

AGENDA

All items are for discussion and possible action.
Perquimans County Board of Commissioners
Commissioners' Room - Courthouse Annex Building
July 3, 2017
6:50 p.m.

- I. **Call to Order**
- II. **Prayer & Pledge**
- III. **Moratorium on Large Scale Solar Energy Facilities 6:50 p.m.**
 - > *Perquimans County will hold a Public Hearing to receive citizen's comments concerning a proposed extension to the temporary moratorium on large scale solar energy facilities.*
- 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: June 5, 2017 Regular Meeting & June 19, 2017 Special Called Meeting & Work Session
 - B. Personnel Matters
 - 1. Amend Salary Classification Sheet
 - 2. Promotion – Assistant Register of Deeds
 - 3. Promotion – Finance/HR Specialist
 - 4. Promotion – Assistant Tax Administrator
 - 5. Promotion – Tax Clerk - Business Personal Property
 - 6. Promotion – Deputy/SRO (Uncertified)
 - 7. Promotion – Chief Deputy
 - 8. Retirement – Full-Time EMT-I
 - C. Step & Merit Increases
 - 1. Social Services Department (2)
 - 2. Buildings & Grounds
 - 3. EMS Part-Time/Fill-Ins (2)
 - 4. Tax Department
 - D. Board Appointments/Reappointments:
 - 1. Economic Improvement Council
 - 2. Social Services Department (Social Services Commission Appointee)
 - 3. Historic Hertford, Inc.
- VI. **PRESENTATIONS**
 - A. Introduction of New Employees/Staff
 - 1. Planner
 - 2. Tax Clerk - Collections
- VII. **Scheduled Appointments**
 - A. Brandi Jordan, Region R. Long-Term Care Ombudsman 7:00 p.m.
 - B. Bill Jennings, Tax Administrator 7:05 p.m.
 - C. Susan Chaney, Social Services 7:15 p.m.
- VIII. **Commissioner's Concerns/Committee Reports**
 - A. Commissioner Muzzulin – Shallow Draft Navigation Channel Dredging
 - B.
 - C.
- IX. **Old Business**
 - A. Updates from County Manager

ACTION
TAKEN
LATER

ACTION
REQUIRED

NO
ACTION
REQUIRED

POSSIBLE
ACTION
REQUIRED



1. Jack, the Dog
- B. Coastal Resources Advisory Council

ACTION
REQUIRED

X.

New Business

- A. Extension of Moratorium on Large Scale Solar Facilities
- B. Annual Contracts
 1. Senior Nutrition Contract
 2. Drainage Management Contract
 3. Emergency Management Public Information Officer Contract
 4. Economic Development Consultant Contract
 5. Administrator of Community-Based Youth Gang Violence Prevention Program Contract
- C. Voting Delegate for NCACC Annual Conference
- D.
- E.
- F.

XI.

Unscheduled Appointments/Public Comments

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

- A.
- B.
- C.

XII.

Closed Session: Legal Matter – Closed Session Minutes

FOR INFORMATION ONLY:

- Prescription Card Program

DEPARTMENT HEAD REPORT:

- Plat Log
- Code Enforcement Report
- Building Inspector's Report

COMMITTEE WRITTEN REPORTS:

NOTES FROM THE COUNTY MANAGER

July 3, 2017

6:50 p.m.

- III. **Enclosure:** Public Hearing is being held regarding the following matter:
- **Moratorium on Large Scale Solar Energy Facilities**.....6:50 p.m.
 - *Perquimans County will hold a Public Hearing to receive citizen's comments concerning a proposed temporary moratorium on large scale solar energy facilities.*
- 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 Sam Barrow, Planner, who was appointed effective May 1, 2017.
 2. **Bill Jennings, Tax Administrator:** Mr. Jennings will introduce Tashara Gramby, Tax Clerk – Collections, who was appointed effective June 1, 2017.
- VII.A. **Enclosures.** Brandi Jordan, Region R Long-Term Care Ombudsman, will discuss the appointments to the Adult Home Care and Nursing Home Care Advisory Committees. Mettha Davenport who serves on the Adult Home Care Advisory Committee has informed her that she will be resigning soon from this committee. We already have two vacancies in the Nursing Home Care Advisory Committee. The purpose for her meeting with the Board is to discuss the combination of these two Committees which would mean fewer appointments to the Board.
- VII.B. **Enclosures.** Bill Jennings, Tax Administrator, will present his Monthly Report.
- VII.C. Susan Chaney, Social Services Director, will present her Monthly Report.
- VIII.A. Commissioner Muzzulin would like to discuss the Shallow Draft Navigation Channel Dredging at the Yeopim Creek/Yeopim River entrance channel.
- IX.A. County Manager Heath will present several updates to the Board.
- X.A. **Enclosure.** A Public Hearing was held earlier in the meeting so the Board will need to take action on whether or not to extend the current Moratorium on Large Scale Solar Energy Facilities. Board action is being requested on the attached Ordinance No. 96.
- X.B. **Enclosures.** The Board will need to take action on the following annual contracts:
1. **Senior Nutrition Contract:** This contract is between Perquimans County and Albemarle Commission to handle the Senior Nutrition Program at the Senior Center. The costs will be \$10,749.24 for 999 hours.
 2. **Water Management Contract:** This contract is between Perquimans County and Dwane Hinson to consult on the water management needs associated with Perquimans County. A copy of the contract is included in your Agenda Packet. The costs will be \$30/hour and \$53.5 cents per mile. As you will note, the terms indicate that the contract can be renewed every year. Board action will be needed to renew the contract for FY 2017-18.
 3. **Public Information Officer Contract:** This contract is between Perquimans County and Thomas M. Ponte who is our Public Information Office for Perquimans County Emergency Management. The cost is \$110 per month.
 4. **Economic Development Consultant Contract:** This contract is between Perquimans County and Dave Goss who is our Economic Development Consultant. The cost is \$1,730.12 per month for FY 2017-2018, which includes the 3% cost-of-living increase as he requested.
 5. **Administrator of Community-Based Youth Gang Violence Prevention Program Contract:** This contract is between Perquimans County and Donna Jones who administers the Community-Based Youth Gang Prevention Grant Program. The cost is \$1,333.33 per month for FY 2017-2018.
- X.C. **Enclosure.** The NCACC Annual Conference is being held on August 10-13, 2017 in Durham County, NC. At this time, Joseph Hoffer and Wallace Nelson have signed up to attend the Conference. The Board will need to appoint a Voting Delegate. Board action is being 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.

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 – June 5, 2017 Regular Meeting & June 19, 2017 Special Called Meeting & Work Session Enclosure: Tax Refund – see attached list
- B. **Enclosures:** Personnel Matters
1. With the restructuring of several departments, the Salary Classification List needs to be revised.

2. During the Budget process, the following promotions were recommended:

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Donna Phelps	Assistant Register of Deeds	Promotion	58/8	\$30,155	7/1/2017
Helen Hunter	Finance/HR Specialist	Promotion	61/8	\$31,510	7/1/2017
Kim Bray	Assistant Tax Administrator	Promotion	66/6	\$37,398	7/1/2017
Rebecca Waterfield	Tax Clerk – Business Personal Property	Promotion	61/1	\$26,556	7/1/2017
Brian Watson	Deputy/SRO (Uncertified)	Promotion	64/1	\$30,304	7/1/2017
Thomas Reid	Chief Deputy	Promotion	70/4	\$42,475	7/1/2017
Ida Harris	Full-Time EMT-I	Retirement			9/30/2017

C. **Enclosures:** During the Budget process, these step/merit increases was approved for the employee. The following individual is being recommended by their supervisor for merit increase:

Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Joanne Avery	IMC II	63/2	\$29,725	7/1/2017
Krystal Dozier-Bass	Public Information Assistant IV	59/3	\$25,534	7/1/2017
Shirley Felton	Housekeeping Assistant	54/6	\$10.60/hr.	7/1/2017
Kevin Avers	EMT-I	66/3	\$16.71/hr.	7/1/2017
Zach Crowe	EMT-I	66/2	\$16.31/hr.	7/1/2017
Bea Spaeth	Temporary Tax Lister	n/g	\$13.10/hr.	7/1/2017

E. **Enclosure:** The following Board appointment/reappointment is being presented for Board action and/or for Board information:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Brenda Lassiter	Economic Improvement Council	Appointment	3 yrs.	7/1/2017
Dianne Layden	Social Services Board	Reappointment*	3 yrs.	7/1/2017
Edward Muzzolin	Historic Hertford, Inc.	Reappointment	3 yrs.	7/1/2017

**The Social Services Commission has confirmed Ms. Layden's appointment.*



**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. HOFER

EDWARD R. MUZZULIN

WALLACE E. NELSON

CHARLES WOODARD

W. HACKNEY HIGH, JR.
COUNTY ATTORNEY

PUBLIC NOTICE

Perquimans County will hold a Public Hearing on Monday, July 3, 2017, in the Commissioners' Room of the Perquimans County Annex Building located at 110 North Church Street, Hertford, NC. The Public Hearing is scheduled to start at 6:50 p.m. and will be held as time permits. All interested citizens are encouraged to attend.

The purpose of the public hearing is to receive citizen's comments concerning an extension of the temporary moratorium on large scale solar energy facilities.

Perquimans Weekly: Run as block advertisement on June 28, 2017

Daily Advance: Run as block advertisement on June 23, 2017

Perquimans County's Vision:

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

PROPOSED ORDINANCE NO. 96

AN ORDINANCE TO EXTEND A MORATORIUM ON THE ACCEPTANCE OF APPLICATIONS FOR CONDITIONAL USE PERMITS FOR LARGE SCALE SOLAR FARM FACILITIES IN PERQUIMANS COUNTY

WHEREAS, concerns have arisen regarding the adequacy of current Perquimans County ordinances related to large scale solar farm facilities and their potential effect on the health, safety and welfare of the citizens of Perquimans County; and

WHEREAS, the siting, construction, density, height, glare, maintenance and decommissioning of large scale solar farm facilities are affected by Perquimans County ordinances related to large scale solar farm facilities; and

WHEREAS, the rights and reasonable expectations of the citizens of Perquimans County and the developers of future large scale solar farm facilities may be affected by Perquimans County ordinances related to large scale solar farm facilities; and

WHEREAS, current Perquimans County ordinances related to large scale solar farm facilities may be inadequate to balance the rights and reasonable expectations of the citizens of Perquimans County and the developers of future large scale solar farm facilities; and

WHEREAS, the Board of Commissioners has previously enacted a moratorium on applications for conditional use permits related to large scale solar farm facilities which expires on July 18, 2017 and the Board of Commissioners needs to extend the moratorium to allow more time to develop and consider reasonable regulations that would protect the health, safety and welfare of current and future residents of the County, while providing certainty and appropriate protections for future developers of large scale solar facilities in the County.

WHEREAS, the Board of Commissioners of Perquimans County needs to extend the current moratorium to allow the Board of Commissioners additional time to review and examine the adequacy of its current ordinances related to large solar farm facilities and to study appropriate options for the regulation or control of the height, size, location, density, setbacks, design standards, glare, decommissioning, maintenance, lighting, property value diminutions, and other characteristics of large scale solar farm facilities; and

WHEREAS, the Board of Commissioners needs to extend the current moratorium on applications for conditional use permits related to large scale solar farm facilities to maintain the status quo while the Board of Commissioners reviews the adequacy of its current ordinances related to large scale solar farm facilities; and

WHEREAS, the Board of Commissioners needs to extend the current moratorium on applications for building permits, conditional use permits and other county governmental approvals related to large scale solar farm facilities to determine what effects, if any, the current County ordinances related to large scale solar farm facilities have on the health, safety and welfare of the citizens of Perquimans County; and

WHEREAS, the Board of Commissioners considered the course of action of not enacting this moratorium and allowing the County Planning Board to continue to develop recommendations to the Board of Commissioners related to large scale solar farm facilities for the Board of Commissioners' later consideration, however the Board of Commissioners did not choose that course of action because such course of action was deemed inadequate to protect the health, safety and welfare of the citizens of Perquimans County because the developer of a large scale solar farm facility could apply to the County for approval of a large scale solar farm facility under the existing ordinances related to large scale solar farm facilities which ordinances the Board of Commissioners have deemed are in need of review in order to protect the health, safety and welfare of the citizens of Perquimans County; and

WHEREAS, in order to address the concerns which led to the enactment of this moratorium, the Board of Commissioners, during the duration of this moratorium, intends to take the following actions: direct the Perquimans County Planning Board to review and study existing County ordinances related to large scale solar farm facilities and to provide recommendations to the Board of Commissioners for any modifications to existing ordinances, review the recommendations of the Planning Board, develop draft regulations, present the draft regulations at public meetings, receive public comments to proposed draft modifications and adopt the final version of appropriate regulations for large scale solar farm facilities in Perquimans County.

WHEREAS, the duration of this moratorium of one hundred twenty days (120) is reasonably necessary to allow the Board of Commissioners adequate time to properly and meaningfully review existing ordinances and to take the actions set forth herein; and

WHEREAS, the Board of Commissioners has duly advertised its public hearing on this Ordinance Imposing a Moratorium on the issuance of Building Permits, Conditional Use Permits and Other Governmental Approvals for Solar Farm Facilities in the Daily Advance on June 23, 2017 and the Perquimans Weekly on June 28, 2017 and conducted the required public hearing on July 3, 2017, all in accordance with North Carolina General Statutes Sections 153A-323 and 153A-340(h); and

WHEREAS, in order to preserve the status quo while appropriate county controls and regulations are considered and prepared, the County may adopt temporary moratoria on any county development approval required by law, pursuant to North Carolina General Statutes Section 153A-340(h).

NOW, THEREFORE, BE IT ORDAINED by the Board of County Commissioners of Perquimans County THAT THERE IS hereby extending the current moratorium for a period of one hundred (120) days on the acceptance of applications for conditional use permits for the construction of any large scale solar farm facilities.

THAT this moratorium will allow the County time to develop and consider reasonable regulations that would protect the health, safety and welfare of current and future residents of the County, while providing certainty and appropriate protections for future developers of large scale solar farm facilities in Perquimans County.

THAT the duration of this moratorium is the minimum time that is needed to have the Perquimans County Planning Board to review and study existing County ordinances related to large scale solar farm facilities and to provide recommendations to the Board of Commissioners for any modifications to existing ordinances, review and study existing County ordinances related to large scale solar farm facilities, develop draft regulations, present the draft regulations at public meetings, receive public comments to proposed draft

modifications and adopt the final version of appropriate regulations for solar farm facilities in Perquimans County.

THAT pursuant to North Carolina General Statutes Section 153A-340 (h), this moratorium ordinance shall not apply to any project for which a valid building permit issued pursuant to G.S. 153A-357 is outstanding, to any project for which a conditional use permit application or special use permit application has been accepted, or development set forth in a site-specific or phased development plan approved pursuant to G.S. 153A-344.1, or development for which substantial expenditures have already been made in good faith reliance on a prior valid administrative or quasi-judicial permit or approval related to the specific development, or to preliminary or final subdivision plats that have been accepted for review by the county prior to the call for public hearing to adopt the moratorium.

THAT this moratorium ordinance shall apply to unincorporated areas of Perquimans County, lying outside of the corporate limits or extraterritorial jurisdiction of any incorporated town.

The Perquimans County Board of Commissioners hereby adopts and enacts this ordinance which shall become effective immediately upon its adoption and shall expire on October 31, 2017.

Adopted this the 3rd day of July, 2017.

Motion for adoption made by _____ and seconded by _____.

PERQUIMANS COUNTY BOARD OF COMMISSIONERS

T. Kyle Jones, Chairman

ATTEST:

Mary P. Hunnicutt, Clerk
Perquimans County Board of Commissioners

Approved as to form:

W. Hackney High, Jr.
County Attorney

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
Joseph W. Hoffer
Wallace E. Nelson
Fondella Leigh, Vice Chair
Edward R. Muzzulini
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, 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 8:00 p.m.

T. Kyle Jones, Chairman

Clerk to the Board

REGULAR MEETING

June 5, 2017

8:05 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, June 5, 2017, at 8:05 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

MEMBERS PRESENT: Kyle Jones, Chairman (arrived @ 6:12)
Joseph W. Hoffer
Wallace E. Nelson
Fondella A. 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 Vice Chair called the meeting to order, Commissioner Woodard gave the invocation and the Vice Chair led the Pledge of Allegiance.

PUBLIC HEARINGSConditional Use Permit No. CUP-17-02 (Brown Family Sun Farm)

Vice Chair Leigh opened the First Public Hearing stating that the purpose of this public hearing is to receive 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. 2-0068-0013J. There were fifteen (15) people present. Ms. Leigh called on Rhonda Money, GIS Coordinator/Planner, and swore her in to testify. Ms. Money presented an overview of CUP-17-02. She further stated that, at their meeting on May 9, 2017, the Planning Board approved CUP-17-02. At this time, Chairman Jones arrived and took over the meeting. Mr. Jones thanked Ms. Money and proceeded with the Quasi-Judicial Hearing. Mr. Jones swore in the petitioners of the CUP-17-02. He then asked if there were any opposing this solar farm. There being none, Mr. Jones proceeded with the petitioner's evidence. Mark Finkelstein, attorney for applicant, called his first witness, Mr. Keith McLaughlin, Managing Member of Blue Green Energy, LLC. Mr. Finkelstein presented documents and affidavits for evidence and distributed copies to the Board. He asked that these documents be entered into evidence and distributed copies to the Board. During his overview of the project, Mr. McLaughlin explained that Mr. Brown, the owner, have agreed upon land swap once the CUP has been approved and certain contingencies satisfied to permit Mr. Brown to proceed with the solar farm project. Mr. McLaughlin demonstrated that on his PowerPoint presentation. Mr. McLaughlin concluded his remarks by explaining how he met all the following findings:

(2) That the use meets all required conditions and specifications;

(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.

Since there is no opposition to this Conditional Use Permit, Chairman Jones opened the floor for questions from the Board. The Board had no questions. Therefore, Mr. Jones asked Mr. Finkelstein to call his next witness, Tommy Cleveland. Mr. Cleveland, Solar PV Engineer at Advanced Energy, explained his education and training. Mr. Finkelstein asked that Mr. Cleveland be approved as an expert witness in solar farm engineering, solar permitting, and solar health & safety. Chairman Jones accepted Mr. Cleveland as an expert witness. Mr. Cleveland proceeded with his testimony addressing the following finding:

(1) That the use will not materially endanger the public health or safety, if located according to the plan submitted and approved;

Mr. Cleveland concluded his remarks that this project would not materially endanger the public health or safety, if located according to the plan submitted and approved. Mr. Jones asked if there were any questions from the Board. There being none, Mr. Finkelstein called his next witness, Thomas Hester. Mr. Hester, owner of Hester & Company, an appraisal firm headquartered in Raleigh, NC, explained his education and training. Mr. Finkelstein asked that Mr. Hester be approved as an expert witness in real estate evaluation and appraisals. Mr. Jones accepted Mr. Hester as an expert witness. Mr. Hester proceeded with his testimony addressing the following findings:

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

Mr. Hester concluded his remarks stating that this project would not substantially injure the value of adjoining or abutting property, or the use is a public necessity and that the location and character of the use, would be in harmony with the area in which it is to be located. Mr. Jones asked if there were any questions from the Board. There being none, Mr. Finkelstein called his next witness, Webb Fuller. Prior to his testimony, Mr. Finkelstein explained that Mr. Fuller had to do something at 7:00 p.m. and, should he be still testifying at 7:00 p.m., they would have to interrupt it. He also explained the Mr. Brown, the landowner, asked for a court reporter to be present and introduced her to the Board. He then proceeded with the testimony from Mr. Fuller. Mr. Fuller, owner and manager of JWF, LLC, a consulting company for local governments primarily focused on issues of land use, financial accountability and personnel issues, explained his education and training. Mr. Finkelstein asked that Mr. Fuller be approved as an expert witness in planning, land use, conformity of uses to land use regulations. Mr. Jones accepted Mr. Fuller as an expert witness. Mr. Fuller continued his testimony addressing the following conditions:

- (2) That the use meets all required conditions and specifications;
- (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.

Mr. Fuller concluded his remarks stating that he believes that this project meets all the required conditions and specifications and that the location and character of the use will be in harmony with the area. Mr. Jones asked if there were any questions from the Board. There being none, he asked Mr. Finkelstein if he had any other witnesses. Mr. Finkelstein said that Brian Plumlee, attorney representing applicant, Robert Brown, made a few comments about the project. Chairman Jones checked to see if there were any opposing parties present. There being none, he waived the closing arguments. Commissioner Nelson asked the following questions:

- (1) In the materials that the Board received showed a different layout with regard to the cut off section. The site plan discussed tonight is different than the one that they received. Which map did the Planning Board review and approve. Mr. McLaughlin and Ms. Money answered his question. Mr. McLaughlin said that the Planning Board had more concerns about the road front buffer.
- (2) Mr. Nelson asked if the land swap has been completed. Mr. McLaughlin said that basically it is a contractual agreement between two landowners that, if the Conditional Use Permit is approved, the land swap would be completed. He further stated that there were some contingencies included.
- (3) Mr. Nelson asked about the Bond that Mr. Brown had established regarding the buffering being in place prior to the solar farm becoming operational. Mr. McLaughlin explained how it worked.
- (4) Mr. Nelson asked about their using fixed panels or other types. Mr. McLaughlin said that this occurred because the size of the farm changed.

There being no further comments or questions, Chairman Jones closed the first Public Hearing and proceeded with the second Public Hearing.

Conditional Use Permit No. CUP-17-03, requested by Ismael Melendez on behalf of Island Christian Fellowship

Chairman Jones opened the Second Public Hearing stating that the purpose of this public hearing is to receive 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 and 2-D082-J001-HI. Chairman Jones presented the procedure for handling this Conditional Permit. There were twenty (20) people present. Chairman Jones called for Rhonda Money, GIS Coordinator/Planner, to come forward and be sworn in. After Ms. Money was sworn in, she proceeded to provide an overview of this project. During her report, Ms. Money explained that she did receive one phone call from James and Garion Withrow, 114. Discovery Court, Hertford, NC. They were unable to attend the meeting tonight but notified Ms. Money that they did not mind the church being built on the property directly adjacent to their property. The Planning Board at their May 9th meeting approved the Conditional Use Permit as presented. Ms. Money said that Mr. Ismael Melendez was present if they had any questions. Mr. Jones asked if there was anyone in the audience that had standing in this matter and wished to speak. Mr. Melendez asked to speak. Commissioner Nelson had a question for Mr. Melendez. Mr. Jones asked him to come forward to be sworn in. Mr. Nelson asked Mr. Melendez about their running across the run and if they are planning on a crossing that would go across the run. Mr. Melendez said that they would after they erect the church building. There being no further questions or comments, Chairman Jones closed the Public Hearings at 7:15 p.m.

AGENDA

Joseph W. Hoffer made a motion to approve the Agenda as amended. The motion was seconded by Edward R. Muzzulin. Because Jonathan Nixon did not receive the Emergency Management Contracts in time (Item X.E.), the Board needed to make a motion to amend Mr. Hoffer's motion to remove Item X.E. from the Agenda. On motion made by Charles Woodard, seconded by Fondella A. Leigh, the Board unanimously approved the amendment to Mr. Hoffer's motion to remove Item X.E. The Board then voted unanimously to approve the amended motion to approve the Agenda as amended.

CONSENT AGENDA

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

1. Approval of Minutes: May 1, 2017 Regular Meeting, May 15, 2017 Budget Presentations & Work Session, May 18, 2017 Budget Work Session, and May 24, 2017 Budget work Session.
2. Tax Refund Approvals:

PERQUIMANS COUNTY TAX REFUNDS:

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

TOWN OF HERTFORD REFUND:

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

3. Personnel Matters:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Tashara Gramby	Tax Clerk - Collections	Appointment	58/1	\$33,270	6/1/2017
Debbie Lyman	EMT-I - Fill-In (Rescue)	Appointment	66/4	\$17,12/hr.	5/1/2017

4. Step/Merit Increases:

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Sherry Schrode	SW III	69/2	\$38,708	6/1/2017
Joe Ann White	Social Worker III	69/5	\$41,636	6/1/2017
Christopher Murray	Deputy Sheriff	65/2	\$32,460	6/1/2017
Amanda Layden	Administrative Assistant - Recreation	58/6	\$26,299	6/1/2017

5. The following Board appointments/reappointments/resignations were approved by the Board:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Wallace Nelson	COA Board of Trustees	Appointment	4 yrs.	07/01/2017
Lillian Holman	Senior Teachers' Regional Advisory Board	Reappointment	1 yr.	07/01/2017
Dianne Layden	Social Services Board	Reappointment	3 yrs.	07/01/2017
Kyle Jones	Recreation Advisory Committee - Commissioner	Resignation		07/01/2017
Fandella Leigh	Recreation Advisory Committee - Commissioner	Appointment	3 yrs.	07/01/2017
Rodney Lassiter	Recreation Advisory Committee - Belvidere	Reappointment	3 yrs.	07/01/2017
April Smith	Recreation Advisory Committee - Parksville	Appointment	3 yrs.	07/01/2017
Jeff Proctor	Recreation Advisory Committee - Bethel	Reappointment	3 yrs.	07/01/2017

6. Budget Amendments:

**BUDGET AMENDMENT NO. 19
GENERAL FUNDS**

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

**BUDGET AMENDMENT NO. 20
GENERAL FUNDS**

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	4,000
EXPLANATION: To correct budget to allow funds to be transferred to GDA for FY 16/17.			

7. Resolutions: The following Resolutions were unanimously approved by the Board:

> **VAR Technology Finance:** The Board of Education has requested that the Board adopt the following Resolution continuing the contract with VAR Technology Finance for the school computers:

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) 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 5th day of June, 2017, by the Perquimans County Board of Commissioners.

F. Kyle Jones, Chairman
Perquimans County Board of Commissioners

SEAL

Clerk to the Board

> **Resolution Opposing Mandatory Regionalization of Social Services Departments:** The Board adopted the following Resolution opposing the mandatory Regionalization of Social Services Department:

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(es) 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 5th day of June, 2017.

T. Kyle Jones, Chairman
Perquimans County Board of Commissioners

ATTEST:

(SEAL)

Clerk to the Board

B. **Juvenile Crime Prevention (JCPC) Documentation:** The Board approved the following JCPC documents, in addition to the Juvenile Crime Prevention Council County Plan for FY 2017-18:

NC Department of Public Safety, Division of Juvenile Justice
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? _____

STANDARD #2 - Organization

- A. Does the JCPC have written Bylaws? YES
 - B. Bylaws are attached or on file (Select one.)
 - 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.)
 - F. Does the JCPC have officers and are they elected annually? YES
- JCPC has: Chair; Vice-Chair; Secretary; Treasurer.

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 meeting 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

STANDARD #5 - Public Awareness

- A. Does the JCPC communicate the availability of funds to all public and private nonprofit 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. §105-343 (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**

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

Gail White 5/15/17
JCPC Chairperson 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. § 14313-846 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 (G.S. 147-33.61)	Name	Title	Designee	Race	Gender
1) School Superintendent or designee	James Burch	Assistant 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	Layresha Bales-Harley	Chief	<input type="checkbox"/>	b	f
6) Director, AMH/DD/SA, or designee	Tracey Webster	SOC Coordinator	<input type="checkbox"/>	b	f

Specified Members (G.S. 147-33.61)	Name	Title	Designee	Race	Gender
7) Director DSS or designee	Susan Chaney	Director	<input type="checkbox"/>	w	f
8) County Manager or designee	Frank Heath	County Manager	<input type="checkbox"/>	w	m
9) Substance Abuse Professional	n/a		<input type="checkbox"/>		
10) Member of Faith Community	Rev. Ann Vaughn	Minister	<input type="checkbox"/>	b	f
11) County Commissioner	Kyle Jones	Commissioner & Ass't DA	<input type="checkbox"/>	w	m
12) Two persons under age 18 (State Youth Council Representative, if available)	tbd		<input type="checkbox"/>		
13) Juvenile Defense Attorney	n/a		<input type="checkbox"/>		
14) Chief District Judge or designee	Hon. Mender Harris	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 Authority Director	<input type="checkbox"/>	w	f
20) County Commissioner appointee	Wanda Lewis	Librarian	<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 Director	<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 Halt	CC Supervisor	<input type="checkbox"/>	b	m

INTRODUCTION OF NEW EMPLOYEES

The following introductions to the Board were made:

- > **Maintenance Supervisor:** County Manager Heath introduced Robin Trueblood who was appointed as Maintenance Supervisor effective May 15, 2017.
- > **Deputy Sheriff:** Sheriff Shelby White introduced Johnathan Miller who was appointed as Deputy Sheriff effective April 1, 2017.

SHELBY WHITE, SHERIFF

Mr. White Lawrence explained that he has been working on applying for several grants to work alongside the Hertford Police Department. This grant will be used to fight the heroin, opium, and methamphetamines epidemic in our area. It will be used for equipment, control buys, and possible overtime. It is around \$25,000 to \$50,000 and possibly higher. The Hertford Police Chief will be writing the grant for us. July 10th is the deadline for the grant application. County Manager Heath said that Mr. White will be bringing information to the Board as he receives the approval of the grant, the grant agreement, and any other documents that need Board approval. After Mr. White's presentation, Commissioner Nelson mentioned that he had a Commissioners' Concern which related to this issue too. Mr. Nelson asked Mr. White if he had ever heard the Step Up Initiative. In August, 2015, the NCACC had requested the County to adopt a Resolution which we did. Mr. Nelson had received a call from Bland Baker who was the Trillium representative for this area. Mr. Baker told Mr. Nelson that the NCACC had contacted him about what we had done for the Step Up Initiative. Thus far, the County has not done anything. This initiative is to try to keep mentally ill people out of jail and try alternate areas of help. Mr. Nelson asked Mr. White if he had heard anything like this. Mr. White explained what is done now is through the courts and Mobile Crisis. He said that they are experiencing more and more situations like this now.

BILL JENNINGS, TAX ADMINISTRATOR

Mr. Jennings presented his monthly report.

SUSAN CHANEY, SOCIAL SERVICES DIRECTOR

Ms. Chaney presented her monthly report and thanked the Board for adopting the Resolution opposing the Regionalization of the Social Services Departments.

PRESENTATION OF FY 2017-2018 BUDGET

County Manager Heath presented the following FY 2017-2018 Budget Message:

June 5, 2017

To: The Honorable Chair, Board of Commissioners, and taxpayers of Perquimans County

I respectfully submit the proposed budget for Perquimans County for the Fiscal Year 2017-2018. The budget has been prepared in accordance with the North Carolina Local Government Budget and Fiscal Control Act. The budget identifies the estimated revenues and expenditures for the Fiscal Year 2017-2018.

Proposed Tax Rate

As in years past, the County's budget process calls for department heads and other agencies to submit budget requests to the County Manager. In total, the requests amounted to approximately \$16.4 million. That's almost \$2 million dollars more than anticipated revenues for the upcoming fiscal year. The tax rate would have to be 73 cents to fully fund all requests of Perquimans County for the next year.

Total taxable value increased from \$1,295,330,502 to \$1,304,892,862, or 0.74%. On top of that, an additional \$202,280,804 in value was added due to the Desert Wind project. After first year depreciation and the grant agreement with the County, the net gain in value would be \$66,943,508, or a five percent increase to the County's total value. I have estimated an additional \$350,000 in revenue for FY 17-18 as a result. We have also experienced gains primarily in sales tax revenues, and this in combination with the use of fund balance allocations will allow us to propose a budget that remains at a rate of 57 cents per hundred dollars of value. Also of note is that I project that we're not going to use any of the budgeted fund balance appropriation from last fiscal year of \$754,668.

This is due to better than projected revenues, and controlling spending versus budgeted amounts for 16-17. If we utilize the full \$915,773 I project for fund balance allocations for this new budget, our fund balance would still be in the 28 percent range.

When compared to other Counties in the region, Perquimans' tax rate will remain among the lowest in eastern North Carolina:

Perquimans-	57 cents per hundred
Gates-	68 cents per hundred
Camden-	68 cents per hundred
Chowan-	74 cents per hundred
Pasquotank-	76 cents per hundred

While the tax rate is one of the lowest in the region, this budget still provides adequate funding for services that we have historically provided, enhances some services, and provides benefits for the County employees.

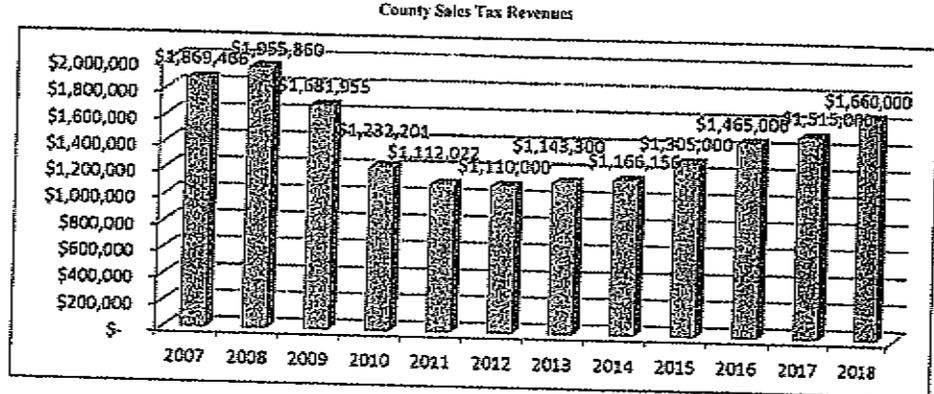
General Fund Budget Summary

The General Fund budget is \$15,293,430 for 2017-2018, up \$124,983 from the current year's amended budget of \$15,168,447. To enable us to maintain a significant commitment to school current expense and increased capital requests, and increased expenditures for public safety departments such as 911 Communications, Fire Departments and EMS, this budget designates \$915,773 of general fund balance to be utilized. Even with this amount of fund balance used, we will still maintain a fund balance of over 28%, much more than the 8% recommended by the Local Government Commission. Perquimans has a history of controlling spending below budgeted amounts, so it is unlikely that we will have to utilize the full amount of fund balance listed.

General Fund Revenues

Property taxes account for the vast majority of general fund revenues, and I've already mentioned the conditions as it relates to real property taxation. We are projecting that motor vehicles tax collections will improve for the upcoming fiscal year.

Sales tax revenues are the second largest source of County general fund revenues. Based on good returns from this fiscal year, sales tax revenues are projected to grow by a total of \$145,000. The chart below shows the history of sales tax revenues since 2007.



An additional \$351,504 is forecast to be added to Perquimans' sales tax allocation to reflect the additional services taxed by the General Assembly in 2016. In addition to the sales tax revenues, there are three other important sources of revenues that provide insight to the strength of the local county economy. They are Building Inspection Fees, Register of Deed Fees, and Land Transfer Tax revenues. While sales taxes reflect retail sales, these other revenues are construction and real estate based. Expected Land Transfer Tax revenues in FY 2017-18 are \$265,000, \$15,000 more than last year, but well below the FY 2006-07 total of \$1,188,341. Building Inspection Fees and Register of Deed Fee revenues remain at among the lowest levels in over a decade, projected at \$223,000 combined, reflecting no change in revenue for these two fees for FY 2017-2018.

A continuing, but declining revenue for this budget year will be a projected \$276,040 Medicaid hold-harmless allocation from the State.

General Fund Expenses

Most of the departmental operating budgets remain fairly static compared to the current budget year. By way of comparison, the five largest General Fund expenses by department or agency are as follows:

Department/Agency	Proposed FY 17 Funding	% of Total GF Budget
Perquimans County Schools	\$4,069,103	26%
Social Services	\$2,437,003	16%
Emergency Medical Services	\$1,423,547	9%
Sheriff Department	\$1,178,339	8%
Albemarle District Jail	\$836,577	6%

School Funding

As presented by the Board of Education and school staff earlier this spring, the Perquimans County School System has requested \$3,275,810 for school current expense, an increase of \$500,810 over last year's County appropriation of \$2,775,000. This represents a 18% increase from the previous fiscal year.

The proposed FY 2017-18 County budget maintains the local current expense budget at \$2,775,000, despite a marginal decline in the school system's enrollment. This continues a significant commitment by the County Board of Commissioners to increase teacher supplements and classified position salary adjustments. The school capital outlay budget increases to \$397,500, or a 9.3% increase. This capital allocation will allow for the continuation of the 1:1 technology initiative, as well as other capital outlay items presented by the Superintendent.

Building and Facility Initiatives

Perquimans County will engage in several new facility projects in FY 2017-18. The Perquimans County Library will be complete by September, 2017. The debt service for that facility begins this year, at a cost of \$330,856. We will begin renovations on the ARPDC building, which is currently occupied by the Albemarle Commission and Farm Service Agency. We will make bathroom improvements at the Perquimans County Recreation Center. We will pay our proportionate share of costs for an addition to the Tri-County Animal Shelter. We will make security improvements to Court facilities by adding security cameras and keypad entries. The County will make various parking lot improvements at its facilities this year.

Capital Outlay

Outside of the normal replacement of electronic items such as computers and copy machines, the major capital items included in the FY 2017-18 budget are the replacement of two Sheriff Department vehicles, bullet proof vests, GPS tracker, portable radios, software upgrades for the tax and finance departments, painting the Winfall tower to meet FAA requirements, decommissioning the tower at the High School site, and the equipment necessary for Perquimans County to practice at the Paramedic level for EMS.

Personnel

Perquimans County participates in the State Health plan, and health insurance rates are projected to increase from \$506 per employee per month to \$540. This increase causes approximately a \$25,000 negative impact to our budget. The rate of \$540 monthly includes a projected 5% increase in rates and \$25 per month per employee that the State will begin charging employees for the base 70-30 plan. The County will pick up this \$25 per month charge when rates are expected to be revised beginning in January, 2018.

Retiree health coverage is becoming an increasing burden on the County. We have been advised by our provider to estimate a 30 percent increase in coverage costs. With the addition of several new retirees and the increase in costs, we are expecting a \$64,000 increase in costs in FY 17-18.

As a result of these increased health care costs, the proposed FY 2017-18 budget contains no cost of living adjustment for County employees, but maintains merit and salary step increases for those employees who qualify. Employees received a 3 percent cost of living adjustment in last fiscal year's budget.

The North Carolina Local Government Employees Retirement System employers' contribution will be 7.6% for FY 17-18.

This budget includes converting a tax clerk/finance assistant position to a Finance/HR assistant, one additional school resource officer, one Medicaid Supervisor, designation of a chief deputy within the Sheriff's office, and designation of an Assistant Register of Deeds. It also funds the necessary staffing changes required for Perquimans County EMS to increase its service to the Paramedic level of care.

\$15,000 has been allocated to the Tourism Development Authority to continue to fund a part-time tourism director, in coordination with the Towns.

Other Noteworthy Items

- Funding for the County Fire Departments increases to \$70,000 each, up from \$67,500 for each department last year.
- Funding for the Perquimans County Library increases to \$175,000.
- Tri-County Animal Shelter operational funding remains at \$60,000.
- Albemarle District Jail remains a considerable expenditure, at \$836,577.

Water Fund

Perquimans continues to make significant investment in its overall ability to provide water to its customers. Our system is an aging one, with infrastructure aged at over 30 years old in some places. This means that the County makes ongoing repairs to the lines in the system as needed throughout the year. Perquimans continues to purchase 150,000 gallons of reverse osmosis water from Pasquotank County that services customers on the Winfall plant side. The bulk water rate that Pasquotank County charges is expected to remain \$6.00 per thousand gallons. Also, Perquimans is investing on the Bethel plant side, as we have purchased the Manzey well site, and will allocate \$150,000 for continued work on that location in the upcoming fiscal year. We will also allocate \$100,000 for the replacement of aging water meters throughout our system. The total water fund budget for the Fiscal Year 2017-18 is \$2,281,140. The water rates for Perquimans County will remain unchanged for the upcoming fiscal year.

Solid Waste Fund

The proposed solid waste fee for FY 17-18 is \$140, a \$10 increase from last fiscal year, but less than \$12 a month per household. This fee covers the cost of operating the five Convenience Site locations, the County's portion of the Perquimans-Chowan-Gates Transfer Station operating cost, and the tipping fee for the County's solid waste at the private landfill in Bertie County. We've made significant capital improvements to our sites, including paving and additional compactors. ARHS, which serves as the fiscal agent for our operations, is projecting a 15 percent increase in costs for the upcoming year. The total solid waste fund budget is projected at \$973,000.

Conclusion

As indicated earlier, this budget focuses on maintaining an increased level of historical spending for schools, despite declining enrollment numbers. We have covered increased health care costs for County employees and retirees, and maintained merit and step increases for those who qualify. We have increased funding for emergency services operations by providing the paramedic level of EMS care to our citizens and increased our funding for local volunteer fire departments. We have committed monies to various building and capital projects as already stated. Lastly, we have continued to fund services despite cuts in State funding with no reductions in mandates.

I'd like to thank the Department Heads for their stewardship in this budget process and their consideration of the marginal increase in County revenues. I would also like to thank the Board of Commissioners for your involvement in the budget process and for making difficult, but important decisions on behalf of the citizens of Perquimans County. Finally, I'd like to thank County staff: Tracy Mathews- Finance Officer, Mary Hunnicutt- Clerk to the Board, and Debbie Stallings-Assistant Tax Administrator, for their assistance and guidance in this process.

I thank each of you for your consideration of this proposal and welcome any changes the Board deems appropriate.

At the request of the Chairman and Board of Commissioners, a public hearing has been scheduled for Monday, June 19, 2017, at 7:00 p.m. in the Commissioners' Room of the Courthouse Annex for public comment and to consider adoption of the budget.

Submitted by:

W. Frank Heath, III
County Manager/Budget Officer

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

The following Commissioners' Concerns/Committee Reports were discussed:

- > **Commissioner Nelson:** Commissioner Nelson discussed his concerns under scheduled appointments with Sheriff Shelby White. The County many need to make some strides to work with the Step Up Initiative. They discussed what other counties are doing and what NCACC is looking for the Counties to do. County Manager Heath will check on this and bring information to the Board.
- > **Commissioner Hoffer:** Commissioner Hoffer expressed a concern that he had with regard to the Recreation Department and began to discuss personnel matters with respect to relationship between the basic community and the Recreation Department. Chairman Jones explained that, if this is regarding employee conduct, it would need to be discussed during Closed Session. County Attorney High said that, since we already have a Closed Session scheduled tonight, the Board could amend the Agenda and add it to this Closed Session. Therefore, Mr. Jones asked that the Board make a motion to amend the Agenda to add Personnel Matter under Closed Session. On motion made by Edward R. Muzzulin, seconded by Charles Woodard, the Board unanimously approved the motion to amend the Agenda by adding Personnel Matter under Closed Session.
- > **Commissioner Muzzulin:** Commissioner Muzzulin expressed concerns about the Solar Farm located off Snug Harbor Road. County Manager has contacted representatives from Phoenix Solar, who now controls the property, to contact him. He also updated the Board on the buffering problem. They have agreed to come back to improve the buffering at great expense to them.

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.
- > **Boat Ramp Project:** Mr. Heath reported that the Boat Ramp opened on May 24th. A ribbon cutting will be held on June 23rd. He was informed that it was very busy during the Memorial Day Holiday weekend.
- > **Library Project:** Mr. Heath explained that the project is still on schedule and on budget (actually under budget). Opening date is scheduled for September 1st. If interested on a tour, please call him.
- > **Pest Office:** They have a contract in place to fix the dip in the parking lot. They are still considering changing the business hours.

BOARD APPOINTMENTS: NURSING HOME ADVISORY COMMITTEE

Mary Hunnicutt, Clerk to the Board, explained that Brandi Jordan, Region R Long-Term Care Ombudsman, is scheduled to meet with the Board during their July 3rd meeting. She has been informed that Mettha Davenport will be resigning from the Adult Home Care Committee soon. The reason she wants to meet with the Board is that there is a chance that they can combine the Adult Home Care and the Nursing Home Care Advisory Committees which would mean fewer appointments to the Board. Therefore, the matter can be tabled until the July meeting.

PLANNING ITEMS

The following Planning Items were presented for Board action:

- > **Conditional Use Permit No. CUP-17-02 - (Brown Family Sun Farm) requested by Heath McLaughlin on behalf of Blue Green Energy, LLC:** A Quasi-Judicial Hearing was held earlier for Conditional Use Permit No. CUP-17-02. Before they proceed with the discussion of the Section 903 findings, Chairman Jones asked if there were any questions. Commissioner Woodard asked Mr. McLaughlin where Blue Green Energy is located. Mr. McLaughlin said that they are located in Raleigh, NC. Mr. McLaughlin lives in Florida but most of his time is spent in Northeast North Carolina. He further asked if Mr. McLaughlin has twelve solar farms and if he cuts the grass at all the farms. Mr. McLaughlin said that he does not but negotiates contracts to hire companies to cut the grass. He further stated that he cuts the grass so that he can know what can

happen when the grass is cut. Mr. Woodard concurs with Mr. Nelson about the buffering being in place before the solar farm is operational. Chairman Jones clarified with County Attorney High that this information just provided cannot be considered during the vote because it occurred after the Quasi-Judicial Hearing was concluded. Mr. High said that Mr. Jones was correct. Chairman Jones stated that it was now time for the Board to approve or deny the request. The first step is to address each of the following finds 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 Joseph W. Hoffer. Chairman Jones opened the floor up for discussion. There being none, the motion was unanimously approved.
- (b) Joseph W. Hoffer made a motion that this use meets all required conditions and specifications. The motion was seconded by Edward R. Muzzulini. 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) Wallace E. Nelson 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 Edward R. Muzzulini. Mr. Woodard said that he liked the way that Mr. McLaughlin has worked with the property owners, etc. He feels that it shows good faith on his part. Wallace E. Nelson feels that, per the evidence presented tonight, this solar farm would not substantially injure the value of adjoining or abutting property. Chairman Jones said that there was not opposition to the project. There being no further questions, the motion was unanimously approved.
- (d) Fondella A. Leigh 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 Joseph W. Hoffer. Chairman Jones opened the floor up for discussion. Commissioner Nelson said that these projects are already being developed in the area so there was no evidence contrary. Chairman Jones said that Mr. Hester and Mr. Fuller gave evidence to support this finding. There being no further comments or discussion, the motion was unanimously approved.

Commissioner Nelson further commented that he came to the meeting tonight with the intent to require a berm instead of a vegetative buffer. But, if the vegetative buffer lines up with no gaps between the trees, he did not have a problem with this. Also, he feels that, with it being 1,000 feet off the road, the vegetative buffer would be okay if it is done properly and done prior to the solar farm becoming operational. Commissioner Woodard concurred with Commissioner Nelson and was leaning toward the berm buffering but will agree with the vegetative buffer if all is prepared properly. They discussed whether or not these conditions needed to be approved prior to the approval of the Conditional Use Permit. County Manager Heath said, per our Zoning Regulations, the conditions would be discussed after the permit is approved. Chairman Jones stated that, now that the Section 903 Findings have been acted upon, he would ask for a motion to approve or deny the Conditional Use Permit No. 17-02. Wallace E. Nelson made a motion to approve Conditional Use Permit No. CUP-17-02: to establish a 5 Megawatt Large Scale, ground-mounted Solar Energy System on a portion of Tax Parcel No. 2-0068-0013J, occupying approximately 45 acres within the +/-80-acre subject property proposed, located on the east side of Ocean Highway South (US Hwy 17) approximately 3,000 ft. south of Perry Long Road conditioned upon the final conditions contained 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. Muzzulini and Conditional Use Permit No. CUP-17-02 was unanimously approved by the Board (See Attachment A).

Commissioner Nelson also addressed the land swap stating that the approval of the project would be contingent on the land swap being completed. It was discussed that this condition should be added to the list of conditions: *As a condition of this conditional use permit, the proposed land swap needs to be finalized and proper documentation recorded before proceeding with the project.* It was the consensus of the Board to add this wording into the conditions of Conditional Use Permit No. CUP-17-02.

> Conditional Use Permit No. CUP-17-03 - requested by Ismael Melendez on behalf of Island Christian Fellowship: A Quasi-Judicial Hearing was held earlier for Conditional Use Permit No. CUP-17-03. Chairman Jones explained that this matter would allow a simpler procedure. Therefore, Mr. Jones called for a motion to approve or deny Conditional Use Permit No. CUP-17-03. Fondella A. Leigh made a motion to find proposed Conditional Use Permit No. CUP-17-03 to be consistent and in harmony with the existing development pattern in and around 315 Holiday Lane; and made a motion to approve Conditional Use Permit No. CUP-17-03 requested by Ismael Melendez on behalf of Island Christian Fellowship, to construct a church on current combined Tax Parcel Number 2-D082-0059-H1 zoned RA-25, conditioned upon the list of conditions contained in the 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. Muzzulini and Conditional Use Permit No. CUP-17-03 was unanimously approved by the Board (SEE ATTACHMENT B).

AMENDMENT TO THE PERSONNEL POLICY: RETIREE INSURANCE BENEFIT

County Manager Heath explained that, during the Budget Process, the Board realized that this benefit was not cost effective. Therefore, it was his recommendation to amend the Personnel Policy but effective June 5, 2017. Any employees hired prior to June 5th would still fall under the previous policy but new hires after June 5, 2017 will not have this benefit. On motion made by Joseph W. Hoffer, seconded by Charles Woodard, the following amendment was unanimously approved to the Personnel Policy effective June 5, 2017:

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.

SALE OF SURPLUS EQUIPMENT

On motion made by Edward R. Muzzulini, seconded by Fondella A. Leigh, the Board unanimously approved the following sale of surplus equipment to GovDeals:

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

SINGLE FAMILY REHAB GRANT DOCUMENTATION

On motion made by Charles Woodard, seconded by Fondella A. Leigh, the Board unanimously approved the Amendment No. 2 of Agreement for FY 14 NNCHFA-SFRLP Agreement for Professional Services and the 2017 Agreement for Professional Services between Perquimans County and the Wooten Company, pending County Attorney High approval.

2017 MEMORANDUM OF PARTICIPATION FOR SEPARATION ALLOWANCE BENEFIT

County Manager Heath explained that, since we have had the Sheriff retire this year, we need to 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, Finance Officer, and County Manager Heath recommend Cavanaugh Macdonald Consulting LLC. On motion made by Wallace E. Nelson, seconded by Charles Woodard, the Board unanimously approved the following 2017 Memorandum of Participation with Cavanaugh Macdonald Consulting LLC:

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

COUNTY: Perquimans CountyMAILING ADDRESS: P.O. Box 45CITY: HertfordZIP CODE: 27944NAME: Frank HeathTITLE: County ManagerPHONE #: (252) 426-8484EMAIL 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, 2017.

I understand that we will be billed directly by Cavanaugh Macdonald Consulting, LLC and copies of the actuarial reports 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
3560 Busbee Parkway, Suite 250, Kenesaw, GA 30144
NCSSALEO@CavMacConsulting.com

COASTAL RESOURCES ADVISORY COUNCIL MEMBER NOMINATIONS & WISH LIST

County Manager Heath reported that the County has received an e-mail from Coastal Resources Advisory Council (CRAC) requesting the Board's input relating to two important matters: (a) wish list; and (b) CRAC member nominations. Chairman Jones asked if anyone was interested. There being none, he tabled the matter until the next Board meeting.

PUBLIC COMMENTS

Chairman Jones stated that we have come to the part of the meeting where the public can make comments. He asked Ms. Hunnicutt if anyone had signed up to speak. She said that two people had signed up and passed the sign-up sheet to him. The following comments were made:

> Quinton Jackson: Mr. Jackson stated that he would like to speak about the Recreation Activities and the black community. He addressed the following issues:

1. He requested that the Board fix up the basketball court on King Street and to install lights at the court.
2. Open gym on Tuesday and Thursday is held at the Recreation Center for adults - keep it open after 4:00 p.m. because people work. In addition, the times are cancelled if another activity is scheduled.
3. Basketball court on Grubb Street is closed at 5:00.
4. Howard Williams, Recreation Director, will not let other groups use their facilities.
5. Nowhere in the County is there a place where the black community can play basketball or football. There are plenty of baseball fields and other facilities but no basketball courts or football facility for the black community.
6. He is asking for the basketball courts to be fixed, keep the open gym open longer, and equal opportunity for members of the black community at the Recreation Department.
7. He also talked about the use of the County Recreation van.

Several Commissioners made comments about Mr. Jackson's request. The Board recommends County Manager Heath to look into these items that need to be repaired.

> Gary Lowry: Mr. Lowry made comments about getting the EMT's to Paramedic levels is very important. He further asked if the Board needed any additional information to act on their request for an Ordinance to allow Off-Car Carts in Snug Harbor. Mr. Jones said that they discussed this during the Work Session and that there was no appetite for that Ordinance but that was his opinion. Mr. Lowry asked if that was the opinion of all the Board. Mr. Jones said that it was up to each Board member to decide. Mr. Lowry was going to contact the members personally.

There were no further public comments or unscheduled appointments.

CLOSED SESSION: LEGAL MATTER, CLOSED SESSION MINUTES, & PERSONNEL MATTER

Pursuant to NC General Statute 143-318.11(3)(6) Wallace E. Nelson made a motion to go into Closed Session to discuss a legal matter, Closed Session Minutes, and a personnel matter. The motion was seconded by Edward R. Muzzulini and unanimously approved by the Board.

The Closed Session was adjourned and the Regular Meeting reconvened on motion made by Edward R. Muzzulin, seconded Joseph W. Hoffer and unanimously approved by the Board. There was no action needed after the Closed Session.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 9:23 p.m. on motion made by Charles Ward, seconded by Wallace E. Nelson.

T. Kyle Jones, Chairman

Clerk to the Board

ATTACHMENT A

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-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 # 2-0069-00133

Changes from BCC Meeting June 5, 2017:

Added condition "V" on page 6 of 8: The proposed land swap shall be finalized and proper documentation recorded before start of construction.

Do NOT record this page

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 .000 feet south of Perry Long Road.

Tax Parcel Nos: 2-0069-00133

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'

CONDITIONAL USE PERMIT No. CUP-17-02
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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 arguments 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 Plan." 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.

CONDITIONAL USE PERMIT No. CUP-17-02
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- 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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- 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 Applicant, 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 Applicant, 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

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.

CONDITIONAL USE PERMIT No. CUP-17-02

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- 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.

V. The proposed land swap shall be finalized and proper documentation recorded before start of construction.

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

CONDITIONAL USE PERMIT No. CUP-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. Hannicott, 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 the foregoing instrument _____ personally appeared before me this day and acknowledged the due execution of

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

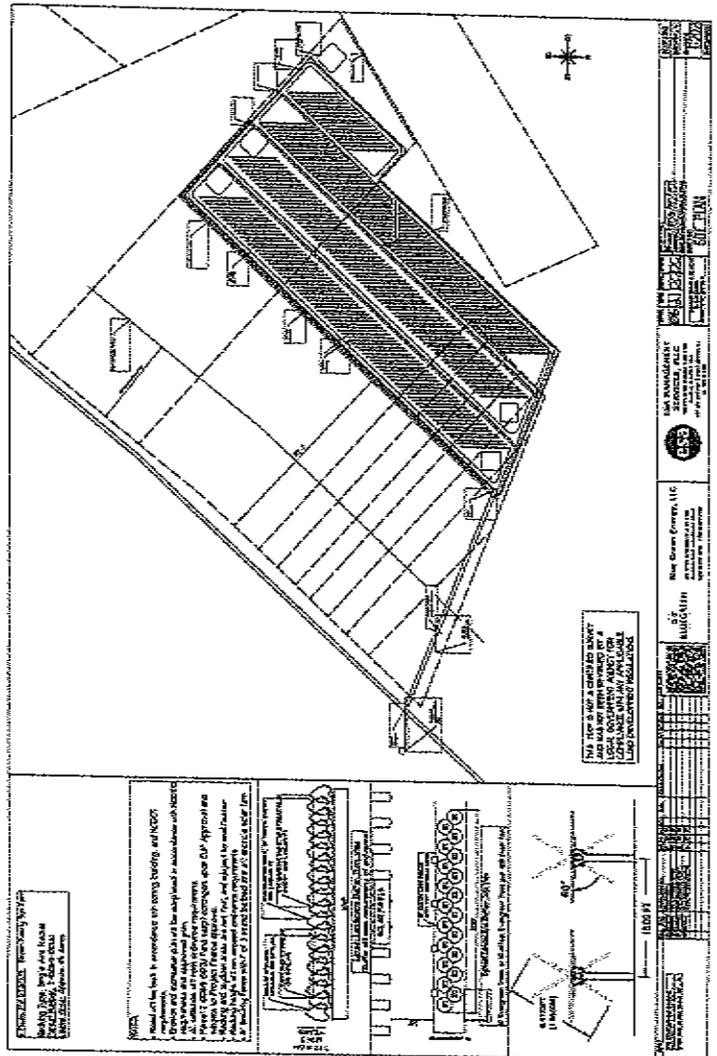
My Commission expires: _____ Notary Public _____

(Not valid until fully executed and recorded)

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."



THIS SITE PLAN IS A CONDITIONAL USE PERMIT AND DOES NOT REPRESENT A FINAL APPROVAL BY THE COUNTY. THE APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND REGULATORY REQUIREMENTS.

ES&S MANAGEMENT
1000 W. 10th Street, Suite 100
Wilmington, NC 28403
910.341.1234
www.esands.com

Blue Green Energy, LLC
2000 W. 10th Street, Suite 100
Wilmington, NC 28403
910.341.1234
www.bluegreenenergy.com

HEATH MCLAUGHLIN
Notary Public
Wilmington, NC

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-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

Changes from BCC Meeting June 5, 2017:

Added condition "V" on page 6 of B: The proposed land swap shall be finalized and proper documentation recorded before start of construction.

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ATTACHMENT B

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-Beginning of Proposed Conditional Use Permit CUP-17-03 to be recorded by Island Christian Fellowship to construct a church at 315 Holiday Lane in Holiday Island subdivision

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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-H1 (re-combination April 20, 2017; Deed BK 462, pg 649)
Zoning District: RA-2.5, 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 5/2/17 & 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:

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 Q-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 landscaping of the parking lot and a "typical"

CONDITIONAL USE PERMIT No. CUP-17-03

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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: _____ (Seal)
 Mary P. Hammicutt, Clerk to the Board _____ 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 foregoing instrument.

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

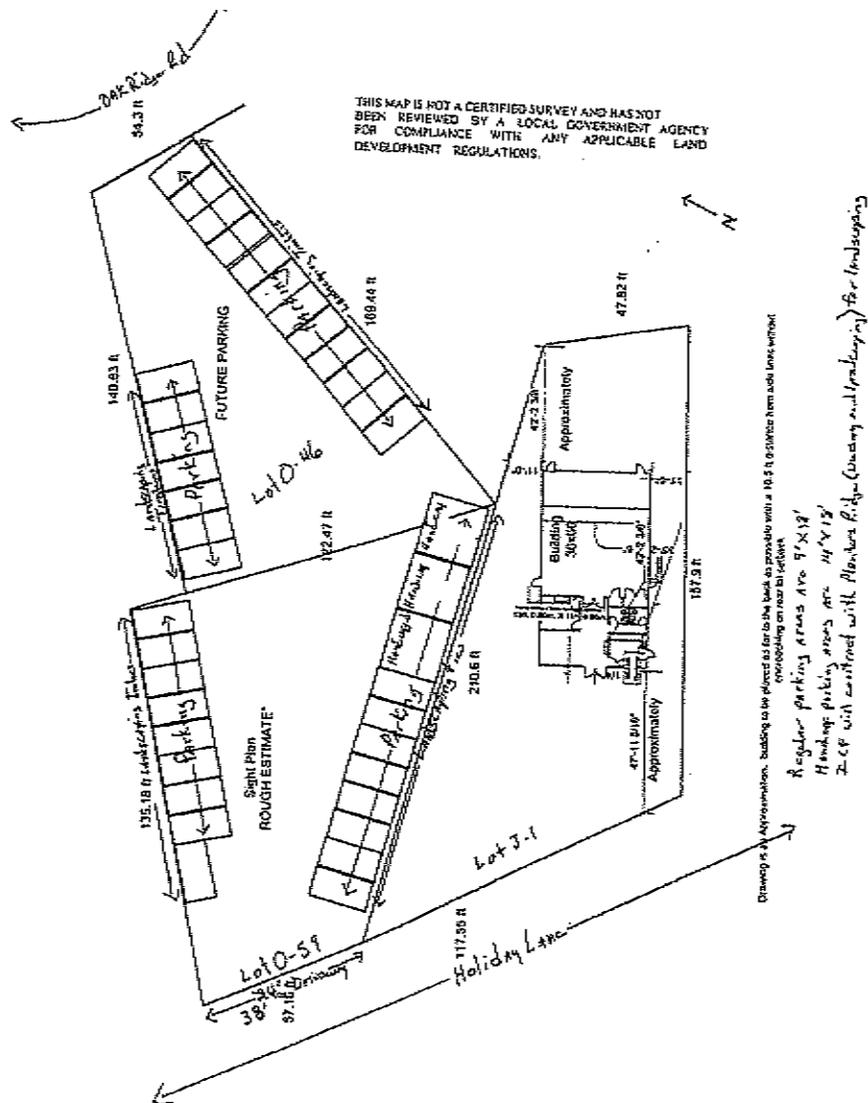
My Commission expires: _____ Notary Public

(Not valid until fully executed and recorded)

CONDITIONAL USE PERMIT No. CUP-17-03
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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."



leverage. Countless studies have shown that the less children per teacher or smaller the class size, the more successful the student and more satisfied the educator.

In closing, I strongly urge the county board of commissioners to reconsider increasing the tax rate to .59 and investing that additional revenue into the heart of our local school system, the "teacher." The county Board of Education has made positive improvements in the state "report" card letter grades, earned outstanding principal and teacher awards, and provided a better education experience to the students and families of the county. We should embrace this momentum and act proactively in funding the heart and core of our county, the education of its citizens.

Thank you for this consideration.

Alan Lennon

After his comments, Edward R. Muzzulin made a motion to closed the Public Hearing. The motion was seconded by Wallace E. Nelson and unanimously approved by the Board. The Public Hearing was closed at 7:11 p.m.

FY 2016-2017 YEAR-END BUDGET AMENDMENTS

Mr. Heath explained that Budget Amendment numbers 21 thru 26 have been prepared to balance the current year's budget. On motion made by Edward R. Muzzulin, seconded by Wallace E. Nelson, the Board unanimously approved the following Year-End Budget Amendments:

**BUDGET AMENDMENT NO. 21
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-345-005	Local Option Sales Tax	1,983	
10-410-570	Governing Body - Misc.		
10-410-030	Salaries	3,700	2,000
10-410-050	FICA	283	
10-420-020	County Manager - Salaries		
10-420-061	Retiree's Hospitalization		2,180
10-420-070	Retirement	1,580	
10-430-030	Elections - Board Salaries		
10-430-020	Salaries		1,015
10-430-070	Retirement	750	
10-450-740	Tax - Capital Outlay	265	
10-450-030	Tax Lister/Temp Clerk		1,000
10-301-000	Ad Valorem Tax - Budget Year		1,500
10-450-020	Salaries	18,055	
10-450-050	FICA	8,000	
10-450-060	Tax Group Insurance	790	
10-450-070	Retirement	300	
10-450-452	NCVTS - State Services	2,065	
10-450-280	Tax Refunds	8,800	
10-301-010	DMV Taxes - Budget Year	600	
10-470-040	Legal Fees	25,000	
10-480-020	ROD - Salaries	25,000	
10-480-060	Group Insurance		800
10-480-050	FICA		275
10-480-061	Retiree's Hospitalization		800
10-480-070	Retirement	1,825	
10-356-000	ROD Fees	50	
10-480-452	Conveyance Tax	5,000	
10-356-004	State General Fund	5,000	
10-480-455	Senate Ball	200	
10-345-000	Local Option Sales Tax 1%	200	
10-500-020	Building Maint. - Salaries	51,050	
10-500-031	Contract Work	3,600	
10-500-070	Retirement	6,500	
10-500-050	FICA	900	
10-500-150	Maint/Repair Buildings	30	
10-500-160	Maint/Repair Equipment	35,000	
10-510-070	Sheriff - Retirement	5,000	
10-510-060	Group Insurance		4,405
10-351-000	Sheriff Fees	4,405	
10-510-450	Gun Permits	1,000	
10-301-010	DMV Taxes - Budget Year	1,000	
10-511-020	Dispatch F/T Salaries	14,130	
10-511-030	Dispatch P/T Salaries	9,000	
10-511-061	Retiree's Hospitalization	3,200	
10-511-050	FICA	1,830	
10-345-005	Local Option Sales Tax Rural	100	
10-511-741	Dispatch - Capital Outlay Equipment	25,000	
10-690-938	Drainage Study	25,000	
10-530-042	Jopna Tower	1,200	1,200
10-592-740	EMS - Capital Outlay		
10-592-020	F/T Salaries		3,768
10-592-060	Group Insurance		16,312
10-592-030	P/T Salaries		2,000
10-592-070	Retirement	16,600	
10-610-150	DSS - Maint. Buildings	5,480	
10-610-061	Retiree's Hospitalization		7,306
10-610-337	Adult Day Health	5,840	
10-610-192	Crisis Intervention	35	
10-610-070	Retirement	1	
10-615-051	Extension - FICA (Med)	1,450	
10-615-080	Fringe - State		500
10-301-000	Ad Valorem Tax - Budget Year		100
10-615-020	Extension - Salaries	19,800	
10-615-050	FICA	3,000	
10-615-060	Group Insurance	1,400	
10-615-070	Retirement	6,000	
		10,000	

**BUDGET AMENDMENT NO. 21 (CONTINUED)
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-301-000	Ad Valorem Tax - Budget Year		
10-600-040	Medical Examiner	1,000	
10-660-030	Senior Center - P/T Salaries	1,000	
10-660-740	Capital Outlay		930
10-660-310	Automotive Supplies		420
10-660-160	Maint./Repair Equipment		480
10-660-020	Salaries		380
10-660-070	Retirement	1,310	
10-345-003	Local Option Sales Tax	900	
10-670-070	Sol & Water - Retirement	185	
10-345-001	Local Option Tax 1.2% A	185	
10-682-020	School Capital (30% of 1/2)	10,000	
10-685-070	Recreation - Retirement	10,000	
10-685-030	P/T Salaries		150
10-347-000	ABC Beetele Revenue	150	
10-690-941	Mental Health Rehab	1,000	
10-301-030	DMV Taxes - Budget Year	1,000	
10-690-935	Cost Share Program	4,000	
10-850-810	HS Principal BB&T	4,000	
10-850-821	HS Interest BB&T		15,740
EXPLANATION: General Fund year-end entry			

**BUDGET AMENDMENT NO. 22
WATER FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
35-720-020	Water - Salaries		
35-720-060	Group Insurance		2,455
35-720-070	Retirement	1,255	
EXPLANATION: Water Fund year-end entry			

**BUDGET AMENDMENT NO. 23
SOLID WASTE FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
38-301-001	Landfill Fee - Budget Year		
38-750-910	Health Dept. Landfill	42,900	
38-750-031	Contract Work	42,000	
EXPLANATION: Solid Waste Fund year-end entry			

**BUDGET AMENDMENT NO. 24
COURT FACILITIES FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
55-348-000	Fines & Forfeitures		
55-745-452	Fines & Forfeitures	12,000	
EXPLANATION: Court Facilities Fund year-end entry			

**BUDGET AMENDMENT NO. 25
COUNTY CONSTRUCTION FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
50-348-004	Golden Leaf - Boat Ramp Project		
50-000-723	Golden Leaf - Boat Ramp Project	308,762	
EXPLANATION: To account for Golden Leaf/Boat Ramp project in FY 16/17.			

**BUDGET AMENDMENT NO. 26
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	State Grants - Social Services		
10-610-454	Child/Day Care	3,532	
EXPLANATION: To cover DayCare expenses in FY 16/17.			

FY 2017-2018 BUDGET

County Manager Heath explained that, after the Budget Work Sessions, the presentation of the Budget Message on June 5, 2017, and the Budget Public Hearing tonight, he presents the FY 2017-18 Budget for Board consideration. A copy of the Budget Ordinance was included in the Board's Agenda Packets. Edward R. Muzzulin made a motion to approve the FY 2017-2018 Budget as was presented. The motion was seconded by Charles Woodard. Vice Chair Leigh asked for any questions or comments. Vice Chair Leigh said that she did not have any discussion but did want to state that after attending several meetings to review the budget, she feels comfortable with the budget. She further stated that she had not read the letter from Superintendent Cheeseman that was presented to the Board Members tonight as they came in. She allowed the Board to review the letter which was about the requested 4th School Resource Officer: (a) could they contract with a security company to have officers at the 4th school; or (b) could Perquimans County Middle School and Central share an officer. That was discussed at their Budget Work Sessions. Commissioner Hoffer is interested in increasing the School Budget in other areas but not for hiring a 4th School Resource Officer. Commissioner Nelson said that he looked at the capital budget for school system and the possibility of increasing that area of the budget but he did not have an amount to increase it to. He asked that the Board not close the capital budget for this upcoming fiscal year. There being no further discussion, Vice Chair Leigh called for a vote on the motion to approve the FY 2017-18 Budget. The motion was unanimously approved. (See Attachment A) Commissioner Woodard asked Commissioner Nelson about his request to have a couple of Commissioners work closely with the Board of Education. Does he think that the Board of Education

would be willing to do that? Commissioner Nelson further explained that what he proposed is that the Board of Commissioners and Board of Education have a couple of members to meet from time to time to review issues that come up during the year so that the Commissioners are better informed as to what the needs are at the schools and, on the other hand, the Board of Education can better understand the things that the Board of Commissioners are facing. Mr. Nelson feels that this needs to be discussed in the future. Commissioner Woodard concurred with Mr. Nelson's recommendation to discuss this matter. Commissioner Woodard feels that, since Mr. Nelson had previously served on the Board of Education, he would be the one that could look into this. The Board concurred with Mr. Woodard's recommendation.

CLOSED SESSION: LEGAL MATTER & CLOSED SESSION MINUTES

County Attorney High said that we could waive the Closed Session since he had nothing new to report.

ADJOURNMENT

There being no further comments or business to discuss, the Special Called Meeting was adjourned at 7:32 p.m. on motion made by Edward R. Muzzulin, seconded by Joseph W. Hoffer. Vice Chair moved on to the Regular Work Session.

Fondella A. Leigh, Vice Chair

Clerk to the Board

ATTACHMENT A

**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2017-2018**

BE IT ORDAINED THIS 19th DAY OF JUNE, 2017, BY THE BOARD OF COMMISSIONERS OF PERQUIMANS COUNTY, NORTH CAROLINA:

I. GENERAL FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the General Fund for the operation of the County Government and its activities for the fiscal year beginning July 1, 2017, and ending June 30, 2018, in accordance with the chart of account heretofore established of this County:

Governing Body	\$	69,050
County Manager/Finance/Planning		444,498
Elections		137,390
Tax Department		476,061
Legal		57,500
Register of Deeds		258,663
Public Buildings		742,464
Albemarle Commission		9,554
Sheriff		1,178,650
Communications		609,198
Jail - Operations		598,821
Jail - Debt Service		237,756
Tax/Finance Software		42,350
Jury Commission		2,000
Fire Departments/Emergency Management		513,609
Medical Examiner		3,000
Inspections		223,200
Forestry Services		46,088
Emergency Medical Services		1,423,547
Natural Resource Conservation Service		53,094
NRCS - Cost Share Program		16,800
Extension Services		225,754
Veterans Services		8,814
Social Services		2,437,003
Albemarle Regional Health Services		51,375
Mental Health		30,606
Schools - Current Expense		2,775,000
Schools - Capital Outlay		397,500
Schools - Debt Service		836,603
Inter County Public Transportation Authority		5,978
Pettigrew Regional Library		175,000
Recreation		315,550
Albemarle RC&D		750
Various Non-Profit Contributions		32,850
Revaluation Reserve		25,000
Mentoring Focus Group		18,400

Transportation/Scrap Tires/White Goods	18,500
Emergency Services Building Debt Service	108,376
Aquatic Weed Control	1,750
Albemarle Regional Planning	2,288
Education - OJJ Programs	48,160
College of the Albemarle	32,500
Senior Citizens	135,355
Animal Shelter Operations	60,000
Economic Development	27,500
County Drainage Study	14,000
Library Debt Service	330,856
Tourism Development Authority Contribution	15,000
Tri-County Shelter Addition	22,000

TOTAL GENERAL FUND**\$ 15,293,741**

**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2017-2018**

Section 2: REVENUES - It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018:

Ad Valorem Taxes:

Budget Year	\$	8,020,702
Current Year		215,000
Prior Years Summary		81,000
Penalties & Interest		80,000

Other Taxes & Licenses:

Wine & Beer License	\$	450
Local Option Sales Tax		460,000
Local Option Sales Tax		835,000
Local Option Sales Tax		365,000
Local Option Sales Tax		351,504

Unrestricted Intergovernmental:

Tax Collections - Municipalities	\$	14,800
ABC Bottle Revenue		3,000
Beer & Wine		45,000
Utility Franchise Distribution		15,000
Medicaid Hold Harmless		276,040

Restricted Intergovernmental:**State Grants:**

Social Services	\$	1,713,136
Soil Conservation - Operating		3,600
Soil Conservation - Technician		16,000
Management Entity Funds		7,000
OJJ		64,160
Register of Deeds - A.E. & P.F.		15,271
Health Department - T/ST/WG		18,500
School Resource Officer - Board of Education		85,000
Senior Programs		3,625
Electronic Recycling Fees		1,085
Drainage Fees		9,500
Emergency Management Grant		33,825
DWI - DMV License Revocation		750
Nutrition		8,000
Floodplain Mapping - Register of Deeds		5,600
Register of Deeds - Dept. of Cultural Resources		2,500
Register of Deeds - State General Fund		2,000

Permits & Fees:

Building Permits	\$	110,000
Register of Deeds		115,000
Recreation Fees		20,000
Ambulance Fees		570,000

**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2017-2018**

Sales & Services:

Officer-Sheriff Fees		
Jail Fees	\$	54,000
Rents:		8,500
Farm		
Tower		3,720
Building Leases		7,500
Recreation/Senior Center		62,884
Investment Earnings		9,000
Miscellaneous		9,500
Mentoring Focus Group - Local Funds		20,000
Subdivision Fees		1,500
Zoning Fees		1,500
Tower Consulting Fees		3,500
Veterans Monument Contributions		5,000
State Funds - Drug Tax		100
State Grants - Senior Medicare		11,364
Federal Drug Funds		3,278
		14,925
Transfer from Other Funds:		
Water System	\$	100,000
Municipal Dispatch Fees		82,769
Other Revenues:		
Land Transfer Tax Proceeds		400,000
E-911 Funds		11,900
Fund Balance Appropriated	\$	915,773
TOTAL GENERAL FUND:	\$	<u>15,293,741</u>

II. WATER DEPARTMENT

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Water System Fund for the fiscal year beginning July 1, 2017, and ending June 30, 2018.

Administration & Operations	\$	1,760,766
Loan Principal		375,325
Loan Interest		45,049
Contribution to General Fund		100,000
TOTAL WATER SYSTEM FUND	\$	<u>2,281,140</u>

Section 2: REVENUES - It is estimated that the following revenues will be available in the Water System Fund for the fiscal year beginning July 1, 2017, and ending June 30, 2018.

Investment Earnings	\$	2,000
Sale of Water		1,950,000
Taps & Connections		50,000
Reconnections		12,000
Penalties & Interest		40,000
Rent: Towers		5,400
Miscellaneous		4,000
Water Improvement Fund		1,000
Fund Balance Appropriated		216,740
TOTAL WATER SYSTEM FUND	\$	<u>2,281,140</u>

**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2017-2018**

III. SOLID WASTE FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Solid Waste Fund for the fiscal year beginning July 1, 2017, and ending June 30, 2018.

Administration & Operations	\$	965,000
Recycling Centers Maintenance		5,000
Solid Waste Refunds		3,000
TOTAL SOLID WASTE FUND	\$	<u>973,000</u>

Section 2: REVENUES - (Solid Waste Fee: \$140.00 per Household). It is estimated that the following revenues will be available in the Solid Waste Fund for the fiscal year beginning July 1, 2017, and ending June 30, 2018.

Solid Waste Fees	\$	958,034
Investment Earnings		150
Disposal Tax		6,500

Fund Balance Appropriated	8,316
TOTAL SOLID WASTE FUND	<u>\$ 973,000</u>

IV. REVALUATION RESERVE FUND

1. **Section 1: APPROPRIATIONS** - The following amounts are hereby appropriated in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2017, and ending June 30, 2018.

Reserve for Revaluation	\$ 25,075
TOTAL REVALUATION FUND	<u>\$ 25,075</u>

2. **Section 2: REVENUES** - It is estimated that the following revenues will be available in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2017, and ending June 30, 2018.

Investment Earnings	\$ 75
Transfer from General Fund	25,000
TOTAL REVALUATION FUND	<u>\$ 25,075</u>

V. COURT FACILITIES FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Court Facilities Fund for the fiscal year beginning July 1, 2017, and ending June 30, 2018.

Administration & Maintenance	\$ 38,771
District Attorney Office Expense	9,840
Fine & Forfeitures	75,000
TOTAL COURT FACILITIES	<u>\$ 123,611</u>

**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2017-2018**

Section 2: REVENUES - It is estimated that the following revenues will be available in the Court Facilities Fund for the fiscal year beginning July 1, 2017, and ending June 30, 2018.

Investment Earnings	\$ 70
Facility Fees	27,500
Fines & Forfeiture Fees	75,000
Fund Balance Appropriated	21,041
TOTAL COURT FACILITIES	<u>\$ 123,611</u>

VI. ECONOMIC DEVELOPMENT FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Economic Development Fund for the fiscal year beginning July 1, 2017, and ending June 30, 2018.

Professional Services & Expenses	\$ 27,525
TOTAL ECONOMIC DEVELOPMENT	<u>\$ 27,525</u>

Section 2: REVENUES - It is estimated that the following revenues will be available in the Economic Development Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018.

Transfer from General Fund	\$ 27,500
Investment Earnings	25
TOTAL ECONOMIC DEVELOPMENT	<u>\$ 27,525</u>

VII. TOURISM DEVELOPMENT FUND - OCCUPANCY TAX

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Tourism Development Fund for the fiscal year beginning July 1, 2017, and ending June 30, 2018.

Promotions, Marketing, Operating Expenses	\$ 27,530
Fireworks Contribution	1,500
TOTAL TOURISM DEVELOPMENT	<u>\$ 29,030</u>

Section 2: REVENUES - It is estimated that the following revenues will be available in the Tourism Development Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018.

Transfer from General Fund	\$ 15,000
Occupancy Tax	6,500
Intergovernmental Transfers	7,500
Interest	30

TOTAL TOURISM DEVELOPMENT \$ 29,030

PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2017-2018

VIII. EMERGENCY TELEPHONE FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Emergency Telephone Fund for the fiscal year beginning July 1, 2017, and ending June 30, 2018.

Operating Expenses	\$	221,425
Capital Outlay		194,259
TOTAL EMERGENCY TELEPHONE FUND	\$	415,684

Section 2: REVENUES - It is estimated that the following revenues will be available in the Emergency Telephone Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018.

State Grants	\$	30,854
Emergency 911 Fee		384,755
Investment Earnings		75
TOTAL EMERGENCY TELEPHONE FUND	\$	415,684

IX. COUNTY CONSTRUCTION FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the County Construction Fund for the fiscal year beginning July 1, 2017, and ending June 30, 2018.

Capital: Ward School/Library	\$	600,000
Capital - Library Construction		269,689
TOTAL COUNTY CONSTRUCTION FUND	\$	869,689

Section 2: REVENUES - It is estimated that the following revenues will be available in the County Construction Fund for the fiscal year beginning July 1, 2017 and ending June 30, 2018.

Ward Bequest	\$	600,000
Fund Balance Appropriated		269,689
TOTAL SCHOOL CONSTRUCTION FUND	\$	869,689

X. OTHER PROVISIONS

Section 1: The Budget Officer is hereby authorized to transfer appropriations within a fund contained herein under the following conditions:

- a) The Budget Officer may transfer amounts between objects of expenditures within a department except salary amounts without limitation.
- b) The Budget Officer may not transfer any amount between funds nor from any contingency appropriations within any fund.

Section 2: The Board of Commissioners hereby authorizes the attached Fee Schedule for FY 2017-2018.

PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2017-2018

XI. TAX LEVY

Section 1: There is hereby levied a tax at the rate of 57¢ (fifty-seven) per one hundred dollars (\$100) valuation of property listed for taxes as of January 1, 2017 for the purpose of raising the revenue listed as "Budget Year's Taxes" in the General Fund - Part I, Section 2 of this Ordinance.

Section 2: This rate of tax is based on an estimated total valuation of property for the purpose of taxation of \$1,407,140,701 and an estimated collection rate of 97.08%.

This Budget was approved with a vote of five (5) to zero (0) on June 19, 2017, by a quorum of the Perquimans County Board of Commissioners being present and all present casting a vote.

T. Kyle Jones, Chairman
Perquimans Co. Board of Commissioners

**FEE SCHEDULE
FY 2017-2018**

There is hereby established, for the fiscal year beginning July 1, 2017, and ending
June 30, 2018, the following fees for services as indicated:

Building InspectionsConstruction Fees

Square Foot	\$.25/SF
Minimum Fee	\$50.00
State Fee	\$10.00
In-ground pool (Residential)	\$50.00
In-ground pool (Commercial)	\$125.00
Carports (open all 4 sides)	\$.125/SF
Daycare & ABC	\$75.00
Storage Building 12 x 12 or less	\$25.00

Electrical Fees

Minimum Fee	\$30.00
Square Foot	\$.10/SF
Temporary Service	\$30.00
Service Repair	\$30.00
Service Charge	\$30.00
Swimming Pools	\$.30/amp
Sub panel	\$30.00
Generators	\$10.00
Baseboard Heat (per thermostat)	\$10.00
Photovoltaic/Solar	\$10.00

\$50 per POD

Plumbing Fees

Minimum Fee	\$40.00
Per Fixture	\$5.00
Sprinklers	\$50.00
Per Head	\$5.00

Mechanical Fees

Central Heating/Air Conditioning	\$55.00
Central - Additional Unit	\$55.00
Minimum Fee	\$30.00
Hood System	\$50.00

Insulation Fees

Insulation	\$50.00
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L.P. & Natural Gas Fees

Minimum Fee	\$30.00
Per Gas Outlet	\$5.00

Sign Fees

Free Standing	\$50.00
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Renovation Fees

1/2 New Construction	
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Fire Inspection Fees

Mandatory Fire Code Permits	\$50.00
Group/ Foster Homes	\$50.00

Manufactured Homes

Single Section	\$115.00
Multi Section	\$165.00
Electrical	\$30.00
Mechanical	\$35.00
Plumbing	\$20.00

Modular Homes

All set-up	\$.25/SF
Electrical	\$.30/amp
Plumbing	\$40.00
Mechanical	\$55.00

Administrative, Negligence & Reinspections

Administrative	\$50.00
Negligence	\$50.00
Re-Inspection	\$50.00

Junk Car & Trash Administration

\$75.00

Sheriff Department Fees

Fingerprints	\$5.00/card
Gun Purchase Permits	\$5.00 each
Concealed Handgun Permits	\$90.00
Concealed Handgun Permit Renewals	\$85.00
Service Fees (civil papers)	\$15.00/service

Out of State Service Fees (civil papers)	\$100.00
False Alarm Charge	\$50.00

EMS Fees

ALS-I Emergency A0427	\$536.22
ALS-II Emergency A0433	\$776.11
ALS-I or II Treatment / No Transport A0999 (including Helo)	\$300.00
ALS-I Non Emergency A0426	\$338.66
BLS-Emergency A0429	\$451.56
BLS-Non Emergency A0428	\$282.22
Transports to Funeral Homes	\$225.00
Drag Strip Standby - 1st 2 hours	\$100.00
Drag Strip Standby - additional hours	\$40.00/hour
Attorney's Fees (patient's records)	\$12.00
Ground Mileage - ALS or BLS	\$14.33/Loaded Mileage
Specialty Care A0434	\$917.22

Recreation Fees

Rental Fees:

Meeting Room	\$40.00/hr (3 hr minimum)
Meeting Room/Kitchen	\$60.00/hr (3 hr minimum)
Gymnasium (1/2 day)	\$250.00
Gymnasium (full day)	\$400.00
Tennis Courts (1/2 day)	\$50.00
Tennis Courts (full day)	\$100.00
Outside Basketball (1/2 day)	\$50.00
Outside Basketball (full day)	\$100.00
Field Rental (1/2 day)	\$75.00/field
Field Rental (full day)	\$150.00/field
Lights additional	\$25.00/hour
Field Rental for practices	\$25.00/hour
Non Rec. teams	\$15.00/hour
with lights	\$25.00/hour

Deposit in addition to any rental fees. All fees are refundable if cancelled at least 72 hrs before scheduled rental day.

Registration Fees

Youth Soccer	\$20.00
Youth Basketball	\$20.00
Volleyball	\$20.00
Softball (9-16)	\$20.00
Babe Ruth (13-15)	\$20.00
Football	\$30.00
Cheerleading	\$20.00
T-Ball (4-6)	\$20.00
Coach Pitch (7-8)	\$20.00
Adult Softball	\$200.00/team
Adult Basketball	\$200.00/team
Open Gym	No charge
Skate Park	No charge

There is a maximum of \$50 per family for each activity.

Register of Deeds

All Instruments (Except Deeds of Trust)

Pages 1-15	\$26.00
Each additional page thereafter	\$4.00
Multi-instrument	\$10.00

Deed of Trust 1st thru 15th Page

Each additional page	\$56.00
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UCC

1 to 2 pages	\$38.00
3 to 10 pages	\$45.00
Over 10 pages (Plus \$2 per page over 10)	\$30.00
Search per name	\$1.00
Copy per page	

Plats

1st page	\$21.00
Each additional page	\$21.00

DOT Highway Maps

1st page	\$21.00
Each additional page thereafter	\$5.00

Copies

Plat copies	\$3.00 each
Regular copies (per page)	\$0.25

Certified copies (instruments & plats)

1st page \$5.00
 Each additional page \$2.00

Notary

Oath
 Commission verification \$10.00
 \$5.00

Marriage License

Issuance of license \$50.00

Vital Records

Certified copy (birth, death, marriage) \$10.00
 Delayed birth applications \$20.00
 Amendments \$10.00
 Records search from Vital Records \$15.00
 Plus payable to Vital Records \$15.00
 Legitimations \$10.00
 Plus payable to Vital Records \$15.00

Tax Department

Copies \$0.25
 Non-aerial maps \$0.50
 Aerial maps \$1.20

GIS Mapping Price List

Plotter

Size	Black & White	Image Color
8.5 x 11	\$1.00	\$2.00
11 x 17	\$2.00	\$3.00
16 x 20	\$3.00	\$5.00
22 x 34	\$5.00	\$8.00
34 x 46	\$8.00	\$10.00

Desk printer

Size	Black & White	Image Color
8.5 x 11	\$0.50	\$1.25
8.5 x 14	\$0.75	\$1.50
11 x 17	\$1.00	\$1.75

Data Layers

Entire County parcels with aerial images and ownership information \$200.00
(Available on CD & ZIP drive)

Individual Layers \$50.00 first layer
 \$25.00 each additional layer

Individual Plotter Maps

Township & Municipality Street Maps Price based on size/color
 Zoning Maps per Township/Municipality Price based on size/color
 Full County Zoning Map \$12.00
 County street maps, subdivision maps, and other maps created without image and little color same as listed under Plotter Black & White
 Flood maps, soil maps, census maps and others created with full color same as listed under Plotter Image/Color

Availability

Requests can be made Monday through Friday from 8 am to 5 pm except holidays. All efforts will be made to provide information within 5 working days

Payment

Payment is required prior to preparation of CD's, extensive copying requests, maps to be sent by mail and ftp uploads

Custom Work

A fee of \$25.00 per hour will be charged for requests for maps that we do not have the data layers for. For instance, having to go on the internet to download information.

County Manager

Zoning Ordinance \$15.00
 Subdivision Ordinance \$10.00
 Junk Ordinance \$10.00
 Junkyard Ordinance \$10.00
 Manufactured Home Park Ordinance \$5.00
 Minimum charge for copy of any other Ordinance \$5.00
 Copies \$0.25

Water Department

Rate Schedule

WATER RATES- There is a min. charge of \$15 for the first 1000 gallons; each additional thousand gallons will be \$7.00/1000 gal.

Tap-on Fees

Size Meter	Cost of Tap
3/4"	\$1,500.00
1"	\$2,500.00
2"	\$5,000.00
Late Payment Charge	10% of bill

Tap-on Fees (continued)	Renter's Deposit	\$75.00
	Size Meter	Cost of Tap
	Reconnection Fee	\$25.00
	Water Meter Test Fee	\$100.00

Seasonal Water Conservation Rates

\$9/1000 gallons for usage more than 8000 gallons per month from May 1 through October 31

Water Facility Fee

\$500 per lot for up to and including four lots on main roads, 6 lots on secondary roads
 \$2,500 per lot for any lots over four on main roads, 6 lots on secondary roads

Water Facility Fee must be paid before the Final Subdivision Plat is recorded in the Perquimans County Register of Deeds' Office.

Planning/Zoning

Zoning Permit (Residential/Home Occupation)	\$0.00
Zoning Permit (for Commercial/Industrial)	\$100.00
Certificate of Compliance (after first site visit)	\$100.00
Sign Permit	\$50.00
Certificate of Compliance (after first site visit)	\$50.00
Zoning Map Change (Re-Zoning)	\$450.00
Zoning Text Change	\$500.00
Planned Unit Development	\$600.00 + atty. & eng. Fees, i/a
Conditional Use District	\$300.00 + atty. & eng. Fees, i/a
Conditional Use Permit	\$300.00 + atty. & eng. Fees, i/a
Appeal or Interpretation	\$300.00
Zoning Variance Request	\$300.00
Variance to Subdivision Regulations	\$100.00
Subdivision Sketch Plat	\$100.00
Minor or Abbreviated Subdivision Plan	\$50.00
Preliminary Plat	\$100.00 + \$15.00 per lot
Final Plat	\$100.00 + \$15.00 per lot
Wireless Telecommunication Facility	\$500.00 County fee
	+Minimum consultant cost of \$6,500.00
	+Certificate of Zoning Compliance (after first visit): \$100.00 County Fee
Wireless Telecommunication Facility	County fee of \$500.00
(eligible facilities request applications processed per NCGS 153A-349.53)	+Minimum consultant cost of \$500.00
	+Certificate of Zoning Compliance (after first visit): \$100.00 County Fee
	+Certificate of Zoning Compliance (Consultant fee for verification): \$3,000.00
Wind Energy Facilities	+Initial Escrow Deposit (Medium Facility) \$50,000.00
	+Initial Escrow Deposit (Large Facility) \$50,000.00

Effective 2-1-16, Zoning Permit Fees and Escrow Deposits to be paid at the time Zoning Permit Application, Fees and detailed Site Plans are submitted for review. If Escrow Account drops below \$10,000, Applicant shall replenish to the original amount before any further action or consideration is taken on any County Permit. Remaining balance will be refunded after issuance of the Certificate of Zoning Compliance for the last remaining development component and upon approval of As-Built Drawings or if Applicant fails to complete project.

**Fees denoted for a given application do not include fees for subsequent applications and stages of review. Separate fees will apply for building and other permits.*

**PERQUIMANS COUNTY
 CAPITAL PROJECTS ORDINANCE
 FOR CONSTRUCTION OF
 WATER SYSTEM IMPROVEMENTS
 "PHASE III"**

This Capital Projects Ordinance is being authorized for the Water System Improvements.

The following appropriations are being made with revenues, as listed, being available for this fund.

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in this Capital Projects Ordinance beginning July 1, 2017, and ending June 30, 2018.

Capital Outlay	\$	140,544
TOTAL CAPITAL PROJECTS FUND	\$	140,544

Section 2: REVENUES - It is estimated that the following revenues will be available for appropriation in the Capital Projects Ordinance beginning July 1, 2017, and ending June 30, 2018.

Investment Earnings	\$	300
Fund Balance Appropriated		140,244
TOTAL CAPITAL PROJECTS FUND	\$	140,544

T. Kyle Jones, Chairman

Perquimans Co. Board of Commissioners

**PERQUIMANS COUNTY
CAPITAL PROJECTS ORDINANCE
COUNTY CONSTRUCTION FUND**

This Capital Projects Ordinance is being authorized for the Perquimans Library Project.

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in this County Construction Fund beginning July 1, 2017, and ending June 30, 2018

Capital: Ward School/Library	\$	600,000
Capital - Library Construction		<u>269,689</u>
TOTAL COUNTY CONSTRUCTION FUND	\$	<u>869,689</u>

Section 2: REVENUES - It is estimated that the following revenues will be available for appropriation in the County Construction Fund beginning July 1, 2017, and ending June 30, 2018.

Ward Bequest	\$	600,000
Fund Balance Appropriated		<u>269,689</u>
TOTAL COUNTY CONSTRUCTION FUND	\$	<u>869,689</u>

T. Kyle Jones, Chairman
Perquimans Co. Board of Commissioners

**PERQUIMANS COUNTY
CAPITAL PROJECTS RESERVE ORDINANCE
LAND TRANSFER TAX
FOR
CAPITAL PROJECTS**

This Capital Projects Ordinance is being authorized to provide a portion of the required funds needed for the School Construction Project and for the other Capital Projects deemed appropriate by the Board of Commissioners.

The following appropriations are being made with revenues, as listed, being available for this fund.

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in this Capital Projects Ordinance beginning July 1, 2017, and ending June 30, 2018

Transfer to General Fund	\$	400,000
TOTAL CAPITAL RESERVE/LAND TRANSFER TAX	\$	<u>400,000</u>

Section 2: REVENUES - It is estimated that the following revenues will be available for appropriation in the Capital Projects Reserve Ordinance beginning July 1, 2017, and ending June 30, 2018.

Land Transfer Tax	\$	265,000
Investment Earnings		1,000
Fund Balance Appropriated		<u>134,000</u>
TOTAL CAPITAL RESERVE/LAND TRANSFER TAX	\$	<u>400,000</u>

T. Kyle Jones, Chairman
Perquimans Co. Board of Commissioners

**PERQUIMANS COUNTY
CAPITAL PROJECTS ORDINANCE
FOR
NC HOUSING FINANCE AGENCY
SINGLE FAMILY REHABILITATION PROGRAM**

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in this Capital Projects Ordinance beginning July 1, 2017, and ending June 30, 2018

Rehabilitation	\$	70,000
Program Costs		<u>22,698</u>
TOTAL CAPITAL RESERVE/NC HOUSING FINANCE AGENCY	\$	<u>92,698</u>

Section 2: REVENUES - It is estimated that the following revenues will be available for appropriation in the Capital Projects Ordinance beginning July 1, 2017 and ending June 30, 2018.

Single Family Rehab	\$ 92,696
TOTAL CAPITAL RESERVE/NC HOUSING FINANCE AGENCY	\$ 92,696

T. Kyle Jones, Chairman
 Perquimans Co. Board of Commissioners

WORK SESSION

June 19, 2017

7:00 p.m.

Following the Special Called Meeting, the Perquimans County Board of Commissioners held a Work Session on Monday, June 19, 2017, at 7:32 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

- | | | |
|-------------------------|------------------------------------|-----------------------------|
| MEMBERS PRESENT: | Fondella Leigh, Vice Chair | Joseph W. Hoffer |
| | Edward R. Muzzulin | Wallace A. Nelson |
| | Charles Woodard | |
| MEMBERS ABSENT: | Kyle Jones, Chairman | |
| OTHERS PRESENT: | Hackney High, County Attorney | Frank Heath, County Manager |
| | Mary Hunnicutt, Clerk to the Board | |

The following matter was discussed during the Work Session.

SOLAR FARM REGULATIONS

County Manager Heath reminded the Board that the current moratorium on large solar facilities is due to expire on July 18, 2017. Mr. Heath said that each commissioner had a copy of the proposed changes from the Planning Board and those that the Board had requested. He further stated that the last item that they wished to discuss was screening requirements. Commissioner Woodard asked if we could extend the current moratorium so that it would give the Board additional time to check with North Carolina Association of County Commissioners and other counties to see what their requirements are. Mr. Heath said that there was time to advertise for a Public Hearing to extend the moratorium but they should not make it too long per County Attorney High's recommendation. Vice Chair Leigh asked how long we could extend it. County Attorney High said that he did not think an additional 3-month extension would be unreasonable. After further discussion, Vice Chair Leigh asked if the Board needed to make a motion to proceed with an extension of the current Moratorium. Since no action can be taken during the Work Session, it was the consensus of the Board to recommend that County Manager Heath proceed to advertise and schedule a Public Hearing on the extension of the current Moratorium for large scale solar facilities to be held at the July 3, 2017 meeting.

ADJOURNMENT

There being no further comments or business to discuss, the Work Session was adjourned at 7:40 p.m.

 Fondella A. Leigh, Vice Chair

 Clerk to the Board

PERQUIMANS COUNTY
SALARY CLASSIFICATIONS

POSITION	GRADE
County Manager	83
Secretary/Clerk to the Board/Personnel Officer	65
Finance Officer	72
Finance/HR Specialist	61
Planner	72
Supervisor - Board of Elections	64
Emergency Services Director	76
Telecommunications:	
Telecommunicator - Chief	64
Telecommunicator - Certified	62
Telecommunicator	60
911 Communications Shift Supervisor I	63
911 Communications Shift Supervisor II	64
Emergency Medical Services:	
Emergency Medical Technician (EMT)	63
Advanced EMT (AEMT)	66
Paramedic	68
EMS Compliance Officer (AEMT)	68
EMS Shift Supervisor (AEMT)	68
EMS Shift Supervisor (Paramedic)	70
Emergency Management Coordinator	67
Building Inspector:	
Chief	71
Assistant	67
Code Enforcement Officer/Safety Officer	61
Administrative Assistant	61
Recreation Department:	
Recreation Director	70
Athletic Program Supervisor	64
Administrative Assistant	58
Senior Citizens:	
Senior Citizens Coordinator	63
Secretary - Senior Citizens	60
Register of Deeds:	
Register of Deeds	70
Assistant Register of Deeds	60
Deputy Register of Deeds	58
Sheriff's Department:	
Sheriff	75
Chief Deputy	70
Deputy - Investigator	68
Deputy - Sergeant	67

PERQUIMANS COUNTY
SALARY CLASSIFICATIONS

POSITION	GRADE
Deputy	65
Deputy - Uncertified	64
Animal Control	62
Animal Control Assistant	58
Baliff	54
Administrative Assistant	60
Tax Department:	
Tax Administrator	72
Assistant Tax Administrator	66
Tax Clerk I	58
Tax Clerk II	61
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/IA&T	70
Human Services Coordinator	68
Human Resources Placement	63
Social Worker Supervisor III	72

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 20, 2017

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Donna H. Phelps

SOC. SEC. NO.: _____

POSITION: Assistant

DEPT.: Register of Deeds

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 58 STEP: 7 SALARY: \$26,156

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

12/9/2016 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: 60 STEP: 8 SALARY: \$30,155
Date

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

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

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: 12/9/2016 PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

Jacqueline S. Liverson
DATE: June 20, 2017

COUNTY MANAGER APPROVAL

Frank Heath
DATE: 6/23/17

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Helen Hunter

SEC. NO.: _____

POSITION: Finance/HR Specialist

DEPT.: County Manager

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

7/1/17 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE PROMOTION.
Date GRADE: 61 STEP: 8 SALARY: \$31,510

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Frank Heatts

DATE: _____

DATE: 6/23/17

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6-27-17

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kimberly A. Bray SEC. NO.: _____

POSITION: Assistant Tax Administrator DEPT.: Tax

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND 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.

7/1/07 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE PROMOTION. Date GRADE: 66 STEP: 6 SALARY: \$37,398

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 Jernigan

DATE: 6-27-17

COUNTY MANAGER APPROVAL

Frank Heath (Cpl)

DATE: 6/27/17

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6-27-17

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Rebecca Waterfield SEC. NO.: _____

POSITION: Tax Clerk - Business Personal Property DEPT.: Tax

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND 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.

7/1/17 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE PROMOTION. Date GRADE: 61 STEP: 1 SALARY: \$26,556

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Bill Jennings

Frank Heath (Supt.)

DATE: 6-27-17

DATE: 6/27/17

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6-23-17

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Brian Watson

SOC. SEC. NO.: _____

POSITION: Deputy / SRO

DEPT.: Sheriff

NEW EMPLOYEE EFFECTIVE DATE: 7-1-17

GRADE: 64 STEP: 1 SALARY: \$ 30,304

ENDING DATE OF PROBATIONARY PERIOD: Upon completion of BLET increase to grade 65

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

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

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

DEPARTMENT RECOMMENDATION

[Signature]

DATE: 6-23-17

COUNTY MANAGER APPROVAL

[Signature]

DATE: 6/23/17

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6-23-17

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Thomas Reid

SOC. SEC. NO.: _____

POSITION: Chief Deputy

DEPT.: Sheriff

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 65 STEP: 8 SALARY: 37,576

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.

7-1-17 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. GRADE: 70 STEP: 4 SALARY: \$42,475

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
Shelton White
DATE: 6-23-17

COUNTY MANAGER APPROVAL
Frank Heath
DATE: 6-23-17

FINANCE OFFICER

DATE: _____

From: Ida Harris [mailto:ida@perquimanscountync.gov]
Sent: Tuesday, June 27, 2017 4:43 PM
To: Frank Heath
Cc: Jonathan T. Nixon; Mary Hunnicutt; Tracy Mathews
Subject: Fwd: Retirement

From: Ida Harris <ida@perquimanscountync.gov>
To: Frank Heath <frankheath@perquimanscountync.gov>
Cc: Jonathan T. Nixon <jnixon@perquimanscountync.gov>, Tracy Mathews <tracymathews@perquimanscountync.gov>
Sent: 6/27/2017 4:30 PM
Subject: Retirement

Dear Sir,

The time has finally arrived for me to officially announce my retirement. Effective as of September 30th, 2017 will be the last month of my employment with Perquimans County.

Thanks you for letting me serve Perquimans County and it's residence since 1988 part time and 1989 Full time.

Ida T. Harris

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 27, 2017 _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Joanne Avery _____

SOC. SEC. NO.: _____

POSITION: IMC II _____

DEPT.: Social Services _____

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

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR	1	2	3	4	(CIRCLE)
------	---	---	---	---	----------

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

7/1/2017 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP
Date RAISE. (YEAR 2 3 4)
 GRADE: 63 STEP: 2 SALARY: \$ 29,725 _____

_____ 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

COUNTY MANAGER APPROVAL

DATE: _____

DATE: _____

FINANCE OFFICER

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 27, 2017

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Krystal Dozier-Bass

SOC. SEC. NO.:

POSITION: Public Information Assistant IV

DEPT.: Social Services

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

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

7/1/2017 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: 59 STEP: 3 SALARY: \$ 25,534.

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: 6/27/2017

DATE:

FINANCE OFFICER

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6-23-17

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Shirley Felton

SOC. SEC. NO.: _____

POSITION: Part-Time Housekeeper

DEPT.: Buildings & Grounds

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 54 STEP: 5 SALARY: \$10.34/hour

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.

7/1/17 RECOMMENDATION AND EFFECTIVE DATE FOR MERIT INCREASE. GRADE: 54 STEP: 6 SALARY: \$10.60/hour

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

DEPARTMENT RECOMMENDATION

[Signature]

DATE: 6-23-17

COUNTY MANAGER APPROVAL

[Signature]

DATE: 6-23-17

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 27, 2017

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kevin Ayers

SOC. SEC. NO.: _____

POSITION: EMT-Intermediate

DEPT.: E M S

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.

7-1-17 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

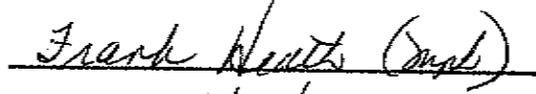
Date GRADE: 66 STEP: 3 SALARY: \$16.71 per hr

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL





DATE: 6-27-17

DATE: 6/27/17

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 27, 2017

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Zach Crowe

SOC. SEC. NO.: _____

POSITION: EMT-Intermediate

DEPT.: E M S

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.

7-1-17 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

Date GRADE: 66 STEP: 2 SALARY: \$16.31 per hr

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]

Frank Heath (impl)

DATE: 6-27-17

DATE: 6/27/17

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6-27-17

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: BEA SPAETH

SOC. SEC. NO.: _____

POSITION: TEMPORARY TAX LISTER

DEPT.: TAX

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: \$12.10

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: \$ 13.10

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Bill Jennings

Frank Heath (supl.)

DATE: 6-27-17

DATE: 6/27/17

FINANCE OFFICER

DATE: _____

From: Frank Heath [mailto:frankheath@perquimanscountync.gov]
Sent: Tuesday, June 20, 2017 2:45 PM
To: Mary Hunnicutt
Subject: Fwd: Economic Improvement Council Recommendation: Mrs. Brenda Lassiter

Please add to consent agenda. Thanks,

Frank Heath
Perquimans County Manager
P.O. Box 45
Hertford, NC 27944
(252)426-8484

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

From: Landon Mason <edlbmason.eic@gmail.com>
To: <frankheath@perquimanscountync.gov>
Cc: <abuttsiii@hotmail.com>, Landon Mason <edlbmason.eic@gmail.com>
Sent: 6/20/2017 2:41 PM
Subject: Economic Improvement Council Recommendation: Mrs. Brenda Lassiter

Greetings Mr. Frank Heath,

The Economic Improvement Council is requesting approval from the Perquimans County Board of Commissioners to appoint Mrs. Brenda Lassiter to serve on the EIC Board of Directors to represent Perquimans County for a five year term. Mrs. Lassiter has consented to serve, however, we need the approval of the commissioners to move forward.

Mrs. Tammy Miller-White is currently representing Perquimans County, however, her term is ending in August 2017. Mrs. White has served well representing the citizens of the county and we are appreciative of her years of service. Your kind response to this recommendation will be greatly appreciated. Please feel free to contact me if you have any questions.

Kind Regards,

Elevating Excellence,

Dr. Landon B. Mason Sr
Dr. Landon B. Mason Sr., NCRT
Executive Director,
Economic Improvement Council, Inc.
P.O. Box 549
712 Virginia Road
Edenton, NC 27932
(252) 482- 4458 - Ext. 137
Facsimile – (252) 482-0328
Cell-(252) 337-4575
www.eiccaa.org
E-mail – edlbmason.eic@gmail.com

“He has a right to criticize, who has a heart to help.”
Abraham Lincoln

Notice of Confidentiality:

The information in this email is confidential and may be legally privileged access to this email by anyone other than the intended addressee is unauthorized. If you are not the intended recipient of this message, any review, disclosure, copying distribution, retention, or any action taken or omitted to be taken in reliance on it is prohibited and may be unlawful. If you are not the intended recipient, please reply to or forward a copy of this message to the sender and delete the message, any attachments, and any copies thereof from your system.

From: Susan Chaney [mailto:schaney@perqdss.net]
Sent: Tuesday, June 20, 2017 2:38 PM
To: Mary Hunnicutt
Subject: Fwd: Board Appointment

Mary,

Today, I received this information regarding the DSS Board appointment from the Social Services Commission. I thought you may need this to "rubber stamp" the appointment with the Commissioners at their July meeting. If you don't need, it please disregard.

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

From: "Green, Angela" <angela.green@dhhs.nc.gov>
To: "schaney@perqdss.net" <schaney@perqdss.net>
Cc: Dianne Layden <diannelayden@hughes.net>
Sent: 6/20/2017 10:58 AM
Subject: Board Appointment

Susan,

On June 14th Dianne Layden was reappointed to your DSS Board. Appointment letters will be going out soon.

Best Regards,
Angela

Angela Green
Executive Assistant
NC Division of Social Services
Staff to the Social Services Commission
North Carolina Department of Health and Human Services
919-527-6338 office
919-334-1018 fax
Angela.Green@dhhs.nc.gov
820 S. Boylan Avenue, McBryde Building
Raleigh, NC 27603
2401 Mail Service Center
Raleigh, NC 27699-2401

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Twitter YouTube

Unauthorized disclosure of juvenile, health, legally privileged, or otherwise confidential information, including confidential information relating to an ongoing State procurement effort, is prohibited by law. If you have received this e-mail in error, please notify the sender immediately and delete all records of this e-mail.

Email correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties by an authorized State official. Unauthorized disclosure of juvenile, health, legally privileged, or otherwise confidential information, including confidential information relating to an ongoing State procurement effort, is prohibited by law. If you have received this email in error, please notify the sender immediately and delete all records of this email.

From: Ed Muzzulin [mailto:emuzzulin@gmail.com]
Sent: Tuesday, June 27, 2017 3:19 PM
To: Mary Hunnicutt
Subject: Re: Historic Hertford, Inc.

Mary - I could go until December of 2018.

Ed

Sent from my iPad

On Jun 27, 2017, at 3:02 PM, Mary Hunnicutt <mhunnicut@perquimanscountync.gov> wrote:

Ed, Brandon just let me know that you are still eligible to serve on the above referenced board. If you are still interested in serving, please let me know something today.

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

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

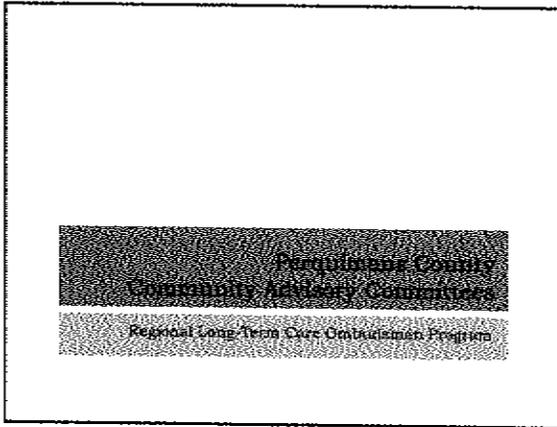
From: Town of Hertford Manager [mailto:manager@townofhertfordnc.com]
Sent: Tuesday, June 27, 2017 2:41 PM
To: 'Mary Hunnicutt'
Subject: RE: Historic Hertford, Inc. Board Appointment

He is eligible to serve. As far as willing, I haven't heard otherwise.

Would you like me to ask Kyle to check on his interest?

Brandon S. Shoaf
Town Manager
Town of Hertford
114 W. Grubb St.
PO Box 32
Hertford, NC 27944
www.townofhertfordnc.com

6/28/2017



There are currently five Community Advisory Committees in Personans County.

Adult Care Home CAC - G.S. 1310-311b(1) - A community advisory committee shall be established in each county that has at least one licensed adult care home. It shall serve all the homes in the county, and shall serve each of these homes for the best interests of the residents. In a county that has one, two, or three adult care homes with 75 or more beds, the committee shall have five members.

**** Adult Care Home Committees also serve Family Care Homes**

Nursing Home CAC - G.S. 131E-128(b)(1) - A community advisory committee shall be established in each county which has a nursing home, including a nursing home operated by a hospital licensed under Article 5 of G.S. Chapter 131E, shall serve all the homes in the county, and shall work with each home in the best interest of the persons residing in each home. In a county which has one, two, or three nursing homes, the committee shall have five members. In a county with four or more nursing homes, the committee shall have one additional member for each nursing home in excess of three, and may have up to five additional members per committee at the discretion of the county commissioners.

Current status of Committee Members:

Adult Care Home CAC -

- Daphne Madre
- Erilyn Minkato
- Mary Bennett
- Mette Gordon
- Estelene Simpson

Nursing Home CAC -

- Mette Overton
- Jean Macfield
- Vacancies (3)

6/28/2017

Facilities Served by the CAC Committees

Adult Care Homes

- Hertford Manor ACH
- Winfall Manor FCH (annual)
- Woodville Manor FCH
- (annual) Lillian Brothers FCH
- (annual)

Nursing Homes

- Brian Center

G.S. 151E-128(b)(1) - Each committee shall quarterly visit the nursing home it serves. For each official quarterly visit, a majority of the committee members shall be present. In addition, each committee may visit the nursing home it serves whenever it deems it necessary to carry out its duties.

Requirements of Each Committee/Member

- 12 training of 18 hours including 8 hour disaster training, facility orientation, and a refresher
- Quarterly meeting/training with the Long-Term Care Ombudsman (mandatory)
- Quarterly official visit as a Committee to the facilities served. Committee shall have a quorum of 2/3 majority to conduct an official visit. Committee members may also conduct unofficial visits to their care during the quarter.
- Submission of quarterly Activity Report to the Ombudsman's office
- Submission of a Quarterly Visit Report Form to the Ombudsman. This is required and submitted to the County office
- Annual report, submitted to the Ombudsman's office in the County
- 12 hours of on going Continuing Education Training annually
- 10741 - approximately 8-12 hours per month

When a JOINT COMMUNITY ADVISORY COMMITTEE?

Per G.S. 1310-31(c) - Joint Nursing and Adult Care Home Community Advisory Committees. - Appointment to the Nursing Home Community Advisory Committees shall preclude appointment to the Adult Care Home Community Advisory Committees except where written approval to combine these committees is obtained from the Assistant Secretary for Aging, Department of Health and Human Services. Where this approval is obtained, the Joint Nursing and Adult Care Home Community Advisory Committee shall have the membership required of Nursing Home Community Advisory Committees and one additional member for each adult care home with 10 or more beds licensed in the county. In counties with no adult care homes with 10 or more beds, there shall be one additional member for every four other types of adult care homes in the county. In no case shall the number of members on the Joint Nursing and G.S. 1310-31 Page 7 Adult Care Home Community Advisory Committee exceed 25. Each member shall assume the statutory rights and responsibilities of both Nursing Home Committees and Adult Care Home Committees. In making appointments to this joint committee, the county commissioners shall solicit nominations from both nursing and adult care home administrators for the appointment of approximately (but no more than) one-third of the members.

6/28/2017

If Pasquotank County were approved for Joint CAC Status, this is what your current Committee would look like:

- Delphine Madra
- Ernestine Simpson
- Nettie Gordon
- Mary Bennett
- Evelyn Mansfield
- Joan Mansfield
- Melba Davenport (additional member)

These members would need a 2/3 majority of 5 members to conduct Official Visits each quarter. Additionally, the members would have to conduct visits at two facilities quarterly (three annually):

- Brian Center
- Hertford Manor
- Winfolk Manor (annually)
- Woodville Manor (annually)
- Lillian Brothers (annually)

What is required to acquire Joint Committee Status?

• **G.S. 181D-31(c)**... approval to combine these committees is obtained from the Assistant Secretary for Aging, Department of Health and Human Services.

- County determines if combining committees is beneficial
 - Geographical miles of the county (247 total square miles)
 - Number of beds the county has (78 NH, 24 ACH, & 14 FCH)

• AAA Director sends a request to combine the CAC Committees on our letterhead to Suzanne Merrill, Division Director. She will forward this request to the Assistant Secretary, DHHS.

Pros & Cons of a Joint Committee

<p><input type="checkbox"/> Pros</p> <ul style="list-style-type: none"> Stranger committee – easier to retain and keep a quorum Broader knowledge of long-term care facilities 	<p><input type="checkbox"/> Cons</p> <ul style="list-style-type: none"> Committee members are responsible for more facilities per quarter Committee members are spread "thinner" due to responsibilities of more facilities Increased travel
---	--

6/28/2017

QUESTIONS?



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**

June 27, 2017

To: The Perquimans County Board of Commissioners

From: Bill Jennings
Perquimans County Tax Administrator

We are busy finishing up for the fiscal year and preparing for our end of year closeout.

Due to the retirement of Debbie Stallings, the office is experiencing some shifts in job descriptions. We are busy shifting employees to new stations as well as learning new things.

Tashara Gramby was hired June 1, and has been a very quick learner. She has caught on quickly and I feel she will be a great addition to the office.

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.



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

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

**PERQUIMANS COUNTY
TAX DEPARTMENT**

ENFORCED COLLECTIONS-JULY 2017

GARNISHMENTS: \$4,254.39

PAYMENT AGREEMENTS: \$16,199.40

DEBT SETOFFS: \$682.81

**ALBEMARLE COMMISSION
SENIOR NUTRITION CONTRACT**

This Agreement entered into as of this first day of July 2017, by and between **PERQUIMANS COUNTY** (hereinafter referred to as Contractor), and the **Albemarle Commission**, (hereinafter referred to as AC), with offices located at 220D Ocean Highway South, Hertford, North Carolina, WITNESSETH THAT;

WHEREAS, AC wishes to make available certain services to elderly residents within a service area hereafter described; and,

WHEREAS, the Contractor warrants that it is capable of providing the services hereafter described; and,

WHEREAS, the Contractor desires to assist AC in this endeavor;

NOW, THEREFORE, the parties hereto do agree as follows:

1. **Employment of Contractor:** AC hereby agrees to engage the Contractor to perform the services hereinafter set forth.
2. **Time of Performance:** The services of the Contractor are to commence on July 1, 2017, and shall be completed by June 30, 2018.
3. **Scope and location of Services:** The Contractor shall do, perform, and carry out in a satisfactory and proper manner, as determined by AC, the agreements and assurances required in the Request for Proposal and the services specified in No. 35—**Special Conditions**.
4. **Personnel:** The Contractor represents that it has, or will secure at its own expenses, all personnel required in performing the services under this Agreement. Such personnel shall not be employees of, or have any contractual relationship with AC. All personnel engaged in the work shall be fully qualified.

It is understood and agreed that **DELPHINE MADRE** shall represent the Contractor as Project Manager in the performance of this Agreement. Any change in such Project Manager shall be subject to approval of AC.

5. **Compensation:** The Contractor and AC expressly understand and agree that in no event will the total compensation and reimbursement paid thereunder by the AC exceed the maximum of **Ten Thousand Seven Hundred and Forty Nine Dollars and Twenty Four Cent (10,749.24)** for 999 hours of Nutrition Service, and shall constitute full and complete compensation for the Contractor's services hereunder.

6. Reimbursement Rate Per Unit of Service: Albemarle Commission will reimburse the Contractor \$10.76 for each hour of Nutrition Service served to eligible clients, such units of service being defined in No. 35 – Special Conditions.
7. Reprogramming of Funds: It is understood and agreed that, in the event that the amount of funds received from the North Carolina Division of Aging is reduced, AC may in turn, decrease the total compensation and reimbursement to be paid hereunder and in accordance with Paragraph 14, changes in the Scope of Services.
8. Change of Reimbursement. At its sole discretion, AC may re-negotiate the reimbursement shown in Paragraph 6 of this Agreement. However, in no case will AC increase the overall amount shown in Paragraph 5.

The parties agree they will consider increasing the reimbursement rate only under two circumstances:

- a) Upon a showing by Contractor that actual costs have increased due to factors beyond Contractor's control (e.g., increases in gasoline costs, union settlement on wages, etc.); or
- b) Upon a showing by Contractor that actual costs have increased due to a sudden increase in client load (e.g., due to a disaster). In the event that the reimbursement rate is increased, the total units of service to be delivered will be correspondingly decreased.

The parties further agree that AC shall have the right to decrease the reimbursement rate under any circumstances which show that actual costs are less than projected; including, but not limited to, circumstances in which:

- a) Overall costs of providing service are shown to be less than forecast in the Contractor's original bid for this service; or
 - b) The Contractor fails to document the required cost-sharing, such that the AC reimbursement rate exceeds 100 percent of service costs. In the event the reimbursement rates are decreased, AC may, at its option, increase the total number of units of service to be delivered.
9. Method of Payment: After the first month, Contractor shall submit a monthly report to AC on the number of service units delivered and capital cost through the end of prior month for reimbursement.
 10. Documentation of Expenses: Contractor shall maintain full and complete documentation of all expenses associated with performing the scope of work under the contract. Expenses documentation shall include: time sheets for AC clients; receipts for any supplies purchased for use on this contract; any applicable

subcontract expenditures; and such other documentation necessary to substantiate overall costs of delivering the contracted service (including Contractor contribution as well as amounts reimbursed by AC).

11. Payment by Service Recipient: No individual receiving services under the terms of this Agreement shall be required to pay any part of the cost of the service. However, recipients shall be given the opportunity by the Contractor to make some contribution for the service in a manner approved by the AC.

Contractor shall post a notice in a conspicuous place, stating that no charge is Made for the service, but that contributions will be accepted. Contractor shall furnish envelopes to all clients for confidential contributions. Contractor shall offer a locked box in a convenient location for confidential deposit of envelopes.

12. Cost Sharing: Cost Sharing is any money received by Contractor as a direct result of contract activity. Contractor shall maintain daily records of activity, Contractor shall maintain daily records of activity. Program income shall be used in the same year it is received to provide additional services.

13. Monitoring, Auditing and Reporting: The Contractor agrees to submit to audit by AC, the State of North Carolina, or the federal government for a three year period following final payment under the terms of this Agreement. The Contractor agrees to permit monitoring by AC, its staff and appropriate representatives, and to comply with such reporting procedures as may be established by AC. The Contractor further agrees that all pertinent financial records shall be made available for copying upon request by AC, the state or federal government, or their agents.

It is understood and agreed that the report procedures established by AC may include, but not be limited to, the names and addresses of individuals receiving services under the terms of this contract, with the understanding that no personal information obtained from any individual will be disclosed by AC in a form which allows identification of the individual, without the written consent of the individual.

It is understood and agreed that the report procedures established by AC may also include actual costs incurred per unit of service including both AC costs and contractor contributions.

It is further understood that the agency is responsible to AC for clarifying any audit exceptions that may arise from AC independent audit, the Department of Human Resources audit, or any federally conducted audit. AC requires the Contractor to send a copy of their audit when received from the independent auditors. In addition, contractors are responsible for paying any governmental funds that may be part of the audit exception.

14. Changes: AC may, from time to time, require changes in the Scope of Services to be performed. Such changes, including any increase or decrease in the amount of the Contractor's compensation which is mutually agreed upon between AC and the Contractor, shall be incorporated in written amendments to this Agreement.
15. Termination of Agreement for Cause: If through any cause the Contractor shall fail to fulfill in timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the covenants, agreements or stipulations of this Agreement, AC shall thereupon have the right to terminate this Agreement by giving written notice to the Contractor of such termination and specifying the effective date thereof. The date of notice shall be at least five (5) days before the AC effective date of such termination.

In the event of termination, such data, studies, surveys, drawings, maps and reports prepared by the Contractor shall, at the option of AC, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. Client files of the agency, developed under this contract shall become the property of the AC upon completion and/or termination of this contract.

Notwithstanding the above, the Contractor shall not be relieved of liability to AC by virtue of any breach of the Agreement by the Contractor, and AC may withhold any payments to the Contractor for the purpose of set-off until such time as the exact amount of damages due AC from the Contractor is determined.

16. Cancellation for Convenience of AC: AC may cancel this Agreement at any time by giving written notice to the Contractor of such cancellation and specifying the effective date of such cancellation. If the Agreement is canceled by AC as provided herein, the Contractor will be paid for work satisfactorily completed.
17. Disputes: Any disputes which arise in the interpretation of this contract shall be resolved in the following manner:
- a) The Contractor shall submit a letter to AC specifying the nature of the dispute asking for resolution of the dispute.
 - b) The Executive Director of the AC will meet with the Contractor to resolve the dispute. The Executive Director of the AC will document the resolution in a letter to the Project Manager.
 - c) If the Contractor is dissatisfied with the resolution of the dispute decided by the AC Executive Director, the Contractor may appeal the Executive Director's decision in writing to the AC Budget and Personnel Committee.

- d) The AC Budget and Personnel Committee will consider the appeal at its next scheduled meeting, which shall occur no less than 10 days following receipt of the written appeal request. The decision of the Budget and Personnel Committee is final.
18. Subcontracting: None of the work or service covered by this Agreement shall be subcontracted without the prior written approval of AC. All approved subcontracts must conform to the applicable requirements set forth in this Agreement and must attach and include by reference Appendix A - Scope of Services.
19. Compliance with Service Standards and Required Procedures: Contractor shall perform the services set forth in this Agreement in compliance with applicable standards and procedures specified in Appendix A – Scope of Services. Contractor further agrees to comply with applicable standards for this service which are, or may be, specified by the North Carolina Division of Aging, any other State of North Carolina agency, the Division of Aging Policy Manual, and the AC Policy Manual.
20. Service Priorities: Contractor shall give priority for service to those older people with the greatest social and economic need. Where the nature of the service allows, Contractor shall make special efforts to serve the moderately impaired, isolated and homebound elderly on a priority basis, as set out in the proposal and as indicated in the service standards established by the Division of Aging.
21. Equal Opportunity and Affirmative Action: In carrying out this contract, Contractor shall deny none of the benefits or services of the program to any eligible recipient on the grounds of age, sex, religion, race, color, handicap, or national origin.

The Contractor also agrees not to discriminate against any employee or applicant for employment because of age, race, color, religion, sex, handicap or national origin. The Contractor shall take affirmative action to insure that applicants are employed, and that employees are treated during employment without regard to their age, race, color, religion, sex, handicap, or national origin. Such action shall include, but not be limited to: employment or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

The Contractor shall, in all solicitations or advertisements for employees placed by, or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, handicap, or national origin.

It is further agreed by the Parties that the Contractor shall take affirmative action to solicit subcontractors with or purchases from minority business enterprises as defined in the Public Works Employment Act of 1977, 42 U.S.C. 6705 (f) (2),

where such subcontracting or purchasing, if any, is or may be undertaken under the terms of this Agreement.

22. Confidentiality: Any reports, recipient information, data, or other materials given to, or prepared or assembled by the Contractor under this Agreement which AC requests to be kept confidential, shall not be made available to any individual or organization by the Contractor without prior written approval of AC.

23. Identification of Documents: All reports, maps, and other documents completed as part of this Agreement, other than documents exclusively for internal use within AC, shall carry the following statement on the front cover, or a title page containing the name of AC.

THE PREPARATION OF THIS (Report, Document, Etc.) WAS FINANCED IN PART THROUGH A FEDERAL GRANT BY THE NORTH CAROLINA DEPARTMENT OF HUMAN RESOURCES, DIVISION OF AGING, UNDER THE PROVISIONS OF TITLE III, OLDER AMERICANS ACT OF 1965, AS AMENDED.

24. Licenses and Permits: Contractor shall maintain all required licenses, permits, bonds, and insurance required for carrying out the services in Appendix A. The Contractor shall notify the AC immediately if any required licenses or other permits are canceled, suspended, or otherwise ineffective. Failure to maintain proper licenses permits, bonds and insurance shall be a basis for AC disallowing all or part of payments under this contract or for termination of this agreement for cause.

25. Insurance: Notwithstanding any other insurance requirements, Contractor shall, within ten (10) days of the effective date of this Agreement, provide AC with a certificate of insurance for public liability insurance in the minimum amount of One Hundred Thousand/Three Hundred Thousand Dollars (\$100,000/\$300,000). If Contractor uses a vehicle in fulfilling its duties under this Agreement, Contractor shall also provide evidence of automobile insurance in the minimum amount of Twenty-Five Thousand/Fifty Thousand Dollars (\$25,000/\$50,000 liability insurance and Fifty Thousand Dollars (\$50,000) property insurance. Failure to provide evidence of insurance shall be deemed an automatic violation of this Agreement and could therefore lead to termination of the Agreement by AC. The Contractor shall hold AC harmless for any damages to the person or property of any individual or organization as the result of the execution of the scope of service to be performed under this Agreement.

26. Conflict of Interest: The Contractor covenants that it presently has no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. The Contractor further covenants that, in the performance of this Agreement, no person having any such interest shall be employed.

27. Interest of Members of AC and Others: No officer, member, or employee of AC and no member of its governing body, and no other public official of the governing body of the locality or localities in which the project is situated or being carried out who exercises any functions or responsibilities in the review or approval of this project, shall participate in any decision relating to this Agreement which affects his or her personal interest or have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
28. Officials not to Benefit: No member of or delegate to Congress, or resident commissioner, shall be admitted to any share or part of this contract, or to any benefit that may arise therefrom.
29. Assignability: The Contract shall not assign, sublet, or transfer all or any portion of its interest in this Agreement without the prior written approval of the Agency's Executive Director or his authorized agent.
30. Resources Development: The Contractor shall investigate other agencies and resources providing services to the elderly and shall coordinate its own services to minimize overlap and duplication.
31. Disaster Assistance: In the event that elderly individuals are endangered by the occurrence of a tornado, fire, flood, severe temperature extremes, or other disaster-related situation, the Contractor shall cooperate with requests for assistance from AC on behalf of the elderly individuals.
32. Attendance at AC Meetings: The Contractor, upon request of AC, shall attend any committee or special meeting relating to the project, or staff development training.
33. Participant Input: The Contractor shall, with the assistance of AC, develop a procedure for providing elderly service recipients with an opportunity to assess and evaluate the program. This assessment shall be performed on a regular basis.
34. Applicable Laws, Rules, and Regulations: This contract shall be deemed to have been executed and performed in the State of North Carolina, and all questions of interpretation and construction shall be construed by the laws of such State. In addition, Contractor shall be governed by all applicable Federal, State, and Local rules, regulations and policies.
35. Special Conditions:

CONGREGATE NUTRITION

Service Definition:

The provision of a meal in a group setting.

Unit of Service:

One hour –four hours daily.

Service Objective:

To promote the health and well being of older people through the provision of nutritious meals and opportunities for social and recreational services and access to other services.

Service Activities:

Prepare specific congregate meal site(s) at least 5 days per week for dining.

- Set up tables, chairs, place settings, and table condiments.
- Clean up after meals, washing non-disposable items and dispose of litter and garbage.
- Welcome participants to site.
- Station staff, both paid and volunteers, to keep attendance records and to encourage donations to program.

Food Service:

- Receive meals from caterer or central kitchen, take and record temperatures of all hot and cold food items.
- Prepare food service line for serving meals.
- Supervise portioning of food onto plate by donated and volunteer staff, take food temperatures again immediately before portioning.
- Provide assistance to participants who have difficulty walking or carrying trays.
- Review and maintain records on food quality and quantity.

Coordinate Services:

- Arrange transportation to site for participants.
- Recruit and train volunteers.
- Provide grocery shopping assistance and/or education at least 2 times per month.
- Provide for nutrition education at least 2 times per month.
- Provide for health and social service information at least once per month.
- Provide an exercise program one time per week.
- Provide activities daily.
- Outreach activities will be conducted to identify and attract health impaired, socially and/or economically need persons in need of nutrition services.

Preferred Target Groups: Persons who are health impaired, and who are in need of nutritional supports or those older persons whose independent living arrangements lack

proper facilities for meal preparation. Those persons who are ambulatory, but lack sufficient health and/or motivation to prepare meals regularly.

Locale of Service:

- At an approved public or private community facility with the following characteristics.
- Has been approved by the local health department.
- Has been inspected by the local fire department and meets all local and state fire codes.
- Has been approved in writing by the Area Agency on Aging prior to opening.
- Is in compliance with 504 Regulations.
- Is located near concentrations of preferred target group persons.
- Must have at least 12-14 square feet per person excluding halls, bathrooms, kitchen areas.
- Must be a facility where all eligible persons feel free to visit and will not offend their cultural and ethnic preferences.
- Must have adequate number of tables and chairs appropriate for older adults.
- Must have at least 2 exits which are unlocked during hours of operation.
- Must have adequate parking.
- Must have a safe and appropriate place to mount and dismount from vans or other group transportation vehicles.
- Must be heated during colder months to at least 72° F. while participants are present.
- There must be a "termination of services,, policy on file for each participant.

Access to Services:

- Participants will be referred to service by self, friend, neighbor, or a community resource.

Delivery Characteristics:

- Meals shall be served at least 5 days per week at the site.
 - There shall be a feedback mechanism to obtain information on menu preference of participants, and other issues at site.
 - The approved menu shall be publicized one week in advance at the site and shall be identified as the Nutrition Program for the elderly menu and shall specify serving dates.
 - Each meal shall provide at least 1/3 of the current recommended daily dietary allowances Food and Nutrition boards of the National Research Council and shall meet the following meal pattern when plated for each participant.
- a) 2 ounces cooked edible portion of meat, fish, fowl, eggs; cooked dry beans or cheese may be used for a maximum of 4 times per month as substitute for one ounce of meat; textured vegetable protein may only be used as specified in the Division of Aging Manual.

- b) Two, one-half cup servings of vegetables, fruits, and full strength fruit/vegetable juices. There must be one cold source of Vitamin C which provides at least 1/3 RDA of Vitamin C daily.
- c) One serving enriched or whole grain bread, biscuits, rolls, muffins, sandwich buns, cornbread, other hot breads or enriched or whole grain cereals or cereal products such as rice, macaroni, dumplings, pancakes, and waffles.
- d) One teaspoon of butter or fortified margarine in a packaged chip.
- e) One, one-half cup serving of dessert which may be fruit, full strength fruit juice, pudding, gelatin, ice cream, ice milk, sherbet, cake, pie, cookies and similar foods.
- f) One-half pint of fortified whole, skim, or low-fat milk, buttermilk, yogurt, or cheese (3 ozs.).
- g) Fruit or juice used as a dessert may not be counted toward the two servings of vegetables and fruits.
- Contractor shall tell the participants about agency procedures for service, confidentiality, waiting lists, service priorities, complaint and grievance, and other matters germane to the participants' decision to accept service, and about his opportunity to make a voluntary contribution to the program.
 - Every effort shall be made to make the dining room and meals attractive.
 - A completed calendar of site activities and programs must be posted at the beginning of the month.
 - Emergency plans must be developed for each site for medical emergencies and to evacuate the site in case of fire or explosion.
 - The contractor shall provide adequate staff to operate the program including a paid contract manager and a paid site manager for the site.
 - The site manager may be paid from Title III funds for no more than 4 hours per day and shall be responsible for site operations.
 - Must be able to work well with older adults.
 - Must be able to keep accurate records.
 - Must be able to supervise volunteers.
 - The contractor must develop a plan to recruit, orient, train, and recognize volunteers.
 - Minimum orientation and training shall include:

Contract Manager: Administrative procedures, record keeping systems, reporting, food safety.

Site Managers: Site procedures, orientation and training for specific volunteer activities.

All Staff: First aid, cardio-pulmonary resuscitation, physiology of aging, fire/disaster evacuation, shall attend all training required for specific staff categories provided by the Division of Aging and/or Area Agency on Aging.

- All foods must be stored, prepared, held and served in a manner to preserve optimum flavor and appearance, while retaining nutrients and food value.
- Staff serving food must use hygienic techniques and practices in all handling of the food.
- Food temperatures must be maintained at safe levels (hot 140° +, cold 45°-) throughout all processes from storage through serving.
- Contractor must abide by food safety practices required in 10NCAC Section of .0400.

Prohibited Services:

- Cannot provide meals to residents of long-term care facilities, guests, handicapped persons under age 60, adult day care participants and paid staff under age 60 without reimbursement of the full cost of the meal.
- Except on emergency basis, nutrition site(s) may not be closed or combined on a temporary or permanent basis without prior written approval from the Area Agency on Aging.
- May not enter into contracts with profit making organizations without prior written approval from the Area Agency on Aging.

Administrative Requirements:

- Adequate records shall be maintained to document program activities and shall include:
 - participants' intake record
 - participants' attendance records
 - meals served records
 - menu served with substitutions, dates, and justification noted
 - meal receipt/delivery slips
 - program income record
 - employment records including affirmative action documentation
- Shall follow general recognized accounting procedures outlined in CRF Part 74 of all funds including participant contributions.
- All participants' records shall be treated as confidential.
- File all required reports on time.
- Train staff to make appropriate referrals.

36. Home-Delivered

In administering the Home-Delivered Meals Program, Contractor agrees to appoint or employ a person to do the following duties:

- 1) Recruit, maintain, schedule, and supervise volunteers to deliver meals.
- 2) Order, receive, and check meals received.
- 3) Keep daily records, which will include, but not be limited to:
 - a) Daily Nutrition Service Record
 - b) Required Temperature Reports
 - c) Volunteer Hours Reports
- 4) Receive requests for meals from potential clients.
- 5) Collect all project income per the Consumer Contributions Policy and Procedures.
- 6) Report all legitimate complaints to the Albemarle Commission's Home-Delivered Meals Coordinator.

The Albemarle Commission's Home Delivered Meals Coordinator/Volunteer Administrator will be responsible for:

- a) Supervising in the daily operation of home-delivered meals activities.
- b) Providing whatever assistance and support is necessary to recruit and maintain volunteers, i.e., making presentations to civic or community groups, etc., providing printed material, etc.
- c) Processing all requests for meals, determining eligibility, and making all placements to the program.
- d) Revising and updating delivery routes to reflect additions, deletions, or other changes.

IN WITNESS WHEREOF, AC and the Contractor have executed this Agreement as of the date first above written.

(County)

Albemarle Commission

BY: _____
(Authorized Official)

BY: _____
(Executive Director)

DATE: _____

BY: _____
(Area Agency on Aging Director)

DATE: _____

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

(Commission's Finance Officer)



Dwane Hinson
Wetland and Water Management Specialist
Soil Scientist (NC1190)

Phone: 252-482-4162

Cell: 252-337-4933

E-mail: Dwane.Hinson@mchsi.com

Perquimans County Water Management Proposal:

Water management consulting services are proposed to meet the water management needs associated with Perquimans County. This position will meet the following objectives:

- Serve as technical consultant to County Commissioners and Soil & Water Conservation District Supervisors (SWCD):
 1. Make technical presentations to citizens on behalf of the County Commissioners for addressing drainage problems.
 2. Accompany Commissioners and County Manager as needed, meeting on-site with groups and individuals to address drainage needs.
 3. Assist SWCD Supervisors with special projects as requested the Supervisors and approved by the Board of Commissioners.
- Implement Special Use Water Management Districts (SUWMD's):
 1. Provide technical presentations for public meetings in conjunction with County Commissioners for the establishment of SUWMD's.
 2. Serve as a technical advisor for a County Water Management Committee.
 3. Coordinate efforts to generate outside funding sources for project development, such as utilizing USDA-RC&D resources for grants and GIS coordination.
 4. Provide technical leadership to each SUWMD's representatives to identify, design, plan and implement projects.
 5. Assist SUWMD's representatives with creek and river maintenance programs for clearing and snagging creeks and rivers.
- Address drainage concerns of individuals or small groups of citizens:
 1. Work with County Commissioners, County Manager, and Soil & Water Conservation Districts to provide assistance to individual landowners for solving drainage problems.
 2. Coordinate potential funding mechanisms with NC Ag Cost Share Program, CAMA, NC & US Dept of Marine Fisheries, and USDA-RC&D
- Assist Perquimans County with implementing and further development of storm water ordinances and regulatory wetland laws.
 1. Review plats for commercial development and work in conjunction with the county planners and SWCD to implement storm water ordinances.
 2. Provide technical guidance for rural planning (ten acre lots, individual lots, or roadside development) that circumvents storm water guidelines for urban areas.
 3. Provide consulting assistance to the County Commissioners in conjunction with the Health Department to address drainage concerns with septic tank regulations and issues with individual lots subject to flooding or severe drainage problems.

Services, Resources & Projected Costs:

Resources Provided By the LLC To Accomplish Goals and Objectives

- All transportation (With county mileage supplement)
- Field survey equipment,
- Computers,
- Design mapping and hydrology software for drainage evaluation
- Boats and 4-wheelers required for creek and waterway evaluations.

Cost, Hours, and "County Suppliments" for Services Provided:

1. Hours and Cost:

Total hours are negotiable and adjustable as deemed necessary by County Commissioners. Base services will be provided for an average of 12 hours per week at a fee of \$30.00 per hour. Total work hours will be dictated by project activity and priorities set by the County Water Management Committee and a subsequent Plan of Work.

2. County Suppliments:

- A mileage supplement of 53.5 cents per mile will be allocated for use of trucks, boats, and four-wheelers required to perform surveys, visit landowners, and perform creek analysis. An estimate of the total miles will be posted in the Plan of Work.
- Other suppliments provided by the county would include a copy (under County License) of the Arc-View Program used by the county to manipulate the current GIS data base.

Management:

All activities will be dictated by weekly contact with the County Manager. The specifics for hours and suppliments will be governed by the project activity generated by the County Water Management Committee, with subsequent approval by the full Board of County Commissioners. An hourly journal will be presented with billings.

Term

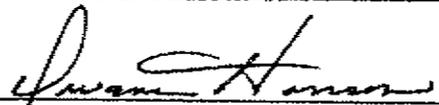
Unless terminated sooner, this agreement shall commence at the adoption by the Perquimans County Board of Commissioners and end on June 30, 2018, and can be renewed for one-year periods thereafter.

Adopted this the 3rd day of July, 2017.

T. Kyle Jones, Chairman

Attest:

Mary Hunnicutt, Clerk to the Board


Dwane Hinson

AGREEMENT

Agreement is hereby made between Perquimans County, North Carolina and Thomas Morris Ponte as set forth below according to the following terms, conditions and provisions.

- 1. Identity of Client Perquimans County Emergency Management
159 Creek Dr.
Hertford, NC 27944
- 2. Identity of Contractor Thomas Morris Ponte
111 Green Ct W
Hertford, NC 27944
- 3. Work to be Performed Contractor agrees to provide services as the Public Information Officer for Perquimans County Emergency Management on a best efforts basis. This will include serving as media contact for planned events (exercises); emergencies and as a representative for any seminars, conferences or meetings involving Public Information for Perquimans County Emergency Management.
- 4. Terms of Payment Client shall pay the Contractor the sum of \$110.00 per month.
- 5. Expenses Client shall not be liable for any expenses paid or incurred by Contractor unless agreed to in writing.
- 6. Term of Agreement The effective date of this agreement shall be July 1, 2017 and will terminate on June 30, 2018 and may be renewed on a yearly basis. This contract can be terminated by either party with thirty (30) days written notice to the other party.

Client: Perquimans County Emergency Management

By: _____ Date: _____

Contractor: Thomas M. Ponte

 _____ Date: 6-24-16

DAVID N. GOSS
Economic Development Consultant
125 Cashie Drive
Hertford, NC 27944

June 5, 2017

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

Dear Frank:

Described below is a proposal [for the period July 1, 2017 through June 30, 2018] for me to continue to provide economic development consulting services to Perquimans County.

Work Program

- Serve as Perquimans County's primary point of contact for perspective economic development inquiries.
- Continue to market the Perquimans County Commerce Centre to a variety of potential companies, but with a priority focus on marine, logistics/supply chain, and entrepreneurial entities.
- Seek new buyers for the Lansing and Smiley buildings.
- Continue to obtain creative financing of a new spec building within the Commerce Centre..
- Assist County Manager with negotiations and follow-up with potential Commerce Centre land buyers and, where applicable, support buyers in their acquisition and development processes.
- Assist County Manager in obtaining the necessary funding support for the construction of the Marine Industrial Park (MIP) inland basin. If this effort is successful, assist the County Manager in the various construction-related activities related to the basin.
- Provide staff liaison with the North Carolina Marine Industrial Park Authority [NCMIPA] in the development of a Marine Industrial Park (MIP) within the Commerce Centre. During this fiscal year this activity will be focused on (1) seeking potential business commitments, (2) supporting companies that commit to the MIP and (3) coordination of applicable assistance in obtaining basin funding support.
- Finalize the development of a site plan for Phase 2 of the Commerce Centre and start implementation of priority plan projects. [Assumes that Phase 2 can get the necessary new Notification of Jurisdictional Determination from U.S. Army Corps of Engineers.]

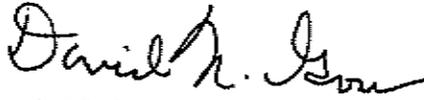
- In coordination with the Perquimans Chamber of Commerce and Albemarle Commission, continue to support a Small Business Resource Center at the Chamber that provides resource services to potential users of the Center to create new and/or grow existing small businesses.
- Continue to be an active participant in the regional marketing efforts of the North Carolina East Alliance.
- Assist Hertford and Winfall in their economic development initiatives, with priority focus on tourism-related opportunities.
- Develop and implement, in coordination with the County Tourism Director, an initiative to attract new entrepreneurs and expand applicable existing small businesses to provide enhanced tourism-related services within the County.
- Assist the Albemarle Commission in the implementation of a regional Ecotourism program, with a specific focus on enhancing water quality in the region.
- Where applicable, assist in the preparation of North Carolina and Federal economic development grant/loan applications for existing and potential businesses in Perquimans County.
- Assist Commerce Centre site buyers in the design and implementation of workforce development programs, if necessary, in cooperation with the Albemarle Commission, COA and ECSU's SBTDC programs.
- Present periodic oral reports to the Economic Development Commission (EDC) and Board of Commissioners.
- Have an annual review of projects and evaluation of progress and performance with the County Manager.
- Undertake special projects as requested by the County Manager and/or the EDC.

Compensation

My proposed compensation for the above Work Program would be a retainer fee of \$1,730.12 a month [current compensation] that would cover my time and travel-related costs within the region. However, if County employees are given an annual percentage cost of living increase during the 2017-18 fiscal year, I request that this monthly retainer fee be increased by the same percentage amount. Not included would be any travel-related costs outside the region, membership fees for relevant economic development-related organizations and registration fees for trade shows/economic development conferences that I have authorization to attend from the County.

I continue to appreciate and enjoy the economic development consulting relationship I have had with Perquimans County. I look forward to a continuing productive relationship over the 12-month period from July 1, 2017 through June 30, 2018.

Sincerely,

A handwritten signature in cursive script that reads "David N. Goss".

David N. Goss

Frank Heath
Perquimans County Manager

NORTH CAROLINA

PERQUIMANS COUNTY

CONTRACT FOR SERVICES

THIS AGREEMENT made and entered into this the 1st day of July, 2017, by and between PERQUIMANS COUNTY, hereinafter referred to as "the County", and Donna Jones, hereinafter referred to as the "Provider";

WITNESSETH:

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

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

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

1. RESPONSIBILITIES OF THE PROVIDER.

a. As Provider, Donna Jones will administer the Community-Based Youth Gang Violence Prevention Program in Perquimans County according to State of North Carolina guidelines.

b. As Provider, Donna Jones will promptly complete and deliver all paperwork, including, but not limited to, monthly billings to the State, to be signed by the County Manager or Finance Officer of Perquimans County.

c. As Provider, Donna Jones shall, during each fiscal year, make two (2) presentations to the Perquimans County Board of Commissioners as to the performance of the Community-Based Youth Gang Violence Prevention Program in Perquimans County.

2. TERM.

Unless sooner terminated, the term of this contact shall be for the period beginning July 1, 2017 and continuing through June 30, 2018. The Provider will provide a minimum of 32 hours per week, of which 11 hours are funded by JCPC/OJJ funding, except when she is observing County holidays. All holidays observed by the County shall be observed by the Provider.

3. CONTRACT PRICE.

Perquimans County shall pay the Provider as follows: \$1333.33 monthly beginning on the 25th of July and on the 25th day of every month thereafter through June 25, 2018. If this contract is terminated prior to June 30, 2018, the Provider shall be paid through the date of termination, but not for any time thereafter.

4. TERMINATION.

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

5. WORKERS' COMPENSATION.

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

6. FICA AND TAXES.

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

7. INDEPENDENT CONTRACTOR.

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

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

PERQUIMANS COUNTY

By: _____
Chairman, Board of Commissioners of
Perquimans County

ATTEST:

Clerk to the Board

Donna Jones

NORTH CAROLINA

PERQUIMANS COUNTY

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

Witness my hand and official stamp or seal, this _____ day of _____, 2016.

My commission expires: _____

Notary Public

NORTH CAROLINA

PERQUIMANS COUNTY

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

Witness my hand and official stamp or seal, this _____ day of _____, 2016.

My commission expires: _____

Notary Public



Designation of Voting Delegate to NCACC Annual Conference

I, _____, hereby certify that I am the duly designated voting delegate for _____ County at the 110th Annual Conference of the North Carolina Association of County Commissioners to be held in Durham County, N.C., on August 10-13, 2017.

Signed: _____

Title: _____

Article VI, Section 2 of our Constitution provides:

“On all questions, including the election of officers, each county represented shall be entitled to one vote, which shall be the majority expression of the delegates of that county. The vote of any county in good standing may be cast by any one of its county commissioners who is present at the time the vote is taken; provided, if no commissioner be present, such vote may be cast by another county official, elected or appointed, who holds elective office or an appointed position in the county whose vote is being cast and who is formally designated by the board of county commissioners. These provisions shall likewise govern district meetings of the Association. A county in good standing is defined as one which has paid the current year's dues.”

Please return this form to Alisa Cobb by: **12 Noon on Friday, August 4, 2017:**

NCACC
353 E. Six Forks Road, Suite 300
Raleigh, NC 27609
Fax: (919) 733-1065
alisa.cobb@ncacc.org
Phone: (919) 715-2685

§ 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
ONLY
ITEMS

Logout



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NACo Prescription Drug Discount Card Program

PERQUIMANS COUNTY, NC

		% OF PLAN	% OF RETAIL	% OF RETAIL	AVERAGE MEMBER COST	AVERAGE MEMBER COST	RETAIL PRICE	AVERAGE RETAIL PRICE	AVERAGE PRICE SAVINGS	% OF PRICE SAVINGS	% OF PRICE SAVINGS	TOTAL UTILIZERS	
		PRICE	PRICE	PRICE									
2017													
MAY	1	0	0.00%	1	100.00%	\$ 8.00	\$ 8.00	\$ 8.00	\$ 8.00	\$ 0.00	\$ 0.00	0.00%	1
MARCH	3	1	33.33%	2	66.67%	\$ 88.46	\$ 29.49	\$ 93.90	\$ 31.30	\$ 5.44	\$ 1.81	5.79%	1
JANUARY	2	1	50.00%	1	50.00%	\$ 70.80	\$ 35.40	\$ 86.28	\$ 43.14	\$ 15.48	\$ 7.74	17.94%	1
2016													
DECEMBER	2	1	50.00%	1	50.00%	\$ 57.24	\$ 28.62	\$ 77.14	\$ 38.57	\$ 19.90	\$ 9.95	25.80%	2
SEPTEMBER	2	0	0.00%	2	100.00%	\$ 49.55	\$ 24.78	\$ 49.55	\$ 24.78	\$ 0.00	\$ 0.00	0.00%	1
AUGUST	1	0	0.00%	1	100.00%	\$ 7.33	\$ 7.33	\$ 13.69	\$ 13.69	\$ 6.36	\$ 6.36	46.46%	1
JULY	3	2	66.67%	1	33.33%	\$ 53.24	\$ 17.75	\$ 91.05	\$ 30.35	\$ 37.81	\$ 12.60	41.53%	2
JUNE	2	0	0.00%	2	100.00%	\$ 49.55	\$ 24.78	\$ 49.55	\$ 24.78	\$ 0.00	\$ 0.00	0.00%	1
MAY	1	0	0.00%	1	100.00%	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 0.00	\$ 0.00	0.00%	1
APRIL	1	1	100.00%	0	0.00%	\$ 30.00	\$ 30.00	\$ 41.09	\$ 41.09	\$ 11.09	\$ 11.09	26.99%	1
FEBRUARY	3	1	33.33%	2	66.67%	\$ 84.56	\$ 28.19	\$ 86.25	\$ 28.75	\$ 1.69	\$ 0.56	1.96%	2
2015													
OCTOBER	4	1	25.00%	3	75.00%	\$ 90.42	\$ 22.61	\$ 127.54	\$ 31.89	\$ 37.12	\$ 9.28	29.10%	2
SEPTEMBER	2	0	0.00%	2	100.00%	\$ 47.93	\$ 23.97	\$ 47.93	\$ 23.97	\$ 0.00	\$ 0.00	0.00%	1
JUNE	5	1	20.00%	4	80.00%	\$ 78.06	\$ 15.61	\$ 101.18	\$ 20.24	\$ 23.12	\$ 4.62	22.85%	1
MAY	1	1	100.00%	0	0.00%	\$ 9.60	\$ 9.60	\$ 13.93	\$ 13.93	\$ 4.33	\$ 4.33	31.08%	1
APRIL	1	1	100.00%	0	0.00%	\$ 28.71	\$ 28.71	\$ 34.09	\$ 34.09	\$ 5.38	\$ 5.38	15.78%	1
MARCH	4	1	25.00%	3	75.00%	\$ 74.37	\$ 18.59	\$ 85.13	\$ 21.28	\$ 10.76	\$ 2.69	12.64%	3
JANUARY	5	4	80.00%	1	20.00%	\$ 104.75	\$ 20.95	\$ 201.94	\$ 40.39	\$ 97.19	\$ 19.44	48.13%	3
2014													
DECEMBER	9	7	77.78%	2	22.22%	\$ 172.04	\$ 19.12	\$ 267.10	\$ 29.68	\$ 95.06	\$ 10.56	35.59%	3
NOVEMBER	12	10	83.33%	2	16.67%	\$ 392.68	\$ 32.72	\$ 815.33	\$ 67.94	\$ 422.65	\$ 35.22	51.84%	5
OCTOBER	7	6	85.71%	1	14.29%	\$ 200.55	\$ 28.65	\$ 419.24	\$ 59.89	\$ 218.69	\$ 31.24	52.16%	4
SEPTEMBER	4	4	100.00%	0	0.00%	\$ 75.50	\$ 18.88	\$ 159.07	\$ 39.77	\$ 83.57	\$ 20.89	52.54%	3
AUGUST	12	8	66.67%	4	33.33%	\$ 436.48	\$ 36.37	\$ 789.55	\$ 65.80	\$ 353.07	\$ 29.42	44.72%	5
JULY	8	4	50.00%	4	50.00%	\$ 141.44	\$ 17.68	\$ 315.63	\$ 39.45	\$ 174.19	\$ 21.77	55.19%	5
JUNE	11	5	45.45%	6	54.55%	\$ 154.19	\$ 14.02	\$ 200.87	\$ 18.26	\$ 46.68	\$ 4.24	23.24%	5
MAY	10	6	60.00%	4	40.00%	\$ 388.80	\$ 38.88	\$ 692.10	\$ 69.21	\$ 303.30	\$ 30.33	43.82%	6
APRIL	11	6	54.55%	5	45.45%	\$ 260.41	\$ 23.67	\$ 437.49	\$ 39.77	\$ 177.08	\$ 16.10	40.48%	6
MARCH	13	8	61.54%	5	38.46%	\$ 454.73	\$ 34.98	\$ 621.46	\$ 47.80	\$ 166.73	\$ 12.83	26.83%	7
FEBRUARY	7	4	57.14%	3	42.86%	\$ 269.48	\$ 38.50	\$ 540.19	\$ 77.17	\$ 270.71	\$ 38.67	50.11%	4
JANUARY	12	8	66.67%	4	33.33%	\$ 249.29	\$ 20.77	\$ 410.01	\$ 34.17	\$ 160.72	\$ 13.39	39.20%	6
2013													
DECEMBER	13	10	76.92%	3	23.08%	\$ 285.55	\$ 21.97	\$ 640.79	\$ 49.29	\$ 355.24	\$ 27.33	55.44%	5
NOVEMBER	9	5	55.56%	4	44.44%	\$ 254.72	\$ 28.30	\$ 579.18	\$ 64.35	\$ 324.46	\$ 36.05	56.02%	3
OCTOBER	11	6	54.55%	5	45.45%	\$ 294.94	\$ 26.81	\$ 444.01	\$ 40.36	\$ 149.07	\$ 13.55	33.57%	7
SEPTEMBER	8	5	62.50%	3	37.50%	\$ 259.86	\$ 32.48	\$ 424.60	\$ 53.08	\$ 164.74	\$ 20.59	38.80%	4
AUGUST	12	7	58.33%	5	41.67%	\$ 355.30	\$ 29.61	\$ 780.04	\$ 65.00	\$ 424.74	\$ 35.40	54.45%	6
JULY	11	8	72.73%	3	27.27%	\$ 240.23	\$ 21.84	\$ 407.28	\$ 37.03	\$ 167.05	\$ 15.19	41.02%	6
JUNE	7	1	14.29%	6	85.71%	\$ 44.33	\$ 6.33	\$ 89.23	\$ 12.75	\$ 44.90	\$ 6.41	50.32%	3
MAY	14	10	71.43%	4	28.57%	\$ 453.90	\$ 32.42	\$ 796.58	\$ 56.90	\$ 342.68	\$ 24.48	43.02%	6
APRIL	14	5	35.71%	9	64.29%	\$ 229.20	\$ 16.37	\$ 316.32	\$ 22.59	\$ 87.12	\$ 6.22	27.54%	6
MARCH	5	2	40.00%	3	60.00%	\$ 51.84	\$ 10.37	\$ 89.03	\$ 17.81	\$ 37.19	\$ 7.44	41.77%	3
FEBRUARY	5	3	60.00%	2	40.00%	\$ 58.31	\$ 11.66	\$ 100.07	\$ 20.01	\$ 41.76	\$ 8.35	41.73%	4
JANUARY	7	4	57.14%	3	42.86%	\$ 147.57	\$ 21.08	\$ 273.13	\$ 39.02	\$ 125.56	\$ 17.94	45.97%	3
2012													
DECEMBER	5	2	40.00%	3	60.00%	\$ 63.00	\$ 12.60	\$ 131.13	\$ 26.23	\$ 68.13	\$ 13.63	51.96%	3
NOVEMBER	5	3	60.00%	2	40.00%	\$ 105.77	\$ 21.15	\$ 233.12	\$ 46.62	\$ 127.35	\$ 25.47	54.63%	4
OCTOBER	11	7	63.64%	4	36.36%	\$ 245.45	\$ 22.31	\$ 434.45	\$ 39.50	\$ 189.00	\$ 17.18	43.50%	6
SEPTEMBER	12	6	50.00%	6	50.00%	\$ 172.31	\$ 14.36	\$ 260.06	\$ 21.67	\$ 87.75	\$ 7.31	33.74%	6
AUGUST	11	6	54.55%	5	45.45%	\$ 196.81	\$ 17.89	\$ 334.76	\$ 30.43	\$ 137.95	\$ 12.54	41.21%	5
JULY	21	8	38.10%	13	61.90%	\$ 432.01	\$ 20.57	\$ 602.24	\$ 28.68	\$ 170.23	\$ 8.11	28.27%	5
JUNE	18	7	38.89%	11	61.11%	\$ 274.32	\$ 15.24	\$ 526.71	\$ 29.26	\$ 252.39	\$ 14.02	47.92%	8
MAY	16	6	37.50%	10	62.50%	\$ 203.93	\$ 12.75	\$ 278.78	\$ 17.42	\$ 74.85	\$ 4.68	26.85%	6

APRIL	15	6	40.00%	9	60.00%	\$ 196.88	\$ 13.13	\$ 297.28	\$ 19.82	\$ 100.40	\$ 6.69	33.77%	5
MARCH	17	11	64.71%	6	35.29%	\$ 324.49	\$ 19.09	\$ 681.36	\$ 40.08	\$ 356.87	\$ 20.99	52.38%	8
FEBRUARY	17	10	58.82%	7	41.18%	\$ 653.21	\$ 38.42	\$ 1,271.77	\$ 74.81	\$ 618.56	\$ 36.39	48.64%	5
JANUARY	15	7	46.67%	8	53.33%	\$ 296.17	\$ 19.74	\$ 388.23	\$ 25.88	\$ 92.06	\$ 6.14	23.71%	5
2011													
DECEMBER	24	15	62.50%	9	37.50%	\$ 444.97	\$ 18.54	\$ 677.97	\$ 28.25	\$ 233.00	\$ 9.71	34.37%	7
NOVEMBER	26	15	57.69%	11	42.31%	\$ 650.19	\$ 25.01	\$ 1,059.27	\$ 40.74	\$ 409.08	\$ 15.73	38.62%	7
OCTOBER	22	10	45.45%	12	54.55%	\$ 360.54	\$ 16.39	\$ 548.26	\$ 24.92	\$ 187.72	\$ 8.53	34.24%	6
SEPTEMBER	14	10	71.43%	4	28.57%	\$ 533.07	\$ 38.08	\$ 833.62	\$ 59.54	\$ 300.55	\$ 21.47	36.05%	8
AUGUST	10	7	70.00%	3	30.00%	\$ 179.61	\$ 17.96	\$ 328.27	\$ 32.83	\$ 148.66	\$ 14.87	45.29%	5
JULY	12	9	75.00%	3	25.00%	\$ 357.78	\$ 29.82	\$ 588.34	\$ 49.03	\$ 230.56	\$ 19.21	39.19%	7
JUNE	16	7	43.75%	9	56.25%	\$ 444.85	\$ 27.80	\$ 598.37	\$ 37.40	\$ 153.52	\$ 9.60	25.66%	9
MAY	23	13	56.52%	10	43.48%	\$ 302.25	\$ 13.14	\$ 546.03	\$ 23.74	\$ 243.78	\$ 10.60	44.65%	10
APRIL	34	20	58.82%	14	41.18%	\$ 1,351.54	\$ 39.75	\$ 1,653.09	\$ 48.62	\$ 301.55	\$ 8.87	18.24%	7
MARCH	24	16	66.67%	8	33.33%	\$ 863.78	\$ 35.99	\$ 1,269.41	\$ 52.89	\$ 405.63	\$ 16.90	31.95%	9
FEBRUARY	15	11	73.33%	4	26.67%	\$ 468.52	\$ 31.23	\$ 653.27	\$ 43.55	\$ 184.75	\$ 12.32	28.28%	8
JANUARY	23	18	78.26%	5	21.74%	\$ 971.94	\$ 42.26	\$ 1,440.98	\$ 62.65	\$ 469.04	\$ 20.39	32.55%	11
2010													
DECEMBER	25	16	64.00%	9	36.00%	\$ 918.07	\$ 36.72	\$ 1,252.64	\$ 50.11	\$ 334.57	\$ 13.38	26.71%	12
NOVEMBER	25	19	76.00%	6	24.00%	\$ 1,241.89	\$ 49.68	\$ 1,707.72	\$ 68.31	\$ 465.83	\$ 18.63	27.28%	14
OCTOBER	23	17	73.91%	6	26.09%	\$ 1,005.50	\$ 43.72	\$ 1,272.23	\$ 55.31	\$ 266.73	\$ 11.60	20.97%	11
SEPTEMBER	36	19	52.78%	17	47.22%	\$ 1,024.85	\$ 28.47	\$ 1,346.45	\$ 37.40	\$ 321.60	\$ 8.93	23.89%	14
AUGUST	32	22	68.75%	10	31.25%	\$ 1,113.97	\$ 34.81	\$ 1,462.53	\$ 45.70	\$ 348.56	\$ 10.89	23.83%	12
JULY	31	20	64.52%	11	35.48%	\$ 1,094.45	\$ 35.30	\$ 1,481.76	\$ 47.80	\$ 387.31	\$ 12.49	26.14%	15
JUNE	32	22	68.75%	10	31.25%	\$ 885.45	\$ 27.67	\$ 1,257.48	\$ 39.30	\$ 372.03	\$ 11.63	29.59%	15
MAY	25	18	72.00%	7	28.00%	\$ 1,043.40	\$ 41.74	\$ 1,442.16	\$ 57.69	\$ 398.76	\$ 15.95	27.65%	14
APRIL	29	17	58.62%	12	41.38%	\$ 695.70	\$ 23.99	\$ 983.67	\$ 33.92	\$ 287.97	\$ 9.93	29.28%	12
MARCH	23	19	82.61%	4	17.39%	\$ 832.14	\$ 36.18	\$ 1,189.55	\$ 51.72	\$ 357.41	\$ 15.54	30.05%	9
FEBRUARY	15	13	86.67%	2	13.33%	\$ 429.41	\$ 28.63	\$ 594.23	\$ 39.62	\$ 164.82	\$ 10.99	27.74%	8
JANUARY	23	16	69.57%	7	30.43%	\$ 701.41	\$ 30.50	\$ 906.21	\$ 39.40	\$ 204.80	\$ 8.90	22.60%	13
2009													
DECEMBER	44	27	61.36%	17	38.64%	\$ 1,296.18	\$ 29.46	\$ 1,588.69	\$ 36.11	\$ 292.51	\$ 6.65	18.41%	13
NOVEMBER	34	25	73.53%	9	26.47%	\$ 1,451.51	\$ 42.69	\$ 1,789.48	\$ 52.63	\$ 337.97	\$ 9.94	18.89%	13
OCTOBER	41	27	65.85%	14	34.15%	\$ 1,077.88	\$ 26.29	\$ 1,329.32	\$ 32.42	\$ 251.44	\$ 6.13	18.91%	14
SEPTEMBER	43	29	67.44%	14	32.56%	\$ 1,201.33	\$ 27.94	\$ 1,581.39	\$ 36.78	\$ 380.06	\$ 8.84	24.03%	9
AUGUST	22	10	45.45%	12	54.55%	\$ 1,101.97	\$ 50.09	\$ 1,449.33	\$ 65.88	\$ 347.36	\$ 15.79	23.97%	12
JULY	40	25	62.50%	15	37.50%	\$ 1,220.48	\$ 30.51	\$ 1,525.98	\$ 38.15	\$ 305.50	\$ 7.64	20.02%	15
JUNE	43	25	58.14%	18	41.86%	\$ 1,687.31	\$ 39.24	\$ 2,005.31	\$ 46.64	\$ 318.00	\$ 7.40	15.86%	12
MAY	27	18	66.67%	9	33.33%	\$ 505.00	\$ 18.70	\$ 676.07	\$ 25.04	\$ 171.07	\$ 6.34	25.30%	12
APRIL	21	12	57.14%	9	42.86%	\$ 818.43	\$ 38.97	\$ 1,001.85	\$ 47.71	\$ 183.42	\$ 8.73	18.31%	10
MARCH	19	16	84.21%	3	15.79%	\$ 489.88	\$ 25.78	\$ 677.12	\$ 35.64	\$ 187.24	\$ 9.85	27.65%	10
FEBRUARY	24	20	83.33%	4	16.67%	\$ 1,107.28	\$ 46.14	\$ 1,433.51	\$ 59.73	\$ 326.23	\$ 13.59	22.76%	12
JANUARY	25	20	80.00%	5	20.00%	\$ 756.68	\$ 30.27	\$ 990.03	\$ 39.60	\$ 233.35	\$ 9.33	23.57%	9
2008													
DECEMBER	18	13	72.22%	5	27.78%	\$ 406.29	\$ 22.57	\$ 565.36	\$ 31.41	\$ 159.07	\$ 8.84	28.14%	8
NOVEMBER	14	11	78.57%	3	21.43%	\$ 282.75	\$ 20.20	\$ 388.32	\$ 27.74	\$ 105.57	\$ 7.54	27.19%	8
OCTOBER	1		1100.00%	0	0.00%	\$ 37.45	\$ 37.45	\$ 52.25	\$ 52.25	\$ 14.80	\$ 14.80	28.33%	1

PERQUIMANS COUNTY	PLAN TOTAL	PLAN %	PLAN PRICE	RETAIL PRICE	RETAIL %	RETAIL PRICE	AVERAGE MEMBER COST	RETAIL MEMBER COST	AVERAGE RETAIL PRICE	RETAIL PRICE	AVERAGE PRICE SAVINGS	RETAIL PRICE SAVINGS	% PRICE SAVINGS	TOTAL UTILIZERS
TOTALS:	1,416	885	62.50%	531	37.50%	\$ 41,327.96	\$ 29.19	\$ 59,407.95	\$ 41.95	\$ 18,079.99	\$ 12.77	30.43%	608.00	

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: 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

June 2017

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
Paul Yoti Hutfield House	✓	6.8.17	✓	Division of Parcel # 2-0050-0029 Plot 1 = 10.010AC + Lot 2 = 7.057AC @ S Church St
Paul Yoti Clarence Chappell et al	✓	6.12.17	✓	Division of Parcel 5-0025-0004 + 5-0025-0005 on Four Mile Depot Road 6 parcels Each 10 AC
Billy Felton Reby + Ellis Stallings	250 Corner High Road Euse NC 252-351-0363	6.14.17	✓	Recombination of parcels 8-428 Ridge Roads 1.09 AC Parcel with Septic Easement
J.H. Miller Boundary Survey Nixon	✓	6.22.17	✓	Part of Existing Parcel (portion east of Hwy) # 5-0051-0021B + 5-0051-0021-W = 168.95 AC

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

Address
office AMH
Disposition
pending approval
DispositionDate
6/6/2017
InfoNotes
ammended grant annual report sent for approval as final

Address
office AMH
Disposition
pending payment
DispositionDate
6/12/2017
InfoNotes
ammended annual report submitted as final and request for payment

Address
office AMH
Disposition
received and processed new forms
DispositionDate
6/16/2017
InfoNotes
Received new forms from Raleigh, to be used in the main grant

Address
office AMH
Disposition
communicating
DispositionDate
6/19/2017
InfoNotes
Discussing solid waste ordinances as they relate to upcoming grant

Address
191 Woodland Church Rd.
Disposition
processing
DispositionDate
6/23/2017
InfoNotes
complaint about unoccupied s/w with unkept yard

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 332 Muddy Creek Rd.
 ORDINANCE VIOLATED
 NOTES 1st letter 1st class and RRR letter duplicate sent 6/6/17 - new pics show
 increase in violations
 up date pics and file
 nuisance vehicles and new shed - no permits
 DISPOSITION letters sent
 DISPOSITION DATE 6/6/2017

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 insufficient contact info and insufficient subject location info.
 DISPOSITION active logistics
 DISPOSITION DATE 5/23/2017

SUBJ-ADDRESS 754 Woodville Rd.
 ORDINANCE VIOLATED
 NOTES 5/24/17 clean up is under way - pic in file
 verify cleanup or not - send letter
 3/20/17 both found burned - need debris removal
 S/w (2) delay Need to sort & update
 DISPOSITION watch- update- letter as necessary
 DISPOSITION DATE 6/1/2017

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

SUBJ-ADDRESS 106 Blackfoot Tr.
 ORDINANCE VIOLATED burning
 NOTES Hold letter 6/5/17 - burn put out - check for further violations
 multiple calls starting 6/2/17 and repeat calls Saturday and Sunday
 Same address and owner listed on CEA 2016-3-2 & same complaint.
 DISPOSITION investigating all aspects
 DISPOSITION DATE 6/5/2017

SUBJ-ADDRESS 191 Woodland Church Rd.
 ORDINANCE VIOLATED AMH
 NOTES Unoccupied s/w - surveyed for AMH - opened as cea complaint
 DISPOSITION processing
 DISPOSITION DATE 6/6/2017

SUBJ-ADDRESS 235 Pirate Cove Way & lot
 ORDINANCE VIOLATED
 NOTES HI resident owns lots in Hiliday Is. That are being used illegally
 DISPOSITION letter sent
 DISPOSITION DATE 6/14/2017

SUBJ-ADDRESS 119 Cherokee Trail
 ORDINANCE VIOLATED
 NOTES Manufactured home in the way of new construction on water front.
 DISPOSITION logistics
 DISPOSITION DATE 6/9/2017

SUBJ-ADDRESS 1491 Tomlinson Road
 ORDINANCE VIOLATED ??weeds and rats
 NOTES Tall weeds with no ordinance violation visible
 DISPOSITION investigated and closed - non ordinance
 DISPOSITION DATE 6/13/2017

SUBJ-ADDRESS 741 Chapanoke Rd.
 ORDINANCE VIOLATED noise and manure smell
 NOTES
 DISPOSITION investigating
 DISPOSITION DATE 6/16/2017

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
 recccomend 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
 tenant 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.
 Doublewide 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 submitted to TAX dept. for listing and collection - 6/8/17
 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 archived
 DISPOSITION DATE 6/8/2017

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 remodled 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 854 Woodville Rd.
 ORDINANCE VIOLATED solid waste
 NOTES status confirmed listed for collection
 delivered to tax for lein and collection
 2/6/17 schedule for transfer to tax
 check with tax and finance r/e collection status
 returned to me and posted 8/11/16
 invoice to V for processing
 posted 8/11/16
 demo complete / billing pending
 price set / demo pending
 5-25-16 office visit to release for demolition
 5-16-16 release letter sent
 Need to send value letter and registered letter to current address - P.O.
 Box 231 / South Mills, NC 27976
 Patricia Gurganus called @ 1pm, in response to letter. Said that she has
 no resources and is willing to cooperate with clean up even if it means
 losing the property. Phone # above.
 condemned and posted 4/27/16
 Unoccupied house, partially dissmantled with debris piled in back yard
 DISPOSITION archived
 DISPOSITION DATE 6/8/2017

SUBJ-ADDRESS 170 Long's Loop
 ORDINANCE VIOLATED 50
 NOTES owner removed - file closed May 29, 2017
 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 6/8/2017

SUBJ-ADDRESS 642 Belvidere Rd.
 ORDINANCE VIOLATED 50
 NOTES fire dept declined - demo contract executed and invoice posted for collection 6/8/17 hold 90 days for payment
 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 billed and filed
 DISPOSITION DATE 6/8/2017

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 billed
 DISPOSITION DATE 6/12/2017

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
nagotiating 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

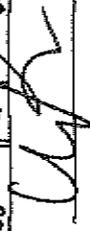
PERQUIMANS COUNTY
OFFICIAL REPORT

Board of Commissioners
Finance Officer:

Date Jun

I wish to report that during the month of June 2017 I received the following funds which were duly deposited in the County's depository on the dates and in the amounts as shown:

DATE	BUILDING PERMITS #	ELECTRICAL PERMITS #	PLUMBING PERMITS #	INSULATION PERMITS #	MECHANICAL PERMITS #	MOBILE HOME #	STATE TAX	MISC	TOTAL DEPOSITED
6/1/2017	\$864	4	1	\$100	2		\$30		\$1,186
6/2/2017									\$0
6/3/2017									\$0
6/4/2017									\$0
6/5/2017									\$0
6/6/2017	\$100	1			\$55	1		\$75	\$230
6/7/2017	\$50	1	4						\$200
6/8/2017									\$0
6/9/2017									\$0
6/10/2017									\$0
6/11/2017									\$0
6/12/2017	\$695	6	2		\$220	3			\$1,060
6/13/2017									\$0
6/14/2017									\$0
6/15/2017									\$0
6/16/2017									\$0
6/17/2017									\$0
6/18/2017									\$0
6/19/2017									\$0
6/20/2017	\$987	3	1	\$50	1		\$10		\$1,212
6/21/2017	\$775	3	1						\$845
6/22/2017	\$185	2		\$50	1			\$75	\$380
6/23/2017									\$0
6/24/2017									\$0
6/25/2017									\$0
6/26/2017									\$0
6/27/2017	\$50	1	4		\$110	2		\$75	\$425
6/28/2017									\$0
6/29/2017									\$0
6/30/2017									\$0
TOTAL	\$3,706	21	13	\$200	\$440	7	\$40	\$225	\$5,538

Signed:  Building Inspector

COMMITTEE REPORTS