$250
7/16/2019	\$50	1	\$1,140	1	\$110	1									\$1,300
7/17/2019	\$480	1	\$120	1	\$120	1									\$720
7/18/2019															\$0
7/19/2019	\$150	1	\$165	3					\$55	1					\$370
7/20/2019															\$0
7/21/2019															\$0
7/22/2019															\$0
7/23/2019			\$653	1	\$45	1			\$125	2					\$823
7/24/2019															\$0
7/25/2019	\$350	2	\$125	2	\$105	1									\$580
7/26/2019	\$753	1	\$70	2	\$40	1									\$863
7/27/2019															\$0
7/28/2019															\$0
7/29/2019															\$0
7/30/2019	\$80	1			\$195	2			\$55	1					\$330
7/31/2019	\$100	1	\$213	2	\$50	1			\$110	2					\$473
TOTAL	\$4,752	17	\$3,540	21	\$965	12	\$0	0	\$1,377	24	\$0	0	\$0	\$0	\$10,634

Signed: _____ Building Inspector

JULY 2019

	NEW RESIDENCE			NEW COMMERCIAL			ADDITIONS			REMODEL			ACCESSORY BUILDING			MOBILE HOMES			MODULAR HOMES			OTHERS			DAILY TTL	
	County	Hertford	Winfall	County	Hertford	Winfall	County	Hertford	Winfall	County	Hertford	Winfall	County	Hertford	Winfall	County	Hertford	Winfall	County	Hertford	Winfall	County	Hertford	Winfall		
7/1/2019						\$ 30,000.00						\$ 20,170.00														
7/2/2019															\$ 6,025.00							\$ 15,206.00			\$ 33,600.00	\$ 105,001.00
7/3/2019															\$ 9,100.00							\$ 32,100.00	\$ 4,200.00	\$ 67,000.00	\$ 112,400.00	
7/5/2019																						\$ 11,200.00	\$ 4,869.00	\$ 2,735.00	\$ 18,794.00	
7/8/2019												\$ 5,250.00													\$ -	
7/9/2019																						\$ 26,096.00	\$ 12,953.00		\$ 46,299.00	
7/10/2019																									\$ -	
7/11/2019						\$ 586,558.00									\$ 5,000.00										\$ -	
7/12/2019																						\$ 13,150.00			\$ 604,708.00	
7/15/2019																						\$ 880.00			\$ 880.00	
7/18/2019																						\$ 15,500.00			\$ 15,500.00	
7/17/2019																						\$ 21,200.00			\$ 21,200.00	
7/19/2019															\$ 48,000.00							\$ 22,500.00			\$ 70,500.00	
7/22/2019																									\$ -	
7/23/2019															\$ 16,000.00							\$ 9,165.00	\$ 6,800.00		\$ 31,965.00	
7/24/2019																						\$ 26,500.00			\$ 26,500.00	
7/25/2019																									\$ -	
7/26/2019															\$ 31,100.00							\$ 18,500.00	\$ 4,500.00		\$ 54,100.00	
7/29/2019															\$ 174,000.00							\$ 500.00	\$ 875.00		\$ 125,375.00	
7/30/2019						\$ 1,000.00																			\$ -	
7/31/2019															\$ 9,930.00							\$ 13,000.00	\$ 3,600.00		\$ 17,600.00	
																						\$ 10,200.00	\$ 5,000.00		\$ 25,190.00	
																									\$ -	
																									\$ -	
																									\$ -	
TOTALS	\$ -	\$ -	\$ -	\$ 586,558.00	\$ -	\$ 30,000.00	\$ 1,000.00	\$ -	\$ -	\$ 25,420.00	\$ -	\$ -	\$ 233,215.00	\$ -	\$ -	\$ 16,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 235,697.00	\$ 37,797.00	\$ 108,325.00	\$ 1,274,012.00	

PERQUIMANS COUNTY
OFFICIAL REPORT

Date: August 2019

Board of Commissioners:

Finance Officer:

I wish to report that during August 2019 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
8/1/2019									\$165	2					\$165
8/2/2019					\$40	1			\$30	1					\$70
8/3/2019															\$0
8/4/2019															\$0
8/5/2019					\$35	1			\$55	1					\$90
8/6/2019									\$55	1					\$55
8/7/2019									\$55	1					\$55
8/8/2019									\$55	1					\$55
8/9/2019															\$0
8/10/2019															\$0
8/11/2019															\$0
8/12/2019	\$300	1			\$40	1	\$50	1	\$55	1			\$10		\$455
8/13/2019			\$110	2											\$110
8/14/2019	\$135	2			\$115	2	\$50	1	\$195	4					\$495
8/15/2019			\$30	1											\$30
8/16/2019									\$275	3					\$275
8/17/2019															\$0
8/18/2019															\$0
8/19/2019	\$1,048	2	\$30	1	\$60	1	\$50	1					\$10	\$75	\$1,273
8/20/2019			\$70	1	\$35	1									\$105
8/21/2019	\$50	1	\$580	2					\$55	1				\$75	\$760
8/22/2019															\$0
8/23/2019															\$0
8/24/2019															\$0
8/25/2019															\$0
8/26/2019	\$553	2	\$578	2	\$85	1	\$50	1	\$110	2					\$1,376
8/27/2019	\$235	2							\$220	3					\$455
8/28/2019	\$362	1	\$250	2			\$50	1	\$110	2					\$772
8/29/2019	\$2,578	3													\$2,578
8/30/2019	\$75	1													\$75
8/31/2019															\$0
TOTAL	\$5,336	15	\$1,648	11	\$410	8	\$250	5	\$1,435	23	\$0	0	\$20	\$150	\$9,249

(ABC Permit)

Signed: _____ Building Inspector



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

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

**PERQUIMANS COUNTY
TAX DEPARTMENT**

Enforced Collections- September 2019

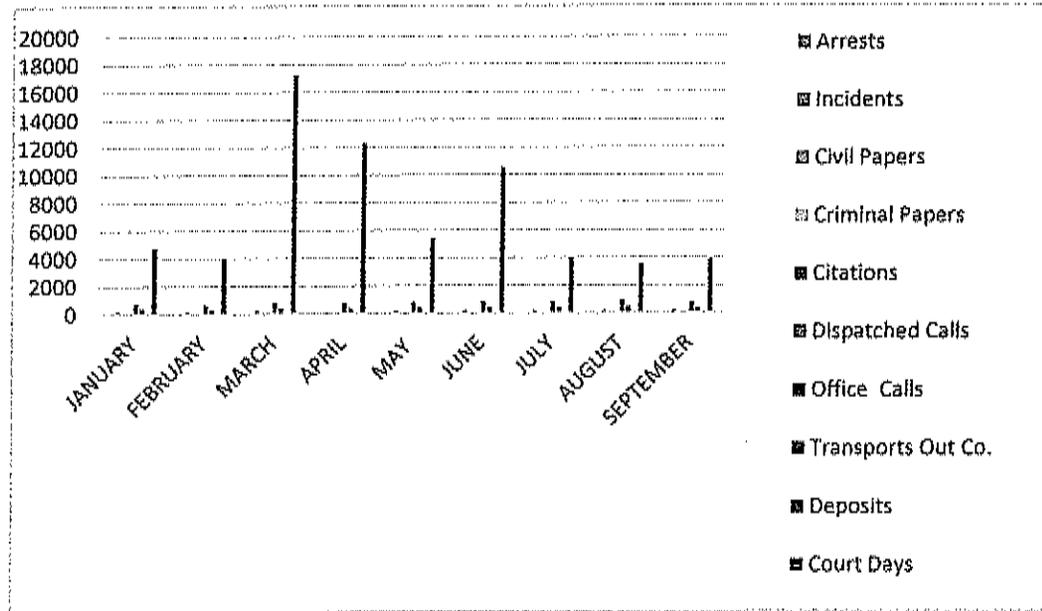
GARNISHMENTS: \$1705.10

PAYMENT AGREEMENTS: \$17,636.24

DEBT SETOFFS: \$0

Perquimans County Sheriff's Office --- September 2019 Activity Report

	Arrests	Incidents	Civil Papers	Criminal Papers	Citations	Dispatched Calls	Office Calls	Transports Out Co.	Deposits	Court Days
JANUARY	27	33	166	30	15	736	368	4	\$4,734.00	9
FEBRUARY	33	41	132	25	8	640	320	2	\$3,986.09	7
MARCH	24	30	228	24	19	796	398	1	\$17,226.68	11
APRIL	24	27	105	15	16	740	370	4	\$12,270.21	7
MAY	37	30	178	28	10	794	397	7	\$5,380.58	10
JUNE	28	25	202	11	11	843	422	4	\$10,528.78	6
JULY	29	30	151	42	6	826	413	7	\$3,957.82	11
AUGUST	24	29	173	23	15	905	453	3	\$3,534.00	7
SEPTEMBER	28	33	172	14	12	751	376	5	\$3,883.13	10





PERQUIMANS COUNTY EMERGENCY SERVICES

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

(252) 426-5646 Phone - (252) 426-1875 Fax

Jonathan A. Nixon, Director

Emergency Services Update – September 2019

<i>Call Volume by Department –September 2019</i>			
<i>Department</i>	<i># of Calls</i>	<i>Department</i>	<i># of Calls</i>
<i>911 CALLS RECEIVED</i>	<i>580</i>	<i>NC Forestry</i>	<i>3</i>
<i>Belvidere FD</i>	<i>10</i>	<i>NC Probation</i>	<i>2</i>
<i>Bethel FD</i>	<i>5</i>	<i>NCSHP</i>	<i>40</i>
<i>Chowan EMS</i>	<i>1</i>	<i>NC Wildlife</i>	<i>2</i>
<i>Durants Neck FD</i>	<i>6</i>	<i>Nightingale</i>	<i>3</i>
<i>Eastcare</i>	<i>0</i>	<i>Pasquotank-Camden EMS</i>	<i>0</i>
<i>Perquimans EM</i>	<i>15</i>	<i>Perquimans DSS</i>	<i>3</i>
<i>Fire Marshal</i>	<i>0</i>	<i>Perquimans EMS</i>	<i>201</i>
<i>Gates EMS</i>	<i>0</i>	<i>Perquimans SO</i>	<i>751</i>
<i>Hertford FD</i>	<i>24</i>	<i>Perquimans Water</i>	<i>6</i>
<i>Hertford PD</i>	<i>326</i>	<i>Perquimans Water Rescue</i>	<i>2</i>
<i>Hertford Public Works</i>	<i>18</i>	<i>Winfall FD</i>	<i>19</i>
<i>Inter-County FD</i>	<i>10</i>	<i>Winfall PD</i>	<i>4</i>
<i>Magistrate</i>	<i>59</i>	<i>Winfall Public Works</i>	<i>3</i>
<i>NCDOT</i>	<i>13</i>		

Personnel Updates:

Welcome – Telecommunicator- Brandon Melton

Congratulations – Michaela Madden and Brian Hickman on advancing to Paramedic

Over the last 11 months, these employees have each logged over 1,000 classroom and clinical hours to advance to the Paramedic level.

Completed Projects / Trainings / Community Preparedness Activities

- Medical Responder Course
- Blood Pressure Checks at the Senior Center – September 4th, 2019
- Law Enforcement Assisted Diversion Meeting – September 12th, 2019
- Defensive Driving Training – September 16th-17th, 2019
- Sheriff's Office provides In-Service Training to Telecommunicators – September 18th, 2019
- PORT Wrap Up Meeting with NC Office of EMS, County Officials, College of the Albemarle Faculty, Trillium, Albemarle Regional Health Services, Sheriff's Office, Perquimans Emergency Services Staff, and Pasquotank- Camden EMS– September 19th, 2019
- Emergency Management Staff hosted a Hurricane Dorian Public Assistance meeting with NC Emergency Management, FEMA, School, County and Town Officials– September 23rd, 2019
- Emergency Services monthly Continuing Medical Education – Health and Wellness, Coping with Stress – September 23rd, 2019
- Public Safety Meeting with Fire Marshal, Fire Chiefs, Sheriff White, Sam Mickey of Sam's Safety Consultants, Motorola representatives and Emergency Services Staff – September 24th, 2019
- Water Rescue Class on Shore Base Rescues in Greenville – September 25th, 2019
- First Aid Training taught at Perquimans County Senior Center – September 26th, 2019
- EMS crews supported the ALS Walk – September 28th, 2019
- EMS Expo in Greensboro – September 29th and 30th, 2019

Pending Projects / Trainings / Community Preparedness Activities

- Chowan Hospital Foundation and Vidant Chowan Hospital supporting PORT- Grant awarded to assist with program for 12 months.
- Healthcare Facility/ Provider Tabletop Exercise – Fall 2019
- Grain Bin Exercise – 2020 Grant funded through Homeland Security Grant Program
- Active Shooter Exercise - 2020 Justice Assistance Grant – partnering with Perquimans County Schools and Sheriff's Office
- Water Search and Rescue Exercise – 2020 Grant funded through Homeland Security Grant Program
- Migration of the 911 Phone Systems to ESInet- 2020
- Active Shooter Exercise – 2021 Grant funded through Homeland Security Grant Program
- Radio System Upgrades – Date Pending

Press Releases / Public Service Announcements

- Hurricane Dorian Weather Briefings – September 1st – 8th, 2019
- Duke Life Flight Memorial Post – September 8th, 2019
- 9/11 Memorial Post – September 11th, 2019
- Gunshots Fired – September 18th, 2019
- Are you Prepared for a Power Outage? – September 26th, 2019
- Events/Trainings for September – September 28th, 2019
- Jim "Catfish" Hunter ALS Walk – September 30th, 2019

COMMITTEE REPORTS