

# AGENDA

All items are for discussion and possible action.  
Perquimans County Board of Commissioners  
Meeting Room at Perquimans County Library  
August 5, 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 2<sup>nd</sup> house on their property in Northlight subdivision (Woodville area). Therefore, the Board of Commissioners, acting as the Board of Adjustments will continue the Public Hearing from July 1, 2024 to hear public comments on their request. This will be an evidentiary hearing on August 5<sup>th</sup>, 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:**

1. June 3, 2024 Regular Meeting - June 17, 2024 Special Called Meeting - June 17, 2024 Regular Work Session Meeting (cancelled)
2. July 1, 2024 Regular Meeting - July 15, 2024 Regular Work Session (cancelled)

**B. Tax Refund Approvals**

**C. Personnel Matters:**

1. ~~Appointment: Income Maintenance II (4)~~ ★ Employee declined job offer
2. Appointment: Full-Time EMT (4)
3. Appointment: Part-Time/Fill-In AEMT (1)
4. Appointment: Part-Time/Fill-In EMT (2)
5. Appointment: Full-Time Certified Telecommunicator I (3)
6. Appointment: Part-Time/Fill-In Certified Telecommunicator II (1)
7. Appointment: Veterans Services Officer
8. Appointment: Data Manager for Center for Active Living
9. Resignation: Deputy Director of Board of Elections
10. Resignation: Athletic Program Supervisor
11. Resignation: Seasonal Tax Lister
12. Resignation: Veterans Services Officer
13. Termination: Income Maintenance Caseworker II
14. Removed from Roster: Part-Time/Fill-In EMT
15. Removed from Roster: Part-Time/Fill-In Paramedic (2)
16. Removed from Roster: Part-Time/Fill-In Certified Telecommunicator I

**D. Step Increases/Merit Increases**

1. Planning (1)
2. Telecommunications (1)
3. Social Services (6)
4. EMS (1)
5. Sheriff's Office (2)

**E. Budget Amendment Nos. 2 - 3**

**F. Board Appointments / Reappointments**

1. Reappointment: County Attorney
2. Appointment: Social Services Board

**G. Miscellaneous Documents**

1. Proclamation: Child Support Awareness Month
2. HCCBG Documentation for FY 2024-2025
3. Memorial Proclamation: Laura Elizabeth Cornelia Holley Hudson

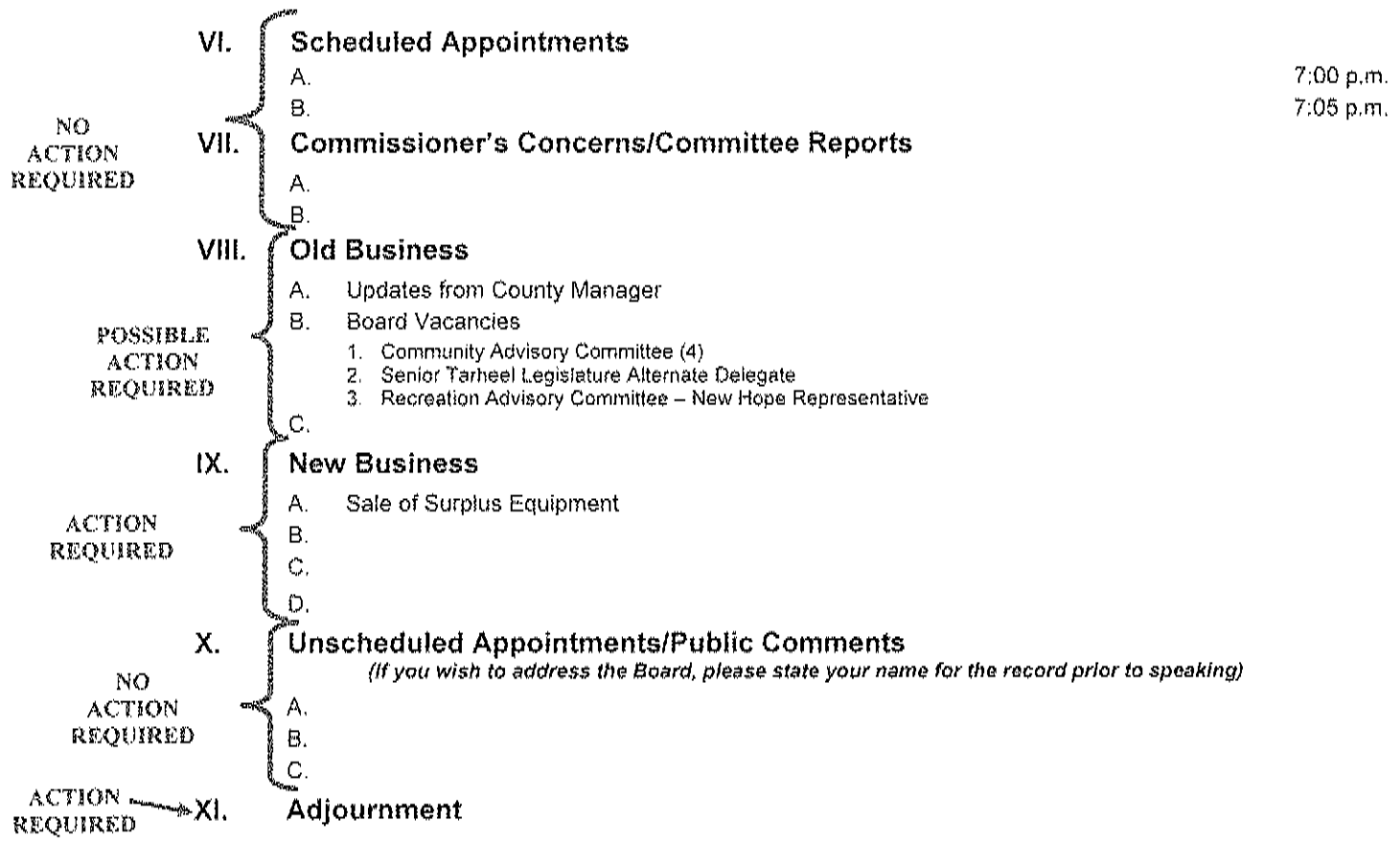
**V. Introduction of New Employees**

**A. Introduction of New Employee**

1. Angela Jordan, Social Services Director
2. Julie Solesbee, Emergency Services Director

**ACTION  
REQUIRED**

**NO  
ACTION  
REQUIRED**



**FOR INFORMATION ONLY:**

**DEPARTMENT HEAD REPORT:**

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

**COMMITTEE WRITTEN REPORTS:**

➤

**NOTES FROM THE COUNTY MANAGER**

**August 5, 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 2<sup>nd</sup> house on their property in Northlight subdivision (Woodville area). Therefore, the Board of Commissioners, acting as the Board of Adjustments will continue the Public Hearing from July 1, 2024 to hear public comments on their request. This will be an evidentiary hearing on August 5<sup>th</sup>, 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 introduction of new employees will be done:

1. **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 B	06/01/2024
Angela Jordan, Social Services Director	Jalisa Montague	IMC I working against IMC II	06/01/2024
Julie Solesbee, Assistant Emergency Services Director	Lauren Barner	Full-Time Non-Certified Telecommunicator	05/01/2024
Julie Solesbee, Assistant Emergency Services Director	Rhianna Tucker	Full-Time Non-Certified Telecommunicator	05/01/2024
Julie Solesbee, Assistant Emergency Services Director	Taylor R. Russell	Full-Time Certified Telecommunicator III	07/01/2024

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:** In May, 2024, 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.

IX.B. The County has adopted a resolution proclaiming the following vehicle as surplus equipment and to proceed to sell it on GovDeals. The bid period for the following surplus item with GovDeals will close on August 5, 2024 at 11:00 a.m. The Board will need to consider the sale of the following item that has been listed with GovDeals:

BUYER	ITEM	DATE SURPLUSED	START BID	SOLD AMOUNT
	2014 Dodge Charger, VIN #2C3CDXA1SEH348760	7/1/2024	\$500	

\*\*\*\*\*

**CONSENT AGENDA NOTES**

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

A. **Enclosures:** Approval of the following Minutes:

- June 3, 2024 Regular Meeting - June 17, 2024 Special Called Meeting - June 17, 2024 Regular Work Session Meeting (cancelled)
- July 1, 2024 Regular Meeting - July 15, 2024 Regular Work Session Meeting (cancelled)

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

C. **Enclosures:** Personnel Matters

★ Employee declined job offer →

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Tracy Norman	Income Maintenance Caseworker II	Appointment	63/4	\$26,354	08/05/2024
Kaelyn Melton	Full-Time EMT	Appointment	64/1	\$37,990	08/01/2024
Brooke Perry	Full-Time EMT	Appointment	64/1	\$37,990	08/01/2024
Corbin Nixon	Full-Time EMT	Appointment	64/1	\$37,990	08/01/2024
Brayden Clemens	Full-Time EMT	Appointment	64/1	\$37,990	08/01/2024
Amanda Diaz	Part-Time/Fill-In AEMT	Appointment	66/2	\$20.44/hr.	08/01/2024
Jasmine Ratcliff	Part-Time/Fill-In EMT	Appointment	64/1	\$18.26/hr.	08/01/2024
Logan Boyce	Part-Time/Fill-In EMT	Appointment	64/2	\$18.72/hr.	08/01/2024

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Lauren Barner	Full-Time Certified Telecommunications II	Appointment	64/5	\$41,884	08/01/2024
Courtney Langley	Full-Time Certified Telecommunications II	Appointment	64/1	\$41,884	08/01/2024
Rhianna Tucker	Full-Time Certified Telecommunications II	Appointment	64/1	\$41,884	08/01/2024
Herman Weiss	Part-Time/Fill-In Certified Telecommunications II	Appointment	66/9	\$24.24/hr.	08/01/2024
Ronald Stites	Veterans Services Officer	Appointment	n/g	\$8,458.36	08/01/2024
Erica Cartwright	Data Manager -- Center for Active Living	Appointment	60/5	\$35,123	08/19/2024
Erica Cartwright	Deputy Director -- Board of Elections	Resignation			08/19/2024
John A. Downum	Athletic Program Supervisor	Resignation			08/02/2024
Shellie Hurdle	Seasonal Tax Lister	Resignation			05/31/2024
John Preston Spear	Veterans Services Officer	Resignation			07/31/2024
Jalisa Montaque	Income Maintenance Caseworker II	Termination			07/18/2024
Brett Damron	Part-Time/Fill-In EMT	Removed from Roster			07/01/2024
Zack Hudgins	Part-Time/Fill-In Paramedic	Removed from Roster			07/01/2024
Martin Surface	Part-Time/Fill-In Paramedic	Removed from Roster			07/01/2024
Melissa Hand	Part-Time/Fill-In Certified Telecommunicator I	Removed from Roster			08/01/2024

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

Department Name	Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
County Manager	Rhonda Repanshek	Planner	78/4	\$75,722	07/01/2024*
Telecommunications	Morgan Story	TC-1	64/2	\$38,939	08/01/2024
Social Services	Corrine Brinkley	IMC II	63/2	\$37,264	08/01/2024
Social Services	Joelisa Drew	IMC II	63/2	\$37,264	08/01/2024
Social Services	Tiffany Maupin	IMC II	63/2	\$37,264	08/01/2024
Social Services	Julie Shreckengast	IMC III - Lead Worker	65/3	\$41,685	08/01/2024
Social Services	Brianna Williams	IMC II	63/1	\$36,354	08/01/2024
Social Services	Denise Stallings	Income Maintenance Technician	59/5	\$33,610	07/01/2024*
EMS	Chloe Schlmeyer	Full-Time EMT	64/1	\$37,990	07/01/2024*
Sheriff's Office	Damon Sizemore	Certified Deputy	68/6	\$51,197	08/01/2024
Sheriff's Office	William Wright	Certified Deputy	68/3	\$47,569	08/01/2024

\*Back dated due to missed merit increase previously.

E. **Enclosure:** Budget Amendment No. 2 - 3 is enclosed for your review and action.

F. **Enclosures:** The following Board reappointment will need Board consideration and action:

Name	Board/Committee	Action Taken	Term	Effective Date
High, Hackney	County Attorney	Reappointment	2 yrs.	08/01/2024
Leigh, Fondella	Social Services Board (1 <sup>st</sup> term)	Appointment	3 yrs.	08/01/2024

G. **Enclosures:** The following miscellaneous documents are being presented for Board consideration and action:

1. **Proclamation – Child Support Awareness Month:** Angela Jordan, Social Services Director, has forwarded a request for the Board to adopt the enclosed Proclamation proclaiming August, 2024 as Child Support Awareness Month. Board consideration and action is being requested.
2. **Home & Community Care Block Grant (HCCBG) Documentation for FY 2024-2025:** The enclosed contracts for the HCCBG will be presented for Board consideration and approval.
3. **Memorial Proclamation:** It was requested by Commissioner Hoffer to forward a Proclamation honoring the memory and service of Laura Elizabeth Cornelia Holley Hudson. The Proclamation was read at her funeral. This is for information purposes only.

**Perquimans County Board of Adjustment**

**A G E N D A**

**Regular Meeting**

**Monday, August 5, 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**
- **At the pleasure of the Chair, request any further testimony**
  
- **Continuation of deliberations from July 1<sup>st</sup> Board of Adjustment meeting and vote on 4 individual Findings**

**I. Business Item:**

- A. Continuation of Tabled 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(l) -- *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.*

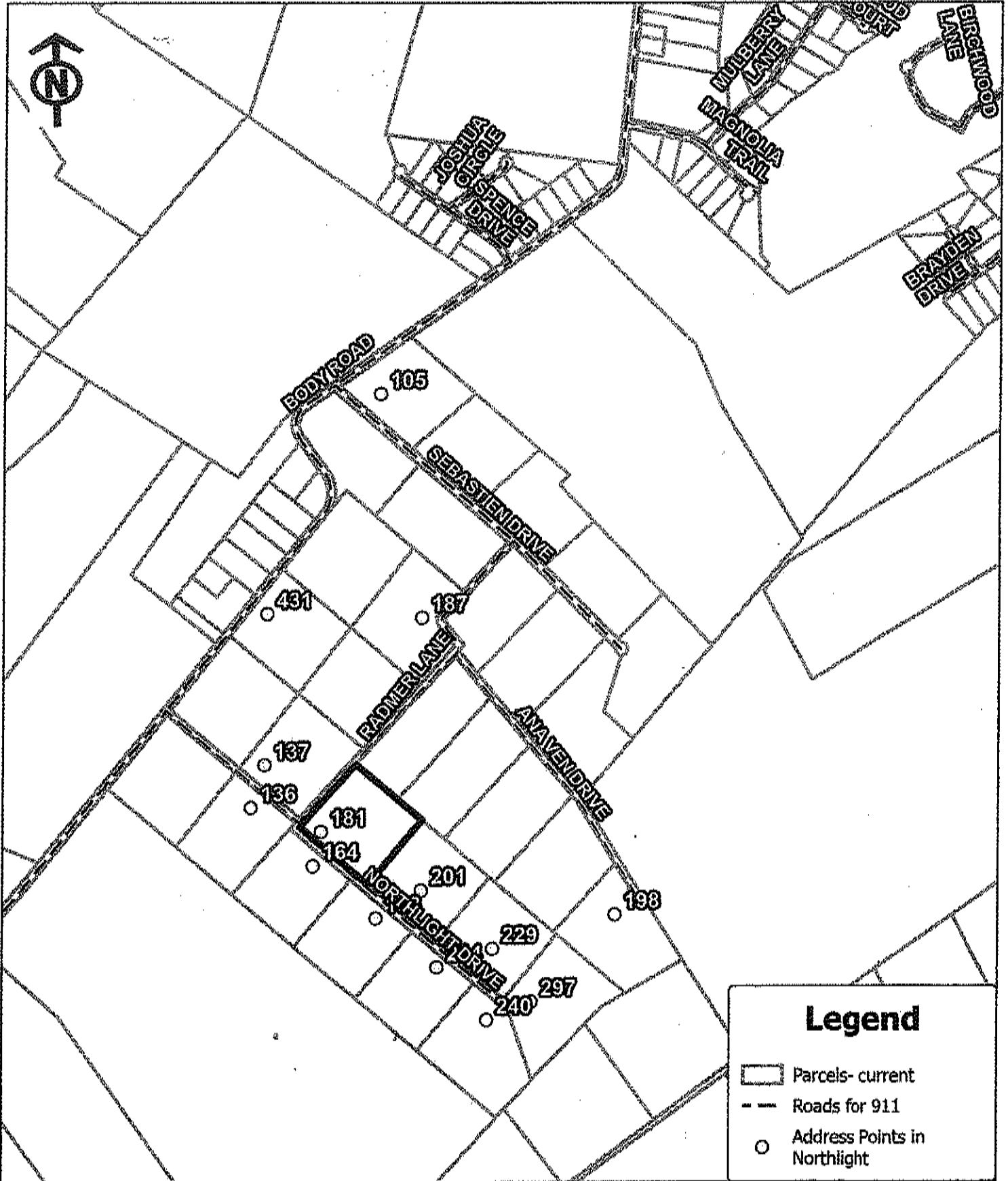
*(3) The hardship did not result from actions taken by the applicant or the property owner. The act of purchasing property with knowledge that circumstances exist that may justify the granting of a variance shall not be regarded as a self-created hardship.*

*(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: <u>5-6-2024</u>	Fees received: <u>5-6-2024</u>
Date completed: <u>5-30-2024</u>	Confirmed by: _____
Subject Property Tax Map No(s): _____	
<u>4-2036-0016-NL</u>	
Case No. <u>(ZVA/NZV-24-01)</u>	



Property Owner(s)	Applicant (if different than owner)
Name(s): <u>Johnie &amp; Regina Moses</u>	Name: _____
Address: <u>181 Northlight Dr. Hertford, NC 27944</u>	Address: _____
Phone Number(s): <u>252-562-3007 / 252-674-4818</u>	Phone number(s): _____
Email: <u>tenderyears1999@gmail.com</u>	Email: _____

LEGAL RELATIONSHIP OF APPLICANT TO OWNER: Same



Address for which a Variance is requested: 181 Northlight Dr. Hertford, NC 27944

Tax Parcel Map No(s): 4-2036-0016-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 Badmer 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 Moses 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 M Property Owner Signature: Johnie M  
 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

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

Use an additional sheet of paper if necessary.



# Variance Request Application

Case No. ZVAYNZV-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*

<sup>one</sup> ~~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.

<sup>one</sup> ~~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.

*John Mose & Regina Mose*  
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.



Case No. ZVA-24-01

Owner's Authorization for Agent

NOTE: IF THE APPLICANT REQUESTING DEVELOPMENT APPROVALS OR PERMITS FOR A PARTICULAR PIECE OF PROPERTY IS NOT THE ACTUAL OWNER OF THE PROPERTY, THE ACTUAL OWNER MUST COMPLETE THIS FORM. IF THE PERSON WHO IS REQUESTING THE APPLICATION IS THE OWNER, PLEASE DISREGARD THIS FORM.

I am/We are the owner(s) of the property located at Johnie & Regina Moser 181 Northlight Dr. Hertford <sup>NC</sup> 27944

I/We HEREBY AUTHORIZE Johnie Moser TO ACT ON MY/OUR BEHALF to appear with my/our consent before the Perquimans County Board of Commissioners and Planning Board in order to request approval(s) for development and/or use of those lands described within the attached application, and as described in the attached deed or other such proof of ownership as may be required, or other action pursuant to one or more of the following:

- Rezoning Request      Administrative Appeal
- Special Use Permit      Conditional Zoning District
- Non-Zoning Variance      Zoning Variance

I authorize you to advertise and present this matter in my/our name as the owner of the property. If there are any questions, you may contact me/us at address 181 Northlight Dr. Hertford NC 27944 or by telephone at 252-562-3002.

BY: Johnie L Moser  
Signature of Owner

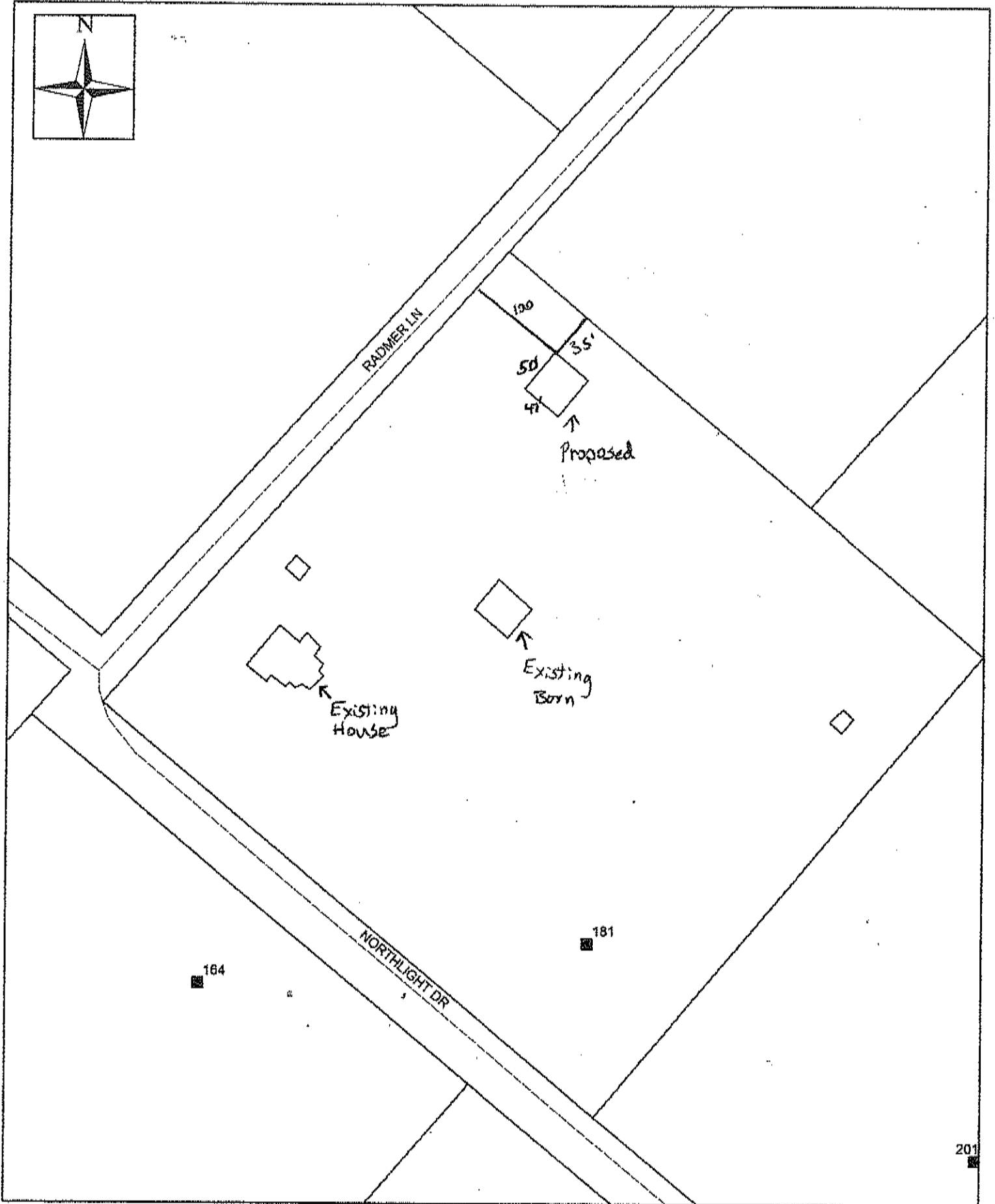
Johnie L. Moser    252-562-3002  
Print Name    Telephone Number

Regina A Moser  
Signature of Owner

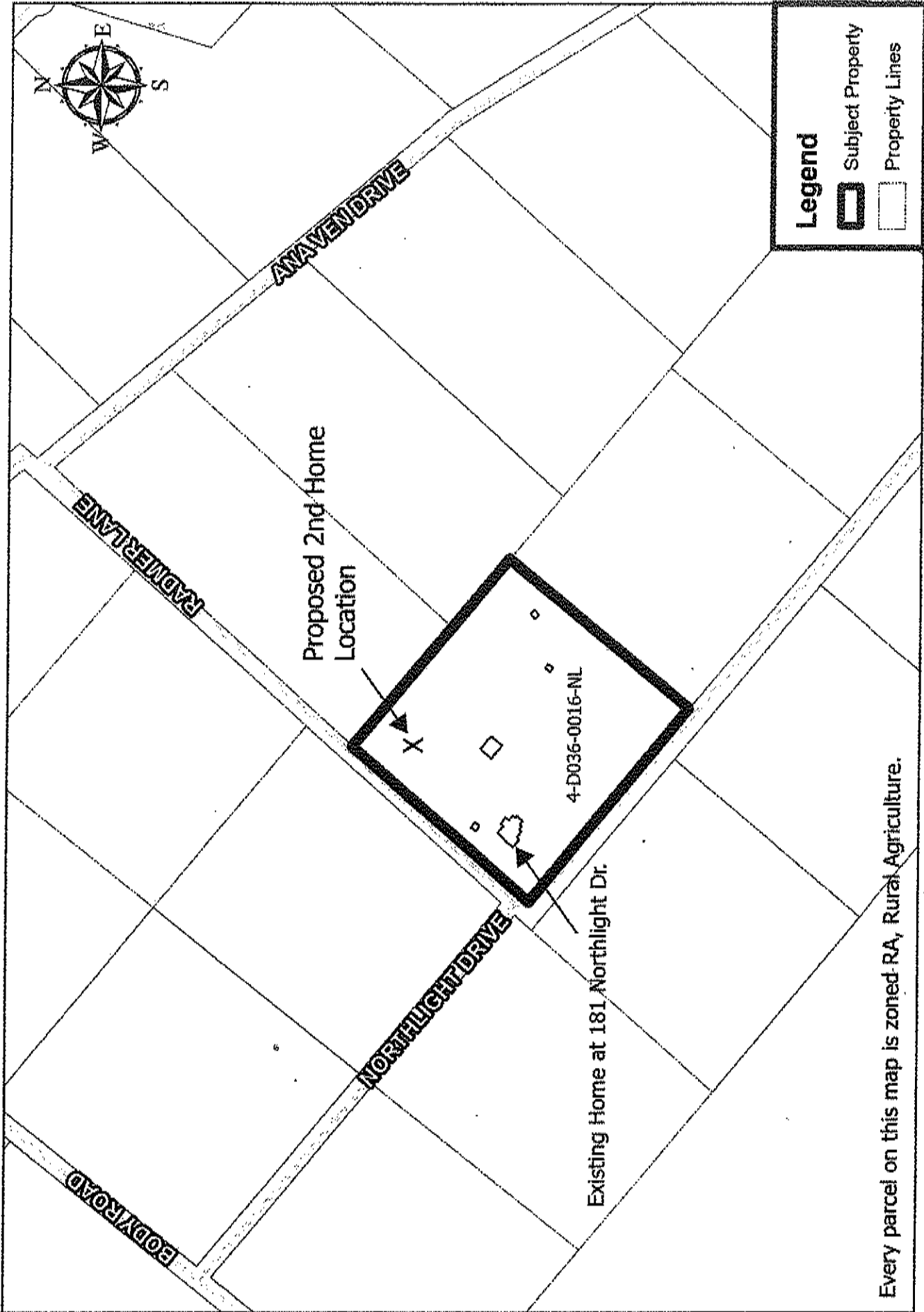
Regina A. Moser    252-669-4818  
Print Name    Telephone Number

Sworn to and subscribed before me, this the 29 day of April, 2024.  
Notary Public Juanita W James <sup>Juanita W James</sup> County of Perquimans  
State of North Carolina  
My commission expires: January 4, 2028 Mamita W James

**JUANITA W JAMES**  
Notary Public, North Carolina  
Perquimans County  
My Commission Expires  
January 04, 2028







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.

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):  
Minoski, Joseph James ----- \$118.61  
Vehicle sold. 7-month refund. Account No. 74094330.

Tax Releases (Perquimans County):  
Ears, 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.

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	63/1	\$38,543	06/01/2024
Ben Speath	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 Meads	Part-Time/Fill-In Paramedic	Resignation			05/31/2024
Sean Tripp	Full-Time Paramedic	Resignation			05/22/2024
Logan Hogge	Part-Time/Fill-In Telecommunicator I	Removed from Roster			06/14/2024
Brandon Melton	Full-Time Certified Telecommunicator III	Resignation			05/17/2024
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 Goho	Full-Time Telecommunicator I	64/3	\$38,726	06/01/2024
Louis Egson	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		550
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:

1. The following described personal property is hereby declared to be surplus to the needs of the County:

Monitors approaching and/or exceeding vehicles speed:  
Serial Numbers: PN0897, RN12006, RN08499, RN8498

In car law enforcement cameras:  
Serial Numbers: WGA00480-101, WGA00496, WGA0037

2. 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.

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

4. The County Manager, in accordance with State law, shall cause a summary of this resolution to be 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 3<sup>rd</sup> day of June, 2024.

Wallace E. Nelson, Chairman  
Perquimans County Board of Commissioners

ATTEST:

SEAL

Mary P. Hunnicutt, 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 combined with a Program Agreement submitted in NC Allies and electronically signed by authorized officials

#	Program Provider	DPS- JCPC Funding	LOCAL FUNDING			OTHER		Total	% Non-DPS/JCPC Program Revenues
			County Cash Match	Local Cash Match	Local In-Kind	State/Federal	Other Funds		
1	Perquimans County Schools- Teen Court, Community Service Restitution, SYOP	\$77,485			58,820			\$136,305	10%
2									
3	TOTALS:	\$77,485			58,820			\$136,305	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 Unexpended funds \_\_\_\_\_  
 Amount of funds reverted back to DPB \_\_\_\_\_  
 Discretionary Funds Actual \_\_\_\_\_

Shelby White 6/30/2024  
 Chairperson, Juvenile Crime Prevention Council (Date)

Check type	Initial plan	Update	Final
---DPS Use Only---			
Received by _____	Area Consultant	Date	
Reviewed by _____	Area Consultant	Date	
Verified by _____	Area Consultant	Date	
	Designated State Office Staff	Date	

Tracy Anderson 6/30/2024  
 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?

Person 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.

Juvenile Crime Prevention Council Certification Standards

Instructions: N.C.G.S. § 14313B-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	Eva Anderson	Court Counselor Supervisor		b	f
6) Director, Local Management Entity/Managed Care Organization (LME/MCO), or designee	Yolanda Bowers	System of Care Coordinator, Trifinium	<input checked="" type="checkbox"/>	b	f
7) Director DSS or designee	Kanisha Morcer	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 Hoeller	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 Beheer	Attorney		w	m
15) Chief District Judge or designee	Hon. Meander 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	Albenark HopeLine		Hispanic/Latino	f
19) Representative/Parks and Rec.	Howard Williams	Director		w	m
20) County Commissioner appointee	Dr. Kauka 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	Shutasha Miller	Youth Development Coordinator		b	F
26) County Commissioner appointee	Tammy Miller-White	Community Member		b	F

- c. **23-25 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 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 approved by the Board:

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

ENTITY NAME: Perquimans County  
 UNIT'S RETIREMENT SYSTEM (LCERS) I.D. NUMBER(S): 97201  
 MAILING ADDRESS: P.O. Box 45  
 CITY: Hartford ZIP CODE: 27944  
 NAME OF PERSON TO RECEIVE REPORT:  Mr.  Ms. (choose one) Tracy Matthews  
 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	
<b>Base Fee</b>	<b>Base Fee</b>
• 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 +
<b>Per Participant Fee</b>	
• Less than 50 total active and retired participants	\$5.00
• 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 discreetly 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 accrued answering auditor questions.

Authorized Signature \_\_\_\_\_ Signed this 3<sup>rd</sup> day of June, 2024.

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

**INFORMATION COLLECTION CHECKLIST FOR OPEB REQUEST**

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

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

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.

- (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.
- (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.
- (2a) A copy of the OPEB plan provisions related to the plan is included with the submission.
- (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 OPEB plan benefit eligibility conditions and/or cost-sharing information.
  - No – We will use the same OPEB plan provisions summarized in your last report.
- (3) Medical coverage summaries (co-pays, deductibles, etc.) for the most recent 2 years.
- (4) Premium rates and the effective dates for the most recent 2 years for each benefit, coverage tier and group.
- (5) Please refer to Item 5 in the "Memorandum and Explanation of Items Requested" document for an explanation of fully-insured and self-insured benefits. Check the appropriate boxes below for your plan.

For Pre-Medicare:  Fully Insured  Self-Insured  
 Other, please explain: \_\_\_\_\_

For Medicare:  Fully Insured  Self-Insured  
 Other, please explain: \_\_\_\_\_

INFORMATION COLLECTION CHECKLIST FOR OPEB REQUEST  
 (CONTINUED)

- (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 [NCOPEB@CavanaughConsulting.com](mailto:NCOPEB@CavanaughConsulting.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 [NCOPEB@CavanaughConsulting.com](mailto:NCOPEB@CavanaughConsulting.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 Mathews Phone: (252) 426-8484  
 E-mail: tracymathews@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 Polumbo*	EMS	EMS Compliance Officer/Paramedic	3 years	06/01/2024
Quinton Jordan, Jr.	Sheriff's Office	Certified Deputy	20 years	06/01/2024
*Ms. Polumbo was unable to attend tonight's meeting, but County Manager Heath presented her with her certificate & gift earlier today.				

B. Introduction of New Employee:

1. 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 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 3<sup>rd</sup> 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 Whitall.
- **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 3, 2024

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 2024-2025. 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 2024-2025.

**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 \$25.2 million. That's almost \$1.74 million dollars more than anticipated revenues for the upcoming fiscal year. The tax rate would have to be 9 cents higher to fully fund all requests of Perquimans County for the next year.

Due to the 2024 general revaluation of real property, total taxable value increased from \$1,439,705,262 to \$2,011,226,661 or 39.69%. Budgeted sales tax revenues are expected to increase by over \$400,000 from last year's budgeted amount. I project that we're going to use around \$1 million out of fund balance appropriation for the fiscal year 23/24 budget. The proposed FY 24/25 budget allocates \$1,350,000 out of 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. Despite these investments and due to the increase in total value from the revaluation, the proposed tax rate for fiscal year 24-25 will decrease to 52 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 \$23,472,079 for 2024-2025, an increase of \$324,461 from the current year's amended budget of \$23,796,540.

**General Fund Revenues**

Property taxes account for most of the 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 \$400,000 compared to last year's budgeted amount, for a total of \$2,800,000.

\$630,000 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 \$105,000 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 \$260,000 this year, a decrease of \$190,000. Expected Land Transfer Tax revenues in FY 2024-25 are \$950,000.

**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 24-25</u>	<u>% of Total GF</u>
Perquimans County Schools	\$5,051,603	22%
Emergency Medical Services	\$3,233,579	14%
Social Services	\$3,207,015	14%
Sheriff	\$2,723,703	12%

**School Funding**

As presented by the Board of Education and school staff earlier this spring, the Perquimans County School System has requested \$3,781,157 for school current expense, an increase of \$391,611 over last year's County appropriation of \$3,389,546. This represents a 12% requested increase from the previous fiscal year's budget allocation. The local current expense requested increase centers mostly around additional personnel and benefit costs.

The proposed FY 2024-25 County budget increases the local current expense budget by \$210,454 to \$3,600,000. The increase focuses on two High School Math teaching positions and one High School Language Arts position; as well as 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; \$615,000.

**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 baiting 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 \$9212 per employee per year. This amount includes a projected 5% 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, Cnsey White- Human Resources and Bill Jennings and Kim Bryn of the Tax Office, for their assistance and guidance in this process. I'd especially like to thank Finance Officer Tracy Matthews. 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 Hoffer:** Mr. Hoffer informed the Board that there was going to be a Juneteenth Celebration on June 15<sup>th</sup> 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](http://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 you for the event.
- **Economic Development Partnership of North Carolina:** Chairman Nelson and County Manager Heath 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 \$4.0 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 Legislative 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 Legislative Advisory Board. We will continue to advertise these appointments on the County website.

### SALE OF SURPLUS VEHICLES

County Manager Heath reported that the Board adopted a resolution on May 8, 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 Murdie	1999 Ford Ranger, VIN #1FTYR14V7XTA49273	5/6/2024	\$500	\$956.25
Kenneth Bond	2003 Ford Ranger, VIN #1FTYR14V73PA20733	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:



May 24, 2024  
 Rhonda Repanshek  
 Perquimans County Planner  
 104 Dobbs St. / P.O. Box 46  
 Hartwood, NC 27534

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 platist 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*  
 Tim R. Newell, P.L.A., A.S.T.A.  
 Rivers and Associates  
 c/o Bruce Evans, Sr.  
 Atlantic Marine Construction

516 Tenth Place E • 553 E 5th Street (near State 950) • Raleigh, NC 27609 • Phone: 919-592-1020  
 FEDERAL TAX ID: 61-0335 www.riversandassociates.com NC0000146100 0-012

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 stated that he had seen on the MLS site that the project was for sale. Mr. Heath asked if this was true. 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. There being no further questions or discussion, T. Kyle Jones made a motion to approve 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 Gramby	Tax Clerk – Collections	61/5	\$35,635	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 9<sup>th</sup> 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

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Clerk to the Board

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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. Hoffler  
T. Kyle Jones 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 twenty-eight (28) 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 signup sheet and stated that no one had sent written comments:

- > Ronald 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 had higher revaluation rates which would make 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. Hoffler, seconded by James W. Ward, the Board unanimously approved the Agenda.

RESOLUTION RECOGNIZING & APPROVING THE PERQUIMANS COUNTY OFFICIAL AMERICA 25 NC COMMITTEE

Chairman Nelson recognized Lyn Winslow, III who presented a request to adopt a resolution to recognize and approve the Perquimans County America 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 250<sup>th</sup> 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 sesquicentennial (AMERICA 250 NC).

WHEREAS, Roy Cooper, Governor of North Carolina created AMERICA 250 NC to plan, encourage, develop, and coordinate the commemoration of the 250<sup>th</sup> 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 17<sup>th</sup> day of June, 2024

Wallace E. Nelson, Chairman

ATTESTED:

Mary P. Hinnicant, 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 Scheidler	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	9,075	
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	
10-450-451	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	
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	
10-450-280	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	
10-511-020	Dispatch - FT Salaries	14,000	
10-511-030	Dispatch - PT Salaries	16,000	
10-511-110	Dispatch - Telephone/Postage	4,000	

BUDGET AMENDMENT NO. 36 (CONTINUED)  
GENERAL FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
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	FM - 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	
10-592-460	EMS - Medical Supplies	3,000	
10-360-000	Ambulance Fees	8,000	
10-600-040	ME - Professional Services	8,000	
10-301-002	Ad Valorem Taxes Prior Year	16,030	
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 - PARTP	38,030	
10-685-742	Recreation - PARTP	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 12<sup>th</sup> 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 properly, 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

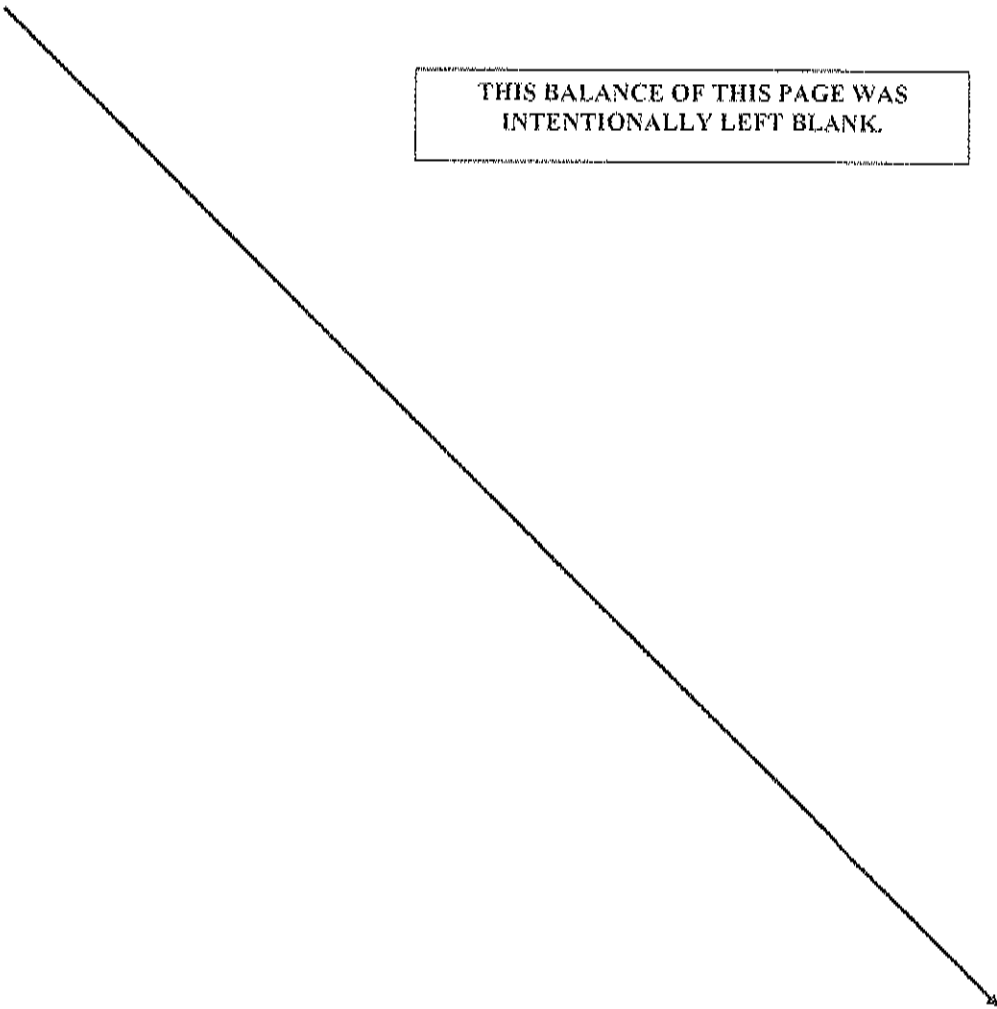
There being no further comments or business to discuss, the Special Called Meeting was adjourned at 7:25 p.m. on motion made by James W. Ward, seconded by Timothy J. Corprew and unanimously approved by the Board. Chairman Nelson stated that the Regular Work Session scheduled for tonight was cancelled.

\_\_\_\_\_  
Wallace E. Nelson, Chairman

\_\_\_\_\_  
Clerk to the Board

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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	604,996
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
<b>TOTAL GENERAL FUND</b>	<b>\$ 23,502,079</b>

**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	\$ 10,864,627
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	280,000

PERQUIMANS COUNTY  
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	162,560
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

<b>Fund Balance Appropriated</b>	<b>\$ 1,380,000</b>
<b>TOTAL GENERAL FUND:</b>	<b>\$ 23,502,079</b>

**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
<b>TOTAL WATER SYSTEM FUND</b>	<b>\$ 2,659,900</b>

**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	80,000
Rent: Towers	5,400
Miscellaneous	2,000
Water Improvement Fund	7,500
Fund Balance Appropriated	0
<b>TOTAL WATER SYSTEM FUND</b>	<b>\$ 2,659,900</b>

**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
<b>TOTAL SOLID WASTE FUND</b>	<b>\$ 1,305,250</b>

**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
<b>TOTAL SOLID WASTE FUND</b>	<b>\$ 1,305,250</b>

**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.

<u>Reserve for Revaluation</u>	\$ 32,250
<b>TOTAL REVALUATION FUND</b>	<b>\$ 32,250</b>

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.

<u>Investment Earnings</u>	\$ 250
<u>Transfer from General Fund</u>	35,000
<b>TOTAL REVALUATION FUND</b>	<b>\$ 35,250</b>

**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.

<u>Administration &amp; Maintenance</u>	\$ 15,860
<u>District Attorney Office Expense</u>	14,140
<u>Fine &amp; Forfeitures</u>	105,000
<b>TOTAL COURT FACILITIES</b>	<b>\$ 135,000</b>

**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.

<u>Facility Fees</u>	\$ 30,000
<u>Fines &amp; Forfeiture Fees</u>	105,000
<b>TOTAL COURT FACILITIES</b>	<b>\$ 135,000</b>

**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.

<u>Professional Services &amp; Expenses</u>	\$ 101,600
<b>TOTAL ECONOMIC DEVELOPMENT</b>	<b>\$ 101,600</b>

**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.

<u>Fund Balance Appropriated</u>	\$ 101,500
<u>Investment Earnings</u>	100
<b>TOTAL ECONOMIC DEVELOPMENT</b>	<b>\$ 101,600</b>

**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.

<u>Promotions, Marketing, Operating Expenses</u>	\$ 97,328
<u>Fireworks Contribution</u>	1,500
<b>TOTAL TOURISM DEVELOPMENT</b>	<b>\$ 98,828</b>

**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.

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

**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.

<u>Cybersecurity Initiative</u>	\$ 24,000
<u>Operating Expenses</u>	307,131
<b>TOTAL EMERGENCY TELEPHONE FUND</b>	<b>\$ 331,131</b>

**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.

<u>Cybersecurity Initiative</u>	\$ 24,000
<u>Emergency 911 Fee</u>	307,131
<b>TOTAL EMERGENCY TELEPHONE FUND</b>	<b>\$ 331,131</b>

**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.

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

**PERQUIMANS COUNTY  
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
<b>TOTAL COUNTY CONSTRUCTION FUND</b>	<b>\$ 50,000</b>

**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
<b>TOTAL OPIOID SETTLEMENT FUND</b>	<b>\$ 89,339</b>

**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
<b>TOTAL EMERGENCY TELEPHONE FUND</b>	<b>\$ 89,339</b>

**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

**FEE SCHEDULE**  
**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 Inspections**Construction 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
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L.P. & Natural Gas Fees

Minimum Fee	\$50.00
Per Gas Outlet	\$5.00

Sign Fees

Free Standing	\$50.00
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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

**FEE SCHEDULE (CONTINUED)**  
**FY 24-25**

2nd Negligence	\$100.00
Re-Inspection	\$50.00
Certificate of Occupancy/ Certificate of Completion	\$100.00
<b><u>Junk Car &amp; Trash Administration</u></b>	\$75.00

**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	\$546.30
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	\$544.25
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 Fees**

**Rental 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 hrs 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 Deeds**

**All Instruments (Except Deeds of Trust)**

Pages 1-15	\$26.00
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**FEE SCHEDULE (CONTINUED)**  
FY 24-25

Each additional page thereafter	\$4.00
Multi-Instrument	\$10.00
<u>Deed of Trust 1st thru 35th Page</u>	\$64.00
Each additional page	\$4.00
<u>UCC</u>	
1 to 2 pages	\$38.00
3 to 10 pages	\$45.00
Over 10 pages <i>(Plus \$2 per page over 10)</i>	
Search per name	\$30.00
<i>Copy per page</i>	\$2.00
<u>Plats</u>	
1st page	\$21.00
Each additional page	\$21.00
<u>DOT 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 &amp; 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
<b>Tax Department</b>	
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

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

<u>Desk printer</u>	
Entire County parcels with aerial images and ownership information	\$200.00
<i>(Available on CD &amp; ZIP drive)</i>	
Individual Layers	\$50.00 first layer
	\$25.00 each additional layer
<u>Individual Plotter Maps</u>	
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

**FEE SCHEDULE (CONTINUED)**  
**FY 24-25**

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 Department**

Rate 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
Special Use Permit	\$300.00 + atty. & eng. Fees, 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



**FEE SCHEDULE (CONTINUED)**  
**FY 24-25**

Wireless Telecommunication Facility (eligible facilities request applications processed per NCGS 160D-934)	County fee of \$500.00
	+Minimum consultant cost of \$1,000.00
	+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 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.

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*\*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.*

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**Fire Marshal's Office**

Construction 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 inspection schedule. Thirty (30) days following the initial fire inspection, a re-inspection shall be conducted by the fire official. If all violations of the fire code have been corrected, no fee shall be imposed. If all violations of the fire code have not been corrected (or a reasonable attempt to correct has not been made), a second notice to comply shall be issued and a fee of \$50.00 shall be imposed. Seven (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 been corrected, a final notice shall be issued 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 for a re-inspection. If all violations have not 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 to comply. After seven (7) additional days, if violations and fees have not been satisfied, the fire inspector shall initiate criminal proceedings, if necessary, in order to bring the establishment into compliance with the NC Fire Code.*

**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
<b>TOTAL COUNTY CONSTRUCTION FUND</b>	<b>\$ 50,000</b>

**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
<b>TOTAL COUNTY CONSTRUCTION FUND</b>	<b>\$ 50,000</b>

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Wallace E. Nelson, Chairman  
Perquimans Co. 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 required funds needed for the School Construction Project and for the other 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
<b>TOTAL CAPITAL RESERVE/LAND TRANSFER TAX</b>	<b>\$ 960,000</b>

**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
<b>TOTAL CAPITAL RESERVE/LAND TRANSFER TAX</b>	<b>\$ 960,000</b>

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Wallace E. Nelson, Chairman  
Perquimans Co. 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>	<u>\$ 21,257</u>
<b>TOTAL ARPA Funds</b>	<b><u>\$ 21,257</u></b>

**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>	<u>\$ 21,257</u>
<b>TOTAL ARPA Funds</b>	<b><u>\$ 21,257</u></b>

\_\_\_\_\_  
Wallace E. Nelson, Chairman  
Perquimans Co. 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>	<u>\$ 89,339</u>
<b>TOTAL Opioid Settlement Funds</b>	<b><u>\$ 89,339</u></b>

**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>	<u>\$ 500</u>
<u>Opioid Settlement Fund</u>	<u>\$ 88,839</u>
<b>TOTAL Opioid Settlement Funds</b>	<b><u>\$ 89,339</u></b>

\_\_\_\_\_  
Wallace E. Nelson, Chairman  
Perquimans Co. 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.

General Assembly - Intermediate School	\$ 5,000,000
<b>TOTAL School Construction Funds</b>	<b>\$ 5,000,000</b>

**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.

Intermediate School	\$ 5,000,000
<b>TOTAL School Construction Funds</b>	<b>\$ 5,000,000</b>

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

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WORK SESSION

June 17, 2024

7:00 p.m.

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

\*\*\*\*\*

IV.A.2. - Page 1  
**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>	\$ 5,000,000
<b>TOTAL School Construction Funds</b>	<b>\$ 5,000,000</b>

**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>	\$ 5,000,000
<b>TOTAL School Construction Funds</b>	<b>\$ 5,000,000</b>

Wallace E. Nelson, Chairman  
 Perquimans Co. 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.

\*\*\*\*\*

**REGULAR MEETING**  
 July 1 2024  
 7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, July 1, 2024, at 7:00 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944. Prior to this Regular Meeting, the Board of Commissioners convened the Board of Adjustment to hear a case to consider a Zoning Variance ZVA-24-01, requested by John and Regina Moser. The Planning Department prepared the Minutes for this hearing which was continued until August 5, 2024.

**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 Jones 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. Charles Woodard 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. He notified the Board that Mary Hunnicutt, Clerk to the Board, had requested that the approval of the June Minutes be removed from the Agenda and tabled till next month's meeting. Charles Woodard made a motion to approve the Consent Agenda as presented with the approval of the June Minutes being tabled till August meeting. The motion was seconded by Joseph W. Hoffer and unanimously approved by the Board.

**1. Solid Waste Fee Release Approval:**

Solid Waste Fee Release:

Truesdale, Jean K. ----- \$15,840.00  
 Due to a clerical error, 100 Solid Waste fees entered in error. Should have only been one. Account No. 491237.

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

Employee Name	Employee Job Title	Action Required	Grade of 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/CAI Assistant	Resignation			07/01/2024
Marieny Garcia	IMC II - Food & Nutrition Services	Resignation			06/30/2024
Chloe Schlmeyer	Full-Time EMT	Resignation			08/01/2024
Tara Fowler	Part-Time/Fill-In Paramedic	Removed from Roster			06/06/2024
Brian Hickman	Part-Time/Fill-In Paramedic	Removed from Roster			06/06/2024

3. Step/Merit Increases:

Employee Name	Classification	Grade/ Step	New Salary	Effective Date
<b>TELECOMMUNICATIONS</b>				
Colleen McDonald	PT/FI TC-1	64/1	\$18.26/hr.	07/01/2024
Makayla Jones	PT/FI TC-1	64/1	\$18.26/hr.	07/01/2024
<b>COUNTY MANAGER</b>				
Helen Hunter	Deputy Finance Officer	64/13	\$50,910	07/01/2024
Tracy Mathews	Finance Officer	78/13	\$94,287	07/01/2024
Trevor Miles	Planning Assistant	61/8	\$45,303	07/01/2024
Casey White	Human Resources Coordinator	68/1	\$45,303	07/01/2024
<b>SOCIAL SERVICES</b>				
Kanisha Mercer	Social Work Supervisor III	73/2	\$57,870	07/01/2024
<b>EMERGENCY MEDICAL SERVICES</b>				
Nicole Anderson	Paramedic I	68/6	\$24.61/hr.	07/01/2024
Clifton Beaman	Paramedic Shift Supervisor	72/7	\$30.07/hr.	07/01/2024
Bethany Buttram	Paramedic/MIH Coordinator	72/7	\$30.07/hr.	07/01/2024
Sonia Davenport	AEMT II	67/10	\$25.97/hr.	07/01/2024
Gary Wayne Jordan	Paramedic Shift Supervisor	72/7	\$30.07/hr.	07/01/2024
Morgan Lilly	AEMT I	66/4	\$21.47/hr.	07/01/2024
Heather Miller	Paramedic Shift Supervisor	72/6	\$29.35/hr.	07/01/2024
William 'Rob' Mitchell	Paramedic II	69/6	\$25.72/hr.	07/01/2024
Jonathan Nixon	Emergency Services Director	80/16	\$110,818	07/01/2024
Alyssa Polumbo	Paramedic/Compliance Officer	72/5	\$28.64/hr.	07/01/2024
Julie Solesbee	Assistant Emergency Services Director	76/16	\$92,927	07/01/2024
Robert Watkins	Paramedic Shift Supervisor	72/4	\$27.96/hr.	07/01/2024
James Wheeler	Paramedic I	68/5	\$24.01/hr.	07/01/2024
Jessica White	Paramedic II	69/5	\$25.09/hr.	07/01/2024
Tonya Ayers	PT Paramedic II	69/3	\$23.90/hr.	07/01/2024
Brian Brown	PT Paramedic II	69/2	\$23.33/hr.	07/01/2024
Hazelene Byrum	PT AEMT I	66/7	\$23.09/hr.	07/01/2024
Lainey Chappel	PT EMT	64/1	\$18.26/hr.	07/01/2024
Brayden Clemens	PT EMT	64/1	\$18.26/hr.	07/01/2024
TyRee Hughes	PT EMT	64/1	\$18.26/hr.	07/01/2024
Andrew Jones	PT EMT	64/1	\$18.26/hr.	07/01/2024
Kerry Lahr	PT EMT	64/1	\$18.26/hr.	07/01/2024
Tabitha Martin	PT EMT	64/1	\$18.26/hr.	07/01/2024
Kristin Jennings	PT AEMT I	66/2	\$20.44/hr.	07/01/2024
Nathan McCueen	PT EMT	64/1	\$18.26/hr.	07/01/2024
Walter Meads	PT Paramedic I	68/7	\$25.21/hr.	07/01/2024
Mark Montgomery	PT AEMT I	66/2	\$20.44/hr.	07/01/2024
Corbin Nixon	PT EMT	64/1	\$18.26/hr.	07/01/2024
Brian Paul, Jr.	PT AEMT II	67/4	\$22.43/hr.	07/01/2024
Brooke Perry	PT EMT	64/1	\$18.26/hr.	07/01/2024
Alexander Ross	PT Paramedic I	68/2	\$22.33/hr.	07/01/2024
Heidi Russell	PT EMT	64/3	\$19.18/hr.	07/01/2024
Mark Symons	PT EMT	64/5	\$20.14/hr.	07/01/2024
Charles vonRosenberg	PT EMT	64/1	\$18.26/hr.	07/01/2024
John vonRosenberg	PT Paramedic II	68/3	\$22.87/hr.	07/01/2024
Lisa Whidbee	PT AEMT II	66/5	\$21.99/hr.	07/01/2024
Lindsay Winslow	PT EMT	64/2	\$18.72/hr.	07/01/2024
Sophia Wright	PT EMT	64/1	\$18.26/hr.	07/01/2024
William Wright	PT EMT	64/1	\$18.26/hr.	07/01/2024
Chloe Schlmeyer	PT EMT	64/1	\$18.26/hr.	07/01/2024
<b>BUILDING INSPECTIONS</b>				
Erie Solesbee	Assistant Building Inspector	67/4	\$46,662	07/01/2024
William Wynne, Jr.	Code Enforcement Officer	61/2	\$34,124	07/01/2024
<b>REGISTER OF DEEDS</b>				
Donna Phelps	Assistant Register of Deeds	60/11	\$40,659	07/01/2024
<b>SHERIFF'S OFFICE</b>				
Kendall Harrell	Sergeant I	72/7	\$62,543	07/01/2024
Brian Watson	Investigator I	73/6	\$63,800	07/01/2024
Damon Sizemore	Certified Deputy	68/5	\$49,949	07/01/2024
William Wright	Certified Deputy	68/2	\$46,437	07/01/2024
James Burkett, Jr.	Part-Time Certified Deputy	68/5	\$24,011/hr.	07/01/2024
Daniel Turner	Certified Deputy	68/7	\$52,446	07/01/2024
Paran Sawyer	Certified Deputy/SRO	68/6	\$51,197	07/01/2024
Shelton White	Sheriff	79/16	\$106,045	07/01/2024
DeAngelo M. Freemanweldy	Certified Deputy	68/2	\$46,437	07/01/2024
Stephen Chappel	Animal Control Officer	63/8	\$43,138	07/01/2024
Taylor Dickey	Certified Deputy	68/2	\$46,437	07/01/2024
Christopher Murray	Certified Deputy/SRO	68/6	\$51,197	07/01/2024
Brian Baker	Animal Control Officer	63/6	\$41,084	07/01/2024
Macey Cappel	Administrative Assistant	61/4	\$37,850	07/01/2024
Ryan Cappel	Certified Deputy	68/4	\$48,760	07/01/2024
Ray Fesperman	Sergeant I	72/6	\$61,055	07/01/2024
James Fowden	Investigator I	73/7	\$65,357	07/01/2024
Brian Gregory	Certified Deputy	68/6	\$51,197	07/01/2024
Dean Polumbo, Jr.	Certified Deputy	68/4	\$48,760	07/01/2024
Thomas Reid	Chief Deputy	75/8	\$73,157	07/01/2024
Preston Ward, Jr.	Investigator I	73/7	\$65,357	07/01/2024
Laey Robeson, III	Investigator II	74/6	\$66,672	07/01/2024

Employee Name	Classification	Grade/ Step	New Salary	Effective Date
<b>SHERIFF'S OFFICE (CONTINUED)</b>				
Lerova Banks	Certified Deputy / SRO	68/3	\$47,369	07/01/2024
Quinton Jordan, Jr	Certified Deputy	68/12	\$59,267	07/01/2024
David Murray	Sergeant of SRO's	72/4	\$58,147	07/01/2024
LeAnne Wynne	Office Manager	63/11	\$46,400	07/01/2024
Joshua 'Josh' Russell	Certified Deputy	68/1	\$45,303	07/01/2024
<b>TAX DEPARTMENT</b>				
Kimberly A. Bray	Assistant Tax Administrator	66/14	\$66,987	07/01/2024
<b>WATER DEPARTMENT</b>				
Vincent Bockelman	Water Technician I	58/9	\$35,462	07/01/2024
Robert Smith	Water Technician I	58/9	\$35,462	07/01/2024
Charles Lohlex	Supervisor	75/15	\$86,784	07/01/2024
Robert Elliott	Equipment Operator	64/10	\$47,332	07/01/2024
Maribeth Harris	Office Manager	65/9	\$48,255	07/01/2024
Tracy Hunter	Water Technician II	61/10	\$41,480	07/01/2024
Steven Stallings	Water Plant Operator II	69/14	\$65,031	07/01/2024

\*Back dated due to missed merit increase previously.

5. Budget Amendment No. 1: The following budget amendment was approved by the Board:

**BUDGET AMENDMENT NO. 1  
GENERAL FUND**

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 the FY 24/25 budget to include grant funding as awarded for the EMS MIH (Mobile Integrated Healthcare) Program.

6. Board Resignations & Reappointments: The following board resignations/reappointments were approved by the Board:

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

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

- a. Senior Nutrition Contract for FY 2024-2025: This contract is between Perquimans County and Albemarle Commission to handle the Senior Nutrition Program at the Center for Active Living. The cost is \$13,466,072 for 999 hours for FY 2024-2025.
- b. 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.
- c. Resolution to Sell Vehicle on GovDeals: The Board unanimously approved the following Resolution to declare a vehicle in the Sheriff's Office as surplus and authorize County Manager to sell it on GovDeals:

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

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

1. The following described vehicle is hereby declared to be surplus to the needs of the County:

Model Year	Make	Model	VIN
2014	Dodge	Charger	2C3CDXAT5EH348760

2. The County Manager is hereby authorized and directed to proceed on behalf of the Perquimans County Board of Commissioners to sell this surplus item on GovDeals.
3. The County reserves the right to reject any or all bids and decide not to sell the property at any time during this process.
4. The County Manager, in accordance with State law, shall cause a summary of this resolution to be 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 1<sup>st</sup> day of July, 2024.

Wallace E. Nelson, Chairman  
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunicutt, Clerk to the Board

SEAL

- d. Resolution - Removal of Certain Public Record Books - Register of Deeds: The following resolution was approved authorizing the Register of Deeds to remove certain records from the Register of Deeds Office for repair, restoration, or rebinding:

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

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

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

WHEREAS, Koffie, Inc. 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 Koffie, Inc. 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 Koffie, Inc. for the length of time required to repair, restore and rebind them.

Section 3. This resolution is effective upon its adoption.

ADOPTED the 1<sup>st</sup> day of July, 2024.Wallace Nelson, Chairman  
Board of Commissioners

ATTEST:

Mary P. Hunicutt, Clerk to the Board

**RECOGNITION OF EMPLOYEES & 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
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

\*Mr. Downum, Jr. was unable to attend tonight's meeting due to All-Star Tournaments, but County Manager Heath will present him with his certificate & gift earlier.

Each one of the employees thanked the Board and said they would be working for Perquimans County for more years to come. The Board congratulated them and thanked them for their service.

- B. **Introduction of New Employee:** The following new employees were scheduled to be introduced tonight but were unable to attend. They will be introduced at a later date:

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	Inifisa Montague	IMC I working against IMC II	06/01/2024

**BILL JENNINGS, TAX ADMINISTRATOR**

Mr. Jennings updated the Board on the County's collection rate through June, 2024 which was .97248. He also updated the Board on the revaluation. The Reval Company has finished and have left the County. They will be available if any problems arise.

**COMMISSIONER'S CONCERNS/COMMITTEE REPORTS**

There were no Commissioners' concerns/committee report given.

**UPDATES FROM COUNTY MANAGER**

County Manager Heath presented the following updates:

- > **Broadband Update:** Mr. Heath updated the Board on the Broadband grant application. He said that Perquimans County did receive the third round of the Broadband grants in the amount of \$3.4 million. This will reach 588 locations in the county. The county match will be approximately \$250,000. Mr. Heath distributed a copy of a map showing the locations of where these 588 locations would be in the county. The total of the three grants is \$11.4 million. With this last grant award, most of the homes in Perquimans County will have access to 1 gig speed internet service.
- > **Marine Industrial Park Update:** Mr. Heath said that, later in the meeting, he had listed the Perquimans Marine Industrial Park Lease Guidelines. This is for information only because what he proposes is to discuss this document along with changes to our Animal Control Ordinance and our Solid Waste Ordinance at one of our future Work Sessions.
- > **Ribbon Cutting:** County Manager Heath informed the Board that there will be a ribbon cutting at the Board of Elections Building on July 17, 2024 at 10:30 a.m. All are invited to attend.
- > **Access to Highway 17 South Convenience Site:** Several of the Board members had express concerns about the access to the Highway 17 South Convenience Site. The complaint was that it has been blocked by trucks. After research had been done, they discussed the matter with the Duck Thru and the Health Department and they agreed to mark that entrance for the convenience site only.

**BOARD VACANCIES**

The following Boards have vacant seats that the Board needs to fill:

1. **Community Advisory Committee:** Mr. Heath 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:** Mr. Heath 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.
3. **Recreation Advisory Board - New Hope Representative:** Earlier in the meeting, the Board accepted the resignation of Chad Nixon, the New Hope Representative on the Recreation Advisory Committee. Mary Hunicutt, Clerk to the Board, has 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. Chairman Nelson asked the Board and the public to provide a name for this position. They will need to complete the Statement of Interest to Serve and return it to Mary Hunicutt.

**PERQUIMANS MARINE INDUSTRIAL PARK LEASE GUIDELINES**

This item was discussed under County Manager Heath updates. This was for information only. No action was taken.

**DOWNTOWN HERTFORD COMMITTEE (FORMERLY HISTORIC HERTFORD, INC.) APPOINTMENT**

County Manager Heath presented 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. A copy of her Statement of Interest to Serve was included in the Agenda Packets. On motion made by T. Kyle Jones, seconded by James W. Ward, the Board unanimously approved Ms. Cole's request and appointed Kathy Treiber to complete John Lassiter's three-year term on the Hertford Committee.



**VOTING DELEGATES**

Chairman Nelson stated that they needed to appoint the Voting Delegates for the NCACC Annual Conference on August 8-10, 2024. At this time, Mary Hunnicutt, Clerk to the Board, reported that Commissioners Nelson, Woodard, Corprew, and Ward were planning to attend the NCACC Annual Conference. Chairman Nelson stated that he would not be eligible to serve as our delegate since he is on the NCACC Board of Trustees. Commissioner Corprew made a motion to appoint Charles Woodard as our Voting Delegate to the NCACC Annual Conference. The motion was seconded by T. Kyle Jones and the Board unanimously approved appointing Charles Woodard as our Voting Delegate to the NCACC Conference. We now need an alternate Voting Delegate. T. Kyle Jones made a motion to appoint Tim Corprew as our alternate Voting Delegate. Charles Woodard seconded the motion and the Board unanimously approved the appointment of Tim Corprew as our alternate Voting Delegate.

**RESOLUTION AUTHORIZING EXECUTION OF KROGER OPIOID SETTLEMENT FUNDS**

In their packets, a letter from John Stein, NC Attorney General, was enclosed providing an update on the Opioid Settlement and requesting action by our Board to join the Kroger opioid settlement and to approve a related agreement called the Second Supplemental Agreement for Additional Funds ("SAAF-2"). The deadline for these actions is August 12, 2024. He is requesting the Board to adopt the following Resolution:

**RESOLUTION BY THE COUNTY OF PERQUIMANS AUTHORIZING EXECUTION OF KROGER OPIOID SETTLEMENT AND APPROVING THE SECOND SUPPLEMENTAL AGREEMENT FOR ADDITIONAL FUNDS**

- WHEREAS, the opioid overdose epidemic has taken the lives of more than 37,000 North Carolinians since 2000; and
  - WHEREAS, the COVID-19 pandemic has compounded the opioid overdose crisis, increasing levels of drug misuse, addiction, and overdose death; and
  - WHEREAS, the Centers for Disease Control and Prevention estimates the total economic burden of prescription opioid misuse alone in the United States is \$78.5 billion a year, including the costs of healthcare, lost productivity, addiction treatment, and criminal justice involvement; and
  - WHEREAS, certain counties and municipalities in North Carolina joined with thousands of local governments across the country to file lawsuits against opioid manufacturers, pharmaceutical distribution companies, and chain drug stores to hold those companies accountable for their misconduct; and
  - WHEREAS, a settlement has been reached in litigation against the Kroger Co. ("Kroger") as well as its subsidiaries, affiliates, officers, and directors named in the Kroger Settlement; and
  - WHEREAS, representatives of local North Carolina governments, the North Carolina Association of County Commissioners, and the North Carolina Department of Justice have negotiated and prepared a Second Supplemental Agreement for Additional Funds (SAAF-2) to provide for the equitable distribution of the proceeds of these settlements; and
  - WHEREAS, by joining the settlements and approving the SAAF-2, the state and local governments maximize North Carolina's share of opioid settlement funds to ensure the needed resources reach communities, as quickly, effectively, and directly as possible; and
  - WHEREAS, it is advantageous to all North Carolinians for local governments, including Perquimans County and its residents, to sign onto the settlements and SAAF-2 and demonstrate solidarity in response to the opioid overdose crisis, and to maximize the share of opioid settlement funds received both in the state and Perquimans County to help abate the harm; and
  - WHEREAS, the SAAF-2 directs substantial resources over multiple years to local governments on the front lines of the opioid overdose epidemic while ensuring that these resources are used in an effective way to address the crisis.
- NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of Perquimans County hereby authorizes the County Manager or County Attorney to execute all documents necessary to enter into opioid settlement agreements with Kroger, to execute the SAAF-2, and to provide such documents to Rubris, the Implementation Administrator.

Adopted this 1<sup>st</sup> day of July, 2024.

Wallace E. Nelson, Chairman  
Perquimans County Board of Commissioners

ATTEST:

SEAL

Mary P. Hunnicutt, Clerk to the Board

On motion made by Timothy J. Corprew, seconded by James W. Ward, the Board unanimously approved the above Resolution. County Manager Heath stated that the adoption of this resolution should add about \$38,059 to our share of the Opioid Settlement Funds.

**PERSONNEL MATTER**

County Manager Heath explained that we received this one personnel matter (resignation) after the Agenda Packets were distributed. On motion made by T. Kyle Jones, seconded by Timothy J. Corprew, the following personnel matter (resignation) was unanimously approved by the Board:

Department	Employee Name	Employee Job Title	Effective Date
Sheriff's Office	James Michael Burkett, Jr.	Part-Time Certified Deputy	06/28/2024

**SALE OF SURPLUS VEHICLES**

County Manager Heath reported that the Board adopted a resolution on April 1, 2024 proclaiming the following vehicle 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 Charles Woodard, seconded by Timothy J. Corprew, the Board approved the following sale of the surplus vehicle:

BUYER	ITEM	DATE SURPLUSED	START BID	SOLD AMOUNT
Henry Reyes	2016 Dodge Charger, VIN # ZC3CDXAT0GH228691	4/1/2024	\$500	\$3,093.75

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PUBLIC COMMENTS

The following public comment was made:

➤ Robert Smirlock made the following comments:

On June 17<sup>th</sup>, I presented information to this board stating that the revenue neutral rate included as part of this year's budget was incorrect. The response by the county manager was that the state mandated rate formula was used.

Since that meeting, I have researched the statute as well as contacted the Local Government Commission in order to fully understand this rate calculation. The LGC was very helpful, including sending me a spreadsheet to calculate this rate.

Using budget data from the county website for the past eight years, I calculated the rate using this spreadsheet. The results show an average annual growth rate of 1.6%, creating a revenue-neutral rate of 46.5 cents per \$100. This is shown on page one of the handout.

I also prepared a second sheet. This page shows what the growth rate would have to be for the past eight years in order to justify the revenue-neutral rate of 49.7 cents as stated by the county manager. The average ANNUAL growth rate would have had to have been 6.5% each year, or in other words a total growth of 68% in the tax base over the last 8 years. There are no numbers, budgeted or audited, that comes even close to this rate of growth.

I make this offer. I would be happy to meet anyone from the county finance office to go over these calculations so it can be shown how the county arrived at their rate. If I am wrong somehow, I will come back to this board and offer an apology. However, if I'm correct, I ask that the budget ordinance be amended to reflect the proper revenue-neutral rate. This is allowed by statute since the ACTUAL tax rate would not be changed, just the calculated revenue neutral rate.

I very much would like to resolve this issue in this manner, since it involves less public embarrassment for the party who is wrong – be it me or the county. However, if you decide to decline this offer, I will be sending this information to the NC Office of the State Auditor.

The intent of the revenue-neutral rate statute is specifically designed to show the taxpayer how much taxes are being increased without a reassessment having taken place. There is a large difference between the county's stated 4.5% tax increase and my calculations at 12%. I hope this board will share my interest in showing what the true increase actually is.

Ronald Smirlock [rsmirlock@gmail.com](mailto:rsmirlock@gmail.com) (252) 404-7071

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned around 7:25 p.m. on motion made by T. Kyle Jones, seconded by Timothy J. Corprew and unanimously approved by the Board.

\_\_\_\_\_  
Wallace E. Nelson, Chairman

\_\_\_\_\_  
Clerk to the Board

\*\*\*\*\*  
WORK SESSION  
July 15, 2024  
7:00 p.m.

The Perquimans County Board of Commissioners Work Session on July 15, 2024 was cancelled.

\*\*\*\*\*

July 29, 2024

**Tax Refunds: (Perquimans County)****William Cox** \$175.99

Situs error; incorrect address.

Account#: 0076203432-2023-2023-0000-05

**Terrie Luanne Pickard** \$211.64

Plate issued in error

Account#:78646281

**Terri Luanne Pickard** \$254.49

Situs error.

Account#: 78646281

**Thomas Charles Irwin Sr** \$218.07

Vehicle sold; 11-month refund.

Account#: 67143165

EMPLOYMENT ACTION FORM

DATE SUBMITTED: July 22, 2024

*Employer declined offer*

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Tracy Norman

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

POSITION: Income Maintenance Caseworker II

DEPT.: Social Services

NEW EMPLOYEE EFFECTIVE DATE: 8/5/2024

GRADE: 63 STEP: 1 SALARY: \$36,354.00

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

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

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION/RESIGNATION.

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.

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

*[Signature]*

*[Signature]*

DATE: July 22, 2024

DATE: 7/25/24

FINANCE OFFICER \_\_\_\_\_

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

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kaelyn Melton

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

POSITION: Full Time EMT

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: August 1, 2024

GRADE: 64 STEP: 1 SALARY: 18.26 Hourly (\$37,990)

ENDING DATE OF PROBATIONARY PERIOD: August 1, 2025

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

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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

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Date

\_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION  
Date

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

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 7/18/24

[Signature]  
DATE: 7/25/24

FINANCE OFFICER

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

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Brooke Perry SOC. SEC. NO.: \_\_\_\_\_

POSITION: Full Time EMT DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: August 1, 2024

GRADE: 64 STEP: 1 SALARY: 18.26 Hourly (\$37,980)

ENDING DATE OF PROBATIONARY PERIOD: August 1, 2025

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

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 7/18/24

[Signature]  
DATE: 7/25/24

FINANCE OFFICER

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

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Corbin Nixon

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

POSITION: Full Time EMT

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: August 1, 2024

GRADE: 64 STEP: 1 SALARY: 18.26 Hourly (\$37,990)

ENDING DATE OF PROBATIONARY PERIOD: August 1, 2025

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

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 7/18/24

[Signature]  
DATE: 7/25/24

FINANCE OFFICER

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

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Brayden Clemens

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

POSITION: Full Time EMT

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: August 1, 2024 (\$37,990)

GRADE: 64 STEP: 1 SALARY: 18.26 Hourly

ENDING DATE OF PROBATIONARY PERIOD: August 1, 2025

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

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 7/18/24

Frank Heath  
DATE: 7/25/24

FINANCE OFFICER

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

COPY



COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Amanda Diaz

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

POSITION: Part Time Fill In AEMT

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: August 1, 2024

GRADE: 66 STEP: 2 SALARY: \$20.44 Hourly

ENDING DATE OF PROBATIONARY PERIOD: August 1, 2025

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

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 7/23/24

[Signature]  
DATE: 7/25/24

FINANCE OFFICER

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

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Jasmine Ratcliff SOC. SEC. NO.: \_\_\_\_\_

POSITION: Part Time Fill In EMT DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: August 1, 2024  
GRADE: 64 STEP: 1 SALARY: \$18.26 Hourly  
ENDING DATE OF PROBATIONARY PERIOD: August 1, 2025

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

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 7/23/24

[Signature]  
DATE: 7/25/24

FINANCE OFFICER

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

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: July 19, 2024 IV.C.4. - Page 2

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Logan Boyce SOC. SEC. NO.: \_\_\_\_\_

POSITION: Part Time Fill In EMT DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: August 1, 2024

GRADE: 64 STEP: 2 SALARY: \$18.72 Hourly

ENDING DATE OF PROBATIONARY PERIOD: August 1, 2025

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

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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

\_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION

\_\_\_\_\_ 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: 7/23/24

COUNTY MANAGER APPROVAL

[Signature: Frank Heath]  
DATE: 7/25/24

FINANCE OFFICER

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

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Lauren Barner SOC. SEC. NO.: \_\_\_\_\_

POSITION: Full Time Certified Telecommunicator I DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: August 1, 2024  
GRADE: 64 STEP: 5 SALARY: \$20.14 Per Hour (\$41,884)  
ENDING DATE OF PROBATIONARY PERIOD: August 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: 7/29/24

Frank Heath  
DATE: 7/30/24

FINANCE OFFICER

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

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Courtney Langley SOC. SEC. NO.: \_\_\_\_\_

POSITION: Full Time Certified Telecommunicator | DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: August 1, 2024  
GRADE: 64 STEP: 1 SALARY: \$18.26 Per Hour (\$37,990)  
ENDING DATE OF PROBATIONARY PERIOD: August 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.

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 7/29/24

[Signature]  
DATE: 7/30/24

FINANCE OFFICER

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

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Rhianna Tucker SOC. SEC. NO.: \_\_\_\_\_

POSITION: Full Time Certified Telecommunicator I DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: August 1, 2024  
GRADE: 64 STEP: 1 SALARY: \$18.26 Per Hour (\$41,884)  
ENDING DATE OF PROBATIONARY PERIOD: August 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.

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 7/29/24

[Signature]  
DATE: 7/30/24

FINANCE OFFICER

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

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Herman Weiss SOC. SEC. NO.: \_\_\_\_\_

POSITION: Part Time Fill In Telecommunicator II DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: August 1, 2024

GRADE: 66 STEP: 9 SALARY: \$24.24 Hourly

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

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

\_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION

\_\_\_\_\_ 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: 7/24/24

[Signature]  
DATE: 7/25/24

FINANCE OFFICER

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

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 7/15/2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Ronald Stites

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

POSITION: Veterans Services Officer

DEPT.: Veterans Services

NEW EMPLOYEE EFFECTIVE DATE: 8/1/2024

GRADE: n/g STEP: n/g SALARY: \$8,458.36 Annually

ENDING DATE OF PROBATIONARY PERIOD: 8/1/2025

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 / RETIREMENT.  
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.

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DEPARTMENT RECOMMENDATION  
\_\_\_\_\_  
DATE: \_\_\_\_\_

COUNTY MANAGER APPROVAL  
Anaiah Heath  
DATE: 7/15/24

FINANCE OFFICER  
\_\_\_\_\_  
DATE: \_\_\_\_\_

COPY



COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Erica Leigh Cartwright SOC. SEC. NO.: \_\_\_\_\_

POSITION: Data Manager DEPT.: Center for Active Living

NEW EMPLOYEE EFFECTIVE DATE: August 19, 2024

GRADE: 60 STEP: 5 SALARY: \$35,123.00

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. 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.

\_\_\_\_\_ DATE OF EMPLOYEE REMOVAL FROM ROSTER

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.

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DEPARTMENT RECOMMENDATION

Jake Sawyer  
DATE: 7-26-2024

COUNTY MANAGER APPROVAL

Mark Heath  
DATE: 7/30/24

FINANCE OFFICER

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

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 7/29/24

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Erica Cartwright

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

POSITION: Deputy Director of Elections

DEPT.: Elections 10430

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

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

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

CURRENT: GRADE: 58 STEP: 5 SALARY: \$32,165

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

Aug 19, 2024 DATE OF EMPLOYEE RESIGNATION/TERMINATION.  
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.

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DEPARTMENT RECOMMENDATION  
[Signature]  
DATE: 7/29/24

COUNTY MANAGER APPROVAL  
Frank Heath  
DATE: 7/30/24

FINANCE OFFICER  
\_\_\_\_\_  
DATE: \_\_\_\_\_

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: JOHN A. DIONVM

SOC. SEC. NO.: 5

POSITION: Athletic Program Supervisor

DEPT.: Recreation

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

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

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

\_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
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: \_\_\_\_\_

8/2/24 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.

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Frank Wilks  
DATE: 8/2/24

Frank Heath  
DATE: 7/25/24

FINANCE OFFICER

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

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 7/29/24

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: SHELLIE HURDLE

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

POSITION: SEASONAL TAX LISTER

DEPT.: TAX

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

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

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

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

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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

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

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

5/31/24 DATE OF EMPLOYEE RESIGNATION/~~TERMINATION~~  
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  
Bill Jennings  
DATE: 7/29/24

COUNTY MANAGER APPROVAL  
Frank Heath  
DATE: 7/30/24

FINANCE OFFICER  
\_\_\_\_\_  
DATE: \_\_\_\_\_

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: John Preston Spear

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

POSITION: Veterans Services Officer

DEPT.: Veterans 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 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

**X** 7/31/24 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

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

Frank Heath  
DATE: 7/25/24

FINANCE OFFICER

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

**COPY**

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Jalisa Montague

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

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** 7/18/2024 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.

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DEPARTMENT RECOMMENDATION  
[Signature]  
DATE: July 18, 2024

COUNTY MANAGER APPROVAL  
[Signature]  
DATE: 7/22/24

FINANCE OFFICER \_\_\_\_\_  
DATE: \_\_\_\_\_

**COPY**

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Brett Damron

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

POSITION: Part Time Fill In 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 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

**X** 7/1/2024 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.

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 7/1/24

Frank Heath  
DATE: 7/22/24

FINANCE OFFICER

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

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Zack Hudgins

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 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

**X** 7/1/2024 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

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 7/1/24

[Signature]  
DATE: 7/22/24

FINANCE OFFICER

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

**COPY**



COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Martin Surface

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 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

**X** 7/1/2024 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

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 7/1/24

[Signature]  
DATE: 7/22/24

FINANCE OFFICER

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

**COPY**

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Melissa Hand

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

POSITION: Part Time Telecommunicator I

DEPT.: 911

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

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

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

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

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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

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

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

**X** 8/1/2024 DATE OF EMPLOYEE REMOVAL FROM ROSTER  
Date

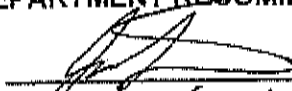
\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date      GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

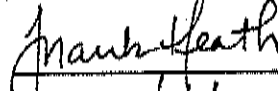
THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

  
DATE: 7/29/24

  
DATE: 7/30/24

FINANCE OFFICER

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

**COPY**

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 7/3/24

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Rhonda Repanshek

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

POSITION: Planner

DEPT.: Planning/Zoning

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.

\_\_\_\_\_ DATE OF EMPLOYEE REMOVAL FROM ROSTER

**X** 7/1/24 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

Date GRADE: 78 STEP: 4 SALARY: \$75,722

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

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

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

*Maury Heath*  
DATE: 7/3/24

FINANCE OFFICER

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

**COPY**

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Morgan Story SOC. SEC. NO.: \_\_\_\_\_

POSITION: Full Time Certified Telecommunicator I DEPT.: 911

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.

\_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION  
Date

**X** 8/1/2024 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: 64 STEP: 2 SALARY: \$18.72 Hourly (\$38,939)

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: 7/18/24

[Signature]  
DATE: 7/25/24

FINANCE OFFICER

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

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Corinne Brinkley SOC. SEC. NO.: \_\_\_\_\_

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: \_\_\_\_\_

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION/RESIGNATION.  
Date

**X** 8/1/2024 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date

GRADE: 63 STEP: 2 SALARY: \$37,264.00

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

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

[Signature]  
DATE: July 10, 2024

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 7/22/24

FINANCE OFFICER \_\_\_\_\_

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

**COPY**

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Joelisa Drew

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

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: \_\_\_\_\_

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION/RESIGNATION.  
Date

**X** 8/1/2024 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

Date GRADE: 63 STEP: 2 SALARY: \$ 37,264.00

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

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]  
DATE: July 10, 2024

[Signature]  
DATE: 7/22/24

FINANCE OFFICER \_\_\_\_\_

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

**COPY**

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Tiffany Maupin

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

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 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

**X** 8/1/2024 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date

GRADE: 63 STEP: 2 SALARY: \$37,264.00

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

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

[Signature]  
DATE: July 10, 2024

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 7/22/24

FINANCE OFFICER \_\_\_\_\_

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

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Julie Shreckengast SOC. SEC. NO.: \_\_\_\_\_

POSITION: Income Maintenance Lead Worker III 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 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

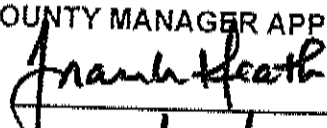
X 8/1/2024 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date

GRADE: 65      STEP: 3      SALARY: \$41,685.00

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

\*\*\*\*\*

DEPARTMENT RECOMMENDATION  
  
DATE: July 10, 2024

COUNTY MANAGER APPROVAL  
  
DATE: 7/22/24

FINANCE OFFICER \_\_\_\_\_

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

COPY



COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Brianna Williams

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

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 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

**X** 8/1/2024 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

Date      GRADE: 63      STEP: 1      SALARY: \$ 36,354.00

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

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

[Signature]  
DATE: July 10, 2024

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 7/22/24

FINANCE OFFICER \_\_\_\_\_

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

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: July 17, 2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Denise Stallings

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

POSITION: Income Maintenance Technician

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 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/RESIGNATION.

X7/1/2024 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

Date      GRADE: 59      STEP: 5      SALARY: \$33,610.00

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

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]

[Signature]

DATE: July 17, 2024

DATE: 7/17/24

FINANCE OFFICER \_\_\_\_\_

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

COPY

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 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

**X** 7/1/2024 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date      GRADE: 64 STEP: 1 SALARY: \$18.26 Hourly (\$37,990)

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: 7/23/24

[Signature: Frank Heath]  
DATE: 7/25/24

FINANCE OFFICER

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

**COPY**

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 7-11-24

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Damon Sizemore \_\_\_\_\_

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

POSITION: Certified Deputy \_\_\_\_\_

DEPT.: Sheriff \_\_\_\_\_

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

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

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

CURRENT: GRADE: 68 \_\_\_\_\_ STEP: 5 \_\_\_\_\_ SALARY: \$49,949 \_\_\_\_\_

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

X 8-1-24 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date      GRADE: 68 \_\_\_\_\_ STEP: 6 \_\_\_\_\_ SALARY: \$51,197 \_\_\_\_\_

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

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

Shelton White

DATE: 7-11-24

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 7/15/24

FINANCE OFFICER

\_\_\_\_\_

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

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 7-11-24

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: William Wright

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

POSITION: Certified Deputy

DEPT.: Sheriff

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

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

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

CURRENT: GRADE: 68 STEP: 2 SALARY: \$46,437

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/RESIGNATION.  
Date

X 8-1-24 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: 68 STEP: 3 SALARY: \$47,569

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

Shelton White  
DATE: 7-11-24

Frank Heath  
DATE: 7/15/24

FINANCE OFFICER

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

COPY

**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**GENERAL FUNDS**  
**NO. 2**

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 5th DAY OF AUGUST, 2024, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2024 - 2025 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-362-000	Senior Center - Donations/Local	5,198	
10-660-311	Senior Center - Donations/Local	5,198	
<b>EXPLANATION:</b> To amend FY 24/25 budget to include local funds/donations as received to be used for the Center of Active Living.			

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 5th DAY OF AUGUST, 2024.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 5th DAY OF AUGUST, 2024.

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

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

**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**GENERAL FUNDS**  
**NO. 3**

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 5th DAY OF AUGUST, 2024, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2024 - 2025 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-360-008	Dispatch - Cybersecurity Risk Initiative	24,000	
10-511-348	Dispatch - Cybersecurity Risk Initiative	24,000	
<b>EXPLANATION:</b> To amend FY 24/25 budget to include Cybersecurity Risk Initiative grant funding.			

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 5th DAY OF AUGUST, 2024.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 5th DAY OF AUGUST, 2024.

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

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

**RE: Reappointment as County Attorney**

From: whigh highandcrowe.com <whigh@highandcrowe.com>  
Date: Thu 7/11/2024 10:09 AM  
To: Mary Hunnicutt <MHunnicutt@perquimanscountync.gov>

It would be my pleasure.

W. Hackney High, Jr  
High & Crowe, LLP  
216 S. Broad St- 1st Floor  
P.O. Box 92  
Edenton, North Carolina 27932  
Tel 252-482-4422  
Fax 252-482-4423

---

**From:** Mary Hunnicutt <MHunnicutt@perquimanscountync.gov>  
**Sent:** Wednesday, July 10, 2024 4:46 PM  
**To:** whigh highandcrowe.com <whigh@highandcrowe.com>  
**Subject:** Reappointment as County Attorney

Hackney, upon checking my records, it is time to reappointment you as our county attorney. Are you still interested in serving as our county attorney for another two-year term?

Just let me know?

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](mailto:mhunnicutt@perquimanscountync.gov)

*Perquimans County's Vision:*

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



## DSS Board Appointment

Angela Jordan <ajordan@perqdss.net>

Mon 7/22/2024 1:22 PM

To: Frank Heath <frankheath@perquimanscountync.gov>; Mary Hunnicutt <MHunnicutt@perquimanscountync.gov>

Good Afternoon,

As we spoke about earlier, Brenda Dillard's DSS Board Appointment term has ended as of June 30, 2024. This appointment is a community member appointment, which is handled by the DSS Board members. At the June Meeting, the Board members voted to offer Ms. Fondella Leigh the existing seat and she has accepted. Please share this information with the Board of Commissioners.

Thank you,

*Angela Jordan, BSW*

*Director*

Perquimans County Department of Social Services  
103 Charles Street/PO Box 107 Hertford, NC 27944  
(252) 426-7373 Ext. 128 (Office)  
(252) 404-1510 (Fax)  
(252) 426-1240 (Fax)  
ajordan@perqdss.net

*You must never be fearful about what you are doing when it is right.*

*- Rosa Parks*

Pursuant to North Carolina General Statutes Chapter 132, Public Records, this electronic email message and any attachments hereto, as well as any electronic mail messages(s) that may be sent in response to it may be considered public record and as such are subject to request and review by third parties.

### **\*\*CONFIDENTIALITY NOTICE:**

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Perquimans County Vision:

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

## STATEMENT OF INTEREST TO SERVE

If you are a Perquimans County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Perquimans County Board of Commissioners  
c/o Clerk to the Board  
P.O. Box 45  
Hertford, NC 27944

E-mail: [mhunnicuttt@perquimanscountync.gov](mailto:mhunnicuttt@perquimanscountync.gov)

Fax Number: (252) 426-4034

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

- |                     |          |
|---------------------|----------|
| 1. <u>DSS Board</u> | 3. _____ |
| 2. _____            | 4. _____ |

Your full name Fondella A. Leigh

Date of Birth 01/10/1966

Mailing Address 239 Woodville Road

City and Zip Code Hertford 27944

Home Phone 252-264-3916 Work Phone \_\_\_\_\_ Cell Phone 252-312-8733

Current Job Title Presiding Elder/Pastor

Company or Agency Edenton District of the AME Zion Church

Email Address nccu1988@gmail.com

Do you live in the county? Yes  No

Please list the name of your Township New Hope  
(This information can be obtained from the Tax Office at (252) 426-7010)

Educational Background Masters in Theology  
Currently working on doctorate

Work Experience Pastor, Former Juvenile Detention Director  
Youth and Family Counselor

Prior Board/Committee Experience County Commissioner, Sr. Citizen Advisory Bd.,  
Albemarle Commission, DSS Board, Rec. Advisory Comm.,

*This "Statement of Interest to Serve" will remain active for two (2) years from date received in the County Manager's Office.*

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences as set forth by the by-laws or rules for that Board.

Fondella A. Leigh  
Signature

05/23/2024 updated 7/16/2024  
Date

*Please feel free to attach a resume or additional information if so desired.*



# PERQUIMANS COUNTY BOARD OF COMMISSIONERS

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

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

**State of North Carolina  
County of Perquimans  
Proclamation  
Child Support Awareness Month  
August 2024**

**WHEREAS** Perquimans County is recognizing August as Child Support Awareness Month, and reaffirms its commitment to strengthening Perquimans Counties families by providing child support services to improve the economic stability and well-being of children; and

**WHEREAS**, in State Fiscal Year 2023-24, more than \$1 million in child support was collected from parents of Perquimans Counties children, and

**WHEREAS**, there are nearly 468 child support orders in place, working to ensure that children receive financial support from their parents: and

**WHEREAS**, the court must order either parent to obtain and maintain medical health insurance coverage for a child if it is actually and currently available to the parent at a reasonable cost.

**WHEREAS** Child Support Awareness Month salutes the diligent working parents who spend time with their child and who make regular child support payments, to safeguard their children's future: and

**WHEREAS**, strengthening individuals and families promotes the safety and well-being of children, provides stability, improves the lives of children, and provides opportunities for families to be able to enhance their children's futures; and

**WHEREAS**, children who do not receive adequate financial and emotional support from their parents may experience greater difficulty in becoming healthy, happy, and productive citizens; and

**WHEREAS**, many concerned and dedicated judges, district attorneys, clerks of court, sheriffs' personnel, and child support professionals work to establish and enforce child support orders for Perquimans County children, one of our counties most vital resources.

**NOW, THEREFORE**, We, the Perquimans County Board of Commissioners, do hereby proclaim August 2024, as "CHILD SUPPORT AWARENESS MONTH" in Perquimans County, and commend its observance to all citizens.

**IN WITNESS WHEREOF,**

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

(SEAL)

ATTEST:

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



July 23, 2024

Tracy Mathews, Finance Officer  
 PO Box 45  
 Hertford, NC 27944

CAMDEN

CHOWAN

CURRITUCK

DARE

GATES

HYDE

PASQUOTANK

PERQUIMANS

TYRRELL

WASHINGTON

COLUMBIA

CRESWELL

DUCK

EDENTON

ELIZABETH CITY

GATESVILLE

HERTFORD

KILL DEVIL HILLS

KITTY HAWK

MANTEO

NAGS HEAD

PLYMOUTH

ROPER

SOUTHERN SHORES

WINFALL

Dear Ms. Mathews:

The Home and Community Care Block Grant (HCCBG) Planning Committee has determined how funding for FY 2024-2025 would be distributed among the providers.

Enclosed are the provider contracts based on their decision. These need to be signed by the County Manager, Board Chair of the County Commissioners and the Finance Officer where indicated. Enclosed are two copies of the County Funding Plan (form DAAS-731) and the Agreement for the Provision of County-Based Aging Services (form DAAS-735) which need to be completed and signed by the County Manager, Board Chair and Finance Officer. Please have them sign all forms, keeping a set of copies for the county and return the other set to me at the address below.

Thank you for your assistance.

Sincerely,

Jasmine S. Wilson  
 Aging Programs and Contract Specialist

Enclosures

DAAS-731 (Rev. 2/16)

Home and Community Care Block Grant for Older Adults

County Perquimans

July 1, 2024 through June 30, 2025

County Funding Plan

County Services Summary

Services	A			B		C		D	E		F	G	H	I
	Block Grant Funding			Required Local Match	Net Service Cost	NSIP Subsidy	Total Funding	Projected HCCBG Units	Projected Reimbursement Rate	Projected HCCBG Clients	Projected Total Units			
	Access	In-Home	Other											
In Home Level I		11431		1270	12701		12701	489	26	4	489			
In Home Level II		57154		6350	63504		63504	2268	28	9	2268			
In Home Level III		7620		847	8467		8467	265	32	2	265			
Transportation Gf.	28576			3175	31751		31751	1406	22.58	30	1406			
Congregate Nut.			22227	2470	24697	2324	27021	2906	8.5	25	2906			
Home Del. Meals		31751		3528	35279	2895	38174	3618	9.75	50	3618			
				0	0		0	0						
				0	0		0	0						
				0	0		0	0						
				0	0		0	0						
				0	0		0	0						
				0	0		0	0						
				0	0		0	0						
				0	0		0	0						
				0	0		0	0						
Total	28576	107956	22227	17640	176399	5219	181618	10952		120	10952			

Signature, Chairman, Board of Commissioners

Date



**Home and Community Care Block Grant for Older Adults**

Albemarle Regional Health Services- ICPTA

DAAS-732

County Funding Plan

County: PERQUIMANS

711 Roanoke Ave

Elizabeth City, NC 27909

Budget Period: July 2024 through June 2025

Revision #: \_\_\_\_\_ Date: \_\_\_\_\_


**Provider Services Summary**

Services	Serv. Delivery (Check One)		Block Grant Funding				Required Local Match	Net Service Cost	NSIP Subsidy	Total Funding	Projected HCCBG Units	Projected Reimburse Rate*	Projected HCCBG Clients	Projected Total Units
	Direct	Purchase	Access	In-Home	Other	Total								
Transportation (General)	0		\$ 28,576	\$ -	\$ -	\$ 28,576	\$ 3,175	\$ 31,751	\$ -	\$ 31,751	1,406	\$ 22.5800	30	1,406
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	-
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	-
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	-
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	-
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			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	-
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	-
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	-
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	-
<b>Total</b>			\$ 28,576	\$ -	\$ -	\$ 28,576	\$ 3,175	\$ 31,751	\$ -	\$ 31,751	1,406		30	1,406

\*Adult Day Care & Adult Day Health Care Proj. Service Cost/Rate

ADC	\$33.07	ADHC	\$ 40.00
Daily Care	\$33.07		\$ 40.00
Administrative	0.000%		0.000%
Proj. Reimbursement Rate	\$33.07		\$ 40.00
Administrative %	0.000%		0.000%

Certification of required minimum local match availability.  
 Required local match will be expended simultaneously with Block Grant Funding.

  
 Authorized Signatory Title  
 Community Service Provider

Signature, County Finance Officer \_\_\_\_\_ Date \_\_\_\_\_  
 Signature, Chairman, Board of Commissioners \_\_\_\_\_ Date \_\_\_\_\_

**Home and Community Care Block Grant for Older Adults**

Albemarle Commission

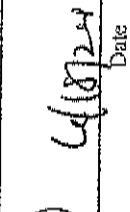
512 South Church Street  
Hertford, NC 27944

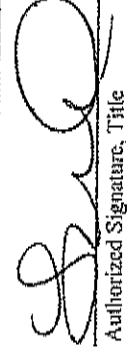
**County Funding Plan**  
**Provider Services Summary**

DAAS-732  
County: PERQUIMANS  
Budget Period: July 2024 through June 2025  
Revision #: \_\_\_\_\_ Date: \_\_\_\_\_

Services	Serv. Delivery (Check One)	A				B	C	D	E	F	G	H	I								
		Block Grant Funding			Total									Required Local Match	Net Service Cost	NSIP Subsidy	Total Funding	Projected HCCBG Units	Projected Reimburse Rate*	Projected HCCBG Clients	Projected Total Units
		Direct	Access	In-Home																	
Congregate Nutrition	X	\$ -	\$ -	\$ 22,227	\$ 22,227	\$ 2,470	\$ 24,697	\$ 2,324	\$ 27,021	2,906	\$ 8,5000	25	2,906								
Home Delivered Meals	X	\$ -	\$ -	\$ 31,751	\$ 31,751	\$ 3,528	\$ 35,279	\$ 2,895	\$ 38,174	3,618	\$ 9,7500	50	3,618								
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	-								
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		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	-								
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	-								
<b>Total</b>		\$ -	\$ -	\$ 31,751	\$ 31,751	\$ 5,998	\$ 59,976	\$ 5,219	\$ 65,195	6,524	\$ 8,5000	75	6,524								

Certification of required minimum local match availability.  
Required local match will be expended simultaneously with Block Grant Funding.

  
Authorized Signature, Title  
Community Service Provider

  
Date

Daily Care	ADC	\$33.07	ADHC	\$ 40.00
Administrative				
Proj. Reimbursement Rate		\$33.07		\$ 40.00
Administrative %		0.00%		0.00%



DAAS-735  
(revised 2/16)

July 1, 2024 through June 30, 2025

**Home and Community Care Block Grant for Older Adults****Agreement for the Provision of County-Based Aging Services**

This Agreement, entered into as of this 1<sup>st</sup> day of July, 2024, by and between the County of **Perquimans** (hereinafter referred to as the "County") and the **Albemarle Commission** Area Agency on Aging, (hereinafter referred to as the "Area Agency").

Witnesseth That:

WHEREAS, the Area Agency and the County agree to the terms and conditions for provision of aging services in connection with activities financed in part by Older Americans Act grant funds, provided to the Area Agency from the United States Department of Health and Human Services through the North Carolina Division of Aging and Adult Services (DAAS) and state appropriations made available to the Area Agency through the North Carolina Division of Aging and Adult Services, as set forth in a) this document, b) the County Funding Plan, as reviewed by the Area Agency and the Division of Aging and Adult Services, c) the Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, d) the Division of Aging and Adult Services Service Standards Manual, Volumes I through IV, and, e) the Division of Aging and Adult Services Community Service Providers Monitoring Guidelines.

NOW THEREFORE, in consideration of these premises, and mutual covenants and agreements hereinafter contained, the parties hereto agree as follows:

1. As provided in the Area Plan, community service providers specified by the County to encourage maximum collocation and coordination of services for older persons are as follows:
 

<b>Albemarle Commission</b>	<b>Inter County Public Transportation Authority</b>
<b>CNC/ Access, Inc. dba All Ways Caring</b>	
- 1(a) The Community Service Provider(s), shall be those specified in the County Funding Plan on the Provider Services Summary format(s) (DAAS-732) for the period ending June 30 for the year stated above.
2. Availability of Funds. The terms set forth in this Agreement for payment are contingent upon the receipt of Home and Community Care Block Grant funding by the Area Agency.
3. Grant Administration. The grant administrator for the Area Agency shall be Laura Alvarico, Area Agency Director. The grant administrator for the County shall be **Frank Heath, County Manager**.

DAAS-735  
(revised 2/16)

It is understood and agreed that the grant administrator for the County shall represent the County in the performance of this Agreement. The County shall notify the Area Agency in writing if the administrator changes during the grant period. Specific responsibilities of the grant administrator for the County are provided in paragraph seven (7) of this Agreement.

4. Services authorized through the County Funding Plan, as specified on the Provider Services Summary format(s) (DAAS-732) are to commence no later than July 1 of the state fiscal year and shall be undertaken and pursued in such sequence as to assure their expeditious completion. All services required hereunder shall be completed on or before the end of the Agreement period, June 30 of the state fiscal year.
5. Assignability and Contracting. The County shall not assign all or any portion of its interest in this Agreement. Any purchase of services with Home and Community Care Block Grant for Older Adults funding shall be carried out in accordance with the procurement and contracting policy of the community services provider or, where applicable, the Area Agency, which does not conflict with procurement and contracting requirements contained in 45 CFR Part 75, Subpart D-Post Federal Award Requirements, Procurement Standards. Federal funds shall not be awarded to any subrecipients who have been suspended or debarred by the Federal government. In addition, Federal funds may not be used to purchase goods or services costing over \$100,000 from a vendor that has been suspended or debarred from Federal grant programs.
6. Compensation and Payments to the County. The County shall be compensated for the work and services actually performed under this Agreement by payments to be made monthly by the Area Agency. Total reimbursement to the community service providers under this Agreement may not exceed the grand total of Block Grant funding, as specified on the Provider Services Summary format (DAAS-732).

(a) Interim Payments to the County

Upon receipt of a written request from the County, the Division of Aging and Adult Services, through the Area Agency, will provide the County Finance Officer with an interim payment equivalent to seventy percent (70%) of one-twelfth (1/12) of the County's Home and Community Care Block Grant allocation by the 22nd of each month.

(b) Reimbursement of Service Costs

Reimbursement of service costs are carried out as provided in Section 3 of the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, revised February 17, 1997.

DAAS-735  
(revised 2/16)

c) Role of the County Finance Director

The County Finance Director shall be responsible for disbursing Home and Community Care Block Grant Funding to Community Service Providers in accordance with procedures specified in the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Manual for Community Service Providers, revised February 17, 1997.

(d) Payment of Administration on Aging Nutrition Services Incentive Program (NSIP) Subsidy

NSIP subsidy for congregate and home delivered meals will be disbursed by the Division of Aging and Adult Services through the Area Agency to the County on a monthly basis, subject to the availability of funds as specified in Section 3 of the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Services Providers, revised February 17, 1997.

If through the US Department of Agriculture Area Agency on Aging Elections Project, the County elects to receive a portion of its USDA entitlement in the form of surplus commodity foods in lieu of cash, the Area Agency will notify the County in writing of its community valuation upon notification from the Division of Aging and Adult Services. The delivery of commodity and bonus foods is subject to availability. The County will not receive cash entitlement in lieu of commodities that are unavailable or undelivered during the Agreement period.

7. Reallocation of Funds and Budget Revisions. Any reallocation of Block Grant funding between counties shall be voluntary on the part of the County and shall be effective only for the period of the Agreement. The reallocation of Block Grant funds between counties will not affect the allocation of future funding to the County. If during the performance period of the Agreement, the Area Agency determines that a portion of the Block Grant will not be expended, the grant administrator for the County shall be notified in writing by the Area Agency and given the opportunity to make funds available for reallocation to other counties in the Planning and Service Area or elsewhere in the state.

The County may authorize community service providers to implement budget revisions which do not cause the County to fall below minimum budgeting requirements for access, in-home, congregate, and home delivered meals services, as specified in Division of Aging and Adult Services budget instructions issued to the County. If a budget revision will cause the County to fall below minimum budgeting requirements for any of the aforementioned services, as specified in Division of Aging and Adult Services budgeting instructions issued to the County, the grants administrator for the County shall obtain written approval for the revision from the

DAAS-735  
(revised 2/16)

Area Agency prior to implementation by the community service provider, so as to assure that regional minimum budgeting requirements for the aforementioned services will be met.

Unless community services providers have been given the capacity to enter data into the Aging Resources Management System (ARMS), Area Agencies on Aging are responsible for entering amended service data into the Division of Aging and Adult Services Management Information System, as specified in the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, revised February 17, 1997.

8. Monitoring. This Agreement will be monitored to assure that services are being provided as stated in the Division of Aging and Adult Service Monitoring Policies and Procedures at <http://www.ncdhhs.gov/aging/monitor/mpolicy.htm> .

The monitoring of services provided under this Agreement shall be carried out by the Area Agency on Aging in accordance with its Assessment Plan and as specified in Administrative Letter 12-08. As of July 1, 2012, DAAS Program Compliance Representatives (PCRs) are no longer monitoring HCCBG services provided through county departments of social services.

Counties and community service providers will receive a written report of monitoring findings in accordance with procedures established in Section 308 of the AAA Policies and Procedures Manual (<http://www.ncdhhs.gov/aging/monitor/mpolicy.htm>). Any areas of non-compliance will be addressed in a written corrective action plan with the community service provider.

9. Disputes and Appeals. Any dispute concerning a question of fact arising under this Agreement shall be identified to the designated grants administrator for the Area Agency. In accordance with Lead Regional Organization (LRO) policy, a written decision shall be promptly furnished to the designated grants administrator for the County.

The decision of the LRO is final unless within twenty (20) days of receipt of such decision the Chairman of the Board of Commissioners furnishes a written request for appeal to the Director of the North Carolina Division of Aging and Adult Services, with a copy sent to the Area Agency. The request for appeal shall state the exact nature of the complaint. The Division of Aging and Adult Services will inform the Chairman of the Board of Commissioners of its appeal procedures and will inform the Area Agency that an appeal has been filed. Procedures thereafter will be determined by the appeals process of the Division of Aging and Adult Services. The state agency address is as follows:

Director  
North Carolina Division of Aging and Adult Services  
2101 Mail Service Center  
693 Palmer Drive  
Raleigh, North Carolina 27699-2101

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10. Termination for Cause. If through any cause, the County shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or the County has or shall violate any of the covenants, agreements, representations or stipulations of this Agreement, the Area Agency shall have the right to terminate this Agreement by giving the Chairman of the Board of Commissioners written notice of such termination no fewer than fifteen (15) days prior to the effective date of termination. In such event, all finished documents and other materials collected or produced under this Agreement shall at the option of the Area Agency, become its property. The County shall be entitled to receive just and equitable compensation for any work satisfactorily performed under this Agreement.
  
11. Audit. The County agrees to have an annual independent audit in accordance with North Carolina General Statutes, North Carolina Local Government Commission requirements, Division of Aging and Adult Services Program Audit Guide for Aging Services and Federal Office of Budget and Management (OMB) Uniform Guidance 2 CFR Part 200.

Community service providers, as specified in paragraph one (1), who are not units of local government or otherwise subject to the audit and other reporting requirements of the Local Government Commission are subject to audit and fiscal reporting requirements, as stated in NC General Statute 143C-6-22 and 23 and OMB Uniform Guidance CFR 2 Part 200, where applicable. Applicable community service providers must send a copy of their year-end financial statements, and any required audit, to the Area Agency on Aging. Home and Community Care Block Grant providers are not required to submit Activities and Accomplishments Reports. For-profit corporations are not subject to the requirements of OMB Uniform Guidance 2 CFR Part 200, but are subject to NC General Statute 143C-6-22 and 23 and Yellow Book audit requirements, where applicable. **Federal funds** may not be used to pay for a **Single or Yellow Book audit** unless it is a federal requirement. **State funds** will not be used to pay for a **Single or Yellow Book audit** if the provider receives less than \$500,000 in state funds. The Department of Health and Human Services will provide confirmation of federal and state expenditures at the close of the state fiscal year. Information on audit and fiscal reporting requirements can be found at <https://www.ncgrants.gov/NCGrants/PublicReportsRegulations.jsp>

The following provides a summary of reporting requirements under NCGS 143C-6-22 and 23 and OMB Uniform Guidance 2 CFR Part 200 based upon funding received and expended during the service provider's fiscal year.

<u>Annual Expenditures</u>	<u>Report Required to AAA</u>	<u>Allowable Cost for Reporting</u>
• Less than \$25,000 in State or Federal funds	Certification form and State Grants Compliance Reporting <\$25,000 (item # 11, Activities and Accomplishments	N/A

- |  |   |  |
|--|---|--|
|  | does <u>not</u> have to be completed)<br>OR<br>Audited Financial Statements in<br>Compliance with GAO/GAS<br>(i.e. Yellow Book) |  |
| • Greater than \$25,000 and less than \$500,000 in State Funds or \$750,000 in Federal Funds | Certification form and Schedule of Grantee Receipts >\$25,000 and Schedule of Receipts and Expenditures                         | N/A  |
|  | OR<br>Audited Financial Statements in<br>Compliance with GAO/GAS<br>(i.e. Yellow Book)  |  |
| • \$500,000 + in State funds but Federal pass through in an amount less than \$750,000       | Audited Financial Statement in compliance with GAO/GAS (i.e. Yellow Book)   | May use State funds, but <u>not</u> Federal Funds  |
| • \$500,000+ in State funds and \$750,000+ in Federal pass through funds                     | Audited Financial Statement in compliance with OMB Uniform Guidance 2 CFR Part 200 (i.e. Single Audit)                          | May use State and Federal funds                    |
| • Less than \$500,000 in State funds and \$750,000+ in Federal pass through funds            | Audited Financial Statement in compliance with OMB Uniform Guidance 2 CFR Part (i.e. Single Audit)                              | May use Federal funds, but <u>not</u> State funds. |

12. Audit/Assessment Resolutions and Disallowed Cost. It is further understood that the community service providers are responsible to the Area Agency for clarifying any audit exceptions that may arise from any Area Agency assessment, county or community service provider single or financial audit, or audits conducted by the State or Federal Governments. In the event that the Area Agency or the Department of Health and Human Services disallows any expenditure made by the community service provider for any reason, the County shall promptly repay such funds to the Area Agency once any final appeal is exhausted in accordance with paragraph nine (9). The only exceptions are if the Area Agency on Aging is designated as a community service provider through the County Funding Plan or, if as a part of a procurement

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process, the Area Agency on Aging enters into a contractual agreement for service provision with a provider which is in addition to the required County Funding Plan formats. In these exceptions, the Area Agency is responsible for any disallowed costs. The County or Area Agency on Aging can recoup any required payback from the community service provider in the event that payback is due to a community service provider's failure to meet OMB Uniform Guidance CFR 2 Part 200, 45 CFR Part 1321 or state eligibility requirements as specified in policy.

13. Indemnity. The County agrees to indemnify and save harmless the Area Agency, its agents, and employees from and against any and all loss, cost, damages, expenses, and liability arising out of performance under this Agreement to the extent of errors or omissions of the County.
14. Equal Employment Opportunity and Americans With Disabilities Act Compliance. Both the County and community service providers, as identified in paragraph one (1), shall comply with all federal and state laws relating to equal employment opportunity and accommodation for disability.
15. Data to be Furnished to the County. All information which is existing, readily available to the Area Agency without cost and reasonably necessary, as determined by the Area Agency's staff, for the performance of this Agreement by the County shall be furnished to the County and community service providers without charge by the Area Agency. The Area Agency, its agents and employees, shall fully cooperate, with the County in the performance of the County's duties under this Agreement.
16. Rights in Documents, Materials and Data Produced. The County and community service providers agree that at the discretion of the Area Agency, all reports and other data prepared by or for it under the terms of this Agreement shall be delivered to, become and remain, the property of the Area Agency upon termination or completion of the work. Both the Area Agency and the County shall have the right to use same without restriction or limitation and without compensation to the other. For the purposes of this Agreement, "data" includes writings, sound recordings, or other graphic representations, and works of similar nature. No reports or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of the County.
17. Interest of the Board of Commissioners. The Board of Commissioners covenants that neither the Board of Commissioners nor its agents or employees presently has an interest, nor shall acquire an interest, direct or indirect, which conflicts in any manner or degree with the performance of its service hereunder, or which would prevent, or tend to prevent, the satisfactory performance of the service hereunder in an impartial and unbiased manner.
18. Interest of Members of the Area Agency, Lead Regional Organization, and Others. No officer, member or employee of the Area Agency or Lead Regional Organization, and no public official

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of any local government which is affected in any way by the Project, who exercises any function or responsibilities in the review or approval of the Project or any component part thereof, shall participate in any decisions relating to this Agreement which affects his personal interest or the interest of any corporation, partnership or association in which he is, directly or indirectly, interested; nor shall any such persons have any interest, direct or indirect, in this Agreement or the proceeds arising there from.

19. Officials not to Benefit. No member of or delegate to the Congress of the United States of America, resident Commissioner or employee of the United States Government, shall be entitled to any share or part of this Agreement or any benefits to arise here from.
20. Prohibition Against Use of Funds to Influence Legislation. No part of any funds under this Agreement shall be used to pay the salary or expenses of any employee or agent acting on behalf of the County to engage in any activity designed to influence legislation or appropriations pending before Congress.
21. Confidentiality and Security. Any client information received in connection with the performance of any function of a community service provider or its subcontractors under this Agreement shall be kept confidential. The community service provider acknowledges that in receiving, storing, processing, or otherwise handling any confidential information, the agency and any subcontractors will safeguard and not further disclose the information except as provided in this Agreement and accompanying documents.
22. Record Retention and Disposition. All state and local government agencies, nongovernmental entities, and their subrecipients, including applicable vendors, that administer programs funded by federal sources passed through the NC DHHS and its divisions and offices are expected to maintain compliance with the NC DHHS record retention and disposition schedule and any agency-specific program schedules developed jointly with the NC Department of Cultural Resources, Division of Archives and Records. Retention requirements apply to the community service providers funded under this Agreement to provide Home and Community Care Block Grant services. Information on retention requirements is posted at <http://www.ncdhhs.gov/control/retention/retention.htm> and updated semi-annually by the NC DHHS Controller's Office. By funding source and state fiscal year, this schedule lists the earliest date that grant records in any format may be destroyed. The Division of Archives and Records provides information about destroying confidential data and authorized methods of record destruction (paper and electronic) at <http://archives.ncdcr.gov/For-Government/Retention-Schedules/Authorized-Destruction>.

The NC DHHS record retention schedule is based on federal and state regulations and pertains to the retention of all financial and programmatic records, supporting documents, statistical records, and all other records supporting the expenditure of a federal grant award. Records legally required for ongoing official proceedings, such as outstanding litigation, claims, audits,



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or other official actions, must be maintained for the duration of that action, notwithstanding the instructions of the NC DHHS record retention and disposition schedule.

In addition to record retention requirements for records in any format, the long-term and/or permanent preservation of electronic records require additional commitment and active management by agencies. The community service provider will comply with all policies, standards, and best practices published by the Division of Aging and Adult Services regarding the creation and management of electronic records.

- 23. Applicable Law. This Agreement is executed and is to be performed in the State of North Carolina, and all questions of interpretation and construction shall be construed by the laws of such State.

In witness whereof, the Area Agency and the County have executed this Agreement as of the day first written above.

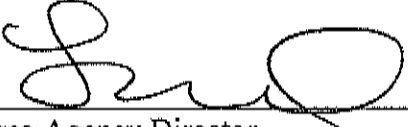
**Perquimans County**

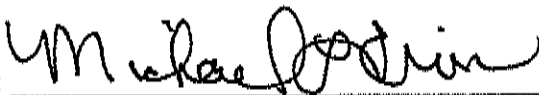
Attest:

\_\_\_\_\_ By: \_\_\_\_\_  
Chairman, Board of Commissioners

**Area Agency**

Attest:

  
\_\_\_\_\_  
Area Agency Director

By:   
\_\_\_\_\_  
Executive Director, Lead Regional Organization

Provision for payment of the monies to fall due under this Agreement within the current fiscal year have been made by appropriation duly authorized as required by the Local Government Budget and Fiscal Control Act.

BY:   
\_\_\_\_\_  
FINANCE OFFICER, Lead Regional Organization



PERQUIMANS COUNTY  
BOARD OF COMMISSIONERS

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

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

PROCLAMATION IN APPRECIATION  
OF THE LIFE AND SERVICE OF  
LAURA ELIZABETH CORNELIA HOLLEY HUDSON

WHEREAS, the citizens of Perquimans County are deeply saddened by the death of Laura Elizabeth Cornelia Holley Hudson; and

WHEREAS, Laura Elizabeth Cornelia Holley Hudson was born in Perquimans County, North Carolina on March 7, 1923; and

WHEREAS, Laura Elizabeth Cornelia Holley Hudson graduated from Hertford High School, married the late Maurice Holley on December 29, 1940, and had a daughter, Juanita Maurice Holley; and

WHEREAS, Laura joined the First Missionary Church in Hertford North Carolina in 1935 and was the oldest member until her passing. While a member of the First Missionary Church, she served on the Pastor's Aide, the Senior Choir, and the J. H. London Crusaders; and

WHEREAS, Laura was a member of the following organizations: Albemarle Cosmetology Club Chapter #73, Progressive Knights #1 of Hertford, NC, Social Light Club, Perquimans County Credit Union, Perquimans County Library, and NAACP.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners for the County of Perquimans, on behalf of the citizens of Perquimans County:

1. Hereby express our joy in having known Laura Elizabeth Cornelia Holley Hudson and our pride in being able to honor her for all that she did and stood for; and

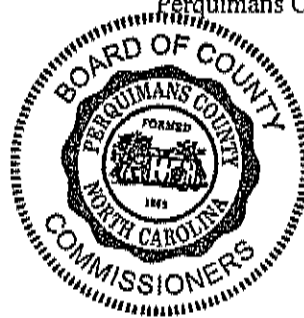
2. Hereby express our deepest sympathy to the members of the family of Laura Elizabeth Cornelia Holley Hudson and gratitude to you for sharing so much of her life with and for the benefit of us all.

This 25<sup>th</sup> day of July, 2024.

W. Frank Heath, III, County Manager  
Perquimans County

Attest:

Clerk to the Board



SEAL

Perquimans County's Vision:

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

FOR  
INFORMATION  
ONLY  
ITEMS

# DEPARTMENT HEAD REPORTS

SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
TA STOKELY JOSEPH ALAN HARRELL	7-12-2024	X	SUBDIVISION OF 2-0069-0068B 1.15 ACRES
TA STOKELY ROY S JR & JEANETTE CHAPELL	7-15-2024	X	SUBDIVISION OF A PORTION OF 2-0059-0015B 1.32 ACRES
TA STOKELY CHARLES E JR & EDNA M FOWLER	7-16-2024	X	SUBDIVISION OF 1-0022-0014D 1.42 ACRES
JOSIAH A WEBB NANCY M ROBERTS	7-18-2024	X	PROPOSED PRIVATE EASEMENT FOR 2-0050-0067
JOSIAH A WEBB DANIEL S PEREZ	7-18-2024	X	RECOMBINATION PF A PORTION OF 4-0056-0001N TO 4-0056-0001B 8.45 ACRES & 18.55 ACRES
TA STOKELY TIMOTHY J & KRISTINE CORPREW	7-23-2024	X	BOUNDARY SURVEY 2-0083-0064 1.12ACRES
PAUL J TOTI STATE THEATRE	7-25-2024	X	BOUNDARY SURVEY 3-0040-OG108-H, OG115-H, OG117-H, OG119-H 5,454 SF, 3643 SF, 11378 SF

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	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 27969 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	SALINDERS 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-July 2024**

**GARNISHMENTS: \$3,569.91**

**PAYMENT AGREEMENTS: \$11,726.85**

**DEBT SETOFFS: \$251.36**

Insulation fees  
 14 @ 75 ea = \$1050.00

DHR-3 - Page 1  
 Permit Fee Report  
 6 @ 10 = \$60.00

7/1/2024 - 7/30/2024

Permit Date	Permit #	Permit Type	Fee Name	Fee Amount	Payment Amount	Payment Type
7/29/2024	4640	Plumbing	Administrative	50.00	\$50.00	IBX CC
7/11/2024	4589	Mechanical	Central - Additional Unit	55.00	\$55.00	IBX CC
7/2/2024	4572	Mechanical	Central - Additional Unit	55.00	\$55.00	IBX CC
7/26/2024	4634	Building	Central Heating/Air Conditioning	75.00	\$75.00	IBX CC
7/24/2024	4627	Mechanical	Central Heating/Air Conditioning	75.00	\$75.00	IBX CC
7/24/2024	4628	Mechanical	Central Heating/Air Conditioning	75.00	\$0.00	
7/15/2024	4602	Mechanical	Central Heating/Air Conditioning	75.00	\$75.00	IBX CC
7/11/2024	4589	Mechanical	Central Heating/Air Conditioning	75.00	\$75.00	IBX CC
7/2/2024	4572	Mechanical	Central Heating/Air Conditioning	75.00	\$75.00	IBX CC
7/1/2024	4548	Mechanical	Central Heating/Air Conditioning	75.00	\$75.00	IBX CC
7/1/2024	4566	Mechanical	Central Heating/Air Conditioning	75.00	\$75.00	IBX CC
7/22/2024	4619	Building	Demoliton of Structure	50.00	\$50.00	
7/22/2024	4620	Building	Demoliton of Structure	50.00	\$50.00	
7/24/2024	4624	Electrical	Electrical	50.00	\$50.00	
7/24/2024	4625	Electrical	Electrical	50.00	\$50.00	
7/22/2024	4622	Electrical	Electrical	50.00	\$50.00	IBX CC
7/17/2024	4612	Electrical	Electrical	50.00	\$50.00	
7/12/2024	4597	Electrical	Electrical	60.00	\$0.00	
7/8/2024	4580	Electrical	Electrical	50.00	\$50.00	IBX CC
7/26/2024	4634	Building	Electrical Square Foot	296.00	\$296.00	IBX CC
7/11/2024	4595	Electrical	Electrical Square Foot	344.00	\$344.00	IBX CC
7/11/2024	4596	Electrical	Electrical Square Foot	333.00	\$333.00	IBX CC

7/8/2024	4576	Electrical	Electrical Square Foot	343.00	\$343.00	
7/2/2024	4570	Electrical	Electrical Square Foot	368.00	\$368.00	
7/16/2024	4605	Electrical	Generators	50.00	\$50.00	
7/15/2024	4604	Electrical	Generators	50.00	\$50.00	IBX CC
7/25/2024	4632	Building	In Ground Pool (Residential)	100.00	\$100.00	
7/29/2024	4610	Building	Insulation Fee	75.00	\$75.00	
7/29/2024	4614	Building	Insulation Fee	75.00	\$75.00	
7/26/2024	4633	Building	Insulation Fee	75.00	\$0.00	
7/26/2024	4634	Building	Insulation Fee	75.00	\$75.00	IBX CC
7/26/2024	4636	Building	Insulation Fee	75.00	\$75.00	
7/26/2024	4637	Building	Insulation Fee	75.00	\$0.00	
7/24/2024	4626	Building	Insulation Fee	75.00	\$75.00	
7/16/2024	4608	Building	Insulation Fee	75.00	\$75.00	
7/15/2024	4601	Building	Insulation Fee	75.00	\$75.00	IBX CC
7/11/2024	4587	Building	Insulation Fee	75.00	\$75.00	IBX CC
7/11/2024	4591	Building	Insulation Fee	75.00	\$75.00	
7/9/2024	4581	Building	Insulation Fee	75.00	\$75.00	
7/1/2024	4504	Building	Insulation Fee	75.00	\$75.00	IBX CC
7/1/2024	4525	Building	Insulation Fee	75.00	\$75.00	
7/24/2024	4625	Electrical	Mechanical	55.00	\$55.00	
7/17/2024	4612	Electrical	Mechanical	55.00	\$55.00	
7/8/2024	4577	Mechanical	Mechanical	55.00	\$55.00	IBX CC
7/9/2024	4582	Mechanical	Mini Split	75.00	\$75.00	IBX CC
7/2/2024	4573	Mechanical	Mini Split	75.00	\$75.00	IBX CC
7/9/2024	4582	Mechanical	Mini Split per head	25.00	\$25.00	IBX CC
7/9/2024	4582	Mechanical	Mini Split per head	25.00	\$25.00	IBX CC
7/29/2024	4614	Building	Minimum Construction Fee	75.00	\$75.00	
7/29/2024	4639	Building	Minimum Construction Fee	75.00	\$75.00	IBX CC



7/17/2024	4613	Building	Minimum Construction Fee	75.00	\$75.00	
7/11/2024	4587	Building	Minimum Construction Fee	75.00	\$75.00	IBX CC
7/11/2024	4593	Building	Minimum Construction Fee	75.00	\$75.00	IBX CC
7/5/2024	4575	Building	Minimum Construction Fee	75.00	\$75.00	IBX CC
7/2/2024	4571	Building	Minimum Construction Fee	75.00	\$75.00	
7/1/2024	4563	Building	Minimum Construction Fee	75.00	\$75.00	IBX CC
7/1/2024	4565	Building	Minimum Construction Fee	75.00	\$0.00	
7/23/2024	4623	Electrical	Minimum Electrical Fee	50.00	\$50.00	IBX CC
7/18/2024	4616	Electrical	Minimum Electrical Fee	50.00	\$50.00	
7/16/2024	4609	Electrical	Minimum Electrical Fee	50.00	\$50.00	IBX CC
7/15/2024	4601	Building	Minimum Electrical Fee	50.00	\$50.00	IBX CC
7/11/2024	4587	Building	Minimum Electrical Fee	50.00	\$50.00	IBX CC
7/11/2024	4594	Electrical	Minimum Electrical Fee	50.00	\$50.00	IBX CC
7/9/2024	4584	Electrical	Minimum Electrical Fee	50.00	\$0.00	
7/8/2024	4578	Electrical	Minimum Electrical Fee	50.00	\$50.00	IBX CC
7/8/2024	4580	Electrical	Minimum Electrical Fee	50.00	\$50.00	IBX CC
7/1/2024	4544	Electrical	Minimum Electrical Fee	50.00	\$0.00	
7/1/2024	4547	Electrical	Minimum Electrical Fee	50.00	\$50.00	
7/1/2024	4565	Building	Minimum Electrical Fee	50.00	\$0.00	
7/29/2024	4638	Plumbing	Minimum Fee	50.00	\$50.00	IBX CC
7/26/2024	4634	Building	Minimum Fee	50.00	\$50.00	IBX CC
7/22/2024	4621	Plumbing	Minimum Fee	50.00	\$0.00	
7/16/2024	4606	Plumbing	Minimum Fee	50.00	\$50.00	IBX CC
7/16/2024	4607	Plumbing	Minimum Fee	50.00	\$50.00	IBX CC
7/15/2024	4600	Plumbing	Minimum Fee	50.00	\$50.00	
7/3/2024	4574	Plumbing	Minimum Fee	50.00	\$50.00	IBX CC
7/1/2024	4568	Plumbing	Minimum Fee	50.00	\$50.00	
7/1/2024	4569	Plumbing	Minimum Fee	50.00	\$50.00	

7/26/2024	4634	Building	Minimum Plumbing Fee	50.00	\$50.00	IBX CC
7/17/2024	4611	Plumbing	Minimum Plumbing Fee	50.00	\$50.00	
7/15/2024	4601	Building	Minimum Plumbing Fee	50.00	\$50.00	IBX CC
7/15/2024	4603	Plumbing	Minimum Plumbing Fee	50.00	\$50.00	IBX CC
7/11/2024	4587	Building	Minimum Plumbing Fee	50.00	\$50.00	IBX CC
7/11/2024	4588	Plumbing	Minimum Plumbing Fee	50.00	\$50.00	IBX CC
7/9/2024	4583	Plumbing	Minimum Plumbing Fee	50.00	\$0.00	
7/8/2024	4579	Plumbing	Minimum Plumbing Fee	50.00	\$50.00	IBX CC
7/1/2024	4558	Plumbing	Minimum Plumbing Fee	50.00	\$0.00	
7/1/2024	4561	Building	Minimum Renovation	25.00	\$25.00	IBX CC
7/29/2024	4639	Building	Miscellaneous Building	150.00	\$150.00	IBX CC
7/1/2024	4504	Building	Miscellaneous Building	200.00	\$200.00	IBX CC
7/16/2024	4609	Electrical	Miscellaneous Electrical	150.00	\$150.00	IBX CC
7/1/2024	4504	Building	Miscellaneous Renovation	100.00	\$100.00	IBX CC
7/13/2024	4598	Mechanical	Modular Home Mechanical	55.00	\$0.00	
7/11/2024	4592	Plumbing	Modular Plumbing	50.00	\$50.00	IBX CC
7/19/2024	4617	Building	Multi Section	185.00	\$185.00	IBX CC
7/1/2024	4553	Building	Multi Section	185.00	\$185.00	
7/1/2024	4564	Building	Multi Section	185.00	\$185.00	IBX CC
7/26/2024	4634	Building	Per Fixture	120.00	\$120.00	IBX CC
7/17/2024	4611	Plumbing	Per Fixture	140.00	\$140.00	
7/15/2024	4601	Building	Per Fixture	30.00	\$30.00	IBX CC
7/15/2024	4603	Plumbing	Per Fixture	80.00	\$80.00	IBX CC
7/11/2024	4587	Building	Per Fixture	30.00	\$30.00	IBX CC
7/11/2024	4588	Plumbing	Per Fixture	180.00	\$180.00	IBX CC
7/9/2024	4583	Plumbing	Per Fixture	10.00	\$0.00	
7/8/2024	4579	Plumbing	Per Fixture	120.00	\$120.00	IBX CC
7/1/2024	4558	Plumbing	Per Fixture	50.00	\$0.00	
7/29/2024	4638	Plumbing	Per Gas Outlet	5.00	\$5.00	IBX CC
7/26/2024	4634	Building	Per Gas Outlet	10.00	\$10.00	IBX CC
7/22/2024	4621	Plumbing	Per Gas Outlet	20.00	\$0.00	
7/16/2024	4606	Plumbing	Per Gas Outlet	15.00	\$15.00	IBX CC

7/16/2024	4607	Plumbing	Per Gas Outlet	5.00	\$5.00	IBX CC
7/15/2024	4600	Plumbing	Per Gas Outlet	10.00	\$10.00	
7/3/2024	4574	Plumbing	Per Gas Outlet	5.00	\$5.00	IBX CC
7/1/2024	4568	Plumbing	Per Gas Outlet	5.00	\$5.00	
7/1/2024	4569	Plumbing	Per Gas Outlet	5.00	\$5.00	
7/1/2024	4565	Building	Photovoltaic/Solar	150.00	\$0.00	
7/29/2024	4640	Plumbing	Plumbing	50.00	\$50.00	IBX CC
7/29/2024	4641	Plumbing	Plumbing	50.00	\$0.00	
7/29/2024	4642	Plumbing	Plumbing	50.00	\$0.00	
7/24/2024	4624	Electrical	Plumbing	50.00	\$50.00	
7/24/2024	4625	Electrical	Plumbing	50.00	\$50.00	
7/29/2024	4610	Building	Renovation Square Foot	137.00	\$137.00	
7/15/2024	4601	Building	Renovation Square Foot	168.00	\$168.00	IBX CC
7/10/2024	4585	Building	Renovation Square Foot	154.00	\$0.00	
7/1/2024	4561	Building	Renovation Square Foot	146.00	\$146.00	IBX CC
7/26/2024	4634	Building	Service Charge	120.00	\$120.00	IBX CC
7/23/2024	4623	Electrical	Service Charge	60.00	\$60.00	IBX CC
7/18/2024	4616	Electrical	Service Charge	60.00	\$60.00	
7/11/2024	4594	Electrical	Service Charge	60.00	\$60.00	IBX CC
7/11/2024	4595	Electrical	Service Charge	60.00	\$60.00	IBX CC
7/11/2024	4596	Electrical	Service Charge	60.00	\$60.00	IBX CC
7/9/2024	4584	Electrical	Service Charge	6.00	\$0.00	
7/8/2024	4576	Electrical	Service Charge	60.00	\$60.00	
7/8/2024	4578	Electrical	Service Charge	60.00	\$60.00	IBX CC
7/8/2024	4580	Electrical	Service Charge	120.00	\$120.00	IBX CC
7/2/2024	4570	Electrical	Service Charge	60.00	\$60.00	
7/1/2024	4544	Electrical	Service Charge	180.00	\$0.00	
7/25/2024	4631	Electrical	Service Repair	50.00	\$50.00	IBX CC
7/15/2024	4599	Electrical	Service Repair	50.00	\$50.00	IBX CC

7/1/2024	4549	Electrical	Service Repair	50.00	\$50.00	
7/26/2024	4633	Building	Square Foot Construction Fee	814.00	\$0.00	
7/26/2024	4634	Building	Square Foot Construction Fee	740.00	\$740.00	IBX CC
7/26/2024	4636	Building	Square Foot Construction Fee	680.00	\$680.00	
7/26/2024	4637	Building	Square Foot Construction Fee	1,304.00	\$0.00	
7/24/2024	4626	Building	Square Foot Construction Fee	473.00	\$473.00	
7/22/2024	4618	Building	Square Foot Construction Fee	104.00	\$104.00	
7/17/2024	4613	Building	Square Foot Construction Fee	20.00	\$20.00	
7/16/2024	4608	Building	Square Foot Construction Fee	600.00	\$600.00	
7/11/2024	4590	Building	Square Foot Construction Fee	549.00	\$549.00	IBX CC
7/11/2024	4591	Building	Square Foot Construction Fee	334.00	\$334.00	
7/10/2024	4586	Building	Square Foot Construction Fee	112.00	\$112.00	
7/9/2024	4581	Building	Square Foot Construction Fee	892.00	\$892.00	
7/1/2024	4525	Building	Square Foot Construction Fee	973.00	\$973.00	
7/1/2024	4543	Building	Square Foot Construction Fee	79.00	\$79.00	IBX CC
7/1/2024	4562	Building	Square Foot Construction Fee	150.00	\$150.00	
7/26/2024	4633	Building	State Construction Fee	10.00	\$0.00	
7/26/2024	4636	Building	State Construction Fee	10.00	\$10.00	

7/26/2024	4637	Building	State Construction Fee	10.00	\$0.00	
7/24/2024	4626	Building	State Construction Fee	10.00	\$10.00	
7/9/2024	4581	Building	State Construction Fee	10.00	\$10.00	
7/1/2024	4525	Building	State Construction Fee	10.00	\$10.00	
7/16/2024	4605	Electrical	Sub Panel	20.00	\$20.00	
7/15/2024	4604	Electrical	Sub Panel	20.00	\$20.00	IBX CC
7/11/2024	4594	Electrical	Sub Panel	60.00	\$60.00	IBX CC
7/11/2024	4595	Electrical	Sub Panel	40.00	\$40.00	IBX CC
7/11/2024	4596	Electrical	Sub Panel	20.00	\$20.00	IBX CC
7/8/2024	4576	Electrical	Sub Panel	20.00	\$20.00	
7/8/2024	4578	Electrical	Sub Panel	20.00	\$20.00	IBX CC
7/8/2024	4580	Electrical	Sub Panel	40.00	\$40.00	IBX CC
7/1/2024	4544	Electrical	Sub Panel	20.00	\$0.00	
7/1/2024	4565	Building	Sub Panel	100.00	\$0.00	
7/25/2024	4632	Building	Swimming Pool	30.00	\$30.00	
7/26/2024	4633	Building	Temporary Service	50.00	\$0.00	
7/26/2024	4636	Building	Temporary Service	50.00	\$50.00	
7/26/2024	4637	Building	Temporary Service	50.00	\$0.00	
7/24/2024	4626	Building	Temporary Service	50.00	\$50.00	
7/9/2024	4581	Building	Temporary Service	50.00	\$50.00	
				19,354.00	\$15,611.00	

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Permit Date	Permit #	Permit Type	Proposed for	Project Cost	Fee Amount	Payment Description	Paid By	Payment Amount
7/1/2024	4504	Building		500,000	75.00	943553	Ben Podlogar	\$75.00
7/1/2024	4504	Building		500,000	200.00	943553	Ben Podlogar	\$200.00
7/1/2024	4504	Building		500,000	100.00	943553	Ben Podlogar	\$100.00
7/1/2024	4525	Building	One family	400,000	75.00			\$75.00
7/1/2024	4525	Building	One family	400,000	973.00			\$973.00
7/1/2024	4525	Building	One family	400,000	10.00			\$10.00
7/1/2024	4543	Building	Other- Specify	0	79.00	959930	Buddy White	\$79.00
7/1/2024	4544	Electrical	Stores, Mercantile	20,000	50.00			\$0.00
7/1/2024	4544	Electrical	Stores, Mercantile	20,000	180.00			\$0.00
7/1/2024	4544	Electrical	Stores, Mercantile	20,000	20.00			\$0.00
7/1/2024	4547	Electrical	One family	1,500	50.00			\$50.00
7/1/2024	4548	Mechanical		5,784	75.00	932515	Melanie Metzler	\$75.00
7/1/2024	4549	Electrical	One family	550	50.00			\$50.00
7/1/2024	4553	Building	Mobile Home	161,000	185.00			\$185.00
7/1/2024	4558	Plumbing		2,000	50.00			\$0.00
7/1/2024	4558	Plumbing		2,000	50.00			\$0.00
7/1/2024	4561	Building	One family	38,775	25.00	958516	Vondell Bullock	\$25.00
7/1/2024	4561	Building	One family	38,775	146.00	958516	Vondell Bullock	\$146.00
7/1/2024	4562	Building	Parking Garage	14,000	150.00			\$150.00
7/1/2024	4563	Building	Mobile Home	300	75.00	932976	Daome Mallory	\$75.00
7/1/2024	4564	Building	Mobile Home	223,427	185.00	934613	Kara Prince shelton	\$185.00
7/1/2024	4565	Building	One family	45,000	75.00			\$0.00
7/1/2024	4565	Building	One family	45,000	50.00			\$0.00
7/1/2024	4565	Building	One family	45,000	150.00			\$0.00
7/1/2024	4565	Building	One family	45,000	100.00			\$0.00
7/1/2024	4566	Mechanical	One family	14,249	75.00	941416	Sabrina McCarraher	\$75.00
7/1/2024	4568	Plumbing		450	50.00			\$50.00
7/1/2024	4568	Plumbing		450	5.00			\$5.00
7/1/2024	4569	Plumbing		800	50.00			\$50.00
7/1/2024	4569	Plumbing		800	5.00			\$5.00
7/2/2024	4570	Electrical	One family	12,000	60.00			\$60.00
7/2/2024	4570	Electrical	One family	12,000	368.00			\$368.00
7/2/2024	4571	Building		8,300	75.00			\$75.00
7/2/2024	4572	Mechanical		32,000	55.00	937372	LORI B. ARMSTRONG	\$55.00
7/2/2024	4572	Mechanical		32,000	75.00	937372	LORI B. ARMSTRONG	\$75.00
7/2/2024	4573	Mechanical		3,300	75.00	935836	TRACEY S WINSLOW	\$75.00
7/3/2024	4574	Plumbing	Other- Specify	1,000	50.00	935924	Peter R Krainiak	\$50.00
7/3/2024	4574	Plumbing	Other- Specify	1,000	5.00	935924	Peter R Krainiak	\$5.00
7/5/2024	4575	Building		23,400	75.00	952447	RICHARD SCHLARP	\$75.00
7/8/2024	4576	Electrical	One family	16,000	60.00			\$60.00
7/8/2024	4576	Electrical	One family	16,000	20.00			\$20.00

7/8/2024	4576	Electrical	One family	16,000	343.00			\$343.00
7/8/2024	4577	Mechanical	Mobile Home	1,200	55.00	938022	TRACEY S WINSLOW	\$55.00
7/8/2024	4578	Electrical	Other- Specify	15,000	50.00	938169	Clifford Watterton	\$50.00
7/8/2024	4578	Electrical	Other- Specify	15,000	60.00	938169	Clifford Watterton	\$60.00
7/8/2024	4578	Electrical	Other- Specify	15,000	20.00	938169	Clifford Watterton	\$20.00
7/8/2024	4579	Plumbing	One family	8,800	50.00	938837	Penny Layden	\$50.00
7/8/2024	4579	Plumbing	One family	8,800	120.00	938837	Penny Layden	\$120.00
7/8/2024	4580	Electrical	Mobile Home	3,000	50.00	938966	Corey Marriner	\$50.00
7/8/2024	4580	Electrical	Mobile Home	3,000	120.00	938966	Corey Marriner	\$120.00
7/8/2024	4580	Electrical	Mobile Home	3,000	40.00	938966	Corey Marriner	\$40.00
7/8/2024	4580	Electrical	Mobile Home	3,000	50.00	938966	Corey Marriner	\$50.00
7/9/2024	4581	Building	One family	275,000	75.00			\$75.00
7/9/2024	4581	Building	One family	275,000	892.00			\$892.00
7/9/2024	4581	Building	One family	275,000	10.00			\$10.00
7/9/2024	4581	Building	One family	275,000	50.00			\$50.00
7/9/2024	4582	Mechanical		6,000	75.00	940067	Sam A. Moore	\$75.00
7/9/2024	4582	Mechanical		6,000	25.00	940067	Sam A. Moore	\$25.00
7/9/2024	4582	Mechanical		6,000	25.00	940067	Sam A. Moore	\$25.00
7/9/2024	4583	Plumbing	Mobile Home	1,900	50.00			\$0.00
7/9/2024	4583	Plumbing	Mobile Home	1,900	10.00			\$0.00
7/9/2024	4584	Electrical	Mobile Home	950	50.00			\$0.00
7/9/2024	4584	Electrical	Mobile Home	950	6.00			\$0.00
7/10/2024	4585	Building	One family	15,381	154.00			\$0.00
7/10/2024	4586	Building	Other- Specify	12,000	112.00			\$112.00
7/11/2024	4587	Building		4,000	75.00	942124	Shaunee Self	\$75.00
7/11/2024	4587	Building		4,000	50.00	942124	Shaunee Self	\$50.00
7/11/2024	4587	Building		4,000	50.00	942124	Shaunee Self	\$50.00
7/11/2024	4587	Building		4,000	30.00	942124	Shaunee Self	\$30.00
7/11/2024	4587	Building		4,000	75.00	942124	Shaunee Self	\$75.00
7/11/2024	4588	Plumbing	One family	25,000	50.00	943775	BRIAN ROLLINSON	\$50.00
7/11/2024	4588	Plumbing	One family	25,000	180.00	943775	BRIAN ROLLINSON	\$180.00
7/11/2024	4589	Mechanical	One family	25,000	55.00	943807	BRIAN ROLLINSON	\$55.00
7/11/2024	4589	Mechanical	One family	25,000	75.00	943807	BRIAN ROLLINSON	\$75.00
7/11/2024	4590	Building	Modular Home	250,650	549.00	958810	Wayne R Brown	\$549.00
7/11/2024	4591	Building	One family	40,000	75.00			\$75.00
7/11/2024	4591	Building	One family	40,000	334.00			\$334.00
7/11/2024	4592	Plumbing		350	50.00	958789	Wayne R Brown	\$50.00
7/11/2024	4593	Building	One family	17,655	75.00	958374	Meredith C Jarrett	\$75.00
7/11/2024	4594	Electrical		17,655	50.00	958382	Meredith C Jarrett	\$50.00
7/11/2024	4594	Electrical		17,655	60.00	958382	Meredith C Jarrett	\$60.00
7/11/2024	4594	Electrical		17,655	60.00	958382	Meredith C Jarrett	\$60.00

7/11/2024	4595	Electrical	One family	18,000	344.00	942926	Jennifer Trueblood	\$344.00
7/11/2024	4595	Electrical	One family	18,000	60.00	942926	Jennifer Trueblood	\$60.00
7/11/2024	4595	Electrical	One family	18,000	40.00	942926	Jennifer Trueblood	\$40.00
7/11/2024	4596	Electrical	One family	18,000	333.00	942939	Jennifer Trueblood	\$333.00
7/11/2024	4596	Electrical	One family	18,000	60.00	942939	Jennifer Trueblood	\$60.00
7/11/2024	4596	Electrical	One family	18,000	20.00	942939	Jennifer Trueblood	\$20.00
7/12/2024	4597	Electrical	Modular Home	750	60.00			\$0.00
7/13/2024	4598	Mechanical	Modular Home	3,500	55.00			\$0.00
7/15/2024	4599	Electrical		2,000	50.00	945141	William C Phillips	\$50.00
7/15/2024	4600	Plumbing	One family	1,500	50.00			\$50.00
7/15/2024	4600	Plumbing	One family	1,500	10.00			\$10.00
7/15/2024	4601	Building	One family	5,500	75.00	947431	Antonio Luis Mendez	\$75.00
7/15/2024	4601	Building	One family	5,500	50.00	947431	Antonio Luis Mendez	\$50.00
7/15/2024	4601	Building	One family	5,500	50.00	947431	Antonio Luis Mendez	\$50.00
7/15/2024	4601	Building	One family	5,500	30.00	947431	Antonio Luis Mendez	\$30.00
7/15/2024	4601	Building	One family	5,500	168.00	947431	Antonio Luis Mendez	\$168.00
7/15/2024	4602	Mechanical		800	75.00	947828	Melanie Metzler	\$75.00
7/15/2024	4603	Plumbing	One family	12,000	50.00	945815	Charles Brown	\$50.00
7/15/2024	4603	Plumbing	One family	12,000	80.00	945815	Charles Brown	\$80.00
7/15/2024	4604	Electrical		10,000	50.00	947439	Bryan L Eure	\$50.00
7/15/2024	4604	Electrical		10,000	20.00	947439	Bryan L Eure	\$20.00
7/16/2024	4605	Electrical	One family	10,000	50.00			\$50.00
7/16/2024	4605	Electrical	One family	10,000	20.00			\$20.00
7/16/2024	4606	Plumbing	One family	2,000	50.00	947758	Jesse R. Joseph	\$50.00
7/16/2024	4606	Plumbing	One family	2,000	15.00	947758	Jesse R. Joseph	\$15.00
7/16/2024	4607	Plumbing	One family	2,000	50.00	947778	Jesse Joseph	\$50.00
7/16/2024	4607	Plumbing	One family	2,000	5.00	947778	Jesse Joseph	\$5.00
7/16/2024	4608	Building	Other- Specify	75,000	75.00			\$75.00
7/16/2024	4608	Building	Other- Specify	75,000	600.00			\$600.00
7/16/2024	4609	Electrical		60,000	50.00	959486	Rebecca Jones	\$50.00
7/16/2024	4609	Electrical		60,000	150.00	959486	Rebecca Jones	\$150.00
7/17/2024	4611	Plumbing	One family	20,000	50.00			\$50.00
7/17/2024	4611	Plumbing	One family	20,000	140.00			\$140.00
7/17/2024	4612	Electrical	Mobile Home	5,000	50.00			\$50.00
7/17/2024	4612	Electrical	Mobile Home	5,000	55.00			\$55.00
7/17/2024	4613	Building	One family	20,000	75.00			\$75.00
7/17/2024	4613	Building	One family	20,000	20.00			\$20.00
7/18/2024	4616	Electrical		1,000	50.00			\$50.00
7/18/2024	4616	Electrical		1,000	60.00			\$60.00
7/19/2024	4617	Building	Mobile Home	265,047	185.00	955783	Jeffrey Jones	\$185.00
7/22/2024	4618	Building	Other- Specify	12,000	104.00			\$104.00



7/22/2024	4619	Building	Other- Specify	7,000	50.00			\$50.00
7/22/2024	4620	Building	Other- Specify	7,000	50.00			\$50.00
7/22/2024	4621	Plumbing		2,500	50.00			\$0.00
7/22/2024	4621	Plumbing		2,500	20.00			\$0.00
7/22/2024	4622	Electrical	Modular Home	2,500	50.00	953785	Brandon S Vanhorn	\$50.00
7/23/2024	4623	Electrical	Tanks, towers	15,000	50.00	954478	Clifford Watterton	\$50.00
7/23/2024	4623	Electrical	Tanks, towers	15,000	60.00	954478	Clifford Watterton	\$60.00
7/24/2024	4624	Electrical	Mobile Home	3,500	50.00			\$50.00
7/24/2024	4624	Electrical	Mobile Home	3,500	50.00			\$50.00
7/24/2024	4625	Electrical	Mobile Home	10,000	50.00			\$50.00
7/24/2024	4625	Electrical	Mobile Home	10,000	55.00			\$55.00
7/24/2024	4625	Electrical	Mobile Home	10,000	50.00			\$50.00
7/24/2024	4626	Building	One family	192,000	75.00			\$75.00
7/24/2024	4626	Building	One family	192,000	473.00			\$473.00
7/24/2024	4626	Building	One family	192,000	10.00			\$10.00
7/24/2024	4626	Building	One family	192,000	50.00			\$50.00
7/24/2024	4627	Mechanical		11,000	75.00	957521	LORI B ARMSTRONG	\$75.00
7/24/2024	4628	Mechanical		11,000	75.00			\$0.00
7/25/2024	4631	Electrical	Other- Specify	1,500	50.00	957479	William C Phillips	\$50.00
7/25/2024	4632	Building	Other- Specify	35,000	100.00			\$100.00
7/25/2024	4632	Building	Other- Specify	35,000	30.00			\$30.00
7/26/2024	4633	Building	One family	600,000	75.00			\$0.00
7/26/2024	4633	Building	One family	600,000	814.00			\$0.00
7/26/2024	4633	Building	One family	600,000	10.00			\$0.00
7/26/2024	4633	Building	One family	600,000	50.00			\$0.00
7/26/2024	4634	Building	One family	154,500	75.00	959993	Christopher E Rawlins	\$75.00
7/26/2024	4634	Building	One family	154,500	740.00	959993	Christopher E Rawlins	\$740.00
7/26/2024	4634	Building	One family	154,500	296.00	959993	Christopher E Rawlins	\$296.00
7/26/2024	4634	Building	One family	154,500	50.00	959993	Christopher E Rawlins	\$50.00
7/26/2024	4634	Building	One family	154,500	75.00	959993	Christopher E Rawlins	\$75.00
7/26/2024	4634	Building	One family	154,500	50.00	959993	Christopher E Rawlins	\$50.00
7/26/2024	4634	Building	One family	154,500	120.00	959993	Christopher E Rawlins	\$120.00
7/26/2024	4634	Building	One family	154,500	120.00	959993	Christopher E Rawlins	\$120.00
7/26/2024	4634	Building	One family	154,500	10.00	959993	Christopher E Rawlins	\$10.00
7/26/2024	4636	Building	One family	328,580	75.00			\$75.00
7/26/2024	4636	Building	One family	328,580	680.00			\$680.00
7/26/2024	4636	Building	One family	328,580	10.00			\$10.00
7/26/2024	4636	Building	One family	328,580	50.00			\$50.00
7/26/2024	4637	Building		375,000	75.00			\$0.00
7/26/2024	4637	Building		375,000	1,304.00			\$0.00
7/26/2024	4637	Building		375,000	10.00			\$0.00
7/26/2024	4637	Building		375,000	50.00			\$0.00
7/29/2024	4610	Building	One family	42,000	75.00			\$75.00
7/29/2024	4610	Building	One family	42,000	137.00			\$137.00
7/29/2024	4614	Building	One family	6,000	75.00			\$75.00
7/29/2024	4614	Building	One family	6,000	75.00			\$75.00

7/29/2024	4638	Plumbing	One family	1,200	50.00	959585	Tammy Moore	\$50.00
7/29/2024	4638	Plumbing	One family	1,200	5.00	959585	Tammy Moore	\$5.00
7/29/2024	4639	Building		15,000	75.00	959964	Ralph Thomas	\$75.00
7/29/2024	4639	Building		15,000	150.00	959964	Ralph Thomas	\$150.00
7/29/2024	4640	Plumbing		5,000	50.00	960266	brian rollinson	\$50.00
7/29/2024	4640	Plumbing		5,000	50.00	960266	brian rollinson	\$50.00
7/29/2024	4641	Plumbing		5,000	50.00			\$0.00
7/29/2024	4642	Plumbing		5,000	50.00			\$0.00
				13,970.78	19,354.00			\$15,000.00

Total Records: 177

7/30/2024



## Case Activity Report

7/1/2024 - 7/30/2024

Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
7/30/2024	163	144 OSPREY LN		Over grown Property with Junk Cars	Inspection	Contacted Owners and they said property would be cleaned up in the next few weeks.
7/30/2024	167	328 HOLIDAY LN		Trash, Junk Vehicles	Inspection	Complaint of Trash, High Grass and Junk Vehicles.  When Inspected grass was mowed and no trash are junk vehicles at that time.
7/10/2024	118	1348 SNUG HARBOR RD	unsafe structure	single story building	Inspection	Complaint about old building being used as a business for the sell of seafood.  Inspection of property found grass mowed and maintained and crab pots stacked neatly by dock. Old building

						cleaned out but not being used.
7/9/2024	166	905 BELVIDERE RD		Run Down House	Inspection	Office received anonymous letter about the house at this location, possible wrong address. House possibly needs to be condemned or serious repair.  Could not find any issues at this address.

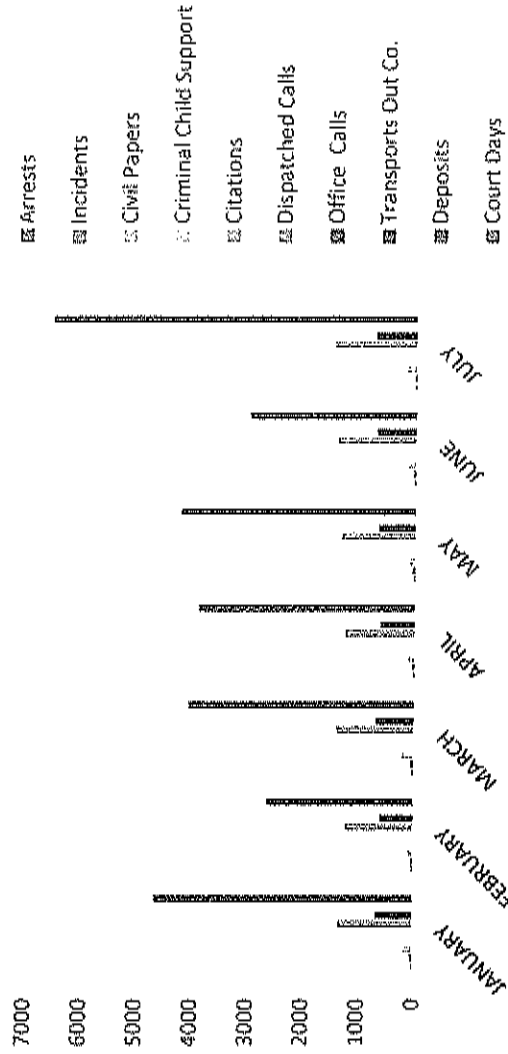
Total Records: 4

7/30/2024

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Perquimans County Sheriff's Office --- July 2024 Activity Report

	Arrests	Incidents	Civil Papers	Criminal Child Support	Citations	Dispatched Calls	Office Calls	Transports Out Co.	Deposits	Court Days
JANUARY	23	56	168	1	13	1346	673	4	\$4,664.00	8
FEBRUARY	32	61	100	0	10	1225	613	4	\$2,652.07	8
MARCH	35	70	229	1	6	1404	702	2	\$4,064.50	9
APRIL	28	60	128	1	7	1263	632	2	\$3,902.50	10
MAY	40	71	118	0	5	1348	674	6	\$4,231.00	7
JUNE	39	62	157	0	11	1419	710	1	\$2,997.00	5
JULY	27	45	177	1	7	1483	742	3	\$6,560.25	8



# COMMITTEE REPORTS