

**AGENDA**

All items are for discussion and possible action.  
Perquimans County Board of Commissioners  
Commissioners' Room - Courthouse Annex Building  
June 5, 2017  
6:05 p.m.

**Board of Equalization & Review to meet in Commissioners' Room at 6:00 p.m.**

**I. Call to Order**

**II. Prayer & Pledge**

**III. Public Hearings**

**A. Conditional Use Permit No. CUP-17-02 (Brown Family Sun Farm), requested by Heath McLaughlin on behalf of Blue Green Energy, LLC.....6:05 p.m.**

> To receive citizens' comments to consider Conditional Use Permit No. CUP-17-02 (Brown Family Sun Farm), requested by Heath McLaughlin on behalf of Blue Green Energy, LLC, for a 5 MW Large Scale, ground-mounted Solar Power Energy System Facility on the east side of Ocean Highway South (US Hwy. 17) approximately 3,000 feet south of Perry Long Road on property owned by Robert L. Brown, Tax Parcel No. 2-0069-0013J.

**B. Conditional Use Permit No. CUP-17-03, requested by Ismael Melendez on behalf of Island Christian Fellowship.....6:50 p.m.**

> To receive citizens' comments to consider Conditional Use Permit No. CUP-17-03, requested by Ismael Melendez on behalf of Island Christian Fellowship, to construct a church on Tax Parcel Nos. 2-D082-0046-H1, 2-D082-0039-H1 and 2-D082-0001-H1.

**IV. Approval of Agenda**

**V. Consent Agenda**

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

**A. Approval of Minutes:** May 1, 2017 Regular Meeting, May 15, 2017 Budget Presentations & Work Session, May 18, 2017 Budget Work Session. & May 24, 2017 Budget Work Session

**B. Tax Refund Approvals**

**C. Personnel Matters**

- 1. Tax Clerk - Collections
- 2. EMT-I Fill-In

**D. Step & Merit Increases**

- 1. Social Services
- 2. Sheriff
- 3. Recreation

**E. Board Appointments/Resignations/Reappointments:**

- 1. Appointment: COA Board of Trustees
- 2. Reappointment: Senior Tarheel Regional Advisory Board
- 3. Reappointment: Social Services Board
- 4. Resignation/Reappointments/Appointments: Recreation Advisory Board (4)

**F. Budget Amendments Nos.19 - 20**

**G. Resolutions/Letter of Support**

- 1. Resolution: VAR Technology Finance Contract
- 2. Resolution Opposing Mandatory Regionalization of Social Services Departments

**H. Juvenile Crime Prevention Documentation**

- 1. Certification for FY 2017-18
- 2. Inter-Agency Council Appointments for FY 2017-18
- 3. Juvenile Crime Prevention Council County Plan for FY 2017-18

**VI. PRESENTATIONS**

**A. Introduction of New Employees/Staff**

- 1. Maintenance Supervisor
- 2. Deputy Sheriff

**ACTION  
TAKEN  
LATER**

**ACTION  
REQUIRED**

**NO  
ACTION  
REQUIRED**

NO ACTION  
REQUIRED

**VII. Scheduled Appointments**

- A. Shelby White, Sheriff
- B. Bill Jennings, Tax Administrator
- C. Susan Chaney, Social Services

7:00 p.m.  
7:05 p.m.  
7:15 p.m.

**VIII. Presentation of FY 2017-2018 Budget**

**IX. Commissioner's Concerns/Committee Reports**

- A. Commissioner Nelson: Mental Health Resolution
- B.
- C.

**X. Old Business**

- A. Updates from County Manager
  - 1. Jack, the Dog
- B. Nursing Home Advisory Committee Appointments (2)

**XI. New Business**

- A. Planning Items
  - 1. Conditional Use Permit No. CUP-17-02 (Brown Family Sun Farm), requested by Heath McLaughlin on behalf of Blue Green Energy, LLC
  - 2. Conditional Use Permit No. CUP-17-03, requested by Ismael Melendez on behalf of Island Christian Fellowship
- B. Amendment to Personnel Policy: Retiree Insurance Benefit
- C. Sale of Surplus Equipment
- D. Single Family Rehab Grant Documentation
  - 1. Amendment No. 2 of Agreement for FY 14 NCHFA-SFRLP Agreement for Professional Services
  - 2. 2017 Agreement for Professional Services between Perquimans County & the Wooten Company
- E. Emergency Management Items
  - 1. Debris Management Contract
  - 2. Debris Monitoring Contract
- F. 2017 Memorandum of Participation for Separation Allowance Benefit
- G. Coastal Resources Advisory Council Member Nominations & Wish List
- H.
- I.
- J.

ACTION  
REQUIRED

**XII. Unscheduled Appointments/Public Comments**

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

- A.
- B.
- C.

**XII. Closed Session: Legal Matter – Closed Session Minutes**

**FOR INFORMATION ONLY:**

- Prescription Card Program

**DEPARTMENT HEAD REPORT:**

- Plat Log
- Code Enforcement Report
- Sheriff's Department

**COMMITTEE WRITTEN REPORTS:**

- Perq 911 Board Meeting Minutes

**NOTES FROM THE COUNTY MANAGER**

June 5, 2017

6:00 p.m.

- III. **Enclosure:** Public Hearings are being held regarding the following matters:
  - A. **Conditional Use Permit No. CUP-17-02 (Brown Family Sun Farm), requested by Heath McLaughlin on behalf of Blue Green Energy, LLC** ..... 6:05 p.m.
    - > To receive citizens' comments to consider Conditional Use Permit No. CUP-17-02 (Brown Family Sun Farm), requested by Heath McLaughlin on behalf of Blue Green Energy, LLC, for a 5 MW Large Scale, ground-mounted Solar Power Energy System Facility on the east side of Ocean Highway South (US Hwy. 17) approximately 3,000 feet south of Perry Long Road on property owned by Robert L. Brown, Tax Parcel No. 2-0069-0013J.
  - B. **Conditional Use Permit No. CUP-17-03, requested by Ismael Melendez on behalf of Island Christian Fellowship**..... 6:50 p.m.
    - > To receive citizens' comments to consider Conditional Use Permit No. CUP-17-03, requested by Ismael Melendez on behalf of Island Christian Fellowship, to construct a church on Tax Parcel Nos. 2-D082-0046-HI, 2-D082-0059-HI and 2-D082-0001-HI.
- V. **Enclosures.** Items included on the Consent Agenda are enclosed. *If you wish to discuss any of these items, please make that request during the meeting.*
- VI.A. The following introductions will be made:
  - 1. **County Manager Heath:** County Manager Heath will introduce Robin Trueblood, Maintenance Supervisor, who was appointed on May 15, 2017.
  - 2. **Sheriff Shelby White:** Sheriff White will introduce Johnathan Miller who was appointed as a Deputy effective April 1, 2017.
- VII.A. Sheriff White will be presenting information on a couple of grants that he is applying for.
- VII.B. **Enclosure.** Bill Jennings, Tax Administrator, will present his Monthly update.
- VII.C. Susan Chaney, Social Services Director, will present her monthly report.
- VIII. County Manager Heath will present the FY 2017-2018 Budget to the Board and request to set up a Public Hearing for Monday, June 19, 2017. *(A copy of Budget Message will be provided to you on Monday.)*
- IX.A. **Enclosure.** Commissioner Nelson would like to discuss the enclosed Resolution supporting adequate funding to meet the mental health needs which was adopted on April 3, 2017
- X.A. County Manager Heath will present several updates to the Board.
- X.B. **Enclosure.** We have not received any applications for the Nursing Home Advisory Committee vacancies. An e-mail from Brandi Jordan, Region & Long-Term Care Ombudsman, is enclosed for Board information and possible action. She states that the Board could consider combining the Adult Home Care and the Nursing Home Care Committees thus only needed a total of six members. The Board will need to direct Ms. Hunnicutt as to how they want her to proceed.
- XI.A. **Enclosure.** Rhonda Money, County Planner, will present the following items for Board action:
  - 1. **Conditional Use Permit No. CUP-17-02 (Brown Family Sun Farm), requested by Heath McLaughlin on behalf of Blue Green Energy, LLC:** A Public Hearing was held earlier to receive citizens' comments to consider Conditional Use Permit No. CUP-17-02 (Brown Family Sun Farm), requested by Heath McLaughlin on behalf of Blue Green Energy, LLC, for a 5 MW Large Scale, ground-mounted Solar Power Energy System Facility on the east side of Ocean Highway South (US Hwy. 17) approximately 3,000 feet south of Perry Long Road on property owned by Robert L. Brown, Tax Parcel No. 2-0069-0013J. Board action is being requested.
  - 2. **Conditional Use Permit No. CUP-17-03, requested by Ismael Melendez on behalf of Island Christian Fellowship:** A Public Hearing was held earlier to receive citizens' comments to consider Conditional Use Permit No. CUP-17-03, requested by Ismael Melendez on behalf of Island Christian Fellowship, to construct a church on Tax Parcel Nos. 2-D082-0046-HI, 2-D082-0059-HI and 2-D082-0001-HI.
- XI.B. **Enclosure.** After reviewing the costs for retiree insurance, County Manager Heath is recommending that the Retiree Insurance Benefit be cancelled for employees hired from June 5, 2017 forward. See attached copy of proposed Amendment to Personnel Policy. Board action is being requested.
- XI.C. The County has finally received payment from GovDeals for the following surplus equipment:

BUYER	VEHICLE	DATE SURPLUSED	START BID	SOLD AMOUNT	GOVDEALS FEE	NET RESULTS
Bobby Askew	CISCO Unified Communications 500 Series Phone System 14 CISCO IP Phones – Model PC-7942G	3/6/17	\$200	\$311.00	\$15.55	\$295.45

Board action is being requested.

- XI.D. **Enclosure.** The Board will need to consider and take action on the following enclosed documents for the Single-Family Rehab Program:

1. **Amendment No. 2 of Agreement for FY 14 NCHFA-SFRLP Agreement for Professional Services:** This is Amendment No. 2 for the FY 14 Agreement with The Wooten Company to administer Single Family Rehab Grant Program. Board action is being requested.
  2. **2017 Agreement for Professional Services between Perquimans County & the Wooten Company:** This is the 2017 Agreement for Professional Services with The Wooten Company to administer the 2017 Single Family Rehab Grant Program. Board action is being requested.
- XI.E. Jonathan Nixon, Emergency Services Director, will present the following contracts for Emergency Management Services for Board action:
3. **Debris Management Contract:** Mr. Nixon will recommend the approval of a contract to handle our Debris Management needs effective July 1, 2017. Board action is being requested.
  4. **Debris Monitoring Contract:** Mr. Nixon recommends the approval of the attached contract with Landfall Strategies to handle our Debris Monitoring needs effective July 1, 2017. Board action is being requested.
- XI.F. **Enclosure.** The audit requires that the County contract with a company to prepare our disclosures required under GASB Statement No. 73 for the Special Separation Allowance for Law Enforcement Officers. Tracy Mathews, County Finance Officer, recommends the approval of the Memorandum of Participation for separation Allowance Benefit with Cavanaugh Macdonald Consulting, LLC located in Kennesaw, GA. The Board will need to review and take action on the enclosed Memorandum of Participation to determine if they wish to proceed with this contract. Board action is being requested.
- XI.G. **Enclosure.** The County has received the enclosed letter from Coastal Resources Advisory Council (CRAC) requesting the Board's input relating to two important matters: (a) wish list; and (b) CRAC member nominations. Board direction is being requested. Possible action may be requested.
- XII. **Enclosure.** Pursuant to NC General Statute 143-318.11(3), the Board will need to go into Closed Session to discuss an attorney-client matter and consider Closed Session Minutes for action.

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**CONSENT AGENDA NOTES**

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

- A. **Enclosures:** Approval of Minutes: May 1, 2017 Regular Meeting, May 15, 2017 Budget Presentations & Regular Work Session; May 18, 2017 Budget Work Session, and May 24, 2017 Budget Work Session
- B. **Enclosure:** Tax Refunds – see attached list
- C. **Enclosures:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Tashara Gramby	Tax Clerk – Collections	Appointment	58/1	\$23,270	6/5/2017
Debbie Lyman	EMT-I – Fill-In (Rescue)	Appointment	66/4	\$17.12/hr.	?

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

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Sherry Schrod	SW III	69/2	38,708	6/1/17
Joe Ann White	Social Worker III	69/5	41,636	6/1/17
Christopher Murray	Deputy Sheriff	65/2	32,460	6/1/17
Amanda Layden	Administrative Ass't - Rec. Dept.	58/6	26,299	6/1/17

- E. **Enclosure:** The following Board resignation/appointments/reappointments are being presented for Board action:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Wallace Nelson	COA Board of Trustees	Appointment	4 yrs.	7/1/2017
Holman, Lillian	Senior Tarheel Regional Advisory Board	Reappointment	1 yr.	7/1/2017
Layden, Dianne	Social Services Board	Reappointment	3 yrs.	7/1/2017
Jones, Kyle	Recreation Advisory Committee - Commissioner	Resignation		7/1/2017
Leigh, Fondella	Recreation Advisory Committee - Commissioner	Appointment	3 yrs.	7/1/2017
Lassiter, Rodney	Recreation Advisory Committee - Belvidere	Reappointment	3 yrs.	7/1/2017
Smith, April	Recreation Advisory Committee - Parksville	Appointment	3 yrs.	7/1/2017
Proctor, Jeff	Recreation Advisory Committee - Bethel	Reappointment	3 yrs.	7/1/2017

- F. **Enclosures:** Budget Amendment Nos. 19 - 20 are presented for Board action.
- G. **Enclosure:** The following Resolutions are presented for Board review and action:
  1. **VAR Technology Finance:** The Board of Education has requested that the Board adopt the enclosed Resolution continuing the contract with VAR Technology Finance for the school computers. Board action is being requested.

2. **Resolution Opposing Mandatory Regionalization of Social Services Departments:** The Board will need to consider the enclosed Resolution opposing the mandatory regionalization of Social Services Department. Susan Chaney mentioned this during her report last month. Board action is being requested.

H. **Enclosures:** The Board needs to take action on the following Juvenile Crime Prevention Council (JCPC) documents for FY 2017-18

1. **Certification for FY 2017-18:** This is to certify the funding through JCPC for FY 2017-18.
2. **Inter-Agency Council Appointment for FY 2017-18:** This is to certify the Inter-Agency Council Members for FY 2017-18.
3. **Juvenile Crime Prevention Council County Plan for FY 2017-18:** This is for information only. No action required.

## PUBLIC NOTICE

**The Perquimans County Board of County Commissioners will hold a Quasi-Judicial Hearing on Monday, June 5, 2017 at 6:05 PM** in the Commissioners' Meeting Room on the 1<sup>st</sup> floor of the Perquimans County Courthouse Annex Building located at 110 North Church Street, Hertford, NC, next door to the Historic County Courthouse, to consider: 1) Conditional Use Permit No. CUP-17-02 (Brown Family Sun Farm), requested by Heath McLaughlin on behalf of Blue Green Energy, LLC, for a 5 MW Large Scale, ground-mounted Solar Power Energy System Facility on the east side of Ocean Highway South (US Hwy. 17) approximately 3,000 feet south of Perry Long Road on property owned by Robert L. Brown, Tax Parcel No. 2-0069-0013J; **then at 6:50 PM** 2) Conditional Use Permit No. CUP-17-03, requested by Ismael Melendez on behalf of Island Christian Fellowship, to construct a church on Tax Parcel Nos. 2-D082-0046-HI, 2-D082-0059-HI and 2-D082-J001-HI.

Property owners, residents and other interested parties may review these items during normal business hours before the quasi-judicial Public Hearing at the Perquimans County Planning & Zoning Office, at 104 Dobbs Street, Hertford, NC, or call 252-426-2027 or email [rhondamoney@perquimanscountync.gov](mailto:rhondamoney@perquimanscountync.gov) for more information.

**Publish in Perquimans Weekly on May 24, 2017**



When making a motion, BCC members are requested to reference the Draft CUP and the potential conditions proposed therein. As indicated in Section 903, the Draft CUP, if approved by the BCC, must contain conditions included by the BCC's motion, if so moved.

<b>Section 903 Table of Findings for Case No. CUP-17-02: Proposed Brown Family Sun Farm on +/- 60 acres located on the east side of Ocean Hwy South approx. 3,000ft south of Perry Long Rd.</b>	
<b>Motion to approve finds:</b>	<b>Motion to deny finds:</b>
1) That the CUP will not materially endanger the public health or safety if located according to the plan submitted and approved.	1) That the CUP will 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.	2) That the use does not meet 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.	3) That the use will substantially injure the value of adjoining or abutting property, or that the use is not 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.	4) That the location and character of the use, if developed according to the plan as submitted and approved, will not be in harmony with the area in which it is to be located and not be in general conformity with the Perquimans County Land Use Plan.

**Attachments:**

- 1) Application form and related materials received from applicant
- 2) Draft Conditional Use Permit No. CUP-17-02
- 3) Memorandum of Real Property Exchange Agreement



**Perquimans County, North Carolina**  
**APPLICATION FOR CONDITIONAL USE PERMIT REQUEST**  
 Case No. CUP - 17- 02

This section to be completed by County:	
Date received: <u>3-1-17 / Revised 5-4-17</u>	Received by: <u>R. Money</u>
Date completed: _____	Confirmed by: _____
Subject Property Tax Map No(s): <u>2-0069-0013 J</u>	_____
Subject Property Zoning District(s): _____	_____
Will proposed Conditional Use require site improvements? _____	_____
Will proposed Conditional Use require review by other agencies? _____	_____

**Applicant's Information**

Name(s) of Owner(s): Robert L. Brown

Street Address: 304 Meadow Creek Drive

City/State/Zip Code: Chesapeake, VA 23323

Phone Number(s): (757) 646-6611 Fax: \_\_\_\_\_ E-mail Address: treadway23@aol.com

Applicant (if different from Owner): Blue Green Energy, LLC

Street Address: 176 Mine Lake Court, Suite #100

City/State/Zip Code: Raleigh, NC 27615

Phone Number(s): (321) 202-3600 Fax: (321) 226-7000 E-mail Address: Heath@Blue-GreenEnergy.com

Person to receive comments and correspondence: Heath McLaughlin

**Description of Property**

Address(es) of Subject Property: Ocean Hwy South Hertford, NC 27944 (911 Address TBD)

Property Appraiser's Parcel Nos.: 2-0069-0013J

Location: This property is located on the east side of + US Hwy 17 / Ocean Hwy S. Road, approximately 3,000 feet southwest of Perry Long Road.

Township/Region: Bethel Subdivision: N/A Block - Lot Nos.: \_\_\_\_\_

Size of Property: 43.90 / or greater acres. Lot width: ~785 (TBD) feet. Lot depth: ~2,672 (TBD)

Flood Plain: No Community Panel No.: Subject Property is approximately 60 acres with land swap

I) I (We), the undersigned, do hereby respectfully make application and request the Planning Board and Board of Commissioners to consider a proposed Conditional Use Permit to make use of the subject property as follows: Agriculture, Timber, and Solar Farm. The subject property is zoned RA. The subject property is owned by Robert L. Brown as evidenced by deed recorded in Real Estate Book 430, Page 230 OR Will File Number \_\_\_\_\_ in the Perquimans County Register of Deeds.



February 25, 2017

Board of Commissioners  
Perquimans County, NC  
P.O. Box 45  
Hertford, NC 27944

Re: CUP Application – Brown Family Sun Farm

Dear Board of Commissioners:

On behalf of Mr. Robert L. Brown and approximately a forty-five acre portion of parcel number 2-0069-0013J, Blue Green Energy, LLC as the Applicant and Mr. Brown as the property owner would like to request thoughtful consideration for CUP approval to construct a 5 mega-watt solar farm on his property in Perquimans County. The subject property has been in Mr. Brown's family for more than 75 years and Mr. Brown would sincerely appreciate Board of Commissioner approval to lease his land for what Mr. Brown deems to be the best and highest use for the foreseeable future.

With time of the essence, Mr. Brown has urged the Applicant to submit this CUP application to secure Mr. Brown's interests to develop his property under the current land use and zoning ordinance. Mr. Brown believes this CUP application to be a suitable and irreplaceable opportunity that will benefit the Brown family as well as promote the public good and general welfare of Perquimans County.

Please note this CUP application has been in the works for close to a year and initial site plan(s) were completed in July of 2016. There have been a number of site plan iterations since then and Mr. Brown has spent considerable time discussing his plans and intentions with abutting land owners to ensure his best efforts were acceptable and compatible with minimal impact on prime farmland, public view, and good use of his property. In the spirit of cooperation, Mr. Brown has agreed to swap prime road front acreage for a certain portion of less desirable acreage to accommodate concerns raised by an adjacent property owner and to continue to improve the site plan in harmony with the area in which it is to be located.

The Applicant believes responsible solar farm development is a "net positive" for Perquimans County with its significant increase in tax revenue to support local government services with almost no services required in return. The Applicant and the property owner are fully committed to work closely with Perquimans County Planning & Zoning Staff, the County Manager, Technical Review Committee, Planning Board, and Board of Commissioners to ensure this CUP Application will meet all required conditions and specifications in accordance with the current zoning ordinance for Large Energy Solar Systems.



Mr. Brown's professional background is infrastructure construction and he has been involved in constructing many roads, highways, and bridges in Eastern North Carolina. Of course, the construction of a "clean energy" solar farm on his own property would be a crowning achievement and admirable culmination of a 40+ year career of professional services dedicated to rural communities like Hertford, Winfall, and Perquimans County.

Mark Finkelstein with Smith Moore Leatherwood LLP has been engaged and is committed to support this CUP application with competent evidence for the four findings found in Section 903 as required for Board of Commissioners CUP approval. Mark will also be available throughout the review process and arrange for expert testimony to address the evidentiary burden of proof necessary to affirm:

1. That the use will not materially endanger the public health or safety, if located according to the plan submitted and approved;
2. That the use meets all required conditions and specifications;
3. That the use will not substantially injure the value of adjoining or abutting property, and
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.

The final site plan shall be in compliance with the Conditional Use Permit executed by the Applicant and filed with the Perquimans County Register of Deeds. All specific conditions shall run with the land and shall be binding on the Applicant for the Conditional Use Permit, its heirs, successors, and assigns.

Thank you kindly in advance to the Board of Commissioners for your time and consideration of this Conditional Use Permit Application.

With sincere regards,

**Blue Green Energy, LLC**

Heath McLaughlin,  
Authorized Representative

February 25, 2017

Board of Commissioners  
Perquimans County, NC  
P.O. Box 45  
Hertford, NC 27944

Re: Conditional Use Permit Application – Robert L. Brown Property

Dear Board of Commissioners:

My name is Robert L. Brown and I am the Owner of a 43.90 acre farm parcel located in Perquimans County, better known as the Ainsley Farm. This property has been in our family for nearly 80 years, and passed down from generation to generation.

My nephew Franky Brown who operates Browns Construction Company in Perquimans County, has kept me informed of a number of solar projects he has worked on over the past few years and the many advantages property owners have with leasing a portion of their farm acreage for a certain number of years.

I have spent considerable time on my own researching the industry and speaking with solar farm owners and operators and have come to the conclusion that a Solar Farm will be the most productive use of my Property with the advantage of local investment into the community, increased tax revenue for Perquimans County, and much needed farm income for the benefit of the property owner. I have also studied my property and worked over the past year carefully preparing a 35 acre layout that will work well for a non-permanent solar farm and future land use. I have spoken with the adjacent property owners, and Heath McLaughlin concerning my property and feel like a solar farm is the best possible outcome with the layout proposed.

As a property owner with three parcels totaling 71.24 acres, I would greatly appreciate the Board of Commissioner's support and kind approval for a Conditional Use Permit to construct a 35 acre solar farm on my property.

Thank you for consideration of this Conditional Use Permit application.

Sincerely,

Robert L Brown, Sr.

  
Property Owner

**Application for Conditional Use Permit Request**  
**Case No. CUP -17-02**

2) The following is from the most recent County Tax Office listing and contains all of the individuals, firms, or corporations owning properties involved in the Conditional Use Permit request as well as the owners of all properties any portion of which is within one-hundred fifty (150) feet of the subject property. This includes any property owner who is adjacent to the subject property (to the side, rear or front) and across the street.

<b>Name</b>	<b>Address</b>
a. <u>FIATP SSF TIMBER, LLC</u>	<u>15 Piedmont Ctr, Ste 1250</u>
	<u>Atlanta, GA 30305</u>
b. <u>Frank A. Brown</u>	<u>507 Edenton Road Street</u>
	<u>Hertford, NC 27944</u>
c. <u>David Bryan Perry</u>	<u>206 Perry Long Road</u>
	<u>Hertford, NC 27944</u>
d. <u>Ambrose Willis Proctor</u>	<u>718 Davenport Lane</u>
	<u>Edenton, NC 27932</u>
e. <u>Robert L. Brown</u>	<u>304 Meadow Creek Dr.</u>
	<u>Chesapeake, VA 23323</u>
f. _____	_____
g. _____	_____
h. _____	_____
i. _____	_____
j. _____	_____
k. _____	_____
l. _____	_____

Application for Conditional Use Permit Request  
Case No. CUP -17- 02

Use an additional sheet of paper if necessary.

- 3) **Statement of the nature of the proposed use:** The proposed nature of this Conditional Use Permit is to develop and construct a 5 mega-watt solar farm on approximately 45 acres owned by Robert L. Brown. The proposed solar farm will consist of low-profile ground-mount racking with pilings driven into the ground to an engineered depth well suited for coastal conditions. The racking technology will be a single-axis tracker ground-mount rack system oriented north/south for maximum clean energy power production during the daylight period. The solar power system will not exceed 15' in height with minimal to no security lighting required for near silent operation both day and night. Sight impact to public right-of-way on US Hwy 17 will be minimal as the system will be set back outside of 500' CH Highway Business Corridor with a 20' vegetative buffer and screening that will satisfy the required screening found in the Perquimans County Zoning Ordinance in Article XVII, Sections 1802 and 1803. Solar farm operations and maintenance will also be minimal post construction with very little traffic, noise, or additional county services required. All federal, state, and local building permits will be satisfied prior to start of construction and in compliance with NC state building codes and national electric codes with UL approved electrical system components.

Please note the current total acreage for parcel number 2-0069-0013J is 43.90 +/- acres. The intent with this CUP request is to complete an agreed upon land swap once the CUP has been approved and certain contingencies satisfied to permit Mr. Brown to construct a solar farm on his property. The primary purpose for the land swap is to increase the setback distance from US Hwy 17 and to reduce the impact on prime farmland available for row crop production and future CH Highway Commercial development. The new parcel size and dimensions will be identified and plat recorded with Perquimans County Register of Deeds with an approximate new total acreage 60 +/- acres. Gunther Law has been engaged to facilitate the land swap on behalf of Property Owner - Robert L. Brown, Sr.

To address any concern with vegetative buffer screening, the Applicant is willing for this CUP application to be conditioned with a \$20,000 cash bond (or other security) to be held in escrow until such time as the buffer screening requirements in the approved CUP are satisfied. Upon issuance of a Certificate of Zoning Compliance or other final inspection to confirm compliance with CUP requirements, such bond or other security shall be released or cancelled within ten (10) days thereafter.

See attached letter from Mr. Mark Finkelstein which is incorporated herein by reference as part of the Application

Application for Conditional Use Permit Request  
Case No. CUP-17-02

Attach the following:

- RM X Completed Application.
- RM X Letter addressed to the Perquimans County Board of Commissioners explaining your intentions in detail. The Applicant is advised to address any general and specific conditions and finding required by the Zoning Ordinance, Sections 903(a), (b), (c) and (d), 905, and 907A through X.
- RM X Proof of Ownership.
- RM X Owner's Authorization for Agent, if applicable.
- RM X Legal <sup>PCB, slide 184</sup> Description(s) and/or boundary survey(s) to be used as an exhibit to the proposed Conditional Use Permit.
- X Site plan prepared in accordance with Section 509 and Article IX of the Perquimans County Zoning Ordinance. *Needs more detail and larger font on dimension notes RM*
- RM X Two self-addressed stamped envelopes and two sets of stamped pre-addressed envelopes of all property owners of subject, adjacent and nearby properties within 150 feet and/or across the street (as per current Tax Office listings), to whom notice of public meeting and hearing must be sent. Said notices will be sent by the Planning & Zoning Office in envelopes provided by Applicant.
- RM X Filing Fee of \$300 made payable to Perquimans County. *check # 1137 RM*

\_\_\_\_\_ Additional information needed by Planner, Technical Review Committee or County Officials:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

APPLICATIONS WILL NOT BE SCHEDULED FOR PUBLIC MEETING UNTIL COMPLETE

I (We), the undersigned, do hereby respectfully apply for a Conditional Use Permit on the property described herein. I (We) affirm that this application form and attached materials are true and accurate to the best of my (our) knowledge.

*Robert McLaughlin* \_\_\_\_\_  
 Signature of Owner or Authorized Applicant Date

\_\_\_\_\_ February 25, 2017

(This Application must be submitted to the Planning and Zoning Administrator no less than 25 days prior to the Planning Board's meeting and, where deemed necessary, additional time may be required for review by Technical Review Committee member[s]).



434 Fayetteville Street  
Suite 2800  
Raleigh, NC 27601

February 27, 2017

Perquimans County Board of Commissioners  
Attn: Mary Hunnicutt, County Clerk  
128 N. Church Street  
Hertford, North Carolina 27944

**Submitted as a part of the Conditional Use Permit Application Only**

Re: Conditional Use Permit Application - Blue Green Solar, LLC and Robert L. Brown

Dear Chairman Jones and Commissioners Muzzulin, Nelson, Leigh, Hoffer, and Woodard:

I write on behalf of my client Blue Green Energy, LLC ("Blue Green"). We are filing with this letter as part of the Conditional Use Permit Application to operate a Large Scale, ground mounted Solar Power Energy System ("Solar Farm") on Tax Parcel No: 2-0069-0013J on Ocean Hwy South (US Hwy 17 South), in Perquimans County, North Carolina. In support of this request, we provide the following information:

#### **I. Introduction**

Blue Green proposes to construct a solar farm on a portion of a parcel totaling approximately 43.90± acres (Tax Parcel Number: 2-0069-0013J) located on Ocean Hwy South (US Hwy 17), approximately three thousand feet southwest of Perry Long Road in Perquimans County, North Carolina (collectively the "Property") owned by Robert L. Brown. The Property is zoned Rural Agriculture ("RA") and Highway Commercial ("CH"). Adjacent and nearby properties, also zoned RA and CH, to include vacant land used for agriculture and/or timber production.

The portion of the Property to be developed is located within the RA zoning district, which permits development of a Solar Farm under the use category "Large scale, ground-mounted Solar Power Energy System" with a conditional use permit approved by the Board of Commissioners for Perquimans County. Section 907.28 of the Perquimans County Zoning Ordinance ("Zoning Ordinance") sets out requirements for development in the requested use category. The attendant permit application, including a site plan and this brief, is complete and complies with all requirements of the Zoning Ordinance.

The Solar Farm will contain rows of Photovoltaic (PV) cells mounted on pilings driven into the ground. These rows of PV cells are referred to as "solar arrays." The power generated from the Solar Farm will be connected to the power grid for local community "clean power" consumption.

Solar energy is a public necessity. Demand for electricity will continue to increase and solar energy is a clean, cheap, and an unlimited resource with little environmental impact.

Perquimans County Board of Commissioners  
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The proposed Solar Farm will consume almost no county services: no seats in schools or on school buses, no refuse or recycling needs, no special sheriff protection, no emissions of any kind, no demand for water from depleted aquifers, and no sewage disposal.

## II. Statement in Support of Application

A. The proposed Solar Farm will comply with all of the requirements of the "Large scale, ground-mounted Solar Power Energy System" use category in Section 907.28 of the Zoning Ordinance.

### 1. Site Considerations.

The height of the proposed Solar Farm will not exceed 15 feet excluding electric transmission lines and utility poles. It will meet or exceed all setback requirements as depicted on the Site Plan.

### 2. Lighting.

No lighting or minimal security lighting is proposed for the site.

### 3. Screening.

The Solar Farm will be screened from US Hwy 17 in accordance with the Perquimans County Zoning Ordinance. A 20-foot landscaped buffer comprising of evergreen trees to reach a height of 7' in 3 years will be planted along both the western-facing front yard portion of the Property facing US Hwy 17 as well as the north and south side yards of the solar facility to screen public right-of-way view from US Hwy 17. The landscaped buffer will be installed outside of the security fence to mitigate sight impact from US Hwy 17 and there are no existing residences on the adjacent properties.

The entire perimeter of the site will be secured by 6-foot-tall chain link fence topped with three (3) strands of barbed wire for a total height of 7 feet and gated for security purposes. The western-facing landscaped buffer, comprised of evergreen plantings, will be planted outside of the security fence with a minimum setback for the security fence in excess of 500 feet from US Hwy 17 and outside of the Highway Corridor Overlay District.

### 4. Operational Considerations.

The access gate from Ocean Hwy (US Hwy 17) will remain closed and shall be secured at all times except when accessed periodically for entry of maintenance vehicles. The secured entrance will provide 24/7 access for fire department and other public safety vehicles via a NCDOT approved driveway and gravel road for site access.

Perquimans County Board of Commissioners  
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5. Application Requirements.

All application requirements have been met through submission of the attendant permit application, including a site plan and this brief. The Site Plan shows all required buffers outlined in the Zoning Ordinance and includes horizontal and vertical elevations drawn to-scale. State and local stormwater permits will be sought if required under Article V of the Zoning Ordinance. A driveway permit providing entry from Ocean Highway (US Hwy 17) will be obtained from the NCDOT as required by state law.

6. Approved Solar Components.

All solar components and equipment will have a United Laboratories (UL) Listing (or equivalent). The proposed solar panel configuration is a low profile, fixed-tilt system. The solar panels will face south with 20° tilt to capture maximum solar irradiance and prevent glare.

7. Compliance with Building Code.

Construction of the proposed Solar Farm will be in compliance with all state and local Building Codes and will pass inspection by the Perquimans County Building Inspector once construction is complete.

8. Compliance with National Electric Code.

The photovoltaic system to be installed will be in compliance with the National Electrical Code as approved by the NC Department of Insurance current at the time of construction.

B. This Conditional Use Permit application for a Solar Farm meets all the general standards for approval as required under Article IX, Conditional Uses of the Zoning Ordinance.

1. That the use will not materially endanger the public health or safety, if located according to the plan submitted as approved.

The proposed Solar Farm will not materially endanger the public health or safety. The site will generate less traffic than one (1) single family home. The solar facility will not be staffed daily; employees are expected to visit the property periodically to check and maintain the equipment and make repairs. The site will be accessible via a driveway from Ocean Hwy (US Hwy 17) in accordance with NCDOT driveway permit.

The proposed Solar Farm will protect against soil erosion and sedimentation. The areas beneath the solar panels will be planted with grass, alfalfa or similar to stabilize the site. During construction, erosion control measures will be maintained in accordance with state

Perquimans County Board of Commissioners  
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and local regulations. The site will comply with State of North Carolina and Perquimans County stormwater regulations.

The proposed Solar Farm will protect the public, community, and private water supplies and will avoid adverse impacts on surface water or ground water. As there will be no employees on site, there is no need for utilities. State environmental buffers will be maintained and respected.

2. That the use meets all required conditions and specifications.

The proposed Solar Farm, if developed according to the plan as submitted and approved, will comply with all specific requirements for the "Large scale, ground-mounted Solar Power Energy System" use category in Section 907.28 of the Perquimans County Zoning Ordinance and the general conditions and regulations contained therein. Setbacks will comply with the setback provisions under Section 907.28 as described above. The proposed Solar Farm meets all height requirements. As such, no system equipment or solar arrays will exceed 15 feet in height excluding electrical transmission lines and utility poles.

All landscape and fencing requirements will be met. The active portion of the site containing equipment will be enclosed and secured by a chain link metal fence 6 feet in height with three strands of barbed wire for a total of 7 feet in height. The site will be accessible by emergency officials 24/7 via a secured, gated entrance.

The proposed Solar Farm is designed to conform to and will be installed in compliance with all building and electrical codes set forth by the State of North Carolina and Perquimans County. All solar system components will have a UL listing and the design and placement of solar panels will be in compliance with the National Electric Code.

3. That the use will not substantially injure the value of adjoining or abutting property or that the use is a public necessity.

The proposed use will not injure the value of adjoining or abutting properties. Solar farms are quiet and passive in nature. The only sound occurs during daylight hours with only a quiet hum of electrical transformers, inverters, and substation delivering solar power to the power grid. At night, when the sun is not available, there is no energy being created and no sound on the site. Solar farms generate fewer vehicle trips than the average home. Employees visit the site only periodically to check and maintain the equipment. Solar panels are designed to absorb light rather than reflect it, thus minimizing glare.

Solar energy is a public necessity; it is essential and desirable to the public. Demand for electricity has increased in recent years, and our society is dependent upon conventional sources of power such as coal, gas, and nuclear energy. Conventional sources of electricity are expensive, finite resources that require significant environmental disruption and public

Perquimans County Board of Commissioners  
February 9, 2017  
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safety risk to maintain or extract. Solar energy is a clean, inexpensive, unlimited resource with little environmental impact.

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.

The location and character of the proposed solar farm, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located. The adjoining properties to the proposed Solar Farm are also zoned RA and CH. The proposed Solar Farm is consistent with the agricultural and rural residential land use pattern that exists in the area today. Solar farms make good neighbors: they are quiet; they do not create dust or odors. Solar farms allow owners to maintain large tracts of land, thereby preserving the rural agricultural characteristics of surrounding districts.

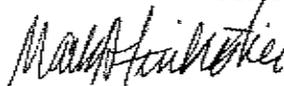
The proposed solar farm will be in general conformity with the Perquimans County Land Use Plan ("CAMA Core Land Use Plan"). According to the map of Projected Future Land Use of Unincorporated Portions of Perquimans County, the Property falls within the Residential Agricultural land use classification. (See Exhibit IX-B to the CAMA Core Land Use Plan.) The Land Use Plan classification for this area is Residential Agricultural, which permits varied residential and non-residential land uses with the goal of maintaining rural character. Solar farms are low-impact land uses that maintain rural character. Their appearance, although lower in profile and some screened with a vegetative buffer, is similar to greenhouses commonly found in agricultural areas.

## II. Conclusion.

We respectfully request issuance of a conditional use permit to construct a solar farm on the subject property.

Sincerely,

SMITH MOORE LEATHERWOOD LLP



Mark A. Finkelstein

*Shounatek m Jolders, Deputy*  
JACQUELINE S. FRIERSON, PERQUIMANS CO. NC  
Excise Tax \$0.00

BOOK 430 PAGE 230 (2)

408253



14.367  
PERQUIMANS COUNTY  
LAND TRANSFER TAX  
AMOUNT \$ 0.00  
PAID \$ 0.00

Prepared by & return to: David R. Pureza  
THOMPSON & PUREZA, P.A.  
101 West Main Street  
Elizabeth City, NC 27909

NORTH CAROLINA  
PERQUIMANS COUNTY

COMMISSIONERS' DEED

THIS DEED made this 31 day of July, 2014, by DONALD MADRY, C. TOMMY HARRELL and EDWARD L. NIXON, Commissioners, collectively "Grantor", to ROBERT L. BROWN, Grantee.

WITNESSETH:

WHEREAS, DONALD MADRY, C. TOMMY HARRELL and EDWARD L. NIXON are the duly appointed Commissioners and were authorized in that certain Special Proceeding No. 97-SP-13 originally entitled "ROBERT L. BROWN, PETITIONER VS. WILLIAM F. AINSLEY, DORIS A. AINSLEY, FRANK A. BROWN, JOANNE S. BROWN AND DENISE I. HARE," to partition certain real property described in the Petition filed therein, according to the law; and

WHEREAS, the said Commissioners presented their findings and recommendations to the Court;

WHEREAS, The Court thereafter approved the Commissioners' findings and appointed JOSIAH A. WEBB, III, as Surveyor to physically survey the real property in question and prepare a survey in accordance with the findings of the Commissioners;

WHEREAS, in accordance with the Commissioners' findings and the Court's instruction, JOSIAH A. WEBB, III, prepared a survey, which said survey is entitled in part "A SURVEY AND PLAT FOR THE CLERK OF SUPERIOR COURT, PERQUIMANS COUNTY, N.C., ROBERT L. BROWN, PETITIONER VS. WILLIAM F. AINSLEY, DORIS A. AINSLEY, FRANK A. BROWN, JOANNE S. BROWN AND DENISE I. HARE, RESPONDENTS, FILE NO. 97-SP-13", dated January 2, 2014;

WHEREAS, said survey along and the Commissioners' findings and recommendations were presented to the parties and the Court entered an ORDER CONFIRMING REPORT OF COMMISSIONERS approving the Commissioners' findings and the survey prepared in accordance with the written findings of the Commissioners; and

NOW, THEREFORE, NOW, THEREFORE, for and consideration of the foregoing, the said Commissioners do by these present convey unto Grantee, her heirs and assigns, that certain parcel or tract of land situated in Bethel Township, Perquimans County, North Carolina; and more particularly described as follows:

All that certain lot or parcel of land described, delineated and designated as "PARCEL ONE, 3.22 ACRES", "PARCEL THREE, 43.90 ACRES" and "PARCEL SIX, 24.12 ACRES" on that certain map, plat or survey prepared by Josiah A. Webb, III, Registered Land Surveyor, entitled in part "A SURVEY AND PLAT FOR THE CLERK OF SUPERIOR COURT, PERQUIMANS COUNTY, N.C., ROBERT L. BROWN, PETITIONER VS. WILLIAM F. AINSLEY, DORIS A. AINSLEY, FRANK A. BROWN, JOANNE S. BROWN AND DENISE I. HARE, RESPONDENTS, FILE NO.

97-SP-13", dated January 2, 2014, and recorded in Plat Cabinet 3, Slide 184, Map \_\_\_\_\_,  
Perquimans County Public Registry.

TO HAVE AND TO HOLD the aforesaid tract or parcel of land to said Grantee and her heirs and assigns forever, in as full and ample manner as the said DONALD MADRY, C. TOMMY HARRELL and EDWARD L. NIXON, as Commissioners, are authorized and empowered to convey the same.

IN WITNESS WHEREOF, the said Commissioners have hereunto set their hands and seals the day and year first above written.

COMMISSIONERS:

Donald Madry (SEAL)  
DONALD MADRY

C. Tommy Harrell (SEAL)  
C. TOMMY HARRELL

Edward L. Nixon (SEAL)  
EDWARD L. NIXON

NORTH CAROLINA  
PERQUIMANS COUNTY  
CLERK OF SUPERIOR COURT

I, the undersigned ~~Notary Public~~ of the State and County aforesaid, do hereby certify that DONALD MADRY, C. TOMMY HARRELL and EDWARD L. NIXON, duly appointed Commissioners, personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and notarial seal this 31 day of July, 2014.



Wendell Willey  
NOTARY PUBLIC  
CLERK OF SUPERIOR COURT

Sheet 3 Side 184

A SURVEY AND PLAT FOR THE CLERK OF SUPERIOR COURT OF PERQUIMANS COUNTY  
ROBERT L. BROWN, PETITIONER

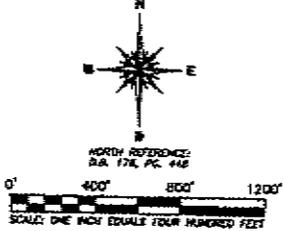
VS.  
WILLIAM F. ANSLEY, DORIS A. ANSLEY, FRANK A. BROWN  
JONNIE S. BROWN AND DENISE L. HARE, RESPONDENTS  
FILE NO. 97-SP-13

METHEN TOWNSHIP - PERQUIMANS COUNTY - NORTH CAROLINA  
SCALE: 1"=400'  
TOTAL AREA SURVEYED: 264.16 ACRES (COORDINATE METHOD)

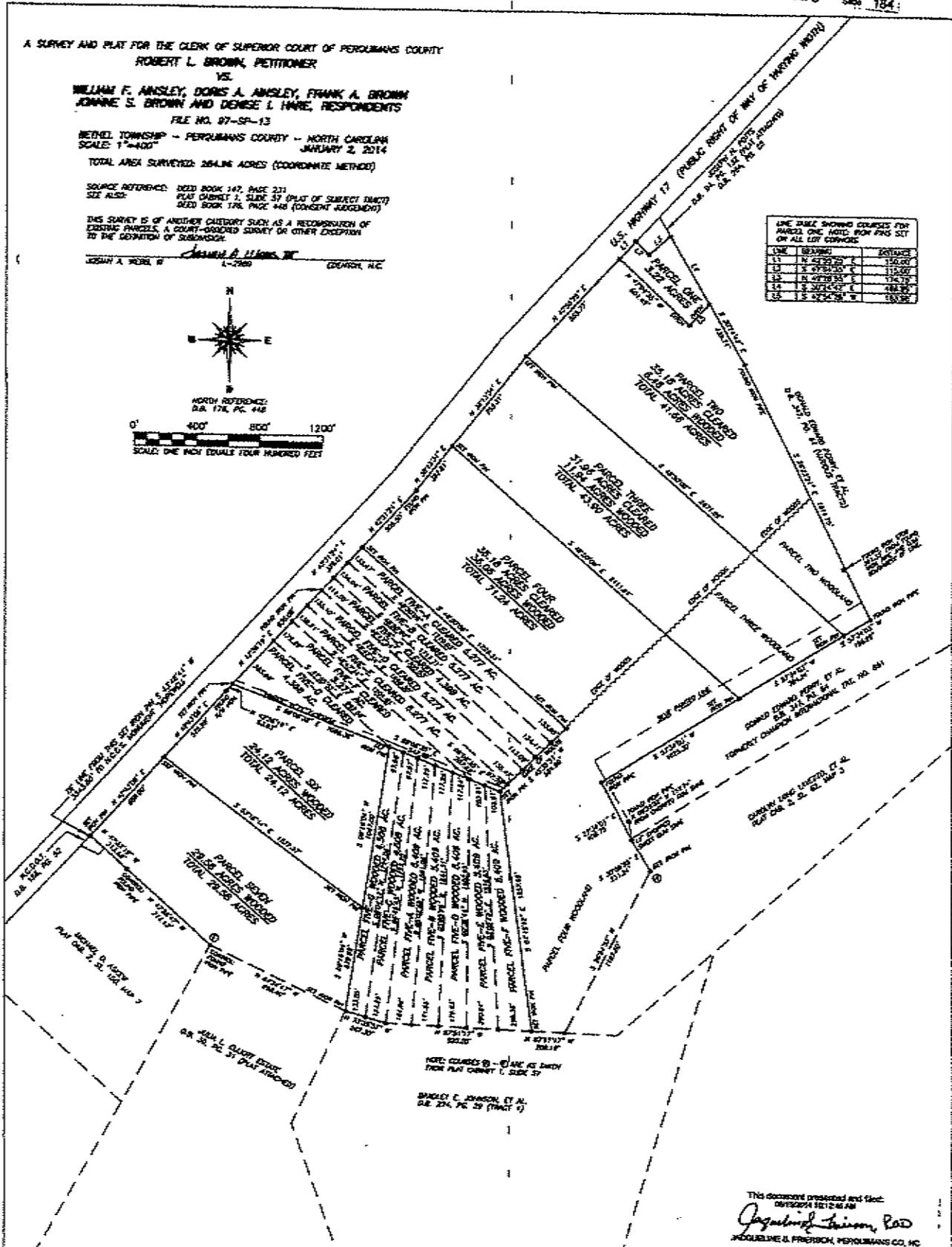
SOURCE REFERENCES: DEED BOOK 147, PAGE 231  
PLAT CABINET 1, SLIDE 37 (PLAT OF SUBJECT TRACT)  
DEED BOOK 176, PAGE 448 (CONSENT JUDGMENT)

THIS SURVEY IS OF ANOTHER CATEGORY SUCH AS A RECONSTRUCTION OF EXISTING PARCELS, A COURT-ORDERED SURVEY OR OTHER EXCEPTION TO THE DEFINITION OF SUBDIVISION.

JOSEPH A. NOBLE, JR.  
L-7989  
SURVEYOR  
CHOCOWILLY, N.C.



LINE	BEARING	DISTANCE
1-1	N 89° 00' 00" E	115.00
1-2	S 89° 00' 00" W	115.00
1-3	N 89° 00' 00" E	115.00
1-4	S 89° 00' 00" W	115.00
1-5	N 89° 00' 00" E	115.00
1-6	S 89° 00' 00" W	115.00



This document presented and filed:  
SEPTEMBER 15, 2014 at 10:15 AM  
*Joseph A. Noble, Jr.*  
REGISTERED SURVEYOR  
PERQUIMANS COUNTY, N.C.

<p><b>SURVEYOR'S SEAL</b></p>	<p><b>SURVEYOR'S CERTIFICATE:</b> NORTH CAROLINA CHOCOWILLY COUNTY</p> <p>I, JOSEPH A. NOBLE, JR. DO HEREBY CERTIFY THAT THIS PLAT WAS DRAWN FROM AN ACCURATE SURVEY CONDUCTED BY ME. THIS SURVEY WAS NOT CONDUCTED BY ME AS A CONSULTANT, BUT THE NAME OF PROFESSION AS INDICATED BY LAWS AND CUSTOMS OF THIS STATE. AND THAT THIS PLAT WAS PREPARED BY ME IN ACCORDANCE WITH G.S. 41-20 AS AMENDED. WITNESSE MY HAND AND SEAL, THIS 15th DAY OF SEPTEMBER, 2014.</p> <p><i>Joseph A. Noble, Jr.</i> L-7989 CHOCOWILLY, N.C. 27832-0381</p>	<p><b>RECORDING OFFICER'S CERTIFICATE:</b> JOSEPH A. NOBLE, JR. PERQUIMANS COUNTY</p> <p>I, JOSEPH A. NOBLE, JR., RECORDING OFFICER OF PERQUIMANS COUNTY, CERTIFY THAT THE MAP OR PLAT IS CORRECT AND ACCURATE AND THAT I HAVE RECORDED ALL NECESSARY INSTRUMENTS FOR RECORDING.</p> <p><i>Joseph A. Noble, Jr.</i> 2014</p>	<p><b>RECORDING CERTIFICATE:</b></p> <p>PRESENTED FOR RECORDATION THIS 15th DAY OF SEPTEMBER, 2014 AT 10:15 AM OFFICE OF THE CLERK OF SUPERIOR COURT PERQUIMANS COUNTY, N.C.</p> <p><i>Joseph A. Noble, Jr.</i> CLERK OF SUPERIOR COURT</p>	<p><b>MONETARY STATEMENT:</b></p> <p>NO MONETARY STATEMENT REQUIRED FOR THIS SURVEY.</p>
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Application for Conditional Use Permit Request  
Case No. CUP -17- 02

Owner's Authorization for Agent

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

Robert L. Brown - (911 Address TBD)

I am (We are) the owner(s) of the property located at Ocean Hwy South, Hertford, NC 27944.

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

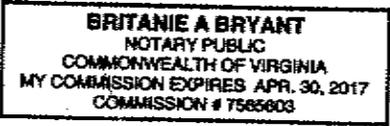
- Rezoning Request
- Conditional Use District Rezoning
- Zoning Variance
- Administrative Appeal
- Conditional Use Permit
- Non-Zoning Variance

I authorize you to advertise and present this matter in my name as the owner of the property. If there are any questions, you may contact me at address 304 Meadow Creek Drive, Chesapeake, VA 23323 or by telephone at (757) 646-6611.

BY: Robert L. Brown  
 Signature of Owner  
Robert L. Brown (757) 646-6611  
 Print Name Telephone Number

\_\_\_\_\_  
 Signature of Owner  
 \_\_\_\_\_  
 Print Name Telephone Number

Sworn to and subscribed before me, this the 25<sup>th</sup> day of February, 2017.  
 Notary Public Britanie A Bryant County of Chesapeake  
 State of Virginia  
 My commission expires: 4-30-2017



Application for Conditional Use Permit Request  
Case No. CUP -17 - 02

Owner's Authorization for Agent

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

(Old Ainsley Farm Property)

I am (We are) the owner(s) of the property located at 1400 Block of Ocean Hwy S., Hertford NC 27944

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

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

I authorize you to advertise and present this matter in my name as the owner of the property. If there are any questions, you may contact me at address 718 Davenports Lane, Edenton, NC 27932 or by telephone at (252) 339-7565.

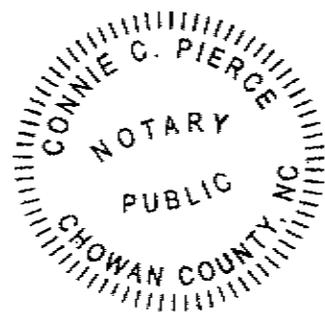
BY: *Ambrose Willis Proctor*  
Signature of Owner

Ambrose Willis Proctor (252) 339-7565  
Print Name Telephone Number

*Deborah H. Proctor*  
Signature of Owner

Deborah H. Proctor  
Print Name Telephone Number

Sworn to and subscribed before me, this the 9 day of May, 2017.  
Notary Public Connie C. Pierce County of Perquimans  
State of North Carolina  
My commission expires: September 15, 2020





3-31-17 Draft CUP-17-02

**Do NOT record this page**

-Beginning of Proposed Conditional Use Permit No. CUP-17-02  
to be recorded by Blue Green Energy, LLC

for

**Large scale, ground-mounted Solar Power Energy System  
located on the east side of Ocean Hwy South (US Hwy 17) approximately  
3,000 ft south of Perry Long Road on property owned by Robert L. Brown,  
Tax Parcel # 2-0069-00013J**

**Do NOT record this page**

3-31-17 Draft CUP-17-02

**CONDITIONAL USE PERMIT No. CUP-17-02**  
**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:** **Blue Green Energy, LLC/Heath McLaughlin, Member**  
 176 Mine Lake Court, Suite #100  
 Raleigh NC 27615

**Property Owners:** **Robert L. Brown**  
 304 Meadow Creek Drive  
 Chesapeake, VA 23323

**Site Location:** Portion of 60 +/- acre parcel located on the east side of Ocean Highway South (US Hwy 17) approximately 3,000 feet south of Perry Long Road.

**Tax Parcel Nos:** 2-0069-0013J

**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 proposed nature of this Conditional Use Permit is to develop and construct a 5 mega-watt solar farm on approximately 45 acres owned by Robert L. Brown. The proposed solar farm will consist of low-profile ground-mount racking with pilings driven into the ground to an engineered depth well suited for coastal conditions. The racking technology will be a single-axis tracker ground-mount rack system oriented north/south for maximum clean energy power production during the daylight period. The solar power system will not exceed 15' in height with minimal to no security lighting required for near silent operation both day and night. Sight impact to public right-of-way on US Hwy 17 will be minimal as the system will be set back outside of 500'*

3-31-17 Draft CUP-17-02

**CONDITIONAL USE PERMIT No. CUP-17-02****Page 2 of 8**

*CH Highway Business Corridor with a 20' vegetative buffer and screening that will satisfy the required screening found in the Perquimans County Zoning Ordinance in Article XVIII, Sections 1802 and 1803. Solar farm operations and maintenance will also be minimal post construction with very little traffic, noise, or additional county services required. All federal, state and local building permits will be satisfied prior to start of construction and in compliance with NC state building codes and national electric codes with UL approved electrical system components. "*

**Meeting & Hearing Dates:** Planning Board on 4-11-17 & 5-9-2017; & Board of County Commissioners on 6-5-2017.

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 5 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.

3-31-17 Draft CUP-17-02

**CONDITIONAL USE PERMIT No. CUP-17-02****Page 3 of 8**

- C. The main point of ingress and egress for the facility will be directly off of U. S. Highway 17 South) with an assigned 911 address of            Ocean Highway South, Hertford, NC 27944. For both aesthetics and safety, the driveway entrance leading from the public highway 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 Sections 907.28B(3)(a) and (b), 1802 and 1803.
- G. More specifically, all solar panels and related equipment will meet all required buffering and setbacks along property or leased project boundary lines. The buffering will consist of a security fence plus screening, as required by Sections 907B(3)(a) and (b), 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.

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**CONDITIONAL USE PERMIT No. CUP-17-02**

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- H. The Solar Farm shall be enclosed with a 6' security fence with 1' of barbed wire with a minimum height of seven (7) feet and 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: Applicant shall produce a \$20,000 cash bond (or other security) to be held in escrow until such time as the buffer screening requirements in the approved CUP are satisfied. Upon issuance of a Certificate of Zoning Compliance or other final inspection to confirm compliance with CUP requirements, such bond or other security shall be released or cancelled within (10) ten days thereafter. Vegetative buffer must be completed and approved prior to commercial operation date.
- 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 drainage plan for review by the Perquimans County Soil & Water Conservation District Office to confirm acceptance of proposed culverts and compliance with storm drainage requirements of the NCDEQ.
- 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 June 5, 2017, 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 Robert L. Brown and Blue Green Energy, 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

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**CONDITIONAL USE PERMIT No. CUP-17-02**

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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 June 5, 2017, 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 2017. 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 (June 5, 2018), 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. Prior to the issuance of a Certificate of Zoning Compliance, the Applicant, heirs or assigns shall provide certified "as built drawings" to the County showing the locations of the solar panel farm location, roads, transmission lines, equipment, components, and all related improvements. Operation of the entire facility or any individual component of the facility may be delayed at the discretion of the Planning & Zoning Administrator to allow for the review and issuance of said certificate which is based upon determination by County staff or its outside consultants, of compliance with the CUP and other applicable zoning standards.
- P. 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 an "as built" plan, where deemed necessary. No Final Building Inspection will be conducted and no Certificate of Occupancy will be issued until a Certificate of Zoning Compliance has been issued.

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**CONDITIONAL USE PERMIT No. CUP-17-02**

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 907.28B.(1)-(8), as amended.
- R. Cultural Resources: The Applicant, heirs and assigns shall inform the County about any historical or archaeological resources found within the project boundaries and provide an opportunity for the County to document said resources. In addition, the Applicant, heirs and assigns shall submit a copy to the County of any inventory, study, plan, etc., required or prepared by State or Federal regulations or agencies which documents historical or archaeological resources found within the project boundaries.
- S. 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.
- T. 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.
- U. The access point from Ocean Highway South and the point of interconnection and related attachment facilities and appurtenances are approved for certain portions of the subject property (known as Tax Parcel No. 2-0069-0013J) which are zoned CH and RA as per the approved CUP Site Plan in support of the proposed Solar Power Energy System located on the east side of Ocean Highway South (US Hwy 17 South) approximately 3,000 feet south of Perry Long Road. All other site improvements for the proposed Brown Family Sun Farm Solar Power Energy System shall be located within the RA, Rural Agriculture District.

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.

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CONDITIONAL USE PERMIT No. CUP-17-02

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.

T. Kyle Jones, 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.

Blue Green Energy, LLC \_\_\_\_\_ Date  
By: Heath McLaughlin, 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)

3-31-17 Draft CUP-17-02

**CONDITIONAL USE PERMIT No. CUP-17-02**  
**Page 8 of 8**

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

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



3-31-17 Draft CUP-17-02

**Do NOT record this page**

-End of Proposed Conditional Use Permit No. CUP-17-02  
to be recorded by Blue Green Energy, LLC-

for

**Large scale, ground-mounted Solar Power Energy System  
located on the east side of Ocean Hwy South (US Hwy 17) approximately  
3,000 ft south of Perry Long Road on property owned by Robert L. Brown,  
Tax Parcel # 2-0069-00013J**

**Do NOT record this page**

This document presented and filed:  
05/10/2017 04:05:58 PM

*Hunter G. Sabaron, Deputy*  
JACQUELINE S. FRIERSON, PERQUIMANS CO. NC

BOOK 463 PAGE 362 (3)

414626



Prepared by/return to:  
Rachel S. Gunther, Esq.  
147 N. Church Street  
Hertford, NC 27944

Tax Parcels:  
2-0069-0013L  
2-0069-0013J  
2-0069-0013K  
2-0069-0013A  
2-0069-0013B  
2-0069-0013C  
2-0069-0013D  
2-0069-0013E  
2-0069-0013F

#### MEMORANDUM OF REAL PROPERTY EXCHANGE AGREEMENT

This is a memorandum of that unrecorded **REAL PROPERTY EXCHANGE AGREEMENT** ("Contract") dated May 9, 2017, between: **ROBERT L. BROWN, SR.**, hereinafter referred to as "BROWN", and **AMBROSE WILLIS PROCTOR, AND DEBORAH H. PROCTOR** hereinafter collectively referred to as "PROCTOR" for the exchange of real property which are currently portions of the parcels known as Perquimans County Tax Map Numbers 2-0069-0013L; 2-0069-0013J; 2-0069-0013K, 2-0069-0013A, 2-0069-0013B, 2-0069-0013C, 2-0069-0013D, 2-0069-0013E, 2-0069-0013F hereinafter referred to as "the Property".

Let it be known, that for good and valuable consideration, BROWN and PROCTOR agreed to exchange divided portions of the Property upon the terms and conditions set forth in the Contract. Except as provided in the Contract from the date hereof, neither PROCTOR nor BROWN shall not have the right, with respect to the

Property, to enter into any new contracts, agreements, oral or written, without the prior written consent of the other party.

This Memorandum is not a complete summary of the Contract. Provisions of this Memorandum shall not be used in interpreting the Contract. In the event of conflict between this Memorandum and the Contract, the Contract shall control.

WITNESS the following duly authorized signatures:

PROCTOR:

Ambrose Willis Proctor  
AMBROSE WILLIS PROCTOR

5-9-17  
Date

STATE OF NORTH CAROLINA  
COUNTY OF Perquimans, to wit:

I, a Notary Public of the County and State aforesaid, certify that AMBROSE WILLIS PROCTOR, personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official stamp, this 9 day of May, 2017.

Connie C. Pierce  
NOTARY PUBLIC

My Commission Expires: September 15, 2020

Deborah H. Proctor  
DEBORAH H. PROCTOR

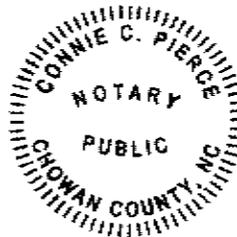
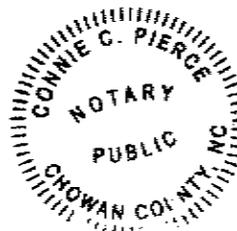
5-9-17  
Date

STATE OF NORTH CAROLINA  
COUNTY OF Perquimans, to wit:

I, a Notary Public of the County and State aforesaid, certify that DEBORAH H. PROCTOR, personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official stamp, this 9 day of May, 2017.

Connie C. Pierce  
NOTARY PUBLIC

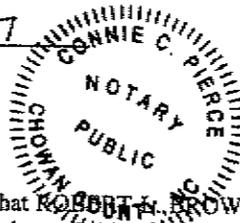
My Commission Expires: September 15, 2020



BROWN:

Robert L. Brown SR,  
ROBERT L. BROWN, SR

5/9/17  
Date



STATE OF NORTH CAROLINA  
COUNTY OF Punguware, to wit:

I, a Notary Public of the County and State aforesaid, certify that ROBERT L. BROWN, SR personally appeared before me this day and ~~acknowledged~~ acknowledged the execution of the foregoing instrument. Witness my hand and official stamp, this 9 day of May, 2017.

Connie C. Pierce  
NOTARY PUBLIC

My Commission Expires: September 15, 2020





Perquimans County, North Carolina  
 APPLICATION FOR CONDITIONAL USE PERMIT REQUEST  
 Case No. CUP - 17 - 03

This section to be completed by County:

Date received: 4-20-2017 (rev. 5/10) Received by: P. Meany  
 Date completed: \_\_\_\_\_ Confirmed by: \_\_\_\_\_  
 Subject Property Tax Map No(s): 462/649 combined to 2-D082-0 459  
 Subject Property Zoning District(s): RA-25  
 Will proposed Conditional Use require site improvements? yes  
 Will proposed Conditional Use require review by other agencies? yes

**Applicant's Information**

Name(s) of Owner(s): Island Christian Fellowship, INC.  
 Street Address: 121 Clubhouse Rd  
 City/State/Zip Code: Hertford NC 27944  
 Phone Number(s): 252-562-5000 Fax: 252-404-0215 E-mail Address: ismael.melendez63@gmail.com  
 Applicant (if different from Owner): Ismael melendez  
 Street Address: 311 Queenswood Blvd  
 City/State/Zip Code: Elizabeth City NC 27909  
 Phone Number(s): 252-562-5000 Fax: 252-404-0215 E-mail Address: ismael.melendez63@gmail.com  
 Person to receive comments and correspondence: Ismael melendez

**Description of Property**

Address(es) of Subject Property: 315 Holiday Lane, Hertford NC 27944  
 Property Appraiser's Parcel Nos.: 2-D082-0 046-HI; 2-D082-0 059-HI; 2-D082-0 061-HI  
 Location: This property is located on the NE side of + Holiday Lane Road, approximately 425 feet East of Wilberness Trail Road.  
 Township/Region: Bethel Subdivision: Holiday Island Block - Lot Nos.: 059, 046, 061  
 Size of Property: approx 0.86 acres. Lot width: 48'-200' feet. Lot depth: 149'-265'  
 Flood Plain: AE-2%, x Community Panel No.: \_\_\_\_\_

1) I (We), the undersigned, do hereby respectfully make application and request the Planning Board and Board of Commissioners to consider a proposed Conditional Use Permit to make use of the subject property as follows: Build A community Church. The subject property is zoned RA-25, Residential and Agricultural. The subject property is owned by Island Christian Fellowship, INC as evidenced by deed recorded in Real Estate

Book \_\_\_\_\_, Page \_\_\_\_\_ OR Will File Number \_\_\_\_\_ in the Perquimans County Register of Deeds.  
 → Lot 061 Book 400, Page 332 Deed of Combination in Book 462, page 649  
 Lot 046 Book 383, Page 119  
 Lot 059 Book 383, Page 117

Perquimans County Board of Commissioners  
Hertford North Carolina 27944  
March 13, 2017

Dear Members of the Board of Commissioners:

The congregation of Island Christian Fellowship desire a permanent home and the membership believe that our mission is to serve and provide spiritual growth for this community as well as provide an opportunity for the "unchurched" residents in our local area. We have increasingly measurable success in that eight new members have joined within the last six months and new visitors who live here are now attending our services on a regular basis.

From our beginning as a church in February of 2008, the congregation voted to set aside 10% of our general fund offering to have resources to purchase land when an appropriate site became available. A site search committee was formed and the site, affirmed in this application, was proposed. After a thorough assessment and presentation, the congregation voted unanimously to proceed with the acquisition of these three lots, lot 59-O, lot 46-O, and lot J1. It was determined lot J1 was not in a flood plain and would therefore be suitable for building the church building.

The lots provide adequate building space, adequate parking space, a viable location and esthetically pleasing surroundings. We believe the church to be an asset to the present and future growth of this community. We also believe the church will improve property values to neighboring and nearby properties.

ICF has already purchased some expensive equipment, including an electronic keyboard, communion trays and chalices, linens and banners, power point projection and sound system, some office furnishings, four sets of song books to serve the various needs of our congregation, storage equipment, and a portable rack for transporting equipment.

We have continued to hold weekly Worship Services each Sunday beginning at 10:00 AM and Bible Study every Wednesday night beginning at 6:30 PM, in the Holiday Island Property Owners Association Clubhouse by a rental agreement for the last nine years.

We have examined metal and stick-built buildings, and have determined our preference will be a metal building. We are now beginning our third year of successful, intensive fund raising for this purpose. We plan to have two paved handicapped parking spaces (14x18) near the entrance alongside three reserved parking spaces. There will be twenty regular (9x18) parking spaces in the adjoining lots. The parking areas will be gravel. Both the entrance and exit to the church will be a two-way, 24-foot drive, allowing traffic in both directions and will therefore provide safety both on entering and exiting the church via Holiday Lane.

The building will be 36x66 will include a 45x36 sanctuary to seat 70 people. Additional space will be allocated to two bathrooms, a stage area, and office and storage areas.

We would like your support for our endeavor. We are a church ready for a permanent home and believe this site chosen by the membership to be the ideal location for Island Christian Fellowship Church.

Ismael Melendez, Pastor  
Island Christian Fellowship Church  
121 Clubhouse Road  
Hertford NC 27944

Application for Conditional Use Permit Request  
Case No. CUP -17-03

2) The following is from the most recent County Tax Office listing and contains all of the individuals, firms, or corporations owning properties involved in the Conditional Use Permit request as well as the owners of all properties any portion of which is within one-hundred fifty (150) feet of the subject property. This includes any property owner who is adjacent to the subject property (to the side, rear or front) and across the street. *See attached chart.*

Name	Address
a. _____	_____
b. _____	_____
c. _____	_____
d. _____	_____
e. _____	_____
f. _____	_____
g. _____	_____
h. _____	_____
i. _____	_____
j. _____	_____
k. _____	_____
l. _____	_____

NAME	ADDRESS 1	ADDRESS 2	ADDRESS 3
BENSON, ELMER	336 HOLIDAY LANE	HERTFORD, NC 27944	
COATS, ROBERT V. & PATRICIA A.	108 AUTUMN COVE DRIVE	MADISON, AL 35756	
COX, LEONA E	291 GREAT HOPE CHURCH RD	HERTFORD, NC 27944	
DENNIS, KENNETH A & ROSEMARY J	4405 PUTNAM COURT	VIRGINIA BEACH, VA 23462	
ELLIS, LAVONNE P. REVOCABLE	LIVING TRUST	917 MAINS CREEK ROAD	CHESEAPEAKE, VA 23320
FEREBEE, MILDRED RENE	6419 E DAVID DR	TUCSON, AZ 85730-3606	
GLENN, JAMIE A & ABIGAIL	409 GARRISON PLACE	VIRGINIA BEACH, VA 23452	
GODWIN, JIMMY L. & BETTY J.	324 HOLIDAY LANE	HERTFORD, NC 27944-9677	
HAROLD-WILLIAMS DEVELOPMENT CO	5101 CHESHIRE LANE	LANHAM, MD 20706	
ISLAND CHRISTIAN FELLOWSHIP INC	120 DRIFTWOOD DRIVE	HERTFORD, NC 27944	
LARKIN, LILLIAN L.	3300 WAFEFIELD DRIVE	PORTSMOUTH, VA 23703	
MILLS, RICHARD T & FAITH ANN	132 OAK RIDGE COURT	HERTFORD, NC 27944	
MOREFIELD, CHARLES E. & NORMA	901 LOUISA AVENUE	PORTSMOUTH, VA 23707	
RIES, KENNETH L, TRUSTEE	UNDER JUNE 6, 1997 AGREM	181 FLYWAY DRIVE	HERTFORD, NC 27944
SINGLETON, ALBERT & T.Y. LEE	% 1211 E CHESTNUT STREET	KANKAKEE, IL 60901-4320	00000
SMILEY, WAYNE E & CINDY	126 REDWOOD STREET	HERTFORD, NC 27944	
SPEARS, ROY E. & MERILYN C.	8604 PARTRIDGE PT RD	SUFFOLK, VA, 23435	
VIRGINIA MUSEUM OF MARINE SCI.	717 GENERAL BOOTH BLVD.	VA BEACH, VA 23451	
WALKE, WILLIAM W. & MARIE B.	3973 BORDER WAY	VIRGINIA BEACH, VA	23456-1506
WITHROW, JAMES A & GARLON ANN	114 DISCOVERY COURT	HERTFORD, NC 27944	

**Application for Conditional use Permit Request**Case No. CUP -17-03

Use an additional sheet of paper if necessary.

**3) Statement of the nature of the proposed use:**

February of 2008 was the beginning of Island Christian Fellowship. Since that time we have rented space from the Holiday Property Owners Association to hold worship services, Bible study, and meetings and fundraisers and other special events that are always open to the community and surrounding areas. We are now seeking a permanent home.

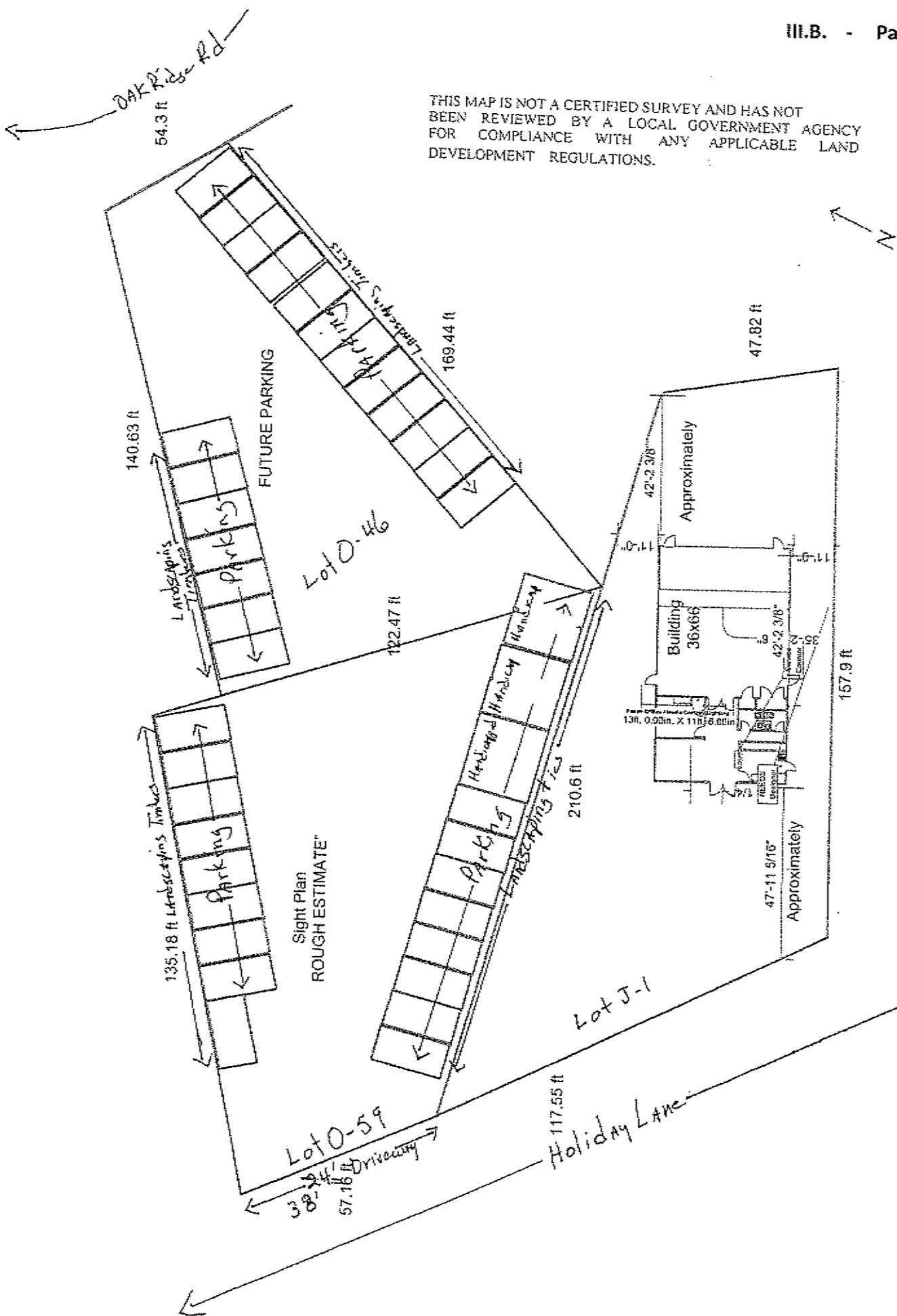
The congregation unanimously approved purchase of lot O-59, lot O-46, and lot J-01. After much investigation it was determined that lot J-01 was the most suitable for building our building. Lots O-59 and O-46 will be utilized for parking and a two-way 24 foot wide driveway with both entrance and exit onto Holiday Lane. This will maintain a high level of safety.

We have examined metal and stick-built buildings and have determined our preference will be a metal building. We are now beginning our third year of successful, intensive fund raising for this purpose. We plan to have two paved handicapped parking spaces (14'x18') near the entrance alongside three reserved parking spaces. There will be twenty regular 9x18' parking spaces in the adjoining lots. The parking areas will be gravel. Island Christian Fellowship will contract with Planters Ridge (nursery) for landscaping the grounds to insure curb appeal to all who passes by.

The building will be 36'x66' and will include a 45'x36' sanctuary to seat 70 people. Additional space will be allocated to two bathrooms, a stage area, and office and storage areas. We have already purchased some expensive equipment, including an electronic keyboard, spinet piano, communion trays and chalices, linens and banners, power point projection and sound system, some office furnishings and storage equipment.

We believe the church to be an asset to the present and future growth of this community and that it will be maintained with proper landscaping to add to the aesthetics of the area. Island Christian Fellowship is seeking your approval of our request to build a permanent home for our congregation.

THIS MAP IS NOT A CERTIFIED SURVEY AND HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS.



Drawing is an Approximation, building to be placed as far to the back as possible with a 10.5 ft distance from side lines without encroaching on rear lot setback.

Regular parking Areas Are 9' X 18'  
 Handicap parking Areas Are 14' X 18'  
 I.C.F. will contract with Planters Ridge (Vegetary and Landscaping) for Landscaping

Application for Conditional Use Permit Request  
Case No. CUP -17 - 03

Attach the following:

- Completed Application.
- Letter addressed to the Perquimans County Board of Commissioners explaining your intentions in detail. The Applicant is advised to address any general and specific conditions and finding required by the Zoning Ordinance, Sections 903(a), (b), (c) and (d), 905, and 907A through X.
- Proof of Ownership.
- Owner's Authorization for Agent, if applicable. *church board signed it*
- Legal Description(s) and/or boundary survey(s) to be used as an exhibit to the proposed Conditional Use Permit.
- Site plan prepared in accordance with Section 509 and Article IX of the Perquimans County Zoning Ordinance.
- Two self-addressed stamped envelopes and two sets of stamped pre-addressed envelopes of all property owners of subject, adjacent and nearby properties within 150 feet and/or across the street (as per current Tax Office listings), to whom notice of public meeting and hearing must be sent. Said notices will be sent by the Planning & Zoning Office in envelopes provided by Applicant. *2 more stamps attached*

*4-20-2017*

Filing Fee of \$300 made payable to Perquimans County. *receipt # 921399*

Additional information needed by Planner, Technical Review Committee or County Officials:

~~To follow~~ Recombination deed of all 3 parcels (to follow) (included)

Building Comm. Meeting Minutes

Tax ID information and statement of Incorporation  
*waiting for Coastland Corporation Architectural Control Committee letter of approval*

**APPLICATIONS WILL NOT BE SCHEDULED FOR PUBLIC MEETING UNTIL COMPLETE**

I (We), the undersigned, do hereby respectfully apply for a Conditional Use Permit on the property described herein. I (We) affirm that this application form and attached materials are true and accurate to the best of my (our) knowledge.

*Israel Melendez*  
Signature of Owner or Authorized Applicant

*4/19/17*  
Date

(This Application must be submitted to the Planning and Zoning Administrator no less than 25 days prior to the Planning Board's meeting and, where deemed necessary, additional time may be required for review by Technical Review Committee member[s]).

Application for Conditional Use Permit Request  
Case No. 17-15-03

Owner's Authorization for Agent

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

I am (We are) the owner(s) of the property located at 315 Holiday Lane Hertford, NC  
I (WE) HEREBY AUTHORIZE Pastor Ismael Melendez TO ACT ON MY OUR BEHALF to appear with my consent before the Perquimans County Board of Commissioners and Planning Board in order to request approval(s) for development and/or use of those lands described within the attached application, and as described in the attached deed or other such proof of ownership as may be required, or other action pursuant to one or more of the following:

- |  |  |
|--|--|
| <input type="checkbox"/> Rezoning Request                  | <input type="checkbox"/> Administrative Appeal             |
| <input type="checkbox"/> Conditional Use District Rezoning | <input checked="" type="checkbox"/> Conditional Use Permit |
| <input type="checkbox"/> Zoning Variance                   | <input type="checkbox"/> Non-Zoning Variance               |

I authorize you to advertise and present this matter in my name as the owner of the property. If there are any questions, you may contact me at address 121 Clubhouse Road or by telephone at (252) 426-1701 (Holiday Island)

BY: Ruth Hutchinson  
Signature of Owner

RUTH HUTCHINSON (OVERSEER) 252-426-1701  
Print Name Telephone Number

Ofelia Beatty (Overseer)  
Signature of Owner

Ofelia Beatty 252-370-4377  
Print Name Telephone Number

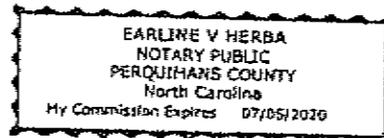
Keith Throckmorton 252-513-0120  
Signature of Owner Telephone Number  
KEITH THROCKMORTON OVERSEER

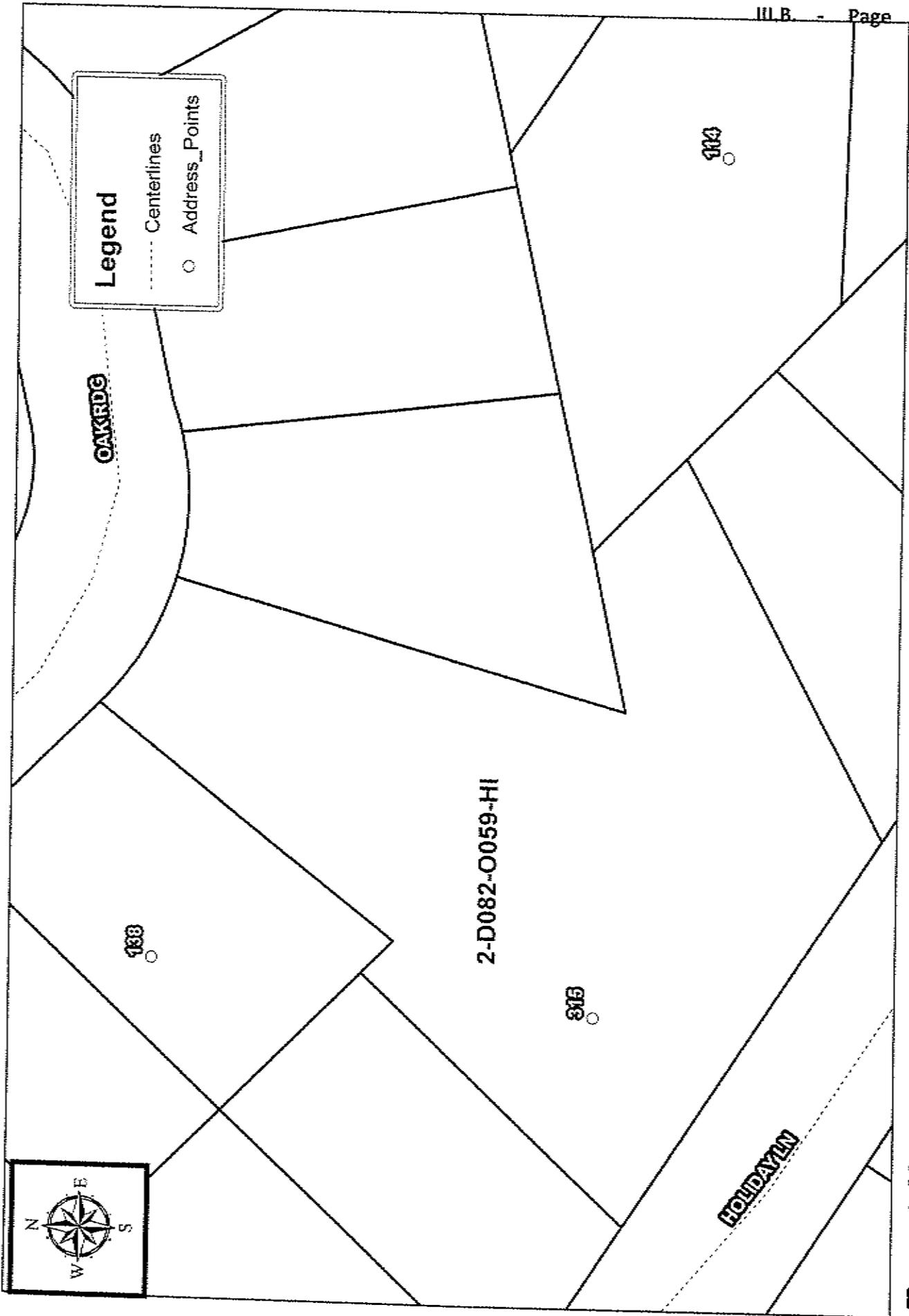
Sworn to and subscribed before me, this the 7<sup>th</sup> day of MAY, 2017.

Notary Public Earline V Herba County of Perquimans

State of North Carolina

My commission expires: 7/5/2020





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

Map created April 20, 2017  
by Perquimans GIS

1 inch = 49 feet

5-9-17 DRAFT

**Do NOT record this page**

**-Beginning of Proposed Conditional Use Permit CUP-17-03  
to be recorded by Island Christian Fellowship**

**to construct a church at 315 Holiday Ln.  
in Holiday Island subdivision**

**Do NOT record this page**

5-9-17 DRAFT

**CONDITIONAL USE PERMIT No. CUP-17-03****Page 1 of 4**

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:** Ismael Melendez for Island Christian Fellowship Church  
121 Clubhouse Road, Hertford NC 27944

**Site Location:** 315 Holiday Lane, Hertford NC 27944

**Tax Parcel No:** 2-D082-Q059-HI (re-combination April 20, 2017; Deed Bk 462, pg 649)

**Zoning District:** RA-25, Residential & Agriculture

**Proposed Use of Property:** Construction of a 36' X 66' Church Building (to include a 45' X 36' sanctuary for 70 persons and onsite parking as shown on attached Site Plan to serve as a permanent home for Island Christian Fellowship Church (ICF) to hold weekly Sunday Worship Services, Sunday School for all ages, Monday morning prayer service and committee meetings for a variety of services and programs in the church. Entrance and exit to church parking will utilize a two-way driveway onto Holiday Lane. In addition to the 1,620 square foot sanctuary, additional space will be allocated to two bathrooms, a stage area, an office and storage areas. ICF plans to have two paved handicapped parking spaces (14'x18') near the entrance alongside three reserved parking spaces. The parking areas will be gravel. Proposed construction is subject to the conditions listed in the Minutes of the Board of County Commissioners and in accordance with all applicable Federal, state and local permits, licenses and other approvals required for a church building.

**Meeting & Hearing Dates:** Planning Board on 5/9/17 & Board of Commissioners on 6/5/2017.

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 "Churches and their customary uses" and subject to the following conditions:

**5-9-17 DRAFT****CONDITIONAL USE PERMIT No. CUP-17-03****Page 2 of 4**

- (1) Applicant shall conduct operations strictly 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 Office and filed with Register of Deeds office. Any major modification proposed to the approved plans shall require reapplication and approval by the BCC;
- (2) County staff to confirm compliance with conditions stated at Section 907.15 (regarding additional building setbacks for accessory buildings; screening and buffering of buildings, parking lots and intensive recreational uses, and vehicular access and traffic circulation), as well as general compliance with Section 509 (site improvements, surfacing materials) and Article XIX (other parking lot requirements);
- (3) The main entrance and exit of the Church property shall be via Holiday Lane. Oak Ridge may serve only as a secondary point of ingress and egress; however, the Church will make every effort to minimize vehicular traffic on Oak Ridge which is a local residential road with the primary function of providing access to single family residences;
- (4) The Holiday Lane driveway located on the south side of the property as shown on the attached Site Plan shall be surfaced with asphalt or six inches (6") of concrete for a distance of fifteen (15) feet back from the edges of the paved public road (Holiday Lane). This will function as an apron to prevent excessive wear and tear to the edge of the pavement;
- (5) Driveway Permits or Encroachment Permits from NCDOT shall be obtained by the Applicant prior to commencing above-noted work within State right-of-way;
- (6) At least 18 parking spaces shall be appropriately demarcated with wheel stops, painted lines, landscape timbers, railroad ties or other markings;
- (7) The number of handicapped parking spaces required by the State Building Code must be marked in accordance with any additional State law which may apply, in coordination with the Planning & Zoning Office and Inspections Department for applicable Sign Permit (issued separately from the Zoning Permit);
- (8) Any additional improvement required for compliance with State law to serve the handicapped parking space, such as an all-weather surface path leading from parking space to the church;
- (9) Directional signage and/or painted arrows for traffic flow; and
- (10) Prior to construction of site plan "Future Parking" on previous lot O-46, a detailed Drainage Plan prepared with professional assistance will need to be provided to the satisfaction of the Soil and Water Conservation District Office along with a bona fide Site Plan to meet Section 509 of the Zoning Ordinance and to mitigate adverse impacts to adjacent properties. At that time, the Applicant will also delineate the actual types and locations of shrubs along the boundaries of the "Future Parking" site, other

5-9-17 DRAFT

CONDITIONAL USE PERMIT No. CUP-17-03

Page 3 of 4

landscaping of the parking lot and a "typical" parking space as to length, width, wheel stop, etc., in compliance with Article XIX Parking Lot Standards.

(11) Applicant shall provide approval of project by the Holiday Island Property Owner's Association or other governing body such as the Architectural Control Committee.

If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then this permit shall be void and of no effect.

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.

T. Kyle Jones, Chair, Board of Commissioners \_\_\_\_\_ Date

Attest:

Mary P. Hunnicutt, Clerk to the Board \_\_\_\_\_ (Seal) Date

I, (We) \_\_\_\_\_, authorized Applicant(s), of the above identified property, do 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.

Authorized Applicant(s) \_\_\_\_\_ Date

The State of North Carolina  
Perquimans 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)

5-9-17 DRAFT

CONDITIONAL USE PERMIT No. CUP-17-03  
Page 4 of 4

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

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

DRAFT



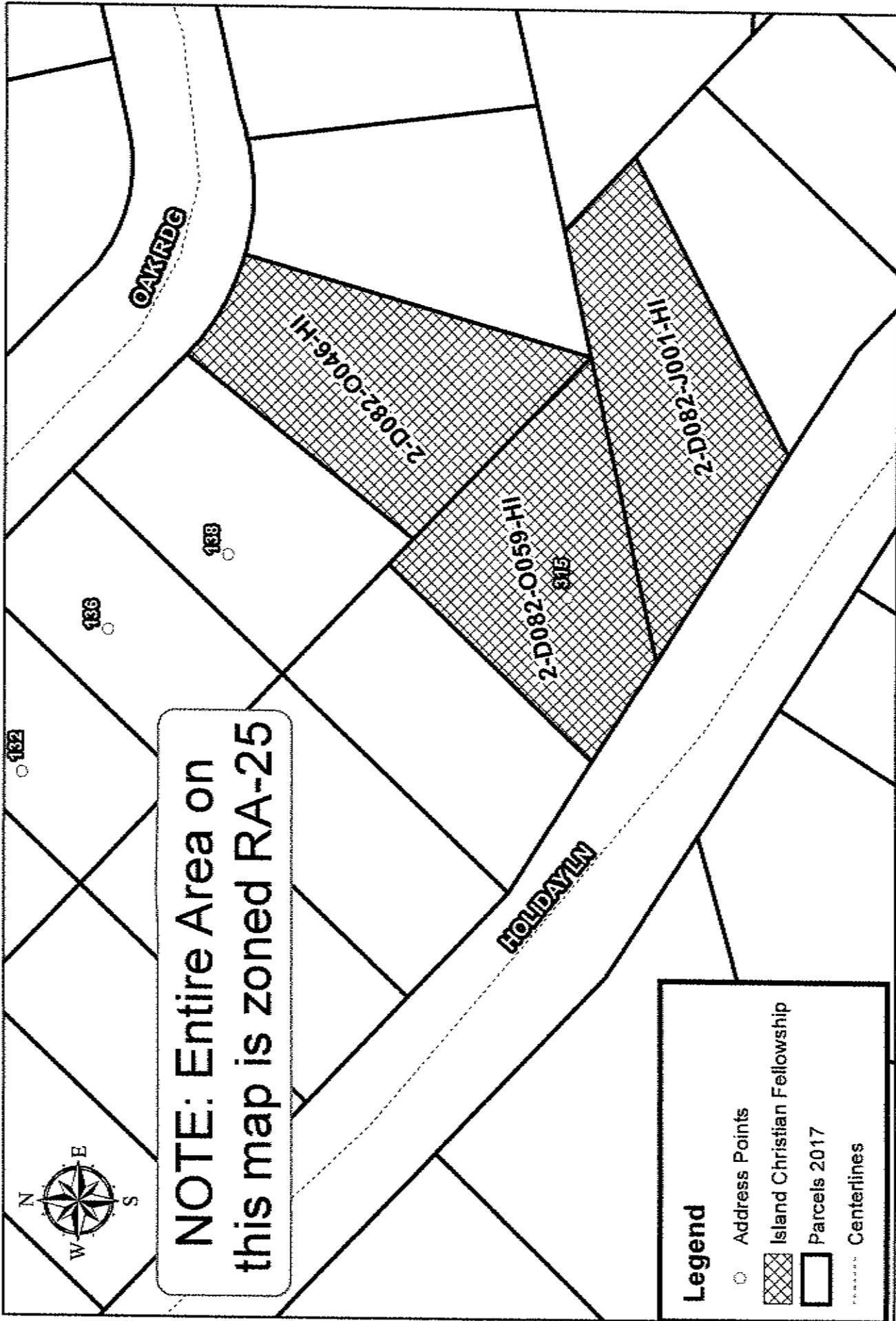
5-9-17 DRAFT

Do NOT record this page

End of Proposed Conditional Use Permit CUP-17-03  
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to construct a church at 315 Holiday Ln  
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Map created April 20, 2017  
by Pergumans GIS

1 in = 63 ft

- (c) ~~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.~~
- (1) **Operational Considerations:** Any access gate which affords views from an existing residence or from within the Highway Corridor Overlay District must be kept closed and locked at any time the Solar Farm is not occupied by the operator for preventive maintenance, repair and similar activities, etc.
- (2) **Application Requirements:**
  - (a) Submit Site Plan prepared in accordance with current Site Plan Requirements of Section 509 and denoting the dimensions of the subject property, proposed solar farm location, including the arrangement of solar panels, distance from the proposed site improvements to all property lines, and location of proposed driveway(s). No portion of the Solar Farm may encroach into the required setbacks or any buffer area.
  - (b) The Site Plan should also show the location of any required buffers as outlined in Sections 1803 and 1804.
  - (c) Submit horizontal and vertical (elevation) 10-scale drawings with dimensions. The drawings must show the location of the system on the property.
  - (d) State and local stormwater permits may be required subject to Article V Site Plan and other requirements as applicable.
  - (e) If applicable, the applicant must apply to and receive from the North Carolina Department of Transportation (NCDOT) a driveway permit, or submit documentation from NCDOT that the existing site access is acceptable for the proposed use prior to final project approval.
- (3) **Approved Solar Components:** Solar energy system components must have a UL listing and must be designed with anti-reflective coating(s).
- (4) **Compliance with Building Code:** All active solar energy systems shall meet all requirements of the North Carolina State Building Code and shall be inspected by a Perquimans County Building Inspector.
- (5) **Compliance with National Electric Code:** All photovoltaic systems shall comply with the National Electrical Code, current edition.
- (6) ~~Decommissioning: Following a six month period in which no electricity is generated, the permit holder will have six (6) months to complete decommissioning of the large scale solar energy facility. Decommissioning includes removal of solar panels, support columns, fences, buffers, buildings, cabling, electrical components, and any other associated facilities down to 36 inches below grade. A decommissioning study showing the total cost, not include salvage value, shall be provided and updated every five (5) years. A cash bond equal to this amount will be required to be held by Perquimans County until project decommissioning.~~
- (7) **Transfer of Ownership:**

~~Any solar farm permitted under the rules and regulations identified in this section that is sold or transferred to another entity is still bound to the rules and regulations as stated in this section, any state or federal regulations as well as any additional regulations imposed during the Conditional Use Permit process, Technical Review Committee process, or the Building Permit process.~~

While Mr. Heath was presenting the changes, the Board discussed each item and made suggestions that Mr. Heath would take back and discuss with the Planning Board and bring the revised proposed changes to the May Work Session for Board discussion.

**ADJOURNMENT**

There being no further business to discuss, the Chairman adjourned the meeting at 8:05 p.m.

\_\_\_\_\_  
T. Kyle Jones, Chairman

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

\*\*\*\*\*  
**REGULAR MEETING**  
May 1, 2017  
6:30 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, May 1, 2017, at 6:30 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

**MEMBERS PRESENT:** Kyle Jones, Chairman  
Joseph W. Hoffler  
Wallace E. Nelson  
Fondeila Leigh, Vice Chair  
Edward R. Muzzulini  
Charles Woodard

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Frank Heath, County Manager  
Hackney High, County Attorney  
Mary Hunnicutt, Clerk to the Board

After the Chairman called the meeting to order, Commissioner Woodard gave the invocation and the Chairman led the Pledge of Allegiance.

**PUBLIC HEARING**

**Conditional Use Permit No. CUP-17-01 (White Family Sun Farm)**

Chairman Jones opened the Public Hearing stating that the purpose of this public hearing is to receive comments to consider Conditional Use Permit No. CUP-17-01 (White Family Sun Farm), requested by Heath McLaughlin on behalf of Blue Green Energy, LLC for a 5 MW Large Scale, ground-mounted Solar Power Energy System Facility in the 700-block of Ocean Highway South (US Hwy. 17) on property owned by White Family Company, LLC, to include Tax Parcel Nos. 3-0049-00012 and 3-0049-00013. Mr. Jones further explained the notification procedures. He discussed the difference between legislative proceedings and quasi-judicial proceeding. Mr. Jones swore in our Planning Officer, Rhonda Money, who provided a brief overview of the proposed Conditional Use Permit No. CUP-17-01 and informed the Board that the request was unanimously approved by the Planning Board at their meeting on April 11, 2017. After her overview, Chairman Jones explained that the following individuals had standing in this proceeding: Weyerhaeuser Company, Broughton Dail, Lewis Perry Bond, Kay Dail Whitley, Alice W. Simons, HMM Family Farm, LLC, and White Family Company, LLC. Chairman Jones then asked if either of these parties were represented by counsel. Kay Dail Whitley stated that Attorney Thomas Wood was representing her. County Attorney High informed Chairman Jones that Mr. Wood had texted him stating that he was on the way. Mr. High asked to privately speak to petitioners' attorney, Mark Finkelstein. Broughton Dail would be representing himself. Clay White stated that he would like to speak and Mr. Finkelstein said that Mr. White was part of the landowners' witnesses. After talking with petitioners' attorney, Mr. High stated that, in fairness of opposing attorney, to wait for him to arrive. Mr. Jones asked Mr. Finkelstein to have his witnesses to stand to be sworn in. While waiting on Mr. Wood, Mr. Finkelstein distributed an Exhibit to the Board for use during the proceedings. Mr. Finkelstein showed the exhibit to Mr. McLaughlin, Applicant for this project. Mr. Finkelstein called his first witness,

Mr. Keith McLaughlin, Managing Member of Blue Green Energy, LLC. Mr. Finkelstein asked Mr. McLaughlin to explain his education and experience and give a presentation on the proposed project. During his presentation, Mr. McLaughlin asked Clay White, representative of the White Family, to provide a history in the White family. After Mr. White's comments, Mr. McLaughlin continued with his presentation. Mr. McLaughlin ended his presentation with how this project meets the requirements for these basic four findings:

- (a) That the use will not materially endanger the public health or safety, if located according to the plan submitted and approved;
- (b) That the use meets all required conditions and specifications;
- (c) That the use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity; and
- (d) 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.

Chairman Jones asked Mr. Wood, attorney for opposition, if he would like to cross-examine Mr. McLaughlin. He did. During the cross-examination, County Manager Heath clarified what the tax abatement covered. Mr. Jones then asked Broughton Dail if he had any questions for Mr. McLaughlin. He had none. Chairman Jones opened the floor for questions from the Board. The Board asked the following information:

- > **Commissioner Hoffer:** Mr. Hoffer asked who will use the energy locally. Mr. McLaughlin answered the question and said that it basically would depend on the demand for the energy.
- > **Commissioner Woodard:** Mr. Woodard asked who would buy the electricity from this particular solar farm. Mr. McLaughlin said that they would sell it to Dominion Power. Mr. Woodard also asked where the funds came from to build the solar farm. Mr. McLaughlin said that it came from independent financial entities that specialize in solar farms. Mr. Woodard further asked if this solar farm would pay for itself. Mr. McLaughlin said that it would eventually.

Chairman Jones asked if there were any further questions for Mr. McLaughlin or Mr. White. There being none, Chairman Jones asked County Attorney High if it would be appropriate for them to pause the Quasi-Judicial Hearing in order for the scheduled appointments and other business to be conducted. County Attorney High said that it would be okay. Therefore, Chairman Jones proceeded with the rest of tonight's meeting.

**AGENDA**

On motion made by Edward R. Muzzulini, seconded by Fondella A. Leigh, the Board unanimously approved the Agenda as amended.

**CONSENT AGENDA**

The following items were considered to be routine and were unanimously approved on motion made by Edward R. Muzzulini, seconded by Fondella A. Leigh.

1. Approval of Minutes: April 3, 2017 Regular Meeting, April 10 & 11, 2017 Departmental Budget Presentations, April 17, 2017 Joint Work Session with the Board of Education & the Regular Work Session.
2. Personnel Matter:

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Robin Trueblood	Maintenance Supervisor	Appointment	62/8	\$32,929	5/15/2017

3. Step/Merit Increases:

Employee Name	Employee Job Title	Grade /Step	New Salary	Effective Date
Janet Stallings	Administrative Assistant	61/6	\$30,910	5/1/2017
Beverly Gregory	Tax Clerk	58/16	\$33,566	5/1/2017

4. Budget Amendments:

**BUDGET AMENDMENT NO. 19  
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
16-348-000	State Grants - Social Services		
16-610-454	Child/Day Care		251
<b>EXPLANATION:</b> To budget actual Daycare Funds to be received in FY 2016-17 as approved by the State.			

5. Salary Classification Revision: After reviewing the current Salary Classifications, it was noted that the Sergeant's position was omitted from the schedule. Amend the Salary Classifications as follows:

POSITION	GRADE
County Manager	
Secretary/Clerk to the Board/Personnel Officer	83
Finance Officer	65
Supervisor - Board of Elections	72
Telecommunications:	64
Telecommunicator - Chief	
Telecommunicator - Certified	64
Telecommunicator	62
Planner	60
Emergency Management Coordinator	72
Emergency Medical Services:	67
Captain	
EMT-D	68
EMT-I	63
Building Inspector:	66
Chief	
Assistant	71
Code Enforcement Officer/Safety Officer	67
Administrative Assistant	61
Recreation Department:	61
Recreation Director	
Athletic Program Supervisor	70
Administrative Assistant	64
Senior Citizens:	58
Senior Citizens Coordinator	
Secretary - Senior Citizens	63
Register of Deeds:	60
Register of Deeds	
Assistant Register of Deeds	70
Deputy Register of Deeds	60
Sheriff's Department:	58
Sheriff	
Deputy - Investigator	75
	68

POSITION	GRADE
Deputy - Sergeant	67
Deputy	65
Deputy - Uncertified	64
Animal Control	62
Animal Control Assistants	58
Bailiff	54
Administrative Assistant	60
Tax Department:	
Tax Administrator/Special Projects Coordinator	73
Assistant Tax Administrator	66
Tax Clerk I	58
Tax Clerk II	41
Tax & Finance Specialist	59
Mapper	68
Water Department:	
Water Supervisor	68
Water Treatment Plant Superintendent	68
Water Plant Operator	64
Backhoe Operator	65
Water Technician I	58
Water Technician II	60
Water Technician III	68
Billing/Collection Clerk	61
Buildings & Grounds:	
Maintenance Supervisor	62
Housekeepers	54
All other Secretaries with the County	57
Social Services Staff are According to State Grades:	
Director	76
Income Maintenance	
Caseworker II	63
Caseworker III	65
Investigator I	63
Supervisor II	67
Accounting Technician IV	63
Office Assistant III	57
Public Information Assistant IV	59
Social Worker II	66
Social Worker III	68
Social Worker/FA&T	70
Human Services Coordinator	68
Human Resources Placement	63
Social Worker Supervisor III	72

6. No-Wake Zone - Portion of Yeopim Creek at Heritage Shores North Subdivision: In October, 2016, the Board adopted a resolution requesting a No Wake Zone for a portion of Yeopim Creek at Heritage Shores Subdivision. The No Wake Zone has been approved. This is for information purposes only.

7. Enclosure: The following Board appointments/resignations were approved by the Board:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Charlie Lacefield	COA Board of Trustees	Resignation		06/30/2017
Kyle Jones	Social Services Board	Resignation		05/01/2017
Charles Woodard	Social Services Board (complete Kyle Jones' term)	Appointment	2 yrs.	05/01/2017

8. Resolution/Proclamations: The following Resolution and Proclamations were unanimously approved by the Board:

> Proclamation - Older American Month 2017: At the request of Area Agency on Aging, the Board adopted the following Proclamation proclaiming May, 2017 as Older Americans Month:

**Older Americans Month 2017  
A Proclamation**

Whereas, Perquimans County includes older Americans who richly contribute to our community; and

Whereas, we acknowledge that what it means "to age" has changed—for the better.

Whereas, Perquimans County is committed to supporting older adults as they take charge of their health, explore new opportunities and activities, and focus on independence; and

Whereas, Perquimans County can provide opportunities to enrich the lives of individuals of all ages by:

- involving older adults in the redefinition of aging in our community;
- promoting home- and community-based services that support independent living;
- encouraging older adults to speak up for themselves and others; and
- providing opportunities for older adults to share their experiences.

NOW, THEREFORE, BE IT RESOLVED that the Perquimans County Board of Commissioners do hereby proclaim May 2017 to be Older Americans Month. We urge every resident to take time during this month to acknowledge older adults and the people who serve them as influential and vital parts of our community.

ADOPTED the 1<sup>st</sup> day of May, 2017.

\_\_\_\_\_  
T. Kyle Jones, Chairman  
Perquimans County Board of Commissioners

ATTESTED:

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

> Proclamation - Vulnerable Adult & Elder Abuse Awareness Months: At the request of Area Agency on Aging, the Board adopted the following Proclamation proclaiming Mother's Day through Father's Day as Vulnerable Adult & Elder Abuse Awareness Months:

**VULNERABLE ADULT AND ELDER ABUSE  
AWARENESS MONTHS  
2017**

**A PROCLAMATION**

WHEREAS, North Carolina joins the world in recognizing World Elder Abuse Awareness Day every June 15<sup>th</sup>; and

WHEREAS, protecting North Carolina's vulnerable and older adults is a community responsibility and all citizens are charged under State law to report suspected abuse, neglect or exploitation to their local County Department of Social Services; and

WHEREAS, North Carolina's vulnerable and older adults of all social, economic, racial and ethnic backgrounds may be targets of abuse, neglect or exploitation which can occur in families, long-term care settings and communities; and

WHEREAS, in state fiscal year 2016 there were 25,980 reports of abuse, neglect or exploitation of vulnerable and older adults were made to North Carolina's 100 County Departments of Social Services; and

WHEREAS, national and international research shows that abuse, neglect and exploitation of vulnerable and older adults is grossly underreported; and

WHEREAS, the State of North Carolina enacted the nation's first elder abuse law and recognizes the need for a comprehensive system of protection for vulnerable and older adults; and

WHEREAS, Mother's and Father's Days are national holidays intended to honor, respect, and promote the dignity and well-being of our older citizens;

NOW THEREFORE BE IT RESOLVED, that the Perquimans County Board of Commissioners do hereby proclaim MOTHERS DAY to FATHERS DAY 2017 as "VULNERABLE ADULT AND ELDER ABUSE AWARENESS MONTHS" in and commend its observance to the Perquimans County citizens.

Adopted this the 1<sup>st</sup> day of May, 2017.

Perquimans County Board of Commissioners

T. Kyle Jones, Chairman

ATTEST:

Mary P. Hunicutt, Clerk to the Board

SEAL

> Resolution - Supporting Sales Tax Refund/Exemption for Public Schools: Board adopted the following Resolution supporting Sales Tax Refund/Exemption for Public Schools

Perquimans County Board of Commissioners Resolution  
Supporting Sales Tax Refund/Exemption for Public Schools

WHEREAS, from 1998 until 2005, local boards of education were able to provide additional educational opportunities with savings from State and local sales and use tax refunds; and

WHEREAS, a 2005 budget provision revoked LEA sales and use tax refund authority and attempted to supplant the estimated \$33.3 million in lost revenues by authorizing a quarterly transfer of revenue to the State Public School Fund; and

WHEREAS, during the 2006 legislative session, the General Assembly reinstated local school boards' authority to apply for the local sales tax refund, but declined to do likewise with regards to the State sales tax refund; and

WHEREAS, today school districts remain one of the few public entities that cannot apply for a State sales tax refund at a cost the General Assembly's Fiscal Research Division has estimated to exceed \$40 million a year; and

WHEREAS, many other entities, including cities, counties, public universities, charter schools, private schools, and other non-profits, can apply for a State sales tax refund or exemption; and

WHEREAS, no entity in recent history, other than public schools, has lost the ability apply for a State sales tax refund or exemption; and

WHEREAS, even after a comprehensive tax reform, local boards are still excluded and are rightly troubled at being excluded from the group of entities eligible for a State sales tax refund; and

WHEREAS, one of the most problematic aspects of school districts' inability to apply for a State sales tax refund is that no alternative revenue options are available to supplant the lost funds; and

WHEREAS, county governments are already appropriating almost \$2.7 billion per year for public school operating costs and bearing the primary burden for an estimated \$8.2 billion in school facility needs; and

WHEREAS, inability to apply for a State sales tax refund is costly for districts that are building or renovating schools; and

WHEREAS, a 2009 report from the General Assembly's Joint Education Oversight Committee found that without authority to apply for a State sales tax refund many school districts are resorting to a burdensome, wasteful, and highly inefficient exercise of transferring title to their buildings to the county during the construction phase so that the county can apply for the sales tax refund on the school district's behalf; and

WHEREAS, the Committee found that "there are reports of significant costs related to these property transfers, and that the ability to engage in such transfers varies depending on the relationship between the school board and county commissioners;" and

WHEREAS, districts that cannot transfer their capital costs, meanwhile, have delayed necessary renovations longer than they otherwise would because of the added costs; and

WHEREAS, the end result has been a net loss to public schools statewide, with negative repercussions on classroom operations and the delivery of quality educational services across the state.

NOW, THEREFORE BE IT RESOLVED that the Perquimans County Board of Commissioners does request that public schools be treated equally as other entities. If North Carolina's tax code is going to continue to allow numerous entities, including other governmental entities, to not pay sales tax, then the Perquimans County Board of Commissioners does request that local boards of education either be granted a sales tax exemption or have their sales tax refund reinstated.

Adopted this 1<sup>st</sup> day of May, 2017

T. Kyle Jones, Chairman  
Perquimans County Board of Commissioners

SEAL

Clerk to the Board

ALICE COROMOSKI, HOLIDAY ISLAND

Ms. Coromoski of Holiday Island presented the Board with a petition signed by residents in Holiday Island to allow Golf Carts in their community. Commissioner Hoffer asked how many golf carts are in their community. Ms. Coromoski said about 100. Chairman Jones stated that, as the Board remembers, they have just addressed Snug Harbor's request to allow golf carts in their community. He further stated that the appetite was not there enough to allow this Board to pass any change in our current Ordinance. This may be discussed further at a Work Session if the appetite is there.

BUDDY LAWRENCE, ALBEMARLE PLANTATION

Mr. Lawrence explained that Albemarle Plantation is again planning a July 1<sup>st</sup> fireworks show at the Plantation and is coming before the Board for approval. He has talked to chief of Bethel Fire Department and they are on board to assist with the fireworks show. He said that the same company, Pyrotechnics Contract, will be handling the fireworks. On motion made by Edward R. Muzzulin,

seconded by Charles Woodard, the Board unanimously approved the July 1<sup>st</sup> Fireworks at Albemarle Plantation.

**ASHLEY STOOP, ALBEMARLE REGIONAL HEALTH SERVICES**

Prior to her speaking, Commissioner Nelson provided some background as to what Ms. Stoop was going to present. He further stated that there are some opportunities that can be addressed during the Budget process to see how we can improve the health in our community. Ms. Stoop of Albemarle Regional Health Services presented a PowerPoint presentation that gave an overview of the recent Health Assessment that was taken for Perquimans County. Commissioner Nelson thanked her for preparing this presentation.

**BILL JENNINGS, TAX ADMINISTRATOR**

Mr. Jennings presented his monthly report.

**SUSAN CHANEY, SOCIAL SERVICES DIRECTOR**

Ms. Chaney presented her monthly report, notified the Board of the upcoming Foster Parent Class, and welcomed Charles Woodard to the Social Services Board to replace Kyle Jones.

**JILL COHEN, PERQUIMANS COUNTY SCHOOLS**

Ms. Cohen explained the program and presented a certificate to County Manager Heath designating Perquimans County as a Work Ready Community.

**COMMISSIONER'S CONCERNS/COMMITTEE REPORTS**

There being none, Chairman Jones moved onto the old business.

**UPDATES FROM COUNTY MANAGER**

County Manager Heath presented the following updates:

- > **Jack the Dog**: Mr. Heath explained again why he was showing a picture of Jack the Dog who was adopted from our Tri-County Animal Shelter. Every time Jack's picture is shown at a Commissioners' meeting, the Tri-County Animal Shelter would receive \$200 from Jack's owner. These funds will be used to expand the Tri-County Shelter facility.
- > **Library Project**: Mr. Heath explained that the roof will be done this week, interior HVAC work is about completed, and brickwork will soon begin. The project is still on schedule for late August completion.
- > **Perquimans County Marine Industrial Park Boat Ramp Project**: Mr. Heath explained that the Boat Ramp has been poured. It is quite an impressive piece of construction. It is on schedule for completion the end of this month including the paving of the parking lots.

**BOARD APPOINTMENTS: NURSING HOME ADVISORY COMMITTEE**

We still have no one to appoint so the matter was tabled until next month.

**LOCAL LIBRARY BOARD APPOINTMENTS**

County Manager Heath informed the Board that there are three members on the Local Library Board whose terms are due to expire on June 30, 2017. Of the three, two are agreeing to serve another term. We have received two applications to fill this vacancy. Therefore, the Board will need to consider the following reappointments and an appointment to replace Bob Bastek. The individuals who have applied to replace him are Rhonda Money and Jennifer Poppert. On motion made by Wallace E. Nelson, seconded by Joseph W. Hoffer, the following Local Library Board reappointments and appointment were made:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Darla Matthews	Local Library Board	Reappointment	4 yrs.	07/01/2017
Peter LeRoy	Local Library Board	Reappointment	4 yrs.	07/01/2017
Rhonda Money	Local Library Board	Appointment	4 yrs.	07/01/2017

**RESOLUTION: SUPPORTING THE DISPOSAL OF ELECTRONICS IN LANDFILLS**

County Manager Heath explained that Albemarle Regional Health Services has requested that the Counties would consider adopting this resolution that supports the disposal of electronics in landfills. Mr. Heath further explained that disposal of electronics in landfills have become quite expensive since we have to contract out collection of these items. If the device is intact, we cannot dispose of it in the landfill. If it is broken, we can dispose of it in the landfill. On motion made by Wallace E. Nelson, seconded by Charles Woodard, the Board adopted the following Resolution:

**RESOLUTION SUPPORTING THE DISPOSAL OF ELECTRONICS IN LANDFILLS**

WHEREAS, the large increase of the disposal of electronics and no funding from the State of North Carolina has become a financial burden on Perquimans County; and

WHEREAS, because of the laws as set out in the North Carolina General Statutes, electronics cannot be disposed of in the landfill by counties; and

WHEREAS, Perquimans County has to contract with an electronic specialty company to remove the products from the county, causing a substantial cost to Perquimans County; and

WHEREAS, North Carolina General Statute 130A-309.130 through 130A-309.141 ("Discarded Computer Equipment and Television Management") establishes an electronics recycling program for the State of North Carolina with shared responsibility between computer manufacturers, television manufacturers, retailers, local and state government, and consumers. The goal of the program is to foster a statewide recycling infrastructure for these materials. In conjunction with this program, the law bans televisions, computers, monitors, printers, scanners and computer peripherals such as keyboards and mice from disposal in landfills; and

NOW THEREFORE BE IT RESOLVED, that the Perquimans County Board of Commissioners supports the Solid Waste section reviewing and rewriting the law above permitting the disposal of electronics in landfills, provided the landfill meets the requirements supported by the Solid Waste section and has no environmental or public health impacts.

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 Solid Waste section to resolve this concern.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

T. Kyle Jones, Chair  
 Perquimans County Board of Commissioners

Attest:

Clerk to the Board

COA BOARD OF TRUSTEES APPOINTMENT

As mentioned under Consent Agenda, Charlie Lacefield has resigned from the COA Board of Trustees so the Board will need to appoint a replacement for him. Chairman Jones asked what the Board's pleasure was. Commissioner Nelson stated that he feels that the Board really needed to take time to discuss this appointment and that, if you look at the surrounding counties, you will see that a commissioner sits on the Board of Trustees. On motion made by Wallace E. Nelson, seconded by Charles Woodard, the Board tabled the matter until next month.

CONTINUATION OF QUASI-JUDICIAL HEARING FOR CUP-17-01

With the completion of the other Agenda Items, Chairman Jones reopened the Quasi-Judicial Hearing for Conditional Use Permit No. CUP-17-01.

Mark Finkelstein called his next witness, Tommy Cleveland, Solar VP Engineer with Advanced Energy Corporation. Mr. Finkelstein asked Mr. Cleveland to introduce himself and asked him to give his education and experience background that would qualify him as an expert witness in this Solar Farm Conditional Use Permit. Mr. Finkelstein tendered Mr. Cleveland as an expert witness in solar engineering, solar farm safety, and solar power. Chairman Jones asked Mr. Wood if he had any questions or problems with qualifying him as an expert witness in these fields. Mr. Wood had no objections. Mr. Finkelstein began his examination of Mr. Cleveland by asking which of these four 903 findings would he be addressing tonight:

- (a) That the use will not materially endanger the public health or safety, if located according to the plan submitted and approved;
- (b) That the use meets all required conditions and specifications;
- (c) That the use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity; and
- (d) 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.

Mr. Cleveland will be addressing be item (a). After asking several questions, Mr. Cleveland concluded that this use will meet all the requirements with regard to item (a). Mr. Wood cross-examined Mr. Cleveland. Chairman Jones asked Mr. Dail if he had any questions. He did not. Mr. Jones asked if there were any questions from the Board. The following question was asked:

- > **Commissioner Woodard:** Mr. Woodard stated that we are in an area that has tornadoes and hurricanes. What would happen if one of these events hits our area and the solar panels get blown around the county, who will pick them up and recycle them? Mr. Cleveland said that he did not think it would be affected by the hurricane but a tornado would be a different situation. Mr. Cleveland further stated that he had not heard of anything like that has occurred, but he did not think it would be dangerous to handle the panels to recycle them.

Mr. Finkelstein asked to redirect with a question about recycling. Mr. Cleveland responded to his questions. Mr. Jones asked if there was any recross from Mr. Wood or Mr. Dail. Mr. Wood asked a question. Mr. Dail had no questions.

There being no further questions for Mr. Cleveland, Mr. Finkelstein called his next witness, Keith Hardt, Chief Executive Officer of Pungo Engineering Services, PLLC. Mr. Finkelstein asked Mr. Hardt to introduce himself and asked him to give his education and experience background that would qualify him as an expert witness in this Solar Farm Conditional Use Permit. Mr. Finkelstein tendered Mr. Hardt as an expert witness in solar engineering, local government issues, and solar power. Chairman Jones asked Mr. Wood if he had any questions or problems with qualifying him as an expert witness in these fields. Mr. Wood asked which of these findings Mr. Hardt would be addressing.

- (a) That the use will not materially endanger the public health or safety, if located according to the plan submitted and approved;
- (b) That the use meets all required conditions and specifications;
- (c) That the use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity; and
- (d) 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.

Mr. Finkelstein said that it would be (a) and (b). Mr. Dail had no problem. Mr. Finkelstein began his examination of Mr. Hardt. After answering several questions, Mr. Hardt concluded that this use would not endanger public health or safety and met all the required conditions and specifications. Chairman Jones asked if Mr. Wood had any questions for Mr. Hardt. Mr. Wood cross-examined Mr. Hardt. Upon the completion of Mr. Wood's cross-examination, Chairman Jones asked Mr. Dail and the Board if they had any questions. There being none, Mr. Finkelstein called his next witness Christ Sandifer, PE, an independent consultant for solar farms and asked Mr. Sandifer to introduce himself and asked him to give his education and experience background that would qualify him as an expert witness in this Solar Farm Conditional Use Permit. Mr. Finkelstein tendered Mr. Sandifer as an expert witness in solar engineering, solar regulatory compliance, and solar power. Chairman Jones asked Mr. Wood if he had any questions or problems with qualifying him as an expert witness in these fields. Mr. Wood asked which of these findings Mr. Sandifer would be addressing.

- (a) That the use will not materially endanger the public health or safety, if located according to the plan submitted and approved;
- (b) That the use meets all required conditions and specifications;
- (c) That the use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity; and
- (d) 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.

Mr. Finkelstein said that it would be (a), (b), and (d). Mr. Dail had no problem. Mr. Finkelstein began his examination of Mr. Sandifer. After answering several questions, Mr. Sandifer concluded that this project would not endanger public health or safety, met all the required conditions and specifications, it is a public necessity, and will be in harmony with the surrounding area. Chairman Jones asked if Mr. Wood had any questions for Mr. Sandifer. Mr. Wood cross-examined Mr. Sandifer. Upon the completion of Mr. Wood's cross-examination, Chairman Jones asked Mr. Dail and the Board if they had any questions. There were none. Mr. Finkelstein asked to redirect regarding harmony. He asked Mr. Sandifer, "Would the fact that a particular use is in fact one of the approved uses for a particular zoning area, like solar farms, being explicitly approved by this Board as an appropriate use for RA property be some indication of harmony to you?" Mr. Sandifer said that it would be in Nash County. Mr. Finkelstein continued by asking, "Would the fact that a Planning Board appointed to be an expert in Land Use for a particular county approved a particular use unanimously indicate harmony to you?" Mr. Sandifer said that it would. Mr. Finkelstein asked, "Would the fact that a facility that is smaller in acreage and further back from any road than another approved solar farm make you think that a solar farm in that adjacent area might be in harmony with that area." Mr. Sandifer said that it certainly would not be in less harmony. That concluded Mr. Finkelstein's redirect of Mr. Sandifer. Mr. Wood objected to the entry of that redirect testimony in that Mr. Sandifer is testifying for himself and that under redirect we had testimony that came in that was not included in examination of Mr. Sandifer. Chairman Jones asked to elaborate on that objection. Mr. Wood referred to a solar farm being unanimously approved by the Planning Board showing harmony. That was not under direct examination nor under cross-examination of the witness. Chairman Jones deferred to County Attorney High. Mr. High explained that the Board tries to go by evidentiary standards during quasi-judicial hearings, but sometimes we do not always go strictly by

rules of evidence. He continued by saying that one rule of evidence is that redirect is limited to something that was brought up during examination and cross-examination that needed clarification. Chairman Jones began to say that he was going to sustain the objection per information County Attorney High presented. Mr. Finkelstein asked to be heard. He said that the only reason he raised that question during redirect was because the issue of harmony was raised in cross-examination. He continued to say that he was only rebutting any concern that this body had that would in any way weaken this particular witness' testimony on the issue of harmony. That was why he felt it to be relevant to the redirect. He further stated that he would be happy if Mr. Wood would like to proceed with a re-cross examination. Chairman Jones and County Attorney High took a moment to confer with each other. After their conference, Chairman Jones sustained the objection and asked that the redirect be stricken from the record. Chairman Jones asked if there were any further questions from Mr. Dail or the Board. The following questions were asked:

> **Commissioner Woodard:** Mr. Woodard asked if Mr. Sandifer lived in Nash County. Mr. Sandifer replied that he did. He further asked Mr. Sandifer if his solar farms were in Nash County. Mr. Sandifer said that they do have solar farms in Nash County but his solar farms are located in Lee County. He further stated that he did not own the solar farm but is leasing the property which is similar to the situation here.

Chairman Jones asked if there were any other questions. There being none, Mr. Finkelstein called his next witness Thomas Hester, MAI, owner of Hester & Company – an appraisal firm and asked Mr. Hester to introduce himself and asked him to give his education and experience background that would qualify him as an expert witness in this Solar Farm Conditional Use Permit. Mr. Finkelstein tendered Mr. Hester as an expert witness in appraisal, property values, and effects of land use on property values. Chairman Jones asked Mr. Wood if he had any questions or problems with qualifying him as an expert witness in these fields. Mr. Dail had no problems. Mr. Finkelstein stated that Mr. Hester would be testifying on finding (c):

- (a) That the use will not materially endanger the public health or safety, if located according to the plan submitted and approved;
- (b) That the use meets all required conditions and specifications;
- (c) That the use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity; and
- (d) 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.

Mr. Finkelstein began his examination of Mr. Hester. After answering several questions, Mr. Hester concluded that this project would not substantially injure the value of adjoining or abutting property. Chairman Jones asked if Mr. Wood had any questions for Mr. Hester. Mr. Wood cross-examined Mr. Hester. Upon the completion of Mr. Wood's cross-examination, Chairman Jones asked Mr. Dail and the Board if they had any questions. The following questions were asked:

> **County Manager Heath:** Mr. Heath stated that Perquimans County has three solar farms in operation in Perquimans County. Did he do a proximity analysis on those farms or took a look at some of the sales data, if any. Mr. Hester said that he did look at those but did not find any data to use. Mr. Heath further stated that Mr. Hester mentioned two solar farms in particular during his testimony, Selma and Goldsboro. Did you find enough data from the Selma farm to be statistically significant? Mr. Hester said that there was only one sale in that area. From a statistical standpoint, that was not very beneficial. He further stated that the Goldsboro property is a better case because there were at least 28 cases and they were fairly uniform. Mr. Heath asked that on a usual appraisal, does he usually aim for three variables. Mr. Hester said he tries for five but three would be the minimum. Mr. Heath asked what the condition of the ground was in Goldsboro, was it visible from the sales you looked at? Mr. Hester said that they were partially visible from the nearest development.

> **Chairman Jones:** What is the closest approved solar farm to this proposed solar farm. Mr. Hester said that he believed it would be Snug Harbor.

> **Commissioner Nelson:** Mr. Nelson said that, after reviewing his Affidavit, he asked a question about the Selma solar farm. He recognizes that the small sample size of the Selma project is not statistically sound but he felt it was interesting that in properties in close proximity of the solar farm actually sold higher per square foot than the property further out. Mr. Nelson's question is that is it a fair judgment to look at that statement in your Affidavit. He wanted Mr. Hester's opinion on how to review that statement. Mr. Hester explained how he interpreted that information.

> **Chairman Jones:** How close is this project to the project that this body has approved for Mr. McLaughlin? Mr. Finkelstein and Mr. McLaughlin said that Mr. Hester would not know this information. Mr. Jones withdrew his question.

> **Commissioner Woodard:** Mr. Woodard asked Mr. Hester if the solar farms that he has looked at had complete screening or partial screening. Mr. Hester said that most of the ones that you see that he looked at were very close to no screening. The newer the project the more screening they have. Mr. Woodard asked if Mr. Hester would know the reason for that. Mr. Hester said that it would be up to the decision of the Board approving it.

There being no further questions for Mr. Hester, Mr. Finkelstein called his next witness Chad Sary, Senior Planner for Stewart, Inc., a Land Planning, Design & Engineering Firm. Mr. Finkelstein asked Mr. Sary to introduce himself and asked him to give his education and experience background that would qualify him as an expert witness in this Solar Farm Conditional Use Permit. Mr. Finkelstein tendered Mr. Hester as an expert witness in land use, land use regulations, and land use planning. Chairman Jones asked Mr. Wood if he had any questions or problems with qualifying him as an expert witness in these fields. Mr. Wood nor Mr. Dail had any problems. Mr. Finkelstein stated that Mr. Sary would be testifying on findings (b) and (d):

- (a) That the use will not materially endanger the public health or safety, if located according to the plan submitted and approved;
- (b) That the use meets all required conditions and specifications;
- (c) That the use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity; and
- (d) 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.

After asking several questions, Mr. Sary concluded that this use will meet all the requirements with regard to item (a) and would be in harmony with the area in which it is to be located. Mr. Wood had no cross-examination of Mr. Sary. Chairman Jones asked Mr. Dail if he had any questions. He did not. Mr. Jones asked if there were any questions from the Board. There being no further questions, Mr. Finkelstein rested his case.

Chairman Jones asked if Mr. Wood had any witnesses. Mr. Wood said that he would be calling Kay Matthews (Kay Whitey in the Tax Office), Edgar Robinson, Dr. Heiniger, and Dr. Herb Echerlin. Mr. Jones asked Mr. Wood to have his witnesses to stand to be sworn in. Chairman Jones swore the witnesses in. Mr. Wood called his first witness, Kay Matthews, owner of abutting property. After distributing a copy of her testimony, Ms. Matthews read her report to the Board. Chairman Jones asked Mr. Wood if he was going to ask Ms. Matthews any questions. Mr. Jones asked Mr. Dail if he had any questions. He then asked if there were any questions from the Board. Chairman Jones realized that he forgot to ask Mr. Finkelstein if he wished to cross-examine Ms. Matthews and he said yes he would. Mr. Finkelstein cross-examined Ms. Matthews. Mr. Wood redirect. Chairman Jones asked if there were any questions or concerns. There being none, Mr. Wood called his next witness Edgar Robinson, resident along U.S. Highway 17 South. Mr. Robinson gave his testimony. Following his testimony, Mr. Wood asked Mr. Robinson a few questions. Mr. Jones asked Mr. Finkelstein to cross-examine Mr. Robinson. Following a few questions, Mr. Finkelstein asked that Mr. Robinson's testimony be stricken on two items: (a) he is not with standing in the case due to the fact that his property is over 150 feet from the site; and (b) it was hearsay testimony. Chairman Jones sustained Mr. Finkelstein's objection. Mr. Wood responded to Mr. Finkelstein's objection. Chairman Jones ruled as follows: (a) with respect to standing, Mr. Jones would overrule the objection; and (b) with respect to hearsay testimony, Mr. Jones sustained the objection. Mr. Jones asked Mr. Dail and the Board if they had any questions. There being none, Mr. Wood proceeded with his next witness.

Mr. Wood called Dr. Ron Heiniger, Professor at N.C. State University. Dr. Heiniger presented his testimony addressing three impacts of solar farms: (a) hydrology of land is affecting the land; (b) vegetation control; and (c)

affects the economy of the community. Mr. Wood asked several questions of Dr. Heiniger. Mr. Finkelstein cross-examined Dr. Heiniger. After the cross-examination, Chairman Jones asked Mr. Dail and the Board if they had any questions. Mr. Dail stated that Dr. Heiniger was able to answer a question that he has asked before. The following questions from the Board were asked:

- > Commissioner Nelson: Mr. Nelson asked about the requirements of herbicide use on a solar farm and the use of herbicide on row crop. How do these things differ? Dr. Heiniger said that there hasn't been much research on this with solar farms but believes that it will be ongoing.
- > Chairman Jones: Mr. Jones asked Mr. Wood which of the four 903 Findings did Dr. Heiniger address. Mr. Wood said that it would be (a) and (b).
- > Commissioner Woodard: Mr. Woodard asked if they have seen where those weeds have become resistant to these herbicides. Dr. Heiniger said that there is more research on resistant weeds to herbicides than has ever been. He is sure that there will be more research in the future.

Mr. Wood called Dr. Herb Echerlin, Professor Emeritus at N.C. State University. Dr. Echerlin presented his testimony via PowerPoint presentation. Mr. Wood had no questions for Dr. Echerlin. Mr. Finkelstein cross-examined Dr. Echerlin. Mr. Dail had left the proceedings. Chairman Jones asked if the Board had any questions. There being none, Mr. Wood called his final witness, Bert Eure, operator of a seed business in Perquimans County. After he gave his testimony, Mr. Finkelstein cross-examined Mr. Eure. Chairman Jones asked if there were any questions for Mr. Eure from the Board. There being none, Chairman Jones gave each attorney five minutes for closing arguments. Mr. Wood went first and Mr. Finkelstein followed.

Chairman Jones stated that the quasi-judicial hearing had been concluded, information was provided on this request, and it was time for the Board to approve or deny the request. The first step is to address each of the following findings in Section 903:

- (a) Wallace E. Nelson made a motion that this use will not materially endanger the public health or safety, if located according to the plan submitted and approved. The motion was seconded by Edward R. Muzzulin. Chairman Jones opened the floor up for discussion. Chairman Jones explained that the applicant's witnesses, Mr. Cleveland and Mr. Hardt, presented evidence for approval of this motion. Dr. Heiniger provided information in opposition of the motion. The motion was unanimously approved.
- (b) Fondella A. Leigh made a motion that this use meets all required conditions and specifications. The motion was seconded by Joseph W. Hoffer. Commissioner Nelson explained that the applicant's witnesses presented evidence that the application was complete and the stipulations were met and he did not hear any evidence rebutting that testimony. The motion was unanimously approved.
- (c) To deny: Charles Woodard made a motion that the use will substantially injure the value of adjoining or abutting property, or that the use is a public necessity. The motion was seconded by Joseph W. Hoffer. Mr. Woodard said that the Board is here to protect all the residents of Perquimans County. This project will affect everyone including businesses and agriculture. It will trickle down. Commissioner Hoffer concurred with Commissioner Woodard. Chairman Jones asked Commissioners Woodard and Hoffer to elaborate on what evidence they used to make this motion. Commissioner Woodard said that he based this on the testimony from Dr. Echerlin and Mr. Eure. Commissioner Nelson stated that we have an ordinance in place. Mr. Hester testified that this would not have a significant effect on abutting property values. He further stated that we need to base this on the evidence received tonight. Chairman Jones said that Mr. Hester, Mr. Roberson, and Dr. Echerlin testified to the third finding. There being no further discussion, the motion was unanimously denied with a vote of four (4) to two (2) with Commissioners Woodard and Hoffer voting for the motion and Commissioners Nelson, Leigh, Muzzulin, and Jones voting against the motion.  
To approve: Edward R. Muzzulin made a motion 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 seconded by Fondella A. Leigh. There being no discussion, the motion was unanimously approved with a vote of four (4) to two (2) with Commissioners Nelson, Leigh, Muzzulin, and Jones voting for the motion and Commissioners Woodard and Hoffer voting against the motion.
- (d) Wallace E. Nelson made a motion 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. The motion was seconded by Edward R. Muzzulin. Chairman Jones opened the floor up for discussion. Commissioner Woodard stated that he did not think that this project will be in harmony with our vision. Commissioner Nelson stated that there was a lot of evidence presented by the applicant that was not rebutted by the opposition. Our ordinance allows it so based on the evidence tonight, he feels that they have met this requirement. Chairman Jones said that Mr. Sandifer, Mr. Sary, Mr. Hester from the applicant and Ms. Matthews, Dr. Echerlin, and Mr. Eure addressed these issues. The evidence for the applicants was more compelling. There being no further comments or discussion, the motion was unanimously approved by a vote of four (4) to two (2) with Commissioners Nelson, Leigh, Muzzulin, and Jones voting for the motion and Commissioners Woodard and Hoffer voting against the motion.

Now that the Section 903 Findings have been acted upon, Chairman Jones asked for a motion to approve or deny the Conditional Use Permit No. 17-01. Fondella A. Leigh made a motion to approve Conditional Use Permit No. CUP-17-01: to establish a 5 Megawatt Large Scale, ground-mounted Solar Energy System on a portion of current Tax Parcel No. 3-0049-00012, occupying approximately 35 acres within the 47.75-acre subject property, located to the west of 708 Ocean Highway South (US Hwy. 17 South), conditioned upon the conditions listed in the draft conditional use permit, adopting the following Section 903 Findings to support the motion:

- (a) That the use will not materially endanger the public health or safety, if located according to the plan submitted and approved;
- (b) That the use meets all required conditions and specifications;
- (c) That the use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity; and
- (d) 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.

The motion was seconded by Edward R. Muzzulin. Chairman Jones asked if there was any discussion. Wallace E. Nelson asked about Condition 1 about buffering. He asked if there was any language that the buffering being in place prior to hook up to electrical service. Mr. McLaughlin, applicant, said that it could be done. Also, when is the "as built" drawings supposed to be presented. Mr. McLaughlin said that when they apply for the final Zoning Permit, the drawing will need to be submitted. Mr. Nelson said that, if we are covered, he is fine with that. Wallace E. Nelson made a motion to amend the original motion to add to Item "1" in the Conditional Use Permit wording that the vegetative buffer would need to be added prior to hook up to electrical service. The amendment to the motion was seconded by Edward R. Muzzulin and unanimously approved by the Board. There being no discussion on the original motion and amendment, Chairman Jones asked if there was any discussion. There being none, the Board unanimously approved Conditional Use Permit No. 17-01 (See Attachment A).

#### PUBLIC COMMENTS

There being no public comments, Chairman Jones proceeded to adjourning the meeting.

#### ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 11:57 p.m. on motion made by Joseph W. Hoffer, seconded by Fondella A. Leigh.

\_\_\_\_\_  
T. Kyle Jones, Chairman

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

\*\*\*\*\*

**ATTACHMENT A**

Do **NOT** record this page

-Beginning of Proposed Conditional Use Permit No. CUP-17-01  
to be recorded by Blue Green Energy, LLC  
for  
Large scale, ground-mounted Solar Power Energy System  
located west of 728 Ocean Hwy South (US Hwy 17)

**CHANGES MADE**

- 1) May 1, 2017 BCC amendment offered by Commissioner Wallace Nelson and unanimously approved by the whole Board. Amend condition (f) to add the language, "Vegetative buffer must be completed and approved prior to commercial operation date."
- 2) Site Location on page 1 --- changed "West of 728 Ocean Highway South" to "at 728 Ocean Highway South"

Do **NOT** record this page

**CONDITIONAL USE PERMIT No. CUP-17-01**  
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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:** Blue Green Energy, LLC/Heath McLaughlin, Member  
176 Mine Lake Court, Suite #100  
Raleigh NC 27615

**Property Owners:** White Family Company, LLC, c/o Clay White  
2584 Proden Blvd  
Suffolk VA 23434

**Site Location:** Portion of a parcel containing about 75 acres located at 728 Ocean Highway South, adjacent to the Town of Hertford's ETJ.

**Tax Parcel No:** 3-4049-40012 (re-combination April 4, 2017; Deed Book 462, pg 241)

**Zoning Districts:** RA, Rural Agriculture and CH, Highway Commercial

**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 proposed nature of this Conditional Use Permit is to develop and construct a 5 mega-watt solar farm on two parcels (~35 acre system footprint) owned by The White Family Company, LLC. The proposed solar farm will consist of low-profile ground-mount racking with pilings driven into the ground to an engineered depth well suited for coastal conditions. The racking technology will be a fixed-tilt... racking system oriented due south for maximum... power production during the daylight period. ...Sight impact to public right-of-ways and local*

**CONDITIONAL USE PERMIT No. CUP-17-01**  
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*residences will be minimal as the height of the system will not exceed 15' and a 6' security fence with 1' of three strand barbed wire will enclose and secure the facility. The facility will be setback outside of the CH zone more than 500' from US Hwy 17 with site impact mitigated by a 28' wide x 7' high vegetative buffer that will meet and exceed the screening requirements found in the Perquimans County Zoning Ordinance in Article XVIII, Sections 1802 and 1803. Solar farm operations and maintenance will be minimal post construction with very little traffic, noise, or additional county services required... All federal, state and local building permits will be satisfied prior to start of construction and in compliance with NC state building codes and national electric codes with UL approved system components. The White Family Company acreage not leased for solar farm operations will remain available for rural agricultural use and future Rd & CH development opportunities."*

**Meeting & Hearing Dates:** Planning Board on ~~4-11-17~~ and Board of Commissioners on ~~5-1-17~~.

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 (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 097.28 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 5 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-17-01**  
Page 3 of 8

- C. The main point of ingress and egress for the facility will be directly off of U. S. Highway 17 South) with an assigned 911 address of 728 Ocean Highway South, Hertford, NC 27944. For both aesthetics and safety, the driveway entrance leading from the public highway 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 Sections 907.28B(3)(a) and (b), 1802 and 1803.

- G. More specifically, all solar panels and related equipment will meet all required buffering and setbacks along property or leased project boundary lines. The buffering will consist of a security fence plus screening, as required by Sections 907B(3)(a) and (b), 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-17-01  
Page 4 of 8

- H. The Solar Farm shall be enclosed with a 6' security fence with 1' of barbed wire with a minimum height of seven (7) feet and 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:** Applicant shall produce a \$30,000 cash bond (or other security) to be held in escrow until such time as the buffer screening requirements in the approved CUP are satisfied. Upon issuance of a Certificate of Zoning Compliance or other final inspection to confirm compliance with CUP requirements, such bond or other security shall be released or cancelled within (10) ten days thereafter. Vegetative buffer must be completed and approved prior to commercial operation date.
- 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 drainage plan for review by the Perquimans County Soil & Water Conservation District Office to confirm acceptance of proposed culverts and compliance with storm drainage requirements of the NCDEQ.
- 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 May 1, 2017, 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 the White Family Company, LLC and Blue Green Energy, 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

CONDITIONAL USE PERMIT No. CUP-17-01  
Page 5 of 8

alterations on the subject Tax Parcel(s), 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(s) 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 May 1, 2017, 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 2017. 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 (May 1, 2018), 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. Prior to the issuance of a Certificate of Zoning Compliance, the Applicant, heirs or assigns shall provide certified "as built drawings" to the County showing the locations of the solar panel farm location, roads, transmission lines, equipment, components, and all related improvements. Operation of the entire facility or any individual component of the facility may be delayed at the discretion of the Planning & Zoning Administrator to allow for the review and issuance of said certificate which is based upon determination by County staff or its outside consultants, of compliance with the CUP and other applicable zoning standards.

CONDITIONAL USE PERMIT No. CUP-17-01  
Page 6 of 8

- P. 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 an "as built" plan, where deemed necessary. No Final Building Inspection will be conducted and no Certificate of Occupancy will be issued until a Certificate of Zoning Compliance has been issued.
- 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 specific specifications determined to be within compliance according to the Perquimans County Zoning Ordinance, Sections 907.28B.(1)-(8), as amended.
- R. **Cultural Resources:** The Applicant, heirs and assigns shall inform the County about any historical or archaeological resources found within the project boundaries and provide an opportunity for the County to document said resources. In addition, the Applicant, heirs and assigns shall submit a copy to the County of any inventory, study, plan, etc., required or prepared by State or Federal regulations or agencies which documents historical or archaeological resources found within the project boundaries.
- S. **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.
- T. 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.
- U. The access point from Ocean Highway South and the point of interconnection and related attachment facilities and appurtenances are approved for certain portions of the subject property (known as Tax Parcel No. 3-0049-00012 as of 3/4/2017) which are zoned CH and RA as per the approved CUP Site Plan in support of the proposed Solar Power Energy System located behind 708 Ocean Highway South (US Hwy 17 South). All other site improvements for the proposed White Family Sun Farm Solar Power Energy System shall be located within the RA, Rural Agriculture District.

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

CONDITIONAL USE PERMIT No. CUP-17-01  
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.



Do NOT record this page-End of Proposed Conditional Use Permit No. CUP-17-01  
to be recorded by Blue Green Energy, LLC-

for

Large scale, ground-mounted Solar Power Energy System  
located west of 798 Ocean Hwy South (US Hwy 17)CHANGES MADE

- 1) May 1, 2017 BCC amendment offered by Commissioner Wallace Nelson and unanimously approved by the whole Board. Amend condition (F) to add the language, "Vegetative buffer must be completed and approved prior to commercial operation date."
- 2) Site Location on page 1 --- changed "West of 798 Ocean Highway South" to "at 728 Ocean Highway South"

Do NOT record this page

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**BUDGET WORK SESSION & REGULAR WORK SESSION**

May 15, 2017

7:00 p.m.

The Perquimans County Board of Commissioners met in a Budget Work Session and Regular Work Session on Monday, May 15, 2017, at 7:00 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

**MEMBERS PRESENT:** Kyle Jones, Chairman  
Joseph W. Hoffer  
Wallace E. Nelson  
Fondella Leigh, Vice Chair  
Edward R. Muzzulin  
Charles Woodard

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Frank Heath, County Manager  
Tracy Mathews, Finance Officer  
Mary Hunnicutt, Clerk to the Board

After the Chairman called the meeting to order, Commissioner Nelson gave the invocation and the Chairman led the Pledge of Allegiance.

**BUDGET PRESENTATION: SOCIAL SERVICES**

At 7:00 p.m., Susan Chaney, Social Services Director, presented the FY 2017-18 Budget for Board consideration.

**COLLEGE OF THE ALBEMARLE BOARD OF TRUSTEES APPOINTMENT**

While waiting for the Board of Education budget presentation at 8:00 p.m., Chairman Jones opened up the discussion of the replacement for Charlie Lacefield who has decided not to continue to serve on the COA Board of Trustees once his term expires on June 30, 2017. After the discussion, it was the consensus of the Board to recommend the appointment of Wallace E. Nelson to the COA Board under Consent Agenda for the June 5, 2017 meeting.

**BUDGET PRESENTATION: BOARD OF EDUCATION**

At 8:00 p.m., Chairman Jones recognized Superintendent Matthew Cheeseman who introduced Jason Griffin, NC Principal of the year. Mr. Griffin made a few comments. Mr. Cheeseman then turned the presentation over to Candy Tilley, Finance Officer, who presented the FY 2017-18 Budget to the Board. Superintendent Cheeseman thanked the Board for their continued support of the School System and asked that they consider this proposed budget request for FY 2017-18.

**PROPOSED CHANGES TO ZONING ORDINANCE REGARDING LARGE SCALE SOLAR ENERGY FACILITIES**

County Manager Heath distributed copies of the following proposed changes for the Zoning Ordinance regarding Large Scale Solar Energy Facilities:

907.28 Solar Farm (Large scale, ground-mounted Solar Power Energy System)

A. Zoning Districts: RA (Conditional Use)  
IL and HI (Permitted Use)

B. Parable: A large scale Solar Farm containing ground-mounted solar power electric generation structures, may be permitted in districts as designated in the Table of Permitted and Conditional Uses, subject to the following requirements:

(1) Site Considerations:

- (a) Height: Solar energy system structures and related equipment shall not exceed fifteen (15) feet in height.
- (b) Setback: Solar energy system structures and related equipment must meet the minimum zoning setback for the zoning district in which it is located, or 100 feet, whichever is strictest. A 150 foot setback shall be required from wetlands identified by State or Federal Agencies.
- (c) The setback for any building or parking area proposed to serve the Solar Farm shall fifty (50) feet or as otherwise required, whichever is strictest, from any street right-of-way and any contiguous property line that is used or zoned for residential purposes or located within the Highway Corridor Overlay District.
- (d) The setback for any building and parking area proposed to serve the Solar Farm shall be in keeping with that required by the zoning district as it applies to any street right-of-way and any contiguous property line that is used or zoned for nonresidential purposes.
- (e) Maximum allowed power generation for any approved project shall not exceed 20 MW.
- (f) By mowing or other means, grass or weeds on the project site shall not exceed 12 inches in height.
- (g) A drainage study, in consultation with Perquimans County Soil and Water, shall be performed on each site, and results provided to the Planning Board and Board of County Commissioners.

(2) Lighting: The project shall utilize minimal lighting. No lighting other than normal security lighting and that required by government agencies shall be permitted.

(3) Screening:

- (a) General: Solar energy system structures and related equipment and buildings shall be screened from routine view from public rights-of-way, existing residential uses and adjacent properties zoned Residential Agriculture, Historic Agriculture, Rural Agricultural, or Commercial Zoning Districts using the County's Buffers and Screening standards currently found in Article XVII, Sections 1802 and 1803. Included in these screening options are berms which create an attractive blind barrier as dictated in Section 1803.
- (b) Highway Corridor Overlay Districts: When located adjacent to the Highway Corridor Overlay District, screening is required which completely screens from view the solar energy system panels and related equipment. Such screening shall be a durable

wall or fence and access gate(s) at least seven (7) feet high in addition to a minimum fifteen (15) foot wide vegetated strip along any property line adjacent to or within five hundred (500) feet of the Highway Corridor Overlay District. This vegetated strip shall consist of a naturally wooded area or planted with a mix of evergreens and deciduous trees and shrubs to simulate a naturally wooded area within three (3) years.

- (d) ~~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.~~
- (4) Operational Considerations: Any access gate which affords views from an existing residence or from within the Highway Corridor Overlay District must be kept closed and locked at any time the Solar Farm is not occupied by the operator for preventive maintenance, repair and similar activities, etc.
- (5) Application Requirements:
  - (f) Submit Site Plan prepared in accordance with current Site Plan Requirements of Section 509 and denoting the dimensions of the subject property, proposed solar farm location, including the arrangement of solar panels, distance from the proposed site improvements to all property lines, and location of proposed driveway(s). No portion of the Solar Farm may encroach into the required setbacks or any buffer area.
  - (g) The Site Plan should also show the location of any required buffers as outlined in Sections 1803 and 1804.
  - (h) Submit horizontal and vertical (elevation) to-scale drawings with dimensions. The drawings must show the location of the system on the property.
  - (i) State and local stormwater permits may be required subject to Article V Site Plan and other requirements as applicable.
  - (j) If applicable, the applicant must apply to and receive from the North Carolina Department of Transportation (NCDOT) a driveway permit, or submit documentation from NCDOT that the existing site access is acceptable for the proposed use prior to final project approval.
- (6) Approved Solar Components: Solar energy system components must have a UL listing and must be designed with anti-reflective coating(s).
- (7) Compliance with Building Code: All active solar energy systems shall meet all requirements of the North Carolina State Building Code and shall be inspected by a Perquimans County Building Inspector.
- (8) Compliance with National Electric Code: All photovoltaic systems shall comply with the National Electrical Code, current edition.
- (9) ~~Decommissioning: Following a six month period in which no electricity is generated, the permit holder will have six (6) months to complete decommissioning of the large scale solar energy facility. Decommissioning includes removal of solar panels, support columns, fences, buffers, buildings, cabling, electrical components and any other associated facilities down to 36 inches below grade. A decommissioning study showing the total cost, not include salvage value, shall be provided an updated every five (5) years. A cash bond equal to this amount will be required to be held by Perquimans County until project decommissioning.~~
- (10) ~~Transfer of Ownership: Any solar farm permitted under the rules and regulations identified in this section that is sold or transferred to another entity is still bound to the rules and regulations as stated in this section, any state or federal regulations as well as any additional regulations imposed during the Conditional Use Permit process, Technical Review Committee process, or the Building Permit process.~~

It was the consensus of the Board to discuss this item further at the June Work Session with action to be taken at the July 3<sup>rd</sup> Regular Meeting.

**OTHER BUDGET INFORMATION**

County Manager Heath reminded the Board of the Budget Work Session on May 17, 2017 at 7:00 p.m. at the EMS Building. He further provided some insight into some areas that the Board will need to discuss in detail during the Budget Work Sessions.

**ADJOURNMENT**

There being no further business to discuss, the Chairman adjourned the meeting at 9:00 p.m.

\_\_\_\_\_  
T. Kyle Jones, Chairman

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

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BUDGET WORK SESSION  
May 18, 2017  
7:00 p.m.

The Perquimans County Board of Commissioners met to hold the Budget Work Session on Thursday, May 18, 2017, at 7:00 p.m. in the Conference Room of the Emergency Medical Services Building located at 159 Creek Drive, Hertford, NC 27944.

MEMBERS PRESENT: Kyle Jones, Chairman  
Joseph W. Hoffer  
Wallace Nelson  
Fondella Leigh, Vice Chair  
Edward R. Muzzulin  
Charles Woodard

MEMBERS ABSENT: None

OTHERS PRESENT: Frank Heath, County Manager  
Tracy Mathews, Finance Officer

**FY 2017-18 BUDGET**

Frank Heath, County Manager, and Tracy Mathews, Finance Officer, presented the proposed Budget for FY 2017-18. County Manager Heath will present his Budget Message at the June 5, 2017 Regular Meeting and a Public Hearing will be held on Monday, June 19, 2017, for Budget adoption.

**ADJOURNMENT**

After completing the review of the proposed FY 2017-18 Budget, the Budget Work Session was adjourned at 9:00 p.m.

\_\_\_\_\_  
T. Kyle Jones, Chairman

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

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BUDGET WORK SESSION

May 24, 2017

7:00 p.m.

The Perquimans County Board of Commissioners met to hold the Budget Work Session on Wednesday, May 24, 2017, at 7:00 p.m. in the Conference Room of the Emergency Medical Services Building located at 159 Creek Drive, Hertford, NC 27944.

MEMBERS PRESENT:	Kyle Jones, Chairman	Fondella Leigh, Vice Chair
	Joseph W. Hoffer	Edward R. Muzzulin
	Wallace Nelson	Charles Woodard

MEMBERS ABSENT: None

OTHERS PRESENT:	Frank Heath, County Manager	Tracy Mathews, Finance Officer
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FY 2017-18 BUDGET

Frank Heath, County Manager, and Tracy Mathews, Finance Officer, continued to review the proposed Budget for FY 2017-18.

ADJOURNMENT

After completing the review of the proposed FY 2017-18 Budget, the Budget Work Session was adjourned at \_\_\_\_\_ p.m.

\_\_\_\_\_  
T. Kyle Jones, Chairman

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

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May 30, 2017

**Tax Refunds: (Perquimans County)**

Patty Jo Ann Riddick ..... \$152.97  
Surrendered tag; 7 month refund  
Abstract #0034862181

**Tax Refunds: (Town of Hertford)**

Patty Jo Ann Riddick ..... \$126.13  
Surrendered tag; 7 month refund  
Abstract #0034862181

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 5-23-17

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: TASHARA M. GRAMBY

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

POSITION: Tax Clerk - Collections

DEPT.: TAX

NEW EMPLOYEE EFFECTIVE DATE: 6-1-2017

GRADE: 58 STEP: 1 SALARY: \$ 23,270

ENDING DATE OF PROBATIONARY PERIOD: 6-1-2018

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

\_\_\_\_\_ 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

Bill Jennings  
DATE: 5-23-17

COUNTY MANAGER APPROVAL

Frank Heath  
DATE: 6/1/17

FINANCE OFFICER

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 5/31/2017

COUNTY OF PERQUIMANS  
FILL-IN EMS/RESCUE EMPLOYEES

NAME: Debbie Owens Lyman

SOC. SEC. NO.:

POSITION: EMT I

EMS: \_\_\_\_\_ RESCUE: X

NEW EMPLOYEE EFFECTIVE DATE: 05/01/2017

GRADE: 6 6 Step: 4 \$17.12 SALARY

Complete following information only if for new employee.

ADDRESS: 1609 New Hope Rd.

CITY/STATE/ZIP Code Hertford NC 27944

PHONE NUMBER: Cell (252) 333-0170

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

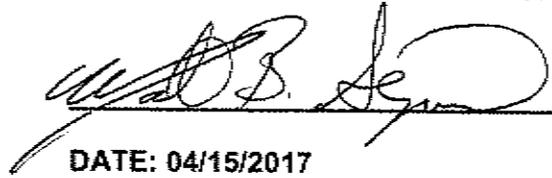
GRADE                  STEP                  SALARY

\*\*\*\*\*

EMS DEPARTMENT RECOMMENDATION  
MANAGER APPROVAL

RESCUE SQUAD RECOMMENDATION

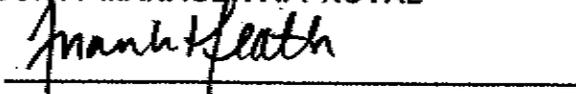
\_\_\_\_\_

  
DATE: 04/15/2017

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

COUNTY MANAGER APPROVAL

FINANCE OFFICER

  
\_\_\_\_\_

DATE: 6-1-17

\_\_\_\_\_

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 9, 2017

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Sherry Schrodt

SOC. SEC. NO.

POSITION: Social Worker III

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      DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
GRADE:      STEP:      SALARY: \$

6-1-2017 Date      DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP  
RAISE. (YEAR      2      3      4)  
GRADE: 69      STEP: 2      SALARY: \$ 38,708.00

     Date      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.

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DEPARTMENT RECOMMENDATION  
Suzan M Chaney

COUNTY MANAGER APPROVAL  
Frank Heath

DATE: May 9, 2017

DATE: 5/12/17

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 9, 2017

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Joe Ann White

SOC. SEC. NO.

POSITION: Social Worker III

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

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

GRADE: STEP: SALARY: \$

Date

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

GRADE: STEP: SALARY: \$

Date

DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE:

Date: 6-1-2017

GRADE: 69

STEP: 5

SALARY: \$ 41,636.00

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

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DEPARTMENT RECOMMENDATION

Suzan M Chaney

DATE: May 9, 2017

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 5/12/17

FINANCE OFFICER

\_\_\_\_\_

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

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Christopher Murray  
POSITION: Deputy

SOC. SEC. NO.: \_\_\_\_\_  
DEPT.: Sheriff

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

CURRENT: GRADE: 65 STEP: 1 SALARY: 31,667

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.

6/1/17 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
GRADE: 65 STEP: 2 SALARY: 32,460

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

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DEPARTMENT RECOMMENDATION  
Shelta White  
DATE: 5-3-17

COUNTY MANAGER APPROVAL  
Frank Heath  
DATE: 6/1/17

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

EMPLOYMENT ACTION FORM

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

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Amanda Layden

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

POSITION: Admin. Asst - Rec. Dept.

DEPT.: Rec Dept

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

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

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

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

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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

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

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

6/1/17 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. DATE GRADE: 5B STEP: 6 SALARY: 26,299

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: 5/31/17 PER THE COUNTY PERSONNEL POLICY.

\*\*\*\*\*

DEPARTMENT RECOMMENDATION  
Howard Wilks  
DATE: 6/1/17

COUNTY MANAGER APPROVAL  
Frank Heath  
DATE: 6/1/17

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

**From:** Lillian Holman [mailto:lilaway27944@gmail.com]  
**Sent:** Wednesday, May 31, 2017 9:56 AM  
**To:** Mary Hunnicutt  
**Subject:** Re: Senior Tarheel Regional Advisory Board

She says I can serve as long as I am willing so that is a yes.

**From:** Lillian Holman [mailto:lilaway27944@gmail.com]  
**Sent:** Wednesday, May 31, 2017 9:37 AM  
**To:** Mary Hunnicutt  
**Subject:** Re: Senior Tarheel Regional Advisory Board

Mary I am willing to serve but do not know if I can. I will contact Laura and let you know.

**From:** Mary Hunnicutt [mailto:mhunnicut@perquimanscountync.gov]  
**Sent:** Wednesday, May 31, 2017 8:53 AM  
**To:** Lillian Holman  
**Subject:** Senior Tarheel Regional Advisory Board  
**Importance:** High

Lillian,

I have been trying to get an answer from Laura about the above referenced Board appointment. Has she contacted you yet? Your term on the Senior Tarheel Regional Advisory Board is due to expire on June 30, 2017. Are you willing to continue to serve and do you know if you are eligible to continue to serve? If so, will you please let send me an e-mail to that effect? We will handle the appointment at the Board's June 5<sup>th</sup> Commissioners' meeting.

Thanks.

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

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

E-Mail: [mhunnicut@perquimanscountync.gov](mailto:mhunnicut@perquimanscountync.gov)

Perquimans County's Vision:  
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**From:** Susan Chaney [mailto:schaney@perqdss.net]  
**Sent:** Thursday, May 25, 2017 8:03 AM  
**To:** Mary Hunnicutt  
**Subject:** Re: Social Services Board

I know, she is the appointment by the Social Services Commission and they make the appointment. They are supposed to meet in June to look at the applicants and Dianne has submitted her application for a second term appointment. I will let you know when I do whether she is reappointed and you can do what it is that you do with the Commissioners. I believe they "rubber stamp" the appointment.

Susan M. Chaney  
 Director  
 Perquimans Co. Dept. Social Services  
 P.O. Box 107  
 Hertford, NC 27944  
 252-426-7373  
 252-426-1240 fax

**From:** Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>  
**To:** Susan Chaney <schaney@perqdss.net>  
**Sent:** 5/24/2017 2:09 PM  
**Subject:** Social Services Board

Susan,

The following individual's term on the Social Services Board is due to expire on June 30, 2017:

Name	Board/Committee	Term	Appt.	Expire
Layden, Dianne (1st term)	Social Services Board	3 yrs.	7/1/2014	6/30/2017

Is this individual still eligible to serve and is she willing to continue to serve? If so, please send me an e-mail to that effect by Tuesday, May 30<sup>th</sup>, at 9:00 a.m.

Thanks.

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

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**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**GENERAL FUNDS**  
**NO. 19**

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 5th DAY OF JUNE, 2017, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2016 - 2017 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-610-740	DSS - Capital Outlay		4,000
10-610-320	Inventory Item	4,000	
<b>EXPLANATION:</b> To cover inventory item expenses FY 16/17.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, 5th DAY OF JUNE, 2017.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 5th DAY OF JUNE, 2017.

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

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

**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**GENERAL FUNDS**  
**NO. 20**

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 5th DAY OF JUNE, 2017, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2016 - 2017 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-510-531	Sheriff - Drug Defense		5,000
10-690-938	Drainage Study		5,000
10-690-997	Transfer to TDA	10,000	
<b>EXPLANATION:</b> To correct budget to allow funds to be transferred to TDA for FY 16/17.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, 5th DAY OF JUNE, 2017.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 5th DAY OF JUNE, 2017.

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

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



# PERQUIMANS COUNTY BOARD OF COMMISSIONERS

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

MARY P. HUNNICUTT  
CLERK TO BOARD

W. FRANK HEATH, III  
COUNTY MANAGER

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

## RESOLUTION

### PERQUIMANS COUNTY BOARD OF COMMISSIONERS

WHEREAS, the Perquimans County Board of Education wishes to enter into a continuing contract for capital outlay under N.C. Gen. Stat. § 115C-528 with VAR Technology Finance for the acquisition of certain computer hardware, software, and/or related equipment to be used for public school purposes; and

WHEREAS, the contract will require the Perquimans County Board of Education to pay VAR Technology Finance a maximum price, including taxes, of Four Hundred Seventy Six Thousand One Hundred Eighty Six Dollars and Thirteen Cents (\$476,186.13) over the 2017-18, 2018-19, 2019-2020 fiscal years, as reflected in more detail on the proposed contract; and

WHEREAS, the contract may be a continuing contract for capital outlay subject to the provisions of N.C. Gen. Stat. § 115C-441(c 1) and 115C-528; and

WHEREAS, the Perquimans County Board of Commissioners intends to fund the above acquisition.

NOW, THEREFORE, BE IT RESOLVED, that the Perquimans County Board of Commissioners agrees to appropriate sufficient funds to the Perquimans County Board of Education in the ensuing fiscal years to meet the VAR Technology Finance contract obligations, so long as the amount the Perquimans County Board of Education shall be obligated to pay under the contract shall not exceed the amounts recited above.

Resolved, this 5<sup>th</sup> day of June, 2017, by the Perquimans County Board of Commissioners.

\_\_\_\_\_  
T. Kyle Jones, Chairman  
Perquimans County Board of Commissioners

SEAL

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



**PERQUIMANS COUNTY  
BOARD OF COMMISSIONERS**

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

MARY P. HUNNICUTT  
CLERK TO BOARD

W. FRANK HEATH, III  
COUNTY MANAGER

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

**RESOLUTION**

House Bill 608/Senate Bill 594 Family/Child Protection and Accountability Act

**WHEREAS**, protecting children from maltreatment is of the utmost importance and is a primary function of County Departments of Social Services; and

**WHEREAS**, House Bill 608/Senate Bill 594 (Family/Child Protection & Accountability Act), Regional Social Services Departments; Working Group, calls for the development of a plan to regionalize the County Departments of Social Services into 30 or fewer Regional Social Services; and

**WHEREAS**, thousands of children, families, and adults are served each year by the Perquimans County Department of Social Services; and the Perquimans County Department of Social Services, the Consolidated Human Services Board, and the Perquimans County Board of Commissioners have worked consistently to improve and develop a level of excellence in Perquimans County's DSS child welfare programs; and

**WHEREAS**, the Board of County Commissioners attests that positive results for families and children in Perquimans County have been achieved through collective County vision, commitment and persistence, and through vital community partnerships; and

**WHEREAS**, we believe the child welfare/protection system in Perquimans County is functioning well and undergoes continuous improvement for which it is accountable; and

**WHEREAS**, the Board of County Commissioners wants what is best for Perquimans County's children and families; we support a thorough and inclusive study, as is routinely done, to determine the most effective approach(s) for our State as a whole; we urge you to consider that perhaps one size does not fit all; and

**WHEREAS**, changing the administrative structure of Social Services within our State is not a small endeavor; we must thoroughly study and evaluate what will be the best structural model(s) for our State; we believe all stakeholders such as County Directors of Social Services, Representatives from County Boards of Social Services and/or Consolidated County Human Services Boards, Social Services Attorneys, County Commissioners, and County Managers should be included in determining the best model for Social Services Administration in our State; and

**NOW, THEREFORE, BE IT RESOLVED** that we, the Perquimans County Board of Commissioners, implore the State of North Carolina and the members of the North Carolina General Assembly (NCGA) to be diligent, thoughtful, proactive, and open-minded regarding possible service delivery models for Social Services Administration.

**BE IT FURTHER RESOLVED**, that the Perquimans County Board of Commissioners hereby urges you to support amendments to Part 1 of House Bill 608/Senate Bill 594 which would call for a study commission to thoroughly evaluate all possible models of Social Services Administration and include all stakeholders in the study process prior to a decision being made regarding any model of forced regionalization.

Adopted this the 5<sup>th</sup> day of June, 2017.

\_\_\_\_\_  
T. Kyle Jones, Chairman  
Perquimans County Board of Commissioners

(SEAL)

ATTEST:

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

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



**NC Department of Public Safety**  
**Juvenile Crime Prevention Council Certification**

Fiscal Year: 2017 -2018

County: **Perquimans**

Date: **5/12/17**

**CERTIFICATION STANDARDS**

**STANDARD #1 - Membership**

- A. Have the members of the Juvenile Crime Prevention Council been appointed by county commissioners? yes
- B. Is the membership list attached? yes
- C. Are members appointed for two year terms and are those terms staggered? yes
- D. Is membership reflective of social-economic and racial diversity of the community? yes
- E. Does the membership of the Juvenile Crime Prevention Council reflect the required positions as provided by N.C.G.S. §143B-846? yes
- if not, which positions are vacant and why?  
 No students yet; defense attorney and police chief are vacant as well.

**STANDARD #2 - Organization**

- A. Does the JCPC have written Bylaws? yes
- B. Bylaws are  attached or  on file (Select one.) yes
- C. Bylaws contain Conflict of Interest section per JCPC policy and procedure. yes
- D. Does the JCPC have written policies and procedures for funding and review? yes
- E. These policies and procedures  attached or  on file. (Select one.) yes
- F. Does the JCPC have officers and are they elected annually?  
 JCPC has:  Chair;  Vice-Chair;  Secretary;  Treasurer. yes

**STANDARD #3 - Meetings**

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

**STANDARD #4 - Planning**

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

**Juvenile Crime Prevention Council Certification (cont'd)**

**STANDARD #5 - Public Awareness**

- A. Does the JCPC communicate the availability of funds to all public and private non-profit agencies which serve children or their families and to other interested community members? ( RFP, distribution list, and article attached) \_\_\_\_\_ yes
- B. Does the JCPC complete an annual needs assessment and make that information available to agencies which serve children or their families, and to interested community members? \_\_\_\_\_ yes

**STANDARD #6 - No Overdue Tax Debt**

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

Briefly outline the plan for correcting any areas of standards non-compliance.

Having complied with the Standards as documented herein, the Juvenile Crime Prevention Council may use up to \$15,500 of its annual Juvenile Crime Prevention fund allocation to cover administrative and related costs of the council. *Form JCPC/OP 002 (b) JCPC Certification Budget Pages* detailing the expenditure budget must be attached to this certification.  
 The JCPC Certification must be received by June 30, 2017.

**JCPC Administrative Funds  
SOURCES OF REVENUE**

<b>DPS JCPC</b>	
Only list requested funds for JCPC Administrative Budget.	
Local	_____ 0
Other	_____
Total	_____ 0

*Dail White*

JCPC Chairperson

*5-15-17*

Date

Chairman, Board of County Commissioners

Date

DPS Designated Official

Date

### Juvenile Crime Prevention Council Certification (cont'd)

Perquimans

County

FY 2017-18

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

Specified Members	Name	Title	Designee	Race	Gender
1) School Superintendent or designee	James Bunch	Asst. Superintendent	<input type="checkbox"/>	w	m
2) Chief of Police	n/a		<input type="checkbox"/>		
3) Local Sheriff or designee	Shelby White	Sheriff	<input type="checkbox"/>	W	M
4) District Attorney or designee	n/a		<input type="checkbox"/>		
5) Chief Court Counselor or designee	Laqreshia Bates-Harley	Chief	<input type="checkbox"/>	b	f
6) Director, AMH/DD/SA, or designee	Tracey Webster	SOC Coord	<input type="checkbox"/>	b	f
7) Director DSS or designee	Susan Chaney	Director	<input type="checkbox"/>	w	f
8) County Manager or designee	Frank Heath	Manager	<input type="checkbox"/>	w	m
9) Substance Abuse Professional	n/a		<input type="checkbox"/>		
10) Member of Faith Community	Rev Ann Vaughan	Minister	<input type="checkbox"/>	b	f
11) County Commissioner	Kyle Jones	Commissioner and Asst DA	<input type="checkbox"/>	w	m
12) Two Persons under age 18 (State Youth Council Representative, if available)	TBD		<input type="checkbox"/>		
	TBD		<input type="checkbox"/>		
13) Juvenile Defense Attorney	n/a		<input type="checkbox"/>		
14) Chief District Judge or designee	Hon. Meader Harriss	District Court Judge	<input type="checkbox"/>	w	m
15) Member of Business Community	Deb Burroughs	APRC	<input type="checkbox"/>	w	f
16) Local Health Director or designee	Rebecca Cook	Triple P	<input type="checkbox"/>	w	f
17) Rep. United Way/other non-profit	Latonia Johnson	Hopeline	<input type="checkbox"/>	w	f
18) Representative/Parks and Rec.	Howard Williams	Director	<input type="checkbox"/>	w	m
19) County Commissioner appointee	Gail White	Housing Auth Dir	<input type="checkbox"/>	w	f
20) County Commissioner appointee	Wonder Lewis	Library	<input type="checkbox"/>	b	f
21) County Commissioner appointee	Michelle Lawrence	Librarian	<input type="checkbox"/>	w	f
22) County Commissioner appointee	Donna Jones	Mentoring Focus Dir.	<input type="checkbox"/>	b	f
23) County Commissioner appointee	Markeeta Littlejohn	Court Counselor	<input type="checkbox"/>	b	f
24) County Commissioner appointee	Eva Anderson	Court Counselor	<input type="checkbox"/>	b	f
25) County Commissioner appointee	Ed Hall	CC Supervisor	<input type="checkbox"/>	b	m



# Juvenile Crime Prevention Council County Plan

## Perquimans County

### For FY 2017-2018

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Perquimans County

I. County Funding Plan

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

Available Funds: \$ **\$64,160** Local Match: \$ **\$7,400** Rate: **10%**

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

#	Program Provider	DPS-JCPC Funding	LOCAL FUNDING			OTHER State/Federal	OTHER Funds	Total	% Non DPS-JCPC Program Revenues
			County Cash Match	Local Cash Match	Local In-Kind				
1	Perquimans County Youth Development - STOP & Teen Court	\$48,160			\$5,000			\$53,160	8%
2	Restitution & Mentoring Focus Group-corrected	\$15,000			\$2,400			\$18,400	13%
3									
4									

## Perquimans County

### II. Executive Summary

The County Juvenile Crime Prevention Council (JCPC), in fulfillment of the duties and responsibilities set forth in the General Statutes of the State of North Carolina, presents the following County Plan for FY 2017-18 .

#### A. Council Organization

	Name	Agency/Organization	Title
Chairperson	Gail White	Housing Authority	Director
Vice or Co-Chairperson	Kyle Jones	District Attorney's Office	ADA
Secretary	Donna Jones	Mentoring Focus	Coordinator
Treasurer (if applicable)	n/a		

During the 2016-17 fiscal year, the Council membership developed the following County Plan.

Number of members: 20

Current fiscal year meeting dates and number of members in attendance.

Meeting Date	Number of Members in Attendance	Quorum? Yes/No
8/11/2016	15	Yes
9/8/2016	14	Yes
10/13/2016	Cancelled	
11/10/2016	13	Yes
12/8/2016	15	Yes
1/12/2017	14	Yes
2/9/2017	14	Yes
3/9/2017	12	Yes
4/13/2017	14	Yes
5/11/2017		Yes

**B. Summary and Scope of Work**

Through the Needs Assessment, the JCPC identified issues and factors which have an influence and impact upon delinquent and at-risk youth, and their families in the county. Further, the JCPC has identified the strategies and evidence supported services most likely to reduce/prevent delinquent behavior.

Items checked below have been completed within the current fiscal year.

1.  Data Review including:

<input checked="" type="checkbox"/> Prior FY Juvenile Risk/Needs Assessments – Elevated Factors & Comparisons <small>For the County 14-15 Data Report, see Appendix A</small>
<input checked="" type="checkbox"/> Prior FY Juvenile Justice System Flow Data – # of Juveniles & Comparisons
<input checked="" type="checkbox"/> Latest published Consolidated School Data Report
<input type="checkbox"/> Other Community Data – Sources:

- 2.  Resource Assessment – continuum of local services available for prevention, diversion, intervention, and dispositional alternatives.  
For the Resource Assessment, see Appendix B
- 3.  Gaps in the Service Continuum – limited program capacity or availability issues in the local service continuum used to inform needed services published in the annual Request for Proposal.
- 4.  Request for Proposals – advertisement of needed services originating from the preceding process and published for a minimum of thirty (30) days.
- 5.  Screening of submitted program applications, and determination of which programs best meet advertised needs, and subsequent recommendations to County Commissioners for the allocation of Juvenile Crime Prevention funds.  
For the Rationale for Funding Recommendations, see Appendix C

6.  Local monitoring and evaluation of funded programs completed.

<input checked="" type="checkbox"/> JCPC Monitoring Tool – Completed and on file with the Area Office for: Perquimans Restitution/Mentoring Focus; Perquimans Youth Development, STOP/Teen Court
<input checked="" type="checkbox"/> Six months Measurable Objectives Review
<input checked="" type="checkbox"/> Twelve months Annual Objectives Review – for continuation programs
<input checked="" type="checkbox"/> Other JCPC monitoring and review methods – Program reporting at regularly scheduled JCPC meetings.

### C. Monitoring and Evaluation Report for Existing Programs

In response to the requirements set forth in the legislation governing Juvenile Crime Prevention Councils, monitoring and evaluation of services provided by existing JCPC funded programs has been conducted. Each program (component) funded in the past year by the JCPC has been monitored and monitoring results and program performance outcomes were considered in making funding allocation recommendations.

Program Name	Monitoring Issues Cited Y/N	# Projected to Serve current FY	# Served First Six Months	Program Issues w/ Service Statistics or Measurable Objectives
Social Thinking Options (STOP)	No	20	10	None; program referrals will likely increase later in the yr.
Teen Court	No	15	3	None
Restitution and Community Service	No	12	4	Recommend reducing service stats and budget due to low refs.
Mentoring Focus	No	15	9	None

### D. Therapeutic Services and Dispositional Options

Only therapeutic programs adhering to the highest level of evidence-supported practice proportionate to capacity and level of funding, or dispositional options and structures prioritized for preventing and reducing juvenile crime and/or gang involvement are recommended for funding.

Evidence-Supported/ Therapeutic Services Program Name/Type	Delinquency Prevention Structures/Strategies Program Name/Type
Social Thinking Options - Social Skills	Teen Court
Restitution/Community Service	
Mentoring Focus - Group Mentoring	

### III. NEEDS ASSESSMENT SUMMARY REPORT

- I. Risk Assessment Summary
- II. Needs Assessment Summary
- III. Resource Assessment Summary
- IV. Summary of Gaps and Barriers in the Community Continuum
- V. Proposed Priority Services for Funding

#### Part I. Risk

The JCPC reviewed data gleaned from the Juvenile Risk Assessment instrument administered by Juvenile Court Counselors after juveniles are referred with a complaint alleging that a delinquent act has occurred and prior to adjudication of the juvenile. The Juvenile Risk Assessment is an instrument used to predict the likelihood of the juvenile being involved in future delinquent behavior. For some youth, some of the individual item ratings may be heavily dependent upon information reported by the juvenile or the parent(s). For these items (*represented with a star next to them*), there is a likelihood of under-reporting the incidence of a particular behavior and the actual incidence may be higher than suggested by these figures. In those cases, the figure should be interpreted as a measure of the minimum level of occurrence.

Elevated Risk factors:

- 1) Some substance abuse, assessment needed;
- 2) School behavior problems;
- 3) Rejection by pro-social peers.

#### Part II. Needs

The JCPC also reviewed data gleaned from the Juvenile Needs Assessment instrument administered by Juvenile Court Counselors prior to court disposition of a juvenile and at subsequent 90-day intervals through the period of court supervision. The Juvenile Needs Assessment is an instrument used to examine a youth's needs in the various domains of his life: The Individual Domain, The School Domain, The Peer Domain, and the Community Domain. This instrument was designed to detect service intervention needs as an aid in service planning. As with the Juvenile Risk Assessment, some of the individual item ratings may be heavily dependent upon information reported by the juvenile or the parent(s). For these items (*represented with a star next to them*), there is a likelihood of under-reporting the incidence of a particular behavior and the actual incidence may be higher than suggested by these figures. In those cases, the figure should be interpreted as a measure of the minimum level of occurrence.

Elevated Needs:

- 1) Some delinquent peers;
- 2) School behavior problems;
- 3) Domestic discord;
- 4) Marginal parenting.

### **Part III. Continuum Resource Assessment**

The JCPC conducted an assessment to determine local services available to meet the needs of delinquent and at-risk juveniles including those readily available from other funding sources, as well as those currently funded with JCPC allocation and county cash or in-kind match.

### **Part IV. Summary of Gaps and Barriers in the Continuum of Services**

The JCPC compared the services needed to address elevated Juvenile Risk Factors and Juvenile Needs with services currently available in the community. Services which are currently available from other resources in the community and sufficient to meet the needs of court involved youth or those youth most at risk for court involvement are not prioritized for JCPC funding.

Gaps in the Service Continuum may be a result of limited funding and capacity, geographical or transportation challenges, unwillingness or inability of programs serving general populations to accommodate higher risk juveniles and behaviors, or those gaps that would be created in the continuum if JCPC funding were not appropriated for certain dispositional alternatives, diversion strategies, and evidence supported services directed to juveniles at highest risk of delinquency and/or gang involvement.

- A. List any gaps or barriers other than needed services: No other gaps identified.
- B. List Needed Services Prioritized for Funding: Mentoring, Parenting, Interpersonal Skills, Vocational Skills, Tutoring, Restitution, Teen Court, Psychological Assessments, Counseling, Home-Based Counseling, and Substance Abuse Services.

#### IV. Juvenile Crime Prevention Council Membership

Perquimans

County

FY 2016-17

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

Specified Members	Name	Title	Designee	Race	Gender
1) School Superintendent or designee	James Bunch	Asst. Supintendent	<input checked="" type="checkbox"/>	w	m
2) Chief of Police	n/a		<input type="checkbox"/>		
3) Local Sheriff or designee	Eric Tilley	Sheriff	<input type="checkbox"/>	w	m
4) District Attorney or designee	Kyle Jones	ADA	<input type="checkbox"/>	w	m
5) Chief Court Counselor or designee	LaQreshia Bates-Harley	Chief	<input type="checkbox"/>	b	f
6) Director, AMH/DD/SA, or designee	Tracey Webster	SOC Coord	<input type="checkbox"/>	b	f
7) Director DSS or designee	Susan Chaney	Director	<input type="checkbox"/>	w	f
8) County Manager or designee	Frank Heath	Manager	<input type="checkbox"/>	w	m
9) Substance Abuse Professional	n/a		<input type="checkbox"/>		
10) Member of Faith Community	Rev Ann Vaughan	Minister	<input type="checkbox"/>	b	f
11) County Commissioner	Kyle Jones	Commissioner and Asst DA	<input type="checkbox"/>	w	m
12) Two Persons under age 18 (State Youth Council Representative, if available)	vacant		<input type="checkbox"/>		
	vacant		<input type="checkbox"/>		
13) Juvenile Defense Attorney	n/a		<input type="checkbox"/>		
14) Chief District Judge or designee	Hon. Meader Harriss	District Court Judge	<input type="checkbox"/>	w	m
15) Member of Business Community	Deb Burroughs	APRC	<input type="checkbox"/>	w	f
16) Local Health Director or designee	Rebecca Cook	Triple P Coord	<input type="checkbox"/>	w	f
17) Rep. United Way/other non-profit	Latonia Johnson	Hopeline	<input type="checkbox"/>	b	f
18) Representative/Parks and Rec.	Howard Williams	Director	<input type="checkbox"/>	w	m
19) County Commissioner appointee	Gail White	Housing Auth Dir	<input type="checkbox"/>	w	f
20) County Commissioner appointee	Michelle Lawrence/Wonder Lewis	Library	<input type="checkbox"/>	w B	f
21) County Commissioner appointee	Teresa Beardsley	STOP/Teen Ct	<input type="checkbox"/>	w	f
22) County Commissioner appointee	Donna Jones	Mentoring Focus Dir.	<input type="checkbox"/>	b	f
23) County Commissioner appointee	Markeeta Littlejohn	DJJ Ct Counselor	<input type="checkbox"/>	b	f
24) County Commissioner appointee	Eva Anderson	DJJ Intake	<input type="checkbox"/>	b	f
25) County Commissioner appointee	Ed Hall	DJJ	<input type="checkbox"/>	b	m

**VI. County Juvenile Crime Prevention Council Request for Proposals**

**Request for Proposals  
NCDPS JCPC Continuation Funding FY 2017-18**

<b>Perquimans</b>	<b>\$64160</b>	<b>January 12, 2017</b>
County	Anticipated County Allocation	Date Advertised

The Juvenile Crime Prevention Council having studied the needs of juveniles in the county hereby publishes this Request for Proposals.

The North Carolina Department of Public Safety (NCDPS) anticipated funds in the above stated amount will be available for programs serving delinquent and at-risk youth for the state fiscal year: ~~2017-18~~ beginning on or after July 1, 2017. Local match rate for JCPC funds required: 10%.

Based on identified needed programs and possible gaps in the service continuum, the following program types will be considered for funding:

<input checked="" type="checkbox"/> Mentoring Services	<input checked="" type="checkbox"/> Restitution/Community Service	<input type="checkbox"/> Sexual Offender Treatment
<input checked="" type="checkbox"/> Parent/Family Skill Building	<input checked="" type="checkbox"/> Teen Court	<input type="checkbox"/> Group Home
<input checked="" type="checkbox"/> Interpersonal Skill Building	<input checked="" type="checkbox"/> Psychological Assessments	<input type="checkbox"/> Temporary Shelter
<input checked="" type="checkbox"/> Vocational Skills	<input checked="" type="checkbox"/> Counseling	<input type="checkbox"/> Runaway Shelter
<input type="checkbox"/> Experiential Skills	<input checked="" type="checkbox"/> Home Based Family Counseling	<input type="checkbox"/> Specialized Foster Care
<input checked="" type="checkbox"/> Tutoring/Academic Enhancement	<input type="checkbox"/> Crisis Counseling	<input type="checkbox"/> Temporary Foster Care
<input type="checkbox"/> Mediation	<input checked="" type="checkbox"/> Substance Abuse Treatment	<input type="checkbox"/> Juvenile Structured Day

As a result of the Needs Assessment in the above named county, programs that reduce risk, address the needs of juveniles, and increase protective factors will be considered for funding.

<p><b>Elevated risk factors for delinquency:</b></p> <ol style="list-style-type: none"> <li>1) School behavior problems</li> <li>2) Rejection by prosocial peers</li> <li>3) Substance abuse, assessment needed</li> </ol>	<p><b>Elevated Needs for adjudicated juveniles:</b></p> <ol style="list-style-type: none"> <li>1) Delinquent peer associations</li> <li>2) School behavior problems</li> <li>3) Domestic discord</li> <li>4) Marginal parenting</li> </ol>
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**Protective Factors to address risk and needs:**

Prosocial peers; stable families; self-efficacy (high level of social skills development), and strong school motivation.

The web-based program application is available on line at the Department of Public Safety web-site:  
<https://www.ncdps.gov/Index2.cfm?a=000063.002476.002483.002482.002514>

A grant writing workshop for the 17-18 Program Agreement will be conducted on February 10<sup>th</sup> from 1230 – 330 pm at Hertford Housing Authority, 104 White Street, Hertford. Call Denise Bond at 252-355-9013 to register.

Once applications are completed on line, print the entire application and submit signed originals per instructions below. All applications must be printed and submitted by the deadline below to be considered for funding.

Only local public agencies, 501 ©3 non-profit corporations and local housing authorities will be considered for funding. For additional information regarding the application process:

<u>Gail White</u>	<u>252-426-5663</u>
JCPC Chairperson / or Designee	Telephone #

For information about the grant writing workshop and other technical assistance:

Nancy Hodges, Area Consultant at 252-947-1565.

The deadline for receiving applications is noon on 2/24/17. Mail or deliver 1 application(s) to:

<u>Gail White</u>	<u>Hertford Housing Authority, 104 White Street, Hertford, NC 27944</u>	<u>gallwh@hotmail.com</u>
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## VII. JCPC Program Enhancement Process

The Department of Public Safety, in an effort to assist Juvenile Crime Prevention Councils in determining the most effective services and strategies to apply locally has adopted a statewide evaluation method for JCPC funded programs. The Standardized Program Evaluation Protocol (SPEP) allows programs to compare their service type, frequency and duration of services, and risk level of admitted juveniles against results from a meta-analysis of more than 600 programs and services spanning more than thirty years.

Scores have been shared with programs and JCPC members and opportunities for program improvement within the scope of funding and resources available will ensure the highest quality juvenile justice programs are available locally.

Likewise, some programs are largely "settings within which program services are delivered." (Lipsey, 2005). Teen Court, some Residential, or Structured Day services offer vital programming to youth and families and are a necessary part of the service continuum and dispositional alternatives required by legislation.

The JCPC recognizes a combination of these programs may offer the best prevention, diversion and intervention strategies and structures critical to their local service continuum to prevent and reduce delinquency.

### A. Program Enhancement Plan (PEP)

- Program Enhancement Plans (PEPs) address the areas needing improvement as identified through the program's Evaluation score
- Plans are due to the JCPC March 31<sup>st</sup>
- Monitoring of the PEP process has been incorporated into the JCPC monitoring/planning processes
- The JCPC will continue to evaluate the effectiveness of funded programs through general oversight and support

Program Enhancement Plan(s)

Program: Perquimans - Mentoring Focus Group

Brief Description:

Services provided by this component include group mentoring, interpersonal and social skills, parental involvement activities, community awareness, and educational/ cultural enrichment opportunities for youth and their families. Mentoring and social skills development occur at flexible times including after-school, summer hours and weekends as appropriate. Program (Advisory) scored 68 out of a possible 90 points; 72% POP score.

Category	SPEP Score	Enhancement Opportunity	Action Steps	Responsible Party	Comments:
Primary Service Supplemental Services	25	None	None, program received the 25 points a mentoring service can obtain. Do not recommend adding a supplement at this time	DJ	New staff to the program. Not encouraging adding the supplemental at this time.
Quality of Service Delivery	14	Improve the protocol manual to receive the full 20 points	Additional detail in the program process section of the manual; evaluation process and corrective action sections of the manual	DJ&Consultant	The protocol manual detail is the best place to focus to obtain the full 20 points for this section; recent loss of staff was not due to any inconsistency in programming.
Amount of Service: Duration and Contact Hours	12	Improve the percentage of juveniles receiving a full dose of service if possible	Attempt to meet best practice for mentoring of 26 weeks and 78 hours..	DJ	
Risk Level of Youth	17	Continue to target higher risk juveniles	Continue to target higher risk juveniles	DJ	
Total	68				

**Program:** Perquimans - Restitution

**Brief Description:** The program provides worksite placements, supervision and case management for completion of Victim Compensation and/or Community Service hours that may be required as a condition of a diversion plan/contract or dispositional order for court referred juveniles. Program fills a distinct gap in the service continuum for diverted and adjudicated juveniles. Program scored 46 out of a possible 80 points, or 57%.

Category	SPEP Score	Enhancement Opportunity	Action Steps	Responsible Party	Comments:
Primary Service Supplemental Services	15	None	None; program received the full score a Restitution service can obtain		Restitution is needed for diversion, Level I & II dispositions. No consideration for changing the Primary Service.
Quality of Service Delivery	14	Improve the protocol manual to receive the full 20 points	Additional detail in the program process section of the manual; evaluation process and corrective action sections of the manual	DJ&Consultant	The protocol manual detail is the best place to focus to obtain the full 20 points for this section; recent loss of staff was not due to any inconsistency in programming.
Amount of Service: Duration and Contact Hours	4	Improve the percentage of juveniles receiving a full dose of service if possible	Attempt to meet best practice for restitution programming; 12 weeks; even if 60 hours is not attainable.	DJ	Approximately half of all admissions are diverted juveniles; obtaining 12 weeks/60 hours is unlikely for diverted juveniles.
Risk Level of Youth	13	None			Program has little influence over the risk level of referrals.
<b>Total</b>	<b>46</b>				

**Program:** Perquimans - Social Thinking Options Program (STOP)

**Brief Description:** The STOP program is designed to meet the needs of juveniles through individual and group sessions. The focus of these interventions is to identify and redirect behaviors associated with negative thinking, poor impulse control, and negative peer pressure. In addition, STOP has incorporated parental contact and participation components, which increases the parents' involvement and responsibility for their child's progress.

Category	SPEP Score	Enhancement Opportunity	Action Steps	Responsible Party	Comments:
Primary Service Supplemental Services	20	None			
Quality of Service Delivery	18	Improve ongoing staff development and training; implement monthly fidelity checks	Identify training opportunities; web-based intervention software and programming that is evidence-supported; review quality of services being provided.	STOP Coordinator/ Program Supervisor	
Amount of Service: Duration and Contact Hours	8	Provide the full dose of service; 16 weeks and 24 hours minimum	Termination will occur after the full dose of service has been delivered and not arbitrarily at the end of the school year.	STOP Coordinator	
Risk Level of Youth	10	Up to 25 points	Most participants are referred from DJJ but many are low risk	Court Counselor	Work together to identify participants that will benefit most from services.
<b>Total</b>	<b>48</b>				

**B. Program Description(s).** Additional requirements of the legislation governing the work of Juvenile Crime Prevention Councils includes funding "effective" programs. To that end, the JCPC funds the following programs providing evidence-supported services, strategies, and structures for reducing and preventing juvenile crime and gang involvement:

Program Name	Sponsoring Agency	Service or Structure	Service Type	Component Description(s)
Youth Development - Social Thinking Options, Interpersonal Skills	PCS	Service	Social Skills	Social Thinking Options addresses the need for improved social/behavioral skills among court-involved and at-risk juveniles by providing individualized interventions while focusing on three types of social skills: overt interaction, social-cognitive, and self-control skills. In addition, STOP allows youth to reflect on negative or anti-social thinking that may have resulted in delinquent behaviors by providing alternative cognitive and behavioral skills to bring about desired outcomes
Youth Development - Teen Court	PCS	Structure		Teen Court is a program where first-time offenders are sentenced by their peers for misdemeanor offenses. Offenders accept responsibility and are held accountable. Students take the roles of clerks, bailiffs, attorneys and jurors. Judges / attorneys volunteer to serve as Teen Court judges. It is a vehicle for positive peer pressure. Youth brought before Teen Court as offenders learn to accept responsibility for their actions, and they pay back the community through service and Teen Court duties

Youth Development - Restitution & CS	PCS	Service	Restitution	Restitution and Community Service programming provides juveniles with the opportunity to make amends to those harmed by their illegal actions, particularly the community as a whole. The juvenile is held responsible for their actions. Juveniles on Level I or II disposition and those diverted from juvenile court are targeted for services. If there are victim losses, the program provides monetary compensation to victims when ordered
Mentoring Focus Group	Perquimans County	Service	Social Skills	Services provided by this component include group mentoring, interpersonal and social skills, parental involvement activities, community awareness, and educational/cultural enrichment opportunities for youth and their families. Social skills development occurs at flexible times including after-school, summer hours and weekends as appropriate

**Rationale for Funding Recommendation (Check all that apply)**

Program Funded	Rationale for Funding Recommendation (Check all that apply)
Perquimans Restitution & Mentoring Focus Group	<input checked="" type="checkbox"/> Meets funding priority <input checked="" type="checkbox"/> Compatible with research <input checked="" type="checkbox"/> Cost efficient <input checked="" type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input checked="" type="checkbox"/> Has evaluation component <input checked="" type="checkbox"/> Addresses parental accountability <input checked="" type="checkbox"/> Addresses use of alcohol/controlled substances <input checked="" type="checkbox"/> Addresses restitution to victims <input checked="" type="checkbox"/> Addresses gang participation <input checked="" type="checkbox"/> Other Specifically targets adjudicated and diverted juveniles <input type="checkbox"/> Other <input checked="" type="checkbox"/> Would increase funding to this service if funds were available
Perquimans Youth Development - Social Thinking Options & Teen Court	<input checked="" type="checkbox"/> Meets funding priority <input checked="" type="checkbox"/> Compatible with research <input checked="" type="checkbox"/> Cost efficient <input checked="" type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input checked="" type="checkbox"/> Has evaluation component <input checked="" type="checkbox"/> Addresses parental accountability <input checked="" type="checkbox"/> Addresses use of alcohol/controlled substances <input checked="" type="checkbox"/> Addresses restitution to victims <input checked="" type="checkbox"/> Addresses gang participation <input checked="" type="checkbox"/> Other Specifically targets adjudicated and diverted juveniles <input type="checkbox"/> Other <input checked="" type="checkbox"/> Would increase funding to this service if funds were available
	<input type="checkbox"/> Meets funding priority <input type="checkbox"/> Compatible with research <input type="checkbox"/> Cost efficient <input type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input type="checkbox"/> Has evaluation component <input type="checkbox"/> Addresses parental accountability <input type="checkbox"/> Addresses use of alcohol/controlled substances <input type="checkbox"/> Addresses restitution to victims <input type="checkbox"/> Addresses gang participation <input type="checkbox"/> Other <input type="checkbox"/> Would increase funding to this service if funds were available
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**Reason for Not Funding (Check all that apply)**

Program Not Funded	Reason for Not Funding (Check all that apply)
	<input type="checkbox"/> Lack of funding, addresses priority need and would fund if resources allowed <input type="checkbox"/> Does not meet funding priority <input type="checkbox"/> Not compatible with research <input type="checkbox"/> Lesser quality than another program funded of it's type <input type="checkbox"/> Greater cost than program of same type and quality <input type="checkbox"/> Other
	<input type="checkbox"/> Lack of funding, addresses priority need and would fund if resources allowed <input type="checkbox"/> Does not meet funding priority <input type="checkbox"/> Not compatible with research <input type="checkbox"/> Lesser quality than another program funded of it's type <input type="checkbox"/> Greater cost than program of same type and quality <input type="checkbox"/> Other



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

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

**PERQUIMANS COUNTY  
TAX DEPARTMENT**

May 30, 2017

To: The Perquimans County Board of Commissioners

From: Bill Jennings  
Perquimans County Tax Administrator

The Board of Equalization and Review will need to convene at the June 5, 2017 meeting. I have no scheduled appointments at this time. If no appointments are scheduled and no one signs up to speak, I will ask that a motion be made to adjourn the Board of Equalization and Review until the 2018 meeting.

I hope to have the monthly Debt Setoff, Payment, and Garnishment report for you at the meeting. I usually include this report in the agenda packet. Unfortunately, we are experiencing problems with one of the pieces of equipment needed to run that report.

Thank you,

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.*



## PERQUIMANS COUNTY BOARD OF COMMISSIONERS

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

MARY P. HUNNICUTT  
CLERK TO BOARD

W. FRANK HEATH, III  
COUNTY MANAGER

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

### Resolution of Support for Adequate Funding to meet the Mental Health, Intellectual and Developmental Disabilities and Substance Use Disorder Service Needs for Citizens of Perquimans County

**WHEREAS**, Perquimans County knows that citizens dealing with mental illness and substance use disorders can achieve recovery with the appropriate services and supports and that citizens with intellectual and developmental disabilities can live productive lives in our communities with similar services and supports; and

**WHEREAS**, the funding needed for such services and supports is increasing due to North Carolina's increasing population and the opioid epidemic in our State; and

**WHEREAS**, Perquimans County is a member of Trillium Health Resources, a twenty-four county LME/MCO serving eastern North Carolina; and

**WHEREAS**, in accordance with the intent of the NC General Assembly and the NC Department of Health and Human Services, the Board of Trillium Health Resources has developed and is implementing a robust reinvestment plan to use savings that is benefiting the citizens of Perquimans County with such enhancements as accessible playgrounds, Access Point Kiosks, and new evidenced-based services; and

**WHEREAS**, the North Carolina General Assembly has made significant budget reductions in State funding for the past two years; and

**WHEREAS**, the formula used to allocate the reduction statewide in the current fiscal year was based on 2015 information which has resulted in a disproportionate reduction to Trillium Health Resources; and

**WHEREAS**, these budget reductions can no longer be absorbed by Trillium Health Resources without jeopardizing services to Perquimans County citizens, negatively impacting the lives of people in need of service as well as potentially impacting the local economy through job loss;

**NOW, THEREFORE BE IT RESOLVED** that we, the Perquimans County Board of Commissioners do hereby request that the North Carolina General Assembly:

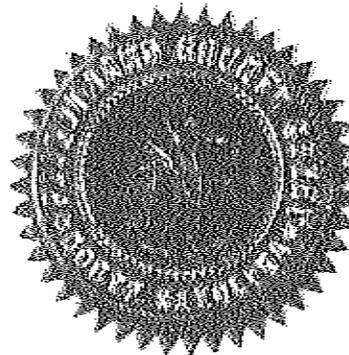
- Maintain full State funding for mental health, developmental disabilities and substance abuse services without further reductions; and
- Allow Trillium Health Resources to continue to use its savings to reinvest in enhanced services in our communities rather than having to use that funding to replace State budget reductions; and
- Modify the formula by which any future reductions in funding are allocated, if such reductions must be made, to ensure the reduction is fairly distributed statewide.

ADOPTED this 3<sup>rd</sup> day of April, 2017.

  
T. Kyle Jones, Chairman  
Perquimans County Board of Commissioners

ATTEST:

  
Mary P. Hunnicutt  
Clerk to the Board



**Perquimans County's Vision:**

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

**Mary Hunnicutt**

---

**From:** Brandi Jordan <bjordan@accog.org>  
**Sent:** Wednesday, May 31, 2017 2:34 PM  
**To:** mhunnicut@perquimanscountync.gov  
**Subject:** nursing home CAC

Mary-  
Just wanted to touch base with you about the CAC boards. The ACH board currently has no vacancies. The NH board has three. I met with them today and Metta Davenport informed me that she will likely be resigning in the very near future, which will take the board membership down to one person (Joan Mansfield). I was wondering if the Board of Commissioners had considered looking into joining the two boards and making one Joint CAC. Joint boards cover both NH and ACH. It may be beneficial to look at this, as you would only need 6 members to make a full Joint board per G.S. 131D-31 ([http://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter\\_131D/GS\\_131D-31.html](http://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_131D/GS_131D-31.html))

Please let me know your thoughts. Certainly if you need more information from me or if your Board members would like for me to provide more information at an upcoming meeting, please let me know.

Brandi

Brandi Jordan, MSW  
Region R Long-Term Care Ombudsman  
Albemarle Commission  
[bjordan@accog.org](mailto:bjordan@accog.org)  
252.426.5753 x 225 (O)  
252.426.8482 (F)



## PROPOSED AMENDMENT NO. 2

### Change the following under ARTICLE VI. EMPLOYEE BENEFITS Section 2. Group Health, Dental and Vision Insurance

#### Section 2. Group Health, Dental and Vision Insurance

The County provides group health, dental and visual insurance programs for full-time and part-time employees and their families as specified under the terms of the group insurance contract.

The County pays the entire cost of health and dental insurance for full-time employees and part-time employees who qualified under the Affordable Care Act by working the required hours. Effective July 1, 2015, the County will comply with the Affordable Care Act by providing health insurance for all employees expected to work 30 or more hours per week for three or more months. Full-time employees may, if they so desire, purchase available group health, dental and/or vision coverage through the County for qualified dependents within the stipulations of the insurance contract. Employees will pay the amount stipulated by the County for their qualified dependents.

Information concerning cost and benefits shall be available to all employees from the Human Resources Office.

#### Retiree Health Insurance

The County will provide medical and dental insurance coverage up to age 65 for retirees, hired prior to June 5, 2017, from Perquimans County with 20 continuous years of service with Perquimans County who are eligible for an unreduced service retirement benefit from the Local Government Retirement System. Employees hired June 5, 2017 or after, will not be eligible for this employee benefit.

**AMENDMENT #2  
TO  
AGREEMENT FOR PROFESSIONAL SERVICES**

This Amendment is made to the original Agreement dated August 4, 2014 between L.E. Wooten and Company d/b/a The Wooten Company ("CONSULTANT") and Perquimans County ("CLIENT").

1. In accordance with Exhibit A, Section 2.0 "Compensation" of The Agreement, this Amendment is for time, travel and efforts applied to the Jacksen Cayce O'Keefe-Tillett case that failed under the 2014 NCHFA Single Family Rehabilitation Loan Pool Program (SFRLP).

a. The Jacksen Cayce O'Keefe-Tillett case failed when the applicant opted-out of the program. A total of \$1,789.00 in soft cost funds were invoiced by The Wooten Company and requisitioned from NCHFA before the case failed. As required when a case fails, the County refunded NCHFA the full amount requisitioned (\$1,789.00). In turn, the NCHFA granted the County \$895.00 out of their "Failed Unit" Administration funds to cover 50% of the cost incurred by the County. The remaining \$894.00 was written off by The Wooten Company.

2. Compensation is requested in the amount of Eight Hundred Ninety-five and 00/100 dollars (\$895.00). Sufficient NCHFA Administration, "Failed Unit", funds were granted to the County to cover this request.

3. Terms and Conditions

The Terms and Conditions of the original Agreement will apply to this Amendment.

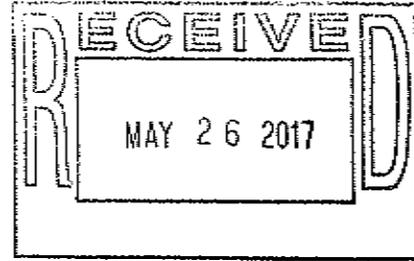
AGREED:

Frank Heath  
Perquimans County

Amos L. Moore, Jr.  
Amos L. "Bucky" Moore, Jr.  
President  
The Wooten Company

5/26/17  
Date

5/23/2017  
Date



May 23, 2017

Mr. Frank Heath, County Manager  
 Perquimans County  
 PO Box 45  
 128 N. Church Street  
 Hertford, NC 27944

Re: Agreement for Professional Services  
 Perquimans County  
 Essential Single-Family Rehabilitation  
 Loan Pool Program FY17  
 ESFRLP1719

Dear Mr. Heath:

Please find enclosed duplicate copies of the Agreement for Professional Services between Perquimans County and The Wooten Company. Both copies have original signatures provided by our company and have been tabbed at signature and date points for the County's convenience. After the County's review and approval, please execute both the Agreements, retain one original for your program files and send the other original to our office.

We appreciate the opportunity to work with you. If you have any questions, do not hesitate to call us at (252) 757-1096.

Sincerely,

THE WOOTEN COMPANY

By: *Brendan Nolan*  
 Brendan Nolan, Project Manager

Enclosures

C: Gary Hartong, PE, Vice President, The Wooten Company  
 files

301 West 14th Street  
 Greenville, NC 27834

252.757.1096  
 fax 252.757.3221

**AGREEMENT FOR PROFESSIONAL SERVICES  
PERQUIMANS COUNTY ESFRLP FY17**

This Agreement is made this \_\_\_ day of \_\_\_\_\_ 2017 between L.E. Wooten & Company, Inc., d/b/a The Wooten Company, a North Carolina corporation, ("CONSULTANT") and the County of Perquimans ("CLIENT").

1. **Services:** CONSULTANT agrees to perform Basic Services and (if properly requested in writing) Additional Services at the rates and in the manner described in the Scope of Work, attached hereto as Exhibit A, which is hereby incorporated as if fully set forth herein.
2. **Authorization:** CLIENT authorizes CONSULTANT to begin performing these SERVICES upon the execution of this Agreement.
3. **Payment of Invoices:** CONSULTANT will submit invoices to CLIENT based on hourly or cost plus rates or, if the Services are being performed on a lump sum basis, based upon CONSULTANT's estimate of the proportion of the total services actually completed during the billing period. CLIENT recognizes that timely payment is a material part of this Agreement. Each invoice is due and payable within thirty (30) calendar days of the date of the invoice. CLIENT will pay an additional charge of one and one-half percent (18% annually) per month not to exceed the maximum rate allowed by law for any payment received by CONSULTANT more than thirty (30) calendar days from the date of the invoice.
4. **Disputed Invoices:** If CLIENT disputes any part of an invoice, CLIENT will notify CONSULTANT in writing of such dispute within thirty (30) days of the date of such invoice. If CLIENT fails to notify CONSULTANT as required above, CLIENT waives any and all claims, rights and defenses related to the work covered by such invoices. CLIENT will pay when due that portion of invoice, if any, not in dispute. If CLIENT fails to pay any undisputed invoiced amounts within thirty (30) calendar days of the date of the invoice, CONSULTANT may suspend its performance or terminate this Agreement without incurring any liability to CLIENT and without waiving any other claim against CLIENT. All time spent and expenses incurred, including any attorney's fees, in connection with the collection of any delinquent amount will be paid by CLIENT to CONSULTANT per CONSULTANT's standard fee rates.
5. **Subconsultants/Subcontractors:** CLIENT understands and agrees that CONSULTANT may hire subconsultants/subcontractors to assist in the performance of the Services. None of the work or services covered by this Agreement shall be subcontracted without the prior written approval of the CLIENT. If CLIENT has objections to CONSULTANT'S selected subconsultant/subcontractor, CLIENT shall provide prompt written notice to CONSULTANT to address or resolve concerns.
6. **Standard of Care:** CONSULTANT provides no express or implied warranties or guarantees of any kind. CONSULTANT only agrees that the standard of care for all Services performed or furnished by CONSULTANT under this Agreement will be the care

and skill ordinarily used by members of CONSULTANT's profession practicing under similar circumstances at the same time..

7. Claims for Consequential Damages: CONSULTANT and CLIENT waive consequential damages, including lost profits, for claims, disputes, or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with Paragraph Twenty-Four herein.

8. Notification of Breach or Delay: CLIENT shall provide prompt written notice to CONSULTANT if CLIENT becomes aware of any fault, defect or delay in the CONSULTANT's work or the work of any subcontractor or subconsultant, including any error, omission or inconsistency in such work or any alleged breach of contract by CONSULTANT. The failure of CLIENT to provide such written notice within ten (10) business days from the time CLIENT became aware of, or should have become aware of, the fault, defect, error, omission, inconsistency or breach, shall constitute a waiver by CLIENT of any and all claims against CONSULTANT arising out of such fault, defect, delay, error, omission, inconsistency or breach.

9. Certifications: CONSULTANT shall not be required to sign any documents, no matter by whom requested, that would result in CONSULTANT having to certify, guarantee or warrant the existence of conditions whose existence CONSULTANT cannot ascertain. CLIENT agrees not to make resolution of any dispute with CONSULTANT or payment of any amount due to the CONSULTANT in any way contingent upon CONSULTANT's signing any such certification or document.

10. Contractor's Work: CONSULTANT shall not supervise, direct, or have control over any Contractor's work, nor shall CONSULTANT have authority over or responsibility for the means, methods, techniques, sequences, procedures, safety policies or practices selected by any Contractor. Likewise, CONSULTANT shall have no responsibility or liability for jobsite safety or any failure of any Contractor to comply with plans, specifications, laws, regulations, or other documents applicable to Contractor's Work.

11. Project Site: Should CLIENT not be owner of the project site, then CLIENT agrees to notify the Owner(s) of the potential for unavoidable alteration of Owner's property and to indemnify and defend CONSULTANT against any claims by the Owner or persons having possession of the site through the Owner which are related to such alteration or damage.

12. Buried Utilities: CLIENT, to the extent of its knowledge, will furnish to CONSULTANT best available information identifying the type and location of utilities and other man-made objects beneath the surface of the project site.

13. Documents and Records: The CLIENT will furnish or cause to be furnished to the CONSULTANT such reports, data, studies, plans, specifications, documents and other information deemed necessary by the CONSULTANT for proper performance of the CONSULTANT's services. The CONSULTANT may rely upon the documents so

provided in performing the services required under this Agreement; provided, however, that the CONSULTANT assumes no responsibility or liability for their accuracy. All documents, including, but not limited to, maps, drawings, specifications, reports, logs, field notes, laboratory test data, calculations and estimates, prepared by the CONSULTANT pursuant to this Agreement ("Records"), shall be the CONSULTANT's sole property. Upon execution of this Agreement, the CONSULTANT grants to the CLIENT a nonexclusive license to reproduce the CONSULTANT's records solely for purposes of the Project, provided that the CLIENT shall comply with all obligations, including prompt payment of all sums when due, under this agreement. The CLIENT agrees that all documents of any nature furnished to the CLIENT or the CLIENT's agents or designees, if not paid for, will be returned upon demand and will not be used by the CLIENT for any purpose whatsoever. The CONSULTANT agrees that if it is adjudged in default of this Agreement, the foregoing license shall be deemed terminated and replaced by a second, nonexclusive license permitting the CLIENT to authorize other similarly credentialed professionals to reproduce and, where permitted by law, to make changes, corrections or additions to the Records solely for purposes of completing, using and maintaining the Project. The CLIENT shall be permitted to authorize the Contractors, Subcontractors, Sub-subcontractors and material or equipment suppliers to reproduce applicable portions of the Records appropriate to and for use in their execution of the work by license granted above. The CLIENT further agrees that under no circumstances shall any documents produced by the CONSULTANT pursuant to this Agreement be used at any location or for any project not expressly provided for in this Agreement without the CONSULTANT's prior written permission. Any use of the Records beyond the purpose for which they were created without CONSULTANT's written authorization will be at CLIENT's sole risk, and CLIENT shall indemnify, defend and hold harmless CONSULTANT against any and all claims, lawsuits, damages, expenses, penalties, fines, costs or other liabilities arising out of or resulting from such use. CONSULTANT will retain these Records for a period of five (5) years following completion of this project. During this time, CONSULTANT will reasonably make available the records to the CLIENT. CONSULTANT may charge a reasonable fee in addition to its professional fees for retrieving or copying such records. CLIENT shall rely only on hard copies of documents provided by CONSULTANT, and waives any claim against CONSULTANT for discrepancies between electronic versions and hard copies of documents.

14. Opinion of Cost: Since CONSULTANT has no control over the cost of labor, materials, equipment of services furnished by others, or over methods of determining prices, or over competitive bidding or market conditions, any and all opinions as to costs rendered hereunder, including but not limited to opinions as to the costs of construction, remediation and materials, are opinions only. CONSULTANT cannot and does not guarantee the proposals, bids or actual costs will not vary significantly from opinions of probable cost prepared by it. If at any time CLIENT wishes greater assurances as to the amount of any cost, CLIENT shall employ an independent cost estimator to make such determination. Services required to bring costs within any limitation established by CLIENT will be paid for as additional services hereunder by CLIENT.

15. Change Orders: CONSULTANT will treat as a change order any written order (including directions, instructions, interpretations or determinations) from CLIENT which

request changes in the Services. CONSULTANT will give CLIENT written notice within ten (10) days of the change order of any resulting increase in fee. Unless CLIENT objects in writing within five (5) days, the change order becomes a part of this Agreement.

16. Third-Party Rights: This agreement is solely for the benefit of the parties hereto and nothing herein, express or implied, is intended to confer any right or remedy on any person other than CLIENT and CONSULTANT.

17. Safety: CONSULTANT shall not be responsible for Site safety and shall have no right or obligation to direct or stop the work of CLIENT's contractors, agents, or employees.

18. Force Majeure: CONSULTANT and CLIENT shall not be responsible to one another for any delays, damages, costs, expenses, liabilities or other problems that may arise as a result of a force majeure. A "force majeure" is defined as any event arising from causes beyond the reasonable control of CONSULTANT and/or CLIENT, including but not limited to fire, flood, unusual inclement weather, acts of God, civil strikes or labor disputes, riots, acts or failures of government.

19. Limitation of Liability: CONSULTANT's liability to CLIENT for any and all claims (including, but not limited to, claims for negligence, breach of contract, breach of warranty, strict liability, errors and omissions), losses, expenses, or damages arising out of related to this Agreement shall not exceed \$50,000 or to the fee paid to CONSULTANT under this Agreement, whichever is greater.

20. Indemnity: CLIENT shall, to the fullest extent permitted by law, indemnify and hold harmless the CONSULTANT from and against any and all claims, liabilities, losses, damages, costs or expenses, including, without limitation, awards, fines, damages or judgments arising out of or relating to, any or all of the following: (a) any inaccurate, insufficient or incomplete information provided to CONSULTANT by CLIENT and any and all actions, advice, decisions or judgments made or recommended by CONSULTANT in reliance on such information; (b) any events, problems or circumstances arising out of or related to CLIENT's negligence or breach of this Agreement; (c) any and all claims or liabilities resulting from CLIENT's (or CLIENT's agents, employees or representatives) violation of federal, state or local statutes, regulation ordinances, including but not limited to, statutes, regulations and ordinances related to the handling, removal, disposal, treatment, or transportation of hazardous substances or constituents; (d) all claims and liabilities resulting from or related to Site conditions or hazardous substances or constituents introduced at the Site by any person or entity other than CONSULTANT; and (e) any claim or lawsuit against CONSULTANT arising out of or in any way related to materials, elements, hazardous substances or constituents at or from the CLIENT's facility, including, but not limited to any claims of injuries, illness or disease from such materials, elements, hazardous substances or constituents.

21. Hazardous Substances and Constituents. The CLIENT agrees to advise the CONSULTANT upon execution of this Agreement of any hazardous substances or any

condition existing in, on or near the Project Site presenting a potential danger to human health, the environment or equipment. The CLIENT agrees to provide continuing information as it becomes available to the attention of the CLIENT in the future. By virtue of entering into this Agreement or of providing services hereunder, the CONSULTANT does not assume control of, or responsibility for, the Project Site or the person in charge of the Project Site or undertake responsibility for reporting to any federal, state or local public agencies, any conditions at the Project Site that may present a potential danger to the public, health, safety or environment except where required of the CONSULTANT by law. The CLIENT agrees to notify the appropriate federal, state or local public agencies as required by law, of any information that may be necessary to prevent any danger to health, safety or the environment.

22. Representatives and Notices: On behalf of CONSULTANT, only the following individuals have authority to modify or alter the terms and conditions of this agreement:

Amos L. Moore, Jr. – President  
 Gary D. Hartong – Vice President  
 Ralph Mobley – Secretary/Treasurer

All notices required pursuant to this agreement shall be given in writing, shall be sent via facsimile, certified registered mail, or by a national courier service to the individuals and addresses set forth below.

Notices to CONSULTANTS shall be sent to: Brendan T. Nolan  
 The Wooten Company  
 301 West 14<sup>th</sup> Street  
 Greenville, NC, 27834

Notices to CLIENT shall be sent to: Frank Heath  
 Perquimans County  
 PO Box 45  
 128 N. Church Street  
 Hertford, NC 27944

23. Assignment/ Status: The CLIENT will not delegate, assign, sublet, or transfer any interest in this Agreement without the written consent of CONSULTANT. CONSULTANT will not assign or transfer its interest in this Agreement without the written consent of CLIENT. CONSULTANT is an independent contractor and not the agent or employee of CLIENT.

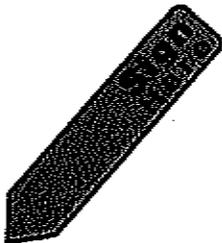
24. Termination: Either party may terminate the Services with or without cause upon thirty (30) days advance written notice. If CLIENT terminates without cause or if CONSULTANT terminates for cause (including failure of CLIENT to pay invoices in a timely fashion), CLIENT will pay CONSULTANT costs incurred, non-cancelable commitments, and fees earned to the date of termination and through demobilization, including any cancellation charges of vendors and subcontractors, and all demobilization costs.

25. Community Relations: CONSULTANT acknowledges that CLIENT or its designated representative shall be responsible for handling public and community relations activities concerning the Scope of Work undertaken pursuant to this Agreement. Except for statements made by CLIENT or statements contained in any report CLIENT makes which becomes public, CONSULTANT shall not refer to CLIENT in any advertising or public announcement without CLIENT's prior written consent.
26. Severability: If any of the provisions contained in this agreement are held illegal, invalid or unenforceable, the enforceability of the remaining provisions shall not be impaired thereby. The Court shall instead reform or replace any void or unenforceable provision with a valid and enforceable provision that gives meaning to the intention of the provision or shall strike the provision from the agreement.
27. Survival. All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating responsibility or liability between the CLIENT and the CONSULTANT shall survive the completion of the services and the termination of this Agreement.
28. Complete Agreement: The Parties acknowledge this Agreement, including the Scope of Work attached hereto constitutes the entire Agreement between them. Unless stated otherwise in this Agreement, this Agreement may not be modified except in a writing signed by both parties.
29. Applicable Law. This agreement shall be construed and enforced in accordance with the laws of the State of North Carolina, excluding only its conflict of laws principles.

*This space intentionally left blank.*

CLIENT:  
PERQUIMANS COUNTY

CONSULTANT:  
L. E. WOOTEN & COMPANY  
(dba) THE WOOTEN COMPANY



BY: \_\_\_\_\_

BY: Amos L. Moore, Jr.

Name: Frank Heath

Name: Amos L. "Bucky" Moore, Jr.

Title: County Manager

Title: President

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

Date: 5/23/2017

**ATTEST:**

By: \_\_\_\_\_

Printed Name: Mary P. Hunnicutt

Title: Clerk to the Board

(SEAL)

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

\_\_\_\_\_  
W. Hackney High, Jr., County Attorney

PRE-AUDIT CERTIFICATION:

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

\_\_\_\_\_  
Tracy Mathews, Finance Officer

**EXHIBIT A**  
**Scope of Work**  
**NCHFA 2017 ESFRLP Program**

**1. SCOPE OF SERVICES**

The Consultant will provide technical services and administrative assistance for a \$175,000 North Carolina Housing Finance Agency (NCHFA) FY 2017 Essential Single Family Rehabilitation Loan Pool (ESFRLP) Grant and associated membership in the North Carolina Housing Finance Agency (NCHFA) FY 2017 Essential Single Family Rehabilitation Incentive Pool. The program consists of the rehabilitation of five (5) homes occupied by low and moderate income homeowners with the potential for additional homes to be added if scheduled unit completion and expenditure thresholds are met and incentive pool funds are available.

**1.1 Administration**

Consultant will provide general management/ oversight/ coordination of the ESFRLP Project. Activities include project setup, project-related outreach, eligibility determination reviews and recommendations, public information, coordination of loan document execution, and project monitoring including preparation of NCHFA-required unit reports.

**1.2 Service Delivery**

Consultant will provide technical services directly associated with the rehabilitation of eligible units. Such services will include:

**1.2.1** Outreach and intake associated with eligible homes.

**1.2.2** For homes approved by the Client, preparation of work write ups and cost estimates on selected homes.

**1.2.3** Preparation of project related documents and forms including Housing Rehabilitation Contractors Handbook.

- 1.2.4 Preparation of bid packages, attendance at bid openings and preparation of a recommendation of award to Client staff.
- 1.2.5 Provide draft construction contract.
- 1.2.6 Attend pre-construction conferences with contractor and homeowner.
- 1.2.7 Conduct site specific environmental review for each eligible home.
- 1.2.8 Provide construction observation, appropriate to the stage of rehabilitation, prepare change-orders if necessary and prepare request for checks for partial and final payments to contractors.
- 1.2.9 Conduct post construction conference with homeowner and contractor.
- 1.2.10 Maintain rehabilitation files.
- 1.3 Services Provided by the Client
  - 1.3.1 Designate a person to act as Client's representative with respect to this work performed. Such person shall have complete authority to transmit instructions, receive information, interpret and define Client's policies.
  - 1.3.2 Provide Consultant with lists of Client approved applicants and contractors.
  - 1.3.3 Construction contract signatures and execution of all construction and loan related documentation.
  - 1.3.4 Recordation, including fees, title insurance, legal fees and loan closings will be provided by Client designated staff. Compensation for these services will be provided at the rates indicated in the Client's application for funding and the grant agreement with NCHFA.

**2. COMPENSATION**

Compensation per unit treated for the above mentioned scope of services will not exceed Eight Thousand Dollars (\$8,000) per unit, without permission of the Client. Initial contract amount will be Forty Thousand Dollars (\$40,000) for a total of five (5) units with automatic contract increases of Eight Thousand Dollars (\$8,000) per unit for each additional unit.

**3. METHOD OF PAYMENT**

Payments will be requested in accordance with the provisions of the NCHFA ESFRLP17 Program Administrator's Manual, March, 2017. Monthly invoices will be submitted to the Client based upon work accomplished during the invoice period.

**4. TIME OF PERFORMANCE**

Service provided herein will be completed no later than June 30, 2020 per the Member's Funding Agreement, unless an extension is approved by NCHFA.

**5. ADDITIONAL SERVICES**

In the event that the Client desires additional services whose cost is in excess of the maximum compensation payable provided for here above, a written amendment to this Agreement may be negotiated, mutually agreeable to both parties, to increase the maximum compensation payable. Compensation for additional services will be in accordance with Exhibit B - Schedule of Fees.

## EXHIBIT B

THE WOOTEN COMPANY  
SCHEDULE OF FEES  
ENGINEERING COST BREAKDOWN  
HOURLY RATES FOR WAGE CATEGORIES

Wage Category	Hourly Billing Rate
Engineer I	\$ 84
Engineer II	\$ 103
Engineer III	\$ 133
Engineer IV	\$ 180
Architect II	\$ 123
Designer I	\$ 63
Designer II	\$ 77
Designer III	\$ 99
Designer IV	\$ 123
Landscape Designer II	\$ 92
Construction Admin I	\$ 81
Construction Admin II	\$ 132
Construction Admin III	\$ 180
Inspector I	\$ 67
Inspector II	\$ 75
Inspector III	\$ 85
Survey Technician	\$ 55
Survey Field Supervisor	\$ 80
Project Surveyor	\$ 97
Surveyor Project Manager	\$ 135
GIS Analyst III	\$ 99
Community Development Specialist II	\$ 81
Housing Rehabilitation Specialist	\$ 81
Project Assistant	\$ 70
Project Coordinator	\$ 104
Reimbursables: Mileage will be billed at the current IRS Standard Mileage Rate, Subcontracted Services and other expenses at cost plus 10%.	

The Wooten Company makes annual adjustments on July 1st. The above hourly rates reflect current rates for the period through June 30, 2017. Hourly billing rates (per diem rates) will change effective July 1, 2017 to reflect Direct Payroll Costs (salaries) being paid at that time.

## Certification of Eligibility

*This form must be attached and made a part of all contracts obligated by grantees and paid with HOME funds.*

Grantee: Perquimans County

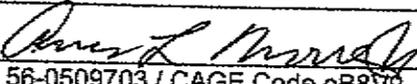
Grant Number: ESFRLP1719

Project Name: Essential Single-Family Rehabilitation Loan Pool

By entering into this contract, the Contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of 29 CFR 5.12 (a)(1) or to participate in HUD programs pursuant to 24 CFR Part 24 or, if applicable by virtue of Section 3 (a) or the Davis-Bacon Act.

No part of this contract shall be subcontracted to any person or firm ineligible for award of a Governmental contract by virtue of 29 CFR 5.12 (a)(1) or to participate in HUD programs pursuant to 24 CFR Part 24 or, if applicable by virtue of Section 3 (a) or the Davis-Bacon Act.

The penalty for making false statements is prescribed in the U.S. Criminal Code, 18, U.S.C. 1001 and 18 U.S.C. 1010.

Name of Firm:	L. E. Wooten & Company, DBA The Wooten Company
Address of Firm	120 North Boylan Avenue, Raleigh, NC 27603
Date:	<u>5/23/2017</u>
Name and Title of Signatory:	Amos L. "Bucky" Moore, Jr., President
Signature:	
Federal Identification Number or Social Security Number:	56-0509703 / CAGE Code oB8V9

The Federal Excluded Parties List System ([www.epls.gov](http://www.epls.gov)) and the State of North Carolina Debarred Vendors List ([www.doa.state.nc.us/pandc/actions.asp](http://www.doa.state.nc.us/pandc/actions.asp)) have been checked and the above contractor or subcontractor has been determined to be eligible to participate in a HOME assisted project. (A dated printout from the websites must be attached to this document.)

a. Date Checked:	
b. Signature of Verifying Officer	
c. Title of Verifying Officer	



HOME SEARCH RECORDS DATA ACCESS CHECK STATUS ABOUT HELP

View Details - Entity Overview

Database: Baker4RT4, Password: [masked], Log in: [masked]

Entity Dashboard

- Entity Overview
- Entity Registration
  - Cost Data
  - Assignments
  - Rep & Check
  - DDO
  - Exclusion
  - Active Exclusions
  - Inactive Exclusions
  - Excluded Family Members
- RETURN TO SEARCH

**L. E. WOOTEN & COMPANY**  
 DUNS: 05869977 CAGE Code: 01RM9  
 Status: Active  
 Expiration Date: 05/16/2018  
 Purpose of Registration: All Awards

Entity Registration Summary

Name: L. E. WOOTEN & COMPANY  
 Doing Business As: WOOTEN COMPANY, THE  
 Business Type: Business or Organization  
 Last Updated By: MRC Rees  
 Registration Status: Active  
 Activation Date: 05/16/2007  
 Expiration Date: 05/16/2018

Exclusion Summary  
 Active Exclusion Records? 30



1851 P (4) 50100339-1099 (WWW)

- Search Records
- Data Access
- Check Status
- About
- Help
- Disclaimers
- USA.gov/AL
- USA.gov

L.E. Wooten & Company  
DbA The Wooten Company

# North Carolina Debarred Vendors

The following is a list of vendors debarred from doing business with the State of North Carolina.

Revised: 2/17/2017

CSV Download →

Show 100 entries

Vendor Name	City, State	Effective Date	Debarment Reason
No matching records found			

Showing 0 to 0 of 0 entries (filtered from 223 total entries)

[Export Table Data](#)

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Irvington Beauty Supply	Irvington, NJ	9/18/2008	NC E-Procurement Fee Default
J & L Foods, Inc.	Temple Terrace, FL	9/17/2009	Contract Default
J. B. Battle Uniform Company	Oklahoma City, OK	5/20/2005	NC E-Procurement Fee Default
J. Dorn & Associates, Inc.	Woodstock, GA	9/14/2015	NC E-Procurement Fee Default
JLE Management Group	Cordale GA	7/21/2011	Contract Default
Jordan Lumber Company	Kingfield, ME	2/5/2010	NC E-Procurement Fee Default
K&K Associates LLC of Indiana	Chicago Heights, IL	9/14/2015	NC E-Procurement Fee Default
Kemical-Lubricants, Inc.	Richmond, VA	9/14/2016	NC E-Procurement Fee Default
Knight Bros.	Salt Lake City, UT	3/18/2010	NC E-Procurement Fee Default Contract Default
Laine Communications	Knorrville, TX	6/21/2007	NC E-Procurement Fee Default
LET US PRODUCE	Norfolk, VA	9/25/2010	NC E-Procurement Fee Default
Lifestyle Landscaping	Hickory, NC	9/14/2016	NC E-Procurement Fee Default
Lincoln Provisions		9/24/2012	NC E-Procurement Fee Default

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L.E. Wooten & Company  
 Dba The Wooten Company

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Vendor Name: \_\_\_\_\_ City, State: \_\_\_\_\_ Debarment Reason: \_\_\_\_\_

Vendor Name	City, State	Effective Date	Debarment Reason
The Thomaston Corporation	New York, NY	11/4/1986	Contract Default
Thur Metco Corporation	Lynchburg, VA	3/14/1996	Contract Default
TimberTop Woods, Inc.	Hickory, NC	9/14/2016	NC E-Procurement Fee Default
Traffic Systems, Inc.	Bay Shore, NC	3/11/2011	NC E-Procurement Fee Default
Transformation Center of the Carolinas, Inc.	---	11/13/2014	Other
Triangle Sales, Service, and Supply	Erwin, NC	3/8/2001	Contract Default
Trico Graphic	Burlington, NC	12/16/2008	NC E-Procurement Fee Default
Tri-Plex Heating and Cooling, Inc.	Beaufort, NC	12/2/2010	NC E-Procurement Fee Default
Truman Arnold Companies	Snellville, GA	8/18/2005	NC E-Procurement Fee Default
Turner Landscaping	Statesville, NC	3/15/2012	NC E-Procurement Fee Default
Uni-Chem	Florida	9/23/2011	NC E-Procurement Fee Default
Universal Security & Fire Inc.	---	11/13/2008	NC E-Procurement Fee Default
UUM United Unicef Medical	Leke Hopatcong, NJ	5/4/2001	Contract Default
Virtual Realities	Dickinson, TX	9/14/2016	NC E-Procurement Fee Default

9:59 AM 5/23/2017

L.E. Wooten & Company  
 Dba The Wooten Company

Virtual Realities	Dickinson, TX	9/14/2016	NC E-Procurement Fee Default
Visions Promotional Products INC.	Colton, CA	9/1/2005	Contract Default
Vu-Color		12/14/2005	NC E-Procurement Fee Default
W.S. Boone Drilling and Grading	Mars Hill, NC	1/14/2010	NC E-Procurement Fee Default
Walkins Fitness Equipment	Salisbury, NC	4/29/2010	NC E-Procurement Fee Default
Wellington House	Albany, GA	8/23/2002	Contract Default
Willis Manufacturing, Inc.	Conover, NC	9/14/2016	NC E-Procurement Fee Default
Worldview Trading Company	Alpharetta, GA	10/22/1998	Other
Wright Tool Company	Troy, MI	5/6/2010	Other
Yazoo Power Equipment	Jackson, MS	2/1/2001	Contract Default

Showing 201 to 223 of 223 entries  
[Export Table Data](#)

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**2017 MEMORANDUM OF PARTICIPATION  
FOR SEPARATION ALLOWANCE BENEFIT**

COUNTY: Perquimans County  
 MAILING ADDRESS: P.O. Box 45  
 CITY: Hertford ZIP CODE: 27944  
 NAME: Frank Heath  
 TITLE: County Manager  
 PHONE #: ( 252 ) 426-8484  
 EMAIL ADDRESS: frankheath@perquimanscountync.gov

On behalf of the unit government noted above, we agree to engage Cavanaugh Macdonald Consulting, LLC to prepare the disclosures required under GASB Statement No. 73 for the Special Separation Allowance for Law Enforcement Officers.

I have read the terms listed on the cover memorandum that outlines conditions and fees of the contract related to reporting requirements under GASB Statement No. 73. Should my unit of government determine at any point that we do not want to continue our participation in the Actuarial Study Program, we will notify Cavanaugh Macdonald Consulting by letter of our desire to cancel. The new standard requires a considerable amount of additional work. In order to complete the report in time for Fiscal Year 2017 reporting, CMC will need to receive all requested information no later than May 15<sup>th</sup>, 2017.

I understand that we will be billed directly by Cavanaugh Macdonald Consulting, LLC and copies of the actuarial report will be emailed to our office by Cavanaugh Macdonald Consulting by July 31, 2017.

By signing this document I have accepted the terms and conditions outlined in the cover memorandum and agree to pay Cavanaugh Macdonald Consulting upon the completion of all work.

Signed this 5th day of June, 2017.

\_\_\_\_\_  
 (SIGNATURE)  
County Manager  
 \_\_\_\_\_  
 (TITLE)

**Cavanaugh Macdonald Consulting, LLC**  
 3550 Busbee Parkway, Suite 250, Kennesaw, GA 30144  
NCSSALEO@CavMacConsulting.com

**Mary Hunnicutt**

---

**From:** Willis, Angela <angela.willis@ncdenr.gov>  
**Sent:** Wednesday, May 31, 2017 10:57 AM  
**To:** Howard, Kevin B; Bryant, Elizabeth A; Smith, Jeffrey A.; Greg Bonner; Ellis Lawrence; John Mitchener; Kersey, Patti; Faircloth, Don; Cummings, Ron; Knighton, Anne-Marie; BARROW, SAM; Scott Sauer; Traci White; Bertie County Commissioners; Robert Outten; Do  
**Cc:** Rudi Rudolph; Govoni, Daniel  
**Subject:** RE: Coastal Local Government Letter from CRAC Chair Rudi Rudolph - Responses Due by June 14  
**Attachments:** CRAC Local Government Letter April 2017.doc

Several local governments have submitted Coastal Resources Advisory Council nominations as well as their top coastal issues. If you have not submitted a response to the attached letter sent by the CRAC Chair, please do so by June 14 so responses can be compiled in time for consideration at the Advisory Council's next meeting in July.

Angela Willis, Asst. to the Director  
NC Division of Coastal Management  
NC Department of Environmental Quality  
400 Commerce Avenue  
Morehead City, NC 28557  
(252) 808-2808 ext. 201

*Email Correspondence to and from this address may be subject to the North Carolina Public Records Law and may be disclosed to third parties.*

**From:** Willis, Angela  
**Sent:** Wednesday, April 19, 2017 12:52 PM  
**Subject:** Coastal Local Government Letter from CRAC Chair Rudi Rudolph

Please find attached correspondence from the Chair of the State's Coastal Resources Advisory Council, Greg "Rudi" Rudolph. Have a great week!  
Angela

Angela Willis, Asst. to the Director  
NC Division of Coastal Management  
NC Department of Environmental Quality  
400 Commerce Avenue  
Morehead City, NC 28557  
(252) 808-2808 ext. 201

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## North Carolina Coastal Resources Advisory Council



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April 19, 2017

Dear Coastal Local Government,

The Coastal Resources Advisory Council (CRAC) works with the Governor and General Assembly appointed Coastal Resources Commission (CRC) to balance and foster the protection and wise development of the State's coastal resources through both planning and regulation. Recent changes codified in State Statutes modified our membership requirements from a total of 45 with discrete geography and expertise requirements to 20 members that are now essentially "at-large". The Statutes also provide more of a "blank canvas" with respect to our role serving the CRC and the Department of Environmental Quality, and how we can aid in the administration of the Coastal Area Management Act (CAMA) in terms of policy and rule-making. To these ends, the CRAC and CRC recently had lengthy discussions on our collective path forward and are respectfully requesting your input related to two important items;

- (1) **Wish List** - What are your local community's two (or more) top coastal issues the CRAC/CRC may be of assistance in coordination with the administrative staff at the N.C. Division of Coastal Management (DCM)? While regulations and permitting are the backbone of the Coastal Management Program, the CRAC and CRC wants to be proactive with respect to your more policy-centric issues.
- (2) **CRAC Nominations** - CAMA itself per §113A-101 is a Cooperative State-local program - *"This Article establishes a cooperative program of coastal area management between local and State governments. Local government shall have the initiative for planning. State government shall establish areas of environmental concern. With regard to planning, State government shall act primarily in a supportive standard-setting and review capacity, except where local governments do not elect to exercise their initiative."*

At the present there are 16 CRAC members, leaving us with 4 *vacancies*. 7 of the 16 CRAC members are active local government officials (employed or elected) and in the spirit of CAMA, and because local governments are tasked with implementing and enforcing CRC/DCM policies; we are generally looking to fill the 4 vacancies with local government representatives, or individuals recommended by local governments. Moreover, for the past few years the CRC has been more involved with rules and polices that are more oceanfront related and the CRAC membership has followed this trend as well. To provide more of a balance on the CRAC, we are looking for more inner banks/coastal plain representatives - the same can be said for the wish list requested above. With this background in mind, we encourage your political body to provide a nomination for the CRAC - the CRC considers and ultimately appoints CRAC members.

Division of Coastal Management  
Department of Environmental Quality  
400 Commerce Ave., Morehead City, North Carolina 28557  
Phone 252-808-2808 FAX 919-733-1495

Please send your nominations for CRAC membership (including resume or supporting documentation) and top coastal issues of concern by email to [Angela.Willis@ncdenr.gov](mailto:Angela.Willis@ncdenr.gov), or by mail to NC Division of Coastal Management, 400 Commerce Ave., Morehead City, NC 28557. If you have any questions or require additional information, then please do not hesitate to contact Mike Lopazanski, Acting Assistant Director for DCM at 252-808-2808 (ext. 223); [mike.lopezanski@ncdenr.gov](mailto:mike.lopezanski@ncdenr.gov), or myself directly below. Thank you for your consideration of this correspondence and we look forward to your input.

Respectfully,



Greg "rudi" Rudolph, CRAC Chair  
**Carteret County Shore Protection Office**  
[www.protectthebeach.com](http://www.protectthebeach.com)  
[grudolph@carteretcountync.gov](mailto:grudolph@carteretcountync.gov)  
P.O. Box 4297  
Emerald Isle, N.C. 28594  
252 222-5835  
252 241-3264 (cell)

**§ 143-318.11. Closed sessions.**

(a) Permitted Purposes. - It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required:

- (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.
- (2) To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award.
- (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.
- (4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations. The action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.
- (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.
- (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.
- (7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
- (8) To formulate plans by a local board of education relating to emergency response to incidents of school violence or to formulate and adopt the school safety components of school improvement plans by a local board of education or a school improvement team.
- (9) To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.

(b) Repealed by Session Laws 1991, c. 694, s. 4.

(c) Calling a Closed Session. - A public body may hold a closed session only upon a motion duly made and adopted at an open meeting. Every motion to close a meeting shall cite one or more of the permissible purposes listed in subsection (a) of this section. A motion based on subdivision (a)(1) of this section shall also

state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on subdivision (a)(3) of this section shall identify the parties in each existing lawsuit concerning which the public body expects to receive advice during the closed session.

(d) Repealed by Session Laws 1993 (Reg. Sess., 1994), c. 570, s. 2. (1979, c. 655, s. 1; 1981, c. 831; 1985 (Reg. Sess., 1986), c. 932, s. 5; 1991, c. 694, ss. 3, 4; 1993 (Reg. Sess., 1994), c. 570, s. 2; 1995, c. 509, s. 84; 1997-222, s. 2; 1997-290, s. 2; 2001-500, s. 2; 2003-180, s. 2; 2013-360, s. 8.41(b).)

FOR  
INFORMATION  
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ITEMS

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# NACo Prescription Drug Discount Card Program

## PERQUIMANS COUNTY, NC

2017	PLAN	% OF PLAN		% OF RETAIL		AVERAGE MEMBER		RETAIL SUBMITTED		AVERAGE RETAIL PRICE		AVERAGE PRICE SAVINGS		% OF TOTAL UTILIZERS
		PRICE	PRICE	PRICE	PRICE	COST	COST	PRICE	PRICE	PRICE	PRICE	PRICE	PRICE	
<b>2017</b>														
<u>MARCH</u>	3	1	33.33%	2	66.67%	\$ 88.46	\$ 29.49	\$ 93.90	\$ 31.30	\$ 5.44	\$ 1.81	5.79%	1	
<u>JANUARY</u>	2	1	50.00%	1	50.00%	\$ 70.80	\$ 35.40	\$ 86.28	\$ 43.14	\$ 15.48	\$ 7.74	17.94%	1	
<b>2016</b>														
<u>DECEMBER</u>	2	1	50.00%	1	50.00%	\$ 57.24	\$ 28.62	\$ 77.14	\$ 38.57	\$ 19.90	\$ 9.95	25.80%	2	
<u>SEPTEMBER</u>	2	0	0.00%	2	100.00%	\$ 49.55	\$ 24.78	\$ 49.55	\$ 24.78	\$ 0.00	\$ 0.00	0.00%	1	
<u>AUGUST</u>	1	0	0.00%	1	100.00%	\$ 7.33	\$ 7.33	\$ 13.69	\$ 13.69	\$ 6.36	\$ 6.36	46.46%	1	
<u>JULY</u>	3	2	66.67%	1	33.33%	\$ 53.24	\$ 17.75	\$ 91.05	\$ 30.35	\$ 37.81	\$ 12.60	41.53%	2	
<u>JUNE</u>	2	0	0.00%	2	100.00%	\$ 49.55	\$ 24.78	\$ 49.55	\$ 24.78	\$ 0.00	\$ 0.00	0.00%	1	
<u>MAY</u>	1	0	0.00%	1	100.00%	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 0.00	\$ 0.00	0.00%	1	
<u>APRIL</u>	1	1	100.00%	0	0.00%	\$ 30.00	\$ 30.00	\$ 41.09	\$ 41.09	\$ 11.09	\$ 11.09	26.99%	1	
<u>FEBRUARY</u>	3	1	33.33%	2	66.67%	\$ 84.56	\$ 28.19	\$ 86.25	\$ 28.75	\$ 1.69	\$ 0.56	1.96%	2	
<b>2015</b>														
<u>OCTOBER</u>	4	1	25.00%	3	75.00%	\$ 90.42	\$ 22.61	\$ 127.54	\$ 31.89	\$ 37.12	\$ 9.28	29.10%	2	
<u>SEPTEMBER</u>	2	0	0.00%	2	100.00%	\$ 47.93	\$ 23.97	\$ 47.93	\$ 23.97	\$ 0.00	\$ 0.00	0.00%	1	
<u>JUNE</u>	5	1	20.00%	4	80.00%	\$ 78.06	\$ 15.61	\$ 101.18	\$ 20.24	\$ 23.12	\$ 4.62	22.85%	1	
<u>MAY</u>	1	1	100.00%	0	0.00%	\$ 9.60	\$ 9.60	\$ 13.93	\$ 13.93	\$ 4.33	\$ 4.33	31.08%	1	
<u>APRIL</u>	1	1	100.00%	0	0.00%	\$ 28.71	\$ 28.71	\$ 34.09	\$ 34.09	\$ 5.38	\$ 5.38	15.78%	1	
<u>MARCH</u>	4	1	25.00%	3	75.00%	\$ 74.37	\$ 18.59	\$ 85.13	\$ 21.28	\$ 10.76	\$ 2.69	12.64%	3	
<u>JANUARY</u>	5	4	80.00%	1	20.00%	\$ 104.75	\$ 20.95	\$ 201.94	\$ 40.39	\$ 97.19	\$ 19.44	48.13%	3	
<b>2014</b>														
<u>DECEMBER</u>	9	7	77.78%	2	22.22%	\$ 172.04	\$ 19.12	\$ 267.10	\$ 29.68	\$ 95.06	\$ 10.56	35.59%	3	
<u>NOVEMBER</u>	12	10	83.33%	2	16.67%	\$ 392.68	\$ 32.72	\$ 815.33	\$ 67.94	\$ 422.65	\$ 35.22	51.84%	5	
<u>OCTOBER</u>	7	6	85.71%	1	14.29%	\$ 200.55	\$ 28.65	\$ 419.24	\$ 59.89	\$ 218.69	\$ 31.24	52.16%	4	
<u>SEPTEMBER</u>	4	4	100.00%	0	0.00%	\$ 75.50	\$ 18.88	\$ 159.07	\$ 39.77	\$ 83.57	\$ 20.89	52.54%	3	
<u>AUGUST</u>	12	8	66.67%	4	33.33%	\$ 436.48	\$ 36.37	\$ 789.55	\$ 65.80	\$ 353.07	\$ 29.42	44.72%	5	
<u>JULY</u>	8	4	50.00%	4	50.00%	\$ 141.44	\$ 17.68	\$ 315.63	\$ 39.45	\$ 174.19	\$ 21.77	55.19%	5	
<u>JUNE</u>	11	5	45.45%	6	54.55%	\$ 154.19	\$ 14.02	\$ 200.87	\$ 18.26	\$ 46.68	\$ 4.24	23.24%	5	
<u>MAY</u>	10	6	60.00%	4	40.00%	\$ 388.80	\$ 38.88	\$ 692.10	\$ 69.21	\$ 303.30	\$ 30.33	43.82%	6	
<u>APRIL</u>	11	6	54.55%	5	45.45%	\$ 260.41	\$ 23.67	\$ 437.49	\$ 39.77	\$ 177.08	\$ 16.10	40.48%	6	
<u>MARCH</u>	13	8	61.54%	5	38.46%	\$ 454.73	\$ 34.98	\$ 621.46	\$ 47.80	\$ 166.73	\$ 12.83	26.83%	7	
<u>FEBRUARY</u>	7	4	57.14%	3	42.86%	\$ 269.48	\$ 38.50	\$ 540.19	\$ 77.17	\$ 270.71	\$ 38.67	50.11%	4	
<u>JANUARY</u>	12	8	66.67%	4	33.33%	\$ 249.29	\$ 20.77	\$ 410.01	\$ 34.17	\$ 160.72	\$ 13.39	39.20%	6	
<b>2013</b>														
<u>DECEMBER</u>	13	10	76.92%	3	23.08%	\$ 285.55	\$ 21.97	\$ 640.79	\$ 49.29	\$ 355.24	\$ 27.33	55.44%	5	
<u>NOVEMBER</u>	9	5	55.56%	4	44.44%	\$ 254.72	\$ 28.30	\$ 579.18	\$ 64.35	\$ 324.46	\$ 36.05	56.02%	3	
<u>OCTOBER</u>	11	6	54.55%	5	45.45%	\$ 294.94	\$ 26.81	\$ 444.01	\$ 40.36	\$ 149.07	\$ 13.55	33.57%	7	
<u>SEPTEMBER</u>	8	5	62.50%	3	37.50%	\$ 259.86	\$ 32.48	\$ 424.60	\$ 53.08	\$ 164.74	\$ 20.59	38.80%	4	
<u>AUGUST</u>	12	7	58.33%	5	41.67%	\$ 355.30	\$ 29.61	\$ 780.04	\$ 65.00	\$ 424.74	\$ 35.40	54.45%	6	
<u>JULY</u>	11	8	72.73%	3	27.27%	\$ 240.23	\$ 21.84	\$ 407.28	\$ 37.03	\$ 167.05	\$ 15.19	41.02%	6	
<u>JUNE</u>	7	1	14.29%	6	85.71%	\$ 44.33	\$ 6.33	\$ 89.23	\$ 12.75	\$ 44.90	\$ 6.41	50.32%	3	
<u>MAY</u>	14	10	71.43%	4	28.57%	\$ 453.90	\$ 32.42	\$ 796.58	\$ 56.90	\$ 342.68	\$ 24.48	43.02%	6	
<u>APRIL</u>	14	5	35.71%	9	64.29%	\$ 229.20	\$ 16.37	\$ 316.32	\$ 22.59	\$ 87.12	\$ 6.22	27.54%	6	
<u>MARCH</u>	5	2	40.00%	3	60.00%	\$ 51.84	\$ 10.37	\$ 89.03	\$ 17.81	\$ 37.19	\$ 7.44	41.77%	3	
<u>FEBRUARY</u>	5	3	60.00%	2	40.00%	\$ 58.31	\$ 11.66	\$ 100.07	\$ 20.01	\$ 41.76	\$ 8.35	41.73%	4	
<u>JANUARY</u>	7	4	57.14%	3	42.86%	\$ 147.57	\$ 21.08	\$ 273.13	\$ 39.02	\$ 125.56	\$ 17.94	45.97%	3	
<b>2012</b>														
<u>DECEMBER</u>	5	2	40.00%	3	60.00%	\$ 63.00	\$ 12.60	\$ 131.13	\$ 26.23	\$ 68.13	\$ 13.63	51.96%	3	
<u>NOVEMBER</u>	5	3	60.00%	2	40.00%	\$ 105.77	\$ 21.15	\$ 233.12	\$ 46.62	\$ 127.35	\$ 25.47	54.63%	4	
<u>OCTOBER</u>	11	7	63.64%	4	36.36%	\$ 245.45	\$ 22.31	\$ 434.45	\$ 39.50	\$ 189.00	\$ 17.18	43.50%	6	
<u>SEPTEMBER</u>	12	6	50.00%	6	50.00%	\$ 172.31	\$ 14.36	\$ 260.06	\$ 21.67	\$ 87.75	\$ 7.31	33.74%	6	
<u>AUGUST</u>	11	6	54.55%	5	45.45%	\$ 196.81	\$ 17.89	\$ 334.76	\$ 30.43	\$ 137.95	\$ 12.54	41.21%	5	
<u>JULY</u>	21	8	38.10%	13	61.90%	\$ 432.01	\$ 20.57	\$ 602.24	\$ 28.68	\$ 170.23	\$ 8.11	28.27%	5	
<u>JUNE</u>	18	7	38.89%	11	61.11%	\$ 274.32	\$ 15.24	\$ 526.71	\$ 29.26	\$ 252.39	\$ 14.02	47.92%	8	
<u>MAY</u>	16	6	37.50%	10	62.50%	\$ 203.93	\$ 12.75	\$ 278.78	\$ 17.42	\$ 74.85	\$ 4.68	26.85%	6	
<u>APRIL</u>	15	6	40.00%	9	60.00%	\$ 196.88	\$ 13.13	\$ 297.28	\$ 19.82	\$ 100.40	\$ 6.69	33.77%	5	

<u>MARCH</u>	17	11	64.71%	6	35.29%	\$ 324.49	\$ 19.09	\$ 681.36	\$ 40.08	\$ 356.87	\$ 20.99	52.38%	8
<u>FEBRUARY</u>	17	10	58.82%	7	41.18%	\$ 653.21	\$ 38.42	\$ 1,271.77	\$ 74.81	\$ 618.56	\$ 36.39	48.64%	5
<u>JANUARY</u>	15	7	46.67%	8	53.33%	\$ 296.17	\$ 19.74	\$ 388.23	\$ 25.88	\$ 92.06	\$ 6.14	23.71%	5
<b>2011</b>													
<u>DECEMBER</u>	24	15	62.50%	9	37.50%	\$ 444.97	\$ 18.54	\$ 677.97	\$ 28.25	\$ 233.00	\$ 9.71	34.37%	7
<u>NOVEMBER</u>	26	15	57.69%	11	42.31%	\$ 650.19	\$ 25.01	\$ 1,059.27	\$ 40.74	\$ 409.08	\$ 15.73	38.62%	7
<u>OCTOBER</u>	22	10	45.45%	12	54.55%	\$ 360.54	\$ 16.39	\$ 548.26	\$ 24.92	\$ 187.72	\$ 8.53	34.24%	6
<u>SEPTEMBER</u>	14	10	71.43%	4	28.57%	\$ 533.07	\$ 38.08	\$ 833.62	\$ 59.54	\$ 300.55	\$ 21.47	36.05%	8
<u>AUGUST</u>	10	7	70.00%	3	30.00%	\$ 179.61	\$ 17.96	\$ 328.27	\$ 32.83	\$ 148.66	\$ 14.87	45.29%	5
<u>JULY</u>	12	9	75.00%	3	25.00%	\$ 357.78	\$ 29.82	\$ 588.34	\$ 49.03	\$ 230.56	\$ 19.21	39.19%	7
<u>JUNE</u>	16	7	43.75%	9	56.25%	\$ 444.85	\$ 27.80	\$ 598.37	\$ 37.40	\$ 153.52	\$ 9.60	25.66%	9
<u>MAY</u>	23	13	56.52%	10	43.48%	\$ 302.25	\$ 13.14	\$ 546.03	\$ 23.74	\$ 243.78	\$ 10.60	44.65%	10
<u>APRIL</u>	34	20	58.82%	14	41.18%	\$ 1,351.54	\$ 39.75	\$ 1,653.09	\$ 48.62	\$ 301.55	\$ 8.87	18.24%	7
<u>MARCH</u>	24	16	66.67%	8	33.33%	\$ 863.78	\$ 35.99	\$ 1,269.41	\$ 52.89	\$ 405.63	\$ 16.90	31.95%	9
<u>FEBRUARY</u>	15	11	73.33%	4	26.67%	\$ 468.52	\$ 31.23	\$ 653.27	\$ 43.55	\$ 184.75	\$ 12.32	28.28%	8
<u>JANUARY</u>	23	18	78.26%	5	21.74%	\$ 971.94	\$ 42.26	\$ 1,440.98	\$ 62.65	\$ 469.04	\$ 20.39	32.55%	11
<b>2010</b>													
<u>DECEMBER</u>	25	16	64.00%	9	36.00%	\$ 918.07	\$ 36.72	\$ 1,252.64	\$ 50.11	\$ 334.57	\$ 13.38	26.71%	12
<u>NOVEMBER</u>	25	19	76.00%	6	24.00%	\$ 1,241.89	\$ 49.68	\$ 1,707.72	\$ 68.31	\$ 465.83	\$ 18.63	27.28%	14
<u>OCTOBER</u>	23	17	73.91%	6	26.09%	\$ 1,005.50	\$ 43.72	\$ 1,272.23	\$ 55.31	\$ 266.73	\$ 11.60	20.97%	11
<u>SEPTEMBER</u>	36	19	52.78%	17	47.22%	\$ 1,024.85	\$ 28.47	\$ 1,346.45	\$ 37.40	\$ 321.60	\$ 8.93	23.89%	14
<u>AUGUST</u>	32	22	68.75%	10	31.25%	\$ 1,113.97	\$ 34.81	\$ 1,462.53	\$ 45.70	\$ 348.56	\$ 10.89	23.83%	12
<u>JULY</u>	31	20	64.52%	11	35.48%	\$ 1,094.45	\$ 35.30	\$ 1,481.76	\$ 47.80	\$ 387.31	\$ 12.49	26.14%	15
<u>JUNE</u>	32	22	68.75%	10	31.25%	\$ 885.45	\$ 27.67	\$ 1,257.48	\$ 39.30	\$ 372.03	\$ 11.63	29.59%	15
<u>MAY</u>	25	18	72.00%	7	28.00%	\$ 1,043.40	\$ 41.74	\$ 1,442.16	\$ 57.69	\$ 398.76	\$ 15.95	27.65%	14
<u>APRIL</u>	29	17	58.62%	12	41.38%	\$ 695.70	\$ 23.99	\$ 983.67	\$ 33.92	\$ 287.97	\$ 9.93	29.28%	12
<u>MARCH</u>	23	19	82.61%	4	17.39%	\$ 832.14	\$ 36.18	\$ 1,189.55	\$ 51.72	\$ 357.41	\$ 15.54	30.05%	9
<u>FEBRUARY</u>	15	13	86.67%	2	13.33%	\$ 429.41	\$ 28.63	\$ 594.23	\$ 39.62	\$ 164.82	\$ 10.99	27.74%	8
<u>JANUARY</u>	23	16	69.57%	7	30.43%	\$ 701.41	\$ 30.50	\$ 906.21	\$ 39.40	\$ 204.80	\$ 8.90	22.60%	13
<b>2009</b>													
<u>DECEMBER</u>	44	27	61.36%	17	38.64%	\$ 1,296.18	\$ 29.46	\$ 1,588.69	\$ 36.11	\$ 292.51	\$ 6.65	18.41%	13
<u>NOVEMBER</u>	34	25	73.53%	9	26.47%	\$ 1,451.51	\$ 42.69	\$ 1,789.48	\$ 52.63	\$ 337.97	\$ 9.94	18.89%	13
<u>OCTOBER</u>	41	27	65.85%	14	34.15%	\$ 1,077.88	\$ 26.29	\$ 1,329.32	\$ 32.42	\$ 251.44	\$ 6.13	18.91%	14
<u>SEPTEMBER</u>	43	29	67.44%	14	32.56%	\$ 1,201.33	\$ 27.94	\$ 1,581.39	\$ 36.78	\$ 380.06	\$ 8.84	24.03%	9
<u>AUGUST</u>	22	10	45.45%	12	54.55%	\$ 1,101.97	\$ 50.09	\$ 1,449.33	\$ 65.88	\$ 347.36	\$ 15.79	23.97%	12
<u>JULY</u>	40	25	62.50%	15	37.50%	\$ 1,220.48	\$ 30.51	\$ 1,525.98	\$ 38.15	\$ 305.50	\$ 7.64	20.02%	15
<u>JUNE</u>	43	25	58.14%	18	41.86%	\$ 1,687.31	\$ 39.24	\$ 2,005.31	\$ 46.64	\$ 318.00	\$ 7.40	15.86%	12
<u>MAY</u>	27	18	66.67%	9	33.33%	\$ 505.00	\$ 18.70	\$ 676.07	\$ 25.04	\$ 171.07	\$ 6.34	25.30%	12
<u>APRIL</u>	21	12	57.14%	9	42.86%	\$ 818.43	\$ 38.97	\$ 1,001.85	\$ 47.71	\$ 183.42	\$ 8.73	18.31%	10
<u>MARCH</u>	19	16	84.21%	3	15.79%	\$ 489.88	\$ 25.78	\$ 677.12	\$ 35.64	\$ 187.24	\$ 9.85	27.65%	10
<u>FEBRUARY</u>	24	20	83.33%	4	16.67%	\$ 1,107.28	\$ 46.14	\$ 1,433.51	\$ 59.73	\$ 326.23	\$ 13.59	22.76%	12
<u>JANUARY</u>	25	20	80.00%	5	20.00%	\$ 756.68	\$ 30.27	\$ 990.03	\$ 39.60	\$ 233.35	\$ 9.33	23.57%	9
<b>2008</b>													
<u>DECEMBER</u>	18	13	72.22%	5	27.78%	\$ 406.29	\$ 22.57	\$ 565.36	\$ 31.41	\$ 159.07	\$ 8.84	28.14%	8
<u>NOVEMBER</u>	14	11	78.57%	3	21.43%	\$ 282.75	\$ 20.20	\$ 388.32	\$ 27.74	\$ 105.57	\$ 7.54	27.19%	8
<u>OCTOBER</u>	1		100.00%	0	0.00%	\$ 37.45	\$ 37.45	\$ 52.25	\$ 52.25	\$ 14.80	\$ 14.80	28.33%	1

PERQUIMANS COUNTY	PLAN TOTAL	PLAN %	PLAN PRICE	RETAIL PRICE	RETAIL %	RETAIL PRICE	AVERAGE MEMBER COST	RETAIL MEMBER COST	AVERAGE UNEDITED PRICE	RETAIL PRICE	AVERAGE PRICE SAVINGS	% PRICE SAVINGS	TOTAL UTILIZERS
<b>TOTALS:</b>	1,415	885	62.54%	530	37.46%	\$ 41,319.96	\$ 29.20	\$ 59,399.95	\$ 41.98	\$ 18,079.99	\$ 12.78	30.44%	607.00

Column Headers from left to right:

1. Total Rxs: This is the total number of Rxs that were adjudicated or attempted to adjudicate through the use of the card (the explanation of the next couple of headers will help explain the necessity of this column).

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

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

Andrew Goldschmidt  
Director, Membership/Marketing  
NACo--National Association of Counties

# DEPARTMENT HEAD REPORTS



PLAT REVIEW LOG - PERQUIMANS COUNTY

April 2017

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
Hersey Knight Brenda + Richard Johnson	Hersey Knight 1522 Jones Dr. Elizabeth City NC 27909	4-17-17	✓	1.00 AC from Parcel 4-0036-012-0.D - Recently Shift on Opals Trail
J.H. Miller Huzefa + Fatima Anji	✓	4-17-17	✓	Easement by Ed + Barbara Nixon to Anji, across parcel 3-0037-0005 off Meads Circle
Josiah Webb Sara F Winslow et al	✓	4-17-17	✓	1,017 square feet undeveloped area of / behind Prelops St -
J.H. Miller Cape Land Carpenter + Hedrick	✓	4-18-17	✓	Re combination Survey Parcels 1-0022-0115 = 6.626 + Parcel 1-0022-0114 = 5.745 AC are 1607 Bulwark Rd
Josiah Webb Stanley + Lou Ann Winslow	✓	4-25-17	✓	Existing Parcel 1-0011-0081A on Turnpike Road Total = 32.66 AC

Blissell PO Box 1068 Kitty Hawk, NC 27949 (252) 261-3266	S. L. Cardwell Surveying 1206 Francis Street Elizabeth City, NC 27909 338-6328	Pat McDowell PO Box 391 Elizabeth City, NC 27909 338-4161	Mark Pruden 146 Oak Grove Road Edenton, NC 27932 482-7804	Saunders Surveying 510 Avenue Road Black Mountain, NC 28711 (828) 669-2777
Bowman Consulting Paul J Toti 131 Main Street Gatesville, NC 27938 357-1581	E. T. Hyman Surveying 133 US Hwy 158 West Ste E Camden, NC 27921 335-2913	McKim & Creed 504 E Elizabeth St Ste 1 Elizabeth City, NC 27909 338-2929	Gloria Rogers 215 B Street Camden, NC 27921 338-1415/333-8781	Scott Temple PO Box 422 Elizabeth City, NC 27907 330-4016
Charles E Brown, III 2005 Johnson Road Elizabeth City, NC 27909 335-0928	Eugene Jordan 402 Sign Pine Road Tyner, NC 27980 221-4795	J H Miller Jr. 166 Cottonwood Drive Hertford, NC 27944 339-6932	Robey 150 US Hwy 158 W East Camden, NC 27921 335-1888	Tony Webb PO Box 381 Edenton, NC 27932 482-3086

## expanded cea Report

SUBJ-ADDRESS 762 Woodville Rd.

ORDINANCE VIOLATED #53 cars /

NOTES  
 5/22/17 call from owner in new york- effecting change - please update  
 call from owner in new york- wants to evict and clean up 5/1/17  
 chronic and final rrr letter sent to owner and cc to occupant 4/17/17  
 planning to enforce asap  
 will retag all unlicensed vehicles to assure ordinance requirements  
 reccomend legal action if necessary to maintain compliance  
 1/26/17 awaiting weather  
 12/30/16 awaiting funds and approval to proceed  
 will try to reason with owner's sister  
 van moved back but still there  
 white van removed in last 30 days - keep watch  
 tennant has been advised by letters and personal visits, and says he will  
 continue clean up until finished.

DISPOSITION clean up waiting favorable weather and funds at same time

DISPOSITION DATE 5/23/2017

SUBJ-ADDRESS 132 Albemarle Rd.

ORDINANCE VIOLATED

NOTES  
 surveyed for Abandoned Manufactured Home clean up (AMH)  
 4/17 no response -  
 Attempt once more- contact, and then condemn  
 check storm damage- condemn or not  
 no response / salvagedable structure / resend all letters 10/20/2016  
 building value dropped from 27k to 300  
 unable to find owner-still looking  
 still seeking owner 4/28/16  
 Ms. Blount came in to check progress and brought a new tax card,  
 identifying owner / new look and pics  
 Harvey Point Rd. to 3rd Ave. to Albemarle.  
 Alledges = old trailer overgrown & fire Hazzard.  
 Doubiewide in tall vegetation- see 2 pics

DISPOSITION AMH process

DISPOSITION DATE 5/23/2017

SUBJ-ADDRESS 749 Chapanoke Rd.  
 ORDINANCE VIOLATED junk yard / solid waste  
 NOTES I called Mr. Bundy and arranged to meet him on his property details for the record and will investigate court action to end problem  
 inal look & prepare for conclusion or court  
 10/19/16 Ms. Schalek complained again and accused Bundy of ord-#52 & #53 violations  
 Ms. Schalek email received with extensive rhetoric / will check for any factual violations  
 Schalck complaint is beyond visual accuity 8/15/16  
 Ms. Schalck called again to express her dissatisfaction 6-9-16 / 6-15-16 visual noted- non offensive from rd. / recheck ords r/e "out of sight"  
 DISPOSITION gathering sat photo sequence and all other data  
 DISPOSITION DATE 5/23/2017

SUBJ-ADDRESS 746 Chapanoke Road  
 ORDINANCE VIOLATED solid waste  
 NOTES I called Mr. Gordon 2/6/17 and told him I would hold file for payment until March 1, 2017 then send to tax. Mr Gordon said he would tell his sister that it needed to be paid by 3/1/17  
 need to attach to tax so pmts can be arranged & notify Gordon first for voluntary pmt.  
 Larry Gordon came in for copies of docs 12/19  
 posted 8/11/16  
 invoice to V for processing  
 8/9/16 invoice returned to me for mailing(posted 8/11/16)  
 invoice prepared - pending submittal lagistics  
 Demolition completed 7/1/16  
 6/20/16 notified of demolition plans  
 demolition price set / notify owner  
 4/11/16 declared solid waste - seeking demol prices.  
 dilapidated house - un livable  
 1-8-16 Mr. Larry Goedon came in from Feightville to discuss 746 Chapanome Rd. / representing Ms. Elizabeth Steward in New York.  
 DISPOSITION update - payment status shows as tax due  
 DISPOSITION DATE 5/23/2017

SUBJ-ADDRESS 742 Chapanoke Rd.  
 ORDINANCE VIOLATED solid waste & vehicles  
 NOTES update pics as soon as weather permits  
 house cleaned up and junk removal noted  
 dilapidated house - lot of junk and scrap and vehicles  
 Jack Neil (757-288-8815) has POA for property & says should have  
 house remodded in appx. 60 days and sold as soon after as possible.  
 Invited to go inside to see progress. Will keep us informed.  
 Is hoping that scrap prices will go up and they will haul directly to  
 scrapyard.  
 DISPOSITION schedule check on clean up in progress  
 DISPOSITION DATE 5/23/2017

SUBJ-ADDRESS 1034 Snug Harbor Rd.  
 ORDINANCE VIOLATED  
 NOTES I talked to Mr. Register in person, said he is trying to get relatives from  
 virginia to come help clean a little at a time  
 4/18/17 file updated with pics that show significant improvements in  
 past year. I talked to Mr. Register who understands that a letter is  
 coming with a list of items that are solid waste. He has difficulties but is  
 willing.  
 improving slowly, letter sent anyway.  
 Awaiting approval from Virgil and Frank before sending letter  
 4/7/17 Annis Murphy registered another compliant without  
 consideration for health conditions or accomplished improvements,  
 asserting that Thomas Register has not cleaned his property to her  
 satisfaction. File update & letter followed  
 medical difficulties - slow progress  
 backhoe removed 7/16/16  
 several vehicles removed and garbage(7/13/16  
 6/14/16 improvements underway  
 5/19/16 Spoke to Mr. Register, he is preparing to move vehicles  
 5/17/16 Met with Mr. Register who indicated his willingness to  
 cooperate, but has limited resources.  
 4/12/16 pending logistics / personal contact done  
 5/17/16 Virgil & Ernie met with Mr. Register and reminded him of  
 impending actions.  
 5/13/16 Virgil & Ernie met with Mr. Register, who agreed to improve  
 conditions  
 DISPOSITION Positive contact, watching  
 DISPOSITION DATE 5/23/2017

SUBJ-ADDRESS 238 Hunt Club Tr.  
 ORDINANCE VIOLATED 50-52-53  
 NOTES weeds cut, grass groomed, cars covered and some removed  
 forward reference to 2017-1-2  
 update pics and new letters - match with archive  
 renewed complaint from homeowners ass. 12/19/16  
 5/9/16 - some gone-some covered- some lic. / return to doc with pics  
 12/15 - 7 vehicles parked near road in cul-desac see pics  
 DISPOSITION updated - much improved  
 DISPOSITION DATE 5/23/2017

SUBJ-ADDRESS 170 Long's Loop  
 ORDINANCE VIOLATED 50  
 NOTES prep for demo  
 rapidly becoming solid waste  
 letter sent. 2/16/16- grandson called and left phone number. Gerald  
 Simons @ 609-876-5409. Says he has no POA and heirs number 60+.  
 Alice Simons is 90 without resources. Gerald will try for a voluntary  
 clean-up.  
 DISPOSITION voluntary removal - file closed  
 DISPOSITION DATE 5/23/2017

SUBJ-ADDRESS 642 Belvidere Rd.  
 ORDINANCE VIOLATED 50  
 NOTES demo contract ready - waiting fire chief decision  
 final notice mailed RRR  
 Decision to demolish - notify owners  
 letter sent 2/11/16 and contact made - see 2016-1-5  
 DISPOSITION burn or demo  
 DISPOSITION DATE 5/23/2017

SUBJ-ADDRESS 1113 Belvidere Rd.  
ORDINANCE VIOLATED 50  
NOTES contract carried out- demolished  
I called 3/24/17 and he is ready for demo  
cooperative-no resources-waiting funding  
1/24/17 Mr Lightfoot called for update - preparing contract for demo-  
notify when ready  
pending budget  
Ready for solid waste clean up  
Deed search extensive. Ask for deed and survey.  
March 7, 2016- Ervin Lightfoot came in office and declared intentions  
of removal and possible set up of doublewide. Pending landfill asbestos  
instructions / zoning approval  
contact made- call- from Abram Lightfoot 2/17/16 Intention is to save  
the family home as soon as weather permits and Leroy Lightfoot will  
clean weeds etc. asap. Phone #s = (252) 337-5528 cell & (252) 377-  
7481. Keep in touch at same address.  
DISPOSITION demolished  
DISPOSITION DATE 5/23/2017

SUBJ-ADDRESS 1257 Belvidere Rd.  
ORDINANCE VIOLATED 50  
NOTES cooperative-waiting funding and possible self clean  
DISPOSITION surveyed for AMH  
DISPOSITION DATE 5/23/2017

SUBJ-ADDRESS 958 New Hope Rd.  
ORDINANCE VIOLATED  
NOTES schedule update pics and progress  
storage under construction with permit/ demo to follow  
DISPOSITION storage complete - schedule demo or family demo  
DISPOSITION DATE 5/23/2017

SUBJ-ADDRESS Bethel lots 39 & 40  
ORDINANCE VIOLATED solid waste  
NOTES demo price set 6/10/16  
Determined owners of dilapidated s/w sent 1st letter 2/24/16  
2/29/16-owner called, will cooperate in clean up, left phone number  
DISPOSITION surveyed for AMH  
DISPOSITION DATE 5/23/2017

SUBJ-ADDRESS 109 Goosie Lane  
 ORDINANCE VIOLATED  
 NOTES 5/19/17 some sort of makeover - yard full  
 cleaner than before  
 clean up slowly underway  
 DISPOSITION watching  
 DISPOSITION DATE 5/23/2017

SUBJ-ADDRESS various lots / Bethel Fishing Center  
 ORDINANCE VIOLATED  
 NOTES continue updates - develop action plans  
 4/20/17 update pics - seems to be expanding  
 watching - materials still moving  
 pay attention to vehicles  
 improvements being made  
 5/11 2 letters sent to Sampson and Mann as listed on tax  
 5-10-16 pics - send 1st letter  
 DISPOSITION check for legal recycle storage and send violation letter with list of solid  
 waste definitions  
 DISPOSITION DATE 5/23/2017

SUBJ-ADDRESS 142 Pirate Cove Way  
 ORDINANCE VIOLATED ??  
 NOTES have not found storage container violation - may refer to zoning  
 4/20/17 Mr. Ries Re- complained about storage container has no  
 moved in 5 mo.  
 some improvement - letter sent  
 12/5/16 pic for file send letter  
 Virgil & Ernie found as stated, but appears to be a moving situation.  
 Gather details.  
 DISPOSITION check for actual violations , DOT and solid waste  
 DISPOSITION DATE 5/23/2017

SUBJ-ADDRESS 1374 Sandy Cross Rd.  
 ORDINANCE VIOLATED  
 NOTES replacement underway with permits  
 local farmers plan changeout  
 DISPOSITION surveyed for AMH  
 DISPOSITION DATE 5/23/2017

SUBJ-ADDRESS 108 Rivershore Dr.  
 ORDINANCE VIOLATED waste and cars  
 NOTES schedule update  
 referred by Virgil for investigation  
 DISPOSITION investigate & make file  
 DISPOSITION DATE 5/23/2017

SUBJ-ADDRESS 167 White Oak Ave.  
 ORDINANCE VIOLATED  
 NOTES summary to county manager 2/6/17 . Tentative contract to remove  
 vehicle with no charge to county  
 negotiating contract to remove vehicle  
 confirmed deceased by ROD  
 research further  
 reported possibly deceased, vehicle with expired tag 4 years  
 DISPOSITION pending Virgil & H.High approval / no response yet  
 DISPOSITION DATE 5/23/2017

SUBJ-ADDRESS 1546 Ocean Highway (17-N)  
 ORDINANCE VIOLATED  
 NOTES seeking storm assistance - no word yet  
 phone 1-23-17 with Ms. Mankin - sent additional assistance info via  
 email - new owner is trying to improve situation  
 address change - daughter - POAc/o deed changed 2016  
 call from Ms. Mankin-seeking help to clean up - letter sent  
 letters sent 12/1/16  
 hurricane damage reduced d/w to solid waste  
 Wendell ref. cea15-10-4, 15-11-3, 16-2-9, 16-8-5, 16-11-4  
 DISPOSITION SBA assistance info sent  
 DISPOSITION DATE 5/23/2017

SUBJ-ADDRESS 1573 Ocean Highway (17)S  
 ORDINANCE VIOLATED cars  
 NOTES 5/22/17 more vehicles gone and some boats  
 4/17/17 multiple vehicles gone. Yard still looks cluttered  
 Over 30 / still overloaded / may need legal action  
 2/1/17- letter sent  
 update pics 1/23/17 boat in rear seems to be parts for boat on trailer.  
 Vehicles are coming and going, lic. & unlic. And trailer frame gone or  
 out of sight  
 pics lic & unlic veh. 12/30/16  
 DISPOSITION some improvement - watching  
 DISPOSITION DATE 5/23/2017

SUBJ-ADDRESS Lot 38A / Bethel Fishing Center  
 ORDINANCE VIOLATED permits  
 NOTES 5/18/17 Ms. Chappell called and said tennant moving in with generator  
 and water hose, and she intends to terminate the contract with  
 camper owner  
 camper moved to new location - need to check power and sewer source  
 Contact from Ms. Chappell - said will take care of problem  
 Camper appears to have sewage trench to ditch. Being set up for  
 occupancy. Possible electric & plumbing & health permits needed.  
 Zoning ?????  
 DISPOSITION action pending  
 DISPOSITION DATE 5/23/2017

SUBJ-ADDRESS 174 Sunset Circle  
 ORDINANCE VIOLATED ???  
 NOTES tenant came in office 3/31/17 and explained- roommate left / cars  
 gone / 2 good trucks left to be repaired asap  
 All other vehicles tagged. File open to observe.  
 found file cea 2016-10-4 letter had been sent  
 Complaint delivered in person by Bill Jackson, with insuficiant contact  
 info and insuficiant subject location info.  
 DISPOSITION active logistics  
 DISPOSITION DATE 5/23/2017

SUBJ-ADDRESS 754 Woodville Rd.  
 ORDINANCE VIOLATED  
 NOTES verify cleanup or not - send letter  
 3/20/17 both found burned - need debris removal  
 S/w (2) delap Need to sort & update  
 DISPOSITION watch- update- letter as necessary  
 DISPOSITION DATE 5/12/2017

SUBJ-ADDRESS 134 River Cove Lane  
 ORDINANCE VIOLATED  
 NOTES abandoned house and some trash in carport  
 Plantif says rotten, infested and termites, willing to buy and remove.  
 DISPOSITION investigate further - need owner and status  
 DISPOSITION DATE 5/12/2017

SUBJ-ADDRESS 2217 New Hope Rd.  
 ORDINANCE VIOLATED  
 NOTES document clean up  
 house burned by FD - Clean up underway  
 DISPOSITION pics and letter if necessary  
 DISPOSITION DATE 5/12/2017

SUBJ-ADDRESS 1271 Ocean Highway S  
 ORDINANCE VIOLATED  
 NOTES document changes  
 deteiorated brick house on 17  
 DISPOSITION determine need for cea  
 DISPOSITION DATE 5/12/2017

SUBJ-ADDRESS 1347 Center Hill Hwy  
 ORDINANCE VIOLATED  
 NOTES delapidated house- empty  
 DISPOSITION researching  
 DISPOSITION DATE 5/12/2017

SUBJ-ADDRESS 716 Bear Swamp Rd.  
ORDINANCE VIOLATED  
NOTES solid waste that used to be house  
DISPOSITION check farm or not and logistics  
DISPOSITION DATE 5/12/2017

SUBJ-ADDRESS 407 Cox Ave.  
ORDINANCE VIOLATED no jurisdiction  
NOTES dilapidated house inside Hertford limits  
referred to Brandon Shoaf  
DISPOSITION referred - file closed  
DISPOSITION DATE 5/19/2017

SUBJ-ADDRESS 167 Oliver St.  
ORDINANCE VIOLATED set backs / trash  
NOTES shed predates zone ord. & property not in violation of Code  
Enforcement Ords. Letter sent by Ernie Swanner and Sam Barrow  
DISPOSITION letter to plaintiff and close file  
DISPOSITION DATE 5/22/2017

# AMH Monthly Report

Address

447 Hopewell Rd.

Disposition

surveyed AMH

DispositionDate

5/2/2017

InfoNotes

Address

316 Hopewell Rd.

Disposition

surveyed for AMH

DispositionDate

5/2/2017

InfoNotes

Address

113 4th Ave.

Disposition

survey amh

DispositionDate

5/4/2017

InfoNotes

Address

117 3rd Ave.

Disposition

surveyed amh

DispositionDate

5/4/2017

InfoNotes

Address

127 3rd Ave.

Disposition

surveyed amh

DispositionDate

5/4/2017

InfoNotes

Address

cor- 4th & H.Point

Disposition

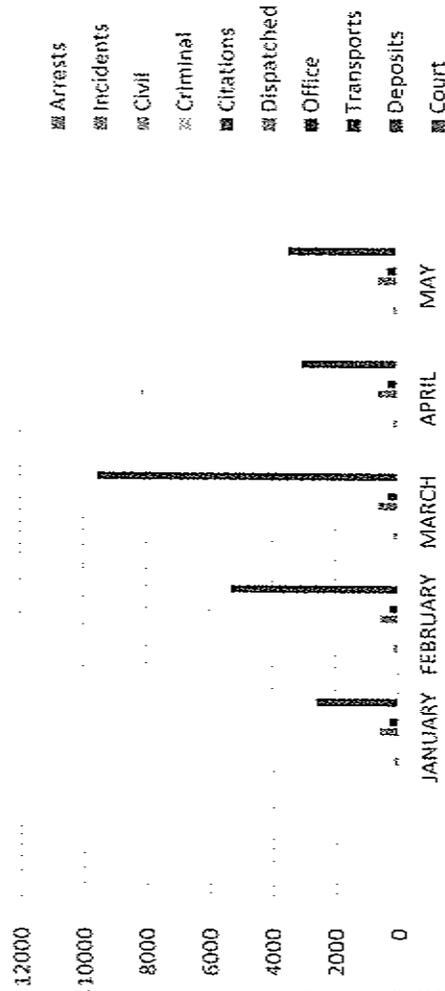
surveyed amh

DispositionDate

5/4/2017

InfoNotes

Perquimans County Sheriff's Office --- May 2017 Activity Report													
	Arrests	Incidents	Civil		Criminal Papers	Citations	Dispatched		Office Calls	Transports		Deposits	Court Days
			Papers				Calls	Out Co.					
JANUARY	20	21	144	23	4	579	290	1	\$2,603.35	8			
FEBRUARY	20	25	145	17	8	558	279	1	\$5,309.68	8			
MARCH	28	36	122	19	12	612	306	3	\$9,551.75	8			
APRIL	19	17	136	26	12	625	313	5	\$3,040.23	10			
MAY	18	13	142	42	7	614	307	8	\$3,442.57	9			



# COMMITTEE REPORTS



## PERQUIMANS COUNTY EMERGENCY SERVICES

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

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

### 911 Communications Board Meeting

Thursday, April 13, 2017– 7:00 P.M. - Perquimans Emergency Services Building

#### MINUTES

**Welcome** – Provided by Jonathan Nixon followed by the blessing by Todd Tilley at 7pm

**Minutes from January 26, 2017 Meeting** –via email.

**Introductions** (see sign-in sheet for attendance)

#### Reports:

❖ 911 Center – Jonathan Nixon provided the following report:

##### STAFFING

- 1 New Full-Time Telecommunicator – Sue Ann Cestaro
- 4 New Part-Time Telecommunicators – Dana Hart, Darlene Lind, Corey Stallings & Katherine Weiss

##### TRAINING

- Started working on the mandatory training for EMD.
- Completed the initial orientation day for 4 new hires.
- Working to overhaul SOGs and create Call Guides.
- Training officer attended ICS 400 Class.
- Krystal Agosto has put together the first draft of our training program (EMD & Sheriff's Standards).

##### EQUIPMENT

- Tower Sites continue to be visited monthly by EM
- New antenna and lightening arrester at the Durant's Neck (TAC 2) tower site to be installed April 18<sup>th</sup>. Will also be climbing the Joppa tower site (TAC 3).
- EM and 911 Staff continue to work with Jim McKeever of Global Communications on the County-Wide Radio Analysis.
- Back-Up 911 Center Update
  - Installation of the new upgraded Motorola 5500 Console Radio System to begin the week of April 24<sup>th</sup>
  - Duplicate phone system to be installed in Chowan is on order.
  - Additional capacity has been added to the recorder.
  - Issued a Notice to Proceed on the 150' tower at the ES Bldg to Sabre Industries. Should be complete by late June.

- Our expected completion date for the Back-Up 911 Center has been pushed back to September as Chowan 911 is having difficulty getting approval and issuing an RFP for their tower project.
- Our expected completion date for the Back-Up 911 Center has been pushed back to September as Chowan 911 is having difficulty getting approval and issuing an RFP for their tower project.

### PROJECTS

- Tower Sites continue to be visited monthly by EM
- New A/C units purchased for Sandy Cross (TAC 3) and Rayburn Ln (TAC 4) tower sites
- New UPS at Durants Neck Water Tower (TAC 2)
- EM and 911 Staff continue to work with Jim McKeever of Global Communications on the County-Wide Radio Analysis.
- Back-Up 911 Center Equipment
  - Soil survey should be complete this week for the new tower location. We are also working on the RFP for this and will issue after the Feb. 1st Mandatory Workshop with 911 Board Staff.
  - Quotes are in hand for radio equipment, including state bid pricing for most equipment. Waiting for Feb. 1st Workshop before issuing PO.
  - CAD server move is pending new internet service in Chowan (March/April). Server is already running using NeverFail software to communicate.
  - Purchase Order issued for dedicated fiber line for phone system between Perq 911 & Chowan 911 to Century Link.
  - Purchase Order to upgrade recording server has been issued to Edge One.
  - Purchase Order to upgrade phone system has been issued to CenturyLink.
  - Purchase Order to purchase laptop for use with CAD at Back-Up Center has been issued to Practical Computing.

### ISSUES

Fielded the following operational complaints through April 2017:

• Law Enforcement	2
• Fire	2
• EMS	1
• Citizens	0
• Mapping	1
• 911 Dept. Review	3

❖ GIS Mapping- Rhonda Money - Absent

❖ Law Enforcement

- ❖ Sheriff's Office - No report.
- ❖ Hertford PD - Absent.
- ❖ Winfall PD - Absent.

❖ Volunteer Rescue Squad - Absent.

❖ Fire Departments

➤ Chief's Association

- Asst. Chief Michael Cartwright reported:
  - Fire Depts would like notification timers on structure fire calls; 10 minutes from their on-scene time
  - Would like another IQ class to be held, possibly in July/August

- Requested information be forwarded to them so that they know which call types EMS are automatically responding to
  - Chiefs have approved Mutual Aid SOG with EMS including CPR & Choking, as updated
  - Bethel Fire Dept
    - Golf Tournament will be held at Albemarle Plantation on July 28<sup>th</sup>
    - There are a few 5 pound bags of BBQ left if anyone is interested.
  - Belvidere Fire Dept – No report.
  - Durants Neck Fire Dept – No report.
  - Hertford Fire Dept - No report.
  - Inter-County Fire Dept – No report.
  - Winfall Fire Dept – No report.
- ❖ NC Forestry - Still fully staffed.
  - ❖ Town of Hertford - Absent.
  - ❖ Town of Winfall - Absent.
  - ❖ County Commissioner – Mr. Hoffler is the new representative. Absent.
  - ❖ County Manager – Budget process, he has recommended that they will receive an extra \$2,500 to get the Fire Departments up to \$70,000. The goal is to get all Fire Departments to \$75,000.
  - ❖ Emergency Services Director – Jonathan Nixon provided the following report:

#### Emergency Management

- Mitigation for Hurricane Matthew continues with 2 properties being considered for elevation/buyout and our County Resiliency Redevelopment Plan nearing completion.
- Continue to be active in the DPR I and DAWG meetings.
- Successful DAWG exercise in February in which we practiced Incident Management Team skills. (VIDEO)
- We purchased a Gas Monitor Kit to be shared with Chowan County and would like to hold a second HazMat IQ Class. Waiting to hear from Fire Chiefs on their interest in a class.
- Conducted a Public Officials Conference at the Board of County Commissioner's meeting on April 3, 2017.
- Jarvis Winslow & Tom Ponte attended the NCEM Forum.
- Perquimans is servicing at the 2017 Chair for the DAWG (Disaster Awareness Work Group).
- Met with Contractors for Debris Management & Debris Monitoring on April 12, 2017. Bids for both services are due on May 3, 2017
- Budget Requests:
  - \$2,500 increase per fire dept (\$70,000)
  - Flammable Storage Cabinet (gas & diesel cans)
  - Repurpose generator from old 911 Building to be used at the Rec Dept (Winter & Post-Storm Shelter)
  - Miscellaneous Dive Gear
  - Repairs to the 25' Boston Whaler (replace decaying wood & paint)

#### EMS

- Our EMS Billing Clerk remains on medical leave and Jim Grosjean has been filling this role. We have been backfilling the open Shift Supervisor's job with part-time Paramedic staff.
- We continue to have a fulltime position open and are awaiting Paramedic discussions during the budget process before hiring.
- All of our ambulances and zone cars now have the same red, white and blue paint scheme.

- CAD Terminals on-line in April after staff training
- The transition to the new billing company, Colleton Software, has been fairly smooth. Thanks to Jim Grosjean for helping with this process. We will be closing out with EMSMC in the coming days.
- Several calls have been reviewed with Dr. Furia since we last met with appropriate action taken.
- In January we held a mandatory training with our new billing company and staff to review documentation. We also reviewed the EMD program with EMS staff. Those that could not attend reviewed a PowerPoint presentation and provided a written summary.
- 2 EMS Units were inspected this quarter by NCOEM and passed with no concerns.
- New Video Laryngoscopes have been ordered for all ambulances.
- Signed a written agreement with SAMC to provide medical supplies with an 11% handling fee.
- Visited 3 of the 8<sup>th</sup> Grade classes to review CPR skills and demo the Lucas CPR device.
- Budget Requests:
  - Funding to implement a Paramedic Program effective January 2018
  - 6 portable VHF radios
  - Several small building repairs
  - Parking lot repairs and restriping
  - New roll-up doors for the warehouse/5<sup>th</sup> bay building
  - Wireless device for Zone 1

#### **Old Business:**

- Fire Hydrant Mapping – still in progress – waiting on info from Fire Departments.
- County-Wide Incident Command Committee Update – Next meeting scheduled May 2<sup>nd</sup>
- Texting Update - Agency Rosters provided
- CJLEADS & NCAWARE – still on the to-do list
- Evaluation of the Perquimans Co. 911 Communication System – Jim McKeever presented regarding his findings. (See attachment)
- Call Timers (See Chief's Association comments above)

#### **New Business:**

- \* Host for July 27, 2017 Meeting – County Manager
- \* Additional Comments / Concerns

**Meeting Schedule:** July 27, 2017, October 26, 2017

#### **Adjournment**

Respectfully Submitted –Krystal Agosto, Shift Supervisor & Jonathan Nixon, Emergency Services Director