

AGENDA

All items are for discussion and possible action.
Perquimans County Board of Commissioners
Upstairs Courtroom - Courthouse Annex Building
December 4, 2017
7:00 p.m.

- I. **Call to Order**
- II. **Prayer & Pledge**
- III. **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: November 6, 2017 Regular Meeting & November 20, 2017 Special Called Meeting
 - B. Tax Refunds
 - C. Personnel Matters
 - 1. Restructuring Salary Classifications – Sheriff's Department
 - 2. Resignation: IMC II
 - 3. Appointment: IMC II
 - 4. Appointment: Senior Center Assistant Coordinator
 - 5. FMLA: Social Worker IA&T
 - 6. Leave Without Pay: IMC II
 - 7. Promotion: Supervisor of SRO's
 - D. Step/Merit Increases
 - 1. Recreation
 - 2. Water Department
 - E. Reappointments: Chowan/Perquimans Multi-County LEPC
 - F. Budget Amendment Nos. 14 - 15
 - G. Resolution: Declaring Items as Surplus Equipment
- VI. **PRESENTATIONS**
 - A. Introduction of New Employees/Staff
 - 1. Frank Heath, County Manager
 - 2. Susan Chaney, Social Services Director
- VII. **Scheduled Appointments**
 - A. Bill Jennings, Tax Administrator 7:00 p.m.
 - B. Susan Chaney, Social Services Director 7:05 p.m.
 - C. 7:10 p.m.
- VIII. **Commissioner's Concerns/Committee Reports**
 - A.
 - B.
 - C.
- IX. **Old Business**
 - A. Updates from County Manager
 - 1. Albemarle Commission Additional Space
 - 2.

**ACTION
REQUIRED**

**NO
ACTION
REQUIRED**

**ACTION
REQUIRED**

X.

New Business

- A. Election of Chairman & Vice Chairman
- B. I-87 Resolution
- C. Bank Resolution & Signature Stamp *(if we have a change in Chair)*
- D. Application for Lottery Funds – Board of Education
- E.
- F.
- G.

XI.

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:

➤

DEPARTMENT HEAD REPORTS:

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

COMMITTEE WRITTEN REPORTS:

➤

NOTES FROM THE COUNTY MANAGER

December 4, 2017

7:00 p.m.

- V. **Enclosures.** Items included on the Consent Agenda are enclosed. *If you wish to discuss any of these items, please make that request during the meeting.*
- VI. The following introductions will be made:
 - A. **Frank Heath, County Manager:** Mr. Heath will introduce Beverly Gregory, Senior Citizens Coordinator, who was appointed effective December 1, 2017.
 - B. **Susan Chaney, Social Services Director:** Ms. Chaney will introduce Syrecta Cullins, IMC I working toward IMC II, who was appointed on November 1, 2017 and Natalie Verner, IMC II, who was appointed on October 1, 2017.
- VII.A. **If you have received it, Commissioners be sure to remember to bring your copy of the FY 2016-17 Audit.** Donna Winborne, Auditor, will present the FY 2016-2017 Audit. Board action will be requested.
- VII.B. **Enclosure.** Bill Jennings, Tax Administrator, will present his Monthly update on Foreclosures and Collections.
- 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.** County Attorney, acting as Temporary Chairman, will hold the election of the Chair and the Vice Chair of the Board of Commissioners.
- X.B. **Enclosure.** This item is included on the December regular meeting agenda for review and discussion. Since the resolution that was forwarded to us is very specific to Pasquotank, the Board will need to deliberate on what it wants the resolution to say. Once we have the desires of the Board, we will craft a resolution for Perquimans County based on the Board's input. It will be brought back to the Board for action at their January meeting.
- X.C. If there is a change in Chair(man), the Board would need to approve a new Bank Resolution and to authorize the use of the Chair(man)'s stamp. This will be for our account at PNC and at Core Banking – NC Public Lottery Funds. Board action may be required.
- X.D. **Enclosure.** At their November 27, 2017 meeting, the Perquimans County Board of Education approved the attached Application for Lottery Funds in the amount of \$274,771 for bleachers and press box for the Perquimans County High School Athletic Complex. Board consideration and action are being requested.

CONSENT AGENDA NOTES

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

- A. **Enclosures:** Approval of Minutes – November 6, 2017 Regular Meeting & November 20, 2017 Work Session
- B. **Enclosure:** Tax Releases – see attached list
- C. **Enclosure:** Personnel Matters

- Salary Classification Changes
- Appointments/Resignations/Promotions/Other Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Kiera Hinton	IMC II	Resignation			11/14/2017
Alice Copeland	IMC II	Appointment	63/4	\$31,211	12/01/2017
Penny Trueblood	Senior Center Assistant Coordinator	Appointment	60/6	\$28,717	12/13/2017
Shannon Howell	Social Worker IA&T	FMLA			11/07/2017
Janice Thornton	IMC II	Leave Without Pay			11/13-21 & 11/27/2017
David Murray	Sergeant of SRO's	Promotion	67/3	\$36,311	12/01/2017

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

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Jonathan Blanchard	Athletic Program Supervisor	64/2	\$31,061	08/01/2017
Robert Elliott	Water Technician I	58/3	\$23,723	12/1/2017

- E. **Enclosure:** The following Board reappointments are being presented for Board action and/or for Board information:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Parnell, Brian	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Bonner, Greg	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Brittingham, Richard	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Cartwright, Michael	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Chaney, Susan	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Cole, Janice	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Copeland, Crystal	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Forlines, Craig	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Lafon, David	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Lawrence, Grady	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Nixon, Jonathan	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Palmer, Cordell	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Ponte, Tom	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Smith, Lewis	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Spruill, Mary	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Stoop, Ashley	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Value, Jason	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
VanDuyn, T. Gwen	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Williams, Peter	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018
Winslow, Jarvis	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2018

- F. **Enclosure:** Budget Amendment Nos. 14 - 15 are presented for Board action.
- G. **Resolution – Surplus Equipment:** Board will need to consider the enclosed Resolution requesting the Board to declare a Recreation vehicle as surplus equipment to be sold on GovDeals.

REGULAR MEETING

November 6, 2017
6:50 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, November 6, 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. 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.

PUBLIC HEARING

Conditional Use Permit No. CUP-17-04, requested by Paul Copeland

Chairman Jones opened the Public Hearing stating that the purpose of this public hearing is to receive citizen's comments on the consideration of Conditional Use Permit No. CUP-17-04, requested by Paul Copeland to locate an Internet-based Used Automobile Sales Business (Home Occupation of a Commercial Nature) at 1189 W. Bear Swamp Road (SR 1101). Property is zoned RA, Rural Agriculture District and known as Tax Parcel No. 3-0058-00008A. There were twenty-five (25) 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 Paul Copeland was present to answer any questions. The Planning Board approved Mr. Copeland's request for CUP-17-04 at their October 10th meeting. Chairman Jones asked if there were any comments or questions from the applicant, Board, or public. Commissioner Hoffer asked if Mr. Copeland had any neighbors that might have complained about this. Chairman Jones said that he had not heard of any. Ms. Money said that there were no homes in the area and further stated that there had been no complaints about the request. There being no further comments or questions, Chairman Jones closed the public hearing at 7:00 p.m.

AGENDA

Charles Woodard made a motion to approve the Agenda as amended. The motion was seconded by Fondella A. Leigh. 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 Wallace E. Nelson, seconded by Joseph W. Hoffer.

1. Approval of Minutes: October 2, 2017 Regular Meeting and October 16, 2017 Work Session was cancelled.
2. Tax Release/Refund Approvals:

PERQUIMANS COUNTY TAX RELEASES:

Owens, Cynthia D. _____ \$102.03
Modification in assessment for Parcel 3-0040-0X216-H. Account No. 30990.

Henry, Mildred _____ \$611.04
Assessment correction for Parcel 2-D070-0101-BF. Account No. 256073.

Moser, John & Regina _____ \$277.31
New construction was placed on the incorrect parcel number. Account No. 427841.

PERQUIMANS COUNTY TAX REFUNDS:

FPI Carolinas, LLC _____ \$1,757.88
Per Tom Russell from Desert Wind Farm LLC, improvements should be on a lease hold card. Account No. 117237.

Miller, Christopher C. _____ \$276.80
Credit balance from 2017 prepayment. Account No. 258952.

Ferebee, James & Katherine _____ \$1,248.44
Over payment from 2017 prepayment. Account No. 260669.

3. Personnel Matters:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Syrecta Cullins	IMC I working toward IMC II	Appointment	61/3	\$27,883	11/01/2017
Beverly Gregory	Senior Citizens Coordinator	Promotion	63/9	\$35,250	12/01/2017

4. Step/Marit Increases:

Employee Name	Employee Job Title	Grade /Step	New Salary	Effective Date
Janice Thornton	IMC II	63/2	\$29,725	11/01/2017
Heather Nash	Part-Time Fill-In EMT-I	66/2	\$16,31/hr.	11/01/2017

5. Budget Amendments:

BUDGET AMENDMENT NO. 10
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-480-741	ROD - AE & PF		947
10-480-740	Capitol Outlay	947	

EXPLANATION: To cover the purchase of a desktop computer for FY 17/18.

BUDGET AMENDMENT NO. 11
EMERGENCY TELEPHONE SYSTEM FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
78-350-001	Emerg. Telephone - Capital Outlay		81,357
78-500-740	Emerg. 911 Fees		81,357

EXPLANATION: Decrease E-911 Fund for FY 17/18 (81,357 was paid to Century Link out of FY 16/17 funds)

**BUDGET AMENDMENT NO. 12
ECONOMIC DEVELOPMENT FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
40-660-331	Econo. Dev. - Phase II Envir. Study	31,500	
40-399-000	Fund Balance Appropriated	31,500	

EXPLANATION: To budget funds to complete Phase II/Environmental Study.

**BUDGET AMENDMENT NO. 13
COUNTY CONSTRUCTION FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
50-348-005	Co. Const. - Library Misc. Revenue	2,000	
50-000-320	Inventory Items	2,000	

EXPLANATION: To budget funds received from Town of Hertford to assist with cost of benches for the new Library.

6. **Board Resignations:** The following Board resignations were unanimously approved by the Board:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Bennett, Mary	Nursing Home Care Advisory Committee	Resignation		10/01/2017
Mansfield, Joan	Nursing Home Care Advisory Committee	Resignation		10/01/2017
Mansfield, Evelyn	Nursing Home Care Advisory Committee	Resignation		10/01/2017

NOTE: As you will note from the enclosed listing, even with combining the Adult Home Care and the Nursing Home Care Advisory Committees, we now have three vacancies. Brandi Jordan, Region R Long-Term Care Ombudsman, has notified Mary Hunnicutt, Clerk to the Board, that the State has frozen any new appointments to the new combined committee.

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

> **Veronica Darden Day in Perquimans County:** The Board adopted the following Resolution proclaiming October 21, 2017 as Veronica Darden Day in Perquimans County. Ms. Darden was one of the individuals that were killed during the attempted escape from the Pasquotank Jail. She was a resident of Perquimans County and was buried on October 21st:

**RESOLUTION IN APPRECIATION OF THE LIFE AND SERVICE OF
VERONICA DARDEN; AND THE DEDICATION OF OCTOBER 21, 2017
AS VERONICA DARDEN DAY IN PERQUIMANS COUNTY**

WHEREAS, the citizens of Perquimans County are deeply saddened by the death of VERONICA DARDEN; and
 WHEREAS, VERONICA DARDEN was a lifelong resident of the Belvidere community in Perquimans County; and
 WHEREAS, VERONICA DARDEN was a loving wife, mother, daughter, sister and family member who impacted her community through her positive attitude and willingness to help those in need; and
 WHEREAS, VERONICA DARDEN served as site manager for Corrections Enterprises, where she supervised and trained inmates in the Specialty Sewing Plant and served as a corrections officer many years prior to that; and
 WHEREAS, VERONICA DARDEN gave her life in sacrificial service to her community, County, region and State;
NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners for the County of Perquimans on behalf of the citizens of Perquimans County:

1. Hereby express our joy in having known VERONICA DARDEN and our pride in being able to honor her for all that she did and stood for; and
2. Hereby express our deepest sympathy and gratitude to the members of the family of VERONICA DARDEN for sharing so much of her life with and for the benefit of us all.
3. That Saturday, October 21, 2017, has been dedicated as VERONICA DARDEN day in Perquimans County, North Carolina.

This the 21st day of October, 2017

T. Kyle Jones, Chairman
Perquimans County Board of Commissioners

Fondella A. Leigh, Vice-Chair
Perquimans County Board of Commissioners

> **Surplus Property:** The Board adopted the following Resolution declaring a vehicle and other 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 vehicles and other items are hereby declared to be surplus to the needs of the County:

YEAR MODEL	VEHICLE # MAKE	YEAR MODEL	VEHICLE # MAKE
2011 Dodge	9344 Charger	2012 Dodge	6240 Charger

Ditch Witch 3610: 1184 hours; Serial #3P0481; Model #3610DD1SB
Hudson 15' 3-ton Trailer: VIN#10HBC100V1000293
Undercover Hard Tonneau Truck Bed Cover: fits 2007 F150 with 6.5' bed
Mighty Mole Boring Machine M-1800: Serial #95070804; Model #AENL3
Fairbanks Scale: 1,000 lb. Max; Serial #E13647; Model #1124
FEMA Trailer: 2006 Crossroads Belair; Serial #4VOTC31216F000445

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 6th day of November, 2017.

ATTEST:

T. Kyle Jones, Chairman

Mary P. Hunnicutt, Clerk to the Board

➤ **Resolution: Appreciation of the Life & Service of Wendy Shannon:** The Board adopted the following Resolution honoring the life and service of Wendy Shannon. Ms. Shannon was the third individual that was killed during the attempted escape from the Pasquotank Jail. She was a resident of Perquimans County:

**RESOLUTION IN APPRECIATION OF THE LIFE AND SERVICE OF
WENDY SHANNON**

WHEREAS, the citizens of Perquimans County are deeply saddened by the death of WENDY SHANNON; and
 WHEREAS, WENDY SHANNON was a native and resident of the Woodville community in Perquimans County; and
 WHEREAS, WENDY SHANNON was a loving mother, grandmother, daughter, sister, aunt, cousin, family member and beloved friend who impacted her community through her positive attitude and great sense of humor; and
 WHEREAS, WENDY SHANNON was a graduate of Perquimans County Schools where she was a bus driver and a basketball standout; her legacy continued as her three children were all graduates of Perquimans County Schools; and
 WHEREAS, WENDY SHANNON was a graduate of Elizabeth City State University; and
 WHEREAS, WENDY SHANNON retired as Sergeant 1st class from the Army after 21 years of service, having served 3 overseas tours including Iraq; and
 WHEREAS, WENDY SHANNON worked for the NC Department of Public Safety as a Correctional Officer at Pasquotank Correctional Institute for the past 4 years; and
 WHEREAS, WENDY SHANNON gave her life in sacrificial service to her community, County, region and State;
NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners for the County of Perquimans on behalf of the citizens of Perquimans County:

1. Hereby express our gratitude and our pride in WENDY SHANNON for the sacrifice she made, her lifetime of accomplishments, the positive impact she made in her community, and the legacy she leaves to her County; and
2. Hereby express our deepest sympathy and gratitude to the members of the family of WENDY SHANNON in their time of grief.

This the 6th day of November, 2017

T. Kyle Jones, Chairman
Board of Commissioners

Fondella Leigh, Vice-Chair
Board of Commissioners

8. **Memorandum of Participation - Cavanaugh Macdonald Consulting, LLC:** The Board unanimously approved the following 2017 Memorandum of Participation with Cavanaugh Macdonald Consulting, LLC and the checklist:

**2017 MEMORANDUM OF PARTICIPATION (MOP) FOR GASB 75 VALUATION OF THE
OTHER POSTEMPLOYMENT BENEFITS (OPEB)**



ENTITY NAME: PERQUIMANS COUNTY
 UNIT'S RETIREMENT SYSTEM I.D. NUMBER(S): 97201
 MAILING ADDRESS: P.O. BOX 45
 CITY: HERTFORD NC ZIP CODE: 27944
 NAME: Mr. Ms. (choose one) TRACY MATHEWS
 PHONE #: (252) 426-8484 TITLE: FINANCE OFFICER
 E-MAIL ADDRESS: tracymathews@perquimanscountync.gov

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

GASB No. 74-75 Valuations	
Base Fee	Base Fee
▪ Less than 20 total active and retired participants	\$3,000
▪ 20-49 total active and retired participants	\$4,500
▪ 50-99 total active and retired participants	\$5,500
▪ 100 or more total active and retired participants	\$6,500
"	+ Plus +
Per Participant Fee	
▪ Less than 50 total active and retired participants	\$8.00
▪ 50-99 total active and retired participants	\$4.50
▪ 100-249 total active and retired participants	\$3.25
▪ 250-499 total active and retired participants	\$2.75
▪ 500 or more total active and retired participants	\$2.50

Interested employers must return this 2017 Memorandum of Participation indicating their desire to participate along with all requested data as outlined on the following page. The new standard requires a considerable amount of additional work. In order to complete the report in advance of your June 30, 2018 financial report, we need to receive all requested information no later than November 15, 2017.

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

Authorized Signature _____

Signed this 6th day of November, 2017.

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

INFORMATION COLLECTION CHECKLIST FOR OPEB REQUEST



ENTITY NAME: PERQUIMANS COUNTY
 UNIT'S RETIREMENT SYSTEM I.D. NUMBER(S): 97201

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

1. Indicate the work being requested through this agreement (choose all that apply):
 - June 30, 2017 GASB 75 valuation report which will provide information for June 30, 2018 disclosure.
 - Provide additional information related to a split of the liabilities, OPEB expense or proportionate share amounts for the component units. Additional fees will apply based on our hourly rates.

- ii. Check the boxes below to indicate which Items are included in this submission. If multiple submissions are needed because some of the information is not immediately available, please provide an updated checklist with each submission.
- Executed 2016 Memorandum of Participation (MOP)

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

- (1a) Active Data as of June 30, 2017 (including SSN for each record or NCLGERS Person ID for each record) in an encrypted/protected Excel file. Note that the NCLGERS data file will be used to supplement the information you provide.
- (1b) Retiree Data as of June 30, 2017 (including SSN for each record or NCLGERS Person ID for each record) in an encrypted/protected Excel file.
- (2) Have the plan provisions changed since the prior valuation? Yes No (choose one) If yes, please provide the new plan provision information detailing the new OPEB benefit structure.
- (3) Medical coverage summaries (co-pays, deductibles, etc.) for the most recent 2 years
- (4) Premium rates and the effective dates for the most recent 2 years for each benefit, coverage tier and group
- (5) Please refer to item 5 in the "Memorandum and Explanation of Items Requested" document for an explanation of fully-insured and self-insured benefits. Check the appropriate boxes below for your plan.
 For Pre-Medicaid: Fully Insured Self-Insured
 Other, please explain: _____
 For Medicare: Fully Insured Self-insured
 Other, please explain: _____
- (6) Plans with self-insured benefits must provide claims experience, enrollment counts by coverage tier, administrative fees and other fixed fee information. We provide a template for your use in collecting the claims experience information as an attachment in the data request email. Email us at NCOPEB@CavMacConsulting.com if you need another copy. If the template is not fully completed, additional information may be requested and delays may occur.
- (7) If Cavanaugh Macdonald prepared your GASB 45 Net OPEB Obligation (NOO) exhibit, we have the information needed. If Cavanaugh Macdonald did not prepare your GASB 45 Net OPEB Obligation (NOO) exhibit, we will need claims and/or premiums paid for the fiscal year ending June 30, 2017.
 Did Cavanaugh Macdonald prepare your GASB 45 Net OPEB Obligation (NOO) exhibit for FYE 6/30/2017?
 Yes No (choose one) If no, provide claims and/or premiums paid for the FYE 6/30/2017 using the template provided.
- (8a) Provide a copy of the most recent actuarial report for the OPEB plan if it is not prepared by Cavanaugh Macdonald Consulting.
- (8b) Provide most recent Audited Financial Report (or CAFR) providing OPEB disclosure information.
- (8c) Provide the name and email address of the person to contact should any questions arise regarding the data submitted.

Name: TRACY MATHEWS Phone: (252) 426-8484
 E-Mail: tracymathews@perquimanscountync.gov

INTRODUCTION OF NEW EMPLOYEES

The following employees were introduced to the Board:

1. Jonathan Nixon, EMS Director: Mr. Nixon introduced John vonRosenberg - EMS Shift Supervisor who was appointed effective October 1, 2017.
2. Susan Chaney, Social Services Director: Ms. Chaney introduced Diane Murray, IMC II, who was appointed on October 3, 2017. Natalie Verner was unable to attend the meeting tonight so she will be introduced next month.

Chairman Jones welcomed them to the County.

BILL JENNINGS, TAX ADMINISTRATOR

Mr. Jennings provided his monthly report.

SUSAN CHANEY, SOCIAL SERVICES DIRECTOR

Ms. Chaney presented her monthly report.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

The following items were discussed:

- Commissioner Hoffer: Mr. Hoffer wanted to speak before Ms. Simpson who is speaking under Public Comments. He said he would wait until then.
- Commissioner Muzzulin: Mr. Muzzulin asked about the status of the Boat Ramp Bathrooms. Mr. Heath said that N.C. Wildlife did not have any funds available. He further stated that he would like to wait until the Library Project is completed to see if there were funds left in the County Construction Fund. He does have one estimate on the costs from a contractor. Commissioner Muzzulin also asked about the status on the Tax Department computer upgrade. Mr. Heath stated that it is included in this fiscal year budget and that they are continuing to do their research.
- Commissioner Woodard: Mr. Woodard stated that he had several individuals ask about sprucing up the Courthouse on the outside and about the Jimmy Hunter sign. Mr. Heath explained that the Jimmy Hunter sign project has been turned over to the Town of Hertford. It is his understanding that the signs are complete. He will follow up on that with Brandon Shoaf, Hertford Town Manager. With regard to sprucing up the Courthouse, Mr. Heath stated that he had received about 50 compliments about how nice it looks. He further stated that he has plans to paint the outside.
- Commissioner Leigh: She explained about a situation about flooding at the Weight Station Road and Chapanoke Road area. Mr. Whidbee is here tonight and she feels that he has signed up to speak under Public Comments. She pastors the church in that area and she has been made aware of this situation. Mr. Whidbee came and signed up to speak later in the meeting. Ms. Leigh further stated that she was not sure whether or not she should recuse herself from the discussion.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- N.C. Geodetic Survey: Mr. Heath said that last Wednesday, November 1st, we had our first meeting with the N.C. Geodetic Survey about the Chowan/Perquimans County Boundary Line. In April, 2017, we adopted a Resolution to request N.C. Geodetic Survey to resurvey the boundary line between Chowan County and Perquimans County as a result of a discrepancy that occurred during the last election. They indicated to him that it will be a two-year process. Commissioner Leigh asked if it will be completed in two years. Mr. Heath said that we are just starting the process and it will be two years.
- Commerce Centre Phase II Update: Mr. Heath and Dave Goss, Economic Development Consultant, have been working with East Carolina Engineering to handle some environmental work for Phase II.
- October 12th: Senator Burr came to visit the Marine Industrial Park Site and the Boat Ramp. He will do some research to determine if there will be funding available for the Marine Park Basin.
- Bagley Swamp Drainage District Committee: In October, Mr. Heath held a preliminary meeting with Wayne Hurdle and Lewis Smith to discuss their concerns and how to move forward with assisting with the drainage problem in the Bagley Swamp area.
- Open Enrollment for Employee Health Insurance: Mr. Heath reported that all the eligible employees had completed their open enrollment for health insurance coverage.
- Library Project: Mr. Heath explained that the architect will be here on December 4th to review the final punch list and inspection.

PLANNING BOARD ITEM – CONDITIONAL USE PERMIT NO. CUP-17-04

A Public Hearing was held earlier in the meeting to receive citizens' comments to consider Conditional Use Permit CUP-17-04, requested by Paul Copeland. The Planning Board, at their October 10, 2017 meeting, approved the Conditional Use Permit.

Wallace E. Nelson made a motion to find the proposed Conditional Use Permit No. CUP-17-04 to be consistent and in harmony with the existing development pattern around 1189 W. Bear Swamp Road, Hertford, NC and to recommend approval of Conditional Use Permit No. CUP-17-04, as presented, to approve the location of an internet-based Used Automobile Sales business on Parcel No. 3-0058-00008A, also known as 1189 W. Bear Swamp Road, condition upon the conditions listed in the CUP and adopting the following to support the motion:

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

The motion was seconded by Edward R. Muzzulin. The following Conditional Use Permit No. CUP 17-04 was unanimously approved:

CONDITIONAL USE PERMIT No. CUP-17-04

Page 1 of 6

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

Applicant/Owner(s): Paul Copeland and wife, Kristi Copeland
1189 W. Bear Swamp Road
Hertford NC 27944

Site Location: 1189 W. Bear Swamp Road, Hertford NC 27944

Tax Parcel No: 3-0058-00008A

Zoning District: RA, Rural Agriculture District

Proposed Use of Property: Proposed Use is to be an independent Used Automobile dealer, (Performance Auto Pro Inc.), with a maximum of 3 to 5 cars for sale on the premises. Sales will be promoted and advertised online. No sign will be visible from the road, no auto repair will be on site, and there will be minimum sight of cars from passing motorists.

Meeting & Hearing Dates: Planning Board on 10/10/17 & Board of Commissioners on 11/6/2017.

Having heard all the evidence and argument presented at the hearing(s), the Board of County Commissioners 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 "Home Occupation of a Commercial Nature – Automobile Sales" (currently Sections 907.8 and 907.21 of the Zoning Ordinance) and other conditions, as follows:

CONDITIONAL USE PERMIT No. CUP-17-04

Page 2 of 5

- A. Applicant, owners, heirs and assigns shall conduct operations in accordance with the plans and application materials submitted to and approved by the Board of Commissioners (BCC), a copy of which is contained in the County Planning & Zoning Office and filed with Register of Deeds office. Any major modification proposed to the approved plans shall require reapplication and approval by the BCC. "Major Modification" is defined as: "Any significant change in land use, and/or change in the project boundary and/or change that results in an increase in the density or intensity of the project, as shown and described in the approved Conditional Use Permit and Site Plans." However, it is understood that the conceptual layout of the proposed sales office, parking areas and traffic circulation pattern as shown on the proposed site plan may require adjustments in the exact locations within the boundaries of the subject property. All required site improvements must be made and shall comply with minimum setbacks, and all screening, buffering, landscaping and parking requirements must be met prior to the County's issuance of Certificate of Zoning Compliance and Certificate of Occupancy, in accordance with applicable sections of the Zoning Ordinance.
- B. The Conditional Use Permit is approved and recorded with the applicant's statement of the nature of the proposed use and conceptual Site Plan, to become the basis for the Zoning Permit issued by the Planning & Zoning Office upon submittal and approval of a final Site Plan. If the Conditional Use Permit is not recorded in the Register of Deeds (ROD) Office by the Applicant within three (3) months from the date of BCC approval, the BCC may revoke the Conditional Use Permit.
- C. Site Considerations: Sections 907.21B (1) through (4) of the Zoning Ordinance provides for the development of a business which exceeds the "Standard" Home Occupation but at the same time sets certain limits to the size and scope of such a business, as follows:
 - (1) Unlike the Standard Home Occupation, larger accessory buildings or structures may be used in connection with the home occupation of an industrial or commercial nature provided the Home Occupation is clearly subordinate to the use of the principal residential structure for residential purposes and limitations are prescribed through the Conditional Use Permit process.
 - (2) The proposed use of any accessory structure for home occupation purposes must be documented and depicted on the Applicant's Site Plan and must clearly demonstrate how it will prevent incompatible processes normally associated with commercial or industrial uses from adversely impacting adjacent or nearby residential uses or districts.
 - (3) All businesses must be set back at least fifty (50) feet from any street right-of-way, including the proposed sales office and parking areas. The sales office, parking area and driveway proposed for the Auto Sales Home Occupation must remain accessory to the principal residence. In the event future expansion of the Home Occupation is desired, the number of allowed parking spaces of cars for sale must not exceed five (5), otherwise the expansion will constitute a Major Modification requiring reapplication with new parking regulations as defined in Zoning Ordinance Article XIX.

CONDITIONAL USE PERMIT No. CUP-17-04

Page 3 of 5

- (4) Pursuant to Section 907.8(B)(2): Minimum setback from any other property line for auto sales areas, parking, and buildings shall be at least ten (10) feet.
- D. The amount of space devoted to the record-keeping portion of the business located inside the single family dwelling garage may not exceed twenty-five percent (25%) of its gross floor space.
- E. Operational Considerations: Pursuant to Section 907.21C:
 - (1) The owner of the business must reside on the property on which the business is located.
 - (2) The business use shall not create any noxious fumes, odors, traffic congestion, or other nuisance factors.
- F. Application Requirements: The Applicant's approved Site Plan is conceptual and minor adjustments may be made pending permits and approvals by other entities.
- G. If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then the permit shall be void and of no effect.

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

T. Kyle Jones, Chair, Board of Commissioners _____ Date _____

Attest:

Mary P. Hunicutt, Clerk to the Board _____ Date _____ (Seal)

CONDITIONAL USE PERMIT No. CUP-17-04

Page 4 of 5

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

Authorized Applicant/Owner(s) _____ Date _____

The State of North Carolina
Perquimans County

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

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

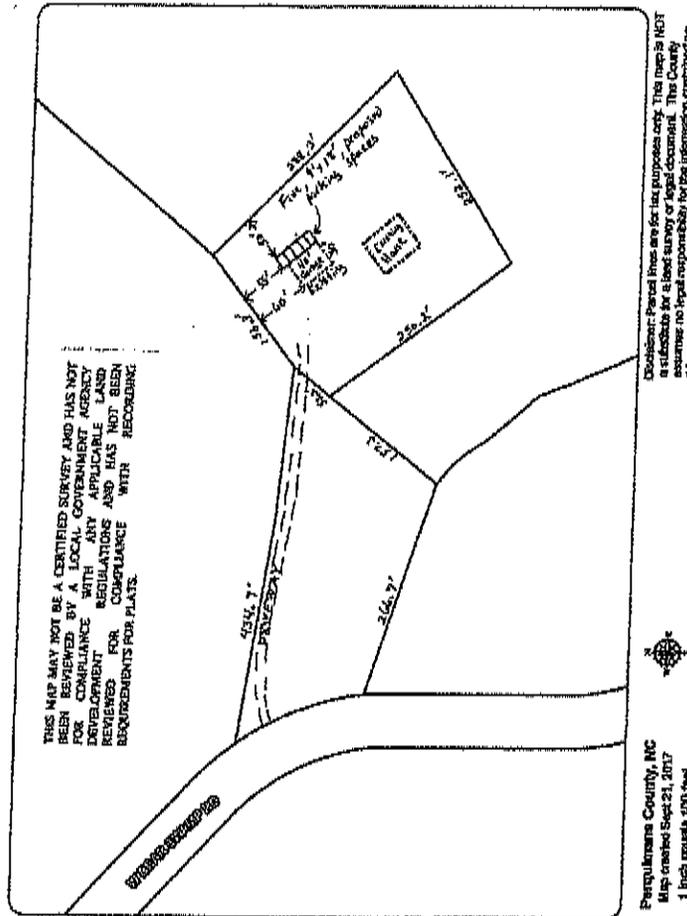
My Commission expires:

Notary Public

(Not valid until fully executed and recorded)

CONDITIONAL USE PERMIT No. CUP-17-04

Page 5 of 5



SALE OF SURPLUS EQUIPMENT/VEHICLE

County Manager Heath reported that, with the help of the Finance Office and Helen Hunter, we have sold more surplus equipment on GovDeals. The highest bidder was as follows:

BUYER	VEHICLE	VIN No.	DATE SURPLUSED	START BID	SOLD AMOUNT	GOVDEALS FEE	NET RESULTS
Marcus Belcher	Nortel/Norstar Phone System	9/5/17	\$30.00	\$172.00	\$8.60	\$163.40	Marcus Belcher

On motion made by Edward R. Muzzulin, seconded by Fondella A. Leigh, the Board unanimously authorized Mr. Heath to proceed with the sale of the surplus equipment.

PUBLIC COMMENTS

The following comments were made:

Mary Vidaurri: Ms. Vidaurri came before the Board to express her concerns about dog tethering. She stated that her, along with other Perquimans County residents, are concerned about the abuse of dogs that are tethered and the public safety issues associated with this terrible practice. She requested that the Board consider adding Section Two to the current County's Animal Control Ordinance which provides for the humane treatment of animals, outlines owner responsibilities, addresses nuisance situations, and prohibits tethering. The current ordinance is Section One which addresses only dangerous dogs. The Town of Hertford had just amended their ordinance in May, 2017. She requested that the Board take into consideration what she has requested. The Commissioners had no questions at this time and would discuss it at their next Work Session.

Commissioner Hoffer: Mr. Hoffer expressed his concerns about Olga Simpson experience with the 2014 Single Family Rehab Grant Program. After expressing his concerns, Ms. Simpson then made a few comments.

Olga Simpson: Ms. Simpson made her comments until her time was up. Chairman Jones stated that the Board would not solve problems tonight but will take it up at our Work Session on November 20, 2017.

Ernelle Brown: Ms. Brown asked about what the County was going to do with the old Library building. She asked that they consider giving it to the Boy's Club so that they can establish a Boy's Club in Perquimans County. She had been working with Dave Goss on this program. Chairman Jones stated that the Board will take it under consideration during their Work Session on November 20, 2017.

Terry Swopp: Mr. Swopp, a new resident of Perquimans County, spoke in support of Ms. Vidaurri's request to revise our current ordinance to include prohibiting tethering.

Frank Norman: Mr. Norman asked the Board to consider giving \$35,000 to the 350th Anniversary of the Albemarle area. Chairman Jones stated that they would take it under advisement.

John Whidbee: Mr. Whidbee explained about a flooding problem within the Chapanoke area. The problem has arisen due to a logging company cutting down trees on neighbor's property next to his property leaving some debris in the ditch not allowing the water to flow causing it to flood. Chairman Jones said that he would talk to Vice Chair Leigh who pastor's a church in that area.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 7:55 p.m. on motion made by Fondella A. Leigh, seconded by Edward R. Muzzulin.

T. Kyle Jones, Chairman

Clerk to the Board

WORK SESSION

November 20, 2017

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular Work Session on Monday, November 20, 2017, at 7:00 p.m. in the Commissioners' Room located on the first floor of the Perquimans County Courthouse Annex.

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

After the Vice Chair called the meeting to order, Commissioner Hoffer gave the Invocation and the Vice Chair led the Pledge of Allegiance. For the record, Vice Chair Leigh explained that Chairman Jones had recently been in an auto accident and is still recuperating from it.

ANIMAL TETHERING

Vice Chair Leigh recognized County Manager Heath to explain about the proposed changes to the County's Animal Control Ordinance regarding animal tethering. Mr. Heath stated that he had provided copies of Ordinances via e-mail from Gates County, Currituck County, and Dare County. Included in their packets was a copy of the County's current Ordinance that Ms. Mary Vidaurri had provided a proposed amendment. Tonight, at their seats, a copy of the Town of Hertford's Ordinance regarding animal tethering (chaining) was included. Mr. Heath also talked with Sheriff White to obtain his recommendations. After some discussion, it was the consensus of the Board to take time to review these sample ordinances and bring a recommendation at a later meeting. At that time, we should have Sheriff White's recommendations also. County Attorney High said that he probably would not have an ordinance ready by the December meeting. Before adopting the amendment to the Ordinance, we would have to hold a public hearing which would require advertising it.

OLGA SIMPSON SINGLE FAMILY REHAB CASE

Vice Chair Leigh recognized Olga Simpson who presented her case regarding the rehabilitation of her home processed under the Single Family Rehab Grant was not completed to her satisfaction. Vice Chair Leigh asked if the Board had any questions for Ms. Simpson. County Attorney High asked Ms. Simpson if she could provide him a copy of her pictures to add to his file so he could begin his investigation. After answering several questions, Mr. Holley, contractor, responded to her allocations. He stated that he had several of his subcontractors that were witnesses. After his comments, Vice Chair Leigh asked the Board if they had any questions. The Board asked several questions and it was the consensus of the Board and County Attorney High that they would research the matter and discuss it as a legal action in Closed Session.

DAVE GOSS/ERNELLE BROWN - BOYS & GIRLS CLUB REQUEST

Vice Chair Leigh recognized Dave Goss, Economic Development Consultant, who presented a PowerPoint presentation on Boys & Girls Clubs of America. After his presentation, he asked the Board if they had any questions. Mr. Goss then asked if any of his supporters would like to make further comments. There being none, Mr. Goss asked if the Board would consider allowing them to use the

former library building as the site for the Boys & Girls Club in Perquimans County, rent free with the county providing building maintenance. The Board asked several questions.

HIGH SCHOOL ATHLETIC COMPLEX/SCHOOL FUNDING FORMULA

County Manager Heath reported that they have been having small informal committee meetings with Superintendent Cheeseman and Board of Education member, Amy Spaugh, Commissioner Nelson and himself. During those meetings, they discuss various issues. At the last meeting, they discussed a couple of items that he wanted to update the Board on:

High School Athletic Complex: Mr. Heath explained that Mr. Cheeseman would probably be coming to a Commissioners' meeting in December or January to provide a formal update on the High School Athletic Complex. Mr. Heath and Commissioner Nelson said that it was Mr. Cheeseman's desire to have the football field ready by next football season. At some point in time, they will come before the Board to request the lottery amount that has been saved up which is between \$350,000 and \$400,000.

School Funding Formula: The Board of Education also wants to know if we have an interest in discussing at the next Budget Work Sessions a funding formula. Some counties have one that is based on school population, average daily membership with some performance bonuses included. If the Board is interested in this, they have a consultant that they use for matters like this and would be willing to have the consultant come talk with the Board to explain what a funding formula would mean. Commissioner Nelson made a few comments and feels that it would be beneficial to investigate this to learn more about how the funding formula works.

BOARD RETREAT

County Manager Heath explained that the Board usually holds a retreat to discuss the issues pertinent to Perquimans County for the next few years. It was the consensus of the Board to have County Manager Heath to proceed with contacting NCACC to obtain a facilitator for the meeting and to set up the date sometime in March, 2018.

ADJOURNMENT

There being no further business to discuss, the Chairman adjourned the meeting at 8:05 p.m. on motion made by Charles Ward.

Fondella A. Leigh, Vice Chair

Clerk to the Board

PERQUIMANS COUNTY

SALARY CLASSIFICATIONS

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

PERQUIMANS COUNTY

SALARY CLASSIFICATIONS

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

**PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES**

P.O. BOX 107
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD 252-426-7373 – FAX 426-1240

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

DIRECTOR
Susan M. Chaney

MEMORANDUM

Date: November 2, 2017

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

From: Susan Chaney, Director *Susan Chaney*

Subject: Employee Resignation

Perquimans County Department of Social Services, Income Maintenance Caseworker II employee, Kiera Hinton, has submitted her resignation and it has been accepted. Ms. Hinton's last day of employment will be Tuesday, November 14, 2017.

Perquimans County's Vision

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

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

November 2, 2017

Ms. Kiera Hinton
332 Muddy Creek Road
Hertford, NC 27944

Dear Ms. Hinton:

I received your letter dated November 1, 2017 formally notifying me of your resignation from the Perquimans County Department of Social Services.

This letter is to inform you that I accept your resignation as an Income Maintenance Caseworker II. Your last day of employment will be on November 14, 2017.

On behalf of the entire agency, I wish you well in your future endeavors.

Sincerely,

Susan M. Chaney

Susan M. Chaney
Director

cc: personnel file

Kiera Hinton
332 Muddy Creek Rd
Hertford NC 27944

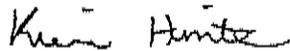
November 1, 2017

Dear Mrs. Chaney,

I would like to inform you that I am resigning my position as Income Maintenance Caseworker II at Perquimans County Dept of Social Services effective November 14, 2017.

I would like to thank you for giving me a 2nd opportunity of being employed at this agency. It has been a pleasure to work with the staff here, but I have realized that the Income Maintenance Caseworker Position is not my expertise. Thank you for the opportunities for professional and personal development that you have provided me while being employed.

Sincerely,

A handwritten signature in cursive script that reads "Kiera Hinton".

Kiera Hinton

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: November 20, 2017

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

From: Susan Chaney, Director *Susan Chaney*

Subject: DSS New Employee, Alice Copeland

Perquimans County Department of Social Services has hired Ms. Alice Copeland as an Income Maintenance Caseworker II in the Adult Medicaid unit. Ms. Copeland comes to Perquimans as an Adult Medicaid worker at Pasquotank DSS with 4 ½ years' experience and prior to that was employed as an Adult Medicaid case worker in our agency for approximately 7 years. She is very knowledgeable of policy and the NC FAST system. She will begin employment as a Grade 63, Step 4, with a salary of \$ 31,211.00

If you have any questions, do not hesitate to contact me at 426-7373, ext. 128.

Perquimans County's Vision

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 11-28-17

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: David Murray

SOC. SEC. NO.: 238-47-9364

POSITION: Sergeant of SRO's

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
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: _____ STEP: _____ SALARY: _____

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBA-
Date TIONARY PERIOD.

12/1/17 RECOMMENDATION AND EFFECTIVE DATE FOR ^{Promotion} ~~EMPLOYEE MERIT RAISE~~.
Date GRADE: 67 STEP: 3 SALARY: \$36,311

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]

[Signature]

DATE: 11-28-17

DATE: 11-28-17

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Alice Copeland
POSITION: IMC II

SOC. SEC. NO.
DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE: December 1, 2017

GRADE: 63 STEP: 4 SALARY: \$ 31,211.00

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 OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

RAISE. (YEAR 2 3 4)

GRADE: STEP: SALARY: \$

DATE OF EMPLOYEE

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 Chamey

Frank Heath

DATE: November 20, 2017

DATE: 11-20-17

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Penny Marie Trueblood SOC. SEC. NO.: _____

POSITION: Senior Citizens Coordinator Assistant DEPT.: Senior Center

NEW EMPLOYEE EFFECTIVE DATE: 12.13.17

GRADE: 60 STEP: 6 SALARY: \$28,717

ENDING DATE OF PROBATIONARY PERIOD: 12.13.18

CURRENT: GRADE: 60 STEP: 6 SALARY: \$28,717

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

Beverly Gregory
DATE: 11/28/17

Frank Heath
DATE: 11/28/17

FINANCE OFFICER

DATE: _____



PERQUIMANS COUNTY BOARD OF COMMISSIONERS

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

MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

T. KYLE JONES
CHAIRMAN

FONDELLA A. LEIGH
VICE CHAIR

JOSEPH W. HOFFLER

EDWARD R. MUZZULIN

WALLACE E. NELSON

CHARLES WOODARD

W. HACKNEY HIGH, JR.
COUNTY ATTORNEY

MEMORANDUM

TO: Tracy Mathews, Finance Officer
Mary Hunnicutt, Clerk to the Board

FROM: Frank Heath, County Manager

DATE: November 9, 2017

RE: **FMLA LEAVE**

We have received a letter from Shannon Howell, Social Work IA&T, requesting Family Medical Leave for approximately twelve (12) weeks beginning November 7, 2017. This request has been approved by her supervisor, Susan Chaney. I have determined that Ms. Howell is eligible for Family & Medical Leave as requested.

Therefore, I am notifying you that Ms. Howell's request for Family Medical Leave will begin on November 7, 2017 and continue for twelve (12) weeks. The necessary paperwork has been forwarded to her. We are awaiting the receipt of the form from her doctor.

If you have any questions, please contact me.

cc: Shannon Howell, Social Worker IA&T
Susan Chaney, Director
Department of Social Services

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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: November 13, 2017

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

From: Susan Chaney, Director *Susan Chaney*

Subject: Leave Without Pay

Perquimans County Department of Social Services employee, Janice Thornton requested leave without pay from November 13th – November 21st and November 27th – 28th. She would be returning to work on November 29th. Per conversations with Frank Heath, this extensive leave was granted. Please note that November 22nd was a request for Annual Leave.

I have enclosed copies of the email conversation as well as copies of the leave slips indicating the above.

If you have any questions, please do not hesitate to contact me.

Perquimans County's Vision

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 11/3/17

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Jonathan Blanchard SOC. SEC. NO.: _____

POSITION: Athletic Program Supervisor DEPT.: Recreation

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.

11/3/17 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. GRADE: 64 STEP: 2 SALARY: 31,061

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

Howard Wilkins
DATE: 11/3/17

COUNTY MANAGER APPROVAL

Frank Heath
DATE: 11/27/17

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 11/15/17

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Robert Elliott

SOC. SEC. NO.: _____

POSITION: Water Tech I

DEPT.: Water

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

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBA-
Date TIONARY PERIOD.

11/15/17 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 58 STEP: 5 SALARY: \$25,657

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]

Frank Heath

DATE: 11/15/17

DATE: 11/20/17

FINANCE OFFICER

DATE: _____



PERQUIMANS COUNTY EMERGENCY SERVICES

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

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

Jonathan A. Nixon, Director

To: Mary Hunnicutt
Clerk to the Board

From: Jonathan A. Nixon
Emergency Services Director

Date: November 15, 2017

Re: Chowan/Perquimans LEPC 2018 Roster

Please add this roster to the December 2018 Perquimans County Commissioner's Meeting Agenda for Board reappointment of the Chowan/Perquimans Local Emergency Planning Committee.

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Parnell, Brian	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	1/1/2018
Bonner, Greg	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	1/1/2018
Brittingham, Richard	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	1/1/2018
Cartwright, Michael	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	1/1/2018
Chaney, Susan	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	1/1/2018
Wallace Nelson	Chowan/Perquimans Multi-County LEPC	Appointment	1 yr.	1/1/2018
Copeland, Crystal	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	1/1/2018
Forlines, Craig	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	1/1/2018
Lafon, David	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	1/1/2018
Lawrence, Grady	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	1/1/2018
Nixon, Jonathan	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	1/1/2018
Palmer, Cordell	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	1/1/2018
Ponte, Tom	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	1/1/2018
Smith, Lewis	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	1/1/2018
Spruill, Mary	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	1/1/2018
Stoop, Ashley	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	1/1/2018
Value, Jason	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	1/1/2018
VanDuyn, T. Gwen	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	1/1/2018
Williams, Peter	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	1/1/2018
Winslow, Jarvis	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	1/1/2018

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUND
NO. 14

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 4th DAY OF DECEMBER, 2017, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2017 - 2018 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-345-033	State Grants - Senior Medicare	107	
10-615-146	SHIIP Funds	107	
EXPLANATION: To budget the exact amount of SHIIP Funds allocated for Perquimans for FY17/18.			

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, 4th DAY OF DECEMBER, 2017.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 4th DAY OF DECEMBER, 2017.

Chairman, Board of Commissioners

Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUND
NO. 15

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 4th DAY OF DECEMBER, 2017, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2017 - 2018 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-610-193	DSS - Emergency Assistance		1,713
10-610-192	Crisis Intervention	1,713	
EXPLANATION: To correct DSS budget expenditures to match the State funds allocated for Perquimans for FY17/18.			

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, 4th DAY OF DECEMBER, 2017.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 4th DAY OF DECEMBER, 2017.

Chairman, Board of Commissioners

Finance Officer



**PERQUIMANS COUNTY
BOARD OF COMMISSIONERS**

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

T. KYLE JONES
CHAIRMAN

FONDELLA A. LEIGH
VICE CHAIR

JOSEPH W. HOFFLER

EDWARD R. MUZZULIN

WALLACE E. NELSON

CHARLES WOODARD

W. HACKNEY HIGH, JR.
COUNTY ATTORNEY

MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

**RESOLUTION 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 vehicles and other items are hereby declared to be surplus to the needs of the County:

YEAR MODEL	VEHICLE # MAKE
2001 Ford	2815 F-150 Truck

2. The County Manager is hereby authorized and directed to proceed on behalf of the Perquimans County Board of Commissioners to sale this surplus vehicle 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 4th day of December, 2017.

T. Kyle Jones, Chairman

ATTEST:

Mary P. Hunnicutt, Clerk to the Board

Perquimans County's Vision:

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



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- November 2017

GARNISHMENTS: \$3694.13

PAYMENT AGREEMENTS: \$16,212.78

DEBT SETOFFS: \$0.00

ELECTION – CHAIRMAN/VICE CHAIR

- 1. Open the floor for nominations for Chair/Chairman of the Board:**

_____ nominated _____

_____ nominated _____

- 2. Ask for a motion and a second to close the nominations for Chair/Chairman.**
- 3. Call for a vote for Chair/Chairman.**

- 1. Open the floor for nominations for Vice Chair/Chairman of the Board:**

_____ nominated _____

_____ nominated _____

- 2. Ask for a motion and a second to close the nominations for Vice Chair/Vice Chairman.**
- 3. Call for a vote for Vice Chair/Vice Chairman.**

From: Wayne Harris <wharris@ecpedc.com>

To: Frank Heath <frankheath@perquimanscountync.gov>, Anne-Marie Knighton <anne-marie.knighton@edenton.nc.gov>

Sent: 11/7/2017 8:59 AM

Subject: I-87 Resolution

Frank and Anne-Marie,

Don't know if you have caught a few stories on this in the Daily Advance, but an alternative to running I-87 straight up US 17 has been included pretty much without warning in NCDOT's latest project update. Check out Segment 10A at this link:

<https://www.ncdot.gov/projects/us17-feasibility-study/>

This proposed alternate route to loop I-87 over to Moyock and then up SR 168 came as a complete surprise to our RPO. Currituck apparently convinced NC DOT to add it by going straight to Raleigh with the unsubstantiated claim that Virginia would prefer the alternate route. The position in Pasquotank - in resolutions passed by the County Commission, City Council, my board and the Committee of 100 - is that the proposed alternative would:

- Add years to the project timeline
- Add 6 miles to the route between Norfolk and Raleigh;
- On the Virginia side, channel commercial traffic through an already congested highway, especially in summer
- Completely negate the original route's value as an evacuation for military installations and residents of Norfolk and Portsmouth during a natural disaster;
- Add \$100 million or more to the cost on the North Carolina side to do new construction through 7 miles swampy terrain rather than upgrading three miles of an existing 4-lane highway.

Neither the Rocky Mount Chamber President David Farris and to Aaron Oullette at the Port of Virginia were aware of this alternate route proposal until I brought it to their attention. Neither organization has had time to take a formal position, but David and Aaron both have indicated their organizations would likely be opposed to the change. Camden has not taken a formal position either, but Charlie Bauman has indicated that Commissioners there are concerned about the change.

A draft of the resolution passed by my board is attached in PDF and Word format. It is virtually identical to the resolutions passed by the County, City and Committee of 100. Please forward this message to anyone in your area whose organization might also be interested.

Wayne

Wayne Harris

Elizabeth City | Pasquotank County Economic Development Commission

405 East Main Street, Suite 4

O: 252.338.0169

M: 252.619.3689

www.elizabethcitypasquotankcdc.com

From: Ed Muzzulin <emuzzulin@gmail.com>
To: Wallace Nelson <unc.rph@gmail.com>
Cc: Charles Woodard <charleswoodard@perquimanscountync.gov>, Charles Woodard <woodardsrx@inteliport.com>, Fondella Leigh <fondellaleigh@perquimanscountync.gov>, Fondella Leigh <nccu1988@gmail.com>, Frank Heath <frankheath@perquimanscountync.gov>, Frank Heath <frankheathmpa@gmail.com>, Joseph Hoffler <josephhoffler@perquimanscountync.gov>, Joseph Hoffler <jwhoffler@centurylink.net>, Kyle Jones <kyle.perquimans@gmail.com>, Wallace Nelson <wallacnelson@perquimanscountync.gov>
Sent: 11/7/2017 11:07 AM
Subject: Re: I-87 Resolution

If we are going to do a resolution on I-87 we need to include having the work start at the Va. line and go west. This way Perquimans County we get the economic benefit sooner.

Ed

On Tue, Nov 7, 2017 at 10:55 AM Wallace Nelson <unc.rph@gmail.com> wrote:
I am in favor of adopting a resolution opposing any rerouting of the I-87 proposal. We don't need any delays in that project. At the same time, I would support going on record supporting the east west connector, in a separate action at a later date.

W

DRAFT
Resolution Supporting the Routing of Future Interstate Highway 87
Along US Highway 17 As Originally Authorized By Congress

WHEREAS, the mission of the Elizabeth City Pasquotank County Economic Development Commission is to improve the economic well-being of the citizens of Elizabeth City and Pasquotank County by marketing business opportunities in our area to high-wage employers nationally and by helping interested companies, local as well as national, realize those opportunities; and

WHEREAS, the Elizabeth City Pasquotank County Economic Development Commission recognizes the significant role that transportation plays in the economic well-being of a community; and

WHEREAS, proximity to an Interstate Highway in particular plays a major role in the relocation and expansion decisions of manufacturers, distributors and other high wage employers; and

WHEREAS, Congress' recent designation of US Highway 17 as the future Interstate Highway 87 may well be Pasquotank County's most economically significant transportation project since the construction of the Dismal Swamp Canal; and

WHEREAS, the Interstate Highway 87 route authorized by Congress is further enhanced by the economic opportunities created by the Elizabeth City Pasquotank County Economic Development Commission's recent inclusion in the Port of Virginia's Foreign Trade Zone; and

WHEREAS, the primary transportation objective of constructing Interstate Highway 87 is to provide the most efficient transportation corridor possible between the metropolitan areas of Norfolk and Raleigh; and

WHEREAS, Segment 10 A, described as an alternative route to Segment 10, appeared October 26 on the North Carolina Department of Transportation's Interstate Highway 87 project update on the Department Web site; and

WHEREAS Segment 10 A appeared on this project update without the proper review by the District 1 Rural Planning Organization, and

WHEREAS, adoption of this alternative route would require Congressional action, delaying the project by at least a year and possibly longer, and

WHEREAS, Segment 10 A would add six miles to the more direct route down US 17 as authorized by Congress; and

WHEREAS, Segment 10 A would further route motorists through significantly more local traffic congestion than the route authorized by Congress; and

WHEREAS, the cost of right-of-way along this more congested route would significantly raise the project's cost; and

WHEREAS, substituting seven additional miles of new construction through swampy terrain rather than simply upgrading an existing four-lane highway as authorized by Congress would also significantly raise the project's construction costs;

NOW, THEREFORE BE IT RESOLVED that the Elizabeth City Pasquotank County Economic Development Commission strongly objects to the inclusion of Segment 10 A in the North Carolina Department of Transportation feasibility study for Interstate Highway 87 and supports moving ahead with the route along US Highway 17 as authorized by Congress.

**NORTH CAROLINA DEPARTMENT OF STATE TREASURER
SIGNATURE CARD FOR DISBURSING AND STIF ACCOUNTS**

This card is to be executed by the agency head, board chairman or president of any entity; authorized by the NC State Controller's Office to maintain a disbursing account with the State Treasurer, pursuant to North Carolina General Statute ("N.C.G.S.") § 147-74; or authorized to maintain a Short-term Investment Fund (STIF) account with the State Treasurer pursuant to either N.C.G.S. § 147-69.3(b), N.C.G.S. § 116-36.1 or N.C.G.S. § 147-86.11(e)(1a). Updated cards should be filed with the State Treasurer whenever changes occur.

Effective Date: 12/4/2017

Agency Name: <u>Perquimans County</u>	Customer ID(AAA####): <u>PSB3000</u>	
Account Number: <u>0</u> <u>0</u> <u>0</u> <u>2</u> <u>9</u> <u>7</u> <u>1</u>	Type Account: Disbursing <input type="checkbox"/> or STIF <input checked="" type="checkbox"/>	
Account Name: <u>Perquimans County PSBCF</u>		
Individual(s) authorized to transact business on the above account (show facsimile signature if used):		
<u>Tracy Mathews, Finance Officer</u>	<u>[Signature]</u>	
Certification of Agency Head, President or Chairman: I certify that the information provided in this form is true and correct. The above individuals are authorized to act in the capacity indicated and to transact business on behalf of the agency on the accounts listed above.		
	<u>12/4/2017</u>	
Printed Name	Signature	Date
If a disbursing account, this should be the same individual who executes OSC's Delegation of Disbursing Authority, which is available at: http://www.osc.nc.gov/programs/dispersing/dispersing_accts.html		

CONTACTS

Agency's Chief Fiscal Officer	
Name:	<u>Tracy Mathews</u>
Address:	<u>P.O. Box 45</u> <u>Hertford, NC 27944</u>
Telephone:	<u>(252) 426-8484</u>
E-mail Address:	<u>tmathews@perquimanscountync.gov</u>
Account Contact	
Name:	<u>Tracy Mathews</u>
Address:	<u>P.O. Box 45</u> <u>Hertford, NC 27944</u>
Telephone:	<u>(252) 426-8484</u>
E-mail Address:	<u>tmathews@perquimanscountync.gov</u>

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

Approved: _____

Date: _____

County: Perquimans

Contact Person: Tracy Mathews

LEA: 720 Perquimans County

Title: Perq. County Finance Officer

Address: P.O. Box 45

Phone: (252) 426-8484

Project Title: Purchase and install grandstand at new PCHS Athletic Complex

Location: South Edenton Road St., Hertford, NC

Type of Facility: Perquimans High School Athletic Complex

North Carolina General Statutes, Chapter 18C, provides that a portion of the proceeds of the North Carolina State Lottery Fund be transferred to the Public School Building Capital Fund in accordance with G.S. 115C-546.2. Further, G.S. 115C-546.2 (d) has been amended to include the following:

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

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

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

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

Short description of Construction Project: The intent of this project is to purchase and install a bleacher system and press box for the new Perquimans County High School Athletic Complex

Estimated Costs:

Purchase of Land _____ \$ _____

Planning and Design Services _____

New Construction _____ 274,771.00

Additions / Renovations _____

Repair _____

Debt Payment / Bond Payment _____

TOTAL _____ \$ 274,771.00

Estimated Project Beginning Date: 01/01/2018

Est. Project Completion Date: 08/01/2018

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

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$274,771.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

(Signature-Chair, County Commissioners)

(Date)

(Signature-Chair, Board of Education)

(Date)

11-27-17

FOR
INFORMATION
ONLY
ITEMS

**DEPARTMENT HEAD
REPORTS**

PLAT REVIEW LOG - PERQUIMANS COUNTY

November 2017

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
J H Miller Derek Waters et al	✓	11/6/17	✓	Division of Parcel 2.0012-0043 B Parcel #1 = 29.428 AC Parcel #2 = 23.054
Bryant Harrison Daddy's Bear Swamp + Ewe	42 S Tennis Point, Bath NC 27808 252-923-8544	11/7/17	✓	3.0037.00018 + 3.0057.00019 Recombined Parcel A = Woods 125.01 AC Parcel B = 155.21 Clear
Edward Hyman Woodville Pentecostal	✓	11/13/17	✓	Recombination with 4.0036.0027 now .22 AC located = 123 Nunning Home Road
J H Miller Jr Kyle Proctor	✓	11/17/17	✓	2.30 AC from 2.0069.0042 Family Division Address: 633 Burnt Mill Road
Josiah Webb Joseph Burum III et al	✓	11/17/17	✓	Recombination of 2.0050.0028 P + 2BK on Berry Street
S. L. Cardwell Gilbert B. Ter + Sybil Barcus	✓	11/21/17	✓	.17 AC from 5.0033.0044 B add to 624 Swinagate Road 5.0033.0044 E = .95 AC
Paul Toti Mittens + Marie Johnston	✓	11/22/17	✓	Combination 4.0050.0006 + 4.0053.0006 = 20.148 AC on Yates Lane
Bissell PO Box 1068 Kitty Hawk, NC 27949 (252) 261-3266	S. L. Cardwell Surveying 1206 Francis Street Elizabeth City, NC 27909 338-6328	Pat McDowell PO Box 391 Elizabeth City, NC 27909 338-4161		Mark Pruden 146 Oak Grove Road Edenton, NC 27932 482-7804
Bowman Consulting Paul J Toti 131 Main Street Gatesville, NC 27938 357-1581	E. T. Hyman Surveying 133 US Hwy 158 West Ste E Camden, NC 27921 335-2913	McKim & Creed 504 E Elizabeth St Ste 1 Elizabeth City, NC 27909 338-2929		Gloria Rogers 215 B Street Camden, NC 27921 338-1415/333-8781
Charles E Brown, III 2005 Johnson Road Elizabeth City, NC 27909 335-0928	Eugene Jordan 402 Sign Pine Road Tyner, NC 27980 221-4795	J H Miller Jr. 166 Cottonwood Drive Hertford, NC 27944 339-6932		Robey 150 US Hwy 158 W East Camden, NC 27921 335-1888
				Saunders Surveying 510 Avena Road Black Mountain, NC 28711 (828) 669-2777
				Scott Temple PO Box 422 Elizabeth City, NC 27907 330-4018
				Tony Webb PO Box 381 Edenton, NC 27932 482-3068

Board of Commissioners:
Finance Officer:

PERQUIMANS COUNTY
OFFICIAL REPORT

Date: Nov 28, 2017

I wish to report that during the month **Nov. 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
11/1/2017															
11/2/2017	\$84	1	\$100	2					\$125	3					\$0
11/3/2017			\$515	2	\$115	1			\$55	1					\$309
11/4/2017															\$685
11/5/2017															\$0
11/6/2017															\$0
11/7/2017															\$0
11/8/2017															\$0
11/9/2017	\$980	1	\$170	5	\$150	3	\$50	1	\$330	6			\$10	\$150	\$1,840
11/10/2017															\$0
11/11/2017															\$0
11/12/2017															\$0
11/13/2017															\$0
11/14/2017	\$890	2	\$30	1	\$145	2			\$110	2					\$0
11/15/2017															\$0
11/16/2017															\$1,175
11/17/2017	\$50	1	\$295	3	\$35	1			\$165	3					\$0
11/18/2017															\$0
11/19/2017															\$0
11/20/2017															\$0
11/21/2017	\$765	1	\$30	4	\$205	4	\$50	1	\$55	1			\$10	\$75	\$1,190
11/22/2017	\$890	2	\$30	1			\$50	1					\$10	\$75	\$1,055
11/23/2017															\$0
11/24/2017															\$0
11/25/2017															\$0
11/26/2017															\$0
11/27/2017															\$0
11/28/2017			\$190	3							\$115	1			\$305
11/29/2017															\$0
11/30/2017															\$0
TOTAL	\$3,659	8	\$1,360	21	\$650	11	\$150	3	\$840	16	\$115	1	\$30	\$300	\$7,104

*3 Need Overlays
1 - Mt.*

Signed:



Building Inspector

expanded cea Report

Nov. 2017

SUBJ-ADDRESS 762 Woodville Rd.

ORDINANCE VIOLATED #53 cars /

NOTES 10/27/17-Virgil and Ernie tagged cars and trucks for towing and took pictures of vehicles with notices
10/18/17 NEW complaint from different property owner, claims more dogs penned in back, smells like dumping septic waste, more cars, bad condition of dogs.
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
recccomend legal action if necessary to maintain compliance
1/26/17 awaiting weather
12/30/16 awaiting funds and approval to proceed
will try to reason with owner's sister
van moved back but still there
white van removed in last 30 days - keep watch
tenant has been advised by letters and personal visits, and says he will continue clean up until finished.

DISPOSITION vehicles tagged for towing - some movement since

DISPOSITION DATE 11/15/2017

SUBJ-ADDRESS 1034 Snug Harbor Rd.

ORDINANCE VIOLATED

NOTES

Annis Murphy continues monyhly complaints, unwilling to accept ordinances that do not satisfy her.
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 11/14/2017

SUBJ-ADDRESS 248 Muddy Creek Rd.
ORDINANCE VIOLATED #53 - nuisance Vehicles
NOTES 9/29/17 RRR
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 RRR - observation= some movement- perhaps 1 gone
DISPOSITION DATE 11/15/2017

SUBJ-ADDRESS 219 Muddy Creek Rd.
ORDINANCE VIOLATED 50
NOTES 11/13/17 phone call from family member who will help investigation
phone call reopend incestigation. Possible contact
condemned / awaiting funds to remove
accessed and condemned / not yet posted
2 abandoned Single wides
1 tenant & 2 empty mh on 10 acres (farmer id unknown)
letters sent for zone, solid waste, & land use
DISPOSITION reinvestigate- promising contact
DISPOSITION DATE 11/13/2017

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 11/15/2017

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 some organization underway
DISPOSITION DATE 11/15/2017

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 vehicles removed case closedg
DISPOSITION DATE 11/15/2017

expanded cea Report



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 in compliance - file closed

DISPOSITION DATE 11/15/2017

SUBJ-ADDRESS 332 Muddy Creek Rd.

ORDINANCE VIOLATED

NOTES Sheriff delivered letter / final/ deadline 11/20/17
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 Sheriff delivered letter / final/ deadline 11/20/17

DISPOSITION DATE 11/15/2017

SUBJ-ADDRESS 174 Sunset Circle
ORDINANCE VIOLATED ???
NOTES 11/14/17 - trucks gone
11/2/17 trucks tagged for towing & chronic RRR letter and 1st class sent
re-complaint by Judy Cudworth - nothing moved (confirmed 10/2/17)
recommend legal or removal.
RRR sent and returned unclaimed
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 insuficiant contact
info and insuficiant subject location info.

DISPOSITION file closed

DISPOSITION DATE 11/15/2017

SUBJ-ADDRESS 1347 Center Hill Hwy

ORDINANCE VIOLATED

NOTES delapidated house- empty

DISPOSITION researching - solid waste condition
send letters asap

DISPOSITION DATE 11/15/2017

SUBJ-ADDRESS 106 Blackfoot Tr.

ORDINANCE VIOLATED burning

NOTES Hold letter 6/5/17 - burn put out - check for futher violations
multiple calls starting 6/2/17 and repeat calls Saturday and Sunday
Same address and owner listed on CEA 2016-3-2 & same complaint.

DISPOSITION reopen case - new garbage violation complaint
reference forward

DISPOSITION DATE 11/15/2017

SUBJ-ADDRESS 762 Woodville Rd.
ORDINANCE VIOLATED cars & solid waste
NOTES REFERENCE cea 2015-10-2 / NEW complaint from different adjacent property owner. Recent added dog pens and dogs, sewage smell, more cars. -- Water dept says service been off since Feb. 2013. ? Health or legal or both ??
Violations are deliberately unabated and excessive. Already filed as chronic violator.
Plaintiff says smells like dumping sewage - check water service
DISPOSITION document and suggest legal
DISPOSITION DATE 10/18/2017

SUBJ-ADDRESS 143 Bagley Swamp Rd.
ORDINANCE VIOLATED Solid Waste & ? Vehicles
NOTES Complaint about garbage all over front yard. Pics of personal property and some bagged solid waste with some spillage. Pics in file.
DISPOSITION processing
DISPOSITION DATE 10/19/2017

SUBJ-ADDRESS 214 Pirate Cove Way
ORDINANCE VIOLATED -bldg pmts
NOTES shed with no obvious pmts
DISPOSITION research
DISPOSITION DATE 10/24/2017

SUBJ-ADDRESS
ORDINANCE VIOLATED
NOTES
DISPOSITION
DISPOSITION DATE 10/24/2017

SUBJ-ADDRESS
ORDINANCE VIOLATED
NOTES
DISPOSITION
DISPOSITION DATE 10/24/2017

SUBJ-ADDRESS 533 Poplar Neck Rd.

ORDINANCE VIOLATED

NOTES Ernie & Sam visited the site and observed 1 S/w with power @ 523 Poplar Neck Rd. and 1 partialy deconstructed s/w @ 533, with a Griggs built shed with ac in window.

DISPOSITION non-ord-/ file closed

DISPOSITION DATE 11/15/2017

SUBJ-ADDRESS 2113 New Hope Rd.

ORDINANCE VIOLATED zone & solid waste

NOTES 10/5/17 no evidence of return of violation - compliance satisfied
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 - letter delivered by sheriff.
final notice sent to owner 9/7/17
8/28/17 - no improvement - receipt returned from property owner but not tennant
7/31/17 - property on New Hope Rd. with continous yard sale business, displaying solid wasts in plain view.

DISPOSITION compliance evident
file closed / archived as reference

DISPOSITION DATE 11/15/2017

SUBJ-ADDRESS 141 Woodland Church Rd.

ORDINANCE VIOLATED ?-solid waste-?

NOTES 11/2 visual inspection - bebris gone - close file
Mr. Benton called 10/12/17 & said will be cleaned up by 23rd.
10/5/17 no change - recommend legal action ??? Sheriff deliver letter & then magistrate
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 compliance - file closed

DISPOSITION DATE 11/2/2017