

A G E N D A

All items are for discussion and possible action.
Perquimans County Board of Commissioners
Meeting Room at Perquimans County Library
December 2, 2024
6:45 p.m.

- I. **Call to Order**
- II. **Prayer & Pledge**
- III. **Public Hearings**
 - A. **Public Hearing for Amendment to Ordinance No. 63 – Animal Control Ordinance**6:45 p.m.
 - *The purpose of this meeting is to receive public comments on the proposed amendment to Ordinance No. 63 - Animal Control Ordinance.*
 - B. **Public Hearing for Amendment to Ordinance No. 50 – Solid Waste Ordinance**.....6:55 p.m.
 - *The purpose of this meeting is to receive public comments on the proposed amendment to Ordinance No. 50 - Solid Waste Ordinance.*
- IV. **Approval of Agenda**
- V. **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: November 4, 2024 Regular Meeting & November 18, 2024 Work Session *(cancelled)*
 - B. Tax Release/Refund
 - C. Personnel Matters
 - 1. Appointment: Income Maintenance Technician
 - 2. Appointment: Full-Time Certified Telecommunicator I
 - 3. Appointment: Full-Time AEMT II
 - 4. Appointment: Part-Time/Fill-In AEMT
 - 5. Appointment: Part-Time Office for Board of Elections
 - 6. Appointment: Athletic Program Supervisor
 - 7. Appointment: Water Tech I
 - 8. Reclassification: IMC II
 - 9. Retirement: Full-Time AEMT II
 - 10. Reclassification: Part-Time/Fill-In AEMT II
 - 11. Resignation: Full-Time EMT
 - 12. Reclassification: Part-Time/Fill-In EMT
 - 13. Resignation: IMC II (2)
 - 14. Resignation: Full-Time/Non-Certified Telecommunicator
 - 15. Termination: Deputy Director of Board of Elections
 - 16. Leave Without Pay: IMC I working against IMC II
 - D. Step Increases/Merit Increases
 - 1. Center for Active Living
 - 2. Sheriff's Office
 - E. Budget Amendment No. 11 - 13
 - F. Board Appointments/Reappointments
 - 1. Chowan/Perquimans Multi-County LEPC – Commissioner Appointment
 - 2. Chowan/Perquimans Multi-County LEPC Roster for 2025
 - G. Miscellaneous Documents:
 - 1. Reinstatement of Register of Deeds' Salary
 - 2. Resolution: Surplus Equipment
 - 3. DM# 33588 GMP# 701121 DR4487NC Perquimans County EMS
- VI. **Recognition of Employees' Years of Service & Introduction of New Employees**
 - A. Recognition of Employees' Years of Service
 - B. Introduction of New Employees
 - 1. Angela Jordan, Social Services Director
- VII. **Scheduled Appointments**
 - A. Jared Harrell, Extension Director – Annual Report to the People 7:00 p.m.
 - B. 7:20 p.m.

ACTION TO BE TAKEN LATER

ACTION REQUIRED

NO ACTION REQUIRED

- NO ACTION REQUIRED VIII. Commissioner's Concerns/Committee Reports
 - A.
 - B.
- ACTION REQUIRED IX. Old Business
 - A. Updates from County Manager
 - B. Perquimans Marine Industrial Park Lease Guidelines
 - C. Amendment to Ordinance No. 63 – Animal Control Ordinance
 - D. Amendment to Ordinance No. 50 – Solid Waste Ordinance
 - E. Amending Personnel Policy to Add Juneteenth Holiday to the Holiday Listing
 - F. Emergency Services Items:
 - 1. NC 911 Board Grant for PSAP Renovations
 - 2. Design Firm for PSAP Renovations
 - G. Board Vacancies
 - H.
 - I.
- NO ACTION REQUIRED X. Presentation of Plaque to Outgoing Commissioner – T. Kyle Jones
- XI. Swearing in of Commissioners Joseph W. Hoffler, Kathryn M. Treiber, and Charles Woodard
- ACTION REQUIRED XII. New Business
 - A. Election of Chairman/Vice Chairman
 - B. Lobbyists Contracts
 - C. Bank Resolution & Signature Stamp, if necessary
 - D. Commissioner Board Appointments
 - E.
 - F.
 - G.
- NO ACTION REQUIRED XIII. 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 XIV. Adjournment

FOR INFORMATION ONLY:

DEPARTMENT HEAD REPORT:

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

COMMITTEE WRITTEN REPORTS:

NOTES FROM THE COUNTY MANAGER
December 2, 2024
6:45 p.m.

III. Enclosures: Public Hearings

- A. **Public Hearing for Amendment to Ordinance No. 63 – Animal Control Ordinance** 6:45 p.m.
 ➤ *The purpose of this meeting is to receive public comments on the proposed amendment to Ordinance No. 63 – Animal Control Ordinance.*
- B. **Public Hearing for Amendment to Ordinance No. 50 – Solid Waste Ordinance** 6:55 p.m.
 ➤ *The purpose of this meeting is to receive public comments on the proposed amendment to Ordinance No. 50 – Solid Waste Ordinance.*

V. **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.*

VI. 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
Robert Elliott	Water Department	Equipment Operator	10 years	12/01/2024
Preston Ward	Sheriff's Office	Investigator	15 years	12/01/2024

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

Department Head	Employee Name	Employee Job Title	Effective Date
Angela Jordan, Social Services Director	Michelle Cassell	Income Maintenance I working against an Income Maintenance II	11/01/2024
Angela Jordan, Social Services Director	Teahna Nixon	Social Worker II working against a Social Worker III	11/01/2024

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

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

IX.B. **Enclosure:** The Board has discussed the Perquimans Marine Industrial Park Lease Guidelines at a couple of Work Session. Board review and action is being requested.

IX.C. The Board has discussed the proposed Amendment to Ordinance No. 63 – Animal Control Ordinance. A public hearing was held earlier in the meeting. Board review and action is being requested.

IX.D. The Board has discussed the proposed Amendment to Ordinance No. 50 – Solid Waste Ordinance. A public hearing was held earlier in the meeting. Board review and action is being requested.

IX.E. **Enclosures:** At the November Meeting, Commissioner Hoffer asked the Board to consider adding Juneteenth holiday to the County Holiday schedule. Board discussion and action is being requested.

IX.F. **Enclosures:** Emergency Services has the following items for discussion and action:

- 1. **NC 911 Board Grant for PSAP Renovations:** The NC 911 Board Grant Board has been awarded \$4,831,481 for the Perquimans-Gates 911 Center Expansion Project. As a part of this process, the Board will need to accept these funds and to complete the grant project. Tonight, the Board will need to approve enclosed grant agreement and to authorize the Chairman or County Manager and County staff to sign the Agreement. Board review and action are being requested.
- 2. **Design Firm for PSAP Renovations:** The Board will need to authorize the Chairman and County staff to sign the standard AIA Agreement documents to contract with Oakley Collier Architects to design the Perquimans-Gates 911 Center Expansion Project. Board review and action are being requested.

IX.G. The following board/committee has vacancies which need to be filled. Last month, the Board authorized Mary Hunnicutt, Clerk to the Board, to place ads in The Perquimans Weekly. To date, we have not received any applications for these vacancies:

- 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, and The Perquimans Weekly. To date, we have not received an application for these vacancies.
- 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. We have placed an advertisement for these vacancies on the County Website, Facebook page, and The Perquimans Weekly. To date, we have not received an application for these vacancies. I did receive a call from someone requesting an application.

X. **Enclosures:** Chairman Nelson will present a plaque to outgoing Commissioner T. Kyle Jones for his twelve years of service on the Board of Commissioners.

XI. Todd Tilley, Clerk to Superior Court, will give the Oath of Office to Commissioners Joseph W. Hoffer, Kathryn M. Treiber, and Charles Woodard.

- XII.A. **Enclosure.** County Attorney, acting as Temporary Chairman, will hold the election of the Chairman and the Vice Chairman of the Board of Commissioners.
- XII.B. **Enclosures.** The Board will need to review the enclosed Lobbyist Agreements with WolfeStein Group and Jones Street Consultant to lobby the NC General Assembly on all issues concerning the County. Board action is being requested.
- XII.C. If there is a change in Chair(man), the Board would need to authorize the new Chair(man) and County staff to sign the Bank Resolution and to authorize the use of the Chair(man)'s stamp for the PNC Account. Board action is being requested, if necessary.
- XII.D. **Enclosure.** With the addition of the newly elected Commissioner, Kathryn Treiber, the Board will need to revise the attached list of current Board/Committee appointments. The Boards/Committees that T. Kyle Jones served on will need to be redistributed. Please let the Chairman know if you wish to make any changes to your appointments or would like to serve on one of Mr. Jones' Board/Committees. Action will be taken at the January, 2025 meeting.

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 November 4, 2024 Regular Meeting & November 18, 2024 Regular Work Session *(cancelled)*
- B. **Enclosure:** Tax Refund / Release Approvals – see attached listing
- C. **Enclosures:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Pamela Lacy	Income Maintenance Technician	Appointment	59/3	\$32,010	12/01/2024
Colleen McDonald	Full-Time Certified Telecommunicator I	Appointment	64/1	\$18,26/hr. / \$37,990	12/01/2024
Morgan Lilly	Full-Time AEMT II	Appointment	67/5	\$22,98/hr. / \$47,797	12/01/2024
Crystal Concland	Part-Time/Fill-In AEMT	Appointment	66/6	\$22,54/hr	12/01/2024
Kayla Shoaf	Part-Time Office -- Board of Elections	Appointment	n/g	\$12,98/hr.	11/15/2024
Martin Hood	Athletic Program Supervisor	Appointment	64/2	\$38,939	12/16/2024
Samuel Moncla, III	Water Tech I	Appointment	58/5	\$32,165	12/01/2024
Lisa Wolfum	IMC II	Reclassification	63/1	\$36,354	12/01/2024
Sonia Davenport	Full-Time AEMT II	Retirement			12/31/2024
Sonia Davenport	Part-Time/Fill-In AEMT II	Reclassification	67/8	\$24,73/hr.	02/01/2024
Brayden Clemens	Full-Time EMT	Resignation			11/30/2024
Brayden Clemens	Part-Time/Fill-In EMT	Reclassification	64/1	\$8,26/hr.	12/01/2024
Melanie Kirkman	Income Maintenance Caseworker II	Resignation			11/30/2024
Tammy Chappell	Income Maintenance Caseworker II	Resignation			11/29/2024
Roger 'Aiden' Owens	Full-Time Non-Certified Telecommunicator	Resignation			11/02/2024
Lisa Edwards	Deputy Director of Board of Elections	Terminated			11/01/2024
Crystal Bowe	IMC I working against IMC II	Leave Without Pay		16 hrs. 20 minutes	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
Center for Active Living	Penny Trueblood	Assistant CAL Coordinator	60/8	\$37,803	12/01/2024
Sheriff's Office	David Murray	Sergeant of SRO's	72/5	\$59,564	12/01/2024

- E. **Enclosure:** Budget Amendment Nos. 11-13 are enclosed for your review and action.
- F. **Enclosure:** The following Board reappointments will need Board consideration and action:

Name	Board/Committee	Action Taken	Term	Effective Date
Nelson, Wallace	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	01/01/2025
See Listing	Chowan/Perquimans LEPC 2025 Roster	Reappointment	Review Every Yr	01/01/2025

- G. **Enclosures:** The following miscellaneous document is being presented for Board consideration and action:
 1. **Reinstatement of Register of Deeds' Salary:** Following the General Election in which the Register of Deeds ran unopposed, the Board needs to reinstate the Register of Deeds' salary to \$49,196 (Grade 70/Step 8) effective December 1, 2020. This action needs to be taken in compliance with General Statute 153A-92.
 2. **Resolution to Sell Vehicle on GovDeals:** The enclosed Resolution is to declare a vehicle in the Sheriff's Office as surplus and authorize County Manager to sell vehicles. Board action is being requested.
 3. **DM# 33588 GMP# 701121 DR4487NC Perquimans County EMS:** Julie Solesbee has obtained FEMA reimbursement for COVID in the amount of \$88,784.52. The Board will need to authorize the receipt of these funds and the County Chairman and staff to sign the documentation.



MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

PERQUIMANS COUNTY BOARD OF COMMISSIONERS

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

WALLACE E. NELSON
CHAIRMAN

CHARLES WOODARD
VICE CHAIRMAN

TIMOTHY J. CORPREW

JOSEPH W. HOFFLER

T. KYLE JONES

JAMES W. WARD

W. HACKNEY HIGH, JR.
COUNTY ATTORNEY

PUBLIC NOTICE

Perquimans County will hold two Public Hearings on Monday, December 2, 2024, in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, North Carolina. The Public Hearings are scheduled to start at 6:45 p.m. and will continue as time permits. All interested citizens are encouraged to attend.

The purpose of the public hearings is to receive citizens' comments on the following matters:

1. An Amendment to Ordinance No. 63 – Animal Control Ordinance. The amendment will add Section Two – Humane Treatment of Animals;
2. An Amendment to Ordinance No. 50. The amendment will add Section X – Abatement of Solid Waste & Public Health Nuisances.

Posted: 11/16/2024

Perquimans County's Vision:

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

AMENDMENTS TO ORDINANCE NO. 63:

PERQUIMANS COUNTY ANIMAL CONTROL ORDINANCE

AMENDMENT NO. 1, DATED DECEMBER 2, 2024

The following text added 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. _____, page _____.

SECTION TWO
HUMANE TREATMENT OF ANIMALS

2.00 Exemption. The provisions of this section shall not apply to dogs used for lawful hunting purposes.

2.01 Definitions. For purposes of this section, the words and phrases below shall have the following meanings:
Animal: Includes dogs, cats or other domesticated animals.

Outside 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 kennel or fence, the structure must not take up more than 25% of the confined area.

2.02 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 adequate 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 N.C.G.S. 14-361.1, no person shall willfully and without justifiable excuse abandon or cause to be abandoned any animal and such statute is incorporated herein.

2.03 Cruelty to Animals. Pursuant to N.C.G.S. 14-360, no person shall intentionally overdrive, overload, wound, injure, torment, kill or deprive of necessary sustenance any animal and such statute is incorporated herein.

2.04 Violations. Any violations of this section may be considered a Class III Violation as outlined in Section One and may be levied accordingly. Violations may subject the violator to all other remedies provided by law, including a County ticketing system with fines up to \$50 per violation, successively increasing by double with each ticket. Violators of this amendment, at the discretion of the Animal Control Officer, may be afforded a three-day grace period to comply with the amendments listed above.

Upon motion of _____ and second of _____ all of the aforesaid amendment to Ordinance No. 63 was adopted _____ by the Perquimans County Board of Commissioners at its Regular Meeting on the 2nd day of December, 2024 to be effective immediately and as recorded in their Minute Book No. _____, page _____.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

SEAL

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

DRAFT AMENDMENT TO PERQUIMANS COUNTY SOLID WASTE ORDINANCE
No. 50

SECTION X. ABATEMENT OF SOLID WASTE AND PUBLIC HEALTH NUISANCES

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

A) By the authority of the provisions of N.C. Gen. Stat. §§ 130A-309.61, 153A-121, 153A-123, and 153A-140 of the North Carolina General Statutes, the storage, accumulation or presence of solid waste on public or private property in the area of jurisdiction of this Ordinance which is:

1. A breeding ground or harbor for mosquitoes or other insects, snakes, rats, or other pests; or
2. A point of collection for pools or ponds of water; or
3. A point of concentration of gasoline, oil, or other flammable, toxic or explosive materials; or
4. A cause of offensive odors or health risks to others including but not limited to unburied domestic animals and stagnant water, or filthy privies and stables; or
5. So located that there is a danger of falling, sliding or turning over; or
6. A source of danger for children through entrapment in areas of confinement that cannot be opened from the inside or from exposed surfaces or metal, glass, or other rigid materials, or any uncovered well, open pit, unsecured vehicle, appliance, or building

hereby proclaimed and declared to be unlawful and a public nuisance. Such public nuisance shall be subject to abatement as provided in this Ordinance, pursuant to N.C. Gen. Stat. § 153A-140 of the North Carolina General Statutes, which allows a county "to remove, abate, or remedy everything that is dangerous or prejudicial to the public health and safety."

Bona fide farms are exempt from regulation through this section.

B) Upon reasonable cause to believe that a public nuisance as defined above exists, the Board or its designee, 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 does, in fact, exist. If the Board or its Designee makes a determination that a public nuisance exists, he shall enter and serve upon the owner and occupant an order to remove, abate or remedy the nuisance within a reasonable period of time, but not more than ninety (90) days.

Such order may be appealed by the owner or occupant to 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 business days of the day the notice was received, submit a written appeal to the County Manager. The appeal notice shall specifically

state the reasons for the appeal with a copy of the notice of violation attached thereto. The owner may either rely on written materials or appear before the County Manager for a hearing at which he shall be heard in person or by counsel and may present arguments and evidence pertaining to the matter. The only issues for appeal are: (1) whether the person is the actual owner of the real property, or (2) whether the action or condition that serves as the basis of the notice is dangerous or prejudicial to public health or safety. The fact that the owner did not bring the nuisance to the property or does not have a possessory interest in the condition creating the nuisance is not a defense.

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

Accrual and imposition of the civil penalties shall be stayed pending the appeal. However, there will be no stay for equitable remedies available to the County. If the decision of the Board's designee is affirmed, accrual and imposition shall resume. Any appeal not filed within ten (10) business days of the day notice was received shall be considered not timely.

2. The County Manager may consider hardship as basis for extending the period for compliance up to six (6) months. In no case shall the County Manager indefinitely excuse compliance. An extension may be granted upon the appellant meeting two (2) of the four (4) following criteria:
 - a. appellant is at least sixty-five (65) years of age;
 - b. health problems documented by appellant's medical record which substantially affect the appellant's ability to comply with the ordinance;
 - c. severe weather that prevents appellant from complying within the original time frame;
 - d. taxable income below fifty percent (50%) of the County's current median income, as determined by the US Department of Housing and Urban Development, documented by appellant's latest tax return.
3. Appeals of County Manager Actions. Every decision of the County Manager shall be subject to review at the instance of any aggrieved party in the Superior Court by proceedings in the nature of a petition for writ of certiorari. Such proceedings in the Superior Court shall be initiated within thirty (30) days of the date the decision is approved. Appeals not filed within this thirty (30) day period are not timely. The Superior Court is authorized to stay enforcement of this ordinance as it relates to the matter from which such appeal was taken during the pendency of an appeal from the

decision of the Board of Commissioners upon a hearing and the posting of a bond sufficient to the Court which will 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 153A-140 the Board or its Designee shall remove, abate or remedy the nuisance as provided in the order and charge the cost thereof to the owner and occupant. Perquimans County may exercise the right to hire a third party to remove solid waste from the offending property and bill the offender for the cost, plus reasonable administrative fees. *See* Section 116 Right of Entry for Junk Car Ordinance (Ord. No 53):

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 actually occupied 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 where the nuisance arose and shall be collected as unpaid taxes.

REGULAR MEETING
 November 4, 2024
 7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, November 4, 2024, at 7:00 p.m. in the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944. The meeting was moved from the Meeting Room in the Perquimans County Library to the Library due to the General Elections that were being held in the Meeting Room on Tuesday, November 5, 2024.

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

Chairman Nelson called the meeting to order. Commissioner Hoffer 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. James W. Ward made a motion to approve the Agenda as presented. The motion was seconded by Joseph W. Hoffer, 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. Commissioner Hoffer wanted to move item IV.G.2. – 2025 Holiday Listing to be discussed under New Business Item IX.E. T. Kyle Jones made a motion to approve the Consent Agenda, removing Item IV.G.2 for discussion. The motion was seconded by James W. Ward and unanimously approved by the Board.

- Approval of Minutes:** The Minutes of the October 7, 2024 Regular Meeting & October 28, 2024 Regular Work Session were approved by the Board.

- Tax Refund / Release Approvals:**

Tax Releases (Hertford):

Kennedy, Charles & Ann	-----	\$147.03
Furniture for ABnB. Should not have listed. Account No. 312222 Year 2022		
Kennedy, Charles & Ann	-----	\$203.53
Furniture for ABnB. Should not have listed. Account No. 312222 Year 2023		

Tax Refunds (Hertford):

Fulghum, Christopher & Krista	-----	\$386.03
Sitis error. Should be registered in Gates Co. Account No. 75712789 Year 2023		
Fulghum, Christopher & Krista	-----	\$220.99
Sitis error. Should be registered in Gates Co. Account No. 75712879 Year 2022		

Tax Releases (Perquimans County):

Brown's Land Development	-----	\$828.69
Moved equipment out of Winfall. Account No. 528137		
Kennedy, Charles & Ann	-----	\$137.93
Furniture for ABnB. Should not have listed. Account No. 312222 Year 2022		
Kennedy, Charles & Ann	-----	\$200.42
Furniture for ABnB. Should not have listed. Account No. 312222 Year 2023		
Chesson, Al & Margaret	-----	\$2,137.00
Assessment/sq. footage correction. Account No. 265753		
Schlarp, Richard & Kathy	-----	\$889.20
Assessment/sq. footage correction. Account No. 491564		
Fitzgerald, Thomas & Carol	-----	\$745.16
Assessment correction due to reval. Account No. 264972		
Tannahill, James & Denise	-----	\$1,791.40
Assessment/sq. footage correction. Account No. 265509		
Cheamitru, Michael & Cynthia	-----	\$2,968.16
Assessment/sq. footage correction. Account No. 266540		

Tax Refunds (Perquimans County):

Howell, Ruxton Wayne	-----	\$259.44
Vehicle totaled; 9-month refund. Account No.: 67169231.		

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

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
Michelle Cassell	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'arica Bell	Social Worker I/A&T	Resignation			11/18/2024
Rachequa Brooks	IMC I working against IMC II	Terminated			10/14/2024
Crystal Bewe	IMC I working against IMC II	Leave Without Pay	11 Days		11/2024

- Step/Merit Increases:**

Department Name	Employee Name	Classification	Grade/ Step	New Salary	Effective Date
Tax Office	Lisa Layden	Tax Clerk - DMV	58/6	\$32,969	11/01/2024

5. Budget Amendment No. 10: The following budget amendment was approved by the Board:

BUDGET AMENDMENT NO. 10
GENERAL FUND

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.			

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

Name	Board/Committee	Action Taken	Term	Effective Date
Heath, Frank	RPO Transportation Advisory Committee - Alternate	Reappointment	2 yrs.	11/30/2024
Heath, Frank	Highway 1764 Association Board of Trustees	Reappointment	Review Every Yr	12/1/2024

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

- a. Janitorial Services Agreement: The Agreement between Perquimans County and Bellinda Sadler to provide janitorial services to the Perquimans County Center for Active Living was approved by the Board. 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.

RECOGNITION OF EMPLOYEES & INTROUCTION OF NEW EMPLOYEES

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

Employee Name	Department	Employee Job Title	No. of Years	Effective Date
Erlie Spolesbee	Inspections Office	Assistant Building Inspector	5 years	11/01/2024
Lisa Layden	Tax Office	Tax Clerk - DMV	5 years	11/01/2024

They thanked the Board for the opportunity. The Board congratulated them and thanked them for their service.

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

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

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

- C. Change of Resignation Date for Social Worker IA&T: Angela Jordan explained that earlier in the meeting the Board approved the resignation of Ken'eric Bell, Social Worker IA&T effective November 18, 2024. Ms. Bell has asked that Ms. Jordan extend the date to November 30, 2024. Ms. Jordan approves her request and is asking that the Board approve the change also. On motion made by James W. Ward, seconded by Joseph W. Hoffer, to extend her resignation date to November 30, 2024. The Board unanimously approved her request.

JAMIE JOHNSON, SCHOOL SYSTEM DIRECTOR OF MAINTENANCE

The Chairman recognized Mr. Johnson who made a request that the Board approve the use of the Public School Building Repair and Renovation Fund for Heat Pump #8 at Perquimans Central School up to the amount up to \$27,377.19. After some discussion, Charles Woodard made a motion to approve the following application for Lottery Funds in the amount of up to \$27,377.19 to replace the heat pump #8 at Perquimans Central School. The motion was seconded by Joseph W. Hoffer and unanimously approved by the Board.

DISTRIBUTION REQUEST		DPI USE ONLY															
PUBLIC SCHOOL BUILDING REPAIR & RENOVATION FUND		Approved By: _____															
NORTH CAROLINA EDUCATION LOTTERY		Date: _____															
Date of Request: October 29, 2024																	
County: Perquimans		Contact Person: Jamie Heath															
Address: PO Box 43 Herring NC 27844		Title: County Manager															
LEA: Perquimans County Schools		Phone: 252-426-6464															
Address: 411 E. Durham Road St. Bernard, NC 27804		Email: jmah@ncde.gov															
Project Title: Perquimans Central School - Heat Pump #8 Energy Audit																	
Project Address: 181 Walnut Drive, Wintell, NC 27989																	
Type of Facility: Public School Building																	
<p>The Public School Building Repair & Renovation Fund was established by G.L. 2021-180, Section 4.4.(a1). The purpose of the Fund is to provide revenue to counties for repair and renovation projects. Per G.S. 115C-548.18, counties are to utilize funds for enlargement, improvement, expansion, repair, or renovation of classroom facilities at public school buildings within local school administrative units (LEAs) located in the county. As used in this context, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include administration, maintenance, or other facilities.</p>																	
<p>Brief Project Description (include est. start/end dates): Replace and install new 8 ton water source heat pump #8 at Perquimans Central School. Estimated start date: December 3, 2024. Estimated completion date: January 16, 2025.</p>																	
<p>Estimated Costs:</p> <table border="0"> <tr> <td>Planning and Design Services</td> <td>\$</td> </tr> <tr> <td>New Construction - Facility Enlargement</td> <td>\$</td> </tr> <tr> <td>New Construction - Addition(s)</td> <td>\$</td> </tr> <tr> <td>Existing Construction - Facility Improvements</td> <td>\$</td> </tr> <tr> <td>Existing Construction - Facility Repairs</td> <td>\$27,377.19</td> </tr> <tr> <td>Existing Construction - Facility Renovations</td> <td>\$</td> </tr> <tr> <td>TOTAL</td> <td>\$27,377.19</td> </tr> </table>				Planning and Design Services	\$	New Construction - Facility Enlargement	\$	New Construction - Addition(s)	\$	Existing Construction - Facility Improvements	\$	Existing Construction - Facility Repairs	\$27,377.19	Existing Construction - Facility Renovations	\$	TOTAL	\$27,377.19
Planning and Design Services	\$																
New Construction - Facility Enlargement	\$																
New Construction - Addition(s)	\$																
Existing Construction - Facility Improvements	\$																
Existing Construction - Facility Repairs	\$27,377.19																
Existing Construction - Facility Renovations	\$																
TOTAL	\$27,377.19																
<p>We, the undersigned, agree to submit a statement of state monies expended for this project within 90 days following completion of the project.</p>																	
<p>The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request the release of \$27,377.19 from the Public School Building Repair & Renovation Fund. We certify that the project herein described is within the parameters of G.S. 115C-548.</p>																	
<p>_____ Signature - Chair, County Commissioners</p>		<p>_____ Date: 11/1/2024 (Date)</p>															
<p>_____ Signature - Chair, Board of Education</p>		<p>_____ Date: 10/29/2024 (Date)</p>															
<p>PRINT FORM</p>		<p>CLEAR FORM</p>															

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 October, 2024:

Visitors:	\$5	Hours Opened: 52 hours (Wednesday, Thursday, Friday, and Saturday) from 10:00 a.m. to 2:00 p.m.)
Sales:	\$69.00	Staff: Sid Eley & Glen White
Donations:	\$80.00	
Expenses:	\$14.41	
Deposited to County:	\$100.00	

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- **Recruitment Questionnaire:** County Manager Heath reminded the Board that he needed their completed Assistant County Manager recruitment questionnaire that he provided to them at the October 28, 2024 Work Session.
- **Groundbreaking of the Intermediate School:** Mr. Heath said that they had the groundbreaking ceremony on October 31, 2024. He was going to ask Superintendent Turner and Mr. Johnson to make some comments but they had already left our meeting. It was well attended and was covered by the press.
- **RFQ's for Renovations of the 911 Center:** Mr. Heath explained that Jonathan Nixon and Julie Solesbee has been diligently obtaining RFQ's for contractors for this project. The next step would be to interview these companies and make a choice on a contractor so that they can proceed with this project. The completion date is by the end of 2026.
- **Speaking Engagements:** Mr. Heath will be speaking at the Rotary Club tomorrow morning at 8:00 a.m. and at the Durant's Neck Ruritan Club on November 14, 2024. All are invited to attend if available.

BOARD VACANCIES

The County has several Boards that have vacant seats. Since we are not receiving any responses from our notice on the County Website and on the County Facebook page, Mary Hunnicutt asked the Board if they would like her to place an ad in The Perquimans Weekly. It was the consensus of the Board to have Ms. Hunnicutt place ads in the newspaper for these vacancies:

1. **Community Advisory Committee:** Mr. Heath reported that there have been no new applications received for this Board. We still need three more members. We will continue to place the ad on the County website.
2. **Senior Tax and Real Estate Legislative Delegate & Alternate:** Mr. Heath reported that, last month, the Board has appointed Mr. Thomas St. John as the Perquimans County's Senior Tax and Real Estate Delegate. We still need to appoint an alternate in case he is unable to attend the meeting. We also need to have a member to be appointed to the Senior Tax and Real Estate Regional Legislative Advisory Board. Mary Hunnicutt, 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.

PLANNING BOARD ITEM – REVIEW OF MULTIPLE FLAG-LOT PROPOSAL FOR TAX PARCEL #4-0055-0074

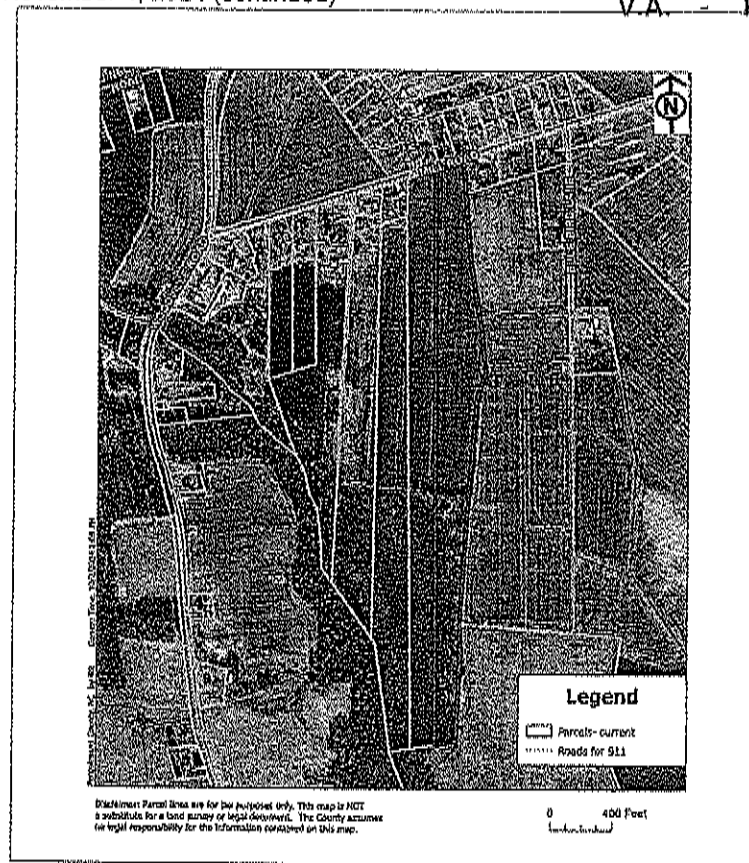
Chairman Nelson recognized Rhonda Repanshek, County Planner, who presented the request from requested by Mamie Wilson. Ms. Repanshek made the following comments:

Thank you, Commissioner Nelson.

- I ask that you look at the GIS map in your packet at Roman Numeral IX.A page 3 and the survey on your desk in front of you.
- This is a family subdivision off Mill Road where Ms. Wilson is requesting to split some family land between a son, daughter, and grandson. Parcel A-1 will be considered a regular minor subdivision because it is on the road and meets all county regulations as presented. The three flag-lots behind it are presented as family gift lots that will require the special paragraph to be in each deed saying they are subject to upgrading utilities, including road paving if sold outside of the family. Those 3 flag-lots are the reason the Board must review the request.
- This is an administrative decision.
- Proposed parcel A-1 has a septic system permit already and proposed parcels A-2, A-3, and A-4 have perc tests. The applicants have created a draft perpetual shared access agreement, and they have a preliminary survey that illustrates a 45-foot-wide easement. All lots meet minimum size and dimensional criteria.
- Applicants intend to keep parcels 2 through 4 as existing agricultural land for the foreseeable future.
- County water will allow 2 meters at Mill Rd, then any other homes will need wells or a county watermain installed at the homeowner's expense.
- Comments from our local Soil and Water Technician indicate he would not change much regarding drainage. Just crown the lots and have small swales on the property lines and keep it draining toward existing field ditches.
- The family also proposed naming the access Mamie Lane and that was approved by Planning Board.
- Planning Board members found the proposed flag lots to be consistent with subdivision requirements and unanimously recommended 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.
- Let me explain the reason for the condition. One grandchild is being gifted 2 lots, but by County rules, only one lot can be gifted to the same person in a 10-year period, so one of the 2 lots has to be a regular 'minor subdivision.'

After remarks, she asked if there were any questions. There being none, Chairman Nelson asked for a motion. T. Kyle Jones made a motion to find proposed lots to be consistent with subdivision requirements and approve the following 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. The motion was seconded by James W. Ward. Chairman Nelson asked if there were any questions or concerns. County Manager Heath said that he felt that some wording should be added on the deeds that state clearly that the access must be paved if lots are sold outside of the family. Chairman Nelson asked Commissioner Jones and Ward if that was okay with this change, and they said yes it was. The motion was unanimously approved with the addition of the wording that Mr. Heath recommended, and the Board approved by consensus.

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INTENTIONALLY.



VOTING DELEGATE FOR NCACC LEGISLATIVE GOALS CONFERENCE

Chairman Nelson informed the Board that 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. At this time, the only member attending is Chairman Nelson. Therefore, Charles Woodard made a motion to appoint Wallace E. Nelson as Perquimans County's Voting Delegate at the Legislative Goals Conference. The motion was seconded by James W. Ward and unanimously approved by the Board. Since no one else was attending, the County would not have an alternate delegate.

REQUEST FROM ANGELA JORDAN, SOCIAL SERVICES DIRECTOR

At the Board's October Work Session, Angela Jordan, Social Services Director, requested to add two additional social worker positions to satisfy the state recommended staffing levels and caseloads. Chairman Nelson explained that the Board could not act on this request during the Work Session, so they recommended that they add it to the November Regular Meeting Agenda. Ms. Jordan made a few remarks and stated that the Social Services Board had approved her request. On motion made by Joseph W. Hoffer, seconded by James W. Ward, the motion to add two new social worker positions was approved by a vote of five (5) to one (1) with Commissioner Corprew voting against the motion.

RETIREMENT: IMC INVESTIGATOR III

This following personnel matter was received after the Agenda Packets were distributed:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Gwen Hudson	IMC Investigator III	Retirement			02/28/2025

On motion made by T. Kyle Jones, seconded by Charles Woodard, the Board unanimously approved the retirement of Gwen Hudson on February 28, 2025.

2025 HOLIDAY LISTING

This item was pulled out of the Consent Agenda to discuss by Commissioner Hoffer. His concern was that Juneteenth was not listed as a County Holiday. He said that the Town of Hertford had made it a holiday and the state had made it a holiday. He feels that the County should follow suit and make it part of our scheduled holidays. He asked the Board what the procedure would be to add this holiday to our schedule. County Manager Heath stated that, per the County's Personnel Policy, the County follows the State of North Carolina Holiday schedule each year. In order to add this holiday onto our scheduled holidays, we would need to amend our Personnel Policy. After some discussion, Joseph W. Hoffer made a motion to approve the following listing subject to the Board consideration of amending the Personnel Policy at the December meeting to add Juneteenth. James W. Ward seconded the request which was unanimously approved. It was also recommended that we place it on the December Agenda to consider Mr. Hoffer has requested. The following 2025 Holiday Schedule was approved with the possibility of a change in the future:

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 16, 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, 2025	Wednesday, Thursday, & Friday

PUBLIC COMMENTS

The following public comment was made:

> Terry Smoot made the following comment:

Mr. Smoot expressed his opposition to add any additional holidays without subtracting some. As a taxpayer who has had his taxes raised three years in the last four years, he feels that we really do not need to add holidays without subtracting some. The County employees have a staggering amount of paid time off and, if you can do more with less, then you should not be raising my taxes in the last three years. In addition, he feels that we will have more tax increases in the future based on our proposed school projects, etc. That is his two cents, and he wanted to make his comment before the Board votes on this matter.

ADJOURNMENT

Chairman Nelson asked if there were any further comments or business to discuss. There being none, the Regular Meeting was adjourned around 7:38 p.m. on motion made by James W. Ward, seconded by Charles Woodard and unanimously approved by the Board. Before the Board leaves, Angela Jordan, Social Services Director, had three employees present that wanted to thank the Board for the additional two Social Worker positions.

Wallace E. Nelson, Chairman

Clerk to the Board

WORK SESSION
November 18, 2024
7:00 p.m.

The Perquimans County Board of Commissioners Work Session on November 18, 2024 was cancelled.

Refunds and Releases

November 22, 2024

Tax Release: (Perquimans)

Michael & Cynthia \$2968.16
Assessment correction; square footage
Account#: 266450

Tax Refund: (Perquimans)

Macon Leary Winslow \$176.99
Vehicle sold; 11-month refund
Account#: 66750308

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Pamela Lacy

SOC. SEC. NO.: _____

POSITION: Income Maintenance Technician

DEPT.: Social Services

NEW EMPLOYEE EFFECTIVE DATE: December 2, 2024

GRADE: 59 STEP: 3 SALARY: \$32,010

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

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

_____ DATE OF EMPLOYEE TERMINATION/RESIGNATION.
Date

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

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

DEPARTMENT RECOMMENDATION

[Signature]

DATE: November 13, 2024

COUNTY MANAGER APPROVAL

[Signature]

DATE: 11/14/24

FINANCE OFFICER _____

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Colleen McDonald SOC. SEC. NO.: _____

POSITION: Full Time Certified Telecommunicator I DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: 12/1/2024

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

ENDING DATE OF PROBATIONARY PERIOD: 12/1/2025

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ DATE OF EMPLOYEE RESIGNATION

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

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

DEPARTMENT RECOMMENDATION

[Signature]
DATE: 11/13/24

COUNTY MANAGER APPROVAL

[Signature]
DATE: 11/09/24

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Morgan Lilly

SOC. SEC. NO.: _____

POSITION: Full Time AEMT II

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: 12/1/2024

GRADE: 67 STEP: 5 SALARY: \$22.98 Hourly

ENDING DATE OF PROBATIONARY PERIOD: 12/1/2025

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ DATE OF EMPLOYEE RESIGNATION
Date

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

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

DEPARTMENT RECOMMENDATION

[Signature]
DATE: 10/9/24

COUNTY MANAGER APPROVAL

[Signature]
DATE: 11/14/24

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Crystal Copeland

SOC. SEC. NO.: _____

POSITION: Part Time Fill In AEMT

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: December 1, 2024

GRADE: 66 STEP: 6 SALARY: \$ 22.54 Hourly

ENDING DATE OF PROBATIONARY PERIOD: December 1, 2025

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ DATE OF EMPLOYEE RESIGNATION
Date

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 11/22/24

[Signature]
DATE: 11/25/24

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kayla Shoaf

SOC. SEC. NO.: _____

POSITION: Part time office

DEPT.: Board of Elections

NEW EMPLOYEE EFFECTIVE DATE: Nov 15, 2024

GRADE: _____ STEP: _____ SALARY: \$12.98/hr

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ 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: 11/14/2024

[Signature]
DATE: 11/15/24

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 11/25/24

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Martin Hood SOC. SEC. NO.: _____

POSITION: Athletic Program Supervisor DEPT.: RECREATION

NEW EMPLOYEE EFFECTIVE DATE: 12/16/24

GRADE: 64 STEP: 2 SALARY: \$38,939

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ DATE OF EMPLOYEE REMOVAL FROM ROSTER

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

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

DEPARTMENT RECOMMENDATION

Harold Williams
DATE: 11/25/24

COUNTY MANAGER APPROVAL

Frank Feath
DATE: 11/25/24

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Samuel Moncla III SOC. SEC. NO.: _____

POSITION: Water Tech I DEPT.: Water

NEW EMPLOYEE EFFECTIVE DATE: 12/2/2024

GRADE: 58 STEP: 5 SALARY: \$32,165.00

ENDING DATE OF PROBATIONARY PERIOD: 12/2/2025

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ 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: 11/12/2024

COUNTY MANAGER APPROVAL
[Signature]
DATE: 11/12/24

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Lisa Wolfrum

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 12/1/2024 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

Date GRADE: 63 STEP: 1 SALARY: \$ 36,344.00

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

DEPARTMENT RECOMMENDATION

[Signature]

DATE: November 14, 2024

COUNTY MANAGER APPROVAL

[Signature]

DATE: 11/14/24

FINANCE OFFICER _____

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Sonia Davenport

SOC. SEC. NO.: _____

POSITION: Full Time AEMT II

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

X 12/31/2024
Date

DATE OF EMPLOYEE RETIREMENT

_____ 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: 11/13/24

[Signature]
DATE: 11/14/24

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Sonia Davenport

SOC. SEC. NO.: _____

POSITION: Part Time AEMT II

DEPT.: _____

NEW EMPLOYEE EFFECTIVE DATE: 2/1/2024

GRADE: 67 STEP: 8 SALARY: \$24.73 Hourly

ENDING DATE OF PROBATIONARY PERIOD: 2/1/2025

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ DATE OF EMPLOYEE RESIGNATION
Date

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 11/13/24

[Signature: Frank Heath]
DATE: 11/14/24

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Brayden Clemens

SOC. SEC. NO.: _____

POSITION: Full Time EMT

DEPT.: _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

X 11/30/2024 DATE OF EMPLOYEE RESIGNATION FROM FULL TIME
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: 10/4/24

[Signature]
DATE: 11/14/24

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Brayden Clemens

SOC. SEC. NO.: _____

POSITION: Part Time Fill In EMT

DEPT.: _____

NEW EMPLOYEE EFFECTIVE DATE: December 1, 2024

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

ENDING DATE OF PROBATIONARY PERIOD: December 1, 2025

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ DATE OF EMPLOYEE RESIGNATION
Date

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 10/4/24

[Signature]
DATE: 11/14/24

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Melanie Kirkman

SOC. SEC. NO.: _____

POSITION: Income Maintenance Caseworker II

DEPT.: Social Services

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

chg. at 11/4/24 meeting me

X 11/18/2024 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
[Signature]
DATE: November 18, 2024

COUNTY MANAGER APPROVAL
[Signature]
DATE: 11/19/24

FINANCE OFFICER _____
DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Tammy Chappell

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 11/29/2024 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: November 13, 2024

COUNTY MANAGER APPROVAL

DATE: 12/14/24

FINANCE OFFICER _____

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Roger 'Aiden' Owens SOC. SEC. NO.: _____

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

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

X 11/2/2024 DATE OF EMPLOYEE RESIGNATION
Date

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 11/6/24

[Signature]
DATE: 11/12/24

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 11/01/2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Lisa Edwards

SOC. SEC. NO.:

POSITION: Deputy Director

DEPT.: Board of Elections

NEW EMPLOYEE EFFECTIVE DATE: Sept 1, 2024
GRADE: 58 STEP: 3 SALARY: \$30,633
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: _____

11/01/2024 DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBA-
Date TIONARY PERIOD.

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

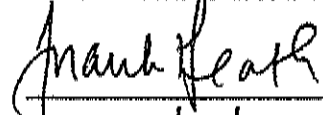
THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

Jackie Greene 

DATE: 11/1/2024

COUNTY MANAGER APPROVAL



DATE: 11/5/24

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 11/19/2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Penny Trueblood

SOC. SEC. NO.: _____

POSITION: Assistant CAL Coordinator

DEPT.: Center for Active Living

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 60 STEP: 7 SALARY: \$ 36,879.00

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ DATE OF EMPLOYEE REMOVAL FROM ROSTER
Date

X 12/1/24 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 60 STEP: 8 SALARY: \$37,803.00

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

P. R. Sawyer
DATE: Nov. 20, 2024

Frank Heath
DATE: 11/20/24

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: Y.P.2. 12-24¹

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: David Murray _____

SOC. SEC. NO.: _____

POSITION: Sergeant of SRO's _____

DEPT.: Sheriff's Office _____

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

CURRENT: GRADE: 72 _____ STEP: 4 _____ SALARY: \$58,147 _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

X 12/1/24 _____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)
Date GRADE: 72 _____ STEP: 5 _____ SALARY: \$59,564 _____

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

_____ DATE OF EMPLOYEE RESIGNATION / RETIREMENT.
Date

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Shelton Whit
DATE: 11-12-24

Inaulifeath
DATE: 11/12/24

FINANCE OFFICER

DATE: _____

COPY

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 11

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 2nd DAY OF DECEMBER, 2024, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2024 - 2025 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-351-001	Sheriff Grants	125,000	
10-510-349	Sheriff - Grant (COPS)	125,000	
EXPLANATION: To amend FY 24/25 budget to include the COPS Grant.			

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 2nd DAY OF DECEMBER, 2024.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 2nd DAY OF DECEMBER, 2024.

 Chairman, Board of Commissioners

 Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 12

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 2nd DAY OF DECEMBER, 2024, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2024 - 2025 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-399-000	Fund Balance Appropriated	77,667	
10-510-740	Sheriff - Capital Outlay	71,800	
10-510-360	Sheriff - Uniforms	1,700	
10-510-040	Sheriff - Professional Services	4,167	
EXPLANATION: To amend FY 24/25 budget to include the COPS Grant.			

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 2nd DAY OF DECEMBER, 2024.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 2nd DAY OF DECEMBER, 2024.

 Chairman, Board of Commissioners

 Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
SCHOOL CONSTRUCTION FUND
NO. 13

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 2nd DAY OF DECEMBER, 2024, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2024 - 2025 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
65-348-001	State School Funds - Lottery	914,705	
65-500-711	NB Lottery Intermediate School	914,705	
EXPLANATION: To amend the FY 24/25 Budget to include lottery fund drawdown for Intermediate School 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 2nd DAY OF DECEMBER, 2024.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 2nd DAY OF DECEMBER, 2024.

 Chairman, Board of Commissioners+A2:D40A27A1:D40

 Finance Officer



PERQUIMANS COUNTY EMERGENCY SERVICES

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

(252) 426-5646 Phone - (252) 426-3306 Fax

Jonathan A. Nixon, Emergency Services Director

To: Mary Hunnicutt
Clerk to the Board

From: Jonathan A. Nixon
Emergency Services Director

Date: November 25, 2024

Re: Chowan/Perquimans LEPC 2025 Roster

Please add this roster to the December 2024 Perquimans County Commissioner's Meeting Agenda for Board reappointment of the Chowan/Perquimans Local Emergency Planning Committee for 2025.

NAME	SPECIALTY
Basnight, Edward	Law
Bass, Billy	Fire
Brewster, Sue	CERT (Shores at LE)
Brittingham, Richard	EM/Fire/RRT-1
Cartwright, Michael	Fire
Desocio, Anthony	Fire (NC Forestry)
Eure, Julian	Press
Hollowell, Ralph	Environmental
Jordan, Angela	DSS
Kehayes, Alex	Elected Official (Chowan)
LaFon, Anita	Health Dept
Levine, Miki	CERT (Albemarle)
McKeever, Jim	CERT (Deep Creek)
First Sgt. Beau Daniel	Law
Nelson, Wallace	Elected Official (Perq)
Newman, Tyler	Town of Edenton
Nixon, Jonathan	EM/EMS/911
Overman, Barry	Fire
Palmer, Cordell	EM/LE
Perq SO Rep	Law
Ponte, Tom	EM
Sawyer, Terry	Transportation
Smith, Chris	NCEM
Smith, Lewis	Owner/Operator(Parkway Ag)
Solesbee, Julie	EM/Press
Spruill, Mary	Volunteer
Williams, Tonya	Hospital
Winslow, Jarvis	EM



PERQUIMANS COUNTY BOARD OF COMMISSIONERS

V.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

RESOLUTION AUTHORIZING SALE OF CERTAIN SURPLUS COUNTY PROPERTY

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

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

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

<u>Model Year</u>	<u>Make</u>	<u>Model</u>	<u>VIN</u>
2014	Dodge	Durango	1C4RDJFG3EC391141

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

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

4. The County Manager, in accordance with State law, shall cause a summary of this resolution to be posted on bulletin board at Courthouse and place it on the County's website and Facebook page. After not less than ten (10) days from the date of publication, the County Manager is authorized to sell the above-described property to the highest bidder.

Adopted this the 2nd day of December, 2024.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunnicutt, Clerk to the Board

SEAL



ELIGIBILITY DETERMINATION MEMORANDUM Perquimans, County of

Project No.	701121	Applicant Type	<input type="checkbox"/> State Agency
Version No.	0		<input checked="" type="checkbox"/> Local Government
Damage Inventory Nos.	1282470		<input type="checkbox"/> Tribe <input type="checkbox"/> Private Nonprofit
Project Title: COVID			
Category of Work: B - Emergency Protective Measures			

Amount Requested:	\$88,784.52	Eligibility Issue Type(s)	<input type="checkbox"/> Applicant Eligibility
Amount Denied:	\$7,958.09		<input type="checkbox"/> Facility Eligibility <input type="checkbox"/> Work Eligibility <input checked="" type="checkbox"/> Cost Eligibility
Issue Keyword(s): Increase Operating Cost; Immediate Threat			

Project Brief Description:

The Coronavirus (Covid-19) pandemic resulted in a Presidentially declared disaster (DR-4487-NC) on March 25, 2020, for the State of North Carolina. Perquimans County (Applicant), a local government entity, requests reimbursement under FEMA's Public Assistance (PA) program for emergency protective measures incurred during the incident period of January 20, 2020, through May 11, 2023.

The Applicant claims that the Covid-19 pandemic created an immediate threat to the health and safety of the general public, requiring emergency response and protective measures. As a result, the Applicant seeks reimbursement for materials (e.g., laptops, phones, monitors, and emergency operations center (EOC) IT). *701121 - DR4487NC - Cost Summary.xlsx, 12-22 FEMA FA Material Spreadsheet - Response.xlsx*. The materials were used from March 14, 2020, through June 30, 2022, for a total cost of \$88,784.52.

FEMA sent the Applicant a Request for Information (RFI) asking for the removal of \$15,155.00. The amount of \$7,958.09 is in dispute.

Issue:

Are the materials eligible for emergency protective measure reimbursement under FEMA's PA program?



Applicable Statutes, Regulations, and Policies in Effect as of the Declaration of the Emergency or Disaster:

- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (Stafford Act), 42 U.S.C. § 5121 et seq. (2019):

Stafford Act § 403(a)(3)

- Title 44 of the Code of Federal Regulations (C.F.R.) (2019):

44 C.F.R. §206.225(a)

- FEMA Policy:

Public Assistance Program and Policy Guide FP 104-009-2 (PAPPG) (Apr. 2018)

PAPPG, at 19, 41-42, 60-61, 63, 66-67

COVID-19 FEMA Fact Sheet, Coronavirus (COVID-19) Pandemic: Eligible Emergency Protective Measures, March 19, 2020.

Coronavirus (COVID-19) Pandemic: Safe Opening and Operation Work Eligible for Public Assistance (Interim) (FEMA Policy 104-21-0003, Version 2)

Analysis:

Stafford Act § 403(a)(3) grants FEMA discretionary authority to provide assistance to state and local governments essential to meet immediate threats to life and property resulting from a disaster. Implementing this authority, 44 C.F.R. §206.225(a) authorizes FEMA to provide PA funding for specific work required as a result of the incident and emergency protective measures necessary to eliminate or lessen immediate threats to life, public health, or safety, as well as threats of significant additional damage to improved property.

Under limited circumstances based on specific criteria, FEMA finds Covid-19 measures eligible for reimbursement when those measures are related to emergency actions to address an immediate threat to life, public health, or safety. Examples are responders taking emergency actions to save the lives of Covid-19 infected or presumed infected survivors, or when measures must be taken to protect responders taking the emergency actions. The *Covid-19 EPM Fact Sheet*, *Covid-19 Policy*, and the *PAPPG* provide examples of emergency work that FEMA funds under its PA program, such as disinfection of eligible public facilities when required as an emergency action and the purchase and distribution of life-saving supplies and commodities to the affected community. *PAPPG*, at 63; *Covid-19 EPM Fact Sheet*, *Covid-19 O&O Policy*, at 5.

FEMA is authorized to provide PA funding for specific work required as a result of the incident. 44 C.F.R. § 206.223(a)(1); *PAPPG*, at 19. FEMA is not authorized to provide PA funding for all



FEMA

FEMA: 4487-DR-NC
PA ID: 143-99143-00

losses or costs resulting from the incident, including work that results in the increased costs to operate a facility or provide a service, which are generally not eligible even when directly related to the incident. *PAPPG*, at 41-42. The Applicant may incur additional costs related to operating a facility as a result of the incident because of an increased demand for the services the facility provides. These additional costs are only eligible if:

- The services are specifically related to eligible emergency actions to save lives or protect public health and safety or improved property;
- The costs are for a limited period of time based on the exigency of the circumstances; and
- The Applicant tracks and documents the additional costs.

PAPPG, at 60-61.

Here, the Applicant requests reimbursement for materials (e.g., laptops, phones, monitors, and IT equipment (IT). These items were used to support remote trainings and meetings for daily operations. *RFI-PRJ-102924*. Although perhaps used as precautionary measures to assist in avoiding further exposure to the pandemic, these materials were not used for emergency actions necessary to avoid an immediate threat to life, public health and safety or to protect improved property. Rather, they are increased operating costs undertaken to continue normal operations in a pandemic environment.

Not only are increased operating costs generally ineligible, but the Applicant has not demonstrated that the costs were specifically related to performing emergency medical care, medical sheltering or other emergency labor related to providing medical treatment to infected or presumed infected survivors. So, the request in the amount of \$7,958.09 is not reimbursable under the PA program.

Eligibility Determination: Partially Approved Denied

FEMA determines that \$7,958.09 for materials is unrelated to eligible emergency protective measures and the project is eligible only in part under FEMA's PA program.

Notice of Right to Appeal:

The Applicant may appeal this determination to the Regional Administrator, pursuant to Title 44 of the Code of Federal Regulations § 206.206, Appeals. If the Applicant elects to file an appeal, the appeal must:

- 1) Contain documented justification supporting the applicant's position;**
- 2) Specify the monetary figure in dispute; and**
- 3) Cite the provisions in federal law, regulation, and/or policy with which the Applicant believes the initial action was inconsistent.**

The appeal must be submitted to the grantee, North Carolina Emergency Management (NCEM) by the Applicant within 60 days of its receipt of this determination. The grantee's transmittal of that appeal, with recommendation, is required to be submitted to FEMA within 60 days of the receipt of the Applicant's letter. If you have any questions, please



FEMA

contact NCEM POC, Brenda Morris at Brenda.morris@ncdps.gov

Approval:

PA Management:

ADAM P
SCHMIDT

ADAM P SCHMIDT
PA MANAGER

Signature: _____

Date: _____

Document Index:

Document Description	File Name
FEMA Provided Validation Summary Sheet	701121 – DR4487NC - Cost Summary.xlsx
Force Account Material Summary	12-22 FEMA FA Material Spreadsheet - Response.xlsx
Equipment Expenses for Mass Vaccination Clinics	FEMA Equipment Worksheet - COVID Clinic.xlsx
Invoices for General Response	2021 & 2022 COVID Invoices.pdf
Expenses for General COVID Response	Q3 & Q4 2020 COVID Invoices.pdf
Expenses for General COVID Response	Q2 2020 COVID Invoices.pdf
Expenses for General COVID Response	Q1 2020 COVID Invoices.pdf

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

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

GENERAL CONCEPTS

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

SPECIFIC COMMERCIAL ACTIVITIES

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

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

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

OPERATION AND ADMINISTRATION

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

ENVIRONMENTAL RULE/REGULATION COMPLIANCE

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

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

SITE PLAN APPROVAL

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

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

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

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

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

PERMITS AND LICENSES

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

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

ENTRANCE LOCATIONS

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

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

STRUCTURE LOCATION

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

PARKING

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

LANDSCAPING

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

WATER SUPPLY AND SEWAGE DISPOSAL

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

STORM SEWERS

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

REFUSE, WASTE AND FIRE HAZARDS

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

FREE-STANDING SIGNS

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

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

LIGHTING

Exterior lighting details should be specifically addressed in the site plan submission to Perquimans County. All exterior lights shall be fully shielded and angled to project light downwards, thereby reducing light pollution to adjacent properties and those within the project's viewshed. Other measures to reduce light pollution may be required by Perquimans County, including but not limited to, motion sensors, dawn/dusk sensors, lighting height restrictions, and limitations on light intensity. All of these factors will be evaluated by staff depending on the site plan configurations. Future revisions of the project's lighting design must be approved by Perquimans County.

ARTICLE VII. HOLIDAYS AND LEAVES OF ABSENCE

Section 1. Policy

The policy of the County is to provide vacation leave, sick leave, and holiday leave to all full-time and part-time employees in a regular position with the County and to provide proportionally equivalent amounts to employees having average work weeks of different lengths. Leave balances should accrue with each payroll at a pro-rated amount when employees work or are on a paid leave status.

Section 2. Holidays

The policy of the County is to follow the holiday schedule as published by the State of North Carolina each year. The schedule for the calendar year will be published by December 1 of the previous calendar year for distribution to County employees.

In order to receive a paid holiday, an employee must have worked the day before and the day after the holiday(s), or have been given approved paid leave.

Employees wishing to schedule time off for religious observances may request vacation leave from their respective Department Head. The Department Head will attempt to arrange the work schedule so that an employee may be granted vacation leave for the religious observance. Vacation leave for religious observances may be denied only when granting leave would create an undue hardship for the County.

Holidays for permanent part-time employees will be calculated at one half of the amount of full-time employees. The number of holiday hours paid will correspond with the normal operating schedule of the department (i.e. EMS have a 12 hour holiday while departments that operating during normal business hours receive 8 holiday hours).

Departments which have staff working during holidays may designate which days of the week are to be observed using the actual legal holidays when appropriate.

Section 3. Holidays: Effect on Other Types of Leave

Regular holidays which occur during a vacation, sick or other leave period of any employee shall not be considered as vacation, sick, or other leave.

Section 4. Holidays: Compensation When Work is Required

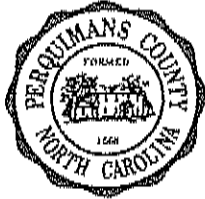
Employees required to perform work on regularly scheduled holidays may receive the proportionally equivalent amount off for the holiday or receive pay in lieu of time off as described in Section 16 of this Article.

If a holiday falls on a regularly scheduled off-duty day for shift personnel, the employee will receive the hours for paid the proportionately equivalent holiday leave. Whether holiday time is provided in time or pay for shift employees is determined by the County. Employees shall receive holiday compensation in hours or pay based on the pro rata amount identified in Section 16 of this Article.

Full-time and part-time employees required to perform work on a holiday shall receive paid holiday hours equivalent to their average workday. In addition, in recognition of the time worked on the holiday, the employee is to receive additional pay at the rate of time-and-a-half rate for each hour

2025 Holiday Schedule		
Holiday	Observance Date	Day of Week
New Year's Day	January 1, 2025	Wednesday
Martin Luther King, Jr. Birthday	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, 2025	Wednesday, Thursday & Friday

State Holiday Schedule



PERQUIMANS COUNTY BOARD OF COMMISSIONERS

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

MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

WALLACE E. NELSON
CHAIRMAN

FONDELLA A. LEIGH
VICE CHAIR

THELMA FINCH-
COPELAND

JOSEPH W. HOFFLER

T. KYLE JONES

CHARLES WOODARD

W. HACKNEY HIGH, JR.

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 Winn, Human Resources

DATE: September 27, 2022

RE: 2023 HOLIDAY SCHEDULE

Below is the holiday schedule for the year 2023. Please distribute to your department. If you have any questions, please let me know.

2023 HOLIDAY SCHEDULE		
HOLIDAY	OBSERVANCE DATE	DAY OF THE WEEK
New Year's Day	January 2, 2023	Monday
Dr. Martin Luther King, Jr. Day	January 16, 2023	Monday
Good Friday	April 7, 2023	Friday
Memorial Day	May 29, 2023	Monday
Independence Day	July 4, 2023	Tuesday
Labor Day	September 4, 2023	Monday
Veterans Day	November 10, 2023	Friday
Thanksgiving	November 23 & 24, 2023	Thursday & Friday
Christmas	December 25, 26 & 27, 2023	Monday, Tuesday & Wednesday

Perquimans County's Vision:

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



JAMES A. WEAVER
SECRETARY & STATE CHIEF
INFORMATION OFFICER
NC 911 BOARD CHAIRMAN

W. BOWMAN FERGUSON
NC 911 BOARD VICE CHAIR

L. V. POKEY HARRIS
NC 911 BOARD EXECUTIVE DIRECTOR

September 6, 2024

Mr. Jonathan A. Nixon
Emergency Services Director
Perquimans-Gates 911 Communications
159 Creek Drive
Hertford, NC 27944

Sent via email: jnixon@perquimanscountync.gov

Dear Jonathan,

The North Carolina 911 Board Grant Committee completed the FY2025 Grant Program review process and subsequently made recommendations to the 911 Board on August 23, 2024. Via electronic submission of this letter, I am pleased to advise the recommendation was unanimously approved by the Board for the award of Perquimans-Gates 911 Communications, Perquimans-Gates 911 Center Expansion Project, in the amount of **\$4,831,481.00**.

To continue the process for the award of grant funding, an intent of acceptance is required by Perquimans-Gates 911 Communications. Once this acceptance is received, preparation of the grant agreement that will outline the terms and conditions of the grant award will begin. Please advise of Perquimans-Gates' willingness to accept the noted award amount and to complete the grant project in its entirety as submitted in the grant application. Your acceptance of the grant award must be received no later than **Friday, September 13, 2024**, by a letter submitted electronically as a response to the email in which this letter was transmitted.

The grant agreement will be presented to Perquimans County no later than **Friday, November 1, 2024**. The County must then advise of acceptance of the grant agreement no later than **Wednesday, December 4, 2024**. The signed grant agreement will be due back to me no later than **Friday, January 3, 2025**, for countersignature. The execution of the grant agreement will be handled electronically. Exchange of hard copies via USPS or in-person will not be necessary. You are being notified of these key dates to ensure the award process can be finalized appropriately. Therefore, please note failure to meet any deadline outlined in this letter will result in the award being de-obligated.

Congratulations on the award for your project! We look forward to working with you on it.

Sincerely,

L. V. Pokey Harris

L.V. Pokey Harris
Executive Director
North Carolina 911 Board

Contract No.

AGREEMENT

THIS AGREEMENT (the Agreement) is made effective the _____ day of the month of _____, 202__ by and between Perquimans County, the Grantee, and the North Carolina 911 Board (hereinafter referred to as 911 Board), an agency of the State of North Carolina. Grantee and the Board (together "the Parties") hereby agree as follows:

WITNESSETH:

WHEREAS the 911 Board was created by N.C. Gen. Stat. §143B-1400 *et seq.* to collect and administer the 911 Fund, and

WHEREAS the 911 Board solicited grant applications pursuant to N.C. Gen. Stat. §143B-1407 and procedures for Grants adopted by the Board, and

WHEREAS Grantee submitted a Grant Application to upfit its existing PSAP to address consolidation of Gates and Perquimans County operations, including the existing agreement to serve as a backup PSAP for Chowan County, and

WHEREAS the 911 Board allocated funds for the purposes identified in the Grant Application.

NOW, THEREFORE, the Parties enter into this Agreement, and in consideration of the mutual promises and such other valuable consideration as shall be set out herein, the Parties hereto do mutually agree to the following terms and conditions:

1. Definitions:
 - a. Project: Perquimans-Gates 911 Center Expansion Project.
 - b. Deobligation: the 911 Board's cancellation or downward adjustment of all or part of the grant award. Deobligation, if imposed, will not affect disbursed funds but will affect any remaining amount of awarded funds.
 - c. Executive Director: Executive Director of the 911 Board.
 - d. Grant Funds: the amount authorized for award by the 911 Board in the amount of \$4,831,481.00.
 - e. Grant: Financial assistance provided by the 911 Board, or a subgrantee, to carry out activities whereby the 911 Board anticipates no programmatic involvement with the grantee or subgrantee during the performance of the Grant.
 - f. Grantee: Perquimans County, notwithstanding N.C.G.S. §143C-6-23(a)(3).
 - g. Ineligible Costs: such expenses that are not funded through the Monthly Distributions defined in G.S. §143B-1406(a), and not identified in the Approved Use of Funds List published on the 911 Board website.
 - h. Interlocal agreement: The document entered into between Perquimans and Gates Counties on March 01, 2024, to consolidate the two Counties PSAP operations into one Primary PSAP, and between Perquimans and Chowan Counties on June 06, 2022, to serve as the other county's Backup PSAP.

i. **State Funds:** Any funds appropriated by the N.C. General Assembly or collected by the State of North Carolina. For the purposes of this Agreement, Grant Funds are State Funds. Grantee recognizes that the expenditure of money deposited in the State treasury, including the 911 Fund, is subject to allocation and appropriation of funds to the agency for the purposes set forth in this Agreement.

j. **Subgrantee:** As defined in N.C. Gen. Stat. §143C-6-23(a)(4), a non-State entity that receives a grant of State funds from a Grantee of a State Agency, here the 911 Board, or a Subgrantee of a Grantee, but does not include any non-State entity subject to the audit and other reporting requirements of the Local Government Commission.

k. **Unit, or unit of local government:**

As defined in N.C. Gen. Stat. §143C-1-1(d)(29), a municipal corporation that has the power to levy taxes, including a consolidated city-county as defined by N.C. Gen. Stat. §160B-2(1), and all boards, agencies, commissions, authorities, and institutions thereof that are not municipal corporations.

As defined in N.C. Gen. Stat. §160A-460, means a county, city, consolidated city-county, local board of education, sanitary district, facility authority created under Article 20 of Chapter 160A of the General Statutes, special district created under Article 43 of Chapter 105 of the General Statutes, or other local political subdivision, authority, or agency of local government.

2. **Scope of Project:** To renovate space within the existing Perquimans Primary PSAP to create a state-of-the-art consolidated PSAP between Perquimans and Gates Counties, as well as serve as a Backup PSAP for Chowan County. The Grant Funds shall only be used to pay for the portions of the project that are ETSF ineligible.

a. Grantee shall be responsible for administrative and management duties associated with the Project and shall be responsible for completing the goals and objectives described in the Grant Application. This Grant shall only be used for paying for portions of the project that are Ineligible Costs. To the extent that the Project includes expenses that are not eligible for monthly distribution or reimbursement pursuant to G.S. §143B-1406 and are not included in the Grant Funds allocated by the 911 Board, Grantee shall be responsible for all expenses for the non-eligible items. For eligible expenses limited by the 911 Board policies, e.g., chairs, monitors, Grantee shall be responsible for all expenses exceeding the expense limitations for such items.

b. Grantee shall prepare and submit reports as stated in Exhibit A.

c. Goals and objectives include:

1. To renovate, upfit, and furnish the existing Perquimans PSAP with a square footage of 3,708 square feet. The PSAP will provide working space for eight (8) workstations, of which five (5) will be used by Perquimans-Gates personnel and three (3) are reserved for Chowan County for its backup operations.

1. This Agreement allocates \$4,557,057.84 for the construction related to the 911 Center building expansion.

2. This Agreement allocates \$184,560.42 to replace end-of-life console equipment for the Primary and Backup PSAP.
 3. This Agreement allocates \$15,505.00 for the purchase of recorder software.
 4. This Agreement allocates \$29,985.00 for the purchase of furniture for offices, training room, and kitchen.
 5. This Agreement allocates \$24,122.25 for Building Access Control Modification.
 6. This Agreement allocates \$2,550.00 for the purchase of staff lockers.
 7. This Agreement allocates \$552.54 for the purchase of printers for administrative offices and training room.
 8. This Agreement allocates \$1,974.75 for surveillance camera additions.
 9. This Agreement allocates \$6,801.40 to purchase two (2) desktop computers for administrative offices.
 10. This Agreement allocates \$8,370.80 to purchase training room computers and screens.
2. To update the Interlocal Agreement with Chowan County to ensure the PSAP serves as an appropriate backup for Chowan County.
 3. Adhere to rules for PSAP facilities, equipment, and software within 09 NCAC 06C .0200, and for the use of Grant Funds, as stated within 09 NCAC 06C .0400. Incorporate applicable standards for mission-critical facilities published by the Federal Emergency Management Agency (FEMA), the National Fire Protection Association (NFPA), and the National Emergency Number Association (NENA). Ensure continuity of operations during implementation for all response agencies currently served.
 4. Coordinate technology purchases and facility design to ensure continued compliance with the State NG911 system, including GIS call routing.
 5. Conduct thorough system(s) testing before acceptance.
- d. Grantee shall not change the Scope of Project without prior written approval of the 911 Board Executive Director.
- e. Grantee shall submit a revised budget and work plan within sixty (60) days of signing this Agreement, with details of the architectural and building plans representing any changes from the Grant Application. Revisions and work plan changes shall identify permitting, environmental and geotechnical site survey results, any abatement requirements, an assessment of the tower as proposed in the Grant Application, and associated costs as well as the source(s) of funds to complete any conditions, contingencies or abatements. Revisions and work plan changes should identify project component details (as identified in the Grant Application and this Agreement) and costs identified in the Grant

Application together with a timeline that includes component details. These revised documents must reflect any changes and special conditions of the Grant award. The budget must include any matching funds or funds from other sources and the anticipated time when such funds will be spent. Grantee shall identify potential or contingent sources of funding including but not limited to other grants during the term of this Agreement. The work plan should include a timeline and specific milestones and/or deliverables that will be used to measure interim progress and accomplishments of the project during the term of this Agreement. Grant Funds will not be released until these revised documents are approved by the 911 Board Executive Director.

f. Grantee will procure all goods and/or services for the Project in compliance with State and local procurement laws, rules, and regulations, consistent with the Grant Application and approved project budget.

g. Grantee will collect and compile documents as directed by the 911 Board for the purpose of Grantee's verifying the requirements of Article 15, Part 10 of Chapter 143B of the N.C. General Statutes.

h. Grantee shall assist the 911 Board in any audits of Grant Funds by supplying required document(s) to satisfy the requests of an auditor.

3. Changes in the Project.

a. If any changes to the project or extra work are requested with respect to the Project, such changes must be authorized in writing by the Parties. The 911 Board will not approve any changes that exceed its authority under N.C. Gen. Stat. §143B-1400 *et seq.*, or subsequent modification thereof.

b. Any work referred to in Paragraph 3(a) above shall be the subject of a separate written agreement stating the costs and schedule for completing any such extra work.

c. Each Party shall immediately notify the other of any change in conditions or applicable law, or any other event, which may significantly affect its ability to perform the Project.

d. The Parties agree that the 911 Board may assign this Agreement to its successor, if any; or continue the Agreement by amending the term if legislation is enacted that does, or may, affect the term of this Agreement.

e. A request for change in the project period requires advance written approval by the 911 Board Executive Director. The request must be submitted in writing, stating the basis for the request, to the 911 Board Executive Director at least sixty (60) calendar days prior to the expiration of the Grant. The Grantee shall submit a revised budget and any other documentation or information requested by the 911 Board Executive Director indicating the planned use of all unexpended funds during the extension period.

4. Consolidation.

a. Grantee shall ensure that all participating Units of Government satisfy all standards and requirements for eligibility under the FCC Order and Article 15, Part 10 of Chapter 143B of the N.C. General Statutes.

- b. Grantee shall be responsible for billings and collections activities involving Participating Units of Government.
- c. Participating Units of Government include Gates and Perquimans Counties to consolidate as a Primary PSAP and Chowan County as a Backup PSAP participant. Grantee may give notice to 911 Board of additional units of government participating in the Consortium at any time. Termination of any Unit of Government's participation shall constitute an event of dissolution or disassociation of the Consolidation.
- d. Consolidation of Perquimans and Gates County PSAPs will result in modification of disbursements from the 911 Fund, and such modifications will be implemented in conjunction with Grantee's progress reports and the project schedule.
- e. Existing PSAPs are in operation and funded via tax revenues only. In accordance with the interlocal agreement, PSAPs will continue to provide funding via tax revenues in support of enhanced 911 functions for the overall public health and safety of the citizens of Gates and Perquimans Counties.
- f. Perquimans-Gates Communications will answer and process all calls for service for both Counties. This includes calls for service for medical, fire, rescue, law enforcement, animal control, forestry and emergency management.
5. Term of Agreement. The Parties intend that the term of this Agreement shall begin upon the Effective Date and extend through 31 December 2026. (End Date). The effective period of this Agreement shall commence upon completion by the Parties' authorized signatories (the Effective Date) and terminate upon the End Date unless sooner terminated under Paragraph 14; or amended by written agreement to extend said date by the Parties or their successors in interest. The parties agree that this Agreement may be extended only one time.
6. Project Schedule. Grantee shall prepare and deliver a project schedule consistent with this Agreement that substantially conforms to the following:
- a. The Project is anticipated to be completed in approximately twenty-four (24) months. The proposed budget and project plans shall be reviewed, revised, and provided to the 911 Board Executive Director as provided in Paragraph 2(e) above. These revised documents must reflect any changes and special conditions of the Grant award.
- b. Project timelines and milestones identified in the Grant Application, and incorporated into Exhibit B, are incorporated herein by reference.
- c. The Perquimans-Gates PSAP will continue to operate during the Project, either at the primary or the backup PSAP; therefore, there will be no disruption to 911 call taking and emergency dispatching services.
- d. Grantee shall prepare and release one or more solicitation documents comprising RFPs or other similar solicitation documents in compliance with the Project schedule presented in the Grant Application, and as such may be amended.
- e. Contracts based upon Grantee's solicitation documents shall be awarded in a timely manner in compliance with the Project schedule presented in the Grant Application, and as such may be amended.

7. Delivery of Grant Funds. The total Grant Funds equal Four Million, Eight Hundred Thirty-One Thousand, Four Hundred Eighty-One and 00/100 (\$4,831,481.00.) Dollars. Grant Funds shall be held by the 911 Board and delivered at a maximum as follows:

- a. Funds shall be released to Grantee after receiving copies of Grantee's contracts, purchase orders and invoices therefor, and Grantee's satisfactory completion of its obligations under this Agreement. Each deliverable offered by the Grantee shall be clearly itemized to show the expenditures meet the scope of this Agreement, to include professional work performed and invoices for supplies. The Grantee shall ensure that all milestone payments are reconciled to an applicable vendor quote to show the eligible and ineligible amounts awarded and the specific funding stream, and in sufficient detail to show the expenses in the invoice are defined to show they were part of the grant award and that the task in the milestone was completed. Grant Funds shall not be used for updating data gathered during the Project. The 911 Board may release Grant Funds directly to subgrantees upon receipt of evidence satisfactory to the 911 Board Executive Director that all conditions necessary to release such Funds have been satisfied. Such evidence may comprise demonstrated compliance with work and payment schedules of this Agreement and any agreement with a Subgrantee, relevant contracts, purchase orders and invoices therefor, satisfactory completion of testing and acceptance criteria of Grantee's contracts with its vendors, approval of the Grantee, and such other evidence as the Executive Director deems reasonably necessary or proper. Payment schedules may include pre-determined progress payments, payments based upon time and materials that are not to exceed a maximum amount, retainage, and such other terms that are consistent with this Agreement.
- b. Grant Funds shall not be released, or paid, in advance of performance of actual services or delivery of reimbursable purchases, nor paid for interest, allocations for budget contingencies, maintenance or other services in future fiscal years. Grant Funds may not be used for any type of bond, monies due upon contract execution, or any type of speculative downpayment for the project. Funds shall be applied to ineligible expenses as identified in the Grant Application as authorized by N.C. Gen. Stat. §143B-1407(b)(4), and to expenses that are eligible under N.C. Gen. Stat. §143B-1400 *et seq.* and the Rules and policies of the 911 Board. The Grantee agrees that final invoices shall not be reimbursed by the Board until the final report required by Exhibit A of this Agreement is received and accepted by the Executive Director.
- c. The Grantee agrees to submit all requests for reimbursement to the Board under Subsection 7(a) of this Agreement within thirty (30) days of Grantee's payment to that Vendor following performance of services or delivery of purchases. The Grantee agrees that final invoices shall not be reimbursed by the Board until the final report required by Exhibit A of this Agreement is received and approved by the Executive Director as meeting the requirements of Rule 09 NCAC 06C .0405(c).
- d. Indirect costs and administrative costs will not be allowable charges against Grant Funds unless such costs are specifically included in the approved Project budget as incorporated into the award.
- e. Grantee will maintain full, accurate, and verifiable accounting records to support the preparation of financial statements in conformity with accounting practices applicable

to N.C. local governments as approved by, or consistent with, standards of the Local Government Commission. Expenditures must be consistent with the Project Budget and N.C. Gen. Stat. §143B-1400 *et seq.*

f. In the event Grantee breaches any of the covenants or agreements contained in this Paragraph, or any of the representations and warranties of Paragraphs 9, 19, and 24 are untrue as to a material fact as of the date of this Agreement, Grantee agrees to return any unearned Grant Funds held by Grantee and refund sums equal to any non-qualified expenditures paid with Grant Funds. Grantee's obligations that are created by this Agreement to return Grant Funds and to refund sums, apply only to Grant Funds held by Grantee. Grant Funds are "held" by Grantee only to the extent they are in the actual, not constructive, possession of Grantee. Grantee shall timely enforce all such rights, duties and perform its responsibilities to ensure completion of the accounting and return of Grant Funds to the Board. Any actions taken pursuant by a party to an interlocal agreement constituting withdrawal from the consolidation shall cause an accounting and the withdrawing party shall be financially responsible for returning grant funds identified to support the interlocal agreement. Grantee shall timely enforce all such rights, duties and perform its responsibilities to ensure completion of the accounting and return of grant funds to the Board.

g. Grantee must attend workshops or other instructional sessions relating to administration of the Grant or use of 911 Funds provided by the 911 Board during the term of this Agreement.

h. Funds identified with contingencies or escalations as presented in Grantee's budget documents and financial forecasts shall revert to the Board's Grant Fund if unused or unallocated in a timely manner.

i. If the Board determines that the actual costs of the Project are less than the Grant amount, the Board, in its sole discretion, may reduce the amount of the Grant accordingly. If the Grantee determines that the actual costs of the Project are less than the Grant amount, it shall report so to the Board and return any surplus Grant funds it has received to the Board.

j. As a condition of receiving the Grant, the Grantee must contribute general funds for ineligible costs as described in the Grant Application. The general funds shall come from local resources and may not be derived from other State or federal grant funds unless such other funds were specifically identified in the Grant Application. All general funds shall be expended prior to fully expending Grant Funds.

8. Travel Expenses. The approved budget does not include travel costs. Such costs, if any, are limited to reimbursement rates set forth in N.C. Gen. Stat. §138-6; as interpreted by the Office of State Budget and Management, and as amended from time to time. The State of North Carolina's Travel Policy is contained in the State Budget Manual located on the Internet at <http://www.osbm.state.nc.us>. Original receipts for such expenses shall be retained by Grantee.

9. Independent Status of Grantee.

a. It is agreed between the Parties that neither this Agreement nor any provisions hereof shall be deemed to create a partnership or joint venture between Grantee and any third party, nor with the 911 Board. It is further agreed that except for the rights expressly

granted to Grantee or the 911 Board in this Agreement, neither of them shall have any proprietary rights in the Project.

b. The Parties acknowledge that Grantee is an independent entity. Grantee shall not represent itself as an agent of the 911 Board, nor shall the Agreement be construed so as to make Grantee an agent of the 911 Board. Grantee shall not have the ability to bind the 911 Board to any agreement for payment of goods or services, nor shall it represent to any person or entity that it has such ability. Grantee shall be responsible for payment of all its expenses, including rent, office expenses and all forms of compensation to employees. Grantee shall provide workers compensation insurance to the extent required for its operations and shall accept full responsibility for payments of unemployment compensation, social security, income taxes and any other charges, taxes or payroll deductions required by law in connection with its operations, for itself and its employees who are performing work pursuant to this Agreement. All expenses incurred by Grantee are its sole responsibility. The 911 Board shall not be liable for the payment of any obligations incurred in the performance of the Project.

10. Conflicts of Interest. Grantee acknowledges and represents that it has adopted policies governing conflicts of interest and ethics in the exercise of its authority, and its actions under this Agreement. Grantee will review, disclose and employ its best efforts to resolve any anticipated or reported conflict of interest or issue involving its ethics policies during the performance of this Agreement. Grantee shall, upon request, submit a copy of its conflict to interest policy, and shall ensure that such policy conforms to the requirements of N.C. Gen. Stat. §143C-6-23 and other applicable laws.

11. Obligation of Funds. Grant Funds provided by the 911 Board may not be utilized to reimburse expenses incurred by Grantee from its General Fund or any other funds prior to the Effective Date or subsequent to the End Date. All unpaid obligations incurred prior to the End Date shall be paid and satisfied by Grantee within thirty (30) days thereafter. Any changes in the approved budget that would result in modifying budget line items or allocations, or the addition or deletion of a budget category, shall require prior approval from the 911 Board. Prior approval shall not be required for changes that affect the approved budget unless a line item in the budget allocation is exceeded by ten (10%) percent or \$500.00, whichever is greater. Under no circumstances shall such a change increase the amount of Grant Funds awarded or increase ETSF eligible funds for the project. Grant Funds shall be deobligated if not expended in the time and manner agreed herein. The 911 Board may deobligate all or part of the awarded funds if:

- a. The actual cost of goods or services identified in the Grant budget funded by the Grant award is less than the total award, or
- b. If the activities for which the Grant was awarded do not begin within three (3) months of the effective date of this Agreement.

If Grant Funds are not expended within the term of this Agreement and manner agreed herein, and in compliance with the project schedule and budget, the Board shall provide notice of deobligation of such Grant Funds to the Grantee. Notice of deobligation shall provide an effective date of deobligation which shall not be less than thirty (30) days after the date of the notice.

12. Project Records.

a. Grantee shall maintain full, accurate and verifiable financial records, supporting documents, and all other pertinent data for this Project in such a manner so as to identify and document clearly the expenditure of Grant funds provided under this Agreement, separate from accounts for other awards, monetary contributions, or other revenue sources for this Project.

b. Grantee shall retain all financial records, supporting documents, and all other pertinent records related to the Project for five (5) years from the End Date. In the event such records are audited, all Project records shall be retained beyond such three-year period until any and all audit findings have been resolved.

c. Pursuant to N.C. Gen. Stat. §143C-6-23, and §147-64.7, Grantee agrees to make available to the State Auditor, Board, or designated representatives of the foregoing, all of its records that relate to the Project, and agrees to allow the 911 Board or its representative to audit, examine and copy any and all data, documents, proceedings, records and notes of activity relating in any way to the Project. Access to these records shall be allowed upon request at any time during normal business hours and as often as the 911 Board or its representative may deem necessary.

d. Grantee acknowledges and agrees that it will be subject to the audit and reporting requirements prescribed by N.C. Gen. Stat. § 143C-6-23 *et seq.*, Non-State Entities Receiving State Funds in N.C. Gen. Stat. §159-34, The Local Government Budget and Fiscal Control Act - Annual Independent Audit; Rules, and Regulations, as applicable. Such audit and reporting requirements may vary depending upon the amount and source of funding received by Grantee, and such are subject to change from time to time. Grantee shall constantly monitor all performance under Grant-supported activities, including activities performed by Subgrantees, to ensure that time schedules are being met, projected work units by time periods are being accomplished, and other performance goals are being achieved. Such obligations to comply with the Board's or other agency's monitoring activities shall survive grant closeout and the termination of this Agreement.

13. Publications.

a. Any published or distributed reports, data, or other information shall contain a disclaimer statement to the following effect: *Any opinions, findings, conclusions, or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the view and policies of the 911 Board.*

b. 911 Board may publish or arrange for the publication of information resulting from work carried out under this Agreement, and copyright any books, publications, films, or other copyrightable materials developed in the course of or resulting from work under this Agreement.

c. Upon publication of any materials resulting from the work of the Project, Grantee shall furnish a minimum of two copies of reprints to the 911 Board.

14. Termination: Availability of Funds.

a. If Grantee fails for any reason to fulfill in a timely and proper manner its obligations under this Agreement, the 911 Board shall thereupon have the right to terminate this

Agreement by giving written notice to Grantee of such termination and by specifying the effective date of termination. For the avoidance of doubt: 1) Grantee's failure to appropriate funds necessary to complete the project shall be reason for termination; 2) Failure to complete any necessary permitting, environmental abatement or failure to appropriate funds to complete such permitting or abatement, shall result in termination of this Agreement. In such event, the 911 Board shall have no responsibility to make additional payments under this Agreement after the End Date. No further expenditures shall be made under this Agreement except for such work as shall have already been performed prior to the End Date and Grantee shall return all unearned funds upon the demand of the 911 Board.

b. The County agrees it will repay Grant Funds if it fails to comply with any terms of this Agreement. The Grantee shall not be relieved of liability to the 911 Board for damages sustained by the 911 Board by virtue of any breach of this agreement, and the 911 Board may withhold payment to the Grantee for the purpose of set off until such time as the exact amount of damages due the 911 Board from such breach can be determined.

c. The Parties may terminate this Agreement by mutual consent upon sixty (60) days' notice. Notice may be given by either party to the other at the addresses and to the attention of the Party's representative specified in Paragraph **Error! Reference source not found.** below.

d. Termination of the contract by the Grantee shall not prohibit the 911 Board from seeking remedies for additional costs consequential to the termination incurred by the 911 Board. The Grantee shall repay to the 911 Board any Grant Funds received in excess of the distributions under this Agreement.

e. Grantee recognizes that Grant Funds are State Funds, and the expenditure of State Funds deposited in the State treasury, including the 911 Fund, is subject to acts of appropriation by the General Assembly and actions of the Budget Director.

15. Liabilities and Loss. The 911 Board assumes no liability, nor shall it have any liability under this Agreement, with respect to accidents, bodily injury, illness, breach of contract or any other damages, claims, or losses arising out of any activities undertaken by Grantee or its contractors under this Agreement, whether with respect to persons or property of Grantee, or third parties. Grantee agrees to obtain insurance to protect it and others as it may deem desirable, or, if it elects not to obtain such insurance, it represents that it has adequate resources available to it for this purpose. Further, Grantee agrees, to the extent permitted by law, to indemnify, defend and save harmless the 911 Board, and their respective officers, agents and employees against any liability, including costs and expenses and attorney's fees, for the violation of any proprietary right or right of privacy arising out of the publication, translation, reproduction, delivery, performance, use or disposition of any information published resulting from the work of the Project or based on any libelous or other unlawful matter contained in such information. Grantee also further agrees, to the extent permitted by law, to indemnify, defend and save harmless the 911 Board, and their respective officers, agents and employees from any and all claims and losses accruing or resulting to any and all subgrantees, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with the Project and the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person,

firm, or corporation who may be injured or damaged by Grantee or its agents in the performance of the Project.

16. Bankruptcy of Third Parties. In the event that any Subgrantee (or other entity other than Grantee) receiving Grant Funds files bankruptcy owing Grantee, the Board or other entities any money, it shall be the sole responsibility of Grantee to (i) immediately notify the Board and (ii) pursue all reasonable claims against the debtor in bankruptcy to obtain the maximum payment allowed by law. To the extent that Grantee fails to pursue the debtor in bankruptcy and obtain the maximum payment allowed by law, Grantee shall be responsible for all amounts paid to such Third Party that are not returned to Grantee; and no Grant Funds may be expended to replace such monies or payments represented by claims against the Third Party.

17. Remedies. In the event of Grantee's non-compliance with any provision in this Agreement, Grantee agrees that the Board may take any actions authorized by law or by this Agreement, including but not limited to those described in 09 NCAC 03M .0401. These remedies include, but are not limited to, reducing, or suspending Grant Funds or terminating the Grant, including the withdrawal of all funds described in this Agreement except for funds already expended on otherwise eligible activities which may not be recaptured or deducted from future grants. The Board may also require Grantee to reimburse Grantee's Program account for improperly expended funds by Grantee or any Subgrantee or other Third Party, as set forth in G.S. §143B-1407(c).

a. Consolidation grants shall be subject to repayment upon dissolution of the consolidation or disassociation of the consolidated local government entities. Repayment shall be determined on a pro-rated basis if dissolution or disassociation occurs within ten years of the effective date of this Agreement. Repayment amounts shall equal a sum equal to the Grant Funds multiplied by a fraction, the numerator of which is a number of years or fractions thereof remaining in a 10-year period from the effective date and denominator of which is 10 years. The resulting sum shall be repaid to the Board as may agreed by the Parties, provided the term of repayment shall not exceed the years represented in the numerator described above. If any such sum is not repaid, the Board may reduce distributions from the 911 Fund in like amounts. This obligation shall survive the End Date.

b. Upon non-compliance with the applicable provisions of 09 NCAC 03M, the Board shall take measures under Rule .0801 of that Subchapter to ensure that the requirements are met, including: communicating the requirements to the non-State entity; requiring a response from the non-State entity upon a determination of noncompliance; and suspending payments to the non-State entity until the non-State entity is in compliance.

c. Pursuant to 09 NCAC 03M .0703(11), the Parties may terminate this Agreement with 60 days' notice by mutual consent, or as otherwise provided by law. Pursuant to 09 NCAC 03M .0703(13), unexpended grant funds shall revert back to the Board upon termination of the Agreement, unless otherwise provided by applicable laws, rules, regulations or orders.

d. However, no termination of this Agreement or the Grant (i) removes Grantee's liability regarding any Grant Funds improperly expended (including the Board's enforcement abilities to recover such funds); or (ii) removes Grantee's existing and continued obligations and liabilities with respect to Grant Funds already properly expended (including the Board's enforcement abilities).

18. Entire Agreement. This Agreement supersedes all prior agreements between the 911 Board and Grantee; and expresses the entire understanding of the Parties with respect to the transactions contemplated herein, and shall not be amended, modified or altered except pursuant to a writing signed by both Parties.

19. Grantee Representation and Warranties. Grantee hereby represents and warrants that:

a. Grantee is duly organized and validly existing as a unit of local government under the laws of the State of North Carolina.

b. This Agreement constitutes a binding obligation of Grantee, enforceable against it in accordance with its terms. The execution and delivery of this Agreement have been duly authorized by all necessary action on the part of Grantee and does not violate any applicable organizational documents of Grantee, or any agreement or undertaking to which it is a party or by which it is bound.

c. Grantee shall allocate such further and sufficient funds to complete the project in a manner consistent with this Agreement and the Grant Application.

d. There is no action, suit, proceeding, or investigation at law or in equity or before any court, public board or body pending, or to Grantee's knowledge, threatened against or affecting it, that could or might adversely affect the Project or any of the transactions contemplated by this Agreement or the validity or enforceability of this Agreement or Grantee's ability to discharge its obligations under this Agreement.

e. All consents or approvals necessary from any governmental authority as a condition to the execution and delivery of this Agreement have been obtained by Grantee. Grantee shall provide the 911 Board with evidence of the existence of all such contracts at the time of the execution of this Agreement. Grantee will provide written assurances from the County confirming that funding contingencies identified in the Grant Application are waived and that all such parties agree that grant funding is sufficient for the purposes and scope of the Grant.

f. The Grantee will notify the 911 Board Executive Director of any significant problems relating to the administrative or financial aspects of the award, such as: misappropriation of funds; use of 911 Funds for non-eligible expenses; or placement or retaining 911 funds in any account other than the Emergency System Telephone Fund.

g. Grantee certifies that it has complied with N.C. Gen. Stat. §§14-234 and 133-32 and shall continue to require compliance for itself and any vendors, contractors or other third parties during the term of this Agreement. Any violations of G.S. §14-234(f) shall be reported to the Board's Executive Director within ten (10) days of Grantee learning of such violation.

20. Performance Measures. Grantee shall ensure that its contracts with third parties include performance measures that provide remedies ensuring protection of the Grant Funds, any matching funds or funds from other sources, and that secure completion of this Agreement consistent with the time and budget for the Project. Specific measures are within the discretion of Grantee, and Grantee shall consider including measures including one or more of the following:

a. Requiring terminated vendors to provide costs of cover for replacement goods or services.

- b. Termination of vendor contracts for cause and vendor's forfeiture of rights to payment.
 - c. Grantee's ownership, or free use, of all planning materials, estimates, drafts, plans, drawings and similar items or information produced by Grantee's vendors in the event of termination for any reason.
 - d. Grantee's requirement that its vendors provide contract security for their performance, including but not limited to, bonds, letters of credit, escrows of funds or other assets, or like security.
 - e. Terms and conditions of agreements allocating damages and setting forth limitations of liability as may be necessary or proper to ensure that any breaches or failures to perform by Grantee's vendors, as a minimum measure.
 - f. Acceptance testing and warranties for any and all equipment, goods and services provided by Grantee's vendors of sufficient duration and measurement to ensure performance consistent with 911 center operations.
21. Subcontracting. Grantee shall not subcontract any of the work contemplated under this contract without obtaining prior written approval from the 911 Board. Any approved subcontract shall be subject to all conditions of this Agreement. Only the subgrantees specified in the Grant Application are to be considered approved upon award of the contract. Grantee shall be responsible for the performance of any subgrantee and shall require all subgrantees to comply with the provisions of the grant award, including this Agreement. Grantee shall be responsible for the performance of any subgrantee.
- a. Grantee shall ensure that any subgrantee provides all information necessary or proper to ensure compliance with this Agreement and the timely completion of the Project.
 - b. The Grantee shall provide all necessary personnel, equipment, and facilities required to implement the work as stated in the Grantee's Grant Application and subsequently approved project schedules, budgets and project scope identified herein, in accordance with the stated objectives, goals, results, standards, and deliverables.
22. Excusable Delay (Force Majeure). Neither party shall be liable for any failure or delay in performing any of its obligations under this Agreement that is due to causes beyond its reasonable control, such as, but not limited to, acts of God, earthquakes and other natural catastrophes, governmental acts, shortages of supplies, riots, war, fire, epidemics, delays in common carriers, labor strikes or other difficulties or circumstances beyond its reasonable control. Grantee shall notify the 911 Board promptly of any factor, occurrence or event that comes to its attention that may affect or delay Grantee's ability to perform any of its other obligations hereunder. The obligations and rights of the excused party shall be extended on a day-to-day basis for the time period equal to the period of the excusable delay.
23. Dispute Resolution. The Parties agree that it is in their mutual interest to resolve disputes informally. A claim by Grantee shall be submitted in writing to the 911 Board for decision. A claim by the 911 Board shall be submitted in writing to Grantee for decision. The Parties shall negotiate in good faith and use all reasonable efforts to resolve such dispute(s). During the time the Parties are attempting to resolve any dispute, each shall proceed diligently to perform their respective duties and responsibilities under this Agreement. If a dispute cannot be resolved between the Parties within thirty (30) days after delivery of notice, either Party may elect to

exercise any other remedies available under this Agreement, or at law; or invite the other party to submit the matter to mediation. If both Parties agree to submit the matter to mediation, the following actions shall be taken:

- a. Each Party shall recommend a mediator certified by the N.C. Courts after first determining that the recommended mediator, and said mediator's firm, if any, have no conflict or prior knowledge of the matter to be resolved, and no prior work for or against either Party,
- b. The recommended mediators must have knowledge of the general subject matter of the FCC 911 laws, regulations and 911 practices,
- c. The recommended mediators must be able to execute and deliver a satisfactory confidentiality and non-disclosure agreement if information exempt from disclosure under N.C. Gen. Stat. §132-1, *et seq.* is relevant or material to the matter to be resolved,
- d. Recommended mediators and their respective contact and qualification information shall be exchanged within five (5) days to each party as provided in Paragraph **Error! Reference source not found.** below following the agreement to mediate,
- e. Unless the Parties mutually agree to select a particular mediator, the selection of a mediator shall be determined by the Mediator's earliest available date to initiate mediation. Any agreement to mediate shall require the Parties to appear and mediate the matter in good faith in accordance with the schedule and calendar established by the Mediator, and
- f. Provided, however, that this term shall not constitute an agreement by either Party to mediate or arbitrate any dispute; and that any agreement to mediate may be revoked or terminated without penalty therefor if so advised by the N.C. Attorney General.

24. Special Provisions and Conditions.

- a. The 911 Board may request from Grantee certain information that will assist 911 Board with evaluation of the short and long-range impact of its programs. Grantee recognizes that such requests may occur after termination of this Agreement and agrees, to the extent possible, to provide such information as requested.
- b. If the 911 Board finds that Grantee has used Grant Funds for an unauthorized purpose, or in a manner not agreed and approved as provided in this Agreement, the Board shall report such findings to the Attorney General, The Office of State Budget and Management, the Office of the State Auditor, the Local Government Commission, and the Office of the State Controller, as may be required by applicable law and regulations. Funds shall not be disbursed to Grantee if the Grantee fails to comply with the reporting requirements of this Agreement.
- c. Nondiscrimination. Grantee agrees not to discriminate by reason of age, race, religion, color, sex, national origin, or handicap related to the activities of this Agreement.
- d. Conflict of Interest. Grantee certifies that to the best of its knowledge no employee or officer of Grantee has any pecuniary interest in the business of the 911 Board or of the Project, and that no person associated with Grantee has any interest that would conflict in any manner with the performance of the Agreement.

- e. Order of Precedence. To the extent of any conflict between this Agreement, including the Exhibits comprising Grantee's Grant Application and supporting documents and Reporting Schedule, such conflicts shall be resolved by first referring to this Agreement, followed serially by the Reporting Schedule, Grant Application, and lastly by other subordinate documents in reverse order to their adoption.
- f. Compliance with Laws. Grantee shall at all times observe and comply with all laws, ordinances, and regulation of the state, federal and local governments which may in any manner affect the performance of the Agreement.
- g. Non-Assignability. Grantee shall not assign any interest in the Agreement and shall not transfer any interest in the same without prior written consent of the 911 Board; provided, however, that claims for money due to Grantee from the 911 Board under this Agreement may be assigned to any commercial bank or other financial institution without such approval.
- h. Personnel. Grantee represents that it has, or will secure at its own expense, all personnel required to carry out and perform the scope of services required under this Agreement. Such personnel shall be fully qualified and shall be authorized under state and local law to perform such services.
- i. Future Cooperation. The Board and Grantee agree to cooperate fully with one another, to execute any and all supplementary documents and/or agreements that may be necessary or helpful to give full force and effect to the terms of this Agreement and to the Parties' intentions in entering this Agreement.
- j. Unauthorized Aliens. No costs incurred as a result of work performed by unauthorized aliens shall be eligible for reimbursement by Grant Funds. As such, in submitting a reimbursement request to the Board for payment, Grantee shall be required to certify to the Board that the expenses for which reimbursement is sought were not incurred as a result of work performed by unauthorized aliens. Contracts awarded by the Grantee that are funded by this Grant shall require Grantee's Vendor(s) and each of its subcontractors comply with the E-Verify requirements of G.S. Chapter 64, Article 2.
25. Intellectual Property Rights. All documents, data, databases, maps, compilations and other works produced by Grantee or any subgrantee under this Agreement shall be considered either Works for Hire under applicable copyright law, or as public records, and neither Grantee nor any subgrantee shall have any property rights of ownership in such works.
26. Confidential Information. The Parties acknowledge and agree that each is subject to the N.C. Public Records Act, which is set forth in N.C. Gen. Stat. §132-1, *et seq.* The Parties further acknowledge and agree that other standards of confidentiality may apply to information made or received during the performance of this Agreement. Such information may include proprietary information of a third party. Prior to accepting any proprietary information, the receiving Party shall ensure that an appropriate and acceptable non-disclosure agreement (NDA) is prepared. Any NDA shall ensure:
- a. That the Proprietary Information is protected as permitted by applicable law,
 - b. That the Proprietary Information is available and accessible to all persons as may be necessary to complete the purposes of this Agreement, and

c. That the Proprietary Information is clearly marked as such.

27. Proprietary Information: Proprietary information shall be subject to the N.C. Public Records Act, which is set forth in N.C. Gen. Stat. 132-1, *et seq.* Grantee shall ensure that any third party is encouraged to review the applicable Statutes prior to submitting any information or documentation believed to be proprietary.

a. 911 Board may maintain the confidentiality of certain types of information described in N.C. Gen. Stat. §143B-1412 and §132-1, *et seq.* Such information may include trade secrets defined by N.C. Gen. Stat. §66-152 and other information exempted from the Public Records Act pursuant to N.C. Gen. Stat. §132-1.2.

b. Grantee may permit third parties to designate appropriate portions of reports, data, and other deliverables as confidential, consistent with and to the extent permitted under the statutes set forth above, by marking the top and bottom of pages containing confidential information with a legend in boldface type "CONFIDENTIAL." By so marking any page, any disclosing party warrants that it has formed a good faith opinion, having received such necessary or proper review by counsel and other knowledgeable advisors that the portions marked confidential meet the requirements of the Statutes set forth above.

c. The 911 Board may serve as custodian of confidential information and not as an arbiter of claims against any party's assertion of confidentiality. If an action is brought pursuant to N.C. Gen. Stat. §132-9 to compel disclosure information marked confidential, the disclosing party agrees that it will intervene in the action through its counsel and participate in defending the 911 Board, including any public official(s) or public employee(s). The 911 Board agrees to promptly notify Grantee in writing of any action seeking to compel the disclosure of a third party's confidential information. The 911 Board shall have the right, at its option and expense, to participate in the defense of the action through its counsel. The 911 Board shall have no liability to Grantee or any third party with respect to the disclosure of confidential information ordered by a court of competent jurisdiction pursuant to N.C. Gen. Stat. §132-9 or other applicable law; nor by disclosure of unmarked information or information that is publicly known.

28. Notice. All notices required or permitted to be delivered hereunder and all communications in respect hereof shall be in writing and shall be deemed given when personally delivered by one or more of the following: by email, which the parties agree is the preferred method for delivery, or when deposited in the United States mails, first class, postage prepaid and properly addressed, as follows:

If to the 911 Board: Attn: L. V. Pokey Harris, Executive Director
 N.C. 911 Board
 P.O. Box 17209
 Raleigh, NC 27609

Ph: 919-754-6621
 E-Mail: pokey.harris@nc.gov

If to Grantee: Attn: Jonathan A. Nixon
 Emergency Services Director

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

Ph: (252) 426-5646
E-Mail: jnixon@perquimanscountync.gov

or addressed to such other address or to the attention of such other individual as the 911 Board or Grantee shall have specified in a notice delivered pursuant to this Subsection.

29. Construction. This Agreement shall be construed and governed by the laws of the State of North Carolina. The place of this Agreement, its situs and forum, shall be Wake County, North Carolina, where all matters, whether sounding in contract or in tort, relating to its validity, construction, interpretation, and enforcement shall be determined. The Parties agree and submit, solely for matters relating to this contractual Agreement, to the jurisdiction of the courts of the State of North Carolina and stipulate that Wake County shall be the proper venue for all matters.

30. This Agreement will expire and Grant Funds will be deobligated if the Agreement is not signed and returned to the 911 Board for countersignature no later than sixty (60) days from the date it was sent to Grantee.

IN WITNESSETH WHEREOF, the Parties hereto have executed this Agreement as of the date first above written.

Perquimans County

By: _____

Title: _____

Date: _____

ATTEST: _____

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

By: _____

Chief Finance Financial Officer

N.C. 911 Board

By: _____

Title: _____

Date: _____

Exhibit A
Reporting Schedule

Grantee shall report the following to the Board, by providing information to the Executive Director:

1. Grantee's contracts shall include performance measures and acceptance testing criteria to ensure that the equipment and services meet the operational and technical requirements of the 911 center. Grantee shall provide copies of contracts, purchase orders and invoices for any equipment or services for which Grant Funds will be expended, including direct disbursements to subgrantees, if any. Such items shall be reported to the Executive Director in a timely manner to ensure prompt payment for any authorized invoices.
2. Progress Reports or assessments that demonstrate the success, or lack thereof, of the Project. The progress reports shall include activities and actions within the Scope of Project (Section 2), Project Schedule (Section 6), any changes in the governance proposed in the Grant Application (Section 3), achievement or progress regarding PSAP transitions to the new facility, priorities identified in the Grant Application and the following information: a comparison of actual accomplishments to the goals and objectives described in the Grant Application as such are established for the period and any significant findings; reasons why established goals were not met, if applicable; and other pertinent information including, where appropriate, analysis and explanation of cost overruns or projected changes in time or funding needed for completion of project objectives.
3. A general project timeline of milestones is listed herein or incorporated herein and shall be revised consistent with progress reports and budgets for the Perquimans-Gates PSAP.
4. Monthly Reports: The Grantee shall provide monthly reporting of contracts, purchase orders and other financial matters identified in Exhibit A Paragraph 1 above. These monthly reports shall be delivered beginning 5 January 2025 and continue thereafter on the fifth day of each month for the term of the Agreement.
 - a. The Grantee shall submit one copy of each report via email in PDF format to the Executive Director and the PSAP's assigned Regional Coordinator.
 - b. The Grantee shall appear and provide presentations to the 911 Board during the term of this Agreement upon request of the 911 Board.
5. Interim Reports: Between the required reporting dates, events may occur which have significant impact upon the project or program. In such cases, the Grantee shall inform the 911 Board as soon as the following types of conditions become known:
 - a. Problems, delays, or adverse conditions which will materially affect the ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project work. This disclosure shall be accompanied by a statement of the action taken or contemplated, and any federal or other assistance needed to resolve the situation.
 - b. Favorable developments or events that enable meeting time schedules and goals sooner than anticipated or producing more work units than originally projected.
 - c. Interim reports shall be delivered not less than annually.

6. Final Project Report

- a. The Grantee shall submit one copy of the final project report via email in PDF format to the Executive Director and the PSAP's assigned Regional Coordinator within 45 days after the end of the project period.
 - b. The final project report shall document and summarize the results of the work. It shall include detailing the activities, expenditures of the funds, and the ways in which the needs identified in the Grant Application were met. The final report shall be submitted within 45 days after the end of the project period and shall be accompanied by supporting documentation for all expenditures of the Grant Funds.
 - c. The Grantee shall submit at the same time of the final report the final invoices to be reimbursed. The Grantee agrees that final invoices shall not be reimbursed by the Board until the final report is received and approved as meeting the requirements of Rule 09 NCAC 06C .0405(c).
7. Budgets and/or budget projections for subsequent years, as may be developed during the term of this Agreement, illustrating financial support to update and maintain the Project equipment.
8. Timeline of Project Work:

Task	Date of Completion
Award Design Award to Design Firm	January 31, 2025
Select Construction Manager at Risk	May 31, 2025
Award Project	July 31, 2025
Complete Project Construction	August 31, 2026
Transition 911 Equipment	September 30, 2026
Project Close-Out with Contractor	November 30, 2026
Grant Closeout	December 31, 2026

Exhibit B
Grant Application

Grantee's Grant Application is incorporated by reference.

Grant Execution Checklist

Upon Receipt of the Email with the Agreement Attached:

- Note the deadline for returning the signed Agreement that is set forth in that email.
- Read the entire draft Agreement including the Scope of Project in Item 2. Please note that after the Agreement is executed, the scope of the project cannot be changed.
- Circulate the draft Agreement to whomever is appropriate in the jurisdiction for review.
- If the Agreement must be approved by the City/Town Council or County Board of Commissioners, schedule that review in a timeline that allows the PSAP to meet the deadline for returning the signed Agreement.

To Execute the Agreement:

Do NOT use DocuSign.

Do NOT insert the date on the first page of the Agreement – that will be inserted by Board staff when returned for countersignature.

- Have the County/City/Town Manager sign the document and complete the attestation.
- Have the Finance Officer (or the Deputy Finance Officer who has been approved by the locality) conduct the preaudit required by G.S. 159-28.
- Once the signatures and attestation have been completed, return the signed Agreement as a PDF by responding “Reply All” to the original email that Board staff used to send the Agreement to the PSAP.



11/19/24 Perquimans-Gates 911 Center Expansion Project Design Presentation

From Jonathan Nixon <JNixon@perquimanscountync.gov>

Date Wed 11/20/2024 10:37 PM

To Ann Collier <acollier@oakleycollier.com>; toakley@oakleycollier.com <toakley@oakleycollier.com>

Cc Frank Heath <frankheath@perquimanscountync.gov>; ssauer@gatescountync.gov <ssauer@gatescountync.gov>; Julie Solesbee <JSolesbee@perquimanscountync.gov>; Mary Hunnicutt <MHunnicutt@perquimanscountync.gov>; Admin 911 <admin911@perquimanscountync.gov>

Mr. Oakley and Ms. Collier,

We appreciate your interest in the Perquimans-Gates 911 Center Expansion Project and look forward to working with your design team. As discussed via phone, please prepare a contact via standard AIA documents, and get over to us for review as soon as possible.

It is our intention to present your firm for Perquimans Board of Commissioners approval at their regular meeting on December 2, 2024. Please send us a PDF reduced file copy of the presentation used yesterday while meeting with the Perquimans-Gates Team by Friday, so that we can share with our Commissioners as a part of their Board Packet.

Let us know if there are any questions or concerns.

Looking forward to our new partnership,

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

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

PRESENTED
TO
T. KYLE JONES
IN
RECOGNITION OF HIS
TWELVE YEARS
OF OUTSTANDING SERVICE AS
COUNTY COMMISSIONER
BY
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
ON
MONDAY, DECEMBER 2, 2024

ELECTION – CHAIRMAN/VICE CHAIR

1. Open the floor for nominations for Chair/Chairman of the Board:

_____ nominated _____

_____ nominated _____

2. Ask for a motion and a second to close the nominations for Chair/Chairman.

3. Call for a vote for Chair/Chairman.

1. Open the floor for nominations for Vice Chair/Chairman of the Board:

_____ nominated _____

_____ nominated _____

2. Ask for a motion and a second to close the nominations for Vice Chair/Vice Chairman.

3. Call for a vote for Vice Chair/Vice Chairman.

AGREEMENT

This AGREEMENT, made and entered into by and between Perquimans County, North Carolina, North Carolina, and The WolfeStein Group.

1. WHEREAS, Perquimans County, North Carolina, North Carolina desires to hire a contract Government relations professional (a.k.a. Lobbyist) to represent its interest in the budgeting process of the 2025-2026 biennial North Carolina State operating budget.

a. Lobbying is defined herein as the advocacy for Perquimans County, North Carolina as it relates to state funding requests for various Perquimans County initiatives, including infrastructure, historic preservation and tourism, but not limited to same; also tracking legislation that could have a positive or negative impact on Perquimans County, North Carolina.

b.. The WolfeStein Group will report to the County manager on at least a monthly basis to provide updates and answer questions while the North Carolina General Assembly is in session.

c. The WolfeStein Group will not engage in any illegal activities like bribes, payoffs or making promises on behalf of Perquimans County.

2. WHEREAS, The WolfeStein Group (Bob Steinburg) is desirous of performing said government relations work for Perquimans County, North Carolina, North Carolina.

3. NOW THEREFORE, in consideration of mutual promises and Covenants of the parties hereafter set forth, the parties agree as follows:

a. TERM. This Agreement shall commence January 1, 2025 and Terminate on December 31, 2026. Perquimans County, North Carolina shall have the right to cancel this contract before the end of year one with 30-days notice to The WolfeStein Group.

b. SERVICES. During the term of this Agreement, The WolfeStein Group (Bob Steinburg) agrees to lobby the North Carolina General Assembly on all issues concerning Perquimans County, North Carolina with regular monthly reports to the County Manager while the General Assembly is in session. The WolfeStein Group (Bob Steinburg) agrees to meet with the County manager and/or the Perquimans County Board of Commissioners at any time requested with at least a 48 hour advance notice.

c. COMPENSATION. Perquimans County, North Carolina will compensate The WolfeStein Group, LLC for the aforementioned services and payments will be made to The WolfeStein Group, LLC pursuant to this agreement as follows:

1) \$1500.00 per month for the entire contract agreement, payable to The WolfeStein Group, LLC, 103 South Granville Street, Edenton, North Carolina 27932-1831.

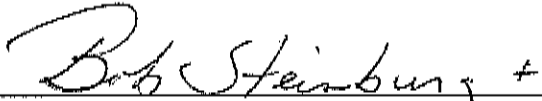
4. COMPLIANCE. In connection with the performance of services under this Agreement, The WolfeStein Group, LLC, at all times, will comply with the letter and intent of all applicable Federal, State and local laws and regulations, including those applicable to lobbying and political contributions. If at any time during the term of this Agreement The WolfeStein Group, LLC intentionally and materially violates applicable Federal, State or local Laws and regulations this Agreement immediately becomes null and void.

5. LOBBYIST REGISTRATION. The Lobbyists will register as a Lobbyist in the State of North Carolina for Perquimans County, North Carolina, North Carolina when lawfully required to do so and will comply with all rules and regulations of N.C. Lobbying Law.

A. Perquimans County, North Carolina will pay the \$500.00 Lobbyist Registration fee, made payable to the North Carolina Office of Secretary of State to lobby the North Carolina General Assembly and Executive branch.

6. ENTIRE AGREEMENT. This shall be the entire agreement between the parties.

7. CHOICE OF LAW. If any dispute arises under this contract, the Laws of Chowan County and the State of North Carolina shall apply.



Bob Steinburg
President of The WolfeStein Group, LLC
Date

Representative of the Perquimans County, North Carolina
Date

AGREEMENT

This AGREEMENT, made and entered into by and between Perquimans County, North Carolina, North Carolina, and Jones Street Consulting.

1. WHEREAS, Perquimans County, North Carolina, North Carolina desires to hire a contract Government relations professional (a.k.a. Lobbyist) to represent its interest in the budgeting process of the 2025-2026 biennial North Carolina State operating budget.

a. Lobbying is defined herein as the advocacy for Perquimans County, North Carolina as it relates to state funding requests for various Perquimans County initiatives, including infrastructure, historic preservation and tourism, but not limited to same; also tracking legislation that could have a positive or negative impact on Perquimans County, North Carolina.

b. Jones Street Consulting will report to the County Manager on at least a monthly basis to provide updates and answer questions while the North Carolina General Assembly is in session.

c. Jones Street Consulting will not engage in any illegal activities like bribes, payoffs or making promises on behalf of Perquimans County.

2. WHEREAS, Jones Street Consulting (Jackson Stancil) is desirous of performing said government relations work for the Perquimans County, North Carolina, North Carolina.

3. NOW THEREFORE, in consideration of mutual promises and Covenants of the parties hereafter set forth, the parties agree as follows:

a. TERM. This Agreement shall commence January 1, 2025 and Terminate on December 31, 2026. Perquimans County, North Carolina shall have the right to cancel this contract before the end of year one with 30-days notice to Jones Street Consulting.

b. SERVICES. During the term of this Agreement, Jones Street Consulting (Jackson Stancil) agrees to lobby the North Carolina General Assembly on all issues concerning Perquimans County, North Carolina with regular monthly reports to the County Manager while the General Assembly is in session. Jones Street Consulting (Jackson Stancil) agrees to meet with the County Manager and/or the Perquimans County Board of Commissioners at any time requested with at least a 48 hour advance notice.

c. COMPENSATION. Perquimans County, North Carolina will compensate Jones Street Consulting, LLC for the aforementioned services and payments will be made to Jones Street Consulting, LLC pursuant to this agreement as follows:

1) \$1500.00 per month for the entire contract agreement, payable to Jones Street Consulting, LLC, 150 Fayetteville Street, Suite 1130, Raleigh NC 27601 .

4. COMPLIANCE. In connection with the performance of services under this Agreement, Jones Street Consulting, LLC, at all times, will comply with the letter and intent of all applicable Federal, State and local laws and regulations, including those applicable to lobbying and political contributions. If at any time during the term of this Agreement Jones Street Consulting, LLC intentionally and materially violates applicable Federal, State or local Laws and regulations this Agreement immediately becomes null and void.

5. LOBBYIST REGISTRATION. The Lobbyists will register as a Lobbyist in the State of North Carolina for Perquimans County, North Carolina, North Carolina when lawfully required to do so and will comply with all rules and regulations of N.C. Lobbying Law.

A. Perquimans County, North Carolina will pay the \$500.00 Lobbyist Registration fee, made payable to the North Carolina Office of Secretary of State to lobby the North Carolina General Assembly and Executive branch.

6. ENTIRE AGREEMENT. This shall be the entire agreement between the parties.

7. CHOICE OF LAW. If any dispute arises under this contract, the Laws of Chowan County and the State of North Carolina shall apply.

Jackson Stancil
President of Jones Street Consulting, LLC
Date

Representative of the Perquimans County, North Carolina
Date

Name	Board/Committee	Term	Appt.	Expire
JAMES WARD				
Ward, James	Court Security Committee	unlimited	1/5/2015	unlimited
Ward, James	Northeastern Workforce Development Consortium	unlimited	2/1/2015	unlimited
Ward, James	Tourism Development Authority (Commissioners)	2 yrs.	2/1/2022	12/31/2022
Ward, James	Tri-County Shelter Advisory Committee Board	unlimited	2/1/2013	unlimited
Ward, James	Trillium Northern Region Advisory Board	unlimited	5/4/2015	unlimited
Ward, James	Water Committee	unlimited	1/5/2015	unlimited
JOSEPH HOFFLER				
Hoffler, Joseph	Albemarle Regional Landfill Authority	4 yrs.	2/1/2021	1/31/2025
Hoffler, Joseph	Economic Development Commission - County	2 yrs.	2/1/2021	1/31/2023
Hoffler, Joseph	Historic Hertford, Inc.	3 yrs.	7/1/2020	6/31/2023
Hoffler, Joseph	Home & Community Care Block Grant	unlimited	12/3/2012	unlimited
Hoffler, Joseph	Inter-Agency Council - Commissioner	1 yr.	7/1/2021	6/30/2022
Hoffler, Joseph	Perquimans/Chowan/Gates Landfill Committee	indefinite	2/1/2017	indefinite
Hoffler, Joseph	Recreation Advisory Committee - Commissioner	3 yrs.	7/1/2020	6/30/2023
Hoffler, Joseph	Senior Citizens Advisory Board	2 yrs.	2/1/2021	1/31/2023
KYLE JONES				
Jones, Kyle	Albemarle District Jail Commission	2 yrs.	2/1/2021	1/31/2023
Jones, Kyle	Court Security Committee	unlimited	2/1/2017	unlimited
Jones, Kyle	Inter-Agency Council - District Attorney	<i>(appointed by District Attorney)</i>		
Jones, Kyle	RPO Transportation Advisory Committee	2 yrs.	2/1/2021	1/31/2023
Jones, Kyle	Water Committee	unlimited	2/1/2019	unlimited
TIM CORPREW				
Tim Corprew	Albemarle Commission	unlimited	1/1/2015	unlimited
Tim Corprew	Albemarle Regional Landfill Authority			
Tim Corprew	Economic Development Commission - County	2 yrs.	2/1/2022	1/31/2023
Tim Corprew	Housing Committee Chairman	unlimited	1/5/2015	unlimited
Tim Corprew	Perquimans/Chowan/Gates Landfill Committee	indefinite	2/1/2022	indefinite
Tim Corprew	Water Committee	unlimited	2/1/2022	unlimited
WALLACE NELSON				
Nelson, Wallace	Albemarle Commission <i>(alternate)</i>	unlimited	9/1/2018	unlimited
Nelson, Wallace	Albemarle Regional Health Services	indefinite	1/5/2015	unlimited
Nelson, Wallace	Chowan/Perquimans Multi-County LEPC	1 yr.	1/1/2022	12/31/2022
Nelson, Wallace	COA - Board of Trustees	4 yrs.	7/1/2021	6/30/2025
Nelson, Wallace	Economic Development Commission - County	2 yrs.	2/1/2021	1/31/2023
Nelson, Wallace	EMS Advisory Board	2 yrs.	2/1/2021	1/31/2023
CHARLES WOODARD				
Woodard, Charles	Agricultural Advisory Board - Commissioner	3 yrs.	2/1/2021	1/31/2024
Woodard, Charles	Chamber of Commerce Board	unlimited	2/7/2011	unlimited
Woodard, Charles	Communications Advisory Board - County	2 yrs.	2/1/2021	1/31/2023
Woodard, Charles	Social Services Board <i>(as long as Commissioner)</i>	3 yrs.	7/1/2022	6/30/2025
Woodard, Charles	Tourism Development Authority (Commissioners)	2 yrs.	2/1/2021	1/31/2023

FOR
INFORMATION
ONLY
ITEMS

DEPARTMENT HEAD REPORTS

SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
TIMOTHY J ESDEN X	11-1-2024	X	SURVEY FOR 2-D085-C085-SH
FRANKLIN J GILFERT X	11-4-224	X	.22 +/- ACRES SUBDIVISION OF 2-0071-0030 PARCEL A-1 1.30 ACRES
TA STOKELY X	11-4-2024	X	SUBDIVISION OF 1-0029-0054A PARCEL A 4.98 ACRES
JAMES T DUNCAN, III X	11-12-2024	X	BOUNDARY SURVEY 4-0036-0007 .61 ACRES
TA STOKELY X	11-12-2024	X	SUBDIVISION OF 3-0037-00006 PARCEL A 1.19 ACRES
BRENDA W & WALLACE E WOOD X	11-15-2024	X	LOT SURVEY 4-D066-1031-TRE 3.32 ACRES
TA STOKELY X	11-15-2024	X	SUBDIVISION OF 4-0036-0086 2.36 ACRES
STEPHEN P & KAREN VOTAVA X			

BISSELL SURVEYING PO BOX 168 KITTY HAWK, NC 27949 (252)261-3266	J H MILLER JR. 166 COTTONWOOD DRIVE HERTFORD, NC 27944 339-6932	MCKIM & CREED 504 E ELIZABETH ST STE ELIZABETH CITY, NC 2790 338-2929	ROBEY PO BOX 422 ELIZABETH CITY, NC 27907 303-4016	SCOTT TEMPLE
BOWMAN CONSULTING PAUL J TOTI 131 MAIN STREET GATESVILLE, NC 279 367-1581	EUGENE JORDAN 402 SIGN PINE ROAD TYNER, NC 27980 221-4795	GLORIA ROGERS 215 B STRE CAMDEN, NC 27921 335-1888	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	SALUNDERS SURVEYING 510 AVENURE ROAD BLACK MOUNTAIN, NC 28711 (828) 668-2777	TIMMONS GROUP 1805 W CITY DR UNIT E ELIZABETH CITY, NC 27909 (252)621-5030
TONY WEBB PO BOX 381 EDENTON, NC 27932 (252)482-3066				



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

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

**PERQUIMANS COUNTY
TAX DEPARTMENT**

Enforced Collections- November 2024

GARNISHMENTS: \$964.61

PAYMENT AGREEMENTS: \$5,276.43

DEBT SETOFFS: \$0

Permit Report

11/1/2024 - 11/21/2024

Permit Date	Permit #	Permit Type	Location	Project Cost	Total Fees	Outstanding Balance	Total Payments
11/1/2024	4937	Mechanical	County	4,350	\$75.00	\$0.00	\$75.00
11/1/2024	4936	Electrical	County	2,000	\$50.00	\$0.00	\$50.00
11/1/2024	4935	Building	County	2,475	\$75.00	\$0.00	\$75.00
11/1/2024	4932	Plumbing	County	750	\$55.00	\$0.00	\$55.00
11/1/2024	4928	Building	Winfall	54,672,616		\$0.00	
11/1/2024	4927	Building	Hertford	23,423	\$75.00	\$0.00	\$75.00
11/1/2024	4893	Electrical	County	548	\$50.00	\$50.00	
11/2/2024	4938	Building	County	159,000	\$185.00	\$185.00	
11/4/2024	4942	Electrical	County	2,500	\$50.00	\$0.00	\$50.00
11/4/2024	4941	Mechanical	County	1,400	\$75.00	\$0.00	\$75.00
11/4/2024	4940	Building	County	209,800	\$634.00	\$0.00	\$634.00
11/4/2024	4939	Building	County	10,000	\$156.00	\$0.00	\$156.00
11/5/2024	4949	Building	County	37,000	\$375.00	\$0.00	\$375.00
11/5/2024	4948	Plumbing	Hertford	17,000	\$170.00	\$0.00	\$170.00
11/5/2024	4947	Mechanical	County	7,400	\$75.00	\$0.00	\$75.00
11/5/2024	4945	Building	County	600,000	\$1,093.00	\$0.00	\$1,093.00
11/5/2024	4944	Building	County	121,500	\$2,192.00	\$0.00	\$2,192.00
11/5/2024	4943	Mechanical	County	10,454	\$75.00	\$0.00	\$75.00
11/5/2024	4946	Plumbing	County	12,000	\$170.00	\$0.00	\$170.00
11/5/2024	4950	Electrical	Hertford	12,000	\$50.00	\$0.00	\$50.00
11/6/2024	4956	Plumbing	County	12,600	\$60.00	\$0.00	\$60.00
11/6/2024	4955	Electrical	County	2,500	\$50.00	\$0.00	\$50.00
11/6/2024	4954	Mechanical	County	1,400	\$55.00	\$0.00	\$55.00
11/6/2024	4952	Plumbing	County	1,000	\$60.00	\$0.00	\$60.00
11/6/2024	4951	Building	County	2,000	\$305.00	\$0.00	\$305.00
11/7/2024	4960	Building	County	11,000	\$200.00	\$0.00	\$200.00
11/7/2024	4959	Plumbing	County	5,000	\$50.00	\$0.00	\$50.00
11/7/2024	4958	Electrical	County	1,100	\$50.00	\$0.00	\$50.00
11/8/2024	4962	Building	County	36,000	\$375.00	\$0.00	\$375.00
11/8/2024	4961	Electrical	Hertford	300	\$50.00	\$0.00	\$50.00
11/12/2024	4974	Mechanical	County	30,000	\$130.00	\$0.00	\$130.00
11/12/2024	4973	Mechanical	County	30,000	\$150.00	\$0.00	\$150.00
11/12/2024	4972	Mechanical	County	30,000	\$130.00	\$0.00	\$130.00
11/12/2024	4971	Plumbing	County	20,000	\$250.00	\$0.00	\$250.00
11/12/2024	4970	Plumbing	County	20,000	\$190.00	\$0.00	\$190.00
11/12/2024	4969	Plumbing	County	20,000	\$230.00	\$0.00	\$230.00
11/12/2024	4968	Plumbing	Hertford	25,000	\$70.00	\$0.00	\$70.00
11/12/2024	4967	Building	Winfall	90,000	\$247.00	\$0.00	\$247.00
11/12/2024	4966	Electrical	Hertford	70,000	\$300.00	\$0.00	\$300.00
11/12/2024	4965	Electrical	County	10,000	\$387.00	\$0.00	\$387.00
11/12/2024	4964	Electrical	County	6,000	\$110.00	\$0.00	\$110.00
11/12/2024	4963	Electrical	County	1,000	\$70.00	\$0.00	\$70.00
11/12/2024	4953	Building	County	12,500	\$113.00	\$0.00	\$113.00
11/13/2024	4982	Electrical	County	750	\$50.00	\$50.00	
11/13/2024	4981	Building	County	18,900	\$225.00	\$0.00	\$225.00
11/13/2024	4980	Building	County	14,314		\$0.00	
11/13/2024	4979	Building	County	64,700	\$914.00	\$0.00	\$914.00
11/13/2024	4978	Electrical	County	15,000	\$414.00	\$0.00	\$414.00
11/13/2024	4977	Electrical	County	14,000	\$388.00	\$0.00	\$388.00
11/13/2024	4976	Electrical	County	9,000	\$298.00	\$0.00	\$298.00

11/14/2024	4987	Building	County	38,000	\$84.00	\$0.00	\$84.00
11/14/2024	4986	Plumbing	County	10,000	\$190.00	\$0.00	\$190.00
11/14/2024	4985	Electrical	County	2,000		\$0.00	
11/14/2024	4984	Electrical	County	2,000	\$130.00	\$0.00	\$130.00
11/14/2024	4983	Electrical	County	2,000	\$150.00	\$0.00	\$150.00
11/15/2024	4993	Building	County	128,045		\$0.00	
11/15/2024	4992	Building	County	5,835		\$0.00	
11/15/2024	4991	Building	County	20,800	\$190.00	\$0.00	\$190.00
11/15/2024	4990	Building	County	4,900	\$75.00	\$0.00	\$75.00
11/15/2024	4989	Plumbing	Hertford	27,800	\$230.00	\$0.00	\$230.00
11/18/2024	4994	Plumbing	County	400	\$55.00	\$0.00	\$55.00
11/18/2024	4995	Mechanical	Hertford	6,000	\$75.00	\$0.00	\$75.00
11/19/2024	4998	Plumbing	County	800	\$50.00	\$0.00	\$50.00
11/19/2024	4997	Building	County	245,000	\$692.00	\$0.00	\$692.00
11/19/2024	4996	Mechanical	County	6,000	\$150.00	\$0.00	\$150.00
11/20/2024	5004	Mechanical	County	1,200	\$55.00	\$0.00	\$55.00
11/20/2024	5003	Mechanical	County	25,000	\$75.00	\$0.00	\$75.00
11/20/2024	5002	Plumbing	County	14,750	\$210.00	\$0.00	\$210.00
11/20/2024	5001	Electrical	County	800	\$50.00	\$0.00	\$50.00
11/20/2024	5000	Mechanical	County	12,257	\$75.00	\$75.00	
11/20/2024	4999	Building	County	18,000	\$150.00	\$0.00	\$150.00
11/21/2024	5010	Plumbing	County	750	\$55.00	\$55.00	
11/21/2024	5009	Plumbing	County	9,700		\$0.00	
11/21/2024	5008	Building	County	183,213	\$185.00	\$185.00	
11/21/2024	5006	Mechanical	County	9,988	\$75.00	\$0.00	\$75.00
11/21/2024	5005	Building	County	750,000	\$1,193.00	\$0.00	\$1,193.00
11/21/2024	5007	Building	County	98,000		\$0.00	
				58,103,513	\$15,795.00	\$600.00	\$15,195.00

Total Records: 77

11/21/2024



Case Activity Report

11/1/2024 - 11/21/2024

Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
11/12/2024	163	144 OSPREY LN	Junk Vehicles	Over grown Property with Junk Cars	Re-Inspection	Property is slowly being cleaned up and front yard mowed. It appears no other vehicles have been hauled in and left on property.
11/1/2024	172	144 HAYWOOD SMITH RD	Burning Trash	Burning Trash	Inspection	Complaint of burning trash. Upon inspection I found owners were burning household trash and yard debris on the property to help cleanup the area. Advised them of the county ordinance and the burning regulations. They stated they would haul off the rest of the trash. Will monitor.

COMMITTEE REPORTS