

AGENDA

All items are for discussion and possible action.
 Perquimans County Board of Commissioners
 Commissioners' Room - Courthouse Annex Building
 October 2, 2017
 6:30 p.m.

I. Call to Order

II. Prayer & Pledge

III. Public Hearing

- A. Administrative Text Amendment No. TXT-17-01 – Large Solar Facilities 6:30 p.m.**
- The purpose of the public hearing is to receive citizen's comments concerning the consideration of Administrative Text Amendment No. TXT-17-01, to revise the Zoning Ordinance with regard to the Large Scale Solar Energy Facilities.

IV. Approval of Agenda

V. Consent Agenda

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

- A. Approval of Minutes: September 5, 2017 Regular Meeting & September 18, 2017 Work Session**
- B. Tax Releases & Refund Approvals**
- C. Personnel Matters**
 - 1. Resignation: Water Plant Operator
 - 2. Retirement: District Technician – Soil & Water Conservation
 - 3. Termination: IMC II
 - 4. Promotion: IMS II
 - 5. Promotion: IMC III
 - 6. Certification: P/T F/I Certified Telecommunicator
 - 7. Appointment: IMC II
 - 8. Appointment: IMS II
 - 9. Appointment: EMS Shift Supervisor
- D. Step & Merit Increases**
 - 1. Building Inspections (1)
 - 2. Sheriff's Department (1)
- E. Budget Amendments Nos. 6 - 7**
- F. Board Reappointments**
 - 1. Board of Trustees for Fire Departments (8)
 - 2. Board of Adjustment
- G. Emergency Services Item: FY 2018 HSGP Exercise Request**
- H. Proclamation/Resolution**
 - 1. Proclamation: National Resident Rights Month 2017
 - 2. Resolution: Removal of Certain Public Record Books – Register of Deeds

VI. PRESENTATIONS

- A. Presentation of Plaques: Ida Harris & Marie Cuthrell**
- B. Presentation to Mettha Davenport, Nursing Home Advisory Committee**

VII. Scheduled Appointments

- A. Cathy Davison, Albemarle Commission** 7:00 p.m.
- B. Bill Jennings, Tax Administrator** 7:05 p.m.
- C. Susan Chaney, Social Services** 7:10 p.m.

**ACTION
TAKEN
LATER**

**ACTION
REQUIRED**

**NO
ACTION
REQUIRED**

**ACTION
MAY BE
REQUIRED**

**NO
ACTION
REQUIRED**

NO
ACTION
REQUIRED

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

- A.
- B.
- C.

IX. **Old Business**

- A. Updates from County Manager

X. **New Business**

ACTION
REQUIRED

- A. Planning Board Item: Text Amendment No. TXT-17-01 (Ordinance No. 97)
- B. USDA Lease Extension
- C. Sale of Property on GovDeals: Parcel No. 2-D082-G079-HI
- D.
- E.
- F.

XI. **Unscheduled Appointments/Public Comments**

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

- A.
- B.
- C.

XII. **Adjournment**

FOR INFORMATION ONLY:

- N.C. Forest Services Annual Report – July 2016 to June 2017
- Prescription Card Program

DEPARTMENT HEAD REPORT:

- Building Inspections Report
- Code Enforcement Report

COMMITTEE WRITTEN REPORTS:

-

NOTES FROM THE COUNTY MANAGER
October 2, 2017
6:30 p.m.

- III. **Enclosures:** Public Hearing is being held regarding the following matter:
 - A. **Administrative Text Amendment No. TXT-17-01 – Large Solar Facilities** 6:30 p.m.
 - *The purpose of the public hearing is to receive citizen's comments concerning the consideration of Administrative Text Amendment No. TXT-17-01, to revise the Zoning Ordinance with regard to the Large Scale Solar Energy Facilities.*
- V. **Enclosures.** Items included on the Consent Agenda are enclosed. ***If you wish to discuss any of these items, please make that request during the meeting.***
- VI. The following presentations will be made:
 - A. Chairman Jones will present the following Plaques
 1. **Ida Harris:** Ms. Harris retired as an EMT-I on September 30, 2017 after 29 years of service with the EMS Department.
 2. **Marie Cuthrell:** Ms. Cuthrell retired as an EMT-I on July 31, 2017 after 16 years of service with the EMS Department.
 - B. Chairman Jones will present to **Mettha Davenport**, Nursing Home Advisory Committee a Resolution thanking her for her 27 years of service on the Nursing Home Advisory Committee.
- VII.A. **Enclosures:** Cathy Davison, Executive Director of the Albemarle Commission, will present her request for the Board to support and approve an Interlocal Agreement to construct a new facility for the Albemarle Commission. Board action will be requested.
- 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. **Enclosure:** Administrative Text Amendment No. TXT-17-01 – Large Solar Facilities: A Public Hearing was held earlier to receive citizens' comments concerning the consideration of Administrative Text Amendment No. TXT-17-01, to revise the Zoning Ordinance with regard to the Large Scale Solar Energy Facilities. Board action is being requested to approve Ordinance No. 97.
- X.B. **Enclosures:** The current lease for the Perquimans County USDA Service Center located in Hertford, North Carolina expires December 31, 2017. The USDA has confirmed their continuing need for continued occupancy and the best course of action would be to acquire a lease extension while a long-term lease is pursued. The USDA has requested leasing authority from the General Services Administration (GSA) to extend this lease for general purpose space through December 31, 2019. This will allow the Government time to pursue a new long term lease. A copy of their proposal is attached. Board action will be requested.
- X.C. On August 7, 2015, the County adopted a resolution to proclaim Parcel No. 2-DD82-G079-HI as surplus property and proceed to sell it on GovDeals. The bid period for our surplus vehicles with GovDeals will close on October 2, 2017 at 12:00 p.m. Results of the bids will be available on Monday.

CONSENT AGENDA NOTES

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

- A. **Enclosures:** Approval of Minutes – September 5, 2017 Regular Meeting & September 18, 2017 Work Session
- B. **Enclosure:** Tax Releases & Refund – see attached list
- C. **Enclosures:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Roy Alons	Water Plant Operator	Resignation			8/31/2017
Scott Alons	District Technician	Retirement			02/01/2018
Michael Sawyer	IMC II	Termination			09/19/2017
Pam Midgett	IMS II	Promotion	67/2	\$35,477	09/01/2017
Jovan Ward	IMC III	Promotion	65/3	\$33,251	10/01/2017
Debbie Lyman	P/T F/I Certified Telecommunicator	Certification	62/1	\$13,34/hr.	09/01/2017
Natalie Verner	IMC II	Appointment	63/2	\$29,725	10/01/2017
Diane Murray	IMS II	Appointment	67/2	\$35,447	10/03/2017
John vonRosenberg	EMS Shift Supervisor	Appointment	70/7	\$45,685	10/01/2017

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

Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Ernest Swanner	Code Enforcement Officer	61/3	\$27,883	10/01/2017
LeAnne Hamilton	Administrative Assistant – Sheriff	60/8	\$30,155	10/01/2017

E. **Enclosures:** Budget Amendment Nos. 6 – 7 are presented for Board action.

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

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Baker, Julian	Board Trustees for Belvidere/Chappell Hill Fire Dept.	Reappointment	1 yr.	10/1/2017
Winslow, Wade	Board Trustees for Belvidere/Chappell Hill Fire Dept.	Reappointment	1 yr.	10/1/2017
Hobbs, Benjamin	Board Trustees for Bethel Fire Dept.	Reappointment	1 yr.	10/1/2017
Muzzulini, Edward	Board Trustees for Bethel Fire Dept.	Reappointment	1 yr.	10/1/2017
Chappell, Laurence	Board Trustees for Durant's Neck	Reappointment	1 yr.	10/1/2017
Owens, Wallace	Board Trustees for Durant's Neck	Reappointment	1 yr.	10/1/2017
Boyce, Jonathan	Board Trustees for Inter-County Fire Dept.	Reappointment	1 yr.	10/1/2017
Swayne, Robert D.	Board Trustees for Inter-County Fire Dept.	Reappointment	1 yr.	10/1/2017
Hurdle, Pam	Board of Adjustments	Reappointment	3 yrs.	10/1/2017

G. **Enclosure:** Emergency Medical Services has received a grant for \$9,831.20 for the 2018 HSGP Exercise Program. Board acceptance of funds and authorization for County Staff to sign documents is being request.

H. **Enclosures:** The following Resolutions are presented for Board review and action:

1. **Proclamation – National Resident Rights Month 2017:** Board will need to consider the enclosed Resolution proclaiming October 2017 as National Long-Term Care Residents' Rights Month, in the County of Perquimans.
2. **Resolution for Removal of Certain Public Record Books:** Jacqueline Frierson, Register of Deeds, is requesting the adoption of the enclosed resolution to remove certain Public Record Books for repair, restoration, and rebinding.



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

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

PUBLIC NOTICE

Perquimans County will hold a Public Hearing on Monday, October 2, 2017 in the Commissioners' Room of the Perquimans County Annex Building located at 110 North Church Street, Hertford, NC. The Public Hearing is scheduled to start at 6:30 p.m. and will be held as time permits. The purpose of the public hearing is to receive citizen's comments concerning the consideration of Administrative Text Amendment No. TXT-17-01, to revise the Zoning Ordinance with regard to the Large Scale Solar Energy Facilities. All interested citizens are encouraged to attend.

Property owners, residents and other interested parties may review this amendment during normal business hours before the Public Hearing at the Perquimans County Planning & Zoning Office, 104 Dobbs Street, Hertford, NC, or call 252-426-2027 or email rhondamoney@perquimanscountync.gov for more information. You may make comments at the Hearing and/or provide written comments. If you are unable to attend the Public Hearing but wish to make comments for the Board's consideration, please do so in writing if possible by 4:00 PM the Friday before the Public Hearing.

Daily Advance: Run as a block advertisement on September 22, 2017
Perquimans Weekly: Run as block advertisement on September 27, 2017
Acct. #: 1134

Perquimans County's Vision:

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

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

- A. Zoning Districts: RA (Conditional Use)
IL and IH (Permitted Use)
- B. Preamble: A large scale Solar Farm containing ground-mounted solar power electric generation structures, may be permitted in districts as designated in the Table of Permitted and Conditional Uses, subject to the following requirements:
- (1) Site Considerations:
- (a) Height: Solar energy system structures and related equipment shall not exceed fifteen (15) feet in height.
 - (b) Setback: Solar energy system structures and related equipment must meet the minimum zoning setback for the zoning district in which it is located, or 100 feet, whichever is strictest. A 150 foot setback shall be required from wetlands identified by State or Federal agencies. A ½ mile setback shall be required from the property line of the nearest existing large scale solar power energy facility.
 - (c) The setback for any building or parking area proposed to serve the Solar Farm shall be fifty (50) feet or as otherwise required, whichever is strictest, from any street right-of-way and any continuous property line that is used or zoned for residential purposes or located within the Highway Corridor Overlay District .
 - (d) The setback for any building and parking area proposed to serve the Solar Farm shall be in keeping with that required by the zoning district as it applies to any street right-of-way and any contiguous property line that is used or zoned for nonresidential purposes.
 - (e) Maximum allowed acreage for any approved project shall not exceed 100 acres. No more than one project may be approved for each individual parcel.
 - (f) By mowing or other means, grass or weeds on the project site shall not exceed 12 inches in height.
 - (g) A drainage study, in conjunction with Perquimans County Soil and Water Conservation, shall be performed on each site, and results provided to the Planning Board and Board of County Commissioners. This study will detail any removal or re-routing of existing farm ditches; the drainage impacts to any adjacent swamps or streams; and drainage impacts to adjacent properties.
- (2) Lighting: The project shall utilize minimal lighting. No lighting other than normal security lighting and that required by government agencies shall be permitted.
- (3) Screening:
- (a) General: Solar energy system structures and related equipment and buildings shall be screened from routine view from public rights-of-way, existing residential uses and adjacent properties zoned Residential Agriculture, Historic Agriculture, Rural Agricultural, or Commercial Zoning Districts

using the County's Buffers and Screening standards currently found in Article XVIII, Sections 1802 and 1803. Included in these screening options are berms which create an attractive blind barrier as dictated in Section 1803.

- (b) Highway Corridor Overlay Districts: When located adjacent to the Highway Corridor Overlay District, screening is required which completely screens from view the solar energy system panels and related equipment. Such screening shall be an opaque durable wall or fence and access gate(s) at least seven (7) feet high in addition to a minimum fifteen (15) foot wide vegetated strip along any property line adjacent to or within five hundred (500) feet of the Highway Corridor Overlay District. Said access gate shall be screened in the same manner as the above-mentioned wall or fence. This vegetated strip shall consist of a naturally wooded area or planted with a mix of evergreens and deciduous trees and shrubs to simulate a naturally wooded area within three (3) years.
- (c) To ensure proper maintenance of vegetative and other screening methods, a cash bond equal to the initial cost of installing buffers will be required to be held by Perquimans County until project decommissioning.
- (4) Operational Considerations: Any access gate which affords views from an existing residence or from within the Highway Corridor Overlay District must be kept closed and locked at any time the Solar Farm is not occupied by the operator for preventive maintenance, repair and similar activities, etc.
- (5) Application Requirements:
 - (a) Submit Site Plan prepared in accordance with current Site Plan Requirements of Section 509 and denoting the dimensions of the subject property, proposed solar farm location, including the arrangement of solar panels, distance from the proposed site improvements to all property lines, and location of proposed driveway(s). No portion of the Solar Farm may encroach into the required setbacks or any buffer area.
 - (b) The Site Plan should also show the location of any required buffers as outlined in Sections 1803 and 1804.
 - (c) Submit horizontal and vertical (elevation) to-scale drawings with dimensions. The drawings must show the location of the system on the property.
 - (d) State and local storm water permits may be required subject to Article V Site Plan and other requirements as applicable.
 - (e) If applicable, the applicant must apply to and receive from the North Carolina Department of Transportation (NCDOT) a driveway permit, or submit documentation from NCDOT that the existing site access is acceptable for the proposed use prior to final project approval.

- (6) Approved Solar Components: Solar energy system components must have a UL listing and must be designed with anti-reflective coating(s).
- (7) Compliance with Building Code: All active solar energy systems shall meet all requirements of the North Carolina State Building Code and shall be inspected by a Perquimans County Building Inspector.
- (8) Compliance with National Electric Code: All photovoltaic systems shall comply with the National Electrical Code, current edition.
- (9) Decommissioning: Following a six month period in which no electricity is generated, the permit holder will have six (6) months to complete decommissioning of the large scale solar energy facility. As part of the contractual agreement between the developer and the utility purchasing the power produced, both parties will be required to notify Perquimans County within the time frames listed above if the project ceases or the utility stops purchasing power. The power purchasing agreement detailing such language will be provided to the County upon its execution.

Decommissioning includes removal of solar panels, support columns, fences, buffers, buildings, cabling, electrical components, and any other associated facilities down to 36 inches below grade. A decommissioning study showing the total cost, not including salvage value, shall be provided and updated every five (5) years. A cash bond equal to this amount will be required to be held by Perquimans County until project decommissioning.

- (10) Transfer of Ownership:

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

REGULAR MEETING

September 5, 2017
6:50 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Tuesday, September 5, 2017, at 6:50 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

- MEMBERS PRESENT:** Kyle Jones, Chairman
Joseph W. Hoffer
Wallace E. Nelson
Fondella A. Leigh, Vice Chair
Edward R. Muzzulini
Charles Woodard
- MEMBERS ABSENT:** None
- OTHERS PRESENT:** Frank Heath, County Manager
Hackney High, County Attorney
Mary Hunnicutt, Clerk to the Board

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

PUBLIC HEARING

Conditional Use District No. CUD 17-01, requested by Kos S. Jackson

Chairman Jones opened the first Public Hearing stating that the purpose of this public hearing is to receive citizen's comments to consider 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). There were twenty (20) people present. In the absence of Sam Barrow, Mr. Jones recognized Rhonda Money, County Planner, who gave an overview of the request. She further stated that Kos Jackson and Milton Phelps were present to answer any questions. Chairman Jones asked if there were any questions. Commissioner Muzzulini asked how many cars would be displayed. Mr. Jackson said that, at this time, it would be five. The Planning Board approved the request at their meeting on August 8, 2017. There being no further questions, Chairman Jones closed the Public Hearing at 7:02 p.m. Chairman Jones explained that the Preliminary Plat Review for Conditional Use District No. CUD 10-01(a) did not require a public hearing so that will be discussed during New Business.

AGENDA

Joseph W. Hoffer 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. Muzzulini, seconded by Fondella A. Leigh.

1. Approval of Minutes: August 7, 2017 Regular Meeting and August 21, 2017 Work Session
2. 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/R Non-Certified Telecommunicator	Appointment	66/1	\$12.21/hr.	09/01/2017
Ashley Miller	P/T F/R Non-Certified Telecommunicator	Appointment	66/1	\$12.21/hr.	09/01/2017

3. Step/Merit Increases:

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Jonathan A. Nixon	Emergency Services Director	76/16	\$74,126	09/01/2017
Kiera Hinton	IMC II	63/2	\$29,725	09/01/2017
Pamela Midgett	IMC III	65/4	\$34,084	09/01/2017
Brett Danson	EMT-B	63/2	\$14.29/hour	09/01/2017
Lisa Whidbee	EMT-I	66/3	\$16.71/hour	09/01/2017

4. Budget Amendments:

BUDGET AMENDMENT NO. 4
GENERAL FUNDS

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 actual crisis intervention funds as approved the State.

INTER-DEPARTMENTAL/BUDGET TRANSFER NO. 20001
TOURISM DEVELOPMENT FUND

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.

5. Resolution: The following Resolutions were unanimously approved by the Board:
 - > **Fall Litter Sweep:** The Board adopted the following Resolution proclaiming September 16 - 30, 2017 Fall 2017 Litter Sweep in Perquimans County:

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. Hunicutt, Clerk to the Board
Perquimans County Board of Commissioners

> Surplus Property: The Board adopted the following Resolution declaring telephone equipment as surplus equipment:

**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/Nortar 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. Hunicutt, Clerk to the Board

6. Board Appointments: The following Board reappointments were approved by the Board:

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
Euse, Sadie	Jury Commission - County Appointee	Reappointment	2 yrs.	09/01/2017
Lassiter, Brenda	Planning Board	Reappointment	3 yrs.	09/01/2017

7. Quarterly Fiscal Monitoring Reports: The State requires that the Quarterly Fiscal Monitoring Report be presented to the Board for review. The report for period ending on June 30, 2017 was presented.

8. Single Family Rehab Documentation: The Board approved the following Single Family Rehab Grant Documentation and authorized the County staff to sign them: Assistance Policy, Procurement & Disbursement Policy, and Pre-Application Form.

INTRODUCTION OF NEW EMPLOYEES

The following employees were introduced to the Board:

1. Bill Jennings, Tax Administrator: Mr. Jennings introduced Sharon Cooper, Tax Clerk – DMV, who was appointed effective August 1, 2017.
2. Jonathan Nixon, EMS Director: Mr. Nixon introduced Catelyn 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 introduced Brian Baker, Part-Time Animal Control Officer, and Darron Sizemore, Certified Deputy, who were appointed on August 1, 2017.

Chairman Jones welcomed them to the County.

MATTHEW CHEESEMAN, SUPERINTENDENT OF SCHOOLS

Mr. Cheeseman thanked the Board for allowing him to provide an update on the High School Athletic Complex. He explained that he is very proud of the progress that they have made on this Complex. He then introduced Jim Davison, Director of Maintenance for the School System. In Mr. Davison's report, he provided the following information:

1. They have secured an architect, CHA.
2. Their first meeting was held about two weeks ago. The next meeting will be this Friday.
3. He presented the following timeline for the football field:

2017	2018
August 15 th - September 1 st - Initial planning for football field	December 18 th - January 12 th - Bid period
September 8 th - 15 th - Geotechnical surveying	February 1 st - July 31 st - Construction
September 11 th - September 29 th - Schematic design	June 17 th - Field ready for sod
October 2 nd - October 20 th - Design development	June 22 nd - July 27 th - Growing period
October 23 rd - November 22 nd - Permitting process	July 31 st - Phase I substantial construction completion
November 27 th - December 15 th - Construction documents	August 2018 - Open for football season

County Manager Heath asked Mr. Davison what Phase I actually included. Mr. Davison said that Phase I included: Football Field; Lighting; Clubhouse; Press Box; and 1,000 seating capacity on home side of the field. Mr. Cheeseman explained how they were planning on financing the project.

BILL JENNINGS, TAX ADMINISTRATOR

Mr. Jennings provided his monthly report and explained that the tax bills were dropped off at the Post Office on August 28th to be mailed. He further explained the personnel changes in his department due to the retirement of Debbie Stallings and promotion of Helen Hunter.

SUSAN CHANEY, SOCIAL SERVICES DIRECTOR

Ms. Chaney presented her monthly report. She also explained the personnel changes in her department.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

The following item was discussed:

- > Chairman Jones: Chairman Jones explained that a copy of a letter from Winfall Mayor Yates was distributed to them tonight. He noted that Mr. Yates is requesting a meeting with the Board regarding the Recreation Department. It was his suggestion that we appoint three Commissioners to attend the meeting with the Town of Winfall Council Members. This way, we would not be required to advertise the meeting and have minutes taken of the meeting. These appointees will listen to their concerns and bring it back to the full Board at their next meeting for any action needed. The Board agreed to appoint Commissioners Hoffer, Muzzolin, and Jones. The Chairman and County Manager will negotiate the date and time of the meeting and notify the Board.

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. This will be last appearance of Jack the Dog.
- > Library Project: Mr. Heath explained that we have about 45 days left on the construction.
- > Albemarle Commission: Mr. Heath discussed the request from Albemarle Commission to the participating counties that they wish to have a new facility and asked the County to donate some land in the Commerce Centre. Ms. Davison has made presentations at all County Board of Commissioners' meetings. She will have to have a unanimous vote to proceed. Some counties expressed some concerns. More information will be provided as we receive it.
- > Lottery Funds: Mr. Jones asked Mr. Heath about when the Board of Education's compliance requirements go into effect with regard to the class size requirement. Mr. Heath said that it would be next year. Mr. Jones asked about using the Lottery funds for the Athletic Complex when there is a chance we may need those funds to cover this compliance requirement. Mr. Heath responded.

RESPONSE - COMBINATION OF ADULT HOME CARE AND NURSING HOME ADVISORY COMMITTEES

In July, 2017, the Board authorized the County Manager to proceed with requesting that the Adult Home Care and the Nursing Home Care Advisory Committees be combined into one committee. The reason was the difficulty in finding qualified members for both committees. This would reduce the number of individuals needed to serve. On August 30, 2017, we were notified that our request had been approved. Therefore, no new members are needed at this time. This is for information purposes only.

PLANNING BOARD ITEMS

Chairman Jones stated that it was time to take action on the following Planning Board items:

Conditional Use District No. CUD-17-01 by Kos S. Jackson: A Public Hearing was held earlier in the meeting to receive citizens' comments to consider 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). The Planning Board, at their August 8, 2017 meeting, approved the Conditional Use District Rezoning application. The Planning Staff 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.

Joseph W. Hoffer made a motion to approve Rezoning Request CUD 17-01(a), to rezone from RA Rural Agriculture to CR(CUD) Rural Commercial Conditional Use District, and 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 the conditions listed in the CUP) and adopting the following Findings to support the motion:

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

The motion was seconded by Charles Woodard. The following Conditional Use Permit No. CUD 17-01(b) was unanimously approved:

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

Page 1 of 2

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
 124 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

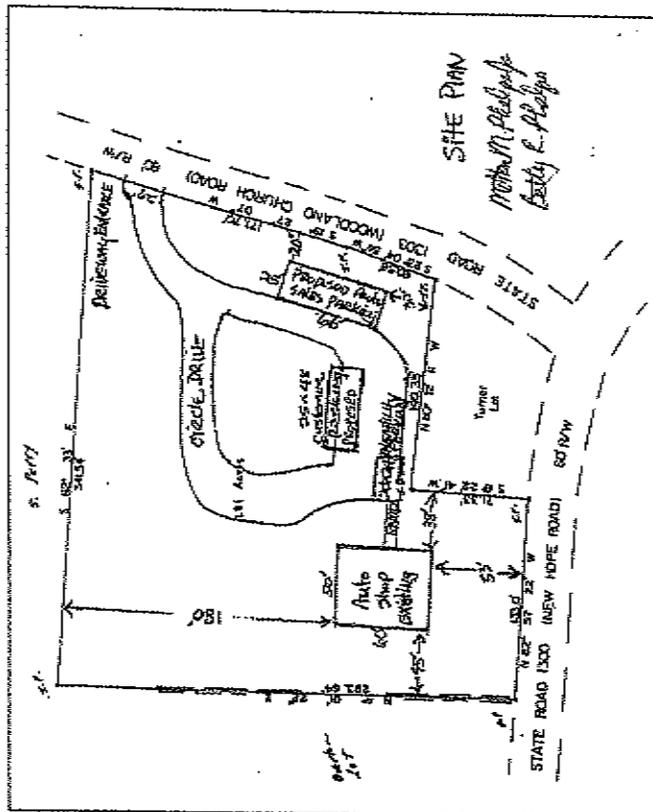
I, _____, a Notary Public in and for the said State and County, do hereby certify that the foregoing instrument _____ personally appeared before me this day and acknowledged the due execution of

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

My Commission expires: _____

(Not valid until fully executed and recorded)

CONDITIONAL USE PERMIT No. CUP-17-01(b)
SITE PLAN



The Moorings Preliminary Plat: County Manager Frank Heath stated that the Board had the Staff Report in their packets and that Bruce Exum and Steve Janowski, the applicants, were present if the Board had any questions. Mr. Heath stated that the applicants have met all the requirements of the preliminary plat approval and he, along with the Planning Staff, recommends approval of the preliminary plat subject to the items listed below from Bill Diehl, County Water Engineer:

- 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 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.

Mr. Exum provided additional information including the fact that Mr. Nichols, the original applicant, had passed away earlier this year. During his presentation, he reviewed the conditions of the permit and explained how they had accomplished each condition. Chairman Jones asked if there were any further questions or comments. There being none, Edward R. Muzzulin made a motion to approve the Preliminary Plat for The Moorings at Albemarle with the conditions listed above. The motion was seconded by Charles Woodard and unanimously approved by the Board.

BUDGET AMENDMENT NO. 5

Jonathan Nixon, Emergency Services Director, has been notified that the County has received a grant in the amount of \$2,000. The Grant is from the N.C. Department of Public Safety. On motion made by Edward R. Muzzulin, seconded by Fondella A. Leigh, the Board unanimously approved the following Budget Amendment No. 5 and authorized county chair and staff to sign the proper documentation to receive the funds:

BUDGET AMENDMENT NO. 5
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-012	State Grants - Emergency Management	2,000	
10-530-338	State Grants - Hazardous Mat	2,000	
EXPLANATION: To amend FY 17/18 budget to include an awarded Emergency Management Grant.			

PUBLIC COMMENTS

There being no public comments.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 7:40 p.m. on motion made by Charles Woodard, seconded by Joseph W. Hoffer.

T. Kyle Jones, Chairman

Clerk to the Board

WORK SESSION

September 18, 2017

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular Work Session on Monday, September 18, 2017, at 7:00 p.m. in the Commissioners' Room located on the first floor of the Perquimans County Courthouse Annex.

- MEMBERS PRESENT:** Kyle Jones, Chairman
Joseph W. Hoffer
Wallace E. Nelson
Fondella A. Leigh, Vice Chair
Edward R. Muzzulin
Charles Woodard
- MEMBERS ABSENT:** None
- OTHERS PRESENT:** Frank Heath, County Manager
Hackney High, County Attorney
Mary Hunnicutt, Clerk to the Board

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

LARGE SOLAR FARM FACILITIES REVISIONS

Chairman Jones explained that their main objective tonight is to agree on any revisions needed for the large solar farm facilities section of our Zoning Ordinance. The current moratorium expires in October. Mr. Jones said that he is going to ask each individual commissioner to discuss their concerns with the current ordinance. The following concerns were discussed:

- > **Commissioner Hoffer:** Chairman Jones asked Mr. Hoffer if he had any concerns. After County Manager Heath sent the Commissioners a copy of the proposed revisions, Mr. Hoffer asked to have time to review them before making comments. Mr. Jones moved on to the next Commissioner.
- > **Chairman Jones:** Chairman Jones said that he was satisfied with what the Planning Board proposed along with the changes requested by the Board but would be open to whatever else the Board wishes to discuss.
- > **Commissioner Nelson:** Commissioner Nelson discussed items B(1)(e), B(1)(f), the gate placement, and berm requirements. After County Manager Heath explained that these items are covered in the ordinance, Mr. Nelson was satisfied with the proposed changes.
- > **Commissioner Muzzulin:** Mr. Muzzulin had no concerns and approves to move forward with these revisions.

- > Commissioner Leigh: Ms. Leigh had no concerns and approves to move forward with these revisions.
- > Commissioner Hoffer: After reviewing the copy of the proposed changes, Mr. Hoffer said that he had no problems with the revisions and approves to move forward with these revisions.
- > Commissioner Woodard: Mr. Woodard said that Mr. Nelson brought up his concerns and he is satisfied with that now. He further stated that he likes the idea that the facility would be shut down if they do not comply with the conditions. He also discussed beam requirement, if needed.

Chairman Jones asked Rhonda Money, Planner, if she had any concerns. She did not. County Manager Heath and County Attorney High discussed how to solve the issue of the project size discussed tonight. It was decided that County Manager Heath and County Attorney High would meet to revise these proposed revisions addressing the issues discussed tonight, prepare a new draft copy, and forward copies to the Commissioners for their review and comments.

OTHER ITEMS DISCUSSED

The Board discussed the following information: opioid

- > County Manager Heath: Mr. Heath informed the Board that he had sent a letter on behalf of the Board to Trillium to take a greater role in coordinating a detox treatment center in our region.
- > Wallace Nelson: Mr. Nelson made further comments on the Opioid issue, the Athletic Complex, and Resolutions being included in the Consent Agenda.
- > Charles Woodard: Mr. Woodard made a few comments on the Opioid issue.
- > Chairman Jones: Mr. Jones discussed the recent letter from the Town of Winfall about a meeting with their Council about some Recreation Department issues on September 26, 2017.

ADJOURNMENT

There being no further business to discuss, the Chairman adjourned the meeting at 7:40 p.m.

T. Kyle Jones, Chairman

Clerk to the Board

August 8, 2017

To Whom It May Concern:

After much discussion and consideration, I feel I must tender my resignation with Perquimans County Water Department. Unless you need me to assist in the transition, my last day of work for the County will be Thursday, August 31, 2017.

Please know that this has been a difficult decision to make. I want to thank you for giving me the opportunity to work with the County this past year, as well as the support that's been shown to me by the County Manager and my supervisor, Nick Lories. I hope that I have served you well, as I have genuinely enjoyed my employment here.

Please let me know if there is anything I can do to assist with the transition for a replacement.

Sincerely yours,



Roy L. Alons
Water Operator

From: "Alons, Scott L" <scott.alons@chowan.nc.gov>
To: "Howard, Kevin B" <kevin.howard@chowan.nc.gov>, Frank Heath
<frankheath@perquimanscountync.gov>, "Byrum, Carrie" <carrie.byrum@chowan.nc.gov>
Cc: "Alons, Scott L" <scott.alons@chowan.nc.gov>
Sent: 9/12/2017 8:43 PM
Subject: retirement

To: Kevin Howard, Chowan County Manager
Frank Heath, Perquimans County Manager

From: Scott L. Alons

Date: September 12, 2017

I would like to notify you that I plan on retiring as District Technician from the Soil and Water District on February 1, 2018. I am excited about my impending retirement but wanted to take this opportunity to thank you for all the support the County has given to me and to the Soil and Water Conservation District.

I have worked with eighteen District supervisors and each one was great to work with. The Soil and Water District is a locally led organization that understands the conservation efforts of the area. I sincerely hope that I have served you well and hope I am leaving the land of Chowan and Perquimans Counties in as good condition or better than my predecessors before me, as I received the best training available, from them.

I have truly enjoyed working with the farmers and local citizens of the Counties and will miss working with them. My coworkers and workplace environment are wonderful and it has been a pleasure to come to work. I wish you nothing but the best for the future.

Sincerely,

Scott L. Alons

Chowan/Perquimans SWCD

District Technician

Cell 252-312-9246

EMPLOYMENT ACTION FORM

DATE SUBMITTED: Sept 20, 2017

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Michael Sawyer
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: \$

Date DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

RAISE. (YEAR 2 3 4)

GRADE: STEP: SALARY: \$

9-19-2017 DATE OF EMPLOYEE TERMINATION AT 5:00pm

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 M Chaney

DATE: September 20, 2017

DATE: _____

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 9/8/17

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Pam Midgett
POSITION: IMS II

SOC. SEC. NO.
DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE: 9/1/2017

GRADE: 67 STEP: 2 SALARY: \$ 35,477.00

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

 Date DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Suzan M Chaney

Frank Heath

DATE: September 8, 2017

DATE: 9/11/17

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: Sept 15, 2017

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Jovan Ward
POSITION: IMC III

SOC. SEC. NO.
DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE: 10/1/2017

GRADE: 65 STEP: 3 SALARY: \$ 33,251.00

ENDING DATE OF PROBATIONARY PERIOD:
CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

 Date DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE:
Date: 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: September 15, 2017

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 9/18/17

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: September 8, 2017

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Debbie Lyman

SOC. SEC. NO.: _____

POSITION: Certified Telecommunicator

DEPT.: 911 Communications



NEW EMPLOYEE EFFECTIVE DATE: 09/01/2017

GRADE: 62 STEP: 1 SALARY: \$13.34 / hour

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 RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.

GRADE: _____ STEP: _____ SALARY: _____



Date

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

GRADE: _____ STEP: _____ SALARY: _____



Date

DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.



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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]

Annie Heath

DATE: September 8, 2017

DATE: 9-27-17

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 9/8/17

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: **Natalie Verner**
POSITION: **IMC II**

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

EMPLOYEE EFFECTIVE DATE: **10/1/2017**

GRADE: **63** STEP: **2** SALARY: **\$ 29,725.00**

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

 Date DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE:
Date: 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: **September 8, 2017**

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 9/11/17

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: September 15, 2017

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Diane Murray
POSITION: IMS II

SOC. SEC. NO.
DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE: 10/3/2017

GRADE: 67 STEP: 2 SALARY: \$ 35,477.00

ENDING DATE OF PROBATIONARY PERIOD:
CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

 Date DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE:
Date: 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

Suzanne M. Chaney

DATE: September 15, 2017

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 9/18/17

FINANCE OFFICER

DATE: _____

PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES

P.O. BOX 107
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD

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

252-426-7373 - FAX 426-1240

DIRECTOR
Susan M. Chaney

MEMORANDUM

Date: September 15, 2017

To: Frank Heath, County Manager
Tracy Mathews, County Finance
Mary Hunnicutt, Clerk to the Board

From: Susan Chaney *Susan Chaney*

Subject: Income Maintenance Supervisor II (Family & Children's Medicaid)

Perquimans County Department of Social Services has offered the above referenced position to Ms. Diane Murray. Ms. Murray is currently working with Pasquotank County Department of Social Services as a Family & Children's Medicaid caseworker and has been employed as such for 13 years in October. Pasquotank County employees receive longevity pay and Ms. Murray should receive hers in October. One of the requirements is that the employee has to work one day of the month the longevity is received and therefore, Ms. Murray will begin employment with Perquimans DSS on Tuesday, October 3, 2017. With Ms. Murray working one day in Pasquotank, her insurance with that county will end on October 31, 2017.

If you have any questions, do not hesitate to call.

Perquimans County's Vision

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: September 22, 2017

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: John vonRosenberg

SOC. SEC. NO.: _____

POSITION: EMS Shift Supervisor

DEPT.: EMS

★ NEW EMPLOYEE EFFECTIVE DATE: 10-1-17

GRADE: 70 STEP: 7 SALARY: \$45,685

ENDING DATE OF PROBATIONARY PERIOD 10-1-18

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

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

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

DEPARTMENT RECOMMENDATION


COUNTY MANAGER APPROVAL


DATE: September 22, 2017

DATE: 9-27-17

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Ernest Swanner

SOC. SEC. NO.: _____

POSITION: Code Enforcement Officer

DEPT.: Inspections

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

CURRENT: GRADE: 61 STEP: 2 SALARY: 27,200

JOB PERFORMANCE EVALUATION
YEAR 1 2 3 4 (CIRCLE)

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

10/1/17 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)
Date GRADE: 61 STEP: 3 SALARY: \$27,883

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

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

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

DEPARTMENT RECOMMENDATION
[Signature]
DATE: 10/1/17

COUNTY MANAGER APPROVAL
[Signature]
DATE: 9/27/17

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 9-26-17

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: LeAnne Hamilton

SOC. SEC. NO.: _____

POSITION: Administrative Assistant

DEPT.: Sheriff's Office

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

9-26-17 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: 60 STEP: 8 SALARY: \$30,155

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

DEPARTMENT RECOMMENDATION
Shelton White
DATE: 9-26-17

COUNTY MANAGER APPROVAL
Frank Heath
DATE: 9/27/17

FINANCE OFFICER

DATE: _____

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 6

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 2nd DAY OF OCTOBER, 2017, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2016 - 2017 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-021	Local Funds - Sheriff/Canine	500	
10-510-335	Local Funds - Canine	500	
EXPLANATION: To revise FY 2017/2018 Budget to include local fund line for Canine Donations as requested by public.			

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 2nd DAY OF OCTOBER, 2017.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 2nd DAY OF OCTOBER, 2017.

Chairman, Board of Commissioners

Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
COUNTY CONSTRUCTION FUNDS
NO. 7

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 2nd DAY OF OCTOBER, 2017, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2016 - 2017 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
50-348-004	Library BB&T Construction	763,043	
50-000-742	Capital - Library Construction	763,043	
EXPLANATION: To revise FY 2017/2018 Budget to include the Library Construction project as a separate revenue than expenditure as advised by our auditors.			

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 2nd DAY OF OCTOBER, 2017.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 2nd DAY OF OCTOBER, 2017.

Chairman, Board of Commissioners

Finance Officer

Mary Hunnicutt

From: Rhonda Money <rhondamoney@perquimanscountync.gov>
Sent: Thursday, September 21, 2017 4:30 PM
To: 'Mary Hunnicutt'
Subject: RE: Board of Adjustment Appointment

Importance: High

I just spoke with Pam on the phone and she will gladly serve another term.

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

From: Mary Hunnicutt [<mailto:mhunnicutt@perquimanscountync.gov>]
Sent: Thursday, September 21, 2017 9:24 AM
To: Sam Barrow; Rhonda Money
Cc: Frank Heath
Subject: Board of Adjustment Appointment
Importance: High

When I was updating my Board Listing, I noticed that Pam Hurdle was appointed on February 2, 2017 to complete Al Gesler who is deceased. His term was due to expire on September 30, 2017. Can you check to see if Pam Hurdle is still willing to serve on the Board of Adjustment. If so, please let me know by Tuesday, September 26, 2017, so I can include the reappointment on the October 2, 2017 Agenda. Sorry I overlooked that.

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.

From: Parnell, Brian [<mailto:Brian.Parnell@ncdps.gov>]
Sent: Thursday, September 14, 2017 10:28 AM
To: Nixon, Jonathan; Jarvis Winslow
Subject: FY 2018 HSGP Exercise Request

Good morning,

Your request for exercise funding has been approved in the amount of \$9,831.20. The MOA should be arriving via DocuSign soon; once the MOA is signed, you may begin expending funds for the exercise and executing your timeline of completion for the exercise.

If you have any questions or if I can be of assistance, let me know.

Regards,

Brian Parnell

Brian Parnell
Area 1 Coordinator
DPR 1 Executive Director
Eastern Branch Office
NC Division of Emergency Management
Department of Public Safety
3802 Highway 58 North, Suite B
Kinston, NC 28502

Mobile: 252-340-6325

Home Office: 252-336-2716

24-Hour Ops Center: 1-800-858-0368

brian.parnell@ncdps.gov

From: Brandi Jordan [mailto:bjordan@accog.org]
Sent: Thursday, September 28, 2017 11:16 AM
To: camdencountyclerk@camdencountync.gov; susanne.stallings@chowan.nc.gov; leeann.walton@currituckcountync.gov; garyg@darenc.com; mlawrence@gatescountync.gov; lstotesberry@hydecountync.gov; scottl@co.pasquotank.nc.us; mhunnicut@perquimanscountync.gov; pennyoc
Cc: Cathy Davison; jwhite@camdencountync.gov; delliebass@yahoo.com; Debwms@centurylink.net; maryj@darenc.com; Smrg557@aol.com; Eacflowers48@gmail.com; Bwe89@hotmail.com; office@pcseniors.org; jameswcahoon@gmail.com; kimcottenwest@gmail.com
Subject: National Resident Rights Month 2017

Many of you have asked for the Proclamation for Resident Rights Month 2017. I have attached a copy that can be modified for each county's individual use. Please also feel to pass the information below along to your Elected Officials. Thank you!

October is National Resident Rights Month and in recognition of the important place that our long-term care residents hold in our community, I encourage our Elected Officials to join the Long-Term Care Ombudsman program as well as our Community Advisory Committees in Region R in celebrating with us.

Many of our Committee Advisory Committee members have planned events in our long-term care facilities or have partnered with these facilities to participate in events that are planned to recognize the Rights that are afforded to our residents through G.S. 131D-31 and 131E-128. Sadly, many of our residents are not aware of these rights, much less their ability to freely exercise them. Our goal in designating October as Resident Rights Month is to not only bring awareness, but to promote community involvement and bring awareness to issues that affect our long-term care residents. I encourage you to share the 2017 Resident Rights Month Proclamation at your scheduled meetings in October. Additionally, I encourage everyone to visit your county's long-term care facilities and talk with your community's residents.

If you would like more information about Resident Rights Month from your Community Advisory Committees, please contact the Chair or Contact person for each county:

Camden – Jasmine Wilson (335-2569)
 Chowan – Dellie Bass (221-4951)
 Currituck – Debra Williams (312-8072)
 Dare – Mary Jernigan (475-5636)
 Gates – Faye Smith (357-0548)

Hyde – Linda Flowers (925-5021)
 Pasquotank – David Boone (338-5960)
 Perquimans – Delphine Madre (426-5404)
 Tyrrell – James Cahoon (796-1412)
 Washington – Kim Cotton-West (793-5855)

Thank you in advance!

Brandi Jordan

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





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

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

National Long-Term Care Residents' Rights Month 2017 Proclamation

It's All About Me: My Life, My Care, My Choices

Whereas, there are more than 1.6 million individuals living in 16,000 nursing homes; and 1 million individuals living in 50,000 board and care/assisted living facilities in the U.S.; and

Whereas, the federal Nursing Home Reform Act of 1987 guarantees residents their individual rights in order to promote and maintain their dignity and autonomy; and

Whereas, all residents should be aware of their rights so they may be empowered to live with dignity and self-determination; and

Whereas, we wish to honor and celebrate these citizens, to recognize their rich individuality, and to reaffirm their right to vote and participate politically, including the right to have a say in their care; and

Whereas, individuals and groups across the country will be celebrating Residents' Rights Month with the theme –“It's All About Me: My Life, My Care, My Choices”– to emphasize the importance of affirming these rights through facility practices, public policy and resident-centered decision-making.

Now, therefore, the Perquimans County Board of Commissioners, do hereby proclaim October 2017 as **National Long-Term Care Residents' Rights Month**, in the County of Perquimans, and encourage all citizens to join me in these important observances.

ADOPTED the 2nd day of October, 2017.

T. Kyle Jones, Chairman
Perquimans County Board of Commissioners

ATTESTED:

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



JACQUELINE S. FRIERSON
Register of Deeds, Perquimans County

P.O. Box 74 • Hertford, N.C. 27944 • Phone (252) 426-5660 • Fax (252) 426-7443 • email: jackiefrierson@perquimanscountync.gov

RESOLUTION AUTHORIZING
REMOVAL OF CERTAIN PUBLIC RECORD BOOKS
KEPT BY THE REGISTER OF DEED FOR
THE PURPOSE OF REPAIR, RESTORATION
AND REBINDING

WHEREAS, NCGS 132-7 provides that books of public records should be copied or repaired, renovated or rebound if worn, mutilated, damaged or difficult to read; and

WHEREAS, there is identified certain books of public records maintained by the Register of Deeds in need of repair, restoration and rebinding; and

WHEREAS, Kofile Technologies is under contract to provide repair, restoration and rebinding of those certain books of public records.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS FOR PERQUIMANS COUNTY, NORTH CAROLINA, that:

Section 1. The Register of Deeds is authorized to remove or cause to be removed to the care and custody of Kofile Technologies for repair, restoration and rebinding the following books of public records:

Vital Statistics Marriage Licenses 1880-1884
Plat Book 2 Pages 01 thru 237

Section 2. The books of public records listed in Section 1 of this resolution may remain in the care and custody of Kofile Technologies for the length of time required to repair, restore and rebind them.

Section 3. This resolution is effective upon its adoption.

ADOPTED the ____ day of _____, 2017

, Chairman
Board of Commissioners

ATTEST:

Mary P. Hunnicutt, Clerk to the Board

PRESENTED
TO
IDA HARRIS
IN
RECOGNITION OF HER TWENTY-NINE YEARS
OF SERVICE WITH
THE EMERGENCY MEDICAL SERVICES
OF PERQUIMANS COUNTY
BY PERQUIMANS COUNTY BOARD OF COMMISSIONERS
OCTOBER 2, 2017

PRESENTED
TO
MARIE CUTHRELL
IN
RECOGNITION OF HER SIXTEEN YEARS
OF SERVICE WITH
THE EMERGENCY MEDICAL SERVICES
OF PERQUIMANS COUNTY
BY PERQUIMANS COUNTY BOARD OF COMMISSIONERS
OCTOBER 2, 2017



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

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

RESOLUTION OF APPRECIATION

WHEREAS, Mettha Davenport has recently notified the County that she was retiring from the Nursing Home Advisory Committee on September 1, 2017; and

WHEREAS, Mettha Davenport has served on this Committee for twenty-seven (27) years; and

WHEREAS, Ms. Davenport has been faithful in her service to this Committee and served the County well in this capacity.

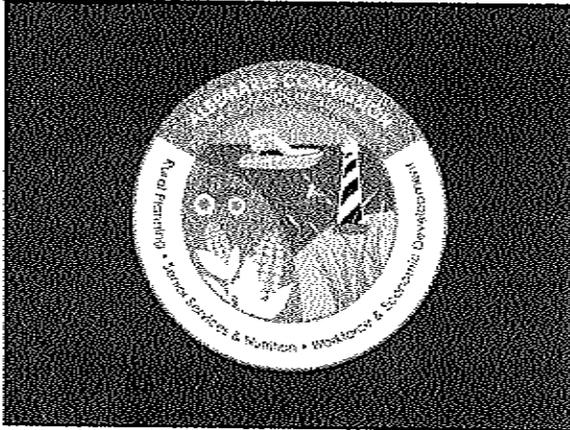
NOW, THEREFORE, BE IT RESOLVED that the Perquimans County Board of Commissioners does hereby express its appreciation on behalf of Perquimans County staff and citizens of Perquimans County to Mettha Davenport for her exemplary service on the Nursing Home Advisory Committee who covered Perquimans County nursing home residents and the County so faithfully and well. The Perquimans County Board of Commissioners extends its best wishes to Mettha Davenport as she steps down from this appointment.

ADOPTED this the 2nd day of October, 2017.

T. Kyle Jones, Chairman
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunnicutt, Clerk to the Board



Albemarle Commission's Request for Support and Approval of an Interlocal Agreement to Construct A New Facility

- Why?**
- The Commission does not have taxing authority
 - The Commission cannot issue bonds for its debt
 - The Local Government Commission requires the Commission to obtain approval from its County Members of an Interlocal Agreement to undertake debt for real property

- What is the Albemarle Commission?**
- Area Agency on Aging and Senior Nutrition
 - Workforce Development (NWDB)
 - Rural Planning Organization
 - Economic Development District
 - Administration

- Area Agency on Aging & Senior Nutrition**
- AAA's provides services under the Older Americans Act to help vulnerable adults 60+ live independently
 - The AAA plans, develops, and coordinates the delivery of Supportive Services, Nutrition, Elder Rights, Caregiver Support, and Health / Wellness Programs

- Workforce Development**
- NWDB provides employment and training services to underemployed, unemployed and recently laid off individuals both youth and adults
 - NWDB helps improve our regional employers' capacity to find and hire well trained employees
 - NWDB builds a network of community partnerships; private and public; enabling a stronger Regional workforce

Rural Planning Organization

- Develops long-range transportation plans for the region
- Provides transportation-related data to local governments
- Develops and prioritizes projects for the Strategic Transportation Improvement Program (STIP)
- Provides a forum for public involvement in the transportation planning process

Economic Development District

- Serves as the Economic Development District for the Region
- Assists local governments in obtaining grants in order to improve the opportunities within the Region
- Administers the Comprehensive Regional Economic Development Strategy
- Administers the regional Revolving Loan Fund

ADMINISTRATION

- Administers and is the fiscal agent for the Area Agency on Aging, Workforce Development, Senior Nutrition, Rural Planning Organization, and Economic Development District
- Acts as the State Clearinghouse for the Region
- Provides research and guidance to local governments within the Region
- Provides advocacy for the Region

The Story Behind the Need for A New Facility

- The Commission has outgrown its current operational space
- Programs are in multiple locations; consolidation eliminates duplicative expenses through one shared expenses
- Workforce Development staff are working in common areas and are not able to provide fully private participant consultation services

The Story Continues

- Many of the Commission's events/meetings/trainings are held off site because of lack of space costing the Commission \$13,000 in rentals, staff coordination time, travel and set up each year
- The Commission's current facility has multiple environmental issues including non-toxic mold & allergens

FACTS

A facility analysis of the current space, leasing, and new construction

CONCLUSION

The Commission's new facility will not exceed 17,000 square feet

The New Facility Facts Continued

- Oakley Collier Architects of Rocky Mount, NC is the Architect / Engineer of record
- Work with Oakley Collier on the designation of the Construction Manager at Risk and Contractor

Financial Analysis

To Purchase with a 20 year Note with 3.25% from USDA

Projected Building New Construction	Based on 17891 Square Foot New Construction with USDA 20 year 3.25%
Cost of new building	\$ 3,061,000.00
Leasehold	\$ 80,000.00
Soft Costs	\$ 222,000.00
Project Contingency	\$ 12,000.00
Project Arise (Net Income)	\$ 1,150,000.00
Net to Arise Expenses	\$ 176,000.00
Price Per Sq Ft 20 year REN	\$ 10.00

Interest paid over the life of the loan \$764,973

Financial Analysis

To Purchase with a 40 year Note with 3.75% from USDA

Projected Building New Construction	Based on 17891 Square Foot New Construction with USDA 40 year 3.75%
Cost of new building	\$ 3,061,000.00
Leasehold	\$ 80,000.00
Soft Costs	\$ 222,000.00
Project Contingency	\$ 12,000.00
Project Arise (Net Income)	\$ 1,150,000.00
Net to Arise Expenses	\$ 176,000.00
Price Per Sq Ft 40 year REN	\$ 7.47

Interest paid over the life of the loan \$1,796,471

Why is the 40 Year Option Recommended over the 20 Year Option?

- The Commission would not have to access the Counties a fee specifically for the Building under the 40 year option

How Does This Affect the County

- The County will continue to be a member of the Albemarle Commission for the life of the lending instrument
- The County agrees to allow the Albemarle Commission to obtain tax-free financing to construct the facility

How Does This Affect the County (continued)

- If the Commission ceases to exist, the Counties may dispose of the property and the proceeds will be divided proportionally (based on per capita dues payments) between the County Members

How Does This Affect the County (continued)

- The Commission will pay for the facility from its per capita dues structure without a special assessment to the County
- The Commission will pay for the facility from its Federally Approved Indirect Rate

How Does This Affect the County (continued)

- **What is a currently approved Indirect Rate?**
 - It is the federally approved not to exceed percentage the "Administration" that may be charged to each program for the operation of the Albemarle Commission
 - Programs are currently charged 28% vs. 31% approved rate - the 6% balance is allocated to reserves

Next Steps

- Continue to present facility project to the Counties throughout the Region.
- Meet with County Managers in September to respond to their questions from the meeting held on August 1, 2017
- Continue to look at other lease options within the Region

What the Commission Needs

- The Commission Board must also enter into the Interlocal Agreement with the Counties.
- The Commission Needs the Majority of the Counties to Agree to allow us to take on tax-free debt to construct the facility

Thank You For Your Support as We Proudly Serve You



Questions???

Contact
Cathy Davison, ICMA-CM
Executive Director
Phone: 252-426-5753 ext. 227
cdavison@accog.org
www.albemarlecommission.org





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

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

**PERQUIMANS COUNTY
TAX DEPARTMENT**

Enforced Collections- September 2017

GARNISHMENTS: \$4045.93

PAYMENT AGREEMENTS: \$11,422.80

DEBT SETOFFS: \$0.00

SUGGESTED MOTIONS/RECOMMENDATIONS/ACTIONS:

Pursuant to Sections 1302 and 1302B of the Zoning Ordinance: The Board of Commissioners is requested to use one of the following sets of scripts to form the desired motions for approval or denial of the proposed text amendments, as follows:

- **TWO (2) SUGGESTED ACTIONS TO APPROVE:**
 1. **Motion to find Administrative Text Amendment No. TXT-17-01** to advance the public health, safety and general welfare, encourage orderly development, protect the quality of the environment, and generally uphold the requirements of State Law in accordance with the (County's) Land Use Plan and, therefore, to find it consistent with the specific intent of the proposed Ordinance; and
 2. **Motion to Approve Case No. TXT-17-01**, to amend Article IX, Section 907.28 of the Zoning Ordinance as shown in the Draft Ordinance; based upon Section 1302 and the Policy Guidelines contained in Sections 1302B(1) through (4) of the Zoning Ordinance.
- **TWO (2) SUGGESTED ACTIONS TO DENY:**
 1. Motion to deny proposed Administrative Text Amendment No. TXT-17-01 would utilize both of the above-noted motions stated in the negative tense.

Section 1302. Action by the Planning Board

Every proposed amendment, supplement, change, modification, or repeal of this Ordinance shall be referred to the Planning Board for its recommendation and report. The Planning Board shall hold a public meeting, at which the Board of County Commissioners may sit concurrently with the Planning Board if the Board of Commissioners so desires. Pursuant to Article XXIII, Notice of the public meeting shall be mailed to adjoining property owners in the envelopes provided by the applicant and notice shall be made by posting the property concerned. The Board of County Commissioners shall receive written notice of the meeting and its subject matter from the Planning Board.

- B. In evaluating any proposed ordinance text amendment, the Planning Board and the County Commissioners shall consider the following:
- (1) The extent to which the proposed text amendment is consistent with the remainder of the Ordinance, including, specifically, any purpose and intent statements;
 - (2) The extent to which the proposed text amendment represents a new idea not considered in the existing Ordinance, or represents a revision necessitated by changing circumstances over time;
 - (3) Whether or not the proposed text amendment corrects an error in the Ordinance; and
 - (4) Whether or not the proposed text amendment revises the Ordinance to comply with state or federal statutes or case law.

In deciding whether to adopt a proposed Ordinance text amendment, the central issue before the Board of County Commissioners is whether the proposed amendment advances the public health, safety or welfare and is consistent with any adopted County Land Use Plan documents, the CAMA Land Use Plan, and the specific intent of this Ordinance.

ORDINANCE NO. 97

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

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

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

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

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

PASSED AND ENACTED by the Board of County Commissioners of Perquimans County, North Carolina, this 2nd day of October, 2017.

BOARD OF COUNTY COMMISSIONERS OF
PERQUIMANS COUNTY, NORTH CAROLINA

By: _____
T. Kyle Jones, Chairman

ATTEST:

Mary P. Hunnicutt, Clerk to the Board

Effective Date: _____

Exhibit "A"

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

- A. Zoning Districts: RA (Conditional Use)
IL and IH (Permitted Use)
- B. Preamble: A large scale Solar Farm containing ground-mounted solar power electric generation structures, may be permitted in districts as designated in the Table of Permitted and Conditional Uses, subject to the following requirements:
- (1) Site Considerations:
 - (a) Height: Solar energy system structures and related equipment shall not exceed fifteen (15) feet in height.
 - (b) Setback: Solar energy system structures and related equipment must meet the minimum zoning setback for the zoning district in which it is located, or 100 feet, whichever is strictest. A 150 foot setback shall be required from wetlands identified by State or Federal agencies. A ½ mile setback shall be required from the property line of the nearest existing large scale solar power energy facility.
 - (c) The setback for any building or parking area proposed to serve the Solar Farm shall be fifty (50) feet or as otherwise required, whichever is strictest, from any street right-of-way and any continuous property line that is used or zoned for residential purposes or located within the Highway Corridor Overlay District.
 - (d) The setback for any building and parking area proposed to serve the Solar Farm shall be in keeping with that required by the zoning district as it applies to any street right-of-way and any contiguous property line that is used or zoned for nonresidential purposes.
 - (e) Maximum allowed acreage for any approved project shall not exceed 100 acres. No more than one project may be approved for each individual parcel.
 - (f) By mowing or other means, grass or weeds on the project site shall not exceed 12 inches in height.
 - (g) A drainage study, in conjunction with Perquimans County Soil and Water Conservation, shall be performed on each site, and results provided to the Planning Board and Board of County Commissioners. This study will detail any removal or re-routing of existing farm ditches; the drainage impacts to any adjacent swamps or streams; and drainage impacts to adjacent properties.
 - (2) Lighting: The project shall utilize minimal lighting. No lighting other than normal security lighting and that required by government agencies shall be permitted.
 - (3) Screening:
 - (a) General: Solar energy system structures and related equipment and buildings shall be screened from routine view from public rights-of-way, existing residential uses and adjacent properties zoned Residential Agriculture, Historic Agriculture, Rural Agricultural, or Commercial Zoning Districts using the County's Buffers and Screening standards currently found in Article XVIII, Sections 1802 and 1803. Included in these screening options are berms which create an attractive blind barrier as dictated in Section 1803.
 - (b) Highway Corridor Overlay Districts: When located adjacent to the Highway Corridor Overlay District, screening is required which completely screens from view the solar energy system panels and related equipment. Such screening shall be an opaque durable wall or fence and access gate(s) at least seven (7) feet high in addition to a minimum fifteen (15) foot wide vegetated strip along any property line adjacent to or within five hundred (500) feet of the Highway Corridor Overlay District. Said access gate shall be screened in the same manner as the above-mentioned

wall or fence. This vegetated strip shall consist of a naturally wooded area or planted with a mix of evergreens and deciduous trees and shrubs to simulate a naturally wooded area within three (3) years.

- (c) To ensure proper maintenance of vegetative and other screening methods, a cash bond equal to the initial cost of installing buffers will be required to be held by Perquimans County until project decommissioning.
- (4) Operational Considerations: Any access gate which affords views from an existing residence or from within the Highway Corridor Overlay District must be kept closed and locked at any time the Solar Farm is not occupied by the operator for preventive maintenance, repair and similar activities, etc.
- (5) Application Requirements:
- (a) Submit Site Plan prepared in accordance with current Site Plan Requirements of Section 509 and denoting the dimensions of the subject property, proposed solar farm location, including the arrangement of solar panels, distance from the proposed site improvements to all property lines, and location of proposed driveway(s). No portion of the Solar Farm may encroach into the required setbacks or any buffer area.
- (b) The Site Plan should also show the location of any required buffers as outlined in Sections 1803 and 1804.
- (c) Submit horizontal and vertical (elevation) to-scale drawings with dimensions. The drawings must show the location of the system on the property.
- (d) State and local storm water permits may be required subject to Article V Site Plan and other requirements as applicable.
- (e) If applicable, the applicant must apply to and receive from the North Carolina Department of Transportation (NCDOT) a driveway permit, or submit documentation from NCDOT that the existing site access is acceptable for the proposed use prior to final project approval.
- (6) Approved Solar Components: Solar energy system components must have a UL listing and must be designed with anti-reflective coating(s).
- (7) Compliance with Building Code: All active solar energy systems shall meet all requirements of the North Carolina State Building Code and shall be inspected by a Perquimans County Building Inspector.
- (8) Compliance with National Electric Code: All photovoltaic systems shall comply with the National Electrical Code, current edition.
- (9) Decommissioning: Following a six month period in which no electricity is generated, the permit holder will have six (6) months to complete decommissioning of the large scale solar energy facility. As part of the contractual agreement between the developer and the utility purchasing the power produced, both parties will be required to notify Perquimans County within the time frames listed above if the project ceases or the utility stops purchasing power. The power purchasing agreement detailing such language will be provided to the County upon its execution.

Decommissioning includes removal of solar panels, support columns, fences, buffers, buildings, cabling, electrical components, and any other associated facilities down to 36 inches below grade. A decommissioning study showing the total cost, not including salvage value, shall be provided and updated every five (5) years. A cash bond equal to this amount will be required to be held by Perquimans County until project decommissioning.

(10) Transfer of Ownership:

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

From: "Rider, Ginger - FSA, Opelika, AL" <Ginger.Rider@al.usda.gov>
To: "frankheath@perquimanscountync.gov" <frankheath@perquimanscountync.gov>
Cc: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>, "Kimball, Waynette - FSA, Raleigh, NC" <waynette.kimball@nc.usda.gov>, "Eaves, Mike - FSA, Raleigh, NC" <Mike.Eaves@nc.usda.gov>
Sent: 9/8/2017 11:17 AM
Subject: USDA lease extension

Mr. Heath,

The current lease for the **Perquimans County USDA Service Center** located in **Hertford, North Carolina** expires **December 31, 2017**. The USDA has confirmed their continuing need for continued occupancy and the best course of action would be to acquire a lease extension while a long-term lease is pursued. The USDA has requested leasing authority from the General Services Administration (GSA) to extend this lease for general purpose space through **December 31, 2019**. This will allow the Government time to pursue a new long term lease. Please review your operating cost and let me know if you are interested in a two year extension to 2019.

If agreeable to lease rate remaining the same, please review the attached Lease Amendment #3, sign, have witnessed, and return to me for processing.

I've also included:

- your currently inactive SAM registration information for your review and to be updated at www.sam.gov
- Form FSA 2173 for Direct Deposit Information.

Please complete all and return to me for processing.

If you have any questions, please give me a call at 334-745-4791, ext 104.

Thank you,

Ginger

Ginger F. Rider
Warranted Real Property Lease Contracting Officer
U.S. Department of Agriculture
Farm Service Agency
Opelika Service Center
600 South 7th Street
Suite 3
Opelika, Alabama 36801
Phone: (334) 745-4791 ext. 104
Fax: (855) 820-3458
Personal Cell: (706) 523-1421
Email: ginger.rider@al.usda.gov

<p align="center">DEPARTMENT OF AGRICULTURE FARM SERVICE AGENCY</p>	<p>LEASE AMENDMENT NO. 03 TO LEASE NO. USDA Perquimans County Service Center</p>
<p align="center">LEASE AMENDMENT</p>	<p>PDN Number: N/A</p>
<p>ADDRESS OF PREMISES Perquimans County Service Center 512 S Church Street Hertford, North Carolina 27944</p>	

THIS AGREEMENT, made and entered into this date by and between **County of Perquimans** whose address is: **P. O. Box 45, Hertford, North Carolina 27944**

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

WHEREAS, the parties hereto desire to amend the above Lease.

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

1. **This Lease Agreement is issued to extend the lease term beginning January 1, 2018 through December 31, 2019.**
2. **Effective upon execution by the Government, the Government will pay the lessor annual rent of \$22,165.50 at the rate of \$1,847.13 per month (representing \$10.50 per square feet for 2,111 usable square feet) in arrears.**
3. **Pursuant to the Lease Agreement, the tenant reserves the right to terminate this lease or decrease the amount of space at any time by giving at least 60 days notice in writing to the Lessor.**
4. **The Lessor must have an active/updated registration in the System for Award Management (SAM) www.SAM.gov, upon receipt of this Lease Amendment. Registration must remain "Active" throughout the lease term and renewed annually. The Government will not process rent payments to Lessors without an active/updated SAM registration.**

This Lease Amendment contains (1) page.

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

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

FOR THE LESSOR:

Signature: _____
 Name: _____
 Title: _____
 Entity Name: _____
 Date: _____

FOR THE GOVERNMENT:

Signature: _____
 Name: Ginger F. Rider
 Title: Warranted Lease Contracting Officer
United States Department of Agriculture
 Date: _____

WITNESSED FOR THE LESSOR BY:

Signature: _____
 Name: _____
 Title: _____
 Date: _____

FOR
INFORMATION
ONLY
ITEMS



Steven W. Troxler
Commissioner

North Carolina Department of Agriculture
and Consumer Services
N.C. Forest Service



Scott Bissette
Assistant Commissioner

September 20, 2017

Dear Perquimans County Commissioners and County Manager Heath:

I have been diligently working throughout the year to achieve the accomplishments in the body of this letter.

This letter highlights the North Carolina Forest Service's annual accomplishments for Perquimans County in fiscal year July 2016 - June 2017. The NCFS is responsible for the protection and development of all woodlands in the county. Perquimans County's woodland area consists of 72,000 acres as listed in the *Forest Statistics for North Carolina, 2012* survey. At this time, I would like to take the opportunity to explain our program areas, and the accomplishments we made this past year.

Fire Control

We have 5 Volunteer Fire Departments which continue to be a tremendous asset to us in wildfire suppression. Their quick initial attack minimizes fire damage and keeps fires small. Through our various programs, we have taken great strides to assist the VFD's with acquisition of new (newer) equipment. We were able to assist in the allocation of grant monies through the Volunteer Fire Service matching grants to help out Bethel with some needed additions to their new Brush Truck.

In FY 2016-17, we responded to 8 reportable fires with 19 total responses to fire calls as well as assistance with various air quality issues. All local county and state agencies pulled together with no accidents or injuries.

Forest Management

With help from our District Forest Management staff in Elizabeth City, we prepared a variety of management plans for Perquimans landowners consisting of 11 plans covering 548 acres. These plans help forest landowners meet financial and personal objectives for their timberland. These plans address timber resources, wildlife, aesthetics, water quality, soil protection, and/or recreation opportunities. We have a big year coming up for forest management accomplishments. I will be monitoring project areas with survival checks of last year's planting projects, natural counts on harvested lands, and land measurement of all projects using a global positioning system. During the spring, we established 162 acres of loblolly plantations. The NCFS allocated over 4,000 dollars in Forest Development Program and nearly 6,000 dollars in Southern Pine Beetle Prevention Program cost-share payments to landowners. Overall, we have had nearly 1600 acres of active forest management practices in Perquimans County alone.

Water Quality Protection

We are also committed to recommending and practicing environmentally responsible forestry operations. All forestry activities must adhere to Forest Practice Guidelines and Best Management Practices. These laws and regulations protect water quality and enable us to utilize forest resources in a sustainable manner. This past fiscal year, we conducted 31 inspections on 14 sites totaling 767 acres of forest harvesting activities in the county.

Information and Education

Informational and educational programs are a vital part of our organization to educate the public in forestry and the prevention of wildfires. Our Smokey Bear program continues to be very popular with the kids during Fire Prevention Week. We visited kindergarten through third grade in all the public schools. Our staff has conducted 17 different programs this past fiscal year. The North Carolina Forest Service has a presence with the students in Perquimans County in the Public and Private schools. We have also strived to conduct all hazard and fire training to the fire departments and other cooperating agencies.

Urban Assistance and Pest Control

We provide Perquimans citizens with advice and support on shade trees, yard trees, windbreaks, and insect & disease control. Urban assistance will continue to be a priority as the population increases and more land is developed. This year we served 1 urban landowner with a yard tree request. In an effort to protect urban and forested areas, each year we conduct aerial and ground surveys for forest pest outbreaks. We did not find any significant insect activity this past year. I will be flying the area this coming winter to look for southern pine beetle infestations.

Other Services

We are also involved in the overall emergency response in Perquimans County, the State of North Carolina, and the Southeast Compact. We stand ready for natural disaster recovery efforts such as hurricanes, floods, tornadoes, and ice storms.

Summary

We have had a very productive year serving the citizens of Perquimans County. The Forest Service appreciates the support of this board of commissioners and our cooperators in helping us achieve the success I have described. Forestry is an important economic base in our county and trees are a very significant element in our total environment. We must protect and develop our forest to produce the maximum benefits for the people of Perquimans County. If you need assistance or have any questions, please feel free to contact me at 426-5551.

Sincerely,



C R Davis
Perquimans County Ranger
North Carolina Forest Service
252-426-5551
Perquimans.ncfs@ncagr.gov

Logout



Go Back

NACo Prescription Drug Discount Card Program

PERQUIMANS COUNTY, NC

		% OF PLAN TOTAL PRICE	% OF PLAN RETAIL PRICE	% OF RETAIL PRICE	AVERAGE MEMBER COST	AVERAGE MEMBER SUBMITTED COST	RETAIL PRICE	AVERAGE RETAIL PRICE	AVERAGE PRICE SAVINGS	% OF PRICE SAVINGS	% OF TOTAL 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%	5	
OCTOBER	11	6 54.55%	5 45.45%	\$ 294.94	\$ 26.81	\$ 444.01	\$ 40.36	\$ 149.07	\$ 13.55	33.57%	7	
SEPTEMBER	8	5 62.50%	3 37.50%	\$ 259.86	\$ 32.48	\$ 424.60	\$ 53.08	\$ 164.74	\$ 20.59	38.80%	4	
AUGUST	12	7 58.33%	5 41.67%	\$ 355.30	\$ 29.61	\$ 780.04	\$ 65.00	\$ 424.74	\$ 35.40	54.45%	6	
JULY	11	8 72.73%	3 27.27%	\$ 240.23	\$ 21.84	\$ 407.28	\$ 37.03	\$ 167.05	\$ 15.19	41.02%	6	
JUNE	7	1 14.29%	6 85.71%	\$ 44.33	\$ 6.33	\$ 89.23	\$ 12.75	\$ 44.90	\$ 6.41	50.32%	3	
MAY	14	10 71.43%	4 28.57%	\$ 453.90	\$ 32.42	\$ 796.58	\$ 56.90	\$ 342.68	\$ 24.48	43.02%	6	
APRIL	14	5 35.71%	9 64.29%	\$ 229.20	\$ 16.37	\$ 316.32	\$ 22.59	\$ 87.12	\$ 6.22	27.54%	6	
MARCH	5	2 40.00%	3 60.00%	\$ 51.84	\$ 10.37	\$ 89.03	\$ 17.81	\$ 37.19	\$ 7.44	41.77%	3	
FEBRUARY	5	3 60.00%	2 40.00%	\$ 58.31	\$ 11.66	\$ 100.07	\$ 20.01	\$ 41.76	\$ 8.35	41.73%	4	
JANUARY	7	4 57.14%	3 42.86%	\$ 147.57	\$ 21.08	\$ 273.13	\$ 39.02	\$ 125.56	\$ 17.94	45.97%	3	
2012												
DECEMBER	5	2 40.00%	3 60.00%	\$ 63.00	\$ 12.60	\$ 131.13	\$ 26.23	\$ 68.13	\$ 13.63	51.96%	3	
NOVEMBER	5	3 60.00%	2 40.00%	\$ 105.77	\$ 21.15	\$ 233.12	\$ 46.62	\$ 127.35	\$ 25.47	54.63%	4	
OCTOBER	11	7 63.64%	4 36.36%	\$ 245.45	\$ 22.31	\$ 434.45	\$ 39.50	\$ 189.00	\$ 17.18	43.50%	6	
SEPTEMBER	12	6 50.00%	6 50.00%	\$ 172.31	\$ 14.36	\$ 260.06	\$ 21.67	\$ 87.75	\$ 7.31	33.74%	6	
AUGUST	11	6 54.55%	5 45.45%	\$ 196.81	\$ 17.89	\$ 334.76	\$ 30.43	\$ 137.95	\$ 12.54	41.21%	5	
JULY	21	8 38.10%	13 61.90%	\$ 432.01	\$ 20.57	\$ 602.24	\$ 28.68	\$ 170.23	\$ 8.11	28.27%	5	
JUNE	18	7 38.89%	11 61.11%	\$ 274.32	\$ 15.24	\$ 526.71	\$ 29.26	\$ 252.39	\$ 14.02	47.92%	8	

MAY	16	6	37.50%	10	62.50%	\$ 203.93	\$ 12.75	\$ 278.78	\$ 17.42	\$ 74.85	\$ 4.68	26.85%	6
APRIL	15	6	40.00%	9	60.00%	\$ 196.88	\$ 13.13	\$ 297.28	\$ 19.82	\$ 100.40	\$ 6.69	33.77%	5
MARCH	17	11	64.71%	6	35.29%	\$ 324.49	\$ 19.09	\$ 681.36	\$ 40.08	\$ 356.87	\$ 20.99	52.38%	8
FEBRUARY	17	10	58.82%	7	41.18%	\$ 653.21	\$ 38.42	\$ 1,271.77	\$ 74.81	\$ 618.56	\$ 36.39	48.64%	5
JANUARY	15	7	46.67%	8	53.33%	\$ 296.17	\$ 19.74	\$ 388.23	\$ 25.88	\$ 92.06	\$ 6.14	23.71%	5
2011													
DECEMBER	24	15	62.50%	9	37.50%	\$ 444.97	\$ 18.54	\$ 677.97	\$ 28.25	\$ 233.00	\$ 9.71	34.37%	7
NOVEMBER	26	15	57.69%	11	42.31%	\$ 650.19	\$ 25.01	\$ 1,059.27	\$ 40.74	\$ 409.08	\$ 15.73	38.62%	7
OCTOBER	22	10	45.45%	12	54.55%	\$ 360.54	\$ 16.39	\$ 548.26	\$ 24.92	\$ 187.72	\$ 8.53	34.24%	6
SEPTEMBER	14	10	71.43%	4	28.57%	\$ 533.07	\$ 38.08	\$ 833.62	\$ 59.54	\$ 300.55	\$ 21.47	36.05%	8
AUGUST	10	7	70.00%	3	30.00%	\$ 179.61	\$ 17.96	\$ 328.27	\$ 32.83	\$ 148.66	\$ 14.87	45.29%	5
JULY	12	9	75.00%	3	25.00%	\$ 357.78	\$ 29.82	\$ 588.34	\$ 49.03	\$ 230.56	\$ 19.21	39.19%	7
JUNE	16	7	43.75%	9	56.25%	\$ 444.85	\$ 27.80	\$ 598.37	\$ 37.40	\$ 153.52	\$ 9.60	25.66%	9
MAY	23	13	56.52%	10	43.48%	\$ 302.25	\$ 13.14	\$ 546.03	\$ 23.74	\$ 243.78	\$ 10.60	44.65%	10
APRIL	34	20	58.82%	14	41.18%	\$ 1,351.54	\$ 39.75	\$ 1,653.09	\$ 48.62	\$ 301.55	\$ 8.87	18.24%	7
MARCH	24	16	66.67%	8	33.33%	\$ 863.78	\$ 35.99	\$ 1,269.41	\$ 52.89	\$ 405.63	\$ 16.90	31.95%	9
FEBRUARY	15	11	73.33%	4	26.67%	\$ 468.52	\$ 31.23	\$ 653.27	\$ 43.55	\$ 184.75	\$ 12.32	28.28%	8
JANUARY	23	18	78.26%	5	21.74%	\$ 971.94	\$ 42.26	\$ 1,440.98	\$ 62.65	\$ 469.04	\$ 20.39	32.55%	11
2010													
DECEMBER	25	16	64.00%	9	36.00%	\$ 918.07	\$ 36.72	\$ 1,252.64	\$ 50.11	\$ 334.57	\$ 13.38	26.71%	12
NOVEMBER	25	19	76.00%	6	24.00%	\$ 1,241.89	\$ 49.68	\$ 1,707.72	\$ 68.31	\$ 465.83	\$ 18.63	27.28%	14
OCTOBER	23	17	73.91%	6	26.09%	\$ 1,005.50	\$ 43.72	\$ 1,272.23	\$ 55.31	\$ 266.73	\$ 11.60	20.97%	11
SEPTEMBER	36	19	52.78%	17	47.22%	\$ 1,024.85	\$ 28.47	\$ 1,346.45	\$ 37.40	\$ 321.60	\$ 8.93	23.89%	14
AUGUST	32	22	68.75%	10	31.25%	\$ 1,113.97	\$ 34.81	\$ 1,462.53	\$ 45.70	\$ 348.56	\$ 10.89	23.83%	12
JULY	31	20	64.52%	11	35.48%	\$ 1,094.45	\$ 35.30	\$ 1,481.76	\$ 47.80	\$ 387.31	\$ 12.49	26.14%	15
JUNE	32	22	68.75%	10	31.25%	\$ 885.45	\$ 27.67	\$ 1,257.48	\$ 39.30	\$ 372.03	\$ 11.63	29.59%	15
MAY	25	18	72.00%	7	28.00%	\$ 1,043.40	\$ 41.74	\$ 1,442.16	\$ 57.69	\$ 398.76	\$ 15.95	27.65%	14
APRIL	29	17	58.62%	12	41.38%	\$ 695.70	\$ 23.99	\$ 983.67	\$ 33.92	\$ 287.97	\$ 9.93	29.28%	12
MARCH	23	19	82.61%	4	17.39%	\$ 832.14	\$ 36.18	\$ 1,189.55	\$ 51.72	\$ 357.41	\$ 15.54	30.05%	9
FEBRUARY	15	13	86.67%	2	13.33%	\$ 429.41	\$ 28.63	\$ 594.23	\$ 39.62	\$ 164.82	\$ 10.99	27.74%	8
JANUARY	23	16	69.57%	7	30.43%	\$ 701.41	\$ 30.50	\$ 906.21	\$ 39.40	\$ 204.80	\$ 8.90	22.60%	13
2009													
DECEMBER	44	27	61.36%	17	38.64%	\$ 1,296.18	\$ 29.46	\$ 1,588.69	\$ 36.11	\$ 292.51	\$ 6.65	18.41%	13
NOVEMBER	34	25	73.53%	9	26.47%	\$ 1,451.51	\$ 42.69	\$ 1,789.48	\$ 52.63	\$ 337.97	\$ 9.94	18.89%	13
OCTOBER	41	27	65.85%	14	34.15%	\$ 1,077.88	\$ 26.29	\$ 1,329.32	\$ 32.42	\$ 251.44	\$ 6.13	18.91%	14
SEPTEMBER	43	29	67.44%	14	32.56%	\$ 1,201.33	\$ 27.94	\$ 1,581.39	\$ 36.78	\$ 380.06	\$ 8.84	24.03%	9
AUGUST	22	10	45.45%	12	54.55%	\$ 1,101.97	\$ 50.09	\$ 1,449.33	\$ 65.88	\$ 347.36	\$ 15.79	23.97%	12
JULY	40	25	62.50%	15	37.50%	\$ 1,220.48	\$ 30.51	\$ 1,525.98	\$ 38.15	\$ 305.50	\$ 7.64	20.02%	15
JUNE	43	25	58.14%	18	41.86%	\$ 1,687.31	\$ 39.24	\$ 2,005.31	\$ 46.64	\$ 318.00	\$ 7.40	15.86%	12
MAY	27	18	66.67%	9	33.33%	\$ 505.00	\$ 18.70	\$ 676.07	\$ 25.04	\$ 171.07	\$ 6.34	25.30%	12
APRIL	21	12	57.14%	9	42.86%	\$ 818.43	\$ 38.97	\$ 1,001.85	\$ 47.71	\$ 183.42	\$ 8.73	18.31%	10
MARCH	19	16	84.21%	3	15.79%	\$ 489.88	\$ 25.78	\$ 677.12	\$ 35.64	\$ 187.24	\$ 9.85	27.65%	10
FEBRUARY	24	20	83.33%	4	16.67%	\$ 1,107.28	\$ 46.14	\$ 1,433.51	\$ 59.73	\$ 326.23	\$ 13.59	22.76%	12
JANUARY	25	20	80.00%	5	20.00%	\$ 756.68	\$ 30.27	\$ 990.03	\$ 39.60	\$ 233.35	\$ 9.33	23.57%	9
2008													
DECEMBER	18	13	72.22%	5	27.78%	\$ 406.29	\$ 22.57	\$ 565.36	\$ 31.41	\$ 159.07	\$ 8.84	28.14%	8
NOVEMBER	14	11	78.57%	3	21.43%	\$ 282.75	\$ 20.20	\$ 388.32	\$ 27.74	\$ 105.57	\$ 7.54	27.19%	8
OCTOBER	1		1100.00%	0	0.00%	\$ 37.45	\$ 37.45	\$ 52.25	\$ 52.25	\$ 14.80	\$ 14.80	28.33%	1

PERQUIMANS COUNTY	PLANS	PLAN TOTAL	PLAN% TOTAL	RETAIL PRICED	RETAIL PRICED	% RETAIL PRICED	MEMBER COST	AVERAGE MEMBER COST	RETAIL SUBMITTED	AVERAGE RETAIL PRICE	RETAIL SUBMITTED	AVERAGE 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 Rxs: This is the total number of Rxs that were adjudicated or attempted to adjudicate through the use of the card (the explanation of the next couple of headers will help explain the necessity of this column).
2. Plan Priced Rxs: 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 Rxs that the card gave the best price vs. the pharmacy.
3. % Plan Priced Rxs: What percentage of the total attempted Rxs adjudicated via best price with the card.
4. Retail Priced Rxs: How many prescriptions where the pharmacy had a lower price.
5. % Retail Priced Rxs: Percentage of Rxs 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 Rxs 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

PERQUIMANS COUNTY
OFFICIAL REPORT

Board of Commissioners
Finance Officer:

Date Sep 2017

I wish to report that during the month Sept. 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
9/1/2017									\$0
9/2/2017									\$0
9/3/2017									\$0
9/4/2017									\$0
9/5/2017									\$0
9/6/2017	\$485	\$60	\$80	\$50	\$145	4			\$820
9/7/2017									\$0
9/8/2017									\$0
9/9/2017									\$0
9/10/2017									\$0
9/11/2017		\$100			\$110	2		\$75	\$285
9/12/2017									\$0
9/13/2017									\$0
9/14/2017	\$153	\$887	\$120	\$50	\$110	2			\$1,320
9/15/2017									\$0
9/16/2017									\$0
9/17/2017									\$0
9/18/2017									\$0
9/19/2017									\$0
9/20/2017	\$1,666	\$100		\$50	\$55	1	\$10	\$75	\$1,956
9/21/2017	\$1,068	\$60	\$40			\$165			\$1,333
9/22/2017	\$360	\$60							\$420
9/23/2017									\$0
9/24/2017									\$0
9/25/2017									\$0
9/26/2017									\$0
9/27/2017									\$0
9/28/2017									\$0
9/29/2017									\$0
9/30/2017									\$0
TOTAL	\$3,732	\$1,267	\$240	\$150	\$420	9	\$10	\$150	\$6,134

Signed: _____ Building Inspector

3 NEW HOMES

SUBJ-ADDRESS 762 Woodville Rd.
 ORDINANCE VIOLATED #53 cars /
 NOTES 9/25/17 additional fencing, with some vehicles still visible
 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 reccomend legal action if necessary to maintain compliance
 1/26/17 awaiting weather
 12/30/16 awaiting funds and approval to proceed
 will try to reason with owner's sister
 van moved back but still there
 white van removed in last 30 days - keep watch
 tennant has been advised by letters and personal visits, and says he will continue clean up until finished.

DISPOSITION 9/25/17 fencing(partial)
 clean up waiting favorable weather and funds at same time
 DISPOSITION DATE 9/25/2017

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

DISPOSITION 9/25/17 yard very neat. Several vehicles beyond reasonable visible range (Ordinance definition of "visible")
 gathering sat photo sequence and all other data
 DISPOSITION DATE 9/25/2017

SUBJ-ADDRESS 1034 Snug Harbor Rd.
 ORDINANCE VIOLATED
 NOTES

9/25/17 grass still being cut and personal items gathered together / still no proof of owner's health
 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 yard being maintained/ unoccupied
 DISPOSITION DATE 9/25/2017

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 9/18/17
 DISPOSITION DATE 9/18/2017

SUBJ-ADDRESS 313 Snug Harbor
 ORDINANCE VIOLATED 50 & 53
 NOTES 9/25/17 Wayne Ward will try to put me in touch with someone who, susposedly, has approval to demolish.
 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. OOn 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 retry contact
 send letters to confirm deceased

DISPOSITION DATE 9/25/2017

SUBJ-ADDRESS 124 Joshua Circle

ORDINANCE VIOLATED

NOTES
 9/25/17 completely cleaned up and occupied
 1 veh contracted 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

DISPOSITION DATE 9/25/2017

SUBJ-ADDRESS 109 Goosie Lane

ORDINANCE VIOLATED

NOTES
 9/25/17 grown back over - obvious work in progress - check owner
 status
 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 9/25/2017

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 still gathering statistics and pics for evidence
send parcel ID letters denoting violations

DISPOSITION DATE 9/25/2017

SUBJ-ADDRESS 1136 Belvidere Rd.
ORDINANCE VIOLATED
NOTES 9/18/17 vegetation receding, exposing conditions
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 9/18/2017

SUBJ-ADDRESS 142 Pirate Cove Way
ORDINANCE VIOLATED ??
NOTES not a DOT violation. Container holds a collector car. Changes being
made to storage area so container can be moved. Container with car,
and adjacent vehicle are waiting for return of deployed military son.
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 consideration - deployed active military storage
plans to relocate container

DISPOSITION DATE 9/4/2017

SUBJ-ADDRESS 174 Sunset Circle
 ORDINANCE VIOLATED vehicles
 NOTES RRR letter sent
 8/1/17 2 trucks still in same place
 complaint reaffirmed by Cudworth 07/17/17
 return for pics & investigate
 alleges 2 veh untagged
 pics next trip
 DISPOSITION send RRR taking too long
 DISPOSITION DATE 9/4/2017

SUBJ-ADDRESS 167 White Oak Ave.
 ORDINANCE VIOLATED
 NOTES still waiting for approval to clean up
 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 9/25/2017

SUBJ-ADDRESS 1546 Ocean Highway (17-N)
 ORDINANCE VIOLATED
 NOTES 9/25/17 no improvement
 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 no word
 SBA assistance info sent
 8/28/17 no improvement
 DISPOSITION DATE 9/26/2017

SUBJ-ADDRESS Lot 38A / Bethel Fishing Center

ORDINANCE VIOLATED permits

NOTES Ms. Chappell came in looking for law enforcement to assist in removal of squatter and hence, violations.
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 9/4/2017

SUBJ-ADDRESS 332 Muddy Creek Rd.

ORDINANCE VIOLATED

NOTES deadline past - send chronic violator letter and suggest legal action
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 no communication
Registered letter sent
8/28/17 no improvement

DISPOSITION DATE 9/18/2017

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.
DISPOSITION rrr sent
DISPOSITION DATE 9/11/2017

SUBJ-ADDRESS 820 Chapanoke Rd.
ORDINANCE VIOLATED ??? Solid waste ?? Health hazard
NOTES Ms. Greenawalt called Mon. 9-18-2017 to complain about conditions at 820 Chapanoke
DISPOSITION File closed
DISPOSITION DATE 9/18/2017

SUBJ-ADDRESS 302 Old US-17 Rd.
ORDINANCE VIOLATED none
NOTES grass cut, yard neat, no sign of violations. Assume personal problem with complainer
DISPOSITION case closed
DISPOSITION DATE 9/25/2017

SUBJ-ADDRESS 235 Pirate Cove Way & lot
ORDINANCE VIOLATED
NOTES 9/12/17 cord and camper and vehicles gone. 2 cars and 2 boats remain 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 9/12/2017

SUBJ-ADDRESS 2113 New Hope Rd.
 ORDINANCE VIOLATED zone & solid waste
 NOTES 9/25/17 yard sale gone - 2 weeks
 9/12/17 pics in file - yard sale moved back to trailer - only signs remain
 next to road
 final notice sent to owner 9/7/17
 8/28/17 - no improvement - receipt returned from property owner but
 not tenant
 7/31/17 - property on New Hope Rd. with continuous yard sale business,
 displaying solid wastes in plain view.

DISPOSITION compliance evident
 final notice given

DISPOSITION DATE 9/25/2017

SUBJ-ADDRESS 141 Woodland Church Rd.

ORDINANCE VIOLATED ?-solid waste-?

NOTES 9/25/17 no change - ? County action
 no improvements 9/12/17 RRR returned unclaimed 1st class with
 dead line sent
 no improvement 8/28/17
 Neat groomed yard with debris from remodel

DISPOSITION active logistics

DISPOSITION DATE 9/25/2017

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 9/26/2017

SUBJ-ADDRESS

ORDINANCE VIOLATED

NOTES

DISPOSITION compiling data

DISPOSITION DATE 9/4/2017

SUBJ-ADDRESS 116 Long Beach Dr.
ORDINANCE VIOLATED ??
NOTES Complaint about colapsed pool & debris
DISPOSITION open for observation
DISPOSITION DATE 9/8/2017

COMMITTEE REPORTS