

AGENDA

All items are for discussion and possible action.
Perquimans County Board of Commissioners
Meeting Room at Perquimans County Library
July 1, 2024
6:30 p.m.

Separate Agenda for this meeting is attached.

Board of Adjustment Meeting: John and Regina Moser have requested a zoning variance to build a 2nd house on their property in Northlight subdivision (Woodville area). Therefore, the Board of Commissioners, acting as the Board of Adjustments will hold a Public Hearing to hear public comments on their request. This will be an evidentiary hearing on July 1st, conducted per quasi-judicial procedures; therefore, you must refrain from discussing the case in any manner prior to the hearing. The Board of Adjustments will have to adjourn this meeting and convene the Commissioners' Regular Meeting at 7:00 p.m.

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 of Minutes: June 3, 2024 Regular Meeting, June 17, 2024 Special Called Meeting, and June 17, 2024 Work Session (cancelled)
- B. Solid Waste Fee Release
- C. Personnel Matters
 - 1. Appointment: IMC I working against the IMC II Position (2)
 - 2. Appointment: Part-Time/Fill-In AEMT
 - 3. Appointment: Part-Time/Fill-In EMT (3)
 - 4. Appointment: Part-Time/Fill-In Paramedic I
 - 5. Appointment: Part-Time/Fill-In Paramedic / Assistant Medical Director
 - 6. Appointment: Part-Time/Fill-In Certified Telecommunicator III
 - 7. Resignation: Data Manager/CAL Assistant for Center for Active Living
 - 8. Resignation: IMC II – Food & Nutrition Services
 - 9. Resignation: Full-Time EMT
 - 10. Removed from Roster: Part-Time/Fill-In Paramedic (2)
- D. Step Increases/Merit Increases/Reclassifications
- E. Budget Amendment No. 1
- F. Board Appointment/Resignations/Reappointments:
 - 1. Resignation: Albemarle RC&D
 - 2. Reappointments: Recreation Advisory Committee (2)
 - 3. Resignation: Recreation Advisory Committee (1)
 - 4. Reappointment: Tourism Development Authority (Industry Rep)
 - 5. Reappointment: Local Library Board
- G. Miscellaneous Documents
 - 1. Senior Nutrition Contract – FY 2024-2025
 - 2. Surety Broker Agreement with MARSH
 - 3. Resolution to Sale Vehicle on GovDeals
 - 4. Resolution: Removal of Certain Public Record Books – Register of Deeds

V. **Recognition of Employees' Years of Service & Introduction of New Employees**

- A. Recognition of Employees' Years of Service
- B. Introduction of New Employee
 - 1. Angela Jordan, Social Services Director

VI. **Scheduled Appointments**

- A. Bill Jennings, Tax Administrator
- B.

7:00 p.m.

7:05 p.m.

ACTION
REQUIRED

NO
ACTION
REQUIRED

- VII. Commissioner's Concerns/Committee Reports
 - A.
 - B.
- NO ACTION OR POSSIBLE ACTION REQUIRED
 - VIII. Old Business
 - A. Updates from County Manager
 - B. Board Vacancies
 - 1. Community Advisory Committee (4)
 - 2. Senior Tarheel Legislature Alternate Delegate
 - 3. Recreation Advisory Board
 - C.
 - IX. New Business
 - A. Perquimans Marine Industrial Park Lease Guidelines
 - B. Downtown Hertford Committee (formerly Historic Hertford, Inc) Appointment
 - C. NCACC Conference Voting Delegate
 - D. Opioid Settlement Update From Attorney General John Stein
 - E.
 - F.
 - G.
 - ACTION REQUIRED
 - X. Unscheduled Appointments/Public Comments
 - (If you wish to address the Board, please state your name for the record prior to speaking)
 - A.
 - B.
 - C.
 - NO ACTION REQUIRED
 - XI. Adjournment
 - ACTION REQUIRED

FOR INFORMATION ONLY:



DEPARTMENT HEAD REPORT:

- Plat Log
- Tax Department Report
- Building Inspector's Reports
- Code Enforcement Reports

COMMITTEE WRITTEN REPORTS:

- 911 Advisory Board Minutes - January 25, 2024 (e-mailed to Commissioners 6-12-2024)

NOTES FROM THE COUNTY MANAGER

July 1, 2024

6:30 p.m.

*****Separate Agenda for this meeting is attached.*****

Board of Adjustment Meeting: John and Regina Moser have requested a zoning variance to build a 2nd house on their property in Northlight subdivision (Woodville area). Therefore, the Board of Commissioners, acting as the Board of Adjustments will hold a Public Hearing to hear public comments on their request. This will be an evidentiary hearing on July 1st, conducted per quasi-judicial procedures; therefore, you must refrain from discussing the case in any manner prior to the hearing. The Board of Adjustments will have to adjourn this meeting and convene the Commissioners' Regular Meeting at 7:00 p.m.

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.*

V. The following presentations and introduction of new employees will be done:

A. **Presentations**

1. **Recognition of Employees' Years of Service with the County:** Beginning June 1, 2022, the Board will be recognizing the employees who have been working with the County for 5, 10, 15, 20, etc. years. This month, we will be recognizing the following employees:

| Employee Name | Department | Employee Job Title | No. of Years | Effective Date |
|------------------|-----------------------|---------------------------------------|--------------|----------------|
| John Downum, Jr. | Recreation Department | Athletic Program Supervisor | 5 years | 07/01/2024 |
| Robert Smith | Water Department | Water Technician I | 5 years | 07/01/2024 |
| Julie Solesbee | Emergency Services | Assistant Emergency Services Director | 5 years | 07/01/2024 |
| Heather Miller | EMS | EMS Shift Supervisor/Paramedic | 10 years | 07/01/2024 |
| David Murray | Sheriff's Office | Sergeant of SRO's | 15 years | 07/01/2024 |

2. **Introduction of New Employees:** The following employees will be introduced:

| Department Head | Employee Name | Employee Job Title | Effective Date |
|---|-----------------|------------------------------|----------------|
| Angela Jordan, Social Services Director | Crystal Bowe | IMC I working against IMC II | 06/01/2024 |
| Angela Jordan, Social Services Director | Jahisa Montague | IMC I working against IMC II | 06/01/2024 |

VI.A. Bill Jennings will present the end of fiscal year collection percentage rate if they get balanced on Monday. If not, he will provide that information to County Manager Heath who would forward it to the Board.

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

VIII.B. The following board/committee has vacancies which need to be filled:

- Community Advisory Committee:** Currently, we only have one member on this Committee. We have placed an advertisement for these vacancies on the County Website & Facebook page. No new information will be provided. We still need to fill a total of four vacancies.
- Senior Tar Heel Legislature Delegate, Alternate & Senior Tarheel Community Advisory Committee:** We have appointed Mr. Thomas St. John as the delegate so now we need to have an alternate and someone to serve on the Senior Tarheel Community Advisory Committee.
- Recreation Advisory Committee:** Earlier in the meeting, you accepted the resignation of Chad Nixon, the New Hope Representative on the Recreation Advisory Committee. I have reviewed our Volunteer Applications and did not find anyone that requested to serve on the Recreation Advisory Committee that is not already serving on the Committee. The individual will need to be from the New Hope area. Board direction is being requested.

XI.A. **Enclosures.** A copy of the proposed Perquimans Marine Industrial Park Lease Guidelines is enclosed for Board review and possible action.

IX.B. **Enclosure.** A copy of an e-mail received from Janice Cole, Hertford Town Manager, requesting that the Board remove John Lassiter as the County's representative on the Downtown Hertford Committee (formerly Historic Hertford, Inc., and replace him with Kathy Treiber. Board action is being requested.

IX.C. **Enclosure.** The County needs to appoint a Voting Delegate for the upcoming NCACC Annual Conference in August. Currently, Chairman Nelson, Vice Chair Woodard, and Commissioners Corprew & Ward are attending. Board action is being requested.

IX.D. **Enclosure.** The County received the enclosed letter from John Stein, NC Attorney General, providing and update on the Opioid Settlement and requesting action by our Board to join the Kroger opioid settlement and approve a related agreement called the Second Supplemental Agreement for Additional Funds ("SAAF-2"). The deadline for these actions is August 12, 2024. Board direction is being requested.

CONSENT AGENDA NOTES

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

- Enclosures:** June 3, 2024 Regular Meeting, June 17, 2024 Special Called Meeting, and June 17, 2024 Work Session (cancelled). The attached copy is draft minutes. Some changes may be made.
- Enclosure:** Solid Waste Fee Release
- Enclosures:** Personnel Matters

| Employee Name | Employee Job Title | Action Required | Grade/ Step | New Salary | Effective Date |
|-------------------|--|---------------------|-------------|-------------|----------------|
| Joy Hayes | IMC I working against IMC II | Appointment | 61/3 | \$34,955 | 07/03/2024 |
| Stacy Simpson | IMC I working against IMC II | Appointment | 61/3 | \$34,955 | 07/09/2024 |
| Shawn Mims | Part-Time/Fill-In AEMT | Appointment | 66/1 | \$19.95/hr. | 07/01/2024 |
| Kaelyn Melton | Part-Time/Fill-In EMT | Appointment | 64/1 | \$18.26/hr. | 07/01/2024 |
| Bristyl Riddick | Part-Time/Fill-In EMT | Appointment | 64/1 | \$18.26/hr. | 07/01/2024 |
| Dakota Mayo | Part-Time/Fill-In EMT | Appointment | 64/1 | \$18.26/hr. | 07/01/2024 |
| Lauren Simmons | Part-Time/Fill-In Paramedic I | Appointment | 68/2 | \$22.33/hr. | 07/01/2024 |
| Michael Straka | Part-Time/Fill-In Paramedic / Assistant Medical Director | Appointment | 68/18 | \$32.98/hr. | 07/01/2024 |
| Taylor R. Russell | Full-Time Certified Telecommunicator III | Appointment | 68/6 | \$24.61/hr. | 07/01/2024 |
| Teresa Valentine | Data Manager/CAL Assistant | Resignation | | | 07/01/2024 |
| Marleny Garcia | IMC II – Food & Nutrition Services | Resignation | | | 06/30/2024 |
| Chloe Schimeyer | Full-Time EMT | Resignation | | | 08/01/2024 |
| Para Fowler | Part-Time/Fill-In Paramedic | Removed from Roster | | | 06/06/2024 |
| Brian Hekman | Part-Time/Fill-In Paramedic | Removed from Roster | | | 06/06/2024 |

- D. **Enclosure:** During the Budget process, the attached listing shows the step or merit increases and reclassifications that were approved for the employees. The individuals are being recommended by their supervisor for step or merit increases and reclassifications.
- E. **Enclosure:** Budget Amendment No. 1 is enclosed for your review and action.
- F. **Enclosures:** The following Board appointment / resignations / reappointments will need Board consideration and action:

| Name | Board/Committee | Action Taken | Term | Effective Date |
|----------------------------|--|---------------|--------|----------------|
| Mathis, Lynn | Albemarle RC&D | Resignation | | 05/30/2024 |
| Wheeler, Kathryn | Recreation Advisory Board – At Large | Reappointment | 3 yrs. | 07/01/2024 |
| White, Pete | Recreation Advisory Board – At Large | Reappointment | 3 yrs. | 07/01/2024 |
| Chad Nixon | Recreation Advisory Board – New Hope | Resignation | | 05/30/2024 |
| McDonald, Stephen | Tourism Development Authority – Industry Rep | Reappointment | 2 yrs. | 07/01/2024 |
| Lyons, Jr., Rodney Darnell | Local Library Board | Reappointment | 4 yrs. | 07/01/2024 |

- G. **Enclosures:** The following miscellaneous documents are being presented for Board consideration and action:
1. **Senior Nutrition Contract:** This contract is between Perquimans County and Albemarle Commission to handle the Senior Nutrition Program at the Senior Center. The cost will be \$12,457.53 for 999 hours. Board action will be requested.
 2. **Surety Bond Broker Contract with Marsh USA, LLC for FY 2024-2025:** This contract is between Perquimans County and Marsh USA, LLC to handle our surety bonds. Board action is being requested.
 3. **Resolution - Surplus Equipment:** The Board will need to consider the enclosed Resolution declaring equipment in Sheriff's Office as surplus and to authorize them to sell it on GovDeals. Board action is being requested.
 4. **Resolution for Removal of Certain Public Record Books:** Jacqueline Frierson, Register of Deeds, is requesting the adoption of the enclosed resolution to remove certain Public Record Books for repair, restoration, and rebinding.

Perquimans County Board of Adjustment

A G E N D A

Regular Meeting

Monday, July 1, 2024 at 6:30 PM

Meeting Room at Perquimans County Library
514 S. Church Street, Hertford, NC 27944

- **Call to Order**
- **Establish Quorum**
- **Announce the Case to be Heard and confirm no ex-parte communication has occurred**

- **Announce meeting type and confirm proper public notices**
- **Announce procedures**
 1. Petitioner will state their case
 2. Chair will ask for any persons objecting or wishing to be heard
 3. Rebuttal by either side
 4. Chair will summarize the evidence presented
 5. Decision of the Board – by Roll Call vote
 6. If case is approved, state conditions to be imposed

- **Request for representatives**
- **Affirmation or swearing-in of witness(es)**

I. Business Item:

- A. Consideration of Zoning Variance No. ZVA-24-01, requested by John and Regina Moser to build a second principle dwelling on tax parcel number 4-D036-0016-NL, also known as 181 Northlight Drive. Subject property is zoned RA, Rural Agriculture and is a 10.1 acre lot at the east corner of the intersection of Northlight Drive and Radmer Lane, both of which are unimproved private roads.
-
- **Adjournment**

Perquimans County Planning & Zoning Staff Report
By Rhonda Repanshek, Planner
July 1, 2024 Board of Adjustment Meeting: Agenda Item I-A

SUBJECT: Zoning Variance Request No. ZVA-24-01, requested by John and Regina Moser to construct a second principle dwelling on tax parcel 4-D036-0016-NL, also known as 181 Northlight Drive. Subject property is zoned Rural Agriculture (RA) and is a 10.1 acre lot at the east corner of the intersection of Northlight Drive and Radmer Lane, both of which are unimproved private roads.

Project Description/ Research & Analysis

The applicants are requesting to put a second dwelling of 1,353 square feet on their 10.1 acre parcel to allow their daughter and grandchildren to live on-site and take care of the property, plus themselves as they age. The applicants have presented letters from medical doctors confirming that they are both disabled, as well as letters from the Social Security Administration confirming that two twin grandchildren are disabled. These grandchildren would be living in the newly proposed home. This would allow the applicants' daughter to avoid travel between family members each day.

If the Board of Adjustment approves this request, it may be prudent to set a heated square foot maximum that is a simpler, rounded number such as 1400 square feet.

Soil percolation test permit # 412807 from Albemarle Regional Health Services (ARHS) states the proposed house site is provisionally suitable for a septic system and will require periodic inspection and maintenance by ARHS.

No county water line is on the private road and four water meters are already at Body Road, so no county water is available for the proposed new dwelling. A well is allowed if the applicant gets approval from ARHS.

Reason Request Does Not Meet Zoning Ordinance:

Neither Radmer Lane nor Northlight Drive are suitable roads for the 10 + acre lot to be allowed a second principal dwelling. Zoning Ordinance section 506. Relationship of Building to Lot states "... in no case shall there be more than one (1) principal building and its customary accessory buildings on the lot ... provided, however, that a second single-family detached dwelling on a lot is permitted in all districts pursuant to the Permitted Uses Table provide that the following criteria are met: (a) The lot must have double the minimum road frontage on a State maintained road or on an approved, improved subdivision road and contain a minimum area of ten (10) acres. ..."

Northlight's existing roads are 50 feet wide rights-of-way, however, the bare minimum to be considered an 'improved' subdivision road is that it is graded and paved to NCDOT standards, per County Subdivision Regulations section 402(A) which state, "All streets shall be constructed to meet

North Carolina Department of Transportation Standards regarding paved roads. ...". Northlight subdivision roads are dirt and gravel.

Options that Will Meet County Zoning Rules:

An 800 sq. ft. maximum accessory dwelling unit (ADU) or temporary manufactured home with its own separate septic system. It should be noted however, that neither manufactured housing nor guest houses less than 1,000 square feet are permissible in Northlight Farms' Declaration of Restrictive Covenants and Road Maintenance Agreement recorded in Register of Deeds book 276, page 463, number 11 and 16, respectively.

Board of Adjustment Public Hearing General Information:

Oaths – Zoning Ordinance Section 336 – *"All persons who intend to present evidence to the decision-making board, rather than arguments only, shall be sworn in. The Chairperson of the Board or any member acting as Chairperson and the Clerk to the Board are authorized to administer oaths to witnesses in any matter coming before the Board. Any person who, while under oath during a proceeding before the Board determining a quasi-judicial matter, willfully swears falsely is guilty of a Class 1 misdemeanor..."*

Burden of proof - Zoning Ordinance Section 330(b) -- *"The burden of presenting evidence sufficient to allow the Board of Adjustment to reach the conclusions set forth in Section 327(b), as well as the burden of persuasion on those issues, remains with the applicant seeking the variance. "*

Decision -- Zoning Ordinance Section 342. -- *"The Board shall determine contested facts and make its decision within a reasonable time. ... Every quasi-judicial decision shall be based upon competent, material, and substantial evidence in the record. Each quasi-judicial decision shall be reduced to writing and reflect the Board's determination of contested facts and their application to the applicable standards, and be approved by the Board and signed by the Chairperson or other duly authorized member of the Board. A quasi-judicial decision is effective upon filing the written decision with the Clerk to the Board or such other office or official as this Ordinance specifies. ..."*

Zoning Ordinance section 327(c) and NCGS Ch. 160D-705 *"Appropriate conditions may be imposed on any variance, provided that the conditions are reasonably related to the variance."*

Voting -- Zoning Ordinance Section 210(d)(1) and NCGS 160D-406(i) -- *The concurring vote of four-fifths or eighty percent (80%) of the Board of Adjustment shall be necessary to grant a variance. A majority of the members shall be required to decide any other quasi-judicial matter or to determine an appeal made in the nature of certiorari. For the purposes of this subsection, vacant positions on the board and members who are disqualified from voting on a quasi-judicial matter shall not be considered members of the board for calculation of the requisite majority if there are no qualified alternates available to take the place of such members.*

4 Findings that must be proven and approved by the BOA for request to be granted:

Zoning Ordinance section 327. Variances [also in NCGS 160D-406(d)(1-4)]

(b) When unnecessary hardships would result from carrying out the strict letter of the Ordinance, the Board of Adjustment shall vary any of the provisions of the Ordinance upon a showing of all of the following:

(1) Unnecessary hardship would result from the strict application of the Ordinance regulation. It shall not be necessary to demonstrate that, in the absence of the variance, no reasonable use can be made of the property.

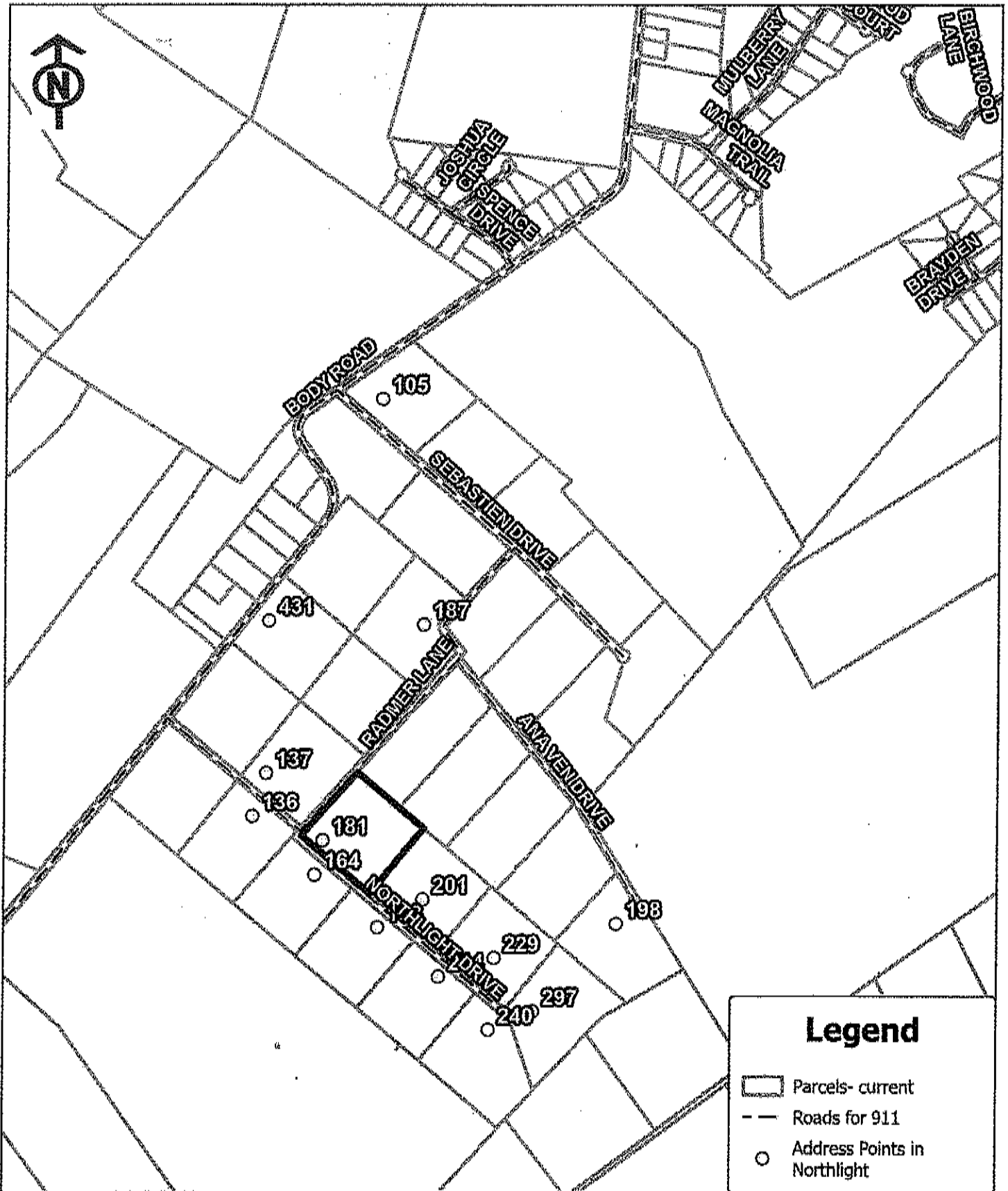
(2) The hardship results from conditions that are peculiar to the property, such as location, size, or topography. Hardships resulting from personal circumstances, as well as hardships resulting from conditions that are common to the neighborhood or the general public, may not be the basis for granting a variance. A variance may be granted when necessary and appropriate to make a reasonable accommodation under the Federal Fair Housing Act for a person with a disability.

(3) The hardship did not result from actions taken by the applicant or the property owner. The act of purchasing property with knowledge that circumstances exist that may justify the granting of a variance shall not be regarded as a self-created hardship.

(4) The requested variance is consistent with the spirit, purpose, and intent of the Ordinance regulation, such that public safety is secured and substantial justice is achieved.

ATTACHMENTS:

- 1) GIS Map
- 2) Variance Request Application Packet
- 3) Medical Letters- 4 pages
- 4) First 4 Pages of Restrictive Covenants
- 5) Homeowner Association Approval of Floorplan and Front Design
- 6) Albemarle Regional Health Services (ARHS) Percolation Test 412807 and Septic Permit for Existing Home
- 7) ARHS Management Agreement for Existing Septic System
- 8) Property Tax Card
- 9) Two Recorded Surveys of All of Northlight Subdivision (PC-130-2 and PC2-137-1)
- 10) First Page of Deed Book 436, Page 327
- 11) Names on Partnership Recorded in Deed Book 436, Page 333



Current Time: 6/24/2024 7:06 PM

Perquimans County, NC by RR

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.





Variance Request Application

Planning & Zoning Office
 104 Dobbs Street/P.O. Box 45,
 Hertford, NC 27944
 Phone: 252-426-2027

OFFICIAL USE ONLY

Date Received: 5-6-2024 Fees received: 5-6-2024
 Date completed: 5-30-2024 Confirmed by: _____
 Subject Property Tax Map No(s): _____
4-D036-0016-NL
 Case No (2VA)NZV-24-01

Applicant's Information

Property Owner(s) _____ Applicant (if different than owner) _____
 Name(s): Johnie & Regina Moser Name: _____
 Address: 181 Northlight Dr. Address: _____
Hertford, NC 27944
 Phone Number(s): 252-562-3002 / 252-69-4818 Phone number(s): _____
 Email: tenderyears1999@gmail.com Email: _____

LEGAL RELATIONSHIP OF APPLICANT TO OWNER: Same

Description of Property

Address for which a Variance is requested: 181 Northlight Dr. Hertford, NC 27944
 Tax Parcel Map No(s): 4-D036-0016-NL
 Location: This property is located on the (circle one) (N) S E W side of Northlight Dr. Road,
 approximately 150 feet (circle one) N S E W of Radmer Lane Road.
 Size of Property: 10.10 acres. Lot width: 635.07 feet. Lot depth: 704.82 feet.
 Current Zoning, including overlays: Rural Agricultural Flood Zone: NO. Road Frontage: 635.07

I/We, the undersigned, do hereby respectfully submit this application and request for the Board of Adjustment to consider a variance for the above property. The subject property is owned by Johnie & Regina Moser as
 → *RT mini farm as evidenced by deed recorded in Real Estate Book 436, Page 327(2) OR Will
 File Number NA in the Perquimans County registry.
 Applicant Signature: Johnie Moser Property Owner Signature: Johnie Moser
 Date: 4/29/2024 Date: 4/29/2024
 NOTE: APPLICATIONS WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF PROPERTY OWNER



Variance Request Application

Case No. ZVA/NZV-24-01

I/WE HEREBY REQUEST A VARIANCE FROM SECTION 506 (a) OF THE PERQUIMANS COUNTY ZONING ORDINANCE, SUBDIVISION REGULATIONS, OR MANUFACTURED HOME ORDINANCE.

In your own words, clearly indicate the problem(s) you will experience in complying with County development regulations.

County regulations will inhibit us from putting a second dwelling on the property to 800 sq. feet in which we are requesting a variance of 1353 sq. feet of heated living space.

(Attach additional pages if necessary.)

Pursuant to Section 327 of the Zoning Ordinance, Section 206 of the Subdivision Regulations, and Article 8 of the Manufactured Home Ordinance every request for Variance shall be referred to the Board of Adjustment. The Board of Adjustment shall hold a public hearing. Notice of the public hearing shall be mailed to adjoining property owners in the envelopes provided by the applicant. Notice shall be made by posting the property concerned. The Board of County Commissioners shall receive written notice of the meeting and its subject matter from the Board of Adjustment. The process for public hearing is outlined in Zoning Ordinance Section 331. Hearing Procedures on Appeals shall be followed.

I/We, Johnie + Regina Moser understand that, when unnecessary hardships would result from carrying out the exact rules of a Perquimans County Ordinance, the Board of Adjustment shall vary any of the provisions of the ordinance upon a showing of all of the following [per NCGS Ch. 160D-705(d) (1-4)].

In the spaces provided below, indicate the facts that you intend to prove and the arguments that you intend to make to convince the Board that it can properly reach these four conclusions. It will be your responsibility to present these facts under oath and provide relevant evidence.

- (1) Unnecessary hardship would result from the strict application of the ordinance. It shall not be necessary to demonstrate that, in the absence of the variance, no reasonable use can be made of the property.

I Johnie + Regina Moser, are both disabled which prohibits us from taking care and the upkeep of the farm our selves. My daughter and son-in-law also have two total disabled children and they are willing to relocate to 181 Northlight Dr. Hertford NC 27944

This way they are able to care for the farm, myself + wife as well as there two disable children without having to travel each and everyday. Thank You

Variance Request Application

Page 2 of 6

Revised 03/16/2023



Variance Request Application

Case No. ZVA\NZV- 24 - 01

(2) The hardship results from conditions that are peculiar to the property, such as location, size, or topography. Hardships resulting from personal circumstances, as well as hardships resulting from conditions that are common to the neighborhood or the general public, may not be the basis for granting a variance. A variance may be granted when necessary and appropriate to make a reasonable accommodation under the Federal Fair Housing Act for a person with a disability. We are requesting a variance under the Federal Fair Housing Act for a person/persons with a disability.

(3) The hardship did not result from actions taken by the applicant or the property owner. The act of purchasing the property with knowledge that circumstances exist that may justify the granting of a variance shall not be regarded as a self-created hardship. Our disabilities became a hardship several years after we built our home and was managing our farm. Our disabilities have now become overwhelming with age and severe battles with Covid.

(4) The requested Variance is consistent with the spirit, purpose, and intent of the ordinance, such that public safety is secured, and substantial justice is achieved. We have taking this proposal to the Board of Home Owners Association as well as other property owners with the purpose and intent of our plans, none of which have any concerns.

Furthermore, it is understood that no changes in permitted uses may be authorized by variance.

Appropriate conditions and safeguards may be imposed on any variance, provided that the conditions are reasonably related to the variance and otherwise in conformity with the relevant Ordinance. Violation of such conditions and safeguards, when made a part of the terms under which the variance is granted, shall be deemed a violation of the relevant Ordinance and punishable under Zoning Ordinance Article IV "Enforcement" and the variance may be revoked.

The applicant, The Board of County Commissioners, and the Planning and Zoning Administrator shall be given written copies of the Board's decision and the reasons therefore.

Any request for Variance submitted in accordance with the provisions of this Article may be withdrawn at any time, but fees are nonrefundable.

The Board of Adjustment may, so long as such action is in conformity with the terms of the relevant Ordinance, reverse or affirm, wholly or partly, or may modify the order, requirement, decision, or determination, and to that end shall have the powers of the Zoning Administrator from whom appeal was taken.



Variance Request Application

Case No. ZVA/NZV-24-01

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

| Name | Address |
|--|---|
| a. <u>Everett W. + Megan E. Larabee</u> | <u>205 So. Academy St.</u> <u>Ataskie, N.C. 27910</u> |
| b. <u>Mary E. Williams</u> | <u>4121 Lakesview Dr.</u> <u>Chesapeake, Va. 23323</u> |
| c. <u>William A. + Shirley M. Wood</u> | <u>136 Northlight Dr.</u> <u>Hertford, N.C. 27944</u> |
| d. <u>Sanvi Properties LLC</u> | <u>Manager: Radha K. Balagani</u> <u>1007 Wildwood Lane Mount Prospect, IL 60056</u> |
| e. <u>Rufus A. Jackson Jr.</u> <u>Kimberly H. Jackson</u> | <u>137 Northlight Dr.</u> <u>Hertford, N.C. 27944</u> |
| f. _____ | _____ |
| g. <u>Venkata R. + Sunitha Balagani</u> | <u>3752 Everglade Ave.</u> <u>Clavis, CA. 93619</u> |
| h. <u>John Bradley + Jeanett Torrens</u> | <u>Trustee, Torrens Revocable Living Trust</u> <u>187 Radmer Lane Hertford, NC 27944</u> |
| i. <u>Joseph E. + Martha C. Hughes</u> | <u>201 Northlight Dr.</u> <u>Hertford, NC 27944</u> |
| j. <u>RJ Mini Farms Partnership</u> | <u>181 Northlight Dr.</u> <u>Hertford, N.C. 27944</u> |
| k. _____ | _____ |
| l. _____ | _____ |
| m. _____ | _____ |
| n. _____ | _____ |
| o. _____ | _____ |
| p. _____ | _____ |

Use an additional sheet of paper if necessary.



Variance Request Application

Case No. ZVA/NZV-24-01

Attach the following:

Completed Application

Proof of Ownership

Legal Description including site plan and/or existing survey

Owner's Authorization for Agent, if applicable *Applicants own it themselves*

^{one}~~two~~ sets of stamped addressed envelopes of all adjacent property owners to whom notice of public hearing must be sent. Said notices will be sent by the Planning and Zoning Office in the envelopes provided by the Applicant. Leave the upper left envelope corner blank. Planning Staff will place the Planning Office address return label there.

^{one}~~two~~ self-addressed stamped envelopes.

Filing Fee (See Current Planning/Zoning Fee Schedule, approved by County Commissioners) *receipt 930789*

Appropriate certification from Albemarle Regional Health Services regarding individual on-site septic tank system(s), or letter from sewer utility if appropriate

Any additional information needed by the Planner or other county officials:

letters proving medical disability

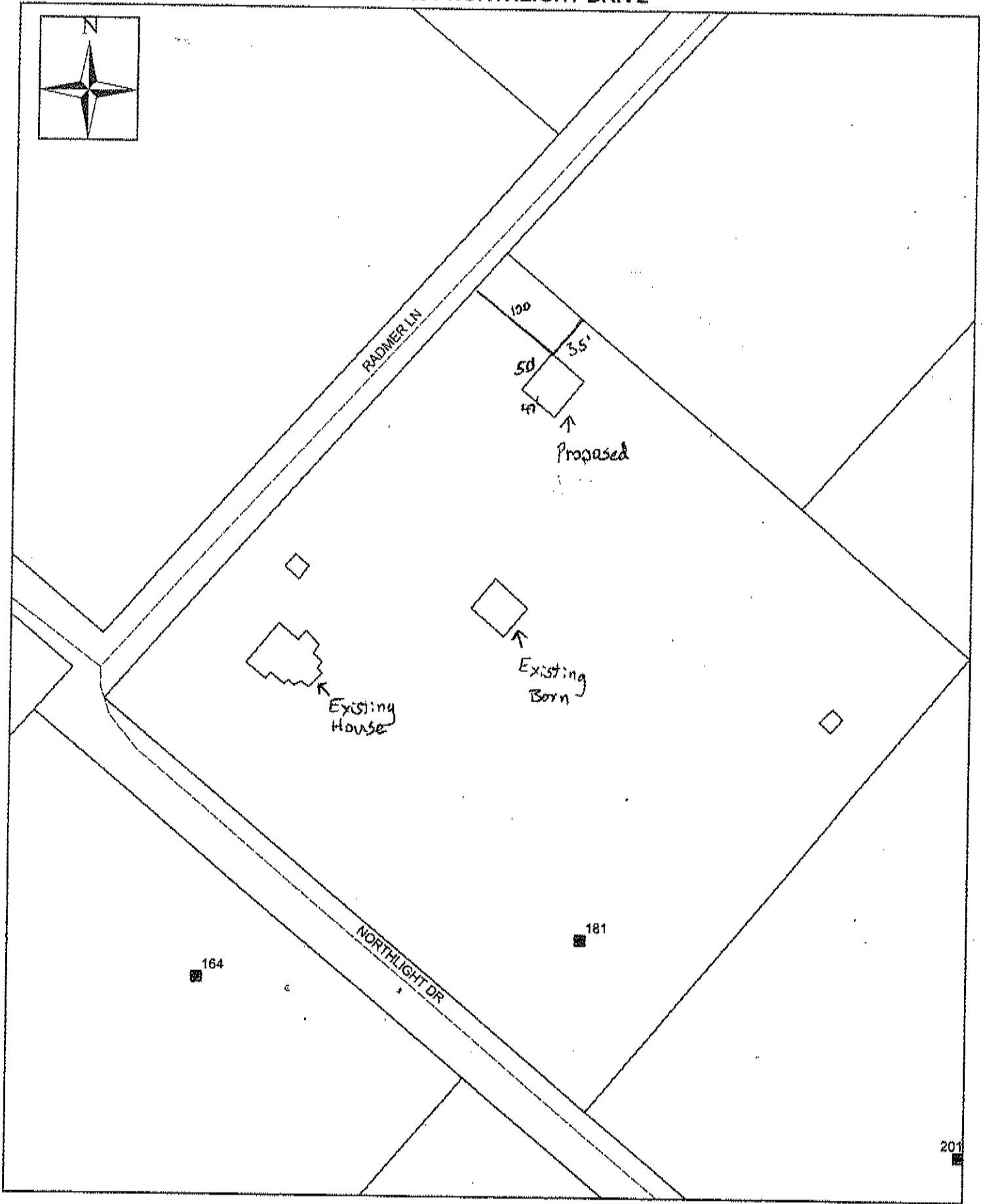
Applications will not be scheduled for public meeting until complete.

I/We, the undersigned, do hereby respectfully make application and request to the Board of Adjustment to consider a Variance from the Perquimans County Zoning Ordinance as outlined in the preceding pages.

[Signature]
Signature of Owner or Authorized Applicant

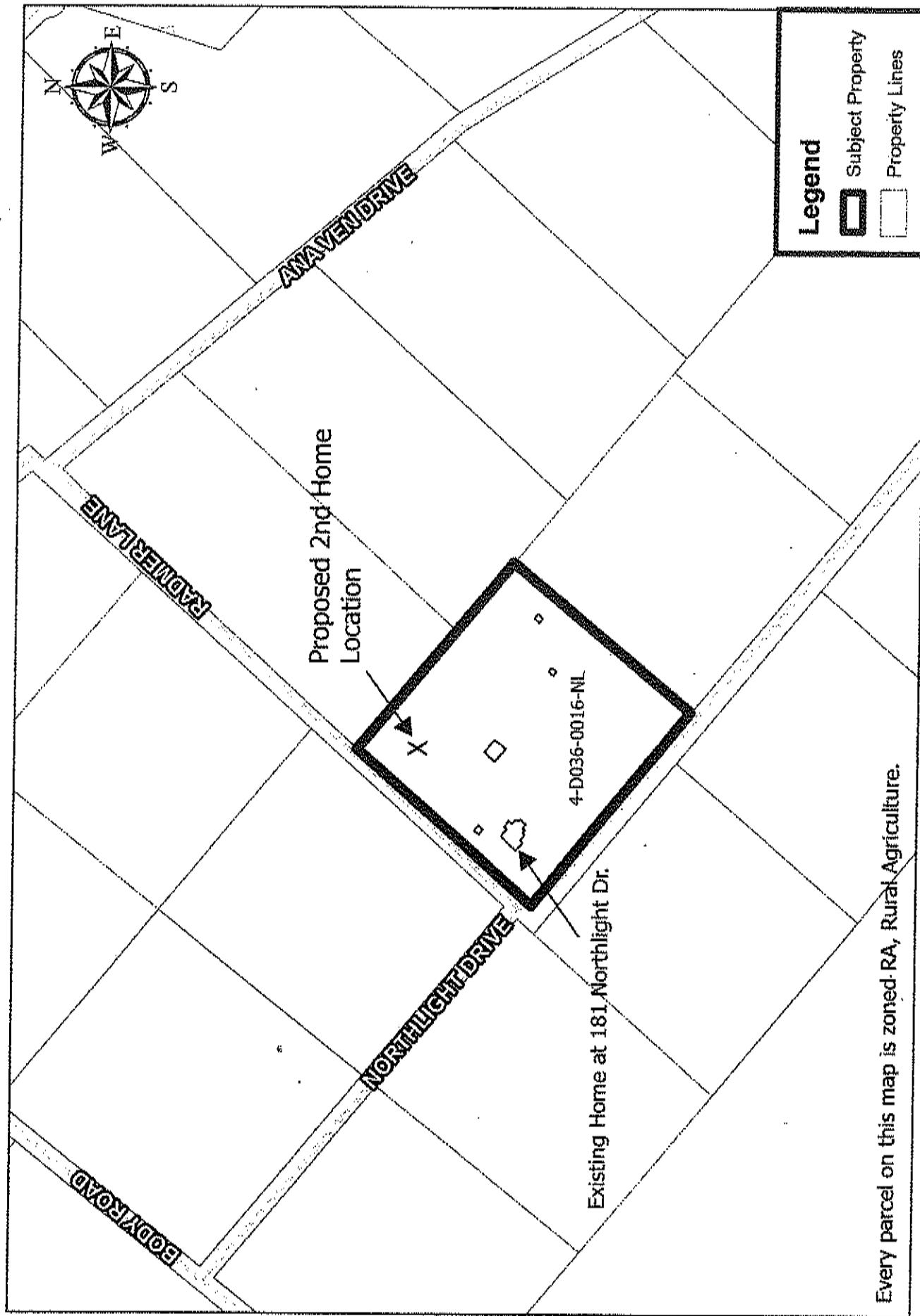
4/29/2024
Date

Note: This Application must be submitted to the Planning & Zoning Administrator no less than 25 days in advance of the Board of Adjustment meeting, unless the Zoning Administrator recommends review by the Technical Review Committee (TRC), in which case submittal must be at least 25 days prior to the TRC meeting.



Prepared May 6, 2024
By T. Miles
Perquimans County, NC

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.



Every parcel on this map is zoned RA, Rural Agriculture.

**Zoning & Location Map for
Zoning Variance Request No. ZVA-24-01**

Perquimans County Zoning Ordinance

Section 506. Relationship of Building to Lot

Every building hereafter erected, moved, or structurally altered shall be located on a lot and in no case shall there be more than one (1) principal building and its customary accessory buildings on the lot, except in the case of a specifically designed complex of institutional, residential, commercial, or industrial buildings in an appropriate zoning district, provided, however, that a second single-family detached dwelling on a lot is permitted in all districts pursuant to the Permitted Uses Table provide that the following criteria are met:

(a) The lot must have double the minimum road frontage on a State maintained road or on an approved, improved subdivision road and contain a minimum area of ten (10) acres. * *

(b) Structures and dwellings must be located on the property in such a manner as to allow the lot to be divided into two lots with adequate square footage, frontage and setbacks as specified for the zone in which it is located; and

(c) Dwelling must be provided with independent well and septic systems, or independently connected to central water and sewer, as available.

Social Security Administration Supplemental Security Income

SOCIAL SECURITY
1865 W CITY DR
ELIZABETH CITY NC 27909

Date: May 24, 2023
BNC#: 23S2175D69841

SHEILA MICHELLE TAYLOR
108 MAGNOLIA TR
HERTFORD, NC 27944

Keep
For Your
Records

Time: 10:48 AM ET
Unit: SHPRZ

Redetermination Summary for Determining Continuing Eligibility for Supplemental Security Income Payments

On May 24, 2023, you, SHEILA MICHELLE TAYLOR, provided the following redetermination information to support JAYDA MARIE TAYLOR's continuing eligibility for Supplemental Security Income payments and any federally administered State supplementation under title XVI of the Social Security Act, for benefits under the other programs administered by the Social Security Administration, and where applicable, for medical assistance under title XIX of the Social Security Act. We have stored your redetermination electronically in our records.

What You Need To Do

- Review this summary to ensure we recorded your statements correctly.
- If you agree with all your statements, you should keep this summary for your records.
- If you disagree with any of your statements, you should contact us within 10 days after receiving this summary to let us know.

Identification

The recipient's name is JAYDA MARIE TAYLOR. Her Social Security claim number is 688-22-3520.

JAYDA MARIE TAYLOR is not blind.

She is disabled. Her disability began on August 8, 2011.

See Next Page

**Social Security Administration
Supplemental Security Income**

SOCIAL SECURITY
1865 W CITY DR
ELIZABETH CITY NC 27909

Date: May 24, 2023
BNC#: 23S2175D69830

SHEILA MICHELLE TAYLOR
108 MAGNOLIA TR
HERTFORD, NC 27944

**Keep
For Your
Records**

Time: 10:54 AM ET
Unit: SHPRZ

**Redetermination Summary for Determining Continuing Eligibility
for Supplemental Security Income Payments**

On May 24, 2023, you, SHEILA MICHELLE TAYLOR, provided the following redetermination information to support JULIAN LEE TAYLOR's continuing eligibility for Supplemental Security Income payments and any federally administered State supplementation under title XVI of the Social Security Act, for benefits under the other programs administered by the Social Security Administration, and where applicable, for medical assistance under title XIX of the Social Security Act. We have stored your redetermination electronically in our records.

What You Need To Do

- Review this summary to ensure we recorded your statements correctly.
- If you agree with all your statements, you should keep this summary for your records.
- If you disagree with any of your statements, you should contact us within 10 days after receiving this summary to let us know.

Identification

The recipient's name is JULIAN LEE TAYLOR. His Social Security claim number is 688-22-3519.

JULIAN LEE TAYLOR is not blind.

He is disabled. His disability began on August 8, 2011.

See Next Page



ATLANTIC PAIN MANAGEMENT
& REHABILITATION, P.C.

April 8, 2024

RE: REGINA MOSER (DOB 10/24/1966)

Theodore W. Nicholas, MD, FAAPMR

- *Board Certified - Physical Medicine & Rehabilitation*
- *Fellow - American Academy of Physical Medicine & Rehabilitation*

To Whom It May Concern,

I am writing this letter on behalf of my patient, Regina Moser. She has been a patient of mine since 2008. She has a history of chronic pain and suffers from lumbar and cervical spondylosis, status post fusion and severe osteoarthritis. Due to the above conditions, I consider this patient to be permanently disabled.

Thank you very much for your consideration in this matter. Please feel free to contact me with any questions or concerns.

Sincerely,

Theodore W. Nicholas, MD, FAAPMR

Non-Surgical Spine Medicine

Musculoskeletal Medicine

Electrodiagnosis (EMG/NCS)

Chronic Pain Management

Rehabilitation Services



ATLANTIC PAIN MANAGEMENT
& REHABILITATION, P.C.

April 8, 2024

RE: JOHNIE MOSER (DOB 9/1/1960)

To Whom It May Concern,

I am writing this letter on behalf of my patient, Johnie Moser. He has been a patient of mine since 2008. He has a history of chronic pain and suffers from lumbar and cervical spondylosis, status post laminectomy and discectomy and severe osteoarthritis. Due to the above conditions, I consider this patient to be permanently disabled.

Thank you very much for your consideration in this matter. Please feel free to contact me with any questions or concerns.

Sincerely,

Theodore W. Nicholas, MD, FAAPMR

Theodore W. Nicholas, MD, FAAPMR

• Board Certified - Physical Medicine
& Rehabilitation

• Fellow - American Academy of
Physical Medicine & Rehabilitation

Non-Surgical Spine Medicine

Musculoskeletal Medicine

Electrodiagnosis (EMG/NCS)

Chronic Pain Management

Rehabilitation Services

Wallace E. Nelson, Chairman

Clerk to the Board

WORK SESSION
May 20, 2024
7:00 p.m.

The Perquimans County Board of Commissioners Work Session on May 20, 2024 was cancelled.

BUDGET WORK SESSION
May 23, 2024
6:30 p.m.

The Perquimans County Board of Commissioners met in a Budget Work Session on Thursday, May 2, 2024, at 6:30 p.m. in the Auditorium of the Emergency Services Building.

- MEMBERS PRESENT: Wallace E. Nelson, Chairman Charles Woodard, Vice Chairman
Timothy J. Corprew Joseph W. Hoffer
James W. Ward
- MEMBERS ABSENT: T. Kyle Jones
- OTHERS PRESENT: Frank Heath, County Manager/Deputy Clerk
Tracy Mathews, Finance Officer

BUDGET WORK SESSION

County Manager Heath presented his proposed budget for FY 2024-2025. He will present his budget message at the June 3, 2024 Regular Meeting. A public hearing will be held on June 17, 2024 during a Special Called Meeting so that the Board may officially adopt the FY 2024-2025 budget.

ADJOURNMENT

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

Wallace E. Nelson, Chairman

Deputy Clerk to the Board

REGULAR MEETING
June 3, 2024
7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, June 3, 2024, at 7:00 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944.

- MEMBERS PRESENT: Wallace E. Nelson, Chairman Charles Woodard, Vice Chairman
Timothy J. Corprew Joseph W. Hoffer
T. Kyle Jones James W. Ward
- MEMBERS ABSENT: None
- OTHERS PRESENT: Hackney High, County Attorney Mary P. Hunnicutt, Clerk to the Board
Robert Daniel, County Attorney Frank Heath, County Manager

Chairman Nelson called the meeting to order. Commissioner Woodard gave the invocation and Chairman Nelson led the Pledge of Allegiance. Chairman Nelson welcomed everyone to the meeting.

AGENDA

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

1. Approval of Minutes: The May 2, 2024 Budget Work Session, May 6, 2024 Regular Meeting, May 20, 2024 Work Session (cancelled), and May 23, 2024 Budget Work Session were approved by the Board.
2. Tax Refund/Releases Approval:

Tax Refund (Perquimans County):
Mlonski, Joseph James ----- \$118.61
Vehicle sold, 7-month refund. Account No. 74094330.

Tax Releases (Perquimans County):
Eure, Betty ----- \$11,356.80
Pursuant to NCGS 105-287: Several years ago, parcels not being sold were grouped back to parent parcel. The stipulation was - if parcel sold, lots became assessed at market value. Only assessing lots on plat of lots that sold at market value. 13 parcels. Account No. 491542. Vehicle sold, 7-month refund. Account No. 74094330.

3. Personnel Matters: The following personnel matters were approved by the Board:

| Employee Name | Employee Job Title | Action Required | Grade/Step | New Salary | Effective Date |
|-------------------|--|---------------------|------------|------------|----------------|
| Crystal Bowe | IMC I working against IMC II | Appointment | 61/3 | \$33,937 | 06/01/2024 |
| Jalisa Montague | IMC I working against IMC II | Appointment | 61/4 | \$34,787 | 06/01/2024 |
| Brandyn A. Snyder | Uncertified Deputy | Appointment | 65/1 | \$38,343 | 06/01/2024 |
| Ben Spenth | Fill-In at Center for Active Living | Appointment | n/g | \$18.62/hr | 06/01/2024 |
| Debbie Stallings | Fill-In at Center for Active Living | Appointment | n/g | \$18.62/hr | 06/01/2024 |
| Logan Hogge | Part-Time/Fill-In EMT | Removed from Roster | | | 06/14/2024 |
| Jacob Bush | Part-Time/Fill-In AEMT | Removed from Roster | | | 06/01/2024 |
| Kimberly Mends | Part-Time/Fill-In Paramedic | Resignation | | | 03/31/2024 |
| Sean Tripp | Full-Time Paramedic | Resignation | | | 03/22/2024 |
| Logan Hogge | Part-Time/Fill-In Telecommunicator I | Removed from Roster | | | 06/14/2024 |
| Brandon Melton | Full-Time Certified Telecommunicator III | Resignation | | | 03/17/2024 |
| Claire Haislop | Part-Time/Fill-In Non-Certified Telecommunicator | Removed from Roster | | | 06/01/2024 |

4. Step/Merit Increases:

| Employee Name | Employee Job Title | Grade/Step | New Salary | Effective Date |
|-----------------|------------------------------|------------|------------|----------------|
| Angela Jordan | Director | 79/2 | \$73,169 | 06/01/2024 |
| Candice Mallory | Social Worker III | 69/2 | \$47,112 | 06/01/2024 |
| Sarah Ownley | Income Maintenance II | 63/2 | \$36,179 | 06/01/2024 |
| Hazelene Byrum | Part-Time/Fill-In EMT | 66/6 | \$21.88/hr | 06/01/2024 |
| Charity Gebo | Full-Time Telecommunicator I | 64/3 | \$38,726 | 06/01/2024 |
| Louis Eason | Groundskeeper | 54/10 | \$30,480 | 01/01/2024* |
| Macey Cappel | Administrative Assistant | 60/4 | \$33,288 | 06/01/2024 |
| Taylor Dickey | Deputy | 66/2 | \$41,286 | 06/01/2024 |

*Back dated due to missed merit increase previously.

5. Budget Amendment Nos. 34 - 35: The following budget amendments were approved by the Board:

BUDGET AMENDMENT NO. 34
SCHOOL CONSTRUCTION FUND

| CODE NUMBER | DESCRIPTION OF CODE | AMOUNT | |
|-------------|--|-----------|----------|
| | | INCREASE | DECREASE |
| 65-348-002 | General Assembly - Intermediate School | 5,000,000 | |
| 65-500-712 | General Assembly - Intermediate School | 5,000,000 | |

EXPLANATION: To amend the FY 23/24 budget to include the funding awarded by The General Assembly to Perquimans County to be designated for new school construction project.

BUDGET AMENDMENT NO. 35
GENERAL FUND

| CODE NUMBER | DESCRIPTION OF CODE | AMOUNT | |
|-------------|----------------------|----------|----------|
| | | INCREASE | DECREASE |
| 10-430-740 | BOE - Capital Outlay | | \$50 |
| 10-430-320 | BOE - Inventory Item | 550 | |

EXPLANATION: To amend the FY 23/24 budget to cover expenses.

6. Miscellaneous Documents: The following miscellaneous documents were approved by the Board:

- a. Resolution to Sell Vehicle on GovDeals: The Board unanimously approved the following Resolution to declare certain personal property in the Sheriff's Office as surplus and authorize County Manager to sell these items:

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:

- The following described personal property is hereby declared to be surplus to the needs of the County:
Monitors approaching and/or receding vehicles speed;
Serial Numbers: PN0897, RN12006, RN08499, RN8498
In car law enforcement camera;
Serial Numbers: WGA00480-101, WGA00496, WGA0037
- The County Manager is hereby authorized and directed to proceed on behalf of the Perquimans County Board of Commissioners to sell these surplus items on GovDeals.
- The County reserves the right to reject any or all bids and decide not to sell the property at any time during this process.
- 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 3rd day of June, 2024.

Wallace B. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

SEAL

Mary P. Hannicut, Clerk to the Board

- b. Juvenile Crime Prevention Council (JCPC) Documentation: The following documentation for the JCPC Grant was unanimously approved by the Board:

- > NC DPS - Community Programs - County Funding Plan: The Perquimans County Funding Plan shows the breakdown of the programs the JCPC funding is budgeted for.

Perquimans County
NC DPS - Community Programs - County Funding Plan
Available Funds: \$ 577,485 Local Match: \$ 58,820 Rate: 10%
DPS JCPC funds must be committed with a Program Agreement submitted to NC AHEC and electronically signed by authorized officials

| # | Program Provider | DPS- JCPC Funding | LOCAL FUNDING | | | OTHER | OTHER | Total | % Non DPS-JCPC Revenues |
|---|--|-------------------------|-------------------------|------------------------|---------------------|-------|---------|-------|-------------------------------|
| | | | County Cash Match | Local Cash Match | Local In- stated | | | | |
| 1 | Perquimans County Schools Teen Court, Community Service Renovation, STOP | 577,485 | | | 58,820 | | 588,305 | 10% | |
| 5 | TOTALS: | 577,485 | | | 58,820 | | 588,305 | 10% | |

The above plan was derived through a planning process by the Perquimans County Juvenile Crime Prevention Council and represents the County's Plan for the use of these funds in FY 2024-2025.

Amount of Unallocated Funds _____
 Amount of Funds Reverted back to DPS _____
 Discretionary Funds Added _____

Check type initial plan update final

---DPS Use Only---

Received by _____ Date _____
 Area Consultant

Reviewed by _____ Date _____
 Area Consultant

Verified by _____ Date _____
 Area Consultant

Designated State Office Staff _____ Date _____

Shelby White 4/30/2024
 Chairperson, Juvenile Crime Prevention Council (Date)

Tony Matthews 4/30/2024
 County Finance Officer (Date)

a. **Certification for FY 2024-2025:** This is to certify the funding through JCPC for FY 2024-2025.
Juvenile Crime Prevention Council Certification Standards
 G.S. 143B-853 allows for a 2-year funding cycle for programs that meet the requirements of the statute and have been awarded funds in a prior funding cycle. Indicate below if the JCPC plans to allow for a 1-year or 2-year funding cycle.
 2-Year Funding: FY 2023-2024 and FY 2024-2025

- Membership**
- A. Have the members of the Juvenile Crime Prevention Council been appointed by county commissioners? YES
 - B. Are members appointed for two year terms and are those terms staggered? YES
 - C. Is membership reflective of social-economic and racial diversity of the community? YES
 - D. Does the membership of the Juvenile Crime Prevention Council reflect the required positions as provided by N.C.G.S. §143B-846? NO

If not, which positions are vacant and why?
 Two persons under the age of 21, substance abuse member of the business community. Will work to seek youth for the upcoming school year.

- Organization**
- A. Does the JCPC have written Bylaws? YES
 - B. Bylaws are On file
 - C. Bylaws contain Conflict of Interest section per JCPC policy and procedure. YES
 - D. Does the JCPC have written policies and procedures for funding and review? YES
 - E. These policies and procedures On file
 - F. Does the JCPC have officers and are they elected annually? YES

- Meetings**
- A. JCPC meetings are considered open and public notice of meetings is provided. YES
 - B. Is a quorum defined as the majority of membership and required to be present in order to conduct business at JCPC meetings? YES
 - C. Does the JCPC meet six (6) times a year at a minimum? YES
 - D. Are minutes taken at all official meetings? YES
 - E. Are minutes distributed prior to or during subsequent meetings YES

- Planning**
- A. Does the JCPC conduct a biennial planning process which includes a needs assessment, monitoring of programs and funding allocation process? YES
 - B. Is this Biennial Plan presented to the Board of County Commissioners and to DPS? YES
 - C. Is the Funding Plan approved by the full council and submitted to Commissioners for their approval? YES

- Public Awareness**
- A. Does the JCPC communicate the availability of funds to all public and private non-profit agencies which serve children or their families and to other interested community members?
 RFP, Distribution List, and Advertisement attached YES
 - B. Does the JCPC complete a minimum of biennial needs assessment and make that information available to agencies which serve children or their families, and to interested community members? YES

- No Overdue Tax Debt**
- A. As recipient of the county DPS JCPC allocation, does the County certify that it has no overdue tax debts, as defined by N.C.G.S. §105-243.1, at the Federal, State, or local level? YES

Briefly outline the plan for correcting any areas of standards non-compliance.
 The council continues to work to fill vacant positions.

b. **Inter-Agency Council Appointment for FY 2024-2025:** For This is to certify the Inter-Agency Council Members for FY 2024-2025.
Juvenile Crime Prevention Council Certification Standards

Instructions: N.C.G.S. § 143B-846 specifies suggested members be appointed by county commissioners to serve on local Juvenile Crime Prevention Councils. In certain categories, a designee may be appointed to serve. Please indicate the person appointed to serve in each category and his/her title. Indicate appointed members who are designees for named positions. Indicate race and gender for all appointments.

| Specified Members (G.S. 147-33.61) | Name | Title | Designee | Race | Gender |
|---|----------------------------------|--------------------------------------|-------------------------------------|-----------------|--------|
| 1) School Superintendent or designee | James Bunch | Assistant Superintendent | <input checked="" type="checkbox"/> | w | m |
| 2) Chief of Police | | | | | |
| 3) Local Sheriff or designee | Shelby White | Sheriff | | w | m |
| 4) District Attorney or designee | Kyle Jones | Assistant DA | <input checked="" type="checkbox"/> | w | m |
| 5) Chief Court Counselor or designee | Ern Anderson | Court Counselor Supervisor | | b | f |
| 6) Director, Local Management Entity/Managed Care Organization (LME/MCO), or designee | Yolanda Bowers | System of Care Coordinator, Trillium | <input checked="" type="checkbox"/> | b | f |
| 7) Director DSS or designee | Kennisha Mercer | CPS | <input checked="" type="checkbox"/> | b | f |
| 8) County Manager or designee | Frank Heath | Manager | | w | m |
| 9) Substance Abuse Professional | | | | | |
| 10) Member of Faith Community | Wonder Lewis | Pastor | | b | f |
| 11) County Commissioner | Joseph Hoffer | County Commissioner | | b | m |
| 12) A Person Under the Age of 21 | | | | | |
| 13) A Person Under the Age of 21, or a member of the public representing the interests of families of at-risk juveniles | Kellen Whitehurst | Educator | | B | M |
| 14) Juvenile Defense Attorney | Brandon Belcher | Attorney | | w | m |
| 15) Chief District Judge or designee | Hon. Mender Harris | District Court Judge | | w | m |
| 16) Member of Business Community | | | | | |
| 17) Local Health Director or designee | Molly Brown | Triple P Coord. | <input checked="" type="checkbox"/> | w | f |
| 18) Rep. United Way/other non-profit | Mireya Alvarado/Ricky Winebarger | Albemarle Hopeline | | Hispanic/Latino | f |
| 19) Representative/Parks and Rec. | Howard Williams | Director | | w | m |
| 20) County Commissioner appointee | Dr. Kanika Griffin | CAO-Student Services | | b | f |
| 21) County Commissioner appointee | Ed Hall | Director of JJ Systems Engagement | | b | m |

| Specified Members (G.S. 147-33.61) | Name | Title | Designee | Race | Gender |
|------------------------------------|--------------------|------------------------------------|----------|------|--------|
| 22) County Commissioner appointee | Gabi Corprew | Public Health Education Specialist | | w | f |
| 23) County Commissioner appointee | Kim Parker | District Social Worker | | b | f |
| 24) County Commissioner appointee | Michelle Lawrence | Librarian | | w | f |
| 25) County Commissioner appointee | Shanisha Miller | Youth Development Coordinator | | b | f |
| 26) County Commissioner appointee | Tammy Miller-White | Community Member | | b | f |

- c. **24-25 Insurance Renewal Proposals:** For information only, County Manager Heath has reviewed and approved the following two NCACC 24-25 Insurance Renewal Proposals:
 - **2024 Perquimans County L&P Renewal Proposal:** The 2024 Perquimans County L&P Renewal Proposal in the amount of \$239,932.
 - **2024 Perquimans County Workers Compensation Renewal Proposal:** The 2024 Perquimans County Workers Compensation Renewal Proposal in the amount of \$76,358.
- d. **Memorandum of Participation - 2023 74 Actuarial Valuation of Employer's OPEB Plan:** The following Memorandum of Participation was presented to Board to review and approve:

2023 MEMORANDUM OF PARTICIPATION (MOP) FOR A FULL VALUATION OF THE OTHER POSTEMPLOYMENT BENEFITS (OPEB)

ENTITY NAME: Perquimans County
 UNIT'S RETIREMENT SYSTEM (L.GERS) I.D. NUMBER(S): 97201
 MAILING ADDRESS: P.O. Box 45
 CITY: Hertford ZIP CODE: 27944
 NAME OF PERSON TO RECEIVE REPORT: Mr. Ms. (choose one) Tracy Mathews
 PHONE #: (252) 426-8484 TITLE: Finance Officer
 E-MAIL ADDRESS: tracymathews@perquimanscountync.gov

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

| GASB No. 74/75 Valuations | |
|--|-----------------|
| Base Fee | Base Fee |
| • Less than 20 total active and retired participants | \$5,250 |
| • 20-49 total active and retired participants | \$6,825 |
| • 50-99 total active and retired participants | \$8,190 |
| • 100 or more total active and retired participants | \$8,925 |
| | + Plus + |
| Per Participant Fee | |
| • Less than 50 total active and retired participants | \$3.00 |
| • 50-99 total active and retired participants | \$4.50 |
| • 100-249 total active and retired participants | \$3.25 |
| • 250-499 total active and retired participants | \$2.75 |
| • 500 or more total active and retired participants | \$2.50 |

Interested employers must return this Memorandum of Participation indicating their desire to participate along with all requested data as outlined on the following page. We need to receive all requested information no later than November 10, 2023.

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

Additional fees may also apply if information is not provided in the requested format and/or time is needed answering auditor questions.

Signed this 3rd day of June, 2024.

Authorized Signature

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

INFORMATION COLLECTION CHECKLIST FOR OPEB REQUEST

ENTITY NAME: Perquimans County
 UNIT'S RETIREMENT SYSTEM I.D. NUMBER(S): 97201

The June 30, 2023 OPEB valuation will be the basis for June 30, 2024 financial disclosures.

Please provide a completed copy of this checklist to indicate the items being sent and the work being requested. This will help us verify receipt of all information and to be sure nothing was lost in transit. Check the boxes below to indicate which items are included in this submission. If multiple submissions are needed because some of the information is not immediately available, please provide an updated checklist with each submission.

Will you need additional information related to a split of the liabilities, OPEB expense? Additional fees will apply based on our hourly rates.

- Yes - Be sure to provide the fund for each member (active and retired) on the census data.
- No - No additional information is needed.

Executed 2023 Memorandum of Participation (MOP)

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

- (1) (1a) Active Data as of June 30, 2023 (including SSN for each record or NCLGERS Person ID for each record) in an encrypted/protected Excel file. Note that the NCLGERS data file will be used to supplement the information you provided.
- (1) (1b) Retiree Data as of June 30, 2023 (including SSN for each record or NCLGERS Person ID for each record) in an encrypted/protected Excel file.
- (2) (2a) A copy of the OPEB plan provisions related to the plan is included with the submission.
- (2) (2b) I have reviewed the OPEB plan provisions in our prior GASB report. If an amendment to the OPEB plan has been adopted or the provisions detailed in the prior report are not accurate, there is a plan change for valuation purposes. Have the OPEB plan provisions changed since the prior valuation?
 - Yes - Please provide the new plan provision information detailing the new OEB plan benefit eligibility conditions and/or cost-sharing information.
 - No - We will use the same OPEB plan provisions summarized in your last report.
- (3) (3) Medical coverage summaries (co-pays, deductibles, etc.) for the most recent 2 years.
- (4) (4) Premium rates and the effective dates for the most recent 2 years for each benefit, coverage tier and group.
- (5) (5) Please refer to Item 5 in the "Memorandum and Explanation of Items Requested" document for an explanation of fully-insured and self-insured benefits. Check the appropriate boxes below for your plan.

For Pre-Medicare: Fully Insured Self-Insured

Other, please explain: _____
 For Medicare: Fully Insured Self-Insured
 Other, please explain: _____

(6) Plans with self-insured benefits must provide claims experience, enrollment counts by coverage tier, administrative fees and other fixed fee information. We provided a template for your use in collecting the claims experience information as an attachment in the data request email. Email us at NCOPFB@CayMacConsulting.com if you need another copy. If the template is not fully completed, additional information may be requested and delays may occur. Also provide a copy of the most recent Administrative Service Only (ASO) funding rates for each plan option. An example of the ASO rates is included on the template. The ASO rates are usually provided by your administrator.

(7a) Were OPEB Claims and/or premiums paid for the measurement period July 1, 2022 – June 30, 2023?

Yes – Complete the template provided for this information. The template was provided as an attachment in the data request email. Email us at NCOPFB@CayMacConsulting.com if you need another copy. If the template is not fully completed, delays may occur.

No – Do not complete the Item 7 spreadsheet.

(7b) The calculation of OPEB Expense includes the "Administrative Cost" for the year. The administrative Cost reported for this item, if you choose to report any, should be those costs not associated with the payment of benefits and not paid from an OPEB trust. Administrative Costs may include professional fees (trust fees, audit fees, actuarial fees, etc.), associated with the administration of the OPEB plan. Note the expenses booked elsewhere or paid from an OPEB trust should not be included before (to avoid double counting of such expenses). What amount should be included in the OPEB Expense?

\$ 0 (enter \$0 or the amount we should use---if left blank, we will assume \$0)

(7c) Do you have or plan to have OPEB assets?

Does the Employer have assets in a qualified GASB OPEB funding vehicle (i.e., a Trust or Trust like arrangement for the sole purpose of providing OPEB benefits for retirees that cannot be used to pay active health care costs or any other benefits) as of June 30, 2023? Yes No (choose one)

If there were no OPEB assets as of June 30, 2023, does the Employer plan to establish OPEB assets in a qualified GASB OPEB funding vehicle by June 30, 2024? Yes No (choose one)

(8a) Provide a copy of the most recent actuarial report for the OPEB plan if it was not prepared by Cavanaugh Macdonald Consulting.

(8b) Provide most recent Audited Financial Report (or CAFR) providing OPEB disclosure information.

Our fiscal year end is 6/30 (i.e., 6/30)

(8c) Provide the name, phone number and email address of the person to contact should any questions arise regarding the data submitted.

Name: Tracy Matthews Phone: (252) 476-8484

E-mail: tracy@mathews@perquimanscountync.gov

RECOGNITION OF RETIREES & INTRODUCTION OF NEW EMPLOYEES

A. Recognition of Employees' Years of Service with the County: Beginning June 1, 2022, the Board will recognize the employees who have been working with the County for 5, 10, 15, 20, etc. years. This month, the Board recognized the following employees:

| Employee Name | Department | Employee Job Title | No. of Years | Effective Date |
|---------------------|------------------|----------------------------------|--------------|----------------|
| Alyssa Polunbo* | EMS | EMS Compliance Officer/Paramedic | 5 years | 06/01/2024 |
| Quinton Jordan, Jr. | Sheriff's Office | Certified Deputy | 20 years | 06/01/2024 |

*Ms. Polunbo was unable to attend tonight's meeting, but County Manager Heath presented her with her certificate & gift earlier today.

B. Introduction of New Employees:

i. Thomas Reid, Chief Deputy: In the absence of Sheriff White, Mr. Reid introduced the following new employee:

| Department Head | Employee Name | Employee Job Title | Effective Date |
|---------------------------|-------------------|--------------------|----------------|
| Thomas Reid, Chief Deputy | Brandyn A. Snyder | Uncertified Deputy | 06/01/2024 |

After the presentation and introduction, the employees made a few comments, and the Chairman and Commissioners welcomed the new employees and congratulated the Quinton Jordan, Jr. for his years of service.

BROOKS BRASWELL, NCDOT

Chairman Nelson recognized Brooks Braswell, Project Development Engineer with the North Carolina Department of Transportation (NCDOT), who presented a request for the Board to adopt a resolution supporting the addition of River Front Drive to the State Road Maintenance System. The Engineer's estimated costs to upgrade to State Standards is approximately \$350,000. On motion made by Timothy J. Corprew, seconded by Charles Woodard, the Board unanimously adopted the following Resolution:

**PERQUIMANS COUNTY BOARD OF COMMISSIONERS
 RESOLUTION OF SUPPORT OF RIVER FRONT DRIVE PROJECT**

WHEREAS, at its regular meeting conducted on June 3, 2024, the Perquimans County Board of Commissioners received a presentation from Brooks N. Braswell, Project Development Engineer with the North Carolina Department of Transportation (NCDOT);

WHEREAS, Mr. Braswell provided an overview of a project known as "River Front Drive Project", which involves the upgrade of River Front Drive for addition to the NCDOT State Road System.

WHEREAS, it is anticipated that the Project will bring the road up to NCDOT standards to allow NCDOT to add River Front Drive to the NCDOT State Road System.

NOW, THEREFORE, BE IT RESOLVED, that the Perquimans County Board of Commissioners does hereby issue both its support of the "River Front Drive Project" as presented and its appreciation to the NCDOT for its efforts in pursuing this Project to improve the roadways of Perquimans County.

ADOPTED this 3rd day of June, 2024.

Wallace E. Nelson, Chairman
 Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunnicutt, Clerk to the Board

SEAL

After the Board adopted the Resolution, several questions were asked about the Secondary Road Improvement Plan for Perquimans County:

- **Commissioner Corprew:** Mr. Corprew asked if these were all state funds. Mr. Braswell and Mr. Heath confirmed that this would be state funding.
- **County Manager Heath:** Mr. Heath said that it had been several years since NCDOT had come to one of their Board meetings to update us on the Secondary Road Improvement Plan for Perquimans County. Could he give us an update on some of the projects that they were working on for Perquimans County. Mr. Braswell said that he did not have the most current information in front of him but did provide an update on the Harvey Point Road project and the New Hope Road project. After his update, County Manager Heath asked if Mr. Braswell could forward a copy of their updated Secondary Road Improvement Plan for Perquimans County and he would forward it to the Commissioners. Mr. Braswell said that he would be happy to. Mr. Heath requested that a separate meeting be held for the changes coming with the I-87 project. This would also include the Town of Hertford and the Town of Winfall.
- **Commissioner Corprew:** Mr. Corprew asked Mr. Braswell if he could give the Board a tentative date for the completion of I-87 Project. Mr. Braswell said that, right now, they are looking at a completion date of 2031-2032.
- **County Manager Heath:** Mr. Heath asked if he had an estimated cost of the I-87 Project. Mr. Braswell said that they do not have that at this time.

PRESENTATION OF FY 2024-2025 BUDGET

County Manager Heath presented the following FY 2024-2025 Budget Message:

June 6, 2023

To: The Honorable Chair, Board of Commissioners, and taxpayers of Perquimans County

I respectfully submit the proposed budget for Perquimans County for the Fiscal Year 2023-2024. The budget has been prepared in accordance with the North Carolina Local Government Budget and Fiscal Control Act. The budget identifies the estimated revenues and expenditures for the Fiscal Year 2023-2024.

Proposed Tax Rate

As in years past, the County's budget process calls for department heads and other agencies to submit budget requests to the County Manager. In total, the requests amounted to approximately \$28.4 million. That's almost \$7.5 million dollars more than anticipated revenues for the upcoming fiscal year. The tax rate would have to be 49 cents higher to fully fund all requests of Perquimans County for the next year.

Total taxable value increased from \$1,416,482,867 to \$1,439,705,262 or 1.64%. Budgeted sales tax revenues are expected to increase by over \$300,000 from last year's budgeted amount. Another positive note is that I project that we're going to use little if any fund balance appropriation for the fiscal year 22/23 budget. The proposed FY 23/24 budget allocates \$533,452 out of the fund balance.

The County remains in excellent financial condition (as evidenced by our most recent audit) but is feeling the effects of inflation and increased personnel and capital costs. Perquimans County will continue to make substantial investments in school spending, public safety, capital projects and personnel. As a result, the tax rate for fiscal year 23-24 will increase to 64 cents per hundred dollars of value.

When compared to other Counties in the region, Perquimans' tax rate will remain among the lowest in northeastern North Carolina.

General Fund Budget Summary

The General Fund budget is \$21,066,927 for 2023-2024, an increase of \$552,119 from the current year's amended budget of \$20,514,808.

General Fund Revenues

Property taxes account for the vast majority of general fund revenues, and I've already mentioned the conditions as it relates to real property taxation.

Sales tax revenues are the second largest source of County general fund revenues. Budgeted sales tax revenues are projected to increase by a total of \$300,000 compared to last year's budgeted amount, for a total of \$2,400,000.

\$525,000 is forecast to be added to Perquimans' sales tax allocation to reflect the additional services taxed by the General Assembly in 2016. This is an increase of \$25,000 from last fiscal year's proposed budget. Medicaid hold harmless payments from the State, which are tied directly to sales tax calculations, are projected at \$450,000 this year, an increase of \$75,000. Expected Land Transfer Tax revenues in FY 2023-24 are \$650,000, the same as last fiscal year.

General Fund Expenses

Most of the departmental operating budgets remain similar to the current budget year. By way of comparison, the largest General Fund expenses by department or agency are as follows:

| <u>Department/Agency</u> | <u>Proposed FY 23-24</u> | <u>% of Total G/F Budget</u> |
|----------------------------|--------------------------|------------------------------|
| Perquimans County Schools | \$4,811,149 | 22.8% |
| Emergency Medical Services | \$2,912,096 | 13.8% |
| Social Services | \$2,903,515 | 13.8% |
| Sheriff | \$2,561,269 | 12.1% |

School Funding

As presented by the Board of Education and school staff earlier this spring, the Perquimans County School System has requested \$3,810,503 for school current expense, an increase of \$710,503 over last year's County appropriation of \$3,100,000. This represents a 23% requested increase from the previous fiscal year's budget allocation. The local current expense requested increase centers mostly around additional personnel, benefit costs and utility increases.

The proposed FY 2023-24 County budget increases the local current expense budget by \$289,546 to \$3,389,546. The increase focuses on two school nurse positions that are no longer grant-funded and increases in general benefits and salaries. This continues a significant commitment by the County Board of Commissioners to fund instructional services, support services, athletics, maintenance and utilities. The school capital outlay budget is the same as the requested amount; \$585,000.

Building and Facility Initiatives/Capital Outlay

Perquimans will invest in various building and capital initiatives this year. Such expenditures include:

- **Sheriff:** Two SUVs and radios.
- **Emergency Services:** For EMS, a new ambulance and new Quick Response Vehicle. For Emergency Management, an outdoor equipment shelter, upgrades to Bay 10-12, Knox boxes and mobile radio upgrades.
- **Social Services:** A new van for transporting children, families and employees.
- **Center for Active Living:** New camera system and folding chairs.
- **Recreation:** New 60-inch mower and batting cage nets.

Personnel

The proposed FY 2024-25 budget contains a 3% cost of living adjustment to the salary schedule based on inflationary pressures in the economy. Steps and merits are active for this budget as well.

Included is a 2% 401k match for employees.

Perquimans County participates in the State Health plan, and health insurance rates are projected to cost \$9,212 per employee per year. This amount includes a projected 3% increase in rates and \$25 per month per employee that the State charges employees for the base 70-30 plan. The health benefit alone remains a significant benefit to County workers.

The North Carolina Local Government Employees Retirement System employers' contribution will increase to 13.65% from 12.9% for FY 24-25.

Succession planning will be a consideration in this budget, as tonight I am announcing a timeline for my retirement as County Manager. The County will hire an Assistant County Manager effective January 1, 2025, who will work with me to learn the position until the end of 2025. I will retire effective December 31, 2025, and the Assistant Manager will step into the County Manager role January 1, 2026. I hope to continue to serve the County in a part-time capacity as Special Projects Manager, with a focus on Economic Development, after February 1, 2026.

This budget includes several new positions and proactive employment measures to attract and retain personnel. This budget continues longevity payments for long-serving employees and sign-on bonuses for those hired in the public safety and emergency services fields.

The Sheriff's office and EMS budgets include another facet of their proposed career development plan, whereby salary Grades for their departments have been increased to reflect the complexity of their positions. Deputies, Sergeants, Investigators, and all scopes of EMT's, Advanced EMT's and Paramedics have been tiered to reward those who choose to advance in their fields. EMS will receive one additional full-time paramedic position and two full-time Advanced EMT positions as the County tries to become less dependent upon part-time employees who work full-time for other agencies.

Other Noteworthy Items

- Funding for the County Fire Departments increases to \$105,000 each, up from \$100,000 per department last year.
- Funding for the Perquimans County Library will be \$215,000.
- Funding for the Tri-County Animal Shelter will increase to \$130,166 to facilitate staff and building improvements.
- Due to staffing shortages and therefore, a reduction in Federal Inmate revenue, the Albemarle District Jail budget has increased by over \$230,000 for Perquimans County. The total budget is projected to be over \$900,000.

Water Fund

Perquimans continues to make significant investment in its overall ability to provide water to its customers. Perquimans will continue to purchase 150,000 gallons of reverse osmosis water from Pasquotank County that services customers on the Winfall plant side. The bulk water rate that Pasquotank County charges is \$7.77 per thousand gallons.

Water rates will remain at \$17.50 for a minimum bill and \$9 per thousand after the first thousand. There is a total increase in the budget projected of \$55,000. Salt and chemical supplies have increased significantly from year to year. Other capital expenditures include permits, design and plans for a new discharge location at the Winfall plant and \$50,000 as seed money for a future debt service that will replace all meters and adapt a radio read system throughout the County.

The total water fund budget for the Fiscal Year 2024-25 is \$2,659,900.

Solid Waste Fund

The proposed solid waste fee for FY 24-25 is \$190, a \$30 increase from last fiscal year. This fee covers the cost of operating the five Convenience Site locations, the County's portion of the Perquimans-Chowan-Gates Transfer Station operating cost, and the tipping fee for the County's solid waste at the private landfill in Bertie County. All of these operational costs have increased significantly over the past couple of years. The total solid waste fund budget is projected at \$1,305,320.

Conclusion

I'd like to thank the Department Heads for their stewardship in this budget process. I would also like to thank the Board of Commissioners for your involvement in the budget discussions and for making difficult, but important decisions on behalf of the citizens of Perquimans County. Finally, I'd like to thank County staff: Mary Hunnicutt- Clerk to the Board, Casey White-Human Resources and Bill Jennings and Kim Bray of the Tax Office, for their assistance and guidance in this process. I'd especially like to thank Finance Officer Tracy Mathews. Without her help and expertise, this budget process could not be completed.

I thank each of you for your consideration of this proposal and welcome any changes the Board deems appropriate.

At the request of the Chairman and Board of Commissioners, a public hearing has been scheduled for Monday, June 17, 2024, at 7:00 p.m. in the Perquimans County Library for public comment and to consider adoption of the budget.

Submitted by:

W. Frank Heath, III
County Manager/Budget Officer

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

The following Commissioners' concerns/committee report was given:

- **Commissioner Hoffler:** Mr. Hoffler informed the Board that there was going to be a Juneteenth Celebration on June 15th at the corner of Hyde Park and King Street in Hertford, NC at 2:00 p.m. He invited all that would like to attend to come. He also stated that, currently Juneteenth, is not a County holiday but it is a Town of Hertford holiday. He would like to proceed with whatever process is necessary to make Juneteenth a holiday for county employees.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- **Annual Hurricane Briefing:** The annual Hurricane Briefing was held on May 7, 2024 in the County Courthouse and it was well attended. This was an opportunity for all the entities involved in hurricane preparedness to meet and discuss their concerns.
- **Perquimans County Economic Development Website:** Mr. Heath explained that Perquimans County Economic Development has a new website. He encouraged the Board to go to perquimansecon.com and check it out. All the information has been updated.
- **Marine Park Basin:** The contractor for the Marine Park Basin received the Certificate of Completion.
- **Visit with Legislators:** County Manager Heath and Chairman Nelson met with county legislators, Rep. Goodwin, Senators Sanderson & Hanig on May 22, 2024. They had a great meeting and they were able to voice their needs to each member. Chairman Nelson also talked about their visit with the legislators.
- **County Assembly Day:** NCACC County Assembly Day is scheduled for June 12, 2024. If you wish to attend, contact Mary P. Hunnicutt, Clerk to the Board, for her to register for the event.

- > Economic Development Partnership of North Carolina: They were able to meet with Ashley Lannon and leadership of the Economic Development Partnership of North Carolina. They had a tour of their facilities and discussed several projects that Perquimans County is working on. It was a good visit too.
- > Broadband in Perquimans County: County Manager Heath provided an update on the progress on the installation of Broadband fiber optics in Perquimans County. The County is hoping that they will get an additional 54.0 million in grant funding to fill in the gaps throughout Perquimans County.

BOARD VACANCIES

County Manager Heath has asked Mary Hunnicutt, Clerk to the Board to present information on the following Board vacancies:

1. Community Advisory Committee: Ms. Hunnicutt reported that there have been no new applications received for this Board. We still need three more members. We will continue to place the ad on the County website.
2. Senior Tar Heel Legislature Delegate & Alternate: Ms. Hunnicutt reported that, last month, the Board appointed Mr. Thomas St. John as the Perquimans County's Senior Tarheel Delegate. We still need to appoint an alternate in case he is unable to attend the meeting. We also need to have a member to be appointed to the Senior Tarheel Regional Legislature Advisory Board. We will continue to advertise these appointments on the County website.

SALE OF SURPLUS MOTORCYCLE

County Manager Heath reported that the Board adopted a resolution on May 6, 2024 proclaiming the following vehicles as surplus equipment and to proceed to sell it on GovDeals. The bid period for the following surplus items with GovDeals closed today at 11:00 a.m. On motion made by James W. Ward, seconded by Charles Woodard, the Board approved the following sale of the surplus vehicles:

| BUYER | ITEM | DATE SURPLUSED | START BID | SOLD AMOUNT |
|--------------|--|----------------|-----------|-------------|
| John Hurdie | 1999 Ford Ranger, VIN #1FTYR14V7XTA49273 | 5/6/2024 | \$500 | \$956.25 |
| Kenneth Bond | 2003 Ford Ranger, VIN #1FTYR44V73PA20733 | 5/6/2024 | \$500 | \$2,587.50 |

PLANNING ITEMS

The following Planning item was presented for Board action:

- > Planning Item: Two-Year Extension Request for Preliminary Plat for The Moorings at Albemarle: County Planner, Rhonda Repanshek, presented the following letter from Rivers & Associates requesting a two-year extension of the Preliminary Plat for The Moorings at Albemarle, which was approved on July 5, 2022:



DESIGNERS PLANNERS LANDSCAPE ARCHITECTS

May 24, 2024
 Rhonda Repanshek
 Perquimans County Planner
 100 Dallas St., 7th Fl., Box 33
 Hertford, NC 27940

Rhonda,
 On behalf of Atlantic Marine Construction, we are requesting a two-year extension of the Preliminary Plat for The Moorings at Albemarle approved July 5, 2022. The project has been delayed due to extraordinary development costs increases due to inflation and interest rates. The developer will move forward with plat recording and construction as soon as costs and rates have dropped to feasible levels.

Please contact me with any questions.

With best regards,

 Tim R. Newell, P.L.A., A.S.L.A.
 Rivers and Associates
 cc: Bruce Isaacs, Sr.
 Atlantic Marine Construction

After Ms. Repanshek made her comments, Tim Newell of Rivers & Associates was present to answer any questions from the Board. Per the letter, the reason for the two-year extension request was due to inflation costs and interest rates. County Manager Heath asked Mr. Newell if there were any changes to the Preliminary Plat. Mr. Newell said that there were none. Mr. Heath also asked that he had seen on the MLS site that the project was for sale. Mr. Newell said that he had no knowledge of this. Chairman Nelson asked if the two-year extension would transfer to the new owner. Ms. Repanshek said that she believes that it would, but she will have to check the ordinance and let the Board know. County Manager Heath said that he thought it would. After asking several questions, T. Kyle Jones made a motion to approve the two-year extension the two-year extension of the Preliminary Plat for The Moorings at Albemarle, which was approved on July 5, 2022. The motion was seconded by Charles Woodard and unanimously approved by the Board.

PERSONNEL MATTER

County Manager Heath explained that we had this one personnel matter (merit raise) that was received after the Agenda Packets were distributed. On motion made by Charles Woodard, seconded by James W. Ward, the following personnel matter (merit raise) was unanimously approved by the Board:

| Department | Employee Name | Employee Job Title | Grade/Step | New Salary | Effective Date |
|------------|----------------|-------------------------|------------|------------|----------------|
| Tax Office | Tashara Granby | Tax Clerk - Collections | 6175 | \$38,635 | 06/01/2024 |

PUBLIC COMMENTS

The following public comment was made:

Good evening – My name is Terry Swope and I live in Perquimans County.

Last year at this time I spoke of how County taxes had risen so markedly in the 8 budget years that I had lived here. Perquimans County property taxes have risen while the population remains stagnant, i.e. more tax per citizen. This contrasts with the State of North Carolina, a state which has experienced growth, and DECREASED taxes on it's residents multiple times in those same 8 years.

In those 8 budget years, Perquimans taxes had been raised 3 separate times, as we enter my 9th year, there is to be yet another tax increase of 4.6%.

The NEW proposed tax rate appears lower because the new rate is applied to much higher real property values, but let's be clear, IT IS a tax increase, a significant one, much higher than the rate of inflation.

The proposed 52 cents is equivalent to taxing 2024 booked values at 67 cents – 3 cents (4.6%) higher than in 2024. This is a full 17% higher than when I moved here.

Even more worrisome to me is that the trend seems to be accelerating as this will be the third tax increase in four years. There is every reason to believe next year will see yet another tax increase as the County strives to build a new school for some \$60 million or so. *Next Year*

Once again, I urge the County Commissioners to rein in spending and instead, focus on economic growth for revenue generation. As I said before, the County's population is static, mostly because it lacks opportunity. We need to encourage business and jobs to come to our county instead of continuously tapping the citizens for a bigger slice of their social security checks.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned around 7:55 p.m. on motion made by Timothy J. Corprew, seconded by Charles Woodard and unanimously approved by the Board.

Wallace E. Nelson, Chairman

Clerk to the Board

SPECIAL CALLED MEETING
June 17, 2024
7:00 p.m.

The Perquimans County Board of Commissioners met in a SPECIAL CALLED MEETING on Monday, June 17, 2024, at 7:00 p.m. in the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944.

MEMBERS PRESENT: Wallace E. Nelson, Chairman Charles Woodard, Vice Chairman
Timothy J. Corprew Joseph W. Hoffer
T. Kyle Jonas James W. Ward

MEMBERS ABSENT: None

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

Chairman Nelson called the meeting to order. Commissioner Woodard gave the invocation and the Chairman led the Pledge of Allegiance. Chairman Nelson explained that the purpose of this Special Called Meeting was to hold a Public Hearing on the proposed FY 2024-2025 Budget.

PUBLIC HEARING -- FY 2024-2025 Budget

Chairman Nelson opened the Public Hearing stating that the purpose of the public hearing was to receive public comments on the proposed FY 2024-2025 Budget. There were thirteen (13) people present. County Manager Heath stated that he had presented the Budget Message at the June 3, 2024 meeting and that there were no changes. Mr. Nelson asked if anyone had signed up to speak or sent in their comments. Mary Hunnicutt, Clerk to the Board, forwarded a copy of the sign-up sheet and stated that no one had sent written comments:

- Round Smirlock: Mr. Smirlock said that he had been a resident of Perquimans County for four years. He further provided more background information as a form of introduction. Mr. Smirlock stated that his purpose in addressing the Board was to discuss the proposed tax rate. He had several charts showing various rates for Perquimans County and for surrounding counties. His conclusion was that Perquimans County's increase would be at 13%, which was not for everyone in the County but for the ones that the revaluation rates were higher which would have made the tax increase even higher than the 13%. Because of the three-minute policy, Mr. Smirlock was unable to complete his full comments.

Chairman Nelson thanked him for his comments. There being no more individuals that signed up, Chairman Nelson closed the public hearing at 7:10 p.m.

AGENDA

On motion made by Joseph W. Hoffer, seconded by James W. Ward, the Board unanimously approved the Agenda.

RESOLUTION RECOGNIZING & APPROVING THE PERQUIMANS COUNTY OFFICIAL AMERICA 250 NC COMMITTEE

Chairman Nelson recognized Lyn Winslow, III who presented a request to adopt a resolution to recognize and approve the Perquimans County American 250 NC and establish a committee to represent Perquimans County. Mr. Winslow has already discussed this with several interested individuals and is requesting that the Board adopt the resolution. The purpose of the America 250 is to plan, encourage, develop, and coordinate the commemoration of the 250th anniversary of the United States & North Carolina's integral role in that event. On motion made by Timothy J. Corprew, seconded by James W. Ward, the Board unanimously approved to adopt the following Resolution:

RESOLUTION OF PERQUIMANS COUNTY
RECOGNIZING & APPROVING OF THE PERQUIMANS COUNTY
OFFICIAL AMERICA 250 NC COMMITTEE

A resolution of Perquimans County, North Carolina, supporting the America 250 NC committee for the United States semiquincentennial (AMERICA 250 NC).

WHEREAS, Roy Cooper, Governor of North Carolina created AMERICA 250 NC to plan, encourage, develop, and coordinate the commemoration of the 250th anniversary of the United States and North Carolina's integral role in that event and the role of its people on the nation's past, present, and future; and

WHEREAS, AMERICA 250 NC has a mission to engage ALL North Carolinians and ALL 100 counties through their many signatures and officially recognized programs, projects, and events over the commemoration by inspiring future leaders and celebrating North Carolina's contributions to the nation over the last 250 years; and

WHEREAS, by adoption of America 250 NC's mission, Perquimans County Committee is officially formed to achieve the goals of America 250 NC.

NOW, THEREFORE, BE IT RESOLVED, that the County of Perquimans hereby endorses AMERICA 250 NC and its mission; and

RESOLVED, the County of Perquimans officially establishes an AMERICAN 250 NC Committee made up of a diverse group of citizens to work with AMERICA 250 NC on any and all activities. The participants of the Perquimans County Committee will be strictly voluntary roles and there will be no compensation for participation.

IT IS FURTHER RESOLVED that a copy of this resolution be sent to the Perquimans County legislative delegation and the AMERICA 250 NC Committee.

ADOPTED this 17th day of June, 2024

Wallace E. Nelson, Chairman

ATTESTED:

Mary P. Huntcutt, Clerk to the Board

SEAL

PERSONNEL MATTER: APPOINTMENT OF FULL-TIME PARAMEDIC

Jonathan Nixon, Emergency Services Director, presented the following personnel matter:

| Employee Name | Employee Job Title | Action Required | Grade/Step | New Salary | Effective Date |
|-----------------|---------------------|-----------------|------------|------------|----------------|
| Paige Scheidlor | Full-Time Paramedic | Appointment | 68/1 | \$43,983 | 06/01/2024 |

On motion made by Timothy J. Corprew, seconded by James W. Ward, the Board unanimously approved this appointment.

FY 2023-2024 YEAR-END BUDGET AMENDMENTS

Chairman Nelson explained that these budget amendments are to sure up the FY 2023-2024 budget and recognized Mr. Heath for more information. Mr. Heath recognized Tracy Mathews, Finance Officer, who presented the Budget Amendment Numbers 36 - 38 for Board approval. She also explained that no Fund Balance Funds were used to sure up the 2023-2024 Budget and recommended approval. Chairman Nelson asked if there were any questions or comments about the FY 2023-2024 Year-End Budget Amendments. There being none, Charles Woodard made a motion to approve the following Year-End Amendments. The motion was seconded by Joseph W. Hoffer and unanimously approved by the Board.

BUDGET AMENDMENT NO. 36
GENERAL FUND

| CODE NUMBER | DESCRIPTION OF CODE | AMOUNT | |
|-------------|------------------------------|----------|----------|
| | | INCREASE | DECREASE |
| 10-301-011 | DMV Taxes - Current Year | 9,073 | |
| 10-430-030 | BOE - Board Salaries | | 3,000 |
| 10-430-070 | BOE - Retirement | 800 | |
| 10-430-060 | BOE - Group Insurance | 1,050 | |
| 10-430-020 | BOE - Salaries | 10,000 | |
| 10-430-032 | BOE - PT Salaries | 225 | |
| 10-348-029 | Management Entity Fees | 4,000 | |
| 10-450-450 | Tax - Management Entity Fees | 4,000 | |
| 10-348-026 | Drainage Fees | 4,500 | |
| 10-430-451 | Tax - Drainage Fees | 4,500 | |
| 10-301-011 | DMV Taxes - Current Year | 8,620 | |
| 10-410-030 | Gov Body - Salaries | 8,000 | |
| 10-410-050 | Gov Body - FICA | 620 | |
| 10-301-011 | DMV Taxes - Current Year | 1,904 | |
| 10-610-335 | In Home II & III | 1,850 | |
| 10-610-336 | Transportation Title III | 54 | |

BUDGET AMENDMENT NO. 36 (CONTINUED)
GENERAL FUND

| CODE NUMBER | DESCRIPTION OF CODE | AMOUNT | |
|-------------|--------------------------------------|----------|----------|
| | | INCREASE | DECREASE |
| 10-345-001 | Local Option Tax 1/2% A | 54,000 | |
| 10-682-020 | School - Capital Outlay (30% of 1/2) | 54,000 | |
| 10-301-000 | Ad Valorem Taxes - Current Year | 9,500 | |
| 10-480-280 | Tax - Tax Refunds | 6,500 | |
| 10-450-060 | Tax - Group Insurance | 3,000 | |
| 10-356-000 | ROD Fees | 2,000 | |
| 10-480-060 | ROD - Group Insurance | 2,000 | |
| 10-500-020 | Building - Salaries | | 15,000 |
| 10-500-150 | Building - Maintenance | 15,000 | |
| 10-351-000 | Sheriff Office Fees | 4,500 | |
| 10-510-450 | Sheriff - Concealed Gun Permits | 4,500 | |
| 10-360-000 | Ambulance Fees | 34,000 | |
| 10-514-020 | Dispatch - FT Salaries | 14,000 | |
| 10-511-030 | Dispatch - PT Salaries | 16,000 | |
| 10-511-310 | Dispatch - Telephone/Postage | 4,000 | |
| 10-360-000 | Ambulance Fees | 30,450 | |
| 10-511-741 | Dispatch - Capital Outlay 911 | 30,450 | |
| 10-345-000 | Local Option Sales Tax 1% | | 75 |
| 10-514-030 | Jury Commission - Contract Work | 75 | |
| 10-360-000 | Ambulance Fees | 3,100 | |
| 10-530-020 | EM - Salaries | 2,800 | |
| 10-530-160 | EM - Maintenance/Repair Equipment | 3,000 | |
| 10-592-020 | EMS - Salaries | | 30,000 |
| 10-592-043 | EMS - Medicaid Utilization Plan | 30,000 | |
| 10-360-000 | Ambulance Fees | 23,000 | |
| 10-592-170 | EMS - Maintenance/Vehicles | 20,000 | |
| 10-592-400 | EMS - Medical Supplies | 3,000 | |
| 10-360-000 | Ambulance Fees | 8,000 | |
| 10-600-040 | ME - Professional Services | 8,000 | |
| 10-301-003 | Ad Valorem Taxes Prior Year | 16,050 | |
| 10-660-020 | Senior Center - Salaries | 10,000 | |
| 10-660-060 | Senior Center - Group Insurance | 3,200 | |
| 10-660-070 | Senior Center - Retirement | 2,500 | |
| 10-660-071 | Senior Center - 401K Match | 350 | |
| 10-301-002 | Ad Valorem Taxes Prior Year | 671 | |
| 10-670-020 | Soil Conservation - Salaries | 200 | |
| 10-670-050 | Soil Conservation - FICA | 25 | |
| 10-670-070 | Soil Conservation - Retirement | 30 | |
| 10-670-071 | Soil Conservation - 401K Match | 16 | |
| 10-670-140 | Soil Conservation - Travel | 400 | |
| 10-301-002 | Ad Valorem Taxes Prior Year | 10,576 | |
| 10-685-020 | Recreation - Salaries | 7,300 | |
| 10-685-050 | Recreation - FICA | 170 | |
| 10-685-060 | Recreation - Group Insurance | 2,300 | |
| 10-685-070 | Recreation - Retirement | 806 | |
| 10-365-003 | Recreation - PARTF | 38,030 | |
| 10-685-742 | Recreation - PARTF | 38,030 | |
| 10-365-000 | Recreation Fees | 1,200 | |
| 10-685-743 | Recreation - Community Park | 1,200 | |
| 10-301-010 | DMV Taxes - Budget Year | 15,000 | |
| 10-345-005 | Local Option Sales Tax Rural | 85,000 | |
| 10-690-920 | Jail | 100,000 | |
| 10-301-010 | DMV Taxes - Budget Year | 2,200 | |
| 10-348-015 | White Goods | 3,800 | |
| 10-348-016 | Scrap Tire | 4,000 | |
| 10-690-933 | Health Department T/ST/WG | 10,000 | |
| 10-360-000 | Ambulance Fees | 95,200 | |
| 10-850-852 | Debt Service - Lease Payment | 95,200 | |
| 10-347-000 | ABC Bottle Revenue | 1,000 | |
| 10-690-941 | Mental Health - Alcohol Rehab | 1,000 | |
| 10-335-000 | Miscellaneous Revenue | 1,300 | |
| 10-592-311 | EMS Donations | 1,300 | |

EXPLANATION: General Fund year-end entry.

BUDGET AMENDMENT NO. 37
WATER FUND

| CODE NUMBER | DESCRIPTION OF CODE | AMOUNT | |
|-------------|------------------------|----------|----------|
| | | INCREASE | DECREASE |
| 35-720-020 | Water - Water Salaries | | 10,000 |
| 35-720-331 | Water - Salt/Chemicals | 10,000 | |

EXPLANATION: Water Fund year-end entry.

BUDGET AMENDMENT NO. 38
SCHOOL CONSTRUCTION FUND

| CODE NUMBER | DESCRIPTION OF CODE | AMOUNT | |
|-------------|--------------------------------|----------|----------|
| | | INCREASE | DECREASE |
| 65-348-001 | School Funds - Lottery Funds | 440,317 | |
| 65-500-711 | NB Lottery Intermediate School | 440,317 | |

EXPLANATION: School Construction Fund year-end entry.

FY 2024-2025 BUDGET

County Manager Heath explained that, after the Budget Work Sessions, the presentation of the Budget Message on June 3, 2024, and the Budget Public Hearing tonight, he presents the FY 2024-2025

Budget for Board consideration. A copy of the Budget Ordinance was included in the Board's Agenda Packets. Mr. Heath explained that they focused their attention on schools, law enforcement and public safety, retaining employees, public safety equipment, increase fire department distributions. He also addressed the issue of the tax neutral rate calculations that Mr. Smirlock mentioned in his public comments. Mr. Heath explained that the calculation is based on the statutory formula. Unfortunately, it is not as simple as the math Mr. Smirlock used in his presentation. The formula is dictated by the General Assembly as to how we calculate it. He further stated that they did not say that they would not exclude all other properties when they calculate the rate. The General Assembly decides that. Also, for that formula, Mr. Heath explained that there is a growth factor that the General Assembly added to that legislation that accounts for expected growth in the tax base regardless of the revaluation. That is the formula that the County used because we must follow the statute. Therefore, he recommends approval of the 2024-2025 Budget. T. Kyle Jones made a motion to approve the FY 2024-2025 Budget as presented. The motion was seconded by Joseph W. Hoffer. Chairman Nelson asked if there were any questions or comments. Commissioner Woodard stated that he would like to amend the motion to increase the fire department allocation to \$110,000 per department and to send their allocations directly to each fire department. T. Kyle Jones agreed to amend the motion to include Commissioner Woodard's request. Joseph W. Hoffer seconded the amended motion. County Manager Heath asked to clarify the motion in that they are increasing each fire department allocation to \$110,000 and that the allocations would be mailed directly to each fire department. He further stated that the extra funds would come from the fund balance allocated in the budget. The Board agreed. Chairman Nelson asked if there were any further comments or questions. The following comments were made:

- Commissioner Jones: Mr. Jones stated that this was his 12th budget and that they never want to go up on the tax rate because that tax increase also affects their property taxes.
- Commissioner Woodard: Mr. Woodard agrees with Mr. Jones. The commissioners have to pay taxes too but, in order for us to have a real good EMS system, sheriff's department, public safety, good education for our children, fire departments, EMS equipment, we have to raise the taxes even if we do not want to.
- Commissioner Corprew: Mr. Corprew stated that he is going to vote yes on the budget even though he does not like the idea of raising taxes. What you buy now costs more than it did in the past.
- Commissioner Hoffer: Mr. Hoffer agrees with Commissioners Jones and Woodard. No one likes to raise taxes but to have a good school system and a good public safety department, we have to pay for it. In order to pay for it, we will need to raise taxes.
- Chairman Nelson: Mr. Nelson said that it is very difficult to approve tax increases. As you look around with inflation today, it is hard to maintain the services offered by the County without raising taxes. The public expects these services. He used the fire departments as an example. It takes years for them to save to purchase a new fire truck which costs around \$750,000. But in order to serve the residents of the County property, the County has to step up to help all the volunteers that work with the fire departments. The same thing applies to our other departments. The public grows accustomed to these services and expects them to continue. In order for it to continue, we have to raise our taxes.

Chairman Nelson asked if there were any further comments. There being none, Chairman Nelson asked for a vote. The motion passed by a vote of six (6) to zero (0). (see Attachment A)

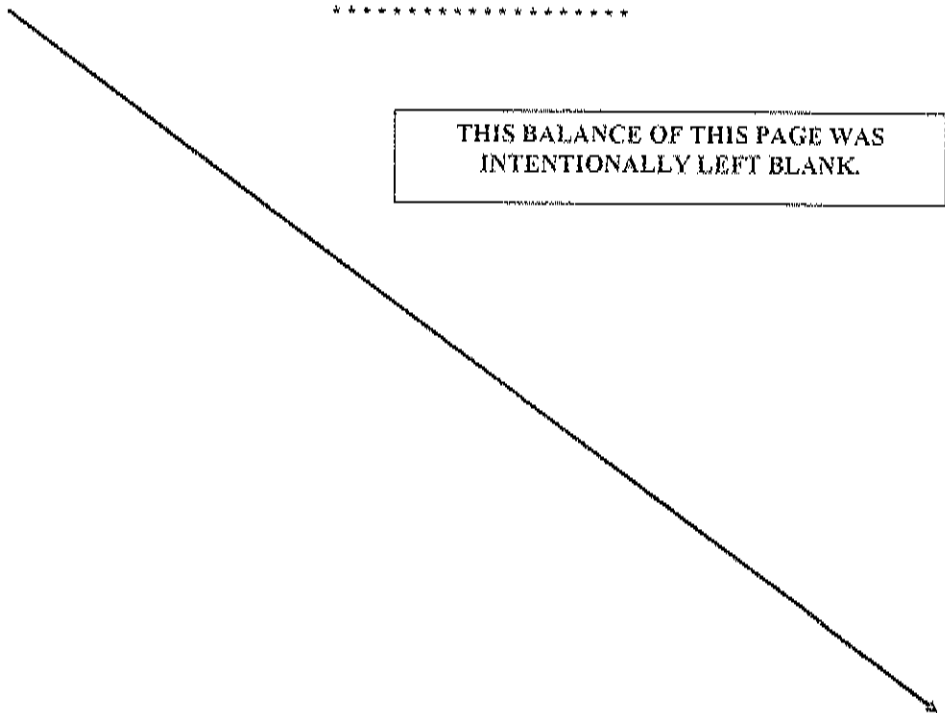
ADJOURNMENT

There being no further comments or business to discuss, the Special Called Meeting was adjourned at 7:25 p.m. on motion made by James W. Ward, seconded by Timothy J. Corprew and unanimously approved by the Board. Chairman Nelson stated that the Regular Work Session scheduled for tonight was cancelled.

Wallace E. Nelson, Chairman

Clerk to the Board

THIS BALANCE OF THIS PAGE WAS
INTENTIONALLY LEFT BLANK.



ATTACHMENT A

PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2024-2025

BE IT ORDAINED THIS 17th DAY OF JUNE, 2024, BY THE BOARD OF
COMMISSIONERS OF PERQUIMANS COUNTY, NORTH CAROLINA:

I. GENERAL FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the General Fund for the operation of the County Government and its activities for the fiscal year beginning July 1, 2024, and ending June 30, 2025, in accordance with the chart of account heretofore established of this County:

| | |
|---------------------------------------|----------------------|
| Governing Body | \$ 72,610 |
| County Manager/Finance/Planning | 962,317 |
| Elections | 251,639 |
| Tax Department | 804,996 |
| Legal | 25,000 |
| Register of Deeds | 394,577 |
| Public Buildings | 857,766 |
| Sheriff | 2,723,703 |
| Communications | 1,516,268 |
| Jury Commission | 2,875 |
| Fire Departments/Emergency Management | 948,157 |
| Medical Examiner | 6,000 |
| Inspections | 296,561 |
| Emergency Medical Services | 3,233,579 |
| Natural Resource Conservation Service | 71,774 |
| Extension Services | 225,012 |
| Veterans Services | 10,787 |
| Social Services | 3,207,012 |
| Schools - Current Expense | 3,600,000 |
| Schools - Capital Outlay | 615,000 |
| Schools - Debt Service | 836,603 |
| Recreation | 408,831 |
| Special Appropriations | 1,939,871 |
| Center for Active Living | 300,363 |
| Library Debt Service | 274,290 |
| Debt Service Lease Payments | 116,488 |
| TOTAL GENERAL FUND | \$ 23,502,079 |

Section 2: REVENUES - It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025; with a revenue neutral tax rate of 49.7¢ per hundred, and proposed rate of 52¢ per hundred:

Ad Valorem Taxes:

| | |
|----------------------------|---------------|
| Budget Year | \$ 10,864,827 |
| Prior Years and Penalties | 401,000 |
| Interest and Advertisement | 125,000 |

Other Taxes & Licenses:

| | |
|------------------------------|-----------|
| Wine & Beer License | \$ 500 |
| Local Option Sales Tax 1% | 900,000 |
| Local Option Sales Tax 1/2%A | 1,300,000 |
| Local Option Sales Tax 1/2%B | 600,000 |
| Local Option Sales Tax Rural | 630,000 |

Unrestricted Intergovernmental:

| | |
|----------------------------------|-----------|
| Tax Collections - Municipalities | \$ 27,500 |
| ABC Bottle Revenue | 4,600 |
| Beer & Wine | 42,000 |
| Utility Franchise Distribution | 10,000 |
| Medicaid Hold Harmless | 260,000 |

BUDGET ORDINANCE
FY 2024-2025

Restricted Intergovernmental:

| State Grants: | |
|---|-----------|
| RACE-CAR Trial | \$ 5,600 |
| Social Services | 2,158,196 |
| Soil Conservation - Operating | 3,600 |
| Soil Conservation - Technician | 20,000 |
| Management Entity Funds | 6,000 |
| OJJ | 77,485 |
| Register of Deeds - A.E. & P.F. | 34,815 |
| Health Department - T/ST/WG | 22,500 |
| School Resource Officer - Board of Education | 120,000 |
| Senior Programs | 3,718 |
| Electronic Recycling Fees | 1,000 |
| Drainage Fees | 12,000 |
| DWI - DMV License Revocation | 750 |
| Nutrition Site Manager - Albemarle Commission | 12,000 |
| Floodplain Mapping - Register of Deeds | 6,000 |
| Register of Deeds - Dept. of Cultural Resources | 2,500 |
| Register of Deeds - State General Fund | 2,050 |
| ARPA Funds Transfer | 21,257 |
| Duke Endowment | 162,580 |
| EM Grant | 84,496 |
| Veterans Program | 2,174 |

Permits & Fees:

| | |
|-------------------|------------|
| Building Permits | \$ 200,000 |
| Register of Deeds | 210,000 |
| Recreation Fees | 25,000 |
| Ambulance Fees | 1,125,000 |

Sales & Services:

| | |
|---------------------------------|---------|
| Extension 4-H Donations | \$ 500 |
| Senior Center Donations | 500 |
| Officer-Sheriff Fees | 55,000 |
| Jail Fees | 14,000 |
| Rents: | |
| Farm | 11,188 |
| Tower | 14,400 |
| Building Leases | 91,000 |
| Recreation/Senior Center | 8,500 |
| Investment Earnings | 135,000 |
| Miscellaneous | 20,000 |
| Subdivision Fees | 500 |
| Zoning Fees | 1,000 |
| Tower Consulting Fees | 1,000 |
| Veterans Monument Contributions | 100 |
| State Funds - Drug Tax | 30,548 |
| Town of Hertford Police | 375,000 |
| Federal Drug Funds | 14,925 |
| Recreation Concessions | 3,500 |
| Local Funds - Sheriff / Canine | 50 |
| Range Management | 100 |
| EMS Donations | 2,000 |
| Local Funds Range Improvements | 600 |
| Gates 911 Communications | 775,740 |

PERQUIMANS COUNTY

BUDGET ORDINANCE

FY 2024-2025

Transfer from Other Funds:

| | |
|----------------------------|----------------------|
| Water System | \$ 100,000 |
| Municipal Dispatch Fees | 23,000 |
| Other Revenues: | |
| Land Transfer Tax Proceeds | 960,000 |
| Fund Balance Appropriated | \$ 1,380,000 |
| TOTAL GENERAL FUND: | \$ 23,502,079 |

II. WATER DEPARTMENT

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Water System Fund for the fiscal year beginning July 1, 2024, and ending June 30, 2025.

| | |
|--------------------------------|---------------------|
| Administration & Operations | \$ 2,379,454 |
| Loan Principal | 169,308 |
| Loan Interest | 11,138 |
| Contribution to General Fund | 100,000 |
| TOTAL WATER SYSTEM FUND | \$ 2,659,900 |

Section 2: REVENUES - It is estimated that the following revenues will be available in the Water System Fund for the fiscal year beginning July 1, 2024, and ending June 30, 2025.

| | |
|--------------------------------|---------------------|
| Investment Earnings | \$ 20,000 |
| Sale of Water | 2,450,000 |
| Taps & Connections | 100,000 |
| Reconnections | 15,000 |
| Penalties & Interest | 60,000 |
| Rent: Towers | 5,400 |
| Miscellaneous | 2,000 |
| Water Improvement Fund | 7,500 |
| Fund Balance Appropriated | 0 |
| TOTAL WATER SYSTEM FUND | \$ 2,659,900 |

III. SOLID WASTE FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Solid Waste Fund for the fiscal year beginning July 1, 2024, and ending June 30, 2025.

| | |
|-------------------------------|---------------------|
| Administration & Operations | \$ 1,296,900 |
| Recycling Centers Maintenance | 5,350 |
| Solid Waste Refunds | 3,000 |
| TOTAL SOLID WASTE FUND | \$ 1,305,250 |

Section 2: REVENUES - (Solid Waste Fee: \$190.00 per Household). It is estimated that the following revenues will be available in the Solid Waste Fund for the fiscal year beginning July 1, 2024, and ending June 30, 2025.

| | |
|-------------------------------|---------------------|
| Solid Waste Fees | \$ 1,235,000 |
| Investment Earnings | 750 |
| Disposal Tax | 7,000 |
| Solid Waste Fee - Prior Years | 62,500 |
| Fund Balance Appropriated | 0 |
| TOTAL SOLID WASTE FUND | \$ 1,305,250 |

PERQUIMANS COUNTY

BUDGET ORDINANCE
FY 2024-2025

IV. REVALUATION RESERVE FUND

1. **Section 1: APPROPRIATIONS** - The following amounts are hereby appropriated in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2024, and ending June 30, 2025.

| | | |
|-------------------------------|-----------|---------------|
| Reserve for Revaluation | \$ | 32,250 |
| TOTAL REVALUATION FUND | \$ | 32,250 |

2. **Section 2: REVENUES** - It is estimated that the following revenues will be available in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2024, and ending June 30, 2025.

| | | |
|-------------------------------|-----------|---------------|
| Investment Earnings | \$ | 250 |
| Transfer from General Fund | | 35,000 |
| TOTAL REVALUATION FUND | \$ | 35,250 |

V. COURT FACILITIES FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Court Facilities Fund for the fiscal year beginning July 1, 2024, and ending June 30, 2025.

| | | |
|----------------------------------|-----------|----------------|
| Administration & Maintenance | \$ | 15,860 |
| District Attorney Office Expense | | 14,140 |
| Fine & Forfeitures | | 105,000 |
| TOTAL COURT FACILITIES | \$ | 135,000 |

Section 2: REVENUES - It is estimated that the following revenues will be available in the Court Facilities Fund for the fiscal year beginning July 1, 2024, and ending June 30, 2025.

| | | |
|-------------------------------|-----------|----------------|
| Facility Fees | \$ | 30,000 |
| Fines & Forfeiture Fees | | 105,000 |
| TOTAL COURT FACILITIES | \$ | 135,000 |

VI. ECONOMIC DEVELOPMENT FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Economic Development Fund for the fiscal year beginning July 1, 2024, and ending June 30, 2025.

| | | |
|-----------------------------------|-----------|----------------|
| Professional Services & Expenses | \$ | 101,600 |
| TOTAL ECONOMIC DEVELOPMENT | \$ | 101,600 |

Section 2: REVENUES - It is estimated that the following revenues will be available in the Economic Development Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

| | | |
|-----------------------------------|-----------|----------------|
| Fund Balance Appropriated | \$ | 101,500 |
| Investment Earnings | | 100 |
| TOTAL ECONOMIC DEVELOPMENT | \$ | 101,600 |

PERQUIMANS COUNTY

BUDGET ORDINANCE

FY 2024-2025

VII. TOURISM DEVELOPMENT FUND - OCCUPANCY TAX

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Tourism Development Fund for the fiscal year beginning July 1, 2024, and ending June 30, 2025.

| | | |
|---|-----------|---------------|
| Promotions, Marketing, Operating Expenses | \$ | 97,328 |
| Fireworks Contribution | | 1,500 |
| TOTAL TOURISM DEVELOPMENT | \$ | 98,828 |

Section 2: REVENUES - It is estimated that the following revenues will be available in the Tourism Development Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

| | | |
|--|-----------|---------------|
| Transfer from General Fund | \$ | 25,828 |
| Occupancy Tax | | 40,000 |
| Intergovernmental Transfers | | 2,000 |
| Interest | | 500 |
| Miscellaneous Revenue / Visitor Guides | | 500 |
| Local Funds / Events | | 10,000 |
| Fund Balance | | 20,000 |
| TOTAL TOURISM DEVELOPMENT | \$ | 98,828 |

VIII. EMERGENCY TELEPHONE FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Emergency Telephone Fund for the fiscal year beginning July 1, 2024, and ending June 30, 2025.

| | | |
|---------------------------------------|-----------|----------------|
| Cybersecurity Initiative | \$ | 24,000 |
| Operating Expenses | | 307,131 |
| TOTAL EMERGENCY TELEPHONE FUND | \$ | 331,131 |

Section 2: REVENUES - It is estimated that the following revenues will be available in the Emergency Telephone Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

| | | |
|---------------------------------------|-----------|----------------|
| Cybersecurity Initiative | \$ | 24,000 |
| Emergency 911 Fee | | 307,131 |
| TOTAL EMERGENCY TELEPHONE FUND | \$ | 331,131 |

IX. COUNTY CONSTRUCTION FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the County Construction Fund for the fiscal year beginning July 1, 2024, and ending June 30, 2025.

| | | |
|---------------------------------------|-----------|---------------|
| Perquimans Marine Park Basin | \$ | 50,000 |
| TOTAL COUNTY CONSTRUCTION FUND | \$ | 50,000 |

BUDGET ORDINANCE
FY 2024-2025

Section 2: REVENUES - It is estimated that the following revenues will be available in the County Construction Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

| | |
|---------------------------------------|------------------|
| <u>Investment Earnings</u> | \$ 50,000 |
| TOTAL COUNTY CONSTRUCTION FUND | \$ 50,000 |

X. OPIOID SETTLEMENT FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Opioid Settlement Fund for the fiscal year beginning July 1, 2024, and ending June 30, 2025.

| | |
|-------------------------------------|------------------|
| <u>Opioid Settlement Fund</u> | \$ 89,339 |
| TOTAL OPIOID SETTLEMENT FUND | \$ 89,339 |

Section 2: REVENUES - It is estimated that the following revenues will be available in the Opioid Settlement Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

| | |
|---------------------------------------|------------------|
| <u>Investment Earnings</u> | \$ 500 |
| <u>Opioid Settlement Fund</u> | 88,839 |
| TOTAL EMERGENCY TELEPHONE FUND | \$ 89,339 |

XI. OTHER PROVISIONS

Section 1: The Budget Officer is hereby authorized to transfer appropriations within a fund contained herein under the following conditions:

- a) The Budget Officer may transfer amounts between objects of expenditures within a department except salary amounts without limitation.
- b) The Budget Officer may not transfer any amount between funds nor from any contingency appropriations within any fund.

Section 2: The Board of Commissioners hereby authorizes the attached Fee Schedule for FY 2024-2025.

XI. TAX LEVY

Section 1: There is hereby levied a tax at the rate of 52¢ (fifty-two cents) per one hundred dollars (\$100) valuation of property listed for taxes as of January 1, 2024 for the purpose of raising the revenue listed as "Budget Year's Taxes" in the General Fund - Part I, Section 2 of this Ordinance.

Section 2: This rate of tax is based on an estimated total valuation of property for the purpose of taxation of \$2,011,226,681 and an estimated collection rate of 97%.

This Budget was approved with a vote of six (6) to zero (0) on June 17, 2024, by a quorum of the Perquimans County Board of Commissioners being present and all present casting a vote.

Wallace E. Nelson, Chairman
Perquimans Co. Board of Commissioners

FY 24/25

There is hereby established, for the fiscal year beginning July 1, 2024, and ending June 30, 2025, the following fees for services as indicated:

Building InspectionsConstruction Fees

| | |
|----------------------------------|------------|
| Square Foot | \$.25/SF |
| Minimum Fee | \$75.00 |
| State Fee | \$10.00 |
| In-ground pool (Residential) | \$100.00 |
| In-ground pool (Commercial) | \$125.00 |
| Carports (open all 4 sides) | \$.125/SF |
| Large Metal Buildings | \$.125/SF |
| Daycare & ABC | \$75.00 |
| Group/ Foster Homes | \$50.00 |
| Storage Building 12 x 12 or less | \$25.00 |

Electrical Fees

| | |
|---------------------------------|----------------|
| Minimum Fee | \$50.00 |
| Square Foot | \$.10/SF |
| Temporary Service | \$50.00 |
| Service Repair | \$50.00 |
| Service Charge | \$.30/amp |
| Swimming Pools | \$30.00 |
| Sub panel | \$20.00 |
| Generators | \$50.00 |
| Baseboard Heat (per thermostat) | \$10.00 |
| Photovoltaic/Solar | \$5 per string |

Plumbing Fees

| | |
|-------------|---------|
| Minimum Fee | \$50.00 |
| Per Fixture | \$10.00 |
| Sprinklers | \$50.00 |
| Per Head | \$10.00 |

Mechanical Fees

| | |
|----------------------------------|---------|
| Central Heating/Air Conditioning | \$75.00 |
| Central - Additional Unit | \$55.00 |
| Minimum Fee | \$50.00 |
| Hood System | \$50.00 |
| Mini Split system | \$75.00 |
| Additional head(s) | \$25.00 |

Insulation Fees

| | |
|------------|---------|
| Insulation | \$75.00 |
|------------|---------|

L.P. & Natural Gas Fees

| | |
|----------------|---------|
| Minimum Fee | \$50.00 |
| Per Gas Outlet | \$5.00 |

Sign Fees

| | |
|---------------|---------|
| Free Standing | \$50.00 |
|---------------|---------|

Renovation Fees

| | |
|----------------------|--|
| 1/2 New Construction | |
|----------------------|--|

Manufactured Homes

| | |
|----------------|----------|
| Single Section | \$150.00 |
| Multi Section | \$185.00 |
| Electrical | \$50.00 |
| Mechanical | \$50.00 |
| Plumbing | \$50.00 |

Modular Homes

| | |
|------------|-----------|
| All set-up | \$.25/SF |
| Electrical | \$.30/amp |
| Plumbing | \$50.00 |
| Mechanical | \$55.00 |

Administrative, Negligence & Reinspections

| | |
|---|----------|
| Administrative | \$50.00 |
| Negligence | \$50.00 |
| 2nd Negligence | \$100.00 |
| Re-Inspection | \$50.00 |
| Certificate of Occupancy/ Certificate of Completion | \$100.00 |

Junk Car & Trash Administration**Sheriff Department Fees**

| | |
|--|-------------------|
| Fingerprints | \$5.00/card |
| Concealed Handgun Permits | \$90.00 |
| Concealed Handgun Permit Renewals | \$75.00 |
| Service Fees (civil papers) | \$30.00/service |
| Out of State Service Fees (civil papers) | \$100.00 |
| Notary | \$5 per signature |

EMS Fees

| | |
|---|------------------------|
| ALS-I Emergency A0427 | \$646.30 |
| ALS-II Emergency A0433 | \$935.44 |
| ALS-I or II Treatment / No Transport A0998 (including Helo) | \$300.00 |
| ALS-I Non Emergency A0426 | \$408.20 |
| BLS-Emergency A0429 | \$544.26 |
| BLS-Non Emergency A0428 | \$340.16 |
| Transports to Funeral Homes | \$250.00 |
| Ambulance Crew Standby - 1st 2 hours | \$200.00 |
| Ambulance Crew Standby - additional hours | \$100 |
| Zone Car Standby- per hour | \$50 |
| Attorney's Fees (patient's records) | \$25.00 |
| Ground Mileage - ALS or BLS | \$14.33/Loaded Mileage |
| Specialty Care A0434 | \$1,105.53 |

*Ambulance fee schedule will be adjusted January of each year at 130% minimum when updated by Medicare

Recreation FeesRental Fees:

| | |
|-------------------------------|-----------------------------|
| Meeting Room/Kitchen | \$60.00/hr. (3 hr. minimum) |
| Gymnasium (1/2 day) | \$100 per hour |
| Tennis Courts (1/2 day) | \$50.00 |
| Tennis Courts (full day) | \$100.00 |
| Outside Basketball (1/2 day) | \$50.00 |
| Outside Basketball (full day) | \$100.00 |
| Field Rental (1/2 day) | \$75.00/field |
| Field Rental (full day) | \$150.00/field |
| Lights additional | \$25.00/hour |
| Field Rental for practices | |
| Non Rec. teams | \$15.00/hour |
| with lights | \$25.00/hour |

Deposit in addition to any rental fees. All fees are refundable if cancelled at least 72 hours before scheduled rental day.

Registration Fees

| | |
|-------------------|---------------|
| Youth Soccer | \$20.00 |
| Youth Basketball | \$20.00 |
| Volleyball | \$20.00 |
| Softball (9-16) | \$20.00 |
| Babe Ruth (13-15) | \$20.00 |
| Football | \$30.00 |
| Cheerleading | \$20.00 |
| T-Ball (4-6) | \$20.00 |
| Coach Pitch (7-8) | \$20.00 |
| Adult Softball | \$200.00/team |
| Adult Basketball | \$200.00/team |
| Open Gym | No charge |
| Skate Park | No charge |

There is a maximum of \$50 per family for each activity.

Register of DeedsAll Instruments (Except Deeds of Trust)

| | |
|---------------------------------|---------|
| Pages 1-15 | \$26.00 |
| Each additional page thereafter | \$4.00 |
| Multi-instrument | \$10.00 |

Deed of Trust 1st thru 35th Page

| | |
|----------------------|--------|
| Each additional page | \$4.00 |
|----------------------|--------|

UCC

| | |
|---|---------|
| 1 to 2 pages | \$38.00 |
| 3 to 10 pages | \$45.00 |
| Over 10 pages (Plus \$2 per page over 10) | |

| | |
|---|-------------|
| Search per name | \$30.00 |
| Copy per page | \$2.00 |
| <u>Plats</u> | |
| 1st page | \$21.00 |
| Each additional page | \$21.00 |
| <u>DOF Highway Maps</u> | |
| 1st page | \$21.00 |
| Each additional page thereafter | \$5.00 |
| <u>Copies</u> | |
| Plat copies | \$3.00 each |
| Regular copies (per page) | \$0.25 |
| <u>Certified copies (instruments & plats)</u> | |
| 1st page | \$5.00 |
| Each additional page | \$2.00 |
| <u>Notary</u> | |
| Oath | \$10.00 |
| Commission verification | \$5.00 |
| <u>Marriage License</u> | |
| Issuance of license | \$60.00 |
| <u>Vital Records</u> | |
| Certified copy (birth, death, marriage) | \$10.00 |
| Delayed birth applications | \$20.00 |
| Amendments | \$15.00 |
| Records search from Vital Records | \$24.00 |
| Plus payable to Vital Records | \$24.00 |
| Legitimations | \$15.00 |
| Plus payable to Vital Records | \$15.00 |

Tax Department

| | |
|-------------------------------|--------|
| Copies | \$0.25 |
| Non-aerial maps | \$0.50 |
| Aerial maps | \$1.20 |
| <u>GIS Mapping Price List</u> | |
| Plotter | |

| Size | Black & White | Image Color |
|----------|---------------|-------------|
| 8.5 x 11 | \$1.00 | \$2.00 |
| 11 x 17 | \$2.00 | \$3.00 |
| 16 x 20 | \$3.00 | \$5.00 |
| 22 x 34 | \$5.00 | \$8.00 |
| 34 x 46 | \$8.00 | \$10.00 |

Desk printer

| Size | Black & White | Image Color |
|----------|---------------|-------------|
| 8.5 x 11 | \$0.50 | \$1.25 |
| 8.5 x 14 | \$0.75 | \$1.50 |
| 11 x 17 | \$1.00 | \$1.75 |

Data Layers

| | |
|--|--|
| Entire County parcels with aerial images and ownership information <i>(Available on CD & ZIP drive)</i> | \$200.00 |
| Individual Layers | \$50.00 first layer \$25.00 each additional layer |

Individual Plotter Maps

| | |
|--|---------------------------|
| Township & Municipality Street Maps | Price based on size/color |
| Zoning Maps per Township/Municipality | Price based on size/color |
| Full County Zoning Map | \$12.00 |
| County street maps, subdivision maps, and other maps created without image and little color same as listed under Plotter Black & White | |
| Flood maps, soil maps, census maps and others created with full color same as listed under Plotter Image/Color | |

Availability

Requests can be made Monday through Friday from 8 am to 5 pm except holidays. All efforts will be made to provide information within 5 working days

Payment

Payment is required prior to preparation of CD's, extensive copying requests, maps to be sent by mail and ftp uploads

Custom Work

A fee of \$25.00 per hour will be charged for requests for maps that we do not have the data layers for. For instance, having to go on the internet to download information.

County Manager

| | |
|--|---------|
| Zoning Ordinance | \$15.00 |
| Subdivision Ordinance | \$10.00 |
| Junk Ordinance | \$10.00 |
| Junkyard Ordinance | \$10.00 |
| Manufactured Home Park Ordinance | \$5.00 |
| Minimum charge for copy of any other Ordinance | \$5.00 |
| Copies | \$0.25 |

Water DepartmentRate Schedule

WATER RATES- There is a min. charge of \$17.50 for the first 1000 gallons; each additional thousand gallons will be \$9.00/1000 gal.

Tap-on Fees

| Size Meter | Cost of Tap |
|----------------------|-------------|
| ¾" | \$1,500.00 |
| 1" | \$2,500.00 |
| 2" | \$5,000.00 |
| Late Payment Charge | 10% of bill |
| Renter's Deposit | \$75.00 |
| Reconnection Fee | \$25.00 |
| Water Meter Test Fee | \$100.00 |

Water System Development Fee

\$500 per lot for up to and including four lots on main roads, 6 lots on secondary roads
 \$2,500 per lot for any lots over four on main roads, 6 lots on secondary roads
 System Development Fee must be paid before the Final Subdivision Plat is recorded in the Perquimans County Register of Deeds' Office.

Planning/Zoning

| | |
|---|--|
| Zoning Permit (Residential/Home Occupation) | \$0.00 |
| Zoning Permit (for Commercial/Industrial) | \$100.00 |
| Certificate of Compliance (after first site visit) | \$100.00 |
| Sign Permit | \$50.00 |
| Certificate of Compliance (after first site visit) | \$50.00 |
| Zoning Map Change (Re-Zoning) | \$450.00 |
| Zoning Text Change | \$500.00 |
| Conditional Zoning District | \$600.00 + atty. & eng. Fees, i/a \$300.00 + atty. & eng. Fees, i/a |
| Special Use Permit | i/a |
| Appeal or Interpretation | \$300.00 |
| Zoning Variance Request | \$300.00 |
| Variance to Subdivision Regulations | \$100.00 |
| Subdivision Sketch Plat | \$100.00 |
| Minor or Abbreviated Subdivision Plan | \$50.00 |
| Preliminary Plat | \$100.00 + \$15.00 per lot |
| Final Plat | \$100.00 + \$15.00 per lot |
| Wireless Telecommunication Facility | \$500.00 County fee +Minimum consultant cost of \$6,500.00 +Certificate of Zoning Compliance (after first visit): \$100.00 |
| Wireless Telecommunication Facility (eligible facilities request applications processed per NCGS 160D-934) | County fee of \$500.00 +Minimum consultant cost of \$1000.00 +Certificate of Zoning Compliance (after first visit): \$100.00 County Fee +Certificate of Zoning Compliance (Consultant fee for verification): \$3,000.00 |
| Wind Energy Facilities | County Zoning Permit Fee of \$500.00 +Certificate of Zoning Compliance (after first visit) \$100.00 +Initial Escrow Deposit (Medium Facility) \$50,000.00 +Initial Escrow Deposit (Large Facility) \$50,000.00 |

Effective 1-04-16, Zoning Permit Fees and Escrow Deposits to be paid at the time Zoning Permit Application, Fees and detailed Site Plans are submitted for review. If Zoning Permit Application, Fees and detailed Site Plans are submitted for review. If Escrow Account drops below \$10,000, Applicant shall replenish to the original amount before any further action or consideration is taken on any County Permit. Remaining balance will be refunded upon applicant receiving approval of As Built Drawings or if Applicant fails to complete project.

*Fees denoted for a given application do not include fees for subsequent applications and stages of review. Separate fees will apply for building and other permits.

Fire Marshal's OfficeConstruction Permits

| | |
|--|----------|
| Automatic Fire Sprinkler System (new) | \$50.00 |
| -Plus per sprinkler head | \$1.00 |
| Automatic Fire Sprinkler System Renovation | \$25.00 |
| Compressed Gas | \$25.00 |
| Emergency Responder Radio Coverage System | \$50.00 |
| Fire alarm and detection systems (new) | \$50.00 |
| Fire alarm and detection systems (existing) | \$25.00 |
| Fire flow test | \$50.00 |
| Fixed fire suppression system (new) | \$50.00 |
| Fixed fire suppression system (existing) | \$25.00 |
| Standpipe systems (new) | \$50.00 |
| Standpipe systems (existing) | \$25.00 |
| Flammable and Combustible liquids | \$50.00 |
| Hazardous materials | \$75.00 |
| LP Gas (bulk facilities) | \$50.00 |
| Storage tanks | |
| New installation (per tank) | \$100.00 |
| Removal (per tank) | \$50.00 |
| Temporary membrane structures (tents) | \$25.00 |
| Group Homes/Foster Care Homes | \$0.00 |
| Daycare, Nursing Homes | \$0.00 |
| **All other fire construction permits not listed | \$50.00 |
| Fireworks Initial Inspection Fee - First 2 hours | \$100.00 |
| Fireworks Standby Fees - Additional Hours - per hour | \$50.00 |

Administrative Fees

| | |
|--------------------------------|---------|
| Starting work without a permit | \$50.00 |
| Re-inspection fees (see below) | |

There shall be no initial fee for fire inspection of Level I, II, or III properties required under the NC State Fire Code mandatory in the initial fire inspection, a re-inspection shall be conducted by the fire official. If all violations of the fire code have been corrected, if fire code have not been corrected (or a reasonable attempt to correct has not been made), a second notice to comply shall be issued (7) days following the issuance of the second order to comply, the fire official shall return for a re-inspection. If all violations have not and an additional fee of \$100.00 shall be imposed. Seven (7) days following the issuance of the final notice, the fire official shall return been corrected, and/or all fees have not been paid, the inspector shall issue a one hundred dollar (\$100.00) fee and issue a final notice if violations and fees have not been satisfied, the fire inspector shall initiate criminal proceedings, if necessary, in order to bring the fire Code.

THIS BALANCE OF THIS PAGE WAS
INTENTIONALLY LEFT BLANK.

PERQUIMANS COUNTY
CAPITAL PROJECTS ORDINANCE
COUNTY CONSTRUCTION FUND

This Capital Projects Ordinance is being authorized for the County Construction Fund.

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in this County Construction Fund beginning July 1, 2024, and ending June 30, 2025

| | |
|---------------------------------------|------------------|
| <u>Perquimans Marine Park Basin</u> | \$ 50,000 |
| TOTAL COUNTY CONSTRUCTION FUND | \$ 50,000 |

Section 2: REVENUES - It is estimated that the following revenues will be available for appropriation in the County Construction Fund beginning July 1, 2024, and ending June 30, 2025.

| | |
|---------------------------------------|------------------|
| <u>Investment Earnings</u> | \$ 50,000 |
| TOTAL COUNTY CONSTRUCTION FUND | \$ 50,000 |

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

PERQUIMANS COUNTY
CAPITAL PROJECTS RESERVE ORDINANCE
LAND TRANSFER TAX
FOR
CAPITAL PROJECTS

This Capital Projects Ordinance is being authorized to provide a portion of the Capital Projects deemed appropriate by the Board of Commissioners.

The following appropriations are being made with revenues as listed, being available for this fund.

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in this Capital Projects Ordinance beginning July 1, 2024, and ending June 30, 2025

| | |
|--|-------------------|
| <u>Transfer to General Fund</u> | \$ 960,000 |
| TOTAL CAPITAL RESERVE/LAND TRANSFER TAX | \$ 960,000 |

Section 2: REVENUES - It is estimated that the following revenues will be available for appropriation in the Capital Projects Reserve Ordinance beginning July 1, 2024, and ending June 30, 2025.

| | |
|--|-------------------|
| <u>Land Transfer Tax</u> | \$ 730,000 |
| <u>Investment Earnings</u> | 10,000 |
| <u>Fund Balance Appropriated</u> | 220,000 |
| TOTAL CAPITAL RESERVE/LAND TRANSFER TAX | \$ 960,000 |

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

PERQUIMANS COUNTY
CAPITAL PROJECTS ORDINANCE
ARPA FUNDS

This Capital Projects Ordinance is being authorized for the ARPA Funds.

Section 1: REVENUES - The following amounts are hereby appropriated in this ARPA Funds beginning July 1, 2024, and ending June 30, 2025.

| | |
|----------------------------|------------------|
| <u>Investment Earnings</u> | \$ 21,257 |
| TOTAL ARPA Funds | <u>\$ 21,257</u> |

Section 2: APPROPRIATIONS - It is estimated that the following revenues will be available for appropriation in the ARPA Funds beginning July 1, 2024, and ending June 30, 2025.

| | |
|---------------------------------|------------------|
| <u>Transfer to General Fund</u> | \$ 21,257 |
| TOTAL ARPA Funds | <u>\$ 21,257</u> |

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

PERQUIMANS COUNTY
CAPITAL PROJECTS ORDINANCE
OPIOID SETTLEMENT FUND

This Capital Projects Ordinance is being authorized for the Opioid Funds.

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in this Opioid Settlement Fund beginning July 1, 2024, and ending June 30, 2025.

| | |
|--------------------------------------|------------------|
| <u>Opioid Settlement Fund</u> | \$ 89,339 |
| TOTAL Opioid Settlement Funds | <u>\$ 89,339</u> |

Section 2: REVENUES - It is estimated that the following revenues will be available for appropriation in the Opioid Settlement Funds beginning July 1, 2024, and ending June 30, 2025.

| | |
|-------------------------------|------------------|
| <u>Investment Earnings</u> | \$ 500 |
| <u>Opioid Settlement Fund</u> | 88,839 |
| TOTAL ARPA Funds | <u>\$ 89,339</u> |

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

PERQUIMANS COUNTY
CAPITAL PROJECTS ORDINANCE
SCHOOL CONSTRUCTION FUND

This Capital Projects Ordinance is being authorized for the School Construction Fund.

Section 1: REVENUES - The following amounts are hereby appropriated in this School Construction Funds beginning July 1, 2024, and ending June 30, 2025.

| | |
|---|----------------------------|
| <u>General Assembly - Intermediate School</u> | <u>\$ 5,000,000</u> |
| TOTAL SCHOOL CONSTRUCTION FUND | <u>\$ 5,000,000</u> |

Section 2: APPROPRIATIONS - It is estimated that the following revenues will be available for appropriation in the School Construction Funds beginning July 1, 2024, and ending June 30, 2025.

| | |
|---------------------------------------|----------------------------|
| <u>Intermediate School</u> | <u>\$ 5,000,000</u> |
| TOTAL SCHOOL CONSTRUCTION FUND | <u>\$ 5,000,000</u> |

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

WORK SESSION
June 17, 2024
7:00 p.m.

The Perquimans County Board of Commissioners Work Session on June 17, 2024 was cancelled.

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



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

**PERQUIMANS COUNTY
TAX DEPARTMENT**

June 26, 2024

Solid Waste Release:

Truesdale, Jean K. \$15,840

Due to clerical error, 100 Solid Waste entered in error. Should have only been one. Account No. 491237.

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: Joy Hayes SOC. SEC. NO.: 7664

POSITION: Income Maintenance Caseworker II DEPT.: Social Services

*****Ms. Hayes is not fully qualified as an IMC II (Grade 63), therefore is an IMC I (Grade 61) working against the IMC II position for one year*****

NEW EMPLOYEE EFFECTIVE DATE: July 3, 2024

GRADE: 61 STEP: 3 SALARY: \$34,955

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

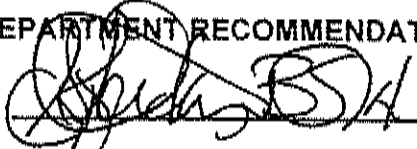
_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
Date GRADE: _____ STEP: _____ SALARY: _____


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

_____ DATE OF EMPLOYEE TERMINATION/RESIGNATION.
Date

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

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

DEPARTMENT RECOMMENDATION

DATE: June 18, 2024

COUNTY MANAGER APPROVAL

DATE: 6/20/24

FINANCE OFFICER _____

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Stacy Simpson

SOC. SEC. NO.: 2480

POSITION: Income Maintenance Caseworker II

DEPT.: Social Services

*****Ms. Simpson is not fully qualified as an IMC II (Grade 63), therefore is an IMC I (Grade 61) working against the IMC II position for a year*****

NEW EMPLOYEE EFFECTIVE DATE: July 9, 2024

GRADE: 61 STEP: 3 SALARY: \$34,955.00

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 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/RESIGNATION.
Date

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

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

DEPARTMENT RECOMMENDATION

[Signature]
DATE: June 25, 2024

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6-27-24

FINANCE OFFICER _____

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 21, 2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Shawn Mims

SOC. SEC. NO.: _____

POSITION: Part Time Fill In AEMT

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: July 1, 2024

GRADE: 66 STEP: 1 SALARY: \$19.95 Hourly

ENDING DATE OF PROBATIONARY PERIOD: July 1, 2025

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

_____ DATE OF EMPLOYEE RESIGNATION
Date

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

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

DEPARTMENT RECOMMENDATION

[Signature]
DATE: 6/25/24

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6/20/24

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 21, 2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kaelyn Melton

SOC. SEC. NO.: _____

POSITION: Part Time Fill In EMT

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: July 1, 2024

GRADE: 64 STEP: 1 SALARY: \$18.26 Hourly

ENDING DATE OF PROBATIONARY PERIOD: July 1, 2025

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

_____ DATE OF EMPLOYEE RESIGNATION
Date

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

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

DEPARTMENT RECOMMENDATION

DATE: 6/25/24

COUNTY MANAGER APPROVAL

DATE: 6/28/24

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 21, 2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Bristyl Riddick

SOC. SEC. NO.: _____

POSITION: Part Time Fill In EMT

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: July 1, 2024

GRADE: 64 STEP: 1 SALARY: \$18.26 Hourly

ENDING DATE OF PROBATIONARY PERIOD: July 1, 2025

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

_____ DATE OF EMPLOYEE RESIGNATION
Date

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

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

DEPARTMENT RECOMMENDATION
[Signature]
DATE: 6/25/24

COUNTY MANAGER APPROVAL
[Signature]
DATE: 6/26/24

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 21, 2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Dakota Mayo

SOC. SEC. NO.: _____

POSITION: Part Time Fill In EMT

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: July 1, 2024

GRADE: 64 STEP: 1 SALARY: \$18.26 Hourly

ENDING DATE OF PROBATIONARY PERIOD: July 1, 2025

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

_____ DATE OF EMPLOYEE RESIGNATION
Date

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6/25/24

[Signature: Mark Heath]
DATE: 6/20/24

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Lauren Simmons SOC. SEC. NO.: _____

POSITION: Part Time Fill In Paramedic I DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: July 1, 2024

GRADE: 68 STEP: 2 SALARY: \$22.33 Hourly

ENDING DATE OF PROBATIONARY PERIOD: July 1, 2025

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ DATE OF EMPLOYEE RESIGNATION
Date

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

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

DEPARTMENT RECOMMENDATION

[Signature]
DATE: 6/25/24

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6/20/24

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Michael Straka SOC. SEC. NO.: _____

POSITION: Part Time Fill In Paramedic / Assistant Medical Director DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: July 1, 2024

GRADE: 68 STEP: 18 SALARY: \$32.98/Hourly

ENDING DATE OF PROBATIONARY PERIOD: July 1, 2025

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ DATE OF EMPLOYEE RESIGNATION
Date

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

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: 6/25/24

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6/28/24

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: IV.C.6. - Page 1
6/13/2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Taylor R. Russell SOC. SEC. NO.: _____

POSITION: Full Time Certified Telecommunicator III DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: July 1, 2024

GRADE: 68 STEP: 6 SALARY: \$24.61 Hourly

ENDING DATE OF PROBATIONARY PERIOD: July 1, 2025

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ DATE OF EMPLOYEE RESIGNATION
Date

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6/24/25

[Signature]
DATE: 6/29/24

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 06/17/2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Teresa Valentine

SOC. SEC. NO.:

POSITION: Data Manager/CAL Assistant

DEPT.: Center for Active Living

NEW EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

X 7/1/2024 DATE OF EMPLOYEE RESIGNATION

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]

[Signature]

DATE: 6-17-2024

DATE: 6-17-24

FINANCE OFFICER

DATE:

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 3, 2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Marlery Garcia

SOC. SEC. NO.: 4936

POSITION: Income Maintenance Caseworker II

DEPT.: Social Services

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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


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

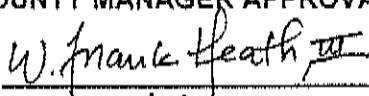
X 6/30/2024 DATE OF EMPLOYEE TERMINATION/RESIGNATION.
Date

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

Date GRADE: _____ STEP: _____ SALARY: _____

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

DEPARTMENT RECOMMENDATION

DATE: June 3, 2024

COUNTY MANAGER APPROVAL

DATE: 6/4/24

FINANCE OFFICER _____

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Chloe Sehlmeier

SOC. SEC. NO.: _____

POSITION: Full Time EMT

DEPT.: EMS

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

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

X 8/1/2024 DATE OF EMPLOYEE RESIGNATION
Date
Reclass to PT

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6/25/24

[Signature]
DATE: 6/29/24

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Tara Fowler

SOC. SEC. NO.: _____

POSITION: Part Time Fill In Paramedic

DEPT.: EMS

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

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

X 6/6/2024 DATE OF EMPLOYEE REMOVAL FROM ROSTER
Date

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

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

DEPARTMENT RECOMMENDATION

[Signature]
DATE: 6/6/24

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6-27-24

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Brian Hickman

SOC. SEC. NO.: _____

POSITION: Part Time Fill In Paramedic

DEPT.: EMS

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

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION
YEAR 1 2 3 4 (CIRCLE)

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

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

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

X 6/6/2024 DATE OF EMPLOYEE REMOVAL FROM ROSTER
Date

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

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

DEPARTMENT RECOMMENDATION
[Signature]
DATE: 6/6/24

COUNTY MANAGER APPROVAL
Frank Heath
DATE: 6-27-24

FINANCE OFFICER

DATE: _____

STEP/MERIT INCREASES FOR JULY 1, 2024 d.1. - Page 1

| Employee Name | Appt Date | P/T/FT | Classification | Grade/Step | Step/Merit (%) |
|-----------------------------------|-----------|--------|---------------------------------------|-------------------------|--------------------|
| TELECOMMUNICATIONS | | | | | |
| Colleen McDonald (1/1/23) | 7/1/2024 | FI | PT/FI TC-I | 7/1/24 (Reclass) | 64/1 \$18.26 |
| Makayla Jones (2/1/24) | 7/1/2024 | FI | PT/FI TC-I | PT/FI TC-I | 64/1 \$18.26 |
| COUNTY MANAGER | | | | | |
| Helen Hunter (7/1/07) | 7/1/2017 | FT | Deputy Finance Officer | 7/1/24 (Grade per CM) | 64/13 \$50,910.00 |
| Tracy Mathews (1/12/04) | 2/1/2015 | FT | Finance Officer | 7/1/24 (Grade per CM) | 78/13 \$94,287.00 |
| Trevor Miles (11/1/21) | 11/1/2021 | FT | Planning Assistant | 7/1/24 (Merit per CM) | 61/8 \$45,303.00 |
| Casey White (9/1/21) | 7/1/2024 | FT | Human Resources Coordinator | 7/1/24 (Reclass per CM) | 68/1 \$45,303.00 |
| SOCIAL SERVICES | | | | | |
| Kanisha Mercer (2/1/22) | 07/01/23 | FT | Social Work Supervisor III | 7/1/24 (Step) | 73/2 \$57,870.00 |
| EMERGENCY MEDICAL SERVICES | | | | | |
| Nicole Anderson | 9/1/2021 | FT | Paramedic I | 7/1/24 (Step per ESD) | 68/6 \$24.61 |
| Clifton Beaman | 4/1/2023 | FT | Paramedic Shift Supervisor | 7/1/24 (Grade per ESD) | 72/7 \$30.07 |
| Bethany Buttram | 3/1/2023 | FT | Paramedic/MIH Coordinator | 7/1/24 (Grade per ESD) | 72/7 \$30.07 |
| Sonia Davenport (06/18/02) | 7/1/2024 | FT | AEMT II | 7/1/24 (Reclass) | 67/10 \$25.97 |
| Gary Wayne Jordan | 7/1/2021 | FT | Paramedic Shift Supervisor | 7/1/24 (Grade per ESD) | 72/7 \$30.07 |
| Morgan Lilly | 4/1/2023 | FT | AEMT I | 7/1/24 (Step per ESD) | 66/4 \$21.47 |
| Heather Miller | 7/1/2022 | FT | Paramedic Shift Supervisor | 7/1/24 (Grade per ESD) | 72/6 \$29.35 |
| William 'Rob' Mitchell (4/1/23) | 7/1/2024 | FT | Paramedic II | 7/1/24 (Reclass) | 69/6 \$25.72 |
| Jonathan Nixon (4/1/00) | 7/1/2015 | FT | Emergency Services Director | 7/1/24 (Grade) | 80/16 \$110,818.00 |
| Alyssa Polumbo | 7/1/2023 | FT | Paramedic/Compliance Officer | 7/1/24 (Grade & Step) | 72/5 \$28.64 |
| Julie Solesbee (11/1/99) | 7/1/2023 | FT | Assistant Emergency Services Director | 7/1/24 (Grade & Step) | 76/16 \$92,927.00 |
| Robert Watkins | 4/1/2024 | FT | Paramedic Shift Supervisor | 7/1/24 (Grade per ESD) | 72/4 \$27.96 |
| James Wheeler (8/1/23) | 10/1/2023 | FT | Paramedic I | 7/1/24 (Step per ESD) | 68/5 \$24.01 |
| Jessica White (3/1/18) | 7/1/2024 | FT | Paramedic II | 7/1/24 (Reclass) | 69/5 \$25.09 |
| Tonya Ayers (3/1/18) | 7/1/2024 | PT | PT Paramedic II | 7/1/24 (Reclass) | 69/3 \$23.90 |
| Brian Brown (9/1/21) | 7/1/2024 | PT | PT Paramedic II | 7/1/24 (Reclass) | 69/2 \$23.33 |
| Hazelene Byrum (10/1/99) | 7/1/2024 | PT | PT AEMT I | 7/1/24 (Step per ESD) | 66/7 \$23.09 |
| Lainey Chappell | 8/1/2023 | PT | PT EMT | 7/1/24 (Grade per ESD) | 64/1 \$18.26 |
| Brayden Clemens | 2/1/2024 | PT | PT EMT | 7/1/24 (Grade per ESD) | 64/1 \$18.26 |
| TyRee Hughes | 5/1/2023 | PT | PT EMT | 7/1/24 (Grade per ESD) | 64/1 \$18.26 |
| Andrew Jones | 2/1/2024 | PT | PT EMT | 7/1/24 (Grade per ESD) | 64/1 \$18.26 |
| Kerry Lahr | 9/1/2022 | PT | PT EMT | 7/1/24 (Grade per ESD) | 64/1 \$18.26 |
| Tabitha Martin | 9/1/2022 | PT | PT EMT | 7/1/24 (Grade per ESD) | 64/1 \$18.26 |
| Kristin Jennings (9/1/21) | 9/1/2021 | PT | PT AEMT I | 7/1/24 (Step per ESD) | 66/2 \$20.44 |
| Nathan McKecuen | 10/1/2023 | PT | PT EMT | 7/1/24 (Grade per ESD) | 64/1 \$18.26 |
| Walter Meads (7/14/96) | 1/1/2018 | PT | PT Paramedic I | 7/1/24 (Step per ESD) | 68/7 \$25.21 |
| Mark Montgomery (6/1/20) | 7/1/2020 | PT | PT AEMT I | 7/1/24 (Step per ESD) | 66/2 \$20.44 |
| Corbin Nixon | 2/1/2024 | PT | PT EMT | 7/1/24 (Grade per ESD) | 64/1 \$18.26 |
| Brian Paul, Jr. (7/1/13) | 7/1/2024 | PT | PT AEMT II | 7/1/24 (Reclass) | 67/4 \$22.43 |
| Brooke Perry | 3/1/2024 | PT | PT EMT | 7/1/24 (Grade per ESD) | 64/1 \$18.26 |
| Alexander Ross | 2/1/2023 | PT | PT Paramedic I | 7/1/24 (Step per ESD) | 68/2 \$22.33 |
| Heidi Russell | 12/1/2016 | PT | PT EMT | 7/1/24 (Step per ESD) | 64/3 \$19.18 |
| Mark Symons | 2/1/1991 | PT | PT EMT | 7/1/24 (Grade per ESD) | 64/5 \$20.14 |
| Charles vonRosenberg | 12/1/2023 | PT | PT EMT | 7/1/24 (Grade per ESD) | 64/1 \$18.26 |
| John vonRosenberg (12/1/16) | 2/1/2018 | PT | PT Paramedic II | 7/1/24 (Step per ESD) | 68/3 \$22.87 |
| Lisa Whidbee (8/14/06) | 8/14/2006 | PT | PT AEMT II | 7/1/24 (Step per ESD) | 66/5 \$21.99 |
| Lindsay Winslow | 9/1/2021 | PT | PT EMT | 7/1/24 (Grade per ESD) | 64/2 \$18.72 |
| Sophia Wright | 9/1/2022 | PT | PT EMT | 7/1/24 (Grade per ESD) | 64/1 \$18.26 |
| William Wright | 9/1/2023 | PT | PT EMT | 7/1/24 (Grade per ESD) | 64/1 \$18.26 |
| Chloe Sehmeyer | 8/1/2024 | PT | PT EMT | 7/1/24 (Reclass to PT) | 64/1 \$18.26 |

STEP/MERIT INCREASES FOR JULY 1, 2024 d.1. - Page 2

| Employee Name | Appt Date | PT/FT | Classification | Grade/Step | Step/Merit (3%) |
|------------------------------------|-----------|-------|------------------------------|------------------------|--------------------|
| BUILDING INSPECTIONS | | | | | |
| Erle Solesbee (11/1/19) | 7/1/2022 | FT | Assistant Building Inspector | 7/1/24 (Merit) | 67/4 \$46,662.00 |
| William Wynne, Jr. (7/1/23) | 7/1/2023 | FT | Code Enforcement Officer | 7/1/24 (Step) | 61/2 \$34,124.00 |
| REGISTER OF DEEDS | | | | | |
| Donna Phelps (6/1/03) | 7/1/2017 | FT | Assistant Register of Deeds | 7/1/24 (Merit) | 60/11 \$40,659.00 |
| SHERIFF'S OFFICE | | | | | |
| Kendall Harrell (09/1/03) | 7/1/2008 | FT | Sergeant I | 7/1/24 (Grade & Merit) | 72/7 \$62,543.00 |
| Brian Watson (1/1/15) | 7/1/2023 | FT | Investigator I | 7/1/24 (Grade & Merit) | 73/6 \$63,800.00 |
| Damon Sizemore (8/1/17) | 8/1/2017 | FT | Certified Deputy | 7/1/24 (Grade) | 68/5 \$49,949.00 |
| William Wright (8/1/22) | 8/1/2022 | FT | Certified Deputy | 7/1/24 (Grade) | 68/2 \$46,437.00 |
| James Burkett, Jr. (9/1/21) | 9/1/2021 | PT | Part-Time Certified Deputy | 7/1/24 (Grade) | 68/5 \$24.01 |
| Daniel Turner (9/1/21) | 9/1/2021 | FT | Certified Deputy | 7/1/24 (Grade) | 68/7 \$52,446.00 |
| Faran Sawyer (1/1/16) | 1/1/2016 | FT | Cerified Deputy/SRO | 7/1/24 (Grade) | 68/6 \$51,197.00 |
| Shelton White (1/18/00) | 2/1/2017 | FT | Sheriff | 7/1/24 (Grade) | 79/16 \$106,045.00 |
| DeAngelo W. Freemanweirdy (3/1/23) | 3/1/2023 | FT | Certified Deputy | 7/1/24 (Grade) | 68/2 \$46,437.00 |
| Stephen Chappell (7/17/06) | 4/1/2008 | FT | Animal Control Officer | 7/1/24 (Grade) | 63/8 \$43,138.00 |
| Taylor Dickey (6/1/23) | 6/1/2023 | FT | Certified Deputy | 7/1/24 (Grade) | 68/2 \$46,437.00 |
| Christopher Murray (5/1/14) | 6/1/2015 | FT | Certified Deputy/SRO | 7/1/24 (Grade) | 68/6 \$51,197.00 |
| Brian Baker (8/1/17) | 7/1/2021 | FT | Animal Control Officer | 7/1/24 (Grade) | 63/6 \$41,084.00 |
| Macey Cappel (6/1/22) | 6/1/2022 | FT | Administrative Assistant | 7/1/24 (Grade) | 61/4 \$35,830.00 |
| Ryan Cappel (11/1/21) | 11/1/2021 | FT | Certified Deputy | 7/1/24 (Grade) | 68/4 \$48,760.00 |
| Ray Fesperman (9/26/05) | 7/1/2008 | FT | Sergeant I | 7/1/24 (Grade) | 72/6 \$61,055.00 |
| James Fowden (10/13/11) | 3/1/2017 | FT | Investigator I | 7/1/24 (Grade) | 73/7 \$65,357.00 |
| Brian Gregory (11/25/15) | 9/1/2021 | FT | Certified Deputy | 7/1/24 (Grade) | 68/6 \$51,197.00 |
| Dean Polumbo, Jr. (7/1/21) | 7/1/2021 | FT | Certified Deputy | 7/1/24 (Grade) | 68/4 \$48,760.00 |
| Thomas Reid (7/5/05) | 7/1/2017 | FT | Chief Deputy | 7/1/24 (Grade) | 75/8 \$73,157.00 |
| Preston Ward, Jr. (12/1/09) | 3/1/2017 | FT | Investigator I | 7/1/24 (Grade) | 73/7 \$65,357.00 |
| Lacy Robeson, III (3/1/20) | 7/1/2024 | FT | Investigator II | 7/1/24 (Reclass) | 74/6 \$66,672.00 |
| Leroya Banks (10/1/19) | 1/1/2023 | FT | Investigator II | 7/1/24 (Reclass) | 74/6 \$66,672.00 |
| Quinton Jordan, Jr. (6/1/04) | 7/1/2005 | FT | Investigator II | 7/1/24 (Reclass) | 74/6 \$66,672.00 |
| David Murray (7/1/09) | 12/7/2017 | FT | Investigator II | 7/1/24 (Reclass) | 74/6 \$66,672.00 |
| LeAnne Wynne (10/1/08) | 7/1/2022 | FT | Investigator II | 7/1/24 (Reclass) | 74/6 \$66,672.00 |
| Joshua 'Josh' Russell (10/1/23) | 10/1/2023 | FT | Investigator II | 7/1/24 (Reclass) | 74/6 \$66,672.00 |
| TAX DEPARTMENT | | | | | |
| Kimberly A. Bray (1/8/01) | 7/1/2017 | FT | Assistant Tax Administrator | 7/1/24 (Merit) | 66/14 \$56,987.00 |
| WATER DEPARTMENT | | | | | |
| Vincent Bockelman (1/1/22) | 1/1/2022 | FT | Water Technician I | 7/1/24 (DW Merit) | 58/9 \$35,462.00 |
| Robert Smith (7/1/19) | 7/1/2019 | FT | Water Technician I | 7/1/24 (DW Merit) | 58/9 \$35,462.00 |
| Charles Lories (1/1/16) | 1/1/2017 | FT | Supervisor | 7/1/24 (Grade & Merit) | 75/15 \$86,754.00 |
| Robert Elliott (12/08/14) | 3/1/2022 | FT | Equipment Operator | 7/1/24 (Grade no RC) | 64/10 \$47,332.00 |
| Maribeth Harris (10/1/21) | 7/1/2024 | FT | Office Manager | 7/1/24 (Reclass) | 65/9 \$48,255.00 |
| Steven Stallings (10/1/19) | 7/1/2024 | FT | Water Plant Operator II | 7/1/24 (Reclass) | 69/14 \$65,031.00 |

VERIFICATION STATEMENT:

Mary Hunnicutt, Clerk to the Board, and Casey White, Human Resource Coordinator, have received the proper Employee Action Forms signed by the Department Head and County Manager that will be filed in the employees' personnel files..

Casey White
Casey White, Human Resource Coordinator

Mary Hunnicutt
Mary Hunnicutt, Clerk to the Board

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUND
NO. 1

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 1st DAY OF JULY, 2024, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2024 - 2025 BUDGET.

| CODE NUMBER | DESCRIPTION OF CODE | AMOUNT | |
|--|---------------------|----------|----------|
| | | INCREASE | DECREASE |
| 10-360-004 | EMS - MIH Program | 5,750 | |
| 10-592-735 | EMS - MIH Program | 5,750 | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| EXPLANATION: To amend FY 24/25 budget to include grant funding as awarded for the EMS MIH (Mobile Integrated Healthcare) Program. | | | |

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, ON THIS 1st DAY OF JULY, 2024.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 1st DAY OF JULY, 2024.

 Chairman, Board of Commissioners

 Finance Officer

Fwd: ARC&D

Frank Heath <frankheath@perquimanscountync.gov>

Thu 5/30/2024 11:25 AM

To: Mary Hunnicutt <MHunnicutt@perquimanscountync.gov>

Sent from my U.S.Cellular© Smartphone
Get [Outlook for Android](#)

From: Lynn Mathis <mahitabell@gmail.com>

Sent: Thursday, May 30, 2024 11:09:34 AM

To: Frank Heath <frankheath@perquimanscountync.gov>

Subject: ARC&D

Frank:

With current obligations, I have missed the last ARC&D mtg and will be unable to attend the June 6th mtg. I am also no longer interested in long solo drives to attend meetings. Based on that I think it would be a good idea to find another person to sit on that committee.

In addition, as a former County Planner, I had noted that my primary interest was to serve on the Planning Board. I realize after 10 years that the County is not interested; therefore, I will turn my interest to other endeavors.

Wishing all the best.

Sincerely,

Lynn Mathis

Re: Committee Reappointments

Mary Hunnicutt <MHunnicutt@perquimanscountync.gov>
Thu 5/30/2024 3:22 PM

To: Amanda Layden <Alayden@perquimanscountync.gov>

Thanks, I will let the Commissioners know about Chad's resignation.

Thanks
Mary

From: Amanda Layden <Alayden@perquimanscountync.gov>
Sent: Thursday, May 30, 2024 2:27 PM
To: Mary Hunnicutt <MHunnicutt@perquimanscountync.gov>
Cc: Howard Williams <hwilliams@perquimanscountync.gov>
Subject: Re: Committee Reappointments

Chad said NO, so we would need someone for New Hope. Kathryn and Pete are good to stay on the Board. Thank you,

Amanda Layden, Administrative Assistant
Perquimans County Recreation Department
310 Gimby Street/PO Box 538
Hertford, NC 27944
Phone: (252)426-5695
Fax: (252)426-7684

From: Mary Hunnicutt <MHunnicutt@perquimanscountync.gov>
Sent: Tuesday, May 28, 2024 2:57 PM
To: mlawrence@pettigrewlibraries.org <mlawrence@pettigrewlibraries.org>; Amanda Layden <Alayden@perquimanscountync.gov>; Howard Williams <hwilliams@perquimanscountync.gov>; A Jordan <ajordan@perqdss.net>; rcorprew@perqdss.net <rcorprew@perqdss.net>; tourismdirector@visitperquimans.com <tourismdirector@visitperquimans.com>; woodardsrx@inteliport.com <woodardsrx@inteliport.com>
Subject: Committee Reappointments

The following individual terms are due to expire on June 30, 2024:

| Member Name | Board/Committee | Term | Appt. Date | Expire Date |
|-------------------------------|---|---------------|-----------------|------------------|
| Lyons, Jr., Rodney Darnell | Local Library Board | 4 yrs. | 7/1/2020 | 6/30/2024 |
| Wheeler, Kathryn (YES) | Recreation Advisory Committee - At Large | 3 yrs. | 7/1/2021 | 6/30/2024 |
| White, Pete (YES) | Recreation Advisory Committee - At Large | 3 yrs. | 7/1/2021 | 6/30/2024 |
| Nixon, Chad (NO) | Recreation Advisory Committee - New Hope | 3 yrs. | 7/1/2021 | 6/30/2024 |
| Dillard, Brenda | Social Services Board (2nd term) | 3 yrs. | 7/1/2021 | 6/30/2024 |
| McDonald, Stephen | Tourism Development Authority (Industry Rep) | 2 yrs. | 7/1/2022 | 6/30/2024 |

Please let me know before the end of June if these individuals wish to continue to serve and are eligible to serve another term. All you will need to do is to send me an e-mail stating that you are recommending the reappointment of these individuals.

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

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

Re: Committee Reappointments

Mary Hunnicutt <MHunnicutt@perquimanscountync.gov>

Mon 6/3/2024 8:37 AM

To: tourismdirector@visitperquimans.com <tourismdirector@visitperquimans.com>

Thank you!

Mary

[Get Outlook for iOS](#)

From: Stacey Layden <tourismdirector@visitperquimans.com>**Sent:** Monday, June 3, 2024 8:24:43 AM**To:** Mary Hunnicutt <MHunnicutt@perquimanscountync.gov>**Subject:** Re: Committee Reappointments

I am recommending the reappointment of Steve McDonald to another term with the TDA. Thank you.
Sent from my iPhone

On May 28, 2024, at 2:57 PM, Mary Hunnicutt <mhunnicutt@perquimanscountync.gov> wrote:

The following individual terms are due to expire on June 30, 2024:

| Member Name | Board/Committee | Term | Appt. Date | Expire Date |
|----------------------------|---|---------------|-----------------|------------------|
| Lyons, Jr., Rodney Darnell | Local Library Board | 4 yrs. | 7/1/2020 | 6/30/2024 |
| Wheeler, Kathryn | Recreation Advisory Committee - At Large | 3 yrs. | 7/1/2021 | 6/30/2024 |
| White, Pete | Recreation Advisory Committee - At Large | 3 yrs. | 7/1/2021 | 6/30/2024 |
| Nixon, Chad | Recreation Advisory Committee - New Hope | 3 yrs. | 7/1/2021 | 6/30/2024 |
| Dillard, Brenda | Social Services Board (2nd term) | 3 yrs. | 7/1/2021 | 6/30/2024 |
| McDonald, Stephen | Tourism Development Authority (Industry Rep) | 2 yrs. | 7/1/2022 | 6/30/2024 |

Please let me know before the end of June if these individuals wish to continue to serve and are eligible to serve another term. All you will need to do is to send me an e-mail stating that you are recommending the reappointment of these individuals.

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: Committee Reappointments

Stacey Layden <tourismdirector@visitperquimans.com>

Mon 6/3/2024 8:25 AM

To: Mary Hunnicutt <MHunnicutt@perquimanscountync.gov>

I am recommending the reappointment of Steve McDonald to another term with the TDA. Thank you.
Sent from my iPhone

On May 28, 2024, at 2:57 PM, Mary Hunnicutt <mhunnicutt@perquimanscountync.gov> wrote:

The following individual terms are due to expire on June 30, 2024:

| Member Name | Board/Committee | Term | Appt. Date | Expire Date |
|-----------------------------------|--|---------------|-----------------|------------------|
| Lyons, Jr., Rodney Darnell | Local Library Board | 4 yrs. | 7/1/2020 | 6/30/2024 |
| Wheeler, Kathryn | Recreation Advisory Committee - At Large | 3 yrs. | 7/1/2021 | 6/30/2024 |
| White, Pete | Recreation Advisory Committee - At Large | 3 yrs. | 7/1/2021 | 6/30/2024 |
| Nixon, Chad | Recreation Advisory Committee - New Hope | 3 yrs. | 7/1/2021 | 6/30/2024 |
| Dillard, Brenda | Social Services Board (2nd term) | 3 yrs. | 7/1/2021 | 6/30/2024 |
| McDonald, Stephen | Tourism Development Authority (Industry Rep) | 2 yrs. | 7/1/2022 | 6/30/2024 |

Please let me know before the end of June if these individuals wish to continue to serve and are eligible to serve another term. All you will need to do is to send me an e-mail stating that you are recommending the reappointment of these individuals.

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.

**ALBEMARLE COMMISSION
SENIOR NUTRITION CONTRACT**

This Agreement entered into as of this first day of July 2024, by and between **PERQUIMANS COUNTY** (hereinafter referred to as Contractor), and the **Albemarle Commission**, (hereinafter referred to as AC), with offices located at 512 South Church St., Hertford, North Carolina, WITNESSETH THAT;

WHEREAS, AC wishes to make available certain services to elderly residents within a service area hereafter described; and,

WHEREAS, the Contractor warrants that it is capable of providing the services hereafter described; and,

WHEREAS, the Contractor desires to assist AC in this endeavor;

NOW, THEREFORE, the parties hereto do agree as follows:

1. Employment of Contractor: AC hereby agrees to engage the Contractor to perform the services hereinafter set forth.
2. Time of Performance: **The services of the Contractor are to commence on July 1, 2024, and shall be completed by June 30, 2025.**
3. Scope and location of Services: The Contractor shall do, perform, and carry out in a satisfactory and proper manner, as determined by AC, the agreements and assurances required in the Request for Proposal and the services specified in No. 35-----Special Conditions.
4. Personnel: The Contractor represents that it has, or will secure at its own expenses, all personnel required in performing the services under this Agreement. Such personnel shall not be employees of, or have any contractual relationship with AC. All personnel engaged in the work shall be fully qualified.

It is understood and agreed that **LUREE SAWYER** shall represent the Contractor as Project Manager in the performance of this Agreement. Any change in such Project Manager shall be subject to approval of AC.

5. Compensation: The Contractor and AC expressly understand and agree that in no event will the total compensation and reimbursement paid thereunder by the AC exceed the maximum of **Thirteen Thousand and Four Hundred Sixty Six Dollars and 52 Cents (13,466.52)** for 999 hours of Nutrition Service, and shall constitute full and complete compensation for the Contractor's services hereunder.

6. Reimbursement Rate Per Unit of Service: Albemarle Commission will reimburse the Contractor \$13.48 for each hour of Nutrition Service served to eligible clients, such units of service being defined in No. 35 -- Special Conditions.
7. Reprogramming of Funds: It is understood and agreed that, in the event that the amount of funds received from the North Carolina Division of Aging is reduced, AC may in turn, decrease the total compensation and reimbursement to be paid hereunder and in accordance with Paragraph 14, changes in the Scope of Services.
8. Change of Reimbursement. At its sole discretion, AC may re-negotiate the reimbursement shown in Paragraph 6 of this Agreement. However, in no case will AC increase the overall amount shown in Paragraph 5.

The parties agree they will consider increasing the reimbursement rate only under two circumstances:

- a) Upon a showing by Contractor that actual costs have increased due to factors beyond Contractor's control (e.g., increases in gasoline costs, union settlement on wages, etc.); or
- b) Upon a showing by Contractor that actual costs have increased due to a sudden increase in client load (e.g., due to a disaster). In the event that the reimbursement rate is increased, the total units of service to be delivered will be correspondingly decreased.

The parties further agree that AC shall have the right to decrease the reimbursement rate under any circumstances which show that actual costs are less than projected; including, but not limited to, circumstances in which:

- a) Overall costs of providing service are shown to be less than forecast in the Contractor's original bid for this service; or
 - b) The Contractor fails to document the required cost-sharing, such that the AC reimbursement rate exceeds 100 percent of service costs. In the event The reimbursement rates are decreased, AC may, at its option, increase The total number of units of service to be delivered.
9. Method of Payment: After the first month, Contractor shall submit a monthly report to AC on the number of service units delivered and capital cost through the end of prior month for reimbursement.
 10. Documentation of Expenses: Contractor shall maintain full and complete documentation of all expenses associated with performing the scope of work under the contract. Expenses documentation shall include: time sheets for AC clients; receipts for any supplies purchased for use on this contract; any applicable

subcontract expenditures; and such other documentation necessary to substantiate overall costs of delivering the contracted service (including Contractor contribution as well as amounts reimbursed by AC).

11. Payment by Service Recipient: No individual receiving services under the terms of this Agreement shall be required to pay any part of the cost of the service. However, recipients shall be given the opportunity by the Contractor to make some contribution for the service in a manner approved by the AC.

Contractor shall post a notice in a conspicuous place, stating that no charge is Made for the service, but that contributions will be accepted. Contractor shall furnish envelopes to all clients for confidential contributions. Contractor shall offer a locked box in a convenient location for confidential deposit of envelopes.

12. Cost Sharing: Cost Sharing is any money received by Contractor as a direct result of contract activity. Contractor shall maintain daily records of activity, Contractor shall maintain daily records of activity. Program income shall be used in the same year it is received to provide additional services.

13. Monitoring, Auditing and Reporting: The Contractor agrees to submit to audit by AC, the State of North Carolina, or the federal government for a three year period following final payment under the terms of this Agreement. The Contractor agrees to permit monitoring by AC, its staff and appropriate representatives, and to comply with such reporting procedures as may be established by AC. The Contractor further agrees that all pertinent financial records shall be made available for copying upon request by AC, the state or federal government, or their agents.

It is understood and agreed that the report procedures established by AC may include, but not be limited to, the names and addresses of individuals receiving services under the terms of this contract, with the understanding that no personal information obtained from any individual will be disclosed by AC in a form which allows identification of the individual, without the written consent of the individual.

It is understood and agreed that the report procedures established by AC may also include actual costs incurred per unit of service including both AC costs and contractor contributions.

It is further understood that the agency is responsible to AC for clarifying any audit exceptions that may arise from AC independent audit, the Department of Human Resources audit, or any federally conducted audit. AC requires the Contractor to send a copy of their audit when received from the independent auditors. In addition, contractors are responsible for paying any governmental funds that may be part of the audit exception.

14. Changes: AC may, from time to time, require changes in the Scope of Services to be performed. Such changes, including any increase or decrease in the amount of the Contractor's compensation which is mutually agreed upon between AC and the Contractor, shall be incorporated in written amendments to this Agreement.
15. Termination of Agreement for Cause: If through any cause the Contractor shall fail to fulfill in timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the covenants, agreements or stipulations of this Agreement, AC shall thereupon have the right to terminate this Agreement by giving written notice to the Contractor of such termination and specifying the effective date thereof. The date of notice shall be at least five (5) days before the AC effective date of such termination.

In the event of termination, such data, studies, surveys, drawings, maps and reports prepared by the Contractor shall, at the option of AC, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. Client files of the agency, developed under this contract shall become the property of the AC upon completion and/or termination of this contract.

Notwithstanding the above, the Contractor shall not be relieved of liability to AC by virtue of any breach of the Agreement by the Contractor, and AC may withhold any payments to the Contractor for the purpose of set-off until such time as the exact amount of damages due AC from the Contractor is determined.

16. Cancellation for Convenience of AC: AC may cancel this Agreement at any time by giving written notice to the Contractor of such cancellation and specifying the effective date of such cancellation. If the Agreement is canceled by AC as provided herein, the Contractor will be paid for work satisfactorily completed.
17. Disputes: Any disputes which arise in the interpretation of this contract shall be resolved in the following manner:
 - a) The Contractor shall submit a letter to AC specifying the nature of the dispute asking for resolution of the dispute.
 - b) The Executive Director of the AC will meet with the Contractor to resolve the dispute. The Executive Director of the AC will document the resolution in a letter to the Project Manager.
 - c) If the Contractor is dissatisfied with the resolution of the dispute decided by the AC Executive Director, the Contractor may appeal the Executive Director's decision in writing to the AC Budget and Personnel Committee.

- d) The AC Budget and Personnel Committee will consider the appeal at its next scheduled meeting, which shall occur no less than 10 days following receipt of the written appeal request. The decision of the Budget and Personnel Committee is final.
18. Subcontracting: None of the work or service covered by this Agreement shall be subcontracted without the prior written approval of AC. All approved subcontracts must conform to the applicable requirements set forth in this Agreement and must attach and include by reference Appendix A - Scope of Services.
19. Compliance with Service Standards and Required Procedures: Contractor shall perform the services set forth in this Agreement in compliance with applicable standards and procedures specified in Appendix A - Scope of Services. Contractor further agrees to comply with applicable standards for this service which are, or may be, specified by the North Carolina Division of Aging, any other State of North Carolina agency, the Division of Aging Policy Manual, and the AC Policy Manual.
20. Service Priorities: Contractor shall give priority for service to those older people with the greatest social and economic need. Where the nature of the service allows, Contractor shall make special efforts to serve the moderately impaired, isolated and homebound elderly on a priority basis, as set out in the proposal and as indicated in the service standards established by the Division of Aging.
21. Equal Opportunity and Affirmative Action: In carrying out this contract, Contractor shall deny none of the benefits or services of the program to any eligible recipient on the grounds of age, sex, religion, race, color, handicap, or national origin.

The Contractor also agrees not to discriminate against any employee or applicant for employment because of age, race, color, religion, sex, handicap or national origin. The Contractor shall take affirmative action to insure that applicants are employed, and that employees are treated during employment without regard to their age, race, color, religion, sex, handicap, or national origin. Such action shall include, but not be limited to: employment or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

The Contractor shall, in all solicitations or advertisements for employees placed by, or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, handicap, or national origin.

It is further agreed by the Parties that the Contractor shall take affirmative action to solicit subcontractors with or purchases from minority business enterprises as defined in the Public Works Employment Act of 1977, 42 U.S.C. 6705 (f) (2),

where such subcontracting or purchasing, if any, is or may be undertaken under the terms of this Agreement.

22. Confidentiality: Any reports, recipient information, data, or other materials given to, or prepared or assembled by the Contractor under this Agreement which AC requests to be kept confidential, shall not be made available to any individual or organization by the Contractor without prior written approval of AC.
23. Identification of Documents: All reports, maps, and other documents completed as part of this Agreement, other than documents exclusively for internal use within AC, shall carry the following statement on the front cover, or a title page containing the name of AC.

THE PREPARATION OF THIS (Report, Document, Etc.) WAS FINANCED IN PART THROUGH A FEDERAL GRANT BY THE NORTH CAROLINA DEPARTMENT OF HUMAN RESOURCES, DIVISION OF AGING, UNDER THE PROVISIONS OF TITLE III, OLDER AMERICANS ACT OF 1965, AS AMENDED.

24. Licenses and Permits: Contractor shall maintain all required licenses, permits, bonds, and insurance required for carrying out the services in Appendix A. the Contractor shall notify the AC immediately if any required licenses or other permits are canceled, suspended, or otherwise ineffective. Failure to maintain proper licenses permits, bonds and insurance shall be a basis for AC disallowing all or part of payments under this contract or for termination of this agreement for cause.
25. Insurance: Notwithstanding any other insurance requirements, Contractor shall, within ten (10) days of the effective date of this Agreement, provide AC with a certificate of insurance for public liability insurance in the minimum amount of One Hundred Thousand/Three Hundred Thousand Dollars (\$100,000/\$300,000). If Contractor uses a vehicle in fulfilling its duties under this Agreement, Contractor shall also provide evidence of automobile insurance in the minimum amount of Twenty-Five Thousand/Fifty Thousand Dollars (\$25,000/\$50,000 liability insurance and Fifty Thousand Dollars (\$50,000) property insurance. Failure to provide evidence of insurance shall be deemed an automatic violation of this Agreement and could therefore lead to termination of the Agreement by AC. The Contractor shall hold AC harmless for any damages to the person or property of any individual or organization as the result of the execution of the scope of service to be performed under this Agreement.
26. Conflict of Interest: The Contractor covenants that it presently has no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. The Contractor further covenants that, in the performance of this Agreement, no person having any such interest shall be employed.

27. Interest of Members of AC and Others: No officer, member, or employee of AC and no member of its governing body, and no other public official of the governing body of the locality or localities in which the project is situated or being carried out who exercises any functions or responsibilities in the review or approval of this project, shall participate in any decision relating to this Agreement which affects his or her personal interest or have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
28. Officials not to Benefit: No member of or delegate to Congress, or resident commissioner, shall be admitted to any share or part of this contract, or to any benefit that may arise therefrom.
29. Assignability: The Contract shall not assign, sublet, or transfer all or any portion of its interest in this Agreement without the prior written approval of the Agency's Executive Director or his authorized agent.
30. Resources Development: The Contractor shall investigate other agencies and resources providing services to the elderly and shall coordinate its own services to minimize overlap and duplication.
31. Disaster Assistance: In the event that elderly individuals are endangered by the occurrence of a tornado, fire, flood, severe temperature extremes, or other disaster-related situation, the Contractor shall cooperate with requests for assistance from AC on behalf of the elderly individuals.
32. **Attendance at AC Meetings: The Contractor, upon request of AC, shall attend any committee or special meeting relating to the project, or staff development training.**
33. Participant Input: The Contractor shall, with the assistance of AC, develop a procedure for providing elderly service recipients with an opportunity to assess and evaluate the program. This assessment shall be performed on a regular basis.
34. Applicable Laws, Rules, and Regulations: This contract shall be deemed to have been executed and performed in the State of North Carolina, and all questions of interpretation and construction shall be construed by the laws of such State. In addition, Contractor shall be governed by all applicable Federal, State, and Local rules, regulations and policies.
35. Special Conditions:

Appendix A- CONGREGATE NUTRITION

Service Definition:

The provision of a meal in a group setting.

Unit of Service:

One hour –four hours daily.

Service Objective:

To promote the health and well being of older people through the provision of nutritious meals and opportunities for social and recreational services and access to other services.

Service Activities:

Prepare specific congregate meal site(s) at least 5 days per week for dining.

- Set up tables, chairs, place settings, and table condiments.
- Clean up after meals, washing non-disposable items and dispose of litter and garbage.
- Welcome participants to site.
- Station staff, both paid and volunteers, to keep attendance records and to encourage donations to program.

Food Service:

- Receive meals from caterer or central kitchen, take and record temperatures of all hot and cold food items.
- Prepare food service line for serving meals.
- Supervise portioning of food onto plate by donated and volunteer staff, take food temperatures again immediately before portioning.
- Provide assistance to participants who have difficulty walking or carrying trays.
- Review and maintain records on food quality and quantity.

Coordinate Services:

- Arrange transportation to site for participants.
- Recruit and train volunteers.
- Provide grocery shopping assistance and/or education at least 2 times per month.
- Provide for nutrition education at least 2 times per month.
- Provide for health and social service information at least once per month.
- Provide an exercise program one time per week.
- Provide activities daily.
- Outreach activities will be conducted to identify and attract health impaired, socially and/or economically need persons in need of nutrition services.

Preferred Target Groups: Persons who are health impaired, and who are in need of nutritional supports or those older persons whose independent living arrangements lack

proper facilities for meal preparation. Those persons who are ambulatory, but lack sufficient health and/or motivation to prepare meals regularly.

Locale of Service:

- At an approved public or private community facility with the following characteristics.
- Has been approved by the local health department.
- Has been inspected by the local fire department and meets all local and state fire codes.
- Has been approved in writing by the Area Agency on Aging prior to opening.
- Is in compliance with 504 Regulations.
- Is located near concentrations of preferred target group persons.
- Must have at least 12-14 square feet per person excluding halls, bathrooms, kitchen areas.
- Must be a facility where all eligible persons feel free to visit and will not offend their cultural and ethnic preferences.
- Must have adequate number of tables and chairs appropriate for older adults.
- Must have at least 2 exits which are unlocked during hours of operation.
- Must have adequate parking.
- Must have a safe and appropriate place to mount and dismount from vans or other group transportation vehicles.
- Must be heated during colder months to at least 72° F. while participants are present.
- There must be a “termination of services” policy on file for each participant.

Access to Services:

- Participants will be referred to service by self, friend, neighbor, or a community resource.

Delivery Characteristics:

- Meals shall be served at least 5 days per week at the site.
- There shall be a feedback mechanism to obtain information on menu preference of participants, and other issues at site.
- The approved menu shall be publicized one week in advance at the site and shall be identified as the Nutrition Program for the elderly menu and shall specify serving dates.
- Each meal shall provide at least 1/3 of the current recommended daily dietary allowances Food and Nutrition boards of the National Research Council and shall meet the following meal pattern when plated for each participant.
 - a) 2 ounces cooked edible portion of meat, fish, fowl, eggs; cooked dry beans or cheese may be used for a maximum of 4 times per month as substitute for one ounce of meat; textured vegetable protein may only be used as specified in the Division of Aging Manual.

- b) Two, one-half cup servings of vegetables, fruits, and full strength fruit/vegetable juices. There must be one cold source of Vitamin C which provides at least 1/3 RDA of Vitamin C daily.
- c) One serving enriched or whole grain bread, biscuits, rolls, muffins, sandwich buns, cornbread, other hot breads or enriched or whole grain cereals or cereal products such as rice, macaroni, dumplings, pancakes, and waffles.
- d) One teaspoon of butter or fortified margarine in a packaged chip.
- e) One, one-half cup serving of dessert which may be fruit, full strength fruit juice, pudding, gelatin, ice cream, ice milk, sherbet, cake, pie, cookies and similar foods.
- f) One-half pint of fortified whole, skim, or low-fat milk, buttermilk, yogurt, or cheese (3 ozs.).
- g) Fruit or juice used as a dessert may not be counted toward the two servings of vegetables and fruits.
 - Contractor shall tell the participants about agency procedures for service, confidentiality, waiting lists, service priorities, complaint and grievance, and other matters germane to the participants' decision to accept service, and about his opportunity to make a voluntary contribution to the program.
 - Every effort shall be made to make the dining room and meals attractive.
 - A completed calendar of site activities and programs must be posted at the beginning of the month.
 - Emergency plans must be developed for each site for medical emergencies and to evacuate the site in case of fire or explosion.
 - The contractor shall provide adequate staff to operate the program including a paid contract manager and a paid site manager for the site.
 - The site manager may be paid from Title III funds for no more than 4 hours per day and shall be responsible for site operations.
 - Must be able to work well with older adults.
 - Must be able to keep accurate records.
 - Must be able to supervise volunteers.
 - The contractor must develop a plan to recruit, orient, train, and recognize volunteers.
 - Minimum orientation and training shall include:

Contract Manager: Administrative procedures, record keeping systems, reporting, food safety.

Site Managers: Site procedures, orientation and training for specific volunteer activities.

All Staff: First aid, cardio-pulmonary resuscitation, physiology of aging, fire/disaster evacuation, shall attend all training required for specific staff categories provided by the Division of Aging and/or Area Agency on Aging.

- All foods must be stored, prepared, held and served in a manner to preserve optimum flavor and appearance, while retaining nutrients and food value.
- Staff serving food must use hygienic techniques and practices in all handling of the food.
- Food temperatures must be maintained at safe levels (hot 140° +, cold 45°-) throughout all processes from storage through serving.
- Contractor must abide by food safety practices required in 10NCAC Section of .0400.

Prohibited Services:

- Cannot provide meals to residents of long-term care facilities, guests, handicapped persons under age 60, adult day care participants and paid staff under age 60 without reimbursement of the full cost of the meal.
- Except on emergency basis, nutrition site(s) may not be closed or combined on a temporary or permanent basis without prior written approval from the Area Agency on Aging.
- May not enter into contracts with profit making organizations without prior written approval from the Area Agency on Aging.

Administrative Requirements:

- Adequate records shall be maintained to document program activities and shall include:
 - participants' intake record
 - participants' attendance records
 - meals served records
 - menu served with substitutions, dates, and justification noted
 - meal receipt/delivery slips
 - program income record
 - employment records including affirmative action documentation
- Shall follow general recognized accounting procedures outlined in CRF Part 74 of all funds including participant contributions.
- All participants' records shall be treated as confidential.
- File all required reports on time.
- Train staff to make appropriate referrals.

Home-Delivered

In administering the Home-Delivered Meals Program, Contractor agrees to appoint or employ a person to do the following duties:

- 1) Recruit, maintain, schedule, and supervise volunteers to deliver meals.
- 2) Order, receive, and check meals received.
- 3) Keep daily records, which will include, but not be limited to:
 - a) Daily Nutrition Service Record
 - b) Required Temperature Reports
 - c) Volunteer Hours Reports
- 4) Receive requests for meals from potential clients.
- 5) Collect all project income per the Consumer Contributions Policy and Procedures.
- 6) Report all legitimate complaints to the Albemarle Commission's Home-Delivered Meals Coordinator.

The Albemarle Commission's Home Delivered Meals Coordinator/Volunteer Administrator will be responsible for:

- a) Supervising in the daily operation of home-delivered meals activities.
- b) Providing whatever assistance and support is necessary to recruit and maintain volunteers, i.e., making presentations to civic or community groups, etc., providing printed material, etc.
- c) Processing all requests for meals, determining eligibility, and making all placements to the program.
- d) Revising and updating delivery routes to reflect additions, deletions, or other changes.

IN WITNESS WHEREOF, AC and the Contractor have executed this Agreement as of the date first above written.

(County)

Albemarle Commission

BY: _____
(Authorized Official)

BY: _____
(Executive Director)

DATE: _____

BY: _____
(Area Agency on Aging Director)

DATE: _____

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

(Commission's Finance Officer)



Sharon J Potts
Senior Vice President

Marsh USA LLC
3560 Lenox Road
Two Alliance Center
Atlanta, GA 30326

Mary Hunnicutt
County of Perquimans

Subject: Engagement Letter

Dear Mary,

We are pleased that County of Perquimans ("you") has chosen Marsh USA LLC ("Marsh" or "we") to act as your surety broker.

Commission Coverage(s)

- a) Surety

We look forward to continuing a mutually rewarding and long-standing relationship with you. Attached to this letter is a list of the services that Marsh will provide to you and the Terms and Conditions under which those services will be provided. These Terms and Conditions and Marsh's engagement under this letter are effective for one year starting July 1, 2024.

We will update this letter as needed based on any changes to your program, the services provided by Marsh to you or the terms upon which such services will be provided.

We appreciate your business and look forward to working with you.

Unless you inform us in writing to the contrary, we will presume that this letter accurately reflects the services and the Terms and Conditions that apply to our engagement.

Should you have any questions, please contact me.

Marsh USA LLC on behalf of itself and the Non-US Affiliates

DocuSigned by:

Sharon J Potts

669025645605453

By: _____
Sharon J Potts
Senior Vice President

Date: 5/8/2024



The following sets forth the terms upon which Marsh USA LLC ("Marsh USA") will provide services to you:

Marsh USA is entering this Agreement on behalf of itself and as agent for its non-US affiliates with respect to Services (defined below) each provides pursuant to this Agreement ("Non-US Affiliates," and, collectively with Marsh USA, "Marsh"). For a list of Marsh's non-US affiliates, please visit: <https://www.marsh.com/us/about-marsh/leading-the-way-in-transparency.html>.

1. Services.

Marsh will act as your surety broker. Marsh shall provide to you the following services (the "Services"):

Pre-Marketing Services

- Assist you in assessing your surety needs and in developing specifications which Marsh will submit to surety companies;
- Recommend potential surety companies;

Marketing and Placement Services

- Solicit quotes from surety companies that you select;
- Negotiate on your behalf with surety companies as to program terms (capacity and rates) and assist you in the negotiations of indemnification agreements;
- Assist you in evaluating the options received from surety companies;
- Use best efforts to place surety bonds for you, as directed and approved by you;
- Issue and deliver surety bonds in a timely manner, subject to authorization by the surety company(ies);

Services related to Marsh placements

- Provide you with advice concerning manuscripted bond forms and review bond forms and riders for conformity to agreed terms and coverage;
- Review and verify premium calculations on bond transactions;
- Provide bond reports for all bonds issued and/or renewed and updates on changes to existing bonds;
- Provide you with invoices, except in the case of direct billing by surety companies. Remit premiums to surety companies and, where applicable, remit taxes and fees to the relevant authorities, following receipt thereof from you. Marsh USA will bill and collect on behalf of the Non-US Affiliates amounts payable to them pursuant to this Agreement, as applicable, and remit to them any such amounts collected on their behalf;
- Monitor published financial information of your current surety companies and alert you when one of those surety companies falls below Marsh's minimum financial guidelines.

Marsh may utilize the services of intermediaries to place your surety coverage, subject to your approval.

Marsh may retain your information in paper or imaged format and may destroy paper copies if Marsh retains digital images thereof.

Marsh may include, on a de-identified basis, information relating to your insurance program in benchmarking, modeling, analytic and insurance offerings.

Marsh may share with prospective insurers information about your upcoming insurance renewals to help insurers identify opportunities to compete for risk. Marsh shares the information as part of its insurer consulting offering, which is designed to help insurers expand their own offerings and create superior solutions for Marsh clients. For more information, please visit <https://www.marsh.com/us/about-marsh/leading-the-way-in-transparency.html>.

Marsh's service obligations to you are limited to those set forth above. Marsh can provide additional services at an additional cost. The cost and scope of additional services (see Appendix A) will be agreed in advance and reflected in an amendment to this Agreement or a separate agreement.

2. Compensation.

Marsh shall be compensated for its Services through commissions from surety companies.

Prior to each placement by Marsh, Marsh shall disclose to you any commissions to be collected by Marsh or its affiliates, except when such affiliates are acting as an underwriting manager on behalf of insurers.

The form of Marsh's compensation, whether by commission, fee, or both, shall not affect Marsh's role as surety broker or the scope of the Services to be provided by Marsh.

In the case of placements made by Marsh USA's non-U.S. affiliates on behalf of you or your non-U.S. subsidiaries, Marsh USA's non-U.S. affiliates may make disclosures to your local operating management.

Any commissions collected by Marsh or its affiliates shall be considered fully earned at the time of placement. If you terminate a bond before it expires, Marsh will retain the commission it has collected except that, if Marsh places the replacement bond, Marsh will return any unearned commission.

If you ask Marsh USA to access non-U.S. markets not anticipated at the effective date set forth in the attached letter, you agree to negotiate in good faith the additional costs of Services relating to those placements.

If there is a significant change in your operations or risks that affects the nature and scope of your surety program and/or service needs, both parties agree to renegotiate Marsh's compensation in good faith.

3. Term and Termination.



The term of Marsh's engagement hereunder is (1 Year) one year starting on the Effective Date and may be extended in writing.

Either party may terminate this Agreement upon 90 days' prior written notice. If you or Marsh terminate this Agreement, Marsh's compensation will be deemed fully earned.

The obligation of Marsh and its affiliates (including its UK affiliates) to provide Services to you will cease upon the effective date of termination, unless otherwise agreed in writing. Marsh will assist you in arranging a smooth transition process, subject to receipt by Marsh of all amounts due to Marsh from you.

4. Taxes and Fees.

Marsh may make placements for you that may require the payment of premium taxes (including U.S. federal excise taxes), sales taxes, use taxes, surplus or excess lines and similar taxes and/or fees to federal, state or foreign regulators, boards or associations. You agree to pay such taxes and fees. Marsh will remit any taxes and fees that it collects from you to the appropriate authorities.

5. Your Responsibilities.

You shall be solely responsible for the accuracy and completeness of all information that you furnish to Marsh and/or surety companies. Marsh shall not be responsible for verifying the accuracy or completeness of any information that you provide, and Marsh shall be entitled to rely on that information. Marsh shall have no liability for any errors, deficiencies or omissions in any Services provided to you, including the placement of surety bonds on your behalf, that are based on inaccurate or incomplete information provided to Marsh. You understand that the failure to provide all necessary information to surety companies, whether intentional or by error, could result in the impairment or voiding of coverage. You agree that all decisions regarding the amount, type or terms of coverage shall be your ultimate responsibility. While Marsh may provide advice and recommendations, you must decide the specific coverage that is appropriate for your particular circumstances and financial position. You will review all surety program documents or bonds provided to you by Marsh.

6. Other Revenue.

If Marsh assists you with obtaining premium financing, Marsh may receive compensation from the finance company that provides the premium financing. Marsh shall provide to you information relating to Marsh's and its affiliates' arrangements with and interests in the premium finance companies to be considered by you and the compensation that Marsh and its affiliates would receive from these companies for your placements. Marsh earns and retains interest income on premium payments held by Marsh on behalf of surety companies between the time Marsh receives these payments from you and the time Marsh remits these payments to the surety companies, where permitted by applicable law.

7. Disclaimers; Limitation of Liability.

Marsh does not speak for any surety company, is not bound to utilize any particular surety company and is not authorized to make binding commitments on behalf of any surety company, except under special circumstances which Marsh shall endeavor to make known to you. Marsh shall not be responsible for the solvency of any surety company or its ability or willingness to pay claims, return premiums or other financial obligations. Marsh does not guarantee or make any representation or warranty that surety bonds can be placed on terms acceptable to you. Marsh will not take any action to replace your surety companies or surety program or bonds unless you instruct Marsh to do so. Marsh's service obligations to you are solely contractual in nature. You acknowledge that, in performing services, Marsh and its affiliates are not acting as a fiduciary for you, except to the extent required by applicable law, and do not have a fiduciary or other enhanced duty to you. Any reports or advice provided by Marsh should not be relied upon as accounting, legal, regulatory or tax advice. In all instances, Marsh recommends that you seek your own advice on such matters from professional accounting, legal, regulatory and tax advisors.

Marsh will not be responsible for the adequacy or effectiveness of any surety programs or bonds implemented by another broker, or any acts or omissions occurring prior to Marsh's engagement.

In no event shall either party to this Agreement be liable for any indirect, special, incidental, consequential or punitive damages or for any lost profits arising out of or relating to any services provided by Marsh or its affiliates. The aggregate liability of Marsh, its affiliates and its and their employees to you or your affiliates arising out of or relating to the provision of services by Marsh or its affiliates shall not exceed \$10,000,000. This provision applies to the fullest extent permitted by applicable law.

We may also provide you with modeling and/or business analytics services ("Modeling and Analytics"). These services are based upon a number of assumptions, conditions and factors. If any of them, or any information provided to us, is inaccurate or incomplete or should change then the Modeling and Analytics could be materially affected. These services are subject to inherent uncertainty, and actual results may differ materially from our projections. They are provided solely for your benefit. They do not constitute, and are not intended to be a substitute for, actuarial, accounting or legal advice. We will have no liability to any third party in connection with these services or to you with regard to any services performed or provided by a third party. Except to your insurers in connection with the placement of coverage by Marsh, you agree not to share any of our Modeling and Analytics work product with a third party without our prior written consent.

8. Miscellaneous.

The laws of the State of New York govern this Agreement, without regard to choice of law principles. This Agreement may only be amended by mutual written agreement.

Each party to this agreement, on behalf of itself and its affiliates, agrees that any dispute, claim or controversy arising out of or relating to this Agreement or the provision



of services by Marsh or its affiliates shall be resolved by binding arbitration pursuant to the Commercial Arbitration Rules of the American Arbitration Association then in effect. The arbitration shall be conducted by a panel of three arbitrators, with each party selecting one arbitrator and the two arbitrators selecting the third arbitrator. If the two arbitrators are unable to agree upon the third arbitrator, the third arbitrator shall be selected by the American Arbitration Association. Each of the arbitrators shall have at least fifteen years of insurance industry experience. Judgment upon any award rendered by the arbitrators may be entered in any court having jurisdiction.

Any litigation or other proceedings arising from or relating to this Agreement or any services provided by Marsh or its affiliates to you or your affiliates shall be brought in the state or federal courts located in the State of New York, County of New York, United States of America, and the parties consent to the jurisdiction of such courts in connection therewith.

It is the intent of the parties that the provisions of this Agreement shall be enforced to the fullest extent permitted by applicable law. To the extent that the terms set forth in this Agreement or any word, phrase, clause or sentence is found to be illegal or unenforceable for any reason, such

word, phrase, clause or sentence shall be modified or deleted in such manner so as to afford the party for whose benefit it was intended the fullest benefit commensurate with making this Agreement, as modified, enforceable, and the balance of this Agreement shall not be affected thereby, the balance being construed as severable and independent.

The parties are of equal commercial sophistication and are dealing at arms' length. Each party is accepting this Agreement voluntarily, has read and understands all its provisions and has had the opportunity to seek and to obtain the advice of counsel on its rights and responsibilities under, and the terms and conditions of, this Agreement.

This Agreement and its written amendments and appendices constitute the entire understanding between Marsh and you, and supersede all other agreements or understandings, related to its subject matter. Marsh may modify this Agreement upon written notice to you.

Neither party will have any liability for any failure or delay in performing because of a force majeure event.



Appendix A - Additional Services

Additional Services are available for separate compensation and shall be agreed upon in advance and addressed by amendment to this agreement or by separate agreement (in certain cases with affiliates of Marsh). Such additional services include, but are not limited to:

- Actuarial analysis;
- Consulting relating to workers' compensation cost containment, including behavioral risk management, absence management, cumulative injury management, lean ergonomics, financial diagnostics, claims inventory workout, vendor selection, return-to-work, PastPerformer diagnostics, managed care, claim audits and custom cost containment solutions;
- Any claims services, including, but not limited to, business interruption and other claims valuation services;
- Environmental risk consulting services;
- Risk Financing Optimization (RFO), Catastrophic (CAT) Modeling and Enterprise Risk Management (ERM), including Dynamic Risk Mapping, services;
- Services in connection with loss portfolio transfers and alternative risk financing, including placements made in connection with such services;
- Any loss control services;
- Captive insurance company feasibility studies;
- Establishment and administration of captive insurance companies;
- Placement or servicing of insurance
- Provision of the following services:
 - Identification and assessment, in general terms, of potential insurance regulatory and insurance tax issues relating to your insurance program;
 - Recommendations concerning insurers in light of such regulatory and tax issues;
 - Obtaining from your current and proposed insurers their views regarding potential insurance regulatory and insurance tax issues relating to your insurance, and the collection and settlement of local premium taxes and claims payment;
 - Review of and commentary on your internal premium allocation methodology in light of insurance regulatory and tax issues;
 - Recommendations regarding a premium allocation model, taking into account factors relevant to your operations and in light of specific insurance regulatory and tax issues;
 - Recommendations concerning modifications to your insurance program in light of the insurance regulations of the countries in which your insurable risks are located;
 - Review of your past insurance arrangements for specified periods with respect to insurance regulatory and premium-related tax issues;
 - Information regarding premium-related taxes payable by you in the countries in which you have operations;
 - Where a captive is involved in your insurance program, information and advice regarding the insurance regulatory and premium-related tax issues impacting on the captive;
- Employee benefits services;
- Pension plan consulting;
- Compensation consulting;
- Executive deferred compensation services;
- Risk management claims information systems and related services;
- Strategic Risk Assessment;
- Provision of Marsh personnel on an out-sourced basis;
- Security Consulting;
- Insurance-or surety-related mergers and acquisition due diligence services and transactional solutions;
- Placement and servicing of owner controlled insurance programs; and
- Interactive on-line client services.

WALLACE E. NELSON
CHAIRMAN
CHARLES WOODARD
VICE CHAIRMAN
TIMOTHY J. CORPREW
JOSEPH W. HOFFLER
T. KYLE JONES
JAMES W. WARD
W. HACKNEY HIGH, JR.
COUNTY ATTORNEY



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

**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 | Charger | 2C3CDXATSEH348760 |

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 1st day of July, 2024.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunnicutt, Clerk to the Board

SEAL



JACQUELINE S. FRIERSON
Register of Deeds, Perquimans County

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

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

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

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

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

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

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

Real Estate Book A

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

Section 3. This resolution is effective upon its adoption.

ADOPTED the ____ day of _____, 2024.

Wallace Nelson, Chairman
Board of Commissioners

ATTEST:

Mary P. Hunnicutt, Clerk to the Board

Perquimans County's Vision:

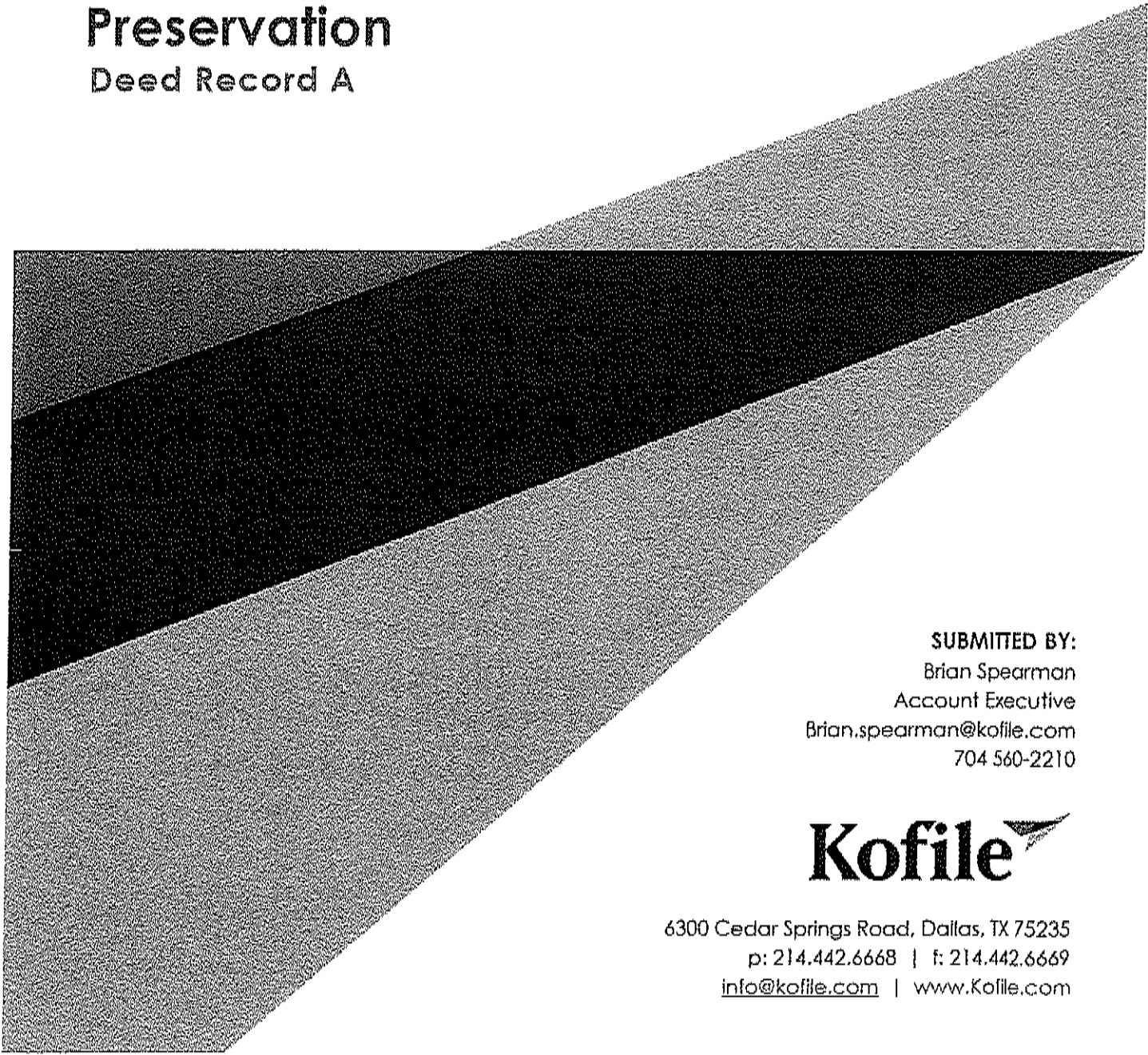
To be a community of opportunity in which to live, learn, work, prosper and play.

6/14/2024

Honorable Jacqueline S. Frierson
Perquimans County, NC

Preservation

Deed Record A



SUBMITTED BY:
Brian Spearman
Account Executive
Brian.spearman@kofile.com
704 560-2210



6300 Cedar Springs Road, Dallas, TX 75235
p: 214.442.6668 | f: 214.442.6669
info@kofile.com | www.kofile.com



Jacqueline S. Frierson
Register of Deeds
128 N. Church Street
Hertford, NC 27944

Dear Honorable Jacqueline S. Frierson,

This proposal addresses Perquimans County's historical records and is presented by Kofile Technologies, Inc. (Kofile). Quoted services include conservation treatments and rehousing. Archival rehousing includes encapsulation and loose-leaf binding into Archival Recorder Binders. Note that prices for the inventory herein are good for 90 days from the date of this assessment.

Kofile Technologies, Inc. (Kofile) is uniquely qualified to complete your modernization goals by taking an innovative approach to this project to ensure a successful outcome. Kofile's basis for success is decades of experience, realistic solutions, and professional analysis and each project is unique and deserves special attention. Our team provides realistic solutions, professional analysis, and innovative archival products to equip records stewards with the information and resources needed to preserve collections.

Kofile performs all services in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC) and is an Awardee of a Library of Congress FEDLINK Preservation Services for Library & Archival Collections contract.

SCOPE OF SERVICES

General treatments and services are outlined in the following. Services are tailored to the needs of the specific item.

Preservation—Conservation Treatments, Deacidify, Encapsulate, & Bind (PRV)

- Kofile creates a permanent log (noting condition, page order, characteristics, and treatments) for each item upon receipt. Items are inspected and control numbered as necessary. A final quality check references this log.
- Dismantle volumes by hand (if applicable).
- Surface clean sheets. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser. Surface cleaning removes materials and deposits—e.g., dust, soot, airborne particulate, sediment from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or biological or mineral contaminants.
- Remove any non-archival repairs, adhesives, residual glues, or fasteners to the extent possible without causing damage to paper and inks.
- Mend tears and guard burns on back side of sheets with acid free and reversible mending materials.
- Deacidify sheets (each side of each sheet) after careful testing with Bookkeepers®, This commercial solution of magnesium oxide, which neutralizes acidic inks and paper by providing an alkaline reserve (after pH and compatibility testing). Random testing ensures an 8.5 pH with a deviation of no more than $\pm .5$.
- Encapsulate each sheet in a Lay Flat Archival Polyester Pocket™. Each custom envelope is composed of Skyroll SH72S® Mylar and includes a patented lay flat design. Dimensions match the "book block" dimensions, with a 1/4" binding margin.

- Re-bind in custom-filled and stamped archival quality binder. Each binder is manufactured on a per-book basis and sized to 1/4" incremental capacities. This binder is available with four hubs, a gold-tooled spine, and is roller shelf-compatible. A volume may return split due to the added weight of the Mylar, depending on page count.
- A dedication/treatment report is included in each binder.

PROJECT PRICING

Without a signed agreement, prices are good for 90 days.

| Perquimans County PROJECT OVERVIEW | | |
|---------------------------------------|--|-------------------|
| RECORD SERIES | CONDITION | LINE ITEM TOTAL |
| Deed Record A | Pages are cellulose acetate laminated. | \$6,900.00 |
| PROJECT TOTAL | | \$6,900.00 |

This proposal shall be governed by the terms of use found at www.kofile.com/termsandconditions/.

| | |
|--|--|
| <p>CUSTOMER ACCEPTANCE</p> <p>_____</p> <p>Signature of Authorized Official</p> <p>_____</p> <p>Print Name of Authorized Official</p> <p>_____</p> <p>Title of Authorized Official</p> <p>_____</p> <p>Date</p> | <p>KOFILE ACCEPTANCE</p> <p>_____</p> <p>Signature of Authorized Official</p> <p>_____</p> <p>Print Name of Authorized Official</p> <p>_____</p> <p>Title of Authorized Official</p> <p>_____</p> <p>Date</p> |
|--|--|

ACCESSIBILITY OF RECORDS

Records held at Kofile are maintained as private and confidential material. Perquimans County is guaranteed access to records via email or toll-free fax at our expense. Upon receipt of a records request, Kofile will flag the requested record and verify inventory control, pull supporting paperwork, and email/fax a response to the approved requester or alternate. The turnaround time for a records request will meet or exceed requirements.

Please note that all records (including volumes, documents, digital images, metadata or microfilm) serviced by Kofile shall remain the property of Perquimans County. This policy applies to any agreement, verbal or written, between Perquimans County and Kofile.

The records are not used by Kofile other than in connection with providing the services pursuant to any agreement between Kofile and Perquimans County. The records are not commercially exploited by or on behalf of Kofile, its employees, officers, agents, invitees or assigns, in any respect.

Please let me know if you have any questions. We look forward to serving Perquimans County and to working together for the preservation and access of its public and historical assets.

Sincerely,

Brian Spearman
c: 704 560-2210
e: brian.spearman@kofile.com



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

June 24, 2024

Board of Commissioners:

I plan to be present with the end of fiscal year collection percentage rate. Please note that the 1st is on the Monday of the meeting. If we do not get balanced on Monday and I do not go to the meeting, I will get the collection percentage to Mr. Heath.

Thank you,

A handwritten signature in black ink that reads "Bill Jennings". The signature is written in a cursive style with a large, looping initial "B".

Bill Jennings
Tax Administrator

EXHIBIT B**Perquimans Marine Industrial Park
Lease Guidelines**SCOPE

The Perquimans Marine Industrial Park has established these Lease Guidelines to secure the economic viability of the Perquimans Marine Industrial Park and to assure that the Park enhances the environment for the benefit of the tenants and the local geographical area. In keeping with this principle, the land-use within the Park must be consistent with the overall concepts and developmental goal set forth for the Park by Perquimans County.

GENERAL CONCEPTS

The Perquimans Marine Industrial Park is to be an efficient commercial and industrial marine center with modern facilities to serve marine-related businesses such as boatbuilding, marinas, and related enterprises. The Park may contain commercial facilities to support all activities in the Park, the labor force, and the vessels that operate therefrom. It is intended that revenues derived from site leases be sufficient to defray the normal operation and maintenance costs of the Park.

SPECIFIC COMMERCIAL ACTIVITIES

The types of activities to be contained in the Park are, but not limited to:

| | |
|-------------------------------|----------------------------|
| Freezer and cold storage | |
| Ice manufacturing | Vessel haul out and repair |
| Vessel refueling | Machine shop service |
| Refrigeration sales & service | Marine hardware sales |
| Park related warehousing | Fishing gear sales |
| Electronic sales & service | Marine vessel chandler |
| Welding service | Packaging materials sales |
| Boat repair & maintenance | Restaurant |
| Diesel sales and service | General boat building |

While the primary purpose of these activities is to support the Park, it is not intended that any tenant be limited in its conduct of business to the confines of the Park and the vessels that operate therefrom.

OPERATION AND ADMINISTRATION

The overall daily operation of the Park is administered by Perquimans County. Perquimans County will attempt to ensure that each tenant is free from unreasonable interference from other tenants or persons, and that each tenant does not unreasonably interfere with other tenants or persons.

ENVIRONMENTAL RULE/REGULATION COMPLIANCE

Tenants shall be required to comply with all environmental rules, regulations, and laws of Perquimans County, the State of North Carolina, and the United States. The Tenant shall be responsible for any actions or inaction resulting in non-compliance by the Tenant, their Agents, or business patron's activities. Penalties, fines, and remedial costs shall be the responsibility of the Tenants, unless liability is elsewhere assigned herein. In the event that such non-compliance was the result of actions or inaction by an agent or business patron of the Tenant, the Tenant shall bear responsibility and subsequent liability for any and all remedial costs and associated repairs. This section shall remain in effect after termination of the lease and until a site investigation

by a certified consultant reveals no contamination or damage, or in the event of remedial activity by the Tenant, until all of the appropriate aforementioned regulatory authorities state that no further remedial action is necessary.

SITE PLAN APPROVAL

Perquimans County will review all proposed improvements planned by tenants of the Park. All proposed improvements must be approved by Perquimans County before they may be submitted to other permitting agencies for their review, approval, and permitting. Perquimans County's review will concern itself with the following items:

- Proposed site plan
- Proposed structures
- Proposed entrance location from public way and wharfage
- Proposed structure location and relation to lease lines
- Proposed yards and parking layout
- Refuse, waste and fire hazards
- Proposed landscaping
- Proposed signage
- Proposed exterior lighting and signage plan

Perquimans County will review the plans for the construction and renovation projects using the following criteria:

- Conformity to the concept plan for the Marine Industrial Park
- Highest and best use of the leased property
- Architectural and structural compatibility of the proposed structure with the objectives of the Marine Industrial Park

In general, Perquimans County will not approve the construction of buildings which require minimal investments, are temporary in nature, or which do not meet the architectural standards of the Marine Industrial Park. The existence of a particular type of building somewhere in the Marine Industrial Park shall not be an unconditional justification for the construction of a similar building elsewhere since building and economic conditions vary significantly throughout the Park.

PERMITS AND LICENSES

All new structures and the renovations of existing structures must conform to the applicable county and state building codes. Additionally, the use of each site is subject to applicable environmental protection regulations, whether they are Federal, State or local. Each tenant is responsible for securing the necessary permits to build, construct, or improve on the leased site. Each tenant must secure whatever licenses are necessary for the conduct of business on or from the site.

For purposes of permitting and licensing, each commercially leased site in the Park is subject to the codes and ordinances of Perquimans County.

ENTRANCE LOCATIONS

The location of entrances to proposed developments from both streets and from the water shall be a major concern to Perquimans County in reviewing site plans for the Marine Industrial Park. In reviewing site plans concerning entrance locations from public street and wharfages, the following criteria will be used:

- Vehicular access to a site must be positioned so as not to interfere with the normal traffic patterns on the street or adjacent sites
- Sufficient area must be provided for safe maneuvering of both trucks and automobiles into and through the site.

STRUCTURE LOCATION

In general, all buildings which are proposed to be built on a leased property must have a minimum 30 foot setback from the street or road right-of-way, and a minimum 15 foot setback from other property lines. All buildings and their foundations proposed to be built adjacent to the basin must have a minimum setback from the bulkhead (land side of the basin) of 25 feet. All setbacks shall be measured horizontally from the point of the structure nearest the property line to the property line under consideration. Proposed development which calls for new construction within the established setback areas must receive specific written variance Perquimans County.

PARKING

Adequate off street parking must be provided for all vehicles that will use the property following the completion of the site improvements.

LANDSCAPING

All unstabilized soil on the site, including that exposed during construction, shall be stabilized with vegetative cover to prevent erosion by wind or surface water. Each tenant shall landscape the leased site in a manner, which lends uniformity to the Park and conforms to the site plan as approved by Perquimans County. All landscaping materials shall be suitable to the local climate and shall be maintained in a neat and well-groomed manner. Wind deposited trash, leaves, etc. shall be raked, and planting materials requiring periodic pruning shall be pruned in a workman like manner. All weeds shall be removed periodically and all landscape areas shall be kept clean.

WATER SUPPLY AND SEWAGE DISPOSAL

Each tenant shall make provisions for connection to the water system, the sanitary sewage system, and where applicable, the process sewage system, within the Park. Arrangements for connection to these systems shall be made with the Town of Hertford and Perquimans.

STORM SEWERS

Temporary grading during construction and final grading at the completion of construction on a site shall be such that surface waters will drain away from the waterfront or marsh areas. Water run-off directly into the basin or marsh areas surrounding the Park shall be minimized.

REFUSE, WASTE AND FIRE HAZARDS

Tenants shall be required to conform to all requirements of Perquimans County ordinances and other Federal and State regulations pertaining to fire and safety hazards and the collections and removal of refuse and waste. Tenants shall be required to remove any waste or refuse which is hazardous to personal health or safety or is visually unattractive and can be seen from the public roadway.

FREE-STANDING SIGNS

All signs and outdoor advertising structures shall be erected, altered and maintained in accordance with the following provisions:

- All signs and outdoor advertising structures shall be constructed and designed according to generally accepted engineering practices, to withstand wind pressures and load distribution as specified in Section 1205 of the North Carolina State Building Code.
- Signs may be lighted, but electrical wiring and connections must be in conformance with the North Carolina Electric Code, and all lighted signs must be oriented or shielded so that light and glare reflects away from roadways and adjacent property and does not constitute a hazard to navigation.
- One (1) free standing sign per lot may be located temporary or permanently on the ground but shall not exceed thirty-two (32) square feet in area and shall not exceed six (6) feet in height above road grade.
- No part of a sign may be within five (5) feet of a property line or twenty-five (25) feet from the land side of the basin.

Re: Board appointment

From: Janice Cole <hertfordmanager@gmail.com>
Sent: Wednesday, June 26, 2024 3:06 PM
To: Mary Hunnicutt <MHunnicutt@perquimanscountync.gov>
Subject: Board appointment

Greetings Mary,

John Lassiter was assigned to represent the County Commission on the Downtown Hertford Board (formerly Historic Hertford Inc.). John was elected to a regular voting position on that Board and we are requesting that the Commissioner's appoint Kathy Treiber to fill that ex-officio position. I have spoken with Kathy and she is willing and excited to serve.

Janice McKenzie Cole
Hertford Town Manager
114 W. Grubb Street, PO Box 32
Hertford, North Carolina 27944
P(252) 426-1969 ~ F(252) 426-7060
Cell (252) 435-8549
HertfordManager@gmail.com
www.townofhertfordnc.com

Voting Delegate Designation for NCACC 117th Annual Conference - Forsyth County

Alisa Cobb <alisa.cobb@ncacc.org>

Thu 6/27/2024 12:53 PM

To:County Clerks <countyclerks@ncacc.org>;County Managers <CountyManagers@ncacc.org>

Good afternoon, County Managers and Clerks to the Board,

In order to capture voting delegate designations for the upcoming NCACC Annual Conference in August, we are asking your county to submit your voting delegate designation. You will have the option to select one person to serve as the voting delegate and one person as an alternate, if that is your preference. [Click here to indicate who will serve as your voting delegate for the NCACC Annual Conference.](#)

The NCACC's 117th Annual Conference Business Session will be held in Forsyth County on Saturday, Aug. 10, at 2 p.m., with each county entitled to one vote on items that come before the membership, including the election of the NCACC Second Vice President.

NCACC Constitution, Article VI:

"On all questions, including the election of officers, each county represented shall be entitled to one vote, which shall be the majority expression of the delegates of that county. The vote of any county in good standing may be cast by any one of its County Commissioners who is present at the time the vote is taken; provided, if no commissioner be present, such vote may be cast by another county official, elected or appointed, who holds elective office or an appointed position in the county whose vote is being cast and who is formally designated by the Board of County Commissioners. These provisions shall likewise govern district meetings of the Association. A county in good standing is defined as one which has paid the current year's dues."

Please submit your voting delegate designations by Wednesday, Aug. 7, by close of business. Should you have any questions, please contact Alisa Cobb at alisa.cobb@ncacc.org.

Thank you,



North Carolina
Association of
County Commissioners

Alisa Cobb

Senior Administrative Assistant

Phone (919) 715-2685

www.ncacc.org

JOSH STEIN
ATTORNEY GENERAL



June 27, 2024

Dear County Commissioners, Managers, and Attorneys:

I am writing with an update in our collective fight to address the opioid epidemic and save lives – along with a request for you to take action to secure additional opioid settlement funds so that we can continue this important work.

In the wake of litigation filed by state and local governments in North Carolina and across the country, my team and I helped negotiate more than \$50 billion in national opioid settlements, including \$1.4 billion for North Carolina that is already flowing to the state, all 100 counties, municipalities of over 75,000 people, and municipalities that engaged in litigation against opioid defendants.

As you may have heard from my team over the past few weeks, we recently negotiated an additional \$1.37 billion national settlement with Kroger, which owns and operates Harris Teeter supermarkets in North Carolina. As a result of this settlement, the North Carolina state and local governments that are receiving opioid settlement funds stand to receive an additional \$40 million above and beyond the roughly \$1.4 billion from previously approved opioid settlements and bankruptcy resolutions.

As with prior opioid settlements, **North Carolina will receive its full share of payments from the Kroger settlement only if all relevant local governments, including your county, sign onto the settlement.** And Kroger will agree to finalize the settlement only if a sufficient number of local governments across North Carolina and the nation sign on.

To that end, the national administrator, Rubris, has emailed your county manager or attorney (or other senior staff your county identified in the course of approving prior settlements), inviting your county to sign onto the Kroger settlement as well as a supplement to the North Carolina Memorandum of Agreement (“MOA”) on the allocation, use, and reporting of funds from opioid settlements.

This MOA supplement is called the “Second Supplemental Agreement for Additional Funds from Additional Settlement of Opioid Litigation” or “SAAF-2” for short. It provides that the bulk of North Carolina’s money from the Kroger settlement will go to counties, municipalities of over 75,000 people, and those that engaged in litigation against opioid defendants to address the opioid crisis. The SAAF-2 extends to the Kroger settlement the basic terms of the MOA governing prior opioid settlements. Like the MOA, the SAAF-2 has the support of my office, the North Carolina Association of County Commissioners (NCACC), and the North Carolina League of Municipalities (NCLM).

August 12, 2024 is the deadline to sign onto the Kroger settlement and SAAF-2. To assist you in meeting this deadline, we are pleased to share a draft resolution template that your county board may adopt to authorize signing onto the Kroger settlement and SAAF-2. The draft resolution template is available [HERE](#) on the “Opioid Settlements Assistance” page of the NCACC website. I encourage your county to adopt its authorizing resolution and execute the Kroger settlement and SAAF-2 as soon as possible so that North Carolina can help build national momentum in support of the settlement. (Note that in some instances, prior resolutions passed by your county board may be sufficiently broad to authorize signing onto the Kroger settlement and SAAF-2. You may wish to consult your county attorney to see if this is the case.)

I’m proud that the strong partnership between the state and local governments in North Carolina – and the NC Association of County Commissioners – has produced 100% local government participation in prior opioid settlements. This enabled the state and participating local governments to receive 100% of our collective share of the national settlement funds.

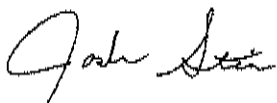
We are hoping to achieve the same unanimous approval of the Kroger settlement. Assuming a high level of participation by local governments across North Carolina and the country, and final approval of the settlement by Kroger, North Carolina should start receiving money from the settlement during Fiscal Year 2024-25. These funds will be in addition to the money our state is already projected to receive from prior opioid settlements. The maximum amount that your county is projected to receive from the Kroger settlement is available [HERE](#) on the “Kroger Settlement” page. The amount your county is projected to receive from ALL prior opioid settlements combined is available [HERE](#) on the Community Opioid Resources Engine (CORE-NC), our award-winning opioid settlement dashboard (and this page will eventually be updated to include the Kroger dollars once the Kroger settlement is finalized).

For more information, I encourage you to visit the “Opioid Settlements” section of DOJ’s www.MorePowerfulNC.org website. You will find additional tools, resources, and information about the opioid settlements on the Community Opioid Resources Engine (CORE-NC) (<https://ncopioidsettlement.org/>). Finally, NCACC’s outstanding Opioid Settlement Technical Assistance Team (“OSTAT”) has created and shared an invaluable set of materials and supports [HERE](#) on the “Opioid Settlements Assistance” page of the NCACC website.

If your county has filed a lawsuit against opioid defendants, information about the Kroger settlement has also been provided to your outside counsel, with whom we encourage you to consult, along with your county attorney. If you have questions for my team about the settlement, please do not hesitate to email us at opioidsettlement@ncdoj.gov.

Thank you for your consideration and partnership in this ongoing effort to save lives and improve the health and well-being of North Carolina residents impacted by the opioid crisis.

Sincerely,



Josh Stein

FOR
INFORMATION
ONLY
ITEMS

DEPARTMENT HEAD REPORTS

PLAT REVIEW LOG - PERQUIMANS COUNTY MAY

| SURVEYOR'S NAME PLAT TITLE | SURVEYOR'S PHONE # ADDRESS | DATE IN DATE OUT | APPROVAL YES/NO | COMMENTS |
|--|-------------------------------|---------------------|--------------------|---|
| TA STOKELY SHELTON & DONALD MANLEY | X | 5-23-2024 | X | SUBDIVISION OF 3-0059-00023 3.04 ACRES |
| JOSIAH A WEBB, III DORIS I B CARPENTER | X | 5-28-2024 | X | RECOMBINATION OF 4-0054-0061B & 4-0054-0059A 1.77 ACRES & 58.60 ACRES |
| TA STOKELY EARL FELTON HEIRS | X | 5-28-2024 | X | BOUNDARY SURVEY 1-0017-0037 PARCEL A 2.07 ACRES |
| TA STOKELY GEORGE JENNINGS | X | 5-28-2024 | X | EXEMPT DIVISION 4-0035-0013 11.89 ACRES |
| JOSIAH A WEBB III MARTY R HURDLE | X | 5-28-2024 | X | SUBDIVISION OF 5-0041-0016 1.00 ACRE |
| JOSIAH A WEBB III MATTHEW H & SANDRA W ELLIOTT | X | 5-29-2024 | X | SUBDIVISION OF 4-0043-0105 2.39 ACRES |
| TA STOKELY FOCUS BROAD BAND | X | 5-30-2024 | X | SUBDIVISION OF 1-0017-0047 .08 ACRES |

BISSELL SURVEYING
 PO BOX 168
 KITTY HAWK, NC 27949
 (252)261-3266
 J H MILLER JR.
 166 COTTONWOOD DRIVE
 HERTFORD, NC 27944
 339-6932
 MCKIM & CREED
 504 E ELIZABETH ST STE
 ELIZABETH CITY, NC 2790
 338-2929
 BOWMAN CONSULTING
 PAUL J TOTI
 131 MAIN STREET
 GATESVILLE, NC 279
 357-1581
 EUGENE JORDAN
 402 SIGN PINE ROAD
 TYNER, NC 27980
 221-4795
 MARK PRUDEN
 146 OAK GROVE ROAD
 EDENTON, NC 27932
 482-7804
 PAT MCDOWELL
 PO BOX 391
 ELIZABETH CITY, NC 27909
 338-4161
 ROBEY
 215 B STREE
 CAMDEN, NC 27921
 335-1888
 SCOTT TEMPLE
 PO BOX 422
 ELIZABETH CITY, NC 27907
 303-4016
 GLORIA ROGERS
 215 B STREET
 CAMDEN, NC 27921
 338-1415/333-8781
 SAUNDERS SURVEYING
 510 AVENURE ROAD
 BLACK MOUNTAIN, NC 28711
 (828) 669-2777
 RACKLEY SURVEYING
 1015 MACEY JO COURT
 ELIZABETH CITY, NC 27909
 (252)679-7670
 SL CARDWELL SURVEYING
 1206 FRANCIS STREET
 ELIZABETH CITY, NC 27909
 338-6328
 TIMMONS GROUP
 1805 W CITY DR UNIT E
 ELIZABETH CITY, NC 27909
 (252)621-5030
 TONY WEBB PO BOX 381 EDENTON, NC 27932 (252)482-3066

| SURVEYOR'S NAME PLAT TITLE | SURVEYOR'S PHONE # ADDRESS | DATE IN DATE OUT | APPROVAL YES/NO | COMMENTS |
|-------------------------------|-------------------------------|---------------------|--------------------|---|
| TA STOKELY | X | 5-20-2024 | X | SUBDIVISION OF 4-0053-0106 PARCEL A .75 ACRES PARCEL B .75 ACRES |
| ROBERT H JR & RENA S EURE | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| FOCUS BROAD BAND | | | | |

| | | | | |
|---|--|---|--|--|
| BISSELL SURVEYING PO BOX 168 KITTY HAWK, NC 27949 (252)261-3266 | J H MILLER JR. 166 COTTONWOOD DRIVE HERTFORD, NC 27944 339-6932 | MCKIM & CREED 504 E ELIZABETH ST STE ELIZABETH CITY, NC 2790 338-2929 | ROBAY 215 B STREE CAMDEN, NC 27921 335-1888 | SCOTT TEMPLE PO BOX 422 ELIZABETH CITY, NC 27907 303-4016 |
| BOWMAN CONSULTING PAUL J TOTI 131 MAIN STREET GATESVILLE, NC 279 357-1581 | EUGENE JORDAN 402 SIGN PINE ROAD TYNER, NC 27980 221-4795 | MARK PRUDEN 146 OAK GROVE ROAD EDENTON, NC 27832 482-7804 | GLORIA ROGERS 215 B STRET CAMDEN, NC 27921 338-1415/333-8781 | SL CARDWELL SURVEYING 1206 FRANCIS STREET ELIZABETH CITY, NC 27909 338-6328 |
| CHARLES E BROWN, III 2005 JOHNSON ROAD ELIZABETH CITY, NC 27909 335-0928 | PAT MCDOWELL PO BOX 391 ELIZABETH CITY, NC 27909 338-4161 | RACKLEY SURVEYING 1015 MACEY JO COURT ELIZABETH CITY, NC 27909 (252)679-7670 | SAUNDERS SURVEYING 510 AVENURE ROAD BLACK MOUNTAIN, NC 28711 (828) 669-2777 | TIMMONS GROUP 1805 W CITY DR UNIT E ELIZABETH CITY, NC 27909 (252)621-5030 |
| TONY WEBB PO BOX 381 EDENTON, NC 27932 (252)482-3066 | | | | |

| SURVEYOR'S NAME PLAT TITLE | SURVEYOR'S PHONE # ADDRESS | DATE IN DATE OUT | APPROVAL YES/NO | COMMENTS |
|---|-------------------------------|---------------------|--------------------|--|
| GLORIA J ROGERS CALLIN & CYNTHIA THERIOT | X | 6-3-2024 | X | RECOMBINATION 2-0061-0067 & 2-0061-0067B .81 ACRES |
| T A STOKELY DENNIS STEINER | X | 6-18-2024 | X | BOUNDARY SURVEY 4-D055-0001-DCS 1.00 ACRE |
| FOCUS BROAD BAND | | | | |

| | | | | |
|---|--|---|--|--|
| BISSELL SURVEYING PO BOX 168 KITTY HAWK, NC 27949 (252)261-3266 | J H MILLER JR. 166 COTTONWOOD DRIVE HERTFORD, NC 27944 338-6932 | MCKIM & CREED 504 E ELIZABETH ST STE ELIZABETH CITY, NC 2790 338-2929 | ROBEY 215 B STREE CAMDEN, NC 27921 335-1888 | SCOTT TEMPLE PO BOX 422 ELIZABETH CITY, NC 27907 303-4016 |
| BOWMAN CONSULTING PAUL J TOTI 131 MAIN STREET GATESVILLE, NC 279 357-1581 | EUGENE JORDAN 402 SIGN PINE ROAD TYNER, NC 27980 221-4795 | MARK PRUDEN 146 OAK GROVE ROAD EDENTON, NC 27932 482-7804 | GLORIA ROGERS 215 B STRET CAMDEN, NC 27921 338-1415/333-8781 | SL CARDWELL SURVEYING 1206 FRANCIS STREET ELIZABETH CITY, NC 27909 338-6328 |
| CHARLES E BROWN, III 2005 JOHNSON ROAD ELIZABETH CITY, NC 27909 335-0928 | PAT MCDOWELL PO BOX 391 ELIZABETH CITY, NC 27909 338-4161 | RACKLEY SURVEYING 1015 MACEY JO COURT ELIZABETH CITY, NC 27909 (252)679-7670 | SAUNDERS SURVEYING 510 AVENURE ROAD BLACK MOUNTAIN, NC 28711 (828) 669-2777 | TIMMONS GROUP 1805 W CITY DR UNIT E ELIZABETH CITY, NC 27909 (252)621-5030 |

TONY WEBB PO BOX 381 EDENTON, NC 27932 (252)482-3066



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

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

**PERQUIMANS COUNTY
TAX DEPARTMENT**

Enforced Collections-June 2024

GARNISHMENTS: \$2,466.47

PAYMENT AGREEMENTS: \$7,269.69

DEBT SETOFFS: \$1119.02

Permit Report

6/1/2024 - 6/25/2024

| Permit Date | Permit # | Permit Type | Location | Project Cost | Total Fees | Outstanding Balance | Total Payments |
|-------------|----------|-------------|----------|--------------|------------|---------------------|----------------|
| 6/1/2024 | 4464 | Electrical | County | 960 | \$50.00 | \$0.00 | \$50.00 |
| 6/1/2024 | 4451 | Mechanical | County | 4,200 | \$55.00 | \$0.00 | \$55.00 |
| 6/1/2024 | 4438 | Building | County | 24,000 | \$125.00 | \$0.00 | \$125.00 |
| 6/1/2024 | 4428 | Building | Winfall | 89,471 | \$150.00 | \$0.00 | \$150.00 |
| 6/1/2024 | 4417 | Mechanical | County | 8,900 | \$75.00 | \$0.00 | \$75.00 |
| 6/1/2024 | 4338 | Building | County | 8,258 | \$125.00 | \$0.00 | \$125.00 |
| 6/1/2024 | 4296 | Building | County | 170,000 | \$891.00 | \$0.00 | \$891.00 |
| 6/1/2024 | 4293 | Mechanical | County | 10,000 | \$75.00 | \$0.00 | \$75.00 |
| 6/1/2024 | 4278 | Electrical | County | 11,300 | \$312.00 | \$0.00 | \$312.00 |
| 6/1/2024 | 4190 | Building | County | 9,000 | \$75.00 | \$0.00 | \$75.00 |
| 6/3/2024 | 4475 | Building | County | 14,590 | \$0.00 | \$0.00 | |
| 6/3/2024 | 4474 | Building | County | 2,100 | \$50.00 | \$0.00 | \$50.00 |
| 6/3/2024 | 4473 | Building | Hertford | 0 | \$75.00 | \$0.00 | \$75.00 |
| 6/3/2024 | 4472 | Building | County | 24,000 | \$216.00 | \$0.00 | \$216.00 |
| 6/3/2024 | 4471 | Mechanical | County | 10,000 | \$300.00 | \$0.00 | \$300.00 |
| 6/3/2024 | 4470 | Plumbing | County | 2,000 | \$50.00 | \$0.00 | \$50.00 |
| 6/3/2024 | 4465 | Plumbing | County | 21,000 | \$260.00 | \$0.00 | \$260.00 |
| 6/3/2024 | 4463 | Building | County | 1,972,300 | \$185.00 | \$0.00 | \$185.00 |
| 6/3/2024 | 4456 | Electrical | | 500 | | \$0.00 | |
| 6/4/2024 | 4477 | Mechanical | County | 5,500 | \$55.00 | \$0.00 | \$55.00 |
| 6/4/2024 | 4476 | Electrical | County | 1,500 | \$50.00 | \$0.00 | \$50.00 |
| 6/4/2024 | 4462 | Building | County | 1,342,000 | \$2,108.00 | \$0.00 | \$2,108.00 |
| 6/5/2024 | 4481 | Building | County | 1,000 | \$75.00 | \$0.00 | \$75.00 |
| 6/5/2024 | 4480 | Electrical | County | 4,500 | \$70.00 | \$0.00 | \$70.00 |
| 6/5/2024 | 4479 | Electrical | County | 2,300 | \$80.00 | \$0.00 | \$80.00 |
| 6/5/2024 | 4478 | Electrical | County | 500 | \$50.00 | \$0.00 | \$50.00 |
| 6/6/2024 | 4483 | Electrical | County | 1,500 | \$50.00 | \$0.00 | \$50.00 |
| 6/6/2024 | 4482 | Plumbing | County | 14,500 | \$200.00 | \$0.00 | \$200.00 |
| 6/7/2024 | 4486 | Plumbing | County | 18,500 | \$210.00 | \$0.00 | \$210.00 |
| 6/7/2024 | 4485 | Building | County | 2,000 | \$75.00 | \$0.00 | \$75.00 |
| 6/7/2024 | 4484 | Electrical | County | 200 | \$50.00 | \$0.00 | \$50.00 |
| 6/10/2024 | 4491 | Mechanical | County | 7,734 | \$75.00 | \$0.00 | \$75.00 |
| 6/10/2024 | 4490 | Building | County | 1,000 | \$75.00 | \$0.00 | \$75.00 |
| 6/10/2024 | 4489 | Electrical | County | 1,500 | \$100.00 | \$0.00 | \$100.00 |
| 6/10/2024 | 4487 | Building | County | 27,295 | \$315.00 | \$0.00 | \$315.00 |
| 6/11/2024 | 4494 | Electrical | County | 10,000 | \$353.00 | \$0.00 | \$353.00 |
| 6/11/2024 | 4493 | Electrical | County | 500 | \$110.00 | \$0.00 | \$110.00 |
| 6/11/2024 | 4492 | Electrical | County | 4,000 | \$492.00 | \$0.00 | \$492.00 |
| 6/12/2024 | 4502 | Electrical | County | 2,000 | \$50.00 | \$0.00 | \$50.00 |
| 6/12/2024 | 4501 | Electrical | Winfall | 3,000 | \$68.00 | \$0.00 | \$68.00 |
| 6/12/2024 | 4500 | Mechanical | County | 8,500 | \$75.00 | \$0.00 | \$75.00 |
| 6/12/2024 | 4499 | Electrical | County | 1,000 | \$50.00 | \$0.00 | \$50.00 |
| 6/12/2024 | 4498 | Building | County | 452,700 | \$2,441.00 | \$0.00 | \$2,441.00 |
| 6/12/2024 | 4497 | Building | County | 345,750 | \$2,371.00 | \$0.00 | \$2,371.00 |
| 6/12/2024 | 4496 | Electrical | County | 8,000 | \$155.00 | \$0.00 | \$155.00 |
| 6/13/2024 | 4510 | Electrical | County | 2,000 | \$170.00 | \$0.00 | \$170.00 |
| 6/13/2024 | 4509 | Mechanical | County | 1,200 | \$55.00 | \$0.00 | \$55.00 |
| 6/13/2024 | 4508 | Electrical | County | 800 | \$50.00 | \$0.00 | \$50.00 |
| 6/13/2024 | 4507 | Building | County | 218,905 | \$185.00 | \$0.00 | \$185.00 |
| 6/13/2024 | 4506 | Plumbing | County | 20,516 | \$300.00 | \$300.00 | |

| | | | | | | | |
|-----------|------|------------|----------|------------------|--------------------|-------------------|--------------------|
| 6/13/2024 | 4505 | Plumbing | County | 3,400 | \$50.00 | \$50.00 | |
| 6/13/2024 | 4504 | Building | Hertford | 500,000 | | \$0.00 | |
| 6/13/2024 | 4503 | Building | County | 29,000 | | \$0.00 | |
| 6/14/2024 | 4516 | Plumbing | County | 11,000 | \$200.00 | \$0.00 | \$200.00 |
| 6/14/2024 | 4514 | Building | County | 250,000 | \$1,591.00 | \$0.00 | \$1,591.00 |
| 6/14/2024 | 4513 | Building | County | 125,445 | \$195.00 | \$0.00 | \$195.00 |
| 6/14/2024 | 4512 | Electrical | County | 1,000 | \$310.00 | \$0.00 | \$310.00 |
| 6/14/2024 | 4511 | Electrical | County | 11,000 | \$419.00 | \$0.00 | \$419.00 |
| 6/17/2024 | 4522 | Plumbing | County | 1,200 | \$60.00 | \$0.00 | \$60.00 |
| 6/17/2024 | 4521 | Building | County | 13,000 | \$124.00 | \$0.00 | \$124.00 |
| 6/17/2024 | 4520 | Electrical | County | 1,000 | \$170.00 | \$0.00 | \$170.00 |
| 6/17/2024 | 4519 | Electrical | County | 2,000 | \$134.00 | \$0.00 | \$134.00 |
| 6/17/2024 | 4518 | Electrical | County | 5,000 | \$110.00 | \$0.00 | \$110.00 |
| 6/17/2024 | 4517 | Plumbing | County | 5,000 | \$50.00 | \$0.00 | \$50.00 |
| 6/18/2024 | 4526 | Electrical | County | 3,800 | \$88.00 | \$0.00 | \$88.00 |
| 6/18/2024 | 4525 | Building | County | 400,000 | | \$0.00 | |
| 6/18/2024 | 4524 | Plumbing | County | 5,000 | \$50.00 | \$0.00 | \$50.00 |
| 6/19/2024 | 4532 | Building | County | 223,090 | \$185.00 | \$0.00 | \$185.00 |
| 6/19/2024 | 4531 | Electrical | County | 500 | \$50.00 | \$0.00 | \$50.00 |
| 6/19/2024 | 4530 | Electrical | County | 20,000 | \$600.00 | \$600.00 | |
| 6/19/2024 | 4529 | Electrical | County | 1,500 | \$50.00 | \$50.00 | |
| 6/19/2024 | 4528 | Electrical | County | 800 | \$50.00 | \$50.00 | |
| 6/19/2024 | 4527 | Electrical | County | 2,000 | \$50.00 | \$0.00 | \$50.00 |
| 6/20/2024 | 4535 | Plumbing | County | 6,000 | \$90.00 | \$0.00 | \$90.00 |
| 6/20/2024 | 4534 | Building | County | 231,438 | \$185.00 | \$0.00 | \$185.00 |
| 6/20/2024 | 4533 | Electrical | County | 10,000 | \$70.00 | \$0.00 | \$70.00 |
| 6/21/2024 | 4540 | Mechanical | County | 1,000 | \$55.00 | \$0.00 | \$55.00 |
| 6/21/2024 | 4539 | Mechanical | County | 1,000 | \$55.00 | \$0.00 | \$55.00 |
| 6/21/2024 | 4538 | Building | County | 107,000 | | \$0.00 | |
| 6/21/2024 | 4537 | Electrical | County | 12,000 | \$130.00 | \$0.00 | \$130.00 |
| 6/21/2024 | 4536 | Electrical | County | 200 | \$50.00 | \$0.00 | \$50.00 |
| 6/24/2024 | 4545 | Building | County | 2,000 | \$75.00 | \$0.00 | \$75.00 |
| 6/24/2024 | 4544 | Electrical | County | 20,000 | | \$0.00 | |
| 6/24/2024 | 4543 | Building | County | 0 | \$79.00 | \$79.00 | |
| 6/24/2024 | 4542 | Electrical | County | 1,000 | \$50.00 | \$0.00 | \$50.00 |
| 6/24/2024 | 4541 | Building | County | 7,000 | \$180.00 | \$0.00 | \$180.00 |
| | | | | 6,906,352 | \$19,187.00 | \$1,129.00 | \$16,058.00 |

Total Records: 86

6/25/2024



Case Activity Report

6/1/2024 - 6/25/2024

| Activity Date | Case # | Parcel Address | Violation | Description | Activity Type | Description |
|---------------|--------|-------------------|-------------|--|---------------|--|
| 6/24/2024 | 163 | 144 OSPREY LN | | Over grown Property with Junk Cars | Inspection | No one at property when inspected. Property is Overgrown and has multiple old vehicles sitting around. House in need of repair. Will contact owners. |
| 6/19/2024 | 147 | 158 RIVERSHORE DR | Solid Waste | Junk boats registration out on all including one on boat lift, junk in yard, grass high, junk all over | Re-Inspection | Re-inspected property and still overgrown with weeds. Old boats Scattered around property. No one at property, will try and contact owners. |
| 6/10/2024 | 162 | 138 SPENCE DR | solid waste | trash in back yard | Inspection | Complaint of old vehicles and trash in backyard. Upon inspection did not see any trash or vehicles in yard and grass had been mowed. |
| | | | | | | |

Total Records: 3

6/25/2024

Page: 1 of 1

COMMITTEE REPORTS



PERQUIMANS COUNTY EMERGENCY SERVICES

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

(252) 426-5646 Phone - (252) 426-2049 Fax

911 Communications Division Advisory Board

Thursday, January 25, 2024-- 7:00 P.M. - Perquimans Emergency Services Building

MINUTES

Welcome – Provided by Jonathan Nixon, followed by the blessing by Chief Darren Saunders

Host – Bethel VFD

Minutes from October 2023 Meeting – Emailed

Introductions (see sign-in sheet for attendance)

Reports:

❖ 911 Communication Division – Jonathan Nixon provided the following report:

911 Communications Division Advisory Board

- Purpose - The purpose of the 911 Communications Division Advisory Board is to analyze and evaluate community expectations for 911 service delivery, assess and recommend new strategies to improve public safety, identify and advocate for needed resources to achieve public safety objectives, and serve as a communication forum for public safety matters. The 911 Communications Division Advisory Board serves at the pleasure of the Perquimans County Board of Commissioners.
- Members:

| | |
|---|--|
| <ul style="list-style-type: none"> -County Commissioner -Town of Hertford -Town of Winfall -County Manager -Emergency Services Director- -911 Shift Supervisors -EMS Shift Supervisor -Emergency Management -Emergency Services PIO -Fire Marshal | <ul style="list-style-type: none"> -Law Enforcement *Sheriff's Office *NC Wildlife -Volunteer Rescue Squad -Fire Service *Fire Chiefs' Association *Bethel Fire Dept *Hertford Fire Dept *Belvidere Fire Dept *Winfall Fire Dept *Inter-County Fire Dept *Durants Neck Fire Dept *NC Forestry |
|---|--|

Meeting Schedule - The 911 Communications Division Board meets on the 4th Thursday in January, July, and October, unless rescheduled.

- Oversight - The Emergency Services Director is tasked with organizing and conducting the quarterly meetings to include producing an agenda and meeting minutes for each meeting. Meeting correspondence is relayed via email to members.

GENERAL INFO, EQUIPMENT, & SOFTWARE:

- Perquimans County Master Public Safety Radio System Update – See PowerPoint
- Motorola Presentation by Joseph Knox & Warren Bell (APX Mobile Two-Way Radios)

PERSONNEL & TRAINING:

- 1 part-time TC promoted to full-time; 1 full-time position open & will be filled January/February
- New Interview Process in place – using a third party on-line behavioral assessment (Select Advantage) to screen new applicants along with typing test and background checks
- 911 Training Program was overhauled in 2023 – will be tweaking more in 2024
- Fire QA has been implemented – LE QA coming soon

SHERIFF'S OFFICE: Sheriff Shely White stated he has one BLET graduate and one in class; 1 position open; Easter Egg Hunt will be held Thursday, March 28 at 5 pm.

NC WILDLIFE: Absent

RESCUE SQUAD: Julie Solesbee stated they are in the process of scholarship selection for this year.

FIRE CHIEFS' ASSOCIATION: Chief Michael Cartwright gave concerns about an Inter-County VFD call on New Years Eve – well-being check where caller couldn't get in the house and couldn't get person on the phone. The caller requested the fire department for assistance and was told that unless there was fire or smoke, FD couldn't help her. Law Enforcement was dispatched. Inter-County VFD is including citizen requests for assistance in their Standard Operating Guidelines.

Belvidere FD Chief Lee Dail requested that information that doesn't need to go over the air to have a FD officer call Communications for information.

BETHEL FIRE DEPARTMENT: Chief Darren Saunders stated progress is coming along for station/substation; pending approval at Commissioners Meeting to move forward with site.

BELVIDERE FIRE DEPARTMENT: Chief Lee Dail stated the new engine will be in service hopefully in March.. BBQ chicken supper fundraiser will be Saturday, February 17. Helicopter pad lights are operational. Concrete is needed for windsock. Infrared and floodlights are on pad.

DURANTS NECK FIRE DEPARTMENT: Chief Robert Eure stated Farm Bureau Appreciation Day will be held in March. Both stations are complete; just needs an occupancy certificate. FD can request 9S inspection when certificate in. Chief Eure thanked the community & commissioners for their support. Sportsman raffle will be held in June. Landing zone pad pending.

HERTFORD FIRE DEPARTMENT: Chief Drew Woodard stated the new engine will arrive sometime this year, possibly April or May. He also thanked 911/Steve Pyle for Mr. Edward Leicester's Last Call.

INTER-COUNTY FIRE DEPARTMENT: Chief Michael Cartwright stated the BBQ plate fundraiser will be held, Saturday, March 2. He expressed concern over an incident in December involving a lowboy blocking an intersection. Stated law enforcement was there but intersections were blocked. Would've liked a heads-up ref intersection being blocked during this call. Live Burn will be conducted Saturday, January 27.

WINFALL FIRE DEPARTMENT: Chief Greg Terranova stated the Pancake Supper fundraiser will be held, Thursday, February 29. In September, the Town of Winfall did not continue with fire truck purchase.

NC FORESTRY: Forestry 1, Robert Lacy stated they are fully staffed. They are also working on having burn permits transferred to Perquimans County Communications so that they can see who is getting burn permits. Fire departments will be texted with burn permit information.

TOWN OF HERTFORD: Town Manager, Janice Cole, spoke about the Hertford on Ice event being held Saturday, February 17 from 10 am – 9 pm. A fun time for all.

TOWN OF WINFALL: Absent

COUNTY COMMISSIONERS: Commissioner Wallace Nelson thanked legislature for funding the radio tower project.

COUNTY MANAGER: County Manager Heath also thanked legislature and commended fire departments for improved insurance rates.

EMERGENCY SERVICES REPORT:

EMS Division Updates:

- New EMS unit ordered -- anticipate delivery in June 2024
- New Zone 3 (Chevy Traverse) for MIH program in service
- New Controlled Substance Safe Hardware upgrades underway
- RACE-CARS program – 1,755 citizens trained in Hands-Only CPR
- Part-time interviews were held
- Three replacement tablets were ordered for EMS units
- Lots and lots and lots of vehicle repairs
- RACE-CARS Intervention Trial Meeting – October 3, 2023, from 9am-Noon
- National Night Out - October 3, 2023, from 4-9pm
- EMS at the OBX – October 9-10, 2023
- CME - October 9, 2023, Social Determinants of Health
- Perquimans Central School Safety Day - October 20, 2023
- Downtown Trunk or Treat - October 27, 2023
- Perquimans Central School Fall Festival - October 27, 2023
- Belvidere Day – October 28, 2023
- "4" Life Training at Hertford Baptist Church –November 5, 2023
- CME - November 13, 2023 -Cultural Competency
- Secretary Weaver & NC 911 Board staff visited 911 November 14, 2023
- Grand Illumination – December 1, 2023
- Christmas Parade - December 2, 2023
- Emergency Services Christmas Supper – December 10, 2023
- Holiday Island Santa Ride - December 16, 2023
- Snug Harbor Santa Ride - December 20, 2023

- SANTA BOLO - December 24, 2023, at 8pm

Pending Projects/Trainings/Community Preparedness Activities:

- Staff Cybersecurity Training - January/February 2024
- New EMS Protocol Rollout - January/February 2024
- New EMD Protocol Rollout - February/March 2024
- CME - Monday, January 8, 2024, at 6:30pm (Virtual ContEd)
- Statewide Elections Exercise – January 24, 2024
- Lithium-Ion Battery Training - February/March 2024

OLD BUSINESS:

- Perquimans County Master Public Safety Radio System Update
- Status on CPR Text from CAD – Fire Chiefs’ Association voted for no county-wide texts due to liability issues and requested to keep notifications within the fire districts.
- Basic EMS Ops for the Fire Department
 - - Station 2 ✓ - Station 6 ✓
 - - Station 3 - Station 7 ✓
 - - Station 4 - Station 8

NEW BUSINESS:

- Fourth Quarter 2023 Report by Agency (via email)
- Texting Update - Agency Rosters Distributed
- Countywide Fire Training – Perquimans County Rec Department – NC Forestry to sponsor
- Countywide Lithium-Ion Training –
- Rapid SOS integration with IamResponding.
- Additional comments/concerns

HOST FOR NEXT MEETING: – Belvidere VFD – July 25, 2024

Meeting Schedule:

July 25, 2024 October 24, 2024

Adjournment

Respectfully submitted – Andrea Stoner, 911 Shift Supervisor II & Jonathan Nixon, Emergency Services Director

**Perquimans County
911 Communications Division
Advisory Board Meeting**



Thursday, January 25, 2024 - 7PM

**Perquimans County Master Public
Safety Radio System Update**

1. 911 Center Console Replacement

- Current Motorola 5500 End-of-Life December 2021
- New Motorola 7500E System connected to the VIPER Core (Farmville, NC) allows access to state talkgroups as well as mutual aid PSAP talkgroups
- \$358,132.54 NC 911 State / \$39,988.76 Local
- Recurring Monthly Expense through NCDIT for link to Farmville, NC
- NC 911 State Funding pays for annual maintenance cost
- Completed June 2022

**Perquimans County Master Public
Safety Radio System Update**

2. Replacement End-of-Life Mobile/Portable 800mhz Radios

- All radios must meet the new radio standards by 2025 (TDMA Compliant, Encryption Capable)
- Emergency Services (911, EMS, EM, FM) & Sheriff's Office Radios
 - o Joint 3-Year Lease for all portable radios
 - o A few mobile radios will need to be replaced before 2025 for EMS
 - o Any portable radios on loan to fire departments will be collected for trade-in and not reissued
 - o Portable radios are up-to-date
 - o Some SO Mobile Radios will be replaced over the next 2 years in their regular budget process
- Fire Department Radios will need to be replaced over the next 2 years in their regular budget process. Standards and updated replaced on Perquimans County website 2023 available

**Perquimans County Master Public
Safety Radio System Update**

3. Reprogramming of all 800mhz Radios

- Updated template by the NC State Interoperability Executive Committee (June 2021)
- Several talkgroups retired & new talkgroups added
- Perquimans talkgroups updated/renamed for Perquimans County
 - o PERQ EM
 - o PERQ DISP (Former PERQ FIRE) - Patch in 911 Center to VHF PERQ FIRE
 - o PERQ TAC1 (Former PERQ EMS) - Patch in 911 Center to VHF TAC 1
 - o PERQ TAC2 (Former PERQ TAC)
 - o PERQ TAC3
 - o PERQ TAC4
 - o PERQ TAC5
 - o PERQ TAC6
 - o PERQ LAVV
 - o PERQ MA
 - o BTAC91
 - o PERQ PS 1
 - o PERQ PS 2
 - o PERQLEOP51 (Law Enforcement Only)
 - o PERQLEOP52 (Law Enforcement Only)
 - o PERQLEOP53 (Law Enforcement Only)
 - o PERQLEOP54 (Law Enforcement Only - NOT monitored/recorded by 911 Center)

Complete for Sheriff's Office & Emergency Services in 2023
State/Perquimans Department Only

Perquimans County Master Public Safety Radio System Update

3. Repeatability of all 800mhz Radios

- The Following VHF Channels will remain in service:
 - o PERQ DISP (Former Perq FIRE) - Patch in 911 Center to VIPER PERQ DISP
 - o PERQ TAC 1 - Patch in 911 Center to VIPER PERQ TAC 1
 - o PERQ TAC 2
 - o PERQ TAC 3
 - o PERQ TAC 4
 - o ~~NOTE: Former Perq/EMS LE Radio System~~
- Sheriff's Office and Emergency Services partially complete as of October 2023
- ~~Status of Fire/EMS/Police will be determined~~

Perquimans County Master Public Safety Radio System Update

4. Winfall Tower Project

- NC 911 Board Competitive Grant Submitted June 2022 & Awarded August 26, 2022
 - o Project cost \$288,607.00 State 911 Request / \$30,450.00 Local Request (\$319,057.00 Total)
 - o State funds will be available 1st Quarter 2023
- Replace VHF Fire Main Repeater/Antenna System (Patched to 800 PERQ DISP and will become primary dispatch channel for all Fire/EMS dispatch)
 - o NOTE - 911 Center will no longer monitor for radio traffic on VHF Fire Main
 - o EMS Main VHF Repeater will be decommissioned
 - o VHF TAC 1, 2, 3, 4 will be maintained for use by CERIS
- Replacing the Tower Lighting System with new LED Lighting System
- Adding 2 800mhz Repeaters/Antenna Systems (PERQ 800 1 & PERQ 800 2)
 - o These will be completely independent of VIPER
 - o LE would use PERQ 800 1 primarily as a backup channel
 - o Fire/EMS will use PERQ 800 2 primarily as a backup channel
- Tower Structural Analysis
- Remove out-of-service antenna systems
- If this project is approved for partial grant funding, Perquimans will pay to reprogram all LE, Fire, EMS, EM, 911 Center MOTOROLA radios. Only the county's code plug will be provided for this free-to-the-agencies reprogramming. Agencies using Kenwood equipment will be responsible for updating their equipment.
- Project set up to be complete by 4th Quarter of 2023 1st Quarter of 2024

Perquimans County Master Public Safety Radio System Update

5. 911 Center Console/Antenna Tower Upgrades

- NC 911 Board Competitive Grant Submitted June 2022 & Awarded August 26, 2022
 - o Project cost \$394,486.00 State 911 Request / \$11,550.00 Local (406,036.00 Total)
 - o Emergency Services Staff invited to present the proposed grant project on July 20, 2022
 - o State funds will be available 1st Quarter 2023
- Replace 800mhz End-of-Life Consolettes/Antenna Systems (Replace 7 / 7 New = Total 9)
- Replace VHF End-of-Life Consolettes/Antenna Systems (Total 6)
- Moving back-room radio equipment from Server Room to Radio Room near 911 Tower
- Grounding/Bonding upgrades to 911 Center Tower
- Project set up to be complete by 4th Quarter of 2023 1st Quarter of 2024

Perquimans County Master Public Safety Radio System Update

6. Backup HSP Equipment Upgrades (Chowan 911 Center)

- NC 911 Board Competitive Grant Submitted June 2022 & Awarded August 26, 2022
 - o Project cost \$375,356.60 State 911 Request
 - o State funds will be available 1st Quarter 2023
- New 800mhz Consolettes (2)
- Replace End-of-Life Harris Radio Console System (3 Positions)
- EMD Software Dongle for Backup CAD Server
- Project set up to be complete by 4th Quarter of 2023 1st Quarter of 2024


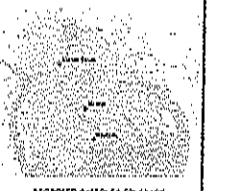
Perquimans County Master Public Safety Radio System Update

- 7. VIPER Radio Tower Project
 - Addition of 2 New VIPER Tower Sites
 - Total Project Estimate \$6,000,000
 - Location #1 – Perry's Bridge Road (PCG Landfill)
 - CGP Owned Property – Survey Complete for Transfer of Plot for Tower Site to Perquimans County
 - New County Owned 400 Foot Tower
 - Site Work & Fence
 - New Radio Equipment Shed
 - All VIPER Equipment will be maintained by NCHP
 - Location #2 – Rayburn Lane
 - Land transferred to Perquimans County in January 2024
 - New County Owned 400 Foot Tower
 - Site Work & Fence
 - New Radio Equipment Shed
 - All VIPER Equipment will be maintained by NCHP

State of North Carolina 2023-2026 Budget Act § 66-111(a)
 Project Budget: \$6,000,000
 Project Duration: 24 Months

Perquimans County Master Public Safety Radio System Update

- 7. VIPER Radio Tower Project
 - Addition of 2 New VIPER Tower Sites

CURRENT COVERAGE PROPOSED EXPANDED COVERAGE

Motorola Solutions Presentation

- **Purpose:** The purpose of the 911 Communications Division Advisory Board is to analyze and evaluate community expectations for 911 service delivery, assess and recommend new strategies to improve public safety, identify and advocate for needed resources to achieve public safety objectives, and serve as a communication forum for public safety matters. The 911 Communications Division Advisory Board serves at the pleasure of the Perquimans County Board of Commissioners.

911 Communications

- **Meeting Schedule:** The 911 Communications Division Advisory Board meets on the 4th Thursday in the months of January, July, and October, unless rescheduled.
- **Oversight:** The Emergency Services Director is tasked with organizing and conducting the quarterly meetings to include producing an agenda and meeting minutes for each meeting. Meeting correspondence is relayed via email to members.

- Members:**
- County Commissioner
 - Town of Hertford
 - Town of Winfall
 - County Manager
 - Emergency Services Director
 - 911 Shift Supervisor
 - EMS Shift Supervisor
 - Emergency Management
 - Emergency Services PIO
 - Fire Marshal
 - Law Enforcement
 - *Sheriff's Office
 - *Winfall PD
 - *NC Wildlife
 - Volunteer Rescue Squad
 - Fire Service
 - *Fire Chief's Association
 - *Bethel Fire Dept
 - *Belvidere Fire Dept
 - *Durant's Neck Fire Dept
 - *Hertford Fire Dept
 - *Intercounty Fire Dept
 - *Winfall Fire Department
 - *NC Forestry

- 911 Center
- Law Enforcement
 - *Sheriff's Office
 - *Winfall PD
- Volunteer Rescue Squad
- Fire Departments
 - *Fire Chief's Association
 - *Bethel Fire Dept
 - *Belvidere Fire Dept
 - *Durant's Neck Fire Dept
 - *Hertford Fire Dept
 - *Intercounty Fire Dept
 - *Winfall Fire Dept
- NC Forestry
- Town of Hertford
- Town of Winfall
- County Commissioner
- County Manager
- Emergency Services Director

- GENERAL INFO, EQUIPMENT, & SOFTWARE**
- 911 Grant Project is nearing completion
 - Winfall tower project underway
 - Antenna work complete & 2 new 800 repeaters in place
 - ready to put in service soon
 - Back Room Equipment at 911 Center
 - racks are in place
 - 4 New Portable Radios in 911 Center ~ VHF/800
 - Radio Equipment in Racks
 - Cutover was today around noon
 - 7500 E consoles back up PSAP
 - Equipment has arrived
 - Antennas installed today
 - Cutover next month

GENERAL INFO, EQUIPMENT, & SOFTWARE

- Grant submitted for regional options for CAD-to-CAD for data sharing (Perq, Pasq/Camden, Currituck, Dare)
- CAD Servers Replacement Project
 - Equipment has been ordered
 - New Server will be installed in Chowan first
 - Will be transferring to Chowan for a week in late February to allow for install in Perquimans
- Scheduled for a NC 911 Board PSAP Assessment June 4, 2024

PERSONNEL & TRAINING

- 1 part-time TC promoted to full-time; 1 full-time TC now part-time.
- 1 full-time position open & will be filled by end of 1st quarter.
- Hiring process implemented in January for additional personnel - 3 new part-time staff hired
- New Interview Process is in place - using a 3rd party on-line assessment (Select Advantage) to screen new candidates, along with typing test and background
- 911 Training program was overhauled in 2023 - will be tweaking even more in 2024
- Fire QA Program has been implemented - LE QA coming soon.

CONTACTS

| | |
|---------------------------|------------------------------|
| -911 Center | -NC Forestry |
| -Law Enforcement | -Town of Hertford |
| *Sheriff's Office | -Town of Winfall |
| *Winfall PD | -County Commissioner |
| -Volunteer Rescue Squad- | -County Manager |
| -Fire Departments | -Emergency Services Director |
| *Fire Chief's Association | |
| *Bethel Fire Dept | |
| *Belvidere Fire Dept | |
| *Durant's Neck Fire Dept | |
| *Hertford Fire Dept | |
| *Intercounty Fire Dept | |
| *Winfall Fire Dept | |

EMS Division Updates

- New EMS Unit Ordered - anticipate delivery in June 2024
- New Zone-3 (Chevy Traverse) for MHI program in service
- New Controlled Substance Safe Hardware upgrades underway
- RACE-CARS program - 1,755 citizens trained in Hands Only CPR
- Part Time Interviews were held
- 3 Replacement tablets ordered for EMS Units
- Lots and Lots and Lots of Vehicle Repairs

| Unit | MSRP as of 5/17/2024 |
|----------|----------------------|
| Unit 161 | 35,420 |
| Unit 162 | 137,624 |
| Unit 163 | 131,700 |
| Unit 164 | 135,312 |
| Unit 165 | 135,424 |
| Zone 1 | 28,811 |
| Zone 2 | 118,202 |
| Zone 3 | 63 |
| Zone 4 | 116,555 |

| Completed Projects/Training/Community Preparedness Activities |
|--|
| <ul style="list-style-type: none"> RACE-CARS Intervention Trial Meeting - October 3, 2023 from 9am-Noon National Night Out - October 3, 2023 from 4-9pm EMS at the OBX - October 9-10, 2023 CME - October 9, 2023 Social Determinants of Health Perquimans Central School Safety Day - October 20, 2023 Downtown Trunk or Treat - October 27, 2023 Perquimans Central School Fall Festival - October 27, 2023 Belvidere Day - October 28, 2023 "4" Life Training at Hertford Baptist Church - November 5, 2023 CME - November 13, 2023 - Cultural Competency Secretary Weaver & NC 911 Board staff visited 911 November 14, 2023 Grand Illumination - December 1, 2023 Christmas Parade - December 2, 2023 Emergency Services Christmas Supper - December 10, 2023 Holiday Island Santa Ride - December 16, 2023 Snug Harbor Santa Ride - December 20, 2023 SANTA BOLO - December 24, 2023 at 8pm |

| Pending Projects/Trainings/Community Preparedness Activities |
|---|
| <ul style="list-style-type: none"> Staff Cybersecurity Training - January/February 2024 New EMS Protocol Rollout - January/February 2024 New EMD Protocol Rollout - February/March 2024 CME - Monday, January 8, 2024 at 6:30pm (Virtual ConEd) Statewide Elections Exercise - January 24, 2024 Lithium Ion Battery Training - February/March 2024 ?? |


| Old Business: |
|---|
| <ul style="list-style-type: none"> Perquimans County Master Public Safety Radio System Update Status on CPR Text from CAD Basic EMS OPs for the Fire Department <ul style="list-style-type: none"> Station 2 ✓ Station 3 ✓ Station 4 ✓ Station 5 ✓ Station 6 ✓ Station 7 ✓ Station 8 ✓ |
| New Business: |
| <ul style="list-style-type: none"> 4th Quarter 2023 Report by Agency (via email) Testing Update - Agency Rosters Distributed Countywide Fire Training - Perq Co Rec Dept - NC Forestry to Sponsor Countywide Lithium-Ion Training - LRPIC to Sponsor Rapid SOG Integration with JamResponding Perquimans County RACE-CARS Meeting - April 11, 2024 from 3-3pm Scheduled Standbys for EMTs - Please give as much notice as possible Additional Comments / Concerns Host for July 25, 2024 - Belvidere VFD |
| Meeting Schedule: |
| January 26, 2024 July 25, 2024 October 24, 2024 |
| Adjournment |

| Perquimans County | Station | Count | Station | Count |
|-------------------|---------|-----------------------------|---------|-------|
| Chowan EMS | 2 | Perq EMS | 676 | |
| Eastcare | 2 | Perq FM | 2 | |
| Perq EM | 38 | Perq SO | 3355 | |
| Gates EMS | 0 | Perq Water | 3 | |
| Hertford PubWks | 8 | Perq WaterRescue | 5 | |
| Magistrate | 164 | Station 2 - Bethel FD | 32 | |
| NC DOT | 4 | Station 3 - Hertford FD | 39 | |
| NC Forestry | 11 | Station 4 - Belvidere FD | 16 | |
| NC Probation | 3 | Station 6 - Winfall FD | 28 | |
| NC SHP | 115 | Station 7 - Inter-County FD | 39 | |
| NC Wildlife | 3 | Station 8 - Durants Neck | 16 | |
| Nightingale | 3 | Winfall PubWks | 3 | |
| Perq EMS | 1 | | | |
| Perq OSS | 14 | | | |

| | | | |
|-------------------|-----|-------------------------------|------|
| • Chowan EMS | 2 | • Perq EMS | 697 |
| • Eastcare | 5 | • Perq FM | 2 |
| • Perq EM | 41 | • Perq SO | 4303 |
| • Gates EMS | 0 | • Perq Water | 4 |
| • Hertford PubWks | 7 | • Perq WaterRescue | 5 |
| • Magistrate | 164 | • Station 2 - Bethel FD | 40 |
| • NC DOT | 12 | • Station 3 - Hertford FD | 49 |
| • NC Forestry | 14 | • Station 4 - Belvidere FD | 13 |
| • NC Probation | 2 | • Station 6 - Winfall FD | 30 |
| • NC SHP | 121 | • Station 7 - Inter-County FD | 57 |
| • NC Wildlife | 11 | • Station 8 - Durants Neck | 12 |
| • Nightingale | 1 | • Winfall PubWks | 1 |
| • Pasq EMS | 4 | | |
| • Perq DSS | 17 | | |

| | | | |
|-------------------|-----|-------------------------------|------|
| • Chowan EMS | 8 | • Perq EMS | 799 |
| • Eastcare | 0 | • Perq FM | 0 |
| • Perq EM | 50 | • Perq SO | 4396 |
| • Gates EMS | 0 | • Perq Water | 4 |
| • Hertford PubWks | 12 | • Perq WaterRescue | 8 |
| • Magistrate | 178 | • Station 2 - Bethel FD | 35 |
| • NC DOT | 12 | • Station 3 - Hertford FD | 53 |
| • NC Forestry | 8 | • Station 4 - Belvidere FD | 20 |
| • NC Probation | 0 | • Station 6 - Winfall FD | 35 |
| • NC SHP | 113 | • Station 7 - Inter-County FD | 41 |
| • NC Wildlife | 2 | • Station 8 - Durants Neck | 15 |
| • Nightingale | 7 | • Winfall PubWks | 5 |
| • Pasq EMS | 1 | | |
| • Perq DSS | 25 | | |

| | | | |
|-------------------|-----|-------------------------------|------|
| • Chowan EMS | 6 | • Perq EMS | 837 |
| • Eastcare | 3 | • Perq FM | 0 |
| • Perq EM | 63 | • Perq SO | 3837 |
| • Gates EMS | 0 | • Perq Water | 1 |
| • Hertford PubWks | 22 | • Perq WaterRescue | 8 |
| • Magistrate | 180 | • Station 2 - Bethel FD | 38 |
| • NC DOT | 13 | • Station 3 - Hertford FD | 78 |
| • NC Forestry | 5 | • Station 4 - Belvidere FD | 24 |
| • NC Probation | 0 | • Station 6 - Winfall FD | 49 |
| • NC SHP | 147 | • Station 7 - Inter-County FD | 58 |
| • NC Wildlife | 10 | • Station 8 - Durants Neck | 12 |
| • Nightingale | 5 | • Winfall PubWks | 1 |
| • Pasq EMS | 5 | | |
| • Perq DSS | 20 | | |



- Rapid SOS now owns IamResponding (IAR)
- Responders can now see:
 - Incident Location
 - Call Type
 - Location is Mapped
- Adding a new feature in February:
 - IamResponding map will now be able to display the real-time location of the 911 caller if they called from a mobile device
 - Incident Location will still be marked with a Pin
 - Caller Location will continue to move, should a caller continue driving past an auto accident, for instance

| Meeting Dates/Time/Place/Agenda | |
|---------------------------------|--------------------------------------|
| July 22, 2021 | Town of Winfall (FD&PD) |
| October 21, 2021 | CANCELLED |
| January 27, 2022 | Town of Norfolk (FD) |
| April 28, 2022 | CANCELLED |
| July 28, 2022 | Perquimans Sheriff's Office |
| October 27, 2022 | Perquimans County Emergency Services |
| January 26, 2023 | Perquimans County Manager |
| April 27, 2023 | CANCELLED |
| July 27, 2023 | Inter-County VFD |
| October 26, 2023 | Dunn's Neck VFD |
| January 25, 2024 | Bethel VFD |
| July 25, 2024 | Belvidere VFD |
| October 24, 2024 | Town of Winfall |

Perquimans County 911 Communications Division Advisory Board Meeting

