

AGENDA

All items are for discussion and possible action.
Perquimans County Board of Commissioners
Commissioners' Room - Courthouse Annex Building
September 5, 2017
6:50 p.m.

NOTE: DUE TO LABOR DAY HOLIDAY, THE MEETING WILL BE HELD ON TUESDAY.

I. Call to Order

II. Prayer & Pledge

III. Public Hearings..... 6:50 p.m.

**ACTION
TAKEN
LATER**

- > The Perquimans County Board of County Commissioners will hold a Public Meeting on Tuesday, September 5, 2017 at 6:50 PM in the Commissioners' Meeting Room on the 1st floor of the Perquimans County Courthouse Annex Building located at 110 North Church Street, Hertford, to consider the following items:
 - A. Conditional Use District No. CUD 17-01, requested by Kos S. Jackson to operate an Automobile Sales Lot at 640 Woodland Church Road (Tax Map No. 4-0043-0028A).
 - B. Preliminary Plat Review for Conditional Use District No. CUD 10-01(a) "The Moorings at Albemarle" (Tax Map No. 4-0076-0026)

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.)

**ACTION
REQUIRED**

- A. Approval of Minutes: August 7, 2017 Regular Meeting & August 21, 2017 Work Session
- B. Personnel Matters
 - 1. Removal from Roster: EMT-B
 - 2. P/T F/I Non-Certified Telecommunicators (2)
- C. Step & Merit Increases
 - 1. Department Head (1)
 - 2. Social Services Department (2)
 - 3. EMS Part-Time/Fill-In (2)
- D. Budget Amendments No. 4 & Inter-Department Transfer/Budget Transfer No. 20001
- E. Resolutions
 - 1. Fall Litter Sweep
 - 2. Surplus Equipment
- F. Board Appointments
 - 1. Animal Control Board (2)
 - 2. Board of Adjustment (2)
 - 3. Jury Commissioner (1)
 - 4. Planning Board (1)
- G. Fiscal Monitoring Reports for Trillium
- H. Single Family Rehab Documentation
 - 1. Assistance Policy
 - 2. Procurement & Disbursement Policy
 - 3. Pre-Application Form

VI. PRESENTATIONS

- A. Introduction of New Employees/Staff
 - 1. Tax Department
 - 2. Emergency Medical Services
 - 3. Sheriff's Department

**NO
ACTION
REQUIRED**

VII. Scheduled Appointments

- A. Matthew Cheeseman, Superintendent of Schools 7:00 p.m.
- B. Bill Jennings, Tax Administrator 7:05 p.m.
- C. Susan Chaney, Social Services 7:10 p.m.

- NO ACTION REQUIRED**

 - VIII. **Commissioner's Concerns/Committee Reports**
 - A.
 - B.
 - C.
 - IX. **Old Business**
 - A. Updates from County Manager
 - 1. Jack, the Dog
 - X. **New Business**
 - A. Planning Board Items
 - 1. Rezoning & CUP Request
 - 2. The Moorings Preliminary Plat
 - B.
 - C.
 - D.
 - E.
- ACTION REQUIRED**

 - 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. **Adjournment**

FOR INFORMATION ONLY:

- Perquimans Arts League Letter
- Prescription Card Program

DEPARTMENT HEAD REPORT:

- Plat Log
- Building Inspections Report
- Code Enforcement Report

COMMITTEE WRITTEN REPORTS:

- Tourism Development Authority Annual Report
- 911 Communications Board Meeting
- EMS Peer Review

NOTES FROM THE COUNTY MANAGER
September 5, 2017
6:50 p.m.

- III. **Enclosures:** Public Hearings are being held regarding the following matters:..... 6:50 p.m.
- The Perquimans County Board of County Commissioners will hold a Public Meeting on Tuesday, September 5, 2017 at 6:50 PM in the Commissioners' Meeting Room on the 1st floor of the Perquimans County Courthouse Annex Building located at 110 North Church Street, Hertford, to consider the following items:
 - A. **Conditional Use District No. CUD 17-01, requested by Kos S. Jackson to operate an Automobile Sales Lot at 640 Woodland Church Road (Tax Map No. 4-0043-0028A).**
 - B. **Preliminary Plat Review for Conditional Use District No. CUD 10-01(a) "The Moorings at Albemarle" (Tax Map No. 4-0076-0026) – 11 x 17 map will be mailed to you via US Mail.**
- 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. **Bill Jennings, Tax Administrator:** Mr. Jennings will introduce Sharon Cooper, Tax Clerk – DMV, who was appointed effective August 1, 2017.
 2. **Jonathan Nixon, EMS Director:** Mr. Nixon will introduce Caitlyn Colson - EMS Shift Supervisor (Paramedic) and Matt Leicester – EMS Shift Supervisor (Paramedic) who were appointed effective September 1, 2017.
 3. **Shelby White, Sheriff:** Sheriff White will introduce Brian Baker, Part-Time Animal Control Officer, and Damon Sizemore, Certified Deputy, who were appointed on August 1, 2017.
- VII.A. Matthew Cheeseman, Superintendent of Schools, will be discussing the High School Athletic Facilities.
- VII.B. **Enclosure:** Mr. Jennings, Tax Administrator, will present his monthly report.
- VII.C. Susan Chaney, Social Services Director, will present her Monthly Report.
- IX.A. County Manager Heath will present several updates to the Board.
- X.A. Rhonda Money, GIS/County Planner, will present the following items for Board action:
1. **Rezoning Request CUD-17-01(a) & Conditional Use District No. CUD 17-01 - requested by Kos S. Jackson:** A Public Hearing was held earlier to receive citizens' comments to consider Rezoning Request CUD-17-01(a) Conditional Use District No. CUD 17-01, requested by Kos S. Jackson to operate an Automobile Sales Lot at 640 Woodland Church Road (Tax Map No. 4-0043-0028A). Board action is being requested.
 2. **Preliminary Plat Review for Conditional Use District No. CUD 10-01(a) "The Moorings at Albemarle" (Tax Map No. 4-0076-0026):** A Public Hearing was held earlier to receive citizens' comments to consider the Preliminary Plat Review for Conditional Use Permit No. CUE-10-01(a) "The Moorings at Albemarle". Board action is being requested.

CONSENT AGENDA NOTES

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

- A. **Enclosures:** Approval of Minutes – August 7, 2017 Regular Meeting & August 21, 2017 Work Session
- B. **Enclosures:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Duncan Lane	EMT-B	Removal from Roster			08/16/2017
Tuesday White	P/T F/I Non-Certified Telecommunicator	Appointment	60/1	\$12.21/hr.	09/01/2017
Ashley Miller	P/T F/I Non-Certified Telecommunicator	Appointment	60/1	\$12.21/hr.	09/01/2017

- 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
Jonathan A. Nixon	Emergency Services Director	76/16	\$74,126	07/01/2017
Kiera Hinton	IMC II	63/2	\$29,725	09/01/2017
Pamela Midgett	IMC III	65/4	\$34,084	09/01/2017
Brett Damron	EMT-B	63/2	\$14.29/hour	09/01/2017
Lisa Whidbee	EMT-I	66/3	\$16.71/hour	09/01/2017

- D. **Enclosures:** Budget Amendment No. 4 is presented for Board action and Inter-Department/Budget Transfer is presented for Board information.
- E. **Enclosures:** The following Resolutions are presented for Board review and action:

1. **Fail Litter Sweep:** Board will need to consider the enclosed Resolution proclaiming September 16 - 30, 2017 as Fall Litter Sweep in Perquimans County.
2. **Resolution – Surplus Equipment:** Board will need to consider the enclosed Resolution requesting the Board to declare 50 Nortel/Norstar Model T316E telephones as surplus equipment to be sold on GovDeals.

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

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Hobbs, Donald	Animal Control Board (at-large Comm. Appt.)	Reappointment	2 yrs.	09/01/2017
Thompson, Bethany	Animal Control Board (SPCA Representative)	Reappointment	1 yr.	09/01/2017
Knight, Marshall	Board of Adjustments	Reappointment	3 yrs.	09/01/2017
Hobbs, Benjamin C.	Board of Adjustments (alternate)	Reappointment	3 yrs.	09/01/2017
Eure, Sadie	Jury Commission - County Appointee	Reappointment	2 yrs.	09/01/2017
Lassiter, Brenda	Planning Board	Reappointment	3 yrs.	09/01/2017

G. **Enclosure:** Trillium Health Resources is supposed to present their reports to the Board for Board approval. Their report for period ending June 30, 2017 is presented for Board review and approval.

H. **Enclosure.** Included in your packet is a copy of the Assistance Policy and the Procurement & Disbursement Policy for the Single-Family Rehab Program for Board review and action. They have received State approval.

PUBLIC NOTICE

The Perquimans County Board of County Commissioners will hold a Public Meeting on Tuesday, September 5, 2017 at 6:50 PM in the Commissioners' Meeting Room on the 1st floor of the Perquimans County Courthouse Annex Building located at 110 North Church Street, Hertford, to consider the following applications:

- **Conditional Use District No. CUD 17-01, requested by Kos S. Jackson to operate an Automobile Sales Lot at 640 Woodland Church Road (Tax Map No. 4-0043-0028A).**
- **Preliminary Plat Review for Conditional Use District No. CUD 10-01(a) "The Moorings at Albemarle" (Tax Map No. 4-0076-0026)**

Property owners, residents and other interested parties may review these items during normal business hours at the Perquimans County Courthouse, Planning & Zoning Office, 104 Dobbs Street, Hertford, NC, or call 252-426-2027 or send email to sambarrow@perquimanscountync.gov for more information. You may make comments at this Public Meeting and/or provide written comments. If you are unable to attend the meeting but wish to make comments for the Board's consideration, please do so in writing before 12:00 Noon the day before the Public Meeting.

**Publish in Perquimans Weekly on August 23, 2017 and August 30, 2017
Affidavit requested.**

STAFF REPORT

To: Perquimans County Board of County Commissioners
Date: August 11, 2017
Case: CUD 17-01, Request to rezone to CR(CUD) and request to operate
 Automobile Sales Business in CR(CUD) District
Prepared By: Sam Barrow, Planner

GENERAL INFORMATION

Applicant: Kos S. Jackson
 1148 Ocean Highway North
 Hertford, NC 27944
 (252) 264-2264

Property Owner: Milton M. Phelps and Betty R. Phelps
 1124 New Hope Road
 Hertford, NC 27944
 (252) 264-3125

Requested Action: Conditional Use District Rezoning to Operate an Automobile Sales
 Business in a Rural Commercial Conditional Use District

Tax PIN #: 4-0043-0028A
Location: 640 Woodland Church Road
Size: 1.81 acres
Zoning: RA, Rural Agriculture District

Existing Land Use: Automobile Repair Business (Non-conforming)

Surrounding Land Use & Zoning:

North- Undeveloped, RA Rural Agriculture, Farm Land
South- Developed, RA Rural Agriculture, Single Family Residence
East- Undeveloped, RA Rural Agriculture, Farm Land
West- Developed, RA Rural Agriculture, Single Family Residence

Perquimans County CAMA Land Use Plan

**Note: The Perquimans County CAMA Land Use Plan is intended to be used as a general
 planning guideline to achieve the overall Major Goals and Objectives approved by the
 Perquimans County Board of Commissioners and listed below. It is not intended to be used as a
 site-specific development regulation.*

General Land Use Plan Major Goals & Objectives¹:

- Preserve the County's rural character
- Protect and preserve the natural environment
- Provide adequate public facilities and services
- Achieve support and consensus for County Initiatives
- Promote unity in residential and commercial communities
- Make infrastructure improvements that compliment but do not duplicate existing systems

Existing Land Use Category for the area surrounding the Subject Parcel:*RESIDENTIAL AGRICULTURAL*²

- Undeveloped parcels, tracts, or lots in primarily agricultural areas, lands devoted to agriculture, forests, vacant/idle land, and site-built single-family structures and mobile/manufactured homes on individual parcels, tracts, or lots within, adjacent to, or surrounded by agricultural or forested areas

Future Land Use Classification for the area surrounding the Subject Parcel:*RESIDENTIAL AGRICULTURAL*³

- The residential agricultural classification includes some isolated commercial development that is typically associated with rural areas.
- The residential agricultural classification is intended to delineate lands where the predominant land use is scattered, low density (less than one dwelling unit per acre) residences dispersed among farm land and open spaces. Support public and institutional land uses are also located within this land use classification. The overall residential density within this classification is generally less than 1 dwelling unit per acre.
- The residential agricultural classification is compatible with the RA-Rural Agriculture and HA-Historic Agriculture zoning districts. These zoning districts are primarily intended to accommodate low density residential uses as well as associated public and institutional uses, low intensity commercial uses, and agricultural-related uses characterized as rural in nature. This district reflects the diverse nature of land uses within predominantly rural areas and, therefore, permits a wide array of land uses.
- Generally, the district's purposes are to encourage the continued use of land for agricultural, forestry, and open space purposes, limit commercial and light industrial uses, and discourage any use, which by its character would create premature or extraordinary public infrastructure and service demands.
- Corresponding Zoning Districts: RA and HA
- **Appropriate Uses:** Agricultural and scattered residential, as well as associated public and institutional uses, low intensity commercial uses, and agricultural-related uses characterized as rural in nature
- **Inappropriate Uses:** All non-agricultural and scattered residential uses, except for supporting public/institutional, low-intensity commercial, and agricultural-related rural uses

Intent of the Zoning District:*CR(CUD) RURAL COMMERCIAL CONDITIONAL USE DISTRICT*⁴

- The CR Rural Commercial District is established to reflect the wide array of businesses existing in rural areas of the County. The District permits virtually all traditional small business uses and conditionally permits more intrusive uses.
- The CR(CUD) Rural Commercial Conditional Use District is identical to the companion CR Rural Commercial Districts except that a Conditional Use Permit is required as a prerequisite to any use or development as provided in the Perquimans County Zoning Ordinance.

- By rezoning to CR(CUD), there are no permitted uses on the subject property except those listed in the permit.
- If the permitted use ceases to exist in the future, the land will revert to the original zoning district.

Zoning History: None on Record

Applicable Regulations: Perquimans County Zoning Ordinance:
 Article I Legal Provisions
 Article II Administrative Mechanisms
 Article V General Provisions
 Article VI Establishment and Intent of Zoning Districts and Boundaries.
 Article VIII Table of Permitted and Conditional Uses
 Article IX Conditional Uses
 Article XII Nonconforming Situations
 Article XIII Amendments
 Article XIV Conditional Use District Rezoning
 Article XIX Parking and Loading
 Article XX Signs
 Article XXIV Definitions and Word Interpretations

SPECIAL INFORMATION

Public Utilities: County water and sewer available.

Public Services: The property is within the County's jurisdiction. County protection services are available.

Transportation: The subject property has road frontage on New Hope Road and Woodland Church Road.

Physical Characteristics: Existing Legal Non-conforming Automobile Service Business

BACKGROUND

The applicant was granted Conditional Use Permit 05-07 to operate an Automobile Sales Business by the Board of County Commissioners on January 3, 2006 (attached). The applicant has since operated a successful automobile sale business on Ocean Highway North (Auto Biz). If approved, the applicant plans to close his business on Ocean Highway North, downsize his inventory, and relocate to leased office space in an existing building and potentially display a small number of vehicles on the lot.

ANALYSIS

The applicant seeks a Conditional Use District Rezoning to Rural Commercial Condition Use District (CR(CUD)) to operate an Automobile Sales Business on the subject parcel. His request is dependent on the approval of both CUD 17-01(a), a rezoning request to Rural Commercial Conditional Use District CR(CUD) **and** CUD 17-02 (b), a Conditional Use Permit request to operate an Automobile Sales business in the CR(CUD) zone. Automobile Sales is allowed in the Rural Commercial District with a Conditional Use Permit.

Article VIII. Table of Uses (page 1 of 6)

USES	RA	HA	RA-43	RA-25	RA-15	CR	CN	CH	IL	IH
Automobile and other Junk, Wrecking or Salvage Yards	C					C		C	C	C
Automobile Parts Sales						P		P	P	P
Automobile Rental or Leasing								P	P	P
Automobile Sales and Service						C		C	C	C
Automobile Service (including, but not limited to, body shops, engine repair, garages, wrecker service, etc. Use does not include junk vehicle storage)						C		C	C	C
Automobile Service (including Junk Vehicle storage)						C		C	C	C

P=Permitted Use (subject to review by Zoning Administrator/FRC for compliance with minimum design standards).
 C=Conditional Use (subject to issuance of Conditional Use Permit by BCC following Planning Board's recommendation).

Legal Non-conforming Use

The Subject Parcel currently houses a legal non-conforming Automobile Service Business, which is operated by the Mr. Phelps, the property owner. The Perquimans County Zoning Ordinance defines as:

Nonconforming Use: The use of a building, manufactured home, or land which does not conform to the use regulation of this Ordinance for the district in which it is located, either at the effective date of this Ordinance or as a result of subsequent amendments which may be incorporated.

Mr. Phelps currently devotes the entire building and lot to the operation of his non-conforming use. Therefore, allowing a permitted use to his property would not constitute an expansion or enlargement of a non-conforming situation, but rather a reduction in the amount of space allotted to the non-conformity. However, if Mr. Phelps reduces the amount of space devoted to the non-conformity, he may not use the space for his non-conformity in the future, if the applicant ceases his permitted use.

Accessory Use

The applicant's proposed use is incidental, or subordinate, to the principle use of the property in area and purpose. In certain circumstances, a secondary use that is clearly incidental to the principle use is considered an 'Accessory Use'. The applicant's proposed use does not meet all of the following criteria to be considered an "Accessory Use" as defined by the Perquimans County Zoning Ordinance:

Article XXIV Definitions and Word Interpretations

Accessory Building or Use: A building or use, not including signs, which is:

- (i) Conducted or located on the same zoning lot as the principal building or use, except as may be specifically provided elsewhere in the Ordinance;*
- (ii) Clearly incidental to, subordinate in area and purpose to, and serves the principal use; and,*
- (iii) Either in the same ownership as the principal use or is clearly operated and maintained solely for the comfort, convenience, necessity, or benefit of the occupants, employees, customers, or visitors of or to the principal use.*

Conditional Use District Rezoning and Procedures

Conditional Use District Rezoning originated in North Carolina in the 1980s as a zoning tool to legally avoid problems with contract zoning. David Owens, of the University Of North Carolina

School Of Government writes:

"A conditional use district rezoning is initiated when the owner/applicant asks for a rezoning to a new zoning district that does not have any automatically permitted uses, only uses allowed by the issuance of a special use or conditional use permit. In the usual conditional use district rezoning process, the owner/applicant applies for a special or conditional use permit for a particular project at the same time a rezoning is requested. The two decisions (the rezoning and the permit) are considered in a single proceeding. Although the permit request and rezoning request are processed at the same time, the governing board must treat them as legally independent, separate decisions. All of the detailed conditions and specific restrictions on the project are attached to the conditional use permit itself (which is legal) rather than to the rezoning (which would not be enforceable). In order to do this, the Board must make two decisions that have very different procedural requirements, but the common practice has been to make both decisions at the same time and with a single hearing."⁵

Perquimans County has several Conditional Use Districts within its boundaries. Although the Planning Board and Board of County Commissioners are likely familiar with the process, it remains complicated. As Mr. Owens stated above, the Board must treat each request as an independent separate decision, although they are submitted together by the same applicant for the same property. The rezoning request must follow legislative procedures while the Conditional Use Permit request must follow evidentiary (quasi-judicial) procedures.

The purpose of a legislative hearing is to gather opinions on a proposed policy, which in this case is a zoning map amendment. Citizens may provide either written or verbal statements and do not require 'standing' in order for their comments to be considered in the decision-making process. Citizens wishing to make comments are not placed under oath and the Board does not need to make or vote on formal findings of fact at the conclusion of the hearing.⁷

On the other hand, the purpose of an evidentiary or quasi-judicial hearing is to gather evidence (i.e. facts, not citizen opinion) on an individual case. Therefore, witnesses must take an oath before giving testimony and must have legal 'standing' in the case in order to have their comments considered as 'fact'. In making a quasi-judicial decision, the Board may consider the evidence received in the hearing prior to making a final judgement.⁷

Additional Requirements

If approved, the Applicant will be required to conform to the following regulations for "Automobile Sales and Service" uses per the Zoning Ordinance:

Sales Area Setbacks⁸

- (1) Minimum setback from any street right-of-way for auto sales areas, parking, and buildings shall be twenty (20) feet.
- (2) Minimum setback from any other property line for auto sales areas, automobile service areas, parking, and buildings shall be at least ten (10) feet.

Plan Required⁸

- (1) Other information that may be necessary to judge the probable effect of the proposed activity on neighboring properties, and to carry out the intent of this Ordinance.

- (2) The applicant shall demonstrate that the stored materials will not pose a danger to surrounding properties, or residents, due to noise, light, runoff, animal or insect populations, or other factors.

Required Parking⁹

The Applicant will be required to provide adequate parking in accordance with the table below:

Land Uses	Required Parking
Retail Uses Not Otherwise Listed	One (1) parking space for each four hundred (400) square feet of gross floor areas.

Signs¹⁰

The Applicant will be required to adhere to all provisions of Article XX Signs, Section 2028 Signs Allowed In the Rural Commercial District when applying for a sign in the CR(CUD) zone.

Conditions and Other Reasonable Requirements

In granting a conditional use permit, reasonable requirements may be attached to the conditional use permit that will ensure that the proposed use in its proposed location:

- 1) Will not endanger the public health or safety;
- 2) Will not injure the value of adjoining or abutting property;
- 3) Will be in harmony with the area in which it is located; and
- 4) Will be in conformity with the Land Use Plan, thoroughfare plan, or other plan officially adopted by the Board of County Commissioners.

RECOMMENDATION

The CAMA Land Use Plan identifies this area as “Residential Agricultural”¹¹ and is “Generally Consistent” with the currently adopted Zoning Map. Zoning Classifications are “Generally Consistent” with the Future Land Use Map categories when the range of uses or intensity of development allowed within the zoning classification are similar to those generally anticipated in the Future Land Use Map category. All applicable regulations of the Perquimans County Zoning Ordinance and all staff concerns that are applicable to this development have been identified.

The Planning Staff recommends approval of the Conditional Use District Rezoning application and offers the following conditions for consideration:

1. Applicant shall submit a plan detailing the location and square footage of the space to be dedicated to Mr. Jackson’s business venture. The plan should include interior space in the existing building and exterior space that will be used for displaying vehicles for sale.
2. The Board should consider implementing a limit on the number of vehicles allowed to be displayed for sale at the Subject Property.
3. The Board should consider requiring a diagram of the interior of the building to show how much space will be used.

Planning Board Action

The Perquimans County Planning Board met on August 8, 2017 to review this application. Newly-elected Chairman AJ Moore led the discussion and consideration of Rezoning Request CUD 17-01(a) first. The Board considered each individual Policy Guideline listed below, and voted unanimously to approve the Rezoning of the Subject Parcel from RA Residential Agriculture to CR(CUD) Rural Commercial Conditional Use District.

Secondly, the Board considered Conditional Use Permit CUD 17-01(b). Per State Statute, the Board voted individually on the four Findings of Fact pertaining to the CUP request:

1. The proposed use would not materially endanger the public health or safety;
2. The proposed use meets all required conditions and specifications;
3. The use will not substantially injure the value of adjoining or abutting property; and
4. The location and character of the use 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.

Finding all four Findings of Fact to support CUD 17-01(b), the Planning Board voted unanimously for approval.

SUGGESTED MOTIONS / RECOMMENDATIONS / ACTIONS

To consider the proposed Conditional Use Permit and Zoning Map Amendment: The Planning Board is advised to first consider the proposed Zoning Map Amendment. Approval of the Zoning Map Amendment would then provide the basis for considering the Conditional Use Permit. As with independent CUPs and Rezoning Requests, the Planning Board is requested to consider using one of the following scripts to form the desired motion for approval or denial of each application, as follows:

Step 1: CR(CUD) Zoning Map Amendment

- **Motion to approve Rezoning Request CUD 17-01(a)**, to rezone from RA Rural Agriculture to CR(CUD) Rural Commercial Conditional Use District, the +/- 1.81 acre property located at 640 Woodland Church Road (Tax Parcel 4-0043-0028A), considering Policy Guidelines to support the motion (below).
- **Motion to deny Rezoning Request CUD 17-01 (a)**, considering Policy Guidelines to support the motion (below).

Motion to recommend approval:	Motion to recommend denial:
1) The proposal <u>will</u> place all property similarly situated in the same category, or in appropriate complementary categories;	1) The proposal <u>will not</u> place all property similarly situated in the same category, or in appropriate complementary categories;
2) There is convincing demonstration that all uses permitted under the proposed district classification <u>would</u> be in the general public interest and not merely in the interest of an individual or small group;	2) There is convincing demonstration that all uses permitted under the proposed district classification <u>would not</u> be in the general public interest and not merely in the interest of an individual or small group;
3) There is convincing demonstration that all uses permitted under the proposed district classification <u>would</u> be appropriate in the area included in the proposed change. <i>(When a new district designation is assigned, any use</i>	3) There is convincing demonstration that all uses permitted under the proposed district classification <u>would not</u> be appropriate in the area included in the proposed change. <i>(When a new district designation is assigned, any use</i>

<i>permitted in the district is allowable, so long as it meets district requirements and not merely uses which applicants state they intend to make the property involved);</i>	<i>permitted in the district is allowable, so long as it meets district requirements and not merely uses which applicants state that they intend to make the property involved);</i>
4) There is convincing demonstration that the character of the neighborhood will not be materially or adversely affected by any use permitted in the proposed change; and	4) There is convincing demonstration that the character of the neighborhood will be materially or adversely affected by any use permitted in the proposed change; and
5) The proposed change is in accord with the Land Use Plan and sound planning principles.	5) The proposed change is not in accord with the Land Use Plan and sound planning principles.

Step 2: CR(CUD) Conditional Use Permit

- Motion to approve Conditional Use Permit CUD 17-01(b), to issue Mr. Kos Jackson a Conditional Use Permit to operate an Automobile Sales business on the +/- 1.81 acre lot located at 640 Woodland Church Road (Tax Parcel 4-0043-0028A), conditioned upon (add or subtract from conditions listed in the Draft CUP) and adopting Findings to support the motion (below).
- Motion to deny Conditional Use Permit CUD 17-01(b), adopting findings to support the motion (below).

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

References:

1. Perquimans County, NC CAMA Core Land Use Plan Update 2005-2006 (Update April 26, 2017), Chapter 2, Section C(2) General Land Use Plan Objectives (p. II-17)
2. Perquimans County, NC CAMA Core Land Use Plan Update 2005-2006 (Update April 26, 2017), Chapter 5, Exhibit V-A Existing Land Use Categories (p. V-3)
3. Perquimans County, NC CAMA Core Land Use Plan Update 2005-2006 (Update April 26, 2017), Chapter IX, Section F(2)(b) Residential Agricultural (pgs. IX-29-30)
4. Perquimans County Zoning Ordinance, July 1, 1990 (Amended February 1, 2016), Article VI Establishment and Intent of Zoning Districts and Boundaries, Section 604(J) (p. VI-4)
5. Owens, David, *Introduction to Zoning and Development Regulation, Fourth Edition*, Chapel

- Hill, The University of North Carolina School of Government, 2013 (p.114)
6. Perquimans County Zoning Ordinance, July 1, 1990 (Amended February 1, 2016), Article XXIV Definitions and Word Interpretations (p. XXIV – 11)
 7. Owens, David, *Introduction to Zoning and Development Regulation, Fourth Edition*, Chapel Hill, The University of North Carolina School of Government, 2013 (p.9)
 8. Perquimans County Zoning Ordinance, July 1, 1990 (Amended February 1, 2016), Article IX Conditional Uses , Section 907.8 Automobile Sales and Service (p. IX-7 – IX-8)
 9. Perquimans County Zoning Ordinance, July 1, 1990 (Amended February 1, 2016), Article XIX Parking and Loading, Section 1909 Minimum Parking Requirements (p. XIX-6)
 10. Perquimans County Zoning Ordinance, July 1, 1990 (Amended February 1, 2016), Article XX Signs, Section 2028 Signs Allowed in the CR Rural Commercial Zoning District (p. XX-15 – XX-16)
 11. Perquimans County, NC Core Land Use Plan Update 2005-2006 (Update April 26, 2017), Exhibit IX-B “Perquimans County, North Carolina Projected Future Land Use, Unincorporated Portions of Perquimans County” (p. XI-36)

-Beginning of Conditional Use Permit document to be recorded-

Conditional Use Permit No. CUD 17-01(b)
for Mr. Kos Jackson
at 640 Woodland Church Road

Do NOT record this page

DRAFT

CONDITIONAL USE PERMIT No. CUD 17-01(b)
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:

Applicant:

Kos S. Jackson
1148 Ocean Highway North
Hertford, NC 27944
(252) 264-2264

Property Owner:

Milton M. Phelps and Betty R. Phelps
1124 New Hope Road
Hertford, NC 27944
(252) 264-3125

Property Location/Address:

640 Woodland Church Road

Tax Parcel No.:

4-0043-0028A

Zoning District:

CR-CUD (Rural Commercial Conditional Use District)

Proposed Use of Property: To operate an automobile sales business according to the documents, materials, drawings, and narrative submitted to the county and contained within file number CUD 17-01(b)

Meeting & Hearing Dates:

Planning Board on August 8, 2017; and
 Board of Commissioners on September 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 "Automobile Sales and Service" and subject to the following conditions:

Conditional Use Permit No. CUD-17-01(b)

Page 2 of 2

- (1) The Applicant shall conduct business operations strictly in accordance with the plans, narrative, and conditions submitted to and approved by this Board, a copy of which is filed with the Register of Deeds office.
- (2) If any 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.

Attest:

Perquimans County

(Seal)

By _____

I, _____, authorized Applicant, of the above identified property, 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.

Property Owner

The State of North Carolina
Perquimans County

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

WITNESS my hand and notarial seal, this the _____ day of _____, 2017.

My Commission expires:

(Not valid until fully executed and recorded)

-End of Conditional Use Permit document to be recorded-

Conditional Use Permit No. CUD 17-01(b)
for Mr. Kos Jackson
at 640 Woodland Church Road

Do NOT record this page

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Perquimans County, North Carolina
 APPLICATION FOR CONDITIONAL USE DISTRICT
 REZONING REQUEST
 Case No. CUD-17-01

This section to be completed by County:

Date received: 7/13/2017 Received by: Sam Barron
 Date completed: _____ Confirmed by: _____
 Subject Property Tax Map No(s): 4-0043-0028A
 Subject Property Zoning District(s): RA
 Will proposed Conditional Use require site improvements? N
 Will proposed Conditional Use require review by other agencies? N

Applicant's Information

Name(s) of Owner(s): MILTON M. PHELPS JR & BETTY R. PHELPS
 Street Address: 1124 NEW HOPE RD.
 City/State/Zip Code: HERTFORD, N.C. 27944
 Phone Number(s): 252-264-3125 Fax: _____
 E-mail Address: _____
 Applicant (if different from Owner): KOS S. JACKSON (AUTO-BIZ INC.)
 Street Address: 1148 OCEAN HWY. N
 City/State/Zip Code: HERTFORD N.C. 27944
 Phone Number(s): 252-264-2264 Fax: _____
 E-mail Address: autobiz@mchsi.com
 Person to receive comments: KOS JACKSON & MICKEY PHELPS

Description of Property

Address(es) of Subject Property: 640 WOODLAND CHURCH ROAD
 Property Appraiser's Parcel Nos.: 4-0043-0028A
 Location: This property is located on the WEST side of + WOODLAND CHURCH Road,
 approximately 0 feet NORTH of NEW HOPE Road.
 Township/Region: NEW HOPE Subdivision: _____ Block - Lot Nos.: _____
 Size of Property: 1.81 acres. Lot width: 341 feet. Lot depth: 293
 Flood Plain: C Community Panel No.: PANEL MAP # 0110 B

I (We), the undersigned, do hereby respectfully make application and request the Planning Board and Board of Commissioners to consider a proposed amendment to the Official Zoning Atlas to designate the property as CR(CUD) (Zoning District). The subject property is owned by MILTON M. PHELPS JR, as evidenced by deed recorded in Real Estate Book 212, Page 1 OR Will File Number _____ in the Perquimans County registry.

Application for Conditional Use District Rezoning Request
 Case No. C4D-17-01

1) The following are all of the individuals, firms, or corporations owning properties involved in the Rezoning Request as well as the owners of all properties any portion of which is within one-hundred fifty (150) feet of the subject property. This includes any property owner who is adjacent to the subject property (to the side, rear or front) and across the street.

Name	Address
a. <u>MILTON M. PHELPS & BETTY B.</u>	<u>1124 NEW HOPE RD HERTFORD, NC 27944</u>
b. <u>JAN HARRELL SAWYER</u>	<u>1153 NEW HOPE RD HERTFORD, NC 27944</u>
c. <u>CYNTHIA R. BENTON</u>	<u>1687 NEW HOPE RD HERTFORD, NC 27944</u>
d. <u>SALLIE ANN BENTON</u>	<u>1171 NEW HOPE RD HERTFORD, NC 27944</u>
e. <u>KING REALESTATE LTD</u>	<u>2876 WEST NECK RD. PARTNERSHIP C/O PAM GRAY</u>
f. <u>FOREST BURG BURITAN CLUB</u>	<u>274 CARTWRIGHT SWAMP RD C/O SHERIE CARTWRIGHT (PRES)</u>
g. <u>KOS S. JACKSON</u> <u>(AUTO BIZ INC.)</u>	<u>1148 OCEAN HWY. N HERTFORD, N.C. 27944</u>
h. _____	_____
i. _____	_____
j. _____	_____
k. _____	_____

Use an additional sheet of paper if necessary.

Existing System Inspection

Albemarle Environmental Management System
Perquimans County

Name of Applicant: Mickey Phelps Date: 8/15/01

Mailing Address: 1124 New Hope Rd Contact Number: () _____
Hertford NC

System Location:
Lot _____ Section _____ Block _____ Phase _____

Physical Address / Subdivision 1040 Woodland Church Rd

Service Requested:

- Septic System Location
- Authorization for pool / deck addition other: _____
- Authorization for room addition
- Authorization for connection to existing system

Maintain proposed structure 5 feet from any part of the septic system.

This approval in no way guarantees the system will function properly.

Notes: Approval given to construct approximately a 50'x50' automotive garage and connect it to the existing septic system. The septic location is in the back left corner of the lot

Authorized Signature: Kelly Russell, P.S.

Please Mail To: Perquimans County Planning & Inspections Office
110 N. Church Street
Hertford, NC 27944

Approved () Disapproved () Date: 8/15/01

EFFECTIVE FOR ONE YEAR FROM ABOVE DATE

Application for Conditional Use District Rezoning Request
Case No. CUD-17-01

Attach the following:

- Completed Application.
- Letter addressed to the Perquimans County Board of Commissioners explaining your intentions in detail.
- Proof of Ownership.
- Legal Description.
- Owner's Authorization for Agent.
- Two sets of stamped addressed envelopes of all adjacent property owners to whom notice of public hearing must be sent. Said notices will be sent by the Planning and Zoning Office in the envelopes provided by the Applicant.
- Two self addressed stamped envelopes.
- Copy of Map with proposed revision.
- Filing Fee of \$300 made payable to Perquimans County.
- Appropriate certification from Albemarle Regional Health Services regarding individual on-site septic tank system(s).

____ Any additional information needed by the Planner, Technical Review Committee or other County Officials:

Applications will not be scheduled for public meeting until complete.

Milton M Phelps Jr _____ 7/20/17 _____
Signature of Owner or Authorized Applicant Date

NOTE: This Application must be submitted to the Planning and Zoning Administrator and found to be complete no less than 25 days prior to the Planning Board's meeting and, where deemed necessary, additional time may be required for review by Technical Review Committee member(s). See also minimum 45 day period which must take place prior to consideration by the Board of County Commissioners.

Application for Conditional Use District Rezoning Request

Case No. CUD-17-01

Owner's Authorization for Agent

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

I am (We are) the owner(s) of the property located at 640 WOODLAND CHURCH RD

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

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

I authorize you to advertise and present this matter in my name as the owner of the property. If there are any questions, you may contact me at address 1124 NEW HOPE RD or by telephone at 252-264-3125

BY:

Signature of Owner MILTON M. PHELPS JR 252-264-3125

Print Name Milton M Phelps Jr Telephone Number

Signature of Owner BETTY R. PHELPS 252-264-3125

Print Name Betty R Phelps Telephone Number

Sworn to and subscribed before me, this the 20th day of July, 2017.

Notary Public Cynthia C. Jackson County of Perquimans

State of NC

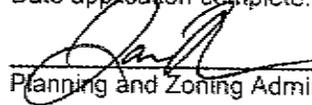
My commission expires: 1-23-2022

Application for Conditional Use District Rezoning Request
Case No. C4D - ~~17~~ 1701

PLANNING AND ZONING ADMINISTRATOR REPORT

Application received on: July 13, 2017

Date application complete: July 20, 2017 (revisions and corrections made)



Planning and Zoning Administrator

7/28/2017
Date

PLANNING BOARD REPORT

All proposed amendments to the zoning map shall have a written report provided from the Planning Board to the Board of Commissioners. In no case is the Board of Commissioners bound by the recommendations, if any, of the Planning Board.

The Planning Board shall advise and comment on whether the proposed zoning map amendment is consistent with all applicable officially adopted plans, and provide a written recommendation to the Board of Commissioners that addresses plan consistency and other matters as deemed appropriate by the Planning Board, but a comment by the Planning Board that a proposed amendment is inconsistent with the officially adopted plans shall not preclude consideration or approval of the proposed amendment by the Board of Commissioners.

PLANNING BOARD RECOMMENDATIONS

~Approval - the application is consistent with all of the objectives and policies for growth and development contained in the Perquimans County 1998 Land Use Plan.

~Approval with conditions - the application is not fully consistent with all of the objectives and policies for growth and development of the Perquimans County 1998 Land Use Plan, so the following conditions are recommended in order to make it fully consistent:

~Denial - the project is not consistent with all of the objectives and policies for growth and development of the Perquimans County 1998 Land Use Plan. The reasons for this are the following:

~Table -- There is insufficient information at this time to make an informed decision and the following evidence, information, and/or testimony will be required:

This report reflects the recommendation of the Planning Board, this 8th day of August 2017.

Attest:


Chairman



Planning and Zoning Administrator

Application for Conditional Use District Rezoning Request
Case No. CUD-17-01

BOARD OF COMMISSIONERS REPORT

Zoning regulations shall be made in accordance with a 1998 Land Use plan. Prior to adopting or rejecting any zoning amendment, the Board of Commissioners shall adopt a statement describing whether its action is consistent with an adopted 1998 Land Use plan and explaining why the board considers the action taken to be reasonable and in the public interest.

ACTION TAKEN

MOTION TO APPROVE: The application is consistent with all of the objectives and policies for growth and development contained in the Perquimans County 1998 Land Use Plan, or the application is not fully consistent with all of the objectives and policies for growth and development of the Perquimans County 1998 Land Use Plan, so the following suggestions are made in order to make it fully consistent:

MOTION TO DENY: The application is not consistent with all of the objectives and policies for growth and development of the Perquimans County 1998 Land Use Plan. The reasons for this are the following:

MOTION TO TABLE: There is insufficient information at this time to make an informed decision and the following evidence, information, and/or testimony will be required:

The application is (approved) (approved with conditions) (denied) (tabled). This report reflects the action of the Board of Commissioners, this the ____ day of _____ 20____.

Attest:

County Clerk

Chairman, Board of Commissioners

AUTO BIZ, Inc.
1148 OCEAN HWY. N.
HERTFORD, NC 27944
252-264-2264

July 11, 2017

Dear Planning Board Members;

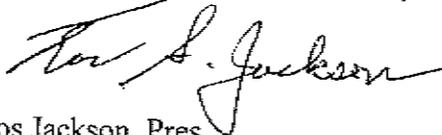
My name is Kos Jackson, President of Auto Biz Inc. We have successfully operated an automobile sales lot in Perquimans County for 20+ years, 14 years in our current location. We have served Perquimans County and surrounding counties by providing moderately priced quality vehicles since our beginning. Our business has provided income for residents and other businesses in this county which has resulted in good relationships with many, including Mickey Phelps and family as both a customer and a supplier of services to Auto Biz. We have operated in harmony with our friends, customers and neighbors and will continue to do so if our Conditional Use Permit is approved. Our intention is to follow the required guidelines set forth in the County Ordinance which details what we must do to be allowed to relocate our business. Our reason for wanting to relocate is to up-grade our product and reduce the number of units that we have in inventory.

The location that we hope to use is an attractive site and building which has been continuously maintained to a high standard.

There is no reason to believe that our intended use would cause harm to anyone or anything. There are designated parking spaces which include accommodations for handicapped patrons. The property is nicely landscaped and we have no plans to store non-operational vehicles. We are aware of the 20' setback from street right-of-way and 10' from adjoining property lines. We will not have a service department. Any work on automobiles will be done at subcontractor's shops. We will not have hazardous materials on site except for quantities appropriate for home use readily available at normal retail stores. We will not have vehicles for sale that would leak hazardous materials or pollutants that would harm the environment. We will not have items that will cause excessive noise with the possible exception of an alarm system.

It is our hope that this letter has addressed this Board's desire to permit orderly growth in our county.

Thank you for your consideration,

A handwritten signature in cursive script that reads "Kos S. Jackson". The signature is written in black ink and is positioned above the typed name.

Kos Jackson, Pres.

Perquimans County, North Carolina

Property Values and Property Cards

Displaying 1 Search Result. [Search Again](#) - [Print Results](#)

Name & Address	Parcel Desc	Values
PHELPS, MILTON M., JR. & BETTY R. 1124 NEW HOPE ROAD HERTFORD, NC 27944 BENTON 640 WOODLAND CHURCH RD	Map: 4-0043-0028A Pin: Account: 427678 Acres: 1.81 Sale Year: 2000 Sale Price: \$11765	Land: Land Use: Imprv: Bldg: Total Taxable Value:
		\$54,300.00 \$1,000.00 \$51,800.00

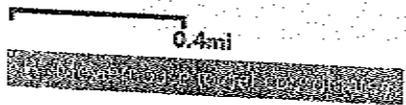
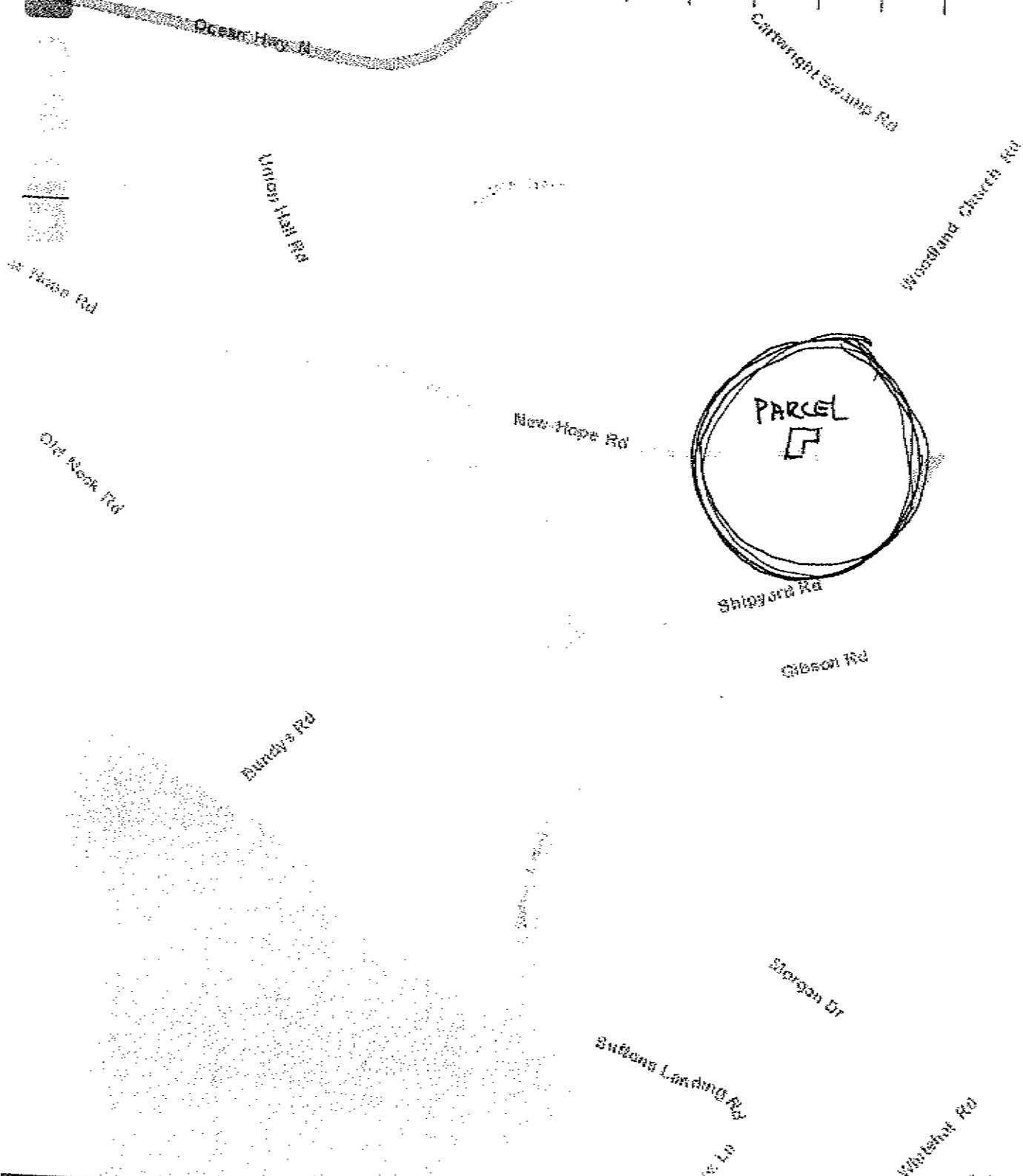
[View Property Card](#) - [Print Property Card](#)

[Search Again](#) - [Print Results](#)

Disclaimer

Every Reasonable Effort has been made to assure the Accuracy of these maps and associated data. Perquimans County, North Carolina and Penson Appraisal Assume no liability arising from use of these Values or Data contained on this website. The values and property data is provided without warranty of any kind either expressed or implied, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose.

Perquimans Parcel Viewer



State of North Carolina DOT, Esri, HERE, Garmi...

Perquimans Parcel Viewer



Search All **Adjoining
Parcels**



2766

3766

5879
6626

NEW HOPE RD

NEW HOPE RD

8525

261

5336

6193

6297

200ft

State of North Carolina DOT | State of North Ca...

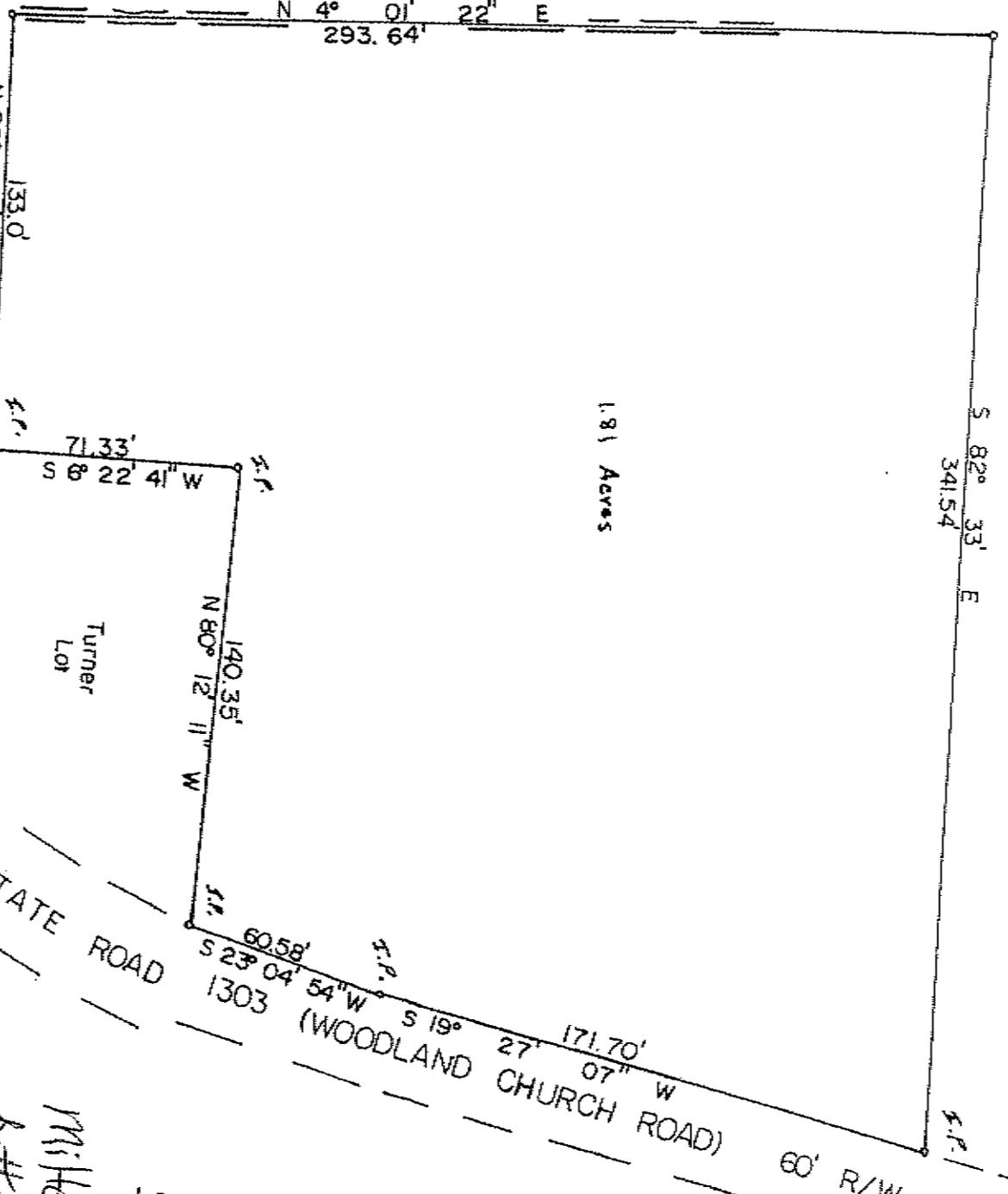


STATE ROAD 1300 (NEW HOPE ROAD)

60' R/W

STATE ROAD 1303 (WOODLAND CHURCH ROAD)

60' R/W



1.81 Acres

71.33'

S 8° 22' 41\" W

140.35'

N 80° 12' 11\" W

60.58'

S 23° 04' 54\" W

171.70'

S 19° 27' 07\" W

N 4° 01' 22\" E
293.64'

N 82° 57' 22\" W
133.0'

Turner Lot

Over
Lot

S.P.

S. Perry

S 82° 33' E
341.54'

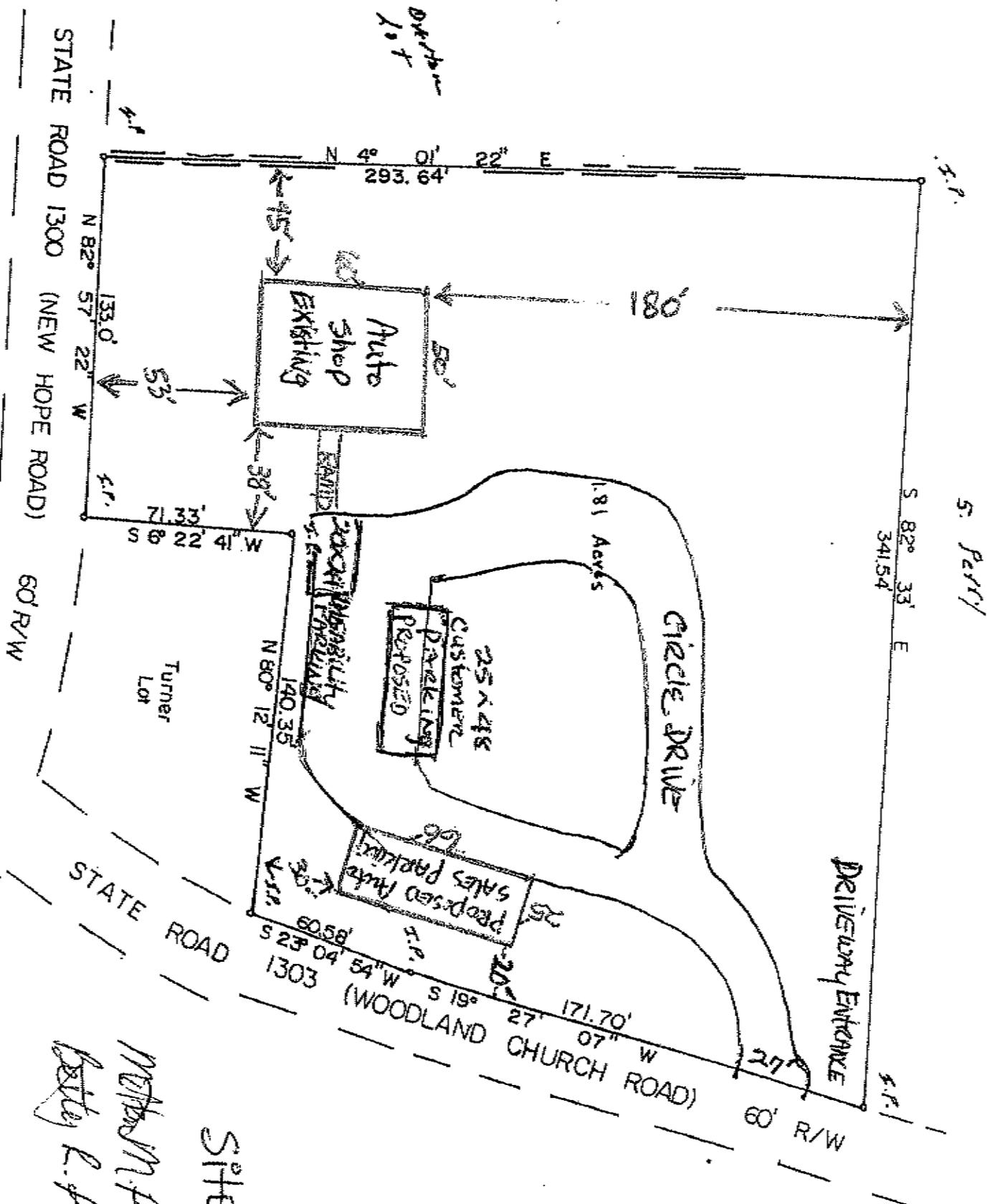
Milton M. Phelps Jr
Betty R Phelps

Survey Map

0110B

Phelps Map

Phelps Map



SITE PLAN

Walter M. Phelps
Betty E. Phelps

FILED in PERQUIMANS County, NC
 on Jul 20 2006 at 09:22:47 AM
 by: DEBORAH S. REED
 REGISTER OF DEEDS
 BOOK 312 PAGE 426



PERQUIMANS COUNTY
 Planning Department

P.O. Box 45
 128 N. Church Street
 Hertford, N.C. 27944

Tel: (252) 426-8484
 Fax: (252) 426-4034
 E-mail: wethridge@mchsi.com

CONDITIONAL USE PERMIT GRANTED

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

Applicant: Mr. Kos Jackson

Property Location: 1148 Ocean Highway North, Hertford, NC 27944
 (Street Address)

Tax Map 5 Block 0042 Lot 0067 Zone: CH

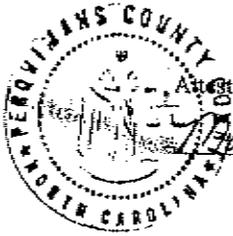
Proposed Use of Property: to operate an automobile sales and service business according to the documents, materials, drawings, and narrative submitted to the county and contained within file number CLP 05-07

Meeting Date(s): Planning Board: 12/13/05 & Board of Commissioners 1/3/06

Having heard all the evidence and argument presented at the hearing(s), the Board find 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 and the following conditions:

- (1) The applicant shall conduct business operations strictly in accordance with the plans, narrative, and conditions submitted to and approved by this Board, a copy of which is filed with Register of Deeds office.
- (2) 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 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.



[Signature] (Seal)

Perquimans County

By *[Signature]*

KOS S. JACKSON ^{LEASEE} owner(s) of the above identified property, do hereby acknowledge receipt of this Conditional Use Permit. The undersigned owners do 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.

[Signature]
(owner)

(owner)

BOOK 312 PAGE 428

The State of North Carolina
Perquimans County

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

WITNESS my hand and notarial seal, this the 20th day of July,
2006.



Donna H. Phelps
Notary Public
Donna H. Phelps

Commission expires:

12-2006

(Not valid until fully executed and recorded)

The State of North Carolina
Perquimans County

~~The foregoing certificate of _____, a Notary Public of
_____ County, _____ is certified to be correct. This instrument was
registered at the date and time and in the book and page shown on the first page hereof.~~

~~This _____ day of _____, 20____.~~

~~Deborah S. Reed
Register of Deeds~~

~~BY _____
Deputy~~

STAFF REPORT

To: Perquimans County Board of Commissioners
Date: August 11, 2017
Case: CUD 10-01(a), "The Moorings at Albemarle"
Prepared By: Sam Barrow, Planner

GENERAL INFORMATION

Applicant/Property Owner:

The Moorings at Albemarle, LLC
Bruce W. Exum, Sr.
621 Heron Pointe Circle
Virginia Beach, VA

Requested Action: Preliminary Plat Review

Tax PIN #: 4-0076-0026

Location: Intersection of Muddy Creek, Cross Neck, and Hoyle Jones Roads

Size: 90.4 acres

Zoning: RA-15(CUD), Residential and Agricultural Conditional Use District

Existing Land Use: Undeveloped Land

Perquimans County CAMA Land Use Plan

**Note: The Perquimans County CAMA Land Use Plan is intended to be used as a general planning guideline to achieve the overall Major Goals and Objectives approved by the Perquimans County Board of Commissioners and listed below. It is not intended to be used as a site-specific development regulation.*

General Land Use Plan Major Goals & Objectives¹:

- Preserve the County's rural character
- Protect and preserve the natural environment
- Provide adequate public facilities and services
- Achieve support and consensus for County Initiatives
- Promote unity in residential and commercial communities
- Make infrastructure improvements that compliment but do not duplicate existing systems

Zoning History: Conditional Use District CUD 10-01 approved in 2011 for a single family residential community

Applicable Regulations: Perquimans County Subdivision Ordinance
Article III Procedures for Review and Approval of Subdivision Plats
Article IV Minimum Design Standards

BACKGROUND

Note: This project cycle spans nearly 10 years with many different players in various roles with varying responsibilities. Piecing together a detailed history from the Planning Department records has been challenging to say the least. Staff continues to build a complete file as documents from 2007 – 2014 are discovered. The documentation on file from 2014 – 2017 is sufficient to make informed decisions on the project moving forward.

Conditional Use District CUD 10-01 was approved in late 2011 by the Board of County Commissioners for a “single family residential community accompanied by open space and common areas with recreational uses including a pier and boat ramp and served by community sewer treatment and disposal system.” The RA-15(CUD) Conditional Use District is comprised of 90.4 acres and is located in the vicinity of Muddy Creek, Cross Neck, and Hoyle Jones Roads in the New Hope Township.

In late 2015, Perquimans County received an application for a major subdivision for the Subject Property from Howard Nichols of East Coast Consulting, on behalf of Bruce Exum, owner of The Moorings at Albemarle, LLC. The Perquimans County Technical Review Committee met in January and December 2016 to address issues with the initial plan.

In February 2017, the Planning Board reviewed and approved the Sketch plan for the Moorings at Albemarle.

In August 2017, the Planning Board reviewed and approved the Preliminary Plat for the Moorings at Albemarle.

ANALYSIS

Staff reviewed the Preliminary Plat and required attachments on multiple occasions to ensure a complete packet for your review and consideration. For the sake of ease, Subdivision Requirements will be addressed first, followed by requirements established in CUD 10-01 (dated December 5, 2011). Supporting documentation will be referenced below and included in the Board’s September 2017 packet.

First and foremost, during review Staff discovered that CAMA Major Permit 174-07 for development of the Moorings site has expired due to unforeseen circumstances. At the time of this report, Engineer Steve Janowski is working with the North Carolina Department of Environmental Quality (NCDEQ) for renewal.

Preliminary Plat Requirements¹

During initial review, Planning Staff verified the existence of the required administrative and map data. Corrections and suggestions were made to the developer and have been addressed. Please reference Section 305 of the Subdivision Ordinance while reviewing this section.

a. Public Water Requirements²

County Water Engineering Firm Diehl & Phillips, P.A. submitted a written review³ of the construction plans and soils report for the Moorings Preliminary Plat, which addressed the following requirements:

In the case of major subdivisions, the subdivider shall construct a water system and connect it to the system owned and operated by Perquimans County, subject to the following conditions:

Section 305.2 Public Water Service Requirements

1. *Construction plans for the proposed system shall be prepared by a registered engineer, materials and construction to be in accordance with the specifications for the Perquimans County Water System as prepared by the County Engineer, and submitted with the preliminary plat for approval by the Planning Board, County Water Supervisor, and the appropriate State agencies.*
2. *The cost of the construction, connection and approval of the subdivision water system shall be paid by the subdivider.*
3. *All water mains, laterals, meter box, and easement shall be dedicated to the County Water System. Water lines shall be installed on the street right-of-way where possible.*
4. *All water mains constructed to serve the subdivision will be a minimum of 6" in diameter, unless specified otherwise by the County Engineer.*

Staff confirmed with County Water Engineer Bill Diehl that Perquimans County has an adequate supply of water and water infrastructure to supply the development. The Diehl/Phillips report also confirms all wastewater plans have been submitted and reviewed by the engineering firm. Hydraulic testing models have been received as well. If constructed according to the plans submitted, the proposed wastewater infrastructure will be sufficient to accommodate 213 gallons of wastewater per home per day. NC Department of Environmental Quality requires accommodation of 120 gallons per bedroom per day, which is significantly more than the proposed system can handle. Mr. Phillips suggested requesting a Flow Reduction Exception from NC Department of Environment and Natural Resources. The Flow Reduction Exception Letter has been granted.⁴

Mr. Phillips also included a series of recommendations to adequately protect the County and its interests in this project. Staff concurs with Mr. Phillips and recommends all listed recommendations be met prior to Final Plat Approval.

b. Environmental Impact Statement

Section 305.1 Preliminary Plat Requirements (18)

Pursuant to North Carolina General Statutes Chapter 19, the Planning Board may require the subdivider to submit an Environmental Impact Statement with the preliminary plat if:

1. *The development exceeds 10 acres and*
2. *If the Board deems it necessary due to the nature of the land to be subdivided, or peculiarities in the proposed layout.*

While the Planning Board has the option to require an Environmental Impact Statement⁵, Staff recommends that one is not needed due to the plethora of environmental documentation already provided by the developer.

Conditional Use Permit Conditions⁶

The following conditions were established upon approval of CUD 10-01(a) in December 2011. Please reference CUD 10-01(a) while reviewing this section.

a. Stormwater Improvements.

- (1) Engineered drainage plan was submitted during the Sketch Plan Phase.
- (2) & (3) Engineer Steve Janowski will provide a copy of Stormwater Permit prior to Final Plat Approval.

b. Water System and Fire Hydrant Improvements.

Perquimans County Water Supervisor Nick Lories and County Water Engineer Bill Diehl reviewed the proposed water system plans and made suggestions prior to preliminary plat submittal. Further coordination with the developer is required to submit the necessary documents to the Department of Environmental Quality.

c. Wastewater System.

- (1) The Developer has submitted Soil Suitability Report⁷, which was also reviewed by County Engineer Bill Diehl and Water Supervisor Nick Lories. Staff recommends County recommendations be required as a condition for Preliminary Plat approval⁸. A separate Surety Bond of 1.3 times the estimated total cost of the wastewater collection system, the wastewater treatment system, and the wastewater disposal system should be required³ prior to Final Plat Approval.

Maintenance agreements have been addressed in the Home Owner's Association Declaration⁹. This document has been reviewed and approved by County Attorney Hackney High.

- (2) Albemarle Regional Health Services has noted that the State will be responsible for monitoring the wastewater treatment and disposal plant.
- (3) This item is due prior to Final Plat Approval.
- (4) This item is due prior to Final Plat Approval. At TRC, the Fire Chief commented that the required 6-inch water line was questionable. A 6-inch water line feeding 8 and 10-inch lines is not ideal for water pressure or throughput from a fire-fighting standpoint.

d. Roads.

- (1) The traffic impact analysis has been submitted to the County and to the North Carolina Department of Transportation (NCDOT). At the time of this report, NCDOT has not submitted any comments supporting or against the submitted traffic analysis. In the event that NCDOT does not submit comments prior to the Planning Board's

August 8 meeting, Staff recommends approval pending favorable analysis. Comments will be required prior to BCC approval of the Final Plat.

(2) – (6) These items will reviewed again prior to Final Plat Approval.

e. Other General Conditions.

(7) This item is due prior to Final Plat Approval.

(8) The Property Owner Association Declaration, which includes bylaws and restrictive covenants, has been approved by the County Attorney.

(12) Aforementioned recommended conditions pertaining to wastewater (see above)

(15) Engineer Steve Janowski will bring \$1,000 payment to the Planning Board meeting.

Planning Board Action

After reviewing and discussing each item listed above, the Planning Board voted unanimously to approve the Preliminary Plat as presented, contingent on receipt of favorable traffic analysis comments from NCDOT.

RECOMMENDATION

The Planning Staff recommends **approval** pending compliance with all aforementioned conditions and recommendations.

SUGGESTED MOTIONS / ACTIONS

- **Motion to approve the Preliminary Plat** for The Moorings at Albemarle with conditions as presented.
- **Motion to deny the Preliminary Plat** for The Moorings at Albemarle (if making a motion to deny, please state your reason for the record)

References:

1. Perquimans County Subdivision Ordinance, July 1, 1990 (Amended January 15, 2015), Article III Procedures for Review and Approval of Subdivision Plats, Section 305 Preliminary Plat Requirements (pgs. 9-12)
2. Perquimans County Subdivision Ordinance, July 1, 1990 (Amended January 15, 2015), Article III Procedures for Review and Approval of Subdivision Plats, Section 305.2 Public Water Service Requirements (p. 11)
3. Phillips, John F, April 28, 2017. "Review of Construction Plans and Soils Report for The Moorings at Albemarle"
4. Gore, Deborah, Re: Adjusted Daily Sewage Flow Rate Approval, The Moorings at

Albemarle, Perquimans County. North Carolina Department of Environment and Natural Resources. Received by Bruce W. Exum on July 6, 2015.

5. Perquimans County Subdivision Ordinance, July 1, 1990 (Amended January 15, 2015), Article III Procedures for Review and Approval of Subdivision Plats, Section 305.1 Preliminary Plat Requirements, Paragraph 18 Environmental Impact Statement (p. 10-11)
6. Conditional Use Permit CUD 10-01(a) The Moorings at Albemarle. December 5, 2011.
7. Hinson, Thomas H. "Soil Suitability Evaluation, Hydrogeologic Characterization and Hydraulic Loading Assessment for Proposed Drip Irrigation Wastewater Disposal at The Moorings at Albemarle WWTP Site Perquimans County, North Carolina," CPEC Environmental Inc, March 8, 2016
8. Phillips, John F, April 28, 2017. "Review of Construction Plans and Soils Report for The Moorings at Albemarle" (p.5-6)
9. Ellis, M.H. Hood. "Declaration for The Moorings at Albemarle, A Planned Community." Hornthal, Riefly, Ellis, and Maland, L.L.P, June 2, 2017.

- plats be utilized.
12. Administrative Fees: Administrative fees charged in connection with the submission of sketch design plans are set by the Board of County Commissioners in a separate fee schedule.
 13. Certificates Required: No certificates must be provided in connection with the submission of sketch design plans.
 14. Sketch Design Plan Review Procedure: The Planning Board shall review the sketch design plan for general compliance with the requirements of this regulation. The Planning Board shall advise the subdivider or his authorized agent of the regulations pertaining to the proposed subdivision and the procedures to be followed in the preparation and submission of the preliminary and final plats. This review shall in no way be construed as constituting an official action of approval for recording of the subdivision by the Planning Board or Perquimans County Board of Commissioners as required by this regulation.
 15. Disposition of Copies: Three (3) copies shall be retained as part of the minutes of the Planning Board, with the other copy being returned to the subdivider or his authorized agent.

Section 305 Preliminary Plat Review

- A. General: The subdivider shall submit eight (8) copies of the preliminary plat and any supplementary material to the Subdivision Review Officer at least twenty days prior to the regularly scheduled Technical Review Committee (TRC) meeting at which said plat is to be considered by the TRC. Upon submission of the preliminary plat for processing, the subdivider shall pay a processing fee to Perquimans County in an amount set by the Board of County Commissioners in a separate fee schedule.

Section 305.1 Preliminary Plat Requirements

The Preliminary Plat shall depict or contain the following information:

- 1) The preliminary plat shall be at a scale of one hundred feet to one inch or larger and will be drawn in ink on a sheet of drafting film which is 16 1/2" x 20" in size.
- 2) The location of existing and platted property lines, streets, buildings, water courses, railroads, transmission lines, sewer, bridges, culverts and drain pipes, water mains, city and county lines (if adjoining) and any public utility easements.
- 3) Boundaries of tract shown with bearings and distances.
- 4) Wooded areas, marshes, and any other conditions affecting the site.
- 5) Names of adjoining property owners or subdivisions.

Pursuant to Chapter 119 of the North Carolina General Statutes, the Planning Board may require the subdivider to submit an environmental impact statement with his preliminary plat if:

- a) The development exceeds 10 acres in area, and
- b) If the Board deems it necessary due to the nature of the land to be subdivided, or peculiarities in the proposed layout.

Section 305.2 Public Water Service Requirements

All subdivisions (minor or major) that front or abut on a public road or street shall be required to connect to a public water system.

In the case of major subdivisions, the subdivider shall construct a water system and connect it to the system owned and operated by Perquimans County, subject to the following conditions:

- 1) Construction plans for the proposed system shall be prepared by a registered engineer, materials and construction to be in accordance with the specifications for the Perquimans County Water System as prepared by the County Engineer, and submitted with the preliminary plat for approval by the Planning Board, County Water Supervisor and the appropriate State Agencies.
- 2) The cost of the construction, connection and approval of the subdivision water system shall be paid by the subdivider.
- 3) All water mains, laterals, meter box and easement shall be dedicated to the County Water system. Water lines shall be installed on the street right-of-way where possible.
- 4) All water mains constructed to serve the subdivision will be a minimum of 6" diameter, unless specified otherwise by the County Engineer.

The Perquimans County Planning Board and/or the Perquimans County Board of Commissioners may, in consultation with the County's Engineer and the Technical Review Committee, determine that certain improvements will be required for the County Water System due to the projected consumption of water when all proposed subdivision lots are connected to the Perquimans County Water System. The Perquimans County Board of Commissioners will require the Developers to make and pay for those improvements. The County Engineer will be the selected Engineer for the Construction Project unless otherwise approved by the Board of County Commissioners. The Engineer's Fee will be paid for by the Developer in an amount set by the Board of County Commissioners in a separate fee schedule.

This document presented and filed:
12/06/2011 10:36:45 AM

DEBORAH S. REED, PERQUIMANS COUNTY, NC.

BOOK 394 PAGE 208 (9)

401291



CONDITIONAL USE PERMIT No. CUD-10-01(a)

Page 1 of 6

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

Owner/Developer: The Moorings at Albemarle, LLC
Bruce W. Exum, Sr.,
621 Heron Pointe Circle, Virginia Beach VA 23452

Authorized Applicant: Derrick Smith, East Carolina Consulting, PLLC
2203 Crooked Creek Road, Greenville NC 27858

Property Location (Address): +/-93.2 acres located in and around the intersection of Muddy
Creek, Cross Neck and Hoyle Jones Roads, Hertford NC 27944

Tax Map: 4/New Hope Township, Blocks 0076 & D076, Lots: 0026 and 2601; 2602; 2603 & 2604-TM1

Existing Zoning District: RA, Rural Agriculture

Proposed Zoning District: Residential and Agricultural RA-15(CD) Conditional Use District

Proposed Use of Property: Single family residential community accompanied by open space and
common areas with recreational uses including pier and boat ramp and served by community
sewer treatment and disposal system.

Meeting and Hearing Dates: Planning Board on 11-9-10 and Board of Commissioners on 1-3-11.

Minutes of the Board of County Commissioners are attached hereto, and in accordance with all
applicable Federal, state and local permits, licenses and other approvals required for single
family residential land uses.

Now therefore be it resolved that the Perquimans County Board of Commissioners approves the application for The Moorings at Albemarle, LLC, Case Nos. CUD-10-01 (a) and (b), subject to the following conditions:

CONDITIONAL USE PERMIT No. CUD-10-01(a)
Page 2 of 6

Sketch to provide 10 feet

A) Stormwater Improvements:

- (1) At Sketch Plan Stage an Engineered drainage plan with one-foot contours, ditch or swale layouts with pipe, showing the flow rates, shall be provided by Applicant and reviewed by County.
- (2) Developer must design and install a low density storm water system in accordance with T15A:02H.1000 and Session Law 2008-211. There will be no additional run-off to adjacent properties from pre-development to post-development. Any required BMP's (Best Management Practices) required will be designed in accordance with NC Division of Water Quality Stormwater Best Management Practices Manual (check for consistency with new County S/R's).
- (3) Stormwater runoff for the development to be designed and installed to use the low density option as provided by North Carolina Department of Environment and Natural Resources.

Sketch to provide 60' at permit

Nick's change to be sent to us in new construction drawings

B) Water System and Fire Hydrant Improvements:

- (1) All water lines must be approved by both the State of North Carolina and Perquimans County.
- (2) All hydrants must meet the required fire flows as required by the State of North Carolina and the Perquimans County Water Policy.
- (3) Hydrant locations and spacing of no more than 500 feet apart. Dead end streets must reduce spacing to 400 feet apart. All hydrants must be supplied with a 5 inch storz adapter on the steamer connection.
- (4) The applicant will need to install a water line at least 6 inches in diameter that will supply a minimum of 500 gallons per minute at 20 psi residual pressure to each hydrant.
- (5) Water will be provided by Perquimans County. The existing system will be tested to determine if any upgrades to the water mains or other parts of the existing water system need to be made by the Developer to provide fire flow capabilities in every section of The Moorings.
- (6) Water distribution system will be constructed at the developer's expense in accordance with applicable regulatory agencies. Water will be provided by the Perquimans County Water Department in accordance with available capacity which is not committed at this time. Developer-installed system will include fire hydrants in accordance with State Fire Code and Perquimans County requirements and recommendations. Developer will be required to meet regulatory requirements to meet fire flow and pressure ratings requirements.

Formal 11/30 App. line item

C) Wastewater System:

- (1) An engineer's Soils Analysis and description of the proposed wastewater treatment and disposal systems will be submitted with the Sketch Plan. Detailed engineering drawings and an appropriate description of the proposed wastewater collection, treatment and disposal systems will be submitted by the Applicant with the Preliminary Plat for review and approval. Any operational and maintenance agreements with the Developer's or the

CONDITIONAL USE PERMIT No. CUD-10-01(a)
Page 3 of 6

Surety bond amount?



Homeowners Association's operator or other contracted operator will be submitted for review and approval by the County prior to Preliminary Plat approval. An appropriate security bond, for wastewater infrastructure will be at the discretion and satisfaction of the County based on the approved design as determined prior to Preliminary Plat Approval.

ARHS has stated State would be in charge

- (2) The Public Management Entity Program operated by Albemarle Regional Health Services (ARHS) would be responsible for monitoring the Applicant's central wastewater treatment and disposal system as proposed. The Developer, or subsequent heirs or assigns of the wastewater treatment system, will be responsible for any fees at the prevailing rate charged by the ARHS for their Public Management Entity Program. The system used must be a state approved system.
- (3) The Moorings at Albemarle, LLC will be responsible for the installation and operation of a community sewer collection system and treatment and disposal facilities in accordance with applicable regulatory agencies. Any ownership transfer of the system or facilities will be in accordance with applicable regulatory agencies and approved by the Board of County Commissioners.
- (4) Approval/permits as required by NCDENR for central wastewater treatment plant and disposal system shall be provided.

D) Roads:

Need from Steve

- (1) A traffic impact analysis will be completed at the property owners' expense and submitted with the Preliminary Plat. (The analysis will be reviewed by NCDOT whose report will be considered by the Board of County Commissioners prior to Preliminary Plat Approval.) Any necessary adjustments to the Conditional Use Permit, Site Plan and/or Offsite improvements as needed to abate impacts to public facilities will be the responsibility of The Moorings at Albemarle, LLC, their heirs and assigns, with the County determining the timing of such improvements.
- (2) All roads will be designed and constructed in accordance with NCDOT subdivision standards. All roads will be paved to a minimum width of 18 feet or as required by NCDOT.
- (3) The applicant must meet Appendix D Fire apparatus access road requirements both for the weight capacity and cul-de-sac radius or alternatives approved by the County's Fire Marshal.
- (4) Compliance with ADA (Americans with Disabilities Act and State Fire Code recommendations regarding road construction, fire flow and fire hydrant standards.
- (5) No off-street parking other than conventional driveways for the residential lots and the amenities described by the Applicant's Site Plan and Narrative.
- (6) There will be no on street parking allowed. Each residence will be required to have enough off street parking for at least 2 vehicles.

E) Other General Conditions:

- (1) The maximum number of single-family residential lots shall be 140.
- (2) Minimum lot size of 15,000 square feet; or larger as required by Albemarle Regional Health Services (ARHS).

CONDITIONAL USE PERMIT No. CUD-10-01(a)

Page 4 of 6

- (3) Other lot dimensions and structure setbacks to be in accordance with those listed under RA-15 in the Perquimans County Zoning Ordinance, Article VII, Dimensional Requirements Table (including minimum 90-foot lot width, 25-foot front yard, 12-foot side yard and 20-foot rear yard).
- (4) Recreational areas and open space for use by the residents to be provided as shown on the Site Plan, including a pier and boat ramp to provide water access to the interior lot owners. Recreational improvements are subject to major modifications under the property owners' CAMA Major Permit.
- (5) All proposed parking areas will have a paved entrance apron and the parking surface will be gravel in accordance with Articles V and XIX of the Zoning Ordinance.
- (6) Land uses shall be limited to single-family residential and recreational uses associated with the development, as outlined herein and on the approved Site Plan.
- (7) The Property Owners Association shall be established prior to approval of the Final Plat and shall be registered/chartered by the Secretary of State with official Articles of Incorporation. In addition, official Bylaws and the organizational/operational structure shall be recorded simultaneous to the Final Plat.
- (8) Prior to approval of a *Preliminary Plat*, the Developer shall obtain County Attorney approval of the Articles of Incorporation for the Property Owners Association and Restrictive Covenants for The Moorings at Albemarle. Property Owners Association documents shall include provisions for (a) the organizational and operational structure of the Property Owners Association; (b) a fee to be built into annual Association dues and payments as determined *annually* by Albemarle Regional Health Services, to be made available to Albemarle Regional Health Services for the review and oversight of wastewater treatment and disposal facilities and operations; and (c) that all owners of property within the development share automatic membership rights and assessment obligations for the maintenance of commonly owned areas (including but not limited to common areas, areas for infrastructure, recreation areas, private roads and parking lots). The automatic membership rights and assessment obligations of all property owners within The Moorings at Albemarle shall be so covered by covenants running with the land and other contractual provisions so as to ensure the property maintenance of all commonly owned areas, and shall include provisions for liens against individual property owners within the development.
- (9) 20-foot vegetative buffer on all external boundaries of the subject property in accordance with County Subdivision Regulations. The vegetative buffer adjacent to Longbeach Estates may be subject to major modifications under the Applicant's CAMA Major Permit. Alternative treatment in this area may be imminent and must be coordinated closely with storm drainage management requirements.
- (10) Other improvements will be in accordance with the Conditional Use District Rezoning Site Plan and Project Narrative, signed and dated October 19, 2010 and as submitted on October 20, 2010 by Derrick Smith, East Carolina Consulting, PLLC and made a part hereof.

11/10
from
Bruce & Steve

(?)

CONDITIONAL USE PERMIT No. CUD-10-01(a)

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- (11) Waivers or Variances as listed in the Project Narrative will be supported to the extent that any offsite improvements identified in future studies and analyses will not be nullified and development will comply with all other regulatory agencies as applicable. All site engineering, drainage and required infrastructure improvements will be reviewed pursuant to the established Technical Review process to ensure that the development has met all applicable Federal, State, and local regulations and permitting requirements, including conditions or waivers contained in the approved Conditional Use Permit. No permits authorizing development shall be issued prior to compliance with all applicable regulations.
- (12) Any other conditions felt to be necessary by the County at the Preliminary Plat stage.
- (13) All utilities will be underground.
- (14) Developer must construct a community center in front of the existing pier and boat ramp that will be used for various functions.
- (15) Accompanying an Application for Preliminary Plat approval, the Developer shall make a payment to Perquimans County, in an amount determined to be appropriate by the County Manager, to allow the County to retain professional engineering services to review the adequacy of plans and installation of water system, wastewater system, roads, stormwater drainage and other required infrastructure.
- (16) Prior to issuance of the first building permit for construction of any house in The Moorings at Albemarle, all infrastructure (roads, water, sewer, drainage, with the exception of asphalt pavement) located within the boundaries of a given phase shall be complete and in place.
- (17) The BCC's approval of the proposed Residential and Agricultural RA-15(CUD) District shall bind the Site Plan and all conditions attached thereto upon the property and all subsequent development and use of the property shall be in accordance with the approved Site Plan and conditions. Since the intent of the Conditional Use District is to address those situations when a particular use may be considered acceptable but the zoning district that would allow that use is not acceptable, the Site Plan and Conditional Use Permit should be designed with firm plans to develop. Therefore, the Developer shall be required to provide Perquimans County with annual reports outlining progress to date along with an explanation of any delays. If it is determined that active efforts to develop are not proceeding, the Count of County Commissioners may revoke the Conditional Use Permit.

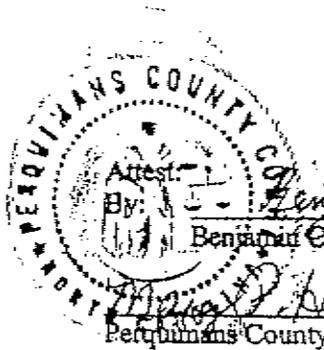
*Need
 Get estimate
 \$1000*

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.

CONDITIONAL USE PERMIT No. CUD-10-01(a)

Page 6 of 6



Attest: Benjamin C. Hobbs 12/5/2011
By: Benjamin C. Hobbs, Chairman, Board of County Commissioners Date

Margaret S. Harriott (Seal)
Perquimans County

I, Bruce W. Exum, MGR - THE MOORINGS AT ALBEMARLE, LLC
Owner and Developer 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.

Bruce W. Exum 11/22/11
The Moorings at Albemarle, LLC Date
By: Bruce W. Exum, Its

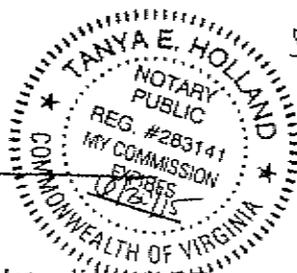
The State of Virginia
Virginia Beach City
County

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

WITNESS my hand and notarial seal, this the 22 day of November, 20 11.

My Commission expires:

6/30/15



Tanya E. Holland
Notary Public

(Not valid until fully executed and recorded)

October 19, 2010

Perquimans County Board of Commission
128 North Church Street
Hertford, NC 27944

RE: Project Narrative for "The Moorings at Albemarle, LLC" Conditional Use District Rezoning

The proposed development entitled "The Moorings at Albemarle" is located in eastern Perquimans County at the intersection of Muddy Creek Road (SR 1321), Cross Neck Road (SR 1322) and Hoyle Jones Road. The development basically is comprised of four (4) separate parcels of land, one (1) of which contains approximately 900 LF of water frontage on the Albemarle Sound. The development contains a total of 89.4 +/- acres. The water frontage has been bulk headed the entire length and the owner has also installed a pier and boat ramp. There are currently six (6) boat slips permitted for this pier, which have not been installed to date.

The current land use for the property is agricultural and partly wooded. Three (3) of the four (4) tracts are currently zoned RA, with the fourth (4th) being previously zoned to RA-25. That tract was previously known as The Moorings at Albemarle, Phase 1. This "Phase" was approved by the Perquimans County Board of Commissions and recorded with the Perquimans County Register of Deeds.

Currently the developers updated Master Plan contains single-family residential lots on the entire property. Also included are 6,069 LF of streets, approximately 8.6 acres of open space with an average lot size of 24,915 SF for the single family areas. The development is proposed to utilize the Perquimans County Water Department existing water mains in the area to serve this project. The development will be served by a Community (Centralized) Waste Water Treatment Facility. The proposed development (including water and waste water facilities) shall comply with applicable laws and regulations as administered by Perquimans County, Albemarle Regional Health Services, the North Carolina Department of Environmental and Natural Resources and United States Army Corps of Engineers.

The owners/developers of "The Moorings at Albemarle" are requesting that their property be rezoned to RA-15(CUD). The current zoning consists of RA and RA-25. The property is bordered to the southwest by an existing single family subdivision entitled Long Beach Estates, which is currently zoned RA-25. The lots within this development range in size from 6,300 SF to 13,000 SF. Most of the remainder of the property is currently bordered by RA zoning and current uses range from agricultural, single family and woods land. Approximately 900 LF borders the Albemarle Sound.

We feel that RA-15(CUD) Zoning would complement the area very well and be an excellent transition between the Long Beach Subdivision and the existing agricultural and RA zoned properties. The proposed RA-15(CUD) Zoning allows for minimum lot sizes of 15,000 SF and a minimum lot width of 90 LF. These Zoning "Dimensional Requirements", as well as current Subdivision Ordinances now in place, would greatly exceed the existing lot, road and utility standards that remain in use in Long Beach Estates.

EAST CAROLINA CONSULTING, PLLC

Land Development & Engineering
Land Planning . Residential . Coastal Design . Environmental

Please find attached an "Application for Conditional Use District Rezoning Request", a map entitled "CONDITIONAL USE DISTRICT REZONING MAP for THE MOORINGS AT ALBEMARLE, LLC" dated 10/19/10 by East Carolina Consulting, PLLC and a map entitled "CONDITIONAL USE DISTRICT REZONING SITE PLAN for THE MOORINGS AT ALBEMARLE, LLC" dated 10/19/10.

If there are any other questions, feel free to give us a call.

Thank you,



Derrick Smith, PE/Principal

Cc: Bruce Exum (via Email)

Attachments:

- Conditional Use District Rezoning Application
- Rezoning Map
- Site Plan



Energy, Mineral
and Land Resources
ENVIRONMENTAL QUALITY

PAT MCCRORY

Governor

DONALD R. VAN DER VAART

Secretary

TRACY DAVIS

Director

July 27, 2015

Mr. Bruce Exum, Sr.
The Moorings at Albemarle, LLC
621 Heron Pointe Circle
Virginia Beach, VA 23452

**Subject: Stormwater Permit No. SW7070922 Mod
The Moorings at Albemarle
Low Density Subdivision Permit
Perquimans County**

Dear Mr. Exum:

The Washington Regional Office received a complete Stormwater Management Permit Application for modification to permit SW7070922 for The Moorings at Albemarle Subdivision on June 24, 2015. Staff review of the plans and specifications has determined that the project, as proposed, will comply with the Stormwater Regulations set forth in Title 15A NCAC 2H.1000. We are forwarding Permit No. SW7070922, dated July 27, 2016, for the construction of the subject project.

This permit replaces all previous stormwater permits issued for this site and shall be effective from the date of issuance until rescinded, and shall be subject to the conditions and limitations as specified therein, and does not supercede any other agency permit that may be required.

If any parts, requirements, or limitations contained in this permit are unacceptable, you have the right to request an adjudicatory hearing upon written request within thirty (30) days following receipt of this permit. This request must be in the form of a written petition, conforming to Chapter 150B of the North Carolina General Statutes, and filed with the Office of Administrative Hearings, 6714 Mail Service Center, Raleigh, NC 27699-6714. Unless such demands are made this permit shall be final and binding.

If you have any questions, or need additional information concerning this matter, please contact me at (252) 948-3923.

Sincerely,

Roger K. Thorpe
Environmental Engineer

cc: Rivers & Associates, Inc.
Perquimans County Inspections

STATE OF NORTH CAROLINA
DEPARTMENT OF ENVIRONMENTAL QUALITY
DIVISION OF ENERGY, MINERAL, AND LAND RESOURCES
STORMWATER MANAGEMENT PERMIT
LOW DENSITY DEVELOPMENT

In accordance with the provisions of Article 21 of Chapter 143, General Statutes of North Carolina as amended, and other applicable Laws, Rules and Regulations

PERMISSION IS HEREBY GRANTED TO

The Moorings at Albemarle, LLC

for

The Moorings at Albemarle Subdivision

Perquimans County

FOR THE

construction, operation and maintenance of a 24% low density subdivision in compliance with the provisions of 15A NCAC 2H .1000 (hereafter referred to as the "stormwater rules") and the approved stormwater management plans and specifications, and other supporting data as attached and on file with and approved by the Division of Energy, Mineral, and Land Resources (Division) and considered a part of this permit.

The Permit replaces all previous stormwater permits issued for this site and shall be effective from the date of issuance until rescinded and shall be subject to the following specific conditions and limitations:

I. DESIGN STANDARDS

1. This subdivision consists of 129 lots. Each of the 129 proposed lots is limited to a maximum of 6,348 square feet of built-upon area. Also included is 148,977 square feet of asphalt roads and 7,016 square feet of built-upon area for a club house and parking, as indicated in the application and as shown on the approved plans.
2. The overall tract built-upon area percentage for the project must be maintained at 24% per the requirements of Section .1005 of the stormwater rules.
3. The built-upon areas associated with this project shall be located at least 50 feet landward of all perennial and intermittent surface waters.
4. The only runoff conveyance systems allowed will be vegetated conveyances such as swales with minimum side slopes of 3:1 (H:V) as defined in the stormwater rules and approved by the Division.
5. All roof drains must terminate at least 50 foot from the mean high water mark.

II. SCHEDULE OF COMPLIANCE

1. Swales and other vegetated conveyances shall be constructed in their entirety, vegetated, and be operational for their intended use prior to the construction of any built-upon surface.
2. During construction, erosion shall be kept to a minimum and any eroded areas of the swales or other vegetated conveyances will be repaired immediately.
3. The permittee shall at all times provide the operation and maintenance necessary to operate the permitted stormwater management systems at optimum efficiency to include:
 - a. Inspections
 - b. Sediment removal.
 - c. Mowing, and re-vegetating of the side slopes.
 - d. Immediate repair of eroded areas.
 - e. Maintenance of side slopes in accordance with approved plans and specifications.
 - f. Maintenance of level spreaders and infiltration areas in accordance with approved plans and O&M documents.
4. The permittee shall submit to the Director and shall have received approval for revised plans, specifications, and calculations prior to construction, for any modification to the approved plans, including, but not limited to, those listed below:
 - a. Any revision to any of the items shown on the approved plans, including the stormwater management system, design concept, built-upon area, details, etc.
 - b. Project name change.
 - c. Transfer of ownership.
 - d. Redesign or addition to the approved amount of built-upon area or to the drainage area.
 - e. Further subdivision, acquisition, or selling of the project area.
 - f. Filling in, altering or piping any vegetative conveyance shown on the approved plan.
5. The permittee shall submit all information requested by the Director or his representative within the time frame specified in the written information request.
6. No piping shall be allowed except that minimum amount necessary to direct runoff beneath an impervious surface such as a road and that minimum amount needed under driveways to provide access to lots.
7. Within 30 days of completion of the project, the permittee must certify in writing that the project's stormwater controls, and impervious surfaces have been constructed within substantial intent of the approved plans and specifications. Any deviation from the approved plans must be noted on the Certification.

8. The permittee is responsible for verifying that the proposed built-upon area does not exceed the allowable built-upon area. Once the lot transfer is complete, the built-upon area may not be revised without approval from the Division, and responsibility for meeting the built-upon area limit is transferred to the individual property owner, provided that the permittee complies with the requirements of Section II.12 and II.13 of this permit.
9. Deed restrictions are incorporated into this permit by reference and must be recorded with the Office of the Register of Deeds prior to the sale of any lot. Recorded deed restrictions must include, as a minimum, the following statements related to stormwater management:
 - a. The following covenants are intended to ensure ongoing compliance with State Stormwater Management Permit Number SW7070922, as issued by the Division of Energy, Mineral, and Land Resources under NCAC 2H.1000.
 - b. The State of North Carolina is made a beneficiary of these covenants to the extent necessary to maintain compliance with the Stormwater Management Permit.
 - c. These covenants are to run with the land and be binding on all persons and parties claiming under them.
 - d. The covenants pertaining to stormwater may not be altered or rescinded without the express written consent of the State of North Carolina, Division of Energy, Mineral, and Land Resources.
 - e. Alteration of the drainage as shown on the approved plans may not take place without the concurrence of the Division of Energy, Mineral, and Land Resources.
 - f. The maximum built-upon area per lot is 6,348 square feet. The allotted amount includes any built-upon area constructed within the lot property boundaries, and that portion of the right-of-way between the front lot line and the edge of the pavement. Built upon area includes, but is not limited to, structures, asphalt, concrete, brick, stone, slate, and coquina, but does not include raised, open wood decking, or the water surface of swimming pools.
 - g. Filling in or piping of any vegetative conveyances (ditches, swales, etc.) associated with the development except for average driveway crossings, is strictly prohibited by any persons.
 - h. Each lot will maintain a 50 foot wide vegetated buffer between all impervious areas and surface waters.
 - i. All roof drains shall terminate at least 50 foot from the mean high water mark.
 - j. If permeable pavement credit is desired, the property owner must submit a request, with supporting documentation, to the permittee and receive approval prior to construction of the permeable pavement.
10. The permittee shall submit a copy of the recorded deed restrictions within 30 days of the date of recording.
11. If the permittee sets up an Architectural Review Committee or Board (ARC or ARB) to review plans for compliance with the restrictions, the plans reviewed must include all proposed built-upon area (BUA). Any approvals given by the ARC or ARB do not relieve the lot owner of the responsibility to maintain compliance with the permitted BUA limit.

12. All stormwater conveyances will be located in either dedicated right-of-way (public or private), recorded common areas or recorded drainage easements. The final plats for the project will be recorded showing all such required easements, in accordance with the approved plans.
13. The Director may notify the permittee when the permitted site does not meet one or more of the minimum requirements of the permit. Within the time frame specified in the notice, the permittee shall submit a written time schedule to the Director for modifying the site to meet minimum requirements. The permittee shall provide copies of revised plans and certification in writing to the Director that the changes have been made.
14. If permeable pavement credit is desired, the permittee must submit a request to modify the permit to incorporate such language as required by the Division. The request to modify must include a soils report identifying the type of soil, the Seasonal High Water Table elevation and the infiltration rate. Upon the successful completion of a permit modification, the individual lot owners that request to utilize permeable pavements must submit the necessary forms and documentation to the permittee and receive approval prior to construction of the permeable pavement.

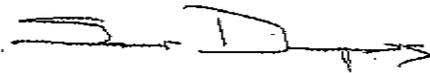
III. GENERAL CONDITIONS

1. This permit is not transferable to any person or entity except after notice to and approval by the Director. The Director may require modification or revocation and re-issuance of the permit to change the name and incorporate such other requirements as may be necessary. In the event of a name or ownership change, a completed Name/Ownership Change form, signed by both parties, must be submitted to the Division accompanied by the supporting documentation as listed on page 2 of the form. The approval of this request will be considered on its merits, and may or may not be approved.
2. The permittee is responsible for compliance with all permit conditions until the Director approves a transfer of ownership. Neither the sale of the project nor the transfer of common areas to a third party, such as a homeowner's association, constitutes an approved transfer of the stormwater permit.
3. Failure to abide by the conditions and limitations contained in this permit may subject the Permittee to an enforcement action by the Division, in accordance with North Carolina General Statutes 143-215.6A to 143-215.6C.
4. The issuance of this permit does not prohibit the Director from reopening and modifying the permit, revoking and reissuing the permit, or terminating the permit as allowed by the laws, rules, and regulations contained in Title 15A of the North Carolina Administrative Code, Subchapter 2H.1000; and North Carolina General Statute 143-215.1 et. al.

5. In the event that the facilities fail to perform satisfactorily, including the creation of nuisance conditions, the Permittee shall take immediate corrective action, including those as may be required by the Division, such as the construction of additional or replacement stormwater management systems.
6. The permittee grants permission to DEQ Staff to enter the property during normal business hours, for the purpose of inspecting all components of the stormwater management facility.
7. The permit issued shall continue in force and effect until revoked or terminated. The permit may be modified, revoked and reissued or terminated for cause. The filing of a request for a permit modification, revocation and re-issuance, or termination does not stay any permit condition.
8. Unless specified elsewhere, permanent seeding requirements for the swales must follow the guidelines established in the North Carolina Erosion and Sediment Control Planning and Design Manual.
9. Approved plans and specifications for this project are incorporated by reference and are enforceable parts of the permit.
10. The issuance of this permit does not preclude the Permittee from complying with any and all statutes, rules, regulations, or ordinances, which may be imposed by other government agencies (local, state and federal), which have jurisdiction.
11. The permittee shall notify the Division in writing of any name, ownership or mailing address changes at least 30 days prior to making such changes.

Permit issued this the 27th day of July, 2016.

NORTH CAROLINA ENVIRONMENTAL MANAGEMENT COMMISSION



----- for
 Tracy E. Davis, PE, CPM
 Division of Energy, Mineral, and Land Resources
 By Authority of the Environmental Management Commission

Permit Number SW7070922



North Carolina Department of Environment and Natural Resources

Pat McCrory
Governor

Donald R. van der Vaart
Secretary

July 6, 2015

Bruce W. Exum, Managing Member
The Moorings at Albemarle, LLC
621 Heron Point Circle
Virginia Beach, VA 23452

Subject: Adjusted Daily Sewage Flow Rate Approval
The Moorings at Albemarle
Perquimans County

Dear Mr. Exum:

On June 8th, 2015, the Division of Water Resources (Division) received an adjusted daily sewage flow rate (flow reduction) request that would apply to future (proposed) residential sewer connections for the proposed subject development.

In accordance with 15A NCAC 02T .0114(f)(2), the Division has evaluated the request and based on the data submitted, the Division hereby approves for use by the Moorings at Albemarle, an adjusted daily sewage design flow rate of 70 gallons per day per bedroom.

For new sewer extension applications:

- The flow reduction is applicable to residential single family dwellings only.
- The minimum flow for 1 and 2 bedroom dwellings shall be 140 gallons per day.
- This flow reduction shall not apply to sewer extension applications and/or permits for any other public or private organizations whose wastewater flows are or might become tributary to the collection system.

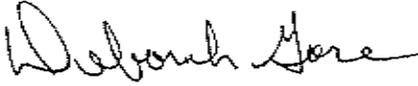
Future sewer extension applications should be made using the flow reduction amount stated above. All other aspects of the permitting process remain unchanged, and all applications must be in compliance with the statutes, rules, regulations and minimum design criteria as certified by the owner and engineer.

The granting of this flow reduction does not prohibit the Division from reopening, revoking, reissuing and/or modifying the flow reduction as allowed by the laws, rules, and regulations contained in 15A NCAC 02T, NCGS 143-215.1, or as needed to address changes in State and/or Federal regulations with respect to wastewater collection systems, protection of surface waters and/or wastewater treatment.

The Moorings at Albemarle
July 6, 2015

If you have any questions, please contact Michael Leggett at (919) 807-6312, or via e-mail at michael.leggett@ncdenr.gov.

Sincerely,



for S. Jay Zimmerman, P.G.
Director, Division of Water Resources

by Deborah Gore, Supervisor
Pretreatment, Emergency Response, Collection System Unit

cc: Dan Withers, P.E. – Rivers & Associates, Inc. (dwithers@riversandassociates.com)
Washington Regional Office, Water Quality Section Regional Operations
PERCS Flow Reduction File

DIEHL & PHILLIPS, P.A.

CONSULTING ENGINEERS
1500 Piney Plains Road
Cary, North Carolina 27518
Telephone (919) 467-9972 - Fax (919) 467-5327

WILLIAM C. DIEHL, P.E.
JOHN F. PHILLIPS, P.E.
ALAN R. KEITH, P.E.

February 22, 2016

County of Perquimans
P.O. Box 45
Hertford, NC 27944
ATT: Mr. Richard Copeland
Water Department Manager

Re: Review of Hydraulic Model for The Moorings at Albemarle Subdivision

Dear Richard:

I have reviewed the hydraulic model prepared by Rivers and Associates for the referenced proposed subdivision. The model shows that 500 gpm can be delivered from each fire hydrant with a residual pressure no lower than 20 psi, which conforms to the subdivision regulations. The only comments I have on the proposal are as follows:

- The proposed 2" waterlines around the cul-de-sac bulbs should be 4" as Perquimans County does not allow new installations of 2" pipe.
- The proposed 10" line shown in the model as pipes 29 and 30 should be a 12" line as Perquimans County does not allow new installations of 10" line.
- A formal set of engineered waterline plans and DENR-2136 Application form will be required for final review.

Sincerely,

Diehl & Phillips, P.A.

William C. Diehl, P.E.

Cc: Mr. Frank Heath

DIEHL & PHILLIPS, P.A.

CONSULTING ENGINEERS
1500 Piney Plains Rd., Suite 200
Cary, North Carolina 27518
Telephone (919) 467-9972 – Fax (919) 467-5327

WILLIAM C. DIEHL, P.E.
JOHN F. PHILLIPS, P.E.
ALAN R. KEITH, P.E.

April 28, 2017

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

Re: Review of Construction Plans and Soils Report for The Moorings at Albemarle

Dear Mr. Heath:

Per your request, Diehl & Phillips, P.A. has completed its review of the referenced documents that you furnished. The proposed wastewater system consists of three general elements:

- Wastewater Collection System – Each lot will have a septic tank and effluent pump that will pump filtered effluent from the tank into common pipelines shared by all the other effluent pumps.
- Wastewater Treatment System – The proposed system is one that is manufactured by Orenco, an Oregon based company that has been active in the on-site wastewater treatment and disposal area for over 30 years.
- Wastewater Disposal System – A low rate surface application system is proposed, where treated and disinfected effluent will be applied through drip irrigation tubing installed on the ground surface (and then covered with mulch). It is also proposed to remove a layer of hydraulically restrictive native soils in the disposal areas and replace the soils with sand, to allow the treated wastewater to reach the more permeable soils located below the restrictive layer.

From an engineering viewpoint, it is my opinion that this system appears be appropriately designed for the project requirements. The proposed treatment equipment has been used previously in North Carolina, and is performing well as of the last effluent data I read from a wastewater system in Cedar Point, NC that uses the same technology. The soils report for The Moorings project details extensive site investigations and computer modeling performed to confirm the ability of the disposal sites to accept the treated wastewater. The proposed wastewater application rate is

Mr. Frank Heath
April 28, 2017
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very conservative, based on the field measured hydraulic conductivities and computer modeling.

The wastewater collection system proposes a septic tank and effluent pump system on each lot. Typically these types of systems have the wastewater system operating entity be responsible for the maintenance of each septic tank, pump, effluent filter, control panel etc., rather than the homeowner. If an effluent pump fails and if the homeowner ignores the resulting high water alarm, there would eventually be a sewage spill out of the tank. By making the tanks part of the operated system, the control panel at each house will notify the operator of a problem before the spill occurs. I recommend the County confirm that the individual septic tank effluent pump (STEP) systems will be operated and maintained by the licensed operators that will also operate the treatment and irrigation systems.

It also appears from the reviewed information that the subject wastewater system is designed for an average daily flow of approximately 213 gallons per *home* per day, rather than the 120 gallons per *bedroom* per day cited in the DEQ rules. This calculation is based on the project design flow of 23,040 gallons per day and the development's planned 108 lots. It is possible for DEQ to grant an exception to their rules, typically referred to as a "flow reduction", whereby they are presented with actual flow data from a similar development and then agree that it is appropriate for that flow data to be used to project wastewater flows in The Moorings. It would appear from the reviewed information that a flow reduction was granted; typically DEQ would issue a letter acknowledging the flow reduction. I recommend the County request a copy of this letter or other similar confirmation that the project was granted a flow reduction.

The proposed wastewater system requires a technical review by the Non-Discharge Permitting Branch of the Water Resources Division of NC DEQ, prior to the issuance of a permit to construct the facility. The permit will also require a registered professional engineer to certify that the project was constructed in accordance with the plans and specifications, and to note if any exceptions or deviations occurred. With these safeguards in place, the end result should be a completed and functional wastewater system.

Once the system goes into operation, the licensed operators will be required to perform effluent testing and file monthly reports with DEQ. These reports will include the amount of wastewater treated, the quality of the effluent, and the amount of treated wastewater irrigated. Personnel from the DEQ regional office will also inspect the wastewater system annually, at minimum.

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While the County is not involved in this permitting process, the County should require from the Developer a copy of the permit approving the project plans and specifications, and a copy of the Engineer's Final Certification of the constructed facility when available. DEQ will often submit a copy of the issued permit to the local health department, but the Building Inspections department should have both of these documents in hand before any lots are sold or building permits are issued for The Moorings at Albemarle (see further discussion of this below)

DEQ will also require, as a part of the permitting process, that the Developer sign and submit an Operational Agreement (form DEV 01-15 attached). This Agreement is signed by the Director of Water Resources and returned when the permit is issued, and is supposed to then be recorded in the County and in the Articles of Incorporation (for the HOA) at the Secretary of State's offices. There is a nearly identical Operational Agreement (form HOA 01-15 attached) that is to be completed, submitted to the Non-Discharge Section, and then recorded by the HOA when the lots are sold and the HOA becomes the entity responsible for owning and operating the wastewater system.

These are key documents because they require the Developer/HOA to give the wastewater system maintenance and repair the highest priority for expenditures, after taxes and insurance expenditures. The documents also require a fund be established for repairs beyond the routine maintenance and operational costs of the system. These documents require the HOA documents to have language that will allow the HOA Board to require special assessments as required to maintain and repair the system, with no limitation on those assessments.

Finally, these documents require the Developer/HOA to "take such action as is necessary to cause the existing and future wastewater of the Development to be accepted and discharged into said governmental system", should the County or some other unit of government make a wastewater collection and treatment system available to the development. These actions could include conveying some or all of their wastewater system components to the governmental unit.

I stated above that the County's Building Inspections department should have both a copy of the DEQ permit approving the project plans and specifications, and a copy of the Engineer's Final Certification of the completed wastewater facility, before any lots are sold or building permits are issued. This is in keeping with the County's Subdivision Ordinance, which states that the subdivider shall have installed all improvements prior to Final Plat approval by the County. The Ordinance further states that if the subdivider guarantees the installation in the manner described in the Ordinance, then the Final Plat may be approved by the County.

Mr. Frank Heath
April 28, 2017
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I do not want the County to get into the position of letting the Final Plat be recorded, lots then sold, and the construction of the wastewater system not completed by the subdivider. While the ideal solution to prevent this situation would be to require the improvements to be installed and certified as complete before the Final Plat is approved and recorded, this most would likely create an unworkable schedule for the subdivider. Therefore, if the subdivider wants Final Plat approval before the improvements are completed and certified, I recommend the County require Surety Performance Bonds as described in the Ordinance for street improvements. I recommend separate bonds be obtained for (1) the wastewater treatment and disposal system, (2) the wastewater collection system, (3) the water system, and (4) other improvements not completed at the time of Final Plat approval. I concur with the County's Ordinance that the amount of each bond should be 1.30 times the estimated total cost of each of the systems listed above, with the estimated total cost of each system being prepared by the Project Engineer and submitted to the County for review and acceptance by the County. As intended by the Ordinance, the duration of the bonds should be until such time as the improvements are completed and the Project Engineer has provided written Final Certifications of completion to the permitting agencies. The Ordinance further states that all improvements must be made within twelve months of the date of authorization of the security bonds, which is an appropriate time period, as long as it is stipulated that the duration of the bonds will be until the improvements are completed and certified (requiring Surety Performance Bonds for the other planned improvements, such as the stormwater and water systems, in addition to the wastewater systems and streets, is recommended).

Once the wastewater systems (and other improvements) have been completed and certified, and a copy of the certification submitted to the County, Certificates of Occupancy can be issued (assuming all other improvements and requirements have been completed to the County's satisfaction). At that point I do not believe the County should require any additional guarantees or surety bonds. If the wastewater system is properly constructed and lots are sold, the developer and homeowners will be bound by the DEQ permit, the operational agreements, and the HOA documents to fund the system maintenance and repairs. The worst case scenario would be the failure of the wastewater disposal areas to properly accept the irrigated effluent. The remedy for this situation could be several options, including the HOA purchasing more land and easements to construct additional irrigation areas, or pumping to another wastewater facility that agrees to accept the wastewater. In summary, all of the documents and procedures described above are designed to make the developer, and subsequently the HOA, entirely responsible for the permanent operation and maintenance of the wastewater system. If there is a problem with the system, the homeowners are to be assessed as required to fix the problem. In buying a lot in the development, they should be made aware that the wastewater system is a private system and that they will pay dues or fees for regular maintenance, and special assessments if required.

Mr. Frank Heath
April 28, 2017
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I understand that while the procedures and documents should require the developer/HOA to be entirely self-sufficient regarding their wastewater system, it is still possible that at some point in the future the HOA may approach the County and request the County "take over" the system, or to accept the wastewater if treatment facilities are then available. While I believe the County would have no legal obligation to do so, it may have a political obligation to consider the request. In that case, I believe all of the costs associated with the "take over" should be paid through special assessments of the development residents, as stipulated in the Operational Agreements and as should be stipulated in the HOA documents.

I do recommend that the County examine the Operational Agreements and HOA documents, and ensure that the language in the HOA documents clearly explains the homeowners are responsible for all costs associated with their wastewater system, including any costs the County might incur if the County ever agreed to accept the system or the wastewater from the development. The County may also investigate the possibility of requiring a disclosure form be executed for each lot and home sale in the development, with the form reminding the buyer that the wastewater system is an on-site treatment and disposal system, that the buyer and other homeowners in the development will be solely responsible for all costs associated with the system, and that the County has no ownership or oversight of the system.

If the developer intends to turn the wastewater system over to a public utility, such as Aqua NC, Utilities Inc., or similar companies, that would create a much different scenario and the responsibilities would shift from the HOA to the utility. The utility company would be regulated by the rules and procedures of the Utilities Commission, and would charge their customers as allowed by the Commission. If the wastewater system or irrigation areas develop operational problems, the utility would be required by DEQ and the Utilities Commission to address the problem. They would not look to the County for any assistance, in my opinion.

To summarize, I recommend:

- The County obtain confirmation that the STEP systems will be maintained by the licensed operating entity for the wastewater system rather than the homeowner.
- The County obtain confirmation that a flow reduction was granted by DEQ for this development, with the confirmation stating the approved flowrates (in terms of gallons per day per residence or gallons per day per bedroom).
- The County obtain and review cost estimates for the wastewater treatment and disposal system, the wastewater collection system, the water system, and other planned improvements that may not be completed when the subdivider/developer

Mr. Frank Heath
April 28, 2017
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seeks approval and recordation of the Final Plat. The cost estimates should be prepared by the Design Engineer of each system. Upon acceptance of the estimates by the County, the subdivider/developer should then furnish valid security bonds to the County, in the amounts of 1.30 times the accepted cost estimates.

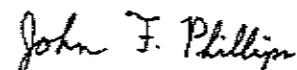
- When the County reviews the HOA documents, the County should ensure the documents have the language required by the attached Operational Agreements, including any language the County wishes to add to make it abundantly clear that any costs associated with any future involvement of the County with the subject wastewater system will be entirely borne by the HOA through the HOA's fund reserves and special assessments.
- The County obtain confirmation that all documents that are to be recorded, are, in fact, recorded.
- The County consider drafting and requiring a Wastewater System Disclosure Statement, as previously described, be signed by each purchaser of a lot or home in The Moorings at Albemarle.
- The County revise the "Certificate of Approval of Sewage System" that is applied to the face of the Final Plat to reflect the proposed wastewater collection and disposal system and the correct permitting agency.

Please contact me if you have any questions or if I can provide any additional information.

Attachments

Yours very truly,

Diehl & Phillips, P.A.



John F. Phillips, P.E.

Cc: Mr. William Diehl, P.E.

STATE OF NORTH CAROLINA
COUNTY OF _____

Permit No. _____

OPERATIONAL AGREEMENT

This AGREEMENT made pursuant to G.S. 143-215.1 (d1) and entered into this _____ day of _____, by and between the North Carolina Environmental Management Commission, an agency of the State of North Carolina, hereinafter known as the COMMISSION; and _____, a corporation/general partnership registered/licensed to do business in the State of North Carolina, hereinafter known as the DEVELOPER.

WITNESSETH:

1. The DEVELOPER is the owner of the certain lands lying in _____ County, upon which it is erecting and will erect dwelling units and other improvements, said development to be known as _____ (hereinafter the Development).
2. The DEVELOPER desires, to construct a wastewater collection system with pumps, wastewater treatment works, and/or disposal facilities (hereinafter Disposal System) to provide sanitary sewage disposal to serve the Development on said lands.
3. The DEVELOPER has applied to the COMMISSION for the issuance of a permit pursuant to G.S. 143-215.1 to construct, maintain, and operate the Disposal System.
4. The DEVELOPER has created or shall create unit ownership in said dwellings units, other improvements and lands through filing of a Declaration of Unit Ownership (hereinafter Declaration), pursuant to Chapter 47C of the North Carolina General Statutes.
5. The DEVELOPER has caused to be formed or will cause to be formed at the time of filing of the Declaration, the (Unit Owners' Association) _____ (hereinafter Association), a non-profit corporation organized and existing under and by the virtue of the laws of the State of North Carolina, for the purpose, among others, of handling the property, affairs and business of the Development; of operating, maintaining, re-constructing and repairing the common elements of the lands and improvements subject to unit ownership, including the Disposal System; and of collecting dues and assessments to provide funds for such operation, maintenance, re-construction and repair.
6. The COMMISSION desires to assure that the Disposal System of the Development is properly constructed, maintained and operated in accordance with law and permit provisions in order to protect the quality of the waters of the State and the public interest therein.

NOW, THEREFORE, in consideration of the promises and the benefits to be derived by each of the parties hereto, the COMMISSION and DEVELOPER do hereby mutually agree as follows:

1. The DEVELOPER shall construct the Disposal System in accordance with the permit and plans and specifications hereafter issued and approved by the COMMISSION, and shall thereafter properly operate and maintain such systems and facilities in accordance with applicable permit provisions and law.
2. The DEVELOPER shall not transfer ownership and/or control of the Disposal System to the Association until construction has been completed in accordance with the permit and approved plans, and the staff of the Division of Water Resources has inspected and approved of the facilities. In order to change the name of the permit holder, the DEVELOPER must request that the permit be reissued to the Association. The request must include a copy of the Association Bylaws and Declaration.
3. The DEVELOPER shall not transfer, convey, assign or otherwise relinquish or release its responsibility for the operation and maintenance of its Disposal System until a permit has been reissued to the DEVELOPER's successor.

4. The DEVELOPER shall provide in the Declaration and Association Bylaws that the Disposal System and appurtenances thereto are part of the common elements and shall thereafter be properly maintained and operated in conformity with law and the provisions of the permit for construction, operation, repair, and maintenance of the system and facilities. ~~The Declaration and Bylaws shall identify the entire wastewater treatment, collection and disposal system as a common element, which will receive the highest priority for expenditures by the Association except for Federal, State, and local taxes and insurance.~~
5. The DEVELOPER shall provide in the Declaration and Association Bylaws that the Disposal System will be maintained out of the common expenses. In order to assure that there shall be funds readily available to repair, maintain or construct the Disposal System, beyond the routine operation and maintenance expenses, the Declaration and Association Bylaws shall provide that a fund be created out of the common expenses. Such fund shall be separate from the routine maintenance funds allocated for the facility and shall be part of the yearly budget.
6. In the event the common expense allocation and separate fund are not adequate for the construction, repair, and maintenance of the Disposal System, the Declaration and Association Bylaws shall provide for special assessments to cover such necessary costs. There shall be no limit on the amount of such assessments, and the Declaration and Bylaws shall provide that such special assessments can be made as necessary at any time.
7. ~~If a wastewater collection system and wastewater treatment and/or disposal facility provided by any city, town, village, county, water and sewer authorities, or other unit of government shall hereinafter become available to serve the Development, the DEVELOPER shall take such action as is necessary to cause the existing and future wastewater of the Development to be accepted and discharged into said governmental system, and shall convey or transfer as much of the Disposal System and such necessary easements as the governmental unit may require as condition of accepting the Development's wastewater.~~
8. Recognizing that it would be contrary to the public interest and to the public health, safety and welfare for the Association to enter into voluntary dissolution without having made adequate provision for the continued proper maintenance, repair and operation of its Disposal System, the DEVELOPER shall provide in the Association Bylaws that the Association shall not enter into voluntary dissolution without first having transferred its said system and facilities to some person, corporation or other entity acceptable to and approved by the COMMISSION by the issuance of a permit.
9. The agreements set forth in numbered paragraphs 1, 2, 3, 4, 5, 6, 7, and 8 above shall be conditions of any permit issued by the COMMISSION to the DEVELOPER for the construction, maintenance, repair and operation of the Disposal System.
10. ~~A copy of this agreement shall be filed at the Register of Deeds in the County(ies) where the Declaration is filed and in the offices of the Secretary of State of North Carolina with the Articles of Incorporation of the Association.~~

IN WITNESS WHEREOF, this agreement was executed in duplicate originals by the duly authorized representative of the parties hereto on the day and year written as indicated by each of the parties named below:

FOR THE ENVIRONMENTAL
MANAGEMENT COMMISSION

S. Jay Zimmerman, Director
Division of Water Resources

(Date)

Name of DEVELOPER

By:
(Signature)

Print Name and Title

(Date)

STATE OF NORTH CAROLINA
COUNTY OF _____

Permit No. _____

OPERATIONAL AGREEMENT

This AGREEMENT made pursuant to G.S. 143-215.1 (d1) and entered into this _____ day of _____, by and between the North Carolina Environmental Management Commission, an agency of the State of North Carolina, hereinafter known as the COMMISSION; and _____, a non-profit corporation organized and existing under and by virtue of the laws of the State of North Carolina, hereinafter known as the ASSOCIATION.

WITNESSETH:

1. The ASSOCIATION was formed for the purpose, among others, of handling the property, affairs and business of the development known as _____ (hereinafter the Development); of operating, maintaining, re-constructing and repairing the common elements of the lands and improvements subject to unit ownership, including the wastewater collection system with pumps, wastewater treatment works, and/or disposal facilities (hereinafter Disposal System); and of collecting dues and assessment to provide funds for such operation, maintenance, re-construction and repair.
2. The ASSOCIATION desires, to construct and/or operate a Disposal System to provide sanitary sewage disposal to serve the Development on said lands.
3. The ASSOCIATION has applied to the COMMISSION for the issuance of a permit pursuant to G.S. 143-215.1 to construct, maintain, and/or operate the Disposal System.
4. The Development was created subject to unit ownership in the dwellings units, other improvements and lands through filing of a Declaration of Unit Ownership (hereinafter Declaration), pursuant to Chapter 47C of the North Carolina General Statutes.
5. The COMMISSION desires to assure that the Disposal System of the Development is properly constructed, maintained and operated in accordance with law and permit provisions in order to protect the quality of the waters of the State and the public interest therein.

NOW, THEREFORE, in consideration of the promises and the benefits to be derived by each of the parties hereto, the COMMISSION and ASSOCIATION do hereby mutually agree as follows:

1. The ASSOCIATION shall construct the Disposal System and/or make any additions or modifications to the Disposal System in accordance with the permit and plans and specifications hereafter issued and approved by the COMMISSION, and shall thereafter properly operate and maintain such systems and facilities in accordance with applicable permit provisions and law.
2. The ASSOCIATION shall provide in the Declaration and Association Bylaws that the Disposal System and appurtenances thereto are part of the common elements and shall thereafter be properly maintained and operated in conformity with law and the provisions of the permit for construction, operation, repair, and maintenance of the system and facilities. ~~The Declaration and Bylaws shall identify the entire wastewater treatment, collection and disposal system as a common element, which will receive the highest priority for expenditures by the Association except for Federal, State, and local taxes and insurance.~~

3. The ASSOCIATION shall provide in the Declaration and Association Bylaws that the Disposal System will be maintained out of the common expenses. In order to assure that there shall be funds readily available to repair, maintain, or construct the Disposal System beyond the routine operation and maintenance expenses, the Declaration and Association Bylaws shall provide that a fund be created out of the common expenses. Such fund shall be separate from the routine maintenance fund allocated for the facility and shall be part of the yearly budget.
4. ~~In the event the common expense allocation and separate fund(s) are not adequate for the construction, repair, and maintenance of the Disposal System, the Declaration and Association Bylaws shall provide for special assessments to cover such necessary costs. There shall be no limit on the amount of such assessments, and the Declaration and Bylaws shall be provided such that special assessments can be made as necessary at any time.~~
5. If a wastewater collection system and wastewater treatment and/or disposal facility provided by any city, town, village, county, water and sewer authorities, or other unit of government shall hereinafter become available to serve the Development, the ASSOCIATION shall take such action as is necessary to cause the existing and future wastewater of the Development to be accepted and discharged into said governmental system, and shall convey or transfer as much of the Disposal System and such necessary easements as the governmental unit may require as condition of accepting the Development's wastewater.
6. ~~Recognizing that it would be contrary to the public interest and to the public health, safety and welfare for the ASSOCIATION to enter into voluntary dissolution without having made adequate provision for the continued proper maintenance, repair and operation of its Disposal System, the ASSOCIATION shall provide in the ASSOCIATION Bylaws that the ASSOCIATION shall not enter into voluntary dissolution without first having transferred its said system and facilities to some person, corporation or other entity acceptable to and approved by the COMMISSION by the issuance of a permit.~~
7. The ASSOCIATION shall not transfer, convey, assign or otherwise relinquish or release its responsibility for the operation and maintenance of its Disposal System until a permit has been reissued to the ASSOCIATION's successor.
8. The agreements set forth in numbered paragraphs 1, 2, 3, 4, 5, 6, and 7 above shall be conditions of any permit issued by the COMMISSION to the ASSOCIATION for the construction, maintenance, repair and operation of the Disposal System.
9. ~~A copy of this agreement shall be filed at the Register of Deeds in the County(ies) where the Declaration is filed and in the offices of the Secretary of State of North Carolina with the Articles of Incorporation of the Association.~~

IN WITNESS WHEREOF, this agreement was executed in duplicate originals by the duly authorized representative of the parties hereto on the day and year written as indicated by each of the parties named below:

FOR THE ENVIRONMENTAL
MANAGEMENT COMMISSION

Name of ASSOCIATION

S. Jay Zimmerman, Director
Division of Water Resources

By:
(Signature)

Print Name and Title

(Date)

(Date)

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 7:55 p.m. on motion made by Charles Woodard, seconded by Joseph W. Hoffer.

T. Kyle Jones, Chairman

Clerk to the Board

REGULAR MEETING
 August 7, 2017
 7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, August 7, 2017, at 6:50 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

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

After the Vice Chair called the meeting to order, she explained that Chairman Jones was out sick and Commissioner Hoffer was attending a meeting outside the County. Commissioner Woodard gave the invocation and the Vice Chair led the Pledge of Allegiance.

AGENDA

Edward R. Muzzulin made a motion to approve the Agenda as amended. The motion was seconded by Charles Woodard. The Board voted unanimously 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 Charles Woodard.

1. Approval of Minutes: July 3, 2017 Regular Meeting and July 17, 2017 Work Session
2. Personnel Matters:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
DeShirne Madre	Senior Citizen Coordinator	Retirement			12/31/2017
Faye Myers	Secretary/Senior Citizen	Retirement			12/31/2017
Tiffany Haynes	Full-Time Certified Telecommunicator	Promotion	62/1	\$27,751	8/1/2017
Johnathan Miller	Deputy (uncertified)	Resignation			7/31/2017
Sabrina Patrick	IMC II	Resignation			7/31/2017
Marie Cuthrell	EMT-I	Retirement			8/1/2017
Silason Cooper	Tax Clerk - DMV	Appointment	38/3	\$24,435	8/1/2017
Debbie Stallings	Tax Clerk - Fill-In	Appointment	n/g	\$20,005/yr.	8/1/2017
Caityn Colson	EMS Shift Supervisor	Promotion	70/2	\$40,451	9/1/2017
Matt Leicester	EMS Shift Supervisor	Appointment	70/5	\$43,510	9/1/2017
Jim Grosjean	EMS Compliance Officer	Promotion	68/6	\$40,839	8/1/2017
Damon Sizemore	Deputy (Certified)	Appointment	65/1	\$31,667	8/1/2017
Brian Baker	Part-Time Animal Control Officer	Appointment	38/2	\$11,477/yr.	8/1/2017
Francis Mulholland	Bailiff	Appointment	n/g	\$14,187/yr.	8/1/2017

3. Step/Merit Increases:

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Samandja Farrar	Office Assistant III	57/3	23,382	8/1/2017
Cashlyn Lewis	IMC II	63/4	31,211	8/1/2017
Heather Vanscoy	EMT-I	66/4	35,617	8/1/2017
Nellie Sawyer	Nutrition Site Manager	n/g	\$10,766/yr.	7/1/2017
Nellie Gordon	Secretary - Senior Citizens	63/4	\$11,034/yr.	8/1/2017
Brian Gregory	Deputy Sheriff	65/2	32,468	8/1/2017

4. Budget Amendments:

**BUDGET AMENDMENT NO. 1
 GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-510-170	Sheriff - Maint/Repair of Vehicles		2,000
10-510-310	Automotive Supplies		6,418
10-510-531	NR Drug Task Force		5,000
10-510-740	Capital Outlay	13,618	
EXPLANATION: To cover an additional vehicle expense for FY 17/18.			

**BUDGET AMENDMENT NO. 2
 GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-672-040	Mentoring Focus - Salaries		8,608
10-672-330	Supplies	3,700	
10-672-110	Postage	189	
10-672-141	Travel Services	4,068	
10-672-570	Insurance	651	
EXPLANATION: To revise Mentoring budget lines to match JCPC Program Agreement for FY 17/18.			

V. A. Z.

BUDGET AMENDMENT NO. 3
SCHOOL CONSTRUCTION FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
65-348-001	State School Funds - Lottery	61,300	
65-500-741	Capital Outlay - High School	61,300	
EXPLANATION: To budget lottery funds for High School Auditorium Project (lighting and audio system repairs). Application as approved by BOC on 7/3 has been submitted to Public School Building Capital Funds/Lottery Distribution awaiting final approval.			

5. The following Board resignation was approved by the Board:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Metha Davoport	Nursing Home Care Advisory Committee	Resignation		9/1/2017

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

> **US 17 future I-87 and Farm Equipment:** The Board adopted the following Resolution requesting that over-width farm equipment be allowed on controlled access highways:

Resolution

A resolution to allow over-width farm equipment to be safely driven on controlled access highways including US 17 (future I-87)

Whereas, the American Association of State and Transportation Officials has approved designing the corridor in northeastern North Carolina as I-87 once completed to interstate standards, and

Whereas, the future I-87 will run along the current US 17/64 Corridor through Northeast North Carolina and part of Perquimans County, and;

Whereas, the impact of agriculture in North East North Carolina totals over \$1,786,000,000 in the counties of Bertie, Camden, Chowan, Currituck, Dare, Gates, Hertford, Martin, Northampton, Pasquotank, Perquimans, Tyrrell and Washington Counties, and;

Whereas, the economic impact of agriculture in the Counties that border US 17 (future I-87) totals \$960,000,000 for Bertie, Chowan, Martin, Pasquotank and Perquimans Counties, and;

Whereas, in 2012, the General Assembly of North Carolina passed Senate Bill 749 (Session Law 2012-78) this bill allowed farm equipment to be on limited access highways with NC DOT authorization, and;

Whereas, prohibition of farm equipment on controlled access highways would place an unforeseen hardship on farmers who need to move equipment from one farm to another, and;

Whereas, farmers are running out of viable options to move equipment, and;

Whereas, restrictions would lead to increase over width traffic on US 17 Business traffic through the Towns of Hertford and Winfall, and;

Whereas, restricted use of the US 17 (Future I-87) bridge for oversized farm equipment eliminates the only viable option for crossing the Perquimans River, and;

Whereas, US 17 (Future I-87) allows such equipment to be safely moved through our county in the safest manner possible without increased safety concerns to county citizens, and;

Whereas, farm organizations in the state have worked with the N. C. Department of Agriculture to develop language that allows farmers to drive their equipment on controlled access highways in the safest manner possible, and;

Now, therefore be it resolved, that the Perquimans County Board of Commissioners hereby encourages our North Carolina Congressional Delegation to allow over width farm equipment to be safely driven on fully controlled access highways.

Approved this 7th day of August, 2017.

T. Kyle Jones, Chairman
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunicutt, Clerk to the Board

7. **Memorandum of Participation for net OPEB Obligation (NOO) Update:** The Board adopted the Memorandum of Participation:

MEMORANDUM OF PARTICIPATION FOR
NET OPEB OBLIGATION (NOO) UPDATE



EMPLOYER: PERQUIMANS COUNTY

UNIT'S RETIREMENT SYSTEM ID, NUMBER(S): 97201

MAILING ADDRESS: P.O. BOX 45

CITY: HERTFORD, NC ZIP CODE: 27944

NAME: Mr. Ms. (choose one) TRACY MATTHEWS

PHONE#: (252) 426-8484 TITLE: FINANCE OFFICER

E-MAIL ADDRESS: tracymathews@perquimanscountync.gov

On behalf of the Employer noted above, we have agreed to engage Cavanaugh Macdonald Consulting, LLC to update the Employer's Net OPEB Obligation (NOO) for June 30, 2017. I understand that we will be billed directly by Cavanaugh Macdonald Consulting, LLC and a copy of the Updated NOO exhibit will be e-mailed to our office by Cavanaugh Macdonald Consulting.

I understand the fee for an updated NOO is \$500. Additional charges will apply if a fund split of the NOO is requested.

Employers must return this Memorandum of Participation (MOP) which will indicate their desire for this service. The NOO exhibit will be completed within 2 weeks after receipt of the information requested below. Please let us know if you need the exhibit sooner.

In order to prepare the NOO exhibit, we need the following information:

- A copy of the OPEB disclosure information from the June 30, 2016 Comprehensive Annual Financial Report (CAFR) or Audited Financial Statement, whichever is applicable.
- OPEB contributions for the applicable fiscal year ending June 30, 2017. We provided a template for your use in collecting the OPEB contributions as an attachment in the data request email.

Authorized Signature _____ Signed this _____ day of _____ 2017.

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

8. **Miscellaneous Documents:** The following documents were presented for Board information and for Board action, if necessary:

- > **Correction to Administrator of Community-Based Youth Gang Violence Prevention Program Contract:** Due to some changes in State funding, the contract between Perquimans County and Donna Jones which was approved last month was changed for the administration of this program. Corrections are indicated with double underline.

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.

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

2. TERM.

Unless sooner terminated, the term of this contract shall be for the period beginning July 1, 2017 and continuing through June 30, 2018. The Provider will provide a minimum of 44 hours per month, of which all hours are funded by JCPD/JJ funding. All holidays observed by the County shall be observed by the Provider.

3. CONTRACT PRICE.

Perquimans County shall pay the Provider as follows: ~~\$676.00~~ 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.

- > **County Cooperative Agreement with N.C. Forest Services:** The Board unanimously approved the County Cooperative Agreement with Division of Forest Resources for FY 2017-2018 and authorized the Chairman and County Staff to sign the Agreement. The costs will be \$131,679 being divided between the State at \$85,591 (65%) and the County at \$46,088 (35%).
- > **Home & Community Care Block Grant Documentation:** The County has been approved to receive funds from the Home & Community Care Block Grant (HCCBG). The Board unanimously authorized the Chair and County Staff to sign the required documentation to receive these funds.
- > **Approval of State Holiday Schedule:** Each year, the Board needs to approve the State Holiday Schedule for Social Services Department. The Board approved the following 2018 State Holiday Schedule:

HOLIDAY	OBSERVANCE DATE	DAY OF WEEK
New Year's Day	January 1, 2018	Monday
Dr. Martin Luther King, Jr. Day	January 15, 2018	Monday
Good Friday	March 30, 2018	Friday
Memorial Day	May 28, 2018	Monday
Independence Day	July 4, 2018	Wednesday
Labour Day	September 3, 2018	Monday
Veterans Day	November 12, 2018	Monday
Thanksgiving	November 22 & 23, 2018	Thursday and Friday
Christmas	December 24, 25, 26, 2018	Monday, Tuesday, Wednesday

9. Tax Refund Approval:

PERQUIMANS COUNTY TAX REFUND:

Ireland, Lillian McDonald

Surrendered tag; replaced with new tag. Abstract #0038357314.

\$253.55

BAGLEY SWAMP DRAINAGE DISTRICT COMMITTEE

Scott Alons, Perquimans County Soil & Water Conservation, spoke on behalf of the Bagley Swamp Drainage District Committee who was present at the meeting. The members consisted of: Ed Winslow, Wayne Hurdle, Lewis Smith, and Paul Smith. They are requesting is that the Board establish a drainage district for the Bagley Swamp Area. This will assist with the flooding in the Bagley Swamp area similar to what they experienced during Hurricane Matthew. Mr. Alons was able to obtain funding through the state to fund the cleanup from this flooding and to clear and snag that area to get it back in good shape. Now, they want to establish this drainage district to maintain this work so that they would not have the flooding that they have had in the past. Mr. Alons explained the following process to establish the drainage district:

- Receive approval from the Board of County Commissioners to proceed with establishing a drainage district.
- Post a public notice for the public hearing and hold it during a Commissioners' meeting.
- Have the Commissioners approve a Resolution establishing the drainage district.

He further stated that this is very similar to the establishment of a fire district and a water district. The process has been started before when Commissioner Thomas Nixon was on the Board. They found several easements that had already been approved. Because this drainage had not been maintained over the years, they want to establish the district so that they could receive the funds to maintain the drainage properly. The Committee has already done some research work. Once this process is complete, this Committee will proceed with their drainage district. The following questions/comments were made:

- > **Lewis Smith:** Mr. Smith, a member of the Bagley Swamp Drainage District Committee, stated that the reason that they want to establish the district was to be able to collect funds to maintain it without having to beg people for the money over time and applying for grants to assist with the expenses.
- > **Commissioner Muzzulin:** Mr. Muzzulin asked if the Committee was requesting assistance with the assessment of the fee.
- > **Lewis Smith:** Mr. Smith said they need help with that along with what is being done with other drainage districts.

V.A.4.

- > **Mr. Alons:** He said that he had several samples of drainage districts. Once they get their details worked out, the county will need to have their attorney review it. Basically tonight, they need the Board's direction to proceed or not to proceed.
- > **County Manager Heath:** Mr. Heath recommended to the Board that County Attorney High, Scott Alons, and himself review the samples of the ordinances that Mr. Alons has to see if it complies with the General Statutes, obtain a map of the area, decide on how the leaders of the district are going to be chosen, who is going to collect the fee (right now, Bear Swamp Drainage District has a separate company to assess the fee which is included in the tax bill each year which the County collects), and other items that they would need to research. He thinks it is a good idea but feels that more research needs to be done before proceeding.
- > **Commissioner Nelson:** Mr. Nelson thanked them for doing what they have done thus far and agrees that it needs to be done but feels that it should be for the entire county and not just for one area.
- > **Mr. Alons:** Mr. Alons said that several years ago, the County obtained a grant to do a water management study. They were able to break down the county into six districts. Then the economy plummeted and it just died. He feels that would be a good thing to review when deciding about the drainage districts for the entire county. Camden County did that last year. Mr. Heath said that, based on that study, the Board decided to put an annual amount in the budget each year to be used for drainage issues that are brought to the Board's attention. In the past years, the County has been working with Dwane Hinson on the Clearing & Snagging of Little River Shores. Other than this project, no one has approached the Board to use these funds until tonight, so they could possibly designate those funds for this project. Mr. Heath asked Mr. Alons if they had an estimated cost for this project. Mr. Alons said that the estimate would be around \$12,000 to \$15,000. He further explained that the first year is where the biggest expense for the county. Mr. Alons can provide information to Mr. Heath and Mr. High.
- > **Commissioner Nelson:** He asked how the farmers feel about this on a county scale.
- > **Wayne Hurdle:** Mr. Hurdle, another member of the Bagley Swamp Drainage District Committee, said that he thinks that it is a good idea but it isn't just the farmers it is all the property owners too. The expense should be covered by all property owners. That is the only fair way to do it.
- > **Commissioner Nelson:** Mr. Nelson felt that the farmers could possibly put a monkey wrench in it.
- > **Mr. Hurdle:** Mr. Hurdle feels that the farmers are willing to do whatever needs to be done at point in time.
- > **Mr. Heath:** Mr. Heath asked if any of the 1400 acres on their map was in Winfall or is it all County land. Mr. Alons said that it all drains into the Perquimans River.

SUSAN CHANEY, SOCIAL SERVICES DIRECTOR

Ms. Chaney was not present.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

The following items were discussed:

- > **Commissioner Muzzulin:** Commissioner Muzzulin informed the Board that he had been approached by some residents of Albemarle Plantation about the Shallow Draft Navigation Channel Bredging at the Yeopim Creek/Yeopim River entrance channel. They have approached N.C. Department of Environment & Natural Resources and they are interested in assisting with the situation. The only problem is that it will cost a great deal of money. In order to obtain funding for this project, the funds will have to go through a local governmental entity. Mr. Muzzulin and Mr. Heath discussed the fact that we are a Tier 2 county instead of a Tier 1 county and that would be more costly to the county. He further stated that it will be a costly and a lengthy process because we would be responsible for the state and environmental permits. Mr. Muzzulin asked Mr. Heath what the chances were that Perquimans County would be designated as a Tier 1 county next year. Mr. Heath said that he would venture to say it was very good. Mr. Muzzulin then stated that he felt like they should put this off for another year. Commissioner Nelson said that he felt that it was a good idea and it goes back to what they were discussing earlier in the meeting. Mr. Heath said that it would be advisable to have an engineer to provide us with some cost estimates. He further mentioned that he had heard that these individuals had also talked to Chowan County and they were interested too. Chowan County is a Tier 1 County so they may want to get them involved as being the Grant Applicant. He was not sure if Chowan County would agree.

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. He has been instrumental in obtaining funds for our Tri-County Animal Shelter in Chowan County.
- > **Literary Project:** Mr. Heath stated that the project is proceeding as normal but they are a little behind schedule. The completion date now will be October, 2017.
- > **Roof & Window Replacement:** The roof and windows have been replaced at the Albemarle Commission Building. The building has been thoroughly cleaned and repairs to the HVAC System. Robin Trueblood, Maintenance Supervisor, had done a lot of the interior maintenance work on the HVAC System and he thanks him for that.
- > **Paving of the Parking Lots:** In a couple of months or so, we will be paving the Albemarle Commission parking lot, the parking lot behind the Sheriff's Office and the parking lot next to the Tax Office.
- > **Convenience Site Manager:** Albemarle Regional Health Services has hired Angel White to replace Brad Gardner as PCG Landfill Director effective July 1, 2017.
- > **Mike Causey:** The State Insurance Commissioner, Mike Causey, came to Hertford Fire Department on August 2nd. Several representatives from the County and the two Towns were present at the meeting.
- > **Dr. Robert Wyrnegar:** On July 31, 2017, Mr. Heath met with Dr. Robert Wyrnegar, newly appointed President of The College of the Albemarle. He is present tonight to meet and greet the Board later in the meeting.
- > **EMS Peer Review Committee Meeting:** On July 27, 2017, Mr. Heath met with the EMS Peer Review Committee to discuss the next step in the process to move toward the conversion to Paramedic level in Emergency Medical Services.
- > **NC Marine Industrial Park Authority Board Meeting:** The meeting was held in Hertford on July 18th. The members were able to tour the boat ramp facility.
- > **Opioind Meeting:** On July 13th, Mr. Heath and Commissioner Nelson attended a meeting with the officials from Pasquotank County, Elizabeth City, Camden County, and the Health Department to discuss the Opioind issues that the Board had discussed previously. There will be more information on the Forums in the future.

INFORMATION FOR THE RECORD

Vice Chair Leigh explained that Chairman Kyle Jones is ill tonight and Commissioner Hoffer is attending another meeting out of town.

RESPONSE – RIVERFRONT DRIVE IN SHADY OAKES SUBDIVISION

In March, 2017, the Board approved to forward a request to add Riverfront Drive in Shady Oakes to the State NCDOT Maintenance System. We received notification from NCDOT that, on July 31, 2017, their NCDOT Board denied their request on the grounds that the roads were not up to NCDOT standards and the subdivision does not serve the required number of homes to qualify. This is for information purposes only so no action is required by the Board.

AUTHORIZATION TO SELL PARCEL #2-D082-G079-H1

The Tax Office has been approached from an individual who is interested in purchasing Parcel No. 2-D082-G079-H1, located in Holiday Island and is currently owned by Perquimans County. They are requesting that the Board authorize them to turn this parcel over to Helen Hunter to sell through GovDeals. On motion made by Wallace E. Nelson, seconded by Edward R. Muzzulin, the Board unanimously authorized Helen Hunter to proceed with the sale of this parcel through GovDeals.

PUBLIC COMMENTS

Vice Chair Leigh called on the following individuals for public comments:

V.A.S

- > Meredith Wood: Ms. Wood, Assistant Extension Agent - 4-H, introduced Maggie Williams who will be attending the 4-H Youth Summit in association with the North Carolina Association of County Commissioners. Ms. Williams greeted the Board and explained what she has been doing in 4-H.
- > Dr. Wynegar - COA President: Dr. Wynegar introduced himself to the Board and talked a little about the College of the Albemarle. The Board welcomed him to the area.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 7:25 p.m. on motion made by Edward R. Muzzulin, seconded by Wallace E. Nelson.

Fondella A. Leigh, Vice Chair

Clerk to the Board

WORK SESSION

August 21, 2017

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular Work Session on Monday, August 21, 2017, at 7:00 p.m. in the Commissioners' Room located on the first floor of the Perquimans County Courthouse Annex.

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

After the Vice Chair called the meeting to order, Commissioner Nelson gave the invocation and the Vice Chair led the Pledge of Allegiance. Vice Chair Leigh explained that Chairman Jones was sick tonight and Commissioner Hoffer was not in attendance tonight. The following matters were discussed.

DRAINAGE DISTRICTS

County Manager Heath said that this will be an informal discussion on the information that was provided to the Board at their August 7th meeting. The information that Mr. Alons had provided was included on their iPads. Mr. Heath reported that he has had another meeting with Mr. Alons about a week or so after the meeting. Before they entered into their discussion, he wanted to give the Board some information that he had received after last discussion with Mr. Alons. During his discussion with Mr. Alons, Mr. Heath said that it did not matter to the Bagley Swamp Drainage District Committee whether or not we established the Drainage District or if we paid for the project through the County Budget. He further explained why the Drainage Line Item was placed in the Budget about five years ago. It seems to Mr. Heath that it would be better to use that line item instead of placing an additional tax. That is what he is leaning on recommending to the Board. Commissioner Nelson asked how the Bear Swamp Drainage District collected their funds. Mr. Heath explained. Mr. Nelson asked if this is the way it would work with the Bagley Swamp Drainage District. Mr. Heath said it would but felt that it would be just as feasible to handle through the drainage line item. Mr. Nelson felt that if they place an assessment on the drainage district why couldn't those funds be deposited into that drainage line item. Mr. Heath explained that the County does not have any oversight as how the money is being used that is up to the officers of that drainage district. Mr. Heath did not have the figures for the fee assessments but will get with the Tax Department to determine what they are and let the Board know.

LARGE SOLAR FARM FACILITIES REVISIONS

Vice Chair Leigh asked if there was any further information that the Board wanted to share regarding the large solar farm facilities. Commissioner Woodard had obtained information and wants Mary Hunnicutt, Clerk to the Board, to forward copies of it to the Board. County Manager Heath provided additional information on how the Board could require additional conditions when approving the Conditional Use Permit for a large-scale farm facility. After some discussion, the Board directed Mary Hunnicutt to forward Mr. Woodard's information to the Board, review the current requested changes, and prepare a working document that the Board can review and decide to take action on it.

UPDATE ON COURT CASE & BOUNDARY SURVEY & PLANNER SERVICE

County Manager Heath updated the Board on the following issues:

- > Timbermill Wind Farm: For the record, Mr. Heath stated that the Timbermill Wind Farm appeal was ruled in Perquimans County's favor and that the applicant will not proceed any further with the appeal process.
- > Boundary Survey: We are on the waiting list for the boundary survey and Mr. Heath stated that he is hoping that this will be completed before Timbermill Wind Farm begins their work in Chowan County.
- > Planner's Deployment: Mr. Heath reported that our Planner, Sam Barrow, will be on deployment for a year and that he and Rhonda Money will be handling the planning matters until Mr. Barrow returns.

ADJOURNMENT

There being no further business to discuss, the Chairman adjourned the meeting at 7:30 p.m. on motion made by Charles Woodard and seconded by Edward R. Muzzulin.

Fondella A. Leigh, Vice Chair

Clerk to the Board

COUNTY OF PERQUIMANS
PART-TIME TELECOMMUNICATIONS EMPLOYEES

NAME: Tuesday White SOC. SEC. NO.: _____

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

NEW EMPLOYEE EFFECTIVE DATE: September 1, 2017

GRADE: 60 STEP: 1 SALARY: \$12.21 per hour

Complete following information only if for new employee.

ADDRESS: 130 Up River Road

CITY/STATE/ZIP: Belvidere, NC 27919

PHONE NUMBER: 252-312-9606

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

GRADE: _____ STEP: _____ SALARY: _____

DEPARTMENT MANAGER APPROVAL

[Signature]

DATE: 8 - 28 - 17

COUNTY MANAGER APPROVAL

[Signature]

DATE: 8/30/17

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS
PART-TIME TELECOMMUNICATIONS EMPLOYEES

NAME: Ashley Miller SOC. SEC. NO.: _____

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

NEW EMPLOYEE EFFECTIVE DATE: September 1, 2017

GRADE: 60 STEP: 1 SALARY: \$12.21 per hour

Complete following information only if for new employee.

ADDRESS: 3433 Virginia Road

CITY/STATE/ZIP: Tyner, NC 27980

PHONE NUMBER: 252-333-8602

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

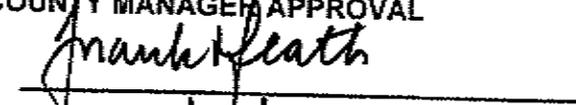
GRADE: _____ STEP: _____ SALARY: _____

DEPARTMENT MANAGER APPROVAL



DATE: 8 - 28 - 17

COUNTY MANAGER APPROVAL



DATE: 8/30/17

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: ^{V.C.2.1.} August 14, 2017

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kiera Hinton
POSITION: IMC II

SOC. SEC. NO.
DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY: \$

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

 Date DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

GRADE: STEP: SALARY: \$

9-1-2017 Date DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP
RAISE. (YEAR 2 3 4)

GRADE: 63 STEP: 2 SALARY: \$ 29,725.

 Date DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE:

Date: GRADE: STEP: SALARY: \$

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Suzan Chaney

Frank Heath

DATE: August 12, 2017

DATE: 8/25/17

FINANCE OFFICER

DATE: _____

V.C.2.2.

EMPLOYMENT ACTION FORM

DATE SUBMITTED: Aug 14, 2017

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Pamela Midgett
POSITION: IMC III

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

EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY: \$

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

9-1-2017 Date DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP
RAISE. (YEAR 2 3 4)
GRADE: 65 STEP: 4 SALARY: \$ 34,084.

 Date DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

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

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

DEPARTMENT RECOMMENDATION
Suzan M Chaney

DATE: August 12, 2017

COUNTY MANAGER APPROVAL
Frank Heath

DATE: 8/25/17

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: August 23, 2017

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Brett Damron

SOC. SEC. NO.: _____

POSITION: EMT

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.
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

9-1-17 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

Date GRADE: 63 STEP: 2 SALARY: \$14.29 per hr

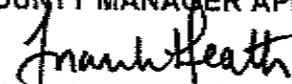
THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION



DATE: 8-23-17

COUNTY MANAGER APPROVAL



DATE: 8/23/17

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: August 23, 2017

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Lisa Whidbee

SOC. SEC. NO.: _____

POSITION: EMT-Intermediate

DEPT.: EMS

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

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

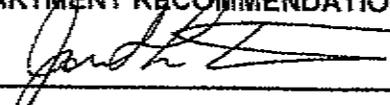
9-1-17 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

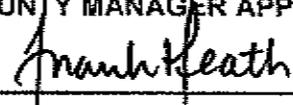
Date GRADE: 66 STEP: 3 SALARY: \$16.71 per hr

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: 8-23-17

DATE: 8/23/17

FINANCE OFFICER

DATE: _____

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 4

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 5th DAY OF SEPTEMBER, 2017, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2017 - 2018 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	State Grants - Social Services	1,713	
10-610-193	Crisis Intervention	1,713	
EXPLANATION: To amend FY 17/18 budget to reflect acutal crisis intervention funds as approved the the State.			

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

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

 Chairman, Board of Commissioners

 Finance Officer

BUDGET AMENDMENT
INTER-DEPARTMENT/BUDGET TRANSFERS
TOURISM DEVELOPMENT FUND
NO. 20001

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
45-682-142	TDA - Marketing		3,145.00
45-682-331	TDA - Grants		4,355.00
45-682-041	Part-Time Tourism Coordinator	7,500.00	
EXPLANATION: Revises TDA FY 17/18 Budget as requested and approved by TDA Meeting on 8/9/17.			

 Budget Officer

 Finance Officer



PERQUIMANS COUNTY BOARD OF COMMISSIONERS

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

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

MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

RESOLUTION LITTER SWEEP FALL 2017 IN PERQUIMANS COUNTY

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

WHEREAS, the Fall 2017 "Litter Sweep" roadside cleanup will take place September 16 - 30, 2017, and encourages local governments and communities, civic and professional groups, businesses, churches, schools, families and individual citizens to participate in the Department of Transportation cleanup by sponsoring and organizing local roadside cleanups; and

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

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

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

WHEREAS, the 2017 LITTER SWEEP cleanup will celebrate the 29th Anniversary of the North Carolina Adopt-A-Highway program and its approximate 6,000 volunteer groups that donate their labor and time year round to keep our roadsides clean.

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

NOW, THEREFORE, BE IT RESOLVED that the Perquimans County Board of Commissioners do hereby proclaim September 16 - 30, 2017, as "FALL LITTER SWEEP" time in Perquimans County and encourage its citizens to take an active role in making our community cleaner and more beautiful.

ADOPTED the 5th day of September, 2017.

(SEAL)

T. Kyle Jones, Chairman
Perquimans County Board of Commissioners

ATTESTED:

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



MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

PERQUIMANS COUNTY BOARD OF COMMISSIONERS

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

VE. 2.1.

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

RESOLUTION AUTHORIZING SALE OF CERTAIN SURPLUS COUNTY PROPERTY

WHEREAS, the Perquimans County Board of Commissioners desires to dispose of certain surplus property of the County:

NOW, THEREFORE, BE IT RESOLVED by the Perquimans County Board of Commissioners that:

1. The following described personal property is hereby declared to be surplus to the needs of the County:

50 – Nortel/Norstar Model T316E Telephones
30 taken out of service February, 2013
20 taken out of service August, 2017

2. The County Manager is hereby authorized and directed to proceed on behalf of the Perquimans County Board of Commissioners to sale these surplus items on GovDeals.

3. The County reserves the right to reject any or all bids and decide not to sell the property at any time during this process.

4. The County Manager, in accordance with State law, shall cause a summary of this resolution to be published once in a newspaper having general circulation in the County and place it on the County's website. After not less than ten (10) days from the date of publication, the County Manager is authorized to sell the above-described property to the highest bidder.

Adopted this the 5th day of September, 2017.

ATTEST:

T. Kyle Jones, Chairman

Mary P. Hunnicutt, Clerk to the Board

Perquimans County's Vision:

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

V.F.L.I.

From: Shelby White [mailto:swhite@perquimanscountync.gov]
Sent: Wednesday, August 16, 2017 12:10 PM
To: 'Mary Hunnicutt'
Subject: RE: Animal Control Board

I spoke with Donald Hobbs and Bethany Thompson and both are willing to continue to serve on the board. Knowing how stressful and busy the position it I think was a big influence on their decision.

Thank
Shelby

From: Mary Hunnicutt [mailto:mhunnicutt@perquimanscountync.gov]
Sent: Tuesday, August 08, 2017 2:48 PM
To: Shelby White
Cc: 'LeAnne Hamilton'
Subject: Animal Control Board

Shelby,

As you can see from the following excerpt from the Animal Control Ordinance, the board needs to appoint/reappoint members to this board:

B. Appeals.

(1) The owner or complaining party aggrieved by any determination made under this chapter may within three business days of receiving such determination appeal such determination to Animal Control Board. The ruling of the Animal Control Board shall be final, subject only as may be provided by law to the Superior Court of Perquimans County. Any such appeals shall be filed within ten calendar days of the date of the final determination by the Animal Control Board. The Animal Control Board shall consist of the director of the Tri-County Animal Shelter, a representative from the SPCA or other similar and appropriate agency and an at-large citizen of Perquimans County appointed by the Perquimans County Board of Commissioners.

Currently, the following individuals serve on this Board:

Member Name	Representative	Term	Appt.	Expired
Hobbs, Donald	Animal Control Board (at-large Comm. Appt)	2 yrs.	10/1/2015	9/30/2017
Thompson, Bethany	Animal Control Board (SPCA Representative)	1 yr.	10/1/2016	9/30/2017
Goheen, Dana	Animal Control Board (Tri-County Shelter director)	unlimited	8/1/2009	unlimited

As you can see from this chart, Donald Hobbs and Bethany Thompson need to be reappointed to this Board. I guess what I am asking you to do is to contact Mr. Hobbs and Ms. Thompson to see if they wish to remain on this Board. If so, just send me an e-mail that they are willing to continue to serve and that you recommend their reappointment. I need that e-mail by Tuesday, August 29th, for the September 5th meeting.

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

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

From: Rhonda Money [mailto:rhondamoney@perquimanscountync.gov]
Sent: Thursday, August 17, 2017 2:47 PM
To: 'Mary Hunnicutt'
Cc: 'Sam Barrow'
Subject: RE: Board of Adjustment Appointments
Importance: High

Mary,

Both Mr. Hobbs and Mr. Knight are eligible to serve, willing to serve and we recommend they continue to serve on the Board of Adjustment for another 3 year term.

Thank you.

R. Money
 Perquimans County GIS/Planner
 (252) 426-2855 (GIS) / 426-2027 (Planning & Zoning)

From: Mary Hunnicutt [mailto:mhunnicuttt@perquimanscountync.gov]
Sent: Tuesday, August 08, 2017 2:53 PM
To: Sam Barrow; Rhonda Money
Subject: Board of Adjustment Appointments

The current members of the Board of Adjustment has terms that will expire on September 30, 2017:

Member Name	Board	Term	Appt.	Expires
Knight, Marshall	Board of Adjustments	3 yrs.	10/1/2014	9/30/2017
Hobbs, Benjamin C.	Board of Adjustments (alternate)	3 yrs.	2/1/2015	9/30/2017

Please contact these individuals to determine if they wish to continue to serve on this Board. Then, send me an e-mail stating that they are eligible to serve, that they are willing to serve, and that you recommend them to serve. I need that e-mail by Tuesday, August 29th, at 9:00 a.m.

Thanks.

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

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

Mary Hunnicutt

V.F. 3-1

From: Tilley, Todd W. <Todd.W.Tilley@nccourts.org>
Sent: Tuesday, August 08, 2017 4:15 PM
To: Mary Hunnicutt
Subject: RE: Jury Commission Appointment

I have spoken with Ms. Eure and she is eligible and willing to serve another term.

Todd W. Tilley
Clerk of Superior Court
Perquimans County
252-404-5000

From: Mary Hunnicutt [mailto:mhunnicutt@perquimanscountync.gov]
Sent: Tuesday, August 08, 2017 2:55 PM
To: Tilley, Todd W. <Todd.W.Tilley@nccourts.org>
Subject: Jury Commission Appointment

The current member of the Jury Commission has a term that will expire on September 30, 2017:

Member Name	Board	Term	Appt.	Expires
Eure, Sadie	Jury Commission - County Appointee	2 yrs.	10/1/2015	9/30/2017

Please contact her to determine if she wish to continue to serve on this Board. Then, send me an e-mail stating that she is eligible to serve, that they are willing to serve, and that you recommend them to serve. I need that e-mail by Tuesday, August 29th, at 9:00 a.m.

Thanks.

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

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

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

Mary Hunnicutt

From: Rhonda Money <rhondamoney@perquimanscountync.gov>
Sent: Wednesday, August 09, 2017 8:47 AM
To: 'Mary Hunnicutt'
Cc: 'Sam Barrow'
Subject: RE: Planning Board Appointment

Mary,

Ms. Lassiter is eligible to serve, is willing to serve, and Planning & Zoning staff recommends she serve another term.

Rhonda Money
GIS/Planner
252-426-2855 [GIS] & 252-426-2027 [Planning]

From: Mary Hunnicutt [<mailto:mhunnicutt@perquimanscountync.gov>]
Sent: Tuesday, August 08, 2017 2:59 PM
To: Sam Barrow; Rhonda Money
Subject: Planning Board Appointment

The current member of the Planning Board has a term that will expire on September 30, 2017:

Member Name	Board	Term	Appt.	Expires
Lassiter, Brenda	Planning Board (3rd term could serve 1 more)	3 yrs.	10/1/2014	9/30/2017

Please contact this individual to determine if they wish to continue to serve on this Board. Then, send me an e-mail stating that they are eligible to serve, that they are willing to serve, and that you recommend them to serve. I need that e-mail by Tuesday, August 29th, at 9:00 a.m.

Thanks.

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

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Quarterly Fiscal Monitoring Report - DMHDDSAS

LME / MCO NAME: Trillium Health Resources

FOR THE PERIOD ENDING:

6/30/2017

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

12

1. REPORT OF BUDGET VS. ACTUAL

ITEM	Basis of Accounting: (check one)	Cash Accrual	PRIOR YEAR		CURRENT YEAR		ANNUALIZED PERCENTAGE **
			BUDGET	ACTUAL	BUDGET	ACTUAL YR-TO-DATE	
REVENUE							
Service Fees from LME-Delivered Services							
Medicaid Pass Thru							
Interest Earned			900,000	25,749	50,000	21,106	28,894
Rental Income			500,000	487,542	500,000	337,787	182,213
Budgeted Fund Balance * (Detail in Item 4, below)			150,750	113,136	150,750	109,598	41,152
Other Local			39,525,874	-	63,251,306	-	63,251,306
Total Local Funds			41,176,624	704,647	64,252,056	502,703	63,749,953
County Appropriations (by county, includes ABC Funds):							
Beaufort County			173,599	130,199	174,000	209,956	(35,956)
Bertie County			49,390	49,390	49,390	49,390	-
Brunswick County			292,443	250,872	250,433	250,443	(10)
Camden County			24,246	24,046	24,246	24,254	(8)
Carteret County			228,000	228,000	228,000	228,000	-
Chowan County			33,478	34,805	33,478	29,652	3,826
Craven County			276,827	280,298	278,827	280,896	(2,069)
Currituck County			60,300	63,155	58,996	61,915	(2,919)
Dare County			411,040	411,040	411,040	257,525	153,515
Gates County			29,700	30,166	29,700	28,000	1,700
Hertford County			84,350	86,766	85,350	85,555	(205)
Hyde County			12,414	11,745	12,714	15,594	(2,880)
Jones County			23,906	23,948	23,906	23,766	140
Marlin County			51,962	55,627	51,962	48,462	3,500
New Hanover County			2,261,117	2,264,361	2,263,317	2,269,582	(6,265)
Northampton County			81,614	77,614	81,614	81,614	-
Onslow County			502,500	500,000	500,000	500,000	-
Pamlico County			34,593	34,784	34,593	34,607	(14)
Pasquotank County			92,506	96,425	92,506	96,682	(4,176)
Pender County			173,900	175,026	92,900	89,406	3,495
Perquimans County			29,906	30,460	29,906	30,562	(656)
Pitt County			585,500	626,819	585,500	677,293	(81,793)
Tyrell County			9,906	9,906	9,906	9,906	-
Washington County			30,000	30,000	30,000	30,000	-
Total County Funds			5,563,197	5,527,252	5,442,284	5,413,059	29,225
LME Systems Admin. Funds (Cost Model)							
DMH/DD/SAS Administrative Funds (% basis)							
DMH/DD/SAS Risk Reserve Funds (% basis)							
DMH/DD/SAS Services Funding			61,848,922	55,249,195	51,162,162	51,046,752	115,410
DMA Capitation Funding			331,852,786	324,793,512	325,187,972	335,394,815	(10,206,843)
DMA Risk Reserve Funding			5,772,506	6,302,291	6,636,489	6,844,792	(208,303)
All Other State/Federal Funds			620,000	699,710	620,000	679,555	(59,555)
Total State and Federal Funds			401,094,213	387,543,709	383,606,623	393,965,914	(10,389,291)
TOTAL REVENUE			447,834,034	393,775,602	453,300,963	399,881,078	53,419,887
EXPENDITURES:							
System Management/Administration/Care Coordination			75,742,668	57,976,210	66,562,725	61,462,241	27,100,484
LME Provided Services							
Provider Payments			370,829,163	340,242,802	362,947,267	374,939,204	(11,891,937)
Merger Expenses							
MCO Start-Up Expenses							
All Other			1,262,203	911,855	1,790,971	1,315,818	475,153
TOTAL EXPENDITURES			447,834,034	399,230,868	453,300,963	437,717,263	15,583,700
CHANGE IN CASH BALANCE							
Beginning Unrestricted Fund Balance							
Balance in DMH/DD/SAS Risk Reserve				37,723,805		41,570,641	
Balance in DMA Risk Reserve				24,957,602		31,832,057	
Current Estimated Unrestricted Fund Balance and percent of budgeted expenditures			9.28%	41,570,641	3.70%	16,758,007	
2. CURRENT CASH POSITION							
			(1)	(2)	(3)	(4)	(5)
			30 DAYS	60 DAYS	90 DAYS	OVER 90 DAYS	TOTAL
Accounts Payable (Accrual Method)							
Account Receivable (Accrual Method)							
Current Cash in Bank				92,284,157			
3. SERVICE EXCEPTIONS (Provided Based on System Capability)							
Services authorized but not billed							
4. DETAIL ON BUDGETED FUND BALANCE							
				Budgeted	Year-to-Date	Balance	%
Payments to Providers							
MCO Start-up Expense							
LME Merger Expense							
Other (List): From Fund Balance				28,603,480	24,812,634	3,790,846	
Other (List): Medicaid Reinvestment				34,647,826	15,726,902	18,920,924	

Trillium Health Resources

Persons Served by County SFY 2017

County	Annual County General Funding	Rank	Population	Rank	Disability Area *			Substance Abuse	Total Persons Served*	Rank	Value of Services Provided	Rank
					Mental Health	I/DD	Abuse					
Beaufort	\$ 157,000	8	47,827	8	1,886	247	541	2,773	7	\$ 20,230,518	6	
Bertie	\$ 44,590	15	20,010	15	650	66	91	831	14	\$ 6,863,233	14	
Brunswick	\$ 250,443	5	138,430	4	2,138	317	496	4,444	4	\$ 28,053,040	5	
Camden	\$ 20,000	22	10,223	22	146	36	39	240	22	\$ 1,896,403	22	
Carteret	\$ 198,000	7	71,265	6	1,675	199	462	3,014	6	\$ 15,848,645	7	
Chowan	\$ 29,478	17	13,932	17	371	64	122	575	18	\$ 6,091,625	15	
Craven	\$ 249,827	6	101,893	5	2,710	419	828	4,319	5	\$ 30,854,905	4	
Currituck	\$ 49,012	13	28,473	11	425	83	90	712	15	\$ 5,729,051	16	
Dare **	\$ 411,040	4	37,798	10	687	92	243	1,221	10	\$ 7,043,751	13	
Gates	\$ 28,000	18	11,637	20	178	38	28	303	21	\$ 1,929,563	21	
Hertford	\$ 77,750	10	24,309	12	661	99	124	937	12	\$ 8,404,625	10	
Hyde	\$ 10,914	23	5,625	23	145	16	24	200	23	\$ 921,537	24	
Jones	\$ 20,306	21	10,426	21	338	48	48	491	19	\$ 3,728,413	20	
Martin	\$ 48,462	14	23,263	13	837	108	171	1,170	11	\$ 7,901,873	11	
New Hanover	\$ 2,151,117	1	234,826	1	4,679	778	1,030	9,447	1	\$ 68,727,927	1	
Northampton	\$ 77,614	11	20,889	14	720	68	63	914	13	\$ 7,823,539	12	
Onslow	\$ 500,000	2	205,607	2	3,471	423	351	6,915	3	\$ 34,894,856	3	
Pamlico	\$ 30,593	16	13,201	18	479	43	133	678	16	\$ 4,322,901	18	
Pasquotank	\$ 85,506	9	40,330	9	1,177	187	154	1,685	9	\$ 11,132,113	9	
Pender	\$ 75,000	12	64,102	7	1,188	160	191	2,282	8	\$ 14,425,498	8	
Perquimans	\$ 26,906	20	14,112	16	336	60	46	482	20	\$ 4,559,166	17	
Pitt	\$ 487,500	3	179,437	3	5,310	752	1,178	7,750	2	\$ 56,221,762	2	
Tyrrell	\$ 8,814	24	4,216	24	101	13	21	137	24	\$ 1,352,360	23	
Washington	\$ 27,000	19	12,192	19	400	71	114	595	17	\$ 4,012,602	19	
Other Counties***					60	5	114	535		\$ 2,240,952		
Total	\$ 5,064,872		1,334,023		30,768	4,392	6,702	52,650		\$ 355,210,859		

* Total is unduplicated; since a single individual may receive services in more than one category, the columns do not sum across

** Dare County funding includes funding targeted for the county-developed New Horizons program.

***Other Counties include: No county reported, Alamance, Bladen, Buncombe, Cabarrus, Caldwell, Catawba, Columbus, Cumberland, Davidson, Davie, Duplin, Durham, Edgecombe, Forsyth, Franklin, Gaston, Greene, Guilford, Halifax, Harnett, Henderson, Hudson, Johnston, Lee, Lenoir, Madison, McDowell, Mecklenburg, Montgomery, Moore, Nash, Orange, Randolph, Richmond, Robeson, Rockingham, Rowan, Sampson, Stokes, Surry, Vance, Wake, Warren, Watauga, Wayne, Wilkes, and Wilson

SOURCES:

Persons Served Data Source : CI:Claims: Claims by Service Definition

Value of Services Data Source : CI:Claims: Claims by Service Definition (Approved/Adjudicated Claims)

Population Data Source: NC Office of State Budget and Management (OSBM) website. <http://www.osbm.nc.gov/content/county-population-growth-2020-2030>. July 2020 projection. Downloaded: 1/6/2017

VG.2.1.

Perquimans County
Assistance Policy
 For the 2017 Cycle of the
 Essential Single-Family Rehabilitation Loan Pool (ESFRLP17)

What is the Essential Single-Family Rehabilitation Loan Pool?

Perquimans County has been awarded Membership by the North Carolina Housing Finance Agency ("NCHFA") under the 2017 cycle of the Essential Single-Family Rehabilitation Loan Pool ("ESFRLP17"). This program provides Members with funds via a "loan pool" to assist with the rehabilitation of moderately deteriorated homes that are owned and occupied by lower-income, special need households. ESRLP17 assists eligible households by facilitating aging in place, meeting minimum housing code requirements, promoting long-term affordability, lowering operating costs, and stabilizing pre-1978 homes that include children aged 6 or under whose health is threatened by the presence of lead hazards.

Perquimans County has been allocated an initial set-aside of \$175,000 which it plans to apply toward the rehabilitation of five houses in Perquimans County. After demonstrating successful use of the initial set-aside, the County may access additional funds, when available, on a unit-by-unit basis from the ESFRLP17 loan pool.

This Assistance Policy describes who is eligible for assistance under ESFRLP17, how applications for assistance will be ranked, what the terms of assistance are, and how the rehabilitation process will be managed. Perquimans County has designed the ESFRLP17 project to be fair, open and consistent with its approved application for funding and with ESFRLP17 Program Guidelines.

The funds provided by NCHFA come from the US Department of Housing and Urban Development's (HUD) Federal HOME Investment Partnerships Program. Assistance for construction-related costs (hard costs) will be provided as no interest, no payment loans which are forgiven at the rate of \$3,000 per year. Non-construction-related costs (soft costs including lead/asbestos inspections/clearances, radon testing and environmental reviews) will be provided in the form of a grant.

Who is Eligible to Apply?

There are three major requirements to be eligible for ESFRLP17 assistance:

- 1) The housing unit to be rehabilitated with ESFRLP funds must be located in Perquimans County, and must be owner-occupied. The household occupying the unit must have an elderly, disabled and/or veteran (see definitions) fulltime household member or a child aged 6 or under if there are lead hazards in the home;
- 2) The gross annual household income must not exceed 80% of the Area Median Income for the County (see income limit table on the following page) and;
- 3) The cost of rehabilitation cannot exceed the ESFRLP17 Program limit of \$25,000 and must include all Essential Rehabilitation Criteria as described in the ESFRLP17 Administrator's Manual (available online at www.NCHFA.com).

Unfortunately, not all homes can be rehabilitated to meet the Essential Rehabilitation Criteria with the limited funding available. Some otherwise-eligible households may be deemed ineligible for assistance because their homes fail this test.

What Types Of Houses Are Eligible?

Properties are eligible only if they meet all of the following requirements:

- The property must require at least \$5,000 of improvements to meet ESFRLP Property Standards or the local minimum housing code.
- Site-built and off frame modular units are eligible for assistance. Manufactured housing is eligible for assistance if the foundation and utility hookups are permanently affixed including removal of all transporting equipment (e.g. wheels, axles, tongue) and installation of a full masonry foundation and tie-downs.
- No more than fifty percent (50%) of the total area of the unit may be used for an office or business (e.g. day care). Program funds may only be used to improve the residential portion of mixed-use buildings.
- The property must be free of environmental hazards and other nuisances as defined by all applicable codes or regulations, or any such hazards or nuisances must be corrected as part of the rehabilitation of the home. Perquimans County's Rehabilitation Specialist will determine the presence of any known environmental hazards/nuisances on the site and if they can be removed through rehabilitation.
- Properties cannot be located in the right-of-way of any impending or planned public improvements. Perquimans County staff will assist in making this determination.
- The property cannot be located on a site that is endangered by mudslides, landslides or other natural or environmental hazards. If needed, the Rehabilitation Specialist will work with the homeowner to make this determination.
- The property cannot be located in the 100 year flood plain. *(Perquimans County will verify whether the home is in the flood plain.)*
- The property cannot have been repaired or rehabilitated with public funding of \$25,000 or more within the past 10 years without NCHFA approval.

**2017 Income Limits for Perquimans County's
Essential Single-Family Rehabilitation Loan Pool (ESFRLP17)**

Number in Household	30% of Median Income	50% of Median ("Very Low Income")	80% of Median ("Low Income")
1	\$11,300	\$18,800	\$30,050
2	\$12,900	\$21,450	\$34,350
3	\$14,500	\$24,150	\$38,650
4	\$16,100	\$26,800	\$42,900
5	\$17,400	\$28,950	\$46,350
6	\$18,700	\$31,100	\$49,800
7	\$20,000	\$33,250	\$53,200
8	\$21,300	\$35,400	\$56,650

*Income limits are subject to change based on annually published HUD HOME Limits.

How are applications ranked?

There are many more ESFRLP-eligible households (with eligible houses) than can be assisted with the available funds. Therefore, Perquimans County has devised the following priority system to rank eligible applicants, determine which of them will be selected for assistance and in what order. Under this system applicants will receive points for falling into certain categories. Applications will be ranked according to which receive the most points. If there are more eligible applicants with eligible houses than can be treated with existing funding, Perquimans County may be able to treat additional houses with unrestricted pool funds. Pool applicants will come from the original applicant list and be considered according to which received the most points. If alternate pool applicants are not identified on the original applicant list and must be solicited, the solicited, eligible, pool applicants will be selected on a first come first served basis.

**Priority Ranking System for Perquimans County's
2017 Essential Single-Family Rehabilitation Loan Pool**

<i>Special Needs (for definitions, see below)</i>	
Household with a child age 6 or under with lead hazards in the home	<i>Points</i> 5
Elderly Head of Household (62 or older)	4
Disabled Head of Household	4
Veteran Head of Household	4
Disabled, Elderly or Veteran Household Member (not Head of Household)	2
<i>Income (See Income Table above)</i>	
Less than 30% of County Median Income	<i>Points</i> 5
30% to 50% of County Median Income	4
50% to 80% of County Median Income	3

Definitions under ESFRLP17 are:

- *Elderly*: An individual aged 62 or older.
- *Disabled*: A person who has a physical, mental or developmental disability that greatly limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment.
- *Head of Household*: The person or persons who own(s) the house.
- *Household Member*: Any individual who is an occupant (defined below) of the unit to be rehabilitated shall be considered a "household member" (the number of household members will be used to determine household size and all household members are subject to income verification).
- *Occupant*: An occupant is defined as any immediate family member (mother, father, spouse, son/daughter of the head of household who has resided in the dwelling unit for at least 3 months prior to the submission of the family's application.
- *Veteran*: A person who is a military veteran, is defined as one who served in the active military, naval, or air service (i.e. Army, Navy, Air Force, Marine Corps, and Coast Guard; as a commissioned officer of the Public Health Service; or as a commissioned officer of the National Oceanic and Atmospheric Administration or its predecessors), and who was discharged or released there from under conditions other than dishonorable.

Recipients of assistance under ESFRLP will be chosen by the above criteria without regard to race, color, religion, national origin, sex, familial status and disability.

What Are The Terms of Assistance Under ESFRLP17?

The form of ESFRLP assistance is a 0% interest, forgivable loan covering the hard costs associated with the rehabilitation of the home and a grant for the soft costs. These will be two separate documents or sets of documents.

The Loan: To provide assistance to households selected for the project, NCHFA will create loan documents including a Promissory Note and Deed of Trust covering hard costs for the rehabilitation in an amount not to exceed \$25,000. This loan covering the hard costs remains 0% interest and forgivable at \$3,000 per year for as long as the owner resides in the home or until the balance is reduced to \$0. The term of the loan is dependent upon the loan amount and the number of years it takes to bring the balance of the loan to \$0 when forgiven at \$3,000 per year. For example, if the amount of the loan is \$21,452, then the term is 8 years (\$21,000 forgiven over the first 7 years and \$452 forgiven at the end of the 8th year). The maximum term of the loan will be nine years.

As long as the borrower lives in the home, no payments on the loan will be required. If the recipient prefers, the loan can be paid off at any time to NCHFA, either in installments or as a lump sum payment. Furthermore, under certain circumstances NCHFA may allow assumption or refinancing of the loan. Should an heir inherit the property and choose to live in the house as their permanent residence, they may assume the loan without being income eligible. However, the lien remains on the property. A buyer who may wish to buy the property to live in may assume the loan so long as they can document that they are income-eligible ($\leq 80\%$ AMI). Default can occur if the property is sold or transferred to another person and/or if the borrower fails to use the home as a principal residence, without prior written approval of the North Carolina Housing Finance Agency.

The Grant: To pay for soft costs including application outreach/intake/management, environmental reviews/inspections/testing and project assessment/documentation/estimating/bidding, NCHFA will create a Grant Agreement not to exceed \$10,000. The grant has no repayment or recovery terms.

What Kinds Of Work Will Be Done?

Each house selected for assistance must be rehabilitated to meet ESFRLP17 Rehabilitation Criteria. That means every house must, upon completion of the rehabilitation:

- meet the more stringent requirements of either NCHFA's Essential Property Standard or applicable jurisdiction's Minimum Housing Code (These are "habitability standards" which set minimum standards for decent, safe and sanitary living conditions.) Additionally, the home must meet applicable Lead-Based Paint regulations 24 CFR part 35.
- retain no "imminent threats" to the health and safety of the home's occupants or to the home's "structural integrity". (An example of an imminent threat to occupants

as well as to the home's structural integrity is an infestation of insects or a crawlspace that is too damp).

These requirements are spelled out in full in the ESFRLP17 Administrator's Manual which you may view, at reasonable times, upon request, at the Perquimans County Manager's Office, 128 N. Church Street, Hertford, NC or anytime online at www.NCHFA.com.

In addition to the above items that must be done to satisfy NCHFA requirements, the scope of work may include approved items meant to reduce future maintenance and operational costs or to further protect homes from natural disasters and/or home modifications designed to enable greater accessibility for household members to function more independently as they age.

Once the rehabilitation is complete, major systems in the home that, with reasonable maintenance and normal use, should be capable of lasting another 5 years include: structural support, roofing, cladding and weatherproofing, plumbing, electrical and heating/cooling systems.

Of course, contractors performing work funded under ESFRLP17 are responsible for meeting all local requirements for permits and inspections. All work done under the program must be performed to meet NC State Residential Building Code standards. (This does not mean, however, that the whole house must be brought up to current Building Code Standards.)

What About Lead-based Paint?

Until it was discovered to be a health hazard, lead was used for centuries to make house paints. Now we know that lead exposure is a serious problem for everyone and especially small children. Selling lead paint was outlawed in 1978, but many older buildings still contain lead paint and children are still being poisoned.

Under ESFRLP17, a lead hazard evaluation must be performed on every home selected for rehabilitation that was built before 1978. The specific type of evaluation and the appropriate lead hazard reduction work performed will depend on the total amount of Federal funds used to rehabilitate the home, as per 24 CFR part 35. If required, lead-based paint hazard reduction and/or abatement will be performed by contractors who are trained and certified to perform such work.

It may be necessary for the household to relocate during the construction process for protection against lead poisoning. If relocation is required, it shall be the responsibility of the homeowner to pay for the relocation.

Who Will Do The Work On The Homes?

Perquimans County is obligated under ESFRLP17 to ensure that quality work is done at reasonable prices and that all work is contracted through a fair, open and competitive process. To meet these requirements, Perquimans County will invite bids only from contractors who are part of an "Approved Contractors Registry". For additional information about procurement and disbursement procedures, please refer to the ESFRLP17 Procurement and Disbursement Policy for Perquimans County.

- All qualified members of the Approved Contractors Registry will be invited to bid on each job, and the lowest responsive and responsible bidder will be selected for the contract.
- All contractors working on pre-1978 units must be Renovate, Repair and Paint Rule (RR&P) Certified Renovators working for Certified Renovation firms.
- Homeowners who know of quality rehabilitation contractors that are not on the approved contractors' registry are welcome to invite them to apply.

What Are The Steps In The Process, From Application To Completion?

You now have information about how to apply for the Essential Single-Family Rehabilitation Loan Pool and what type of work can be done through the Program. Let's go through the steps for getting the work done:

1. **Completing a pre-application form:** Homeowners who wish to apply for assistance must do so by October 6, 2017. Apply by contacting the Perquimans County Manager's Office, 128 North Church Street, Hertford, NC, or by calling (252) 426-8484. Proof of ownership and income will be required. Those who have applied for housing assistance from Perquimans County in the past will not automatically be reconsidered and must complete a new pre-application form.
2. **Client Referral and Support Services** Many homeowners seeking assistance through the Essential Single-Family Rehabilitation Loan Pool may also need other services. If the ESFRLP staff meet the homeowner during the application process, they will provide pamphlets and a list of the agencies with contact information for the resources and programs available in the County. For households that meet the requirements of the pre-application step and qualify to receive assistance through the ESFRLP program, additional verbal discussion will be offered during the Screening of applicants and/or Pre-rehab inspection steps of the program.
3. **Preliminary inspection:** Perquimans County's Rehabilitation Specialist will visit the homes of eligible households to determine the need and feasibility of the home for rehabilitation.
4. **Screening of applicants:** Applications will be ranked by Perquimans County based on the priority system outlined on page 3 and the feasibility of rehabilitating the house. Households to be offered assistance will be selected by November 3, 2017. Household income will be verified for program purposes only (information

will be kept confidential). NCHFA will verify ownership of the property by conducting a title search. From this review, the five most qualified applicants will be chosen according to the priority system described above; there will be a list of two (2) alternates. Perquimans County will then submit to NCHFA an ESFRLP17 Loan Application and Reservation Request for each potential borrower for approval. Applicants not selected for ESFRLP assistance will be notified in writing.

5. **Written agreement:** A Homeowner Written Agreement, between the homeowner and Perquimans County, will be executed as part of the Loan Application and Reservation Request procedure (that formally commits funds to a dwelling unit). This agreement will certify that the property is the principal residence of the owner, that the post-rehab value of the property will not exceed 95% of the 203(b) limits established by HUD and defines the ESFRLP maximum amount and form of assistance being provided to the homeowner, the scope of work to be performed, the date of completion and the rehabilitation criteria and standards to be met.
6. **Pre-rehab inspection & unit evaluation:** Perquimans County's Rehabilitation Specialist will visit the home again for a more thorough inspection. All parts of the home must be made accessible for inspection, including the attic and crawlspace. The owner should report any known problems such as electrical short circuits, blinking lights, roof leaks, etc. Each unit will be evaluated for energy-saving opportunities such as air-sealing and duct-sealing as well as for environmental concerns, such as lead based paint hazards, radon and asbestos.
7. **Work write-up:** The Rehabilitation Specialist will prepare complete and detailed work specifications (known as the "work write-up"). A final cost estimate will also be prepared by the Rehabilitation Specialist and held in confidence until bids are received from contractors.
8. **Lead and Other Testing:** Perquimans County will arrange for a certified firm to inspect all pre-1978 constructed homes for potential lead and asbestos hazards. All homes will be tested for radon. The owner will receive information covering the results of the tests and any corrective actions that will be needed as part of the rehabilitation.
9. **Bidding:** The work write-up and bid documents will be conveyed to all contractors from the Approved Contractors Registry who will be given no less than seven days in which to inspect the property and prepare bid proposals. Each contractor will need access to all parts of the house in order to prepare a bid. A bid opening will be conducted in the Commissioner's Room located at the Perquimans County Courthouse Annex, 110 North Church Street, Hertford, NC at a specified date and time, with all bidders invited to attend.
10. **Contractor selection:** Within 72 hours of the bid opening the winning bidders will be selected. All bidders and the homeowner will be notified in writing of 1) the selection of the winning bid, 2) the amount of the winning bid, 3) the amount of

the County's cost estimate, and 4) the specific reasons for the selection, if other than the lowest bidder was selected.

11. **Loan closing and contract execution:** Loan documents (Promissory Note and Deed of Trust) will be prepared by NCHFA as the lender and executed by the homeowner. *By law, homeowner's have the right to hire legal representation of their choosing at loan closing.* If a homeowner does not have "representation" at the closing, the borrower must sign a NCHFA "Unrepresented Borrower Affidavit". Rehabilitation contract documents will be executed by the homeowner and contractor with Perquimans County signing on as an interested third party prior to the commencement of any construction. Perquimans County will facilitate with the loan closing and recordation of these documents and forward the recorded documents to NCHFA.
12. **Pre-construction conference:** A pre-construction conference will be held at the selected applicant's home. At this time, the homeowner, contractor and ESFRLP Perquimans County program representatives will discuss the details of the work to be completed. Starting and ending dates will be finalized, along with any special arrangements such as weekend or evening work hours and disposition of items to be removed from the home. Perquimans County will issue a "proceed order" formally instructing the contractor to commence work by the agreed-upon date.
13. **Construction:** The contractor is responsible for obtaining and posting all permits for the project before beginning work. Perquimans County ESFRLP Program staff will closely monitor the contractor during the construction period and local Code Enforcement Officials will inspect the work. To protect personal property the homeowner will be responsible for working with the contractor toward clearing work areas of personal property as needed as much as practicable. The contractor will be responsible for all clearing and cleaning activities necessary due to construction activities.
14. **Change Orders:** All changes to the scope of work must be approved by the owner, the contractor, Perquimans County's Rehabilitation Specialist, and the Perquimans County Program Administrator and reduced in writing as a contract amendment ("change order"). The owner, contractor and two Perquimans County personnel must execute any change order agreements to the construction contract.
15. **Progress payments:** The contractor is entitled to request two partial payments and a final payment. When a payment is requested, the Rehabilitation Specialist will inspect the work within three days.
16. **Closeout:** When the Rehabilitation Specialist and the Homeowner are satisfied that the contract has been fulfilled, the Homeowner, Project Administrator and Rehabilitation Specialist will sign off on the work. All material and workmanship will be guaranteed by the contractor for a period of one-year from the date of completion of the work as established by the date on the Owner's Certification of Satisfaction.

- 17. Post-construction conference:** Following construction, the contractor and the Rehabilitation Specialist will sit down with the Homeowner one last time. At this conference the contractor will hand over all owner's manuals and warranties on equipment and materials to the homeowner. The contractor and Rehabilitation Specialist will go over operating and maintenance requirements for the new equipment, materials and appliances and discuss general maintenance of the home with the Homeowner. The Homeowner will have the opportunity to ask any final questions about the work.
- 18. Final loan amount determination:** If, upon completion of all rehabilitation work, the contract price has changed due to the effect of change orders, NCHFA will prepare an estoppel for a loan reduction or modification agreement for loan increases as necessary at the time of closeout of the unit to modify the loan amount when there is a need for a change order involving a change in the original loan amount). The loan will remain the property of NCHFA, with original documents remaining there for storage and servicing. Please note that it is the responsibility of the owner to record an estoppel if they wish this to be reflected in the Deed of Trust.
- 19. The warranty period:** It is extremely important that any problems with the work that was performed be reported by the homeowner to the Perquimans County Rehabilitation Specialist or other representative, as soon as possible in writing. All bona fide defects in materials and workmanship reported within one year of completion of construction will be corrected free of charge by the Contractor.

What are the key dates?

If, after reading this document, you feel that you qualify for this program and wish to apply, please keep the following dates in mind:

- Applications available to the public starting September 8, 2017.
- Applications must be turned in at the Perquimans County Manager's Office by 5:00 PM on October 6, 2017.
- Selection of units will be made by November 3, 2017.
- All rehabilitation work must be under contract by December 31, 2019.
- All rehabilitation work must be completed by June 26, 2020.

How do I request an application?

Contact:

Frank Heath, County Manager
Perquimans County
128 North Church Street
Hertford, NC 27944
Phone: (252) 426-8484

Or: pick up an application at the Perquimans County Court House, County Manager's Office located 128 North Market Street, Hertford, North Carolina.

Is there a procedure for dealing with complaints, disputes and appeals?

Although the application process and rehabilitation guidelines are meant to be as fair as possible, Perquimans County realizes that there is still a chance that some applicants or participants may feel that they are not treated fairly. The following procedures are designed to provide an avenue for resolution of complaints and appeals.

During the application process:

1. If an applicant feels that his/her application was not fairly reviewed or rated and would like to appeal the decision made about it, he/she should contact the Perquimans County Manager's Office, within five days of the initial decision and voice their concern. If the applicant remains dissatisfied with the decision, the detailed complaint should be put into writing.
2. A written appeal must be made within 10 business days of the initial decision on an application.
3. Perquimans County will respond in writing to any complaints or appeals within 10 business days of receiving written comments.

During the rehabilitation process:

1. If the homeowner feels that construction is not being completed according to the contract, he/she must inform the contractor and the Rehabilitation Specialist.
2. The Rehabilitation Specialist will inspect the work in question. If he finds that the work is not being completed according to the contract, the Rehabilitation Specialist will review the contract with the contractor and ask the contractor to correct the problem.
3. If problems persist, the homeowner must put the concern in writing and a mediation conference between the homeowner and the contractor may be convened by the Rehabilitation Specialist and facilitated by Perquimans County Manager. Should the mediation conference fail to resolve the dispute, the County Manager will render a written final decision.
4. If the Rehabilitation Specialist finds that the work is being completed according to contract, the complaint will be noted and the Rehabilitation Specialist and the homeowner will discuss the concern and the reason for the Rehabilitation Specialist's decision.

Final Appeal:

After following the above procedures, any applicant or homeowner who remains dissatisfied with Perquimans County's final decision may appeal to Michael Handley, NCHFA, PO Box 28066, Raleigh, NC 27611-8066, (919) 877-5627.

Will the personal information provided remain confidential? Yes. All information in applicant files will remain confidential. Access to the information will be provided only to Perquimans County employees who are directly involved in the program, the North Carolina Housing Finance Agency, the US Department of Housing and Urban Development (HUD) and auditors.

What about conflicts of interest? No employee or board member of Perquimans County, or entity contracting with Perquimans County, who exercises any functions or

responsibilities with respect to the ESFRLP17 project shall have any interest, direct or indirect, in any contract or subcontract for work to be performed with project funding, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. Relatives of Perquimans County employees or of Perquimans County board members and others closely identified with, may be approved for rehabilitation assistance only upon public disclosure before the Perquimans County Board of Commissioners and written permission from NCHFA.

What about favoritism? All activities under ESFRLP17, including rating and ranking applications, inviting bids, selecting contractors and resolving complaints, will be conducted in a fair, open and non-discriminatory manner, entirely without regard to race, color, religion, national origin, sex, familial status and disability.

Outreach Efforts of the ESFRLP17 Program

The County of Perquimans will advertise or publish an article about the Essential Single Family Rehabilitation Loan Pool Program via the following media/venues: the local newspaper serving the County (The Perquimans Weekly), at senior centers throughout the County and on the County's website.

Who can I contact about the ESFRLP17 program? Any questions regarding any part of this application or program should be addressed to:

Frank Heath, County Manager
Perquimans County
128 North Church Street
P.O. Box 45
Hertford, NC 27944
Phone: (252) 426-8484

Brendan Nolan, Rehabilitation Specialist
The Wooten Company
301 West 14th Street
Greenville, NC 27834
Phone: (252) 757-1096

This Assistance Policy is adopted this ____ day of _____ 2017.

Kyle Jones, Chair
Perquimans County Board of Commissioners

Attest Mary P. Hunnicutt, Clerk to the Board

Perquimans County
ESSENTIAL SINGLE FAMILY REHABILITATION LOAN POOL (ESFRLP17)

PROCUREMENT POLICY

1. To the maximum extent practical, Perquimans County (the County) promotes a fair, open and competitive procurement process as required under the North Carolina Housing Finance Agency's (NCHFA) Essential Single-Family Rehabilitation Loan Pool (ESFRLP). Bids are invited from Contractors who are part of the County's approved contractor registry.
2. Any current contractor listed with and approved by the County and in good standing (ie. no unresolved past performance issues and not listed on the federal or state debarred list) will receive automatic approval status on the contractor registry.
3. To be listed in the Approved Contractor Registry, a contractor must complete an application, have their recent work references checked by the County's Rehabilitation Specialist and submit proof of insurance. All contractors working on pre-1978 units must be Renovate, Repair and Paint Rule (RR&P) Certified Renovators working for Certified Renovation firms; only those contractors with this certificate on file will be invited to bid on pre-1978 homes.
4. At least three (3) eligible contractors on the County's approved contractor registry shall be invited to bid on each job and the lowest responsive and responsible bidder shall be selected for the contract. "Responsive and responsible" means (a) the contractor is deemed able to complete the work in a timely fashion, (b) the bid is within 15%, in either direction, of the County's cost estimate, (c) the contractor has not been suspended or debarred and (d) there is no conflict of interest (real or apparent).
5. Although bid packages may be bundled for multiple job sites, the bids for multiple job sites shall be considered separate and apart when awarded and shall be awarded to the lowest responsive and responsible bidder(s) for each job site.
6. Bid packages shall consist of an invitation to bid, work write up(s) and bid sheet(s) for each job, including instructions for distribution and receipt of bids. Contractors will be given no less than seven days in which to inspect the property and prepare bid proposals. Each contractor will need access to all parts of the house in order to prepare a bid. A bid opening will be conducted in the Commissioner's Room located at the Perquimans County

Court House Annex, 110 North Church Street, Hertford, NC at a specified date and time, with all bidders invited to attend.

7. Bids must include a cost-per-item breakdown with line item totals equaling the submitted bid price. Discrepancies must be reconciled prior to a contract being awarded.
8. The County reserves the right to reject any or all bids at any time during the procurement process.
9. In the event of a true emergency situation, the County reserves the right to waive normal procurement procedures in favor of more expedient methods, which may include seeking telephone quotes, faxed bids and the like. Should such methods ever become necessary the transaction will be fully documented. In the event phone bids are used, the County of Perquimans will call the first three responsive contractors on the approved contractor list who have indicated a desire to be on the telephone call list. The County will track who has been called and responsive, and will rotate through the full list before beginning the rotation again.
10. All sealed bids will be opened publicly at a time and place to be announced in the bid invitation. All bidders are welcome to attend. Within 72 hours of the bid opening, after review of bid breakdowns and construction schedules, the winning bidders will be selected. All bidders and the homeowner will be notified in writing of 1) the selection of the winning bid, 2) the amount of the winning bid, 3) the amount of the County's cost estimate, and 4) the specific reasons for the selection, if other than the lowest bidder was selected.
11. The contractor is responsible for obtaining a building permit for the project before beginning work. The permit must be posted at the house during the entire period of construction. If applicable, the contractor will obtain a permit for lead hazard related activities. Perquimans County ESFRLP staff will closely monitor the contractor during the construction period to make sure that the work is being done according to the work write-up (which is made a part of the rehabilitation contract by reference) and in a timely fashion. Local Code Enforcement Officials will inspect the work for compliance with the NC State Building Code and the local minimum housing code, when applicable. To protect personal property the homeowner will be responsible for working with the contractor toward clearing work areas of personal property as needed as much as practicable. The contractor will be responsible for all clearing and cleaning activities necessary due to construction activities.

12. Any change to the original scope of work must be reduced to writing in the form of a change order to be agreed upon and signed by all parties to the original contract and two representatives of the County. The change order must also detail any changes to the original contract price.
13. No work may begin prior to a contract being awarded and executed and a written order to proceed provided to the contractor. In addition, a pre-construction conference and "walk thru" shall be held at the work site prior to commencement of repair work. At this time, the homeowner, contractor and ESFRLP Perquimans County program representatives will discuss the details of the work to be completed. Starting and ending dates will be finalized, along with any special arrangements such as weekend or evening work hours and disposition of items to be removed from the home. Within 24 hours of the pre-construction conference, Perquimans County will issue a "proceed order" formally instructing the contractor to commence work by the agreed-upon date.
14. The County of Perquimans is an equal opportunity employer, implements non-discriminatory practices in its procurement/disbursement and will make special outreach efforts to include M/WBE (Minority/Women Business Enterprise) businesses within its contractor and subcontractor pool. Contractors will be chosen by the above criteria without regard to race, color, religion, national origin, sex, familial status and/or disability.

DISBURSEMENT POLICY

1. All repair work must be inspected by (a) the County's Rehabilitation Specialist, (b) the local building or minimum housing code inspector when applicable and (c) the homeowner prior to any payments to contractors. If all work is deemed satisfactory and all other factors and written agreements are in order, payment shall be issued upon presentation of an original invoice from the contractor. Contractor should allow 21 business days for processing of the invoice for payment.
2. The contractor is entitled to request two partial payments and a final payment. The first partial payment may be requested when the work is 50% complete. The second partial payment may be requested when the work is 85% complete. When a payment is requested, the Rehabilitation Specialist will inspect the work within three days, determine percentage of job completion and calculate a payment based on 90% of the total work completed.
3. Following construction, the contractor and the Rehabilitation Specialist will meet with the Homeowner in a post-construction conference. At this

conference the contractor will hand over all owner's manuals and warranties on equipment and materials to the homeowner and be available to answer homeowner questions.

4. Project Closeout: When the contractor declares the work complete, the Rehabilitation Specialist will thoroughly inspect the work. If any of the work is deemed unsatisfactory, it must be corrected prior to authorization of final payment. If the contractor fails to correct the work to the satisfaction of the County's Rehabilitation Specialist, payment may be withheld until the work is deemed satisfactory. (Contractors may follow the County's Essential Single Family Rehabilitation Loan Pool Program Assistance Policy if a dispute occurs; however, contractors shall abide by the final decision as stated in the policy). The Homeowner, Project Administrator and Rehabilitation Specialist will sign off on the work. After receipt of the contractor's final invoice, inspections, certificate of completion and lien releases, the final payment will be ordered. All material and workmanship will be guaranteed by the contractor for a period of one-year from the date of completion of the work.
5. The County assures, through this policy, that adequate funds shall be available to pay the contractor for satisfactory work.
6. All contractors, sub-contractors and suppliers must sign a lien waiver prior to disbursement of funds.

The Procurement and Disbursement Policies are adopted this the _____ day of _____ 20____.

COUNTY OF PERQUIMANS

BY: _____

ATTEST: _____

CONTRACTORS STATEMENT:

I have read and understand the attached Procurement and Disbursement Policy.

BY: _____

COMPANY NAME: _____

WITNESS: _____



Confidential

VH.3.1.



**Perquimans County
2017 Essential Single-Family Rehabilitation Loan Pool Program
Pre-Application Form**

PLEASE PRINT

Owner/Occupant's Name: _____

Physical Address of Home: _____

Mailing Address: _____

Telephone Numbers: Home: _____ Cell: _____ Work: _____

Does the occupant have an ownership interest in the property or a Life Estate? YES ___ NO ___

Total gross (before taxes and deductions) household income per month: _____
(Include income of all adult members of the household.)

List all individuals living in the home:

Name	Birth Date	Veteran (Not DD)	Disability (Yes No)	Marital Status	Race	Source of Income	Monthly Income
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

Type of dwelling: Stick Built _____ Off Frame Modular _____ Manufactured: _____

Number of Bedrooms: _____ Number of Bathrooms: _____

Has the property received more than \$25,000 rehabilitation assistance within the last 10 years? Yes ___ No ___

Do you have a reverse mortgage? Yes ___ No ___

Is the property located in the 100 year floodplain? Yes ___ No ___

Type of Essential Repairs Needed: _____

I certify that the information that I have provided, pertaining to household income and ownership is a true and correct statement of facts according to my best knowledge and belief.

Homeowner's Signature _____

Return completed form including income verifications and ownership data to: Attn: Frank Heath-ESFRLP17
Perquimans County, 128 North Church Street, Hertford, NC 27944.

Please return this pre-application no later than October 6, 2017 at 5:00 pm.

Attached: Perquimans County, ESFRLP17 Assistance Policy. Please review the Assistance Policy before completing the pre-application form. Return ONLY the form with requested income/ownership information; retain the Assistance Policy for future reference.



VII.B.1.

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

August 29, 2017

To: The Board of County Commissioners

The tax bills were dropped off at the post office on Monday, August 28th to be mailed out.

Sharon Cooper started with the tax office on August 1st as Tax Clerk – DMV. She is catching on and doing a great job.

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.



VII. B. 2.

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**PERQUIMANS COUNTY
TAX DEPARTMENT**

ENFORCED COLLECTIONS- AUGUST 2017

GARNISHMENTS: \$4568.26

PAYMENT AGREEMENTS: \$14,455.50

DEBT SETOFFS: \$180.00

FOR
INFORMATION
ONLY
ITEMS

PERQUIMANS ARTS LEAGUE

<http://www.perquimansarts.org>
PO Box 134 - 109 N. Church Street - Hertford, NC 27944
Telephone: 252-426-3041

August 17, 2017

Kyle Jones, Chair
Perquimans County Board of Commissioners
PO Box 45
Hertford, NC 27944

Dear Mr. Jones:

The Perquimans Arts League (PAL) would like to thank the Perquimans County Board of Commissioners for their support. We sincerely appreciate the \$3,000 grant from the county. PAL strives to obtain a diversified number of resources so that we may maintain the activities and services to benefit the entire community. Therefore, the county grant is important as a resource – particularly because it shows that you care.

During the past year, PAL has been an active partner with Perquimans County Schools. In addition to working with the Youth at Risk afterschool program, PAL has also sponsored two artists in residence and three music clinics with master musicians. In celebration of Youth Art Month, there was a student art exhibit at the gallery with participation from Hertford Grammar, Perquimans County Middle School and Perquimans County High School. The grant from the county will help us to continue and expand these activities.

When the PAL Board requested funding from the county, we had hoped it would also help move the organization to a more visible space. Unfortunately, we have been unable to reach an agreement with the seller, so the board will continue to evaluate other possible locations.

If the Perquimans County Board of Commissioners would like PAL to provide further information about our group, please feel free to contact me (252-426-7463).

Again, our heartfelt thanks to you and to all members of the Board of Commissioners.

Sincerely,

Sheryl Corr
Past President
Perquimans Arts League



The Perquimans Arts League is supported by the North Carolina Arts Council, a division of the Department of Natural and Cultural Resources.

Logout



NACo Prescription Drug Discount Card Program

Go Back

PERQUIMANS COUNTY, NC

		% OF PLAN		% OF RETAIL		AVERAGE MEMBER		RETAIL	AVERAGE	RETAIL	AVERAGE	% OF	TOTAL
		PRICE	PRICE	PRICE	PRICE	COST	COST	PRICE	PRICE	PRICE	PRICE	PRICE	UTILIZERS
2017													
JUNE	2	0	0.00%	2	100.00%	\$ 51.55	\$ 25.78	\$ 51.55	\$ 25.78	\$ 0.00	\$ 0.00	0.00%	1
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

Prescription Drug Program

F10.1-2

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 RETAIL PRICE	RETAIL PRICE	% RETAIL PRICE	MEMBER COST	AVERAGE MEMBER COST	RETAIL PRICE	AVERAGE RETAIL PRICE	RETAIL PRICE	AVERAGE RETAIL PRICE	PRICE SAVINGS	% PRICE SAVINGS	TOTAL UTILIZERS
TOTALS:	1,418	885	62.41%	533	37.59%	\$ 41,379.51	\$ 29.18	\$ 59,459.50	\$ 41.93	\$ 18,079.99	\$ 12.75	30.41%	609.00	

Column Headers from left to right:

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

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

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

DEPARTMENT HEAD REPORTS

PLAT REVIEW LOG - PERQUIMANS COUNTY

August, 2017

DHR-1-1

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
Mark K. Pruden	✓	8/15/17	✓	52.15 Ac 1-0029-0061 Existing Parcel
Kinda C + Terry Wyrick	✓			without road frontage between Poplar + Chingapin
J H Miller	✓	8/17/17	✓	Combination Dwd./Plat. Parcels @ 102 Phelp
Aimee W. Manning				Sub. 3-0040-07102-H, 3-0040-07100A-H + 07104-H
Eastern Carolina Engineering	✓	8/18/17	✓	Recombination of Parcels 5-0034-0068 (42.89 Ac) + 5-0034-0068B (19.41 Ac) on Chapanoke Road
Cecil H Perry + Virginia R. Perry	✓			Recombination + Family Division Parcels 1-0029-0008D + 1-0029-0010 = 4 Tracts, 5-57 Ac 5-55 Ac 5-56 Ac + 107 Ac
Mark K. Pruden	✓	8/23/17	✓	Existing Parcel 45.75 +/- 1-0029-0063 on Chingapin Road
Katherine Copeland Hiers	✓			
Mark Pruden	✓	8/29/17	✓	Combination of 5-0042-0009 + 5-0042-0002
Kinda + Terry Wyrick	✓			317.09 Ac on Ocean Hwy N.
Josiah Webb	✓	8/29/17	✓	Easterly Portion of 5-0042-0009 not combined 101.69 Ac
Elmwood Farms limited	✓			

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

Board of Commissioners
Finance Officer:

PERQUIMANS COUNTY
OFFICIAL REPORT

Date Aug 31/2017

I wish to report that during the month August 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 \$
8/1/2017									\$0
8/2/2017									\$0
8/3/2017	\$150	\$70	2		\$55	1			\$275
8/4/2017		\$456	2						\$456
8/5/2017									\$0
8/6/2017									\$0
8/7/2017	\$658		\$105	\$50	\$110	2	\$10		\$933
8/8/2017	\$750	\$30	1	\$50	\$165	3	\$10		\$1,005
8/9/2017		\$579	1						\$614
8/10/2017		\$204	1						\$204
8/11/2017									\$0
8/12/2017									\$0
8/13/2017									\$0
8/14/2017	\$1,015	\$90	\$35	\$50			\$20		\$1,210
8/15/2017									\$0
8/16/2017	\$1,254	\$60	2	\$50	\$55	1	\$10		\$1,429
8/17/2017									\$0
8/18/2017	\$788	\$60	\$35		\$55	1			\$938
8/19/2017									\$0
8/20/2017									\$0
8/21/2017	\$1,100								\$1,100
8/22/2017									\$0
8/23/2017	\$714			\$50	\$145	3			\$909
8/24/2017	\$2,089	\$60	2	\$100			\$20		\$2,269
8/25/2017	\$966						\$10		\$976
8/26/2017									\$0
8/27/2017									\$0
8/28/2017									\$0
8/29/2017									\$0
8/30/2017									\$0
8/31/2017	\$60	\$90	2		\$55	1			\$310
TOTAL	\$9,534	\$1,699	17	\$350	\$640	12	\$80	\$0	\$12,628

Signed: [Signature] Building Inspector

9 NEW SINGLE FAMILY DWELLING
1 - MOBILE HOME

expanded cea Report

DHR-3-1

SUBJ-ADDRESS 762 Woodville Rd.
ORDINANCE VIOLATED #53 cars /
NOTES 7/25/17 pics show visual buffer concealing part of yard. Some vehicles gone. Still too many on site
6/28/17 update with pics sent Registered Return Receipt- returned unclaimed
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 8/28/17 no improvement
clean up waiting favorable weather and funds at same time

DISPOSITION DATE 8/28/2017

SUBJ-ADDRESS 132 Albemarle Rd.
ORDINANCE VIOLATED
NOTES update research again and send letters to verify abandonment 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 / salvagable 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.
Alleges = old trailer overgrown & fire Hazzard.
Doublewide in tall vegetation- see 2 pics

DISPOSITION AMH process

DISPOSITION DATE 8/28/2017

SUBJ-ADDRESS 742 Chapanoke Rd.
ORDINANCE VIOLATED solid waste & vehicles
NOTES SAT photos show slow improvements
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 8/28/2017

DHR-3-2

SUBJ-ADDRESS 1034 Snug Harbor Rd.

DHR-3-3

ORDINANCE VIOLATED

NOTES

8/28/17 no change - owner reportedly getting better but not at this address
7/25/17 weeds cut, some debris removed, yard somewhat organized - owner in hospice.
6/29/17 visited Mr. Register - grand daughter coming on weekend to cut grass / Snug Harbor POA member plans to help
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 8/28/2017

SUBJ-ADDRESS 248 Muddy Creek Rd.
ORDINANCE VIOLATED #53 - nuisance Vehicles
NOTES 8/28/17 - no change vehicles coming and going. Most are licensed but more than 5 are not. Some are collector cars but nowhere to put them under cover
continuing activity- does not seem an attempt at junkyard - still too many auto
Some cars and parts of cars seem to be visible and present. More cars and trucks are coming and going.
Some are licensed and some are not. First class letter out to encourage clean up. As of 1/28/2016 improvements underway. multiple nuisance vehicles but not an apparent junk yard.
DISPOSITION Ernie observation 8/28/17
DISPOSITION DATE 8/28/2017

DHR-3-4

SUBJ-ADDRESS 313 Snug Harbor
ORDINANCE VIOLATED 50 & 53
NOTES inquirey about status - need to research again and send letters to confirm deceased
3/27/17 pics updated research heirs etc.
still no contact- cars tagged
6/20/16 Wayne Ward said- goto PenderRd. On Snug Harbor rd. turn left & 2nd on left is Fred McDonald who cuts grass for Alexander -
6/14/16 condemned / not yet posted
weather damage worsening / becoming dilapidated
moved house, neglected, becoming solid waste & 2 abandoned vehicles. Looking 1/26/16, for contact info. Pics on file. Continue observation.
DISPOSITION send letters to confirm deceased
DISPOSITION DATE 8/28/2017

SUBJ-ADDRESS 1275 Ocean Highway - 17 S
ORDINANCE VIOLATED
NOTES 8/28/17 - To TAX office for collection billed
Called Danny White and informed him of clean up and follow up letter with billing
3/23/2017 - demolished and cleaned up
3/21/17 contract signed by Virgil
RRR letter returned unclaimed. Contract prepared 2/1/17 - awaiting approval to proceed
prep for demolition RRR letter sent
12/22/16 sent RRR final notice
12/16/16 c/o name added to mailing address - will send updated notice
12/16/16 - directed to proceed with clean up
waiting funding-proceed with demolition
call from D White said go ahead with process and bill him
(7/1/16)Awaiting funding
RRR sent & 1st to sister
4/5/16 DISCOVERED MOVE / letter sent to new address
dilapidation
DISPOSITION Demo and clean up complete - billing underway
To TAX office for collection

DHR-35

DISPOSITION DATE 8/28/2017

SUBJ-ADDRESS 634 Ocean Highway (17-S)

ORDINANCE VIOLATED

NOTES yard cleaned up
7/1/16 Mr Bass met with Virgil to get permits
Owner called 6/27/16 said Mr. Bass will be in
RRR letter final notice
Owner called 6/13/16 said would direct mr. bass
RRR letter sent to owner with 1st class to Bass
remodel, camper, shed, cars - no permits
property clean up underway
research & update file / verify code violations

DISPOSITION timed out with no further complaints

DISPOSITION DATE 8/16/2017

SUBJ-ADDRESS 124 Joshua Circle
ORDINANCE VIOLATED
NOTES 1 veh contractwed an removed
Ms. Taylor called 1/24/17 and said please remove vehicles
release letter returned 12/22/16
send letter with release for negotiation 12/13/16
send letter to son and owner r/e titles and weeds
9/12/16 vin collected / weeds being cut
8/29/16 contact with owners / willing to release and 2 vehicles tagged
for removal
8/23/16 cleanup under way
receipt claimed (no date)
registered return receipt sent
negative improvments(7-22-16)
1st class lettwer sent 4/7/16
to/do follow up pics(4/29/16)
pics taken / unsightly belongings in yard / check for ord viol.
DISPOSITION owner compliance

DHR-3-6

DISPOSITION DATE 8/14/2017

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 building permit for new construction
cea file closed

DISPOSITION DATE 8/28/2017

SUBJ-ADDRESS various lots / Bethel Fishing Center
ORDINANCE VIOLATED
NOTES make individual files associated with parcels to check grandfathering
Situation constantly moving but not getting better. Send RRR with 30
day final notice
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 send parcel ID letters denoting violations

DISPOSITION DATE 8/28/2017

DHR-3-7

SUBJ-ADDRESS 144 Patrick Dr.
ORDINANCE VIOLATED N/A
NOTES update Jan. trace foreclosure- some care
weeds cut
update pics 7/20/16
2nd call 6-3-16 said in foreclosure - find bank info
send 1st class - sollicite cooperation
call about weeds / exaggerated
investigated 5/24/16

DISPOSITION update and/or close
DISPOSITION DATE 8/28/2017

SUBJ-ADDRESS 1136 Belvidere Rd.
ORDINANCE VIOLATED
NOTES 7/25/17 observed roof caving in - question tax r/e reval
investigate further-pay attention to roof condition
update pics
dilapidated / tax val = 25000 investigate further

DISPOSITION investigate for condemn
still watching
DISPOSITION DATE 8/28/2017

SUBJ-ADDRESS 142 Pirate Cove Way
ORDINANCE VIOLATED ??
NOTES zoning inquiry
have not found storage container violation - may refer to zoning
4/20/17 Mr. Ries Re- complained about storage container has not
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 plans to relocate container
DISPOSITION DATE 8/28/2017

DHR-3-8

SUBJ-ADDRESS 174 Sunset Circle
 ORDINANCE VIOLATED vehicles
 NOTES 8/1/17 2 trucks still in same place
 complaint reaffirmed by Cudworth 07/17/17
 return for pics & investigate
 alledges 2 veh untagged
 pics next trip
 DISPOSITION send RRR taking too long
 DISPOSITION DATE 8/28/2017

SUBJ-ADDRESS 167 White Oak Ave.
 ORDINANCE VIOLATED
 NOTES no word from county att
 summary to county manager 2/6/17 . Tentative contract to remove
 vehicle with no charge to county
 negotiating contract to remove vehicle
 confirmed deceased by ROD
 research further
 reported possibly deceased, vehicle with expired tag 4 years
 DISPOSITION pending Virgil & H.High approval / no response yet
 DISPOSITION DATE 8/28/2017

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
 8/28/17 no improvement
 DISPOSITION DATE 8/28/2017

expanded cea Report

DHR 3-9

SUBJ-ADDRESS Lot 38A / Bethel Fishing Center

ORDINANCE VIOLATED permits

NOTES Ms.Chappell came in 8/28/17 looking for assistance achieving compliance. Camper belongs to squater, who is living in it with sewer & no septic. Also water hooked up. Her property and she wants him off. camper moved to Oliver St. lot with for sale sign. 7/25/17
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 put action on hold while she consults with lawyer and sheriff

DISPOSITION DATE 8/28/2017

SUBJ-ADDRESS 332 Muddy Creek Rd.

ORDINANCE VIOLATED

NOTES RRR letter sent 8/18/17 with deadline
Interested party called and requested guidance. 7/20/17
Ordinance copies swent at request of owner 7/20/17
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 Registered letter sent
8/28/17 no improvement

DISPOSITION DATE 8/28/2017

SUBJ-ADDRESS 174 Sunset Circle
ORDINANCE VIOLATED ???
NOTES re-complaint by Judy Cudworth - nothing moved (confirmed 7/25/17) Need to detail any violation and communicate to owner. 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.

DHR-3-10

DISPOSITION active logistics
DISPOSITION DATE 8/28/2017

SUBJ-ADDRESS 111 Linden St.
ORDINANCE VIOLATED solid waste
NOTES Keep case open to document renovation and permits 3/22/2017 - all but one section of buildings demolished and removed some solid waste visible - could not verify owner Check for solid waste & junk

DISPOSITION permits and construction active. Case closed
DISPOSITION DATE 8/28/2017

SUBJ-ADDRESS 235 Pirate Cove Way & lot
ORDINANCE VIOLATED
NOTES 8/17/17 cord removed - no other improvement received return receipt for letter, signed by owner 7/27/17 7/19/2017 - some vehicles moving but overall appearance seems same - camper still there with cord across road - no reply to letters. RRR letter sent July 14, 2017 1st class letter sent June 14, 2017 HI resident owns lots in Hiliday Is. That are being used illegally

DISPOSITION watching
DISPOSITION DATE 8/17/2017

SUBJ-ADDRESS 2113 New Hope Rd.
ORDINANCE VIOLATED zone & solid waste
NOTES 8/28/17 - no improvement - receipt returned from property owner but not tenant
7/31/17 - property on New Hope Rd. with continous yard sale business, displaying solid wasts in plain view.
DISPOSITION watching
DISPOSITION DATE 8/28/2017

D1+R 3-11

SUBJ-ADDRESS 141 Woodland Church Rd.
ORDINANCE VIOLATED ?-solid waste-?
NOTES no improvement 8/28/17
Neat groomed yard with debris from remodel
DISPOSITION 8/17 RRR sent
DISPOSITION DATE 8/28/2017

SUBJ-ADDRESS 102 Bethel Fishing Center Road
ORDINANCE VIOLATED
NOTES dividing owners holdings into parcel files to clarify grandfathering and violations
This parcel was clean. Will photoverify and close file with note to watch
DISPOSITION investigating
DISPOSITION DATE 8/28/2017

COMMITTEE REPORTS

Perquimans
**COUNTY
TOURISM**

118 W. MARKET STREET, HERTFORD NC 27944

**2017 Annual Report and 2017 –2018 Marketing Plan
Perquimans County TDA**

*L*ETTER FROM THE DIRECTOR

Dear Tourism Partners:

It is with great pleasure that I submit this annual report for 2017 and marketing plan for 2018. I am excited to be working with a group of such knowledgeable people who share a passion for making Perquimans County a great place to live, learn, and prosper.

I have spent a great deal of time during my first six months as Tourism Director getting to know the people of Perquimans County, and I am grateful for the warm welcome I have received. I look forward to the challenges and opportunities of the next year as we begin to chart a course together to introduce more visitors to our beautiful county.

The Perquimans County Tourism Development Authority (TDA) was authorized by the NC General Assembly in 2007 and was charged with promoting Travel and Tourism in Perquimans County. The TDA holds quarterly meetings; special meetings are scheduled if needed. Currently, the TDA consists of six members and is made up of two County Commissioners – Ed Muzzulin and Charles Woodard, one Hertford town representative – Sid Eley, one Winfall town representative – Fred Yates, and two representatives from the businesses that collect the occupancy tax which funds the Authority – Charlotte Damron (Albemarle Plantation) and Mary White (Springfield Bed & Breakfast).

The TDA met five times during FY17 and completed many accomplishments, including::

- Updated County Brochure and distributed to nearly 20 locations throughout the state
- Represented Perquimans County at VisitNC Conference in Greenville
- Represented Perquimans County at RURAL DAY with NC Legislature in Raleigh
- Designed and placed an advertisement in Museum of the Albemarle's 50th Anniversary Limited Edition Magazine
- Met and consulted with representatives from numerous community organizations to develop cooperative strategy, including: NC Secretary of Commerce, Pasquotank County TDA, Chowan County TDA, Farm Bureau,

Albemarle Commission, Historic Hertford, Inc., Town Board of Winfall, Perquimans Art League, Perquimans County Restoration Association, Renew PQ, Northeast Alliance, Visit NC, Hertford Rotary, Albemarle RC & D, Albemarle Loop, COA Small Business Development Center

- Increased Facebook presence and following from 190 on January 4, 2017 to 274 as of August 7, 2017.
- Developed and distributed EXCLUSIVE VIP CAROLINA COUNTRY TOUR PACKAGE

I would like to thank you again for the opportunity to work with you to bring more visitors to Perquimans County. Since I first visited over 20 years ago, I have always been charmed by this community and have wanted to do what I can to help. I look forward to doing just that during this next year.

Sincerely,

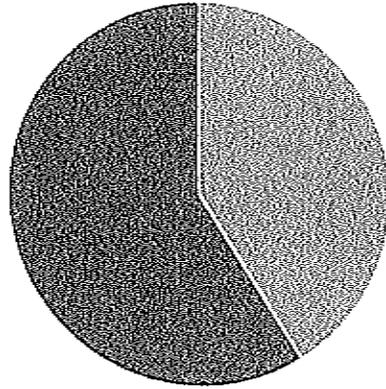
Sharon Smith
Tourism Director
Perquimans County TDA
August 9, 2017

2016 *North Carolina* Visitor Profile Summary

- ◆ In 2016, approximately 48.6 million person-trips were taken in North Carolina and ranked #6 in the US in terms of domestic visitation.
- ◆ Eighty-nine percent of all domestic visitors came to North Carolina for pleasure purposes, while eight percent of visitors came to conduct business (includes meeting/convention). The remaining three percent indicated “other” reason for visiting the state.
- ◆ The summer (June - August) was the most popular season for travel to North Carolina, with nearly thirty-six percent of all 2016 visitors. Fall (September - November) followed with twenty-four percent of the annual visitors. The spring (March - May) season welcomed twenty-two percent of visitors and winter (December-February) saw nearly nineteen percent of visitors in 2016. August was the single largest month for travel to the state with nearly thirteen (12.8%) percent, followed by July (11.4%) and June (11.3%).
- ◆ The average travel party size for all North Carolina visitor parties was 2.2. Twenty-nine percent of travel parties to the state included children in the party.
- ◆ Ninety-one percent of all travelers to the state drove (includes personal automobile, rental, motorcycle and RV), while seven percent traveled by air.
- ◆ In 2016, the average household trip expenditure by visitors to North Carolina was \$477. The average household trip expenditure for overnight visitors was \$616. Daytrip parties to the state spent approximately \$128 per visit.
- ◆ The top states of origin of total visitors to North Carolina were in-state residents (46.7%), Virginia (9.0%), South Carolina (8.5%), Georgia (5.9%), Florida (3.8%), Tennessee (3.2%), New York (2.8%), Maryland (2.4%), Pennsylvania (2.3%) and New Jersey (2.1%).

FY 17 REVENUE

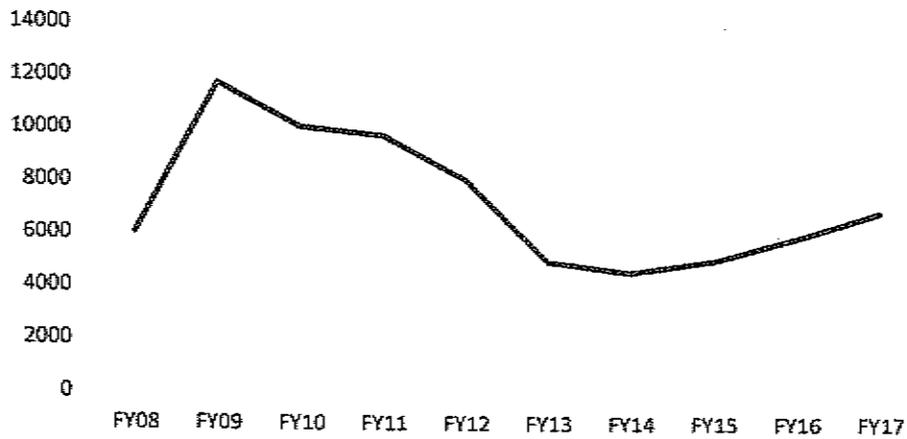
FY17 TDA REVENUE



■ Occupancy Tax ■ Perquimans County

Occupancy Tax	\$ 6,927.39
Perquimans County	\$ 10,000.00
total	\$ 16,927.39

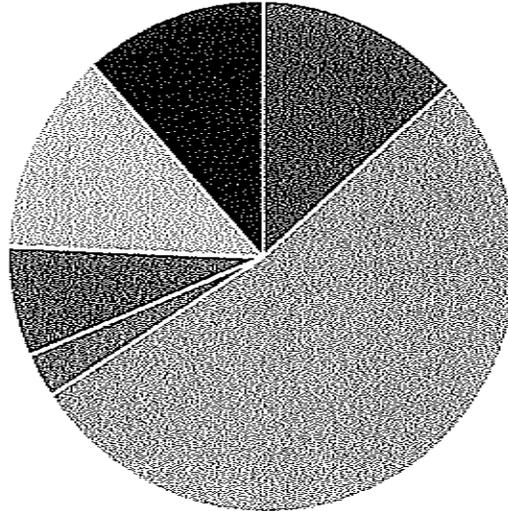
Perquimans County Occupancy Tax Collections



FY17 EXPENDITURES

CR-1-6

FY 17 TDA EXPENSES



- Professional Services
- Tourism Director
- Training & Development
- Promotional Activities
- Marketing
- Perquimans County Fireworks

Professional Services	\$ 1,675.00
Tourism Director	\$ 6,720.00
Training & Development	\$ 360.00
Promotional Activities	\$ 888.46
Marketing	\$ 1,651.40
Perquimans County Fireworks	\$ 1,500.00
	\$12,794.86

FY18 Perquimans County Tourism Marketing Focus

Our marketing strategy requires that we make a positive distinction as to what our destination has to offer as compared to the offerings of our competitive set.

Through consistent integration of our branding across all forms of media, the consistent use of compelling photography, visual elements, typography, color and messaging, our goal is to establish that which makes us distinct in the hearts and minds of our potential and repeat visitors, and breed top-of-mind awareness in terms of their travel planning.

Target Audience

Adults 21-45 who intend to travel in the next 2-6 months

Family or friend groups that want to:

- Explore new areas not too far from home
- Experience natural resources
- Discover links to regional history

Niche subcategories:

Outdoorsmen, History Buffs

Opportunity feeder markets:

- Hampton Roads
- Greenville
- Richmond

Goals:

- Pull more regionally instead of locally for event marketing and day trippers
- Create a consistent year round presence and increase digital presence during peak times
- Create strategic campaign during colder months to take advantage of people looking forward to warmer weather
- Refine, improve, and work towards replacing the VisitPerquimans.com website in order to keep up with the increased demand from mobile devices
- Rely more heavily on email marketing (2 emails per month) - we will begin email marketing to entice potential visitors with seasonal updates and

exciting news on upcoming events using the Chamber of Commerce database.

- Expand Facebook to 1,000 likes/followers
- Social media advertising via Facebook, Pinterest, Instagram and Twitter will be utilized more heavily. We will post once daily on Facebook, and aim for once weekly on the other platforms. Video will be used as much as possible as a part of the digital campaign.

Publications/Products to be produced and distributed by TDA:

The following printed publications will be created and/or updated and re-issued during the FY18 fiscal year.

- County Brochure
- Dining Guide
- Lodging Guide
- Attractions Guide

Annual Events

Events have proven to be a great way to attract visitors to the area throughout the year. We will work to ensure that there is at least one event per month. Some suggestions:

- January – Art Bombing, Wolfman Jack Music Festival
- February – FoodFest or Mardi Gras Masque Event, African-American History event?
- March – Riverfest
- April – Vintage Flea & Farm Market and Unhilly Hundred (HHI)
- May – Art Tour, Homeboy Reunion and Garden Party (PCRA)
- June – Daylily Festival and/or Winfall Wing Fest
- July – Crawfish & Crabs event
- August – Perquimans County CornFest
- September – Car Show and Toast the Perquimans (HHI)
- October – Newbold White Fright Nights
- November – Turtle Run and Turkey Trot 5/10K, Native American event?
- December – Grand Illumination, Parades, Market Street Porch Walk

Smaller events – Music @ the Missing Mill (Renew PQ), Church Street Yappy Hour (downtown businesses), Bike Rodeo (Sheriff's department)



PERQUIMANS COUNTY EMERGENCY SERVICES

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

(252) 426-5646 Phone - (252) 426-3306 Fax

911 Communications Board Meeting

Thursday, July 27, 2017– 7:00 P.M. - Perquimans Emergency Services Building

MINUTES

Welcome – Provided by Jonathan Nixon followed by the blessing by Frank Heath at 7pm

Minutes from April 13, 2017 Meeting –via email. Frank moved to approve same, Mark second the motion.

Introductions (see sign-in sheet for attendance)

Reports:

911 Center – Jonathan Nixon provided the following report:

STAFFING

- 1 New Full-Time Telecommunicator -- Tiffany Haynes
- Advertising for Part-Time Telecommunicators

TRAINING

- 1 Part-Time employee has completed DCI Classes
- 4 Part-Time employees have completed Sheriffs' Standards Class
- 1 Part-Time employee is scheduled for an EMD class
- Training program (EMD & Sheriffs' Standards) has been implemented
- NCAware training is scheduled to begin in October

EQUIPMENT

- Tower Sites continue to be visited monthly by EM
- EM and 911 Staff continue to work with Jim McKeever of Global Communications on the County-Wide Radio Analysis.
- Back-Up 911 Center Update
 - Installation of the new upgraded Motorola 5500 Console Radio System complete
 - Duplicate phone equipment to be installed in Chowan has arrived. Waiting on install.
 - Additional capacity has been added to the recorder.
 - 150' tower installed at the ES Bldg by Sabre Industries and Sink Towers.
 - Our expected completion date for the Back-Up 911 Center has been pushed back to December 2017 as Chowan 911 is having difficulty getting approval for their tower project. They do have an RFP out for bids.

APPROVED BUDGET REQUESTS

- Decommission PCHS tower due to mechanical failure
- Trim woods line at the Winfall tower and paint the tower to meet FAA regulations
- Cabinet & arms for EMD card sets to be mounted at the consoles
- Duplicate router for the ES Building
- CAD interface for NCIC

GIS Mapping- Rhonda Money - Nothing to report.

Law Enforcement

- ❖ Sheriff's Office – New deputy and new Animal Control Officer to start August 1st.
- ❖ Hertford PD - Absent.
- ❖ Winfall PD - Absent.

Volunteer Rescue Squad

- Mark Symons – 50th Anniversary, Sept 17th 3p-5p

Fire Departments

- Chief's Association
 - Email from Asst. Chief Cartwright was read by Drew Woodard that stated:
 - The fire chiefs agreed to patch fire, ems and law enforcement together on Fire 800 on an as needed basis.
 - Fire chiefs agreed that EMS mutual aid to fire calls should be first alarm assignment calls only (other than those calls that require automatic EMS response such as MVAs).
 - The 10-minute notification is in the Fire Departments Incident Command SOG and should be used on structure fires and extrications/entrapments. It should not be used on all fire calls.
 - Request that Emergency Management put together a NIMS training for 100, 200, 700 and 800 at the high school as done in the past.
- Bethel Fire Dept
 - Golf Tournament @ Albemarle Plantation on July 28th (Cancelled due to weather – Makeup day, August 18th)
- Belvidere Fire Dept – Had a concern about the 10-minute timers being annoying. They can be halted by command at any time. Other than this, nothing to report.
- Durants Neck Fire Dept – No report.
- Hertford Fire Dept – Wreck call on a Sunday approx. 3 weeks ago in front of Crafton's and EMS and Perquimans 911 were talking about setting up and LZ on the EMS Channel. All communication should be going through Command. Also, had a question as to whether FD should be paged out to set up an LZ on Gunshot Wound (GSW) calls if an air ambulance is put on standby. Same was in reference to the shooting at Wynne Fork. EMS did not fly any of these patients from the scene.
- Inter-County Fire Dept – 700 sent an email in reference to a call that Winfall was paged out to by mistake. It should have only been Inter-County and Hertford. Same was due to human error.
- Winfall Fire Dept – 50th Anniversary - August 19th, 12p-5p and October 6th – Fried Chicken Lunch and Dinner.
- NC Forestry-Absent.
- ❖ Town of Hertford - Absent.
- ❖ Town of Winfall - Absent.
- ❖ County Commissioner – Absent.

- ❖ County Manager – Nothing to report.
- ❖ Emergency Services Director – Jonathan Nixon provided the following report:

Emergency Management

- Mitigation for Hurricane Matthew continues. 2 properties have been denied for elevation/buyout. County Resiliency Redevelopment Plan is complete.
- Continue to be active in the DPR I and DAWG meetings.
- Jarvis Winslow & Tom Ponte attended the recent NCEM Forum.
- Perquimans is serving as the 2017 Chair for the DAWG (Disaster Awareness Work Group).
- Approved Contract for Debris Management & Debris Monitoring effective July 1st.
- Approved budget requests:
 - \$2,500 increase per fire dept (\$70,000)
 - \$10,000 for Capital Outlay – New 150 hp Honda outboard WR2

EMS

- Our EMS Billing Clerk will retire at the end of September and Jim Grosjean will become our Compliance Officer August 1st.
- Several calls have been reviewed, some by Dr. Furia since we last met with appropriate action taken.
- New Video Laryngoscopes have been placed in all ambulances.
- Budget Requests:
 - 6 portable VHF radios
 - Wireless device for Zone I
 - Funding to implement a Paramedic Program effective January 2018
 - Updated Shift Supervisor Job Description
 - Interviewed today for EMS Shift Supervisor
 - New Job Description for Paramedic
 - New Job Description for Compliance Officer
 - In the process of lining up demos for LifePack 15 and Zoll X Monitors for staff to review
 - Meeting scheduled with NCOEMS on August 8th
 - Working with regional Training Officers to review Paramedic Protocols

Old Business:

- Fire Hydrant Mapping – Nothing to report.
- County-Wide Incident Command Committee Update – October 19th – Exercise is being planned
- Texting Update - Agency Rosters were distributed
- 2nd Quarter Report by Agency via email
- Goal of having NCAware live October 2017
- Evaluation of the Perquimans Co. Communication System by Jim McKeever is still in progress
- Call Timers for Fire Department (Structure Fire, Traffic Accident, Entrapments)

New Business:

- * Host for October 26, 2017 Meeting – Sheriffs' Department
- * Additional Comments / Concerns

Meeting Schedule: October 26, 2017

Adjournment

Respectfully Submitted – Krystal Agosto, Shift Supervisor & Jonathan Nixon, Emergency Services Director

PERQUIMANS COUNTY COMMUNICATIONS
 159 Creek Dr PO Box 112 Hertford , NC 27944

CR-2-4

CFS By Department - All Departments By Date
 4/1/2017 - 6/30/2017

INCIDENT COMMAND	Count	Percent
DEBRIS IN THE ROADWAY	1	4.76%
FIRE ACTIVATED ALARM	3	14.29%
FIRE BRUSH / WOODS FIRE	2	9.52%
FIRE ELECTRICAL FIRE	1	4.76%
FIRE FUEL SPILL	1	4.76%
FIRE ILLEGAL BURN	1	4.76%
FIRE VEHICLE FIRE	1	4.76%
INVESTIGATION	1	4.76%
SECURITY CHECK	1	4.76%
STRUCTURE FIRE	1	4.76%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	8	38.10%
Total Records For *INCIDENT COMMAND*	21	Dept Calls/Total Calls 0.39%
BELVIDERE CHAPEL HILL FD		
	Count	Percent
FIRE BRUSH / WOODS FIRE	1	8.33%
FIRE TRAINING	1	8.33%
PUBLIC SERVICE CALL	1	8.33%
TEST	3	25.00%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	4	33.33%
TRAINING	1	8.33%
TRAUMATIC INJURIES (SPECIFIC)	1	8.33%
Total Records For BELVIDERE CHAPEL HILL FD	12	Dept Calls/Total Calls 0.22%
BETHEL FD		
	Count	Percent
ELECTRICIAL PROBLEM/OUTAGE	1	5.88%
FIRE ACTIVATED ALARM	1	5.88%
FIRE ALARM	3	17.65%
FIRE CONTROLLED BURN	1	5.88%
FIRE FUEL SPILL	1	5.88%
FIRE ILLEGAL BURN	1	5.88%
HIT AND RUN	1	5.88%
SMOKE ALARM	1	5.88%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	4	23.53%
TRAINING	2	11.76%
TRAUMATIC INJURIES (SPECIFIC)	1	5.88%
Total Records For BETHEL FD	17	Dept Calls/Total Calls 0.31%
CHOWAN CO EMS		
	Count	Percent
BREATHING PROBLEMS	1	50.00%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	1	50.00%
Total Records For CHOWAN CO EMS	2	Dept Calls/Total Calls 0.04%
DURANT NECK FD		
	Count	Percent
FALLS	1	5.88%

CR-2-5

DURANT NECK FD		
	Count	Percent
FIRE ACTIVATED ALARM	1	5.88%
FIRE BRUSH / WOODS FIRE	1	5.88%
FIRE CONTROLLED BURN	1	5.88%
FIRE ELECTRICAL FIRE	1	5.88%
FIRE VEHICLE FIRE	1	5.88%
OTHER	2	11.76%
PUBLIC SERVICE CALL	1	5.88%
TEST	1	5.88%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	3	17.65%
TRAINING	1	5.88%
TRAINING FIRE	2	11.76%
WOODS /BRUSH FIRE	1	5.88%
Total Records For DURANT NECK FD	17	Dept Calls/Total Calls 0.31%

EASTCARE HELICOPTER		
	Count	Percent
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	3	75.00%
TRAUMATIC INJURIES (SPECIFIC)	1	25.00%
Total Records For EASTCARE HELICOPTER	4	Dept Calls/Total Calls 0.07%

EMERGENCY MANAGEMENT		
	Count	Percent
BOATING INCIDENT	2	10.53%
BREATHING PROBLEMS	1	5.26%
CARDIAC OR RESPIRATORY ARREST/DEATH	2	10.53%
CARELESS & RECKLESS	1	5.26%
CHEST PAIN/CHEST DISCOMFORT (NON-TRAUMATIC)	2	10.53%
CONVULSIONS/SEIZURES	1	5.26%
DIABETIC PROBLEMS	1	5.26%
FIRE FUEL SPILL	1	5.26%
HEART PROBLEMS/A.I.C.D	1	5.26%
SERVICE CALL C23	1	5.26%
TEST	1	5.26%
TRAINING	4	21.05%
TRAUMATIC INJURIES (SPECIFIC)	1	5.26%
Total Records For EMERGENCY MANAGEMENT	19	Dept Calls/Total Calls 0.35%

GATES CO EMS		
	Count	Percent
TRANSFER 911 CALL	1	50.00%
UNCONSCIOUS/FAINTING (NEAR)	1	50.00%
Total Records For GATES CO EMS	2	Dept Calls/Total Calls 0.04%

HERTFORD FD		
	Count	Percent
BRUSH FIRE	1	2.17%
CARELESS & RECKLESS	1	2.17%
DEBRIS IN THE ROADWAY	1	2.17%
DUMPSTER FIRE	1	2.17%
ELECTRICAL FIRE	1	2.17%
FALLS	1	2.17%
FIRE ACTIVATED ALARM	3	6.52%
FIRE ALARM	3	6.52%
FIRE BRUSH / WOODS FIRE	3	6.52%

CR-2-6

HERTFORD FD

	Count	Percent
FIRE CONTROLLED BURN	1	2.17%
FIRE FUEL SPILL	1	2.17%
FIRE TRAINING	1	2.17%
INVESTIGATION	1	2.17%
MISC FIRE	1	2.17%
PUBLIC SERVICE CALL	4	8.70%
SMOKE ALARM	1	2.17%
SPECIAL ASSIGNMENT	1	2.17%
TEST	1	2.17%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	14	30.43%
TRAINING	3	6.52%
TRAINING FIRE	1	2.17%
TRAUMATIC INJURIES (SPECIFIC)	1	2.17%
Total Records For HERTFORD FD	46	Dept Calls/Total Calls 0.85%

HERTFORD POLICE

	Count	Percent
ABANDON VEH	4	0.25%
ABDOMINAL PAIN/PROBLEMS	3	0.19%
ACCIDENTAL 911 CALL	4	0.25%
ALARM BANK	1	0.06%
ALARM BANK OR BURGLAR	16	1.00%
ALARM BUSINESS	20	1.25%
ALARM RESIDENTIAL	4	0.25%
ALARM WATER DEPT	1	0.06%
ALARM/PANIC	1	0.06%
ALLERGIES (REACTIONS)/ENVENOMATIONS (STINGS/BITES)	1	0.06%
ANIMAL CASE	1	0.06%
ANIMAL CONTROL	3	0.19%
ARMED ROBBERY	1	0.06%
ASSAULT/SEXUAL ASSAULT/STUN GUN	10	0.62%
ASSIST MOTORIST	3	0.19%
ASSIST OFFICER	10	0.62%
ASSIST PROB/PAROLE	1	0.06%
ASSISTANCE	14	0.87%
B&E	1	0.06%
B&E ATTEMPTED / OLD	4	0.25%
B&E IN PROGRESS	3	0.19%
BACK PAIN (NON-TRAUMATIC OR NON-RECENT TRAUMA)	1	0.06%
BEGGING	1	0.06%
BOLO / ATL (ATTEMPT TO LOCATE)	2	0.12%
BREATHING PROBLEMS	9	0.56%
CARDIAC OR RESPIRATORY ARREST/DEATH	1	0.06%
CARELESS & RECKLESS	5	0.31%
CHAPTER 90 - DRUG ACTIVITY	4	0.25%
CHASE T80	2	0.12%
CHEST PAIN/CHEST DISCOMFORT (NON-TRAUMATIC)	11	0.69%
CIVIL PROCESS	5	0.31%
CLEAR RADIOS / WEEKLY PAGER TEST	1	0.06%

HERTFORD POLICE	Count	Percent
CONVULSIONS/SEIZURES	8	0.60%
DAMAGE TO PROPERTY	2	0.12%
DEBRIS IN THE ROADWAY	4	0.25%
DEBRIS T52	1	0.06%
DIABETIC PROBLEMS	3	0.19%
DISABLE VEHICLE	6	0.37%
DISPUTE	10	0.62%
DISTURBANCE	22	1.37%
DISTURBING PEACE	2	0.12%
DOG CASE T11	1	0.06%
DOMESTIC	6	0.37%
DOMESTIC T16	12	0.75%
DOMESTIC VIOLENCE ORDER	2	0.12%
DRIVERS LICENSE / REGISTRATION	71	4.43%
DRUG POSSESS C90	1	0.06%
DUMPSTER FIRE	1	0.06%
ESCORT	22	1.37%
ESCORT T59	22	1.37%
FALLS	12	0.75%
FIGHT	5	0.31%
FIGHT T10	4	0.25%
FIRE ACTIVATED ALARM	1	0.06%
FIRE ALARM	2	0.12%
FIRE FUEL SPILL	1	0.06%
FOLLOW UP CALL	1	0.06%
FOLLOW-UP	5	0.31%
FOOT PATROL	10	0.62%
FRAUD / SCAM BY ANY MEANS	1	0.06%
FUNERAL ESCORT	1	0.06%
GOKART / ATV / 4-WHEELER ON ROADWAY	1	0.06%
GUNSHOTS REPORTED	2	0.12%
HANG-UP	5	0.31%
HANG-UP 911 CALL	2	0.12%
HARASSMENT	1	0.06%
HEADACHE	2	0.12%
HEART PROBLEMS/A.I.C.D	1	0.06%
HEAT/COLD EXPOSURE	1	0.06%
HEMORRHAGE/LACERATIONS	5	0.31%
HIT AND RUN T57	1	0.06%
ILLEGALLY PARKED	3	0.19%
ILLEGALLY PARKED VEHICLE	6	0.37%
INTOXICATED PEDESTRIAN	3	0.19%
INVESTIGATION	22	1.37%
LARCENY	9	0.56%
LOCK/UNLOCK VEHICLE	1	0.06%
LOITERING	1	0.06%
MAGISTRATE NEEDED	1	0.06%
MAGISTRATE REQUEST	6	0.37%

CR2-8

HERTFORD POLICE

	Count	Percent
MEET COMP C44	4	0.25%
MISC FIRE	1	0.06%
MOTORIST ASSIST / DISABLED MOTORIST	10	0.62%
NEIGHBORHOOD PATROL	6	0.37%
NOISE COMPLAINT	10	0.62%
OTHER	20	1.25%
OVERDOSE/POISONING (INGESTION)	1	0.06%
PAN-HANDLING	1	0.06%
PATROL/AREA	1	0.06%
PATROL/BUSINESS	35	2.18%
PATROL/FOOT	6	0.37%
PREGNANCY/CHILDBIRTH/MISCARRIAGE	2	0.12%
PRISONER IN CUSTODY	1	0.06%
PROWLER	2	0.12%
PROWLER T14	2	0.12%
PSYCHIATRIC/ABNORMAL BEHAVIOR/SUICIDE ATTEMPT	2	0.12%
PUBLIC SERVICE CALL	33	2.06%
RECKLESS DRIVING T94	5	0.31%
RECOVER PROPERTY	2	0.12%
ROBBERY	1	0.06%
SCAM	2	0.12%
SECURITY CHECK	520	32.44%
SERVE PAPER C4	15	0.94%
SERVE PAPERS	15	0.94%
SERVE WARRANTS FOR ARREST	11	0.69%
SERVICE CALL	3	0.19%
SERVICE CALL C23	3	0.19%
SHOP LIFT C47	1	0.06%
SHOP LIFTER	2	0.12%
SHOTS FIRED	1	0.06%
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	19	1.19%
SIT/SERVE IVC PAPERS	1	0.06%
SMOKE ALARM	1	0.06%
SNAKE CALL	1	0.06%
SPECIAL ASSIGNMENT	4	0.25%
STAB/GUNSHOT/PENETRATING TRAUMA	1	0.06%
STRANDED MOTORIST	3	0.19%
STROKE (CVA)/TRANSIENT ISCHEMIC ATTACK (TIA)	1	0.06%
SUBJECT IN CUSTODY	5	0.31%
SUSPICIOUS ACTIVITY	5	0.31%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	32	2.00%
SUSPICIOUS PERSON	7	0.44%
SUSPICIOUS VEHICLE	14	0.87%
THEFT C50	4	0.25%
THEFT FR VEHICLE C51	2	0.12%
THREATS	4	0.25%
TRAFFIC CONTROL	35	2.18%
TRAFFIC STOP	192	11.98%

CR2-9

HERTFORD POLICE		
	Count	Percent
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	25	1.66%
TRAINING	13	0.81%
TRANSFER 911 CALL	1	0.06%
TRANSPORT SUBJECT	1	0.06%
TRAUMATIC INJURIES (SPECIFIC)	2	0.12%
TRESPASSING	4	0.25%
TRESPASSING T13	8	0.58%
UNAUTHORIZED USE	3	0.19%
UNCONSCIOUS/FAINTING (NEAR)	3	0.19%
UNKNOWN PROBLEM (PERSON DOWN) - MEDICAL ALARM	1	0.06%
UNLOCK VEHICLE	1	0.06%
UTILITIES REQUEST (WATER / ELECTRICAL)	1	0.06%
VANDALISM	6	0.37%
VANDALISM C49	5	0.31%
WANTED / STOLEN INQUIRY	2	0.12%
WARRANTS FOR ARREST	2	0.12%
WELL BEING C89	7	0.44%
WELL BEING CHECK	8	0.50%
Total Records For HERTFORD POLICE	1603	Dept Calls/Total Calls 29.70%
HERTFORD PUBLIC WORKS		
	Count	Percent
INVESTIGATION	1	14.29%
SERVICE CALL C23	2	28.57%
UTILITIES REQUEST (WATER / ELECTRICAL)	2	28.57%
WATER LEAKAGE	2	28.57%
Total Records For HERTFORD PUBLIC WORKS	7	Dept Calls/Total Calls 8.13%
INTERCOUNTY FD		
	Count	Percent
ASSISTANCE	2	4.65%
BOATING INCIDENT	1	2.33%
BRUSH FIRE	4	9.30%
FIRE ACTIVATED ALARM	4	9.30%
FIRE ALARM	3	6.98%
FIRE BRUSH / WOODS FIRE	1	2.33%
FIRE ELECTRICAL FIRE	1	2.33%
FIRE SMELL OF SMOKE / BURNING	1	2.33%
MISC FIRE	1	2.33%
MUTUAL AID	1	2.33%
PUBLIC SERVICE CALL	5	11.63%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	14	32.56%
TRAINING	3	6.98%
TRANSFERRED 911 CALL	1	2.33%
WOODS / BRUSH FIRE	1	2.33%
Total Records For INTERCOUNTY FD	43	Dept Calls/Total Calls 8.80%
MAGISTRATE OFFICE		
	Count	Percent
ASSAULT/SEXUAL ASSAULT/STUN GUN	1	0.46%
ASSIST OFFICER	5	2.29%
B&E IN PROGRESS	2	0.92%

CR2-11

Total Records For NC DOT		
	23	Dept Calls/Total Calls 0.43%
NC FORESTRY		
	Count	Percent
BRUSH FIRE	1	14.29%
FIRE BRUSH / WOODS FIRE	3	42.86%
FIRE CONTROLLED BURN	1	14.29%
FIRE VEHICLE FIRE	1	14.29%
WOODS / BRUSH FIRE	1	14.29%
Total Records For NC FORESTRY		
	7	Dept Calls/Total Calls 0.13%
NC PROBATION/PAROLE		
	Count	Percent
ASSIST PROB/PAROLE	1	50.00%
PUBLIC SERVICE CALL	1	50.00%
Total Records For NC PROBATION/PAROLE		
	2	Dept Calls/Total Calls 0.04%
NC SHP		
	Count	Percent
ASSIST OFFICER	8	5.48%
CARELESS & RECKLESS	16	10.96%
DAMAGE TO PROPERTY	1	0.68%
DEBRIS IN THE ROADWAY	2	1.37%
DEBRIS T52	1	0.68%
DISPUTE	1	0.68%
DOMESTIC VIOLENCE ORDER	1	0.68%
DRIVERS LICENSE / REGISTRATION	1	0.68%
FALLS	1	0.68%
HANG-UP	1	0.68%
HIT AND RUN	2	1.37%
HIT AND RUN T57	2	1.37%
LARCENY	1	0.68%
MAGISTRATE NEEDED	3	2.05%
MAGISTRATE REQUEST	1	0.68%
MEET COMP C44	1	0.68%
MOTORIST ASSIST / DISABLED MOTORIST	3	2.05%
OTHER	2	1.37%
PUBLIC SERVICE CALL	1	0.68%
RACING VEHICLE	1	0.68%
RECKLESS DRIVING T94	8	5.48%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	2	1.37%
SUSPICIOUS VEHICLE	1	0.68%
TRAFFIC LIGHT T49	1	0.68%
TRAFFIC STOP	10	6.85%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	58	39.73%
TRANSFER 911 CALL	12	8.22%
TRANSFERRED 911 CALL	2	1.37%
TREES DOWN	1	0.68%
WELL BEING C89	1	0.68%
Total Records For NC SHP		
	146	Dept Calls/Total Calls 2.71%
NC WILDLIFE		
	Count	Percent
ANIMAL CASE	2	16.67%
ANIMAL CONTROL	4	33.33%

CR-2-10

MAGISTRATE OFFICE	Count	Percent
CHAPTER 90 - DRUG ACTIVITY	1	0.46%
CHASE T80	1	0.46%
CHILD CUSTODY	1	0.46%
DISPUTE	3	1.38%
DISRUPTIVE PERSON	1	0.46%
DISTURBANCE	3	1.38%
DISTURBING PEACE	1	0.46%
DOMESTIC	4	1.83%
DOMESTIC T18	2	0.92%
DOMESTIC VIOLENCE ORDER	1	0.46%
ESCORT	2	0.92%
FIGHT	1	0.46%
HANG-UP	1	0.46%
HARASSMENT	1	0.46%
MAGISTRATE NEEDED	53	24.31%
MAGISTRATE REQUEST	59	27.06%
MENTAL SUBJECT T98	2	0.92%
OTHER	4	1.83%
PRISONER IN CUSTODY	2	0.92%
PUBLIC SERVICE CALL	24	11.01%
SERVE PAPERS	1	0.46%
SERVE WARRANTS FOR ARREST	11	5.05%
SERVICE CALL C23	1	0.46%
SHOP LIFTER	1	0.46%
SIT/SERVE IVC PAPERS	1	0.46%
SUBJECT IN CUSTODY	6	2.75%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	1	0.46%
SUSPICIOUS PERSON	1	0.46%
SUSPICIOUS VEHICLE	1	0.46%
THEFT C50	1	0.46%
TRAFFIC STOP	10	4.59%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	2	0.92%
TRANSPORT SUBJECT	1	0.46%
TRESPASSING T13	1	0.46%
UNAUTHORIZED USE	1	0.46%
WARRANTS FOR ARREST	3	1.38%
Total Records For MAGISTRATE OFFICE	218	Dept Calls/Total Calls 4.04%

NC DOT	Count	Percent
ANIMAL CONTROL	2	6.70%
DEAD ANIMAL T45	1	4.35%
DEBRIS IN THE ROADWAY	5	21.74%
ROAD REPAIRS T47	1	4.35%
STOP SIGNS	3	13.04%
TRAFFIC ISSUES (SIGNS DOWN / LIGHTS OUT / ETC.)	2	8.70%
TRAFFIC LIGHT T49	2	8.70%
TREES DOWN	6	26.09%
VANDALISM C49	1	4.35%

CR2-12

NC WILDLIFE		
	Count	Percent
BOATING INCIDENT	3	25.00%
GAME/WILDLIFE T87	1	8.33%
HUNTING VIOLATION	1	8.33%
PUBLIC SERVICE CALL	1	8.33%
Total Records For NC WILDLIFE	12	Dept Calls/Total Calls 0.22%

NIGHTINGALE HELICOPTER		
	Count	Percent
FALLS	1	33.33%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	1	33.33%
TRAUMATIC INJURIES (SPECIFIC)	1	33.33%
Total Records For NIGHTINGALE HELICOPTER	3	Dept Calls/Total Calls 0.06%

No Units		
	Count	Percent
ABDOMINAL PAIN/PROBLEMS	2	3.17%
ALARM BANK OR BURGLAR	1	1.59%
ANIMAL CONTROL	1	1.59%
ASSISTANCE	2	3.17%
BREATHING PROBLEMS	4	6.35%
CARDIAC OR RESPIRATORY ARREST/DEATH	3	4.76%
CHEST PAIN/CHEST DISCOMFORT (NON-TRAUMATIC)	1	1.59%
CHOKING	1	1.59%
CLEAR RADIOS / WEEKLY PAGER TEST	2	3.17%
CONVULSIONS/SEIZURES	1	1.59%
DISTURBANCE	1	1.59%
DOMESTIC	1	1.59%
DRIVERS LICENSE / REGISTRATION	3	4.76%
ESCORT T59	1	1.59%
FOLLOW-UP	1	1.59%
HANG-UP	3	4.76%
HANG-UP 911 CALL	2	3.17%
HEADACHE	1	1.59%
PUBLIC SERVICE CALL	5	7.94%
REPOSESSION	1	1.59%
SECURITY CHECK	3	4.76%
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	2	3.17%
SIT/SERVE IVC PAPERS	1	1.59%
STROKE (CVA)/TRANSIENT ISCHEMIC ATTACK (TIA)	1	1.59%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	1	1.59%
TEST	9	14.29%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	1	1.59%
TRANSFER 911 CALL	3	4.76%
TRANSFERRED 911 CALL	3	4.76%
TRESPASSING T13	1	1.59%
WILDLIFE / HUNTING VIOLATION	1	1.59%
Total Records For No Units	63	Dept Calls/Total Calls 1.17%

PASQUOTANK-CAMDEN EMS		
	Count	Percent
BURNS (SCALDS)/EXPLOSION (BLAST)	1	50.00%
CONVULSIONS/SEIZURES	1	50.00%

CR2-13

Total Records For PASQUOTANK-CAMDEN EMS		2 Dept Calls/Total Calls	0.04%
PERQUIMANS CO 911			
	Count		Percent
ABANDON VEH	2		0.31%
ACCIDENTAL 911 CALL	47		7.36%
ALARM BANK OR BURGLAR	6		0.94%
ALARM ELEVATOR	1		0.16%
ALARM RESIDENTIAL	6		0.94%
ANIMAL CASE	2		0.31%
ANIMAL CONTROL	21		3.29%
ASSISTANCE	1		0.16%
CARELESS & RECKLESS	2		0.31%
CAT CASE	1		0.16%
CLEAR RADIOS / WEEKLY PAGER TEST	102		15.96%
CONTROL/BURN	1		0.16%
DEBRIS IN THE ROADWAY	2		0.31%
DISPUTE	1		0.16%
DISTURBANCE	1		0.16%
DOG CASE T11	1		0.16%
DOMESTIC T16	1		0.16%
DOMESTIC VIOLENCE ORDER	1		0.16%
DRILL	1		0.16%
DRILL (FIRE / TORNADO / ETC.)	3		0.47%
EVICITION	1		0.16%
FALLS	1		0.16%
FIGHT T10	1		0.16%
FIRE BRUSH / WOODS FIRE	1		0.16%
FIRE SMELL OF SMOKE / BURNING	1		0.16%
FUNERAL ESCORT	1		0.16%
HANG-UP	65		10.17%
HANG-UP 911 CALL	119		18.62%
MAGISTRATE NEEDED	3		0.47%
MAGISTRATE REQUEST	3		0.47%
MISUSE 911	5		0.78%
MISUSE OF 911	4		0.63%
MOTORIST ASSIST / DISABLED MOTORIST	1		0.16%
OTHER	9		1.41%
PUBLIC SERVICE CALL	22		3.44%
RECKLESS DRIVING T94	1		0.16%
REPO T84	3		0.47%
REPOSESSION	9		1.41%
ROAD CLOSED	1		0.16%
SECURITY CHECK	1		0.16%
SERVICE CALL	2		0.31%
STRAY CAT	1		0.16%
STRAY DOG	1		0.16%
TEST	29		4.54%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	2		0.31%
TRANSFER 911 CALL	54		8.45%

CR214

PERQUIMANS CO 911	Count	Percent
TRANSFERRED 911 CALL	86	13.48%
TRANSFERRED CALL	1	0.16%
UNKNOWN PROBLEM (PERSON DOWN) - MEDICAL ALARM	2	0.31%
UTILITIES REQUEST (WATER / ELECTRICAL)	1	0.16%
VANDALISM	1	0.16%
WARRANTS FOR ARREST	1	0.16%
WATER PROBLEM/OUTAGE	1	0.16%
WELL BEING C89	1	0.16%
WELL BEING CHECK	1	0.16%
Total Records For PERQUIMANS CO 911	639	Dept Calls/Total Calls 11.84%

PERQUIMANS CO DSS	Count	Percent
ASSAULT/SEXUAL ASSAULT/STUN GUN	2	28.57%
BREATHING PROBLEMS	1	14.29%
PUBLIC SERVICE CALL	2	28.57%
UNKNOWN PROBLEM (PERSON DOWN) - MEDICAL ALARM	1	14.29%
WELL BEING C89	1	14.29%
Total Records For PERQUIMANS CO DSS	7	Dept Calls/Total Calls 0.13%

PERQUIMANS CO EMS	Count	Percent
ABDOMINAL PAIN/PROBLEMS	10	2.07%
ACCIDENTAL 911 CALL	1	0.21%
ALLERGIES (REACTIONS)/ENVENOMATIONS (STINGS/BITES)	2	0.41%
ARMED ROBBERY	1	0.21%
ASSAULT/SEXUAL ASSAULT/STUN GUN	9	1.86%
ASSISTANCE	1	0.21%
BACK PAIN (NON-TRAUMATIC OR NON-RECENT TRAUMA)	5	1.03%
BLOOD DRAWS	1	0.21%
BOATING INCIDENT	1	0.21%
BREATHING PROBLEMS	46	9.50%
BURNS (SCALDS)/EXPLOSION (BLAST)	2	0.41%
CARBON MONOXIDE/INHALATION/HAZMAT/CBRN	1	0.21%
CARDIAC OR RESPIRATORY ARREST/DEATH	6	1.24%
CARELESS & RECKLESS	1	0.21%
CHASE T80	1	0.21%
CHEST PAIN/CHEST DISCOMFORT (NON-TRAUMATIC)	38	7.85%
CHOKING	3	0.62%
CONVULSIONS/SEIZURES	18	3.72%
DIABETIC PROBLEMS	17	3.51%
DISPUTE	1	0.21%
DISTURBANCE	1	0.21%
DOMESTIC	4	0.83%
DOMESTIC T16	1	0.21%
DRUNK PERSON T56	1	0.21%
ELECTRICAL FIRE	1	0.21%
EYE PROBLEMS/INJURIES	1	0.21%
FALLS	44	9.09%
FIGHT	1	0.21%

CR2-15

PERQUIMANS CO EMS

	Count	Percent
FIGHT T10	1	0.21%
FIRE ACTIVATED ALARM	6	1.24%
FIRE ALARM	4	0.83%
FIRE BRUSH / WOODS FIRE	1	0.21%
FIRE CONTROLLED BURN	1	0.21%
FIRE ELECTRICAL FIRE	1	0.21%
HEADACHE	2	0.41%
HEART PROBLEMS/A.I.C.D	5	1.03%
HEAT/COLD EXPOSURE	1	0.21%
HEMORRHAGE/LACERATIONS	15	3.10%
INVESTIGATION	1	0.21%
MAGISTRATE NEEDED	1	0.21%
MUTUAL AID	1	0.21%
NON-EMERGENCY TRANSPORT	1	0.21%
OVERDOSE/POISONING (INGESTION)	8	1.65%
PREGNANCY/CHILD BIRTH/MISCARRIAGE	4	0.83%
PSYCHIATRIC/ABNORMAL BEHAVIOR/SUICIDE ATTEMPT	7	1.45%
RACE TRACK	1	0.21%
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	71	14.67%
SMOKE ALARM	1	0.21%
SPECIAL ASSIGNMENT	4	0.83%
STAB/GUNSHOT/PENETRATING TRAUMA	2	0.41%
STANDBY RACE TRACK	17	3.51%
STROKE (CVA)/TRANSIENT ISCHEMIC ATTACK (TIA)	18	3.72%
TEST	2	0.41%
TRAFFIC CONTROL	1	0.21%
TRAFFIC STOP	1	0.21%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	34	7.02%
TRAINING	3	0.62%
TRANSFER/INTERFACILITY/PALLIATIVE CARE	1	0.21%
TRANSFERRED 911 CALL	1	0.21%
TRAUMATIC INJURIES (SPECIFIC)	7	1.45%
UNCONSCIOUS/FAINTING (NEAR)	22	4.55%
UNKNOWN PROBLEM (PERSON DOWN) - MEDICAL ALARM	13	2.69%
WELL BEING C89	4	0.83%
WELL BEING CHECK	1	0.21%
WOODS /BRUSH FIRE	1	0.21%
Total Records For PERQUIMANS CO EMS	484	Dept Calls/Total Calls 8.97%

PERQUIMANS CO SO

	Count	Percent
ABC VIOLATION	1	0.05%
ACCIDENTAL 911 CALL	1	0.05%
ALARM BANK OR BURGLAR	29	1.56%
ALARM BUSINESS	16	0.81%
ALARM RESIDENTIAL	24	1.29%
ALARM SCHOOL	4	0.22%
ALARM/PANIC	5	0.27%
ANIMAL BITES/ATTACKS	9	0.48%

PERQUIMANS CO SO	Count	Percent
ANIMAL CASE	13	0.70%
ANIMAL CONTROL	54	2.91%
ARMED PERSON	2	0.11%
ARMED ROBBERY	1	0.05%
ASSAULT/SEXUAL ASSAULT/STUN GUN	12	0.65%
ASSIST MOTORIST	9	0.49%
ASSIST OFFICER	15	0.81%
ASSISTANCE	14	0.76%
B&E	2	0.11%
B&E ATTEMPTED / OLD	3	0.16%
B&E IN PROGRESS	4	0.22%
BOATING INCIDENT	2	0.11%
BOLO / ATL (ATTEMPT TO LOCATE)	1	0.05%
BREATHING PROBLEMS	7	0.38%
BURNS (SCALDS)/EXPLOSION (BLAST)	1	0.05%
CABLE POLE	1	0.05%
CARDIAC OR RESPIRATORY ARREST/DEATH	4	0.22%
CARELESS & RECKLESS	21	1.13%
CHAPTER 90 - DRUG ACTIVITY	2	0.11%
CHASE T80	2	0.11%
CHEST PAIN/CHEST DISCOMFORT (NON-TRAUMATIC)	5	0.27%
CIVIL PROCESS	232	12.51%
DAMAGE TO PROPERTY	4	0.22%
DEBRIS IN THE ROADWAY	4	0.22%
DEBRIS T52	3	0.16%
DIABETIC PROBLEMS	1	0.05%
DISABLE VEHICLE	9	0.49%
DISPUTE	8	0.43%
DISRUPTIVE PERSON	4	0.22%
DISTURBANCE	20	1.08%
DISTURBING PEACE	2	0.11%
DOG CASE T11	10	0.54%
DOMESTIC	18	0.97%
DOMESTIC T16	11	0.59%
DOMESTIC VIOLENCE ORDER	7	0.38%
DRIVERS LICENSE / REGISTRATION	67	3.61%
DRUG POSSESS C90	2	0.11%
DRUNK PERSON T56	2	0.11%
ESCORT	24	1.29%
ESCORT T59	23	1.24%
EVICION	5	0.27%
FALLS	6	0.32%
FIGHT	4	0.22%
FIGHT T10	4	0.22%
FIRE ACTIVATED ALARM	3	0.16%
FIRE ALARM	4	0.22%
FIRE BRUSH / WOODS FIRE	4	0.22%
FIRE ILLEGAL BURN	1	0.05%

PERQUIMANS CO SO	Count	Percent
FIRE SMELL OF SMOKE / BURNING	1	0.05%
FOLLOW-UP	4	0.22%
FOOT PATROL	1	0.05%
FRAUD / SCAM BY ANY MEANS	2	0.11%
FUNERAL ESCORT	3	0.16%
GOKART / ATV / 4-WHEELER ON ROADWAY	2	0.11%
GUNSHOTS REPORTED	6	0.32%
HANG-UP	10	0.54%
HANG-UP 911 CALL	6	0.32%
HARASSING PERSON	1	0.05%
HARASSMENT	1	0.05%
HIT AND RUN	1	0.05%
HIT AND RUN T57	2	0.11%
IDENTITY THEFT	1	0.05%
ILLEGALLY PARKED	1	0.05%
ILLEGALLY PARKED VEHICLE	2	0.11%
INTOXICATED DRIVER	2	0.11%
INTOXICATED PEDESTRIAN	1	0.05%
INVESTIGATION	19	1.02%
IVC / MENTAL SUBJECT	12	0.65%
LARCENY	18	0.97%
LITTERING	2	0.11%
LIVESTOCK (IN THE ROADWAY / YARD)	5	0.27%
LIVESTOCK IN THE ROADWAY	1	0.05%
LIVESTOCK T54	1	0.05%
LOCK/UNLOCK VEHICLE	27	1.46%
LOUD MUSIC	3	0.16%
MAGISTRATE NEEDED	6	0.32%
MAGISTRATE REQUEST	10	0.54%
MEET COMP C44	4	0.22%
MENTAL SUBJECT T96	15	0.81%
MISC FIRE	1	0.05%
MISSING PERSON / RUNAWAY	2	0.11%
MISSING/LOST T62	2	0.11%
MISUSE 911	1	0.05%
MOTORIST ASSIST / DISABLED MOTORIST	24	1.29%
NOISE COMPLAINT	4	0.22%
NOISE T18	3	0.16%
NON-EMERGENCY TRANSPORT	1	0.05%
OTHER	29	1.58%
OVERDOSE/POISONING (INGESTION)	6	0.32%
PATROL / AREA	9	0.49%
PATROL/BUSINESS	2	0.11%
PATROL/RESIDENCE	1	0.05%
PRISONER IN CUSTODY	3	0.16%
PROPERTY DAMAGE	1	0.05%
PROWLER	3	0.16%
PROWLER T14	2	0.11%

PERQUIMANS CO SO

	Count	Percent
PSYCHIATRIC/ABNORMAL BEHAVIOR/SUICIDE ATTEMPT	7	0.38%
PUBLIC SERVICE CALL	158	8.58%
RECKLESS DRIVING T94	8	0.43%
RECOVER PROPERTY	2	0.11%
ROAD REPAIRS T47	1	0.05%
SCAM	4	0.22%
SECURITY CHECK	52	2.80%
SERVE PAPER C4	18	0.97%
SERVE PAPERS	17	0.92%
SERVE WARRANTS FOR ARREST	26	1.35%
SERVICE CALL	5	0.27%
SERVICE CALL C23	10	0.54%
SHOTS FIRED	5	0.27%
SHOTS FIRED T68	1	0.05%
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	7	0.38%
SIT/SERVE IVC PAPERS	5	0.27%
SNAKE CALL	3	0.16%
SPECIAL ASSIGNMENT	6	0.32%
STANDBY BALL GAME	3	0.16%
STOP SIGNS	1	0.05%
STRANDED MOTORIST	7	0.38%
STRAY CAT	4	0.22%
STRAY DOG	6	0.32%
STROKE (CVA)/TRANSIENT ISCHEMIC ATTACK (TIA)	2	0.11%
SUBJECT IN CUSTODY	11	0.59%
SUSPICIOUS ACTIVITY	4	0.22%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	34	1.83%
SUSPICIOUS PERSON	4	0.22%
SUSPICIOUS VEHICLE	22	1.19%
THEFT C60	4	0.22%
THREATS	5	0.27%
THREATS C72	3	0.16%
THREATS TO HARM C72	2	0.11%
TRAFFIC CONTROL	8	0.43%
TRAFFIC LIGHT T49	1	0.05%
TRAFFIC STOP	171	9.22%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	63	3.40%
TRANSFERRED 911 CALL	1	0.05%
TRANSPORT PRI C1	7	0.38%
TRANSPORT SUBJECT	12	0.65%
TRASH DUMP T44	1	0.05%
TRAUMATIC INJURIES (SPECIFIC)	1	0.05%
TREES DOWN	1	0.05%
TRESPASSING	5	0.27%
TRESPASSING T13	6	0.32%
UNAUTHORIZED USE	4	0.22%
UNCONSCIOUS/FAINTING (NEAR)	2	0.11%
UNKNOWN PROBLEM (PERSON DOWN) - MEDICAL ALARM	6	0.32%

PERQUIMANS CO SO	Count	Percent
UNLOCK VEHICLE	40	2.16%
VANDALISM	4	0.22%
VANDALISM C49	2	0.11%
VEHICLES ON ROADWAY	2	0.11%
WANTED / STOLEN INQUIRY	2	0.11%
WARRANTS FOR ARREST	15	0.81%
WELL BEING C89	19	1.02%
WELL BEING CHECK	20	1.08%
WOODS /BRUSH FIRE	1	0.05%
WRIT OF POSSESSION	4	0.22%
Total Records For PERQUIMANS CO SO	1854	Dept Calls/Total Calls 34.35%

PERQUIMANS CO WATER	Count	Percent
ALARM WATER DEPT	16	66.67%
UTILITIES REQUEST (WATER / ELECTRICAL)	3	12.50%
WATER LEAKAGE	2	8.33%
WATER PROBLEM/OUTAGE	3	12.50%
Total Records For PERQUIMANS CO WATER	24	Dept Calls/Total Calls 0.44%

PERQUIMANS CO WATER RESCUE DIVE TEAM	Count	Percent
BOATING INCIDENT	2	40.00%
TEST	1	20.00%
TRAINING	2	40.00%
Total Records For PERQUIMANS CO WATER RESCUE DIVE TEAM	5	Dept Calls/Total Calls 0.09%

WINFALL FD	Count	Percent
ELECTRICAL FIRE	1	3.45%
FIRE ACTIVATED ALARM	5	17.24%
FIRE ALARM	4	13.79%
FIRE BRUSH / WOODS FIRE	1	3.45%
FIRE CONTROLLED BURN	1	3.45%
FIRE FUEL SPILL	1	3.45%
FIRE TRAINING	1	3.45%
PUBLIC SERVICE CALL	1	3.45%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	9	31.03%
TRAINING	3	10.34%
TRAINING FIRE	2	6.90%
Total Records For WINFALL FD	29	Dept Calls/Total Calls 0.54%

WINFALL PD	Count	Percent
ABANDON VEH	1	1.18%
ALARM RESIDENTIAL	1	1.18%
ALARM SCHOOL	1	1.18%
CABLE POLE	1	1.18%
CARELESS & RECKLESS	1	1.18%
DISABLE VEHICLE	3	3.53%
DISPUTE	1	1.18%
DRIVERS LICENSE / REGISTRATION	7	8.24%
HANG-UP	1	1.18%
INVESTIGATION	1	1.18%

WINFALL PD		
	Count	Percent
MOTORIST ASSIST / DISABLED MOTORIST	1	1.18%
PUBLIC SERVICE CALL	3	3.53%
SECURITY CHECK	1	1.18%
SERVE PAPER C4	1	1.18%
SPEEDING	1	1.18%
STAB/GUNSHOT/PENETRATING TRAUMA	1	1.18%
SUSPICIOUS ACTIVITY	1	1.18%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	1	1.18%
TRAFFIC CONTROL	1	1.18%
TRAFFIC STOP	53	62.35%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	3	3.53%
Total Records For WINFALL PD	85	Dept Calls/Total Calls 1.57%
WINFALL PUBLIC WORKS		
	Count	Percent
ALARM WATER DEPT	1	100.00%
Total Records For WINFALL PUBLIC WORKS	1	Dept Calls/Total Calls 0.02%
Total Records		5397



PERQUIMANS COUNTY EMERGENCY SERVICES

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

(252) 426-5646 Phone - (252) 426-3306 Fax

EMS Peer Review Committee

Meeting Minutes – July 27, 2017 – 5:30 pm

Those attending: Jonathan Nixon, Frank Heath, Dr. Samantha Furia, John Wilson, Melissa Bilger, Kalli Nixon, Ashley Stoop, Mark Symons, Jim Grosjean and Krystal Agosto.

The meeting was called to order by Dr. Samantha Furia at 5:30 pm.

The minutes from the April 13, 2017 meeting were approved after motion by Frank Heath and second by Ashley Stoop.

New member – Melissa Bilger – *Sentara Albemarle Medical Center Representative/Liaison*. Approved after motion from Dr. Furia, second by Jim Grosjean.

The following reports were made:

Dr. Samantha Furia – Medical Director – Nothing to report.

Ed Muzzulin – County Commissioner – Absent. – Mr. Muzzulin provided an email noting that he was pleased the Commissioners were able to fund the move to Paramedic in the FY 17-18 Budget.

Frank Heath – County Manager – Echoed that Perquimans County will be funding the move to the Paramedic level and that taxes are not being raised at this time. There was a reserve that they were able to use to help fund the move.

Mark Symons – Rescue Squad Chief – 50th Anniversary September 17th, 3p-5p at the Emergency Services Building

Jim Grosjean – Training Officer/Shift Supervisor – Monthly Con-Ed is going well. Jim and Jonathan attended QRV training and hit A LOT of cones. EMS and 911 Training Officers attended Critical Incident Stress Management (CISM) training in Greenville.

Krystal Agosto – 911 Training Officer/Shift Supervisor – Hired one full-time telecommunicator that will be moving from part-time to full-time effective August 1st. Will be advertising for more part-time employees. One part-time employee has completed their DCI classes, all four of the part-time employees have completed Sheriffs' Standard Class. One part-time employee is scheduled for an EMD class in September. Training program (EMD & Sheriffs' Standards) has been implemented and NC Aware training is scheduled to being in October. The 911 Center is still working with National Q in regards to the QA process but there were some technical difficulties that have put us behind in the process.

Dale Hunter – EMS Safety Officer/Shift Supervisor – Absent.

John Wilson – EMS Education Coordinator – Continuing their accreditation process and were able to get over several hurdles that were thought to take longer. Motivation to fill the gap because there are very few nationally accredited programs in Northeast NC. Online monthly continuing education is still an option. There are also in class options as well as hybrid options. COA is fully supportive of Perquimans EMS moving to the Paramedic level.

Ashley Stoop – District Health Department Representative – Trying to get Medical Reserve Corp. back up and running. Have hired a part-time health educator to help. In the midst of mosquito surveillance to monitor the Zika virus. Overdose prevention projects. Project Lazarus money has dried up. Looking at getting overdose prevention training for first responders.

Melissa Bilger – Sentara Albemarle Medical Center Representative/Liaison – Crystal Baker, DNP; an extension of Sentara Neurology is coordinating and developing the Stroke Program to make it more efficient. There is a new team coordinator, Jenny Perry. Sentara Healing Center has been started and should be finished by November. Discussion was brought up about which Stroke Screening will be used (LA or Cincinnati). BFAST is being used at SAMC.

Kaili Nixon – Vidant Chowan Hospital – Upgrading EPIC, computer charting system on August 12th and the 14th. Information has been passed along to Jonathan in regards to patients that live in this service area, in Plymouth and Bertie that have an LVAD. These patients have to have a doppler to check their blood pressure. Working on a grant for Acute Stroke Ready and hope to be certified by 2018. Pre-grant for educational funds to partner with EMS and First Responders and as soon as that is ready agencies will be invited out. The topic of transports was brought up once Perquimans goes Paramedic. Also had a question about which stroke screening will be used.

Quality Assurance – The QA Topics for the 3rd quarter will be Cardiac Arrest and Heart Problems.

Robert Glover – NCOEMS – Office in Kinston, sharing facility with Eastern Regional Branch of Emergency Management, co-located there. EM Today or NC EMS Expo is the first week in October in Greensboro, NC. NC is hosting the National EMS Conference called EMS Today in February of 2018 in Charlotte. State is working with the coordinating agency; the conference is \$450.00 but they have worked out a deal that anyone that attends the conference in October will get \$300.00 off of the National Conference that will be held in Charlotte.

Emergency Services Director – Jonathan Nixon made the following report:

Emergency Management

- Mitigation for Hurricane Matthew continues. 2 properties have been denied for elevation/buyout. County Resiliency Redevelopment Plan is complete.
- Continue to be active in the DPR I and DAWG meetings.
- Jarvis Winslow & Tom Ponte attended the recent NCEM Forum.
- Perquimans is serving as the 2017 Chair for the DAWG (Disaster Awareness Work Group).
- Approved Contract for Debris Management & Debris Monitoring effective July 1st.
- Approved budget requests:
 - \$2,500 increase per fire dept (\$70,000)
 - \$10,000 for Capital Outlay – New 150 hp Honda outboard WR2

EMS

- Our EMS Billing Clerk will retire at the end of September and Jim Grosjean will become our Compliance Officer August 1st.
- Several calls have been reviewed, some by Dr. Furia since we last met with appropriate action taken.
- New Video Laryngoscopes have been placed in all ambulances.
- Budget Requests:
 - 6 portable VHF radios
 - Wireless device for Zone 1
 - Funding to implement a Paramedic Program effective January 2018
 - Updated Shift Supervisor Job Description
 - Interviewed today for EMS Shift Supervisor
 - New Job Description for Paramedic
 - New Job Description for Compliance Officer
 - In the process of lining up demos for LifePack15 and Zoll X Monitors for staff to review
 - Meeting scheduled with NCOEMS on August 8th
 - Working with regional Training Officers to review Paramedic Protocols

911 Communications**STAFFING**

- 1 New Full-Time Telecommunicator – Tiffany Haynes
- Advertising for Part-Time Telecommunicators

TRAINING

- 1 Part-Time employee has completed DCI Classes
- 4 Part-Time employees has completed Sheriffs' Standards Class
- 1 Part-Time employee is scheduled for an EMD class
- Training program (EMD & Sheriffs' Standards) has been implemented
- NCAware training is scheduled to begin in October

EQUIPMENT

- Tower Sites continue to be visited monthly by EM
- EM and 911 Staff continue to work with Jim McKeever of Global Communications on the County-Wide Radio Analysis.
- Back-Up 911 Center Update
 - Installation of the new upgraded Motorola 5500 Console Radio System complete
 - Duplicate phone equipment to be installed in Chowan has arrived. Waiting on install.
 - Additional capacity has been added to the recorder.
 - 150' tower installed at the ES Bldg by Sabre Industries and Sink Towers.
 - Our expected completion date for the Back-Up 911 Center has been pushed back to December 2017 as Chowan 911 is having difficulty getting approval for their tower project. They do have an RFP out for bids.

APPROVED BUDGET REQUESTS:

- Decommission PCHS tower due to mechanical failure
- Trim woods line at the Winfall tower and paint the tower to meet FAA regulations
- Cabinet & arms for EMD card sets to be mounted at the consoles
- Duplicate router for the ES Building
- CAD interface for NCIC

Old Business

- EMS Diversion Plan – After much discussion regionally, we will not be putting together a formal program. However, there is a commitment to partner with local hospitals for what's best for the patient.
- EMS System Plan Revisions – 3 sections were reviewed:
 - Section 2 Communications
 - Section 5 Personnel
 - Section 6 Data Collection .
 - Motion moved to approve by Frank Heath, 2nd by Mark Symons.
- AEMT to Paramedic Timeline – Jonathan Nixon reviewed the following timeline:
 - June 2017
 - Perquimans County Commissioners approved FY17-18 budget, which included funding for a Paramedic Program (June 19, 2017)
 - July 2017
 - Jim Grosjean transitions to Compliance Officer
 - Update Shift Supervisor Job Descriptions
 - Advertise for 3 Paramedic Shift Supervisors

August 2017

- Hire 1 Paramedic Shift Supervisor
- Begin application process for NCOEMS
- Begin application process for DHHS (Narcotics)

September 2017

- Purchase equipment (3 Monitors, Narcotic Lock Boxes, Intraosseous Drill Kits, Cricothyrotomy Kits, etc.)
- Gain EMS System Plan update approval from the EMS Peer Review Committee
- Submit DHHS application

October 2017

- Hire 2 Paramedic Shift Supervisors
- Update billing rates to reflect Paramedic care and take to Commissioners for approval

November 2017

- Advertise for 2 Full-time Paramedics and Part-time Paramedics
- Submit application to NCOEMS
- Order Paramedic drugs

December 2017

- Hire 2 Full-time Paramedics to start January 2018

January 2018

- Pay all Full & Part-time Paramedics at new rate
- OEMS Inspection of all Ambulances
- Begin providing Paramedic Services

New Business

- 2nd Quarter Chute Times & Chute Times Comparison was reviewed.

Perquimans EMS 2017 1st Quarter Chute Times				
43906509	20170039	01/07/17 14:36	163	5
44796196	20170394	03/09/17 07:33	164	5
44627003	20170331	02/25/17 13:53	165	5.63
44398107	20170242	02/08/17 13:10	165	6
44330575	20170227	02/05/17 18:17	162	10
44863099	20170021	01/04/17 08:16	165	12
44038359	20170102	01/12/17 20:27	161	16
421		1st Quarter Total Patient Care Reports		
3	0.71%	Calls over 10 minute chute time		
7	1.66%	Calls over 5 minute chute time		
1st Quarter 2017 Average Chute Time			1.60	minutes

Perquimans EMS 2017 2nd Quarter Chute Times				
46095627	20170882	06/05/17 12:42	164	5
45635950	20170707	05/05/17 01:05	165	6

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45893650	20170807	05/23/17 08:59	161	6
46051314	20170836	05/28/17 12:07	161	7.83
45562347	20170683	05/01/17 02:41	164	9.37
		1st Quarter Total Patient Care Reports		
	0.00%	Calls over 10 minute chute time		
	0.57%	Calls over 5 minute chute time		
		2nd Quarter Average Chute Time		1.61 minutes

- 2nd Quarter Mutual Aid Requests were reviewed as follows:
 - Chowan EMS 2
 - Gates EMS 1
 - Pasquotank EMS 2
 - Nightingale 3
 - Eastcare 4
- SOG 114 – Expectations (modification)
- SOG 120 – Incident Command
- SOG 121 – Use of Impairing Substances
- SOG 114, 120 & 121 were approved after motion by Dr. Furia and second by John Wilson.

Additional Comments / Concerns

Next Meeting Schedule – October 26th, starting at 17:30.

Adjournment

Respectfully Submitted by Jim Grosjean, Secretary and Jonathan Nixon, Emergency Services Director.