

**A G E N D A**

*All items are for discussion and possible action.*  
Perquimans County Board of Commissioners  
Meeting Room at Perquimans County Library  
October 7, 2024  
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: September 3, 2024 Regular Meeting – September 16, 2024 Regular Work Session (Meeting Cancelled)
- B. Tax Refund / Release Approvals
- C. Personnel Matters:
  - 1. Appointment: IMC I working toward IMC II (2)
  - 2. Appointment: Full-Time Non-Certified Telecommunicator
  - 3. Appointment: Part-Time/Fill-In EMT(2)
  - 4. Appointment: Full-Time EMT
  - 5. Reclassification: Part-Time/Fill-In AEMT II
  - 6. Reclassification: Full-Time AEMT II
  - 7. Appointment: Part-Time/Fill-In Paramedic I (2)
  - 8. Reclassification: Full-Time Paramedic II (3)
  - 9. Resignation: Full-Time Paramedic I
  - 10. Reclassification: Part-Time/Fill-In Paramedic I
  - 11. Resignation: Part-Time/Fill-In Telecommunicator I
  - 12. Resignation: IMC II
- D. Step Increases/Merit Increases
  - 1. Social Services (1)
  - 2. 911 (1)
  - 3. Sheriff's Office (1)
- E. Budget Amendment Nos. 7
- F. Board Reappointments
  - 1. Reappointment: Board Trustees for Volunteer Fire Departments (8)
- G. Miscellaneous Documents
  - 1. NC-CO Perquimans FY24-FY26 Agreement with Maximus

**ACTION  
REQUIRED**

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

- A. Recognition of Employees' Years of Service
- B. Introduction of New Employee
  - 1. Jackie Greene, Board of Elections
  - 2. Bill Jennings, Tax Department

**NO  
ACTION  
REQUIRED**

**VI. Scheduled Appointments**

- A.
- B.

7:00 p.m.  
7:05 p.m.

**VII. Commissioner's Concerns/Committee Reports**

- A.
- B.

**NO  
ACTION  
REQUIRED**

**VIII. Old Business**

- A. Updates from County Manager
- B. Board Vacancies
  - 1. Community Advisory Committee (4)
  - 2. Senior Tarheel Legislature Alternate Delegate
  - 3. Recreation Advisory Committee – New Hope Representative

**POSSIBLE  
ACTION  
REQUIRED**

**IX. New Business**

**ACTION  
REQUIRED**

- A. Perquimans-Gates 911 Funding Reconsideration
- B. Intermediate School Project Update
- C. NCDOT STIP Project # R-5869 Start of Study Notice
- D. Hazardous Material Emergency Preparedness Grant Program (HMEP) for a HazMat Exercise
- E.
- F.
- G.

**X. Unscheduled Appointments/Public Comments**

**NO  
ACTION  
REQUIRED**

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

- A.
- B.
- C.

**ACTION  
REQUIRED** → **XI.**

**Adjournment**

**FOR INFORMATION ONLY:**

- Albemarle Hopeline Luncheon Invitation – October 11, 2024
- Letter of Appreciation from The Open Door Food Pantry
- Perquimans-Gates 911 Request for Qualifications - October 3, 2024

**DEPARTMENT HEAD REPORT:**

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

**COMMITTEE WRITTEN REPORTS:**

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**NOTES FROM THE COUNTY MANAGER**  
**October 7, 2024**  
**7:00 p.m.**

IV. **Enclosures:** Items included on the Consent Agenda are enclosed. *If you wish to discuss any of these items, please make that request during the meeting.*

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

A. **Presentations:**

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

Employee Name	Department	Employee Job Title	No. of Years	Effective Date
Steven Stallings	Water Department	Water Plant Operator II	5 years	10/01/2024

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

Department Head	Employee Name	Employee Job Title	Effective Date
Jackie Greene, Elections Director	Lisa Edwards	Deputy Director of Elections	09/01/2024
Bill Jennings, Tax Administrator	Katelyn Moody	Business Personal Property Clerk	09/01/2024

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:

1. **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. Ms. Connie Brothers requested an application, but I have not received the completed application as of today.
2. **Senior Tarheel 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. No new applications received.
3. **Recreation Advisory Committee:** (Enclosure) 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. An application from Kevin Delf Roberts has been received and is included in your packets.

IX.A. The NC 911 Board Funding Committee approved the Perquimans-Gates 911 Funding Reconsideration in the amount of \$197,188.30. The full NC 911 Board voted on our request at their regular meeting on September 27, 2024. Jonathan Nixon, Emergency Services Director would like to request we add this item to the agenda for our Board of Commissioners meeting on October 7, 2024 so that a budget amendment may be considered to allocate this funding. To keep our projects on the proposed timeline, we need to issue purchase orders for this work on October 8, 2024.

IX.B. **Enclosures.** The Board will be discussing the bids, financing, and contracts for the Intermediate School Project.

IX.C. **Enclosures.** The North Carolina Department of Transportation is starting the project development, coordination, and alternative evaluation for improvements to approximately 4 miles of US 17 between Edenton Road Street and Wiggins Road near Hertford in Perquimans County (NCDOT Highway Division 1). More information about this project is provided in the enclosed Start of Study letter along with a Project Vicinity Map. NCDOT is requesting that the County provide initial input on this project replying to their email by Wednesday, October 16, 2024.

IX.D. **Enclosures.** The Chowan/Perquimans Multi-County LEPC was awarded the Hazardous Material Emergency Preparedness Grant Program (HMEP) for a HazMat Exercise. The amount of the grant award was \$23,000. Mr. Nixon is requesting that the Board authorize County Manager Heath to sign the grant award letter, and to approve the receipt of these funds and to prepare Budget Amendment No. 8 after Mr. Heath signs the MOA. This will allow the LEPC access to the funding. Board consideration & action are being requested.

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**CONSENT AGENDA NOTES**

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

- A. **Enclosures:** September 3, 2024 Regular Meeting – September 16, 2024 Regular Work Session (Meeting Cancelled)
- B. **Enclosure:** Tax Refund / Release Approvals – see attached listing
- C. **Enclosures:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Rashequa Brooks	IMC I working against IMC II	Appointment	61/3	\$34,955	10/01/2024
Melanie Kirkman	IMC I working against IMC II	Appointment	61/3	\$34,955 / \$16.32/hr.	10/01/2024
Roger Aiden Owen	Full-Time Non-Certified Telecommunicator	Appointment	60/1	\$31,857 / \$18.26/hr.	10/01/2024
Sara Harris	Part-Time/Fill-In EMT	Appointment	64/1	\$18.26/hr.	10/01/2024
Kallie Yates	Part-Time/Fill-In EMT	Appointment	64/2	\$18.72/hr.	10/01/2024
Jasmine Ratchell	Full-Time EMT	Reclassification	64/1	\$37,990 / \$18.26/hr.	10/01/2024
Jennifer Whitehurst	Part-Time/Fill-in AEMT II	Reclassification	67/1	\$20.84/hr.	10/01/2024
Jared Turner	Full-Time AEMT II	Reclassification	67/4	\$46,662 / \$22.43/hr.	10/01/2024
Zachary Smith	Part-Time/Fill-In Paramedic I	Appointment	68/6	\$24.61/hr.	10/01/2024
Donna Vaughn	Part-Time/Fill-In Paramedic I	Appointment	68/2	\$22.33/hr.	10/01/2024
Nicole Anderson	Full-Time Paramedic II	Reclassification	69/6	\$53,509 / \$25.72/hr.	10/01/2024
Cody Chappell	Full-Time Paramedic II	Reclassification	69/4	\$50,955 / \$24.50/hr.	10/01/2024
James Wheeler	Full-Time Paramedic II	Reclassification	69/6	\$53,509 / \$25.72/hr.	10/01/2024
Paige Thompson	Full-Time Paramedic I	Resignation			10/01/2024
Paige Thompson	Part-Time/Fill-In Paramedic I	Reclassification	68/1	\$21.78/hr.	10/01/2024
Jasia Collier	Part-Time/Fill-In Telecommunicator I	Resignation			09/30/2024
Corinne Brinkley	IMC II	Resignation			10/16/2024

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
Social Services	Ken'eric Bell	Social Worker IA&T	70/2	\$50,711	10/01/2024
911	Camry Harris	Full-Time Telecommunicator	64/2	\$38,939 / \$18.72/hr.	10/01/2024
Sheriff's Office	Joshua Russell	Certified Deputy	68/2	\$46,437	10/01/2024

E. **Enclosure:** Budget Amendment No. 7 is enclosed for your review and action.

F. The following Board reappointments will need Board consideration and action:

Name	Board/Committee	Action Taken	Term	Effective Date
Winslow, Wade	Board Trustees for Belvidere/Chappell Hill Fire Dept.	Reappointment	1 yr.	10/01/2024
Baker, Julian	Board Trustees for Belvidere/Chappell Hill Fire Dept.	Reappointment	1 yr.	10/01/2024
Hobbs, Benjamin	Board Trustees for Bethel Fire Dept.	Reappointment	1 yr.	10/01/2024
Mathews, Chad	Board Trustees for Bethel Fire Dept.	Reappointment	1 yr.	10/01/2024
Chappell, Laurence	Board Trustees for Durant's Neck Fire Dept.	Reappointment	1 yr.	10/01/2024
Nixon, Mack E.	Board Trustees for Durant's Neck Fire Dept.	Reappointment	1 yr.	10/01/2024
Ambrose, Chase	Board Trustees for Inter-County Fire Dept.	Reappointment	1 yr.	10/01/2024
Beard, J. R.	Board Trustees for Inter-County Fire Dept.	Reappointment	1 yr.	10/01/2024

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

1. **NC-CO Perquimans FY24-FY26 Agreement with Maximus:** This Agreement is a three-year agreement with Maximus to develop a central services cost allocation plan. The total cost of the agreement is \$9,600 or \$3,200 for three years. Board consideration and action is being requested.

JIMMY HITE, ARCHITECT FOR INTERMEDIATE SCHOOL PROJECT

Chairman Nelson recognized Mr. Hite who presented a PowerPoint presentation demonstrating the layout of the intermediate school in Winfall. After his presentation, County Manager Heath and the Commissioners asked Mr. Hite several questions. After answering their questions, Mr. Hite explained the proposed timeline for the project:

Request bids for contractor	August, 2024
Award the bid for contractor	September, 2024
Start of construction	October, 2024
Finish construction	March, 2026
Final completion	May, 2026

County Manager Heath explained the financing arrangements that the County will need to proceed with and asked Mr. Hite to provide him with a figure of the balance required for the County to pay after using the grant funds. He further explained that the Local Government Commission likes to have a recent completed audit attached to our application for the loan for the balance needed to complete the project. Our audit is usually completed by December so the County will probably start going out for bids for that loan funding. After his comments, Chairman Nelson asked School Superintendent Dr. Tanya Turner if she would like to say anything. She made a few comments concluding with how great it has been to work with Mr. Hite and thanked him for his service to Perquimans County School System. Mr. Hite thanked Dr. Turner and Mr. Heath for allowing him to work with them and that it has been a pleasure for him too. County Manager Heath agreed with Dr. Turner and thanked Mr. Hite for his service to Perquimans County School System.

PERQUIMANS MARINE INDUSTRIAL PARK LEASE GUIDELINES

Chairman Nelson recognized County Manager Heath who explained that these guidelines were forwarded to the Board several months ago. They have made a few revisions, and he reviewed them with the Board. County Manager Heath asked the Board to review these guidelines and be prepared to discuss with possible action being taken in our October, 2024 meeting.

ANIMAL CONTROL ORDINANCE

County Manager Heath stated that a committee of Commissioners Corprew and Jones, County Manager Heath, Sheriff Shelby White, and Animal Control met to discuss a better definition of the outdoor structure for animals in the County. This will be an add-on to the original ordinance and that no other items will be changed from the original form. Mr. Heath also explained that tethering was not a part of this amendment. Commissioner Corprew made a few comments about why this was discussed. He said that their main purpose was to give the Sheriff's Office and Animal Control tools to be able to provide them with statutory requirements where the officer can give them a ticket, fine them, and possibly remove the animal from the owner. Mr. Heath asked the Board to review the proposed amendment to the Animal Control Ordinance and we will schedule a Public Hearing at the October, 2024 meeting.

SOLID WASTE ORDINANCE

The Code Enforcement Officer and the Building Inspector had mentioned to County Manager Heath and County Attorney High that the County needed make amendments to the Solid Waste Ordinance because they were receiving a lot of citizen complaints where homeowners were leaving trash and junk in their yard. These proposed amendments will allow the Code Enforcement Officer and the Building Inspector to get a handle on this problem. This amendment does not change the original ordinance, but it is an add-on to the current ordinance. Again, Mr. Heath asked the Board to review the proposed Amendment to the Solid Waste Ordinance so that the Board can prepare a final draft for approval at the October 2024 meeting. He asked that, if a Commissioner had any comments to please forward them to them via e-mail. Mr. Heath asked County Attorney High if he had any comments. He made a few comments. Chairman Nelson asked if there were any questions from the Board. Commissioner Corprew asked what the definition was for a bona fide farm. Mr. Heath explained that this is covered under Planning & Zoning requirements. Rhonda Repanshek, County Planner, was asked to obtain a definition and forward it to Mr. Heath who will forward it to the commissioners. A Public Hearing will have to be held prior to approval of this Amendment.

JAMES WARD'S COMMENTS

Commissioner Ward gave an update on the Board on an outstanding accomplishment for the high school Safety Team. At a recent competition in Arkansas, they did not finish first or last but did come in 9<sup>th</sup>. He just wanted to share this with the Board and recognized their accomplishment.

ADJOURNMENT

There being no further comments or business to discuss, the Work Session was adjourned around 7:50 p.m.

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Wallace E. Nelson, Chairman

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Clerk to the Board

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## REGULAR MEETING

September 3, 2024

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Tuesday, September 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. Prior to this Regular Meeting, the Board of Commissioners reconvened the Board of Adjustment to approve their meeting minutes for their last two meetings where they considered a Zoning Variance ZVA-24-01, requested by John and Regina Moser. The Board of Adjustments unanimously approved the Board of Adjustment Minutes on motion made by Charles

Woodard & seconded by Joseph W. Hoffer. These Minutes appear as Attachment A at the end of tonight's meeting minutes.

- 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: Mackney High, County Attorney Mary P. Hunnicutt, Clerk to the Board  
 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. Mr. Nelson also noted that we needed to add Item IX.E. which is a personnel matter for promotion to Social Worker III. James W. Ward made a motion to approve the amended Agenda as presented. The motion was seconded by Timothy J. Corprew, 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, James W. Ward made a motion to approve the Consent Agenda as presented. The motion was seconded by Charles Woodard and unanimously approved by the Board.

1. **Approval of Minutes:** The Minutes of the August 5, 2024 Regular Meeting and the August 19, 2024 Regular Work Session were approved by the Board.

2. **Tax Refund Approvals:**

Tax Refunds (Permiunus County):

Yeates, David Christopher	-----	\$163.31
Vehicle sold; 7-month refund. Account No.: 68197068.		
Gillman, III, Thomas Herman	-----	\$186.80
Situs error, not in City limits. Account No.: 79610909.		
Melton, Kevin Brandon	-----	\$389.48
Situs error, not in City limits. Account No.: 68518320.		
Melton, Kevin Brandon	-----	\$305.83
Situs error, not in City limits. Account No.: 72950547.		
Fleming, Ashton Michael	-----	\$116.88
Situs error, not in City limits. Account No.: 79352988.		
Baurenfeind, Naomi Grace	-----	\$138.97
Situs error, not in City limits. Account No.: 79372029.		
Mitchell, Tex Allen	-----	\$123.35
Vehicle totaled; 10-month refund. Account No.: 70736742.		

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

Employee Name	Employer Job Title	Action Required	Grade/Step	New Salary	Effective Date
Lisa Edwards	Deputy Director of Elections	Appointment	58/3	\$30,633	09/01/2024
Katelyn Moody	Business Personal Property Clerk	Appointment	61/3	\$34,955	09/01/2024
MacKenzie Rhodes	Part-Time/Fill-In Non-Certified Telecommunicator	Appointment	60/1	\$15.32/hr.	09/01/2024
Lauren Bamer	Part-Time/Fill-In Certified Telecommunicator I	Reclassification	64/5	\$20.14/hr.	09/01/2024
Belinda Owens	Social Worker III	Resignation			08/08/2024
Tanya Ayers	Part-Time/Fill-In Paramedic II	Resignation			09/01/2024
Lauren Bamer	Full-Time Certified Telecommunicator I	Resignation			08/19/2024
Amanda White	Income Maintenance Caseworker II	Resignation			09/01/2024
Stacey Ward	Business Personal Property Clerk	Resignation			08/28/2024
Elena Howard	Processing Assistant IV	Leave Without Pay	1 day		08/06/2024

4. **Step/Merit Increases:**

Department Name	Employee Name	Classification	Grade/Step	New Salary	Effective Date
Social Services	Kathleen Conner	Social Worker III - Adult Services	69/5	\$32,196	09/01/2024
EMS	Lindsay Winslow	Part-Time/Fill-In EMT	64/3	\$19.18/hr.	09/01/2024
EMS	Kristen Jennings	Part-Time/Fill-In AEMT	66/3	\$20.94/hr.	09/01/2024
Inspections	Erle Solcsbee	Assistant Building Inspector	67/10	\$54,013	09/01/2024
Maintenance	Marvin Hunter	Part-Time/Fill-In Custodian	56/10	\$16.00/hr.	09/01/2024
Register of Deeds	Kristen Myers	Deputy Register of Deeds	58/6	\$32,969	09/01/2024
Sheriff's Office	Daniel Turner	Certified Deputy	68/8	\$53,757	09/01/2024

5. **Budget Amendment Nos. 4 - 5:** The following budget amendments were approved by the Board:

**BUDGET AMENDMENT NO. 4  
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-335-000	Miscellaneous Revenue	4,714	
10-480-340	Register of Deeds - Record Preservation	4,714	
EXPLANATION: To amend FY 24-25 budget to include (2) grants received by ROD to be used for Record Preservation (2,000 and 2,714).			

**BUDGET AMENDMENT NO. 5  
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-014	Foundation Grant - EMS	5,750	
10-592-742	Foundation Grant - EMS	5,750	
EXPLANATION: To amend FY 24/25 budget to include the Foundation Grant for EMS.			

BUDGET AMENDMENT NO. 4  
GENERAL FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-399-004	Fund Balance Appropriated	214,000	
10-690-983	Grant Grant Match		214,000
EXPLANATION: To amend FY 24/25 budget to include the Grant Grant local match for the NCDOT Broadband CAB Program.			

6. **Board Reappointments:** The following board reappointments were approved by the Board:

Name	Board/Committee	Action Taken	Term	Effective Date
Thompson, Bethany	Animal Control Board (SPCA Representative)	Reappointment	1 yr.	10/01/2024
Skinner, John	Planning Board (3 <sup>rd</sup> term)	Reappointment	3 yrs.	10/01/2024
Thelma Finch-Copeland	Planning Board (1 <sup>st</sup> full term)	Reappointment	3 yrs.	10/01/2024

7. **Miscellaneous Documents:** The following new county policies were approved by the Board:

- a. **Amendment – County Personnel Policy:** The following amendment to the County Personnel Policy was approved by the Board:

*Amendment to the Personnel Policy: July 2024*

**Use of County Vehicles or Motorized Equipment**

Employees authorized to operate County vehicles or motorized equipment must use these strictly for County business. County vehicles or motorized equipment must be kept on the County's grounds or in its facilities when not in use, unless otherwise authorized by a department supervisor. The County may require certain employees to commute to and from work using County vehicles that are covered by certain IRS regulations. Personal use of County-owned vehicles may be allowed after consultation and approval by the Department Head.

Any employee operating or riding in a County vehicle or other motorized equipment must:

- Operate the vehicle or equipment in accordance with the County's Safety and Health Policy;
- Wear seat belts;
- Refrain from smoking or vaping at all times.

**Driver's License Requirements and Driving Record**

Employees who operate County vehicles or privately owned vehicles while conducting official County business as part of the essential duties of their position are required to meet the minimum standards set by the County and have possession of an appropriate driver's license valid in the State of North Carolina, except where preempted by military involvement, and proof of coverage as an insured driver. Any employee whose license is revoked, suspended, expired, or lost, or whose insurance coverage is terminated, must notify his/her department supervisor immediately. The employee will be unable to resume operating a County vehicle or utilize his/her privately owned vehicle for County business until providing proof of a valid driver's license and insurance coverage to the department supervisor.

Employees or applicants who have been convicted of a DWI or DUI within the last three years will not be authorized to operate a County vehicle. Employees who are not able to perform essential job duties due to the suspension or revocation of their driver's license, or DWI or DUI conviction, may be reassigned to a non-driving position or dismissed.

- b. **Amendment – Safety & Health Policy:** The amendment to the Safety & Health Policy is being recommended by the Safety Committee. The Board approved the Amendment to the Safety & Health Policy which is an Attachment B
- c. **DOT Substance Abuse Policy for Perquimans County:** The DOT Substance Abuse Policy for Perquimans County was approved by the Board and is on Attachment C.

**RECOGNITION OF EMPLOYEES & INTROUCTION 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	Nb. of Years	Effective Date
Eliana Howell	Social Services	Processing Assistant IV	5 years	09/01/2024
Alicia "Kim" White	Social Services	IMC III Lead Worker – Adult Medicaid	5 years	09/01/2024
Kristen Myers*	Register of Deeds	Deputy Register of Deeds	5 years	09/01/2024
Christopher Murray	Sheriff's Office	Certified Deputy / SRO	10 years	09/01/2024
Gwen Hudson	Social Services	IMS Investigator III	25 years	09/01/2024
*Ms. Myers was unable to attend tonight's meeting, but County Manager Heath will present her with her certificate & gift later.				

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 introduced tonight to the Board:

Frank Heath, County Manager	Ronald Stiles	Veterans Services Officer	08/01/2024
Jonathan Nixon, Emergency Services Director	Katelyn Melton	Full-Time EMT	08/01/2024
Jonathan Nixon, Emergency Services Director	Brooke Perry	Full-Time EMT	08/01/2024
Jonathan Nixon, Emergency Services Director	Corbin Nixon	Full-Time EMT	08/01/2024
Jonathan Nixon, Emergency Services Director	Brayden Clemens	Full-Time EMT	08/01/2024
Luzee Sawyer, Center for Active Living Director	Bria Cartwright	Ona Manager – Center for Active Living	08/19/2024

Mr. Stiles and Ms. Sawyer made comments after their introduction. The Board welcomed them to Perquimans County.

**COMMISSIONER'S CONCERNS/COMMITTEE REPORTS**

The following commissioner's concerns/committee reports were given:

- > **Wallace Nelson:** Mr. Nelson asked the Board to consider approving a resolution requesting the North Carolina Association of County Commissioners to establish a legislative goal to better regulate pharmacy benefit managers and reverse negative impacts to local community pharmacies in North Carolina. He presented an overview of what this meant, and Commissioner Woodard expounded on Mr. Nelson's remarks. Chairman Nelson asked the Board for a motion to approve. Commissioner Hoffer asked for further clarification before he voted. After Mr. Nelson explained it further, Joseph W. Hoffer made a motion to approve the following Resolution as presented. Commissioner Timothy J. Corprew seconded the motion which was unanimously approved.



MARY P. HUNNICUTT  
CLERK TO BOARD  
W. FRANK HEATH, III  
COUNTY MANAGER

**PERQUIMANS COUNTY  
BOARD OF COMMISSIONERS**

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

WALLACE E. NELSON  
CHAIRMAN  
CHARLES WOODARD  
VICE CHAIRMAN  
TIMOTHY J. CORPREW  
JOSEPH W. HOFFER  
T. KYLE JONES  
JAMES W. WAHD  
W. HACKNEY HIGHT, JR.  
COUNTY ATTORNEY

**RESOLUTION  
REQUESTING THE NORTH CAROLINA ASSOCIATION OF COUNTY COMMISSIONERS ESTABLISH A  
LEGISLATIVE GOAL TO BETTER REGULATE PHARMACY BENEFIT MANAGERS AND REVERSE  
NEGATIVE IMPACTS TO LOCAL COMMUNITY PHARMACIES IN NORTH CAROLINA**

WHEREAS, local community-based pharmacies in Perquimans County, North Carolina, provide essential healthcare services for our local residents, including access to medications, patient education, and personalized pharmaceutical care; and

WHEREAS, Pharmacy Benefit Managers (PBMs) play a significant role in the administration of prescription drug benefits, impacting the pricing, reimbursement, and availability of medications; and

WHEREAS, current PBM practices have led to financial pressures and operational challenges for local community-based pharmacies, threatening their sustainability and reducing access to critical healthcare services for our residents; and

WHEREAS, these negative impacts include reduced reimbursement rates, delayed payments, and restrictive contract terms that disproportionately affect community-based pharmacies; and

WHEREAS, in North Carolina these negative impacts have in resulted in the loss of local community-based pharmacies; and

WHEREAS, the loss of local community-based pharmacies impact counties in the form of reduced access to pharmaceutical care services for local residents, lost property and sales tax revenues, and lost community employment opportunities; and

WHEREAS, the Perquimans County Board of County Commissioners recognizes better regulation of PBMs is essential to ensure fair practices, transparency, and equitable treatment of local community-based pharmacies, thereby safeguarding the health and well-being of Perquimans County residents;

NOW, THEREFORE, BE IT RESOLVED by the Perquimans County Board of County Commissioners that we formally request the North Carolina Association of County Commissioners (NCACC) to adopt a legislative goal calling for the development and implementation of regulations that:

1. **Enhance Transparency:** Require PBMs to disclose pricing, rebate arrangements, and reimbursement practices to ensure fairness and accountability.
2. **Ensure Fair Reimbursement:** Establish standardized and equitable reimbursement rates that allow independent pharmacies to operate sustainably.
3. **Protect Local Community Pharmacies:** Prohibit practices that disproportionately harm local community pharmacies, such as retroactive fees and below-cost reimbursements.
4. **Promote Fair Competition:** Foster a competitive marketplace that supports the viability of independent pharmacies and their crucial role in local healthcare delivery.

BE IT FURTHER RESOLVED that the Perquimans County Board of County Commissioners urges the NCACC to prioritize this legislative goal in their advocacy efforts for the upcoming legislative session.

Adopted this the 3<sup>rd</sup> day of September, 2024.

ATTEST:

SEAL

Wallace E. Nelson, Chairman  
Perquimans County Board of Commissioners

Mary P. Hunnicutt, Clerk to Board

**Perquimans County's Vision:**

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

- > **Charles Woodard:** Mr. Woodard was asked to provide an update on the Perquimans County Museum. Our new curator of the Museum, Sid Eley, provided the following report for August, 2024:

Visitors: .....	53	Hours Opened: 64 hours (Wednesday, Thursday,
Sales: .....	\$132.00	Friday, and Saturday) from 10:00 a.m. to 2:00 p.m.)
Donations: .....	\$220.00	Staff: Sid Eley & Glen White
Expenses: .....	\$17.21	

The Board was pleased to see how much they had done for the first month being open with regular hours. Mr. Heath and Commissioner Corprew said that Mr. Eley was doing a fine job and hopes that the numbers will increase with more advertising and exposure in the community.

**UPDATES FROM COUNTY MANAGER**

County Manager Heath presented the following updates:

- > **First Responders Event:** County Manager Heath reported that Connie Brothers' (who was present tonight) Group and the American Legion will be hosting a First Responders Event on September 11, 2024 at 5:00 P.M. Mr. Heath invited all the commissioners to attend. This will be a time to celebrate and honor our first responders.
- > **Indian Summer Festival:** Mr. Heath reminded the Board that the Indian Summer Festival will be held this weekend and encouraged the Board and the public to attend. Friday night, there will be a concert at 6:00 p.m. to 9:30 p.m. Hertford downtown streets will be closed for the concert Friday night and for the Festival on Saturday.
- > **NC 911 Board:** Last week, the NC 911 Board approved the County's grant request for a new 911 Center in the amount of over \$4.8 million which will go toward the addition that will be constructed at our current Emergency Services Building. If you look at the front of the building, it will be on the left-hand side. Mr. Heath thanked Jonathan Nixon, Emergency Services Director, Julie Solesbee, Assistant Emergency Services Director, and Tracy Mathews, Finance Officer, for their assistance in completing the complicated and detailed application for this grant.



The project will begin the first part of 2025 and will take two years to complete. This will provide them the space that is needed for the consolidated Perquimans and Gates Counties 911 Center.

**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 Tax Dept. Legislature Delegate & Alternate:** Mr. Heath reported that, last month, the Board appointed Mr. Thomas St. John as the Perquimans County's Senior Tax Dept. 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 Tax Dept. Regional Legislature Advisory Board. Mary Humnicutt, Clerk to the Board, stated that Mr. St. John may have someone to be the alternate delegate. He will let us know soon. He also said that he wanted to introduce himself to the Board and provide them with an update. Mr. Heath will be in touch with him soon to set up a time. In the meantime, 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 Humnicutt, 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. Chastina Nelson asked the Board and the public to provide a name for this position. To date, Mary Humnicutt has not received a completed Statement of Interest to Serve.

**PLANNING ITEM: SKETCH & PRELIMINARY PLAT REVIEW OF THE WINDMILL AT COASTAL FARMS**

Rhonda Repanshek, Planner, presented the following comments:

Sketch and Preliminary Plat Review of The Windmill at Coastal Farms, a proposed 64 lot major subdivision designed to extend from Woodville Road to Magnolia Trail on tax parcel 4-0036-01247. It is on the west side of Woodville Road in the 200 block.

Review of preliminary plats is an administrative decision, so Board members should approve or deny it based on standards explicitly set forth in the subdivision regulations. In your agenda packet is the Major Subdivision Checklist from Subdivision Regulations section 306.7. I have gone down the list and found everything to be present on the survey. Commissioners should also only approve the plat if they determine that the project will not exceed the County's ability to provide adequate public facilities, including schools and emergency services.

- Planning Board unanimously recommends approval of the sketch/preliminary plat of The Windmill at Coastal Farms as presented. Now let's see why.
- 67.95 acres of this property was rezoned in May to allow lots with a minimum size of 32,500 sq feet. 64 residential lots and 3 open space lots are proposed in 3 phases.
- Phase one is 16 lots surrounding an extension of Magnolia Trail and around an existing cul-de-sac
- Graded streets and county waterlines have existed approximately 15 years. One street will be extended to form a continuous loop and another street will be straightened out a bit and have the waterline re-aligned.
- TRC comments:
  - Our water department will need a new hydraulic model from the applicant and pressure tests to make sure the existing 6" water main is adequate. The applicant said the new model will be run along with the Construction Permit Plans. After running a few fire hydrant flows to make sure the county would still have adequate fire protection with the additional lots, the dept. Director's concerns were about existing water taps needing to be moved. Also, the existing water main on one street will need to be moved and possibly a section added for the new proposed layout, which will require resubmitting documents for Public Water Supply approval. The applicant pointed out this will be in phase 3.
  - The Health Dept was not sure when the letter that was submitted with the application package was actually typed, but evaluations are only good for one year. The Health Dept. has to do individual evaluations per lot, which is good for one year from the date evaluated to obtain a permit. Letters like the one submitted with this application used to be good for 1 to 3 years. The applicant noted that there is also the provision of an Engineered Option on the septic permits that allow for the Health Department to issue a Septic Permit based on either an Engineer or Soil Scientist recommended system.
  - Our Soil and Water Technician recommends swales between lots and said that everything mainly drains to the canal north of the subdivision. He questioned the ditch that runs south to north to the main canal. He was wondering how it will be redirected. He's also wondering how the swales for the proposed lots adjacent to the main canal will tie in. The applicant said detailed plans will be forthcoming after Preliminary Plat approval.
  - Planning staff comments have been covered by the previous comments plus I noted that the address of the residents at 139 Birchwood Lane may need to change when Birchwood Lane is redirected. Also, our Subdivision Regs require "a copy of deed restrictions or similar covenants" prior to approval of a preliminary plat by the County Commissioners, so the applicant supplied the Cedarwood Village declaration of covenants as an example of similar covenants. They consist of 22 pages, so they're not in your packet, but they are on my flashdrive if anyone feels the need to look at them. The applicant can explain more about their ideas on the new set-up.
  - For the last set of comments...
  - Neither the Power Company, nor DOT responded to my inquiry, but DOT did provide an email on Feb. 23, 2022, saying no left-turn lane would be required off Body Rd. as was previously required in the 2005 timeframe. And Albemarle Electric has talked to the applicants, so Mr. Mizelle and Mr. Whitehurst can fill you in on what was said regarding power.

After Ms. Repanshek made her comments, the applicant, Patrick Whitehurst, and the architect, Jason Mizelle of Timmons Group, made a few comments and answered several questions from the Board and County Manager Heath. There being no further comments or questions, Chairman Nelson asked for a motion. T. Kyle Jones made a motion to approve the Sketch/Preliminary Plat of The Windmill at Coastal Farms as presented with no further conditions. The motion was seconded by James W. Ward and unanimously approved by the Board.

**SALE OF SURPLUS VEHICLES**

County Manager Heath reported that the Board adopted a resolution on July 1, 2024, 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 closed on September 3, 2024 at 11:00 a.m. On motion made by James W. Ward, seconded by Joseph W. Hoffer, the Board approved the following sale of the surplus vehicle:

BUYER	ITEM	DATE SURPLUSSED	START BID	SOLD AMOUNT
Brandon Kinsey	2014 Dodge Charger, VIN #2C3CDXAT5E11348760	7/1/2024	\$500	\$1,999.12

LIBRARY BOARD RESIGNATIONS/APPOINTMENTS (4)

There are two vacancies on the Local Library Board. Michele Lawrence, Perquimans County Librarian, is recommending the acceptance of the two resignations and the appointment of the following individuals to replace Amy Cooper and Rodney Lyons, Jr. On motion made by Charles Woodard, seconded by Joseph W. Hoffler, the Board unanimously accepted the following two resignations and two appointments to the Local Library Board:

Name	Board/Committee	Action Taken	Term	Effective Date
Amy Cooper	Local Library Board	Resignation		10/01/2024
Rodney Lyons, Jr.	Local Library Board	Resignation		10/01/2024
Mary Ann Eichenlaub	Local Library Board	Appointment	3 yrs.	10/01/2024
Gilbert Vaughn	Local Library Board	Appointment	3 yrs.	10/01/2024

PSAP MUTUAL AID AGREEMENT

Chairman Nelson recognized Jonathan Nixon, Emergency Services Director, who present the PSAP Agreement for Board consideration. Mr. Nixon explained that this is an update to the 2020 document which includes the addition of our administrative calls being answered along with our 911 calls, the consolidation to include Perquimans and Gates Counties, and the change for Rutherford which was previously under the sheriff and now a county department. Jonathan has been able to speak with someone from each agency and they are supportive of these changes. This copy will also be sent to them for approval of their respective boards. After his presentation, Chairman Nelson asked for a motion. On motion made by James H. Ward, seconded by Charles Woodard, the Board unanimously approved the following PSAP Mutual Aid Agreement:

STATE OF NORTH CAROLINA  
 COUNTY OF PERQUIMANS  
 PSAP MUTUAL AID AGREEMENT

I. PURPOSE OF MUTUAL AID AGREEMENT

Perquimans County recognizes there may be times when the Perquimans-Gates Primary Public Safety Answering Point (PSAP), as well as their Backup PSAP, located in Chowan County, becomes incapacitated. The purpose of this document is to establish a temporary, short-term Mutual Aid Agreement whereby, in the event of a Primary and Backup PSAP failure, Perquimans and Gates County's 911 and administrative calls will be transferred to the following county(ies), subject to the terms of this Mutual Aid Agreement:

1. Chowan County (see existing Memorandum of Understanding),
2. Wilson County,
3. Lincoln County,
4. Rutherford County.

The preferred methods of communication between Perquimans-Gates 911 Communications and the Assisting PSAP will be:

1. Statewide VIPER 800 channel
2. Telephone
3. DCIN Message.

2. RESPONSIBILITIES OF PERQUIMANS-GATES PSAP

- 2.1 Perquimans County understands that each party's foremost responsibility is to its own citizens.
- 2.2 Perquimans County will be responsible for obtaining radio resources for the duration of the event.
- 2.3 Should the Perquimans-Gates Primary PSAP remain incapacitated for longer than 24 hours, the respective PSAP Managers will discuss compensation for any upstaffing needed to assist with the additional workload.
- 2.4 Perquimans will request any necessary documentation to include recordings from the Assisting PSAP Manager during a Perquimans failure.
- 2.5 Perquimans agrees to give the Assisting PSAP Manager as much advance notice as practicable under the then existing circumstances of its need for 911 Calls to be answered and information relayed.

3. RESPONSIBILITIES OF ASSISTING COUNTY PSAP

- 3.1 The Assisting PSAP agrees to maintain its 911 Center facility operationally functional and up to date as possible.
- 3.2 The Assisting PSAP agrees to capture all telephone traffic associated with Perquimans-Gates during a Perquimans-Gates failure and share any requested recordings as time allows.
- 3.3 The Assisting PSAP agrees to process all Perquimans-Gates telephone calls during a catastrophic failure until which time Perquimans-Gates can resume operations.

All parties also covenant and agree to the following:

1. **Governing Law.** This Agreement shall be governed by and construed in accordance with the internal laws of the State of North Carolina, without reference to any conflict or choice of laws provision which would operate to make the internal laws of any other jurisdiction applicable.
2. **Modification.** This Agreement shall only be modified, amended or supplemented, by a written instrument signed by both parties to this Agreement.
3. **Term and Termination.** This Agreement is in effect perpetually, unless replaced by future edition. Any party may cancel its participation by providing written notice addressed to the respective County Manager and PSAP Manager, delivered by registered or certified mail.

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- 4. Non-Discrimination. Neither party hereto shall discriminate on the basis of race, religion, creed, color, gender or national origin.
- 5. Other Agreements.
  - a) Nothing herein shall prevent either party to this Agreement from entering into other agreements with other counties or local governmental entities in relation to the same subject matter herein.
  - b) This Agreement is not intended to impact or change the provision of any existing Backup Center plan.
  - c) This Agreement shall not be construed to impose an unconditional obligation on any party to the Agreement.
  - d) This Agreement is in effect perpetually, unless replaced by future edition.
  - e) Each PSAP will be responsible for its own expenses incurred while traveling, and reimbursement of expendable resources may be required.

The County of Perquimans hereby adopts the updated PSAP Mutual Aid Agreement, based on the October 5, 2020 agreement, effective September 3, 2024.

Attest:

\_\_\_\_\_  
Chairperson, Perquimans Board of Commissioners

\_\_\_\_\_  
Clerk to the Board of Commissioners

The County of Wilson hereby adopts the updated PSAP Mutual Aid Agreement as of \_\_\_\_\_.

Attest:

\_\_\_\_\_  
Chairperson, Wilson Board of Commissioners

\_\_\_\_\_  
Clerk to the Board of Commissioners

The County of Lincoln hereby adopts the updated PSAP Mutual Aid Agreement as of \_\_\_\_\_.

Attest:

\_\_\_\_\_  
Chairperson, Lincoln Board of Commissioners

\_\_\_\_\_  
Clerk to the Board of Commissioners

The County of Rutherford hereby adopts the updated PSAP Mutual Aid Agreement as of \_\_\_\_\_.

Attest:

\_\_\_\_\_  
Chairperson, Rutherford Board of Commissioners

\_\_\_\_\_  
Clerk to the Board of Commissioners

**PERSONNEL MATTER**

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

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Melissa Harris	Social Worker III	Promotion	69/1	\$47,334	09/03/2024

**PUBLIC COMMENTS**

The following public comment was made:

- > **Debbie B. Long:** Ms. Long appeared before the Board to once again ask what was going to happen to the Perquimans Middle School building in Winfall once the Intermediate School was completed. She wanted to know if there was update. County Manager Heath explained that there have been some discussions about the future use of the building but, at this time, there have been no plans for the building. The only thing that the County knows at this time is that the County will take over the property once the Intermediate School is completed.

**ADJOURNMENT**

There being no further comments or business to discuss, the Regular Meeting was adjourned around 8:00 p.m. on motion made by Timothy J. Corprew, seconded by James W. Ward and unanimously approved by the Board.

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

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

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ATTACHMENT A

Perquimans County Board of Adjustment  
MINUTES  
Monday, July 1, 2024

The Perquimans County Board of Adjustment held its meeting on Monday, July 1, 2024, at 6:30 PM in the Community Meeting Room of the Perquimans County Library.

MEMBERS PRESENT: Wallace Nelson, Chairman  
Charles Woodard, Vice Chairman  
Tim Corprew, Member  
James Ward, Member  
Kyle Jones, Member  
Joseph Haffler, Member

MEMBERS ABSENT: None

OTHERS PRESENT: Rhonda Repanshek, Planner  
Trevor Miles, Planning and Zoning Technician  
John Moser, Property Owner/Variance Applicant  
Frank Heath, County Manager  
Mary Hunnicut, Clerk to the Board  
Hackney High, County Attorney

Board of Adjustment Chair, Wallace Nelson, called the meeting to order at 6:30 pm and established a quorum.

He then announced the case to be heard, zoning variance ZVA-24-03, requested by John and Regina Moser, to build a second principal residence on tax parcel 4-0036-0016-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.

Chairman Nelson then asked Planner Repanshek to present the meeting type and confirm the proper public notices, which is as follows:

"This is a quasi-judicial public hearing for a zoning variance request and staff has met NC General Statute 1600 rules as well as County Zoning Ordinance rules by mailing letters to neighboring property owners and posting a sign on-site in the required time frame.

I'd like to point out to the Board that the usual quasi-judicial cases you vote on are for Special Use Permits where the applicants are already approved by ordinance to do their specific request as long as they meet certain criteria and the governing board just verifies the applicant meets the basic requirements and then tweaks the conditions based on the specific case.

A variance is different. If you approve a variance, you're saying that everyone in the entire County has to follow this rule except this one applicant. So as a Board of Adjustment, you need to have a good reason, or multiple good reasons to allow an exception. There is no script for the motion in the staff report because you have a

1

Findings that the state of NC dictates you must vote on. And they are in your Board of Adjustment packet on page 4."

Planner Repanshek then asked Chairman Nelson if he would like her to summarize the case notes while she was at the podium.

Chairman Nelson responded by stating that he was going to announce the procedures first, which are as follows:

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

Planner Repanshek then stated that she had pictures to present to the board, so Chairman Nelson swore in both Planner Repanshek and John Moser, the property owner.

After being sworn, Planner Repanshek provided a summary of the case as follows:

"The applicants have a 10.1 acre lot which meets minimum road frontage requirements, can meet setback requirements, has the potential to sustain a septic system and has the potential for a drinking water well, all of which would allow the applicants to construct a second, site-built home on the same parcel. If it were an a state maintained road OR an approved, improved private subdivision road that was graded and paved to NC DOT standards, we would not be hearing this case today. The problem is that the roads are part of an exempt major subdivision and are gravel. By keeping the lots larger than 10 acres, the original developer avoided county rules for major subdivisions, avoided county fees and were not required to install infrastructure.

Here are some photos to present to the Board proving the road condition and also an email from a neighbor at 203 Northlight Drive that asked to be submitted 'for the record'. I explained to the neighbor that written communication is considered hearsay evidence and carries little weight in a quasi-judicial hearing and that to benefit the applicants the most then they should attend this hearing and have the opportunity to be questioned and cross-examined, but they said they are out of town and could not attend.

The applicants do have 2 options that will meet county regulations, one being to keep the proposed structure to 800 square feet or less or to bring in a temporary manufactured home as allowed for medical disability cases, but the applicant can explain why those 2 options would be hardships for them."

Mr. Moser then approached the podium to explain his reasons for requesting the variance and for wanting to build the second dwelling.

He explained that they had resided in Perquimans County for 25 years, and that approximately four months ago they came to the determination that, due to personal health reasons, they were no longer able to care for the property as was needed. He also explained that the reason for wanting to build the second residence is so that their daughter could move on-site with their two grandchildren, who are both severely autistic and unable to care for themselves.

2

Mr. Masor further explained that he is no longer able to care for his farm on the property due to contracting COVID and developing a COPD-type respiratory condition. He also stated that he spoke with the Northlight Farms Homeowners Association, and explained that the restrictive covenants for the subdivision require any secondary dwelling to be a minimum of 1000 square feet. He then stated that due to the fact that each grandchild needs a separate bedroom, the secondary dwelling would need to be 1363 square feet. He also explained that his daughter understands that the parcel can never be subdivided, and that if it were to be sold, the entire property would need to be sold as one.

The floor was then opened for anyone else to speak. No one else approached the podium to speak.

Chairman Nelson then elaborated that the board could vary any condition of the zoning ordinance only upon showing of the four conditions listed in the Zoning Ordinance, the first being as follows:

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

Mr. Nelson then asked if anyone had motion on the floor regarding this finding. Commissioner Jones asked Chairman Nelson if the board members could ask questions of Attorney High. Chairman Nelson responded in the affirmative. Commissioner Jones then asked Attorney High if there was a legal definition of unnecessary hardship, as used in the above condition. Attorney High responded that there is not. Commissioner Jones then asked to what degree is the term "unnecessary hardship" referring to the property itself and not to personal circumstances. Attorney High confirmed that the term "unnecessary hardship" refers to hardships related specifically to the property in question, and not to personal circumstances.

Commissioner Corprew then asked if the size of the property and the difficulty in maintaining it and the farm located on the property could be considered a hardship relating specifically to the property. Attorney High responded in the affirmative.

Commissioner Jones then asked if each of the findings have to be approved by 80 percent of the board. Attorney High then responded that each of the findings only needs a simple majority, but that the ultimate approval/denial of the variance requires a supermajority.

A Commissioner asked if a vote on the findings needed to occur tonight. Attorney High responded that there is no requirement to vote on the findings or approval/denial tonight, and that the variance request could be tabled pending further research.

County Manager Frank Heath then stated that a response is required in a certain number of days after the date of completion, which was May 30<sup>th</sup>, 2024. County Manager Heath stated that he thought the requirement is 120 days.

Attorney High then stated that he believed the request could be tabled, and the issue of the timeline of approval could be researched.

Commissioner Jones then asked Attorney High if they were to establish the findings based solely on the evidence presented tonight, and Attorney High responded in the affirmative.

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Commissioner Corprew then made a motion to table the request until the next Board of Adjustment/County Commissioners meeting. Vice Chairman Woodard seconded the motion. The motion passed 4 in favor, with Commissioners Ward and Jones dissenting.

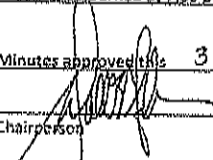
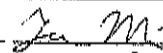
Commissioner Jones then asked Attorney High if the evidence presented can be discussed amongst the members of the board outside of the hearing, with Attorney High responding that the only discussion allowed would be amongst the board members and himself for the purposes of the discussion about any legal aspects of the hearing, and that the evidence presented should not be deliberated on outside of the confines of the hearing.

Chairman Nelson made a motion to adjourn the Board of Adjustment meeting to be able to convene the Board of Commissioner meeting. The motion passed unanimously.

\* \* \* \*

Meeting adjourned at 7:00 pm.

Minutes approved this 3<sup>rd</sup> day of September, 2024.

 \_\_\_\_\_  \_\_\_\_\_  
Chairperson Recorder

Attachments: Exhibit A – Photos of Northlight Subdivision Roads  
Exhibit B – Email from Applicant's Neighbor

Photo below: Panoramas of Northlight Drive and Bay Road

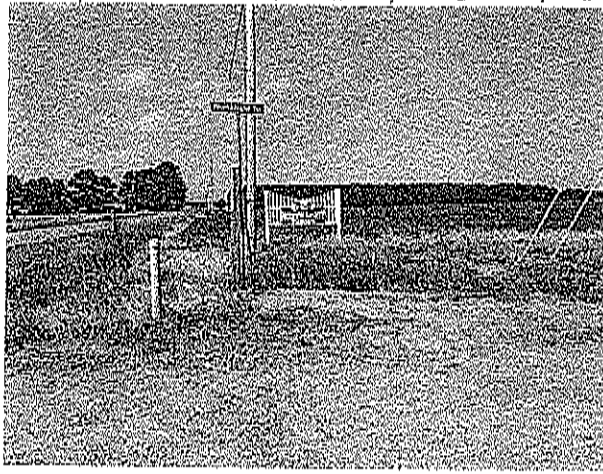


Exhibit A

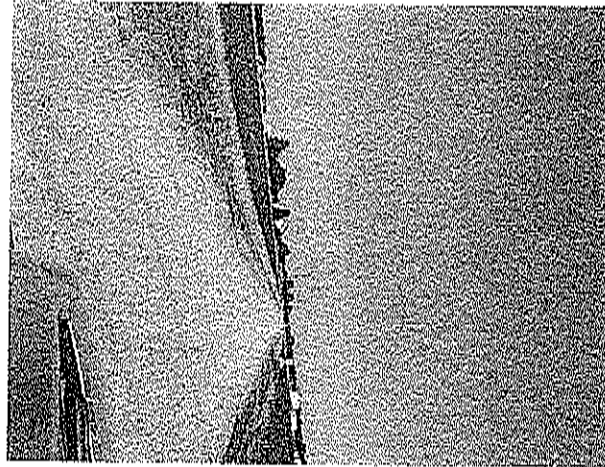
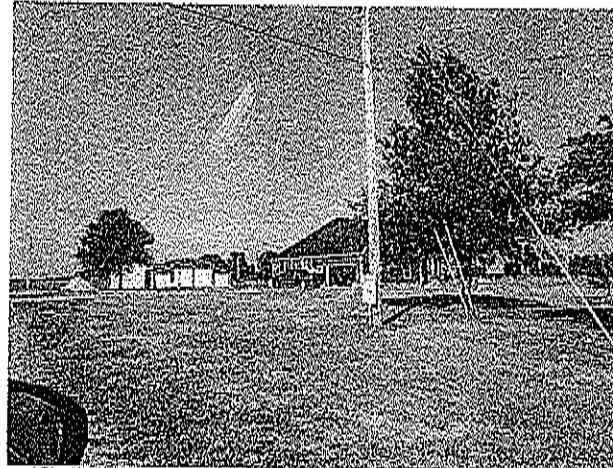


Photo below: Looking SE down Northlight Drive, Structure of Bay Rd entrance.

Photos taken June 26, 2024 by R. Repinski



Photobelow: Looking NE down KRAMER LANE



181 Northlight Drive

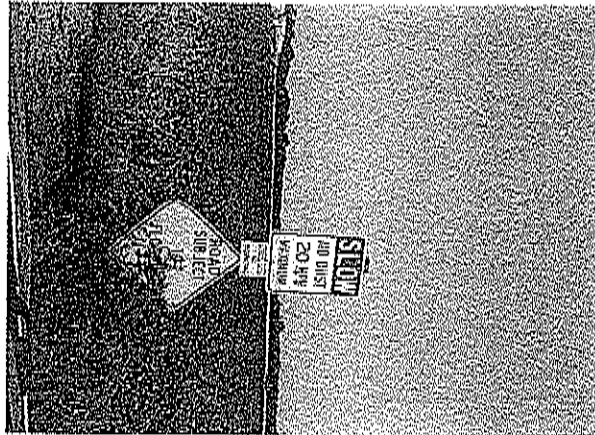


Photo taken from the driveway of Northlight Dr.

Photo taken from the driveway of Northlight Drive and looking down Blue Hill

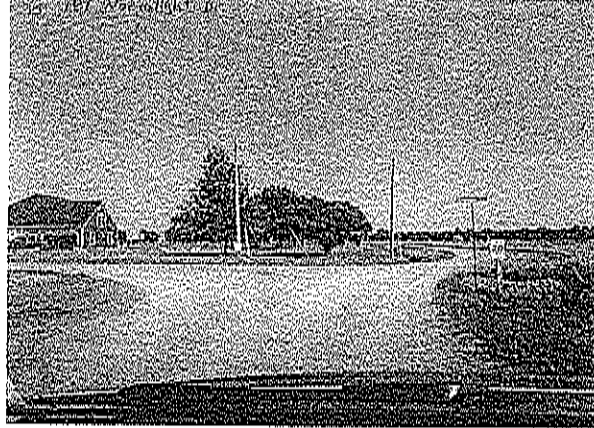


Exhibit J

ZVA-24-01 John & Regina Moser 181 Northlight Drive

jfhugh274 <jfhugh274@verizon.net>

Thu 6/27/2024 3:32 PM

To: Rhonda Repanshek <RhondaRep@perquimanscountync.gov>

To: Rhonda Repanshek - Perquimans County Planner

Dear Rhonda,

My wife and I are the owners of the property at 201 Northlight Drive, Hertford, NC 27944. The applicants John & Regina Moser are our abutting neighbors to the northwest. Regarding the referenced Zoning Variance Request, we want to state for the record that we are fully in support of approval of ZVA-24-01 as requested by the Mosers. The Covenants governing the Northlight Farms Subdivision allow the construction of a second residence of 1000 SF minimum or larger on each Lot. As all Lots in the Subdivision are 10.0 acres or larger and cannot be further subdivided per the Covenants, they are of more than adequate size to support two principle residences. We have no objections to the construction of a second principle residence on the property at 181 Northlight Drive as proposed by the Mosers. Please accept this email in support of full approval of ZVA-24-01 by the Perquimans County Planning & Zoning Office and the Board of Adjustment (BOA).

Joseph F. Hughes & Martha C.D. Hughes, Owners  
 201 Northlight Drive  
 Hertford, NC 27944  
 301-643-0813  
 jfhugh274@verizon.net

END OF JULY 3, 2024 Minutes

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Perquimans County Board of Adjustment

MINUTES

Monday, August 5, 2024

The Perquimans County Board of Adjustment held its meeting on Monday, August 5, 2024, at 6:30 PM in the Community Meeting Room of the Perquimans County Library.

MEMBERS PRESENT: Wallace Nelson, Chairman  
Charles Woodard, Vice Chairman  
Tim Corprew, Member/Commissioner  
James Ward, Member/Commissioner  
Kyle Jones, Member/Commissioner  
Joseph Haffler, Member/Commissioner

MEMBERS ABSENT: None

OTHERS PRESENT: Rhonda Repanshek, Planner  
Trevor Miles, Planning and Zoning Technician  
John Moser, Property Owner/Variance Applicant  
Frank Heath, County Manager  
Mary Munnicut, Clerk to the Board  
Hackney High, County Attorney  
Robert Fetherston, Northlight Farms HOA President

Board of Adjustment Chair, Wallace Nelson, called the meeting to order at 6:31 pm.

He then announced the case to be heard, zoning variance ZVA-24-01, requested by John and Regina Moser, to build a second principal dwelling on tax parcel 4-0036-0016-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. This was continued from the previous Board of Adjustment meeting on 7/1/2024.

Chairman Nelson then established a quorum. He then asked attorney High if the quorum was of the members present or if it was a quorum of the members constituting the Board. Attorney High stated that there was a quorum either way. It should also be noted that Mr. Haffler was absent at the beginning of the meeting.

Chairman Nelson then asked Planner Repanshek to confirm that proper public notices have been sent and if there was anything to be added since the previous meeting.

Planner Repanshek then stated that letters were mailed to the neighbors giving notice of the continuation of the public hearing and that notice was posted on site as required by the local zoning ordinance and

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North Carolina General Statute. Chairman Nelson then asked Planner Repanshek if she had any additional comments since the last meeting. Planner Repanshek stated she did not have any additional comments.

Chairman Nelson then asked Mr. Moser if he had anything to add or any questions. Mr. Moser stated he did not have anything to add at this time. Chairman Nelson then stated that the county attorney was asked to do research for the Board. Attorney High started by stating that a summary of the law was provided to County Manager Heath. Attorney High then stated that the statute that controls this case is 160D-705, subsection D, which sets the standards and limits for a variance. Attorney High then summarized the four findings that must be found in the granting of the variance and what criteria can be considered with those findings. Attorney High also pointed out that the variance requires a four-fifths majority vote of the board as currently constituted, and that given that only five members of the board were present, this would require a unanimous decision.

County Manager Heath then asked if Attorney High could provide a definition for "unnecessary hardship" as used in the statute. Attorney High stated that although the statute did not provide an exact definition, he was able to provide several examples of what did and did not constitute an unnecessary hardship. Attorney High also pointed out that a variance must relate to the property and conditions of the property and not conditions relating to the owner of the property, and that the conditions of the hardship must be peculiar to the property and not the general area around the property.

County Manager Heath then asked a question regarding the language in 160D-705 (d)(2), which provides for a variance to be granted when appropriate, to make a reasonable accommodation under the Federal Fair Housing Act for a person with a disability and whether this supersedes the previously mentioned language conditioning the granting of a variance on hardships relating to the property.

Attorney High also stated that it depends, and that based on the case law and facts of this case, it may be directly applicable that bringing in an elderly parent that might have some conditions to either live with the family or in an adjacent structure that's on the same property is a change in personal circumstances and not a condition peculiar to the property, but that there might also be some implications to consider when the person with the condition is already living there versus being moved in.

County Manager Heath withdrew a question he had asked Attorney High about the property.

Mr. Moser then made the comment that he did not want to build a second house, but that due to his medical condition he needed to build a second house. Chairman Nelson then made the comment for the record that the swearing-in of Mr. Moser from the previous meeting covered any comments made during this meeting.

Commissioner Corprew then asked Planner Repanshek if the Planning Department had received any response to the second round of letters sent to adjoining property owners. Both Planner Repanshek and Technician Miles confirmed that no one had responded to the second round of letters.

Chairman Nelson then called Robert Fetherston of 305 Sebastian Drive to present his testimony. He was sworn in by Chairman Nelson. Mr. Fetherston introduced himself as the owner of two tracts in Northlight Farms and stated that he had not received a notification letter. He then stated that he was the HOA

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president for Northlight Farms HOA and had been the HOA president for approximately 8 years. He then noted that the covenants for Northlight Farms clearly allowed in-law suites, that there are other in-law suites in the neighborhood, and that the covenants state that the in-law suite must be at least 1,000 square feet. Mr. Fetherston then stated that the HOA had already approved Mr. Moser's proposal, and that he did not understand why Mr. Moser was having to go through this process when the county had already approved the covenants for Northlight Farms.

County Manager Heath then stated for the record that the county does not approve the covenants for any neighborhood.

Commissioner Corprow then attempted to make a motion to approve the variance but was reminded that each of the four findings requires a separate motion prior to a motion to approve the variance as a whole.

Commissioner Jones then asked that there be some brief discussion regarding whether Mr. Moser's situation rises to the level of being an unnecessary hardship resulting from the conditions pertaining to the property itself, and stated that while he did feel for Mr. Moser given his current medical condition and the great difficulty Mr. Moser's daughter is dealing with taking care of her children, he did not feel that there was enough evidence presented to prove that the hardship was caused by conditions peculiar to the property itself, and that all the evidence presented so far only proved that the hardship was caused by personal circumstances. Commissioner Jones then stated that because of this, the required elements needed to approve a variance were not present. He also stated that in his opinion, the covenants are not relevant.

Commissioner Corprow then asked what the difference between allowing an 800 square foot Accessory Dwelling Unit (ADU) and a 1300 square foot ADU was.

Commissioner Jones responded by saying that he felt almost the entirety of the hardship comes from personal circumstances, and that from his reading of the statute this is not sufficient to satisfy the requirements of the statute.

County Manager Heath then asked if the commissioner would need to simply make a motion to approve the standard, and Attorney High stated that each of the four standards would need to be approved separately. He also noted that the four standards only require a simple majority for approval, but the overall approval of the variance requires a 4/5<sup>th</sup> majority.

It was at this point that Commissioner Hoffer entered the room, approximately 25 minutes into the meeting.

Commissioner Ward asked if there were other in-law suites in the neighborhood, and if they were all under 800 square feet. Mr. Fetherston stated that there were, and that one was being constructed right now, and also reiterated that the covenants state they must be over a thousand square feet. Commissioner Corprow asked how they were approved, which County Manager Heath answered by stating that except for one, they were in existence prior to the changes regarding ADUs being made to the zoning ordinance.

Planner Repanstek then stated that one, 800 heated square foot ADU had been approved in 2024 in that neighborhood.

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County Manager Heath then clarified for the record that the County did approve one, 800 square foot ADU in 2024, after the Northlight Farm Covenants had been recorded, and that for that situation, the County Zoning Ordinance regulations controlled over the Northlight Farm covenants.

Commissioner Corprow then asked where the 800 square feet came from. County Manager Heath answered that it was decided by the Planning Board and Board of Commissioners.

Mr. Fetherston asked what year those changes took place. Planner Repanstek answered that it had been changed within the last two years. Mr. Fetherston then asked why the County didn't make Northlight Farms change their covenants. County Manager Heath answered that the County does not control the covenants of Northlight Farms, nor does the county enforce or police any neighborhood covenants.

County Manager Heath then stated that the board had broad discretion in determining if unnecessary hardship existed and encouraged the board to make a determination. Commissioner Jones then stated that he would like to vote in favor of the variance if he could, but that he felt the hardship resulted from personal circumstances as well as conditions which were common to neighborhood at its inception. County Manager Heath then clarified that Commissioner Jones was referring to standard two, and also added that it is questionable if the Federal Fair Housing Act has a role to play in that standard as well.

Commissioner Jones then asked Attorney High if the nature of the unnecessary hardship in standard one referred to the property or personal circumstances. Attorney High then responded that anytime the statute refers to unnecessary hardship, it refers to the property.

Attorney High then stated that to keep the process moving forward, one of the Commissioners would need to make a motion regarding finding number one and continue making motions for the remaining three findings. Chairman Nelson then asked if there had been any ex-parte communication between any of the board members regarding the variance, to which all board members stated no.

Commissioner Corprow then asked if 1600-705 was a North Carolina General Statute, and Attorney High answered yes.

Attorney High then explained how to word the motion for the first finding.

Vice-Chairman Woodard made a motion to find that an unnecessary hardship would result from the strict application of the ordinance regulations. Commissioner Corprow seconded the motion. The motion passed by show of hands, 5 in favor, 1 opposed, with Commissioner Jones voting against.

Vice-Chairman Woodard made a motion to find that 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 reasonable accommodation under the Federal Fair Housing Act for a person with a disability. Commissioner Corprow seconded the motion. The motion passed by show of hands, 5 in favor, 1 opposed, with Commissioner Jones voting against.

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## Amendment to Safety &amp; Health Policy

## Perquimans County Driving Policy

*Introduction*

The safe operation of all County-owned vehicles is the responsibility of all County employees tasked with driving as a part of their job. All persons who drive any type of vehicle for Perquimans County must ensure that due caution is used at all times during the operation of that assigned vehicle. The driver must also understand that they are ultimately responsible for not only the safe operation, but within reason, the mechanical safeguards associated. This policy covers safe operation, maintenance, and training for all those required to operate any type of County-owned vehicle. Examples of vehicles include, but are not limited to all County-owned passenger vehicles, pickup trucks, light vehicles, ambulances and vans. All County-owned vehicles will be operated only by Perquimans County employees or by authorized volunteers for the specific purposes related to their job duties and functions. Vehicles will be maintained in a safe condition at all times. In the event of an unsafe mechanical condition, the vehicle will be immediately placed out of service and the appropriate supervisor will be notified.

*Responsibilities***Department Heads/Supervisors**

1. Must ensure that all employees/volunteers authorized to drive County-owned vehicles:
  - a) Are at least 18 years of age.
  - b) Have and maintain a valid North Carolina Driver's License. (This includes licenses required for the class of vehicle authorized to drive.)
2. Must maintain a list of all employees authorized to operate County vehicles in their department.
3. Not allow the operation of any County vehicle when it is apparent that the employee is taking medication that may cause drowsiness or disorientation or is under the influence of any intoxicating substance.
4. Immediately remove from service any vehicle with any safety defect.
5. Ensure that there are copies of the *Perquimans County Incident Procedures* in each County vehicle glove compartment.
6. In the event of a vehicle incident where there is personal injury or property damage, Department Head may require a post-accident drug screening.

RHS/SLC April 2024

**Authorized Employees/Volunteers**

1. Operate County vehicles in a safe, responsible manner and obey all traffic laws.
  - a) Pay close attention and avoid distractions.
  - b) DO NOT read, write, apply makeup, shave, etc. while operating a County vehicle.
  - c) Cell phone use is strictly prohibited without a hands-free device. If an employee does not have a hands-free device, they must pull off of the roadway to use a phone.
  - d) DO NOT drive under the influence of any illicit drugs or alcohol.
2. Ensure all vehicle occupants are utilizing seat belts before putting the vehicle into motion.
3. Follow safe fueling procedures; ensure the vehicle is turned completely off before fueling. Failing to do so is not only unsafe, but can cause damage to the vehicle.
4. Safety defects or vehicle problems must be reported to the Department Head, who will keep record and notify appropriate parties.
5. Employees must travel the most direct route to and from their destination. County vehicles are for "official use only" and are not to be used for personal business.
6. Except for employees who transport community members or detainees as part of their job, non-county employees are not to be transported in any County vehicle. DO NOT stop for hitchhikers.
7. DO NOT drive if taking any medications that can cause drowsiness. Employees that this applies to have are obligated to report such use to their Department Head.
8. Report all incidents as soon as they happen.
9. Pass only in safe areas and when excessive speed is not required.
10. Ensure there are no loose articles on the floorboards.
11. Stay at least four seconds behind any vehicle ahead.
12. DO NOT speed or tailgate.
13. Drive as the conditions dictate; slower in hazardous conditions or areas.
14. Think ahead; anticipate hazards.

15. Vehicle backing:

- a) Back slowly and be prepared to stop. If available, use a ground guide whenever possible.
- b) **DO NOT** back up if anyone/anything is in the vehicle's path of travel.
- c) Check clearances.
- d) Cee out and check behind you if you cannot determine safety from the driver's seat.

16. Stopping and Parking:

- a) Park only in proper areas, not roadsides.
- b) Use warning flashers and raise hood if vehicle becomes disabled.

*Training*

The County will hold training for all authorized employees and volunteers to operate County-owned vehicles. Employees will be mandated to participate in Defensive Driving Training that will be held by the NCACC Risk Management Group every other year. Online training opportunities will also be recommended through NEOCCV.

*Vehicle Inspection*

**Mechanical Inspections:** All inspections and services will be conducted by a qualified vehicle mechanic. Routine services will need to be conducted every 5,000 miles or every six months, whichever comes first. Routine services will consist of, but not limited to the following: fluid system levels and visual inspection, belts and hoses, battery condition, filter replacement, lubrication, oil changes, and tire tread.

**State Inspections:** A North Carolina State Inspection will be conducted on an annual basis. The annual State Inspection will consist of, but not limited to the following: lights, visual inspection of brake system, horn, steering system, wiper blades, and tires.

Inspections are not designated to any particular mechanic or company. This determination will be made by the Department Head.

If at any time it is determined that a vehicle is unsafe, the vehicle will immediately be taken out of service until the department can fund the repairs.

5/6/2019 April 2024

*Perquimans County Incident Procedures*

In the event of being involved in a vehicle accident, the following procedures must be followed (if able):

- 1. Check yourself and other involved parties for injuries.
- 2. Call 911 to report the accident. Inform the telecommunicator of any potential injuries, if an ambulance is needed, if the vehicle is able to be driven or needs to be towed and any other major concerns. (**DO NOT** admit responsibility.)
- 3. Notify your Department Head as soon as possible.
- 4. Cooperate with any law enforcement officers.
- 5. Move the vehicle only at the direction of law enforcement.
- 6. Complete the *Incident Report Form* that accompanies this procedure list. While at the scene, try to obtain the following information:
  - a) Name, address, and driver's license number of the other driver(s).
  - b) Make, model, and license plate number of other involved vehicle(s).
  - c) Roads and intersections of the scene.
  - d) Contact information of any witnesses.
  - e) Investigating officer's name and agency.
- 7. Do not sign any forms unless required by law enforcement.
- 8. If you are injured and are advised to be seen by a health care professional, please do so.  
Inform all healthcare providers that this will be a Worker's Compensation case. Have them contact the Human Resource Coordinator for claim information - (252) 426-2842.
- 9. If required to submit to drug screening, make sure to sign authorization for your Department Head to obtain the results.

**Upon return to department:**

- 1. Immediately have your Department Head sign your Incident Report Form and have them submit it to the Human Resource Coordinator or County Manager to be filed.
- 2. If there is an injury related to this incident, review page 36 of the Personnel Policy that addresses Worker's Compensation Leave.
- 3. Ensure that your Department Head and the Human Resource Coordinator are made aware of any necessary details related to or following your

END OF ATTACHMENT B

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ATTACHMENT C

## DOT SUBSTANCE ABUSE POLICY FOR PERQUIMANS COUNTY

To maintain a drug-free work force and to eliminate the safety risks, lost time and reduced productivity that results from the use and the influence of alcohol and/or drugs in the workplace, Perquimans County, hereafter called County, has adopted a substance abuse policy. The intention of this policy is to make the County a safer and better place to work.

POLICY STATEMENT:

The use, possession, purchase, sale or manufacture of alcohol, illegal drugs, or non-prescribed drugs while on County property, while operating County vehicles, or while engaging in County business is strictly prohibited.

SCOPE:Employees Subject to Testing:

All applicants for full or part-time positions of Perquimans County and all full-time employees who during the exercise of their employment are required to drive a County vehicle or who performs any safety-sensitive duties as defined by Title 49, Code of Federal Regulation. This applies to every person who operates a County vehicle or who operates a commercial motor vehicle in interstate or intrastate commerce, and is subject to the commercial driver's license requirements of 49 CFR part 383.

ALL EMPLOYEES OF PERQUIMANS COUNTY WHO, AT ANY TIME, MAY DRIVE A COUNTY VEHICLE ARE CONSIDERED FOR THE PURPOSES OF THIS DOT SUBSTANCE ABUSE POLICY TO PERFORM SAFETY-SENSITIVE DUTIES.

Alcohol:

Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

No employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having alcohol concentration of 0.04 or greater.

No employee shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol, unless the alcohol is manifested and transported as part of a shipment.

No employee shall use alcohol while performing safety-sensitive functions.

No employee shall perform safety-sensitive functions within four hours after using alcohol.

No employee required to take a post-accident test shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

Controlled Substances:

The U.S. Department of Transportation (DOT) requires testing for amphetamines, cannabinoids, cocaine, opiates, phencyclidine, and illegal substances or non-prescribed drugs.

No employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the employee uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to safely operate a commercial motor vehicle.

No employee shall report for duty, remain on duty or perform a safety-sensitive function, if the employee tests positive for controlled substances.

Prescribed Medications:

All employees in safety-sensitive functions taking prescribed medications that could impair their ability to safely operate a County or commercial motor vehicle or related activities associated with loading, unloading, inspection and maintenance or other activity that is classified as "on duty time" 49CFR 395.2, must report this to their immediate supervisor or substance abuse manager as directed by this policy.

QUALIFICATIONS FOR EMPLOYMENT AND PROHIBITED CONDUCT:Prohibited Conduct:

County prohibits any alcohol misuse and/or any drug use that could affect performance of safety-sensitive functions. Including:

Alcohol:

1. Use while performing safety-sensitive functions.
2. Use during 4 hours before performing safety-sensitive functions.
3. Reporting for duty or remaining on duty to perform safety-sensitive functions with an alcohol concentration of 0.04 or greater.
4. Possession of alcohol, unless the alcohol is manifested and transported as part of a shipment. This includes the possession of medicines containing alcohol (prescription or over-the-counter), unless the packaging seal is unbroken.
5. Use during the 8 hour following an accident, or until he/she undergoes a post accident test.
6. Refusal to take a required test.

NOTE: An employee found to have alcohol concentration of 0.02 or greater but less than 0.04 shall not perform, nor be permitted to perform, safety-sensitive function for at least 24 hours.

Controlled Substances:

1. Use of any drug, except by doctor's prescription, and then only if the doctor has advised the driver that the drug will not adversely affect the employee's ability to safely operate the CMV.
2. Testing positive for drugs; and
3. Refusing to take a required test.

Consequences and Disqualifications:

1. The employee shall not perform or be permitted to perform a safety-sensitive function if any of the above listed prohibitions are violated.
2. Any employee violating these prohibitions will be referred to a Substance Abuse Professional for evaluation, regardless of employment status.

TESTING CIRCUMSTANCES:

All applicants for part-time or full-time safety-sensitive positions, and all persons transferring from non safety-sensitive positions with the County will be directed to submit to a Controlled Substance test.

A drug test will be conducted during the pre-employment process and negative drug test result must be received before a final offer of employment is made.

Post-Accident Testing:

If any employee in a safety-sensitive position, while operating a County vehicle or equipment, is involved in an accident that involves a fatality, or any accident in which the driver is issued a citation under state or local law for a moving traffic violation arising from the accident, that employee will be required to submit to an Alcohol and a Controlled Substance test. Testing will be administered immediately following the accident or as soon as medically and legally possible.

The alcohol test must be administered within 2 hours following the accident and in no case shall more than 8 hours elapse before the test is administered. It is the employer's responsibility to notify the County immediately to ensure actions are taken to meet the testing requirements.

The driver must refrain from using alcohol for 8 hours following the accident, or until he/she submits to an alcohol test, whichever comes first.

The drug test must be administered within 32 hours following the accident. The driver must remain available for testing, or the County will consider the driver to have refused to submit to testing.

NOTE: Nothing in the requirement should be construed as to require the delay of necessary medical attention for injured people following an accident.

Random Testing:

All employees of the County in safety-sensitive positions will be subject to random testing for alcohol and controlled substances. Random testing will be done on percentage basis in a fair and equal manner.

For alcohol testing an employee shall only be tested while the employee is performing safety-sensitive functions, immediately prior to performing, or immediately after performing safety-sensitive functions.

For drug testing an employee may be tested at any time the employee is at work for the County.

Selection of employees for random testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator that is matched with drivers' Social Security numbers, payroll identification numbers, or other comparable identifying numbers.

Each time a random selection is made, every employee will have an equal chance for being selected. Random tests will be unannounced and spread reasonably throughout the year. Employees when notified that they have been selected for random testing will proceed immediately to the collection site.

Reasonable Suspicion Testing:

Any employee in a safety-sensitive position, while on County property, while operating a County vehicle, or while engaging in County business, who acts in an abnormal manner sufficient to cause reasonable suspicion that he/she violated this policy, may be required to submit to an alcohol and/or a controlled substance test upon the approval and direction of an officer of the County.

Return-to-duty Testing:

Any employee in a safety-sensitive function that, based on County approval, is allowed to return-to-duty following referral, evaluation, and treatment as a result of a positive alcohol or drug test will be required to submit to a return-to-duty alcohol and/or controlled substance test. An alcohol concentration of less than 0.02 and a negative drug test will be required before a return-to-duty decision is made.

Follow-Up Testing:

In the event an employee is allowed to return-to-duty following referral, evaluation, and treatment, a minimum of 6 unannounced alcohol and/or drug tests will be required during the next 12 months of employment. Follow-up testing may continue for up to 60 months following return-to-duty at the County's discretion, based on recommendations from the Substance Abuse Professional.

All alcohol testing will be done immediately before, during, or immediately after performing safety-sensitive functions.

Controlled substance testing may be performed at any time the employee is at work for the County.

ALCOHOL TESTING METHODOLOGY:

BREATH ALCOHOL TECHNICIAN (BAT):

Alcohol testing will only be performed by a certified Breath Alcohol Technician (BAT) trained and certified in the principles of Evidential Breath Testing Devices (EBT) methodology, operation, and calibration checks; the fundamentals of breath analysis for alcohol content; and the procedure required for obtaining a breath sample, and interpreting and recording EBT results.

Evidential Breath Testing Devices (EBT):

Alcohol testing will only be performed using evidential breath testing devices (EBT's) approved by the National Highway Traffic Safety Administration (NHTSA).

Alcohol Testing must be either performed by a Certified BAT employed by the County or an outside BAT. All alcohol testing will be conducted in a location that affords visual and aural privacy to the individual being tested. Unauthorized persons will not be permitted access to the testing location when a test is in progress. Alcohol testing will be performed using only the U. S. Department of Transportation Breath Alcohol Testing Form.

ALCOHOL TESTING PROCEDURES:

Using the Evidential Breath Testing Device the certified Breath Alcohol Technician will open an individually sealed mouthpiece and attach it to the EBT. The employee will be instructed to blow into the mouthpiece forcefully until an adequate amount of breath has been obtained.

The EBT will record the result and display it on the device and print the result immediately. The result will be recorded on the Breath Testing form and attached to the form with tamper proof tape.

When the result is less than 0.02, no further testing is authorized and the result will be transmitted to the County in a confidential manner and will be stored to insure confidentiality is maintained.

When the result 0.02 or greater, a confirmation test must be performed to verify the initial test. The confirmation test will be conducted no less than 15 minutes and no more than 20 minutes after initial test. In the event the initial and confirmation test results are different, the confirmation test result is deemed to be the final result upon which any action under the terms of this policy shall be based.

Following completion of the test, the BAT will date the form and sign the certification on the form. The employee will sign the certification and fill in the date on the form. This insures that each employee is attesting to the fact that the reported result is specific to the employee.

Refusal to test will be treated the same as if the results is 0.04 or greater.

County will maintain alcohol and drug test results in a secure and confidential manner, so that disclosure of information to unauthorized persons does not occur. Employee information shall only be released as required by law or as expressly authorized.

- An employee shall have access to any of his/her alcohol and drug testing records upon written request.
- The County must allow any DOT authorized agency access to facilities and records in connection with the County's alcohol misuse and drug abuse prevention program.
- When requested, the County shall disclose post-accident testing information to the National Transportation Safety Board as part of an accident investigation.
- The County will make records available to a subsequent employer upon receipt of a written request from the employee.
- The County may disclose information to the employee or to the decision-maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual. This may include worker's compensation, unemployment compensation, or other proceeding relating to a benefit sought by the employee.

If an employee attempts but fails to provide an adequate amount of breath the County will be immediately notified and will direct the employee to obtain, as soon as practical, an evaluation from a licensed physician who is acceptable to the County concerning the employee's medical ability to provide an adequate amount of breath.

If the physician determines that there is a medical reason that prevents the employee from providing an adequate amount of breath, he/she will provide the County with a written statement of the basis for his or her conclusion.

If the physician determines there is no medical reason to prevent the employee from providing an adequate amount of breath, he/she will provide the County with a written statement of the basis for his or her conclusion and it will be regarded as refusal to take the test. The terms of this policy will then be administered.

SPECIMEN COLLECTION PROCEDURES:

Specific guidelines will be followed in urine specimen collections for the purpose of drug testing. In accordance with the Department of Health and Human Services (DHHS) guidelines a clear and well documented procedure for collection, shipment and accession of urine specimens from the County to the laboratory will be followed. Procedures will account for the integrity of each urine specimen by tracking its handling and storage from point of specimen collection to final disposition of the specimen.

The County may chose to do urine specimen collections in-house or utilize the services of an outside source, which may be a doctor's office, clinic, hospital or other facility that meets security requirements as specified by DHHS guidelines. The collection site will be a secure location to allow for maximum privacy, which includes a toilet for completion of urination, a source of water for washing hands, and where practicable, excluded from the area provided for urination.

No other person will be present or gain access to the collection area during the collection process. All specimens must remain in the direct control of the collection site person. No one other than the collection site person may handle specimens prior to their being placed securely in the mailing container.

When reporting to a collection site for specimen collection each employee will be required to provide a photo I.D. Employees will be asked to remove all unnecessary outer garments (i.e., coat or jacket), and secure all personal belongings (individual may retain his/her wallet).

Employees will be allowed to provide his/her specimen in the privacy of a stall.

The split sample method of collection will be used. At least 45 ml of urine must be collected, 30 ml to be used as the primary specimen and 15 ml to be used as the split specimen. Both bottles will be shipped in a single container.

If the collection site person believes tampering or adulteration has occurred, a second specimen shall be collected immediately under the direct observation of a same gender collection site person. Both samples will be sent to the lab.

Refusal to test will be handled the same as verified positive result.

In all cases the employee and the collection personnel shall keep the specimen in view at all times prior to being sealed and labeled. The specimen will be labeled with tamperproof seals and the employee will sign appropriate places on the Chain of Custody and initial the seal on the bottle attesting to the fact that the specimen is specific to the individual providing the sample.

**TESTING METHODOLOGY:**

Only laboratories certified by the Department of Health and Human Services (DHHS) will be used for drug urinalysis.

Every specimen is required to undergo an initial screen followed by confirmation of all positive screen results. This screen confirmation process utilizes highly sophisticated techniques to detect minute levels of prohibited substances in urine.

**Reporting of Results:**

The laboratory is required to report the test results directly to the County's Medical Review Office (MRO) within 5 working days. The report shall indicate the drug-metabolites tested for, whether the results are positive or negative, the specimen number assigned by the County and the drug testing laboratory identification number.

**Review of Results(MRO):**

The medical review officer (MRO) is a license physician and possesses knowledge of drug abuse disorders. The MRO may be an employee of the County or one contracted to provide the services required. The MRO will review and interpret positive results obtained from the laboratory. The MRO through a verification process will assess and determine whether alternate medical explanations could account for the positive test results. The MRO may conduct medical interviews of the employee, review the employee's medical history and review any other relevant bio-medical factors. Additionally, the MRO will examine all medical records and data made available by the tested individual, such as evidence of prescribed medications.

The MRO will give the individual testing positive an opportunity to discuss the test result prior to making a final decision. After the final decision is made, the MRO will notify the County as proscribed below.

If during the course of this interview with an employee who has tested positive, the MRO learns of a medical condition which could, in the MRO's reasonable medical judgement, pose a

risk to safety, the MRO may report that information to the Department of Transportation (DOT) or the County.

The MRO will notify each employee who has a confirmed positive test that the employee has 72 hours in which to request a test of the split specimen. If the employee makes such a request, the MRO will direct, in writing, the laboratory to provide the split specimen to another certified laboratory for analysis. If the analysis of the split specimen fails to reconfirm the presence of the drug(s) or drug metabolite(s) found in the primary specimen, or if the split specimen is unavailable, inadequate for testing or inestable, the MRO will cancel the test and report cancellation and the reasons for it to the DOT, the County, and the employee. A request for testing of the split sample and associated costs are the responsibility of employee.

If the MRO, after making and documenting all reasonable efforts is unable to contact the tested person, the MRO will contact a designated management official of the County to arrange for the employee to contact the MRO prior to going on duty. Within 5 days after a documented contact by designated management official of the County instructing the employee to contact the MRO, the employee has not done so, the MRO will verify the test positive and report it to the County.

**DISCIPLINE AND CONSEQUENCES:**

**Pre-Employment/Pre-Duty:**

An applicant for part-time, full-time, or transfer from non safety-sensitive to a safety-sensitive position with a verified positive controlled substance test result will be denied employment.

**Reasonable Cause:**

Any employee of the County subject to the terms of this policy, as a result of reasonable cause testing, with a verified positive controlled substance test result and/or an alcohol breath test with a confirmed test result of 0.04 or greater will be subject to disciplinary action up to and including termination. If terminated, employee will be referred to a qualified substance abuse professional.

If the confirmed alcohol breath test result is 0.02 or greater but less than 0.04 the employee will be subject to disciplinary action including, but not necessarily limited to a twenty-four hour suspension followed by a retest of the employee's Breath Alcohol content at his or her expense.

**Post-Accident:**

Any employee of the County subject to the terms of this policy, as a result of a post-accident test, with a verified positive controlled substance test result and/or a confirmed alcohol breath test with a confirmed test result of 0.04 or greater will be subject to disciplinary action up to and including termination. If terminated, employee will be referred to a qualified substance abuse professional.

If the confirmed alcohol breath test result is 0.02 or greater but less than 0.04 the employee will be subject to disciplinary action including, but not necessarily limited to a twenty-four hour suspension followed by a retest of the employee's Breath Alcohol content at his or her expense.



Random:

Any employee of the County subject to the terms of this policy, as a result of a random test, with a verified positive controlled substance test result and/or a confirmed alcohol breath test with a confirmed test result of 0.04 or greater will be subject to disciplinary action up to and including termination. If terminated, employee will be referred to a qualified substance abuse professional.

If the confirmed alcohol breath test result is 0.02 or greater but less than 0.04 the employee will be subject to disciplinary action including, but not necessarily limited to a twenty-four hour suspension followed by a retest of the employee's Breath Alcohol content at his or her expense.

Substance Abuse Professional Services:

In all cases with a verified positive controlled substance test result and/or a confirmed alcohol breath test result the employee will be referred to a Substance Abuse Professional (SAP) for evaluation, referral and treatment. The referral to the SAP applies even if the employee is terminated. The employee is responsible for any expense incurred under such treatment or rehabilitation subject any health insurance benefits which may apply.

If an employee should approach the County for assistance through rehabilitation for drug abuse or alcohol abuse prior to a testing request by the County, all possible and positive consideration for a medical leave of absence for treatment and/or counseling will be pursued. If an employee is terminated, the County will not be obligated to provide assistance beyond the last day of employment.

Supervisory Training as required will be provided all supervisors.

Educational materials as required will be provided to all employees in safety-sensitive positions.

Any questions regarding this policy should be directed to:

\_\_\_\_\_  
N. Paul Gregory, Jr. County Manager

County official designated to answer questions about this policy.

END OF ATTACHMENT C

\*\*\*\*\*

WORK SESSION  
September 16, 2024  
7:00 p.m.

The Perquimans County Board of Commissioners Work Session on September 16, 2024, was cancelled.

\*\*\*\*\*

September 30, 2024

**Tax Releases: (Perquimans County)**

<b>Sherri Lester</b>	<b>\$972.40</b>
Was not given the correct discount. Account#: 265803	
<b>Grady &amp; Betty Lawrence</b>	<b>\$166.40</b>
Owner of land does not own DW or fence. Account#: 222900	
<b>Rebecca Hamill</b>	<b>\$178.88</b>
Land was billed out of land use in error. Account#: 520195	
<b>Rebecca Hamill</b>	<b>\$140.92</b>
Reval firm added a homesite and a MH hookup in error. Account#: 520195	
<b>John Wittenberger</b>	<b>\$468.00</b>
Boat was charged in Perquimans; It's situs is Is Florida. Account#: 266958	
<b>Rodney M. Franklin</b>	<b>\$705.43</b>
An incorrect amount was entered for Personal Property. Account#: 259027	
<b>Lloyd Ray &amp; Gloria Morgan</b>	<b>\$384.80</b>
Land use was not given for 2024. Account#: 511520	
<b>James &amp; Laurel Morris</b>	<b>\$222.30</b>
An incorrect amount was entered for Personal Property. Account#: 428426	
<b>Melton Knight &amp; others</b>	<b>\$226.20</b>
Reduction in revals assessment. Account#: 538745	
<b>Leigh Harvey</b>	<b>\$1514.24</b>
Value was changed in error. Account#: 266178	
<b>William &amp; Mary Nixon</b>	<b>\$274.04</b>
Value was not changed in billing after appeal. Account#: 512170	

**Joseph & Joanna Hewitt**                      **\$233.48**  
Value from appeal was not changed in billing.  
Account#: 356320

**Preston & Margaret Lowe**                      **\$267.28**  
Couple moved. SCE should have followed  
the new residence, not the old one.  
Account#: 0539690

**Tax Refunds: (Perquimans County)**

**Cayce Kelly**    **\$339.59**  
Sold vehicle; 12- month refund.  
Account#: 72841661

**John White**    **\$159.86**  
Vehicle sold; 7-month refund.  
Account#: 70978165

**Wayne White**    **\$257.01**  
Did not receive Disabled Discount for 2024.  
Account#: 527788

**Tax Releases: (Hertford)**

**Joseph & Joanna Hewitt**                      **\$233.48**  
Value from appeal was not changed in billing.  
Account#: 356320

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Rashequa Brooks

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

POSITION: Income Maintenance Caseworker II

DEPT.: Social Services

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

NEW EMPLOYEE EFFECTIVE DATE: October 1, 2024

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

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

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

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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

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

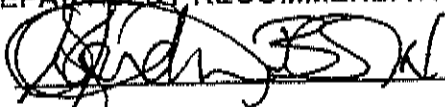
\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION/RESIGNATION.  
Date

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

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

\*\*\*\*\*

DEPARTMENT RECOMMENDATION



DATE: September 10, 2024

COUNTY MANAGER APPROVAL



DATE: 10/3/24

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

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

**COPY**

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Melanie Kirkman SOC. SEC. NO.: \_\_\_\_\_

POSITION: Income Maintenance Caseworker II DEPT.: Social Services

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

NEW EMPLOYEE EFFECTIVE DATE: October 1, 2024

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

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

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

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

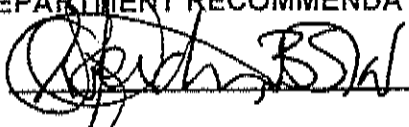
\_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

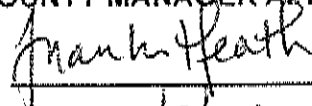
\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION/RESIGNATION. Date

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

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

\*\*\*\*\*

DEPARTMENT RECOMMENDATION  
  
DATE: September 11, 2024

COUNTY MANAGER APPROVAL  
  
DATE: 10/3/24

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

**COPY**

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Roger Aiden Owen SOC. SEC. NO.: \_\_\_\_\_

POSITION: Full Time Non-Certified Telecommunicator DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: 10/1/2024

GRADE: 60 STEP: 1 SALARY: \$15.32 hourly (\$ 31,857)

ENDING DATE OF PROBATIONARY PERIOD: 10/1/2025

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)  
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\_\_\_\_\_ 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: 9/6/24

[Signature]  
DATE: 9/26/24

FINANCE OFFICER

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

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Sara Harris

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

POSITION: Part Time Fill In EMT

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: 10/1/2024

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

ENDING DATE OF PROBATIONARY PERIOD: 10/1/2025

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: \_\_\_\_\_

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

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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: 9/26/24

[Signature]  
DATE: 9/26/24

FINANCE OFFICER

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

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kallie Yates

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

POSITION: Part Time Fill In EMT

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: 10/1/2024

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

ENDING DATE OF PROBATIONARY PERIOD: 10/1/2025

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.  
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Date

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Date


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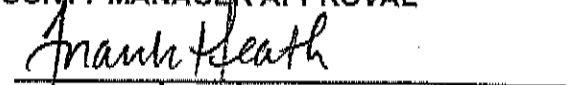
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\*\*\*\*\*

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

  
DATE: 9/26/24

  
DATE: 9/26/24

FINANCE OFFICER

COPY

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



COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Jasmine Ratcliff

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

POSITION: Full Time EMT

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: October 1, 2024

GRADE: 64 STEP: 1 SALARY: \$18.26 Hourly (\$39,990)

ENDING DATE OF PROBATIONARY PERIOD: October 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.  
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Date

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Date

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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: 9/26/24

Ananth Heath  
DATE: 9/26/24

FINANCE OFFICER

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

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Jennifer Whitehurst

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

POSITION: Part Time Fill In AEMT II

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: 10/1/2024

GRADE: 67 STEP: 1 SALARY: \$20.84 Hourly

ENDING DATE OF PROBATIONARY PERIOD: 10/1/2025

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

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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Date

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Date

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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: 09/20/2024

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 9/26/24

FINANCE OFFICER

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

COPY



COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Zachary Smith

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

POSITION: Part Time Fill In Paramedic I

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: October 1, 2024 Pending NC OEMS Certification

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

ENDING DATE OF PROBATIONARY PERIOD: October 1, 2025

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

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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Date

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Date

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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: 9/26/24

COUNTY MANAGER APPROVAL

Frank Heath  
DATE: 9/26/24

FINANCE OFFICER

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

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Donna Vaughn

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

POSITION: Part Time Fill In Paramedic I

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: October 1, 2024

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

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

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 9/26/24

[Signature]  
DATE: 9/26/24

FINANCE OFFICER

COPY

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

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Nicole Anderson

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

POSITION: Full Time Fill In Paramedic II

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: 10/1/2024

GRADE: 69 STEP: 6 SALARY: \$25.72 Hourly (\$53,504)

ENDING DATE OF PROBATIONARY PERIOD: 10/1/2025

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

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 9/26/24

[Signature]  
DATE: 9/26/24

FINANCE OFFICER

COPY

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

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Cody Chappell

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

POSITION: Full Time Paramedic II

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: 10/1/2024  
GRADE: 69 STEP: 4 SALARY: \$24.50 Hourly (\$50935)  
ENDING DATE OF PROBATIONARY PERIOD: 10/1/2025

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: 9/6/24

[Signature]  
DATE: 9/26/24

FINANCE OFFICER

COPY

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

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: James Wheeler

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

POSITION: Full Time Paramedic II

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: 10/1/2024

GRADE: 69 STEP: 6 SALARY: \$25.72 Hourly (\$53,509)

ENDING DATE OF PROBATIONARY PERIOD: 10/1/2025

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: 9/26/24

[Signature]  
DATE: 9/26/24

FINANCE OFFICER

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

COPY



EMPLOYMENT ACTION FORM

DATE SUBMITTED: August 21, 2024  
IV.C.9. - Page 1

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Paige Thompson

SOC. SEC. NO.:

POSITION: Full Time Paramedic I

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY:

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
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** 10/1/2024 DATE OF EMPLOYEE RESIGNATION  
Date

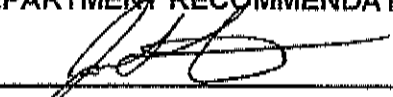
RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: STEP: SALARY:

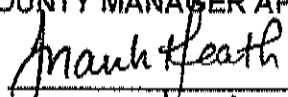
THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

  
DATE: 8/26/24

  
DATE: 9/26/24

FINANCE OFFICER

DATE:

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: August 21, 2024  
IV.C.10. - Page 1

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Paige Thompson

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

POSITION: Part Time Fill In Paramedic I

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: October 1, 2024

GRADE: 68 STEP: 1 SALARY: \$21.78 Hourly

ENDING DATE OF PROBATIONARY PERIOD: October 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

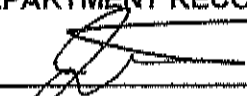
\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

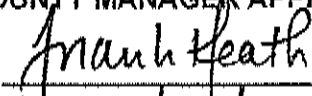
THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

  
DATE: 8/26/24

  
DATE: 9/26/24

FINANCE OFFICER

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

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Iasia Collier

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

POSITION: Part Time Fill In 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** 9/30/2024 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: 9/17/24

[Signature]  
DATE: 9/26/24

FINANCE OFFICER

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

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: October 3, 2024

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 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: \_\_\_\_\_

X10/16/2024 DATE OF EMPLOYEE TERMINATION/RESIGNATION.  
Date

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date

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

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

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

[Signature]  
DATE: October 3, 2024

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 10/3/24

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

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

**COPY**

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Ken'ERICA Bell

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

POSITION: Social Worker IA&T

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** 10/1/2024 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

Date      GRADE: 70      STEP: 2      SALARY: \$ 50,711

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: September 11, 2024

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 9/19/24

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

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

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 10/2/2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Camry Harris

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

POSITION: Full 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

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

**X** 10/1/2024 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

[Signature]  
DATE: 10/02/24

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 10/2/24

FINANCE OFFICER

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

COPY

EMPLOYMENT ACTION FORM

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

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Joshua Russell \_\_\_\_\_

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

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

DEPT.: Sheriff's Office \_\_\_\_\_

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

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

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

CURRENT: GRADE: 68 \_\_\_\_\_ STEP: 1 \_\_\_\_\_ SALARY: \$45,303 \_\_\_\_\_

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: \_\_\_\_\_

X 10-1-2024 \_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR      2      3      4)  
Date GRADE: 68 \_\_\_\_\_ STEP: 2 \_\_\_\_\_ SALARY: \$46,437 \_\_\_\_\_

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

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

Shelton Whit  
DATE: 9-10-24

COUNTY MANAGER APPROVAL

Maurice Heath  
DATE: 10/3/24

FINANCE OFFICER

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

COPY

**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**COUNTY CONSTRUCTION FUND**  
**NO. 7**

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 7th DAY OF OCTOBER, 2024, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2024 - 2025 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
50-348-006	Perquimans Marine Park Basin	150,000	
50-000-724	Perquimans Marine Park Basin	150,000	
<b>EXPLANATION:</b> To amend FY 24/25 budget to include additional Golden Leaf funding to assist with shoreline stabilization.			

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 7th DAY OF OCTOBER, 2024.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 7th DAY OF OCTOBER, 2024.

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

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





October 1, 2024

Tracy Mathews  
Finance Officer  
128 N. Church  
Hertford, NC 27944

Dear Tracy Mathews:

Maximus US Services, Inc. is pleased to submit the attached contract. You may return the contract by e-mail or USPS. Instructions for both are provided below.

**E-mail Return**

Scan the signed contract to [ConsultingContracts@maximus.com](mailto:ConsultingContracts@maximus.com). We will return a fully executed scan to the e-mail address from which it was received or an alternate if provided.

**USPS**

If you require an original hard copy of the fully executed contract sign and return via regular mail to:

Maximus US Services, Inc.  
Shared Services Center  
CONTRACTS  
808 Moorefield Park Drive, Suite 205  
Richmond, VA 23236

Maximus will return the document to the address noted in the contract unless otherwise instructed. Please provide a contact name to receive the package.

We look forward to continuing our work with Perquimans County, North Carolina.

Sincerely,

A handwritten signature in black ink that reads "Troy Tange".

Troy Tange  
Associate Managing Director  
Maximus US Services, Inc.

TT/tmd

Attachment - Contract

## SERVICE AGREEMENT

This Service Agreement, (this "Agreement"), is entered into this October 1, 2024 (the "Effective Date"), by and between Maximus US Services, Inc., ("Contractor" or "Maximus"), and Perquimans County, North Carolina, ("Client"). In consideration of mutual promises and covenants, the parties agree as follows:

### 1. Scope of Services

Contractor will perform in a professional manner the Services detailed in Exhibit A.

### 2. Term

This Agreement commences on the Effective Date and remains in effect until April 15, 2028 unless earlier terminated in accordance with Section 4.

### 3. Compensation.

Client will pay Contractor the fees for services rendered as set forth in Exhibit A, incorporated herein by reference as if fully set forth as part of this Agreement.

### 4. Termination.

- a. Termination for Cause. Upon material breach of the terms of this Agreement, the non-breaching party will provide written notice to the breaching party specifying the nature of the breach. The breaching party will have 30 days (or a longer period if the parties mutually agree) from the date of receipt to cure any of the default prior to the effective date of termination. Notice of default must be delivered by certified mail or overnight courier.
- b. Termination for Convenience. Either party may terminate this Agreement without cause upon 60 days prior written notice to the other. In the event the Agreement is so terminated by Client, Client will reimburse Contractor for all reasonable costs incurred by Contractor due to such early termination.
- c. Rights Upon Termination. Upon termination for whatever reason and regardless of the nature of the breach (if any), Client agrees to pay Contractor in full for all goods and/or services provided to Client under this Agreement, or any amendment thereto, as of the effective date of termination of the Agreement.

### 5. Invoicing and Payment.

Client will pay Contractor a fee for Services rendered as set forth in Exhibit A. Unless stated otherwise in Exhibit A, Client will pay all invoices in full within thirty (30) days of the invoice date. Client agrees to at all times remain current on all amounts charged for the Services and acknowledges and agrees that any breach of the foregoing shall constitute a material breach under this Agreement entitling Contractor to pursue any and all remedies available at equity or at law including the suspension or termination of the Services provided hereunder.

### 6. Data Accuracy.

Contractor will guide the Client to determine the data required. Client represents that all financial and statistical information provided to Contractor by Client, its employees and agents is accurate and complete to the best of its knowledge. Client further acknowledges and agrees that Contractor is entitled to rely upon the accuracy and completeness of the data to perform the Services. Client will provide all data in a timely manner sufficient to allow Contractor to provide the Services. Contractor has no liability to Client for Client's provision of incomplete, inaccurate or untimely data.

### 7. Records and Inspections.

Contractor will maintain full and accurate records with respect to all matters covered under this Agreement for 6 years after the completion of the Services. During such period, Client will have the right to examine and audit the records and to make transcripts therefrom. Client will provide 30 days' prior written notice of its intent to inspect or audit any such records and will conduct such inspection or audit only during Contractor's normal business hours and no more than once every six months. Any employee, Contractor, subcontractor or agent of Client granted access to such records will execute a non-disclosure agreement prior to being granted access.

**8. Warranties.**

Contractor warrants that it will perform the services in a manner consistent with the standards typically practiced by similarly situated companies in the same industry. Contractor specifically disclaims and the Client waives, all other express or implied standard, guarantees and warranties, including but not limited to implied warranties of merchantability, or fitness for a particular purpose, custom or usage, or otherwise as to and good or services under this Agreement.

**9. Client Representations & Warranties.**

Client represents and warrants to Contractor that its use of the Services shall comply with all applicable laws, statutes, ordinances, codes, rules, regulations, orders, judgments, decrees, standards, requirements or procedures enacted, adopted, applied, enforced or followed now or in the future by any federal or state governmental bodies or agencies. Client further represents and warrants to Contractor that it has obtained all necessary consents, rights and permissions to enter into this Agreement and use the Services in accordance with the terms of this Agreement.

**10. Ownership of Intellectual Property.**

All work, reports, writings, ideas, designs, methods, computer software (both object and source code) and data recorded in any form that exist and are owned by Maximus prior to this Agreement, or that are created, developed, written, conceived or made by Maximus or any third party (whether solely or jointly with others) as a result of, or relating specifically to this Agreement, or in the performance of the Services under this Agreement (collectively or separately, "Intellectual Property") are and shall be the exclusive property of Maximus and ownership shall vest in Maximus immediately upon creation. Nothing herein shall be deemed to grant Client any rights to the Intellectual Property except as explicitly stated in this Agreement.

**11. Compatible Platforms/Hardware.**

To the extent applicable to the Services that will be provided by Contractor, notwithstanding any initial set-up and/or implementation services provided by Maximus at the commencement of the Term, Client is responsible for obtaining, installing and maintaining an appropriate operating environment, including all connectivity and equipment as well as the necessary hardware, operating system software and other items required to access and use the Services (the "Operating Environment"). Maximus will not be responsible for any incompatibility between the Service and Client's Operating Environment or for Client's use of any third-party software, hardware, browsers or other products not specifically recommended or approved by Maximus for Client's use with the Services. Maximus will make written compatibility recommendations available to Client at Client's request, but, for clarity, Client is ultimately responsible for the compatibility and operation of its Operating Environment.

**12. Copyright for Contractor's Proprietary Software.**

To the extent that the Services provided by Contractor are generated by Contractor's proprietary software, nothing contained herein is intended nor will it be construed to require Contractor to provide such software to Client. Client agrees that it has no claims of ownership, including

copyright, patents or other intellectual property rights to Contractor's software. Nothing in this Agreement will be construed to grant Client any rights to Contractor's materials created prior to the execution of this Agreement. All of the deliverables prepared by Contractor for Client included in the Services are specifically set out in Exhibit A.

**13. Contractor Liability if Audited.**

Contractor will, upon notice of audit, make work papers and other records available to the auditors. Contractor's sole responsibility under an audit will be to provide reasonable assistance to Client through the audit and to make changes to the work product required as a result of the audit. Contractor will not be liable for any audit disallowances or any missed or lost revenue associated with, or related to, the Services, regardless of cause.

**14. Indemnification.**

To the extent allowed by law, each party (an "Indemnifying Party") will defend, indemnify and hold harmless the other party (an "Indemnified Party") from and against any and all third-party claims and resulting proven direct damages, liabilities and costs (including reasonable attorney fees) to the extent proximately caused by the negligent actions or willful misconduct of the Indemnifying Party, its employees or agents. The Indemnifying Party will not be responsible for any damages, liabilities or costs resulting from the negligence or willful misconduct of the Indemnified Party, its employees, Contractors, or agents or any third party.

**15. Limitation of Liability.**

Client agrees that Contractor's total liability to Client for any and all damages whatsoever arising out of, or in any way related to, this Agreement from any cause, including but not limited to negligence, errors, omissions, strict liability, breach of contract or breach of warranty will not, in the aggregate, exceed USD \$9,600.

In no event will Contractor be liable for indirect, special, incidental, economic, consequential or punitive damages, including but not limited to lost revenue, lost profits, replacement goods, loss of technology rights or services, loss of data, or interruption or loss of use of software or any portion thereof regardless of the legal theory under which such damages are sought even if Contractor has been advised of the likelihood of such damages, and notwithstanding any failure of essential purpose of any limited remedy.

Any claim by Client against Contractor relating to this Agreement must be made in writing and presented to Contractor within one (1) year after the date on which Contractor completes performance of the services specified in this Agreement.

**16. Notices.**

Any notices, bills, invoices, or reports required by this Agreement will be sufficient if sent by the parties in the United States mail, postage paid, to the address noted below:

For Maximus:

Leah Cullen

Senior Consultant

808 Moorefield Park Drive, Suite 205,  
Richmond, VA 23236

Phone: 804.323.3535

For Perquimans County, North Carolina:

Tracy Mathews

Finance Officer

128 N. Church, Hertford, NC 27944

Phone: 252.426.8484

Fax: 703.251.8240

Fax:

Email: leahcullen@maximus.com

Email:  
tracymathews@perquimanscountync.gov

Any notice sent by certified mail will be deemed to have been given five (5) days after the date on which it is mailed. All other notices will be deemed given when received. No objection may be made to the manner of delivery of any notice actually received in writing by an authorized agent of a party.

**17. Changes.**

The terms and scope of Services of this Agreement may be changed only by written agreement signed by both parties.

**18. Miscellaneous.**

- a. There are no third-party beneficiaries to this Agreement and nothing in this Agreement will be construed to provide any rights or benefits to any third-party.
- b. If Contractor is requested by Client to produce deliverables, documents, records, working papers, or personnel for testimony or interviews with respect to this Agreement or any services provided hereunder for any third party matter, litigation or otherwise, then Client and Contractor will execute a change order or new services agreement for the sole purpose of setting forth any payment and the terms associated with Contractor's response and related to the reasonable fees of Contractor in responding. The foregoing does not: (1) diminish or negate Contractor's obligation to negotiate and defend all cost allocation plans and State mandated cost claims as specifically provided for under this Agreement; or (2) apply in the event Contractor is compelled by subpoena from a third party to provide Contractor deliverables, documents, records, working papers, or personnel for testimony or interviews.
- c. The parties intend that Contractor, in performing the Services specified in this Agreement will act as an independent contractor and will have full control of the work and the manner in which it is performed. Contractor and Contractor's employees are not to be considered agents or employees of Client for any purpose.
- d. In the event that any provision of this Agreement is held to be invalid, illegal or unenforceable for any reason, this Agreement will continue in full force and effect without said provision, the validity, legality and enforceability of the remaining provisions will not in any way be affected or impaired thereby, and this Agreement will be interpreted to reflect the original intent of the parties insofar as possible.
- e. The titles of the sections, subsections, and paragraphs set forth in this Agreement are inserted for convenience of reference only and will be disregarded in construing or interpreting any of the provisions of this Agreement.
- f. This Agreement and any additional or supplementary document or documents incorporated herein by specific reference contain all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof will have any validity or bind any of the parties hereto. This shall include any purchase order submitted or provided by Client, whether prior to or upon execution of this Agreement, which shall be for Client's internal purposes only. Contractor rejects, and in the future is deemed to have rejected, any purchase

order's terms to the extent they add to or conflict in any way with this Agreement or the applicable Scope of Services, and such additional or conflict terms will have no effect.

- g. Neither party will be liable hereunder by reason of any failure or delay in the performance of its obligations hereunder on account of strikes, shortages, riots, insurrection, fires, flood, storm, explosions, earthquakes, acts of God, war, governmental action, labor conditions, material shortages or any other cause which is beyond the reasonable control of such party.
- h. Each individual signing this Agreement certifies that (i) he or she is authorized to sign this Agreement on behalf of his or her respective organization, (ii) such organization has obtained all necessary approvals to enter into this Agreement, including but not limited to the approval of its governing board, and (iii) when executed, this Agreement is a valid and enforceable obligation of such organization.
- i. Waiver by either party of a breach of any provision of this Agreement or the failure by either party to exercise any right hereunder will not operate or be construed as a waiver of any subsequent breach of that provision or as a waiver of that right.

IN WITNESS WHEREOF, the parties have executed this Agreement through their duly authorized representatives.

Maximus US Services, Inc.

Perquimans County, North Carolina

By:

By:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Title:

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

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

**EXHIBIT A**  
**Scope of Services & Compensation**  
**NC CO Perquimans CAP 24-26**

**SCOPE OF SERVICES:**

---

Contractor represents that it has, or will secure at its own expense, all personnel required in the performance of Services under this Agreement. All of the Services required hereunder will be performed by Contractor or under its supervision, and all personnel engaged in the work will be fully qualified to perform the services described herein. Contractor reserves the right to subcontract for Services hereunder.

**Description of Services:**

- a) Development of a central services cost allocation plan, which identifies the various cost incurred by the client to support and administer programs that provide services directly to citizens. This plan will contain a determination of the allowable cost of providing each supporting services such as purchasing, legal counsel, disbursement processing, etc.
- b) Prepare indirect cost proposals for federal grants as necessary.
- c) Negotiation, of the completed cost allocation plan, with the representatives of the State or federal government, whichever is applicable.

**COMPENSATION:**

---

For Services provided as set forth above, in this Exhibit A, Client agrees to pay Contractor compensation in the amount of Nine Thousand Six Hundred Dollars (\$9,600).

Contractor will render to Client one or more invoices for the fees specified herein, with payment due thirty (30) days after the invoice date.

The fee breakdown is as follows:

Fiscal Year 2024	\$3,200
Fiscal Year 2025	\$3,200
Fiscal Year 2026	\$3,200



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**

10/1/2024

Board of County Commissioners:

I plan to be present at Monday's meeting to introduce our new employee. Katelyn Moody is the new Business Personal Property Clerk.

Sincerely,

A handwritten signature in black ink, appearing to read "Bill Jennings", written over a horizontal line.

**Bill Jennings**  
**Perquimans County**  
**Tax Administrator**  
**252.426.7010 Phone**  
**252.426.3624 Fax**



## 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: [mhunnicut@perquimanscountync.gov](mailto:mhunnicut@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>Recreation Board</u> | 3. _____ |
| 2. _____                   | 4. _____ |

Your full name Kevin Dell Roberts

Date of Birth 10/18/1976

Mailing Address 1570 New Hope Rd

City and Zip Code Hertford NC, 27944

Home Phone 252-331-5229 Work Phone 252-264-3326 Cell Phone 252-331-5229

Current Job Title Vice President/mgr

Company or Agency Eure Seed Farms

Email Address kdr0529@yahoo.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 Perquimans High School

Work Experience 30 years Farm/Agriculture at Eure Seed Farms

Prior Board/Committee Experience Seedsmans Association, NC Crop improvement,  
Young Farmers and Ranchers, State NC Farm Bureau, Perquimans Farm Bureau,  
EMC Finance Board

*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.

Kevin D Roberts  
Signature

9/13/24  
Date

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

**Hite associates**  
ARCHITECTURE / PLANNING / TECHNOLOGY

BID DATE: Wednesday, October 2, 2024 at 3:00 PM

**New Perquimans Intermediate School**  
Perquimans County, North Carolina

PLACE: Perquimans County Board of Education  
411 Edenton Street Road  
Hertford, NC 27830

**SINGLE PRIME BID TABULATION**

BIDDERS	BOND	MBE	ADD'nl	BASE BID	ALT. NO. Q-1 Preferred MFR Door Hardware	ALT. NO. Q-2 Preferred MFR ADA Toilet Partitions	ALT. NO. Q-3 Preferred MFR Bladders	ALT. NO. Q-4 Preferred MFR Air Excess	ALT. NO. Q-5 Preferred MFR LVP Tile	ALT. NO. P-1 Preferred MFR Excess
AR Chessen	Y	Y	Y	\$60,100,000	\$67,130	\$0	\$11,500	\$60,770	\$7,200	\$0
Barnhill Contracting Company	DID NOT BID									
E. T. Gresham Contracting Company	Y	Y	Y	\$72,950,000	\$59,600	\$0	\$0	\$0	\$0	\$0
Cooper Tacia General Contracting	DID NOT BID									
Daniels & Daniels Construction Co., Inc.	Y	Y	Y	\$56,178,000	\$0	\$0	\$0	\$0	\$0	\$0
JM Thompson	Y	Y	Y	\$69,680,000	\$0	\$0	\$15,390	\$72,500	\$0	\$0
KNA Contracting	DID NOT BID									
Menfeth Construction	Y	Y	Y	\$65,380,000	\$0	\$0	\$17,000	\$18,000	\$0	\$0
Muter Construction, LLC	Y	Y	Y	\$72,500,000	\$67,367	\$0	\$109,100	\$76,663	\$0	\$0
Sinsex Development Corporation	DID NOT BID									
WIMCO Corp	Y	Y	Y	\$59,167,000	\$57,200	\$0	\$17,000	\$13,000	\$0	\$0

BIDDERS Continued	ALT. NO. P-2 Preferred MFR Plumbing Fixtures	ALT. NO. M-1 Preferred MFR Aluminum ADA Male Urinals	ALT. NO. M-2 Preferred MFR Hydraulic	ALT. NO. S-1 Preferred MFR Joist	ALT. NO. S-2 Preferred MFR Joist	ALT. NO. E-1 Insulated Gypsum Board
AR Chessen	\$0	\$0	\$367,720	\$52,200	\$0	\$487,136
Barnhill Contracting Company						
E. T. Gresham Contracting Company	\$0	\$0	\$0	\$0	\$0	\$0
Cooper Tacia General Contracting						
Daniels & Daniels Construction Co., Inc.	\$0	\$0	\$82,940	\$0	\$0	\$625,500
JM Thompson	\$0	\$0	\$83,000	\$0	\$0	\$600,000
KNA Contracting						
Menfeth Construction	\$0	\$0	\$80,000	\$0	\$300,000	\$650,000
Muter Construction, LLC	\$0	\$100,000	NO BID	\$47,680	\$0	\$206,740
Sinsex Development Corporation						
WIMCO Corp	\$0	\$0	\$82,000	\$0	\$0	\$615,000

I hereby certify that this is a true and accurate tabulation of all bids received and publicly read:

Hite Associates, PC

By: \_\_\_\_\_

DATE: October 2, 2024

# Hite associates

ARCHITECTURE / PLANNING / TECHNOLOGY

October 3, 2024

Dr. Tanya Turner, Superintendent  
Perquimans County Board of Education  
411 South Edenton Road Street  
Hertford, NC 27944

RE: New Intermediate School (159,000 SF / 900 students)  
BID AWARD AND BUDGET RECOMMENDATION

The bid opening for the New Perquimans Intermediate School was held at the Board of Education on October 2, 2024. The certified bid tabulation is attached.

The low bid for General Construction of the project was received from WIMCO Corp. of Washington, NC. Our firm has worked with WIMCO for 40 years on a number of new school projects. Based on their low bid and past record of successfully completed public school projects in eastern North Carolina, we are recommending award of this contract to them, for the Base Bid plus Alternate Bids as follows:

BASE BID	\$59,167,000
Alternate G-1 – Preferred manufacturer hardware	\$57,200
Alternate G-2 – Preferred manufacturer toilet partitions	\$0
Alternate G-3 – Preferred manufacturer gym bleachers	\$17,000
Alternate G-4 – Preferred manufacturer food service equipment	\$15,000
Alternate G-5 – Preferred manufacturer vinyl tile flooring	\$0
Alternate P-1 – Preferred manufacturer faucets	\$0
Alternate P-2 – Preferred manufacturer plumbing fixtures	\$0
Alternate M-1 – Preferred manufacturer actuators and motor starters	\$0
Alternate M-2 – Preferred manufacturer non-metallic hydronic piping	-\$82,000
Alternate E-1 – Preferred manufacturer electrical equipment	\$0
Alternate E-2 – Preferred manufacturer fire alarm	\$0
Alternate E-4 – Provide 600KW emergency generator for 500 building	\$615,000
<b>TOTAL CONTRACT RECOMMENDED TO WIMCO CORP.</b>	<b>\$59,789,200</b>

In concurrence with the above, we have updated our "DESIGN, CONSTRUCTION, and EQUIPMENT BUDGET" as follows, and we further recommend that it be considered for acceptance:

October 3, 2024

Page 2

Dr. Tanya Turner  
PERQUIMANS COUNTY SCHOOLS

RE: New Perquimans Intermediate School  
BID AWARD AND BUDGET RECOMMENDATION

CONSTRUCTION CONTRACT AWARD PRICE (CCAP):	\$59,789,200
IN PROGRESS CONTINGENCY – NOTE: The CCAP contains an additional contingency allowance of \$500,000 for a total contingency of \$1,200,000	\$700,000
DESIGN, ENGINEERING, AND CONSTRUCTION ADMINISTRATION	\$2,760,000
SITE AND ENVIRONMENTAL SURVEYS, TRAFFIC STUDIES	\$40,000
GEOTECHNICAL EXPLORATION AND REPORTS	\$40,000
CONSTRUCTION MATERIALS TESTING AND SPECIAL INSPECTIONS (in CCAP)	
FURNITURE, FIXTURES, AND EQUIPMENT	
CLASSROOM, LIBRARY, AND CAFETERIA FURNISHINGS	\$700,000
INTEGRATED COMMUNICATIONS EQUIPMENT AND TECHNOLOGY	\$200,000
SCIENCE AND S.T.E.M. LAB EQUIPMENT	\$100,000
SUPPLEMENTAL MEDIA CENTER EQUIPMENT	\$10,000
KITCHEN SMALLWARES	\$10,000
CUSTODIAL EQUIPMENT	\$80,000
<b>TOTAL DESIGN, CONSTRUCTION, and EQUIPMENT BUDGET</b>	<b>\$64,429,200</b>

It has been a pleasure to do the planning, design and engineering work for Perquimans County Schools for this new school project, and we look forward to working with you and WIMCO during the construction process for delivery of this new facility.

Should you have questions or need further information, please let me know.

Sincerely,



James G. Hite, AIA, NCARB, LEED AP, Project Architect and President  
HITE ASSOCIATES, PC

Attachment: BID TABULATION



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

JOEY R. HOPKINS  
SECRETARY

October 2, 2024

**From:** John G. Conforti, REM  
Senior Project Manager, NCDOT Project Management Team – Division 1, 2, 3, 4, & 6

**Subject:** Start of Study Memo for **NCDOT STIP Project R-5869** - Upgrading US 17 to interstate standards (Future I-87) from US 17 Business (Edenton Road Street) to SR 1220 (Wiggins Road) in Perquimans County, North Carolina.

The North Carolina Department of Transportation is starting the project development, coordination, and alternative evaluation for improvements to approximately 4 miles of US 17 between Edenton Road Street and Wiggins Road near Hertford in Perquimans County (NCDOT Highway Division 1). The Federal Highway Administration (FHWA) is the lead federal agency for compliance with the National Environmental Policy Act (NEPA) and Section 106 of the National Historic Preservation Act (NHPA) and a Permit is anticipated under the Section 404 Process with the USACE. A project vicinity map is attached. The coordinates of this project are approximately 43.381939, 116.142886.

The department is considering two alternatives at this time. The first is to upgrade the existing alignment to an interstate facility, including interchanges at SR 1336 (Harvey Point Road) and 1220 (Wiggins Road). The second alternative is to construct a bypass on new location to the north around Hertford.

NCDOT staff or their consultants may be contacting you to request project-specific information. While we do not expect a response to this notification, we welcome your input if you have time-sensitive concerns. Our input will be used in the development of environmental documentation prepared pursuant to the National Environmental Policy Act and/or State Environmental Policy Act. We would appreciate any information that may be helpful in evaluating the potential environmental effects of the proposed alternatives. If applicable, please identify any permits or approvals which may be required by your organization.

If you have general questions or comments about the project, contact me, John Conforti, by phone 919-707-6755 (office), or via email at [jgconforti@ncdot.gov](mailto:jgconforti@ncdot.gov). In your correspondence, please mention NCDOT project number **STIP R-5869**.

Thank you,

DocuSigned by:

Handwritten signature of John G. Conforti in black ink.

John G. Conforti, REM

Senior Project Manager, NCDOT Project Management Team – Division 1, 2, 3, 4, & 6

*Mailing Address:*  
NC DEPARTMENT OF TRANSPORTATION  
PROJECT MANAGEMENT UNIT  
1582 MAIL SERVICE CENTER  
RALEIGH, NC 27699-1582

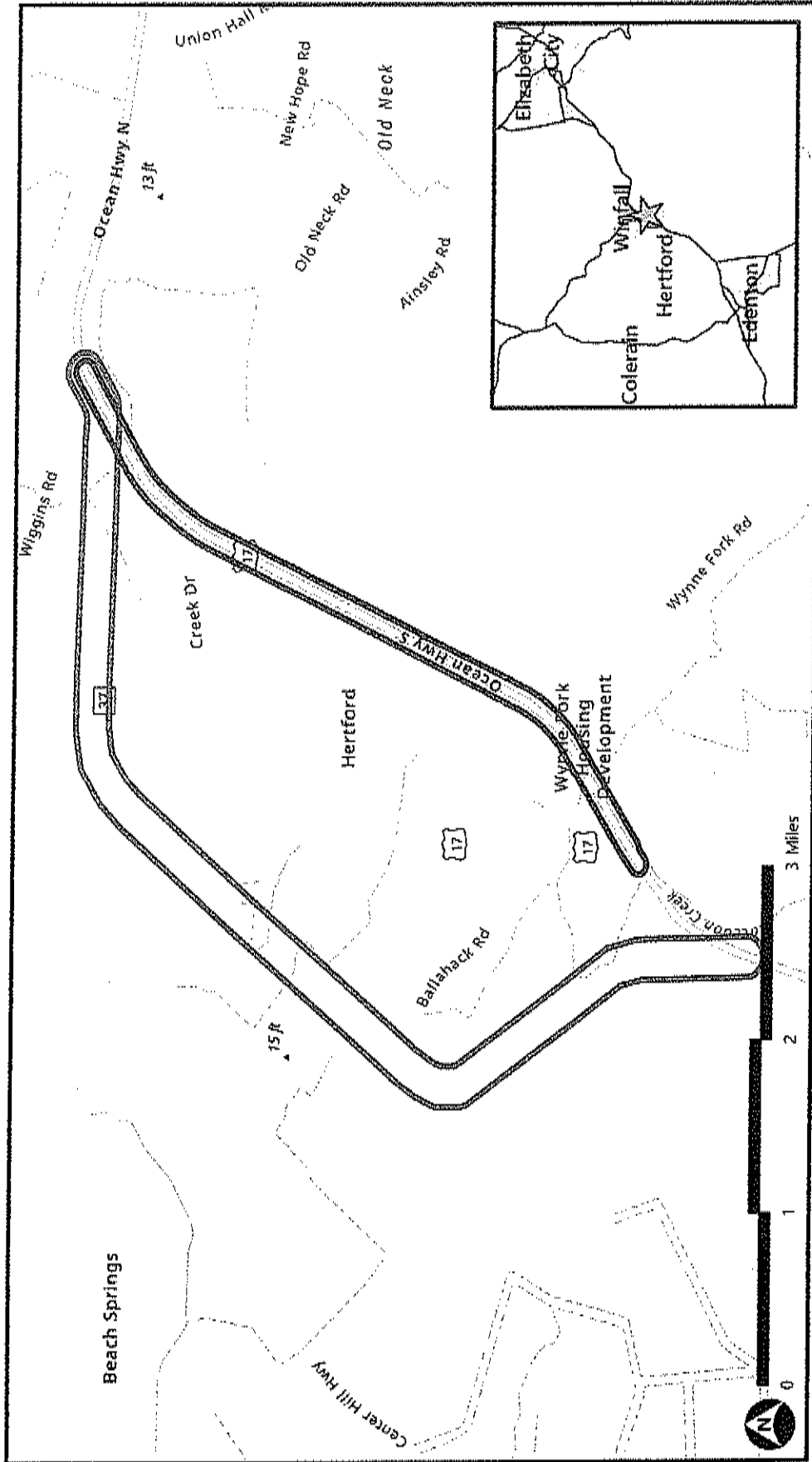
*Telephone:* (919) 707-6604  
*Customer Service:* 1-877-368-4968  
*Website:* [www.ncdot.gov](http://www.ncdot.gov)

*Location:*  
1000 BIRCH RIDGE DR  
RALEIGH, NC  
27610

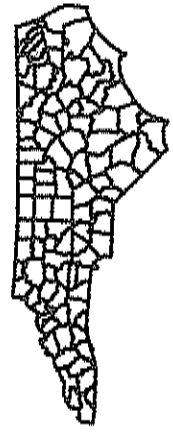
# Project Vicinity Map

R-5869 | Perquimans County, NC

October 2024



- Upgrade Existing Alternative Study Area
- Bypass Alternative Study Area



From: Jonathan Nixon <[JNixon@perquimanscountync.gov](mailto:JNixon@perquimanscountync.gov)>  
Sent: Thursday, October 3, 2024 1:22 PM  
To: Frank Heath <[frankheath@perquimanscountync.gov](mailto:frankheath@perquimanscountync.gov)>; Mary Hunnicutt <[MHunnicutt@perquimanscountync.gov](mailto:MHunnicutt@perquimanscountync.gov)>; Tracy Mathews <[tracymathews@perquimanscountync.gov](mailto:tracymathews@perquimanscountync.gov)>  
Cc: AdminEM <[adminem@perquimanscountync.gov](mailto:adminem@perquimanscountync.gov)>; Cord Palmer <[cord.palmer@chowan.nc.gov](mailto:cord.palmer@chowan.nc.gov)>; Richard Brittingham <[richardbritt@centurylink.net](mailto:richardbritt@centurylink.net)>; Tom Ponte <[tponte72@gmail.com](mailto:tponte72@gmail.com)>  
Subject: FW: Completed: Complete with Docusign: FY2024 HMEP award letter 2460021 Perquimans County.docx

Frank/Tracy/Mary,

Attached is a new grant award in the amount of \$23,000 through the Hazardous Material Emergency Preparedness Grant Program (HMEP) for a HazMat Exercise. This application is through the Chowan-Perquimans LEPC and will include responders from both counties.

Could we add a budget amendment to the agenda for the Monday night Perquimans Board of Commissioners Meeting, pending receipt of the MOA? This will allow the LECP access to the funding.

Thanks,

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

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



NC Department of Public Safety  
EMERGENCY MANAGEMENT

Roy Cooper, Governor

Eddie M. Buffaloe Jr., Secretary  
William C. Ray, Director

October 1, 2024

**Hazardous Material Emergency Preparedness Grant Program (HMEP)**

Fiscal Year 2024

**SUBAWARD NOTIFICATION**

Jonathan Nixon  
Perquimans County  
159 Creek Drive  
Hertford, NC 27944-9402

Period of Performance: October 1, 2024 to October 31, 2025  
Project Title: It Just Keeps Going and Going  
Total Amount of Award: \$23,000.00  
MOA #: 2460021

North Carolina Emergency Management (NCEM) is pleased to inform you that the federal Fiscal Year (FY) 2024 Hazardous Material Emergency Preparedness Grant Program (HMEP) has been approved for funding. In accordance with the provisions of FY 2024 HMEP award, NCEM hereby awards to the foregoing subrecipient a grant in the amount shown above.

**Payment of funds:** The grant shall be effective upon final approval by NCEM of the grant budget and program narrative and the execution of the forthcoming Memorandum of Agreement (MOA). Grant funds will be disbursed (according to the approved project budget) upon receipt of evidence that funds have been invoiced and products received and/or that funds have been expended (i.e., invoices, contracts, itemized expenses, etc.).

**Conditions:** The subrecipient agrees that funds will only be expended to complete the approved project(s) not to exceed the funding amount for the project(s) during the designated period of performance. The subrecipient also agrees to comply with all terms, conditions and responsibilities specified in the MOA, and to comply with all applicable federal, state, and local laws, and rules and regulations in the performance of this grant.

**Supplanting:** The subrecipient confirms that grant funds will not be used to supplant or replace local or state funds or other resources that would otherwise have been available for homeland security activities.

**Required Documents/Forms:** The subrecipient must submit the following documents to ([ncemgrants1@ncdps.gov](mailto:ncemgrants1@ncdps.gov)) upon execution of the MOA:

- W-9 (09 NCAC 03M .0202)
- Electronic Payment / Vendor Verification Form (09 NCAC 03M .0202)
- Sworn (Notarized) No Overdue Tax Debt Certification (G.S. 143C-6-23.(c))
- Conflict of Interest Policy (G.S. 143C-6-23.(b))
- Copy of SUBRECIPIENT's procurement policy

In the box below, list the names & emails authorized as subrecipient signatories for the above-referenced MOA in the preferred order of signature & receipt, and return within 10 days. One signatory must be finance. Denote which signatory represents Finance. Append "cc" to designate copy-only.

Example: *John Smith ([john.smith@yahoo.com](mailto:john.smith@yahoo.com)) Finance*  
*Mary Jones ([mary.jones@hotmail.com](mailto:mary.jones@hotmail.com))*  
*Sam Brown ([s.brown@gmail.com](mailto:s.brown@gmail.com)) cc*

Frank Heath ([frankheath@perquimanscountync.gov](mailto:frankheath@perquimanscountync.gov)) County Manager  
Tracy Mathews ([tracymathews@perquimanscountync.gov](mailto:tracymathews@perquimanscountync.gov)) Finance Officer  
Jonathan Nixon ([jnixon@perquimanscountync.gov](mailto:jnixon@perquimanscountync.gov)) Emergency Services Director  
Julie Solesbee ([jsolesbee@perquimanscountync.gov](mailto:jsolesbee@perquimanscountync.gov)) Asst ES Director





BUDGET AMENDMENT  
PERQUIMANS COUNTY BOARD OF COMMISSIONERS  
GENERAL FUNDS  
NO. 8

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 7th DAY OF OCTOBER, 2024, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2024 - 2025 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-007	EM - 2024 HMEP	23,000	
10-530-345	EM - 2024 HMEP	23,000	
<b>EXPLANATION:</b> To amend FY 24/25 budget to include the 2024 HMEP grant as awarded by NCDPS.			

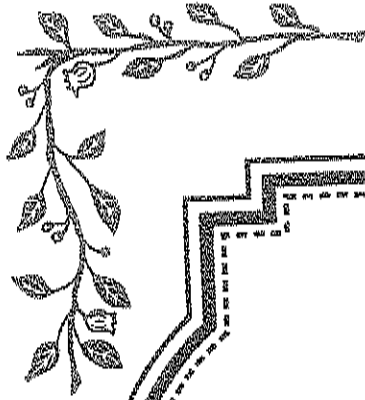
WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, ON THIS 7th DAY OF OCTOBER, 2024.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 7th DAY OF OCTOBER, 2024.

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

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

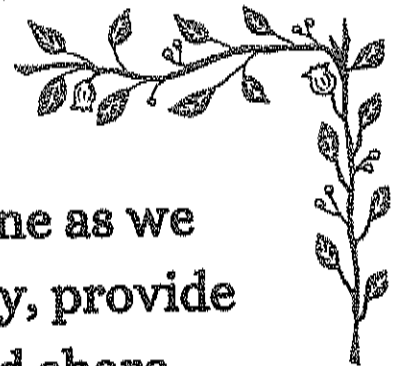
FOR  
INFORMATION  
ONLY  
ITEMS



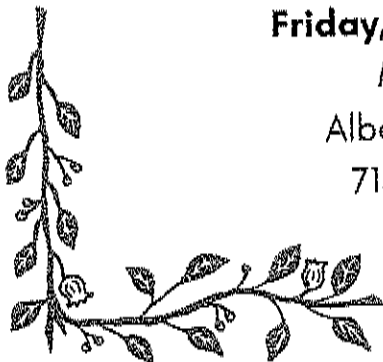
Albemarle  
*Hopeline*

*Invites you to attend the 2024*

# *Hope Rising Luncheon*



**Please join Albemarle Hopeline as we honor heroes in the community, provide updates about our work, and share aspirations for the future.**



**Friday, October 11, 2024 from 12:00-1:30pm**

Mid-Atlantic Christian University  
Albert Blanchon III Campus Life Center  
715 N. Poindexter St., Elizabeth City

**R.S.V.P. to 338-5338**

**or e-mail [sfox@albemarlehopeline.org](mailto:sfox@albemarlehopeline.org)**

The Open Door  
**FOOD PANTRY**  
OF PERQUIMANS COUNTY

FIO-2 - Page 1

PO Box 721, 293 Creek Drive, Hertford, NC 27944. (252) 421-3700  
EIN #58-1492428

September 21, 2024

Wallace Nelson, Chairman  
Perquimans County Board of Commissioners  
PO Box 45  
Hertford, NC 27944

Dear Mr. Nelson,

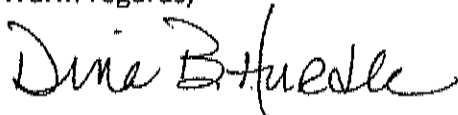
On behalf of the Board of Directors and the volunteers at The Open Door Food Pantry of Perquimans County, I want to express our heartfelt gratitude for your generous donation of \$5,000. Your support plays a vital role in helping us expand our services and deepen our commitment to our neighbors in Perquimans County.

*The mission of The Open Door of Perquimans County, Inc. is to eliminate hunger and improve the health and well-being of our community through access to healthy and nutritious foods, education, and advocacy. We are committed to responding to the needs of our community through healthy food distribution and support services. Our core values are respect, compassion and honesty in all interactions and activities. Equitable access to healthy foods for a healthier community.*

We are so fortunate to live in a community that truly believes and supports our mission, values and vision. Your generous donation allows us to continue the vital work of serving those in need in Perquimans County.

Thank you for standing with us in this important mission and for helping us make a meaningful difference in our community. Your support truly matters!

Warm regards,



Dina B. Hurdle  
Chair, Board of Directors  
252-331-3724  
[chair@perquimansopendoor.com](mailto:chair@perquimansopendoor.com)

All gifts to The Open Door of Perquimans County, Inc., doing business as  
The Open Door Food Pantry of Perquimans County, a 501(c)3  
not-for profit organization, are tax-deductible to the extent as allowed by the law.  
Please contact your tax advisor to determine the deductibility of this gift.

Thank you for your contribution!

Email: [office@perquimansopendoor.com](mailto:office@perquimansopendoor.com)

Website: [www.perquimansopendoor.com](http://www.perquimansopendoor.com)

Phone: 252-421-3700

# REQUEST FOR QUALIFICATIONS

## Architectural and Engineering Services

Agency: Perquimans County Emergency Services, Perquimans County, NC

Project: Perquimans-Gates 911 Center Expansion Project

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I. ANNOUNCEMENT

Date: October 3, 2024

- A. Perquimans County Emergency Services will receive qualifications from Architectural and Engineering firms for the design of the Perquimans-Gates 911 Communications Center.
- C. An authorized representative of Perquimans County Emergency Services will receive qualifications until 4:00 p.m. (local time) on October 31, 2024 at 159 Creek Drive in Hertford, NC. *Qualifications received after this date and time will not be accepted.*
- D. Qualifications shall be enclosed in envelopes that clearly indicate "Qualifications for Architectural and Engineering Services."
- E. Firms will be required to meet qualifications set out in this Request for Qualifications (RFQ) document, which include the following:
  - Experience designing hardened facilities
  - Experience designing at least one 911 Center in North Carolina
  - Errors and Omissions Insurance
  - Ability to provide experienced staff

II. INSTRUCTIONS TO FIRMS

A. Preparation of Proposals

- 1. Firms are expected to comply with all specifications, terms, conditions, and instructions contained in this RFQ. Failure to do so will be cause for rejection.
- 2. Qualification packages shall be prepared with brevity, providing a concise description of a respective firm's capabilities to satisfy the requirements of this RFQ with all documents bound in a single volume. Perquimans County will not be responsible for any costs incurred by firms in preparing or presenting qualifications.

B. Submission of Qualifications:

Qualified firms can submit their qualifications to:

**Perquimans County Emergency Services**  
Attn: Jonathan Nixon, Emergency Services Director  
PO Box 563 / 159 Creek Dr.  
Hertford, NC 27944

C. Number of Copies

Firms shall furnish three (3) bound hard copies of the qualification packages, as well as one (1) soft copy of the qualification package on a Universal Serial Bus (USB) drive.

D. Form of Agreement

The Form of Agreement to be used shall be the "Standard Form of Agreement between Owner

and Architect, AIA 8101-2017."

E. Proposed Site

The proposed location for the expansion project is on the property at 159 Creek Drive in Hertford, NC at the existing Emergency Services Building.

### III. ARCHITECTURAL AND ENGINEERING FIRM QUALIFICATIONS

Firms submitting qualifications shall:

- A. Be knowledgeable of all current federal, state, and local applicable statutes and codes related to building projects in North Carolina.
- B. Maintain Professional Liability insurance with minimum coverage as stated in the Standard Form of Agreement Between Owner and Architect AIA A101.
- C. Have the ability to prepare and submit, to appropriate state and local approval agencies, all necessary documents in proper form and in a timely manner.
- D. Directly employ personnel in-house to perform 75 percent of the actual architectural work.
- E. Provide, in the qualifications package, one (1) public safety or hardened facility project in the past five (5) years to include current references for the project presented. Provide three (3) public safety or hardened facility projects in the past seven (7) years to include current references for the project presented is preferable. Provide one (1) 911 Center project in North Carolina in the past five (5) years.

Note: In simple terms, a hardened facility is designed to withstand natural or man-made disasters and acts of terrorism. Portions of the facility often have secure access areas designed to limit the movement of people without an express need to have access.

### IV. REQUIREMENTS OF THE SELECTED ARCHITECTURAL AND ENGINEERING FIRM

The selected Architectural and Engineering firm shall fulfill the following project responsibilities:

- A. Participate as a responsible, cooperative, and contributing member of the design and construction team.
- B. Manage and complete the facility design within the defined time schedule, approved budget, and quality guidelines.
- C. Represent the best interests of Perquimans County in the performance of services toward the expeditious and efficient completion of the facility project.
- D. The Construction Manager at Risk (CMAR) project delivery method will be used for this project. Assist Perquimans County by providing guidance in hiring a construction manager (CM) to oversee the project from design to construction close-out and deliver it at or below Guaranteed

Maximum Price (GMP). NOTE - All prime contract bids will be opened publicly in the presence of the County. EXCEPTION - Use County's Preferred Vendor for Information Technologies Work.

- E. Provide the services below in conformance with AIA B101-2017:
- Architecture
  - Structural engineering
  - Mechanical, electrical, plumbing, and fire protection design
  - Civil engineering
  - Site surveying and geotechnical engineering

## V. SELECTION OF FIRM

Perquimans County reserves the right to select or reject any and all firms based on criteria that is set forth. Perquimans County will evaluate submitted firms' qualification packages and may conduct interviews with selected firms.

## VI. PROJECT DESCRIPTION

- A. Perquimans County has been awarded grant funding from the North Carolina 911 Board to assist with construction of approximate 3,709 sq ft building addition with replacement parking area for staff to house the Perquimans-Gates 911 Communications Center.
- B. As this will be a hardened public safety facility, in addition to industry standards, adherence to applicable standards, such as from the National Fire Protection Association (NFPA), and guidance from the Federal Emergency Management Agency (FEMA) is imperative, as is adherence to building standards from the North Carolina 911 Board.
- C. The selected Architectural and Engineering firm will be required to provide programming, schematic design, design development, construction and permitting documents; work with the chosen construction manager; and provide typical construction administration services per the AIA B101-2017 documents. Project oversight will be provided by Perquimans County.
- D. A construction budget has been estimated and will be shared with the selected Architectural and Engineering firm. The selected firm will be expected to maintain the construction budget as part of the services provided to the County.
- E. General Comments:
- Owner will provide 911 Console Furniture, CAD Hardware, Radio, Phone, Recorder Equipment, Building Access Controls modifications, Surveillance System modifications via contracts direct to vendors, with installation coordination by general contractor.
  - Interior ceiling height of 10' or greater preferred in 911 Console Floor with raised access floor for data wiring management.
  - Entire 911 facility must be included on the building Uninterrupted Power Supply (modular design preferred). If the existing generator is undersized, a new generator must be provided. If existing facility electrical system cannot be modified to accommodate the expansion, gain approval for separate electrical systems and include new UPS and generator.



- Make every effort to ensure smooth transitions for both the roofline and the interior spaces. Prefer a design with taller exterior walls than the existing structure where roof tie-in is minimized. Preference is to avoid flat roof design for new construction.
- Minor improvements to the existing training room may be needed as a part of the tie-in to the existing building.
- Take extra care to ensure the 911 Center is properly lit for its intended use, to include multiple lighting levels adjustable by the Telecommunicators.
- Ensure the 911 Center is a quiet space (sound dampening ceiling tiles, carpet squares, sound absorbing panels, etc.).
- Provide replacement parking spaces and automatic rolling access gate.

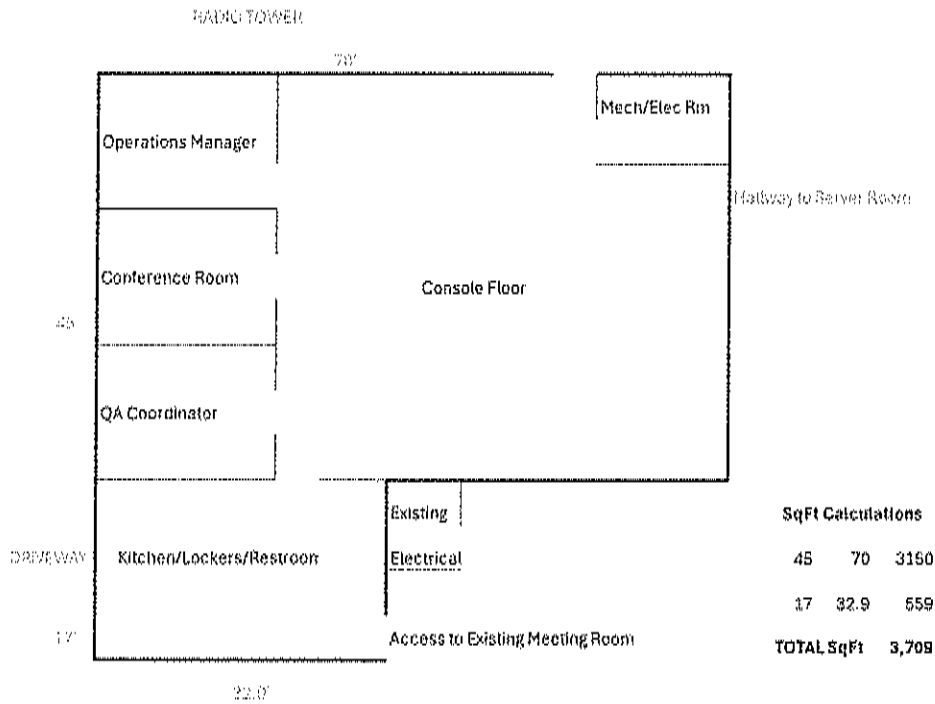
#### F. Site Concept Drawing

- This drawing was included as a part of the grant application to the NC 911 Board:



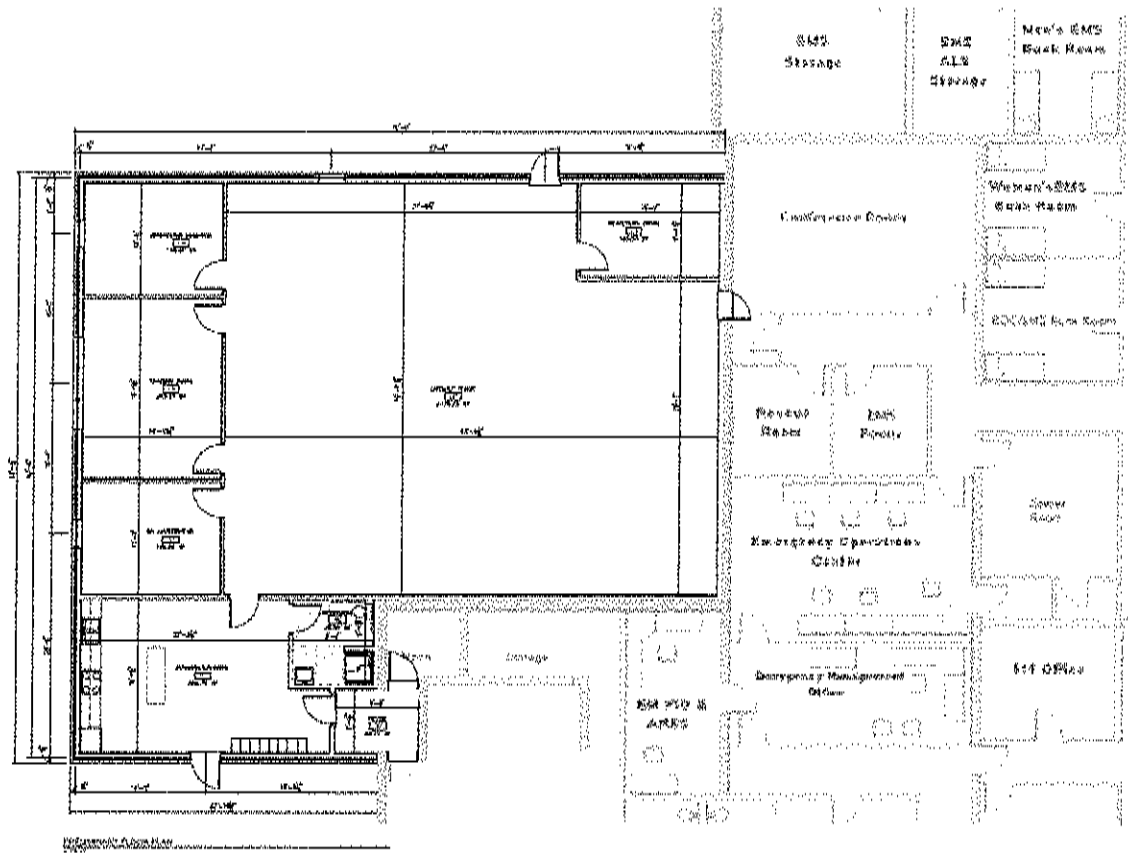
#### G. Proposed Building Square Footage Calculations

- This information was included as a part of the grant application to the NC 911 Board:



H. Preliminary Floor Plan

- This drawing was included as a part of the grant application to the NC 911 Board:



## VII. PROJECT SCHEDULE

A tentative schedule has been developed for the project. Adherence to the schedule is a primary goal of this RFQ as various state and local deadlines are placed on the County. The proposed project schedule is as follows:

A. RFQ Issued:	October 8, 2024
B. Qualification Packages Due:	November 5, 2024
C. Interviews (if necessary)	November - December 2024.
D. Design Team Award	January 2025
E. Project Design Construction Manager at Risk Partner Selected	January – May 2025
F. Project Bid for Prime Contractors	June 2025
G. Project Award	July 2025
H. Project Construction	July 2025 – July 2026
I. Substantial Completion	July 2026
J. Punch List for Construction Component	August 2026
K. Transition 911 Equipment	September 2026
L. Ribbon Cutting for New 911 Center	September 2026
M. Final Punch List for Project	October 2026
N. Project Close-Out with Contractor	November 2026
O. Project Completion	December 2026

## VIII. SUBMISSION REQUIREMENTS

Firms are required to provide clear and concise answers to the RFQ requirements described below, each with a tabbed section in the bound proposal document previously described.

Proposal content requirements are as follows:

- A. Firm Identification - Please provide the following information about your firm:

*Firm Name*

*Address of office where the work will be conducted*

*Phone Number*

*Designated Project contact*  
*Contact e-mail Address*  
*Number of years the firm has been in business*

B. Firm Overview

Please provide a brief description of your firm. Describe the firm's operating philosophy and include a statement describing any recent experience with public safety projects.

C. Sub-consultants

If outside consultants are utilized to perform any of the architectural engineering services, please list the firms and the services they will provide. Provide a brief firm description and the same information as required in Item A above.

D. Team Organization and Resumes

Please provide an organization chart that illustrates the role the key team members will play in this project as well as their resumes. Key team members include the Principal-in-Charge, Project Manager, Project Architect, and key team members of each discipline correlating to these same positions.

E. Firm Experience

1. Please provide the information below for one (1) public safety or hardened facility project in the past five (5) years; three (3) public safety or hardened facility projects in the past seven (7) years is preferable; one (1) 911 Center project in North Carolina in the past five (5) years.

*Name of the Project*  
*Photography of the Project*  
*Location of the Project*  
*Name of the Owner's Representative with address & telephone number*  
*Year the Project was Completed*  
*Construction Cost (Including overall cost per square foot)*  
*Owner's Construction Budget*  
*Architect's Construction Estimate*  
*Total Contract Award*  
*Scheduled months for construction verses Actual months for construction*

2. If applicable, please identify any projects completed, or in progress, that were/are part of a North Carolina 911 Board grant-funded project.

F. Litigation and Claims

1. Please provide the firm's North Carolina Architectural License number.
2. Please list any claims filed by or anticipated to be filed by an Owner against your firm or individuals in your firm for which you provided professional services over the last five (5) years. Please provide the name of the plaintiff, a brief description of the claim, the value of the claim

and the outcome (if resolved) or current status.

3. Please identify if any architect or licensed professional employed by your firm has had their license revoked or suspended in the last ten years. If so, provide the name and the situation.

G. Insurance Coverage

Each firm should provide a declaration of insurance with limits for general commercial liability, professional liability and other insurance coverages as appropriate.

H. Compliance

All firms shall comply with all federal, state, and municipal ordinances and laws applicable during the project.

I. Summary Statement

Please provide a summary statement, of not more than one page, which summarizes the reasons your firm is best suited for this project.

# DEPARTMENT HEAD REPORTS

	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
TA STOKELY	X	9-4-2024	X	SUBDIVISION FOR 1-0006-0044 PARCEL S A & B 1.56 ACRES & 1.56 ACRES
WOODDROW E STALLINGS HEIRS				
TA STOKELY	X	9-4-2024	X	RECOMBINATION OF 5-D032-0074-W & 5-D032-0061-W .77 ACRES
TAUTLINE PROPERTIES LLC				
EUGENE N JORDAN JARVIS & HARRIETT WINSLOW	X	9-4-2024	X	EXISTING PARCEL SURVEY 1-0009-0010A 3.43 ACRES
TA STOKELY	X	9-5-2024	X	SUBDIVISION OF 1-0021-0016 1.65 ACRES
JAMES A JR & KELLY L STALLINGS				
TA STOKELY	X	9-9-2024	X	SUBDIVISION OF 3-0040-AP005-H PARCEL A .43 ACRES PARCEL B .43 ACRES
ALICE W COPELANDE & WILLIAM A WHITE III				
TA STOKELY	X	9-20-2024	X	BOUNDARY SURVEY 3-0040-ON121-H & 3-0040-ON123-H .31 ACRES
PURSER DESIGN /BUILD				
TIMMONS GROUP	X	9-24-2024	X	SUBDIVISION OF 2-0069-0064C LOT 1, LOT 2, LOT 3, LOT 4 & LOT 5 1.00 ACRE EACH
HOPEWELL ACRES				

BISSELL SURVEYING PO BOX 168 KITTY HAWK, NC 27949 (252)261-3266	J H MILLER JR. 166 COTTONWOOD DRIVE HERTFORD, NC 27944 339-6932	MCKIM & CREED 504 E ELIZABETH ST STE ELIZABETH CITY, NC 27901 338-2929	ROBNEY 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 STREET CAMDEN, NC 27921 338-1415/333-8781	SL CARDWELL SURVEYING 1206 FRANCIS STREET ELIZABETH CITY, NC 27909 338-6328
CHARLES E BROWN, III 2005 JOHNSON ROAD ELIZABETH CITY, NC 27909 335-0928	PAT MCDOWELL PO BOX 381 ELIZABETH CITY, NC 27909 338-4161	RACKLEY SURVEYING 1015 MACCY JO COURT ELIZABETH CITY, NC 27909 (252)679-7670	SAUNDERS SURVEYING 510 AVENURE ROAD BLACK MOUNTAIN, NC 28711 (828) 669-2777	TIMMONS GROUP 1805 W CITY DR UNIT E ELIZABETH CITY, NC 27909 (252)621-5030

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





SURVEYOR'S PHONE #	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
TA STOKELY	8-7-2024	X	BOUNDARY SURVEY
MICHELLE L BUSH			2-0070-00131 / .23 ACRES
SCOTT L TEMPLE	8-19-2024	X	SUBDIVISION OF 4-0045-0040 / 4.73 ACRES
DELORUS M KEMP			
BRUCE LANDES	8-19-2024	X	BOUNDARY SURVEY 4-0065-0065A / 18.245 ACRES
CHARLES OVERTON			
TA STOKELY	8-22-2024	X	RECOMBINATION SURVEY 1-0022-0099
MARIA C BRIGHT			1-0022-0099B 1.57 ACRES .45 ACRES
TA STOKELY	8-26-2024	X	RECOMBINATION SURVEY 4-00543-0097
ROBERT & ROSA EURE			4-0053-0106 .02 ACRES
RACKLEY SURVEYING	8-28-2024	X	RECOMBINATION 2-D082-F029-AP & 2-D082-F030-AP
BRIAN P & KAREN S			1.14 ACRES
CULLEN			

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 STREET CAMDEN, NC 27921 338-1415/333-8781	SL CARDWELL SURVEYING 1206 FRANCIS STREET ELIZABETH CITY, NC 27909 338-6328
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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- September 2024**

**GARNISHMENTS: \$1,716.58**

**PAYMENT AGREEMENTS: \$6,429.33**

**DEBT SETOFFS: \$0**

## Permit Report

09/01/2024 - 09/30/2024

Permit Date	Permit #	Permit Type	Location	Project Cost	Permit Fees	Outstanding Balance	Total Payments
9/1/2024	4830	Building	County	164,940	\$185.00	\$0.00	\$185.00
9/1/2024	4756	Mechanical	County	7,800	\$75.00	\$0.00	\$75.00
9/1/2024	4750	Mechanical	Winfall	6,800	\$75.00	\$0.00	\$75.00
9/1/2024	4727	Building	County	6,965	\$75.00	\$0.00	\$75.00
9/1/2024	4695	Building	County	225,000	\$619.00	\$0.00	\$619.00
9/1/2024	4689	Building	County	485,000	\$1,640.00	\$0.00	\$1,640.00
9/1/2024	4565	Building	Hertford	45,000	\$435.00	\$0.00	\$435.00
9/3/2024	4765	Plumbing	County	1,200	\$55.00	\$0.00	\$55.00
9/3/2024	4764	Building	County	50,000	\$273.00	\$0.00	\$273.00
9/3/2024	4763	Mechanical	Hertford	5,000	\$75.00	\$0.00	\$75.00
9/3/2024	4752	Building	County	729,900	\$1,075.00	\$0.00	\$1,075.00
9/3/2024	4706	Building	Hertford	128,000	\$493.00	\$0.00	\$493.00
9/4/2024	4771	Mechanical	County	5,100	\$75.00	\$0.00	\$75.00
9/4/2024	4770	Mechanical	County	10,250	\$75.00	\$0.00	\$75.00
9/4/2024	4768	Mechanical	County	14,950	\$75.00	\$0.00	\$75.00
9/4/2024	4767	Electrical	County	40,000	\$558.00	\$0.00	\$558.00
9/4/2024	4705	Building	Hertford	205,000	\$1,064.00	\$0.00	\$1,064.00
9/5/2024	4779	Mechanical	Hertford	16,000	\$225.00	\$0.00	\$225.00
9/5/2024	4778	Building	County	75,000		\$0.00	
9/5/2024	4777	Electrical	County	2,000	\$110.00	\$0.00	\$110.00
9/5/2024	4776	Building	County	432,425	\$971.00	\$0.00	\$971.00
9/5/2024	4774	Mechanical	County	22,200	\$130.00	\$0.00	\$130.00
9/5/2024	4773	Building	County	25,114	\$75.00	\$0.00	\$75.00
9/5/2024	4772	Building	County	16,000	\$257.00	\$0.00	\$257.00
9/6/2024	4780	Building	County	9,500	\$75.00	\$0.00	\$75.00
9/9/2024	4784	Building	County	178,423	\$185.00	\$0.00	\$185.00
9/9/2024	4782	Electrical	County	5,000	\$110.00	\$0.00	\$110.00
9/9/2024	4781	Building	County	51,219	\$75.00	\$0.00	\$75.00
9/10/2024	4789	Electrical	County	755	\$50.00	\$0.00	\$50.00
9/10/2024	4788	Mechanical	County	30,000	\$75.00	\$0.00	\$75.00
9/10/2024	4786	Mechanical	County	16,400	\$150.00	\$0.00	\$150.00
9/10/2024	4785	Building	County	360,000	\$50.00	\$0.00	\$50.00
9/11/2024	4791	Electrical	County	2,500	\$70.00	\$0.00	\$70.00
9/11/2024	4790	Mechanical	Hertford	6,396	\$75.00	\$0.00	\$75.00
9/12/2024	4794	Mechanical	County	60,000	\$240.00	\$0.00	\$240.00
9/12/2024	4793	Plumbing	County	14,000	\$200.00	\$0.00	\$200.00
9/13/2024	4797	Plumbing	Hertford	500	\$55.00	\$0.00	\$55.00
9/13/2024	4796	Building	County	193,100	\$629.00	\$0.00	\$629.00
9/13/2024	4795	Mechanical	County	21,250	\$75.00	\$0.00	\$75.00
9/16/2024	4801	Electrical	County	15,000	\$416.00	\$0.00	\$416.00
9/16/2024	4800	Mechanical	County	27,870	\$130.00	\$0.00	\$130.00
9/16/2024	4799	Building	County	23,000	\$240.00	\$0.00	\$240.00
9/16/2024	4798	Electrical	County	2,000	\$30.00	\$0.00	\$30.00
9/17/2024	4802	Building	County	3,000	\$200.00	\$0.00	\$200.00
9/18/2024	4806	Plumbing	Hertford	1,000	\$55.00	\$0.00	\$55.00
9/18/2024	4805	Electrical	County	11,000	\$450.00	\$0.00	\$450.00
9/18/2024	4804	Plumbing	County	400	\$70.00	\$0.00	\$70.00
9/18/2024	4803	Mechanical	County	4,800	\$75.00	\$0.00	\$75.00
9/19/2024	4810	Mechanical	County	4,500	\$75.00	\$0.00	\$75.00
9/19/2024	4809	Building	Hertford	93,599		\$0.00	

9/19/2024	4807	Plumbing	County	5,000	\$75.00	\$0.00	\$75.00
9/19/2024	4775	Building	County	207,500	\$860.00	\$0.00	\$860.00
9/19/2024	4585	Building	County	15,381	\$329.00	\$0.00	\$329.00
9/20/2024	4814	Plumbing	County	10,200	\$150.00	\$0.00	\$150.00
9/20/2024	4813	Building	County	1,000	\$75.00	\$0.00	\$75.00
9/20/2024	4812	Mechanical	Hertford	5,813	\$75.00	\$0.00	\$75.00
9/20/2024	4811	Building	County	4,500	\$75.00	\$0.00	\$75.00
9/23/2024	4818	Building	Hertford	190,000	\$487.00	\$0.00	\$487.00
9/23/2024	4817	Electrical	County	6,000	\$175.00	\$0.00	\$175.00
9/23/2024	4816	Building	County	7,000	\$75.00	\$0.00	\$75.00
9/23/2024	4815	Building	County	60,000	\$150.00	\$0.00	\$150.00
9/23/2024	4766	Building	County	55,900	\$100.00	\$0.00	\$100.00
9/24/2024	4821	Building	County	51,144	\$205.00	\$0.00	\$205.00
9/24/2024	4820	Building	County	0	\$51.00	\$0.00	\$51.00
9/24/2024	4819	Building	County	0	\$50.00	\$0.00	\$50.00
9/25/2024	4823	Building	County	0	\$75.00	\$0.00	\$75.00
9/25/2024	4822	Building	County	500	\$50.00	\$0.00	\$50.00
9/26/2024	4826	Mechanical	County	6,100	\$75.00	\$0.00	\$75.00
9/26/2024	4825	Building	County	20,000	\$150.00	\$0.00	\$150.00
9/27/2024	4828	Mechanical	County	5,000	\$75.00	\$0.00	\$75.00
9/30/2024	4824	Building	County	8,950	\$166.00	\$0.00	\$166.00
				<b>4,514,844</b>	<b>\$16,068.00</b>	<b>\$0.00</b>	<b>\$16,068.00</b>

Total Records: 71

10/1/2024



## Case Activity Report

09/01/2024 - 09/30/2024

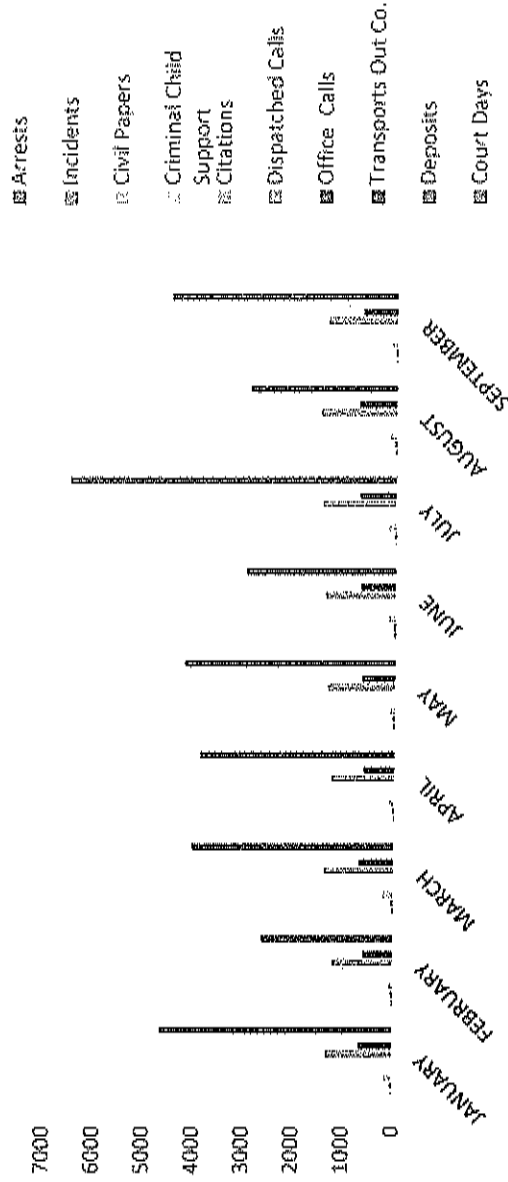
Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
9/20/2024	126	3161 NEW HOPE RD	Solid waste/Unsafe Structure		Re-Inspection	Still waiting on removal estimate.
9/19/2024	139	149 HOLLY ST	solid waste	Trash in yard.	Inspection	Complaint of trash all over property. Upon inspection some of the trash had been removed. Will monitor.
9/6/2024	169	295 WOODVILLE RD		Trash and High Grass	Inspection	Complaint of trash and high grass at this property. Upon inspection only high grass and no trash. No one at property at the time of inspection, will contact owner.
9/5/2024	114	143 WOODVILLE RD	solid waste	Trash spread throughout property.	Inspection	House on this property has been Demoed and cleaned up by new owners.

Total Records: 4

10/1/2024

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Perquimans County Sheriff's Office --- September 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
AUGUST	38	68	159	1	9	1536	768	1	\$2,951.00	8
SEPTEMBER	29	48	143	0	18	1392	696	4	\$4,543.43	10



# COMMITTEE REPORTS