

AGENDA

All items are for discussion and possible action.
Perquimans County Board of Commissioners
Perquimans County Library
November 4, 2024
7:00 p.m.

Due to preparing for Election Day, the Regular Meeting will be held in the Library Side of the building.

- 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: October 7, 2024 Regular Meeting & October 21, 2024 Work Session
 - B. Tax Releases/Refunds
 - C. Personnel Matters
 - 1. Reclassification: IMC II (2)
 - 2. Appointment: IMC I working against IMC II
 - 3. Appointment: Social Worker II working against Social Worker III
 - 4. Resignation: IMC II
 - 5. Resignation: Social Worker IA&T
 - 6. Termination: IMC II (FCMA)
 - 7. Leave Without Pay - IMC I working against IMC II
 - D. Step Increases/Merit Increases
 - 1. Tax Department
 - E. Budget Amendment No. 10
 - F. Board Reappointment
 - 1. Reappointment: RPO Transportation Advisory Committee – Alternate
 - 2. Reappointment: Highway 17/64 Association Board of Trustees
 - G. Miscellaneous Documents
 - 1. Janitorial Services Agreement – Center for Active Living
 - 2. 2024 Holiday Listing
- V. **Recognition of Employees' Years of Service & Introduction of New Employees**
 - A. Recognition of Employees' Years of Service
 - B. Introduction of New Employees
 - 1. Bill Jennings, Tax Administrator
 - 2. Angela Jordan, Social Services Director
 - 3. Jonathan Nixon, Emergency Services Director
- VI. **Scheduled Appointments**
 - A. Jared Harrell, Extension Director – Annual Report to the People
 - B. Jamie Johnson, School System Director of Maintenance
 - C.
- VII. **Commissioner's Concerns/Committee Reports**
 - A.
 - B.
- VIII. **Old Business**
 - A. Updates from County Manager
 - B. Board Vacancies
 - C.

**ACTION
REQUIRED**

**NO ACTION
REQUIRED**

7:00 p.m.
7:20 p.m.
7:25 p.m.

- ACTION REQUIRED**

IX. New Business

 - A. Planning Item: Review of Multiple Flag-Lot Proposal for Tax Parcel #4-0055-0074
 - B. Voting Delegate for NCACC Legislative Goals Conference
 - C. Request from Angela Jordan, Social Services Director
 - D.
 - E.
 - F.
- NO ACTION REQUIRED**

X. Unscheduled Appointments/Public Comments
(If you wish to address the Board, please state your name for the record prior to speaking)

 - A.
 - B.
- ACTION REQUIRED**

XI. Adjournment

FOR INFORMATION ONLY:

- Town of Hertford Commendation Letter

DEPARTMENT HEAD REPORT:

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

COMMITTEE WRITTEN REPORTS:

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NOTES FROM THE COUNTY MANAGER
November 4, 2024
7:00 p.m.

Due to preparing for Election Day, the Regular Meeting will be held in the Library Side of the building.

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
Eric Solesbee	Inspections Office	Assistant Building Inspector	5 years	11/01/2024
Lisa Layden	Tax Office	Tax Clerk – DMV	5 years	11/01/2024

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

Department Head	Employee Name	Employee Job Title	Effective Date
Bill Jennings, Tax Administrator	Katelyn Moody	Business Personal Property Clerk	09/01/2024
Angela Jordan, Social Services Director	Melanie Kirkman	IMC I working against IMC II	10/01/2024
Jonathan Nixon, Emergency Services Director	Jasmine Ratcliff	Full-Time EMT	10/01/2024
Jonathan Nixon, Emergency Services Director	Aiden Owen	Full-Time Non-Certified Telecommunicator	10/01/2024

VI.A. Jared Harrell, Extension Director, will present their Report to the People.

VI.B. Jamie Johnson, School System Director of Maintenance will request that the Board approve the use of the Public School Building Repair and Renovation Fund for Heat Pump #8 at Perquimans Central School in the amount of \$27,377.19.

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 Tar Heel Legislature Delegate, Alternate & Senior Tarheel Community Advisory Committee:** We have appointed Mr. Thomas St. John as the delegate so now we need to have an alternate and someone to serve on the Senior Tarheel Community Advisory Committee. No new applications received.

IX.A. **Enclosures:** Rhonda Repanshek, County Planner, will present multiple flag-lots proposed for Tax Parcel #4-055-0074, requested by Mamie Wilson. The subject property is a division of family land with a proposed access greater than 1,000 feet long. Board consideration and action are being requested.

IX.B. **Enclosures.** The NCACC Legislative Goals Conference is being held on November 14-15, 2024, in Wake County at the Marriott Raleigh Crabtree Valley. Each county is entitled to vote on the legislative goal proposal submissions brought before the membership. Therefore, each county is requested to appoint a delegate and an alternate delegate. Currently, no one has reached out to Mary Hunnicutt, Clerk to the Board, to register for this Conference. Board consideration and action is being requested.

IX.C. **Enclosures.** At the Board's October Work Session, Angela Jordan, Social Services Director, requested add two additional social worker positions in order to satisfy state recommended staffing levels and caseloads. Board consideration and action is being requested.

CONSENT AGENDA NOTES

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

- A. **Enclosures:** Approval of Minutes from October 7, 2024 Regular Meeting & October 28, 2024 Regular Work Session
- 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
Brandy Haislip	Income Maintenance Caseworker II	Reclassification	63/1	\$36,354	11/01/2024
Tracee Baxton	Income Maintenance Caseworker II	Reclassification	63/1	\$36,354	11/01/2024

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Michelle Casseff	Income Maintenance I working against an Income Maintenance II	Appointment	61/3	\$34,955	11/01/2024
Teahna Nixon	Social Worker II working against a Social Worker III	Appointment	67/4	\$46,662	11/01/2024
Brianna Williams	Income Maintenance Caseworker II	Resignation			10/31/2024
Ken'eric Bell	Social Worker IA&T	Resignation			11/18/2024
Rashequa Brooks	IMC I working against IMC II	Terminated			10/14/2024
Crystal Boye	IMC I working against IMC II	Leave Without Pay		11 Days	11/2024

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
Tax Office	Lisa Layden	Tax Clerk – DMV	58/6	\$32,969	11/01/2024

E. **Enclosure:** Budget Amendment No. 10 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
Heath, Frank	RPO Transportation Advisory Committee - Alternate	Reappointment	2 yrs.	11/30/2024
Heath, Frank	Highway 17/64 Association Board of Trustees	Reappointment	Review Every Yr	12/1/2024

G. **Enclosures:** The following miscellaneous document is being presented for Board consideration and action:

1. **Janitorial Services Agreement:** This Agreement is between Perquimans County and Belinda Sadler to provide janitorial services to the Perquimans County Center for Active Living. The cost of the agreement is \$1,200 per month. This Agreement will continue for a period of one year and may be automatically renewed in successive one-year periods.
2. **2024 Holiday Schedule:** Each year, the Board needs to approve the State Holiday Schedule for Social Services Department. Board action is requested for the approval of the 2025 State Holiday Schedule. Board action is being requested.

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.

REGULAR MEETING
October 7, 2024
7:00 p.m.

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

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|-------------------------|-------------------------------|---------------------------------------|
| MEMBERS PRESENT: | Wallace E. Nelson, Chairman | Charles Woodard, Vice Chairman |
| | Timothy J. Corprew | Joseph W. Hoffer |
| | T. Kyle Jones | James W. Ward |
| MEMBERS ABSENT: | None | |
| OTHERS PRESENT: | Hackney High, County Attorney | Mary P. Hunnicutt, Clerk to the Board |
| | 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 asked if there were any additions or corrections to the Agenda. There being none, Mr. Nelson asked for a motion to approve the Agenda as presented. Joseph W. Hoffer made a motion to approve the Agenda as presented. The motion was seconded by James W. Ward, and unanimously approved by the Board.

CONSENT AGENDA

Chairman Nelson asked if there were any items that the Board wished to remove from the Consent Agenda to discuss. There being none, Charles Woodard made a motion to approve the Consent Agenda as presented. The motion was seconded by Timothy J. Corprew and unanimously approved by the Board.

1. **Approval of Minutes:** The Minutes of the September 3, 2024 Regular Meeting and the September 16, 2024 Regular Work Session (cancelled) were approved by the Board.
2. **Tax Refund / Release Approvals:**

Tax Releases (Perquimans County):

Lester, Sherri	\$972.40
Was not given the correct discount. Account No.: 265803.	
Lawrence, Grady & Betty.....	\$166.40
Owner of land does not own DW or fence. Account No.: 222900.	
Hamill, Rebecca	\$178.88
Land was billed out of land use in error. Account No.: 520195.	
Hamill, Rebecca	\$140.92
Reval firm added a homestead and a MRI hookup in error. Account No.: 520195.	
Wittenberger, John	\$468.00
Boat was charged in Perquimans; its situs is in Florida. Account No.: 266958.	
Franklin, Rodney M.	\$785.43
An incorrect amount was entered for Personal Property. Account No.: 259027.	
Morgan, Lloyd Ray & Gloria	\$384.80
Land use was not given for 2024. Account No.: 511520	

- Morris, James & Laurel-----\$222.30
An incorrect amount was entered for Personal Property. Account No.: 428426.
- Knight, Melvin & others-----\$226.20
Reduction in revals assessment. Account No.: 538745.
- Harvey, Leigh-----\$1,514.24
Value was changed in error. Account No.: 266178.
Vehicle totaled: 10-month refund. Account No.: 70736742.
- Nixon, William & Mary-----\$274.04
Value was not changed in billing after appeal. Account No.: 512170.
- Hewitt, Joseph & Joanna-----\$233.48
Value from appeal was not changed in billing. Account No.: 356320.
- Lowe, Preston & Margaret-----\$267.28
Couple moved. SCF should have followed the new residence, not the old one. Account No.: 0539690.
- Tax Refunds (Perquimans County):**
- Kelly, Chyce-----\$339.59
Sold vehicle: 12-month refund. Account No.: 72841661.
- White, John-----\$189.86
Vehicle sold: 7-month refund. Account No.: 70978165.
- White, Wayne-----\$257.01
Did not receive Disabled Discount for 2024. Account No.: 527788.
- Tax Release (Hertford):**
- Hewitt, Joseph & Joanna-----\$233.48
Value from appeal was not changed in billing. Account No.: 356320.

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

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Rashequn 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	10/01/2024
Roger Aiden Owen	Full-Time Non-Certified Telecommunicator	Appointment	60/1	\$31,857 / \$15.32/hr.	10/01/2024
Sarah Harris	Part-Time/Fill-In EMT	Appointment	64/1	\$18.26/hr.	10/01/2024
Katie Yates	Part-Time/Fill-In EMT	Appointment	64/2	\$18.72/hr.	10/01/2024
Jasmine Ratcliff	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	\$53,504 / \$25.72/hr.	10/01/2024
Cody Chappell	Full-Time Paramedic II	Reclassification	69/4	\$50,953 / \$24.50/hr.	10/01/2024
James Wheeler	Full-Time Paramedic II	Reclassification	69/6	\$53,504 / \$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
Isiah Collier	Part-Time/Fill-In Telecommunicator I	Resignation			09/30/2024
Cerline Brinkley	IMC II	Resignation			10/16/2024

4. **Step/Merit Increases:**

Department Name	Employee Name	Classification	Grade/Step	New Salary	Effective Date
Social Services	Kenricia Bell	Social Worker I&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

5. **Budget Amendment No. 7:** The following budget amendment was approved by the Board:

BUDGET AMENDMENT NO. 7
COUNTY CONSTRUCTION FUND

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
EXPLANATION: To amend FY 24-25 budget to include additional Golden Leaf funding to assist with shoreline stabilization.			

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

Name	Board/Committee	Action Taken	Term	Effective Date
Winstow, 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

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

- a. **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. The Board approved the Agreement with Maximus as presented.

RECOGNITION OF EMPLOYEES & INTRODUCTION OF NEW EMPLOYEES

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

Mr. Stallings thanked the Board for the opportunity and that he has enjoyed working with the Water Department. The Board congratulated him and thanked him for his service.

- B. **Introduction of New Employee:** The following new employees were introduced tonight to the Board:

Department Head	Employee Name	Employee Job Title	Effective Date
Junkie Greene, Elections Director	Lisa Edwards	Deputy Director of Elections	09/01/2024

Department Head	Employee Name	Employee Job Title	Effective Date
Bill Jennings, Tax Administrator*	Katelyn Moody	Business Personal Property Clerk	09/01/2024
Jonathan Nixon, Emergency Services Director	Courtney Langley	Full-Time Certified Telecommunications II	08/01/2024

*Mr. Jennings was unable to be at the meeting tonight and will introduce Ms. Moody next month.

After the employees made their comments, the Board welcomed them to Perquimans County.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

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

- > **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 September, 2024:

Visitors:.....57	Hours Opened: 52 hours (Wednesday, Thursday, Friday, and Saturday) from 10:00 a.m. to 2:00 p.m.)
Sales:.....\$212.00	Staff: Sid Eley & Glen White (paid from donation)
Donations:.....\$24.00	
Expenses:.....\$19.47	
Charged to County:	Eden House Graphics (Hist. Arch. Bk) \$173.54
	Eden House Graphics (Thanks Mr. Jimmy) 37.48
	Total Charged to County \$211.02

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > **October Work Session:** Due to scheduling conflicts, County Manager Heath reported that the Regular Work Session will be held on October 28, 2024. The Board will be discussing the Perquimans Marine Industrial Park Lease Guidelines, the Animal Control Ordinance Amendment, and the Solid Waste Ordinance Amendment. At the August Work Session, Mr. Heath asked the Board to review these documents and provide him any changes or additions/deletions that they wanted him to make. Thus far, he has not received any. Please let him know if you have any changes or additions/deletions prior to the October 28, 2024 Work Session.
- > **Meeting with NCACC Staff Member:** Mr. Heath reminded the Board that Denise Stinagle, NCACC Outreach Associate, will be here to meet with the Chairman, Vice Chair, and County Manager Heath to begin the discussion with the process for interviews for an Assistant County Manager.
- > **Assistance to Hurricane Helene Victims in Rutherford County:** The Emergency Services Department is collecting supplies for the victims of Rutherford County from damages incurred during Hurricane Helene. The first shipment of supplies will be taken tomorrow. In addition, Mr. Nixon, Emergency Services Director, and Mr. Lofies, Water Department Supervisor, are coordinating with their counterparts in Western North Carolina to assist them wherever necessary. Mr. Nixon, Julie Solesbee, Assistant Emergency Services Director, along with their staff has been working closely with RISE Disaster Relief & Recovery. County Manager Heath thanked the Emergency Services staff for doing this work.
- > **Town of Hertford Meeting:** Mr. Heath reported that he met with the Town of Hertford and the Timmons Group, an engineering firm in our area, to the design for the upgrade to water and waste water facilities at the Commerce Center beside the Marine Park. The Town of Hertford received a grant to do these upgrades. Hertford is now beginning to design these upgrades. The Timmons Group is also assisting the County with the road design on the side of the Marine Park by the Recreation Center to Harvey Point Road, and to the Boat Ramp site.
- > **Economic Development Update:** Mr. Heath informed the Board that he had a recruiting visit from a boating company on September 23, 2024. He continues to get interest on the Marine Basin.
- > **Bethel Ruritan Club:** Mr. Heath spoke at the Bethel Ruritan Club on September 26, 2024 where he talked about what the County is doing. The Club passes on their greetings and thanked the County for all they are going.

BOARD VACANCIES

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

1. **Community Advisory Committee:** Mr. Heath reported that there have been no new applications received for this Board. We still need three more members. We will continue to place the ad on the County website.
2. **Senior Tar Heel Legislative Delegate & Alternate:** Mr. Heath reported that, last month, the Board has appointed Mr. Thomas St. John as the Perquimans County's Senior Tarheel Delegate. We still need to appoint an alternate in case he is unable to attend the meeting. We also need to have a member to be appointed to the Senior Tarheel Regional Legislature Advisory Board. Mary Hinnicutt, 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 this year, the Board accepted the resignation of Clint Nixon, the New Hope Representative on the Recreation Advisory Committee. This month, we received an application from Kevin Roberts to fill this vacancy. On motion made by T. Kyle Jones, seconded by Timothy J. Corprew, the Board unanimously appointed Kevin Roberts as the New Hope Representative on the Recreation Advisory Board for a term of three (3) years.

PERQUIMANS-GATES 911 FUNDING RECONSIDERATION

The Chairman recognized Jonathan Nixon, Emergency Services Director, who presented the Perquimans-Gates 911 Funding Reconsideration. He explained that they had received a grant in the amount of \$197,188.30 allocated toward the 911 Center. He is asking that the Board approve the receipt of these funds and to authorize the Finance Officer to do a Budget Amendment for these funds. On motion made by T. Kyle Jones, seconded by James W. Ward, the Board unanimously approved the receipt of the \$197,188.30 and to authorize the Finance Office to prepare the following Budget Amendment No. 9 to add these funds to our FY 2024-2025 Budget.

**BUDGET AMENDMENT NO. 9
EMERGENCY TELEPHONE FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
78-350-001	PSAP - Emergency 911 Fees	197,188	
78-500-110	PSAP - Telephone/Furniture	11,228	
78-500-331	PSAP - Computer Software and Maintenance	103,094	
78-500-161	PSAP - Hardware Maintenance	82,866	

EXPLANATION: To amend FY 24-25 budget to include the Funding Reconsideration as awarded by the PSAP Board and is approved at 10/7/2024 BOC Meeting.

HAZARDOUS MATERIAL EMERGENCY PREPAREDNESS GRANT PROGRAM (HMEP) FOR A HAZMAT EXERCISE

Jonathan Nixon explained that the County has received a new grant award in the amount of \$23,000 through the Hazardous Material Emergency Preparedness Grant Program (HMEP) for a HazMat

Exercise. The application was through the Chowan-Perquimans LEPC and will include responders from both counties. He is asking that the Board approve the receipt of these funds and to approve Budget Amendment 8. On motion made by T. Kyle Jones, seconded by James W. Ward, the Board unanimously approved the receipt of the \$23,000 and to approve Budget Amendment No. 8 to add these funds to our FY 2024-2025 Budget.

BUDGET AMENDMENT NO. 8
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-007	EM - 2024 HMEP	23,000	
10-330-343	EM - 2024 HMEP	23,000	
EXPLANATION: To amend FY 24-25 budget to include the 2024 HMEP grant as awarded by NCDPS.			

INTERMEDIATE SCHOOL PROJECT UPDATE

Chairman Nelson recognized County Manager Heath who presented the following information on the Intermediate School Project. Mr. Heath explained that the Board of Education had the bid opening for the contractor for this project on October 2, 2024. They received several bids but the lowest bidder was WIMCO which was \$59,167,000. Mr. Heath explained that Mr. Hite, their architect, has worked with WIMCO on several of his projects and is recommending this construction firm. This contractor figures does not include somethings that we will have to pay for like architect design fees, contingency fees, geotechnical explorations & reports, furniture, fixtures, & equipment bringing the total design, construction, and equipment costs to be \$64,429,200. That leaves a shortfall \$10,429,200, which the County will need to apply for financing.

School System Grants (2 DPI Grants)	\$49,000,000
County Funds from General Assembly	<u>5,000,000</u>
Total Grant Funds Available	<u>\$54,000,000</u>
Construction Base Bid	\$59,167,000
Plus Design, Construction, and Equipment Budget	<u>5,262,200</u>
Total Budget Needed	<u>\$64,429,200</u>
Shortfall for Project	<u>\$10,429,200</u>

Mr. Heath explains that the County will need to borrow these funds and explained that, if the County borrow about \$10,000,000 at a rate of 4% (average rate) for 20 years (LGC maximum term), the annual payment would be around \$720,000 which represents an increase of 4¢ on the tax rate. After talking with our financial advisors and Local Government Commission (LGC), we would be able to defer that first payment until FY 2026-2027. Mr. Heath continued to explain the current debt services that we have:

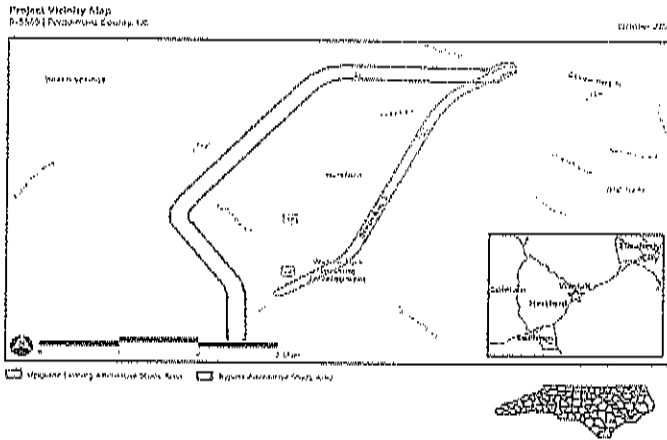
- > Perquimans County Library will be paid off before the first payment on the Intermediate School Project is due which is about \$280,000 per year.
- > Perquimans High School will be paid off in two years which is \$836,603 per year.

With this being said, we will have a couple of years that we will have some pressure on our budget to make these payments. He does feel like the County is in a good position to do this project. With that being said, Mr. Heath is asking for the Board to accept the low bid of \$59,167,000 from WIMCO, authorize the Chairman and staff to sign any documents needed to move forward with this project, and for County Manager Heath to begin finding financing for this contract. The contractor has agreed to sign the first contract for the amount we currently have budgeted and sign a second contract before the first payment on the Intermediate School Project. Mr. Hite, the project's architect, wants to break ground in October. On motion made by Timothy J. Corprew, seconded by Charles Woodard, the Board unanimously accepted the low bid of \$59,167,000 from WIMCO, to authorize the Chairman and staff to sign any documents needed to move forward with this project, and to authorize County Manager Heath to begin finding financing for the contracts.

NCDOT STIP PROJECT #R-5869 START OF STUDY NOTICE

County Manager Heath explained that North Carolina Department of Transportation (NCDOT) 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) or construct a bypass for the Town of Hertford. They provided the Board with a copy of the Start of Study letter along with the following Project Vicinity Map:

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NCDOT is requesting that the County provide initial input on this project replying to their email by Wednesday, October 16, 2024. The following comments were made by the Commissioners:

- ✓ Chairman Nelson wants to meet with NCDOT to discuss this
- ✓ Commissioner Woodard wants to know how many bypasses they will have for the Town of Hertford.
- ✓ Commissioner Hoffer wants to know if this was preplanning for I-87. Mr. Heath said that it was.
- ✓ Commissioner Corprew wants to know if this will be a restricted bypass or a true bypass this time. Mr. Heath feels that it would be a true bypass.
- ✓ Commissioner Woodard is concerned about going through the intermediate school property.
- ✓ County Manager Heath is concerned that it will minimize access to the Marine Park & Commerce Center.
- ✓ They were also concerned that it would affect the NCDOT Shop too.

It was the consensus of the Board to include these items in Mr. Heath's report to NCDOT and to contact the Town of Hertford and Town of Winfall for their concerns too.

PUBLIC COMMENTS

There were no public comment made.

ADJOURNMENT

Chairman Nelson asked if there were any further comments or business to discuss. Jonathan Nixon, Emergency Services Director, wanted to let the Board know that they have gone out for bids for the 911 Expansion Project. The bids are due back by October 31, 2024. A copy of their bid package was included in their Agenda Packet under "For Information Only". This is just in case someone came and asked the Board about it. There being no further comments or business to discuss, the Regular Meeting was adjourned around 7:35 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

WORK SESSION
October 28, 2024
7:00 p.m.

The Perquimans County Board of Commissioners met in a Work Session on Monday, October 28, 2024, at 7:00 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944. Due to schedule conflicts, the Regular Work Session was held on October 28, 2024 instead of October 21, 2024.

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

MEMBERS ABSENT: James W. Ward

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

Chairman Nelson called the meeting to order. Commissioner Jones gave the invocation and Chairman Nelson led the Pledge of Allegiance. Chairman Nelson welcomed everyone to the meeting. The following items were discussed during the Work Session.

AGENDA

Chairman Nelson stated that a copy of the Agenda was at their seats and asked if there were any additions or corrections to the Agenda. County Manager Heath added item II.E – Hiring Process for Assistant County Manager. There being no further additions or corrections, Mr. Nelson asked for a motion to approve the Agenda as presented. Timothy J. Corprew made a motion to approve the Agenda as presented with the addition. The motion was seconded by Joseph W. Hoffer, and unanimously approved by the Board.

ANGELA JORDAN, SOCIAL SERVICES DIRECTOR

Angela Jordan, Social Services Director, presented the following letter requesting two additional social worker positions in order to satisfy state recommended staffing levels and caseloads:



PERMITS AND LICENSURE
DEPARTMENT OF SOCIAL SERVICES
100 W. Washington Ave.
Harrisburg, PA 17103-0001
Tel: 717-782-7277 Fax: 717-782-7278

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BUDGET AMENDMENT REQUEST

October 28, 2024

Child Welfare

As you may recall, during the 2024 - 2025 (Permittee County) Department of Social Services' budget presentation on May 2, 2024, I requested one additional staff member, a Social Worker (SW) III, Family Care/Child Protective Services (CPS) position. However, the request was denied. I also requested a reclassification of the Social Worker II position that had been approved in the fiscal year 2022-2023, that request was approved. Thus for this fiscal year, I have had one Social Worker resign, an Adult Protective Services (APS) Worker, SW III, the Social Worker who held the SW II position applied for the vacant APS, SW II position and was promoted, leaving the SW II position vacant. On August 19, 2024, I submitted the reclassification request to DSHH. That request was approved on September 26, 2024.

On Thursday, September 12, 2024, I was notified by DSHH that the reclassification of the SW II position to a SW III would require me to commit that position to a dedicated service. In my attempt to provide assistance to Caseload, the state Permanency Planning/ Foster Care worker, who is departing, I dedicated that position primarily to Adoptions and Licensing instead of in CPS (to Home Services and Inq). My hope had been that I would still be able to utilize that position as the "help" position for all the cases presented when it was a SW II position, however, that is no longer a possibility.

On Tuesday September 19th, one two RCWS (Regional Child Welfare Specialists) for Permanency Planning and Safety visited our agency for the monthly consultation. They informed us that based on Caseload's excellent job, we are out of compliance with the NCAC (North Carolina Administrative Code) Minimum Standards. They stated there is no way Caseload can effectively and efficiently complete all the duties that are required for the position, not on the

providing quality visits with our caseload without our caseload being so high. They further informed us that we are out of compliance as well with our Supervisor to Staff ratio. They stated that we need another Social Worker to assist Caseload with the caseload of, at this time 18, as well as another Supervisor because of the number of Social Workers we have currently. After looking, they sent the NCAC Minimum Standards which I have included. I have highlighted the areas that pertain to us, which shows that "Agencies providing family foster care services may combine the duties of the Social Worker or Case Manager and Licensing Worker and serve no more than ten children and up to four families." To date, we have 19 foster children, four foster families that the supervisor, three other foster families that the agencies, and four kinship families that she has to serve. It also shows that "There shall be one additional Supervisor for every one to five Social Workers or Case Managers." We currently have six Social Workers, therefore, even without the addition of a new SW position, we are still mandated to have another Supervisor. While I have found a solution to one issue, it has created another. We are now without a position in need with the CPS and the APS position.

I again come to you this time with the request that you approve two new positions, one being a Social Worker III and the other a Social Work Supervisor (SW3) III. These listed positions will support the growing needs of our entire Social Work Program and the approval of both will ensure that we are meeting NCAC Minimum Standards as well. I understand that there may be some concern that our caseload may lower, however, that is not likely to be the case and there will be no shortage of work for any of the Social Workers or Supervisors. In August 2023, the foster care caseload was at 15 and the guardianship caseload was at 13. A little over one year later, both caseloads have grown with the foster care caseload rising to as high as 20 in entirety 19, and the guardianship caseload rising from 13 to currently 20, with one pending. There have been no significant declines in either.

The new Social Worker III position will be utilized primarily as the CPS to Home Services and foster worker. The position will also be utilized as the "help" position, backing up CPS, Investigating, Childcare, as well as providing some assistance with Adult Protective Services and Permanency Planning. The Social Work Supervisor III position will provide the current

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

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SWs with assistance by allowing the supervisory duties to be split. The new SWs III would supervise three of the seven Social Workers, leaving the current SWs position responsible for the supervision of four Social Workers. It will also share On Call supervision with the current SWs. The addition of these two positions will ensure we are meeting NCAC Minimum Standards for supervision of foster care and staff. This will also reduce the likelihood of SW burnout, while reducing error rates caused by rushing which could cause missed key information and lead to county paybacks.

The salaries for the requested positions only do not even require a budget amendment. As of September 27, 2024, 23.28% of the budgeted salary has been spent. If this continues, at the end of this fiscal year, 93.12% will have been spent, and a surplus of approximately \$169,974.05 will remain, and with lapsed salaries from various positions, there should be adequate funds to cover the two positions in the current budgeted salary for the agency. However, the following calculations are based on approval and the two workers starting in December, with seven months remaining in this fiscal year. The regular base salary for a SWs III, Grade 23, Step 1 would be \$38,459.00, however for seven months, the base salary would be \$27,921.00, adding retirement at \$2,701.04, FICA at \$2,223.98, and Insurance, \$5,117.49, the total would be \$43,472.51. The regular base salary for the SW III, Grade 69, Step 1 would be \$47,344.00, however for the remaining seven months, the base salary would be \$37,617.00, adding retirement at \$7,109.00, FICA at \$5,112.70, and Insurance \$5,117.49, that total would be \$57,016.19. The two positions for the remainder of the fiscal year total an approximate amount of \$80,522.70. The reimbursement for each of these positions varies dependent upon the services provided daily by the Social Worker and the Supervisor position will be paid allocated across the entire agency. The reimbursement rates for the Social Worker are 50-75%, with a low being 80-100% Federal. Copied Funds, I have included the Funding Reimbursement sheet as well.

I implore you to approve this budget amendment request, allowing the agency to meet the guidelines of the NCAC Minimum Standards, as well as the ability to provide the best services possible to our children, adults, and families.

Thank you for your time and for allowing me to advocate for compliance for my staff.

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

SECTION 0860 - MINIMUM LICENSING STANDARDS

601 NCAC 0860 PERMITS AND LICENSURE

101. The executive director shall manage and administer the agency in accordance with licensing requirements and policies of the governing body. The executive director shall meet the requirements of a Social Services Program Administrator as defined by the North Carolina Office of State Human Resources. A copy of these requirements can be found at the following web site: <http://www.ncac.gov>. The executive director shall also meet the requirements of a Higher Education Director. This information can be obtained by calling Higher Education Publications, Inc. (H) The Social Work Supervisor or Case Manager Supervisor shall supervise, evaluate, and promote the work and progress of the Social Work or Case Management staff. The Social Work Supervisor or Case Manager Supervisor shall meet the requirements of a Social Work Supervisor II as defined by the North Carolina Office of State Human Resources. A copy of these requirements can be found at the following web site: <http://www.ncac.gov>. The Social Work Supervisor or Case Manager Supervisor shall also meet the requirements of a Higher Education Director. This information can be obtained by calling Higher Education Publications, Inc. at <http://www.ncac.gov>. The Social Work Supervisor or Case Manager Supervisor shall supervise, evaluate, and promote the work and progress of the Social Work or Case Management staff. The Social Work Supervisor or Case Manager Supervisor shall meet the requirements of a Social Work Supervisor II as defined by the North Carolina Office of State Human Resources. A copy of these requirements can be found at the following web site: <http://www.ncac.gov>. The Social Work Supervisor or Case Manager Supervisor shall also meet the requirements of a Higher Education Director. This information can be obtained by calling Higher Education Publications, Inc. at <http://www.ncac.gov>. The Social Worker or Case Manager shall supervise, evaluate, and promote the work and progress of the Social Worker or Case Management staff. The Social Worker or Case Manager shall meet the requirements of a Social Worker or Case Manager as defined by the North Carolina Office of State Human Resources. A copy of these requirements can be found at the following web site: <http://www.ncac.gov>. The Social Worker or Case Manager shall also meet the requirements of a Higher Education Director. This information can be obtained by calling Higher Education Publications, Inc. at <http://www.ncac.gov>.

Table with 2 columns: Position Title, Salary Range. Row 1: Social Worker or Case Manager, \$38,459.00 - \$47,344.00. Row 2: Social Work Supervisor or Case Manager Supervisor, \$47,344.00 - \$57,016.19.

102. The agency shall ensure that the Social Work Supervisor or Case Manager Supervisors and Social Workers or Case Managers receive training in the areas of child development, parenting, learning methodology, family systems and relationships, child welfare, trauma-informed care, and the community and foster parent needs.

Harrisburg, PA - Permits and Licenses Section
October 1, 2024
Revised by August 1, 2017, June 1, 2014

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FUNDING FROM ADMINISTRATIVE REVENUES (CONT)

PROGRAM	CODE	% PARTICIPATION		CAP OR LEASE	
		FEDERAL	STATE	FEDERAL	STATE
0500	X	75%	0	25%	C
0500 LEASE TRANSPORT	V	75%	0	25%	C
STATE IN HOME	MLO	87.56%	0	12.44%	C
PEANUT ALLIANCE	P	75%	0	25%	C
W-C ADMINISTRATION	Z	10%	0	10%	U
W-C OPS (P&M)	Z	10%	50%	40%	C
TEMP CHILD WELFARE	R	100%	0	0	C
MOB CASE MGMT + ELIG + SERVICES	U	0	0	100%	
CHILD DAY CARE	L	75.26%	21.20%	0	C
POSTCARD ADMIN. CLAIMS/INQ	MAD	50%	0%	50%	U
LEASE	K	80%	20%	0	C
STATE APR	J	75%	0	25%	C
TRANS CRIME ADOPTION	Q	750%	0	0	C
INFANT CARE	A	0	100%	0	C
CRIME CARE	QFD	0	100%	0	C
CIVIL IN HOME CTR	HEC	0	100%	0	C
CRIME EXTENSION	ED	0	100%	0	C
RE CRIME CASE LOAD REDUCTION	CRD	0	100%	0	C
ADULT HOME SPECIALIST	Y	50%	25%	25%	U
FAMILY REINTEGRATION	FA	100%	0	0	C

After presenting her request, Ms. Jordan asked if the Board had any questions. County Manager Heath asked Ms. Jordan for a copy of the letter/e-mail from the Regional Child Welfare Specialists (RCWS). She said that she would provide him a copy which Mr. Heath will forward to the Commissioners prior to the November meeting. After some discussion, Chairman Nelson asked how the Board wanted them to proceed. It was the consensus of the Board to add an item under New Business at their November 4, 2024 meeting to consider Ms. Jordan's request to add two additional social worker positions in order to satisfy state recommended staffing levels and case loads.

PERQUIMANS MARINE INDUSTRIAL PARK LEASE GUIDELINES

Chairman Nelson recognized County Manager Heath who presented the following Perquimans Marine Industrial Park Lease Guidelines:

ENTIRE

Perquimans Marine Industrial Park Lease Guidelines

SCOPE

The Perquimans Marine Industrial Park (as established here) lease guidelines govern the manner and manner of the Perquimans Marine Industrial Park and to ensure that the lease contract is a negotiated fair market value of the terms and the local geographical area. In developing this plan, the guidelines will be consistent with the overall concept and development plan for the Park by Perquimans County.

GENERAL CONCEPTS

The Perquimans Marine Industrial Park is to be an elevated commercial and industrial sector with modern facilities to attract enterprise-level businesses such as technology, medical, and related services. The Park may contain commercial facilities to support all activities in the Park, and they may be used for other purposes. It is intended that revenues derived from the taxes be sufficient to defray the capital operation and maintenance costs of the Park.

PERMITTED COMMERCIAL ACTIVITIES

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

- Food and cold storage
- Ice manufacturing
- Food processing
- Refrigeration and air service
- Park related warehousing
- Recreational services
- Wholesale service
- Restaurants and services
- Medical and cold storage
- Manufacturing
- Machine tool and service
- Machine tool sales
- Machine tool storage
- Printing and related
- Restaurants
- General building

While the primary purpose of these activities is to support the Park, it is intended that they be subject to the control of business in the context of the Park and the overall development plan.

OPERATING AND MAINTENANCE

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

ENVIRONMENTAL AND REGULATORY COMPLIANCE

Tenants shall be required to comply with all environmental rules, regulations, and laws of Perquimans County, the State of North Carolina, and the United States. The Tenant shall be responsible for any actions or omissions resulting in non-compliance by the Tenant, their agents, or business partners, including, but not limited to, removal costs shall be the responsibility of the Tenant, unless liability is clearly assigned to the Tenant. In the event that such non-compliance with the rules of action or omission by an agent of business partner of the Tenant, the Tenant shall bear responsibility and subsequent liability for any and all potential fines and associated penalties. This section shall remain in effect until the expiration of the lease and shall be interpreted by a court of competent jurisdiction in the event of any dispute.

and all of the appropriate information regarding compliance with the facility's environmental requirements.

STATE PLAN APPROVAL

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

- Requested site plan
- Proposed structures
- Requested signage location from public way and visibility
- Proposed signage location and design to be visible
- Proposed grade and parking layout
- Net use, waste and fire hazards
- Proposed landscaping
- Proposed signage
- Proposed exterior lighting and energy plan

Perquimans County will review the plans for the construction and construction of the building using the following criteria:

- Compliance with the zoning plan for the Marine Industrial Park
- Height and use of the leased property
- Architectural and structural compatibility of the proposed structure with the objectives of the Marine Industrial Park

In general, Perquimans County will not approve the construction of buildings which require structural supports, are temporary in nature, or which do not meet the applicable environmental protection regulations. The existence of a particular type of building structure in the Marine Industrial Park shall only be permitted if such structure meets the same building standards as building and structural conditions vary significantly throughout the Park.

RENTS AND LEASES

All new structures and the renovations of existing structures must conform to the applicable certified local building codes. Additionally, the use of such site is subject to applicable environmental protection regulations, which may be Federal, State or local. Each tenant is responsible for covering all necessary permits, including, but not limited to, permits for the leased site. Each tenant must secure whatever permits are necessary for the conduct of business on or from the site.

For purposes of financing and leasing, each commercially leased site in the Park is subject to the rules and ordinances of Perquimans County.

PERMITTED LOCATIONS

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

- Whether necessary to a site must be permitted so as not to interfere with the natural traffic patterns in the structure adjacent area

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Different areas must be provided for safe movement of both trucks and construction and through the site.

STRUCTURE LOCATION

In general, all buildings which are proposed to be built on a lot shall be set back from the front of the lot by a minimum of 10 feet and from the side of the lot by a minimum of 5 feet and from the rear of the lot by a minimum of 10 feet. All buildings and their foundations proposed to be built adjacent to the boundary shall be set back from the boundary (backside of the lot) by 10 feet. All setbacks shall be measured horizontally from the point of measurement to the proposed structure. The setback shall be measured from the centerline of the lot. For any structure within the established setback lines must receive specific written approval from the Planning Commission.

PARKING

Adequate off-street parking shall be provided for all vehicles that will use the property during the completion of all site improvements.

LANDSCAPING

All landscaped areas shall be planted, including but not limited to trees, shrubs, and ground cover, to provide shade by wind or surface water. Each owner shall maintain the landscaped area in a manner which is uniform to the Park and conform to the site plan as approved by Perquimans County. All landscaping materials shall be suitable to the local climate and shall be maintained in a neat and well-kept manner. Weeds, diseased trees, leaves, etc. that he falling and planting materials requiring periodic watering shall be removed to a suitable area. All weeds shall be removed periodically and the landscaping shall be kept clean.

WATER SUPPLY AND SEWAGE DISPOSAL

Each applicant shall provide for connection to the water system, the sanitary sewage system, and where applicable, the process water system, within the Sub-Development for connection to these systems shall be made with the Town of Hatteras and Beaufort.

STORM SEWERS

Temporary grading during construction shall provide for the collection of stormwater on a site that is such that runoff water will drain away from the site and not cause erosion. Water runoff shall be directed to a suitable area surrounding the site that is determined.

REFUSE, WASTE AND FIRE HAZARDS

Refuse shall be required to conform to all requirements of Perquimans County ordinances and other federal and state regulations pertaining to the use, storage, handling and the collection and removal of refuse and waste. Refuse shall be required to remove any signs or labels which are hazardous or present health or safety of its vicinity and to be kept from the public roadway.

PRE-ESTABLISHED SIGNS

All signs and notices advertising projects shall be erected, placed and maintained in accordance with the following provisions:

Mr. Heath explained that the only change from the copy that was distributed in August, 2024 was projecting light downward. He asked the Board to continue to review the document and advise him of any changes that they would like to make. The plan is to hold a Public Hearing at the December Meeting. It was the consensus of the Board to proceed with the document adding the requested change of projecting light downward and holding a Public Hearing at their December meeting.

ANIMAL CONTROL ORDINANCE AMENDMENT

Chairman Nelson recognized County Manager Heath who presented the following Amendment to Ordinance No. 63:

AMENDMENT TO ORDINANCE NO. 63
PERQUIMANS COUNTY ANIMAL CONTROL ORDINANCE
AMENDMENT NO. 1, DATED AUGUST 14, 2024
The following text related to the Perquimans County Animal Control Ordinance (Ordinance No. 63) was approved by the Perquimans County Board of Commissioners at their Regular Meeting on _____ as recorded in their Minute Book No. 13, page _____.
SECTION TWO
HUMANES TREATMENT OF ANIMALS
2.01. Definitions. The provisions of this section shall not apply to dogs used for lawful hunting purposes.
2.02. Definitions. For purposes of this section, the words and phrases shall have the following meanings: **Animal** includes dogs, cats or other domesticated animals.
Outdoor Enclosure. A structure with a solid roof, under permanent shade, used to house an animal and protect it from the weather. If the structure is located within a confined space such as a barn or fence, the structure must not take up more than 25% of the confined area.
2.03. Responsibilities of Owners.
A. Owners of dogs kept outside shall provide an outside enclosure that ensures humane and sanitary shelter from heat, cold, rain, wind and snow and shall provide food and water necessary to keep the dog in good health and comfort.
B. Animals shall not be kept on any lot unless the owner or keeper of the animal occupies the property where the animal is kept.
C. Pursuant to M.C.G.S. 14-2611, no person shall willfully and without justification cause harm to or cause to be abandoned any animal and such status is incorporated herein.
2.04. Careless or Inhumane Treatment of Animals. Persons in M.C.G.S. 14-266, no person shall intentionally sexually, overfeed, withhold, injure, neglect, kill or necessary substance any animal and such status is incorporated herein.
2.05. Penalties. Any violation of this section shall be considered a Class III Violation as outlined in Section One and shall be levied accordingly. Violators shall subject the violator to all other penalties provided by law, including a County Detention system with fines up to \$25 per violation, automatically increasing by double with each infraction.
Upon motion of _____ and second of _____ of the aforesaid amendment to Ordinance No. 63 was adopted unanimously by the Perquimans County Board of Commissioners at their Regular Meeting on the 14th day of August, 2024 to be effective immediately and as recorded in their Minute Book No. 13, page _____.

Chairman
Board of Commissioners
APPROVED
Mary P. Hamrick, Clerk to the Board
Perquimans County Board of Commissioners
Wallace B. Nelson,
Perquimans County
888

A committee consisting of Commissioners Corprew & Jones, Sheriff White, County Manager Heath, and the Animal Control staff drew up this amendment to Ordinance No. 63. Mr. Heath asked the Board to continue to review the document and advise him of any changes that they would like to make. Commissioner Jones expressed some concerns about an upcoming legislation that may cause some problems with accessing the violations of County Ordinances so he asked if they could hold the Public Hearing at the January meeting instead of the December Meeting. After some discussion, it was the consensus of the Board to proceed with the Public Hearing in December with the understanding that, if we have not clarified these concerns, they would continue the Public Hearing in January, 2025.

SOLID WASTE ORDINANCE AMENDMENT

Chairman Nelson recognized County Manager Heath who presented the following Amendment to Ordinance No. 50:

PERFORMANCE STANDARDS FOR PERMITS, COMPLIANCE AND WASTE ENFORCEMENT
NO. 43

SECTION X. ABATEMENT OF SOLID WASTE AND PUBLIC HEALTH HAZARDS

The purpose for this section is to protect the public safety, health, and welfare of the citizens of Perquimans County through regulation of public health nuisances on the county.

It is by the authority of the provisions of N.C. Gen. Stat. §§ 136A-0901, 136A-121, 136A-125, and 136A-164 of the North Carolina General Statutes, the abatement, abatement or removal of solid waste on public or private property in the form of public health or environmental nuisances.

1. A breeding ground of birds, mosquitoes or other insects, including, but not limited to,
 - a. A point of collection for pools or ponds of water, or
 - b. A point of accumulation of garbage, oil, or other flammable, toxic or explosive materials, or
2. A source of offensive odors or health risks or other conditions that are based on improper domestic sewage and septic waste, including, but not limited to,
 - a. A cesspool or other structure, or
 - b. A septic tank, or
 - c. A cesspool, or
 - d. A septic tank, or
 - e. A cesspool, or
 - f. A cesspool, or
 - g. A cesspool, or
 - h. A cesspool, or
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 - t. A cesspool, or
 - u. A cesspool, or
 - v. A cesspool, or
 - w. A cesspool, or
 - x. A cesspool, or
 - y. A cesspool, or
 - z. A cesspool, or

Public health nuisances shall be abated and a public nuisance. Such public nuisance shall be subject to abatement as provided by the Ordinance, pursuant to N.C. Gen. Stat. §§ 136A-164 of the North Carolina General Statutes, which allows a county to remove, abate, or remedy anything that is dangerous or prejudicial to the public health and safety.

Remedy shall mean the cleanup from regulation through this section.

If upon reasonable cause to believe that a public nuisance as defined above exists, the Board is in violation, and upon not less than ten (10) days' written notice to the occupant and owner of the property on which the alleged nuisance is located, shall make a determination of whether or not such nuisance exists, is not, exists. If the Board or its Designee makes a determination that a public nuisance exists, he shall enter and serve upon the owner and occupant a notice to remove, abate or remedy the nuisance within a reasonable period of time, but not more than thirty (30) days.

Such order may be appealed by the owner as provided by the County Manager as provided below.

1. Appeal. Any person who receives a notice of violation, or order to remove, abate, or remedy a nuisance may, within ten (10) days of the date the notice was received, appeal a written appeal to the County Manager. The appeal must shall specifically

state the reasons for the appeal with a copy of the notice of violation received thereon. The owner may submit only one written appeal to appear before the County Manager. On a finding of violation he shall be held in private or by contract and may pursue appropriate and available proceedings in the matter. The only reason the appeal may be withdrawn is the removal of the nuisance. The County Manager shall have the authority to suspend the order if the owner does not begin the abatement of the property or does not have a satisfactory financial condition pending the matter as set forth below.

The County Manager shall within ten days of the date of the hearing, in the case of the written appeal if a hearing is not requested, issue an order either denying the order or directing the owner to remove, abate, or remedy the identified nuisance.

Appeal and imposition of the civil penalties shall be stayed pending the appeal. However, there shall be no stay for equitable remedies available to the County. If the decision of the Board's decision is affirmed, appeal and imposition shall proceed. Any appeal not filed within ten (10) business days of the date received shall be considered as a final order.

2. The County Manager may consider anything as final for the purposes of the period to compliance up to its (10) months. In no case shall the County Manager indefinitely suspend compliance. An applicant may be granted upon the applicant existing non (1) of a fine (1) following criteria:

- a. applicant is at least thirty-two (32) years of age;
- b. health problems demonstrated by applicant's medical record which substantially affect the applicant's ability to comply with the requirements;
- c. severe weather that prevents applicant from complying within the required time frame;
- d. health issues before the applicant (10%) of the County's current annual income, as determined by the US Department of Housing and Urban Development, documented by applicant's last tax return.

3. Appeal of County Manager Action. Every decision of the County Manager shall be subject to review at the instance of any aggrieved party in the Superior Court by presentation in the nature of a petition for writ of certiorari. Such proceedings in the Superior Court shall be initiated within sixty (60) days of the date the decision is approved. Appeals not filed within the time (60) day period are not timely. The Superior Court is authorized to stay enforcement of the ordinance as a result to the matter from which such appeal was filed during the pendency of an appeal from the

decision of the Board of Commissioners upon a hearing and the payment of a bond sufficient to the Clerk of the Board to adequately protect the interests of the County.

C) Upon failure of the owner or occupant of the property, or of the person responsible for placing such solid waste on the property to remove, abate or remedy the nuisance within the period the officer has allowed, pursuant to N.C. General Statute 136A-140 the Board or its Designee shall remove, abate or remedy the nuisance as provided in the notice and change the same directed to the owner and occupant. Perquimans County may exercise the right to have a third party to remove solid waste from the offending property and bill the contractor for the cost, plus reasonable administrative costs. After October 1st 2024 the Board will have the right to have the Board's (10) days.

For the purpose of enforcing the provisions of this article, the Perquimans County enforcement officer or his designee(s) may at all times during regular business hours, Saturdays, and legal holidays excepted, enter upon any premises within the county's jurisdiction, other than within any building expressly exempted for a residence, for the purpose of determining whether or not the provisions of this article are being violated or for the purpose of determining whether or not any notice by the county requiring the abatement of the nuisance has been complied with.

If such expense is not paid by the owner or occupant within ten (10) business days, it shall be a lien upon the land or on premises, which the nuisance exists and shall be collected as unpaid taxes.

Mr. Heath asked the Board to continue to review the document and advise him of any changes that they would like to make. After some discussion, it was the consensus of the Board to proceed with the Public Hearing in December.

HIRING PROCESS FOR ASSISTANT COUNTY MANAGER

Chairman Nelson recognized County Manager Heath who explained that this process was developed with the assistance of Denise Stinagle, NCACC Outreach Associate. The process will be as follows:

1. Advertise for the Assistant County Manager position. We will prepare an Assistant to County Manager job description using our current job description from Human Resources and a copy of a job description provided by Denise Stinagle. They will begin working on potential interview questions which will include the Board's input.
2. Mr. Heath distributed a questionnaire that he would like the Board to complete and return to him by Monday, November 4, 2024, at the Regular Meeting.
3. The job opening will be advertised locally, through NC Association of County Commissioners (NCACC), NC League of Municipalities (NCLM), Virginian Pilot, and GovJobs.com.
4. Mr. Heath asked if the Board was okay to allow Chairman Nelson, Vice Chair Woodard, and County Manager Heath to meet to narrow down the applicants to four (4) to five (5) applications. It was the consensus of the Board to follow this concept.
5. We will advertise in November and take applications through the end of December.
6. Interviews will be held in January.
7. Start date will be February 1, 2025.

This timeline is about a month behind what we had aimed for but it will still allow the new employee to handle a budget process for FY 2025-2026.

LOCATION OF THE NOVEMBER, 2024 MEETING

County Manager Heath informed that Board that, due to the preparation of the Election on November 5, 2024, Board of Elections will be setting up the voting equipment that Monday night. Mr. Heath has already arranged with Michele Lawrence, Librarian, to move the meeting to the open area of the Library.

ADJOURNMENT

Chairman Nelson asked if there were any further comments or business to discuss. There being none, the Work Session was adjourned at 7:50 p.m. on motion made by Charles Woodard, seconded by Timothy J. Corprew and unanimously approved by the Board.

Wallace E. Nelson, Chairman

Clerk to the Board

****Tax Releases: (Hertford)**

Charles & Ann Kennedy **\$147.03**
Furniture for ABnB. Should not have listed.
Account#: 312222 Year 2022

Charles & Ann Kennedy **\$203.53**
Furniture for ABnB. Should not have listed.
Account#: 312222 Year 2023

****Tax Refunds: (Hertford)**

Christopher & Krista Fulghum **\$386.03**
Situs error. Should be registered in Gates Co.
Account#: 75712879 Year 2023

Christopher & Krista Fulghum **\$220.99**
Situs error. Should be registered in Gates Co.
Account#: 75712879 Year 2022

****Tax Releases: (Perquimans)**

Brown's Land Development **\$828.69**
Moved equipment out of Winfall.
Account#: 528137

Charles & Ann Kennedy **\$137.93**
Furniture for ABnB. Should not have listed.
Account#: 312222 Year 2022

Charles & Ann Kennedy **\$200.42**
Furniture for ABnB. Should not have listed.
Account#: 312222 Year 2022

Al & Maragret Chesson **\$2,137.00**
Assessment/sq. footage correction.
Account#: 265753

Richard & Kathy Schlarp **\$889.20**
Assessment/sq. footage correction.
Account#: 491564

Thomas & Carole Fitzgerald **\$745.16**
Assessment correction due to reval.
Account#: 264972

James & Denise Tannehill **\$1,791.40**
Assessment/sq. footage correction.
Account#: 265509

Michael & Cynthia Cheamitru **\$2,968.16**
Assessment/sq. footage correction.
Account#: 266450

****Tax Refunds: (Perquimans)**

Ruston Wayne Howell \$259.44

Vehicle totaled; 9-month refund.

Account#: 67169231

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Brandy Haislip

SOC. SEC. NO.: _____

POSITION: Income Maintenance Caseworker II

DEPT.: Social Services

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

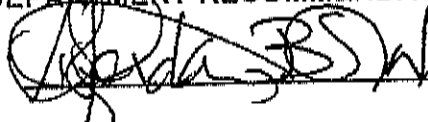
_____ DATE OF EMPLOYEE TERMINATION/RESIGNATION.
Date

X 11/1/2024 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

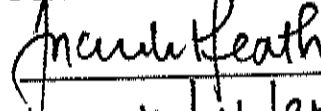
Date GRADE: 63 STEP: 1 SALARY: \$ 36,354.00

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

DEPARTMENT RECOMMENDATION


DATE: October 1, 2024

COUNTY MANAGER APPROVAL


DATE: 10/16/24

FINANCE OFFICER _____

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Tracee Baxton

SOC. SEC. NO.: _____

POSITION: Income Maintenance Caseworker II

DEPT.: Social Services

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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


_____ DATE OF EMPLOYEE TERMINATION/RESIGNATION.
Date

X 11/1/2024 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

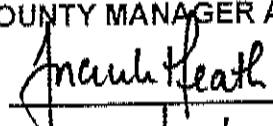
Date GRADE: 63 STEP: 1 SALARY: \$36,354.00

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

DEPARTMENT RECOMMENDATION


DATE: October 1, 2024

COUNTY MANAGER APPROVAL


DATE: 10/16/24

FINANCE OFFICER _____

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Michelle Cassell SOC. SEC. NO.: _____

POSITION: Income Maintenance Caseworker II DEPT.: Social Services

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

NEW EMPLOYEE EFFECTIVE DATE: November 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

COUNTY MANAGER APPROVAL

[Signature]
DATE: October 16, 2024

[Signature]
DATE: 10/16/24

FINANCE OFFICER _____

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Teahna Nixon SOC. SEC. NO.: _____

POSITION: Social Worker III DEPT.: Social Services

*****Ms. Nixon is not fully qualified as a Social Worker III and will be a work against as a Social Worker II for four months*****

NEW EMPLOYEE EFFECTIVE DATE: November 1, 2024

GRADE: 67 STEP: 4 SALARY: \$46,662.00

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

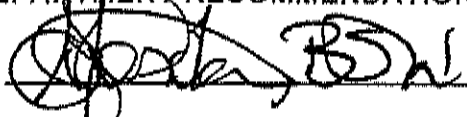
_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS. GRADE: _____ STEP: _____ SALARY: _____

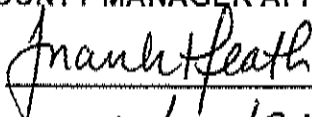
_____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF EMPLOYEE TERMINATION/RESIGNATION. _____

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

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

DEPARTMENT RECOMMENDATION

DATE: October 22, 2024

COUNTY MANAGER APPROVAL

DATE: 10/29/24

FINANCE OFFICER _____

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Brianna Williams

SOC. SEC. NO.: _____

POSITION: Income Maintenance Caseworker II

DEPT.: Social Services

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

X 10/31/2024 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 21, 2024

COUNTY MANAGER APPROVAL
[Signature]
DATE: 10/29/24

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)

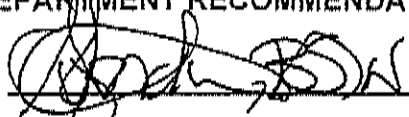
_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: _____ STEP: _____ SALARY: _____

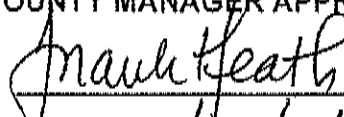
_____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP
Date RAISE. (YEAR 2 3 4)
GRADE: _____ STEP: _____ SALARY: _____

X 11/18/2024 DATE OF EMPLOYEE TERMINATION/RESIGNATION.
Date

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

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

DEPARTMENT RECOMMENDATION

DATE: October 30, 2024

COUNTY MANAGER APPROVAL

DATE: 10/31/24

FINANCE OFFICER _____
DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Rashequa Brooks

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: _____

X 10/14/2024 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 16, 2024

COUNTY MANAGER APPROVAL
[Signature]
DATE: 10/16/24

FINANCE OFFICER _____
DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 10/29/24

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: LISA LAVDEN

SOC. SEC. NO.: _____

POSITION: DMV/TAX CLERK

DEPT.: TAX

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 5B STEP: 5 SALARY: \$ 32,226.64

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ DATE OF EMPLOYEE RESIGNATION/TERMINATION.

11/1/24 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. GRADE: 5B STEP: 6 SALARY: \$ 32,969.00

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

DEPARTMENT RECOMMENDATION

Bill Jammerigs
DATE: 10/29/24

COUNTY MANAGER APPROVAL

Frank Heath
DATE: 10/29/24

FINANCE OFFICER

DATE: _____

COPY

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUND
NO. 10

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 4th DAY OF NOVEMBER, 2024, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2024 - 2025 BUDGET.

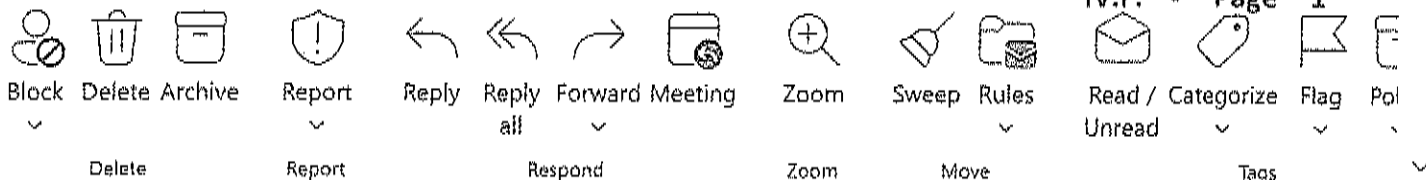
CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-399-000	Fund Balance Appropriation	200,000	
10-690-984	Great Grant Match - Focus Broadband	200,000	
EXPLANATION: To amend FY 24/25 budget to include the Great Grant Match as approved for the Focus Broadband Project.			

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 4th DAY OF NOVEMBER, 2024.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 4th DAY OF NOVEMBER,, 2024.

 Chairman, Board of Commissioners

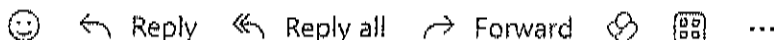
 Finance Officer



Re: RPO Transportation Advisory Committee - Alternate



Frank Heath



To: Mary Hunnicutt

Thu 10/17/2024 4:37 PM

Cc: Angela Welsh (awelsh@albemarlecommission.org)

Start reply with:

- Wonderful! Thank you so much!
- Thank you so much! I really appreciate it!
- Wonderful, thank you!

Yes, I would be happy to.

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

From: Mary Hunnicutt <MHunnicutt@perquimanscountync.gov>
Sent: Thursday, October 17, 2024 4:33:38 PM
To: Frank Heath <frankheath@perquimanscountync.gov>
Cc: Angela Welsh (awelsh@albemarlecommission.org) <awelsh@albemarlecommission.org>
Subject: RPO Transportation Advisory Committee - Alternate

Frank, your term on the above referenced committee is due to expire on November 30, 2024. Are you willing to continue to serve until you retire? If so, please let me know and I will place it on the November Agenda.

Thanks.

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

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



**JANITORIAL SERVICES AGREEMENT
PERQUIMANS COUNTY LIBRARY BUILDING**

THIS AGREEMENT, executed this 1st day of November 2024, between PERQUIMANS COUNTY, NC, Post Office Box 45, Hertford, NC 27944, hereinafter referred to as OWNER and BELINDA SADLER, 507 Main Street, Hertford, NC 27944, hereinafter referred to as CONTRACTOR, in consideration of the mutual covenants and conditions contained herein, OWNER, and CONTRACTOR contract and agree as follows:

1. **SCOPE OF WORK:** CONTRACTOR shall provide services as outlined in the attached Exhibit "A". These services encompass all janitorial needs for the Perquimans County Center for Active Living, located at 1072 Harvey Point Road, Hertford, NC 27944.
2. **COMPENSATION:** The OWNER agrees to pay the CONTRACTOR a total of \$1,200.00 per month. The OWNER agrees to pay the CONTRACTOR monthly. This monthly charge is based on the no consumables (the following is supplied by the OWNER: toilet tissue, multi-fold paper towels, trash can liners and hand soap) as required to satisfactorily perform the janitorial services described in the stated cleaning specifications. The contractor will provide cleaning services for four hours each day, Monday through Friday excluding State holidays.
3. **RISK:** All work performed by CONTRACTOR under this agreement shall be performed entirely at the CONTRACTOR'S risk. CONTRACTOR shall indemnify OWNER for any and all liability, loss, claim or demand arising out of or resulting from the CONTRACTOR's performance under this agreement.
4. **INDEPENDENT CONTRACTOR:** The OWNER and CONTRACTOR intend that an Independent Contractor relationship is created by this agreement, CONTRACTOR shall not be considered an agent or employee of the OWNER, for any purpose, and the OWNER shall not be liable to carry unemployment compensation insurance of worker's compensation insurance on the CONTRACTOR or her employees. The CONTRACTOR will obtain a worker's compensation and personal liability policy for themselves in coordination with requirements determined by the Perquimans County Manager. The OWNER shall not withhold any taxes or Social Security from compensation paid to the CONTRACTOR. The OWNER shall not use the CONTRACTOR exclusively and the CONTRACTOR shall be free to contract with other persons for similar or other services while under contract with the OWNER.
5. **TERM:** This agreement shall continue for a period of one year and may be automatically renewed in successive one year periods. However, this agreement may be terminated by either party by giving 30 days written notice to the other party. In the event the OWNER becomes dissatisfied with the work of the CONTRACTOR, ten (10) day notice, the OWNER may terminate this agreement at any time thereafter.

Being duly executed this _____ day of _____, 2024.

Perquimans County
Wallace Nelson, Chairman
OWNER:

Belinda Sadler
CONTRACTOR

Exhibit "A"

*CLEANING SPECIFICATIONS FOR PERQUIMANS COUNTY CENTER FOR ACTIVE LIVING***DAILY***Office, Open Areas and Meeting Rooms*

- Clean inside/outside of glass doors, partitions and wipe frames.
- Sweep outside walkways
- Vacuum/sweep/mop walk off mats
- Empty all trash containers replacing liners as necessary.
- Clean and sanitize drinking fountains
- Dust mop and spot mop all VCT, ceramic tile or hard surface floors
- Spot vacuum all carpeted areas
- Duts and spot clean furniture and horizontal surfaces

Restrooms and Kitchens

- Clean and disinfect all fixtures, (seats, sinks, toilets, urinals, dispensers)
- Empty trash containers and replace liners daily
- Re-stock paper products and hand soaps
- Clean mirrors
- Spot clean doors, walls and partitions
- Dust/damp wipe horizontal surfaces and partition tops
- Sweep/dust mop floors then wet mop with a disinfectant cleaner
- Disinfect/sanitize door handles and push plates.
- Mop floors with disinfectant cleaner, leaving the floor clean. Special attention will be given to edges where floors and walls meet corners and around toilets.
- Counter tops, tables and chairs to be damp wiped with prescribed cleaner.

Weekly*Offices, Open Areas and Meeting Rooms*

- Extensively clean VCT, ceramic tile and hard surface floors
- Sweep exterior entrances and porch canopies for dirt, dust, bugs and cobwebs
- Detail and power vacuum all carpeted areas
- Dust pictures, furniture (including all bookshelves and stacks) and office equipment
- Spot clean desks and counter tops
- Remove all cobwebs
- Spot clean walls
- Dust desks, file cabinet and credenzas/bookshelves...move pictures and nicknacks (5 rule)
- Clean door frames, kick plates, light switches, fire extinguisher cabinets and like items

Page 3 of 3

- Dust under phones and around computers, do not move wires or move stacks of papers or files
- Wipe down ventilation grills
- Wipe down chair railings and baseboards
- Dust blinds
- Vacuum HVAC vents and returns and clean if accessible by reach with extended duster no higher than six feet.

Security, Access and Key assignments

- Access times: Cleaning is to begin after hours Monday through Friday. Friday clean will be Friday night or over the weekend which allows for more detailing time.
- Access Personnel: Access is limited to Cleaning Service, Belinda Sadler employees that have been approved for access. Personnel assigned keys will be responsible for assuring that no unauthorized personnel enter the facility. NO children under the age of 18 years will be allowed access.
- Key Control: Access keys are to be issued by the Facility Manager and signed upon receipt by the person(s) requiring building access. Key fobs are the sole responsibility of the individual assigned the key. Lost keys must be immediately reported to Cleaning Service, Belinda Sadler. Upon termination, services keys MUST be returned to the Facility Manager. Local law enforcement personnel will retrieve keys not properly and expeditiously returned by the key holder. Keys can only be transferred to authorized Facility or Cleaning Service, Belinda Sadler management.



PERQUIMANS COUNTY BOARD OF COMMISSIONERS

IV.G.2. - Page 1
WALLACE E. NELSON
CHAIRMAN
CHARLES WOODARD
VICE CHAIRMAN
TIMOTHY J. CORPREW
JOSEPH W. HOFFLER
T. KYLE JONES
JAMES W. WARD
W. HACKNEY HIGH, JR.
COUNTY ATTORNEY

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

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

MEMORANDUM

TO: County Commissioners
Hackney High, Jr., County Attorney
All Department Heads:

Tax	Veterans Services	Emergency Medical Services
Finance	Inspections	Senior Citizens
Register of Deeds	Board of Elections	Water Department
Sheriff	Extension	Buildings & Grounds
Social Services	County Manager	
Soil Conservation	Recreation	

FROM: Casey White, Human Resources Coordinator

DATE: October 31, 2024

RE: 2025 HOLIDAY SCHEDULE

Below is the holiday schedule for the year 2025. Please distribute to your department. If you have any questions, please let me know.

2025 HOLIDAY SCHEDULE		
HOLIDAY	OBSERVANCE DATE	DAY OF THE WEEK
New Year's Day	January 1, 2025	Wednesday
Dr. Martin Luther King, Jr. Day	January 20, 2025	Monday
Good Friday	April 18, 2025	Friday
Memorial Day	May 26, 2025	Monday
Independence Day	July 4, 2025	Friday
Labor Day	September 1, 2025	Monday
Veterans Day	November 11, 2025	Tuesday
Thanksgiving	November 27 & 28, 2025	Thursday & Friday
Christmas	December 24, 25 & 26, 2024	Wednesday, Thursday & Friday

Perquimans County's Vision:

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



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

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

**PERQUIMANS COUNTY
TAX DEPARTMENT**

October 30, 2024

Board of County Commissioners:

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

I would also like to be present to support Lisa Layden in her 5-year celebration of working with Perquimans County as our DMV/Tax Clerk.

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

Bill Jennings
Perquimans County
Tax Administrator
252.426.7010 Phone
252.426.3624 Fax

Perquimans County Planning & Zoning Staff Report
By Rhonda Repanshek, Planner
For November 4, 2024 County Commissioner Meeting

SUBJECT: Review of Multiple Flag-Lot Proposal for Tax Parcel # 4-0055-0074, requested by Mamie Wilson. Subject property is a division of family land with a proposed access greater than 1,000 feet long.

Project Description/ Research & Analysis

Background:

Mamie Wilson is proposing to divide property between her children and a grandchild. Katrina Mann, one of the children, is the contact who first visited the Planning and Zoning office prior to September 2023.

General Information:

The parent parcel is zoned rural agriculture, RA. Each individual flag lot is approximately 5 acres, and their proposed size and shape fit current subdivision requirements. Because the access is longer than 1,000 feet, the minimum required access width is 45 feet, which is shown on the preliminary survey. A Shared Access/Maintenance Agreement is required per Subdivision Regulations section 402(B)(9)(c) and has been received in rough-draft form. Proposed flag lots A-3 and A-4 are expected to remain in agricultural practices for the foreseeable future.

Subdivision Regulation section 108 requires proposed subdivisions to comply with the Coastal Resources Commission ratified Land Use Plan. According to the Land Use Plan's Projected Future Land Use map Exhibit IX-B, the subject area is zoned *Residential Agricultural*, which means the predominant land use is low density residences dispersed among farmland and open spaces. Staff believes the proposed layout complies.

County Water Department Director comments were received September 2024 whereby Planning was informed that the proposed flag lots will be restricted to two water meters at Mill Road. The remaining parcels will have the opportunity to install wells if Albemarle Regional Health Services approves them or applicants could install a county watermain at their own expense.

Our local Soil and Water technician would not change much regarding drainage. He said existing field ditches are in place and it looks like most of the land would drain south towards Deep Creek. Parcel A-1 and part of A-2 may drain towards the road ditch and follow Mill Road until it hits the main ditch leading towards Mill Creek. Small swales on the property lines would be beneficial, but he would mainly focus on crowning the parcels, so they drain towards the existing field ditches.

Due to the possibility of three houses being built on that tract in the long-term future, the applicant has chosen to name the 45-foot-wide access now. Perquimans County Addressing Ordinance section 6.01 stipulates that Planning Board has the authority to approve private road

names, whereas County Commissioners approve public road names. Planning Board members approved 'Mamie Lane'; the name submitted by family members.

Why the case needs Planning Board and BCC approval:

County Subdivision Regulations section 402(B)(9) states, "Requests for the creation of more than one flag lot from the same parcel shall be reviewed by the Planning Board using the Major Subdivision review procedures", which is an administrative decision-making procedure.

Recommendations

Planning Board members unanimously found the proposed flag lots to be consistent with subdivision requirements and unanimously recommend approval of the flag lot configuration as presented for Tax Parcel 4-0055-0074, with the condition that parcel A-1 be considered a minor subdivision and all flag lots be considered gift lots.

Suggested Motions

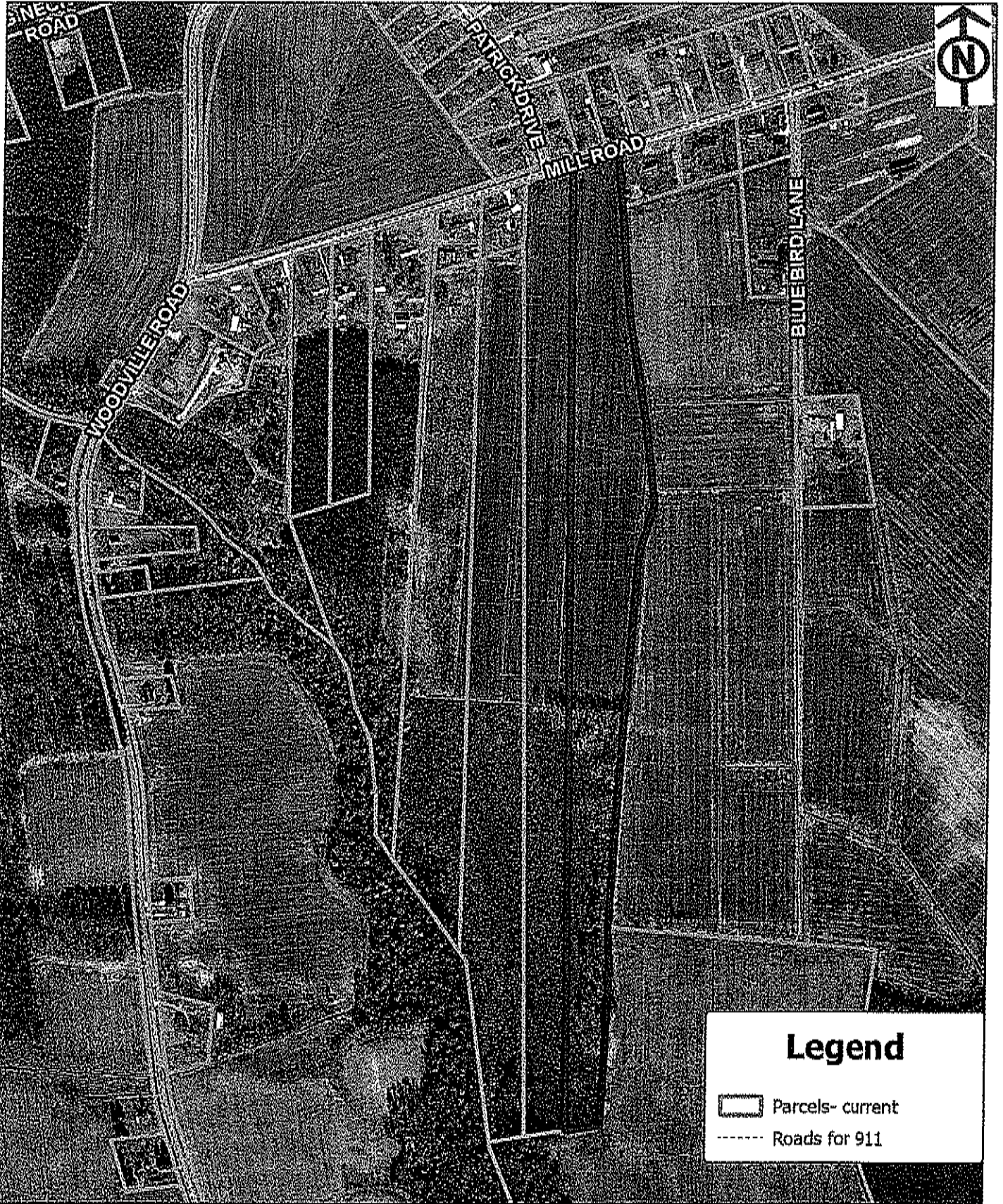
The Board of County Commissioners is requested to consider using the following script to form the desired motion to recommend approval or denial of the case, as follows:

Motion to find proposed lots to be consistent with subdivision requirements and approve flag-lot configuration as presented for Tax Parcel # 4-0055-0074 with the condition that parcel A-1 be considered a minor subdivision and all flag lots be considered gift lots.

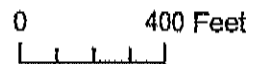
A motion to deny this case would utilize the above-noted motion stated in the negative tense with a reason clearly stated.

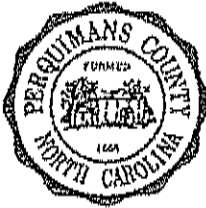
ATTACHMENTS: 1) GIS Location Map
 2) Application including preliminary plat

Perquimans County, NC by RR Current Time: 10/2/2024 2:09 PM



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





Minor Subdivision Application

OFFICIAL USE ONLY
 Date Received: 9-13-2024 Received By: RR Confirmed By: _____
 Parcel No(s): 4-0055-0074
 Current Zoning District: RA rural ag
 Future Land Use Map Designation: Residential reg.
 Proposed Number of Lots: 4 Is residual parcel over 10 acres? AD
 If not, remind applicant to request ARHS's preliminary approval of residual lot when applying for perc. test for proposed lot(s) Date Completed: _____

Property and Land Use Information

Title of Minor Subdivision Survey: Minor Subdivision for Mamie G. W. Miller, Heirs
 Location/Street Address: 162 Mill Road, Hertford, NC 27944
 Parcel Number(s): 4-0055-0074
 Parent Parcel Acres: 16.12 Proposed New Parcel Acres: Parcel A-1 - 1 acre } minor
Parcel A-2 - 5 acre } gifts
Parcel A-3 - 5 acre }
Parcel A-4 - 5.14 acre }
 Linear Street Frontage of Proposed Parcel(s): _____
 Proposed Number of Lots: 4
 Water system proposed (circle one): County / Private Well / Both / Other: County
 Sewage system proposed (circle one): In-ground septic / Sewer / Other: In-ground Septic
 Ownership of the property is evidenced by deed recorded in Real Estate Book 306, Page 725 OR Will File Number _____ in the Perquimans County Registry

Contact Information

I HEREBY CERTIFY THAT ALL INFORMATION CONTAINED IN THIS FORM IS CORRECT:

Owner/Authorized Applicant:

Name: Mamie G. Wilson f/k/a Mamie G. W. Miller

Phone: 252-548-7539 Email: _____

*Signature: Mamie G. Wilson

*Date: 8/30/24

Owner/Authorized Applicant:

Name: _____

Phone: _____ Email: _____

Signature: _____

Date: _____

OWNER'S AUTHORIZATION FORM MUST BE ATTACHED IF APPLICANT IS NOT THE OWNER

NAME AND ADDRESS OF PERSON TO RECEIVE ALL CORRESPONDENCE REGARDING THIS APPLICATION:

Name: Gunther Law/Casey Bynum Mailing Address: 147 N. Church Street, Hertford, NC 27944

Phone: 252-426-2006 Email: casey@guntherlaw.com

To demonstrate compliance with Section 303 of the Perquimans County Subdivision Regulations, the Applicant hereby submits this Application Form and additional information:

<input checked="" type="checkbox"/>	Application Form and, if applicable, a signed and notarized Owner's Authorization Form
<input checked="" type="checkbox"/>	Boundary Survey with Certification Statements and references to residual parcel, if any. (See Note #1 below).
<input checked="" type="checkbox"/>	Proposed sewage system/perc. test permit #: _____ (per Section 402B, item 4, page 36, of the Subdivision Regulations).
<input checked="" type="checkbox"/>	Attached copy of relevant information from will/estate file, if applicable.

This section to be completed by Planning and Zoning:

<input checked="" type="checkbox"/>	Water Availability: _____
<input checked="" type="checkbox"/>	Review and consultation with Soil & Water Conservation staff
<input checked="" type="checkbox"/>	Proposed drainage improvements: _____ Attach a letter of review from Perquimans Soil & Water Conservation District. May need to establish drainage easements on the property lines depending upon drainage plan requirements.
<input checked="" type="checkbox"/>	Disclosure statement referencing Perquimans County Subdivision Regulations, Sections 402 (B), item 5; 402(D), item 1; 402(I); and 402(J)
	Other (specify): _____
	\$50.00 Abbreviated Plat Review Fee
	Water Facility Fee(s) – Up to and including four (4) or six (6) lots per parent tract @ \$500 each, and where Major Subdivisions are permitted, a fee of \$2,500 per lot for any parent tract over four (4) or six (6), pursuant to Section 303.1 of the Subdivision Regulations, and Note #2 below.

NOTES: (1) Per Section 303.1(B), any lot of less than 10 acres, including any residual parcel, must obtain a certificate or letter from the Health Department stating that a septic system may be approved for the lot(s); and (2) Per Section 303.2, all lots subdivided from a tract since December 31, 1998 shall be included in determining when the maximum number has been reached and when full review procedure shall be required.

OWNER'S AUTHORIZATION FORM

NOTE: IF THE APPLICANT REQUESTING A MINOR SUBDIVISION FOR A PARTICULAR PIECE OF PROPERTY IS NOT THE ACTUAL OWNER OF THE PROPERTY, THE ACTUAL OWNER MUST COMPLETE THIS FORM. IF THE PERSON WHO IS REQUESTING A MINOR SUBDIVISION IS THE OWNER, PLEASE DISREGARD THE FORM.

Dear Sir or Madam:

I am/We are the owner(s) of the property located on/at 162 Mill Road, Hertford, NC 27944

I/We hereby authorize Gunther Law/Casey Bynum to appear with my/our consent before the Planning and Zoning Administrator and the County Manager in order to request a minor subdivision at this location.

I/We authorize you to advertise and present this matter in my/our name(s) as the owner(s) of the property. If you have questions or need more information, please contact me/us at address 286 Woodland Church Road Hertford, NC 27944 or by telephone at 252-548-7539.

Respectfully yours,

Owner's Printed Name: Mamie G. Wilson f/k/a Mamie G. W. Miller

*Owner's Signature and Date: Mamie G. Wilson / 8/30/24

Owner's Printed Name: _____

Owner's Signature and Date: _____

Sworn to and subscribed before me, this the 30 day of August, 2024.

Notary Public [Signature] County of Perquimans

State of North Carolina

My commission expires: July 28, 2029

RACHEL S. GUNTHER
NOTARY PUBLIC
Perquimans County
North Carolina
My Commission Expires July 28, 2029

Permit: 401420

PIN:



Perquimans

REPAIR

NOT TO SCALE

Owner:
BOGUE, JAMES WILLIAM III
1005 WOODVILLE RD
HERTFORD, NC 27944

Applicant:
BOGUE, JAMES WILLIAM III
1005 WOODVILLE RD
HERTFORD, NC 27944

LTAR: 3
Water: PUBLIC

SINGLE FAMILY

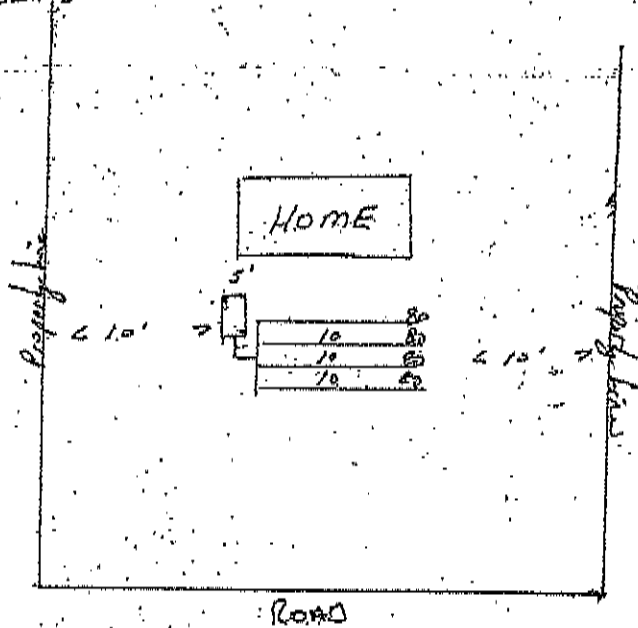
GPD: 580
B. Odom

Location:

174 MILL RD Beside
Lot A-11

- 1000 gallon Tank
- 4 lines
- 80' long
- 10' centers
- 3' Trenches
- Note all information on back of Permit
- Note all setbacks on back of Permit

- Backfill 5' with SAND
- Use proper landscaping to prevent surface water from standing



Authorized Agent:

[Signature]
Hollowell, Ralph

Date: 10/12/2023

Approved:

Date: _____



Gift of Property Application

OFFICIAL USE ONLY
 Date Received: 7-13-2024 Received by: RR
 Date Completed: _____ Confirmed by: _____
 Subject Property Tax Map No.: 4-0055-0074
 Proposed number of lots: 4 Is residual parcel over 10 acres? no
 If no, remind applicant to request ARHS's preliminary approval of residual lot when applying for septic tank permit for proposed lot(s).

Contact and Survey Information

Title of Survey: Minor Subdivision for Mamie G. W. Miller, Heirs
 Property Owner(s): Mamie G. Wilson f/k/a Mamie G. W. Miller
 Mailing Address: 286 Woodland Church Road, Hertford, NC 27944
 Phone: 252-548-7539 Email: _____

Owner(s) Request and Signature(s)

I/We hereby certify that I/we am/are the owner(s) of the property located at 162 Mill Road/4-0055-0074. I/We hereby request a Deed of Gift Subdivision at this location. I/We acknowledge that this Application is for a single lot to my/our child or grandchild. Furthermore, I/we acknowledge that this is the one and only such gift in Perquimans County given to this child or grandchild from me/us during the last ten (10) year period and that the resultant lot is equal to or exceeds the standards of the County as shown in the Subdivision Regulations and that restrictions are placed pursuant to Section 801A (6) of the Perquimans County Subdivision Regulations in the Deed of Gift to the child or grandchild. As the owner(s) of the property, I/we request approval of the proposed Deed of Gift and related Boundary Survey.

Respectfully yours,

Mamie G. Wilson
 Signature of Owner/Grantor

8/30/24
 * Date

Signature of Owner/Grantor

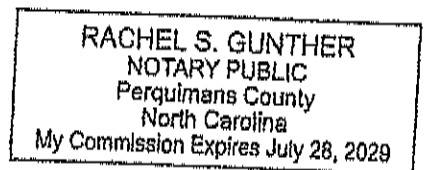
Date

Sworn to and subscribed before me, this the 30 day of August, 2024.

Notary Public Rachel S. Gunther County of Perquimans

State of North Carolina

My commission expires: July 28, 2029



**APPLICATION FOR GIFT OF PROPERTY
CHECKLIST OF INFORMATION AND ITEMS NEEDED PRIOR TO APPROVAL & RECORDATION
OF BOUNDARY SURVEY**

To confirm compliance with Section 801(A)(6) of the Perquimans County Subdivision Regulations, complete and return pages 1 and 2 of this Application for Gift of Property, and provide additional information, as follows:

- Completed application
- Copy of proposed Deed of Gift
- Boundary Survey with Certification Statements and references to residual parcel, if any (see Note #1 below).
- Water availability: for 2 lots. Others need wells,
- Proposed sewage system: septic permit # 401420 (attach ARHS's septic system permit or preliminary approval if applicable) perc. tests nos. 403452 and 403451
- My/our ownership of parent tract is evidenced by deed recorded in Real Estate Book 306, Page 725
OR Will File Number _____ (Attach copy of relevant section of will), Parcel A on Pt. 2-131-2
- My/our parent tract is Parcel No. 4-0055-0074
- Size of Parent Tract: 16.12 acres.
- Linear street frontage width: 185.74' and depth: 3658.85' of parent tract.
- Proposed acres of gift parcel: see attached preliminary survey
- Proposed street frontage width: 186.44' and depth: see attached preliminary survey of gift parcel.
(different surveyor)

FOR OFFICE STAFF USE

- Parent tract zoned: RA. Future Land Use Classification: Residential ag.
- Review and consultation with Soil & Water Conservation staff email replied 9/23/2024.
- May need to establish drainage easements on property lines depending upon Drainage plan requirements.
- Disclosure statement referencing Section 402(B)(5), 402(D)(1), 402(I), and 402(J) of the Perquimans County Subdivision Regulations regarding grading, drainage and erosion control.
- Other (Specify): _____
- Other (Specify): _____

NOTES: (1) Per Section 303.1(B), any lot of less than 10 acres, including any residual parcel, must obtain a certificate or letter from the Health Department stating that a septic system may be approved for the lot(s); and (2) Per Section 303.2, all lots subdivided from a tract since December 31, 1998 shall be included in determining when the maximum number has been reached and when full review procedure shall be required.

ALBEMARLE REGIONAL HEALTH SERVICES

403452

Applicant:

BOGUE, JR, JAMES
194 ABINDING WAY
RIO, WV 26755

Owner:

BOGUE, JR, JAMES
194 ABINDING WAY
RIO, WV 26755

Site Location:

162 MILL RD LOT 2
HERTFORD, NC

GPD: 360 LTAR: 0.300 Classification:

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

To obtain an Authorization to Construct:

- * Submit a plat or scale drawing of the lot, showing location and dimensions of all property lines, proposed structures and driveways
- * Submit a copy of deed or contract to purchase
- * Sign legal documents agreeing to the inspection and maintenance requirements of the Albemarle Regional Health Services Management Entity
- * Pay permit fee of \$450

Comments:

EHS:

per Ralph Hollowell
Hollowell, Ralph

Date: 12/01/2023

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

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

ALBEMARLE REGIONAL HEALTH SERVICES

403451

Applicant:

MANN, KATRINA
624 BEECH SPRINGS RD
HERTFORD, NC 27944

Owner:

MANN, KATRINA
624 BEECH SPRINGS RD
HERTFORD, NC 27944

Site Location:

162 MILL RD LOT 3
HERTFORD, NC

GPD: 360 LTAR: 0.300 Classification:

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

To obtain an Authorization to Construct:

- * Submit a plat or scale drawing of the lot, showing location and dimensions of all property lines, proposed structures and driveways
- * Submit a copy of deed or contract to purchase
- * Sign legal documents agreeing to the inspection and maintenance requirements of the Albemarle Regional Health Services Management Entity
- * Pay permit fee of \$450

Comments:

EHS:

per Ralph Hollowell
Hollowell, Ralph

Date: 12/01/2023

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

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

ALBEMARLE REGIONAL HEALTH SERVICES

403455

Applicant:

BOGUE 3RD, JAMES
1005 WOODVILLE RD
HERTFORD, NC 27944

Owner:

BOGUE 3RD, JAMES
1005 WOODVILLE RD
HERTFORD, NC 27944

Site Location:

162 MILL RD LOT 4
HERTFORD, NC

GPD: 360 LTAR: 0.300 Classification:

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

To obtain an Authorization to Construct:

- * Submit a plat or scale drawing of the lot, showing location and dimensions of all property lines, proposed structures and driveways
- * Submit a copy of deed or contract to purchase
- * Sign legal documents agreeing to the inspection and maintenance requirements of the Albemarle Regional Health Services Management Entity
- * Pay permit fee of \$450

Comments:

EHS:

per Ralph Hollowell
Hollowell, Ralph

Date: 12/01/2023

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

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

Perpetual Access Easement (Mill Road) across portion of Perquimans County Tax Parcel 4-0055-0074 to provide ingress and egress and utilities to Mill Road for Perquimans County Tax Parcel 4-0055-0074 and all future subdivided properties created from 4-0055-0074

PREPARED BY/RETURN TO:

Rachel S. Gunther, Esq.
147 N Church Street
Hertford, NC 27944

PERPETUAL SHARED ACCESS AGREEMENT AND EASEMENT

THIS PERPETUAL SHARED ACCESS AGREEMENT AND EASEMENT, made this ___ day of _____, 2023, by and ~~and~~ MAMIE G. WILSON, Grantor, party of the First Part, and JAMES BOGUES, JR., JAMES BOGUES, III, and KATRINA MANN, Grantees, Party of the Second part.

WITNESSETH:

WHEREAS, MAMIE G. WILSON, party of the First Part, is the owner of the property known as Perquimans County Tax Parcel 4-0055-0074, located in Perquimans County, North Carolina, and identified as 1315 Belvidere ~~Road~~ ¹⁶² Mill Road, Hertford, NC 27944, consisting of 16.12 acres. _{Road 162}

WHEREAS, JAMES BOGUES, JR., JAMES BOGUES, III, and KATRINA MANN, parties of the second part, are future owners of the parcel subdivided from the parent parcel identified as 4-0055-0074, located in Perquimans County, North Carolina.

WHEREAS, this is a Shared Access Agreement and Easement between MAMIE G. WILSON and JAMES BOGUES, JR., JAMES BOGUES, III, and KATRINA MANN. The parties hereto are the owners of adjoining properties and desire to create a shared access agreement

and easement to provide mutual benefit of ingress and egress purposes for the properties to access Belvidere Road.

Mill

WHEREAS, four tax parcels are using the same 45-foot private right of way shown on survey recorded in Plat Cabinet _____, Slide _____ of the Perquimans County Public Registry, and all landowners of these four parcels agree to maintain the roadway access and allow free passage of current and future landowners over the 45-foot private right of way.

WHEREAS, the Parties desire that this Perpetual Shared Access Agreement and Easement be used for Ingress and Egress, and utility purposes, and shall run with the land benefiting the current and future owners of the parcels. The current and future owners of the parcels currently referred to as Perquimans County Tax Parcels 4-0055-0074 and all future subdivided parcels shall be required to maintain the 45-foot private right of way that benefits their respective property.

The purpose of this Perpetual Shared Access Agreement is to establish the 45-foot private right of way as shown on Plat prepared by Thomas A. Stokely, Registered Surveyor, PLS L-5216, dated January 11, 2024, and entitled "Minor Subdivision Mamie G. W. Miller, Heirs, D.B. 306, PG. 725 - P.C. 2, Sl. 131-2, PID: 4-0055-0074, New Hope Township, Perquimans County, North Carolina". Said Plat also shows the subdivision and creation of the following properties identified as follows:

- ? can't be correct. It should be a fill in the blank

Parcel A-1 consisting of 1.00 acre

Parcel A-2 consisting of 5.00 acres

Parcel A-3 consisting of 5.00 acres

Parcel A-4 consisting of 5.14 acres

NOW, THEREFORE, for and in consideration of the sum of Ten Dollars (\$10.00), cash in hand paid, and other good and valuable consideration, the sufficiency and receipt of which is hereby acknowledged by the Grantors, the Grantors do hereby grant and convey unto the Grantee, the following described Perpetual Shared Access Agreement and Easement, to-wit:

The Easement shall be subject to all covenants, conditions, restrictions and other easements of record insofar as they may legally affect the Easement.

[THE REST OF THIS PAGE IS INTENTIONALLY LEFT BLANK, AND SIGNATURES OF THE PARTIES ARE ON THE FOLLOWING PAGES.]

(8) All lots shall conform to the minimum standards or dimensions noted herein and those contained in an applicable zoning ordinance, building codes, and other official regulation.

→ (9) Flag Lots shall be approved only where the configuration of the parcel or site features warrant such a lot design. Authorizing a flag lot design is intended to accommodate a particular extenuating circumstance which makes conventional lot design infeasible. Therefore, flag lots should be judiciously approved. Requests for the creation of more than one flag lot from the same parcel shall be reviewed by the Planning Board using the Major Subdivision review procedures. Flag lots requirements are as follows:

- (a) Access shall be provided from the public road or an approved private road to the flag lot by means of an easement with a minimum width of 25 feet along the "pole."
- (b) The area inside the "Flag" portion of the lot must satisfy the minimum lot area requirements for a conventional development within the underlying zoning district." The area considered the "Flag Pole" consists of that area from the road right-of-way to the "Flag" portion of the lot. Any access over 1,000 feet shall be a minimum of 45 feet wide and meet all NCDOT standards.
- (c) Use of a single driveway to serve a flag lot and an adjoining conventional lot is permitted provided that a Shared Access Agreement is recorded in the Register of Deeds Office on the plat or in a separate document, in order to acknowledge the conditions under which the shared access will operate. The preferred location for the driveway is in the flagpole easement, with the Flag Lot granted an access easement over the flagpole.
- (d) The flag portion of the flag lot must satisfy the minimum yard requirements of the applicable zoning district. The "building setback line" for the Front Yard runs parallel to the street and is measured from within the "Flag" part of the lot, not the "pole" part.
- (e) Where applicable, a Driveway Permit shall be required from the North Carolina Department of Transportation (NCDOT). Failure to obtain a driveway permit shall result in denial of the flag lot.
- (f) The minimum separation between the flagpole portion of the lot and the flagpole portion of another flag lot shall be guided by the minimum design standards governing lots.

C) Blocks

Blocks shall be laid out with special attention given to the type of use contemplated.

D) Easements

Easements centered on rear or side lot lines shall be provided for utilities where necessary and shall be at least 10 feet wide.

- (1) Where a subdivision is traversed by a water course, drainage way, channel or stream, there shall be provided a storm water easement or drainage right-of-way conforming substantially with the lines of such water course, and such further width or construction, or both, as will be adequate for the purpose. Parallel streets or parkways may be required in connection therewith.

SECTION 704. AREA, YARD and HEIGHT REQUIREMENTS TABLE (page 1 of 4)

DISTRICT	MINIMUM LOT SIZE				MINIMUM YARD SETBACKS			MAXIMUM BUILDING HEIGHT
	SIZE	WIDTH	DEPTH	FRONT	INTERIOR SIDE	REAR		
RA	32,500 sq. ft.	125 feet	150 feet	30 feet	15 feet	30 feet	35 feet	
	See exceptions at Note 2 and Section 701 See exceptions at Note 2 and Section 702 See exception at Section 703 See Note 3							
	Corner Lots Abutting Side Street: Accessory Structures: - From Street Right-of-way:							
HA	43,000 sq. ft.	125 feet	150 feet	30 feet	15 feet	30 feet	35 feet	
	Corner Lots Abutting Side Street: Accessory Structures: From Street Right-of-way:							
				25 feet	10 feet	10 feet	See Note 3	
				20 feet	20 feet	20 feet		

1 Not including fences and walls. Limited to two (2) accessory buildings in front yard and minimum 100 ft. setback to road right-of-way; section 1108 *Accessory Building or Garage on Vacant Lot for Residential Storage* (Use takes precedence over this sentence. Accessory buildings in front yard, detached carports and garages must meet side and rear yard setbacks for the principal building.

2 Additional yard setbacks shall apply to properties fronting on major thoroughfares (40 feet) and waterways (30 feet).

3 The height of residential structures shall be measured as the vertical distance from the highest adjacent grade to the mid-point of the highest roof height.

Perquimans County Subdivision Regs.
 section 801 Definition of a subdivision
Exemptions from the definition

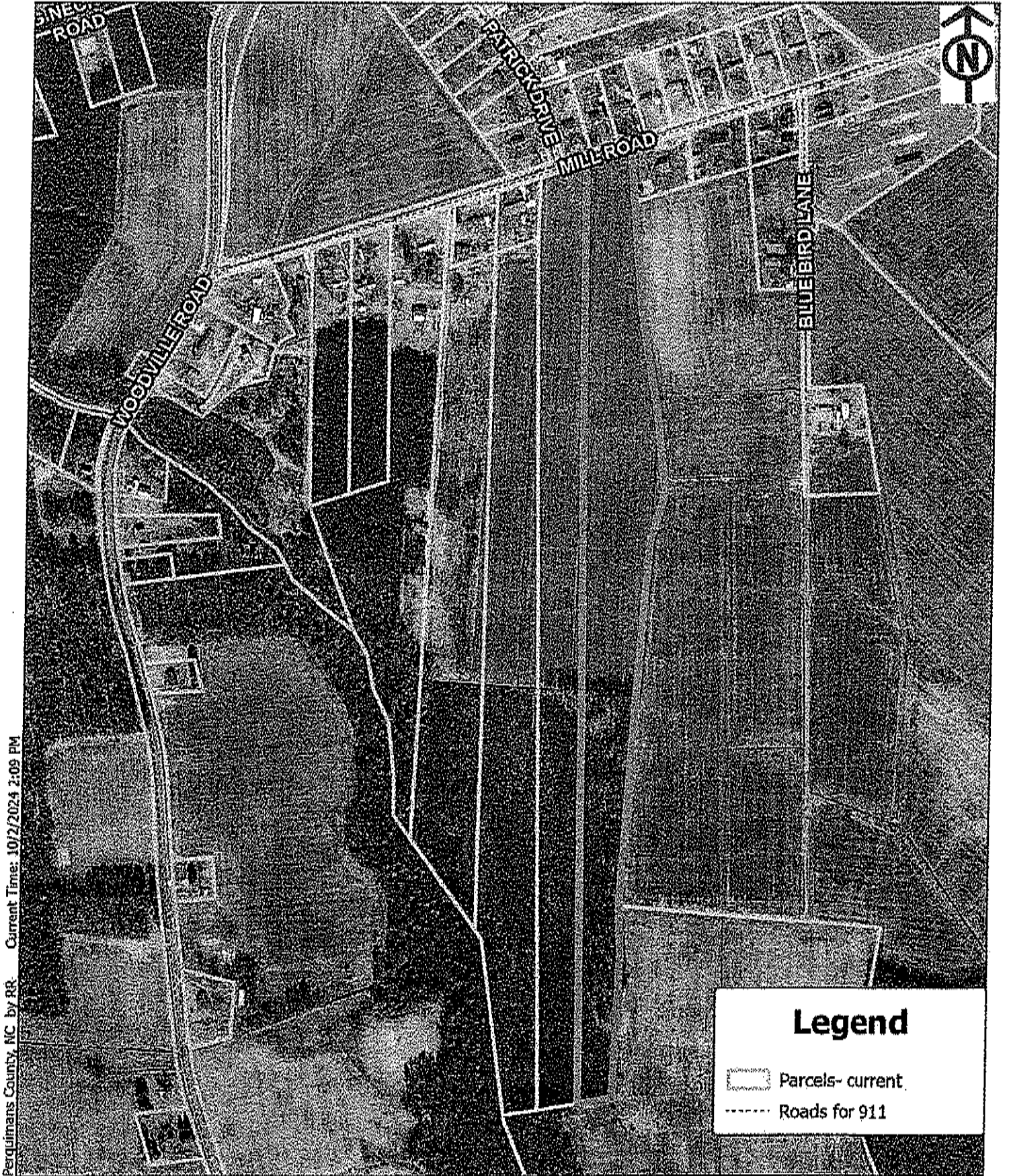
- 6) The gift by a property owner of a single lot to his or her child or grandchild or to each of his or her children or grandchildren where no new road is involved, provided that only one such gift per child or grandchild be made during a ten year period and where the resultant lot is equal to or exceeds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

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

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

- 7) The combination, recombination or reconfiguration of previously subdivided and recorded lots if the total number of lots is not increased, the nonconforming sizes of the resultant lots are equal to the original nonconforming lot sizes, and no other new conformities of any kind are created. (Example: Lot A is 10,000 square feet and Lot B is 12,000 square feet. These lots may be reconfigured such that Lot A is now 12,000 square feet and Lot B is 10,000 square feet. However, a reconfiguration that results in Lot A being, say, 8,000 square feet and Lot B being 14,000 square feet would not be allowed as the resultant lot sizes are not equal to the original lot sizes. Similarly, an otherwise permitted reconfiguration that caused an existing structure to violate current setback requirements or other regulations would not be permitted as the reconfiguration created a new nonconformity).
- 8) The combination or reconfiguration of previously subdivided and recorded lots if the total number of lots is decreased and the size of the resultant lot(s) are equal to or greater than the originally recorded lots size and no other new nonconformities of any kind are created. Example: two nonconforming lots of 5,000 square feet are combined into 1 lot of 10,000 square feet.

Any combination, recombination or reconfiguration requested under Subsections 7 and 8 shall use a Deed of Combination or Affidavit of Combination provided by the Applicant's attorney. In addition, requests made pursuant to Subsections 7 and 8 may be referred, at the discretion of the Subdivision Review Officer, to the Planning Board and/or Board of County Commissioners for review and action



Perquimans County, NC, by RR. Current Time: 10/2/2024 2:09 PM

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

0 400 Feet
[Scale bar showing 0 to 400 feet]



Action Needed for NCACC Legislative Goals Conference

From Alisa Cobb <alisa.cobb@ncacc.org>
Date Thu 10/24/2024 1:58 PM
To County Clerks <countyclerks@ncacc.org>

Good Afternoon, County Clerks to the Board,

The NCACC Legislative Goals Conference will be held Nov. 14-15, 2024, in Wake County at the Marriott Raleigh Crabtree Valley. Each county will be entitled to vote on legislative goal proposal submissions brought before the membership. Voting will take place Nov. 14-15.

To facilitate the voting process, we ask that each county designate one voting delegate (and optional alternate voting delegate) using this link prior to the Legislative Goals Conference by Tuesday, Nov. 12, close of business. If you have questions regarding your voting delegate designation, please email me at alisa.cobb@ncacc.org or call me direct at (919) 715-2685.

We are also swiftly approaching the deadline for our hotel reservation block. Please reserve a hotel room using this link for any attendees by end of day tomorrow, Oct. 25, to ensure the group rate.

Thank you for your assistance and we appreciate all you do to help us make this a successful event.

Regards,



North Carolina
Association of
County Commissioners

Alisa Cobb

Senior Administrative Assistant
Phone (919) 715-2685
www.ncacc.org



Submit County Voting Delegates

At the Legislative Goals Conference, voting delegates from each county will have the opportunity to cast your county's vote on the legislative goals proposals. **Please submit the voting delegate that will represent your county at the Goals Conference by _____ or the button below.** [For county voting delegate information, please reach out to Alicia Cobb.](#)

SUBMIT VOTING DELEGATE



Goals Conference Agenda

THURSDAY, NOV. 14

- 8:30 a.m. — Check-In & Registration
- 10 a.m. — Welcome Remarks from Guest Speaker
- 10:45 a.m. — Political Landscape Panel
 - *Come hear from county commissioners now serving in the North Carolina General Assembly on their experiences in multiple levels of government and expectations in the upcoming legislative biennium.*
- 12 p.m. — Networking Lunch
 - *This networking lunch will give you the opportunity to fellowship with fellow county commissioners before the voting session.*
- 1 p.m. — Voting Session
 - *This session will include robust discussion and voting on proposed legislative goals that ultimately make up NCACC's 100 county legislative agenda for the next biennium. Your engagement and participation are vital in this collaborative process.*

- 3 p.m. — Break
- 5:30 p.m. — Reception
 - *Join your NCACC staff and fellow commissioners for conversation and heavy hors d'oeuvres.*

FRIDAY, NOV. 15

- 7:30 a.m. — Check-In & Registration
- 9 a.m. — Voting Session
 - *This session will be a continuation from the previous day. Prior to adjournment, delegates will individually select their top five priorities.*
- 10 a.m. — Break
- 12 p.m. — Adjourn

For information about the proposed legislative goals or conference agenda, please send an email to steeringcommittees@ncacc.org.

Note: We understand how deeply Hurricane Helene has affected our counties, and we truly appreciate your understanding and flexibility as we work to support them during this challenging time. Thank you for everything you do for our counties and the Association. If you have any recovery questions, need help from us or have resources to share with the counties, please email HeleneRecovery@ncacc.org.

Remember, we're all in this together!



PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES

P.O. BOX 107
Hertford, North Carolina 27944
Phone 252-426-7373 - FAX 252-426-1240

SOCIAL SERVICES BOARD
Teressa Blanchard, Chair
Charles Woodard
Thelma Finch-Copeland
James Ward
Fondella Leigh

DIRECTOR
Angela S. Jordan

BUDGET AMENDMENT REQUEST

October 28, 2024

Good Evening,

As you may recall, during the 2024 – 2025 Perquimans County Department of Social Services' budget presentation on May 2, 2024, I requested one additional staff member, a Social Worker (SW) III, Foster Care/Child Protective Services (CPS) position, however, the request was denied. I also requested a reclassification of the Social Worker II position that had been approved in the fiscal year 2022-2023, that request was approved. Thus far this fiscal year, I have had one Social Worker resign, an Adult Protective Services (APS) Worker, SW III. The Social Worker who held the SW II position applied for the vacant APS, SW III position and was promoted, leaving the SW II position vacant. On August 19, 2024, I submitted the reclassification request to OSHR. That request was approved on September 26, 2024.

On Thursday, September 12, 2024, I was notified by OSHR that the reclassification of the SW II position to a SW III would require me to commit that position to a dedicated service. In an attempt to provide assistance to Candice, the only Permanency Planning/Foster Care worker, who is drowning, I dedicated that position primarily to Adoptions and Licensing instead of to CPS In-Home Services and Intake. My hope had been that I would still be able to utilize that position as the "help" position for all the same programs as when it was a SW II position, however, that is no longer a possibility.

On Tuesday September 17th, our two RCWSs (Regional Child Welfare Specialists) for Permanency Planning and Safety visited our agency for the monthly consultation. They informed us that based on Candice's caseload size, we are out of compliance with the NCAC (North Carolina Administrative Code) Minimum Standards. They stated there is no way Candice, can effectively and efficiently complete all the duties that are required for the position, nor can she

Perquimans County's Vision:

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



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be providing quality visits with our foster children with her caseload being so high. They further informed us that we are out of compliance as well with our Supervisor to Staff ratio. They stated that we need another Social Worker to assist Candice with the caseload of, at that time 18, as well as another Supervisor because of the number of Social Workers we have currently. After leaving, they sent the NCAC Minimum Standards which I have included. I have highlighted the areas that pertain to us, which show that "Agencies providing family foster care services may combine the duties of the Social Worker or Case Manager and Licensing Worker and serve no more than ten children and ten foster families." To date, we have 19 foster children, four foster families that she supervises, three other foster families that she serves, and four kinship families that she has to serve. It also shows that "There shall be one additional Supervisor for every one to five Social Workers or Case Managers." We currently have six Social Workers, therefore, even without the addition of a new SW position, we are still mandated to have another Supervisor. While I have found a solution to one issue, it has created another. We are now without a position to assist with the CPS and the APS positions.

I again come to you, this time with the request that you approve two new positions, one being a Social Worker III and the other a Social Work Supervisor (SWS) III. These level positions will support the growing trends of our entire Social Work Program and the approval of both will ensure that we are meeting NCAC Minimum Standards as well. I understand that there may be some concern that our caseloads may lower, however, that is not likely to be the case and there will be no shortage of work for any of the Social Workers or Supervisors. In August 2023, the foster care caseload was at 15 and the guardianship caseload was at 13. A little over one year later, both caseloads have grown with the foster care caseload rising to as high as 20 to currently 19, and the guardianship caseload rising from 13 to currently 20, with one pending. There have been no significant declines in either.

The new Social Worker III position will be utilized primarily as the CPS In-Home Services and Intake worker. The position will also be utilized as the "help" position, backing up CPS Investigations, Childcare, as well as providing some assistance with Adult Protective Services and Permanency Planning. The Social Work Supervisor III position will provide the current

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SWS with assistance by allowing the supervisory duties to be split. The new SWS III would supervise three of the seven Social Workers, leaving the current SWS position responsible for the supervision of four Social Workers. It will also share On Call supervision with the current SWS. The addition of these two positions will ensure we are meeting NCAC Minimum Standards for supervision of foster care and Staff. This will also reduce the likelihood of SW burnout, while reducing error rates caused by rushing which could cause missed key information and lead to county paybacks.

The salaries for the requested positions may not even require a budget amendment. As of September 27, 2024, 23.28% of the budgeted salary has been spent. If this continues, at the end of this fiscal year, 93.12% will have been spent, and a surplus of approximately \$100,974.05 will remain, and with lapsed salaries from vacant positions, there should be adequate funds to cover the two positions in the current budgeted salary for the agency. However, the following calculations are based on approval and the two workers starting in December, with seven months remaining in this fiscal year. The regular base salary for a SWS III, Grade 73, Step 1 would be \$56,459.00, however for seven months, the base salary would be \$32,934.00, adding retirement at \$2,701.04, FICA at \$2,723.98, and insurance, \$5,117.49, the total would be \$43,476.51. The regular base salary for the SW III, Grade 69, Step 1 would be \$47,344.00, however for the remaining seven months, the base salary would be \$27,617.00, adding retirement at \$2,199.00, FICA at \$2,112.70, and insurance \$5,117.49, that total would be \$37,046.19. The two positions for the remainder of the fiscal year total an approximate amount of \$80,522.70. The reimbursement for each of these positions varies dependent upon the services provided daily by the Social Worker and the Supervisor position will be cost allocated across the entire agency. The reimbursement rates for the Social Worker are 50-75%, with a few being 80-100% Federal, Capped Funds. I have included the Funding Reimbursement sheet as well.

I implore you to approve this budget amendment request, allowing the agency to meet the guidelines of the NCAC Minimum Standards, as well as the ability to provide the best services possible to our children, adults, and families.

Thank you for your time and for allowing me to advocate for compliance for my staff.

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SECTION .0500 - MINIMUM LICENSING STANDARDS

10A NCAC 70G .0501 PERSONNEL.

(a) The executive director shall manage and administer the agency in accordance with licensing requirements and policies of the governing body. The executive director shall meet the requirements of a Social Services Program Administrator I as defined by the North Carolina Office of State Human Resources. A copy of these requirements can be found at the following web site: (<http://www.oshr.nc.gov/state-employee-resources/classifications/job-classification>). The college or university degree shall be from a college or university listed at the time of the degree in the Higher Education Directory. This information can be obtained by calling Higher Education Publications, Inc. or at: <http://www.hepine.com>.

(b) The Social Work Supervisor or Case Manager Supervisor shall supervise, evaluate, and monitor the work and progress of the Social Work or Case Management staff. The Social Work Supervisor or Case Manager Supervisor shall meet the requirements of a Social Work Supervisor II as defined by the North Carolina Office of State Human Resources. A copy of these requirements can be found at (<http://www.oshr.nc.gov/state-employee-resources/classification/job-classification>). The college or university degree shall be from a college or university listed at the time of the degree in the Higher Education Directory. This information can be obtained by calling Higher Education Publications, Inc. or at: <http://www.hepine.com>. Social Work Supervisors or Case Management Supervisors shall receive 24 hours of continuing education annually.

(c) The Social Worker or Case Manager shall provide intake services and casework or group work services for children and their families, conduct home-finding and assessment studies related to foster parents and planning, and coordinate the services and resources affecting foster children and their families. The Social Worker or Case Manager shall meet the requirements of a Social Worker II as defined by the North Carolina Office of State Human Resources. A copy of these requirements can be found at the following web site: (<http://www.oshr.nc.gov/state-employee-resources/classification/job-classification>). The college or university degree shall be from a college or university listed at the time of the degree in the Higher Education Directory. This information can be obtained through Higher Education Publications, Inc. at: <http://www.hepine.com>. Social Workers or Case Managers shall receive 24 hours of continuing education annually.

(d) Social Workers or Case Managers serving children in family foster homes shall serve no more than 15 children. Social Workers or Case Managers serving children in therapeutic foster homes shall serve no more than 12 children. Social Workers or Case Managers providing foster home licensing services (in this Rule, "licensing workers") shall serve no more than 32 foster families. Agencies providing family foster care services may combine the duties of the social worker or case manager and licensing worker and serve no more than ten children and ten foster families. Agencies providing therapeutic foster care services may combine the duties of the social worker or case manager and licensing worker and serve no more than eight children and eight foster families.

(e) Supervision of social workers or case managers shall be assigned as follows:

Supervisors Required	Social Workers or Case Managers
0	0-4 (executive director serves as social work or case manager supervisor)
1	5
2	6-11
3	12-17
There shall be one additional supervisor for every one to five additional social workers or case managers.	

(f) The agency shall ensure that the Social Work Supervisors or Case Management Supervisors and Social Workers or Case Managers receive training in the areas of child development, permanency planning methodology, family systems and relationships, child sexual abuse, trauma-informed care, and the reasonable and prudent parent standard.

History Note: Authority G.S. 131D-10.2A; 131D-10.5; 143B-153;
Eff. October 1, 2008;
Amended Eff. August 1, 2017; June 1, 2010;

FUNDING FOR ADMINISTRATIVE REIMBURSEMENT

PROGRAM	CODE	% PARTICIPATION			CAP OR UNCAP	
		FEDERAL	STATE	COUNTY	FEDERAL	STATE
SSBG	X	75%	0	25%	C	
SSBG TANF TRANSFER	V	75%	0	25%	C	
STATE IN-HOME	I,B,C	87.50%	0	12.50%	C	
PERM PLANNING	P	75%	0	25%	C	
IV-E ADMINISTRATION (FC)	Z	50%	0	50%	U	
IV-E CPS (215Z)	Z	50%	50%	0%	U	C
TANF CHILD WELFARE	R	100%	0	0	C	
MOE CASE MGMT + ELIG + SERVICES	9	0	0	100%		
CHILD DAY CARE	L	72.76%	27.23%	0	C	C
MEDICAID ADMIN. CLAIMING	MAC	50%	0%	50%	U	
LINKS	K	80%	20%	0	C	
STATE APS	J	75%	0	25%		C
TANF CPS FC ADOPTION	0	100%	0	0	C	
SMART START	4	0	100%	0		C
CPS STATE	CPS	0	100%	0		C
CWS IN HOME EXP	IHE	0	100%	0		C
CPS EXPANSION	23	0	100%	0		C
ST CPS CASE LOAD REDUCTION	CRF	0	100%	0		C
ADULT HOME SPECIALIST	O	50%	25%	25%	U	C
FAMILY REUNIFICATION	24	100%	0	0	C	

FOR
INFORMATION
ONLY
ITEMS

ASHLEY HODGES
MAYOR

JANICE MCKENZIE COLE
TOWN MANAGER

GINA M. DURANTE
TOWN CLERK

JOHN LEIDY
TOWN ATTORNEY



COMMISSIONERS:

SANDRA ANDERSON
MAYOR PRO TEM

CONNIE BROTHERS

KEITH ROUSE

RHONDA WATERS

October 24, 2024

Mr. Frank Heath
County Manager
Perquimans County Courthouse
Hertford, NC 27944

Dear Frank:

At their meeting this month the NC State Historic Preservation Committee voted to nominate the western district of Hertford for inclusion in the National Register of Historic Places. I want to thank the County for the assistance that we received from your Planning and Zoning Department. Trevor Miles was especially helpful in preparing the Boundary Map and the Location Map and each map went through several rounds of review with revisions. The consultant who worked on this project for the Town said, "As a personal note I was impressed by Trevor's responsiveness and the quality of his work. The County is fortunate to have such a talented employee."

This is just another example of the cooperative working relationship between the Town and the County that most people are not aware exists. We value your partnership and want you to know that.

Sincerely yours,

Janice McKenzie Cole
Town Manager

cc.: Mayor R. Ashley Hodges

DEPARTMENT HEAD REPORTS

SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
STEPHEN L. CARDWELL X	10-9-2024	X	RECOMBINATION OF 2-D085-1021-SH & 2-D085-L022-SH 0.55 ACRES
AMANDA BAGWELL X	10-15-2024	X	SUBDIVISION OF 5-D032-0079-W PARCEL A. 28 ACRES & PARCEL B .27 ACRES
SHIRLEY BOWSER & HORTENSE W DODO X	10-22-2024	X	SUBDIVISION OF 5-0052-0026 PARCEL 1 11.83 ACRES PARCEL 2 11.93 ACRES
JOSIAH A WEBB X			
GEORGE R & DONNA S BAKER X			

BISSELL SURVEYING PO BOX 168 KITTY HAWK, NC 27949 (252)261-3266	J H MILLER JR. 166 COTTONWOOD DRIVE HERTFORD, NC 27844 339-6932	MCKIM & CREED 504 E ELIZABETH ST STE ELIZABETH CITY, NC 27901 338-2929	ROBIEY 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 PRUIDEN 146 OAK GROVE ROAD EDENTON, NC 27932 482-7804	GLORIA ROGERS 215 B STRET CAMDEN, NC 27921 338-1415/333-8781	SL CARDWELL SURVEYING 1206 FRANCIS STREET ELIZABETH CITY, NC 27909 338-6328
CHARLES E BROWN, III 2005 JOHNSON ROAD ELIZABETH CITY, NC 27909 335-0928	PAT MCDOWELL PO BOX 391 ELIZABETH CITY, NC 27909 338-4161	RACKLEY SURVEYING 1015 MACEY JO COURT ELIZABETH CITY, NC 27909 (252)679-7670	SAUNDERS SURVEYING 510 AVENURE ROAD BLACK MOUNTAIN, NC 28711 (828) 569-2777	TRIMMONS GROUP 1805 W CITY DR UNIT E ELIZABETH CITY, NC 27909 (252)621-5030
TONY WEBB PO BOX 381 EDENTON, NC 27932 (252)482-3066				



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

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

**PERQUIMANS COUNTY
TAX DEPARTMENT**

Enforced Collections- October 2024

GARNISHMENTS: \$1,245.24

PAYMENT AGREEMENTS: \$10,738.61

DEBT SETOFFS: \$0



Permit Report

10/1/2024 - 10/29/2024

Permit Date	Permit #	Permit type	Location	Project Cost	Total Fees	Outstanding Balance	Total Payments
10/1/2024	4836	Mechanical	County	22,000	\$130.00	\$0.00	\$130.00
10/1/2024	4835	Building	County	28,000	\$250.00	\$0.00	\$250.00
10/1/2024	4834	Plumbing	County	3,500	\$75.00	\$0.00	\$75.00
10/1/2024	4833	Mechanical	County	11,997	\$130.00	\$0.00	\$130.00
10/1/2024	4832	Plumbing	County	500	\$50.00	\$0.00	\$50.00
10/1/2024	4829	Building	County	59,600	\$267.00	\$0.00	\$267.00
10/1/2024	4827	Electrical	County	3,326	\$150.00	\$0.00	\$150.00
10/1/2024	4787	Building	County	7,056	\$195.00	\$0.00	\$195.00
10/1/2024	4684	Building	County	18,214	\$177.00	\$177.00	
10/2/2024	4842	Electrical	County	24,500	\$150.00	\$0.00	\$150.00
10/2/2024	4841	Mechanical	County	6,000	\$75.00	\$0.00	\$75.00
10/2/2024	4840	Mechanical	County	3,000	\$75.00	\$0.00	\$75.00
10/2/2024	4839	Mechanical	County	8,950	\$75.00	\$0.00	\$75.00
10/2/2024	4838	Building	County	27,433	\$75.00	\$0.00	\$75.00
10/2/2024	4837	Electrical	County	2,000	\$110.00	\$0.00	\$110.00
10/3/2024	4846	Plumbing	County	700	\$55.00	\$0.00	\$55.00
10/3/2024	4845	Electrical	County	1,000	\$50.00	\$0.00	\$50.00
10/3/2024	4844	Building	County	10,000	\$213.00	\$0.00	\$213.00
10/3/2024	4843	Electrical	County	1,000	\$50.00	\$0.00	\$50.00
10/4/2024	4850	Plumbing	County	1,500	\$65.00	\$0.00	\$65.00
10/4/2024	4849	Building	County	0	\$100.00	\$0.00	\$100.00
10/4/2024	4848	Mechanical	County	3,000	\$55.00	\$0.00	\$55.00
10/4/2024	4847	Building	County	35,000	\$300.00	\$0.00	\$300.00
10/7/2024	4857	Electrical	County	3,000	\$30.00	\$0.00	\$30.00
10/7/2024	4856	Electrical	Hertford	5,000	\$70.00	\$0.00	\$70.00
10/7/2024	4855	Building	County	5,400	\$50.00	\$0.00	\$50.00
10/7/2024	4854	Mechanical	County	11,250	\$75.00	\$0.00	\$75.00
10/7/2024	4853	Electrical	County	8,000	\$473.00	\$0.00	\$473.00
10/7/2024	4852	Electrical	County	8,000	\$250.00	\$0.00	\$250.00
10/7/2024	4851	Electrical	County	1,500	\$50.00	\$0.00	\$50.00
10/8/2024	4860	Mechanical	County	4,000	\$75.00	\$0.00	\$75.00
10/8/2024	4859	Electrical	County	3,000	\$50.00	\$0.00	\$50.00
10/8/2024	4858	Plumbing	County	19,700	\$60.00	\$0.00	\$60.00
10/9/2024	4865	Plumbing	County	2,000	\$55.00	\$0.00	\$55.00
10/9/2024	4864	Building	County	189,022	\$185.00	\$0.00	\$185.00
10/9/2024	4863	Mechanical	Hertford	5,000	\$75.00	\$0.00	\$75.00
10/9/2024	4862	Building	Hertford	35,000	\$361.00	\$0.00	\$361.00
10/10/2024	4869	Building	County	400,000	\$979.00	\$0.00	\$979.00
10/10/2024	4868	Building	County	19,767	\$140.00	\$140.00	
10/10/2024	4867	Electrical	County	1,000	\$50.00	\$0.00	\$50.00
10/10/2024	4866	Electrical	Hertford	2,500	\$50.00	\$0.00	\$50.00
10/11/2024	4871	Building	County	15,000	\$165.00	\$0.00	\$165.00
10/11/2024	4870	Electrical	County	10,000	\$70.00	\$0.00	\$70.00
10/14/2024	4878	Plumbing	County	1,500	\$50.00	\$0.00	\$50.00
10/14/2024	4877	Electrical	County	750	\$50.00	\$0.00	\$50.00
10/14/2024	4876	Electrical	County	100	\$50.00	\$0.00	\$50.00
10/14/2024	4875	Building	County	8,700	\$50.00	\$0.00	\$50.00
10/14/2024	4873	Electrical	County	2,000	\$100.00	\$0.00	\$100.00
10/14/2024	4872	Electrical	County	2,200	\$130.00	\$0.00	\$130.00
10/15/2024	4886	Plumbing	County	1,500	\$50.00	\$0.00	\$50.00

10/15/2024	4885	Electrical	County	1,000	\$50.00	\$0.00	\$50.00
10/15/2024	4884	Mechanical	County	20,000	\$180.00	\$0.00	\$180.00
10/15/2024	4883	Mechanical	County	6,600	\$75.00	\$0.00	\$75.00
10/15/2024	4882	Mechanical	Hertford	7,400	\$75.00	\$0.00	\$75.00
10/15/2024	4881	Building	Hertford	92,000	\$875.00	\$0.00	\$875.00
10/15/2024	4880	Building	County	53,186	\$135.00	\$0.00	\$135.00
10/15/2024	4879	Building	County	3,500	\$75.00	\$0.00	\$75.00
10/15/2024	4643	Building	Hertford	240,000	\$2,123.00	\$0.00	\$2,123.00
10/16/2024	4892	Plumbing	County	1,000	\$60.00	\$0.00	\$60.00
10/16/2024	4891	Mechanical	County	24,000	\$130.00	\$0.00	\$130.00
10/16/2024	4890	Building	County	6,500	\$105.00	\$0.00	\$105.00
10/16/2024	4889	Electrical	County	3,500	\$120.00	\$0.00	\$120.00
10/16/2024	4888	Building	County	191,218	\$185.00	\$0.00	\$185.00
10/16/2024	4887	Mechanical	County	18,500	\$205.00	\$0.00	\$205.00
10/16/2024	4381	Plumbing	County	12,000	\$170.00	\$0.00	\$170.00
10/17/2024	4895	Mechanical	County	750	\$55.00	\$0.00	\$55.00
10/17/2024	4894	Mechanical	County	15,077	\$125.00	\$0.00	\$125.00
10/17/2024	4893	Electrical	County	548	\$50.00	\$50.00	
10/18/2024	4901	Plumbing	County	3,750	\$90.00	\$0.00	\$90.00
10/18/2024	4900	Building	County	12,900	\$75.00	\$0.00	\$75.00
10/18/2024	4899	Building	County	2,000	\$210.00	\$0.00	\$210.00
10/18/2024	4898	Electrical	Hertford	2,200	\$70.00	\$0.00	\$70.00
10/18/2024	4897	Mechanical	County	1,200	\$55.00	\$0.00	\$55.00
10/18/2024	4896	Electrical	County	1,500	\$50.00	\$0.00	\$50.00
10/21/2024	4907	Plumbing	Hertford	12,000	\$170.00	\$0.00	\$170.00
10/21/2024	4906	Mechanical	County	2,191	\$75.00	\$0.00	\$75.00
10/21/2024	4905	Mechanical	County	15,000	\$130.00	\$0.00	\$130.00
10/21/2024	4904	Electrical	County	1,000	\$70.00	\$0.00	\$70.00
10/21/2024	4903	Building	County	5,000	\$300.00	\$0.00	\$300.00
10/22/2024	4910	Electrical	County	500	\$50.00	\$0.00	\$50.00
10/22/2024	4909	Electrical	County	1,500	\$50.00	\$0.00	\$50.00
10/22/2024	4908	Building	County	40,000	\$350.00	\$0.00	\$350.00
10/23/2024	4913	Plumbing	Winfall	1,000	\$65.00	\$0.00	\$65.00
10/23/2024	4912	Electrical	County	15,000	\$620.00	\$0.00	\$620.00
10/23/2024	4911	Mechanical	Hertford	6,000	\$75.00	\$0.00	\$75.00
10/24/2024	4914	Building	Hertford	0	\$75.00	\$0.00	\$75.00
10/25/2024	4915	Building	County	432,425	\$971.00	\$0.00	\$971.00
10/28/2024	4921	Building	Hertford	5,000		\$0.00	
10/28/2024	4920	Mechanical	Hertford	15,000	\$150.00	\$0.00	\$150.00
10/28/2024	4919	Building	County	2,000		\$0.00	
10/28/2024	4918	Plumbing	County	13,600	\$200.00	\$0.00	\$200.00
10/28/2024	4917	Electrical	County	15,000	\$436.00	\$0.00	\$436.00
10/28/2024	4916	Electrical	County	1,500	\$50.00	\$50.00	
				2,307,210	\$15,845.00	\$417.00	\$15,428.00

Total Records: 93

10/29/2024



Case Activity Report

10/1/2024 - 10/29/2024

Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
10/28/2024	126	3161 NEW HOPE RD	Solid waste/Unsafe Structure		Re-Inspection	Still waiting on asbestos removal estimate.
10/21/2024	170	1280 County Line Road	No Building Permit	Building not permitted and junk vehicles.	Inspection	All proper permits were obtained for the work at this property by the owner. Case closed.
10/18/2024	171	1524 OCEAN HWY N		Bad odor from livestock	Inspection	Upon inspection could not find any problems. Case closed.
10/17/2024	170	1280 County Line Road	No Building Permit	Building not permitted and junk vehicles.	Inspection	Complaint of structure being built without permit and junk vehicles. Upon researching property we found no building or zoning permits for work being done. The Building Inspector issued a stop work order until permits

						could be issued.
10/17/2024	171	1524 OCEAN HWY N		Bad odor from livestock	Inspection	Complaint of odor from neighboring property.

Total Records: 5

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COMMITTEE REPORTS