

# AGENDA

All items are for discussion and possible action.  
Perquimans County Board of Commissioners  
Commissioners' Room - Courthouse Annex Building  
April 2, 2017  
6:50 p.m.

- I. **Call to Order**
  - II. **Prayer & Pledge**
  - III. **Public Hearing**
    - A. **Animal Control Ordinance Amendment**..... 6:50 p.m.
      - > To receive citizens' comments to consider an amendment to the current Animal Control Ordinance to include tethering of dogs.
  - IV. **Approval of Agenda**
  - V. **Consent Agenda**

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

    - A. **Approval of Minutes:** March 5, 2018 Regular Meeting & March 19, 2018 Joint Work Session & Regular Work Session
    - B. **Tax Releases & Refund Approvals**
    - C. **Personnel Matters**
      - 1. Appointment: IMC I working toward IMC II (2)
      - 2. Promotion: Part-Time/Fill-In Certified Telecommunicator (2)
      - 3. Declined Job Offer: Part-Time/Fill-In Non-Certified Telecommunicator
      - 4. Declined Job Offer: Part-Time/Fill-In EMT
      - 5. Declined Job Offer: Part-Time/Fill-In Paramedic
      - 6. Removed from Roster: Part-Time/Fill-In Paramedic
    - D. **Step Increases**
      - 1. Telecommunications
      - 2. EMS
      - 3. Social Services
    - E. **Budget Amendments Nos. 22; 24-25**
    - F. **Board Appointments/Resignations**
      - 1. Agricultural Advisory Board (6)
      - 2. Tourism Development Authority – Town of Winfall Representative
      - 3. Tourism Development Authority – Commissioner
    - G. **Resolutions**
      - 1. Resolution Opposing Sunday Hunting of Waterfowl
      - 2. Resolution: Spring Litter Sweep 2018
  - VI. **Introduction of New Employees/Staff**
    - A. Caitlin Joyner, District Technician for Chowan/Perquimans Soil & Water Conservation
    - B. Elections Supervisor
    - C. Social Services New Employees (2)
  - VII. **Scheduled Appointments**
    - A. Bill Jennings, Tax Administrator 7:00 p.m.
    - B. Susan Chaney, Social Services 7:05 p.m.
  - VIII. **Commissioner's Concerns/Committee Reports**
    - A.
    - B.
    - C.
- ACTION TAKEN LATER** (Items III, IV, V, VI, VII, VIII)
- ACTION REQUIRED** (Items I, II)
- NO ACTION REQUIRED** (Items VII, VIII)

NO  
ACTION  
REQUIRED

IX.

**Old Business**

- A. Updates from County Manager
- B. Perquimans County Agricultural Development Plan Acceptance

X.

**New Business**

- A. Animal Control Ordinance Amendment
- B. Board of Education's Request – Budget Amendment No. 23
- C. Sale of Surplus Equipment/Vehicles
- D. Public School Building Capital Fund North Carolina Education Lottery / Budget Amendment
- E. Resolution to Add Hertford County to Albemarle Regional Health Services
- F.
- G.
- H.

ACTION  
REQUIRED

XI.

**Public Comments**

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

- A.
- B.
- C.

XII.

**Closed Session: Per NCGS #143-318.11(3) & Closed Session Minute Approval**

XIII.

**Adjournment**

ACTION  
REQUIRED

**FOR INFORMATION ONLY:**

- Letter to NC Marine Industrial Park Authority
- Budget Meeting Schedule
- Prescription Card Program

**DEPARTMENT HEAD REPORT:**

- Plat Log
- Code Enforcement Report

**COMMITTEE WRITTEN REPORTS:**

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**NOTES FROM THE COUNTY MANAGER**

**April 2, 2018**

**6:50 p.m.**

III.A. **Enclosures:** Public Hearing is being held regarding the following matter: ..... 6:50 p.m.

➤ *The Perquimans County Board of County Commissioners will hold a Public Hearing The Perquimans County Board of Commissioners will hold a public hearing on Monday, April 2, 2018, at 6:50 p.m. in the Perquimans County Courthouse Annex Building, Commissioners Room – First Floor, located at 110 N. Church Street, Hertford, NC to receive public comment and consider the following: an Amendment to the Perquimans County Animal Control ordinance to establish regulations on tethering of animals. The proposed ordinance may be viewed at the Perquimans County Manager's Office at 128 N. Church St., Hertford, N.C. 27944 or on the County's Website at [www.perquimanscountync.gov](http://www.perquimanscountync.gov).*

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. Introduction of Employees:

1. **County Manager Heath:** Mr. Heath will introduce Caitlin Joyner, District Technician for Chowan/Perquimans Soil & Water Conservation who replaced Scott Alons who retired on January 31, 2018.
2. **County Manager Heath:** Mr. Heath will introduce Holly Hunter, Elections Supervisor, who was appointed effective January 1, 2018.
3. **Susan Chaney:** Ms. Chaney will introduce Alice Copeland, IMC II (appointed 12/1/2017). Natalie Verner, IMC II (appointed 10/1/2017) is unable to attend tonight's meeting.

VII.A. **Enclosures.** Bill Jennings, Tax Administrator, will present his Monthly update.

VII.B. Susan Chaney, Social Services Director, will present her monthly report.

IX.A. County Manager Heath will present several updates to the Board.

IX.B. At the Board's March 19, 2018 Work Session, Stan Dixon and Ed Emory, retired Extension County Directors from Mount Olive University, presented the Perquimans County Agricultural Development Plan for the Board to review. They asked that the Board accept the development plan at their next regular meeting. Board action is being requested.

X.A. **Enclosures.** A public hearing was held earlier in the meeting to receive public comments on the adoption of the amendment to the Animal Control Ordinance (Ordinance No. 98). Board action is being requested.

X.B. **Enclosures.** During the Joint Work Session on March 19, 2018 with the Perquimans County Board of Education, the Board of Education requested an emergency current year request to replace the HVAC System at the Perquimans Central School. The costs will be \$56,329.19. The Board will need to authorize this job and approved the attached Budget Amendment No. 23. Board action is being requested.

X.C. The County adopted resolutions to proclaim old phone equipment as surplus items and proceed to sell them on GovDeals. The bid period for our surplus vehicles/equipment with GovDeals will close on April 2, 2018 at 12:00 p.m. The following items have been listed with GovDeals:

BUYER	ITEM	VIN No.	DATE SURPLUSED	START BID	SOLD AMOUNT	GOVDEALS FEE	NET RESULTS
	10 Nortel/Norstar Phones		9/05/2017				
	7 Nortel/Norstar Phones		9/05/2017				
	7 Nortel/Norstar Phones		9/05/2017				
	2011 Dodge Charger	9344	11/06/2017				
	2012 Dodge Charger	6240	11/06/2017				

Board action is being requested.

X.D. **Enclosure.** The School System has requested that the Board authorize the Chairman to sign the enclosed Lottery Fund Application for \$125,229 purchase and install LED lighting at the new football field for the Perquimans County High School Athletic Complex. Also enclosed is the statement of lottery funds available. The Board will need to approve the request and authorized Finance Officer to prepare a Budget Amendment. Board action is being requested.

X.E. **Enclosure.** Hertford County has requested that they be included under Albemarle Regional Health Services. In order to approve this request, each entity under Albemarle Regional Health Services needs to adopt the enclosed resolution approving the request. Board action is being requested.

- XII. **Enclosure:** Pursuant to NC General Statute 143-318.11(3), the Board will need to go into Closed Session to consult with the County Attorney and to approve Closed Session Minutes.

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**CONSENT AGENDA NOTES**

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

- A. **Enclosures:** Approval of Minutes for March 5, 2018 Regular Meeting & March 19, 2018 Joint Work Session & Regular Work Session
- B. **Enclosures:** Tax Releases & Refund – see attached list
- C. **Enclosures:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Caitlyn Gardner	IMC I working toward IMC II	Appointment	61/1	\$26,556	4/09/2018
Donna Critcher	IMC I working toward IMC II	Appointment	61/1	\$26,556	4/09/2018
Katherine Weiss	Certified Part-Time/Fill-In Telecommunicator	Promoted	62/2	\$13.67/hr.	4/01/2018
Darlene Lind	Certified Part-Time/Fill-in Telecommunicator	Promoted	62/2	\$13.67/hr.	4/01/2018
Katie Speight	Part-Time/Fill-In Non-Certified Telecommunicator	Declined Job Offer			3/03/2018
Patricia Sawyer	Part-Time/Fill-In EMT	Declined Job Offer			3/08/2018
DeeDee Barrera	Part-Time/Fill-In Paramedic	Declined Job Offer			3/08/2018
Chris Duty	Part-Time/Fill-In Paramedic	Removed from Roster			3/19/2018

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

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Sue Ann Cestaro	Full Time Certified Telecommunicator	62/2	\$28,443	4/01/2018
C.J. Wilson	Full-Time EMT-I	66/5	\$36,486	4/01/2018
Rebecca Corprew	IMS II	67/4	\$37,221	4/01/2018

- E. **Enclosure:** Budget Amendment Nos. 22; 24-25 are presented for Board action.
- F. **Enclosures:** The following Board appointments is for Board action and for Board information:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Winslow, Jewel	Agricultural Advisory Board – ex officio (Extension)	Removed		4/01/2018
Lilley, Dylan	Agricultural Advisory Board – ex officio (Extension)	Appointment	Unlimited	4/01/2018
Alons, Scott	Agricultural Advisory Board – ex officio (NCRA/SWCD)	Removed		4/01/2018
Joyner, Caitlyn	Agricultural Advisory Board – ex officio (NCRA/SWCD)	Appointment	Unlimited	4/01/2018
Roberts, A.O.	Agricultural Advisory Board - Farm Bureau	Removed		4/01/2018
Onley, Aubrey	Agricultural Advisory Board - Farm Bureau	Appointment	3 yrs.	4/01/2018
Perry, Gene	Agricultural Advisory Board – Hertford	Removed		4/01/2018
Nixon, Ed	Agricultural Advisory Board – Hertford	Appointment	3 yrs.	4/01/2018
Moore, Michael	Agricultural Advisory Board – FSA	Reappointment	3 yrs.	4/01/2018
Chappell, Laurence	Agricultural Advisory Board - New Hope	Reappointment	3 yrs.	4/01/2018
Yates, Fred	Tourism Development Authority – Winfall Appointee	Reappointment	3 yrs.	4/01/2018
Muzzulin, Edward	Tourism Development Authority – Commissioner	Reappointment	3 yrs.	4/01/2018

- G. **Enclosures:** The Board will need to consider the enclosed Resolutions:
  1. **Resolution Opposing Sunday Hunting of Waterfowl:** The Board will need to take action on the enclosed Resolution opposing Sunday hunting of Waterfowl. Board action is being requested.
  2. **Resolution: Spring Litter Sweep:** Board will need to consider the enclosed Resolution proclaiming April 14<sup>th</sup> – April 30<sup>th</sup>, 2018 as Spring Litter Sweep in Perquimans County.



MARY P. HUNNICUTT  
CLERK TO BOARD

W. FRANK HEATH, III  
COUNTY MANAGER

## PERQUIMANS COUNTY BOARD OF COMMISSIONERS

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

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

## NOTICE OF PUBLIC HEARING

The Perquimans County Board of Commissioners will hold a public hearing on Monday, April 2, 2018, at 6:50 p.m. in the Perquimans County Courthouse Annex Building, Commissioners Room – First Floor, located at 110 N. Church Street, Hertford, NC to receive public comment and consider the following:

1. An Amendment to the Perquimans County Animal Control ordinance to establish regulations on tethering of animals.

The proposed ordinance may be viewed at the Perquimans County Manager's Office at 128 N. Church St., Hertford, N.C. 27944 or on the County's Website at [www.perquimanscountync.gov](http://www.perquimanscountync.gov).

*Published: March 21<sup>st</sup> & 28<sup>th</sup> in Perquimans Weekly  
Acct No. 1134*

**Perquimans County's Vision:**

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

**ORDINANCE NO. 98**

**AMENDMENT TO ORDINANCE NO. 63:**

***PERQUIMANS COUNTY ANIMAL CONTROL ORDINANCE***

**AMENDMENT NO. 1, DATED APRIL 2, 2018**

- 1) The following text added to the Perquimans County Animal Control Ordinance (Ordinance No. 63) was unanimously approved by the Perquimans County Board of Commissioners at their Regular Meeting on April 1, 2018 as recorded in their Minute Book No. 15, page \_\_\_\_\_:

**SECTION TWO**

**HUMANE TREATMENT OF ANIMALS**

**2.01 Definitions.** For purposes of this section, the words and phrases below shall have the following meanings:

**Animal:** Includes dogs, cats or other domesticated animals.

**Outside Enclosure:** A structure, built of chain link or comparable material with a solid roof, used to house an animal and protect it from the weather. The structure must be large enough that the shelter provided within the enclosed area shall not exceed more than twenty five percent (25%) of the enclosed area.

**Tethering:** The act of tying, chaining or restraining a dog to a fixed object with a rope, chain or other device in order to keep the dog confined. This term does not include restraining a dog on an attended leash.

**2.02 Responsibilities of Owners.**

A. Owners of dogs kept outside shall provide an outside enclosure that ensures humane and sanitary shelter from heat, cold, rain, wind and snow and shall provide food and water adequate to keep the dog in good health and comfort.

B. Animals shall not be kept on any lot unless the owner or keeper of the animal occupies the property where the animal is kept. The provisions of this subsection shall not apply to animals involved in the activities described in N.C.G.S. 14-360(c)(1) and (c)(2a).

C. Pursuant to N.C.G.S. 14-361.1, no person shall willfully and without justifiable excuse abandon or cause to be abandoned any animal and such statute is incorporated herein.

**2.03 Cruelty to Animals.** Pursuant to N.C.G.S. 14-360, no person shall intentionally overdrive, overload, wound, injure, torment, or deprive of necessary sustenance any animal and such statute is incorporated herein.

**2.04 Tethering.** Permanent tethering of dogs is prohibited. No dog shall be permanently tied, chained, fastened or otherwise tethered to any inanimate stationary object as a means of confinement of the dog to property.

**2.06 Violations.** Any violations of this section shall be considered a Class III Violation as outlined in Section One and civil penalties shall be levied accordingly. Violations shall subject the violator to all other remedies provided by law.

Upon motion of \_\_\_\_\_ and second of \_\_\_\_\_, all of the aforesaid amendment to Ordinance No. 63 were adopted unanimously by the Perquimans County Board of Commissioners at its Regular Meeting on the 2<sup>nd</sup> day of April, 2018 to be effective immediately and as recorded in their Minute Book No. 15 page \_\_\_\_\_.

\_\_\_\_\_  
Wallace E. Nelson, Chairman  
Perquimans County Board of Commissioners

ATTEST:

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

(SEAL)

ADJOURNMENT

There being no further comments or business to discuss, the Special Called Meeting was adjourned and the Work Session began at 7:35 p.m. on motion made by Joseph W. Hoffer, seconded by Edward R. Muzzulin.

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Wallace E. Nelson, Chairman

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Clerk to the Board

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**WORK SESSION**

February 19, 2018

7:00 p.m.

The Perquimans County Board of Commissioners met in a Work Session on Monday, February 19, 2018, at 7:00 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

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

MEMBERS ABSENT: T. Kyle Jones

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

The following matters were discussed during the Work Session:

REPORT FROM ALBEMARLE REGIONAL HEALTH SERVICES (ARHS)

Chairman Nelson discussed the following information from the ARHS Board:

- > Hertford County Request to Join ARHS: Chairman Nelson explained that Hertford County desires to join ARHS. Once the ARHS Board receives their formal written request, each participating county within ARHS will need to adopt a resolution to consider this request. This acquisition can only occur at the beginning of each fiscal year. Hertford County will have to buy in on a per capita basis. The changes would be take place on July 1<sup>st</sup>. He further explained how the buy in would work.
- > Albemarle Home Health Care: Chairman Nelson gave an update on the funds received from the sale of Albemarle Home Health Care.

ANIMAL CONTROL ORDINANCE CHANGES

County Manager Heath explained the changes that they are proposing for the Animal Control Ordinance amendment.

BUDGET PROCESS

County Manager Heath discussed the budget process matters:

- > Joint Meeting with Board of Education: County Manager Heath reported that the Board of Education is requesting a joint meeting with the Commissioners prior to our March Work Session. They would like to speed up the budget process to help them prepare their budget request.
- > Department Heads: The Department Heads will be provided their budget worksheets so that they can have them back to Mr. Heath by March 31<sup>st</sup>.
- > Board Retreat: Mr. Heath stated that he is still working on setting up the Board Retreat in late March. He will be sending out an e-mail soon with the details. Some of the Board members will be requested to meet with the facilitator prior to the retreat.
- > Computer Software: Mr. Heath explained that they will not have the new software for the finance and tax departments ready before the budget meetings. They have made some upgrades on our current computer system.

UPDATES

- > Camp Cale: County Manager Heath reported that Camp Cale will be bringing their request for a Conditional Use Permit in March to build two bunk houses that would have 48 beds each.
- > Grant Updates: Last week, the County filed an application with USEDA for \$3 million for the Marine Park Basin. He is also working with Golden Leaf to apply for a \$1.5 million grant for the Marine Park Basin and \$500,000 for the Board of Education.

ADJOURNMENT

There being no further comments or business to discuss, the Work Session was adjourned at 7:55 p.m. on motion made by Edward R. Muzzulin and seconded by Charles Woodard.

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Wallace E. Nelson, Chairman

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Clerk to the Board

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**REGULAR MEETING**

March 5, 2018

6:50 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, March 5, 2018, at 6:50 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

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

MEMBERS ABSENT: None

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

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

**PUBLIC HEARING**

**Conditional Use Permit No. CUP-18-01, requested by Chowan Baptist Association**

Chairman Nelson opened the Public Hearing stating that the purpose of this public hearing is to receive citizens' comments to consider Conditional Use Permit No. CUP-18-01, requested by Chowan Baptist Association, to expand bunkhouse facilities at 377 Camp Cale Road (Cale Camp and Conference Center). Property is zoned RA, Rural Agriculture District, and known as Tax Parcel No. 4-0063-0003. There were twenty-five (25) people present. In the absence of Sam Barrow, Mr. Nelson recognized Rhonda Money, County Planner, who gave an overview of the request. She further stated that the applicant was present if there were any questions. Commissioner Muzzulin asked about the backup septic system. Ms. Money responded. Ashley Gregory signed up to speak only if there was any opposition. Chairman Nelson asked Mr. Gregory if he had anything he would like to say. Mr. Gregory said that he was in support of this project. The Planning Board approved to forward this matter to the Board of Commissioners at their February 26, 2018 Special Called Meeting. There being no further questions or comments from the public or from the Board of Commissioners, Chairman Nelson closed the public hearing at 7:02 p.m. and proceeded with the regular meeting.

**AGENDA**

Edward R. Muzzulin made a motion to approve the Agenda. The motion was seconded by Joseph W. Hoffer. The Board voted unanimously to approve the Agenda.

**CONSENT AGENDA**

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

1. Approval of Minutes: February 5, 2018 Regular Meeting & February 19, 2018 Special Called Meeting/ Work Session.
2. Tax Release/Refund Approvals:

**PERQUIMANS COUNTY TAX REFUND:**

Elliott, William \_\_\_\_\_ \$133.95  
 Mr. Elliott listed a leased piece of equipment in error. Account No. 306240.

**PERQUIMANS COUNTY TAX RELEASE:**

Jernigan, Jason & Nicole \_\_\_\_\_ \$347.13  
 Home was on parcel, however, owner never took possession. Home received extensive damage when being moved on parcel. Account No. 430372

3. Personnel Matters:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Judice Brickhouse	P/T E/I Paramedic	Appointment	68/1	\$17.81/hr.	1/12/2018
Carolyn Lewis	BMC II	Resignation			3/07/2018
Patricia Sawyer	P/T E/I EMT	Appointment	63/1	\$13.94/hr.	3/01/2018
Jessica Arthur	P/T E/I Paramedic	Appointment	68/1	\$17.37/hr.	3/01/2018
Tooya Ayers	P/T E/I Paramedic	Appointment	68/1	\$17.37/hr.	3/01/2018
DeeDee Barrea	P/T E/I Paramedic	Appointment	68/1	\$17.37/hr.	3/01/2018
Kevin Ayers	P/T E/I Paramedic	Promotion	68/3	\$18.24/hr.	1/01/2018

4. Merit Increases:

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Cartwright, Keely	Certified Telecommunicator	62/3	\$29,137	3/01/2018
Zeb Daneker	Certified Telecommunicator	62/5	\$14,73/hr.	3/01/2018
Hazelene Miller	Certified Telecommunicator Fill-in	62/3	\$14,01/hr.	3/01/2018
Steven Pyle	Certified P/T Telecommunicator	62/5	\$14,71/hr.	3/01/2018
Kristin Gordon	Human Resource Placement Specialist	63/4	\$31,211	3/01/2018
Hunter Saberon	Deputy Register of Deeds	58/3	\$24,435	3/01/2018

5. Budget Amendments:

**BUDGET AMENDMENT NO. 21  
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-510-020	Sheriff - Salaries		1,407
10-510-062	Sheriff's Supplemental Pension	1,407	

EXPLANATION: To budget funds/create budget line for yearly sheriff supplemental pension billing just approved by state in January 2018.

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

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Madre, Delphine	Home and Community Care Block Grant Committee	Removal		3/01/2018
Gregory, Beverly	Home and Community Care Block Grant Committee	Appointment	unlimited	3/01/2018
Heath, Frank	Coastal Resources Advisory Council	Appointment	2 yrs.	3/01/2018

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

> **Surplus Equipment:** The Board adopted the following Resolution requesting the Board to declare a Recreation vehicle as surplus equipment to be sold on GovDeals:

**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:

3 - Motorola Mobile Two-Way Radios, Model XPR 4550

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 3<sup>rd</sup> day of March, 2018.

Wallace E. Nelson, Chairman  
ATTEST:

Mary P. Hunicutt, Clerk to the Board

8. **Amendment to Home & Community Care Block Grant (HCCBG):** The Board authorized the Chairman and county staff to sign the documents reflecting the changes in the HCCBG grant programs for FY 2017-18.

### INTRODUCTION OF NEW EMPLOYEES

The following employees were introduced to the Board:

1. **Frank Heath:** County Manager Heath was going to introduce Caitlin Joyner, newly appointed District Technician for Chowan/Perquimans Soil & Water Conservation who replaced Scott Ales. Since she was not present, he will introduce her next month.
2. **Bill Jennings:** Bill Jennings, Tax Administrator, introduced Wilma Robbins, Tax Clerk, who was appointed on January 1, 2018. Ms. Robbins thanked the Board for the opportunity to work for the County.
3. **Susan Chaney:** Ms. Chaney introduced Syreeta Cullins, IMC I working toward IMC II (appointed 1/1/2017) and Kathleen Brooks, IMC I working toward IMC II (appointed 1/1/2018). Natalie Verner and Alice Copeland were unable to attend tonight so she will introduce them next month.

Chairman Nelson welcomed them to the County.

### JONATHAN NIXON, EMERGENCY SERVICES DIRECTOR

Mr. Nixon presented the Emergency Management Public Officials Conference. The purpose of this presentation was to provide details about our current Emergency Services program and to receive feedback from our elected officials. In addition to the Board of Commissioners, the Town Councils from Hertford and Winfall were invited to attend. No representatives from the Town Councils were present. This event is an activity for our Emergency Management Performance Grant. These funds are used to support the Emergency Management Program for all of Perquimans County. After his presentation, Mr. Nixon asked if there were any questions. Their being none, Chairman Nelson thanked him for his service to Perquimans County residents and proceeded with the next appointment.

### BILL JENNINGS, TAX ADMINISTRATOR

Mr. Jennings presented his monthly report and an update on the program software upgrades.

### SUSAN CHANEY, SOCIAL SERVICES DIRECTOR

Ms. Chaney presented her monthly report.

### COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

The following item was discussed:

- > **Commissioner Hoffer:** Mr. Hoffer asked where we stood with the Olga Simpson matter. Mr. Hoffer stated that he had forwarded an e-mail to Chairman Nelson but had not received a response. Mr. Nelson said that he had wanted to talk with him prior to the meeting but Mr. Hoffer arrived late so he would talk to him after the meeting.

### UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > **Library Project:** Mr. Heath reported that the Open House for the Library has been scheduled for March 22, 2018.
- > **Fire Departments:** Mr. Heath explained that they had a large fire in River Cove and thanked the fire departments for their service to the County and preventing the fire to spread causing a more serious situation.
- > **Budget Update:** Mr. Heath informed the Board that the Budget Packets had been delivered to the Department Heads on March 28<sup>th</sup>. They are to be returned by the first part of April.

### AMENDMENT TO ANIMAL CONTROL ORDINANCE

County Manager Heath explained that, in November, 2017, Mary Vidaurri presented a request to the Board to amend the current Animal Control Ordinance to include tethering of dogs. The Board has discussed this during several Work Sessions. He further explained that he, Chairman Nelson, and County Attorney High have discussed the suggestions to amend the Animal Control Ordinance. Mr. Heath presented the following draft copy of the amendment to the Board:

#### SECTION TWO HUMANE TREATMENT OF ANIMALS

**2.01 Definitions.** For purposes of this section, the words and phrases below shall have the following meanings:

**Animal:** Includes dogs, cats or other domesticated animals.

**Outside Enclosure:** A structure, built of chain link or comparable material with a solid roof, used to house an animal and protect it from the weather. The structure must be large enough that the shelter provided within the enclosed area shall not exceed more than twenty five percent (25%) of the enclosed area.

**Tethering:** The act of tying, chaining or restraining a dog to a fixed object with a rope, chain or other device in order to keep the dog confined. This term does not include restraining a dog on an attended leash.

#### **2.02 Responsibilities of Owners.**

A. Owners of dogs kept outside shall provide an outside enclosure that ensures humane and sanitary shelter from heat, cold, rain, wind and snow and shall provide food and water adequate to keep the dog in good health and comfort.

B. Animals shall not be kept on any lot unless the owner or keeper of the animal occupies the property where the animal is kept. The provisions of this subsection shall not apply to animals involved in the activities described in N.C.G.S. 14-360(c)(1) and (c)(2a).

C. Pursuant to N.C.G.S. 14-361.1, no person shall willfully and without justifiable excuse abandon or cause to be abandoned any animal and such statute is incorporated herein.

**2.03 Cruelty to Animals.** Pursuant to N.C.G.S. 14-360, no person shall intentionally overdrive, overload, wound, injure, torment, kill or deprive of necessary sustenance any animal and such statute is incorporated herein.

**2.04 Tethering.** Permanent tethering of dogs is prohibited. No dog shall be permanently tied, chained, fastened or otherwise tethered to any inanimate stationary object as a means of confinement of the dog to property.

**2.06 Violations.** Any violations of this section shall be considered a Class III Violation as outlined in Section One and civil penalties shall be levied accordingly. Violations shall subject the violator to all other remedies provided by law.

He asked the Commissioners to review this amendment so that we can hold a Public Hearing prior to April meeting and take action on the amendment.

### PLANNING BOARD ITEMS

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

**Conditional Use Permit No. CUP-18-01 requested by Chowan Baptist Association:** A Public Hearing was held earlier in the meeting to receive citizens' comments to consider Conditional Use Permit No. CUP-18-01, requested by Chowan Baptist Association, to expand bunkhouse facilities at 377 Camp Cale Road (Cale Camp and Conference Center). Property is zoned RA, Rural Agriculture District, and known as Tax Parcel No. 4-0063-0003. T. Kyle Jones made a motion to find proposed Conditional Use Permit No. CUP-18-01 to be CONSISTENT and in HARMONY with the existing development pattern around 377 Camp Cale Road, Hertford, NC; and a motion to approve the following Conditional Use Permit No. CUP-18-01, for the expansion of two bunkhouse facilities at 377 Camp Cale Road (Cale Camp and Conference Center) also known as Tax Parcel No. 4-0063-0003, conditioned upon the list of conditions contained in the Conditional Use Permit adopting the following findings to support the motion:

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

The motion was seconded by Edward R. Muzzulin. The following Conditional Use Permit No. CUP-18-01 was unanimously approved by the Board:

Do **NOT** record this page

-Beginning of Proposed Conditional Use Permit CUP-18-01  
to be recorded by Chowan Baptist Association  
Expansion of Bunkhouse Facilities at a Camp or Care Center  
At 377 Camp Cale Road, Hertford  
(Cale Camp & Conference Center)  
Applicant: Chowan Baptist Association

Do **NOT** record this page

**CONDITIONAL USE PERMIT No. CUP-18-01**

Page 1 of 5

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):** Chowan Baptist Association  
Bob Young, Moderator  
377 Camp Cale Road  
Hertford, NC 27944

**Authorized Applicant:** Adam Hughes, A.R.Chesson Construction Co., Inc.  
P.O. Box 2266, Elizabeth City, NC 27909

**Site Location:** 377 Camp Cale Road, Hertford NC 27944

**Tax Parcel No:** 4-0063-0003

**Zoning District:** RA, Rural Agriculture District

**Proposed Use of Property:** To allow Camp Cale the opportunity to expand their facilities by constructing two new 48 bed bunkhouses; one in the immediate future and one at a later date.

**Meeting & Hearing Dates:** Planning Board on 2/26/2018 & Board of Commissioners on 3/5/2018.

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 "Camp or Care Center" (currently Section 907.12 of the Zoning Ordinance) and other conditions, as follows:

**CONDITIONAL USE PERMIT No. CUP-18-01**

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 (BOC), 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 BOC. "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 bunkhouses, parking areas and septic systems 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. 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 BOC approval, the BOC may revoke the Conditional Use Permit.
- C. **Site Considerations:** Sections 907.12(B) of the Zoning Ordinance provides for additional setbacks and buffering that may be required by the Board of County Commissioners to protect adjacent properties from noise, light, and glare.
  - (1) A buffer shall remain along all side and landward property lines; a twenty (20) foot wide strip of vegetated buffer, either a natural wooded area or planted with evergreen and deciduous trees and shrubs designed to simulate natural growth, meeting the same requirements as to variety, number, and size of plants as given in Article XVII (Buffers and Screening) of this Ordinance.

**Other Site Considerations:**

- (2) In primitive camping areas, drinking water and sanitary facilities shall be available within twelve hundred (1,200) feet.
- (3) In areas with developed campsites, each campsite shall have a minimum of parking for two (2) vehicles.
- (4) No permanent camping shall be permitted.
- (5) A fire extinguisher shall be available at each service building.

**CONDITIONAL USE PERMIT No. CUP-18-01**

Page 3 of 5

- (6) Individual campsites and general use areas shall be kept clean and free from garbage, refuse, litter, and other conditions which can lead to the transmission of disease, breeding of rodents and insects, and which may present a fire hazard or contribute to the spread of fire.
- (7) All sanitary, laundry, and drinking water facilities shall be maintained in a clean, sanitary condition and kept in good repair at all times.

- D. Operational Considerations: Perquimans County Water Department Supervisor must be notified before any new construction or update of any facility with plumbing. Said Supervisor or Engineer acting on the Supervisor's behalf may inspect water systems of any structure and its meter connections at any time as deemed necessary.
- E. Application Requirements: The Applicant's approved Site Plan is conceptual and minor adjustments may be made pending permits and approvals by other entities.
- F. 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.

CONDITIONAL USE PERMIT No. CUP-18-01

Page 4 of 5

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.

\_\_\_\_\_  
Wallace Nelson, Chair, Board of Commissioners Date

Attest: \_\_\_\_\_(Seal)  
Mary P. Humeicut, Clerk to the Board Date

I, Adam Hughes, authorized Applicant, 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.

\_\_\_\_\_  
Adam Hughes, Applicant Date

-----  
The State of North Carolina  
Perquimans County

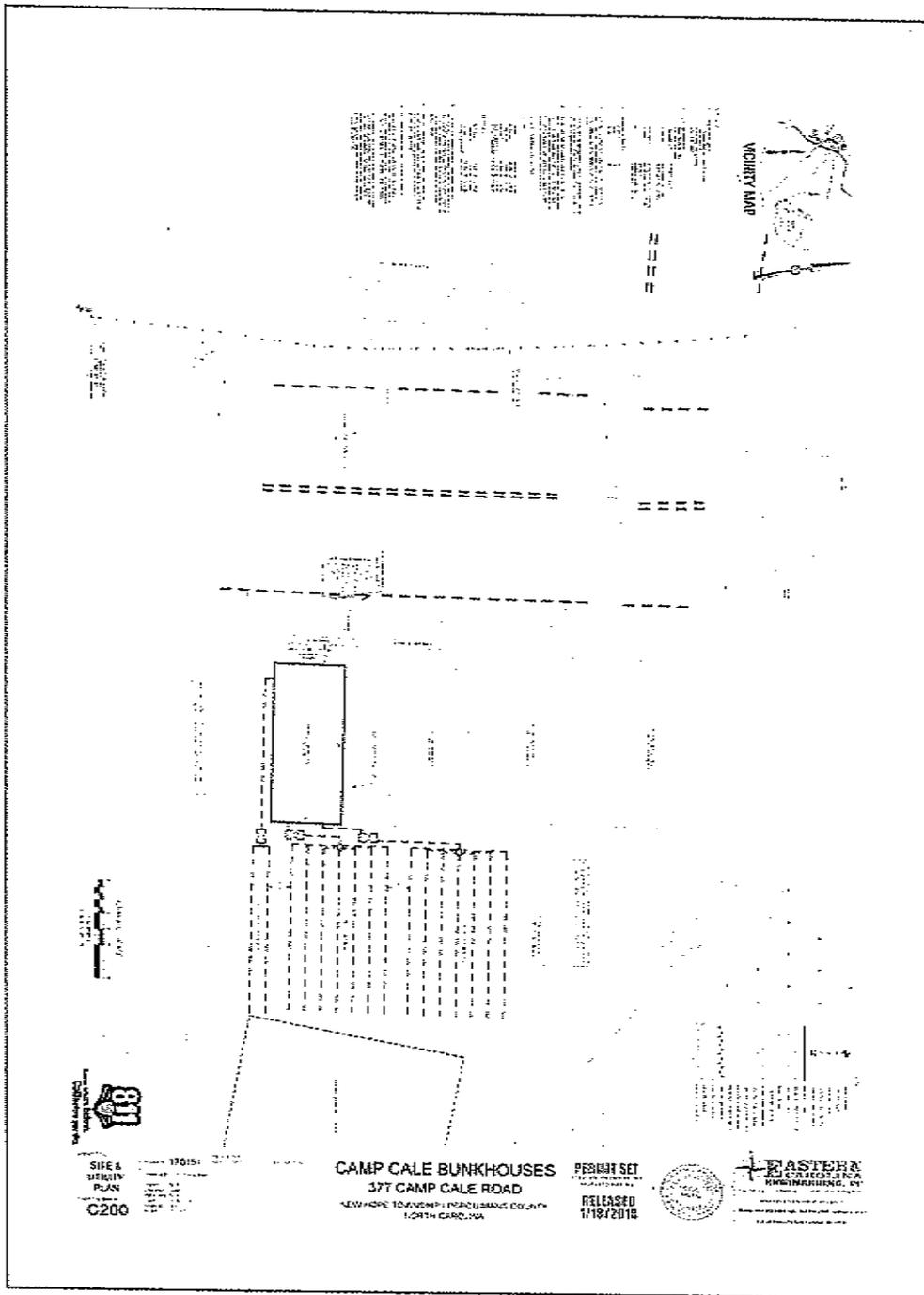
I, \_\_\_\_\_, a Notary Public in and for the said State and County, do hereby certify that \_\_\_\_\_ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

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

\_\_\_\_\_  
My Commission expires: Notary Public

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CONDITIONAL USE PERMIT No. CUP-18-01  
Page 5 of 5



"THIS MAY NOT BE A CERTIFIED SURVEY  
AND HAS NOT BEEN REVIEWED BY A  
LOCAL GOVERNMENT AGENCY FOR  
COMPLIANCE WITH ANY APPLICABLE  
LAND DEVELOPMENT REGULATIONS AND  
HAS NOT BEEN REVIEWED FOR COMPLIANCE  
WITH RECORDING REQUIREMENTS FOR PLATS."

Extension request – Conditional Use Permit No. 16-06 – Alpha Value Solar, LLC: Chairman Nelson explained that the Planning Office had received the following request from Alpha Value Solar, LLC:



**Alpha Value Solar, LLC**

February 16, 2018

Perquimans County Planning & Zoning  
104 Dobbs Street  
Hertford, NC 27944

Attn: Rhonda Money, Planner

Re: Conditional Use Permit No. CUP-16-06 Annual Report

Dear Ms. Money:

On behalf of Applicant and Developer Alpha Value Solar, LLC, please allow this letter to serve as an Annual Report and formal Extension Request for Conditional Use Permit CLUP-16-06 which was filed with Perquimans County Register of Deeds on March 7, 2017.

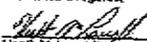
Under Section M in the Conditional Use Permit, notice to the Planning Board and Board of County Commissioners is requested to outline project progress along with circumstances that may result in delay(s) if construction is expected to commence after February 6, 2018.

To date, the Applicant has diligently worked with all parties to maintain steady forward progress with intent to construct a 5.0 (MWAC) solar farm with delivery of solar power to Dominion Energy in Q4 2018. Solar farm construction was not feasible in 2017 due to some unexpected delays encountered with site permitting and interrelated Dominion North Carolina Power ("DNCP") interconnection studies for S. Hertford substation. However, the interrelated site planning and interconnection issues have been resolved and the Applicant would like to request a CUP Extension with start of construction planned for August 1, 2018. Subject to DNCP interconnection approvals and good weather in the fall it is expected Alpha Value Solar, LLC will achieve substantial completion and commercial operation prior to year-end.

Of course, final interconnection and grid protection equipment installation is managed by Dominion Energy and commercial operation could slide into Q1 2019 if substation and distribution line upgrades are not completed in 2018. The Applicant will remain in communication with Planning and Zoning with site prep underway and no major construction planning delays anticipated at this time.

Thank you kindly for CUP-16-06 Extension Request consideration and please do not hesitate to contact me by email at [Heath@AlphaValueSolar.com](mailto:Heath@AlphaValueSolar.com) or at (321) 202-3800 if you have any questions or I can be of further assistance.

With sincere regards,

  
Heath McLaughlin  
Authorized Representative

Alpha Value Solar, LLC 176 West Lake Court, Suite #100, Raleigh, North Carolina, 27604

Also included in tonight's Agenda Packets, Rhonda Money, Planner, presented the following request from Alpha Value Solar, LLC:



Perquimans County Planning & Zoning Office

MEMORANDUM

TO: Frank Heath, County Manager

FROM: Rhonda Money, Planner/GIS

DATE: February 27, 2018

RE: Status Report on Alpha Value Solar, LLC's Large Scale Solar Power Generating Facility, CUP-16-06

This is an Annual Report by Heath McLaughlin regarding the status and progress made on Conditional Use Permit No. CUP-16-06 to construct a solar energy system on tax parcel number 3-0049-00010A currently owned by HMM Family Farm, LLC located at 746 Ocean Highway South.

Condition "M" titled 'Annual Reports' in CUP-16-06 in Perquimans County Register of Deeds book 461, page 226 states, "...During construction of the project, the Applicant, heirs and assigns shall provide the County with annual reports outlining progress to date along with circumstances that may result in delays. In the event construction will be delayed beyond February 6, 2018, the Applicant, heirs and assigns shall formally request an extension be granted by the Board of County Commissioners; otherwise the BCC may revoke the Conditional Use Permit."

Reference is made to the attached letter from Mr. McLaughlin regarding the status of the project, along with the Conditional Use Permit approved by the BCC February 6, 2017.

On motion made by T. Kyle Jones, seconded by Fendella A. Leigh, the Board unanimously approved the extension as requested.

**PUBLIC COMMENTS**

The following public comments were made:

- Mary Vidauri: Ms. Vidauri read the following letter from Barbara Yates of AWARE supporting the adoption of this amendment to the Animal Control Ordinance:

March 5, 2018

Good evening

I would like to read a statement from Barbara Yates, President of AWARE. She could not be with you tonight as she is attending the Chowan County Commissioners' meeting.

"AWARE" stands for Animal Welfare of the Albemarle Region Every day. This non-profit is an all-volunteer organization devoted to improving the lives of animals in Chowan, Gates and Perquimans counties. AWARE's goals are to provide discount spay/neuter vouchers to area pet owners, support and increase the save rate at Tri-County Animal Shelter and Adoption Center, promote humane principles and educate the public on responsible pet ownership.

Over the past several years, AWARE has partnered with Perquimans County on many animal welfare efforts to include sponsoring semiannual rabies clinics. AWARE strongly supports the adoption of the proposed ordinance which prohibits the permanent tethering of dogs and provides for the humane treatment of all animals. Such action would be in keeping with ordinances approved elsewhere in North Carolina and across the nation to promote animal welfare. As you know, the Town of Hertford did this last year – it is important to do this countywide.



SCHOOL FUNDING: 2018-2019

Superintendent Cheeseman presented a PowerPoint presentation. During his presentation, he stopped for James Davison, Director of Maintenance, to present the following 2018-2019 Capital Requests:

2018/2019 Capital Request

*CTE Fire Truck Payment	7,000.00
HVAC Controls System Upgrades (DDC)	150,000.00
Replace HVAC units at Central School (Office Split Systems Units)	25,000.00
Metal Building for fire truck	44,000.00
Mini Activity Bus	60,000.00
Vehicle Replacement (2 work trucks and 2 cars)	90,000.00
Phase 1 Remodeling PCHS Auditorium	60,000.00
Remodel Middle School Gym Floor	150,000.00
Classroom Furniture High School	40,000.00
Replace Tile Hertford Grammar (Asbestos)	55,000.00
LED Upgrades	20,000.00
Engineering Fees	10,000.00
	<u>711,000.00</u>

Ongoing Capital Request

Radio Upgrades All Schools/Maintenance (2017/18)	48,900.00
Radio Upgrades Transportation (2017/18)	30,000.00
Backup Generator for Maintenance (2017/18)	24,000.00
Roofing Repairs Maintenance Building (2017/18)	18,000.00
	<u>831,900.00</u>

During the presentation, Board of Education member, Russell Lassiter, asked about whether or not there was some historical reason to keep the auditorium because it looks like we are putting a lot of maintenance dollars into it. Chairman Nelson said that the only thing that he remembers is that it would be really expensive to build a building with a sloped floor. Mr. Davison said that the building is on the list of historical buildings. Superintendent Cheeseman said that it is the center piece of the school and that it is a live space. They have three classes being held in there at the present time. He further stated that they are working on getting it up to American Disability Association Codes. Commissioner Muzzulin stated that Mr. Davison has listed this as Phase 1 of the remodeling of the auditorium. He further asked how many phases will there be. Mr. Davison said that they do not know yet. Board of Education Vice Chair, Anne White, said that it may be a good time to look at the options.

In addition, Mr. Davison presented the following current year request for emergency replacement of units at the Central School:

1. Demolition, removal, and disposal of two "ClimateMaster" water source heat pumps.
2. Installation of two new "Bosh" model #EC0964VC water source heat pumps which includes the relocation of one existing water source heat pump.
3. Install electrical, mechanical piping system and ducting as necessary.
4. Includes necessary permits and inspections

This total cost is \$50,205.00

Additionally, Hertford Grammar School is in need of an AHU-5 preheat air coil to support current HVAC materials. Considering, the price estimate is \$1,124.19 which includes the part and installation.

Plus a contingency of \$5,000.00

In total, the district is requesting \$56,329.19 from the county commissioners for the capital needs.

We are requesting for this year so the units can get placed on order and construction can begin promptly the day of June 11. Central School has approximately 2 weeks between the last day of school and the first day of Read to Achieve.

Superintendent Cheeseman completed his PowerPoint presentation giving more financial requests other than Capital Project. He also discussed class enrollments and transfers and how they affect the budget.

County Manager Heath presented an overview of how the County's budget works.

ADJOURNMENT

Chairman Nelson asked if there were any other items that needed to be discussed. Vice Chair Anne White thanked the Commissioners for their support over the years and Superintendent Cheeseman on his efforts to get the Athletic Facility Complex moving forward. Chairman Amy Spaug asked Mr. Nelson if the County is getting pressure from State budget cuts. Mr. Heath said that we do in our Social Services and Communications Departments. Russell Lassiter asked about Lottery Funds with regard to how much we are receiving compared to surrounding counties. Mr. Heath says that all the lottery funds available to the county are being used. County Manager Heath explained about one more challenge that the County will be experiencing with regard to Land Transfer Taxes. Superintendent Cheeseman discussed their Transportation problems. Chairman Nelson asked if there were any security issues that the Commissioners need to be aware of. Mr. Cheeseman explained their situations. Ms. White said that we need to address the mental health system to head these events off early on. There being no further comments or questions, Chairman Nelson recessed the meeting at 5:40 p.m. to allow the Board of Commissioners to get to the Commissioners' room for their Regular Work Session at 7:00 p.m.

Wallace E. Nelson, Chairman

Clerk to the Board

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P.O. Box 7  
Hertford, N.C. 27944

Phone: (252) 426-7010  
(252) 426-5564  
Fax: (252) 426-4034

## PERQUIMANS COUNTY TAX DEPARTMENT

March 26, 2018

**Tax Refunds: (Perquimans County)**

Wayne Brown Solley \$176.32  
Vehicle was sold. 10 month refund.  
Account #: 0038839043

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 3/26/18

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Caitlyn Gardner

SOC. SEC. NO. ---

POSITION: IMC II (Food & Nutrition)

DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE: April 9, 2018

GRADE: 61

STEP: 3

SALARY: \$ 27,883.00

Ms. Gardner qualifies as an IMC I (Grade 61) working against the IMC II (Grade 63) position for one year.

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 STEP RAISE:

Date:           GRADE:       STEP:       SALARY: \$

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

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Suzan M Chaney

Frank Heath

DATE: March 24, 2018

DATE: 3/27/18

FINANCE OFFICER

\_\_\_\_\_

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

PERQUIMANS COUNTY  
DEPARTMENT OF SOCIAL SERVICES

P.O. BOX 107  
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD

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

252-426-7373 – FAX 426-1240

DIRECTOR

Susan M. Chaney

MEMORANDUM

Date: March 24, 2018

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

From: Susan Chaney *Susan Chaney*

Subject: New Employee

The Perquimans County Department of Social Services has offered the Income Maintenance Caseworker II (Food & Nutrition Services) position to Ms. Caitlyn Gardner and she has accepted the position. Ms. Gardner is not fully qualified as an IMC II (Grade 63) because she has not worked in a Department of Social Services for a year. Ms. Gardner will begin employment as an IMC I (Grade 61 Step 3) working against the IMC II position for a year and her beginning salary will be \$ 27,883. Ms. Gardner will begin employment on April 9, 2018 with Perquimans County Department of Social Services.

If you have any questions or concerns 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: 3/26/18

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Donna Critcher  
POSITION: IMC II (Adult Medicaid)

SOC. SEC. NO.  
DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE: April 9, 2018

GRADE: 61                      STEP: 3                      SALARY: \$ 27,883.00

Ms. Gardner qualifies as an IMC I (Grade 61) working against the IMC II (Grade 63) position for one year.

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 STEP 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: March 24, 2018

DATE: 3/27/18

FINANCE OFFICER

\_\_\_\_\_

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

**PERQUIMANS COUNTY  
DEPARTMENT OF SOCIAL SERVICES**

P.O. BOX 107  
Hertford, North Carolina 27944

**SOCIAL SERVICES BOARD**

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

252-426-7373 - FAX 426-1240

**DIRECTOR**  
Susan M. Chaney

**MEMORANDUM**

Date: March 24, 2018

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

From: Susan Chaney *Susan Chaney*

Subject: New Employee

The Perquimans County Department of Social Services has offered the Income Maintenance Caseworker II (Adult Medicaid) position to Ms. Donna Critcher and she has accepted the position. Ms. Critcher is not fully qualified as an IMC II (Grade 63) because she has not worked in a Department of Social Services for a year. Ms. Critcher will begin employment as an IMC I (Grade 61 Step 3) working against the IMC II position for a year and her beginning salary will be \$ 27,883. Ms. Critcher will begin employment on April 9, 2018 with Perquimans County Department of Social Services.

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

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: March 23, 2018

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Katherine Weiss

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

POSITION: Certified Telecommunicator Fill-In

DEPT.: 911 Communicatians

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.

4-1-18 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: 62 STEP: 2 SALARY: \$13.67 per hour

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

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

*Jordan*

*Frank Heath*

DATE: 3-23-18

DATE: 3/27/18

FINANCE OFFICER

\_\_\_\_\_

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: March 23, 2018

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Darlene Lind

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

POSITION: Certified Telecommunicator Fill-In

DEPT.: 911 Communicatians

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.

4-1-18 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: 62 STEP: 2 SALARY: \$13.67 per hour

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

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]

[Signature]

DATE: 3-23-18

DATE: 3/27/18

FINANCE OFFICER

\_\_\_\_\_

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



**PERQUIMANS COUNTY EMERGENCY SERVICES**

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

(252) 426-5646 Phone - (252) 426-1875 Fax

**Jonathan A. Nixon, Director**

February 1, 2018

Katie Speight  
420 Hwy 32 N  
Sunbury, NC 27979

Ms. Speight,

Perquimans County is pleased to offer you a job as a part-time fill-in Telecommunicator with the Perquimans 911 Communications division of the Perquimans County Emergency Services Department. We trust that your knowledge, skills and experience will be among our most valuable assets.

Should you accept this job offer, per county policy you'll be eligible to receive an hourly gross salary of \$12.21 per hour paid monthly by check on the 25th of each month.

**To accept this job offer:** Sign and date this job offer letter where indicated below.

**To decline this job offer:** Sign and date this job offer letter where indicated below.

If you accept this job offer, your hire date will be Thursday, February 1, 2018 pending Perquimans County Board of Commissioners approval. We at Perquimans County hope that you'll accept this job offer and look forward to welcoming you aboard as a part-time fill-in noncertified employee. Feel free to call Mary Hunnicutt or me if you have questions or concerns.

Sincerely,

Jonathan A. Nixon

- c. Frank Heath, County Manager
- Mary Hunnicutt, Human Resources Officer

**Accept Job Offer**

By signing and dating this letter below, I, Katie Speight, accept this job offer of Telecommunicator with Perquimans 911 Communications. I acknowledge that Perquimans County is investing time and money into my training. Once I am fully certified I agree to work a minimum of six months in service to the citizens of Perquimans County with the Perquimans 911 Communications division.

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

**Decline Job Offer**

By signing and dating this letter below, I, Katie Speight, decline this job offer of Telecommunicator with Perquimans 911 Communications.

Signature: K. Speight Date: 3.2.18

THANK YOU FOR THE OFFER - UNFORTUNATELY AT THIS TIME - I CANNOT ACCEPT DUE TO AN UNEXPECTED FAMILY SITUATION. I HOPe AT ANOTHER TIME THE OPPORTUNITY WILL BE AVAILABLE. THANK YOU FOR UNDERSTANDING.

**Mary Hunnicutt**

---

**From:** Jim Grosjean <jgrosjean@perquimanscountync.gov>  
**Sent:** Thursday, March 08, 2018 2:29 PM  
**To:** Mary Hunnicutt-Clerk to the Board  
**Cc:** Jonathan A. Nixon-ES1  
**Subject:** Fwd: New Part Time Hires  
**Attachments:** Employment Action Forms For New Hires.pdf

Mary,

Please note that Patricia House Sawyer and DeeDee Barrera have declined employment with Perquimans EMS after stating they were interested. Please disregard their attached Employee Action Forms, there decision was made due to wages.

I apologize for the inconvenience of their decision,

Jim Grosjean, AEMT, Compliance Officer  
Perquimans Emergency Medical Service

**From:** Jim Grosjean <jgrosjean@perquimanscountync.gov>  
**To:** Mary Hunnicutt-Clerk to the Board <mhunnicutt@perquimanscountync.gov>  
**Cc:** Jonathan A. Nixon-ES1 <jnixon@perquimanscountync.gov>  
**Sent:** 2/26/2018 2:44 PM  
**Subject:** New Part Time Hires

Mary,

The attached are the Employment Action Forms for our new hires.

Jim Grosjean, AEMT, Compliance Officer  
Perquimans Emergency Medical Service

**From:** Jonathan Nixon [mailto:jnixon@perquimanscountync.gov]  
**Sent:** Monday, March 19, 2018 5:13 PM  
**To:** cduty@ymail.com  
**Cc:** emsadmin@perquimanscountync.gov; Frank Heath; Mary Hunnicutt; 'Tracy Mathews'  
**Subject:** RE: Current Status

Chris,

Based on the message you sent to the EMS Shift Supervisor on March 5<sup>th</sup>, your nonresponse to this email request dated March 6<sup>th</sup> and the fact that you have worked an EMS shift in months we are removing you from our EMS Roster effective immediately. Please return all keys, uniforms or other items that belong to Perquimans Emergency Services.

Thanks for your past service to our citizens and visitors,

**Jonathan A. Nixon**, Director  
**Perquimans County Emergency Services**  
911 Communications – EMS – Emergency Management  
159 Creek Drive - PO Box 563  
Hertford, NC 27944  
252-426-5646 ext 105  
252-426-1875 Fax  
252-331-9817 Cell

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

**From:** Jonathan Nixon [mailto:jnixon@perquimanscountync.gov]  
**Sent:** Tuesday, March 06, 2018 8:11 AM  
**To:** cduty@ymail.com  
**Cc:** 'emsadmin@perquimanscountync.gov'; 'emadmin@perquimanscountync.gov'  
**Subject:** Current Status

Chris,

I understand you end the EMS Shift Supervisor a text yesterday stating you would like to be removed from our roster. Please confirm this via email so that we can pass on to Human Resources. Also, what is your status with regards to the Water Rescue Dive Team?

Thanks,

**Jonathan A. Nixon**, Director  
**Perquimans County Emergency Services**  
911 Communications – EMS – Emergency Management  
159 Creek Drive - PO Box 563  
Hertford, NC 27944  
252-426-5646 ext 105  
252-426-1875 Fax  
252-331-9817 Cell

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: March 20, 2018

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Sue Ann Cestaro SOC. SEC. NO.: \_\_\_\_\_

POSITION: Fulltime Certified Telecommunicator DEPT.: 911 Communications

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

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

ENDING DATE OF PROBATIONARY PERIOD: 04/01/2018

CURRENT: GRADE: 62 STEP: 1 SALARY: \$27,751

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

04/01/2018 DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS. GRADE: 62 STEP: 2 SALARY: \$28,443

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

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

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

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

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

[Signature]

DATE: March 20, 2018

COUNTY MANAGER APPROVAL

[Signature]

DATE: 3/27/18

FINANCE OFFICER

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: March 23, 2018

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: CJ Wilson

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

POSITION: EMT-I

DEPT.: EMS

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

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

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

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

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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

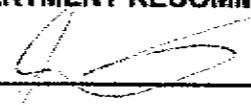
4-1-18 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date      GRADE: 66      STEP: 5      SALARY: \$36,486

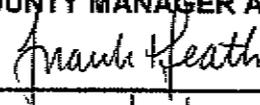
THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

  
\_\_\_\_\_

  
\_\_\_\_\_

DATE: 3-23-18

DATE: 3/27/18

FINANCE OFFICER

\_\_\_\_\_

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 3/21/18

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Rebecca Corprew  
POSITION: IMS II

SOC. SEC. NO. \_\_\_\_\_  
DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE:

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

ENDING DATE OF PROBATIONARY PERIOD:

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

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date

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

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

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

DATE OF EMPLOYEE

XX  RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP RAISE:

Date: 4-1-2018 GRADE: 67 STEP: 4 SALARY: \$ 37,221.00

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

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

Suzanne M Chaney

DATE: March 21, 2018

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 3/21/18

FINANCE OFFICER

\_\_\_\_\_

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

**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**TOURISM DEVELOPMENT AUTHORITY FUNDS**

**NO. 22**

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 2nd DAY OF APRIL, 2018, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2017 - 2018 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
45-385-003	Riverbash Fund Raiser	1,000	
45-682-332	Riverbash Supplies	1,000	
<b>EXPLANATION:</b> To budget funds for the Riverbash celebration - (they are doing fundraiser selling yard signs . . . Any funds raised will go into planning/preparing for the event.)			

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, 2nd DAY OF APRIL, 2018.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 2nd DAY OF APRIL, 2018.

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

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

**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**GENERAL FUNDS**  
**NO. 24**

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 2nd DAY OF APRIL, 2018, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2017 - 2018 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-033	State Grants - Senior Medicare	2,000	
10-615-146	SHIIP Funds	2,000	
<b>EXPLANATION:</b> To budget additional SHIIP funding for FY17/18. (SHIIP - Senior Health Insurance Information Program)			

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, 2nd DAY OF APRIL, 2018.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 2nd DAY OF APRIL, 2018.

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

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

**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**GENERAL FUNDS**  
**NO. 25**

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 2nd DAY OF APRIL, 2018, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2017 - 2018 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-672-040	Mentoring Focus - Professional Services		1,400
10-672-110	Mentoring Focus - Postage		189
10-672-141	Mentoring Focus - Travel Services		3,743
10-690-915	Education Program OJJ/STOP Program	5,332	
<b>EXPLANATION:</b> To transfer unused/unallocated funds from the mentoring program to the school program. This is to show line item adjustment to match the state Allies system 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, 2nd DAY OF APRIL, 2018.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 2nd DAY OF APRIL, 2018.

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

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

**Mary Hunnicutt**

---

**From:** Teresa Story <teresa\_story@ncsu.edu>  
**Sent:** Monday, March 19, 2018 3:59 PM  
**To:** Mary Hunnicutt  
**Subject:** Agricultural Advisory Board

Mary,

We have a couple of changes.

Remove Jewel - replace with Dylan Lilley

Remove Scott Alons - replace with Caitlyn Joyner

Remove A. O. Roberts - replace with Aubrey Onley

Remove Gene Perry - replace with Ed Nixon

Michael Moore and Laurence Chappell will do another three years.

Thanks and if you have any questions, please give me a call.

Teresa

--

Teresa S. Story, County Administrative Assistant  
North Carolina State University  
College of Agriculture and Life Sciences  
North Carolina Cooperative Extension  
Perquimans County Center  
601-A South Edenton Road Street  
PO Box 87  
Hertford, NC 27944  
Phone: 252-426-5428  
Fax: 252-426-1646  
Email: [teresa\\_story@ncsu.edu](mailto:teresa_story@ncsu.edu)  
Internet: [www.perquimans.ces.ncsu.edu](http://www.perquimans.ces.ncsu.edu)



## *Town of Winfall*

Frederick L. Yates, Mayor  
Brenda G. Dillard, Town Clerk

Post Office Box 275  
Winfall, North Carolina 27985  
Telephone: (252) 426-5015  
Fax: (252) 426-1763  
Email: [clerk@dillard@centurylink.net](mailto:clerk@dillard@centurylink.net) Website: [townofwinfall.net](http://townofwinfall.net)

*Town Council:*  
Kenneth Rominger  
Debbie Whedbee - Mayor Pro Tem  
Preston White  
Steve Congdon

**March 13, 2018**

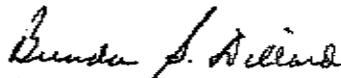
Mary P. Hunnicutt  
Clerk to the Board  
Perquimans County  
P.O. Box 45  
Hertford, NC 27944

Re: TDA Reappointment

Dear Mary,

This letter is to inform you that on Monday, March 12, 2018 the Town Council of Winfall re Appointed Mayor Fred Yates to serve on the Tourism Development Authority for another 2 year Term. If you have questions please call me at 252-426-5015.

Sincerely,

  
Brenda G. Dillard, Town Clerk

**From:** Ed Muzzulin [mailto:emuzzulin@gmail.com]  
**Sent:** Monday, March 12, 2018 3:05 PM  
**To:** Mary Hunnicutt  
**Subject:** Re: FW: TDA Reappointments

Yes, I would be happy to.

On Mon, Mar 12, 2018 at 15:03 Mary Hunnicutt <[mhunnicutt@perquimanscountync.gov](mailto:mhunnicutt@perquimanscountync.gov)> wrote:

Are you willing to continue to serve until your term as Commissioner ends?

Thanks.  
 Mary

**From:** Mary Hunnicutt [mailto:[mhunnicutt@perquimanscountync.gov](mailto:mhunnicutt@perquimanscountync.gov)]  
**Sent:** Monday, March 12, 2018 3:03 PM  
**To:** Edward Muzzulin ([emuzzulin@gmail.com](mailto:emuzzulin@gmail.com)); 'Sharon Smith'  
**Cc:** Fred Yates  
**Subject:** TDA Reappointments

Ed & Sharon,

I was reviewing my list of committee members whose terms recently expired and found that the following individuals need to be reappointed to the TDA Board:

Member Name	Appointing Authority	Term	Appointed	Expired
Muzzulin, Edward	Tourism Development Authority (Commissioners)	2 yrs.	2/1/2016	1/31/2018
Yates, Fred	Tourism Development Authority (Winfall appointee)	2 yrs.	2/1/2016	1/31/2018

Please let me know if these individuals wish to be reappointed and are eligible to continue to serve by March 26<sup>th</sup> so that I can include this on our April Commissioners' Agenda.

Thank you for your assistance in this matter.

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

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



# PERQUIMANS COUNTY BOARD OF COMMISSIONERS

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

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

MARY P. HUNNICUTT  
CLERK TO BOARD

W. FRANK HEATH, III  
COUNTY MANAGER

## RESOLUTION OPPOSING SUNDAY HUNTING OF WATERFOWL

**WHEREAS**, the coastal areas of northeastern North Carolina are desirable for hunting of migratory waterfowl; and

**WHEREAS**, waterfowl hunting is a vital part of the life, heritage, and culture of the region and contributes to the State's economy, promotes tourism, and provides recreational opportunities; and

**WHEREAS**, House Bill 559 and Senate Bill 624 introduced in the North Carolina legislature would empower the North Carolina Wildlife Resources Commission to adopt permanent rules regarding Sunday hunting of migratory birds; and

**WHEREAS**, the proposed legislation to allow Sunday waterfowl hunting would have serious adverse consequences on the coastal areas of northeastern North Carolina by significantly reducing the total number of hunting weeks and severely impacting North Carolina's waterfowl resource; and

**WHEREAS**, Sunday hunting for waterfowl is not comparable to Sunday hunting for other game species due to their migratory nature; and

**WHEREAS**, States that do not allow Sunday hunting receive Compensatory Days from the U.S. Fish and Wildlife Service to bring the State up to the same number of allowed hunting days; and

**WHEREAS**, if Sunday hunting were permitted, North Carolina would lose these important Compensatory Days thereby significantly reducing the total number of waterfowl hunting weeks and decreasing the timeframe of its waterfowl season; and

**WHEREAS**, Sunday hunting will intensify hunting impact in a reduced timeframe causing serious consequences on the resource by taking away a rest period that is vital to the migratory waterfowl that frequent North Carolina's coastal areas; and

**WHEREAS**, allowing Sunday hunting will severely reduce access to our waterfowl resource, cause economic harm to coastal counties, and jeopardize the future of waterfowl hunting in North Carolina.

**NOW THEREFORE BE IT RESOLVED** that the Perquimans County Board of Commissioners opposes any legislation that would allow Sunday hunting of migratory waterfowl in North Carolina.

Adopted this the 2<sup>nd</sup> day of April, 2018.

\_\_\_\_\_  
Wallace E. Nelson, Chairman  
Perquimans County Board of Commissioners

SEAL

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.*



# PERQUIMANS COUNTY BOARD OF COMMISSIONERS

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

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

MARY P. HUNNICUTT  
CLERK TO BOARD

W. FRANK HEATH, III  
COUNTY MANAGER

## RESOLUTION LITTER SWEEP SPRING 2018 IN PERQUIMANS COUNTY

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

**WHEREAS**, the Spring 2018 "*Litter Sweep*" roadside cleanup will take place April 14 – April 28, 2018, and encourages local governments and communities, civic and professional groups, businesses, churches, schools, families and individual citizens to participate in the Department of Transportation cleanup by sponsoring and organizing local roadside cleanups; and

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

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

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

**WHEREAS**, the 2018 LITTER SWEEP cleanup will celebrate the 30<sup>th</sup> Anniversary of the North Carolina Adopt-A-Highway program and its over 5,760 volunteer groups that donate their labor and time year round to keep our roadsides clean.

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

**NOW, THEREFORE, BE IT RESOLVED** that the Perquimans County Board of Commissioners do hereby proclaim April 14 – April 28, 2018, as "*SPRING LITTER SWEEP*" time in Perquimans County and encourage its citizens to take an active role in making our community cleaner and more beautiful.

**ADOPTED** the 2<sup>nd</sup> day of April, 2018.

(SEAL)

\_\_\_\_\_  
Wallace E. Nelson, Chairman  
Perquimans County Board of Commissioners

**ATTESTED:**

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

**Perquimans County's Vision:**

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



March 26, 2018

Perquimans County Commissioners:

New employees are continuing to do a great job.

The Perquimans County Board of E&R will convene at the May 7<sup>th</sup> meeting and adjourn at the June 4<sup>th</sup> meeting.

Bill Jennings  
Perquimans County Tax Administrator



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- March 2018**

**GARNISHMENTS: \$2292.84**

**PAYMENT AGREEMENTS: \$23,849.18**

**DEBT SETOFFS: \$390.12**

## ORDINANCE NO. 98

### AMENDMENTS TO ORDINANCE NO. 63:

#### *PERQUIMANS COUNTY ANIMAL CONTROL ORDINANCE*

#### AMENDMENT NO. 1, DATED APRIL 2, 2018

The following text added to the Perquimans County Animal Control ordinance (Ordinance No. 63) was unanimously approved by the Perquimans County Board of Commissioners at their Regular Meeting on April 2, 2018 as recorded in their Minute Book No. 15, page \_\_\_\_\_:

### SECTION TWO

#### HUMANE TREATMENT OF ANIMALS

**2.01 Definitions.** For purposes of this section, the words and phrases below shall have the following meanings:

**Animal:** Includes dogs, cats or other domesticated animals.

**Outside Enclosure:** A structure, built of chain link or comparable material with a solid roof, used to house an animal and protect it from the weather. The structure must be large enough that the shelter provided within the enclosed area shall not exceed more than twenty five percent (25%) of the enclosed area.

**Tethering:** The act of tying, chaining or restraining a dog to a fixed object with a rope, chain or other device in order to keep the dog confined. This term does not include restraining a dog on an attended leash.

**2.02 Responsibilities of Owners.**

A. Owners of dogs kept outside shall provide an outside enclosure that ensures humane and sanitary shelter from heat, cold, rain, wind and snow and shall provide food and water adequate to keep the dog in good health and comfort.

B. Animals shall not be kept on any lot unless the owner or keeper of the animal occupies the property where the animal is kept. The provisions of this subsection shall not apply to animals involved in the activities described in N.C.G.S. 14-360(c)(1) and (c)(2a).

C. Pursuant to N.C.G.S. 14-361.1, no person shall willfully and without justifiable excuse abandon or cause to be abandoned any animal and such statute is incorporated herein.

**2.03 Cruelty to Animals.** Pursuant to N.C.G.S. 14-360, no person shall intentionally overdrive, overload, wound, injure, torment, kill or deprive of necessary sustenance any animal and such statute is incorporated herein.

**2.04 Tethering.** Permanent tethering of dogs is prohibited. No dog shall be permanently tied, chained, fastened or otherwise tethered to any inanimate stationary object as a means of confinement of the dog to property.

**2.06 Violations.** Any violations of this section shall be considered a Class III Violation as outlined in Section One and civil penalties shall be levied accordingly. Violations shall subject the violator to all other remedies provided by law.

Upon motion of \_\_\_\_\_ and second of \_\_\_\_\_,  
all of the aforesaid amendment to Ordinance No. 63 were adopted unanimously by the  
Perquimans County Board of Commissioners at its Regular Meeting on the 2<sup>nd</sup> day of April,  
2018 to be effective immediately and as recorded in their Minute Book No. 15, page \_\_\_\_\_.

\_\_\_\_\_  
Wallace E. Nelson, Chairman  
Perquimans County Board of Commissioners

ATTEST:

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

SEAL

**Current year request for emergent replacement of units at Central School**

1. Demolition, removal, and disposal of two "ClimateMaster" water source heat pumps.
2. Installation of two new "Bosh" model #ECO964VTC water source heat pumps which includes the relocation of one existing water source heat pump.
3. Install electrical, mechanical piping system, and ducting as necessary.
4. Includes necessary permits and inspections.

This total cost is **\$50,205.00**

Additionally, Hertford Grammar School is in need of an AHU-5 preheat air coil to support current HVAC materials. Considering, the price estimate is **\$1,124.19** which includes the part and installation.

Plus a contingency of **\$5,000.00**

In total, the district is requesting **\$56,329.19** from the county commissioners for the capital needs.

We are requesting for this year so the units can get placed on order and construction can begin promptly the day of June 11. Central School has approx 2 weeks between the last day of school and the first day of Read To Achieve.

**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**GENERAL FUNDS**  
**NO. 23**

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 2nd DAY OF APRIL, 2018, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2017 - 2018 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-399-000	Fund Balance Appropriated	56,330	
10-510-062	Capital Outlay (County)	56,330	
<b>EXPLANATION:</b> To budget funds for emergency replacement of HVAC system at Perquimans Central School.			

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, 2nd DAY OF APRIL, 2018.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 2nd DAY OF APRIL, 2018.

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

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

**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 LED lighting system at new football field

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	_____	125,229.00
Additions / Renovations	_____	_____
Repair	_____	_____
Debt Payment / Bond Payment	_____	_____
<b>TOTAL</b>	_____	\$ 125,229.00

Estimated Project Beginning Date: 05/01/2018

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 \$125,229.00 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)

3-26-18

Public School Building Capital Fund - Fiscal Year Totals  
ADM and Lottery Fund

2/28/2018

County 71 Perquimans

LEA 720 Perquimans County

2011-12	0.00	5.27	4.13	0.00	683.96	109,936.00	2,707.53	248.06	400,000.00	229,601.38
2012-13	0.00	2.95	0.00	0.00	685.91	118,637.00	1,227.75	0.00	0.00	349,466.13
2013-14	0.00	3.21	2.00	0.00	682.12	124,837.00	1,086.40	462.86	409,334.00	66,518.39
2014-15	0.00	3.45	13.00	0.00	708.57	128,674.00	647.65	77.29	-85.79	196,003.32
2015-16	0.00	5.24	0.00	0.00	713.81	117,920.00	1,842.34	0.00	0.00	315,765.66
2016-17	0.00	7.66	0.00	0.00	721.47	129,610.00	3,965.05	0.00	0.00	449,340.71
2017-18	0.00	6.26	0.98	0.00	728.71	53,643.00	3,559.46	320.82	61,300.00	445,563.99
<b>Totals:</b>	<b>1,718,836.51</b>	<b>380,492.86</b>	<b>30,216.46</b>	<b>2,128,817.12</b>		<b>1,556,019.00</b>	<b>36,309.90</b>	<b>1,635.30</b>	<b>1,148,400.21</b>	

0.00

449,560.71

53,643.00

3,559.46

320.82

61,300.00

445,563.99

0.00

445,563.99

294,771.00

190,792.57



# PERQUIMANS COUNTY BOARD OF COMMISSIONERS

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

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

MARY P. HUNNICUTT  
CLERK TO BOARD

W. FRANK HEATH, III  
COUNTY MANAGER

## RESOLUTION FOR THE MERGER OF HERTFORD COUNTY HEALTH DEPARTMENT WITH ALBEMARLE REGIONAL HEALTH SERVICES WHICH INCLUDES THE COUNTIES OF PASQUOTANK, PERQUIMANS, CAMDEN, CHOWAN, CURRITUCK, BERTIE, AND GATES

WHEREAS, the Pasquotank County Health Department was established in 1942; and

WHEREAS, Pasquotank, Perquimans and Camden County Health Departments joined together in 1942 to form a District Health Department; and

WHEREAS, in 1949 Chowan County Health Department joined the Pasquotank, Perquimans, Camden Health Department to form the Pasquotank, Perquimans, Camden, Chowan District Health Department (PPCC); and

WHEREAS, in 1999, Currituck County Health Department joined PPCC to form Albemarle Regional Health Services; and

WHEREAS, in 2002, Bertie County Health Department joined Albemarle Regional Health Services; and

WHEREAS, in 2004, Gates County Health Department joined Albemarle Regional Health Services; and

WHEREAS, after due and diligent consideration, the Hertford County Board of Commissioners desire to take action to join Albemarle Regional Health Services, which will create the Albemarle Regional Health Services, consisting of Pasquotank, Perquimans, Camden, Chowan, Currituck, Bertie, Gates and Hertford Counties.

**NOW THEREFORE BE IT RESOLVED**, that the Perquimans County Board of Commissioners in session duly convened, by adoption of this resolution does hereby create Albemarle Regional Health Services consisting of Pasquotank, Perquimans, Camden, Chowan, Currituck, Bertie, Gates, and Hertford Counties.

**Perquimans County's Vision:**

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

ARTICLE I

The name shall be Albemarle Regional Health Services, which will include Pasquotank, Perquimans, Camden, Chowan, Currituck, Bertie, Gates and Hertford Counties.

ARTICLE II  
MISSION

The respective counties recognize that a unified purpose and direction of the public health system is necessary to ensure that all citizens in their jurisdictional areas have equal access to essential public health services. The Pasquotank, Perquimans, Camden, Chowan, Currituck, Bertie, Gates and Hertford County Boards of Commissioners declare that the mission of Albemarle Regional Health Services is to promote and contribute to the highest level of health possible for the people that they serve.

ARTICLE III  
DISTRICT BOARD OF HEALTH

The policy-making body of Albemarle Regional Health Services shall be a District Board of Health composed of 18 members in accordance with North Carolina General Statute 130A-37.

ARTICLE IV  
ADOPTION OF ORDINANCES

The Albemarle Regional Health Services Board of Health agrees to adopt and assumes responsibility for the enforcement of any and all existing local health ordinances or rules, previously adopted as Albemarle Regional Health Services and any ordinances or rules previously adopted by the Hertford County Board of Health that are not consistent there with.

ADOPTED, this the 2<sup>nd</sup> day of April 2018.

\_\_\_\_\_  
Wallace Nelson , Chairman  
Perquimans County Board of Commissioners

ATTESTED:

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

**§ 143-318.11. Closed sessions.**

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

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

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

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

motion based on subdivision (a)(3) of this section shall identify the parties in each existing lawsuit concerning which the public body expects to receive advice during the closed session.

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

FOR  
INFORMATION  
ONLY  
ITEMS



# PERQUIMANS COUNTY

## Office of the Manager

P.O. BOX 45

HERTFORD, NORTH CAROLINA 27944

TELEPHONE: 252-426-8484

W. FRANK HEATH, III  
COUNTY MANAGER

March 6, 2018

Hon. Janice McKenzie Cole  
Chair, NC Marine Industrial Park Authority  
1072 Harvey Point Road  
Hertford, NC 27944

Re: Re-conveyance of Perquimans Marine Park land

Dear Janice:

At its meeting on March 5, 2018, the Perquimans County Board of Commissioners discussed the 71.64 acre tract now owned by the NC Marine Industrial Park Authority, located within the Perquimans County Commerce Center. It is my Board's understanding that the NC Marine Industrial Park Authority, at one of its recent meetings, voted to re-convey the 71.64 acres back to Perquimans County, if the County so desired.

Being that direct County ownership is required for many of the grants that would help fund the construction of the basin needed to service the adjacent land in the park, and being that direct County control would give us further options in relation to the management of the park, my Board formed a consensus at its March 5<sup>th</sup> meeting to ask that the NC Marine Park Authority move forward with its necessary processes to transfer the 71.64 acre tract back to Perquimans County, in fee simple.

My Board also wanted to express that our connection with the NC Marine Industrial Park Authority provides expertise and advantages that our County may not be able to replicate on our own. If there are management agreements or arrangements that could be made that would allow us to own the land, but remain affiliated with the NC Marine Industrial Park Authority, then we would welcome those discussions in the near term.

Please let me know if you have questions or if we need to do anything to assist in the process.

Respectfully,

A handwritten signature in black ink that appears to read "Frank".

W. Frank Heath, III  
Perquimans County Manager

**Perquimans County's Vision:**

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



MARY P. HUNNICUTT  
CLERK TO BOARD

W. FRANK HEATH, III  
COUNTY MANAGER

## PERQUIMANS COUNTY BOARD OF COMMISSIONERS

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

WALLACE E. NELSON  
CHARMAN

FONDELLA A. LEIGH  
VICE CHAIR

JOSEPH W. HOFFLER

T. KYLE JONES

EDWARD R. MUZZULIN

CHARLES WOODARD

W. HACKNEY HIGH, JR.  
COUNTY ATTORNEY

### **FY 18-19 Budget meetings with the Board of Commissioners**

- April 4<sup>th</sup>: Departmental budget presentations  
**(Commissioners Room) 5:00-7:45pm**
- 5:00 p.m. – Bill Jennings Tax Department
  - 5:30 p.m. – Caitlyn Joyner – Soil Conservation
  - 6:00 p.m. – Nick Lories – Water Department
  - 6:45 p.m. – Virgil Parrish – Inspections
  - 7:15 p.m. – Beverly Gregory – Senior Center
- April 5<sup>th</sup>: Departmental budget presentations  
**(Commissioners Room) 5:00-8:30pm**
- 5:00 p.m. – Howard Williams – Recreation Department
  - 5:30 p.m. – Jewel Winslow – Cooperative Extension
  - 6:00 p.m. – Jackie Frierson – Register of Deeds
  - 6:30 p.m. – Shelby White – Sheriff's Department
  - 7:00 p.m. – Holly Hunter – Board of Education
  - 7:30 p.m. – Jonathan Nixon – EMS/Emergency Management/Communications
- April 16<sup>th</sup>: Joint work session with School Board (5:00 p.m.) – if needed  
**(Board of Education Administration Building)**
- May 9<sup>th</sup>: Social Services (7:00 p.m.) and Board of Education (8:00 p.m.)  
Budget Presentations **(Commissioners Room)**
- May 16<sup>th</sup>: Budget work session (7:00 p.m.) — **at EMS Building** —  
Looking at revenues and County Manager recommendations
- May 17<sup>th</sup>: Budget work session **at EMS Building** (7:00 p.m.)
- June 4<sup>th</sup>: Frank to present budget to the Board with budget ordinance  
**(Commissioners Room - Regular Commissioners Meeting at 7:00 p.m.)**
- June 18<sup>th</sup>: Budget public hearing and vote  
**(Commissioners Room – Special Called Meeting/Work Session at 7:00 p.m.)**

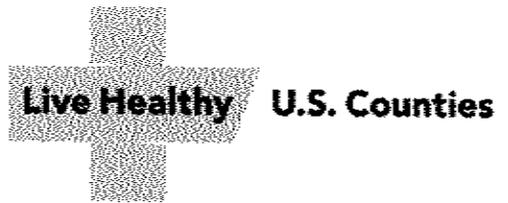
#### **Perquimans County's Vision:**

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

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# NACo Live Healthy Prescription Discount Program



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PRESCRIPTION, DENTAL AND HEALTH DISCOUNT PROGRAMS FOR RESIDENTS

## PERQUIMANS COUNTY, NC

	PLAN	% OF PLAN TOTAL PRICED	% OF PLAN RETAIL PRICED	% OF RETAIL PRICED	MEMBER COST	AVERAGE MEMBER COST	RETAIL PRICE	AVERAGE RETAIL PRICE	AVERAGE PRICE SAVINGS	% OF PRICE SAVINGS	% OF UTILIZERS	TOTAL
<b>2017</b>												
<u>DECEMBER</u>	2	0	0.00%	2100.00%	\$ 51.55	\$ 25.78	\$ 51.55	\$ 25.78	\$ 0.00	\$ 0.00	0.00%	1
<u>SEPTEMBER</u>	2	0	0.00%	2100.00%	\$ 51.55	\$ 25.78	\$ 51.55	\$ 25.78	\$ 0.00	\$ 0.00	0.00%	1
<u>JUNE</u>	2	0	0.00%	2100.00%	\$ 51.55	\$ 25.78	\$ 51.55	\$ 25.78	\$ 0.00	\$ 0.00	0.00%	1
<u>MAY</u>	1	0	0.00%	1100.00%	\$ 8.00	\$ 8.00	\$ 8.00	\$ 8.00	\$ 0.00	\$ 0.00	0.00%	1
<u>MARCH</u>	3	1	33.33%	2 66.67%	\$ 88.46	\$ 29.49	\$ 93.90	\$ 31.30	\$ 5.44	\$ 1.81	5.79%	1
<u>JANUARY</u>	2	1	50.00%	1 50.00%	\$ 70.80	\$ 35.40	\$ 86.28	\$ 43.14	\$ 15.48	\$ 7.74	17.94%	1
<b>2016</b>												
<u>DECEMBER</u>	2	1	50.00%	1 50.00%	\$ 57.24	\$ 28.62	\$ 77.14	\$ 38.57	\$ 19.90	\$ 9.95	25.80%	2
<u>SEPTEMBER</u>	2	0	0.00%	2100.00%	\$ 49.55	\$ 24.78	\$ 49.55	\$ 24.78	\$ 0.00	\$ 0.00	0.00%	1
<u>AUGUST</u>	1	0	0.00%	1100.00%	\$ 7.33	\$ 7.33	\$ 13.69	\$ 13.69	\$ 6.36	\$ 6.36	46.46%	1
<u>JULY</u>	3	2	66.67%	1 33.33%	\$ 53.24	\$ 17.75	\$ 91.05	\$ 30.35	\$ 37.81	\$ 12.60	41.53%	2
<u>JUNE</u>	2	0	0.00%	2100.00%	\$ 49.55	\$ 24.78	\$ 49.55	\$ 24.78	\$ 0.00	\$ 0.00	0.00%	1
<u>MAY</u>	1	0	0.00%	1100.00%	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 0.00	\$ 0.00	0.00%	1
<u>APRIL</u>	1	1	100.00%	0 0.00%	\$ 30.00	\$ 30.00	\$ 41.09	\$ 41.09	\$ 11.09	\$ 11.09	26.99%	1
<u>FEBRUARY</u>	3	1	33.33%	2 66.67%	\$ 84.56	\$ 28.19	\$ 86.25	\$ 28.75	\$ 1.69	\$ 0.56	1.96%	2
<b>2015</b>												
<u>OCTOBER</u>	4	1	25.00%	3 75.00%	\$ 90.42	\$ 22.61	\$ 127.54	\$ 31.89	\$ 37.12	\$ 9.28	29.10%	2
<u>SEPTEMBER</u>	2	0	0.00%	2100.00%	\$ 47.93	\$ 23.97	\$ 47.93	\$ 23.97	\$ 0.00	\$ 0.00	0.00%	1
<u>JUNE</u>	5	1	20.00%	4 80.00%	\$ 78.06	\$ 15.61	\$ 101.18	\$ 20.24	\$ 23.12	\$ 4.62	22.85%	1
<u>MAY</u>	1	1	100.00%	0 0.00%	\$ 9.60	\$ 9.60	\$ 13.93	\$ 13.93	\$ 4.33	\$ 4.33	31.08%	1
<u>APRIL</u>	1	1	100.00%	0 0.00%	\$ 28.71	\$ 28.71	\$ 34.09	\$ 34.09	\$ 5.38	\$ 5.38	15.78%	1
<u>MARCH</u>	4	1	25.00%	3 75.00%	\$ 74.37	\$ 18.59	\$ 85.13	\$ 21.28	\$ 10.76	\$ 2.69	12.64%	3
<u>JANUARY</u>	5	4	80.00%	1 20.00%	\$ 104.75	\$ 20.95	\$ 201.94	\$ 40.39	\$ 97.19	\$ 19.44	48.13%	3
<b>2014</b>												
<u>DECEMBER</u>	9	7	77.78%	2 22.22%	\$ 172.04	\$ 19.12	\$ 267.10	\$ 29.68	\$ 95.06	\$ 10.56	35.59%	3
<u>NOVEMBER</u>	12	10	83.33%	2 16.67%	\$ 392.68	\$ 32.72	\$ 815.33	\$ 67.94	\$ 422.65	\$ 35.22	51.84%	5
<u>OCTOBER</u>	7	6	85.71%	1 14.29%	\$ 200.55	\$ 28.65	\$ 419.24	\$ 59.89	\$ 218.69	\$ 31.24	52.16%	4
<u>SEPTEMBER</u>	4	4	100.00%	0 0.00%	\$ 75.50	\$ 18.88	\$ 159.07	\$ 39.77	\$ 83.57	\$ 20.89	52.54%	3
<u>AUGUST</u>	12	8	66.67%	4 33.33%	\$ 436.48	\$ 36.37	\$ 789.55	\$ 65.80	\$ 353.07	\$ 29.42	44.72%	5
<u>JULY</u>	8	4	50.00%	4 50.00%	\$ 141.44	\$ 17.68	\$ 315.63	\$ 39.45	\$ 174.19	\$ 21.77	55.19%	5
<u>JUNE</u>	11	5	45.45%	6 54.55%	\$ 154.19	\$ 14.02	\$ 200.87	\$ 18.26	\$ 46.68	\$ 4.24	23.24%	5
<u>MAY</u>	10	6	60.00%	4 40.00%	\$ 388.80	\$ 38.88	\$ 692.10	\$ 69.21	\$ 303.30	\$ 30.33	43.82%	6
<u>APRIL</u>	11	6	54.55%	5 45.45%	\$ 260.41	\$ 23.67	\$ 437.49	\$ 39.77	\$ 177.08	\$ 16.10	40.48%	6
<u>MARCH</u>	13	8	61.54%	5 38.46%	\$ 454.73	\$ 34.98	\$ 621.46	\$ 47.80	\$ 166.73	\$ 12.83	26.83%	7
<u>FEBRUARY</u>	7	4	57.14%	3 42.86%	\$ 269.48	\$ 38.50	\$ 540.19	\$ 77.17	\$ 270.71	\$ 38.67	50.11%	4
<u>JANUARY</u>	12	8	66.67%	4 33.33%	\$ 249.29	\$ 20.77	\$ 410.01	\$ 34.17	\$ 160.72	\$ 13.39	39.20%	6
<b>2013</b>												
<u>DECEMBER</u>	13	10	76.92%	3 23.08%	\$ 285.55	\$ 21.97	\$ 640.79	\$ 49.29	\$ 355.24	\$ 27.33	55.44%	5
<u>NOVEMBER</u>	9	5	55.56%	4 44.44%	\$ 254.72	\$ 28.30	\$ 579.18	\$ 64.35	\$ 324.46	\$ 36.05	56.02%	3
<u>OCTOBER</u>	11	6	54.55%	5 45.45%	\$ 294.94	\$ 26.81	\$ 444.01	\$ 40.36	\$ 149.07	\$ 13.55	33.57%	7
<u>SEPTEMBER</u>	8	5	62.50%	3 37.50%	\$ 259.86	\$ 32.48	\$ 424.60	\$ 53.08	\$ 164.74	\$ 20.59	38.80%	4
<u>AUGUST</u>	12	7	58.33%	5 41.67%	\$ 355.30	\$ 29.61	\$ 780.04	\$ 65.00	\$ 424.74	\$ 35.40	54.45%	6
<u>JULY</u>	11	8	72.73%	3 27.27%	\$ 240.23	\$ 21.84	\$ 407.28	\$ 37.03	\$ 167.05	\$ 15.19	41.02%	6
<u>JUNE</u>	7	1	14.29%	6 85.71%	\$ 44.33	\$ 6.33	\$ 89.23	\$ 12.75	\$ 44.90	\$ 6.41	50.32%	3
<u>MAY</u>	14	10	71.43%	4 28.57%	\$ 453.90	\$ 32.42	\$ 796.58	\$ 56.90	\$ 342.68	\$ 24.48	43.02%	6
<u>APRIL</u>	14	5	35.71%	9 64.29%	\$ 229.20	\$ 16.37	\$ 316.32	\$ 22.59	\$ 87.12	\$ 6.22	27.54%	6
<u>MARCH</u>	5	2	40.00%	3 60.00%	\$ 51.84	\$ 10.37	\$ 89.03	\$ 17.81	\$ 37.19	\$ 7.44	41.77%	3
<u>FEBRUARY</u>	5	3	60.00%	2 40.00%	\$ 58.31	\$ 11.66	\$ 100.07	\$ 20.01	\$ 41.76	\$ 8.35	41.73%	4
<u>JANUARY</u>	7	4	57.14%	3 42.86%	\$ 147.57	\$ 21.08	\$ 273.13	\$ 39.02	\$ 125.56	\$ 17.94	45.97%	3
<b>2012</b>												
<u>DECEMBER</u>	5	2	40.00%	3 60.00%	\$ 63.00	\$ 12.60	\$ 131.13	\$ 26.23	\$ 68.13	\$ 13.63	51.96%	3

NOVEMBER	5	3	60.00%	2	40.00%	\$ 105.77	\$ 21.15	\$ 233.12	\$ 46.62	\$ 127.35	\$ 25.47	54.63%	4
OCTOBER	11	7	63.64%	4	36.36%	\$ 245.45	\$ 22.31	\$ 434.45	\$ 39.50	\$ 189.00	\$ 17.18	43.50%	6
SEPTEMBER	12	6	50.00%	6	50.00%	\$ 172.31	\$ 14.36	\$ 260.06	\$ 21.67	\$ 87.75	\$ 7.31	33.74%	6
AUGUST	11	6	54.55%	5	45.45%	\$ 196.81	\$ 17.89	\$ 334.76	\$ 30.43	\$ 137.95	\$ 12.54	41.21%	5
JULY	21	8	38.10%	13	61.90%	\$ 432.01	\$ 20.57	\$ 602.24	\$ 28.68	\$ 170.23	\$ 8.11	28.27%	5
JUNE	18	7	38.89%	11	61.11%	\$ 274.32	\$ 15.24	\$ 526.71	\$ 29.26	\$ 252.39	\$ 14.02	47.92%	8
MAY	16	6	37.50%	10	62.50%	\$ 203.93	\$ 12.75	\$ 278.78	\$ 17.42	\$ 74.85	\$ 4.68	26.85%	6
APRIL	15	6	40.00%	9	60.00%	\$ 196.88	\$ 13.13	\$ 297.28	\$ 19.82	\$ 100.40	\$ 6.69	33.77%	5
MARCH	17	11	64.71%	6	35.29%	\$ 324.49	\$ 19.09	\$ 681.36	\$ 40.08	\$ 356.87	\$ 20.99	52.38%	8
FEBRUARY	17	10	58.82%	7	41.18%	\$ 653.21	\$ 38.42	\$ 1,271.77	\$ 74.81	\$ 618.56	\$ 36.39	48.64%	5
JANUARY	15	7	46.67%	8	53.33%	\$ 296.17	\$ 19.74	\$ 388.23	\$ 25.88	\$ 92.06	\$ 6.14	23.71%	5
<b>2011</b>													
DECEMBER	24	15	62.50%	9	37.50%	\$ 444.97	\$ 18.54	\$ 677.97	\$ 28.25	\$ 233.00	\$ 9.71	34.37%	7
NOVEMBER	26	15	57.69%	11	42.31%	\$ 650.19	\$ 25.01	\$ 1,059.27	\$ 40.74	\$ 409.08	\$ 15.73	38.62%	7
OCTOBER	22	10	45.45%	12	54.55%	\$ 360.54	\$ 16.39	\$ 548.26	\$ 24.92	\$ 187.72	\$ 8.53	34.24%	6
SEPTEMBER	14	10	71.43%	4	28.57%	\$ 533.07	\$ 38.08	\$ 833.62	\$ 59.54	\$ 300.55	\$ 21.47	36.05%	8
AUGUST	10	7	70.00%	3	30.00%	\$ 179.61	\$ 17.96	\$ 328.27	\$ 32.83	\$ 148.66	\$ 14.87	45.29%	5
JULY	12	9	75.00%	3	25.00%	\$ 357.78	\$ 29.82	\$ 588.34	\$ 49.03	\$ 230.56	\$ 19.21	39.19%	7
JUNE	16	7	43.75%	9	56.25%	\$ 444.85	\$ 27.80	\$ 598.37	\$ 37.40	\$ 153.52	\$ 9.60	25.66%	9
MAY	23	13	56.52%	10	43.48%	\$ 302.25	\$ 13.14	\$ 546.03	\$ 23.74	\$ 243.78	\$ 10.60	44.65%	10
APRIL	34	20	58.82%	14	41.18%	\$ 1,351.54	\$ 39.75	\$ 1,653.09	\$ 48.62	\$ 301.55	\$ 8.87	18.24%	7
MARCH	24	16	66.67%	8	33.33%	\$ 863.78	\$ 35.99	\$ 1,269.41	\$ 52.89	\$ 405.63	\$ 16.90	31.95%	9
FEBRUARY	15	11	73.33%	4	26.67%	\$ 468.52	\$ 31.23	\$ 653.27	\$ 43.55	\$ 184.75	\$ 12.32	28.28%	8
JANUARY	23	18	78.26%	5	21.74%	\$ 971.94	\$ 42.26	\$ 1,440.98	\$ 62.65	\$ 469.04	\$ 20.39	32.55%	11
<b>2010</b>													
DECEMBER	25	16	64.00%	9	36.00%	\$ 918.07	\$ 36.72	\$ 1,252.64	\$ 50.11	\$ 334.57	\$ 13.38	26.71%	12
NOVEMBER	25	19	76.00%	6	24.00%	\$ 1,241.89	\$ 49.68	\$ 1,707.72	\$ 68.31	\$ 465.83	\$ 18.63	27.28%	14
OCTOBER	23	17	73.91%	6	26.09%	\$ 1,005.50	\$ 43.72	\$ 1,272.23	\$ 55.31	\$ 266.73	\$ 11.60	20.97%	11
SEPTEMBER	36	19	52.78%	17	47.22%	\$ 1,024.85	\$ 28.47	\$ 1,346.45	\$ 37.40	\$ 321.60	\$ 8.93	23.89%	14
AUGUST	32	22	68.75%	10	31.25%	\$ 1,113.97	\$ 34.81	\$ 1,462.53	\$ 45.70	\$ 348.56	\$ 10.89	23.83%	12
JULY	31	20	64.52%	11	35.48%	\$ 1,094.45	\$ 35.30	\$ 1,481.76	\$ 47.80	\$ 387.31	\$ 12.49	26.14%	15
JUNE	32	22	68.75%	10	31.25%	\$ 885.45	\$ 27.67	\$ 1,257.48	\$ 39.30	\$ 372.03	\$ 11.63	29.59%	15
MAY	25	18	72.00%	7	28.00%	\$ 1,043.40	\$ 41.74	\$ 1,442.16	\$ 57.69	\$ 398.76	\$ 15.95	27.65%	14
APRIL	29	17	58.62%	12	41.38%	\$ 695.70	\$ 23.99	\$ 983.67	\$ 33.92	\$ 287.97	\$ 9.93	29.28%	12
MARCH	23	19	82.61%	4	17.39%	\$ 832.14	\$ 36.18	\$ 1,189.55	\$ 51.72	\$ 357.41	\$ 15.54	30.05%	9
FEBRUARY	15	13	86.67%	2	13.33%	\$ 429.41	\$ 28.63	\$ 594.23	\$ 39.62	\$ 164.82	\$ 10.99	27.74%	8
JANUARY	23	16	69.57%	7	30.43%	\$ 701.41	\$ 30.50	\$ 906.21	\$ 39.40	\$ 204.80	\$ 8.90	22.60%	13
<b>2009</b>													
DECEMBER	44	27	61.36%	17	38.64%	\$ 1,296.18	\$ 29.46	\$ 1,588.69	\$ 36.11	\$ 292.51	\$ 6.65	18.41%	13
NOVEMBER	34	25	73.53%	9	26.47%	\$ 1,451.51	\$ 42.69	\$ 1,789.48	\$ 52.63	\$ 337.97	\$ 9.94	18.89%	13
OCTOBER	41	27	65.85%	14	34.15%	\$ 1,077.88	\$ 26.29	\$ 1,329.32	\$ 32.42	\$ 251.44	\$ 6.13	18.91%	14
SEPTEMBER	43	29	67.44%	14	32.56%	\$ 1,201.33	\$ 27.94	\$ 1,581.39	\$ 36.78	\$ 380.06	\$ 8.84	24.03%	9
AUGUST	22	10	45.45%	12	54.55%	\$ 1,101.97	\$ 50.09	\$ 1,449.33	\$ 65.88	\$ 347.36	\$ 15.79	23.97%	12
JULY	40	25	62.50%	15	37.50%	\$ 1,220.48	\$ 30.51	\$ 1,525.98	\$ 38.15	\$ 305.50	\$ 7.64	20.02%	15
JUNE	43	25	58.14%	18	41.86%	\$ 1,687.31	\$ 39.24	\$ 2,005.31	\$ 46.64	\$ 318.00	\$ 7.40	15.86%	12
MAY	27	18	66.67%	9	33.33%	\$ 505.00	\$ 18.70	\$ 676.07	\$ 25.04	\$ 171.07	\$ 6.34	25.30%	12
APRIL	21	12	57.14%	9	42.86%	\$ 818.43	\$ 38.97	\$ 1,001.85	\$ 47.71	\$ 183.42	\$ 8.73	18.31%	10
MARCH	19	16	84.21%	3	15.79%	\$ 489.88	\$ 25.78	\$ 677.12	\$ 35.64	\$ 187.24	\$ 9.85	27.65%	10
FEBRUARY	24	20	83.33%	4	16.67%	\$ 1,107.28	\$ 46.14	\$ 1,433.51	\$ 59.73	\$ 326.23	\$ 13.59	22.76%	12
JANUARY	25	20	80.00%	5	20.00%	\$ 756.68	\$ 30.27	\$ 990.03	\$ 39.60	\$ 233.35	\$ 9.33	23.57%	9
<b>2008</b>													
DECEMBER	18	13	72.22%	5	27.78%	\$ 406.29	\$ 22.57	\$ 565.36	\$ 31.41	\$ 159.07	\$ 8.84	28.14%	8
NOVEMBER	14	11	78.57%	3	21.43%	\$ 282.75	\$ 20.20	\$ 388.32	\$ 27.74	\$ 105.57	\$ 7.54	27.19%	8
OCTOBER	1		1100.00%	0	0.00%	\$ 37.45	\$ 37.45	\$ 52.25	\$ 52.25	\$ 14.80	\$ 14.80	28.33%	1

Perquimans, NC	PLAN TOTAL	PLAN PRICE	PLAN RETAIL PRICE	RETAIL PRICE	% RETAIL PRICE	AVERAGE MEMBER COST	AVERAGE MEMBER SUBMITTED PRICE	AVERAGE RETAIL PRICE	AVERAGE RETAIL PRICE SAVINGS	AVERAGE PRICE SAVINGS	% PRICE SAVINGS	TOTAL UTILIZERS
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<b>TOTALS:</b>	1,422	885 62.24%	537 37.76%	\$	\$ 29.17	\$ 59,562.60	\$ 41.89	\$	\$ 12.71	30.35%	611.00
					41,482.61				18,079.99		

Column Headers from left to right:

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

# DEPARTMENT HEAD REPORTS



MARCH 2018

SUBJ-ADDRESS 1573 Ocean Highway (17)  
 ORDINANCE VIOLATED cars  
 NOTES 3/20/18 heresay is people may have moved and property is almost clean  
 7/25/17 untagged vehicles gone. Several boats left  
 5/22/17 more vehicles gone and some boats  
 4/17/17 multiple vehicles gone. Yard still looks cluttered  
 Over 30 / still overloaded / may need legal action  
 2/1/17- letter sent  
 update pics 1/23/17 boat in rear seems to be parts for boat on trailer.  
 Vehicles are coming and going, lic. & unlic. And trailer frame gone or out of sight  
 pics lic & unlic veh. 12/30/16  
 DISPOSITION document improvement - possibly close file  
 DISPOSITION DATE 3/20/2018

SUBJ-ADDRESS 1569 Ocean Hwy (17-S)  
 ORDINANCE VIOLATED 1 car  
 NOTES report clutter increasing - possibly from next door 3/20/18  
 1/23/17 van gone  
 as/of 1-5-17 one unlic van  
 DISPOSITION document violation if it exists  
 DISPOSITION DATE 3/20/2018

SUBJ-ADDRESS Lot 38A / Bethel Fishing Center

ORDINANCE VIOLATED permits

NOTES  
 3/20/18 camper moved to back of lot w/for sale sign - no vivible occupant  
 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 keep watch

DISPOSITION DATE 3/20/2018

SUBJ-ADDRESS 332 Muddy Creek Rd.

ORDINANCE VIOLATED

NOTES  
 3/20/18 still no further contact- violations not corrected  
 11/27/17 putting up fence but violations still  
 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 considering legal action

DISPOSITION DATE 3/20/2018

SUBJ-ADDRESS 1347 Center Hill Hwy

ORDINANCE VIOLATED

NOTES  
 3/20/18 cave in started - declared solid waste  
 delapidated house- empty

DISPOSITION researching - solid waste condition  
 send letters RRR

DISPOSITION DATE 3/20/2018

SUBJ-ADDRESS 106 Blackfoot Tr.  
 ORDINANCE VIOLATED burning  
 NOTES RRR letter prompted phone response - owner said would be cleaned and was.  
 Hold letter 6/5/17 - burn put out - check for further violations multiple calls starting 6/2/17 and repeat calls Saturday and Sunday Same address and owner listed on CEA 2016-3-2 & same complaint.  
 DISPOSITION compliance confirmed & case closed  
 reopen case - new garbage violation complaint  
 reference forward  
 DISPOSITION DATE 3/20/2018

SUBJ-ADDRESS 943 Holidat Island Rd.  
 ORDINANCE VIOLATED Solid Waste  
 NOTES RRR letter sent and subsequent clean up  
 Neat and clean yard with stack of debris bags next to front stoop  
 DISPOSITION file closed  
 DISPOSITION DATE 3/20/2018

SUBJ-ADDRESS 109 Treasure Lane  
 ORDINANCE VIOLATED solid waste ??  
 NOTES visited site 3/8/18 - observed several ATVs and bikes and a collection of what appeared to be recyclable metal, partially fenced - 1st letter sent In person complaint to Ms. Money, who brought it to me.  
 DISPOSITION pics and file started  
 DISPOSITION DATE 3/8/2018

SUBJ-ADDRESS 762 Woodville Rd.  
 ORDINANCE VIOLATED cars & solid waste  
 NOTES 3/12/18 report from health dept. confirms fecal waste in yard. Be aware of HD actions  
 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 3/20/2018

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 need to check for update  
 DISPOSITION DATE 3/20/2018

SUBJ-ADDRESS 565 Weight Station Road  
 ORDINANCE VIOLATED ??  
 NOTES 3/7/18 met with Mr. Whidbee / shared Google Earth photos as requested by his lawyer  
 met with Mr. Whidbee 1/11/18 and shared info and referred to legal process.  
 Property infringement / trespass does exist / not a local ord. / refer to legal  
 DISPOSITION referred - file held open for reference  
 DISPOSITION DATE 3/7/2018

SUBJ-ADDRESS 1612 Center Hill Highway  
 ORDINANCE VIOLATED AMH  
 NOTES 1/22/18 AMH completely gone. Pics to follow.  
 investigation & hearsay has a new personal relation instigating an overall clean up including the amh.  
 After visit to property, witnessed clean up underway in November 2017 cataloged 5/11/17 as "AMH 2017-5-8"  
 DISPOSITION clean up continues  
 DISPOSITION DATE 3/20/2018

SUBJ-ADDRESS 741 Chapanoke Rd.  
 ORDINANCE VIOLATED noise and manure smell  
 NOTES complaint about horse manure smell in residential setting and loud music playing day and night to soothe horses in residential setting.  
 DISPOSITION investigating & still watching  
 DISPOSITION DATE 3/20/2018

SUBJ-ADDRESS 102 Bethel Fishing Center Road  
 ORDINANCE VIOLATED  
 NOTES dividing owners holdings into parcel files to clarify grandfathering and violations  
 This parcel was clean. Will photoverify and close file with note to watch  
 DISPOSITION watching movements & preparing 12 cases  
 DISPOSITION DATE 3/20/2018

SUBJ-ADDRESS 132 Albemarle Rd.  
 ORDINANCE VIOLATED AMH  
 NOTES refered from cea 2015-10-10  
 DISPOSITION pre amh letter / refered from cea 2015-10-10  
 DISPOSITION DATE 3/20/2018

SUBJ-ADDRESS 1592 Ocean Highway - 17 S  
 ORDINANCE VIOLATED 50  
 NOTES 3/27/17 update pics  
 m/h demolished down to floor  
 slow progress by William Bowser 4/28/16  
 4/6/16 clean up work underway  
 watching  
 declared waste - dangerous / seeking demo contractor  
 Deeded to Georgia & William Bowser - RRR leter sent 4/5/2016  
 Additional mobile home discovered behind 1592 (17-S) map shows as  
 1594 under same ownership.  
 3/15/16 met with motel maintenance man who said Mr. Bowser told  
 him to remove all he could and property in process of sale.  
 condemnation underway and prop for sale  
 estate name on tax / find responsible party and condemn. goto 715  
 Snug Harbor Rd. to see owners. Be sure to check LEGAL and statutes.  
 DISPOSITION REFERED from cea 2016-1-3  
 prepare for demo  
 DISPOSITION DATE 3/20/2018

SUBJ-ADDRESS 958 New Hope Rd.  
 ORDINANCE VIOLATED  
 NOTES 3/7/18 called fire chief, who said he would follow up  
 emailed chief but did not connect  
 2/18 owner responded by phone - said wanted to burn  
 2/1/18 first class 30 day letter sent  
 schedule update pics and progress  
 storage under construction with permit/ demo to follow  
 DISPOSITION REFERED from cea 2016-1-9  
 Fire chief investigating training burn  
 DISPOSITION DATE 3/7/2018

SUBJ-ADDRESS 883 Pender Rd.  
 ORDINANCE VIOLATED  
 NOTES 3/16/18 new pics of too many vehicles  
 vehicles accumulating again / pics in file 1/16/18  
 5/17/16 Virgil & Ernie checked to find most cars gone and license on  
 others.  
 5/9/16 Virgil spoke to surviving family of owner who agreed to take  
 care of it.  
 check for junk cars  
 DISPOSITION REFERED from cea 2016-4-2  
 find new owner & send letter  
 DISPOSITION DATE 3/20/2018

SUBJ-ADDRESS 167 White Oak Ave.  
 ORDINANCE VIOLATED  
 NOTES 3/19/18 report from tax - family paid tax - need to find relatives  
 3/6/18 still waiting for approval to clean up  
 no word from county att  
 summary to county manager 2/6/17 . Tentative contract to remove  
 vehicle with no charge to county  
 nagotiating contract to remove vehicle  
 confirmed deceased by ROD  
 research further  
 reported possibly deceased, vehicle with expired tag 4 years  
 DISPOSITION Looking for relatives - due dilligence  
 pending Virgil & H.High approval / no response yet  
 DISPOSITION DATE 3/20/2018

SUBJ-ADDRESS 145 Discovery Tr.  
 ORDINANCE VIOLATED solid waste  
 NOTES 2/7/18 attempting to discover mortgage holder in case abandoned  
 2/2/18 viewed site, took pics sent letter - household trash, furniture  
 pieces, tires & other solid waste  
 appears vacant & heresay= moved out and abandoned. Need to find  
 mortgage holder if possible.  
 DISPOSITION RRR letter & investigate  
 DISPOSITION DATE 3/20/2018

SUBJ-ADDRESS 105 Spindrift Ln  
 ORDINANCE VIOLATED solid waste  
 NOTES 3/12/18 RRR letter  
 1st class ltr  
 badly dilapidated s/w  
 DISPOSITION 3/12/18 RRR letter  
 DISPOSITION DATE 3/12/2018

SUBJ-ADDRESS 117 Spindrift Ln  
 ORDINANCE VIOLATED solid waste  
 NOTES 3/19/2018 sent email w/pics attached so she can plan clean up  
 Received call - owner willing & needs time  
 RRR letter 3/12/18  
 1st Class Letter  
 Stripped s/w  
 DISPOSITION 3/19/2018 sent email w/pics attached so she can plan clean up  
 DISPOSITION DATE 3/19/2018

SUBJ-ADDRESS 142 Spindrift Ln.  
 ORDINANCE VIOLATED solid waste  
 NOTES RRR letter 3/12/18  
 1st class letter  
 Cohen, Alfred Jr. & Veima M est. c/o William Cohen  
 2/7/18 2 lots with debris and solid waste & manufactured home.  
 Heresay- William might be incarcerated  
 DISPOSITION RRR letter  
 DISPOSITION DATE 3/12/2018

# COMMITTEE REPORTS