

Please note the change in location:
514 S. Church Street
Hertford, NC 27944

A G E N D A
All items are for discussion and possible action.
 Perquimans County Board of Commissioners
 Meeting Room at Perquimans County Library
 June 7, 2021
 7:00 p.m.

Board of Equalization & Review to meet in Meeting Room at Perquimans County Library at 6:50 p.m.
(See information under Department Head Reports)

- I. Call to Order
- II. Prayer & Pledge
- III. Approval of Agenda
- IV. 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 & Correction of Minutes
 - 1. Approval of Minutes: April 28-29 & May 12, 2021 Budget Work Sessions, May 3, 2021 Regular Meeting and May 17, 2021 Work Session (cancelled)
 - 2. Correction of March 1, 2021 Minutes
 - B. Tax Refund Approvals
 - C. Personnel Matters
 - 1. Appointment: Part-Time/Fill-In AEMT (2)
 - 2. Appointment: Public Information Assistant IV
 - 3. Certification: Full-Time Telecommunicator
 - 4. Promotion: Income Maintenance Caseworker II (2)
 - 5. Return to Work: Administrative Officer I
 - 6. Leave Without Pay: IMC Investigator II
 - 7. Resignation: Income Maintenance Caseworker III
 - 8. Resignation: Part-Time/Fill-In Paramedic (2)
 - 9. Resignation: Human Resource Director
 - 10. Resignation: Part-Time/Fill-In Non-Certified Telecommunicator
 - 11. Resignation: Certified E-911 Shift Supervisor I
 - 12. Resignation: Business Personal Property Tax Clerk
 - 13. Retirement: Social Worker III
 - 14. Termination: Board of Elections Fill-In
 - D. End of Probationary Period & Added to Retirement System
 - 1. Social Services (2)
 - E. Budget Amendment Nos. 30 - 35
 - F. Board Appointments:
 - 1. Reappointment: COA – Board of Trustees (1)
 - 2. Resignations: Local Library Board (2)
 - 3. Appointment: Local Library Board (2)
 - 4. Reappointments: Recreation Advisory Committee (3)
 - 5. Reappointment: Social Services Board (1)
 - 6. Resignation: Trillium Northern Region Advisory Board
 - G. Miscellaneous Documents:
 - 1. Resolution Supporting a Change in the Body Camera Law
 - 2. Clearing Contract: Albemarle Commission (PORT Building)
 - 3. Resolution: Surplus Vehicles
- V. Introduction of New Employees
 - 1. Social Services Department (3)
 - 2. Telecommunications (1)
 - 3. Board of Elections (1)
- VI. Scheduled Appointments
 - A. Ashley Hodges, Hertford Town Council 7:00 p.m.
 - B. 7:10 p.m.
 - C. 7:15 p.m.

ACTION
REQUIRED

NO
ACTION
REQUIRED

- VII. **Presentation of FY 2020-2021 Budget**
- VIII. **Commissioner's Concerns/Committee Reports**
- NO ACTION REQUIRED IX. **Old Business**
 - A. Updates from County Manager
 - B.
- ACTION REQUIRED X. **New Business**
 - A. Agreements with Town of Hertford
 - 1. Tax Collection Agreement
 - 2. Police Agreement
 - B. Sale of Surplus Equipment
 - C. Board Appointment: Trillium Northern Region Advisory Board
 - D. Planning Items:
 - 1. Gift of Two Flag Lot Subdivision, requested by Douglas Chappell
 - 2. Gift of 2nd Flag Lot Subdivision, requested by Wilmer Chappell
 - E.
 - F.
 - G.
- NO ACTION REQUIRED XI. **Unscheduled Appointments/Public Comments**
(If you wish to address the Board, please state your name for the record prior to speaking)
 - A.
 - B.
 - C.
- ACTION REQUIRED XII. **Closed Session: Per NCGS #143-318-11(5) - Consult with County Attorney regarding negotiations for acquisition of property and approve closed session minutes.** (After the Closed Session, the Board is subject to return to Open Session and may take action as needed on any Items discussed during the closed session.)
- XIII. **Adjournment**

FOR INFORMATION ONLY:



DEPARTMENT HEAD REPORT:

- Plat Log
- Tax Department Report
- Building Inspector's Reports
- Code Enforcement's Report
- Sheriff's Report
- EMS Reports – April & May, 2021

COMMITTEE WRITTEN REPORTS:

- Skills, Inc. Program Report

NOTES FROM THE COUNTY MANAGER

June 7, 2021

7:00 p.m.

Board of Equalization & Review to meet in Meeting Room at Perquimans County Library at 6:50 p.m.

(See information under Department Head Reports)

IV. 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.

VA. We are going to start introducing our new employees to the Commissioners and we are starting with the following:

- 1. Susan Chaney: Ms. Chaney will introduce Sharell Kennedy (hired on 6/1/2020), Tiara Riddick-Hinton (hired on 7/1/2020, and Sandi Lorenson (hired on 10/1/2020). These individuals were hired as IMC I working toward IMC II.
2. Jonathan Nixon: Jonathan Nixon, Emergency Services Director, will introduce NaKindra Downing, now full-time Certified Telecommunicator, who was hired on 3/1/2021.
3. Vera Murrill: Ms. Murrill, Chair of Board of Elections, will introduce Kathryn Treiber, Director of Elections, who was hired on May 10, 2021.

VI.A. Mr. Hodges, Mayor Pro Tem of Hertford Town Council, will present information regarding Town of Hertford Police consolidation.

VII. County Manager Heath will present the FY 2021-2022 Budget to the Board and request to set up a Public Hearing for Monday, June 21, 2021. (A copy of Budget Message will be provided to you on Monday.)

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

X.A. Enclosures. County Manager Heath will present several draft of Agreements to perform services for the Town of Hertford for Board review and action:

- 1. Tax Collection Agreement: Mr. Heath will present the draft tax collection agreement between the Town of Hertford and Perquimans County to collect Hertford's real estate taxes. Board action is being requested.
2. Police Coverage: Mr. Heath will present the proposed agreement between the Town of Hertford and Perquimans County to allow the Sheriff's Department to handle police matters for the Town of Hertford. Board action is being requested.

X.B. The County has adopted a resolution proclaiming the following County property as surplus items and to proceed to sell them on GovDeals. The bid period for the following surplus item with GovDeals will close on June 7, 2021 at 11:00 a.m. The Board will need to consider the sale of the following items which has been listed with GovDeals:

Table with 5 columns: BUYER, ITEM, DATE SURPLUSED, START BID, SOLD AMOUNT. It lists two ViewSonic LED Model VS1543 Computer Monitors with their serial numbers and the date they were surplus (5/3/2021).

X.C. Enclosure. With the resignation of Freda Bonner who was serving on the Trillium Northern Region Advisory Board, the Board will need to find a replacement for her. A copy of the Volunteer Applications List is enclosed for your information along with. Board action may be requested.

X.D. Enclosures. Rhonda Repanshek, GIS/County Planner, will present the following items for Board action:

- 1. Gift of Two Flag Lot Subdivision, requested by Douglas Chappell: Douglas Chappell wishes to give his children approximately an acre and a half each to build on in the future. The property is located behind 520 Whitecat Road and is Tax Parcel No. 4-D053-0002-WA and is zoned RA, rural agricultural. Board action is being requested.
2. Gift of 2nd Flag Lot Subdivision, requested by Wilmer Chappell: Wilmer Chappell wishes to give his grandson, Justin Roberson, 2 acres of the approximately 36 acres to live on. The property is located off NC Highway 37 also known as Belvidere Road and is Tax Parcel No. 1-0016-0009A and is zone RA, rural agricultural. Board action is being requested.

XII. Enclosure. Pursuant to NC General Statute 143-318-11(5), the Board will go into closed session to consult with County Attorney regarding negotiations for acquisition of property & approve closed session minutes.

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.** The following matter needs Board action:

1. **Approval of Minutes:** April 5, 2021 Regular Meeting and April 19, 2021 Joint Work Session, Special Called Meeting & Regular Work Session (cancelled)
2. **Correction on March 1, 2021 Minutes:** When Rhonda reviewed the minutes from March 1, 2021, she found that the Preliminary Plat for Albemarle Plantation Cole Tract had not been included in the minutes. The attached paragraph will be added to the March 1, 2021 Minutes to correct this error.

B. **Enclosure:** Tax Refund Approvals – see attached listing.

C. **Enclosure.** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Aleca S. Miller	EMS PT/FI AEMT	Appointment	66/1	\$17,22/hour	06/01/2021
Sarah W. Hickman	EMS PT/FI AEMT	Appointment	66/1	\$17,22/hour	06/01/2021
Marquita Foreman	Public Information Officer IV	Appointment	59/1	\$26,315	06/21/2021
Nakindra Downing	Full-Time Certified Telecommunicator	Certification	62/1	\$30,030	06/01/2021
Sharell Kennedy	IMC II	Promotion	63/1	\$31,380	06/01/2021
Julie Shreckengast	IMC II	Promotion	63/1	\$31,380	06/01/2021
Nicole Elliott	Administrative Office I	Return to Work FT			05/10/2021
Gwen Hudson	IMC Investigator II	Leave Without Pay		2 weeks	06/07/2021
Terrance Brown	IMC III	Resignation			05/13/2021
Matt Leicester	PT/FI Paramedic	Resignation			05/14/2021
James Davenport	PT/FI Paramedic	Resignation			05/27/2021
Sam Barrow	Human Resource Officer	Resignation			06/14/2021
Sherri Freeman	Part-Time/Fill-In Non-Certified Telecommunicator	Resignation			05/25/2021
Anthony Johnson	Certified E-911 Shift Supervisor I	Resignation			06/11/2021
Amy Ward	Business Personal Property Tax Clerk	Resignation			06/04/2021
Joe Ann White	Social Worker III	Retirement			09/01/2021
Karen Danes	PT/FI Board of Elections	Termination			05/13/2021

D. **Enclosure:** Since we are not giving step/merit increases, we have added an item to authorize employees who have completed their probationary period and are eligible to go on Local Government Retirement for audit purposes:

Employee Name	Employee Job Title	Hire Date	Effective Date
Sharell Kennedy	IMC II	06/01/2020	06/01/2021
Julie Shreckengast	IMC II	06/01/2020	06/01/2021

E. **Enclosures.** Budget Amendment Nos. 30 - 35 is enclosed for your review and action.

F. **Enclosures.** The following Board appointment/reappointments/resignations will need to be considered for action:

Name	Board/Committee	Action Taken	Term	Effective Date
Nelson, Wallace	COA - Board of Trustees	Appointment	4 yrs.	07/01/2021
Money, Rhonda	Local Library Board	Resignation	3 yrs.	07/01/2021
Matthews, Darla	Local Library Board	Resignation	3 yrs.	07/01/2021
Woodard, Drew	Local Library Board	Appointment	3 yrs.	07/01/2021
Neal, Robert	Local Library Board	Appointment	3 yrs.	07/01/2021
Wheeler, Kathryn	Recreation Advisory Committee - At Large	Reappointment	3 yrs.	07/01/2021
White, Pete	Recreation Advisory Committee - At Large	Reappointment	3 yrs.	07/01/2021
Nixon, Chad	Recreation Advisory Committee - New Hope	Reappointment	3 yrs.	07/01/2021
Dillard, Brenda	Social Services Board	Reappointment	3 yrs.	07/01/2021
Bonner, Freda	Trillium Northern Region Advisory Board	Resignation		05/26/2021

G. **Enclosures:** The following miscellaneous documents will need Board consideration:

1. **Resolution:** The Board will need to consider the enclosed Resolution supporting a change in the body camera law (G.S. 132-1.4A – Law Enforcement Agency Recording) to ensure transparency. Board action is being requested
2. **Cleaning Contract:** The Board will need to consider the enclosed contract between Perquimans County and FK & Associates, LLC for custodial cleaning services at Albemarle Commission 101 ARPCD Street at a cost of \$585.00 for cleaning the facilities five times per week. Board action is being requested.
3. **Resolution:** The Board will need to consider the enclosed Resolution requesting the Board to declare vehicles from the Sheriff's Office as surplus to be sold on GovDeals. Board action is being requested

514 S. Church Street, Hartford, NC 27944. The meeting was moved from 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 Alan Lennon
Charles Woodard

MEMBERS ABSENT: T. Kyle Jones

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

Chairman Nelson called the meeting to order. Commissioner Leigh gave the invocation and the Chairman led the Pledge of Allegiance. Chairman Nelson explained that the purpose of this Special Called Meeting was to discuss and take action on a replacement committee member for one who withdrew his name from the Monument Committee.

AGENDA

Chairman Nelson stated that a copy of the Agenda was at their seats tonight. Fondella A. Leigh made a motion to approve the Agenda. The motion was seconded by Charles Woodard and unanimously approved by the Board.

MONUMENT COMMITTEE MEMBERSHIP

Chairman Nelson informed the Board that Keith Throckmorton had declined to serve on the Monument Committee. Mr. Nelson and Ms. Leigh are recommending that Robert Jackson replace Mr. Throckmorton. Chairman Nelson presented some background on Mr. Jackson. On motion made by Fondella A. Leigh, seconded by Joseph W. Hoffer, the Board unanimously approved the appointment of Robert Jackson to replace Keith Throckmorton on the Monument Committee.

MISCELLANEOUS ITEMS

NENC African American History Trail: County Manager Heath presented information on the NENC African American History Trail. This is a region Tourism Development Authority event. Mr. Heath is asking that the Board approve our participation in this event and authorize him to sign any documents that they require. The County's contribution will be \$2,000. Commissioner Lennon thanked Mr. Heath for his help in preparing for this event and thanked Commissioner Hoffer for making them aware of this so that we could participate in it. Commissioner Hoffer also thanked County Manager Heath for his work in preparing for this event. On motion made by Joseph W. Hoffer, seconded by Alan Lennon, the Board unanimously approved for the County to participate in the NENC African American History Trail and to authorize Mr. Heath to sign whatever documents would be required.

Water Regionalization Study: County Manager Heath notified the Board that there is a joint work session with Chowan County Board of Commissioners and Town of Edenton Town Council on April 21, 2021 at 4:00 p.m. to receive a report on the Preliminary Regionalization Feasibility Study and to discuss any future steps. It will be a virtual meeting so Mr. Heath explained that the instructions to join the meeting was e-mailed to each member and was on the County's website and Facebook page. He further explained that the feasibility study recommends that a Reverse Osmosis Plant be built in Chowan County at a cost of \$51 million. It is Mr. Heath's recommendation to have Perquimans County purchase bulk water from Chowan County like we do from Pasquotank County.

ADJOURNMENT

Prior to the adjournment of the meeting, Chairman Nelson explained that Commissioners Jones was absent due to illness. There being no further comments or business to discuss, the Special Called Meeting was adjourned at 8:10 p.m. on motion made by Charles Woodard, seconded by Fondella A. Leigh.

Wallace E. Nelson, Chairman

Clerk to the Board

WORK SESSION

April 19, 2021
8:00 p.m.

The Perquimans County Board of Commissioners Work Session on April 19, 2021 was cancelled.

DEPARTMENTAL BUDGET PRESENTATIONS

April 28, 2021
5:00 p.m.

The Perquimans County Board of Commissioners met to receive the Departmental Budget Presentations on Wednesday, April 28, 2020, at 5:00 p.m. in Auditorium located in the Emergency Services Building.

MEMBERS PRESENT: Wallace Nelson, Chairman Fondella Leigh, Vice Chair
Joseph W. Hoffer Alan Lennon
Charles Woodard

MEMBERS ABSENT: T. Kyle Jones

OTHERS PRESENT: Frank Heath, County Manager/Deputy Clerk to the Board
Tracy Mathews, Finance Officer

DEPARTMENTAL BUDGET PRESENTATIONS

The following department supervisors presented their budget requests for FY 2021-2022:

- > 5:00 p.m. -- Bill Jennings - Tax Department

- ✓ 5:30 p.m. – Jacob Peele – Soil Conservation
- ✓ 6:00 p.m. – Nick Lohies – Water Department
- ✓ 6:30 p.m. – Board of Elections
- ✓ 7:00 p.m. – Virgil Parrish – Inspections
- ✓ 7:30 p.m. – Beverly Gregory – Senior Center

ADJOURNMENT

After the last Departmental Budget Presentation, the meeting was adjourned.

Wallace E. Nelson, Chairman

Deputy Clerk to the Board

DEPARTMENTAL BUDGET PRESENTATIONS

April 29, 2021

5:00 p.m.

The Perquimans County Board of Commissioners met to receive the Departmental Budget Presentations on Thursday, April 29, 2021, at 5:00 p.m. in the Auditorium located in the Emergency Services Building.

MEMBERS PRESENT: Wallace Nelson, Chairman Fondella Leigh, Vice Chair
Joseph W. Hoffler Alan Lennon
Charles Woodard

MEMBERS ABSENT: T. Kyle Jones

OTHERS PRESENT: Frank Heath, County Manager/Deputy Clerk to the Board
Tracy Mathews, Finance Officer

DEPARTMENTAL BUDGET PRESENTATIONS

The following department supervisors presented their budget requests for FY 2021-2022:

- ✓ 5:00 p.m. – Howard Williams – Recreation Department
- ✓ 5:30 p.m. – Jewel Winslow – Cooperative Extension
- ✓ 6:00 p.m. – Shelby White – Sheriff's Department
- ✓ 6:30 p.m. – Jackie Frierson – Register of Deeds
- ✓ 7:00 p.m. – Jonathan Nixon – EMS/Emergency Management/Communications

ADJOURNMENT

After the last Departmental Budget Presentation, the meeting was adjourned.

Wallace E. Nelson, Chairman

Deputy Clerk to the Board

REGULAR MEETING

May 3, 2021

7:00 p.m.

Special Notice for tonight's meeting: The Perquimans County Board of Commissioners' REGULAR MEETING will be held on Monday, May 3, 2021, at 7:00 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944. Because this is considered an essential meeting, the public will be able to attend but social distancing will be required. In addition, public comments will be made in person or in writing, which need to be provided to the Clerk to the Board prior to 5:00 p.m. on Monday, May 3, 2021. You may deliver them to her via fax [(252) 426-4034] or e-mail at mhunnicutt@perquimanscountync.gov. If you have any questions, please contact the County Manager's Office at (252) 426-8484.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, May 3, 2021 at 7:00 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944. The meeting was moved from 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. Hoffler T. Kyle Jones
Alan Lennon Charles Woodard

MEMBERS ABSENT: None

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

The meeting was called to order by Chairman Nelson. Commissioner Lennon gave the invocation and the Chairman led the Pledge of Allegiance.

AGENDA

Chairman Nelson stated that a copy of the amended Agenda was at their seats tonight. Charles Woodard made a motion to approve the Agenda, as amended. The motion was seconded by Joseph W. Hoffler and unanimously approved by the Board.

CONSENT AGENDA

Chairman Nelson asked if there were any items that the Board wished to remove from the Consent Agenda to discuss. There being none, the following items were considered to be routine and were unanimously approved on motion made by Joseph W. Hoffler, seconded by Charles Woodard.

1. **Approval of Minutes:** Approval of Minutes: April 5, 2021 Regular Meeting, April 19, 2021 Joint Work Session, April 19, 2021 Special Called Meeting, and April 19, Work Session (cancelled).

2. **Personnel Matters:**

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Caitlyn Gardner	IMC II	FMLA - 8 weeks			05/03/2021
Rebecca Cullipher	Part-Time/Fill-In Paramedic	Certification	68/1	\$18.80 per hr.	05/01/2021
Vivian Long	Full-Time Certified Telecommunicator	Retirement			07/31/2021

3. **Budget Amendment:**

BUDGET AMENDMENT NO. 28
WATER FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-012	State Grants - Emergency Management	18,000	
10-330-344	Emergency Management - HMEP Grant	18,000	
EXPLANATION: To amend FY 2021 budget to include HMEP Grant awarded to Emergency Management. (HMEP = Hazardous Materials Emergency Preparedness)			

4. **Miscellaneous Documents:** The following miscellaneous documents were unanimously approved by the Board:

- > **Resolution - Surplus Equipment:** The Board adopted the following resolution declaring equipment 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 personal property is hereby declared to be surplus to the needs of the County:
 - 1 - ViewSonic LED Model VS1543 Computer Monitor - Serial #TST14055148
 - 1 - ViewSonic LED Model VS1543 Computer Monitor - Serial #TST14055149
2. The County Manager is hereby authorized and directed to proceed on behalf of the Perquimans County Board of Commissioners to sale these surplus items on GovDeals.
3. The County reserves the right to reject any or all bids and decide not to sell the property at any time during this process.
4. The County Manager, in accordance with State law, shall cause a summary of this resolution to be published once in a newspaper having general circulation in the County and place it on the County's website. After not less than ten (10) days from the date of publication, the County Manager is authorized to sell the above-described property to the highest bidder.

Adopted this the 3rd day of May, 2021.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Mery P. Hunicutt, Clerk to the Board

SEAL

- > **Resolution - Opposing HB401/SB349 Increasing Housing Opportunities:** The Board adopted the following resolution opposing HB401/SB349 increasing housing opportunities:

A Resolution of the Board of Commissioners of Perquimans
County, North Carolina in Opposition to HB401/SB349,
Increasing Housing Opportunities

WHEREAS, the Increasing Housing Opportunities, Senate Bill 349, was filed on March 24, 2021 and an identical bill, House Bill 401, was filed on March 24, 2021. These pieces of legislation are collectively referred to as the Bill; and

WHEREAS, the stated purpose of the Bill is to provide reforms to local government zoning authority to increase housing opportunities and to make various changes and clarifications to the zoning statutes; and

WHEREAS, Part 1 and Part 2 of the Bill propose significant changes to Chapter 160D (local planning and development regulation) of the General Statutes that significantly reduce the autonomy of local governments in establishing and enforcing local zoning and land use regulation; the state-wide regulations proposed in the Bill would obstruct a local government's ability to thoughtfully plan for growth and evaluate development proposed in a community; and

WHEREAS, Sections 1.1-1.4 of the Bill eliminates single-family zoning by allowing for middle housing types (defined as residential duplexes, triplexes, quadplexes, and townhouses) in areas zoned for residential use and mandating the allowance of accessory dwelling units in all residential zones; while such mandates would increase housing supply statewide there is no guarantee of housing quality, affordability or neighborhood compatibility; and

WHEREAS, Sections 2.1, 2.4, 2.6 of the Bill significantly alters the development review and development appeals process to the disadvantage of a local authority; specific examples include: precluding using traffic as a basis for denying a development permit; barring local governments from conditioning the acceptance or processing of a permit application unless specifically statutorily authorized; and authorizing a court to award reasonable attorneys' fees and costs to a party successfully challenging the actions of a local government; and

WHEREAS, Section 1.5 of the Bill directs local governments to adopt land use ordinances and regulations or amend their comprehensive plans to implement the provisions of Part 1 of the Bill by October 1, 2021; local governments are investing significant time and resources to comply with new Chapter 160D requirements recently enacted by the General Assembly (S.L. 2020-25). The proposed Bill would significantly alter those ongoing planning processes, waste governments resources, and erode public trust; and

WHEREAS, if the intent of the Bill is to increase the statewide housing supply, then there should be a rigorous analysis of the local fiscal, environmental, health and service impacts, both positive and negative, and reasonable solutions, including funding, included in the Bill to mitigate impacts; and

WHEREAS, Albemarle Commission, is one of sixteen regional Councils of Government established by the State of North Carolina at the direction of the General Assembly. Albemarle Commission is a public organization that serves local governments across a ten-county region, coordinates regional planning, and delivers services; and

WHEREAS, the Board of Delegates of Albemarle Commission unanimously adopted a Resolution in opposition to the Bill at its April 2021 Board Meeting;

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of Perquimans County, NC opposes HB401/SB349, The Increasing Housing Opportunities Bill as proposed. The NC General Assembly is encouraged to directly engage with regional councils, counties, and local governments to consider strategies that increase housing supply and affordability without compromising the authority of North Carolina's local governments.

Adopted this the 3rd day of May, 2021, in Perquimans County, North Carolina.

ATTEST

Mary P. Hunnicutt, Clerk to the Board

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

Proclamation on Older Americans Month - May, 2021: The Board approved the following proclamation proclaiming May, 2021 as Older Americans Month:

Older Americans Month 2021
A Proclamation

Whereas, Perquimans County includes a growing number of older Americans who have built resilience and strength over their lives through successes and difficulties; and

Whereas, Perquimans County benefits when people of all ages, abilities, and backgrounds are included and encouraged to share their successes and stories of resilience; and

Whereas, Perquimans County recognizes our need to nurture ourselves, reinforce our strength, and continue to thrive in times of both joy and difficulty; and

Whereas, Perquimans County can foster communities of strength by:

- creating opportunities to share stories and learn from each other;
- engaging older adults through education, recreation, and service; and
- encouraging people of all ages to celebrate connections and resilience.

Now, therefore, we the Perquimans County Board of Commissioners do hereby proclaim May 2021 to be Older Americans Month. We urge every resident to recognize older adults and the people who support them as essential contributors to the strength of our community.

ADOPTED the 3rd day of May, 2021.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTESTED:

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



(SEAL)

INTRODUCTION OF NEW EMPLOYEES

The following employees were introduced to the Board:

1. **Sheriff White:** Mr. White introduced Lacy Roberson, III, Certified Deputy, hired March 1, 2020; Victor Sullivan, Certified Deputy, hired November 1, 2020; and K-9 Ksanto, put into service in January, 2021.
2. **Susan Chaney:** Ms. Chaney introduced Julie Shreckengast, IMC I working against IMC II, hired June 1, 2020.

On behalf of the Commissioners, Chairman Nelson welcomed the new employees to Perquimans County.

DR. JACK BAGWELL, PRESIDENT OF COLLEGE OF THE ALBEMARLE (COA)

Dr. Bagwell thanked the Board for their continued support of COA and gave them an update on their services and what plans they had for the future of the college. After his presentation, he asked if there were any questions from the Board members. Chairman Nelson made a few comments and thanked Dr. Bagwell for the progress that they have made at COA.

MIKE ERVIN & SHARON SMITH, ALBEMARLE COMMISSION

Mr. Ervin introduced himself as the new Executive Director of the Albemarle Commission and provided an overview of what the Albemarle Commission does. He then introduced Sharon Smith, Special Projects Administrator, who presented what her position handled and how she could assist counties with grant opportunities. After their presentations, Mr. Ervin he asked if there were any questions from the Board members. There being none, Chairman Nelson proceeded with the meeting.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

There were no commissioner's concerns/committee reports given.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > **American Rescue Plan:** Mr. Heath explained that the federal government is setting up this plan to assist the state and local governments with funds needed to recoup expenses as a result of COVID-19 Pandemic. He further explained that no funds have been received yet but he is waiting on direction from the Treasury Department as to how we can proceed to apply for these funds.
- > **Budget Work Session:** He reminded the Board of the budget work session is scheduled on May 12th where the Board of Education and Social Services will present their budget requests.
- > **Monument to the Confederate Dead Committee Meeting:** The next meeting of this committee is scheduled for May 6, 2021 at 5:30 p.m. in the Meeting Room of the Perquimans County Library.
- > **State of Emergency:** Mr. Heath explained that the State of Emergency for COVID-19 Pandemic has been released.

RECREATION CONCESSIONS CONTRACT

County Manager Heath presented the concessions contract with Owl Feed Ya Food for the Recreation Department for the 2021 ball season. This will include concessions at Winfall and Hertford locations. They will be paying the county 17% of their monthly income. On motion made by Joseph W. Hoffer, seconded by Charles Woodard, the Board unanimously approved this concessions contract with Owl Feed Ya Food for 2021 ball season.

SALE OF SURPLUS EQUIPMENT

County Manager Heath reported that, with the help of the Finance Office and Helen Hunter, we have sold the following surplus vehicles on GovDeals. The highest bids on the items were as follows:

BUYER	ITEM	DATE SURPLUSED	START BID	SOLD AMOUNT
Bonn Nwanedo	2001 Ford Ranger, VIN 1FTYR10D41PB51272	4/5/2021	\$500.00	\$1,051.00
Kenny Miller	2008 Ford F150, VIN 1FTRP12228KD27235	4/5/2021	\$500.00	\$1,136.00
Gene Pittman	2006 Crossroad Belair Trailer, VIN 445	11/6/2017	\$200.00	\$1,625.00
Bonn Nwanedo	2001 Ford Ranger, VIN 1FTYR10D41PB51272	4/5/2021	\$500.00	\$1,051.00

Mr. Heath recommends the sale of these items. On motion made by Alan Lennon, seconded by Fondella A. Leigh, the Board unanimously approved the sale of these vehicles on GovDeals.

RESOLUTION APPROVING NC OPIOID LITIGATION MEMORANDUM OF AGREEMENT

Chairman Nelson and County Manager Heath presented this resolution approving NC Opioid Litigation Memorandum of Agreement as requested by NC Association of County Commissioners. They explained that the total settlement is \$850 million with Perquimans County's share being .11%. Mr. Heath reviewed the Resolution and recommended the adoption of the same. On motion made by Alan Lennon, seconded by Charles Woodard, the Board unanimously approved the adoption of the following resolution:

A RESOLUTION BY THE COUNTY OF PERQUIMANS APPROVING THE MEMORANDUM OF AGREEMENT (MOA) BETWEEN THE STATE OF NORTH CAROLINA AND LOCAL GOVERNMENTS ON PROCEEDS RELATING TO THE SETTLEMENT OF OPIOID LITIGATION

WHEREAS, as of 2019, the opioid epidemic had taken the lives of more than 16,500 North Carolinians, torn families apart, and ravaged communities from the mountains to the coast; and

WHEREAS, the COVID-19 pandemic has compounded the opioid crisis, increasing levels of drug misuse, addiction, and overdose death; and

WHEREAS, the Centers for Disease Control and Prevention estimates the total "economic burden" of prescription opioid misuse alone in the United States is \$78.5 billion a year, including the costs of healthcare, lost productivity, addiction treatment, and criminal justice involvement; and

WHEREAS, Perquimans County frequently responds to overdose calls and has had to form a Post Overdose Response Team to follow up on overdose cases; and

WHEREAS, certain counties and municipalities in North Carolina joined with thousands of local governments across the country to file lawsuit against opioid manufacturers and pharmaceutical distribution companies and hold those companies accountable for their misconduct; and

WHEREAS, representatives of local North Carolina governments, the North Carolina Association of County Commissioners, and the North Carolina Department of Justice have negotiated and prepared a Memorandum of Agreement (MOA) to provide for the equitable distribution of any proceeds from a settlement of national opioid litigation to the State of North Carolina and to individual local governments; and

WHEREAS, Local Governments and the State of North Carolina anticipate a settlement in the national opioid litigation to be forthcoming; and

WHEREAS, by signing onto the MOA, the state and local governments maximize North Carolina's share of opioid settlement funds to ensure the needed resources reach communities, once a negotiation is finalized, as quickly, effectively, and directly as possible; and

WHEREAS, it is advantageous to all North Carolinians for local governments, including Perquimans County and its citizens, to sign onto the MOA and demonstrate solidarity in response to the opioid epidemic, and to maximize the share of opioid settlement funds received both in the state and this county to help abate the harm; and

WHEREAS, the MOA directs substantial resources over multiple years to local governments on the front lines of the opioid epidemic while ensuring that these resources are used in an effective way to address the crisis.

NOW, THEREFORE BE IT RESOLVED, Perquimans County hereby approves the Memorandum of Agreement Between the State of North Carolina and Local Governments on Proceeds Relating to the Settlement of Opioid Litigation, and any subsequent settlement funds that may come into North Carolina as a result of the opioid crisis. Furthermore, Perquimans County authorizes the County Manager (or County Attorney) take such measures as necessary to comply with the terms of the MOA and receive any settlement funds, including executing any documents related to the allocation of opioid settlement funds and settlement of lawsuits related to this matter. Be it further resolved copies of this resolution and the signed MOA be sent to opioiddocs@ncdoj.gov as well as forwarded to the North Carolina Association of County Commissioners at communications@nceacc.org.

Adopted this the 3rd day of May, 2021.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunicutt, Clerk to the Board

(SEAL)

BOARD OF ELECTIONS ITEMS

With the resignation of Holly Hunter, Director of Elections, on March 4, 2021, the Board of Elections is recommending the appointment of Kathryn Treiber as Director of Elections at Grade 64/Step 5 at \$36,154 effective May 10, 2021. On motion made by Charles Woodard, seconded by Joseph W. Hoffer, the Board unanimously approved the recommendation of the Board of Elections to appoint Kathryn Treiber as Perquimans County's Director of Elections effective May 10, 2021.

The other item of business for the Board of Elections is to approve Budget Amendment No. 29 to amend the FY 2020-2021 Budget to include HAVA Funds available to Board of Elections office for security upgrades and emergency preparedness. After Commissioner Lennon asked several questions, Chairman Nelson called for a motion. On motion made by Alan Lennon, seconded by Fondella A. Leigh, the Board unanimously approved the following Budget Amendment No. 29:

**BUDGET AMENDMENT NO. 29
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-012	State Grants - Emergency Management	18,000	
10-530-344	Emergency Management - HMEP Grant	18,000	

EXPLANATION: To amend FY 2021 budget to include HMEP Grant awarded to Emergency Management. (HMEP = Hazardous Materials Emergency Preparedness)

PERSONNEL MATTERS

County Manager Heath explained that these personnel matters were received after the Agenda Packets were distributed. On motion made by Joseph W. Hoffer, seconded by Fondella A. Leigh, the Board unanimously approved the following personnel matters:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Ester White	Housekeeping Assistant	Retirement			09/01/2021
Fantasia Correw	PT/PI Non-Certified Telecommunicator	Appointment	60/1	\$13.22/hr.	04/01/2021

BUDGET AMENDMENT NO. 27

County Manager Heath reported that this Budget Amendment was requested after the Agenda Packets were distributed. This is to amend the FY 2020-2021 Budget to include Albemarle Community Grant funds that were awarded to our Fire Marshal. These funds will be used to purchase smoke alarms and educational supplies. On motion made by Joseph W. Hoffer, seconded by Fondella A. Leigh, the Board unanimously approved the following Budget Amendment No. 27:

**BUDGET AMENDMENT NO. 27
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-360-003	Fire Marshal - ACT Grant	1,000	
10-530-343	Fire Marshal - ACT Grant	1,000	
EXPLANATION: To amend FY 2019-2020 budget funds to include an agreement between Perquimans and Bertie County regarding transport service.			

PUBLIC COMMENTS

The following public comments were made:

- > **Pete Perry:** Mr. Perry made comments regarding the upcoming budget and salary increases for the employees. He also made comments on the proposal for the Sheriff's Department to take over the Hertford Police Department.
- > **Terry Swape:** Mr. Swape read the following statement:

I attended the April 20th work group meeting. The work group charged "To examine all possibilities related to the location of the "Monument to the Confederate dead" currently situated on the Courthouse Green; accordingly, develop a recommendation to the Board of County Commissioners which will be considered at a future public hearing."

There was ample discussion on how to remove and or deface the existing monument. There was very little discussion about maintaining the status quo or adding the Colored Union Soldiers Monument.

I asked the Commissioners before how the members of the work group were chosen; I.E. what were the requirements to serve. I never did get an answer.

I did accidentally come across an individual before he was formalized onto the group. He had been asked to serve and if could he maintain an open mind. I wondered if "Open Mind" was a criteria, or just a curiosity. After viewing the work group in action on Tuesday, I am rather certain that "Open Mindedness" was not a prerequisite.

Several members of the work group referred to the monument as offensive or derogatory. They didn't say "Some people find it offensive". They themselves, very clearly find it derogatory or offensive. That's fair, everyone has a right to an opinion, but it clearly was not indicative of an open mind. These same members seemed pretty clear from day one that they were working towards removal or destruction of the Monument as we know it.

Ironically, the most interesting statement was the most obvious. "Why are we here? I don't like wasting time, and I feel like the biggest damage is not the Monument itself. The biggest damage is the spirit of the Monument is engrained, still, in the people's minds; that Blacks are inferior and that we should still be your slaves." He then described all men being created equal and finished with "You could remove the Monument all day, but if the people don't change..."

I think it is unfortunate this individual feels this is engrained in people's minds. I certainly do not feel that way.

I have heard it said that the Monument was erected on the courthouse green to show the Black folks that White folks were in charge. Well there is at least one white folk here tonight that works at the court house regularly, and yet I'll wager he feels no power derived from that Monument. I'm willing to bet none of us knows anyone working in that small courthouse feeling racially superior because that Monument validates their superiority.

"You could remove the Monument all day, but if the people don't change..."

It's a valid statement, but it works both ways. There are some racist people in the world. There are also some people that blame all their woes on some racist boogeyman. The world will be better when both types change their tune.

— Terry —

- > **Chuck White:** Mr. White talked about honoring the people that serve, the people who gave their lives, and our soldiers who serve faithfully every day.

THE BALANCE OF THIS PAGE WAS
INTENTIONALLY LEFT BLANK.

> Phillip Madre: Mr. Madre presented the following written comments:

I'm Phillip Madre and I live in the James Leigh house at Lands End. I have an interest in Perquimans Co. history. My ansestors were some of the first settlers in Perquimans Co. they were the Whites, Keatons and Normans. I am probably kin to a third of the present residents of Perquimans Co.

Thomas Jones, Benjamin Skinner, Elbert Riddick, Thomas Albertson, H.F. Bell, Mordicai Bundy, Richard Burnham, Barcell Burton, Levi Carden, Luther Deshields, James Dixon, Francis Foster, Thomas Goodman, Joshua Knights, Edmund Lane, Elias Lane, Joshua Lane, Nehemiah Lane, Seth Laughlin (Quaker), W. W. Long, Jonathan May, William Myers, Henry Nixion, Joseph Price, Simon Sexton, George Small, Joseph Stacy, Joseph Sylvester, Thomas Weeks, John Westmoreland, Erie White, Isaiah White, Joseph White, William Winslow and others were citizens of Perquimans Co. These men gave their lives defending Perquimans Co. These are my people. A memorial was erected to honor these men. It was erected out of love from family and friends. It was not erected to intermidate anyone, only to remember these men's sacrifice.

I'm asking the commisoners not to move this monument that honers these brave veterans.

CLOSED SESSION; TO DISCUSS AN ECONOMIC DEVELOPMENT MATTER AND CLOSED SESSION MINUTES

There being no further comments from the public, Chairman Nelson proceeded with the closed session. Pursuant to NC General Statute 143-318.11(4), the Board will need to go into Closed Session to discuss an economic development matter and closed session minute approval. On motion made by Alan Lennon, seconded by Charles Woodard, the Board unanimously voted to go into Closed Session.

The Closed Session was adjourned and the Regular Meeting reconvened on motion made by Fondella A. Leigh, seconded by Charles Woodard, and unanimously approved by the Board.

No action was required from the Closed Session.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 8:20 p.m. on motion made by Charles Woodard, seconded by Joseph W. Hoffer.

Wallace E. Nelson, Chairman

Clerk to the Board

BUDGET WORK SESSION

May 12, 2021

7:00 p.m.

The Perquimans County Board of Commissioners met in a Budget Work Session on Wednesday, May 12, 2021, at 7:00 p.m. in the Auditorium of the Emergency Services Building.

MEMBERS PRESENT: Wallace Nelson, Chairman Fondella Leigh, Vice Chair
Joseph W. Hoffer Kyle Jones
Alan Lennon Charles Woodard

MEMBERS ABSENT: None

OTHERS PRESENT: Frank Heath, County Manager/Deputy Clerk to the Board
Tracy Mathews, Finance Officer

BUDGET PRESENTATION: SOCIAL SERVICES

At 7:00 p.m., Susan Chaney, Social Services Director, presented the FY 2021-2022 Budget for Board consideration.

BUDGET PRESENTATION: BOARD OF EDUCATION

After Ms. Chaney presented the Social Services Budget, Superintendent Tanya Turner and Rube Blanchard, Finance Officer, presented the FY 2021-2022 Budget to the Board.

ADJOURNMENT

There being no further business to discuss, the Chairman adjourned the meeting.

Wallace E. Nelson, Chairman

Deputy Clerk to the Board

WORK SESSION

May 17, 2021

7:00 p.m.

The Perquimans County Board of Commissioners Work Session on May 17, 2021 was cancelled.

CORRECTION FOR MARCH 1, 2021 MINUTES

Upon reviewing the March 1, 2021 Minutes, Rhonda (Money) Repanshek, Planning Director, discovered that the approval of the Preliminary Plat for the Albemarle Plantation Cole Tract was not included in the Minutes. This is a correction to the March 1, 2021 Minutes that is being presented for Board approval on June 7, 2021:

- **Preliminary Plat of Albemarle Plantation Cole Tract:** Ms. Money gave an overview of the Preliminary Plat and explained that the Planning Board unanimously approved the preliminary plat as presented tonight. By meeting the Section 305.1 and 306.7 checklists of the Subdivision Regulations, Ms. Money recommends the approval of this Preliminary Plat. Rodney Mueller made a few comments. On motion made by T. Kyle Jones, seconded by Charles Woodard, the Board unanimously approved the Preliminary Plat of Albemarle Plantation Cole Tract as presented.

June 1, 2021

Tax Refunds: (Perquimans County)

Robert Condit Muir III \$101.18

Vehicle sold; 10 month refund

Account#: 25135196

EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 18, 2021

COUNTY OF PERQUIMANS

~~PART-TIME~~ EMS/RESCUE EMPLOYEES

NAME: Aleca S. Miller SOC. SEC. NO.: _____

POSITION: EMS Part-Time, Fill-In AEMT RESCUE: _____

NEW EMPLOYEE EFFECTIVE DATE: June 1, 2021

GRADE: 66 STEP: 1 SALARY: \$17.22 per hour

Complete following information only if for new employee.

ADDRESS: 102 Barefoot Lane

CITY/STATE/ZIP: Grandy, NC 27939

PHONE NUMBER: 252-207-3082

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

GRADE: _____ STEP: _____ SALARY: _____

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL

[Signature]
DATE: May 18, 2021

RESCUE SQUAD RECOMMENDATION

DATE: _____

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6/2/21

FINANCE OFFICER

DATE: _____

DATE SUBMITTED: May 17, 2021

COUNTY OF PERQUIMANS
PART-TIME EMS/RESCUE EMPLOYEES

NAME: Sarah W. Hickman SOC. SEC. NO.: _____

POSITION: EMS Part-Time, Fill-In AEMT RESCUE: _____

NEW EMPLOYEE EFFECTIVE DATE: June 1, 2021

GRADE: 66 STEP: 1 SALARY: \$17.22 per hour

Complete following information only if for new employee.

ADDRESS: 143 Spence Drive

CITY/STATE/ZIP: Hertford, NC 27944

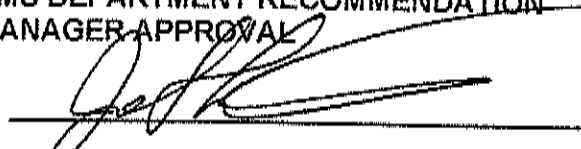
PHONE NUMBER: 252-340-2962

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

GRADE: _____ STEP: _____ SALARY: _____

EMS DEPARTMENT RECOMMENDATION

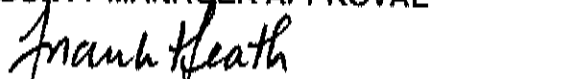
MANAGER APPROVAL


DATE: May 17, 2021

RESCUE SQUAD RECOMMENDATION

DATE: _____

COUNTY MANAGER APPROVAL


DATE: 6/2/21

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 5/28/2021

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Marquitia Foreman
POSITION: Public Information Assistant IV

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

EMPLOYEE EFFECTIVE DATE: June 21, 2021

GRADE: 59 STEP: 1 SALARY: \$ 26,315.00

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 TERMINATION:

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP RAISE:

Date: GRADE: STEP: SALARY: \$

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN GRADE AND SALARY LISTED ABOVE BASED ON HER COMPLETION OF THE WORK AGAINST REQUIREMENT PER OFFICE OF STATE HUMAN RESOURCES. SHE IS FULLY QUALIFIED AS AN INCOME MAINTENANCE CASEWORKER II.

DEPARTMENT RECOMMENDATION

Suzan M Chaney

DATE: May 28, 2021

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 6/1/21

FINANCE OFFICER

DATE: _____

PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES

P.O. BOX 107
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD

Terissa J. Blanchard, Chair
Brenda Dillard
Charles Woodard

252-426-7373 – FAX 426-1240

DIRECTOR
Susan M. Chaney

MEMORANDUM

Date: May 28, 2021

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

From: Susan Chaney, Social Services Director *Susan Chaney*

Subject: New Employee

Perquimans County Department of Social Services has offered the position of Public Information Assistant IV to Ms. Marquitia Foreman. Ms. Foreman will be a Grade 59/Step 1 and will begin employment on Monday, June 21, 2021. An Employee Action Form is attached.

Perquimans County's Vision

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

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Nakindra Downing SOC. SEC. NO.: _____

POSITION: Certified Telecommunicator FULL-TIME DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

06-01-2021 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 62 STEP: 1 SALARY: \$30,030 per year

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: 5-20-2021

COUNTY MANAGER APPROVAL
[Signature]
DATE: 6/2/21

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 13, 2021

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Sharell Kennedy
POSITION: Income Maintenance Caseworker 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 TERMINATION:

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP RAISE:
Date: June 1, 2021 GRADE: 63 STEP: 1 SALARY: \$ 31,380.00

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN GRADE AND SALARY LISTED ABOVE BASED ON HER COMPLETION OF THE WORK AGAINST REQUIREMENT PER OFFICE OF STATE HUMAN RESOURCES. SHE IS FULLY QUALIFIED AS AN INCOME MAINTENANCE CASEWORKER II.

DEPARTMENT RECOMMENDATION

Suzanne M Chaney

DATE: MAY 13, 2021

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 5/14/21

FINANCE OFFICER

DATE: _____

PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES

P.O. BOX 107
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD

Terissa J. Blanchard, Chair
Brenda Dillard
Charles Woodard

252-426-7373 - FAX 426-1240

DIRECTOR
Susan M. Chaney

MEMORANDUM

Date: May 12, 2021

To: Frank Heath, County Manager
Tracy Mathews, County Finance
Mary Hunnicutt, Clerk to the Board
Sam Barrow - Human Resources

From: Susan Chaney, Social Services Director *Susan Chaney*

Subject: Employee Action Notice

Perquimans County Department of Social Services employee, Sharell Kennedy, has completed the IMC I work against requirement and is fully qualified as an IMC II effective June 1, 2021.

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

Perquimans County's Vision

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 13, 2021

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Julie Shreckengast
POSITION: Income Maintenance Caseworker 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 TERMINATION:

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP RAISE:

Date: June 1, 2021 GRADE: 63 STEP: 1 SALARY: \$ 31,380.00

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN GRADE AND SALARY LISTED ABOVE BASED ON HER COMPLETION OF THE WORK AGAINST REQUIREMENT PER OFFICE OF STATE HUMAN RESOURCES. SHE IS FULLY QUALIFIED AS AN INCOME MAINTENANCE CASEWORKER II.

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Suzan M Chaney

Frank Heath

DATE: MAY 13, 2021

DATE: 5/14/21

FINANCE OFFICER

DATE: _____

PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES

P.O. BOX 107
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD

Terissa J. Blanchard, Chair
Brenda Dillard
Charles Woodard

252-426-7373 - FAX 426-1240

DIRECTOR
Susan M. Chaney

MEMORANDUM

Date: May 12, 2021

To: Frank Heath, County Manager
Tracy Mathews, County Finance
Mary Hunnicutt, Clerk to the Board
Sam Barrow - Human Resources

From: Susan Chaney, Social Services Director *Susan M Chaney*

Subject: Employee Action Notice

Perquimans County Department of Social Services employee, Julie Shreckengast, has completed the IMC I work against requirement and is fully qualified as an IMC II effective June 1, 2021.

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

Perquimans County's Vision

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

PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES

P.O. BOX 107
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD
Terissa J. Blanchard, Chair
Brenda Dillard
Charles Woodard

252-426-7373 - FAX 426-1240

DIRECTOR
Susan M. Chaney

MEMORANDUM

Date: May 6, 2021

To: Frank Heath, County Manager
Tracy Mathews, County Finance
Mary Hunnicutt, Clerk to the Board
Sam Barrow - Human Resources

From: Susan Chaney, Social Services Director *Susan Chaney*

Subject: Employee Return to Work

Perquimans County Department of Social Services employee, Nicole Elliott has been evaluated by her Physician and has been cleared to return to work on a full time basis effective Monday, May 10, 2021.

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

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

**PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES**

P.O. BOX 107
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD
Terissa J. Blanchard, Chair
Brenda Dillard
Charles Woodard

252-426-7373 -- FAX 426-1240

DIRECTOR
Susau M. Chaney

MEMORANDUM

Date: May 26, 2021

To: Frank Heath, County Manager
Tracy Mathews, County Finance

From: Susan Chaney, Social Services Director *Susan Chaney*

Subject: Employee Request for Leave Without Pay

Perquimans County Department of Social Services employee, Gwen Hudson, has requested a two week leave without pay beginning on June 7, 2021 and returning to work on June 21, 2021 for personal reasons.

Attached you will find her written request. I would recommend that her request be granted.

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

Perquimans County's Vision

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PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES

P.O. BOX 107
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD

Terissa J. Blanchard, Chair
Brenda Dillard
Charles Woodard

252-426-7373 – FAX 426-1240

DIRECTOR
Susan M. Chaney

MEMORANDUM

Date: May 12, 2021

To: Frank Heath, County Manager
Tracy Mathews, County Finance
Mary Hunnicutt, Clerk to the Board
Sam Barrow – Human Resources

From: Susan Chaney, Social Services Director *Susan Chaney*

Subject: Employee Resignation

Perquimans County Department of Social Services employee, Terrance Brown has submitted his letter of resignation and I have accepted his resignation. His last day of employment with the County will be Thursday, May 13, 2021.

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

Perquimans County's Vision

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

Resignation Letter

Jonathan Nixon <jnixon@perquimanscountync.gov>

Ved 5/5/2021 2:58 PM

To: Mary Hunnicutt <mhunnicut@perquimanscountync.gov>

Frank is planning on printing a copy for his file.

Thanks,

Jonathan

From: Mary Hunnicutt <mhunnicut@perquimanscountync.gov>

Sent: Wednesday, May 5, 2021 1:39 PM

To: Jonathan Nixon <jnixon@perquimanscountync.gov>

Subject: Re: Resignation Letter

Did you send the resignation letter for his file?

Thanks

Mary

From: Jonathan Nixon <jnixon@perquimanscountync.gov>

Sent: Wednesday, May 5, 2021 12:41 PM

To: Mary Hunnicutt <mhunnicut@perquimanscountync.gov>

Cc: Frank Heath <frankheath@perquimanscountync.gov>; Tracy Mathews

<tracymathews@perquimanscountync.gov>; AdminEMS <adminems@perquimanscountync.gov>; Sam Barrow

<sambarrow@perquimanscountync.gov>

Subject: Resignation Letter

Mary,

I am in receipt of a letter from Matt Leicester, part-time fill-in Paramedic with our EMS Division. It is his intention to resign effective May 14, 2021.

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.

James Davenport
337 Hurdletown Road
Hertford, NC 27944
May 27, 2021.

Jonathan Nixon
Emergency Services Director
Perquimans County EMS
159 Creek Drive
Hertford, NC 27944

Dear Jonathan Nixon:

It is with much regret that I have to submit my letter of resignation. Please accept this as official notice of my resignation. As you know, over the last couple months I have not been able to fulfill any shifts. Therefore, I feel that resigning is the best option for me and for the team.

I have much respect for this department and have enjoyed my time here. I would love to hopefully in the future be able to reapply and be able to join this great team again.

Sincerely,



James Davenport

William S. Barrow
401 Cedar Lane, Washington, North Carolina 27889
sambarrow2004@yahoo.com; (252) 339-1815

May 14, 2021

Mr. Frank Heath
Perquimans County Manager
128 North Church Street
Hertford, NC, 27944

Frank,

I am resigning my position effective June 14, 2021 at 5pm due to family considerations. Please accept this letter as my 30 days' notice in accordance with Article VII Section 2 of the Perquimans County Personnel Policy concerning Department Head resignations.

During my final 30 days, I will:

1. Complete the Current Employee Database, including Former Employees.
2. Provide a memo with my recommendations for improvements to Perquimans County's overall Human Resources operations in accordance with the International Public management Association for Human Resources.

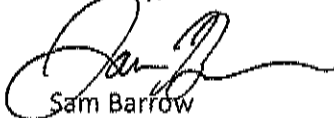
I will strive to:

1. Digitize Current Employee Records.
2. Seek out improvements to Worker's Compensation healthcare providers.

Thank you for your support and patience with me over the past four years. My frequent calls to active duty in support of the State's needs have not been easy on me, my family or the Perquimans County team. I hope that your experience with me will not prevent other Reserve Military members from working and prospering with Perquimans County.

Thank you for the opportunity to serve the citizens and employees of Perquimans County and for the educational opportunities you and the Board of Commissioners have afforded me during my tenure here.

Sincerely,



Sam Barrow

Perquimans County Human Resources Director

Cc: Perquimans County Board of County Commissioners

Re: Sherri Freeman

Jonathan Nixon <jnixon@perquimanscountync.gov>

Tue 5/25/2021 1:30 PM

To: Sherri Freeman <shfreeman80@yahoo.com>

Cc: **Admin 911** <admin911@perquimanscountync.gov>;

Frank Heath <frankheath@perquimanscountync.gov>;

Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>;

Sam Barrow <sambarrow@perquimanscountync.gov>;

Tracy Mathews <tracymathews@perquimanscountync.gov>

Sherri,

By way of this email I am forwarding your resignation letter to the Human Resources Dept. We have enjoyed having you as a part of the 911 Communications Division and wish you much success in the future. Thanks for your hard work and determination in completing EMD and DCI Certifications.

Feel free to drop off your equipment as time allows this week or early next week.

Best wishes,

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

252-426-9817 Cell

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

On May 25, 2021, at 9:14 AM, Sherri Freeman <shfreeman80@yahoo.com> wrote:

Good morning. I'm sending you this email because I know you are busy with the food drive today at the recreation center. I've spent the last few days trying to figure out if being a 911 Dispatcher is the right fit for me. It's been a long drawn out process, and the more time I have spent at work I have come to realize that I don't possess the skills necessary to do the job an acceptable level. I really do appreciate the opportunity you have given me. The time I have spent working in communications has afforded me the opportunity to attain life experience and certifications. Please let me know when I can stop by to drop off my issued equipment and key fob. Thank you again for everything you have done for me and my family. If there is anything else you ever need, don't hesitate to reach out.

Respectfully,

Sherri Freeman

FW: Letter of Resignation

Jonathan Nixon

Wed 5/26/2021 2:18 PM

To: Frank Heath; Tracy Mathews; Mary Hunnicutt; Sam Barrow; Anthony Johnson
Cc: Krystal Agosto

Anthony,

Thanks for taking my call today to discuss your resignation. As we discussed, the option is still open for you to transition from a full-time Shift Supervisor to a full-time Telecommunicator effective August 1st. If you should change your mind, we would need to know before Monday, May 31, 2021.

Thank you for your service to the visitors and citizens while in the 911 Center. On a personal note, thanks for your assistance throughout the combining of separate departments into one Emergency Services Department.

I wish you all the best in your new full-time employment and we would be happy to retain you as a part-time telecommunicator effective June 12, 2021.

Kindest regards,

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: Anthony Johnson <ajohnson@perquimanscountync.gov>

Sent: Wednesday, May 26, 2021 1:24 PM

To: Jonathan Nixon <jnixon@perquimanscountync.gov>

Cc: Krystal Agosto <kagosto@perquimanscountync.gov>

Subject: Letter of Resignation

Dear Jonathan Nixon

Please accept this as my formal notice of resignation from the position of 911 shift supervisor at Perquimans County Emergency Services . My last day of employment will be June 11,2021. I will do all in my power to minimize any inconvenience caused to anyone. If you or Mr. Heath will allow, I would like to stay on as part -time.

Anthony T. Johnson

05/27/2021

May 24, 2021

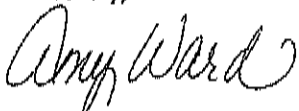
Dear Bill,

Please accept this letter as notice of my resignation from my position as Business Personal Property Tax Clerk. My last day of employment will be June 4th, 2021.

It has been a pleasure working with you and the Perquimans tax office team over the last couple of years. I would like to thank you for the opportunity to work for Perquimans County. I will make sure to have all of my work updated and complete before my last day of work. I wish you and all of the employees the best & I look forward to keeping in touch with each of you. You can email me at anytime at aeward4995@yahoo.com or call me at 252-340-6491.

Once again, thank you for the opportunity to be a part of the tax department.

Sincerely,

A handwritten signature in cursive script that reads "Amy Ward". The signature is written in black ink and is positioned above the printed name.

Amy Ward

**PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES**

P.O. BOX 107
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD
Terissa J. Blanchard, Chair
Brenda Dillard
Charles Woodard

252-426-7373 – FAX 426-1240

DIRECTOR
Susan M. Chaney

MEMORANDUM

Date: May 26, 2021

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

From: Susan Chaney, Social Services Director

Susan M. Chaney

Subject: Employee Retirement

Perquimans County Department of Social Services employee, Joe Ann White has submitted her letter of intent to retire with Perquimans County Department of Social Services effective September 1, 2021. Her last working day with Social Services will be August 31, 2021.

Ms. White began her employment with Social Services in September 1996 as an Income Maintenance Caseworker in the Adult Medicaid unit. After attending college and obtaining her Social Work Degree, she became an Adult Services Social Worker in June 2006. During her employment with Perquimans County, she was also a EMT with Perquimans Emergency Services.

Ms. White has always had a love working with the adult population, and put her clients in the forefront to ensure their needs and safety were met.

Attached you will find her written request. Ms. White has been a valuable Social Services employee as well as Perquimans County employee, and will be greatly missed.

Perquimans County's Vision

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

23 May 2021

Joe Ann White
P O Box 52
Hertford, NC 27944

Susan Chaney
Perquimans County Department of Social Services
P O Box 107
Hertford, NC 27944

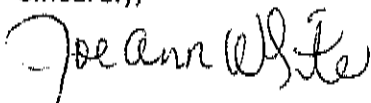
Dear Mrs. Chaney:

This is my official notification that my last day of work at Perquimans County Department of Social Services will be 31st August 2021 for my departure (retiring) from the agency.

I have always loved helping people and making a difference in their lives when the opportunity arose (*therefore, genuinely going above and beyond my call of duty*). I would like to thank you and the agency for the opportunity in making some of those changes become a reality in the lives of some individuals (*whether it was a client, co-worker, organization, business, any person in the community, or in surrounding areas*) during my tenure of nearly ¼ century.

I wish you and all my co-workers / counterparts nothing but the best for future endeavors.

Sincerely,

A handwritten signature in cursive script that reads "Joe Ann White". The signature is written in black ink and is positioned above the printed name.

Joe Ann White



**PERQUIMANS COUNTY
BOARD OF COMMISSIONERS**

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

MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

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

TO: Sam Barrow
FROM: Kathryn Treiber / Board of Elections Director
RE: Karen Danes Termination
DATE: May 13, 2021

Please be advised that as of 8am May 13, 2021, Karen Danes was terminated from the Board of Elections office. I will forward her signed May time sheet for payroll.

Keys were recovered.

LIST OF EMPLOYEES ELIGIBLE FOR RETIREMENT

June-21						
DSS	Kennedy, Shar	Sharell Kennedy	06/01/20	FT	IMC I working against IMC II	
DSS	Shreckengast	Julie Shreckengast	06/01/20	FT	IMC I working against IMC II	

Wallace E. Nelson, Chairman

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 30

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 7th DAY OF JUNE, 2021, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2020 - 2021 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-360-001	EMS Donations	2,880	
10-592-311	EMS Donations	2,880	
EXPLANATION: To amend FY 20/21 budget to include donations received for EMS.			

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, 7th DAY OF JUNE, 2021.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 7th DAY OF JUNE, 2021.

 Chairman, Board of Commissioners

 Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 31

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 7th DAY OF JUNE, 2021, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2020 - 2021 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-660-741	Senior Center - Capital Outlay - Bldg Renov.		1,541
10-660-330	Senior Center - Supplies	1,541	
EXPLANATION: To amend FY 20/21 budget to cover FY 20/21 expenses.			

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, 7th DAY OF JUNE, 2021.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 7th DAY OF JUNE, 2021.

Chairman, Board of Commissioners

Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 32

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 7th DAY OF JUNE, 2021, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2020 - 2021 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	State Grants - Social Services	16,372	
10-610-198	Low Income Energy Ass't (LIEAP)	16,372	
EXPLANATION: To amend FY 20/21 budget to include LIEAP funds awarded by the State.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, 7th DAY OF JUNE, 2021.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 7th DAY OF JUNE, 2021.

 Chairman, Board of Commissioners

 Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
WATER FUNDS
NO. 33

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 7th DAY OF JUNE, 2021, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2020 - 2021 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
35-720-740	Water - Capital Outlay	4,278	
35-720-160	Water - Maintenance/Repair Equipment	4,278	
EXPLANATION: To amend FY 20/21 budget to cover FY20/21 expenses.			

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, 7th DAY OF JUNE, 2021.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 7th DAY OF JUNE, 2021.

 Chairman, Board of Commissioners

 Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
ECONOMIC DEVELOPMENT FUNDS
NO. 34

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 7th DAY OF JUNE, 2021, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2020 - 2021 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
40-335-001	Economic Development - Economic Incentive	190,000	
40-660-720	Economic Development - Matching Funds	190,000	
EXPLANATION: To amend FY 20/21 budget to include building re-use funds granted to East Coast Steel.			

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, 7th DAY OF JUNE, 2021.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 7th DAY OF JUNE, 2021.

Chairman, Board of Commissioners

Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 35

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 7th DAY OF JUNE, 2021, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2020 - 2021 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-335-006	HAVA Funds - Board of Elections	5,868	
10-430-034	HAVA Funds - Board of Elections	5,868	

EXPLANATION: To amend FY 20/21 budget to include additional HAVA Funds available to Board of Elections office for security upgrades and emergency preparedness.

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, 7th DAY OF JUNE, 2021.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 7th DAY OF JUNE, 2021.

 Chairman, Board of Commissioners

 Finance Officer

Re: COA - Board of Trustees

Wallace Nelson <unc.rph@gmail.com>

Tue 4/27/2021 12:52 PM

To: Mary Hunnicutt <mhunnicut@perquimanscountync.gov>

Yes, would like to continue to serve.

W

On Fri, Apr 23, 2021 at 10:34 AM Mary Hunnicutt <mhunnicut@perquimanscountync.gov> wrote:
Wallace, earlier this morning, I sent you a letter from COA requesting that you continue to serve on their Board of Trustees. Upon looking at my listing, your term on the COA Board is due to expire on June 30th. Are you willing to continue to serve? If so, I will place this appointment on the June Agenda.

Thanks.

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

Perquimans County's Vision:

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

--
Sent from Gmail Mobile



COLLEGE OF THE
ALBEMARLE

Transform Your Tomorrow

April 15, 2021

Chairman Wallace Nelson
Perquimans County Board of Commissioners
P.O. Box 45
Hertford, NC 27944

April 15, 2021

Dear Chairman Nelson,

On behalf of the entire College of The Albemarle Board of Trustees, we hope you will consider continuing to serve on the COA Board of Trustees. You bring a wealth of historical knowledge as this is your second stint serving on the COA Board. You are a valued member of the Buildings and Grounds Committee, particularly as we look to the College's future needs. If you consider seeking reappointment, I know you will continue to provide insight and wisdom in making the finest decisions on behalf of College of The Albemarle.

In 2019, the North Carolina General Assembly passed legislation (GS 143-157.1) that requires boards of trustees at community colleges to report the gender composition of their Board by September 1 of each year. This legislation's apparent intent is to encourage the various boards named in the statute to be gender reflective of the communities they represent.

I am writing to you because of the COA Board of Trustees' interest in creating more diversity in all aspects of the College, including the Board. Our Board feels strongly that not only should gender be a consideration for board membership, but ethnic diversity as well. The Board of Trustees recently adopted COA Policy 1-6: Diversity and Inclusion. It states our belief in the importance of inclusion, diversity, and equity in all aspects of the College's operations and our commitment to working with you as an appointing agency. We ask for your support in appointing board members who want to promote the College's mission of transforming lives and are gender and ethnically diverse.

The COA Board of Trustees consists of 19 members with representatives from our seven-county service area. Per North Carolina General Statutes, appointments to the Board are provided by the governmental agencies as shown below:

Four Trustees Each:

North Carolina Governor's Office
Pasquotank County Board of Commissioners
ECPPS Board of Education

Two Trustees Each:

Dare County Board of Commissioners

One Trustee Each:

Camden County Board of Commissioners
Chowan County Board of Commissioners
Currituck County Board of Commissioners
Gates County Board of Commissioners
Perquimans County Board of Commissioners

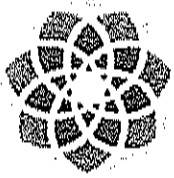
CAMDEN • CHOWAN • CURRITUCK • DARE • GATES • PASQUOTANK • PERQUIMANS

COA - Currituck
107 College Way
Barco, NC 27917
252-453-3035

COA - Dare
132 Russell Twiford Road
205 S Business Highway 64/264
Mantoo, NC 27954
252-473-2264

COA - Edenton-Chowan
118 Blindes Street
Edenton, NC 27932
252-482-7900

COA - Elizabeth City
1208 N Road Street
Elizabeth City, NC 27909
252-335-0921



COLLEGE OF THE
ALBEMARLE

Transform Your Tomorrow

Currently, the Board consists of:

- Three Caucasian females
- Four African-American males
- Twelve Caucasian males

Thank you for your consideration as we move forward and for your steadfast support of College of The Albemarle.

Sincerely,

Patti Kersey
Chair, Board of Trustees

CC: Mary Hunnicutt

CAMDEN • CHOWAN • CURRITUCK • DARE • GATES • PASQUOTANK • PERQUIMANS

COA - Currituck
107 College Way
Barco, NC 27917
252-455-3035

COA - Dare
132 Russell Twilford Road
205 S Business Highway 64/264
Manteo, NC 27954
252-473-2264

COA - Edenton-Chowan
118 Blades Street
Edenton, NC 27932
252-182-7900

COA - Elizabeth City
1208 N Road Street
Elizabeth City, NC 27909
252-335-0821

Recommendations for Perquimans County Library Board members

Michelle Lawrence <mlawrence@pettigrewlibraries.org>

Fri 5/21/2021 1:08 PM

To: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>

Good morning, Mrs. Hunnicutt,

On behalf of Perquimans County Library, I would like to recommend Mr. Drew Woodard and Mr. Robert Neal for appointment to our local library board effective July 1, 2021.

(We would like to keep Ms. Parker in mind if we have future openings. We currently have 3 board members with childhood education backgrounds and hope Mr. Neal can give us additional perspective).

Thank you,

Michele Lawrence
Librarian
Perquimans County Library
514 S Church Street
Hertford, NC 27944
(252) 426-5319

Re: Recreation Advisory Board Appointments

From: Amanda Layden <Alayden@perquimanscountync.gov>

Sent: Thursday, April 29, 2021 11:55 AM

To: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>; Howard Williams <hwilliams@perquimanscountync.gov>

Subject: Re: Recreation Advisory Board Appointments

Mary,

All three members would like to continue to serve on the Recreation Advisory Board.

Thank you,

Amanda Layden

Administrative Assistant

Perquimans County Recreation Department

310 Granby Street/PO Box 538

Hertford, NC 27944

Phone: (252)426-5695

Fax: (252)426-7684

From: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>

Sent: Friday, April 23, 2021 10:46 AM

To: Amanda Layden <Alayden@perquimanscountync.gov>; Howard Williams <hwilliams@perquimanscountync.gov>

Subject: Recreation Advisory Board Appointments

Upon checking my board listing, I found that the following individual's terms are due to expire on June 30, 2021:

Name	Term	Appt Date	Expiration Date
Wheeler, Kathryn	At Large Rep	7/1/2018	6/30/2021
White, Pete	At Large Rep	7/1/2018	6/30/2021
Nixon, Chad	New Hope Rep	7/1/2018	6/30/2021

Are these individuals willing to be reappointed and are they eligible to be reappointed? If so, please send me an e-mail stating that they are willing to continue to serve and that you recommend their reappointments.

Thanks.

Mary P. Hunnicutt

Clerk to the Board

Perquimans County

P.O. Box 45

Hertford, NC 27944

Phone: (252) 426-8484

Fax: (252) 426-4034

E-Mail: mhunnicutt@perquimanscountync.gov

Perquimans County's Vision:

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

Re: Social Services Board

Susan Chaney <schaney@perqdss.net>
Fri 5/21/2021 10:50 AM
To: Mary Hunnicutt

I just spoke with Brenda Dillard and she will serve a second term on the Social Services Board. So that should be from 7/1/2021 - 6/30/2024.

Susan M. Chaney
Director
Perquimans Co. Dept. Social Services
PO Box 107
Hertford, NC 27944
252-426-7373 ext. 128

From: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>
Sent: Friday, April 23, 2021 10:48 AM
To: Susan Chaney <schaney@perqdss.net>
Subject: Social Services Board

Susan, Brenda Dillard's term is due to expire on June 30, 2021. She is the Social Services Board appointee. My records indicate that this was her first term. Please verify and let me know if she is still willing to serve and is still eligible to serve.

You can just send me an e-mail to that effect.

Thanks.

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

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

Re: Fw: Statement of Interest to Serve

You replied on Wed 5/26/2021 11:52 AM

Freda Bonner <FBonner@pqschools.org>

Wed 5/26/2021 11:51 AM

To: Mary Hunnicutt

Hello Ms. Hunnicutt,

I am sorry but the letter did not reach me although all my information is still the same.

Due to other obligations I am not interested in serving on the board for the next term.

My best regards,

Freda Bonner

School Counselor

(252) 426-5332 ext. 225

fbonner@pqschools.org

On Wed, May 26, 2021 at 10:10 AM Mary Hunnicutt <mhunnicutt@perquimanscountync.gov> wrote:

I am following up on this e-mail. I also forwarded you a letter since this e-mail was returned undelivered.

If you are willing to continue to serve for another 2 years, please let me know and update any information on the attached application. If you do not wish to continue to serve, please e-mail me and let me know that so I can remove you from our list of volunteers.

Thank you so much.

Mary

From: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>

Sent: Monday, February 15, 2021 2:40 PM

To: fredabonner@pqschools.org <fredabonner@pqschools.org>

Subject: Fw: Statement of Interest to Serve

Ms. Bonner, I hope this finds you. I was reviewing my volunteer application lists and found that the two years will expire for your current Statement of Interest to Serve Application on February 19, 2021. The original application was dated February 19, 2019. I am contacting you to verify that all the information is correct and that you need no changes to the application. If there are no changes, please respond to this e-mail stating that everything is correct and that you still wish for us to keep your application on file for another two years.

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

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
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W. HACKNEY HIGH, JR.
COUNTY ATTORNEY

MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

RESOLUTION OF THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS SUPPORTING A CHANGE IN THE BODY CAMERA LAW (G.S. 132-1.4A - LAW ENFORCEMENT AGENCY RECORDINGS) TO ENSURE TRANSPARENCY

WHEREAS, N.C. Gen. Stat. §132-1.4A is an onerous law that does not allow local law enforcement agencies to release body camera or any other law enforcement agency recordings in a timely manner to ensure transparency to the public; and

WHEREAS, nationally, states are taking action to enact laws that provide for a timelier release of body camera recordings for transparency; and

WHEREAS, on April 21, 2021, Andrew Brown Jr. died tragically in an officer involved shooting involving Pasquotank County Sheriff's Office deputies; and

WHEREAS, the North Carolina General Statute §132-1.4A prevents timely public release of body camera footage in the Brown case; and

WHEREAS, the "Body Camera Law" is causing cities and counties to expend a tremendous amount of taxpayer funds for the significant law enforcement resources necessary to maintain public safety and the financial impact of the law is overwhelming, especially in smaller rural counties.

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

- Section 1. Perquimans County requests that the North Carolina Legislature act in a bipartisan effort to change N.C. Gen. Stat. §132-1.4A to ensure transparency for the public.
- Section 2. The Clerk to the Board of Commissioners is directed to forward a copy of this resolution to all North Carolina counties and municipalities.
- Section 3. This resolution is effective upon its adoption.

ADOPTED this 7th day of June, 2021.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunnicutt
Clerk to the Board of Commissioners

(SEAL)

FK

&

Associates, LLC

PO Box 30872 Greenville NC 27833
Tel. 252 215 0655 • Fax 252 215 0755 • fkassociatesnc@gmail.com

May 6, 2021

Frank Heath
Perquimans County
128 N Church St., PO Box 45
Hertford NC 27944

Reference: New Ablemarle Commission Building, 101 Arpdc St. Hertford NC

Frank:

It was a pleasure meeting with you yesterday. Thank you for the opportunity of allowing FK to submit a proposal for custodial cleaning services at Albemarle Commission 101 Arpdc St.

After you have had an opportunity to review the proposal I look forward to meeting with you to finalize the agreement. Please feel free to call me at 252-945-1411 or email to fkassociatesnc@gmail.com any time if there are any questions about our proposal, or any changes we need to make to better satisfy the needs of your custodial maintenance.

Sincerely yours,

Sylvia C. Thomas
Vice President of Operations
FK & Associates, LLC

FK
&
Associates, LLC

PO Box 30872

Greenville, NC 27833

Tel. 252-215-0655

Fax 252-215-0755

E-mail: fkassociatesnc@gmail.com

***PROVIDERS OF COST-EFFECTIVE, FOCUSED CUSTOMER SERVICE,
COMMERICAL CLEANING AND FACILITY MAINTENANCE SERVICES***

**A FACILITY MAINTENANCE SERVICES
CONTRACT PROPOSAL
For The**

Albemarle Commission, 101 Arpd Street

Hertford, North Carolina

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1.0) COMPANY PROFILE

MISSION STATEMENT

To provide cost-effective janitorial service and facility maintenance for commercial clients by creating a partnership that provides optimal value to our customers while promoting organizational growth and financial stability.

BACKGROUND

FK & Associates was established in August 2002. The company has maintained a positive net profit with an excellent credit history for many years.

WHAT MAKES FK & ASSOCIATES UNIQUE?

FK & Associates provides values not offered by other companies:

- A talented, experienced, cross functional management team
- Consistent programs with a single point of contact that create time and task efficiency for our customers
- Financial strength, commitment, experience, and expertise to support programs
- A true partnership with each client to ensure goals and standards are met
- Commercial Customer experience across North Carolina

It is important that you know the primary values that we encourage within the company:

- A close relationship with our customers. Customer satisfaction is our primary focus, the top priority of every employee, and the purpose of every job. Attentiveness, initiative, proactive effort, quick response, and teamwork applied to service and the resolution of problems is mandatory and fully supported throughout the company.
- A positive relationship with our suppliers and our employee service partners. This relationship is based on respect and fair treatment encouraging personal and professional growth and enabling them to support our commitments.
- Commitment to a high level of ethical conduct and moral standards.
- Recruitment and retention of "best in class" employees that have a solid work history.
- Our expanded capability, our people, and our commitment to service excellence are FK & Associates platform for continued stability and profitable growth in the commercial cleaning and facility maintenance business.

QUALITY MEASUREMENTS

Our system of evaluation has been developed to monitor the quality and professionalism of our cleaning, our service workers, and our management.

Management will conduct scheduled and un-scheduled visits of the work site in an effort to:

- Perform Site Survey
- Meet with key contacts to establish and maintain continuous improvement initiatives
- Address concerns and training issues on-site and put plans in motion within a 24-hour time frame to correct more urgent concerns
- Assess the condition of cleaning equipment and the supply of cleaning products and conduct mechanical, electrical, and chemical safety inspections.
- Discuss and schedule requested project work in a timely manner and at the convenience of the customer
- Assess building security procedures and compliance

Any unacceptable or questionable behavior by workers or managers should be immediately reported to the employee's supervisor. FK & Associates does not tolerate rude or unkind comments or actions by any employees or supervisors.

EMPLOYEE SERVICE PARTNERS

Our employees will conform to all policies and expectations agreed upon by our customers and FK & Associates. These issues include staffing specifications and job-specific procedures, **liability and worker's compensation insurance, bonding, chemical use, provisions for expendable products and equipment, alcohol and drug testing, criminal background checks**, and any other policies and procedures as outlined in the customer contract with FK & Associates

2.0) MANAGEMENT TEAM

KEY MANAGEMENT PERSONNEL

FK & Associates is proud of our Management Team. This is a cross functional team with both national and international experience. The team is a fine example of the concepts that we stress in our customer service philosophy.

In providing top level service, the need for prompt and professional service cannot be underestimated. At FK & Associates our entire team is structured to deliver that kind of response- this delivery system is called Total Management Response. To help support and maintain a focused and effective delivery team for our clients, FK provides a number we can be reached 24/7). The customer will speak with a management specialist who can answer questions and respond to problems quickly. Total Management Response is more than a phone number; it is a company-wide philosophy reinforced by our entire group - from our service delivery teams to our president. It is a concept that recognizes our customers' needs as the foremost of our concerns. We implemented this plan to address those concerns with the most capable and responsive service in the industry.

A short synopsis of our key management personnel is as follows:

ANNE DALE

PRESIDENT/OWNER

Mrs. Dale has enjoyed success in the business world with operations in farming, real estate development, timber sales, private security and of course custodial cleaning services at an operational level.

Mrs. Dale is the President and principal owner of FK & Associates, LLC a woman owned and operated business in the State of North Carolina.

SYLVIA THOMAS

VICE PRESIDENT OF OPERATIONS

Ms. Thomas has over 40 years of professional experience including several years in the judicial court system and 23 years of management experience involving the sales and service of timber harvesting equipment. Responsibilities included human resources, purchasing, sales and customer service which covered areas of Virginia, South Carolina and North Carolina. Sylvia has a degree in Business Management.

Her responsibility is to direct the daily operations of FK & Associates including administrative, sales, approve and supervise the Account Managers and Supervisors, as well as insure customer satisfaction with each contract by giving each her personal attention. In 2018 she was promoted to VP of Operations.

Misty R. Leary

ACCOUNT MANAGER

Ms. Leary has 18 years of extensive sales & service experience. She has a broad knowledge of maintenance products and maintenance services. She works directly with our accounts insuring the best service we can provide. She is on call 24/7 for any of or client's needs.

SPECIFICATIONS:

3.1) Daily Services

3.1.1 Floors:

Hard Surface: sweep and mop as needed.

Carpets: Vacuum

Break Room – Kitchen - Bathrooms: mop daily.

3.1.2 Rest Rooms

Fixtures: Clean and sanitize.

Mirrors: Clean with a glass cleaner.

Pipes and Fittings: Clean and Polish

Partitions and Walls: Clean as required.

Towel, Tissue, Soap Dispensers: Refill and clean as required.

Mop Floors with disinfectant cleaner, leaving the floor clean and odor free. Special attention will be given to edges where floors and walls meet corners and around toilets.

Doors (interior and exterior) wipe clean of fingerprints and Chrome fixtures will be polished and left streak free.

3.1.3 Waste Receptacles:

Rest Room Waste Receptacles: Empty into a plastic trash bag and dispose of as wet trash. Clean and/or polish and replace liners.

Sanitary Napkin Receptacles: Empty receptacles into a plastic trash bag and dispose of as wet trash. Clean, sanitize and replace liners if provided by customer.

Break Room Waste Receptacles: Empty all receptacles into a plastic trash bag and dispose of as wet trash.

Office and Lobby Waste Receptacles: Empty, replace liners and dispose of as directed by customer.

3.1.4 Dusting:

Desk, filing cabinets, bookcases, chairs, tables and other office furniture:
(as needed).

3.1.5 Break Room: (Or Kitchen Area)

Kitchen Sink: Clean as required (If free of dishes)

Counter Top, Tables, and Chairs: Damp wipe with prescribed cleaner.

3.1.6 Glass:

Entrance Doors: Wipe clean and remove fingerprints.

Glass entrance façade: Kept reasonably clean and dirt free.

Note: Care will be given not to damage plastic lettering or sun control film.

Glass Desk and Table Tops: Clean and dry polish.

Partition Glass: Remove smudges and fingerprints.

3.1.7 Miscellaneous:

Drinking Fountains: Clean and sanitize.

Pick up any trash outside entrance doors.

3.1.8 Woodwork and Walls: Fingerprints removed from around wall switches,
Door knobs and door jams.

3.2) Monthly Services

3.2.1 Dusting: Baseboards, chair rails, picture frames, window sills, etc.

3.2.2 HVAC Vents and Returns: Vacuum and clean if accessible by reach with extended duster no higher than six feet

3.3) Security, Access and Key Assignments

3.5.1) Access Times: Cleaning is to begin after hours Monday through Friday. Friday clean will be Friday night or over the weekend which allows for more detailing time.

3.5.2) Access Personnel: Access is limited to FK & Associates employees that have been approved for access. Personnel assigned keys will be responsible for assuring that no unauthorized personnel enter the facility. **NO children under the age of 18 years will be allowed access.**

3.5.3) Key Control: Access keys are to be issued by the Facility Manager and signed for upon receipt by the person(s) requiring building access. Keys are the sole responsibility of the individual assigned the key. Lost keys must be immediately reported to FK & Associates. Upon termination of services keys **MUST** be returned to the Facility Manager. Local law enforcement personnel will retrieve keys not properly and expeditiously returned by the key holder. Keys can only be transferred to authorized Facility or FK & Associate management.

4.0) PRICING

This monthly charge is based on the contractor, FK & Associates, providing the labor to perform the custodial services.

Pricing as follows:

Physical Address
101 Arpdc St.

Monthly Service Rate
\$585.00 – 5 X per week

4.1) Additional Services-Extra Work, REQUEST ONLY.

1. Strip and Wax VCT - Quoted Upon Request
2. Machine Scrubbing of Hard Surface Tile - Quoted Upon Request
3. Clean Carpets - Quoted Upon Request
4. Window Cleaning Exterior and/or Interior - Quoted Upon Request
5. Emergency Services - Quoted Upon Request
6. Upholstery Cleaning - Quoted Upon Request
7. Power Washing – Quoted Upon Request

5.0) SERVICE AGREEMENT

This agreement entered into between FK & ASSOCIATES, LLC, Greenville, NC and the ALBEMARLE COMMISSION, 101 Arpdc St., HERTFORD, NC in consideration of mutual promises and covenants contained herein and for other good and valuable considerations, it is agreed as follows:

That beginning May 14, 2021, FK & ASSOCIATES, LLC agrees to:

- Provide services as defined in attached cleaning specification.
- Perform all work on schedule except when prevented by strike, ACT OF GOD, accident or other circumstances beyond their control.
- Furnish labor, equipment, etc. as well as supervision necessary to satisfactorily fulfill this agreement.
- **Maintain Worker's Compensation, Bodily Injury and Property Damage Liability Insurance for the duration of this agreement.**

And Albemarle Commission agrees to:

- Pay for the monthly service rendered at the rate of \$585.00 per month for 5 X per week custodial cleaning service.
- Pay for any additional service beyond the agreed specifications.
- Notify FK & ASSOCIATES, LLC of any additions to or changes in furnishings or floor coverings.
- Provide FK & ASSOCIATES, LLC with sufficient storage space, adequate water, trash disposal facilities, plumbing and electrical facilities for use in completing the service. Provide all paper products, trash can liners, and hand soap.
- Not to solicit FK & ASSOCIATES, LLC employees for employment during the term of the agreement.
- Payment terms, NET 10 days.

IT IS AGREED that this service agreement shall continue for a period of one year, but may be terminated by either party giving 30 days written notice to the other; that this agreement contains all understandings and confirms all promises and stipulations.

FK & ASSOCIATES LLC
PO Box 30872
Greenville, NC 27833

Perquimans County
128 N. Church St.
Hertford, NC 27944

By: _____

By: _____



**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
ALAN LENNON
CHARLES WOODARD
W. HACKNEY HIGH, JR.
COUNTY ATTORNEY

MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

**RESOLUTION AUTHORIZING SALE
OF CERTAIN SURPLUS COUNTY PROPERTY**

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

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

1. The following described vehicles are hereby declared to be surplus to the needs of the County:

<u>Model Year</u>	<u>Make</u>	<u>Model</u>	<u>VIN</u>
2014	Dodge	Durango	1C4RDJFG1EC391140
2004	Pontiac	Grand Prix	2G2WR544041334358
2002	Infinity		JNKDA31A52T029209

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

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

4. The County Manager, in accordance with State law, shall cause a summary of this resolution to be posted on bulletin board at Courthouse and place it on the County's website and Facebook page. 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 7th day of June, 2021.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunnicutt, Clerk to the Board

SEAL

**TAX COLLECTION AGREEMENT BETWEEN
PERQUIMANS COUNTY AND THE TOWN OF HERTFORD**

NORTH CAROLINA
PERQUIMANS COUNTY

THIS AGREEMENT, made and entered in this the _____ day of _____, by and between **PERQUIMANS COUNTY** (herein referred to as the County), and the **TOWN OF HERTFORD** (hereinafter referred to as the Town);

WITNESSETH:

That whereas the County and the Town wish to provide for a centralized system for the collection of property taxes in Perquimans County and the Town of Hertford which will benefit each unit of government both in cost and information services;

NOW, THEREFORE the County and the Town, pursuant to the authority contained in Article 20, Chapter 160A of the North Carolina General Statutes contract and agree as follows:

I. The County shall perform for itself and the Town all of the tax collection functions prescribed in Subchapter II of Chapter 105 of the North Carolina General Statutes (hereinafter referred to as the Machinery Act). This activity shall hereinafter be referred to as the joint tax collection system.

II. The Town shall provide, to the County, notification of all newly annexed property within one work week of the effective date of the annexation. This information will be incorporated into the County's records for proper program and billing sequence.

III. Effective July 1, 2021, the County Tax Collector shall be the Tax Collector for the County and the Town. Reference in this agreement to "Tax Collector" shall hereinafter refer to the County Tax

Collector. The Tax Collector, Deputy Tax Collector and any Assistant Tax Collectors shall be appointed by the County Board of Commissioners.

IV. Effective with the tax levy for the fiscal year beginning July 1, 2021 and each fiscal year thereafter so long as this contract is in effect, the governing bodies of the County and the Town shall adopt an order pursuant to North Carolina General Statute 105-321 (b) directing the Tax Collector to collect the taxes charged in the tax records and receipts. A copy of this order shall be delivered to the Tax Collector. Thereafter, the Tax Collector shall deliver a copy of the Town's Tax "Scroll" to the Town.

The Annual Settlement of the Tax Collector as detailed in Sections 105-352 and 105-373 of the North Carolina General Statutes shall be made to the governing body of the County.

V. The Perquimans County Board of Commissioners shall have the sole and absolute authority to make any and all elections, determinations and decisions for the County and the Town that the governing bodies of the County and the Town are authorized to make pursuant to Articles 21, 26, 27, 28 and all other ad valorem tax collection related articles of Chapter 105 of the North Carolina General Statutes.

VI. When taxes are paid in full, tax receipts will be provided upon request by the taxpayer after verification of the transaction. Partial payments may be made and partial payment receipts will be provided upon request. Any such partial payment shall be identified where appropriate as to a particular parcel or tract of land and credited as prescribed by law as to collection expenses, interest, penalty and principal. Payments will be applied to the oldest year first unless specific payment application is directed by the taxpayer. Each government shall be credited by the Tax Collector with a fractional share of the partial payment made. The fractional share shall be determined by multiplying a fraction as hereinafter set out by the amount owed to each government. The numerator of the fraction shall be the amount paid and the denominator of the fraction shall be the total amount owed to both governments. All tax payments mailed to the Town shall be forwarded along with the postmarked envelope to the County for processing.

VII. All tax collections that are made pursuant to the joint tax collection system shall be deposited daily in an account specified by the County Finance Officer. Each unit's share of the daily collection shall be determined by computer distribution of all payments.

The County Finance Officer will provide payments and distribution information to the Town Finance Officer on a monthly basis. Interest on Town taxes collected will be computed on an average monthly balance at the same interest rate afforded the County and paid at the end of each month. All taxes collected for the Town by the County will be remitted to the Town Finance Officer plus interest

minus the 3.0% fee hereinafter set forth by the 10th day of the following month. Additionally, monthly reports will be provided which include a listing of any changes to the levy such as discoveries and taxes released, refunded, compromised or in any other way affected by actions of the County Board of Commissioners, Tax Collector or Tax Assessor.

VIII. The County shall receive as compensation from the Town for operation of the joint tax collection system an amount equal to 3.0% of the Town taxes collected. The County will deduct the 3.0% charge from the Town payment at the end of each month. In addition, the County shall be entitled to reimbursement for all costs incurred in the enforced collection solely of Town taxes, including, but not limited to, the costs of attachment and garnishment, costs of levies on personal property and the costs of in rem or attorney-led foreclosures and the County shall be entitled to reimbursement for all advertising costs and expenses incurred with regard to the collection of delinquent Town taxes for 2021 and subsequent years; this shall include but not be limited to the costs of selling property that is foreclosed on solely for Town taxes. All reimbursement from the Town shall be due within 30 days after billing by the County. Any special audit of the joint tax collection system requested by the Town shall be directed to the County Finance Officer and shall be paid for by the Town through a supplemental billing from the County.

IX. Collection of all delinquent taxes on the effective date of this agreement and all taxes becoming delinquent thereafter shall be the sole responsibility of the County. The County will use the same diligence and effort to collect taxes owed to the Town as it does to collect taxes owed to the County. The County may elect to buy property at foreclosure on the basis of sound business considerations. If the purchase is made to collect Town taxes, then the Town collections shall be reduced by the cost of the purchase. If the purchase is made to collect joint Town and County taxes, each shall bear the cost and purchase price in proportion to the taxes due. Nothing in this section or agreement requires the County to purchase property at foreclosure or otherwise in situations where the market value of the property does not exceed the cost of extinguishing all liens on the property at time of sale, all as determined by the County Tax Collector.

X. This agreement may be terminated at the conclusion of any fiscal year. The governmental unit wishing to terminate the agreement may do so only after giving the other unit of government written notice of its decision to do so four (4) months prior to the end of the then current fiscal year.

XI. This agreement shall become effective when properly executed by all parties pursuant to resolutions adopted by the governing boards of each.

IN TESTIMONY WHEREOF, the parties hereto have caused this agreement to be executed in duplicate originals by their proper officials and their respective corporate seals affixed and attested by their clerks, all by authority of their boards duly given, this the day and year first written above.

COUNTY:

Chairman

ATTEST:

Clerk

TOWN:

Mayor

ATTEST:

Clerk

PRE-AUDIT CERTIFICATION:

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

County Finance Officer

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

Town Finance Officer

State of North Carolina

Interlocal Agreement

County of Perquimans

This Interlocal Agreement entered into on this the ____ day of June 2021 pursuant to N.C. Gen. Stat. § 160A-461 by and between the Town of Hertford, a North Carolina municipal corporation, hereinafter referred to as the "Town" and the Perquimans County Sheriff's Office, hereinafter referred to as "PCSO" as follows:

WITNESSETH:

WHEREAS, the Town has a desire and a need to provide law enforcement services within its corporate boundaries in order to keep the peace, to enforce criminal laws of the State of North Carolina, to enforce the criminal ordinances established by the County and Town and to maintain the general peace and welfare of the Town; and

WHEREAS, the PCSO already provides certain law enforcement services within the Town limits; and

WHEREAS, the Town Council desires to contract with the PCSO to provide law enforcement services to the Town as enumerated in Section 2 of this agreement; and

WHEREAS, the PCSO is willing and agreeable to provide the law enforcement services to the Town as described in this agreement commencing July 1, 2021, including employing, training, assigning and supervising additional and supplemental law enforcement officers to the Town pursuant to the Agreement.

NOW THEREFORE, THE PARTIES HERETO AGREE as follows;

1. The Town agrees:

A. To pay The PCSO as provided in section 4 below.

B. As part of the consideration for this agreement, to turn over equipment and assets currently possessed by it that are needed by PCSO for Law Enforcement purposes on or before July 1, 2021, the date of the implementation of this agreement. All such equipment and assets shall become the property of Perquimans County. Any equipment and assets not required by the PCSO shall be retained by the Town. The equipment and assets shall be listed on a tentative inventory to be provided to the PCSO by the Town no later than June 14, 2021. The Town will provide a final inventory with serial numbers no later than the close of business on June 18, 2021.

C. To maintain all current contracts related to the Hertford Police Department (HPD), including but not limited to, vehicle leases, software licenses, cloud storage and other contracts; until leases and contracts can be assigned the PCSO. If the leases cannot be assigned, and the goods and/or services are necessary to the PCSO to provide the services detailed in this Agreement, the Town will be responsible for the leases until the Town can cancel the leases, and the PCSO will either i) for those leases the Town can cancel without penalty, obtain the goods and/or services through another lease or contract or ii) Reimburse the Town for its' costs to lease the equipment used by the PCSO. The costs of any leases or contracts assigned to the PCSO shall be absorbed by the PCSO as of July 1, 2021. PCSO has the final determination as to the assignment of any contracts or leases.

D. The Town will also provide an inventory of all evidence in its possession to the PCSO prior to July 1, 2021. The PCSO may participate in an audit of the evidence and/or request the support of the North Carolina State Bureau of Investigation and/or District Attorney's office to assist in providing such audit.

E. Should the Town or PCSO request an amendment to this Agreement to assign a deputy to duties not listed in section 2 below, such duties shall be listed specifically and shall be compensated by the Town to the PCSO as agreed upon by the parties.

F. To provide, at its own cost, a designated staff member to work with the PCSO and counterpart in the PCSO to facilitate a smooth contract transition. These liaisons shall be appointed by the respective parties and shall begin work immediately and continue until such time as both parties agree that the transition is completed.

G. To appropriate sufficient funds each budget year to cover the cost of this contract as provided in section 4 below for the full three-year term of this contract.

2. PCSO agrees:

A. To provide fully equipped and fully trained law enforcement officers for duty in the Town to perform its duties under this agreement, with the assignment to be made under the direction and full control of the Sheriff of Perquimans County as to what days and hours of scheduling. Such deployment shall begin on July 1, 2021, or as soon as practicable to allow time for hiring of new employees.

B. To assign PCSO deputies to perform law enforcement duties within the Town to include, but not limited to: patrolling, answering calls for service, conducting general security checks, providing information and education to the public within The Town, traffic enforcement and otherwise interact with and assist residents, businesses, and visitors. The PCSO will provide Deputies to conduct routine patrols throughout Town on an as needed basis. If warranted by either statistical trends monitored by the PCSO or an

increase in crime in the Town, the Sheriff will assign additional Deputies, at their discretion, for surveillance, investigation and law enforcement.

C. The PCSO will provide security and traffic control for the special events in the Town per the discretion of the Sheriff.

D. The PCSO will allocate 4 deputies, 1 Investigator and 1 Administrative Assistant to provide law enforcement duties within and for the Town with the details of scheduling being determined at the discretion of the Sheriff. These employees will be assigned to perform duties on a full-time basis within the Town of Hertford, with the exception of mutual aid situations in the County at large as needed by the PCSO. PCSO resources spent providing School Resource Officer service at the schools and bailiff or other Courthouse security services shall not be counted toward the dedicated manpower under this agreement.

E. To provide to The Town on a quarterly basis, customary reports and statistical information relevant to the activities within the corporate limits of The Town. To the extent possible, subject to the limitations of the software being used by the department, the Sheriff's Office shall provide the following information on a quarterly basis:

- Summary of incidents within Town limits including total count and category of call / offense.
- Average response time defined as the time between a citizen's initial request for assistance and the time a Sheriff's Deputy arrives on the scene.

F. To provide the necessary Law Enforcement Liability Insurance to protect the County and the PCSO.

G. To provide, at its own cost, a liaison to work with the Town and counterpart in the Hertford Police Department to facilitate a smooth contract transition under the same conditions as set forth in paragraph 1F above.

3. The Parties Agree:

A. That the Deputies assigned to the Town pursuant to this agreement remain employees of the Perquimans County Sheriff at all times during the term of this agreement. The Sheriff is an independent contractor of the Town. The Town and Town Council will have no role in hiring, firing, disciplining, supervising, training or directing the PCSO and its employees.

B. Deputies assigned to the Town under this agreement will not perform any duties that are commonly referred to as code enforcement matters, including but not limited to the enforcement of the Town's Zoning Ordinance, Sign Ordinance, Public Nuisance

Ordinances or Open Burning Ordinance, or other matters that commonly fall outside the scope of law enforcement duties, or duties that are not listed above.

C. Notwithstanding the above, the parties understand and agree that the PCSO's primary responsibility at all times is law enforcement and safety within all of Perquimans County and that circumstance may arise wherein the Sheriff determines it necessary to temporarily reassign officers from the Town during mutual aid situations in order to meet that primary responsibility.

D. In the event the PCSO must provide additional coverage to the Town before July 1, 2021, the Town will reimburse PCSO according to existing contractual agreements.

E. The Town shall retain all buildings, fixtures, furnishings, decorations, copiers and other large office equipment used by the Police Department.

4. Method of Payment of Reimbursable Expenses

A. The Town shall pay the total sum of \$350,000.00 per year for the services provided to the Town under this agreement. Payments will be made on a quarterly basis, beginning on the July 1, 2021 commencement of this Agreement.

B. The parties agree that PCSO, through the Perquimans County Manager's Office, will invoice the Town on a quarterly basis for 25% of the costs of this agreement which shall be \$ 87,500 per quarter.

C. The Town agrees to make payment of an invoice within thirty days of receipt of such invoice from The County. If not paid timely, a 5% charge for each month delinquent will be added to the invoice due the PCSO.

D. In the event a breach as defined in section 7. B (2) ((i)) is not cured, and the Town fails to make payments, this Agreement shall become null and void after 60 days, with the PCSO having no further obligations under this Agreement. This article does not limit the ability of the PCSO, through the Perquimans County Manager's office, to seek legal action for reimbursement for the costs associated with additional staff hired to fulfill this agreement.

5. Term of Agreement

A. The term of this agreement is three years commencing on July 1, 2021 and ending on June 30, 2024. Should either party intend not to renew, they shall give at least 120 days in advance written notice.

B. The agreement may be extended for additional and successive terms only upon consent and an Agreement signed by all parties below.

6. Amendment to the Agreement

The agreement may be amended or modified only by agreement of all parties upon consent and in writing signed by all parties.

7. Termination of the Agreement

A. Neither party may terminate this agreement except for cause within the first two years of this agreement's execution. In the third year, the Town may terminate the agreement by giving 180 days notice in writing to the County. The Town agrees to reimburse the County for any and all expenses incurred under the terms and conditions of this agreement up to the date of termination.

B. This Agreement may be terminated on sixty days' notice in the event of breach of this Agreement. Breach is defined in the sub-sections below. The sixty days' notice is comprised of two periods:

1) In the event that there is a breach, the non-breaching party shall give the other party(ies) thirty days' written notice.

2) If the breaching party does not cure the breach in thirty days, the adverse party may terminate this Agreement on the sixty-first day from the date of the first notice. The elements of breach include but are not limited to:

i. The Town fails to make a quarterly payment within 30 days of the due date; or

ii. The Town fails to provide any of the information required of it under this agreement; or

iii. The PCSO fails to provide the staff listed in Section 2. D of this agreement; or

iv. The PCSO otherwise fails to perform its duties under this agreement.

8. Miscellaneous Terms

A. NOTICES: All notices permitted or required to be given by one party to the other party shall be sent via first class mail, courier service or delivery addressed and delivered in writing as follows:

For the Town:

Town Manager
Hertford Town Hall
114 W Grubb St
Hertford, NC 27944

With a copy to:
Hertford Town Attorney
Hornthal, Riley, Ellis & Maland, LLP
2502 S. Croatan Highway
Nags Head, NC 27959

For the PCSO:

Perquimans County Sheriff
P.O. Box 31
Hertford, NC 27944

With a copy to:

Perquimans County Attorney
High & Crowe LLP
102 E Queen St
Edenton, NC 27932

- B.** COUNTERPARTS: This Agreement may be executed in multiple counterparts, each of which constitutes a completed Agreement.
- C.** SEVERABILITY. If any section of this Agreement is deemed to be illegal or otherwise unenforceable, it is the intent of the parties hereto that all other provisions of this Agreement shall remain in full force and effect.
- D.** GOVERNING LAW. This Agreement is to be governed by and interpreted in accordance with the laws of the State of North Carolina, with the exception that conflicts of laws provisions shall not apply.

IN WITNESS WHEREOF the hereto the parties have executed this agreement the date and year first written above.

Perquimans County Sheriff's Office

By: _____

Sheriff

Date: _____

Perquimans County Manager's Office

By: _____

County Manager

ATTEST

Mary Hunnicutt, Clerk to the Board,
Perquimans County (Seal)

Town of Hertford

By: _____

Mayor

Date: _____

ATTEST

Seal

Olga Simpson, Town Clerk

PRE-AUDIT CERTIFICATION

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

Brian Lewis, Finance Officer

PRE-AUDIT CERTIFICATION

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

Tracy Mathews, Perquimans County Finance Officer

RE: Regarding: Freda Bonner, Perquimans County Appointee to the Northern Regional Advisory Board

From: Bland Baker <Bland.Baker@trilliumnc.org>

Date: Wed 5/26/2021 3:09 PM

To: Mary Hunnicutt

cc: Rasheedah Pittman <Rasheedah.Pittman@trilliumnc.org>; Ann Singleton <Ann.Singleton@trilliumnc.org>

Board Requirements.docx 13 KB

“Good Afternoon Ms. Hunnicutt,

Thanks for letting us know about Ms. Bonner. We do need a replacement for Ms. Bonner. According to statute, we need one appointed County Commissioner and one “other” appointee appointed by the County Commissioner Board from each county. I have attached the criteria based on NC statute for this appointee. Sometimes it takes a while to find someone willing to serve and I have had a couple of counties that have not had an appointee in a year.

I say that to say we do need someone to replace Ms. Bonner but don’t worry if you don’t find someone right away. Sometimes it can take a while.

Thanks for reaching out.

Bland”

From: Rasheedah Pittman

Sent: Wednesday, May 26, 2021 2:11 PM

To: 'Mary Hunnicutt' <mhunnicutt@perquimanscountync.gov>

Subject: RE: Freda Bonner

Thanks for letting me know! I will look into your question below, and get back to you as soon as possible.

Sincerely,

Rasheedah Pittman

Administrative Assistant – Network

Good Afternoon Ms. Hunnicutt,

Thanks for letting us know about Ms. Bonner. We do need a replacement for Ms. Bonner. According to statute, we need one appointed County Commissioner and one “other” appointee appointed by the County Commissioner Board from each county. I have attached the criteria based on NC statute for this appointee. Sometimes it takes a while to find someone willing to serve and I have had a couple of counties that have not had an appointee in a year.

I say that to say we do need someone to replace Ms. Bonner but don’t worry if you don’t find someone right away. Sometimes it can take a while.

Thanks for reaching out.

Bland

From: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>

Sent: Wednesday, May 26, 2021 2:00 PM

To: Rasheedah Pittman <Rasheedah.Pittman@trilliumnc.org>

Subject: Re: Freda Bonner

I was able to receive a response from Ms. Bonner. She said that, due to her other obligations, she is not interested in continuing to serve on the serving on the Trillium Northern Region Advisory Board. I am placing this matter on the June Agenda for the Board of Commissioners to find a replacement for her. My question to you, do you know if we still need to have a representative other than Wallace Nelson?

Thanks

Mary

General Statute 122C-118.1

Board Requirements

- (1) At least one member who is a current county commissioner.
- (2) The chair of the local Consumer and Family Advisory Committee (CFAC) or the chair's designee.
- (3) At least one family member of the local CFAC, as recommended by the local CFAC, representing the interests of the following:
 - a. Individuals with mental illness.
 - b. Individuals in recovery from addiction.
 - c. Individuals with intellectual or other developmental disabilities.
- (4) At least one openly declared consumer member of the local CFAC, as recommended by the local CFAC, representing the interests of the following:
 - a. Individuals with mental illness.
 - b. Individuals with intellectual or other developmental disabilities.
 - c. Individuals in recovery from addiction.
- (5) An individual with health care expertise and experience in the fields of mental health, intellectual or other developmental disabilities, or substance abuse services.
- (6) An individual with health care administration expertise consistent with the scale and nature of the managed care organization.
- (7) An individual with financial expertise consistent with the scale and nature of the managed care organization.
- (8) An individual with insurance expertise consistent with the scale and nature of the managed care organization.
- (9) An individual with social services expertise and experience in the fields of mental health, intellectual or other developmental disabilities, or substance abuse services.
- (10) An attorney with health care expertise.
- (11) A member who represents the general public and who is not employed by or affiliated with the Department of Health and Human Services, as appointed by the Secretary.
- (12) The President of the LME/MCO Provider Council or the President's designee to serve as a nonvoting member who shall participate only in Board activities that are open to the public.
- (13) An administrator of a hospital providing mental health, developmental disabilities, and substance abuse emergency services to serve as a nonvoting member who shall participate only in Board activities that are open to the public.

LIST OF VOLUNTEER APPLICATIONS
by Expiration Date

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
9/24/16 Rec'd call - 3/26/19 Info correct Keep on list	Page, Frank	147 Explorer Arch page3@embarqmail.com	Hertford	NC	27944	(252) 426-1149 (757) 376-2001	1. Minzies Creek Utility District 2. 3. 4.	3/26/21
2/14/17 Rec'd call - 4/1/19 updated information Keep on list	Juanita T. Bailey	P.O. Box 3057	Eliz. City	NC	27906	(252) 562-3049	1. Sr Citizen Adv. Board 2. 3. 4.	4/1/21
6/5/17 Rec'd e-mail - 6/19/19 Information correct Keep on list	April Smith	800 Lake Road aasmith12@gmail.com aasmit10@sentara.com	Hertford	NC	27944	(252) 426-3182 (252) 384-4977 (252) 312-7959	1. Recreation Adv Board 2. 3. 4.	6/19/21
8/27/19	Sandra Sheehan	168 Highland Pony Road sheeseiz@aol.com	Hertford	NC	27944	(540) 903-1871	1. Tourism Development Authority 2. 3. 4.	8/27/21
8/28/19	Deborah Black	100 Brace Avenue Apt 04	Hertford	NC	27944	(252) 455-4820	1. Community Advisory Comm. 2. Economic Improvement 3. Smart Start Board 4. Social Services Board	8/28/21
9/10/19	Vanora B. Brothers	1782 Harvey Point Road mrsv45@centurylink.net	Hertford	NC	27944	(252) 426-5956 (252) 333-0752	1. Local Library Board 2. 3. 4.	9/10/21
10/3/19	Guy John Simmons	105 Wando Circle guysimmons@aol.com	Hertford	NC	27944	(978) 976-3895	1. Local Library Board 2. 3. 4.	10/3/21
10/4/19	Cynthia N. Stallings	161 Wiggins Road ray_yaf@yahoo.com	Hertford	NC	27944	(252) 426-5785	1. Local Library Board 2. 3. 4.	10/4/21
2/27/20	Gary Kurt Kellman	109 Christine Court gkkollmann@gmail.com	Hertford	NC	27944	(201) 683-8968	1. any where we can use him 2. the just wants to help 3. 4.	2/27/22

LIST OF VOLUNTEER APPLICATIONS
by Expiration Date

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
3/31/20	Dean Engelhardt	113 Christine Court dean-engelhardt@gmail.com	Hertford	NC	27944	(571) 319-2275	1. Community Advisory Comm. 2. 3. 4.	3/31/22
5/20/20	Robert Neal	201 Winfall Boulevard neal.robert@mchsi.com	Hertford	NC	27944	(252) 457-5207	1. Albemarle Commission 2. Board of Adjustments 3. Citizens Advisory Board 4. Local Library Board	5/20/22
5/28/20	Amy Cooper	646 New Hope Road thepouseandi@gmail.com	Hertford	NC	27944	(252) 340-1543	1. Local Library Board 2. 3. 4.	5/28/22
6/3/20	Debbie Jean Parker	304 Winfall Blvd whedbeebbie@yahoo.com	Hertford	NC	27944	(252) 619-3132	1. Local Library Board 2. 3. 4.	6/3/22
6/3/20	Anisha N Spellman	113 Smith Acres Road anishaspellman@pqschools.org	Hertford	NC	27944	(252) 426-5778 (252) 339-2548	1. Local Library Board 2. 3. 4.	6/3/22
9/15/16 6-8-2020 - rec'd new application Keep on list	Blanchard, Terissa J.	228 Bethany Church Road tbianchard@pqschools.org	Belvidere	NC	27919	(252) 297-2561 (252) 426-7355 (252) 339-5973	1. Social Services Board 2. Albe Hosp Board of Trustees 3. COA - Board of Trustees 4. Smart Start Board 5. Local Library Board 6. Planning Board	6/8/22
6/9/20	Rodney D. Lyons, Sr. mailing address	407 King Street P.O. Box 27 rlyons@pqschools.org	Hertford Winfall	NC NC	27944 27985	(252) 426-7166 (252) 339-0671	1. Local Library Board 2. 3. 4.	8/26/22 6/9/22
7/27/20	George W. Long, Jr.	436 Pender Road george19650401@gmail.com	Hertford	NC	27944	(252) 333-5125	1. Recreation Advisory Board 2. 3. 4.	7/27/22
12/23/20	Connie T. Brothers	1782 Harvey Point Road ctbrothers2003@yahoo.com	Hertford	NC	27944	(252) 333-8959	1. Albemarle Commission 2. Economic Development Commission 3. Senior Citizens Advisory Board 4. Northeastern Workforce	12/23/22

LIST OF VOLUNTEER APPLICATIONS
by Expiration Date

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
12/19/18 Rec'd e-mail info correct 1/8/21	Martina McClenney	212 Crescent Drive tonyetta_2000@hotmail.com	Hertford	NC	27944	(252) 340-8999	1. Recreation Adv Board 2. 3. 4.	1/8/23
8/1/16 Rec'd e-mail info correct 2/19/21	Harrel, Darlene G.	384 Woodland Church Rd. leneharrell@yahoo.com	Hertford	NC	27944	(252) 340-0880	1. Sr Tarheel Del. Leg. 2. 3. 4.	2/19/23
12/18/14 Rec'd e-mail 2-16-21 - info still correct	Smith, Jr., Lewis W.	127 Smith Cove Road lewis_smith@ncsu.edu	Hertford	NC	27944	(252) 426-7347 (252) 426-7164 (252) 331-3362	1. Planning Board 2. Agri Adv Board 3. 4.	2/18/23
7/18/16 Rec'd e-mail info correct 2/19/21	Simpson, Ernestine E.	398 Chapanoke Road ernestine_simpson@yahoo.com	Hertford	NC	27944	(252) 264-3284 (252) 435-7769	1. Comm. Adv. Committee 2. Planning Board 3. Citizen Advisory Board 4. Sr Citizen Adv. Board	2/19/23
8/26/14 Rec'd e-mail Info correct 2/16/21	Knight, Marshall	751 Body Road marshallknight751@centurylink.net	Hertford	NC	27944	(252) 264-3201	1. Board of Adjustments 2. Planning Board 3. 4.	2/16/23
9/5/16 Rec'd e-mail info correct 2/19/21	Lassiter, Brenda	725 Sandy Cross Road blassiter@pqschools.org	Belvidere	NC	27919	(252) 297-2740	1. Planning Board 2. Board of Commissioners 3. 4.	2/22/23
9/4/16 Rec'd e-mail correct/keep on file 2/22/21	Roberts, III, A.O.	1632 New Hope Road eureseedfarms@yahoo.com	Hertford	NC	27944	(252) 464-2037 (252) 264-3326 (252) 333-9575	1. Planning Board 2. Vol Ag District Committee 3. Water Mgmt Committee 4.	2/25/23
7/30/14 Rec'd e-mail info correct 2/22/21	Burket, Stephen G.	111 Shady Circle sburket@ix.netcom.com	Hertford	NC	27944	(252) 426-3817 (252) 337-4303	1. Sr Citizen Adv. Board 2. 3. 4.	2/25/23
2/2/17 Change of Address Keep on list 2/22/21	Reed, Deborah S.	P.O. Box 144 deborahreed74@gmail.com	Hertford	NC	27944	(252) 331-5426	1. Board of Adjustment 2. Recreation Adv Board 3. 4.	2/27/23

LIST OF VOLUNTEER APPLICATIONS
by Expiration Date

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
9/23/15 rec'd e-mail info correct 2/19/21	Layden, Dianne M.	177 Perrys Bridge Road dianmelayden@hughes.net	Belvidere	NC	27919	(252) 297-2596	1. Board of Elections 2. Social Services Board 3. Board of Adjustment 4. Northern Reg Adv Bd - Trillium	2/27/23
11/16/15 4/14/21 - rec'd new appl. Keep on list	Mathis, Lynn W.	178 Sue Lane mahitabell@gmail.com lynn.mathis@ncdenr.gov	Hertford	NC	27944	(252) 264-3901 (252) 333-6619	1. Planning Board 2. RC&D 3. Albemarle Commission 4.	3/1/23
3/17/21	Robert R. Martin, Jr.	1604 New Hope Road randymartin47@hotmail.com	Hertford	NC	27944	(252) 264-5446 (252) 331-9433	1. Local Library Board 2. 3. 4.	3/17/24
8/30/12 c'd e-mail 3/25/2021 info correct keep on list	Winslow, III, Lynwood	1209 Belvidere Road lcwiii63@gmail.com	Belvidere	NC	27919	(252) 297-6532	1. Planning Board 2. Board of Adjustments 3. 4.	3/27/23
10/12/16 Rec'd e-mail 5-24-2021 Wishes to stay and send verified address	Antoine J. Moore	518 Woodville Road ajavonmoore@gmail.com	Hertford	NC	27944	(252) 335-0582 (252) 339-1505	1. Planning Board 2. 3. 4.	3/29/23

**Perquimans County Planning & Zoning Staff Report
By Rhonda Repanshek, Planner
For BCC Meeting June 7, 2021**

SUBJECT: **Gift of Two Flag Lot Subdivisions**, requested by Douglas Chappell behind 520 Whitehat Road. Subject property is Tax Parcel No. 4-D053-0002-WA and is zoned RA, rural agricultural.

Project Description/ Research & Analysis

Project Overview:

Goal:

To give his children approximately an acre and a half each to build on in the future

Technical Aspects:

Subdivision Regulation section 402(B)(9) discusses flag shaped lots where the pole of the flag is the access and the flag portion must meet regular subdivision regulation standards. One flag lot may be approved by Planning staff, but more than one from the same parcel since Dec. 31, 1998 requires Planning Board and County Commissioner approval. It is a ministerial decision whereby the Boards will review the application and decide if it meets objective standards set in the current Subdivision Regulations which are section 402(B)(9)(a-f). *[criteria are listed on the next page]*

Currently a two inch water main is proposed to be paid for by the applicant and be maintained by the County. If this is to happen the Water Department will need a 20 foot wide utility easement within the 45 foot wide access easement to allow placement and maintenance of the new water main. Applicant shall have further discussions with the County Water Department Director for agreement on the details.

Per Subdivision Regulation section 701 (e) the deed of gift to the child shall include specific wording regarding future compliance with Subdivision Regulations, including a paved access road and utility improvements.

NCDOT reported via email 4/27/2021 that no driveway permit is needed at this time.

Design:

An existing 45 foot wide private easement between one acre lots will be extended to approximately 770 feet in length to access the newly proposed 2 flag lots. Currently the access is dirt and gravel. The proposed lots are at the rear of the parent parcel.

Our local District Soil & Water Technician reported that the two proposed lots are more sandy than the surrounding area and that drainage appears to flow easily toward the rear of the property.

Regulations and Procedure

April 2021 the Application of Douglas Chappell for Gift of Property was given to the Planning & Zoning Office and was found to be substantially complete as a conceptual plan along with a survey that had been handed to the Planning Office a week earlier.

Planning Board reviewed this case May 11th, which allows it to be reviewed by the Board of County Commissioners June 7th.

Recommendation Procedure: In considering the request, the Planning Board and BCC shall use Subdivision Regulation Section 402(B)(9)(a-f) to determine if the proposed flag lot(s) meets its(their) criteria for approval of recordation. As stated on page 33 in *Land Subdivision Regulation in North Carolina, 2015*, by Adam Lovelady, "A preliminary plat may be approved with conditions." A preliminary plat may be approved by a review board with a condition that the required change will be incorporated into the final plat. "Conditions imposed as part of an administrative subdivision decision must be based on clear, objective standards set forth in the ordinance..."

Criteria: Per Subdivision Regulation 402(B)(9) flag lot requirements are as follows:

(a) Access shall be provided from the public road or an approved private road to the flag lot by means of an easement with a minimum width of 25 feet along the "pole."

(b) The area inside the "Flag" portion of the lot must satisfy the minimum lot area requirements for a conventional development within the underlying zoning district. The area considered the "Flag Pole" consists of that area from the road right-of-way to the "Flag" portion of the lot and shall not exceed 1,000 feet.

(c) Use of a single driveway to serve a flag lot and an adjoining conventional lot is permitted provided that a Shared Access Agreement is recorded in the Register of Deeds Office on the plat or in a separate document, in order to acknowledge the conditions under which the shared access will operate. The preferred location for the driveway is in the flagpole easement, with the Flag Lot granted an access easement over the flagpole.

(d) The flag portion of the flag lot must satisfy the minimum yard requirements of the applicable zoning district. The "building setback line" for the Front Yard runs parallel to the street and is measured from within the "Flag" part of the lot, not the "pole" part.

Per Zoning Ordinance section 704, the minimum lot size for an RA district is 43,000 square feet with minimum width of 125 ft. and minimum depth of 150 ft. Minimum Yard Setbacks are 30 ft. for front and rear and 15 ft. for the sides.

(e) Where applicable, a Driveway Permit shall be required from NCDOT. Failure to obtain a driveway permit shall result in denial of the flag lot.

(f) The minimum separation between the flagpole portion of the lot and that of another flag lot shall be guided by the minimum design standards governing lots.

Recommendations

Planning Board unanimously found both flags lot to meet requirements 'a' through 'f' of Subdivision Regulations Section 402(B)(9) with the condition that a Shared Access Agreement be drafted, signed and recorded in Register of Deeds to meet criteria (c). Water department text regarding utility improvements and a 20 foot wide easement included within the 45 foot wide access easement needs to be added to the survey and deeds prior to recording.

Suggested Action Language:

County Commissioners may consider using the following script to form the desired motion for approval or denial of the proposed flag lot:

Board of County Commissioners finds the proposed flag lot to meet requirements 'a' through 'f' *with the exception of criteria ___'c'___* of Subdivision Regulations 402(B)(9) and approves (or denies) it's subdivision *with the condition that a Shared Access Agreement is recorded in Register of Deeds simultaneously with plat recordation.*

ATTACHMENTS: 1) Applicant's Application

Perquimans County, North Carolina
APPLICATION FOR GIFT OF PROPERTY



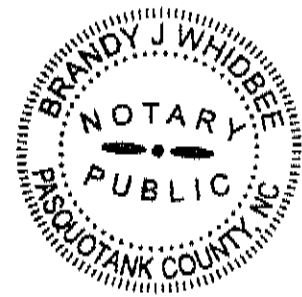
This section to be completed by County:
Date Received: April 2021 Received by: RR Date Completed: 5/3/2021
Confirmed by: _____ Subject Property Tax Map No.: 4-2053-0002-WA
Proposed number of lots: 2 Is residual parcel over 10 acres? no If no, remind applicant to request ARHS's preliminary approval of residual lot when applying for septic tank permit for proposed lot(s).

Name of Boundary Survey: Abbreviated Subdiv. for Douglas O. Chappell and Rita S. Chappell, Lots 4 & 5
Property Owner(s): Douglas O. & Rita S. Chappell
Mailing Address: 520 White Hat Rd HERTFORD, N. C 27944
Home Phone: _____; Work: _____; Cell: 252-337-4584 Fax: _____

I (We) hereby certify that I (we) am (are) the owner(s) of the property located at 520 White Hat Rd HERTFORD. I (We) hereby request a Deed of Gift Subdivision at this location. I (we) acknowledge that this Application is for a single lot to my (our) child or grandchild. Furthermore, I (we) acknowledge that this is the one and only such gift in Perquimans County given to this child or grandchild from me (us) during the last ten (10) year period and that the resultant lot is equal to or exceeds the standards of the County as shown in the Subdivision Regulations and that restrictions are placed pursuant to Section 601(e) of the Perquimans County Subdivision Regulations in the Deed of Gift to the child or grandchild. As the owner(s) of the property, I (we) request approval of the proposed Deed of Gift and related Boundary Survey.

Respectfully yours,
[Signature] _____ Date 4-27-21
Signature of Owner/Grantor
[Signature] _____ Date 4-27-21
Signature of Owner/Grantor

Sworn to and subscribed before me, this the 27 day of April, 2021.
Notary Public [Signature] County of Fasquotank.
State of NC
My commission expires: July 15, 2025



Form revised 11-9-12

Perquimans County, North Carolina
APPLICATION FOR GIFT OF PROPERTY
CHECKLIST OF INFORMATION AND ITEMS NEEDED PRIOR TO
APPROVAL & RECORDATION OF BOUNDARY SURVEY:

To confirm compliance with Section 701(e) of the Perquimans County Subdivision Regulations, complete and return pages 1 and 2 of this Application for Gift of Property, and provide additional information, as follows:

- Page 1 of Application.
- Copy of proposed Deed of Gift.
- Boundary Survey with Certification Statements and references to residual parcel, if any (see Note #1, below).
- Water Availability: County water - install 2" water main
- Proposed sewage system: ARHS permits 356600
356602 (attach ARHS's septic system approval (and Preliminary Approval for residual parcel, if applicable) or letter of availability for public sewer as applicable).
- My (our) ownership of parent tract is evidenced by attached deed recorded in Real Estate Book 251, Page 595 OR Will File Number _____.
- My (our) parent tract is known as Township No. 4, Map/Development No. D053, Parcel No. 0002-W4
- Size of Parent Tract: 8.04 acres.
- Linear footage width (street frontage): 266' ^{Cash & lots} front and depth: 830-855' ^{deep} of parent tract Flag lots on 45' ROW
- Depth of parent tract: 1,000 +/- linear feet.
- Parent tract is zoned: RA. Future Land Use classification: Residential.
- Review and consultation with Soil & Water Conservation staff _____.
- ^{no} May need to establish drainage easements on the property lines depending upon Drainage plan requirements.
- Disclosure statement referencing Section 402(11)f), (19) and (20) of the Perquimans County Subdivision Regulations regarding grading, drainage and erosion control.
- Other (specify): Need 20 foot easement for water Dept. Can be within the 45' access easement.
- Other (specify): _____.

NOTES:

(1) Any lot of less than 10 acres, including any residual parcel, must obtain a certificate from the Albemarle Regional Health Service stating whether or not septic systems may be approved for the lot(s); and (2) There is no fee for this Application.

Perquimans County, North Carolina
APPLICATION FOR GIFT OF PROPERTY

Section 701 Definition of a Subdivision

All divisions of a tract of land into two or more lots, building sites, or other divisions for the purpose of sale or building development (whether immediate or future) and shall include all divisions of land involving the dedication of a new street or a change in existing streets; provided, however, that the following shall not be included within this definition nor be subject to the regulations prescribed by this ordinance:

- a) The combination or re-combination of portions of previously platted lots where the total number of lots is not increased and the resultant lots are equal to or exceed the standards of the County as shown by the regulations prescribed by this ordinance.
- b) The division of land into parcels greater than ten (10) acres where no street right-of-way dedication is involved.
- c) The public acquisition by purchase of strips of land for the widening or opening of streets.
- d) The division of a tract in single ownership whose entire area is no greater than two acres into not more than three lots, where no street right-of-way dedication is involved, and where the resultant lots are equal to or exceed the standards of the County, as shown by the subdivision regulations contained in this ordinance.

- e) The gift by a property owner of a single lot to his or her child or grandchild or to each of his or her children or grandchildren where no new road is involved, provided that only one such gift per child or grandchild be made during a ten year period and where the resultant lot is equal to or exceeds the standards of the County as shown in these subdivision regulations and provided that the following restrictions are placed in the Deed of Gift to the child or grandchild:

"But this conveyance is made subject to the following restrictions which shall run with the land:

That prior to the sale or transfer of the aforesaid lot and right-of-way to anyone other than the Grantors or either of them or to a child or grandchild of the Grantors, the aforesaid lot shall be brought into compliance with the Subdivision Regulations of Perquimans County in effect at the time of the recording of the present Deed of Gift, including, but not limited to, regulations that require the construction of a paved access road to the lot and the installation of required utilities. However, these restrictions will not apply to any transfer made to secure a loan or to any sale or transfer of the property as part of a foreclosure proceeding or to any subsequent sale or transfer by a Mortgagee who or which has purchased the property at a foreclosure sale."

*goes in deed to
kids or grandkids*

The burden shall be on any conveyor of land to provide proof why their conveyance does not constitute a subdivision. This proof must be presented to the Subdivision Review Officer.

ALBEMARLE REGIONAL HEALTH SERVICES

356602

Applicant:

CHAPPELL, DOUGLAS
520 WHITEHAT RD
HERTFORD, NC 27944

Owner:

CHAPPELL, DOUGLAS and Rita
520 WHITEHAT RD
HERTFORD, NC 27944

Site Location:

PROPOSED LOT 4 BEHIND 520 WHITEHAT RD
HERTFORD, NC 27944

GPD: 360 LTAR: 0.300 Classification: Unsuitable

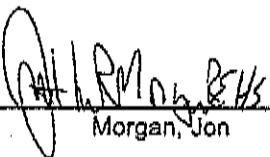
If unsuitable, the site may be reclassified to provisionally suitable with the following modification(s):

To obtain an Authorization to Construct:

- * Submit a plat or scale drawing of the lot, showing location and dimensions of all property lines, proposed structures and driveways
- * Submit a copy of deed or contract to purchase
- * Sign legal documents agreeing to the inspection and maintenance requirements of the Albemarle Regional Health Services Management Entity
- * Pay permit fee of \$225

Comments:

EHS:


Morgan, Jon

Date: 04/26/2021

THIS APPROVAL WILL BECOME VOID AFTER 12 MONTHS AND A NEW APPLICATION WILL BE NECESSARY.

Bertie (252) 794-5303 Camden (252) 338-4460 Chowan (252) 482-1199 Currituck (252) 232-6603
Gates (252) 357-1380 Pasquotank (252) 338-4490 Perquimans (252) 426-2100

ALBEMARLE REGIONAL HEALTH SERVICES

356600

Applicant:

CHAPPELL, DOUGALS
520 WHITEHAT RD
HERTFORD, NC 27944

Owner:

CHAPPELL, DOUGALS and Rita
520 WHITEHAT RD
HERTFORD, NC 27944

Site Location:

PROPOSED LOT 5 BEHIND 520 WHITEHAT
HERTFORD, NC 27944

GPD: 360 LTAR: 0.300 Classification: Unsuitable

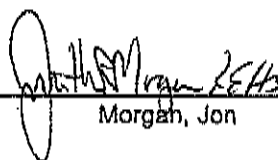
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- * Submit a copy of deed or contract to purchase
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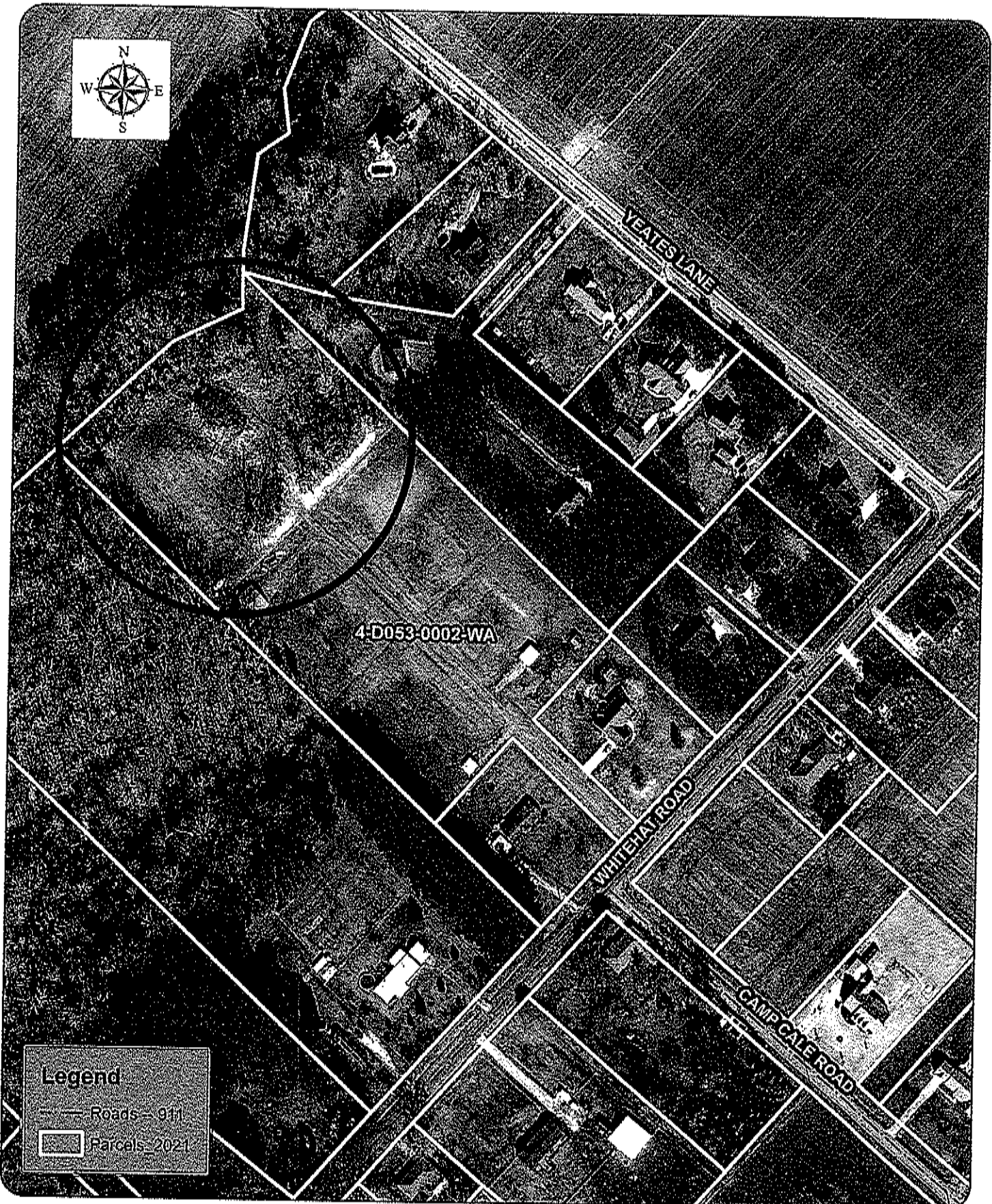
Comments:

EHS:


Morgan, Jon

Date: 04/26/2021

THIS APPROVAL WILL BECOME VOID AFTER 12 MONTHS AND A NEW APPLICATION WILL BE NECESSARY.



4-D053-0002-WA

Legend

- Roads - 9/11
- ▭ Parcels - 2021

1 inch equals 208 feet

Map created May 4, 2021

Perquimans County, NC
GIS Department

Disclaimer: Parcel lines are for tax purposes only. This map is NOT a substitute for a land survey or legal document. The County assumes no legal responsibility for the information contained on this map.

**Perquimans County Planning & Zoning Staff Report
By Rhonda Repanshek, Planner
For BCC Meeting June 7, 2021**

SUBJECT: Gift of 2nd Flag Lot Subdivision, requested by Wilmer Chappell off NC Highway 37 also known as Belvidere Road. Subject property is Tax Parcel No. 1-0016-0009A and is zoned RA, rural agricultural.

Project Description/ Research & Analysis

Project Overview:

Goal:

To give his grandson, Justin Roberson, 2 acres of the approximately 36 acres to live on

Technical Aspects:

Subdivision Regulation section 402(B)(9) discusses flag shaped lots where the pole of the flag is the access and the flag portion must meet regular subdivision regulation standards. One flag lot may be approved by Planning staff, but more than one from the same parcel since Dec 31, 1998 requires Planning Board and County Commissioner approval. It is a ministerial decision whereby the Boards will review the application and decide if it meets objective standards set in the current Subdivision Regulations which are section 402(B)(9)(a-f). *[criteria are listed on the next page]*

This is the last water meter the County Water Department will allow to tax parcel number 1-0016-0009A without having a county water main installed at the landowner's expense. Relevant wording will be added to the survey before recording.

Per Subdivision Regulation section 701 (e) the deed of gift to the grandchild shall include specific wording regarding future compliance with Subdivision Regulations, including a paved access road and utility improvements.

NCDOT reported via email 4/27/2021 that no driveway permit is needed at this time.

Design:

An existing 31 foot wide private easement between one acre lots will be extended to approximately 740 feet in length to access the newly proposed 2 acre lot. Currently the access is dirt and gravel. The proposed lot is irregularly shaped with two sides bordered by woods.

Our local District Soil & Water Technician reported that this proposed lot has adequate existing drainage and is not in the 100 year floodplain. "Maps show that this lot will drain from southwest to northeast. It may be beneficial to raise this lot up in the northeast portion for structural purposes and route any new drainage to where it drains to the northeast."

Regulations and Procedure

April 8, 2021 Building Inspections relayed the Application of Wilmer Chappell for Gift of Property to the Planning & Zoning Office and it was found to be substantially complete as a conceptual plan along with previous digital surveys that had been emailed to the Planning Office weeks in advance. The first survey was received by Planning staff September 24, 2020 via email from the surveyor followed the next day by a corrected survey.

Planning Board reviewed this case May 11th, which allows it to be reviewed by the Board of County Commissioners June 7th.

Recommendation Procedure: In considering the request, the Planning Board and BCC shall use Subdivision Regulation Section 402(B)(9)(a-f) to determine if the proposed flag lot(s) meets its(their) criteria for approval of recordation. As stated on page 33 in *Land Subdivision Regulation in North Carolina, 2015*, by Adam Lovelady, "A preliminary plat may be approved with conditions." A preliminary plat may be approved by a review board with a condition that the required change will be incorporated into the final plat. "Conditions imposed as part of an administrative subdivision decision must be based on clear, objective standards set forth in the ordinance..."

Criteria: Per Subdivision Regulation 402(B)(9) flag lot requirements are as follows:

(a) Access shall be provided from the public road or an approved private road to the flag lot by means of an easement with a minimum width of 25 feet along the "pole."

(b) The area inside the "Flag" portion of the lot must satisfy the minimum lot area requirements for a conventional development within the underlying zoning district. The area considered the "Flag Pole" consists of that area from the road right-of-way to the "Flag" portion of the lot and shall not exceed 1,000 feet.

(c) Use of a single driveway to serve a flag lot and an adjoining conventional lot is permitted provided that a Shared Access Agreement is recorded in the Register of Deeds Office on the plat or in a separate document, in order to acknowledge the conditions under which the shared access will operate. The preferred location for the driveway is in the flagpole easement, with the Flag Lot granted an access easement over the flagpole.

(d) The flag portion of the flag lot must satisfy the minimum yard requirements of the applicable zoning district. The "building setback line" for the Front Yard runs parallel to the street and is measured from within the "Flag" part of the lot, not the "pole" part.

Per Zoning Ordinance section 704, the minimum lot size for an RA district is 43,000 square feet with minimum width of 125 ft. and minimum depth of 150 ft. Minimum Yard Setbacks are 30 ft. for front and rear and 15 ft. for the sides.

(e) Where applicable, a Driveway Permit shall be required from NCDOT. Failure to obtain a driveway permit shall result in denial of the flag lot.

(f) The minimum separation between the flagpole portion of the lot and that of another flag lot shall be guided by the minimum design standards governing lots.

Recommendations

Planning Board unanimously found the flag lot to meet requirements 'a' through 'f' of Subdivision Regulations Section 402(B)(9) with the condition that a Shared Access Agreement be drafted, signed and recorded in Register of Deeds to meet criteria (c). Water department text regarding utility improvements needs to be added to the survey and deed prior to recording.

A statement requiring a County water main to be installed at the owner(s)' expense prior to any further subdivisions of this parent parcel needs to be added to the survey and deed.

Suggested Action Language:

County Commissioners may consider using the following script to form the desired motion for approval or denial of the proposed flag lot:

Board of County Commissioners finds the proposed flag lot to meet requirements 'a' through 'f', *with the exception of criteria 'c' of Subdivision Regulations 402(B)(9) and approves (or denies) it's subdivision with the condition that a Shared Access Agreement is recorded in Register of Deeds simultaneously with plat recordation.*

ATTACHMENTS: 1) Applicant's Application

Perquimans County, North Carolina
APPLICATION FOR GIFT OF PROPERTY



This section to be completed by County:
Date Received: 4-8-2021 Received by: R.R. Date Completed: 4-16-2021
Confirmed by: _____ Subject Property Tax Map No.: 1-0016-0009A
Proposed number of lots: one Is residual parcel over 10 acres? yes. If no, remind applicant to request ARHS's preliminary approval of residual lot when applying for septic tank permit for proposed lot(s).

Name of Boundary Survey: Abbreviated Subdiv. to be conveyed to Justin Roberson

Property Owner(s): William D. Chappell

Mailing Address: 1803 Belvidere Rd Belvidere NC

Home Phone: 252 297 2498 Work: _____; Cell: 331-3779; Fax: _____

I (We) hereby certify that I (we) am (are) the owner(s) of the property located at Tax Parcel 1-0016-0009A. I (We) hereby request a Deed of Gift Subdivision at this location. I (we) acknowledge that this Application is for a single lot to my (our) child or grandchild. Furthermore, I (we) acknowledge that this is the one and only such gift in Perquimans County given to this child or grandchild from me (us) during the last ten (10) year period and that the resultant lot is equal to or exceeds the standards of the County as shown in the Subdivision Regulations and that restrictions are placed pursuant to Section 601(e) of the Perquimans County Subdivision Regulations in the Deed of Gift to the child or grandchild. As the owner(s) of the property, I (we) request approval of the proposed Deed of Gift and related Boundary Survey.

Respectfully yours,

William D. Chappell
Signature of Owner/Grantor

2/21/21
Date

Signature of Owner/Grantor

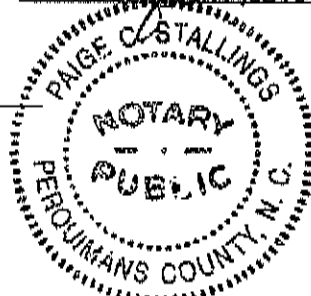
Date

Sworn to and subscribed before me, this the 21st day of February, 2021.

Notary Public Paige C. Stallings County of Perquimans

State of North Carolina

My commission expires: 5-14-2024



Form revised 11-9-12

Perquimans County, North Carolina
APPLICATION FOR GIFT OF PROPERTY
CHECKLIST OF INFORMATION AND ITEMS NEEDED PRIOR TO
APPROVAL & RECORDATION OF BOUNDARY SURVEY:

To confirm compliance with Section 701(e) of the Perquimans County Subdivision Regulations, complete and return pages 1 and 2 of this Application for Gift of Property, and provide additional information, as follows:

- Page 1 of Application.
- Copy of proposed Deed of Gift.
- Boundary Survey with Certification Statements and references to residual parcel, if any (see Note #1, below). *staff*
- Water Availability: Planning staff with Water Dept Director via phone and email 4/16/2021
- Proposed sewage system: ARHS permit # 354684 (attach ARHS's septic system approval (and Preliminary Approval for residual parcel, if applicable) or letter of availability for public sewer as applicable).
- My (our) ownership of parent tract is evidenced by attached deed recorded in Real Estate Book 148, Page 180 OR Will File Number _____.
- My (our) parent tract is known as Township No. 1, Map/Development No. 0016, Parcel No. 0009A.
- Size of Parent Tract: 35.69 acres. *pc 3, side 345'*
- Linear footage width (street frontage): 31.0 and depth: over 2,500 ft of parent tract.
- Depth of parent tract: _____ linear feet.
- Parent tract is zoned: RA. Future Land Use classification: Residential + Agricultural
- Review and consultation with Soil & Water Conservation staff email 9/25/2020 3:52PM
- May need to establish drainage easements on the property lines depending upon Drainage plan requirements. *Planning staff received email verification from Soil & Water Dept*
- Disclosure statement referencing Section 402(11)f), (19) and (20) of the Perquimans County Subdivision Regulations regarding grading, drainage and erosion control.
- Other (specify): _____.
- Other (specify): _____.

NOTES:

(1) Any lot of less than 10 acres, including any residual parcel, must obtain a certificate from the Albemarle Regional Health Service stating whether or not septic systems may be approved for the lot(s); and (2) There is no fee for this Application.

Perquimans County, North Carolina
APPLICATION FOR GIFT OF PROPERTY

Section 701 Definition of a Subdivision

All divisions of a tract of land into two or more lots, building sites, or other divisions for the purpose of sale or building development (whether immediate or future) and shall include all divisions of land involving the dedication of a new street or a change in existing streets; provided, however, that the following shall not be included within this definition nor be subject to the regulations prescribed by this ordinance:

- a) The combination or re-combination of portions of previously platted lots where the total number of lots is not increased and the resultant lots are equal to or exceed the standards of the County as shown by the regulations prescribed by this ordinance.
- b) The division of land into parcels greater than ten (10) acres where no street right-of-way dedication is involved.
- c) The public acquisition by purchase of strips of land for the widening or opening of streets.
- d) The division of a tract in single ownership whose entire area is no greater than two acres into not more than three lots, where no street right-of-way dedication is involved, and where the resultant lots are equal to or exceed the standards of the County, as shown by the subdivision regulations contained in this ordinance.
- e) The gift by a property owner of a single lot to his or her child or grandchild or to each of his or her children or grandchildren where no new road is involved, provided that only one such gift per child or grandchild be made during a ten year period and where the resultant lot is equal to or exceeds the standards of the County as shown in these subdivision regulations and provided that the following restrictions are placed in the Deed of Gift to the child or grandchild:

put in deed

"But this conveyance is made subject to the following restrictions which shall run with the land:

That prior to the sale or transfer of the aforesaid lot and right-of-way to anyone other than the Grantors or either of them or to a child or grandchild of the Grantors, the aforesaid lot shall be brought into compliance with the Subdivision Regulations of Perquimans County in effect at the time of the recording of the present Deed of Gift, including, but not limited to, regulations that require the construction of a paved access road to the lot and the installation of required utilities. However, these restrictions will not apply to any transfer made to secure a loan or to any sale or transfer of the property as part of a foreclosure proceeding or to any subsequent sale or transfer by a Mortgagee who or which has purchased the property at a foreclosure sale."

The burden shall be on any conveyor of land to provide proof why their conveyance does not constitute a subdivision. This proof must be presented to the Subdivision Review Officer.

Permit: 354684

PIN:



Perquimans

NOT TO SCALE

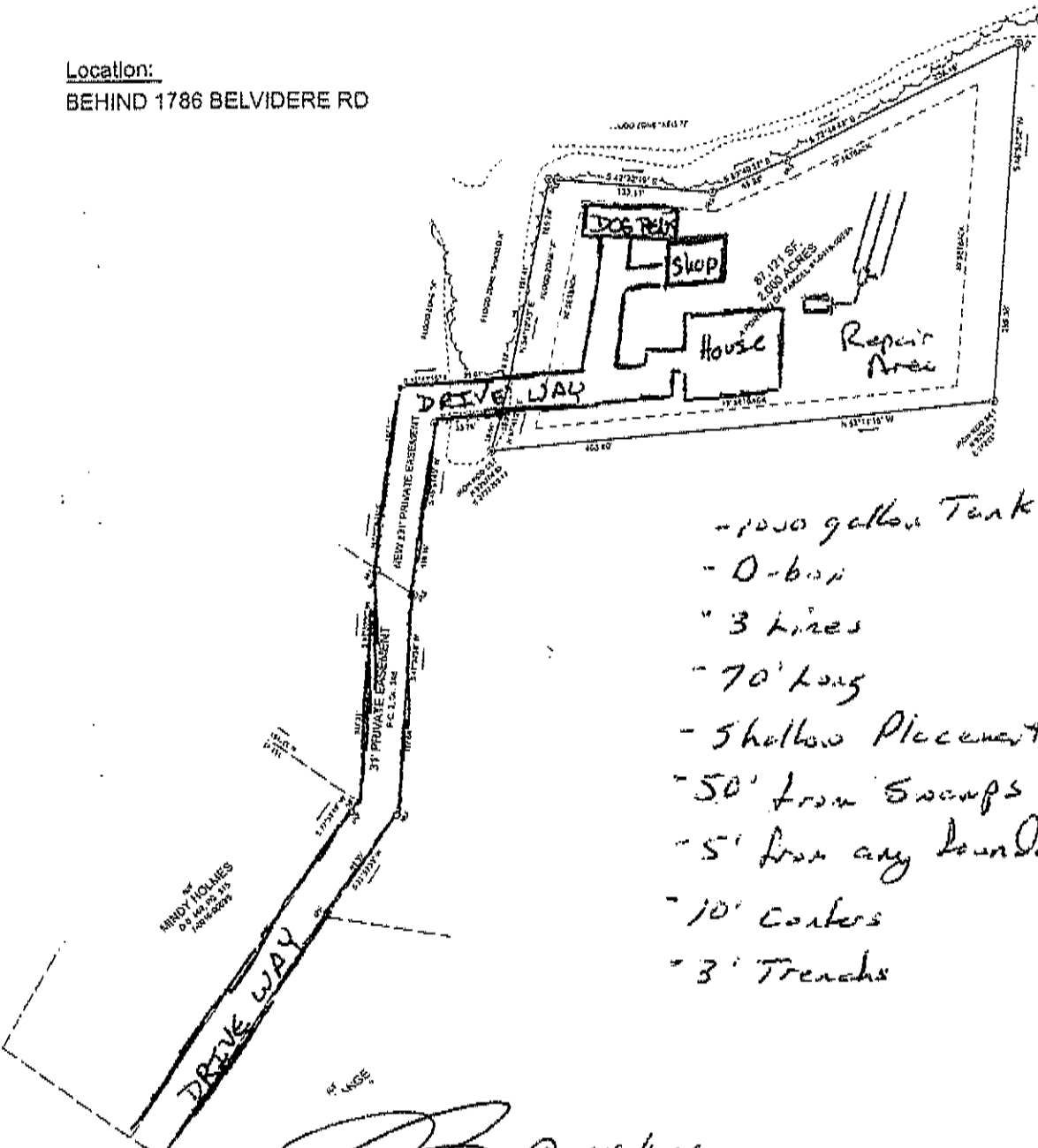
Owner:
ROBERTSON, JUSTIN
857 OCEAN HWY S
HERTFORD, NC 27944

Applicant:
ROBERTSON, JUSTIN
857 OCEAN HWY S
HERTFORD, NC 27944

LTAR: 0.800
Water: PUBLIC
TYPE II C.
SINGLE FAMILY

Location:
BEHIND 1786 BELVIDERE RD

360
3 Bedrooms



- 1000 gallon Tank
- 0-bop
- 3 lines
- 70' Long
- shallow Placement
- 50' from Swamp's edge
- 5' from any foundation
- 10' centers
- 3' Trenches

Authorized Agent:

[Signature]
Hollowell, Ralph

Date: 03/29/2021

Approved:

Date: _____

THE AUTHORIZATION FOR WASTEWATER SYSTEM CONSTRUCTION (CONSTRUCTION AUTHORIZATION) SHALL BE VALID FOR A PERIOD OF 60 MONTHS AFTER THE DATE OF ISSUANCE.

The issuance of the Improvement Permit or Construction Authorization in no way guarantees the issuance of other local, state or federal permits.

Wastewater systems and water supplies shall meet state and/or local regulations.

NO CHANGES IN THIS DOCUMENT ARE ALLOWED UNLESS PRIOR APPROVAL IS OBTAINED FROM THE HEALTH DEPARTMENT. IF THE INFORMATION SUBMITTED IN THE APPLICATION FOR THE IMPROVEMENT PERMIT OR CONSTRUCTION AUTHORIZATION IS FOUND TO BE INCORRECT, CHANGED, OR IF THE SITE IS ALTERED, THE IMPROVEMENT PERMIT OR CONSTRUCTION AUTHORIZATION SHALL BECOME INVALID AND MAY BE SUSPENDED OR REVOKED.

When contacting the Environmental Health office concerning this document, be sure to know the application number. The number must be used in all inquiries and inspection requests.

The Environmental Health Staff can be located at the following telephone numbers between 8:00 a.m. and 8:30 a.m., Monday through Friday, except holidays. The office telephone numbers are:

Camden.....(252) 338-4460	Pasquotank.....(252) 338-4490
Chowan.....(252) 482-1199	Perquimans.....(252) 426-2100
Currituck.....(252) 232-6603	Bertie.....(252) 794-5303
	Gates.....(252) 357-1380

Wastewater system installers are responsible for notifying the Environmental Health offices for final inspections. Wastewater systems must be inspected and approved by a representative of the Environmental Health staff before any portion of the installation is covered and/or used.

ISSUANCE OF AN OPERATIONS PERMIT SHALL INDICATE THE WASTEWATER SYSTEM HAS BEEN CONSTRUCTED TO THE STANDARDS SET FORTH IN THE REGULATIONS, BUT SHALL IN NO WAY BE TAKEN AS A GUARANTEE THAT THE SYSTEM WILL FUNCTION SATISFACTORILY FOR ANY GIVEN PERIOD OF TIME.

Wastewater systems shall be operated and maintained in such a manner as to not create a public health hazard. Septic tanks should be pumped out every 3 to 5 years by a permitted pumper. Please conserve water!

Minimum Distances*

Ground Absorption Wastewater Systems to:

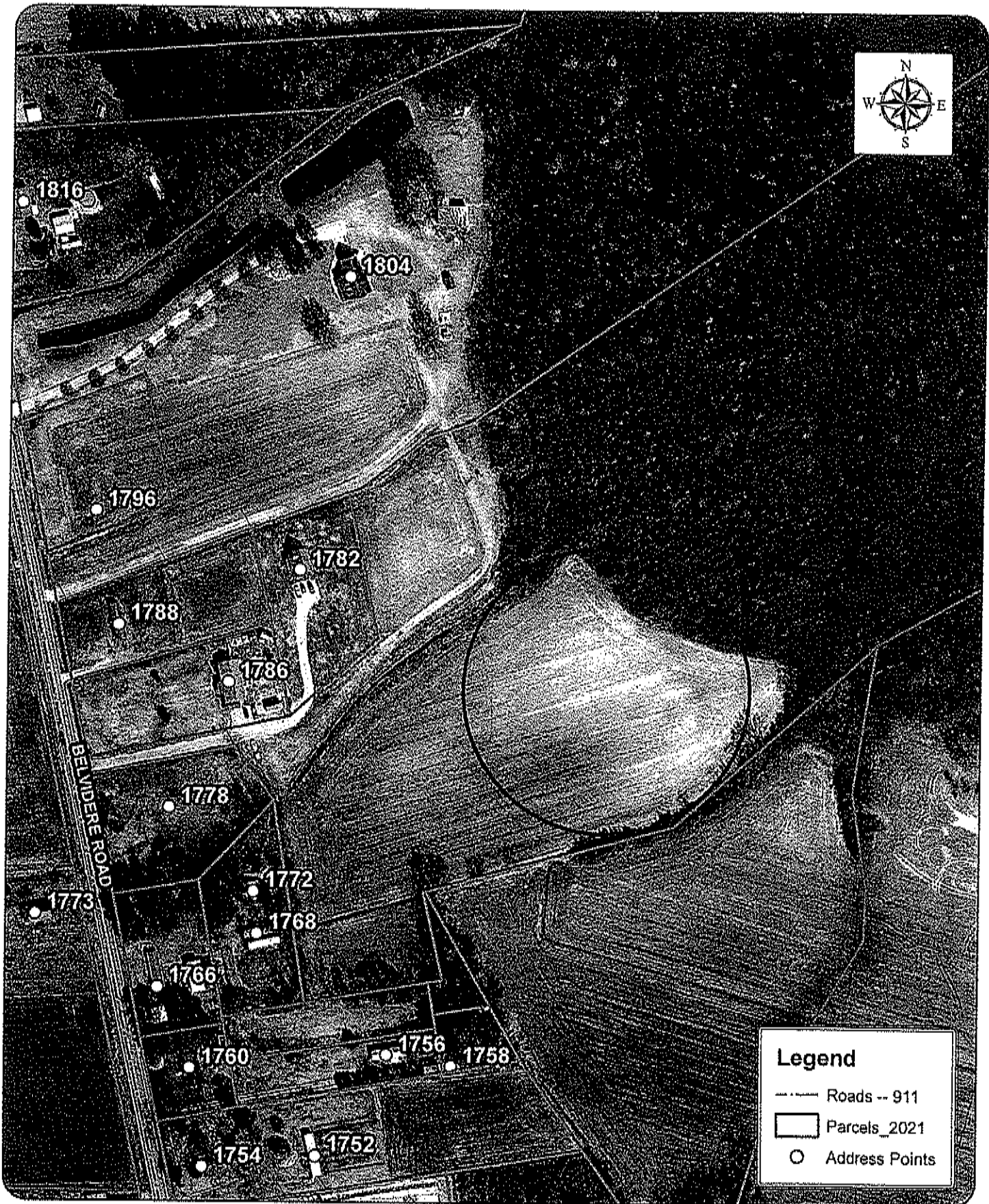
- 1. Private water supply sources 100'
- 2. Public water supply sources 100'
- 3. Coastal waters (mean high water mark) 50'
- 4. Streams, canals, marshes, or other surface waters 50'
- 5. Lakes and ponds 50'
- 6. Groundwater lowering ditches and devices 25'
- 7. Embankments or cuts 15'
- 8. Swimming pools 15'
- 9. Property Lines 10'
- 10. Water lines 10'
- 11. Building foundations 5'

Private Wells to:

- 1. Wastewater systems 100'
- 2. Building foundations 25'
- 3. Surface waters 50'
- 4. Property lines 10'

*Variances can be given on some distances; please call the Environmental Health office if you feel a variance is necessary.

Septic tanks, nitrification fields, and repair areas shall not be located under paved areas or areas subject to vehicular traffic.



1 inch equals 208 feet

Map created May 10, 2021

Perquimans County, NC
GIS Department

Disclaimer: Parcel lines are for tax purposes only. This map is NOT a substitute for a land survey or legal document. The County assumes no legal responsibility for the information contained on this map.

§ 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

DEPARTMENT HEAD REPORTS

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
TIMMONS GROUP	X	4-5-2021	X	RECOMBINATION FROM
SHARON G MEIGGS				4-0076-0043 / SHOULD BE 3 PARCELS
J H MILLER JR	X	4-7-2021	X	RECOMBINATION 3-0040-AD810-H
GREGORY BENTON				3.67 ACRES 2-LOTS + RESIDUAL
TONY WEBB	X	4-12-2021	X	RECOMBINATION SURVEY 4-0065-0072C,
JAMES G SAWYER				4-0065-0072 & 4-0065-0072D
MARK PRUDEN	X	4-14-2021	X	RECOMBINATION 1-0023-0043
DARIO & CANDICE				1 ACRE
RUVAVCC				
MARK PRUDEN	X	4-16-2021	X	3-0037-00030 7.35 ACRES
JACK KENNETH DAIL				PLAT OF EXISTING PARCEL
TIMMONS GROUP	X	4-16-2021	X	RECOMBINATION OF 4.88 ACRES
SICARIO PROPERTIES				5-0052-0035B & 5-0052-0035C
TIMMONS GROUP	X	4-16-2021	X	BOUNDARY SURVEY ORDINANCES 4-0064-0032
RENEWABLE GREEN INC				TRACT 1
ALBEMARLE LAND SURVEY	X	4-21-2021	X	EXCEPTION SUBDIVISION 1-0023-0041A,
DEAN & SHARON LANE				1-0023-0044B, 1-0023-0045 170.17 ACRES
BISSELL PO BOX 1068 KITTY HAWK, NC 27949 (252)261-3266	J H MILLER JR. 166 COTTONWOOD DRIVE HERTFORD, NC 27944 339-6932	PAT MCDOWELL PO BOX 391 ELIZABETH CITY, NC 27909 338-4161		GLORIA ROGERS 215 B STREET CAMDEN, NC 27921 338-1415/333-8781
BOWMAN CONSULTING PAUL J TOTI 131 MAIN STREET GATESVILLE, NC 27938 357-1581	EUGENE JORDAN 402 SIGN PINE ROAD TYNER, NC 27980 221-4795	MCKIM & CREED 504 E ELIZABETH ST STE1 ELIZABETH CITY, NC 27909 338-2929		SCOTT TEMPLE PO BOX 422 ELIZABETH CITY, NC 27907 330-4016
CHARLES E BROWN, III 2005 JOHNSON ROAD ELIZABETH CITY, NC 27909 335-0928	MARK PRUDEN 146 OAK GROVE ROAD EDENTON, NC 27932 482-7804	RACKLEY SURVEYING 1015 MACEY JO COURT ELIZABETH CITY, NC 27909 (252)679-7670		TONY WEBB PO BOX 381 EDENTON, NC 27932 482-3066
TIMMONS GROUP 1805 WEST CITY DRIVE ELIZABETH CITY, NC 27909 (252)621-5030				ROBEY 150 US HWY 158 W EAST CAMDEN, NC 27921 335-1888



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**

6/1/2021

Perquimans County Board of Commissioners:

The Board of Equalization and Revue will convene during the Commissioner's meeting in June. I have no appointments for anyone to be heard at this time.

The expected adjournment date for the Board of Equalization and Revue is June 7, 2021.

Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Bill Jennings".

Bill Jennings
Perquimans County
Tax Administrator

Perquimans County's Vision:

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



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

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

**PERQUIMANS COUNTY
TAX DEPARTMENT**

Enforced Collections-May 2021

GARNISHMENTS: \$3,364.20

PAYMENT AGREEMENTS: \$16,045.91

DEBT SETOFFS: \$502.05

PERQUIMANS COUNTY
OFFICIAL REPORT

Date: MAY 2021

Board of Commissioners:
Finance Officer:

I wish to report that during MAY 2021 received the following funds which were duly deposited in the County's depository on the dates and in the amounts as shown:

DATE	BUILDING PERMITS #	ELECTRICAL PERMITS #	PLUMBING PERMITS #	INSULATION PERMITS #	MECHANICAL PERMITS #	MOBILE HOME #	STATE TAX	MISC	TOTAL DEPOSITED
5/1/2021									\$0
5/2/2021									\$0
5/3/2021	\$855		5	\$270					\$1,475
5/4/2021	\$125						\$10	\$335	\$460
5/5/2021									\$0
5/6/2021									\$0
5/7/2021	\$671		1						\$425
5/8/2021			2	\$50			\$10		\$791
5/9/2021									\$0
5/10/2021	\$350		2						\$0
5/11/2021	\$185				\$55				\$485
5/12/2021	\$50		3		\$55				\$240
5/13/2021	\$50								\$220
5/14/2021			1		\$110				\$160
5/15/2021									\$80
5/16/2021									\$0
5/17/2021									\$0
5/18/2021	\$937		2						\$0
5/19/2021	\$185		1	\$90					\$1,560
5/20/2021	\$1,465		4	\$75			\$20		\$310
5/21/2021	\$534		2	\$165			\$10		\$2,229
5/22/2021			2		\$50		\$10		\$599
5/23/2021									\$0
5/24/2021	\$244		2	\$50					\$0
5/25/2021	\$201		4	\$180					\$294
5/26/2021	\$611		3						\$2,238
5/27/2021	\$150		3	\$50			\$10		\$896
5/28/2021			1		\$55				\$335
5/29/2021					\$55				\$0
5/30/2021									\$0
5/31/2021									\$0
TOTAL	\$6,413	\$4,134	28	\$830	\$350	\$0	\$70	\$335	\$12,737

Signed: _____ Building Inspector



Case Activity Report

5/1/2021 - 5/31/2021

Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
5/26/2021	65	249 DOGWOOD DR	Solid Waste	Solid Waste	Inspection	Reinspect due to further complaints. Trash in yard now, piled on top of old dryer.
5/24/2021	49	136 RED MAPLE AVE	Unauthorized junkyard	Unauthorized junkyard	Inspection	More vehicles appear to have been removed. Will continue to monitor.
5/19/2021	66	207 UNION HALL RD	Abandoned Mobile Home	Abandoned Mobile Home	Inspection	Property is somewhat overgrown, trailer appears to have been empty for some time.
5/19/2021	42	337 WOODVILLE RD	solid waste	illegal dump site	Inspection	Still unable to access rear of property to determine if any cleanup has been done

Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
5/14/2021	47	3138 NEW HOPE RD	Grass, possible Abandoned Mobile Home	Grass, possible Abandoned Mobile Home	Inspection	Property is still overgrown, trailer clearly abandoned. Will attempt to contact owner
5/14/2021	12	1308 NEW HOPE RD	other-unsafe house	house falling in on itself	Inspection	House still in same condition, no progress on demolition
5/5/2021	65	249 DOGWOOD DR	Solid Waste	Solid Waste	Inspection	Confirmed used washer or dryer sitting in front yard.
5/4/2021	17	113 LEVI CREECY RD	junk cars	3 junk cars in yard	Inspection	Inspected property. Still has junk vehicles in yard, but appears to be different vehicles than were there previously, or at least 2 of the 3 are different. Erie Haste has been unwilling to talk with tenant about the issue
5/4/2021	20	121 LEVI CREECY RD	junk cars , solid waste	foreclosed property	Inspection	Inspected property, property has been cleaned up
5/4/2021	18	107 LEVI CREECY RD	junk cars	junk vehicles	Inspection	Inspected property, property has been cleaned up



Case Detail Report

5/1/2021 - 5/31/2021

Case #	Case Date	Parcel Address	Violation	Description	Main Status	Assigned To
66	5/17/2021	207 UNION HALL RD	Abandoned Mobile Home	Abandoned Mobile Home	Open	Erle Solesbee
65	5/3/2021	249 DOGWOOD DR	Solid Waste	Solid Waste	Open	Erle Solesbee

Total Records: 2

5/31/2021

Perquimans County Sheriff's Office --- May 2021 Activity Report										
	Arrests	Incidents	Civil Papers	Criminal Child Support	Citations	Dispatched Calls	Office Calls	Transports Out Co.	Deposits	Court Days
JANUARY	22	26	57	1	9	564	282	3	\$4,925.00	5
FEBRUARY	14	30	46	1	8	518	259	5	\$5,360.00	8
MARCH	24	42	250	2	12	749	375	4	\$6,337.00	13
APRIL	34	51	155	1	12	735	368	4	\$7,055.25	9
MAY	19	42	142	0	6	842	421	5	\$4,005.00	9





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

Emergency Services Update - April 2021

<i>Call Volume by Department - April 2021</i>			
<i>Department</i>	<i># of Calls</i>	<i>Department</i>	<i># of Calls</i>
<i>911 CALLS RECEIVED</i>	<i>576</i>	<i>NC State Highway Patrol</i>	<i>54</i>
<i>Belvidere Fire Dept.</i>	<i>10</i>	<i>NC Wildlife</i>	<i>1</i>
<i>Bethel Fire Dept.</i>	<i>10</i>	<i>Nightingale</i>	<i>0</i>
<i>Chowan EMS</i>	<i>1</i>	<i>Pasquotank-Camden EMS</i>	<i>0</i>
<i>Durants Neck Fire Dept.</i>	<i>4</i>	<i>Perq. Dept. of Social Services</i>	<i>4</i>
<i>Eastcare</i>	<i>1</i>	<i>Perq. Emergency Management</i>	<i>25</i>
<i>Gates EMS</i>	<i>0</i>	<i>Perq. EMS</i>	<i>210</i>
<i>Hertford Fire Dept.</i>	<i>25</i>	<i>Perq. Fire Marshal</i>	<i>1</i>
<i>Hertford Police Dept.</i>	<i>160</i>	<i>Perq. Sheriff's Office</i>	<i>735</i>
<i>Hertford Public Works</i>	<i>2</i>	<i>Perq. Water Department</i>	<i>2</i>
<i>Inter-County Fire Dept.</i>	<i>15</i>	<i>Perq. Volunteer Water Rescue Team</i>	<i>1</i>
<i>Magistrate</i>	<i>63</i>	<i>Winfall Fire Dept.</i>	<i>11</i>
<i>NC Dept. of Transportation</i>	<i>3</i>	<i>Winfall Police Dept.</i>	<i>0</i>
<i>NC Forestry</i>	<i>5</i>	<i>Winfall Public Works</i>	<i>2</i>
<i>NC Probation</i>	<i>2</i>		

May Birthdays

Dana Wavra - May 12th

Emily Harrell - May 25th

Heidi Russell - May 27th

Brett Damron - May 29th

Codi Griggs - May 30th

Completed Projects / Trainings / Community Preparedness

Activities

- Eastern Healthcare Preparedness Coalition Call – April 5, 2021
- COVID-10 Vaccination Clinic – April 7, 2021
- NC Dept. of Health and Human Services Healthcare Coalition Call – April 7, 2021
- Virtual Meeting with Motorola – April 8, 2021
- Mini Shelter Exercises – April 9, 2021
- Eastern Healthcare Preparedness Coalition Call – April 12, 2021
- Sentara ED/EMS Virtual Meeting – April 14, 2021
- NEREMSA Virtual Meeting – April 15, 2021
- COVID-19 Vaccination Clinic – April 15, 2021
- CPR Class – April 16, 2021
- School Reunification Planning Meeting – April 16, 2021
- COVID-19 Vaccination Clinic – April 20 2021
- COA EMS Advisory Committee Meeting – April 22, 2021
- EMS Peer Review Meeting – April 22, 2021
- 911 Communications Division Advisory Meeting – April 22, 2021
- Tabletop School Reunification Drill – April 23, 2021
- Red Cross Sheltering Virtual Meeting – April 28, 2021
- 911 Center Failover to Backup Center at Chowan 911 – April 28, 2021
- Final Planning Meeting for Crop Duster/Hazmat Exercise – April 29, 2021
- The Big Pop-Up Event Planning Meeting – April 29, 2021
- Coast Guard Supported Boom Exercise – April 30, 2021

Since January of 2020, Emergency Services Staff have been heavily involved in COVID-19 response activities which included alerting the public, receiving, and distributing supplies and resources, COVID-19 Antigen testing and most recently, COVID-19 Mass Vaccination Clinics. The Emergency Operations Center was activated on March 16, 2020 and a local State of Emergency was enacted on March 18, 2020. On Friday, April 30, 2021, local officials lifted the local State of Emergency, however, there are still state mandates in place and residents are encouraged to follow them.

Community Emergency Response Teams (CERT)

- Albemarle Plantation CERT, Deep Creek CERT, and the Shores at Lands End CERT continue to be an invaluable resource for the COVID Vaccination Clinics. These volunteer members can be found helping with vaccination preparation, the preregistration process, and post vaccination monitoring, as well as anything else that is needed.

Pending Projects / Trainings / Community Preparedness Activities

- ARHS COVID-19 Vaccination Clinics
- Perquimans County Schools Full-Scale Reunification Drills – May 2021
- Community Emergency Response Team Training – May 18 – 19, 2021
- Crop Duster/Transportation Hazmat Response Workshop and Full-Scale Exercise funded through the Hazardous Materials Emergency Preparedness Grant – May 25, 2021 and June 9, 2021
- Hurricane/Tornado Tabletop and Full-Scale Exercise funded through the Homeland Security Grant Program – June 2, 2021 and June 30, 2021
- Active Shooter Exercise funded through the Homeland Security Grant Program – Winter 2021

- Hazmat Shipping Exercise funded through the Homeland Security Grant Program – Spring 2022

Press Releases / Public Service Announcements

- Birthday Shout Out to staff with April Birthdays – April 2, 2021
- NCDOT along with McLean Contracting announce S-Bridge Closure – April 5, 2021
- COVID-19 Vaccination Clinic Announcement – April 5, 2021
- National Public Safety Telecommunicator Week – April 11, 2021
- Press Release – Ocean Highway Motor Vehicle Accident – April 12, 2021
- National Public Safety Telecommunicator Week – April 11, 2021
- Change to Vaccination Clinic scheduled for April 15 – April 13, 2021
- NCDOT along with McLean Contracting announce S-Bridge Closure – April 16, 2021
- National Public Safety Telecommunicator Week Proclamation – April 16, 2021
- Thank You to The Landings of Albemarle – April 16, 2021
- Press Release – Discover Court Structure Fire -April 16, 2021
- Press Release - National Public Safety Telecommunicator Week – April 17, 2021
- Press Release – Enclosed Trailer Fire Temporarily Closes Ocean Highway – April 19, 2021
- NCDOT along with McLean Contracting announce S-Bridge Closure – April 29, 2021
- Water Rescue Training – April 30, 2021
- Press Release – Lifting the COVID-19 State of Emergency – April 30, 2021



PERQUIMANS COUNTY EMERGENCY SERVICES

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

Jonathan A. Nixon, Director

Emergency Services Update – May 2021

<i>Call Volume by Department – May 2021</i>			
<i>Department</i>	<i># of Calls</i>	<i>Department</i>	<i># of Calls</i>
<i>911 CALLS RECEIVED</i>	<i>668</i>	<i>NC State Highway Patrol</i>	<i>41</i>
<i>Belvidere Fire Dept.</i>	<i>5</i>	<i>NC Wildlife</i>	<i>2</i>
<i>Bethel Fire Dept.</i>	<i>11</i>	<i>Nightingale</i>	<i>4</i>
<i>Chowan EMS</i>	<i>2</i>	<i>Pasquotank-Camden EMS</i>	<i>3</i>
<i>Durants Neck Fire Dept.</i>	<i>3</i>	<i>Perq. Dept. of Social Services</i>	<i>13</i>
<i>Eastcare</i>	<i>3</i>	<i>Perq. Emergency Management</i>	<i>12</i>
<i>Gates EMS</i>	<i>0</i>	<i>Perq. EMS</i>	<i>228</i>
<i>Hertford Fire Dept.</i>	<i>14</i>	<i>Perq. Fire Marshal</i>	<i>0</i>
<i>Hertford Police Dept.</i>	<i>150</i>	<i>Perq. Sheriff's Office</i>	<i>842</i>
<i>Hertford Public Works</i>	<i>1</i>	<i>Perq. Water Department</i>	<i>0</i>
<i>Inter-County Fire Dept.</i>	<i>11</i>	<i>Perq. Volunteer Water Rescue Team</i>	<i>0</i>
<i>Magistrate</i>	<i>46</i>	<i>Winfall Fire Dept.</i>	<i>7</i>
<i>NC Dept. of Transportation</i>	<i>7</i>	<i>Winfall Police Dept.</i>	<i>1</i>
<i>NC Forestry</i>	<i>5</i>	<i>Winfall Public Works</i>	<i>4</i>
<i>NC Probation</i>	<i>1</i>		

Congratulations

Rebecca Cullipher – EMT Basic to Paramedic

June Birthdays

Jonathan Nixon – June 3rd

Katrina Aydlett-White – June 5th

Julie Solesbee – June 15th

Nicole Anderson – June 28th

Completed Projects / Trainings / Community Preparedness Activities

- NC Public Safety Communications Conference – May 3 – 5, 2021
- Dedication Event for Teddy Sablon – May 3, 2021
- National Flood Insurance Program Community Assistance Visit – May 4, 2021
- National Weather Service Messaging Changes Webinar – May 5, 2021
- Piney Woods Friends Church Youth Rally – EMS Standby – May 5, 2021
- Ribbon Cutting for The Landings of Albemarle – May 6, 2021
- Planning Meeting for summer events – May 6, 2021
- Spring US Coast Guard Area Committee Meeting – May 11, 2021
- COVID Vaccine Clinic – May 11, 2021
- Eastern Healthcare Preparedness Coalition Meeting – May 13, 2021
- National Night Out Planning Meeting – May 13, 2021
- Full Scale School Reunification Drill – May 14, 2021
- Community Emergency Response Team Training – May 18 – 19, 2021
- Up River Friends Church for Community Helpers Week – EMS Visit – May 18, 2021
- The Big Pop-Up Event – May 25, 2021
- Crop Duster Tabletop Exercise – May 25, 2021
- College of the Albemarle's CPR Instructor Zoom Check In – May 25, 2021
- NC Emergency Management 2021 Virtual Spring Mini Conference – May 26, 2021
- NC Emergency Management Eastern Branch Office Meeting – May 26, 2021

Community Emergency Response Teams (CERT)

- Albemarle Plantation CERT, Deep Creek CERT, and the Shores at Lands End CERT hosted a two-day Community Emergency Response Team workshop this month for volunteers interested in helping their community. The training consisted of first aid, basic search & rescue, fire safety, and team organization.
- Albemarle Plantation CERT provided volunteers to assist with The Big Pop Up Event

Pending Projects / Trainings / Community Preparedness Activities

- Crop Duster/Transportation Hazmat Response Full-Scale Exercise funded through the Hazardous Materials Emergency Preparedness Grant – June 9, 2021
- Hurricane/Tornado Tabletop and Full-Scale Exercise funded through the Homeland Security Grant Program – June 2, 2021 and June 30, 2021
- Active Shooter Exercise funded through the Homeland Security Grant Program – Winter 2021
- Hazmat Shipping Exercise funded through the Homeland Security Grant Program – Spring 2022

Press Releases / Public Service Announcements

- Press Release – Ocean Highway/NC 37 Highway Motor Vehicle Accident – May 7, 2021
- Shared Perquimans County Sheriff's Office post regarding High Speed Chase in Hertford – May 7, 2021
- Happy Mother's Day – May 9, 2021
- Johnson & Johnson Vaccination Clinic Announcement – May 10, 2021
- Hurricane Preparedness Week – May 12, 2021

- Hurricane Preparedness Week - Help Your Neighbor – May 14, 2021
- Hurricane Preparedness Week – Make a Plan – May 15, 2021
- NC Department of Health and Human Services Letter recognizing EMS Week – May 16, 2021
- Up River Friends Preschool Visit for Community Helpers Week – May 18, 2021
- NCDOT along with McLean Contracting announce S-Bridge Closure – May 20, 2021
- The Big Pop Up Event – May 20, 2021
- Thank You to Community Home Care and Hospice for the EMS Week sweet treats – May 20, 2021
- Shared the Perquimans County Sheriff's Office post regarding new Facebook Page – May 20, 2021
- Thank You to Woodmen of the World, Albemarle Lodge 463 for the generous donation – May 21, 2021
- Come Join Our Team – Telecommunicator Announcement – May 21, 2021
- Shared College of the Albemarle's post regarding EMS Week 2021 – May 21, 2021
- Reminder of The Big Pop Up Event – May 24, 2021
- Church Street Paving Project – May 24, 2021
- NCDOT along with McLean Contracting announce S-Bridge Closure until 2022 – May 25, 2021
- Shared NC Department of Public Safety's post about motorist planning ahead for Memorial Day travel – May 28, 2021
- Memorial Day – May 31, 2021

COMMITTEE REPORTS

SourceAmerica



SKILLS, INC.

307 COMMERCE DRIVE
ELIZABETH CITY, NC 27909
voice: 252-333-3755 fax: 252-333-3754
skillsinc@embarqmail.com
www.skillsinc.org

PROGRAM REPORT and information to:

PERQUIMANS COUNTY BOARD OF COMMISSIONERS

Wallace Nelson, Chairman
Fondella Leigh, Vice Chair
Joseph W. Hoffler
Alan Lennon
Kyle Jones
Charles Woodard

MAY 24 2021

Frank Heath, County Manager
Mary Hunnicutt, County Clerk
Tracy Mathews, Finance Officer

YOUR COMMUNITY REHABILITATION PROGRAM
Serving you since 1982

**Skills, Inc.**

307 Commerce Drive

Elizabeth City, N.C. 27909

Voice (252) 333-3755 Fax (252) 333-3754

Website: www.skillscrp.org

May 17, 2021

Mr. Wallace Nelson, Chairman
Perquimans County Board of Commissioners

Dear Mr. Nelson:

Skills, Inc., your nationally accredited non-profit community rehabilitation program, has been serving your disabled population, employers, and purchasers of products and services for 39 years. We request consideration for funding for FY2021-22 for the amount of \$500; any contribution will be gratefully accepted.

Twenty-nine clients have been placed in competitive employment in the last program year.

This past year our partnership with the Albemarle Food Bank to serve more clients under 25 yrs. of age has continued to be successful. This Community Base Work Adjustment service is designed to provide paid work training in true to life work experience. This enables clients to learn and work at a job site within their community with a choice of training environments and job duties. We hope to partner with other businesses in the future.

Skills hired a Pre-Employment Transition Specialist/Program Manager last year to obtain a grant through NCDHHS/NCDVRS for Pre-Employment Transition Services (Pre-ETS) program to be implemented in partnership with school systems. This will provide federally mandated services for students with disabilities while in high school. Our hope for this program is to have students work ready with jobs waiting for them upon graduation. Target date: fall, 2021

During the wake of the COVID 19 Pandemic, DHHS DVRS authorized Skills to provide Community Inclusion Services to eligible clients. This additional support ensures their continued engagement in employment services, their safety and health, and their emotional well-being.

We appreciate your role in helping us to make a positive impact in this community. If you would like additional information or a presentation, please don't hesitate to call or contact us via e-mail. We also have a new Website: www.skillscrp.org

Not only do we place our clients in competitive employment in the community, as our business expands, we also provide them with job opportunities; our largest contract being with the USCG. We are the area's largest employer of the disabled.

If you know of someone who could benefit from our services in your area, please contact us or a referring agency. You can also help support our mission by being advocates for your local disabled citizens by encouraging and promoting the hiring of this very capable population. Job matching and job coaching, which we do, is key to their success.

We appreciate all your support in helping us to help your local disabled population. Thank you for your consideration.

Yours truly,
Kirk S. DeVine

Kirk S. DeVine, Executive Director
cc: Commissioners, County Manager, County Clerk, Finance Officer

THANKS TO THE EMPLOYERS!

HIRING FOR ABILITY

October 1, 2019
to
October 31, 2020

from SKILLS, INC.

Clients placed in competitive employment from Skills to:

EMPLOYMENT SITES

AREA: PASQUOTANK COUNTY/
ELIZABETH CITY RESIDENTS HIRED
AT:

SKILLS, INC. hired 3 for our following contract sites:
2 for our woodshop & 1 for our Corinth Baptist Church site

- FOOD LION (hired 2)
- POPEYES
- RUBY TUESDAY
- TENDER YEARS CHILDCARE CENTER
- BONNIE PLANTS
- OLLIE'S
- McDONALD'S
- QUALITY INN
- FOOD BANK OF THE ALBEMARLE
- TRACTOR SUPPLY
- HIGHWAY 55
- JUST WINGS
- USCG HANGAR 7
- TJ MAXX

CHOWAN COUNTY/EDENTON:
COLONY TIRE
BOUT THYME KITCHEN
(in Perquimans Co.)

CAMDEN COUNTY
HARDEE'S (hired 2)
DOLLAR GENERAL (in Currituck)

PERQUIMANS COUNTY
SKILLS, INC. (Pasquotank Co.) (hired 2)
1 for our USCG contract site/1 for our woodshop
PLANTER'S RIDGE

GATES COUNTY
WAL-MART (in Suffolk)
PLANTER'S RIDGE FLORIST
(in Perquimans Co.)

CURRITUCK COUNTY
NORTHWEST GALLEY (in Chesapeake)

Ask how you may obtain
OJT wage benefits
or WOTC tax credit to
benefit your business !

29 clients served placed into competitive employment (avg. wage \$8.58)

