

AGENDA

All items are for discussion and possible action.
Perquimans County Board of Commissioners
Meeting Room at Perquimans County Library
February 3, 2025
6:50 p.m.

- I. Call to Order
- II. Prayer & Pledge
- III. Approval of Agenda
- IV. Public Hearing
 - A. Public Hearing for Rezoning Request No. REZ-24-02, requested by Michael Avery 6:50 p.m.
 - *The purpose of this meeting is to consider Rezoning Request No. REZ-24-02, requested by Michael Avery on behalf of Perquimans S, LLC to rezone 6.68 acres of tax parcel 4-0044-0041 from Rural Ag District RA to Residential AG District RA-32. Subject property is located on the west side of Woodville Road in the 900 block and extends 345 feet to the west.*
- 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 January 6, 2025 Regular Meeting and January 21, 2025 Regular Work Session *(meeting cancelled)*
 - B. Tax Refund & Tax Release Approvals
 - C. Personnel Matters
 - 1. Appointment: Social Worker IA&T
 - 2. Appointment: Deputy Director of Board of Elections
 - 3. Appointment: Part-Time/Fill-In EMT
 - 4. Reclassification: IMC Investigator II
 - 5. Reclassification: IMC III
 - 6. Reclassification: Part-Time/Fill-In Telecommunicator I
 - 7. Reclassification: Full-Time AEMT I
 - 8. Reclassification: Full-Time Paramedic I (2)
 - 9. Leave Without Pay: IMC I working against IMC II
 - D. Step Increases/Merit Increases
 - 1. Social Services (1)
 - 2. EMS (2)
 - E. Board Reappointments
 - 1. Agricultural Advisory Board (3)
 - 2. Senior Citizens Advisory Board (5)
 - F. Budget Amendments Nos. 17-19
 - G. Miscellaneous Documents
 - 1. 2024 NON- League MOP and Checklist for OPEB Report (GASB 75)
 - 2. Request PO-28 Proposal – New Dollar Lease – SPO File: 72-501 DAC PPO Office Division 1 District 1 Perquimans
 - 3. Resolution: Surplus Equipment
 - 4. Trillium ABC Funds Report for FY 2023-2024 *(For Information Only)*
 - 5. CUP-19-03, Perquimans Colar, LLC Farm Permit Expiration *(For Information Only)*
- VI. Recognition of Retirees and Employees' Years of Service
 - A. Recognition of Employees' Years of Service
 - B. Introduction of New Employees
 - 1. Angela Jordan, Social Services Director
 - 2. Howard Williams, Recreation Director
 - 3. Thomas Reid, Chief Deputy

ACTION
REQUIRED

ACTION TO
BE TAKEN
LATER

ACTION
REQUIRED

NO
ACTION
REQUIRED

- | | | | |
|-----------------------------------|---|---|-----------|
| ACTION
REQUIRED | } | VII. Scheduled Appointments | |
| | | A. Greg Adams, Thompson, Price, Scott, Adams & Co., P.A. | 7:00 p.m. |
| | | B. Bobbie Lowe, Trillium, & Ashley Stoop, ARHS | 7:20 p.m. |
| | | C. Betsy Rhodes, The Veterans Farm | 7:40 p.m. |
| | | D. | 7:50 p.m. |
| NO
ACTION
REQUIRED | } | VIII. Commissioner's Concerns/Committee Reports | |
| | | A. | |
| NO
ACTION
REQUIRED | } | IX. Old Business | |
| | | A. Updates from County Manager | |
| | | B. Board Vacancies | |
| | | 1. Community Advisory Committee (4)
2. Senior Tarheel Legislature Delegate & Alternate
3. Senior Tarheel Legislature Community Advisory Committee | |
| ACTION
REQUIRED | } | X. New Business | |
| | | A. Planning Item - Rezoning Request No. REZ-24-02, requested by Michael Avery | |
| | | B. | |
| | | C. | |
| NO
ACTION
REQUIRED | } | XI. Unscheduled Appointments/Public Comments | |
| | | <i>(If you wish to address the Board, please state your name for the record prior to speaking)</i> | |
| | | A. | |
| | | B. | |
| | | C. | |
| ACTION
REQUIRED | } | XII. Closed Session: Per NCGS #143-318-11(4)(6) - The purpose of the Closed Session is to consult with attorney regarding economic development matter, to discuss a personnel matter, and to approve Closed Session Minutes. | |
| | | <i>(After the Closed Session, the Board is subject to return to Open Session and may take action as needed on any items discussed <u>during the closed session.</u>)</i> | |
| | | XIII. Adjournment | |

FOR INFORMATION ONLY:

- March for Meals Flyer

DEPARTMENT HEAD REPORT:

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

COMMITTEE WRITTEN REPORTS:

NOTES FROM THE COUNTY MANAGER

February 3, 2025

6:50 p.m.

IV. Enclosures: Public Hearing

A. **Public Hearing for Rezoning Request No. REZ-24-02, requested by Michael Avery** 6:50 p.m.

➤ *The purpose of this meeting is to consider Rezoning Request No. REZ-24-02, requested by Michael Avery on behalf of Perquimans 3, LLC to rezone 6.68 acres of tax parcel 4-0044-0041 from Rural Ag District RA to Residential AG District RA-32. Subject property is located on the west side of Woodville Road in the 900 block and extends 345 feet to the west.*

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

A. **Presentations:**

➤ **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
Rhonda Repanshek	Planning	County Planner	20 years	02/01/2025

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	Nikia Davenport	IMC I working against IMC II	01/01/2025
Angela Jordan, Social Services Director	Samantha Stacey	IMC I working against IMC II	01/01/2025
Angela Jordan, Social Services Director	Antonio Williams	IMC I working against IMC II	01/01/2025
Angela Jordan, Social Services Director	April Bond	IMC II	01/01/2025
Angela Jordan, Social Services Director	Jalena Glasper	IMC II	01/01/2025
Howard Williams, Recreation Director	Martin Hood	Athletic Program Supervisor	12/16/2024
Thomas Reid, Chief Deputy	Cole Langley	Certified Deputy	01/01/2025

VII.A. Greg Adams, Thomason, Price, Scott, Adams & Co., P.A., will present our FY 2023-2024 Audit via Zoom. We should be receiving draft copies of the audit prior to our meeting on February 3, 2025. Board acceptance of the audit will be requested.

VII.B. Bobbie Lowe, Trillium, and Ashley Stoop, Albemarle Regional Health Services (ARHS), will present what Trillium does and how they interface and coordinate with ARHS.

VII.C. Betsy Rhodes, The Veterans Farm, will be discussing the mission of The Veterans Farm and request use of some of the County's farmland. Board action is being requested.

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

IX.B. We still have vacancies on the Community Advisory Committee (4 members) and a representative to the Senior Tarheel Legislature Community Advisory Committee (1). No new applications have been received.

X.A. **Enclosures.** A public hearing was held earlier in the meeting to receive public comments on the consideration of Rezoning Request No. REZ-24-02, requested by Michael Avery on behalf of Perquimans 3, LLC to rezone 6.68 acres of tax parcel 4-0044-0041 from Rural Ag District RA to Residential AG District RA-32. Subject property is located on the west side of Woodville Road in the 900 block and extends 345 feet to the west.

XII. **Enclosure.** Pursuant to NC General Statute 143-318-11(4)(6), the Board will go into closed session to consult with attorney regarding economic development matter, to discuss a personnel matter, and to approve Closed Session Minutes.

(After the Closed Session, the Board is subject to return to Open Session and may take action as needed on any items discussed during the closed session.)

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 January Regular Meeting & January 21, 2025 Regular Work Session

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

C. **Enclosures:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Shanae Christian	Social Worker IA&T	Appointment	70/1	\$49,475	02/01/2025
Robbins Cherry	Deputy Director	Appointment	58/4	\$31,397	02/01/2025
Hunter Russell	Part-Time/Fill-In EMT	Appointment	64/1	\$18.26/hr.	02/01/2025
Jovan Ward	IMC Investigator II	Reclassification	65/7	\$45,958	02/01/2025
Marica Harris	IMC III	Reclassification	65/1	\$39,699	02/01/2025
MacKenzie Rhodes	Part-Time/Fill-In Telecommunicator I	Reclassification	64/1	\$18.26/hr.	02/01/2025
Shawn Mims	Full-Time AEMT I	Reclassification	66/2	\$20.44/hr. / \$42,525	02/01/2025
Miranda Neiswander	Full-Time Paramedic I	Reclassification	68/6	\$24.61/hrs. / \$51,197	02/01/2025
Brandon Thorngren	Full-Time Paramedic I	Reclassification	68/6	\$24.61/hrs. / \$51,197	02/01/2025
Stacy Simpson	IMC I working against IMC II	Leave Without Pay		3 days	01/13/2025

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

Department Name	Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Social Services	Alicia 'Kian' White	IMC III Lead Worker - Adult Medicaid	65/4	\$42,729	02/01/2025
EMS	Mark Symons	Part-Time/Fill-In EMT	64/6	\$20.64/hr.	02/01/2025
EMS	Jared Turner	Full-Time AMET II	67/5	\$22.98/hr. / \$47,797	10/01/2024

E. **Enclosure:** The following Board reappointments are presented for Board consideration and action:

Name	Board/Committee	Action Taken	Term	Effective Date
Bailey, Juanita	Senior Citizens Advisory Board	Reappointment	2 years	02/01/2025
Hoffler, Joseph	Senior Citizens Advisory Board	Reappointment	2 years	02/01/2025
Heath, Frank W.	Senior Citizens Advisory Board	Reappointment	2 years	02/01/2025
Burket, Stephen	Senior Citizens Advisory Board	Reappointment	2 years	02/01/2025
Bailey, Virginia	Senior Citizens Advisory Board	Reappointment	2 years	02/01/2025

F. **Enclosure:** Budget Amendment Nos. 17-19 are enclosed for Board review and action.

G. **Enclosure:** The following Board appointment is for information only:

Name	Board/Committee	Action Taken	Term	Effective Date
Eichenlaub, Mary Ann	Pettigrew Regional Library Board	Appointment	4 years.	01/01/2025

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

- 2024 NON-League MOP and Checklist for OPEB Report (GASB 75):** The Board will need to consider the enclosed 2020 Memorandum of Participation (MOP) for Interim (Roll-Forward) GASB 75 Report of the Other Postemployment Benefits (OPEB) with Cavanaugh Macdonald Consulting to complete the GASB 75 Report for FYE 2024. County staff recommends approval. Board action is being requested.
- Request PO-28 Proposal – New Dollar Lease – SPO File: 72-501 DAC PPO Office Division 1 District 1 Perquimans:** The new Lease Agreement with NC Department of Adult Correction (DAC, District 1 (C) in Perquimans County is being presented for Board consideration and action. This is for the space for the Probation & Parole Offices in the Courthouse Annex building. Board action is being requested.
- Resolutions to Sell Surplus Equipment on GovDeals:** The enclosed Resolutions are to declare several vehicles and equipment as surplus and authorize County Manager to sell vehicles and equipment on GovDeals. Board action is being requested.
 - Resolution to sell five vehicles for sheriff's office.
 - Resolution to sell exercise equipment and wheelchair for Center for Active Living.
- Trillium ABC Funds Report for FY 2023-2024 (For Information Only):** Per GS 18B-805(h), since Trillium Health Resources received Alcoholism (ABC) Funds from Perquimans County, they are required to provide an annual report to the Board describing how the funds were spent. A copy of that report was included in the Packet for your information only. No action is required.
- CLUP-19-03, Perquimans Solar, LLC Farm Permit Expiration (For Information Only):** Perquimans Solar, LLC owned by PineGate Renewables was approved on September 3, 2019. Their Special Use Permit 19-03 has expired and the company does not wish to pursue any further permitting. This is for information only. No action is required.

PUBLIC NOTICE

Perquimans County Planning Board will hold a public meeting on Tuesday, January 14, 2025 at 7:00 PM in the Community Meeting Room of the Perquimans County Library at 514 S. Church Street, Hertford, NC to consider Rezoning Request No. REZ-24-02, requested by Michael Avery to rezone 6.68 acres of tax parcel 4-0044-0041 from Rural Ag District RA to Residential Ag District RA-32. Subject property is located on the west side of Woodville Road in the 900 block and extends 245 feet to the west.

Property owners, residents and other interested parties may review this item during normal business hours at the Perquimans County Planning Office, at 104 Dobbs Street, Hertford, NC, before the public meeting , or call 252-426-2027 or email rhondarep@perquimanscountync.gov for more information. You may make comments at the meeting and/or provide written comments. If you are unable to attend the meeting but wish to make comments for the Board's consideration, please do so in writing by noon the day before the meeting.

Publish in Perquimans Weekly on January 11, 2025

**Perquimans County Planning Staff Report
By Rhonda Repanshek, Planner
For BCC Meeting February 3, 2025**

SUBJECT: Rezoning Request No. REZ-24-02, by Michael W. Avery, on behalf of Perquimans 3, LLC for 6.68 acres of tax parcel 4-0044-0041 to be rezoned from Rural Agriculture District RA to Residential and Agricultural District RA-32. Subject property is on the west side of Woodville Road in the 900 block and extends 245 feet to the west.

Project Description/ Research & Analysis

Why the rezoning is needed:

Rezoning is needed to allow eight lots to be subdivided from the subject parcel at one time. Up to four splits from a parcel on Woodville Road may be reviewed by staff; more than four splits require the major subdivision review process, and a major subdivision is not allowed in a Rural Agriculture District RA. (Subdivision Regulation section 303 and Zoning Ordinance Article VIII Table of Uses)

History:

This 149.52 acre parcel has been zoned Rural Agricultural RA since zoning was approved countywide in Perquimans. The subject parcel wraps around a 4.64 acre tract acquired by US Cellular in April of 1995 for construction of a 180 foot tall guyed communications tower. Approximately forty acres adjacent to the subject parcel's southwest were rezoned in June of 2007 to Residential Agricultural RA-43.

General information:

Uses allowed in an RA-32 district are identical to RA-43, but on a slightly smaller lot size; RA-32 has a minimum lot size of 32,500 square feet, which is approximately 3/4th an acre. Example uses by-right are Single-Family Dwellings, Duplexes, Adult Care Home, Athletic Fields, Bed & Breakfast Operations, Cemetery, and Swimming Pools. Examples of uses allowed with a Special Use Permit are Animal Shelter or Kennel, Arenas or Exhibition Halls, Car Wash, Church, Museum and Art Galleries, Nursing Home, and Vet Clinic. Other uses can be found in the Perquimans County Zoning Ordinance Article VIII, Table of Uses.

If approved, the parcel will be split zoned. Split zoning of a parcel, though not thought to be a good idea, is not noted as a problem. The applicant intends to subdivide lots along the edge of the rezoning. Therefore, when the first survey is recorded, the housing lots at Woodville Road will be Residential RA-32 and the remainder of the parcel will be Rural Agricultural RA. Other than the approximate forty-acre section of RA-43, all surrounding properties are zoned Rural Agricultural RA.

The AE flood zone (1% chance of flooding each year) is more than 200 feet northeast of the subject area.

Perquimans County Water Department does not foresee any problem with providing potable water to eight lots in that location.

Albemarle Regional Health Services indicates the soils in that area are marginal for septic systems and will need to be in the management entity program and be inspected annually.

Stormwater drainage from the Woodville Road row-crop area has been noted as a problem draining across neighboring residential land to the northeast. Local Soil and Water comments will be reported at the legislative public hearing.

Consistency with 2016 Land Use Plan (LUP) Update

According to the Projected Future Land Use Map Exhibit IX-B, page IX-36 of CAMA's 2016 Land Use Plan Update, the subject area is zoned *Residential Agricultural*. The Land Use Plan Update may be viewed in its entirety on the County website at www.PerquimansCountyNC.gov (under the "Planning and Zoning" department section).

Pages IX-29 and IX-30 of the LUP are about the County's future land use and list appropriate and inappropriate uses for *Residential Agricultural*:

"The residential agricultural classification is intended to delineate lands where the predominant land use is scattered, low density ... residences dispersed among farm land and open spaces."

Appropriate Uses: Agricultural and scattered residential, low intensity commercial uses, and agricultural-related uses characterized as rural in nature.

Inappropriate Uses: Non-agricultural uses, except for low-intensity commercial and ag-related rural uses.

Allowable Density: Not to exceed 1 dwelling unit per 5 acres.

Minimum Lot Size: 43,000 square feet

Infrastructure: County-wide water system and waste disposal by septic ...

General Land Use Plan Objectives on page II-17 of the CAMA Land Use Plan are stated as follows: *"The land use plan should help the County: preserve its rural character; protect and preserve the natural environment; provide adequate public facilities and services; achieve support and consensus for County initiatives; promote unity in its residential and commercial communities; and, make infrastructure improvements that compliment but do not duplicate existing systems."*

Staff comment about the LUP: The subject property does not match the LUP designation, however page IX-30 acknowledges that "the County's policies state that the preservation of farmland and rural areas is encouraged by cluster development. In the long term, as the County's population increases and the demand for housing rises, the character of some residential agricultural areas will likely change."

North Carolina General Statutes (NCGS) Chapter 160D-605(a) states that if a zoning map amendment is adopted and the action was deemed inconsistent with the adopted plan, the zoning amendment has the effect of also amending any future land-use map in the approved plan, and no additional request or application for a plan amendment is required.

Potential Schedule for Public Hearing(s): December 10, 2024, the Planning office accepted an application package which was found to be substantially complete. Public notices were sent to adjacent property owners and published in the Perquimans Weekly in accordance with Article III of the County's Zoning Ordinance and NCGS Chapter 160D-601 and -602. Planning Board action at the regular public meeting on January 14th allows the Board of County Commissioners (BCC) to convene a legislative public hearing and review the case on February 3rd.

Recommendation Procedure: Perquimans County Zoning Ordinance Section 304 provides for the Planning Board to consider the proposed rezoning at a public meeting and to make a recommendation to the BCC. In considering the request, the Planning Board shall use as a guide County Zoning Ordinance Section 304(c) and County Commissioners shall use as a guide section 305(a, b, and c). NCGS Chapter 160D-604(d) requires Planning Board to make a Plan Consistency statement with regard to the County CAMA Land Use Plan (LUP). NCGS Chapter 160D-605(a and b) requires County Commissioners to make a Plan Consistency statement *and* a reasonableness statement which can be combined into a single statement per 160D-605(c).

County Zoning Ordinance Section 305(b): When adopting or rejecting a zoning map amendment, a statement analyzing the reasonableness of the proposed rezoning shall be approved by the Board of Commissioners. This statement of reasonableness may consider, among other factors, (i) the size, physical condition, and other attributes of the area proposed to be rezoned, (ii) the benefits and detriments to the landowners, the neighbors, and the surrounding community, (iii) the relationship between the current actual and permissible development on the tract and adjoining areas and the development that would be permissible under the proposed amendment, (iv) why the action taken is in the public interest; and (v) any changed conditions warranting the amendment.

Recommendations

Planning Board unanimously found proposed Rezoning No. REZ-24-02 to be inconsistent with the county comprehensive Land Use Plan development pattern because the proposed area of map Exhibit IX-B, 'Projected Future Land Use Unincorporated Portions of Perquimans County', shows the subject area labeled as Residential Agricultural and appropriate uses are lower density than the proposed use, but they found the rezoning to be reasonable because the eight planned lots will be standard residential lots comparable to the other approximately 20 houses within a quarter mile of the subject area, and the proposed lot frontage has the same physical infrastructure with a paved public road and existing county water.

Planning Board unanimously recommends approval of Rezoning Request REZ-24-02, for tax parcel number 4-0044-0041 to be rezoned from Rural Agriculture District RA to Residential and Agricultural District RA-32, conditioned on an assessment of the property by the Soil and Water Conservation District to determine solutions to any drainage issues present.

Suggested Motions

Board of County Commissioners may consider using the following set of scripts to form the desired motions for approval or denial of Rezoning Request REZ-24-02. The first motion gives a reason why the rezoning is or is not consistent with the current Land Use Plan and adds to it a 'statement of reasonableness'. The second motion approves or denies the request.

- 1) Motion to find proposed Rezoning No. REZ-24-02 to be inconsistent with the county comprehensive Land Use Plan development pattern because *(explain why)*;

The proposed area of map Exhibit IX-B, 'Projected Future Land Use Unincorporated Portions of Perquimans County', shows the subject area labeled as Residential Agricultural and appropriate uses are lower density than the proposed use.

[If deemed consistent, the Board member must describe why.]

BUT

the rezoning is reasonable because the eight planned lots will be standard residential lots comparable to the other lots within a quarter mile of the subject area, and the proposed lot frontages will have the same physical infrastructure of existing county water and a paved public road.

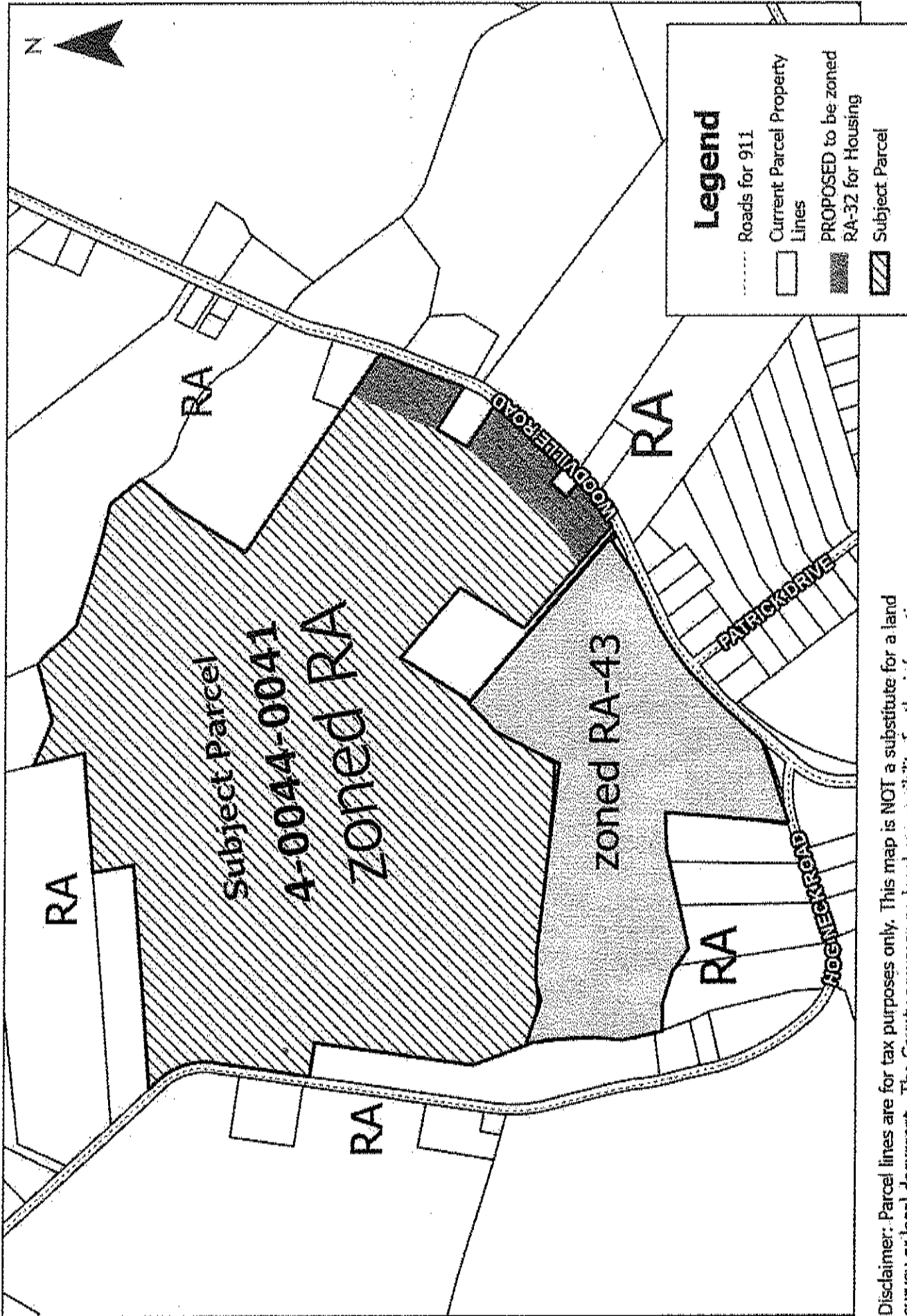
[If deemed NOT reasonable, the Board member must describe why.]

- 2) Motion to approve Rezoning Request REZ-24-02, for 6.68 acres of tax parcel number 4-0044-0041 to be rezoned from Rural Agriculture District RA to Residential and Agricultural District RA-32.

Motion to DENY Rezoning No. REZ-24-02 would utilize the above-noted motion stated in the negative tense.

ATTACHMENTS:

- 1) GIS location map
- 2) Standard Rezoning Request Application with Map created by applicant



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

Perquimans Co. Bd. Of Commissioners

POB 45

Hertford, NC 27944

Subject: Submission of Request for Rezoning Application

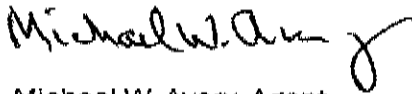
To whom it may concern.

Perquimans 3, LLC is requesting the rezoning of a small portion of its farm along Woodville Road in the New Hope Township to allow for the development of eight residential lots designed to help meet the needs of first time, service provider and work force persons seeking to become homeowners. Please see the attached, "Statement of Nature of Proposed Use" from our application for more details.

We have worked with your County Planner and other regional and state agencies in developing and preparing our application and look forward to presenting it to the Board.

Thank you for your consideration and please let us know if there are questions or additional information is needed.

Sincerely,

A handwritten signature in black ink that reads "Michael W. Avery" with a stylized flourish at the end.

Michael W. Avery, Agent



**Standard Rezoning Request
and Conditional Zoning
District Request Application**
(Circle One)

OFFICIAL USE ONLY
 Date Received: 12-10-2024 Received by: RR
 Date completed: _____ Confirmed by: _____
 Subject Property Tax Map No(s): 4-0044-0041
 Current Zoning District(s): RA, rural agriculture
 Case No. REZ/~~20~~ 24 - 02

Applicant's Information

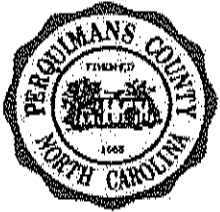
Property Owner(s)	Applicant (if different than owner)
Name(s): <u>PERQUIMANS 3, LLC</u>	Name: <u>Michael W Avery</u>
<u>c/o Jeanette J. Avery</u>	
Address: <u>2422 Turtle Bay Dr, New Bern NC 28562</u>	Address: <u>2422 Turtle Bay Dr, New Bern, NC 28562</u>
Phone Number(s): <u>252-349-1723</u>	Phone number(s): <u>252-349-1989</u>
Email: <u>averyj@ecu.edu</u>	Email: <u>michaelayery2422@gmail.com</u>

LEGAL RELATIONSHIP OF APPLICANT TO OWNER: Spouse
 PERSON TO RECEIVE COMMENTS: Michael W. Avery

Description of Property

Address(es) of Subject Property: 930 - 980 block Woodville Rd, Hertford, NC 27944
 Tax Parcel Map No(s): 4-0044-0041
 Location: This property is located on the (circle one) N S side of Woodville Road,
 approximately 1,600 feet (circle one) N S E W of Hogneck Road.
 Size of Property: 6.68 acres. Lot width: 1,230'+ feet. Lot depth: 245' feet. (see attached site plans)
 Current Zoning, including overlays: ~~RA~~ Proposed Zoning: RA-32 Flood Zone: N/A

I/We, the undersigned, do hereby respectfully make application and request the Planning Board and Board of Commissioners to consider a proposed amendment to the Official Zoning Map to designate the property as RA-32 (Zoning District). The subject property is owned by Perquimans 3, LLC as evidenced by deed recorded in Real Estate Book 537, Page 355 OR Will File Number _____ in the Perquimans County registry.
 Applicant Signature: Michael W Avery Property Owner Signature: Jeanette J Avery
 Date: 12-8-2024 Date: 12-8-24
 NOTE: APPLICATIONS WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF PROPERTY OWNER



Standard Rezoning Request and Conditional Zoning District Request Application

Case No. REZ/~~EZ~~-24 - 02

Attach the following:

- Completed Application
 - Letter addressed to the Perquimans County Board of Commissioners explaining your intentions in detail.
 - Proof of Ownership
 - Legal Description including site plan and/or existing survey
 - Owner's Authorization for Agent - *Awaiting on signature in mail ^{RC} done*
 - Two sets of stamped addressed envelopes of all adjacent property owners to whom notice of public hearing must be sent. Said notices will be sent by the Planning and Zoning Office in the envelopes provided by the Applicant. Leave the upper left envelope corner blank. Planning Staff will place the Planning Office address return label there.
 - Two self addressed stamped envelopes.
 - Copy of Map with proposed revision.
 - Filing Fee (See Current Planning/Zoning Fee Schedule, approved by County Commissioners) *check # 6427, Receipt # 236011 for \$450*
 - Appropriate certification from Albemarle Regional Health Services regarding individual on-site septic tank system(s), or letter from sewer utility confirming anticipated capacity will be accepted into sewer system. *(see attached)*
- ____ Any additional information needed by the Planner, Technical Review Committee, or other county officials (such as Traffic Impact Analysis or statement of Appraisal):
- _____
- _____
- _____

Applications will not be scheduled for public meeting until complete.

Michael W. Cherry
Signature of Owner or Authorized Applicant

12-8-2024
Date

NOTE: This Application must be submitted to the Planning and Zoning Administrator and found to be complete no less than 25 days prior to the Planning Board's meeting, and, where deemed necessary, additional time may be required for review by Technical Review Committee member(s).



Standard Rezoning Request and Conditional Zoning District Request Application

Case No. REZ/EZD- 24 - 02

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

Name

Address

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____
- h. _____
- i. _____
- j. _____
- k. _____
- l. _____
- m. _____
- n. _____
- o. _____
- p. _____
- q. _____

(see Attached)

Use an additional sheet of paper if necessary.

Adjacent Property Owners

4-0045-00462; Jason L. Kirby and Nancy S. Snipp; 924 Woodville Rd, Hertford, NC 27944

4-0045-0046; Richard M. White; POB 1673 Elizabeth City, NC 27909

4-0045-0047; Richard N. and Sherri L. Goza; 937 Woodville, Rd, Hertford, NC 27944

4-0055-0085A; Richard N. and Sherri L. Goza; 937 Woodville, Rd, Hertford, NC 27944

4-0055-0085 and 4-0055-0085B; Donald Ray Saunders Jr and Theresa R. Saunders; 269 Mill Rd, Hertford, NC 27944

4-0045-0048A; Christopher and Beth Modlin, TBEWROS and Roland Modlin; 987 Woodville Rd, Hertford, NC 27944

4-0045-0048B; Margaret A. Sawyer, C/O Danny Sawyer, 117 West Waterside Lane, Nags Head, NC 27959

4-0045-0048; Ronnie Wayne Duncan, Jr; 1005 Woodville Rd, Hertford, NC 27944

4-0045-4019-MRG; Henry M. White, Sr; 144 Patrick Dr; Hertford, NC 27944

4-0054-0001 and 4-0054-0002; Joseph Patrick Whitehurst and Brandi N. and Joseph Tildon, Jr; 1851 West Ehringhaus St. B-128; Elizabeth City, NC 27909

4-0044-0041A; US Cellular; POB 2629 Addison, Texas 75001

4-0044-0081; Crystal Leigh Seymour; 984 Woodville Rd, Hertford, NC 27944

4-0044-0040; Bonnie Bundy; 960 Woodville Rd, Hertford, NC 27944

4-0044-0041; Perquimans 3, LLC a NC LLC; 2422 Turtle Bay Dr, New Bern, NC 28562

REZ-24-02 Neighbor Parcels Within 150 feet of Subject Parcel

parcel_id	name	address_1	address_2	address_3
4-0045-0048A	MODLIN, CHRISTOPHER & BETH.	TBEWROS & ROLAND MODLIN	987 WOODVILLE ROAD	HERTFORD, NC 27944
4-0044-0081	SEYMOUR, CRYSTAL LEIGH	984 WOODVILLE ROAD	HERTFORD, NC 27944	
4-0055-0085	SAUNDERS, DONALD RAY, JR & WIFE	THERESA R. SAUNDERS	269 MILL ROAD	HERTFORD, NC 27944
4-0044-0040	BUNDY, BONNIE	960 WOODVILLE ROAD	HERTFORD, NC 27944	
4-0055-0085A	GOZA, ROBERT N	& SHERRI L	937 WOODVILLE ROAD	HERTFORD, NC 27944
4-0044-0041A	U.S. CELLULAR	P.O. BOX 2629	ADDISON, TX 75801	
4-0045-0046	WHITE, RICHARD M.	P.O. BOX 1673	ELIZABETH CITY, NC 27906	
4-0045-0046A	KERBY, JASON L	& Nanci S SNIPP	924 WOODVILLE ROAD	HERTFORD, NC 27944
4-0045-0046	DUNCAN, RONNIE WAYNE JR	1005 WOODVILLE ROAD	HERTFORD, NC 27944	
4-0045-0048B	SAWYER, MARGARET A.	C/O DANNY SAWYER	117 WEST WATERSIDE LANE	NAGS HEAD, NC 27959
4-0044-0036A	LOFTIS, JAMES R., JR. &	STEPHANIE S.	490 HOG NECK ROAD	HERTFORD, NC 27944
4-0044-0036	STALLINGS, DEBRA T.	534 HOG NECK ROAD	HERTFORD, NC 27944	
4-0054-0002	WHITEHURST, JOSEPH PATRICK &	BRANDI N & JOSEPH TILDON JR	1851 WEHRINGHAUS ST B128	ELIZABETH CITY, NC 27909
4-0054-0001	WHITEHURST, JOSEPH PATRICK &	BRANDI N & JOSEPH TILDON JR	1851 W EHRINGHAUS ST B128	ELIZABETH CITY, NC 27909
4-0044-0070	BATEMAN JR, KENNETH WILSON	& DEBRA CREEF	145 BODY ROAD	HERTFORD, NC 27944
4-0045-0047	GOZA, ROBERT N & SHERRIE L	937 WOODVILLE ROAD	HERTFORD, NC 27944	
4-0055-0085B	SAUNDERS, DONALD RAY, JR & WIFE	THERESA R. SAUNDERS	269 MILL ROAD	HERTFORD, NC 27944
4-0044-0041C	PARKER, JON PAUL & WIFE,	PAMELA JO PARKER	471 HOG NECK ROAD	HERTFORD, NC 27944
4-0044-0041	PERQUIMANS 3, LLC	A NC LLC	2422 TURTLE BAY DR	NEW BERN, NC 28562
4-0044-0041F	JONES, THOMAS L.	233 ROCKY STREET	HERTFORD, NC 27944	
4-0044-0041E	JONES, DARLENE FRANCES	205 HOYLE JONES ROAD	HERTFORD, NC 27944	

List Created by County Staff Using GIS



Standard Rezoning Request and Conditional Zoning District Request Application

Case No. REZ/~~CZD~~-24 - 02

2. Statement of the nature of the proposed use:

(See Attached)

STATEMENT OF NATURE OF PROPOSED USE

The owners of Perquimans 3, LLC are requesting the rezoning of a 6.68-acre tract along the 900 block of Woodville Road from RA to RA-32. The remaining 142.84 acres of the 149.68-acre farm will remain RA at this time. The owner's intent is to be able to provide lots at price points that are attractive to first-time and work force homebuyers (first responders, teachers, service providers and other working families), by reducing upfront infrastructure costs of these eight lots. Right-a-way access will be provided per county standards to access potential future residential development behind the eight lots.

The remaining 142.84 acres will remain in agricultural and forestry use for the near future and a portion may, depending on market demand, be made available for additional residential use. The portion of the farm currently in use as a tree farm (90+ acres) will remain as such for the foreseeable future. There is a forested area (8+ acres) along a drainage way that feeds into Mill Creek and the Little River that will be placed in a conservation easement or trust to preserve its current use and to improve water quality and enhance the natural biodiversity of the area. This area will also provide passive recreation opportunities for the development's residents.

The owner's agent has discussed driveway access for the eight lots with the NCDOT District Engineer and is agreeable to restricting the number of access points through restrictive covenants and joint driveways where practicable. He has also discussed the possibility of on-site wastewater management with Ralph Hollowell and the County Planner. An application for a PERC test has been completed (see attached).

The owners grew up in the New Hope community of Perquimans County and want to utilize their farm in a way that is compatible with sound environmental and economic principles and compatible with existing and future land use development patterns.

This document presented and filed:
07/26/2022 11:16:06 AM

Kristin S. Myer DEPUTY
JACQUELINE S. FRIERSON, PERQUIMANS CO, NC
Excise Tax: \$0.00

BOOK 537 PAGE 355 (4)

428210



2022-512
PERQUIMANS COUNTY
LAND TRANSFER TAX
AMOUNT \$ *0* *ad.r*
PAID \$ *0* *adm*

Parcel: 4-0044-0041

Prepared by and mail to: **Dixon & Thompson Law, PLLC, 117 W. Eden Street, Edenton, NC 27932**
This document was prepared by Paul Faison S. Winborne, a licensed North Carolina attorney, without title search, closing or tax advice.
Delinquent taxes if any, to be paid by the closing attorney to the County Tax Collector upon disbursement of closing proceeds
Description for the Index: Hogneck Road (149.68 acres more or less.)

NORTH CAROLINA GENERAL WARRANTY DEED

NO TITLE SEARCH REQUESTED OR PERFORMED

THIS DEED made this 1st day of June, 2022 by and between

GRANTOR	GRANTEE
LINDA J. DICKENS, single CATHERINE J ANSINK and husband, DAVID L. ANSINK, and JEANETTE J. AVERY and husband, MICHAEL W. AVERY	PERQUIMANS 3, LLC A North Carolina Limited Liability Company 2422 Turtle Bay Dr. New Bern NC 28562

Enter in appropriate block for each party: name, address, and, if appropriate, character of entity, e.g. corporation or partnership

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all right, title and interest in and to that certain lot or parcel of land situated in New Hope Township, Perquimans County, North Carolina and more particularly described as follows:

Being that certain tract or parcel of land being shown and described on that certain plat of survey recorded in Plat Cabinet 3, Slide 191, Perquimans County Registry, entitled "Division of Property for the C.L. Stallings Heirs" as prepared by Josiah A. Webb, III, PLS #2989, dated 9/4/2614, less and except those certain parcels of land described as Parcel One being conveyed to Darlene Frances Jones (containing 28.24 total acres) and Parcel Two being conveyed to Thomas Lenford Jones (21.99 acres cleared) on that certain plat of survey recorded in Plat Cabinet 4, Slide 172, Perquimans Co. Registry, reference to which is hereby made for a more particular description, being 149.68 acres more or less.

Pursuant to NCGS 5105-317.2, the property herein described does not include the primary residence of the grantor.



Case No. _____

Owner's Authorization for Agent

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

I am/We are the owner(s) of the property located at 900 BLOCK OF INDDVILLE, RP. HERTFORD, NC 27944

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

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

I authorize you to advertise and present this matter in my/our name as the owner of the property. If there are any questions, you may contact me/us at address 410 CARTER RD. ELIZABETH CITY, NC 27909 or by telephone at _____

BY:

Signature of Owner Catherine J. Ansink

Print Name CATHERINE J. ANSINK

Telephone Number _____

~~Signature of Owner~~

~~Print Name~~

~~Telephone Number~~

Sworn to and subscribed before me this the 4 day of December, 2024
Notary Public Shahntel Shue County of Pasquotank
State of North Carolina
My commission expires: 10/20/2025

SHAHNTEL SHUE
Notary Public - North Carolina
Pasquotank County
My Commission Expires Oct 20, 2025



Case No. _____

Owner's Authorization for Agent

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

I am/We are the owner(s) of the property located at 900 block of Woodville Rd, Hertford, NC

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

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

I authorize you to advertise and present this matter in my/our name as the owner of the property. If there are any questions, you may contact me/us at address 1422 Tweedy Bay Drive, New Bern, NC 28562 or by telephone at _____

BY:

Signature of Owner
Linda Jones Dickens

Print Name
Linda Jones Dickens

Telephone Number

Signature of Owner
Michael Roney

Print Name
Michael Roney

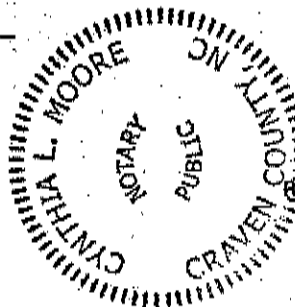
Telephone Number

Sworn to and subscribed before me, this the 6th day of December, 2024.

Notary Public Cynthia L. Moore County of Craven

State of NC

My commission expires: MY COMM. EXPIRES 04/01/2026



Perquimans Parcel Viewer

10/5/24, 3:22 PM

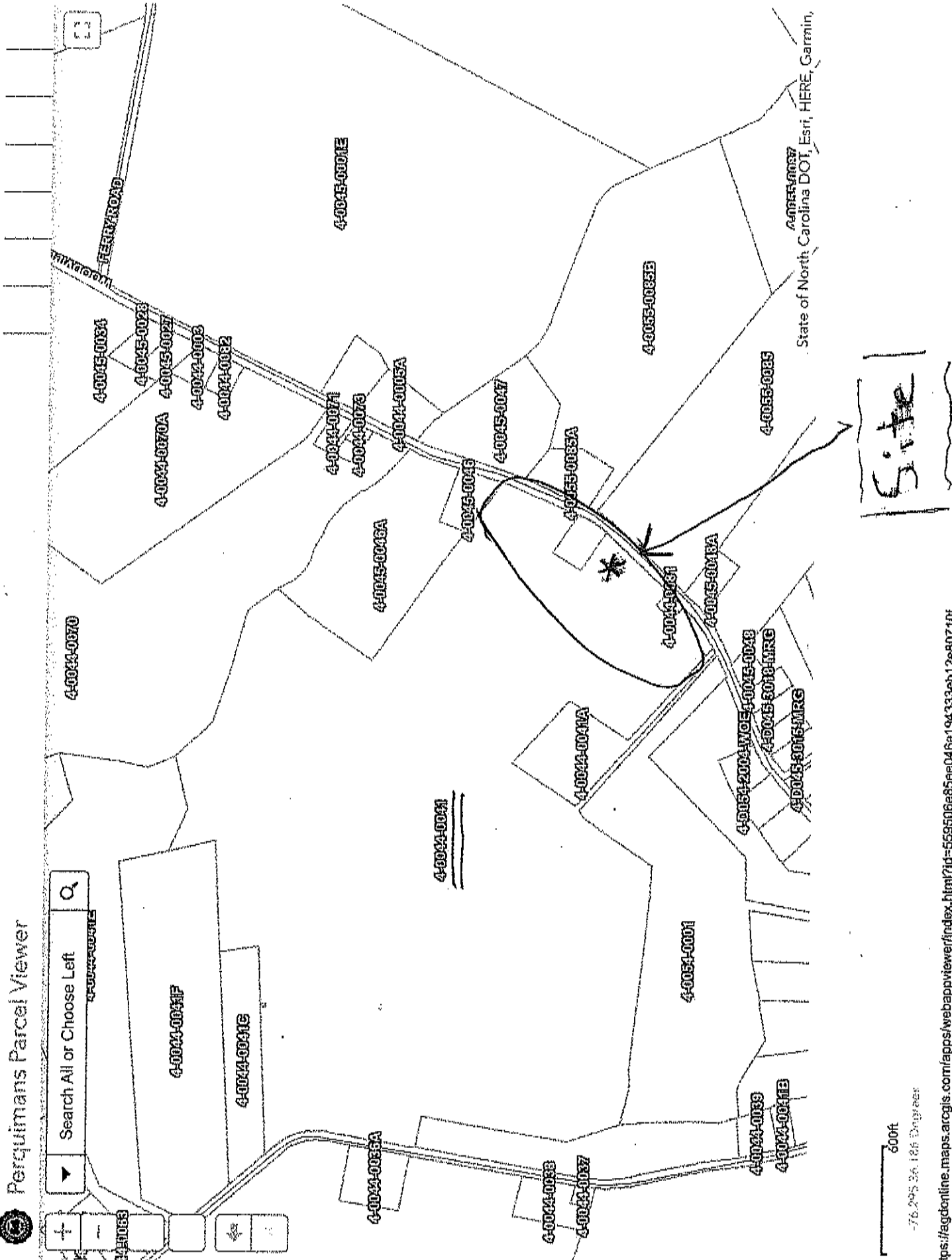
Perquimans Parcel Viewer



Search All or Choose Left

4-0044-0041F

4-0044-0041G



Site

600ft

Proposed Site Plan
 AND Area To BE
 REZONED

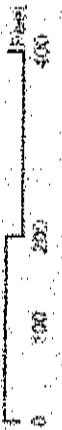


Parcel No.: 7899-27-2696
 Pergulmans 3, LLC
 149.52 acres total
 (8 Lots 6.68 acres)
 142.84 acres remaining

CELL
 TOWER

Lot 1	36,750 sq. ft.
Lot 2	36,750 sq. ft.
Lot 3	36,750 sq. ft.
Lot 4	32,500 sq. ft.
Lot 5	32,585 sq. ft.
Lot 6	32,585 sq. ft.
Lot 7	50,200 sq. ft.
Lot 8	33,075 sq. ft.

1 inch = 200 feet



WOODRIF GIS, L.P.



ALBEMARLE REGIONAL HEALTH SERVICES
Partners in Public Health

December 20, 2024

Michael Avery
2422 Turtle Bay Drive
New Bern, NC 28562
252-349-1989
Michaelaveru2422@gmail.com

Re: Next to 960 Woodville Road

Pasquotank

Mr. Avery,

Perquimans

Based on the soil evaluation the following items need to be completed before a permit can be issued.

Camden

- Submit a payment of \$473.00.
- Submit a plat of the property indicating distances from property lines and the size of the property. With that, please include the driveway, any future outbuildings such as a shed or pool that you may wish to install in the future.
- Complete the management entity paperwork which will place you on the management entity program that will require an annual fee of \$50 dollars for yearly inspection of the sewage disposal system.

Chowan

Currituck

Bertie

Gates

Thank you,

Hartford

Ralph Hollowell
Environmental Health Director, REHS
License Soil Scientist
ARSWMA Director





LIMITED LIABILITY COMPANY ANNUAL REPORT

NAME OF LIMITED LIABILITY COMPANY: Perquimans 3, LLC

SECRETARY OF STATE ID NUMBER: 2268711 STATE OF FORMATION: NC

REPORT FOR THE CALENDAR YEAR: 2024

Filing Office Use Only
E - Filed Annual Report
2268711
CA202407001607
3/10/2024 09:15
 Changes

SECTION A: REGISTERED AGENT'S INFORMATION

1. NAME OF REGISTERED AGENT: avery, jeanette j

2. SIGNATURE OF THE NEW REGISTERED AGENT: _____
SIGNATURE CONSTITUTES CONSENT TO THE APPOINTMENT

3. REGISTERED AGENT OFFICE STREET ADDRESS & COUNTY 4. REGISTERED AGENT OFFICE MAILING ADDRESS
2422 Turtle Bay Drive 2422 Turtle Bay Drive
New Bern, NC 28562-7313 Craven County New Bern, NC 28562-7313

SECTION B: PRINCIPAL OFFICE INFORMATION

1. DESCRIPTION OF NATURE OF BUSINESS: agriculture and forestry

2. PRINCIPAL OFFICE PHONE NUMBER: (252) 349-1723 3. PRINCIPAL OFFICE EMAIL: Privacy Redaction

4. PRINCIPAL OFFICE STREET ADDRESS 5. PRINCIPAL OFFICE MAILING ADDRESS
2422 Turtle Bay Drive 2422 Turtle Bay Drive
New Bern, NC 28562-7313 New Bern, NC 28562-7313

6. Select one of the following if applicable. (Optional see instructions)

- The company is a veteran-owned small business
- The company is a service-disabled veteran-owned small business

SECTION C: COMPANY OFFICIALS (Enter additional company officials in Section E.)

NAME: Jeanette jones avery NAME: _____ NAME: _____
TITLE: Managing Member TITLE: _____ TITLE: _____
ADDRESS: _____ ADDRESS: _____ ADDRESS: _____
2422 turtle bay drive
new bern, NC 28562

SECTION D: CERTIFICATION OF ANNUAL REPORT. Section D must be completed in its entirety by a person/business entity.

Jeanette jones avery 3/10/2024
SIGNATURE DATE

Form must be signed by a Company Official listed under Section C of This form.

Jeanette jones avery Managing Member
Print or Type Name of Company Official Print or Type Title of Company Official

This Annual Report has been filed electronically.

MAIL TO: Secretary of State, Business Registration Division, Post Office Box 29525, Raleigh, NC 27626-0525

ADJOURNMENT

Chairman Nelson asked if there were any further comments or business to discuss. There being none, the Work Session was adjourned at 8:20 p.m. on motion made by James W. Ward, seconded by Timothy J. Corprew and unanimously approved by the Board.

Wallace E. Nelson, Chairman

Clerk to the Board

REGULAR MEETING
 January 6, 2025
 7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, January 6, 2025, at 7:00 p.m. in the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944.

- MEMBERS PRESENT:** Wallace E. Nelson, Chairman Charles Woodard, Vice Chairman
 Timothy J. Corprew Joseph W. Hoffer
 Kathryn M. Treiber James W. Ward
- MEMBERS ABSENT:** None
- OTHERS PRESENT:** Hackney High, County Attorney
 Frank Meath, County Manager / Deputy Clerk to the Board

Chairman Nelson called the meeting to order. Commissioner Treiber gave the invocation, and the Chairman 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. Charles Woodard made a motion to approve the Agenda as presented. The motion was seconded by Kathryn M. Treiber and unanimously approved by the Board.

CONSENT AGENDA

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

- Approval of Minutes:** The Minutes from December 2, 2024 Regular Meeting & December 16, 2024 Regular Work Session were approved.

- Tax Refund / Release Approvals:**

Tax Refunds (Perquimans County):

Wheeler, Joshua & Wife ----- \$430.02

Overage front pre-payment. Account No. 266162

Houser, Jimmy Lee & Beverly ----- \$147.16

Vehicle sold; 9-month refund. Account No. 72695527.

Long, Jimmy - Helrs ----- \$123.64

Over paid 2024 pre-payment. Account No. 223700.

Nichols, Robert & Elaine ----- \$343.93

Over paid 2024 pre-payment. Account No. 428210.

Reserve Homes ----- \$229.74

Over paid 2024 pre-payment. Account No. 266068.

Godfrey, Sharon ----- \$1,734.98

Over paid 2024 pre-payment. Account No. 430116 & 490981

Jones, Lee ----- \$254.60

Over paid 2024 pre-payment. Account No. 220505.

Vanhorn, Jr., Elzy Leroy ----- \$151.63

Vehicle sold; 9-month refund. Account No. 73208101

Tax Release (Perquimans County):

Dunston, Connie ----- \$102.92

Assessment on RV was way too high. Account No. 266339.

Winstow, Araba Clair ----- \$119.34

Did not receive senior discount. Account No. 114000.

Pietrus, Thomas & Stacey ----- \$587.05

Assessment correction. Did speak with Piner in timely fashion with no response: Account No. 260512.

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

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Nikia Davenport	Income Maintenance Caseworker I working against Income Maintenance Caseworker II	Appointment	61/3	\$34,955	01/01/2025
Samantha Stacey	Income Maintenance Caseworker I working against Income Maintenance Caseworker II	Appointment	61/3	\$34,955	01/01/2025
Antonio Williams	Income Maintenance Caseworker I working against Income Maintenance Caseworker II	Appointment	61/3	\$34,955	01/01/2025
April Bond	Income Maintenance Caseworker II	Appointment	63/2	\$57,264	01/01/2025
Jalena Glasper	Income Maintenance Caseworker II	Appointment	63/1	\$36,354	01/01/2025
Cole Tully Langley	Certified Deputy	Appointment	68/1	\$45,303	01/01/2025
Crystal Bowe	Income Maintenance Caseworker II	Resignation			12/18/2024
Lauren Barnier	Part-Time Fill-In Telecommunicator I	Removed Roster			01/01/2025
Lacy Robeson, III	Investigator II	Retirement			03/01/2025

4. Step/Merit Increases:

Department Name	Employee Name	Classification	Grade/Step	New Salary	Effective Date
Telecommunications	Sue Ann Cestaro	TC-II	66/7	\$48,027	01/01/2025
Telecommunications	Zeb Daneker	PPT TC-II	66/10	\$24.85	01/01/2025
Telecommunications	Allen Foy	TC-I	64/2	\$38,939	01/01/2025
Telecommunications	Emily Harrell	PT/FT TC-II	66/11	\$25.46/hr.	01/01/2025
EMS	Chill Moore	Full-Time AEMT	66/2	\$42,525 / \$20.44/hr.	01/01/2025
EMS	Ariana Ward	Full-Time AEMT	66/2	\$42,525 / \$20.44/hr.	01/01/2025
Maintenance	Tammy White	Housekeeping Assistant	54/12	\$32,000	01/01/2025
Sheriff's Office	Layona Banks	Certified Deputy/SRO	68/4	\$48,760	01/01/2025
Sheriff's Office	Ernan Sawyer	Certified Deputy/SRO	68/7	\$52,446	01/01/2025
Sheriff's Office	Zachary Smirlock	Certified Deputy	68/1	\$45,303	01/01/2025
Sheriff's Office	Brandyn Shnyder	Certified Deputy	68/1	\$45,303	01/01/2025
Tax Office	Wilma Robbins	Tax Clerk	61/9	\$40,466	01/01/2025

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
10-362-800	Senior Center - Donations	600	
10-660-311	Senior Center - Donations	600	

EXPLANATION: To amend the FY 24/25 Budget to include donations given to the Center.

BUDGET AMENDMENT NO. 15
 GENERAL FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-660-311	Senior Center - Donations		6,155
10-669-740	Senior Center - Capital Outlay	6,155	

EXPLANATION: To amend the FY 24/25 Budget to use Center Donations to offset cost of new exercise equipment.

BUDGET AMENDMENT NO. 16
 GENERAL FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-610-320	DSS - Inventory Item		7,325
10-610-740	DSS - Capital Outlay	7,325	

EXPLANATION: To amend the FY 24/25 Budget to cover the purchase of a new van.

6. Board Appointment: The following board appointment was presented for information only:

Name	Board/Committee	Action Taken	Term	Effective Date
Eichenlaub, Mary Ann	Pottigrew Regional Library Board	Appointment	4 years	01/01/2025

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

- a. Annual Report for FY 2023-2024 from NC Forest Services: (for information only) The NC Forest Services presented their written annual report for FY 2023-2024. No action required.

RECOGNITION OF EMPLOYEES & INTRODUCTION OF NEW EMPLOYEES

- A. Recognition of Retiree: County Manager Heath reported Sonia Davenport was presented with a plaque honoring her for her 22 years of service in EMS. He also wanted to send out condolences to her family. She lost her son right after her retirement.
- B. Recognition of Employees' Years of Service with the County: Beginning June 1, 2022, the Board will recognize the employees who have been working with the County for 5, 10, 15, 20, etc. years. This month, the Board recognized the following employees:

Employee Name	Department	Employee Job Title	No. of Years	Effective Date
Bethany Buttram	EMS	Community Paramedic/MIH	5 years	01/01/2025
Shelton White	Sheriff's Office	Sheriff	25 years	01/01/2025

Mr. Heath presented Shelton White with a certificate and gift card. He also mentioned that he has served the County as Sheriff for eight years. Ms. Buttram was unable to be at the meeting tonight so we will make her presentation at a later date. Mr. White thanked the Board for the support that the Board provides his office and for the opportunity of serving Perquimans County residents. The Board congratulated him and thanked them for his service.

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

Department Head	Employee Name	Employee Job Title	Effective Date
Angela Jordan, Social Services Director	Pamela Lacy	Income Maintenance Technician	12/01/2024
Julie Solesbee, Assistant Emergency Services Director	Colleen McDonald	Full-Time Certified Telecommunicator I	12/01/2024
Nick Lohes, Water Department Supervisor	Samuel Moncia, III	Water Tech I	12/01/2024

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

JULIE SOLESBEE, ASSISTANT EMERGENCY SERVICES DIRECTOR

With the absence of Jonathan Nixon, Julie Solesbee, Assistant Emergency Services Director, presented the procedures for their bid process and recommends the contractor's agreement with A. R. Chesson on the basis of their qualifications presented at their January 2, 2025 meeting. County Manager Heath reported that they will begin the work in August, 2025 with a completion date of December, 2026. She asked the Board if they had any questions. Chairman Nelson asked if the Board had any questions or comments. There being none, he asked for a motion. On motion made by Kathryn M. Treiber, seconded by Timothy J. Corprew, the Board unanimously awarded the contractor's agreement to A. J. Chesson, subject to County Attorney High's review and approval, and authorizes County Manager Heath and County staff to negotiate and sign the Agreement once it is approved by the County Attorney.

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 December, 2024:

Visitors:..... 32	Hours Opened: 13 days / 39 hours (Wednesday, Thursday, Friday, and Saturday) from 10:00 a.m. to 2:00 p.m.)
Sales:..... \$125.00	Staff: Sid Eley & Glen White
Donations:..... \$24.00	
Any additional information:	
Report from date of opening (August 1, 2024) to present:	
Visitors:..... 174	
Breakdown of Visitor's locations:	
Perquimans County Residents:..... 69	
North Carolina Residents..... 50	
Virginia Residents..... 30	
Argentina Resident..... 1	

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- **Recruitment for Assistant County Manager:** Mr. Heath explained that they have received fourteen Assistant County Manager job applications. As directed by the Board in a previous meeting, the Chairman, Vice Chairman, and County Manager will review them and narrow it down to five for interviews. The interviews are scheduled for January 21, 2025 starting at 2:00 p.m. in the Jury Room of the Courthouse.
- **Board Retreat:** County Manager Heath will be setting up the Board Retreat for late March, 2025. NCACC will facilitate the meeting. Mr. Heath will provide more detailed specifics in the future.
- **Essentials of County Government:** Mr. Heath reported that he and Chairman Nelson will be attending the Essentials of County Government with Kathy Treiber in New Bern on January 16-17, 2025. This is the new commissioners training for all newly elected commissioners.
- **Agreement with Hertford ABC Board:** Later in the meeting, Mr. Heath explained that he had distributed the most recent working draft of the ABC Board Consolidation Resolution with the Town of Hertford. He further stated that the Chairman, Vice Chairman, County Manager, Hertford Mayor, Mayor Pro Tem, and Hertford Town Manager will meet to try to iron out the Resolution so that they can bring back the final version of the Resolution for final approval. He is asking them to review the Resolution and let him know if they have any questions or comments.

COMMISSIONERS' BOARD APPOINTMENTS

Chairman Nelson explained that Mary Hunnicutt, Clerk to the Board, had circulated the Commissioners' Board appointment listing and asked if there were any corrections. The only correction given was to remove Charles Woodard from the Chamber of Commerce Board. That appointment was moved to Kathryn M. Treiber. On motion made by Timothy J. Corprew, seconded by James W. Ward, the Board unanimously approved the following list of Commissioners' Board Appointments with the one requested correction:

Name	Board/Committee	Term	Appl.	Expire
TIMOTHY J. CORPREW				
Corprew, Tim	Albemarle Commission	unlimited	2/1/2023	unlimited
Corprew, Tim	Albemarle Regional Landfill Authority	4 yrs.	2/1/2023	1/31/2027
Corprew, Tim	Economic Development Commission - County	2 yrs.	2/1/2023	1/31/2025
Corprew, Tim	Housing Committee Chairman	unlimited	2/1/2023	unlimited
Corprew, Tim	Northeastern Workforce Development Consortium	unlimited	2/1/2015	unlimited
Corprew, Tim	Perquimans/Chowan/Gates Landfill Committee	indefinite	2/1/2023	indefinite
Corprew, Tim	Water Committee	unlimited	2/1/2023	unlimited
JOSEPH W. HOFFLER				
Hoffler, Joseph	Albemarle Regional Landfill Authority	4 yrs.	2/1/2021	1/31/2025
Hoffler, Joseph	Economic Development Commission - County	2 yrs.	2/1/2023	1/31/2025
Hoffler, Joseph	Home & Community Care Block Grant	unlimited	12/3/2012	unlimited
Hoffler, Joseph	Inter-Agency Council - Commissioner	1 yr.	2/1/2023	6/30/2023
Hoffler, Joseph	Perquimans/Chowan/Gates Landfill Committee	indefinite	2/1/2017	indefinite
Hoffler, Joseph	Recreation Advisory Committee - Commissioner	3 yrs.	2/1/2023	6/30/2023
Hoffler, Joseph	Senior Citizens Advisory Board	2 yrs.	2/1/2023	1/31/2025
WALLACE E. 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.	2/1/2023	1/31/2025
Nelson, Wallace	EMS Advisory Board	2 yrs.	2/1/2023	1/31/2025
KATHRYN M. TREIBER				
Treiber, Kathryn	Albemarle District Jail Commission	2 yrs.	2/1/2023	1/31/2025
Treiber, Kathryn	Chamber of Commerce Board	unlimited	2/7/2011	unlimited
Treiber, Kathryn	Court Security Committee	unlimited	2/1/2023	unlimited
Treiber, Kathryn	Downtown Hertford Committee ^a	3 yrs.	7/1/2024	6/30/2026
JAMES W. WARD				
Ward, James	Court Security Committee	unlimited	2/1/2023	unlimited
Ward, James	Social Services Board (<i>Commissioner appointee</i>)	3 yrs.	2/1/2024	1/31/2027
Ward, James	Tourism Development Authority (Commissioners)	2 yrs.	2/1/2023	1/31/2025
Ward, James	Tri-County Shelter Advisory Committee Board	unlimited	2/1/2023	unlimited
Ward, James	Trillium Northern Region Advisory Board	unlimited	2/1/2023	unlimited
Ward, James	Water Committee	unlimited	2/1/2023	unlimited
CHARLES WOODARD				
Woodard, Charles	Agricultural Advisory Board - Commissioner	3 yrs.	2/1/2021	1/31/2024
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	RPO Transportation Advisory Committee	2 yrs.	2/1/2025	1/31/2026
Woodard, Charles	Tourism Development Authority (Commissioners)	2 yrs.	2/1/2023	1/31/2025
Woodard, Charles	Water Committee	unlimited	2/1/2019	unlimited

^a (formerly Historic Hertford, Inc)

BOARD VACANCIES

The County has several Boards/Committees that have vacant seats:

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 Tarheel Legislative Delegate & Alternate: We still need to appoint an alternate in case the delegate is unable to attend the meeting. We also need to have a member to be appointed to the Senior Tarheel Regional Legislative Advisory Board. We have received an application from Terry Lee Tatum who was interested in serving as the Alternate on the Senior Tarheel Regional Legislative Advisory Board. On motion made by Charles Woodard, seconded by James W. Ward, the Board unanimously appointed Mr. Tatum as the Alternate on the Senior Tarheel Regional Legislative Advisory Board.

SALE OF SURPLUS VEHICLES

County Manager Heath reported that the Board adopted a resolution on December 2, 2024 proclaiming the following vehicle as surplus equipment and to proceed to sell it on GovDeals. The bid period for the following surplus items with GovDeals closed today at 11:00 a.m. On motion made by Timothy J. Corprew, seconded by James W. Ward, the Board approved the following sale of the surplus vehicle:

BUYER	ITEM	DATE SURPLUSED	START BID	SOLD AMOUNT
Charles Talt	2014 Dodge Durango, VIN #1C4RDJFG3EC391141	12/2/2024	\$500	\$3,650.00

REQUEST TO BOARD FROM SOCIAL SERVICES REGARDING A NEW BANK ACCOUNT AT PNC

Chairman Nelson asked County Manager Heath to present this request. Mr. Heath stated that representatives from Social Services may want to elaborate on what he knows. It is his understanding that Social Services has received a letter requesting a second account at PNC Bank. Rebecca Corprew, Administrative Officer I, provided additional information. She said that the bank will need to have a letter from the Board of Commissioners authorizing the account. Chairman Nelson asked if there were any questions or comments from the Board. There being none, Joseph W. Hoffer made a motion to approve this new Social Services Bank Account for the foster child and to provide a letter to the Bank. The motion was seconded by Charles Woodard and unanimously approved by the Board. Rebecca Corprew requested that the foster child's name not appear in our minutes or correspondence. County Manager Heath said that we can redact that information for public review.

REQUEST FOR TWO-YEAR EXTENSION FOR PRELIMINARY PLAT OF ALBEMARLE PRESERVE - PHASE 1A

Chairman Nelson recognized Rhonda Repanshek, County Planner, who presented the following overview of this request:

Thank you, Mr. Chairman,

Normally an annual update on the progress of Albemarle Plantation's additional phases would be due in March, however the new Developer would like your blessing a few months early this year. Mr. John Linton is here tonight to enlighten you on his latest ideas and developments regarding Albemarle Preserve, which has been known as phase 2 and the Cote tract which is the large tract of vacant land next to the construction entrance in what the general public knows as the existing 'Albemarle Plantation'. Note that the preliminary plat extension request is for TWO years this time.

Also... I'm sure the new developers don't want to mis-represent anything so Let it be very clear in the minutes, that whatever the Board agrees to tonight, the Board is in no way approving the Phase 2 Planned Unit Development map that Mr. Linton has attached as Exhibit D (Delta) in your packet because that is NOT the map that was approved Nov. 4, 2019. Although it is very similar, the approved Master Site Plan did not allow commercial development on the corner of the Harvey Point Rd/Church Lane intersection. Other than that corner, Exhibit D appears roughly the same as the approved Master Site Plan. The Board would simply be confirming and renewing the density of the Phase Two PUD which is governed by the Special Use Permit recorded in Register of Deeds book 494, page 775.

Mr. John Linton came forth to further explain his request. After his comments, he asked if there were any questions or comments. Chairman Nelson asked Mr. Linton if he had any other comments that he would like to make. After making several comments and answering questions from the Board, Chairman Nelson asked for a motion to approve or deny their request. Timothy J. Corprew made a motion to grant a two-year extension to CZD-19-01, also known as (PUD) REZ-19-01, preliminary plat phase 1A for the section between Harvey Point Road and the Perquimans River. The motion was seconded by Charles Woodard and unanimously approved by the Board. In addition, Kathryn M. Treiber made a motion to grant a two-year extension to CZD-20-01, also known as (PUD) REZ-20-01, recorded in Register of Deeds book 522, page 854. The motion was seconded by Charles Woodard and unanimously approved by the Board.

AUDIT CONTRACT AMENDMENT

Chairman Nelson recognized Tracy Mathews, County Finance Officer, who explained that she had received an e-mail this morning from their auditor explaining that they sent us an agreement with modification of dates and wanted Board approval. They are requesting to extend the period to complete the audit until February 1, 2025. They are hoping to get a draft copy for us sometime this week and to present it to the Board at the February, 2025 meeting. She explained the reason for their request. Chairman Nelson asked if there were any questions or comments from the Board. There being none, Chairman Nelson asked for a motion to approve the Audit Contract Amendment which is amending the due date of the Audit. On motion made by Timothy J. Corprew, seconded by Charles Woodard, the Board unanimously approved the Audit Contract Amendment.

PUBLIC COMMENTS

There were no public comments made.

CLOSED SESSION: TO DISCUSS AN ECONOMIC DEVELOPMENT MATTER AND CLOSED SESSION MINUTES

Chairman Nelson stated that, pursuant to NC General Statute 143-318.11(4), the Board went into Closed Session to discuss an economic development matter and to approve closed session minutes. On motion made by James W. Ward, seconded by Joseph W. Hoffer, to go into Closed Session. The motion was unanimously voted to go into Closed Session.

The Closed Session was adjourned, and the Regular Called Meeting reconvened on motion made by Timothy J. Corprew, seconded by Charles Woodard, and unanimously approved by the Board.

No action was required from the Closed Session.

ADJOURNMENT

Chairman Nelson asked if there were any further comments or business to discuss. There being none, the Regular Meeting was adjourned around 8:30 p.m. on motion made by Timothy J. Corprew, seconded by Charles Woodard and unanimously approved by the Board.

Wallace E. Nelson, Chairman

Clerk to the Board

WORK SESSION

January 21, 2025

7:00 p.m.

The Perquimans County Board of Commissioners Work Session on January 21, 2025 was cancelled.

Refunds and Releases**January 29, 2025****Tax Release: (Perquimans)**

Elzy Leroy Vanhorn \$609.90
Incorrect assessment during reval.
Did reach out in a timely fashion.
Account#: 259662

Ashley Williams \$1506.87
Land-use correction.
Account#: 117442

Timothy and Charlene Suis \$593.60
Assessment correction. Did reach out
in timely fashion.
Account#: 491124

Gladys & Betty Lawrence \$166.40
Assessment correction.
Account#: 222900

Tax Refunds: (Perquimans)

Ronald Moorman \$196.23
Vehicle was charged Hertford taxes
in error.
Account#: 81323366

Deborah Roberts \$149.62
Vehicle sold 11-month refund
Account#: 45550066

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Shanae Christian

SOC. SEC. NO.: _____

POSITION: Social Worker IA&T

DEPT.: Social Services

NEW EMPLOYEE EFFECTIVE DATE: February 3, 2025

GRADE: 70 STEP: 1 SALARY: \$49,475.00

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
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

_____ 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: January 2, 2025

COUNTY MANAGER APPROVAL

[Signature]

DATE: 1/24/25

FINANCE OFFICER _____

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Robbins Cherry
POSITION: Deputy Director

SOC. SEC. NO.:
DEPT.: Board of Elections

NEW EMPLOYEE EFFECTIVE DATE: Feb 1, 2025
GRADE: 58 STEP: 4 SALARY: 31,397
ENDING DATE OF PROBATIONARY PERIOD: Feb 1, 2026

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

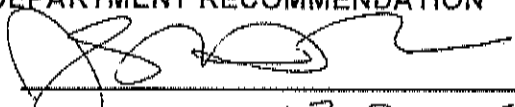
_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: _____ STEP: _____ SALARY: _____

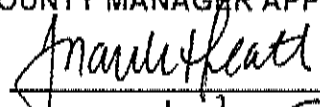
_____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP
Date RAISE. (YEAR 2 3 4)
GRADE: _____ STEP: _____ SALARY: _____

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

_____ 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: 1-27-2025

COUNTY MANAGER APPROVAL

DATE: 1/27/25

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Hunter Russell

SOC. SEC. NO.: _____

POSITION: Part Time Fill In EMT

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: 2/1/2025

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

ENDING DATE OF PROBATIONARY PERIOD: 2/1/2026

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: 1/23/25

COUNTY MANAGER APPROVAL
[Signature]
DATE: 1/24/25

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Jovan Ward SOC. SEC. NO.: _____

POSITION: Income Maintenance Investigator II DEPT.: Social Services

NEW EMPLOYEE EFFECTIVE DATE: February 4, 2025

GRADE: 65 STEP: 7 SALARY: \$45,958.00

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION/RESIGNATION.
Date

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date

GRADE: _____ STEP: _____ SALARY: _____

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

DEPARTMENT RECOMMENDATION

[Signature]
DATE: January 24, 2025

COUNTY MANAGER APPROVAL

[Signature]
DATE: 1/27/25

FINANCE OFFICER _____

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Marica Bazemore-Harris

SOC. SEC. NO.: _____

POSITION: Income Maintenance Caseworker III

DEPT.: Social Services

NEW EMPLOYEE EFFECTIVE DATE: February 4, 2025

GRADE: 65 STEP: 1 SALARY: \$39,699.00

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
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


_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

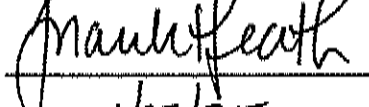
Date GRADE: _____ STEP: _____ SALARY: _____

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL





DATE: January 24, 2025

DATE: 1/27/25

FINANCE OFFICER _____

DATE: _____

COPY Revised 7/05

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 1/29/2025

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: MacKenzie Rhodes SOC. SEC. NO.:

POSITION: Part Time Fill In Telecommunicator I DEPT.: 911

X NEW EMPLOYEE EFFECTIVE DATE: 2/1/2025

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

ENDING DATE OF PROBATIONARY PERIOD: 2/1/2026

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. GRADE: STEP: SALARY:

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: 01/29/25

DATE: 1/29/25

FINANCE OFFICER

DATE:

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Shawn Mims

SOC. SEC. NO.: _____

POSITION: Full Time AEMT I

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: 2/1/2025

GRADE: 66 STEP: 2 SALARY: \$20.44 Hourly (\$49,525)

ENDING DATE OF PROBATIONARY PERIOD: 2/1/2026

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: 1/22/25

[Signature]
DATE: 1/24/25

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Miranda Neiswander

SOC. SEC. NO.: _____

POSITION: Full Time Paramedic I

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: 3/1/2025

GRADE: 68 STEP: 6 SALARY: \$24.61 Hourly (# 51,197)

ENDING DATE OF PROBATIONARY PERIOD: 3/1/2025

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: 1/22/25

[Signature]
DATE: 1/24/25

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Brandon Thorngren

SOC. SEC. NO.: _____

POSITION: Full Time Paramedic I

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: 3/1/2025

GRADE: 68 STEP: 6 SALARY: \$24.61 Hourly (\$51,197)

ENDING DATE OF PROBATIONARY PERIOD: 3/1/2025

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: 1/22/25

[Signature]
DATE: 1/24/25

FINANCE OFFICER

COPY

DATE: _____

Re: UNPAID LEAVE REQUEST

From: Angela Jordan <ajordan@perqdss.net>
Sent: Monday, January 13, 2025 1:11 PM
To: Frank Heath <frankheath@perquimanscountync.gov>; Mary Hunnicutt <MHunnicutt@perquimanscountync.gov>; Tracy Mathews <tracymathews@perquimanscountync.gov>; Casey White <caseywhite@perquimanscountync.gov>; Rebecca Corprew <rcorprew@perqdss.net>
Subject: Fw: UNPAID LEAVE REQUEST

Good Afternoon,

Please see the email below from Stacy Simpson, regarding leave without pay. Please let me know if there is anything else I need to do.

Thank you,

Angela Jordan, BSW
Director
Perquimans County Department of Social Services
103 Charles Street/PO Box 107 Hertford, NC 27944
(252) 426-7373 Ext. 128 (Office)
(252) 404-1510 (Fax)

(252) 426-1240 (Fax)
ajordan@perqdss.net

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

- Rosa Parks

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

****CONFIDENTIALITY NOTICE:**

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Perquimans County Vision:

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

From: Stacy Simpson <ssimpson@perqdss.net>
Sent: Monday, January 13, 2025 1:05 PM
To: Angela Jordan <ajordan@perqdss.net>
Cc: Kristin Lassiter <KLASSITER@PERQDSS.NET>
Subject: UNPAID LEAVE REQUEST

Good afternoon, Angela. I have been out of work due to having surgery on Dec 18, 2024. I was expected to return on Jan 2, 2024, but unfortunately, my Doctor would not release me on that date. I had paid time leave to cover December 18th-Jan 10th, 2025. I am requesting Unpaid Leave for three days. Jan 13-15th and I will be returning to work on Thursday January 16, 2025. If I need to do anything else, please feel free to call me.

Thank you

Sent from my Verizon, Samsung Galaxy smartphone
[Get Outlook for Android](#)

EMPLOYMENT ACTION FORM

DATE SUBMITTED: January 8, 2025

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Alicia Kim White

SOC. SEC. NO.: _____

POSITION: Income Maintenance Lead Worker III

DEPT.: Social Services

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
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 2/1/2025 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date

GRADE: 65 STEP: 4 SALARY: \$42,729.00

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

DEPARTMENT RECOMMENDATION

DATE: January 8, 2025

FINANCE OFFICER _____

DATE: _____

COUNTY MANAGER APPROVAL
Frank Heath

DATE: 1/24/25

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Mark Symons

SOC. SEC. NO.: _____

POSITION: Part Time Fill In EMT

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ DATE OF EMPLOYEE RESIGNATION
Date

X 2/1/2025 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 64 STEP: 6 SALARY: \$20.64 Hourly

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: 1/22/25

COUNTY MANAGER APPROVAL

[Signature]
DATE: 1/24/25

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Jared Turner

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. 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

X 10/1/2024 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: 67 STEP: 5 SALARY: \$22.98 Hourly (\$47,797)

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 and date 1/30/25

Signature and date 1/30/2025

FINANCE OFFICER

COPY

DATE:

RE: Board Reappointments

From: LuRee Sawyer <LuReeSawyer@perquimanscountync.gov>
Sent: Monday, January 27, 2025 1:03 PM
To: Mary Hunnicutt <MHunnicutt@perquimanscountync.gov>
Subject: RE: Board Reappointments

Mary,

Thank you for bringing this to my attention. One day, hopefully, I will be on track with some on this.

I have contacted all of the Advisory Board Members, and they have **all agreed** to continue another 2-year term.

Would it be possible to add to the next Commissioners' Meeting?

Thank you again for all your help!

LuRee

LuRee C Sawyer, Coordinator
 Perquimans County Center for Active Living
 1072 Harvey Point Road; PO Box 615
 Hertford, NC 27944
 Telephone: (252) 426-5404
 Fax: (252) 426-1296
 Email: LuReeSawyer@perquimanscountync.gov

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

From: Mary Hunnicutt <MHunnicutt@perquimanscountync.gov>
Sent: Sunday, January 26, 2025 7:41 PM
To: LuRee Sawyer <LuReeSawyer@perquimanscountync.gov>
Subject: Board Reappointments
Importance: High

According to my records, the following members of this board needs to be reappointed:

MEMBER NAME	BOARD/COMMITTEE	TERM	APPT.	EXPIRE
Bailey, Juanita	Senior Citizens Advisory Board	2 yrs.	2/1/2023	1/31/2025
Hoffler, Joseph	Senior Citizens Advisory Board	2 yrs.	2/1/2023	1/31/2025
Heath, Frank W.	Senior Citizens Advisory Board	2 yrs.	2/1/2023	1/31/2025
Burket, Stephen	Senior Citizens Advisory Board	2 yrs.	2/1/2023	1/31/2025
Bailey, Virginia	Senior Citizens Advisory Board	2 yrs.	2/1/2023	1/31/2025

Please check with your records to see if these members need to be reappointed. If so, please let me know if they want to continue to serve and if they are still eligible to serve. If possible, please let me know by Wednesday of next week. If not, I will add it to our March Agenda.

Thank you for your assistance in this matter.

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

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

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
SCHOOL CONSTRUCTION FUNDS
NO. 17

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 3rd DAY OF FEBRUARY, 2025, 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	670,520	
65-500-711	NB Lottery Intermediate School	670,520	
EXPLANATION: To amend the FY 24/25 Budget to include lottery fund drawn down 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 3rd DAY OF FEBRUARY, 2025.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 3rd DAY OF FEBRUARY, 2025.

Chairman, Board of Commissioners

Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUND
NO. 18

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 3rd DAY OF FEBRUARY, 2025, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2024 - 2025 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-012	State Grants - Emergency Management	14,750	
10-530-345	EM - HSGP Grant	14,750	
EXPLANATION: To amend the FY 24/25 Budget to include a Homeland Security Grant as awarded by the State - MOA#2441006.			

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 3rd DAY OF FEBRUARY, 2025.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 3rd DAY OF FEBRUARY, 2025.

 Chairman, Board of Commissioners

 Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 19

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 3rd DAY OF FEBRUARY, 2025, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2024 - 2025 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-365-004	GA Grant - NC Amateur Sports	10,000	
10-685-339	GA Grant - NC Amateur Sports	10,000	
EXPLANATION: To amend the FY 24/25 Budget to include a General Assembly Grant as awarded to the Recreation Department for their Amateur Sports Program.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, ON THIS 3rd DAY OF FEBRUARY, 2025.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 3rd DAY OF FEBRUARY, 2025.

 Chairman, Board of Commissioners

 Finance Officer



**2024 MEMORANDUM OF PARTICIPATION (MOP) FOR INTERIM (ROLL-FORWARD)
GASB 75 REPORT OF THE OTHER POSTEMPLOYMENT BENEFITS (OPEB)**

MUNICIPALITY/EMPLOYER: _____

UNIT'S RETIREMENT SYSTEM (LGRS) I.D. NUMBER(S) (for pension purposes – not LEO SSA): _____

MAILING ADDRESS: _____

CITY: _____ ZIP CODE: _____

NAME OF PERSON TO RECEIVE REPORT: Mr. Ms. (choose one) _____

PHONE #: (_____) _____ TITLE: _____

E-MAIL ADDRESS: _____

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

GASB No. 75 Valuations	
Base Fee	Base Fee
▪ Less than 20 total active and retired participants	\$5,250
▪ 20-49 total active and retired participants	\$6,825
▪ 50-99 total active and retired participants	\$8,190
▪ 100 or more total active and retired participants	\$8,925
	+ Plus +
Per Participant Fee	
▪ Less than 50 total active and retired participants	\$5.00
▪ 50-99 total active and retired participants	\$4.50
▪ 100-249 total active and retired participants	\$3.25
▪ 250-499 total active and retired participants	\$2.75
▪ 500 or more total active and retired participants	\$2.50

Interested employers must return this Memorandum of Participation indicating their desire to participate along with all requested data as outlined on the following page. We need to receive all requested information no later than February 21, 2025.

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

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

Authorized Signature

Signed this _____ day of _____, 20____.

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



INFORMATION COLLECTION CHECKLIST FOR OPEB REQUEST

MUNICIPALITY/EMPLOYER: _____

UNIT'S RETIREMENT SYSTEM (LGRS) I.D. NUMBER(S): _____

The June 30, 2023 OPEB Valuation will be used as the basis. Liabilities will be re-measured and rolled forward to June 30, 2024 for June 30, 2025 financial disclosure.

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

Will you need additional information related to a split of the liabilities, OPEB expense or proportionate share amounts for the component units. Additional fees will apply based on our hourly rates.

- Yes – The census data that was provided for the June 30, 2023 valuation will be used as basis for the fund split.
- No – No additional information is needed.
- Executed 2024 Memorandum of Participation (MOP). This is for OPEB only.
- Have the OPEB plan provisions changed since the prior valuation?
- Yes - Please provide the new plan provision information detailing the new OPEB plan benefit eligibility conditions and/or cost-sharing information. Please note, the roll forward method mentioned above may not be allowed. If this is the case, we will contact you regarding a full valuation. If a plan change has occurred, additional fees may apply.
- No – We will use the same OPEB plan provisions summarized in your last report.
- Were OPEB Claims and/or premiums paid for the measurement period July 1, 2023 - June 30, 2024?
- Yes – We provided a template for your use in collecting this information as an attachment in the data request email. Email us at NCOPEB@CavMacConsulting.com if you need another copy. If the template is not fully completed, additional information may be requested and delays may occur.
- Please note OPEB plans may provide both fully-insured and self-insured benefits. If this is the case for your plan, be sure to provide both types of contribution information. This information should be the gross amounts (total of employer and retiree paid) and receipts for retirees and their dependents (do not include amounts for active employees) for the year ending 6/30/2024.
- No – Do not complete the Claims and/or premiums paid spreadsheet.



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

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

- Do you have or plan to have OPEB assets?

- Does the Employer have assets in a qualified GASB OPEB funding vehicle (i.e., a Trust or Trust like arrangement for the sole purpose of providing OPEB benefits for retirees that cannot be used to pay active health care costs or any other benefits) as of June 30, 2024? (choose one)

Yes No

- If there were no OPEB assets as of June 30, 2024, does the Employer plan to establish OPEB assets in a qualified GASB OPEB funding vehicle by June 30, 2025? (choose one)

Yes No N/A

- Provide most recent Audited Financial Report (or AFCR) providing OPEB disclosure information.

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

Submit all information to the OPEB Team via email at (NCOPEB@CavMacConsulting.com).

Employer: 7/1/2023 - 6/30/2024
 Measurement Period:

Amounts below were NOT paid from the OPEB Trust			
For Fully-Insured Benefits:	Gross Premiums Paid for Retirees & their Dependents		
	Pre-Medicare	Medicare	Total
Medical	-	-	-
Prescription Drug (if not included above)	-	-	-
Dental/Vision (if not included above)	-	-	-
Life Insurance Premiums	-	-	-
HRA/HSA Contributions (if not included above)	-	-	-
Reimbursement of premiums	-	-	-
Other (specify)	-	-	-
Total	-	-	-
Receipts			Total
Pre-Medicare	Medicare		
Retiree Amounts Paid for Coverage	-	-	-
Other (specify)	-	-	-
Total	-	-	-
Net Premiums	-	-	-

Amounts below were NOT paid from the OPEB Trust			
For Self-Insured Benefits:	Gross Eligible Claims Paid for Retirees & their Dependents		
	Pre-Medicare	Medicare	Total
Medical	-	-	-
Prescription Drug	-	-	-
Dental/Vision	-	-	-
Life Insurance Payouts	-	-	-
Stop Loss Premiums	-	-	-
Administrative fees	-	-	-
HRA/HSA Contributions (if not included above)	-	-	-
Other (specify)	-	-	-
Total	-	-	-
Receipts			Total
Pre-Medicare	Medicare		
Retiree Amounts Paid for Coverage	-	-	-
Stop Loss Reimbursements	-	-	-
Other (specify)	-	-	-
Total	-	-	-
Net Claims	-	-	-

**THIS LEASE DOES NOT BECOME EFFECTIVE UNTIL EXECUTED
BY THE NORTH CAROLINA DEPARTMENT OF ADULT CORRECTION**

STATE OF NORTH CAROLINA

LEASE AGREEMENT

COUNTY OF PERQUIMANS

THIS LEASE AGREEMENT, made and entered into this the _____ day of _____, 2025, by and between, COUNTY OF PERQUIMANS, hereinafter designated as Lessor, and the STATE OF NORTH CAROLINA, hereinafter designated as Lessee;

WITNESSETH:

THAT WHEREAS, authority to approve and execute this lease agreement was delegated to the Department of Administration by resolution adopted by the Governor and Council of State on the 1st day of September 1981; and as amended on September 8, 1999, December 7, 1999, and October 6, 2020 and

WHEREAS, the parties hereto have mutually agreed to the terms of this lease agreement as hereinafter set out,

NOW THEREFORE, in consideration of the rental hereinafter agreed to be paid and the terms and conditions hereinafter set forth, Lessor does hereby let and lease unto Lessee and Lessee hereby takes and leases from Lessor for and during the period of time and subject to the terms and conditions hereinafter set out certain space in the City of Hertford, County of Perquimans, North Carolina, more particularly described as follows:

Being approximately + 400 net square feet of office space located at 110 N. Church Street; Perquimans County; Hertford, North Carolina and further described in the floor plan, Exhibit "A".

**NC DEPARTMENT OF ADULT CORRECTION, PROBATION AND PAROLE,
DIVISION 1, DISTRICT 1**

THE TERMS AND CONDITIONS OF THIS LEASE AGREEMENT ARE AS FOLLOWS:

1. The term of this lease shall be for a period of **three (3) years**, commencing on **1st day of May 2025**, or as soon thereafter as the leased premises are ceded to the Lessee and terminating on the **30th day of April 2028**.

2. During the term of the lease, the Lessee shall pay to the Lessor as rental for said premises the sum of **\$1.00** dollar per annum, said rental to be payable within 15 days from receipt of invoice. The Lessee agrees to pay the aforesaid rental to the Lessor at the address specified, or, to such other address as the Lessor may designate by a notice in writing at least 15 days prior to the due date.

3. Lessor agrees to furnish to the Lessee, as a part of the consideration for this lease, the following services, and utilities to the satisfaction of the Lessee.

- A. Heating facilities, air conditioning facilities, adequate electrical facilities, adequate lighting fixtures and sockets, hot and cold water facilities, and adequate toilet facilities.
- B. Maintenance of lawns, sidewalks, shrubbery, parking, paved areas and common areas and disposal of trash is required.

- C. Lessor provides required fire extinguishers and servicing, pest control, and outside trash disposal, including provision for the handling of recyclable items such as aluminum cans, cardboard, and paper. All pesticides must be applied by a licensed technician.
- D. All utilities except telecommunications.
- E. Daily janitorial service and supplies.
- F. Parking (as available).
- G. If applicable elevator service.
- H. The leased premises are generally accessible to persons with disabilities. This shall include access to the premises from the parking areas (where applicable), into the premises via any common areas of the building and access to accessible restroom.
- I. Any fire or safety inspection fees, stormwater fees, or land transfer tax/fees.
- J. All other terms and conditions of the signed "Proposal to Lease to the State of North Carolina" Form PO-28 incorporated herein by reference and the "Specifications for Non-advertised Lease" (Exhibit B).

4. During the lease term, the Lessor shall keep the leased premises in good repair and tenantable condition, to the end that all facilities are kept in operative condition. Maintenance shall include but is not limited to furnishing and replacing electrical light fixture ballasts, air conditioning and ventilating equipment filter pads, if applicable, and broken glass. In case Lessor shall, after notice in writing from the Lessee in regard to a specified condition, fail, refuse, or neglect to correct said condition, or in the event of an emergency constituting a hazard to the health or safety of the Lessee's employees, property, or invitees, it shall then be lawful for the Lessee in addition to any other remedy the Lessee may have, to make such repair at its own cost and to deduct the amount thereof from the rent that may then be thereafter become due hereunder. The Lessor reserves the right to enter and inspect the leased premises, at reasonable times, and to make necessary repairs to the premises.

5. It is understood and agreed that Lessor shall, at the beginning of said lease term as hereinabove set forth, have the leased premises in a condition satisfactory to Lessee, including repairs, painting, partitioning, remodeling, plumbing and electrical wiring suitable for the purposes for which the leased premises will be used by Lessee.

6. The Lessee shall have the right during the existence of this lease, with the Lessor's prior consent, to make alterations, attach fixtures and equipment, and erect additions, structures, or signs in or upon the leased premises. Such fixtures, additions, structures, or signs so placed in or upon or attached to the leased premises under this lease or any prior lease of which this lease is an extension or renewal shall be and remain the property of the Lessee and may be removed therefrom by the Lessee prior to the termination of this lease or any renewal or extension thereof, or within a reasonable time thereafter. The Lessee shall have no duty to remove any improvement or fixture placed by it on the premises or to restore any portion of the premises altered by it. In the event Lessee elects to remove his improvements or fixtures and such removal causes damage or injury to the demised premises, Lessee will repair only to the extent of any such damage or injury.

7. If the said premises are destroyed by fire or other casualty without fault of the Lessee, this lease shall immediately terminate, and the rent shall be apportioned to the time of the damage. In case of partial destruction or damage by fire or other casualty without fault of the Lessee, so as to render the premises untenable in whole or in part, there shall be an apportionment of the rent until the damage has been repaired. During such a period of repair, Lessee shall have the right to obtain similar office

space at the expense of Lessee or the Lessee may terminate the lease by giving 15 days written notice to the Lessor.

8. Lessor shall be liable to Lessee for any loss or damage suffered by Lessee which is a direct result of the failure of Lessor to perform an act required by this lease, and provided that Lessor could reasonably have complied with said requirement.

9. Upon termination of this lease, the Lessee will peaceably surrender the leased premises in as good order and condition as when received, reasonable use and wear and damage by fire, war, riots, insurrection, public calamity, by the elements, by act of God, or by circumstances over which Lessee had no control or for which Lessor is responsible pursuant to this lease, excepted.

10. The Lessor agrees that the Lessee, upon keeping and performing the covenants and agreements herein contained, shall at all times during the existence of this lease peaceably and quietly have, hold, and enjoy the leased premises free from the adverse claims of any person.

11. The failure of either party to insist in any instance upon strict performance of any of the terms and conditions herein set forth shall not be construed as a waiver of the same in any other instance. No modification of any provision hereof and no cancellation or surrender thereof shall be valid unless in writing and signed and agreed to by both parties.

12. Any hold over after the expiration of the said term or any extension thereof, shall be construed to be a tenancy from month to month, and shall otherwise be on the terms and conditions herein specified, so far as applicable; however, either party shall give not less than 60 days written notice to terminate the tenancy.

13. The parties to this lease agree and understand that the continuation of this lease agreement for the term period set forth herein, or any extension or renewal thereof, is dependent upon and subject to the appropriation, allocation, or availability of funds for this purpose to the agency of the Lessee responsible for payment of said rental. The parties to this lease also agree that in the event the agency of the Lessee or that body responsible for the appropriations of said funds, in its sole discretion, determines, in view of its total local office operations that available funding for the payment of rents are insufficient to continue the operation of its local offices on the premise leased herein, it may choose to terminate the lease agreement set forth herein by giving Lessor written notice of said termination, and the lease agreement shall terminate immediately without any further liability to Lessee.

14. All notices herein provided to be given, or which may be given by either party to the other, shall be deemed to have been fully given when made in writing and deposited in the United States mail, certified and postage prepaid and addressed as follows:

To the Lessor:
Perquimans County
Post Office Box 45
Hertford, North Carolina 27944
 w/copy to: N/A

To the Lessee:
NC Department of Adult Correction (DAC), Purchasing Office
3512 Bush Street (MSC 5227)
Raleigh, North Carolina 27609-5227

with a copy to:
State Property Office
Attn: Leasing Manager and Space Planning Section
1321 Mail Service Center
Raleigh, North Carolina 27699-1321

Nothing herein contained shall preclude the giving of such notice by personal service. The address to which notices shall be mailed as aforesaid to either party may be changed by written notice.

15. Within 30 days of Commencement Date, Lessor agrees to construct, upfit, repair and maintain the Premises in accordance with (a) the approved floor plan attached hereto as Exhibit A and (b) the applicable regulation and building code provisions of the governmental authority having jurisdiction over the Premises.

16. N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

IN TESTIMONY WHEREOF, this lease has been executed by the parties hereto, in duplicate originals, as of the date first above written.

The rest of this page is intentionally left blank.

LESSEE:

STATE OF NORTH CAROLINA

By: _____(SEAL)
Joanne Rowland, Director
DAC Purchasing Office

STATE OF NORTH CAROLINA
COUNTY OF _____

I, _____, a Notary Public in and for the County and State aforesaid, do hereby certify that **Joanne Rowland** personally appeared before me this date and acknowledged the due execution by him of the foregoing instrument as Director of Purchasing Office of the Department of Adult Correction of the State of North Carolina, for the purposes therein expressed.

IN WITNESS WHEREOF, I have hereunto set my hand and Notarial Seal this the ____ day of _____, 2025.

Notary Public
Printed Name: _____

My Commission Expires: _____

LESSOR:

PERQUIMANS COUNTY

By: _____(SEAL)
Frank Heath
Perquimans County Manager

STATE OF NORTH CAROLINA
COUNTY OF _____

I, _____, a Notary Public in the
County of _____, and State aforesaid, do hereby certify that **Frank Heath**
personally came before me this day and acknowledge the due execution of the foregoing instrument on
behalf of the limited liability company and for the purposes stated herein.

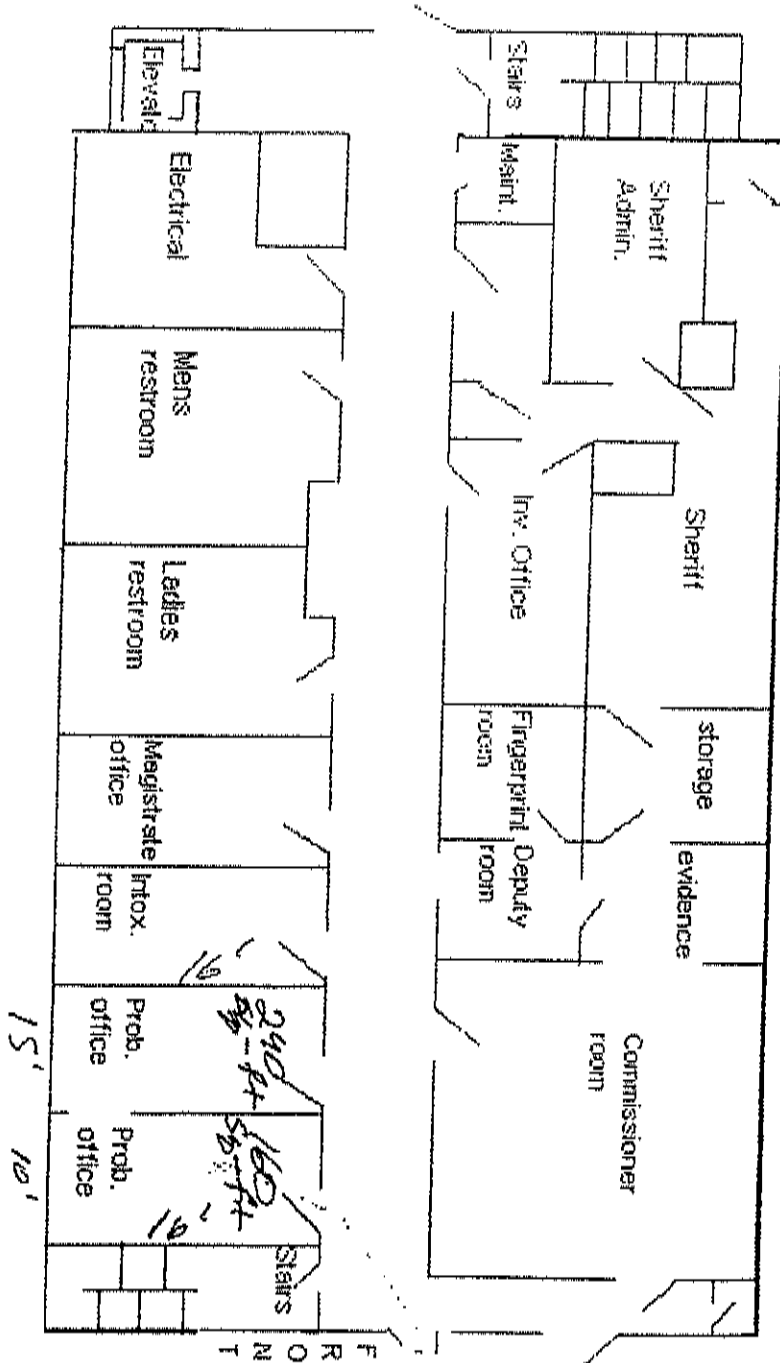
IN WITNESS WHEREOF, I have hereunto set my hand and Notarial Seal this the ____ day of
_____, 2025.

Notary Public
Printed Name: _____

My Commission Expires: _____

Exhibit A

11.1.2023



11.1.2023

± 400 net square feet

Exhibit B

SPECIFICATIONS FOR NON-ADVERTISED LEASE

1. The floor plan should show building exits for the proposed space. Also, provide the year the building was constructed.
2. This facility must provide an environment that is barrier free and easily accessible to physically disabled staff, visitors and clientele. Compliance with the State Building Code and the Americans with Disabilities Act (ADA) is required. Toilet facilities shall be ADA accessible and code compliant.
3. The air conditioning and heating system shall be maintained by Lessor including frequent filter cleaning and replacement. Year-round ventilation shall be provided to prevent stale air problems and unacceptable CO2 content. Waiting areas, LAN room and conference room(s) may require additional HVAC.
4. Telecommunication room temperature should be within a range of 65° to a maximum of 75°. This is a 24-hour per day, 7-days per week requirement. A separate HVAC system may be required to maintain this temperature range.
5. All lighting and electrical maintenance shall be furnished by Lessor including the replacement of ballasts, light tubes and replacement bulbs.
6. The Lessor shall provide required fire extinguishers and servicing, pest control (by a licensed technician) and outside trash disposal including provision for the handling of recycling items such as aluminum cans, cardboard, and paper. Frequent trash and recycling pick-up required. Year-round maintenance is required to maintain a neat and professional appearance of the site at all times.
7. Lessor shall provide internal and external signs that will provide easy identification of the office by the general public (*if applicable NC DAC request please work to be performed by Correction Enterprises*).
8. Locking hardware is required on all storage rooms, equipment rooms, files rooms and LAN room. Supply storage closets require shelving.
9. The Lessor shall provide sufficient window coverings shall be provided to control glare within the space (venetian blinds or acceptable equivalent).

10. The Lessor shall provide vinyl tile or other floor covering acceptable to the State in all finished areas. Prefer carpeting for all offices and conference rooms. If floors are carpeted, they should be commercial grade 26 oz or 24 oz carpet squares preferred, acceptable to the Lessee. LVT tile is preferred in the waiting area, LAN room(s), kitchenette, restrooms and hallways. LAN room tile should be anti-static. New or like-new carpet is preferred. If not new, carpet must be professionally cleaned and all stains removed before occupancy. High traffic areas will require frequent cleaning and replacement of floor finishes to maintain a neat, clean, high-quality finish and will be at the State Property Office's discretion.
11. Lessor shall shampoo all carpet and clean the outside of the building windows annually.
12. Lessor shall be responsible for snow and debris removal as quickly as possible to avoid work delays.
13. The per square foot price proposal is based on the floor plan and repair lists agreed upon by the State of North Carolina and includes but it not limited to all partitions, demolition, and up fitting costs: building and grounds maintenance; property taxes; insurance; fire and safety inspection fees; stormwater fees; land transfer tax; common area maintenance and other building operational costs.
14. The number of keys to be provided to the State for each lockset shall be reasonably determined by the State prior to occupancy, at no cost to the State.
15. All parking areas shall be adequately lighted and located within a reasonable distance of the office.
16. Lessor shall provide all conduits and pull strings from above the ceiling to outlet boxes. State to install wiring and cover plates.
17. Lessor is responsible for providing all cleaning supplies, paper and soap products for kitchen and bathrooms regardless of who contracts for janitorial services.

The lessor is in agreement with the above conditions and the conditions of the also signed "proposal to Lease to the State of North Carolina" Form PO-28.

THE STATE OF NORTH CAROLINA SHALL NOT BE RESPONSIBLE FOR ANY EXPENSES INCURRED IN THE PREPARATION OF THIS PROPOSAL. THE STATE RESERVES THE RIGHT TO REJECT ANY PROPOSAL FOR ANY REASON IT DEEMS WARRANTED.

NON-ADVERTISED LEASE PROPOSAL

PROPOSAL TO LEASE TO THE STATE OF NORTH CAROLINA NON-ADVERTISED- PO-28

1. NAME OF LESSOR: Perquimans County
 2. LESSOR'S AGENT:

INDICATE EACH LESSOR'S BUSINESS CLASSIFICATION AS APPLICABLE: A. PROPRIETORSHIP B. PARTNERSHIP C. CORPORATION D. GOVERNMENTAL E. NON-PROFIT F. *** (HUB) HISTORICALLY UNDERUTILIZED BUSINESSES G. OTHER: TAX I.D. #

MAILING ADDRESS: Post Office Box 45
 CITY: Hertford ZIP: 27944
 PHONE#: (252) 426-8484 CELL#:
 E-MAIL: frankheath@perquimanscountync.gov

3. SPACE LOCATION: (including building name, floors involved & suite or room numbers unless entire floor)
 MAINTENANCE CONTACT / PHONE#:

STREET ADDRESS CITY COUNTY ZIP CODE
 110 N. Church Street Hertford Perquimans 27944

ATTACH FLOOR PLAN TO SCALE SHOWING THE SIZE AND LAYOUT OF SPACE OFFERED

5. GROSS SQUARE FOOTAGE BEFORE NET USAGE COMPUTED
 A. OFFICE B. WAREHOUSE C. OTHER

6. All proposals must be submitted on the basis of net square footage as defined on reverse side of this sheet and in the State Specifications (form PO-27 if applicable)

A. DESIRED PROPOSAL

TYPE OF SPACE	TOTAL NET SQ. FT.	ANNUAL RENTAL	ANNUAL RENT PER SQ. FT.	UTILITIES	JANITOR. SERVICES	WATER / SEWER	REQUIRED PARKING SPACES
OFFICE	400	\$1.00		YES	YES	YES	clientele (as available)
WAREHOUSE							state car
OTHER							
TOTALS	400	\$1.00	XXXX	XXXX			XXXX

Lessor will provide () employee parking spaces in above proposal at no additional charge to the State.

Comments: (upfit if applicable - continuation on separate blank page)
 Refresh paint, repair any holes in walls, parking or sidewalks; replace HVAC air filters; wash interior/exterior windows; repair and/or replace soiled carpet, flooring, toilet seats etc. etc. if applicable.

ERRORS BY PROPOSERS IN CALCULATING NET SQUARE FOOTAGE WILL REDUCE THE ANNUAL RENTAL WITHOUT CHANGING THE PROPOSED RATE PER SQUARE FOOT IN THE PROPOSAL (see NOTE on page #2)

B. OPTIONAL ALTERNATE PROPOSAL NO. 1

(FOR PROPOSALS NOT INCLUDING UTILITIES AND/OR JANITORIAL SERVICES)

TYPE OF SPACE	TOTAL NET SQ. FT.	ANNUAL RENTAL	ANNUAL RENT PER SQ. FT.	UTILITIES YES/NO	JANITORIAL SERVICES YES/NO	WATER/SEWER YES/NO
OFFICE	N/A					
WAREHOUSE						
OTHER						
TOTALS			XXXX	XXXX	XXXX	

Lessor will provide () clientele parking spaces, () employee parking spaces and () state vehicle parking spaces

Comments:

7. LEASE TERM: YEARS 3 BEGINNING DATE: May 1, 2025

8. RENEWAL OPTIONS, IF ANY: TERMS AND CONDITIONS:

NOTE: RATES THAT INCLUDE INDETERMINABLE PERCENTAGE INCREASES, SUCH AS UNCAPPED CPI INCREASES ETC., ARE NOT ACCEPTABLE DURING EITHER THE INITIAL TERM OR ANY RENEWAL PERIOD(S)

The State of North Carolina supports the use of products and materials having recycled content in renovation and construction. The proposed building must have facilities for handling materials to be recycled such as plastics, aluminum, wastepaper and cardboard.

THE PROPOSED BUILDING MUST BE COMPLETELY FREE OF ANY HAZARDOUS ASBESTOS OR HAZARDOUS LEAD PAINT THROUGHOUT THE STATE'S TENANCY.

Is the proposed building free of hazardous asbestos?	YES _____	NO _____
Is the proposed building free of hazardous lead paint?	YES _____	NO _____

DEPARTMENT: Adult Correction DIVISION: 1

CITY: Hertford SQUARE FEET: 400 AGENT: _____

DATE:

LESSOR:

9. ADDITIONAL INFORMATION (list any maintenance, replacements and/or paint touch-up if applicable - continuation on separate blank page)

10. Is Property To Be Leased Within An Area Designated By Fema To Be In A Flood Prone Area (100 Year, 500 Year)? If So, Please Provide Details Below

11. Does this space comply with local and State Building safety and zoning codes specifically including OSHA provisions for the handicapped and applicable sections of the State Building Code Volumes I-V?

YES

NO

PARTIALLY

EXPLAIN IF OTHER THAN "YES" IS CHECKED ABOVE:

12. This proposal is made in compliance with the specifications furnished by Perquimans County. I realize that the State reserves the right to reject this proposal for any reason it deems warranted. This proposal is good until I ACKNOWLEDGE AND FURTHER AFFIRM THAT I am aware of and familiar with the Americans with Disabilities Act of 1990 (42 United States Code, Section 12101 et seq.) and if the above firm is awarded the contract, it will comply with the provisions of said Act.

I am aware that annual per square foot rental rate(s) which include indeterminable percentage increase(s) such as uncapped Consumer Price Index increases etc., are not acceptable during either the initial term or any renewal period(s):

(HUB) HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) CONSIST OF MINORITY, WOMEN AND DISABLED BUSINESS FIRMS THAT ARE AT LEAST FIFTY-ONE PERCENT OWNED AND OPERATED BY AN INDIVIDUAL(S) OF THE AFOREMENTIONED CATEGORIES. ALSO INCLUDED IN THIS CATEGORY ARE DISABLED BUSINESS ENTERPRISES AND NON-PROFIT WORK CENTERS FOR THE BLIND AND SEVERELY DISABLED.

N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of this proposal, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

Frank Heath
Printed Name of Lessor

Signature of Lessor Date

ELECTRONIC DELIVERY INSTRUCTIONS

NON-ADVERTISED PROPOSAL:

Questions should be directed to your NC agency contact or to NC State Property Office at: 984-236-0270

NOTE: Net square footage is a term meaning the area to be leased for occupancy by State Personnel and/or equipment. To determine net square footage:

- 1. Compute the inside area of the space by measuring from the normal inside finish of exterior walls or the room's inside finish of fixed corridor and shaft walls or the center of tenant separating partitions.
2. Deduct from the inside area the following:
a. Stairs and lounges
b. Entrance and elevator lobbies
c. Corridors
d. Stairwells
e. Elevators and escalator shafts
f. Building equipment and service areas
g. Stack shafts and interior columns
h. Other space not usable for State purposes

Deduct if space is not for exclusive use by the State. Multiple State leases require a, b, and c to be deducted. The State Property Office may make adjustments for areas deemed excessive for State use.

DEPARTMENT: Adult Correction DIVISION: 1

CITY: Hertford SQUARE FEET: 400 AGENT:

DATE:

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The lessor is in agreement with the above conditions and the conditions of the also signed "proposal to Lease to the State of North Carolina" Form PO-28.

Signature of the Lessor

Date

Frank Heath
Print Name of the Lessor



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

KATHRYN M. TREIBER

JAMES W. WARD

W. HACKNEY HIGH, JR.
COUNTY ATTORNEY

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>	<u>Department</u>
2012	Dodge	Charger	2C3CDXAT4CH201532	Sheriff's Office
2014	Dodge	Charger	2C3CDXAT5GH228685	Sheriff's Office
2014	Ford	F150 Truck	1FTMF1CM6EKE77774	Sheriff's Office
2017	Dodge	Charger	2C3CDXAT9HH660438	Sheriff's Office
2018	Dodge	Durango	1C4RDJFG8JC282832	Sheriff's Office

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 3rd day of February, 2025.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

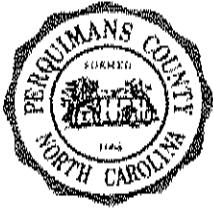
ATTEST:

Mary P. Hunnicutt, Clerk to the Board

SEAL

Perquimans County's Vision:

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



**PERQUIMANS COUNTY
BOARD OF COMMISSIONERS**

WALLACE E. NELSON
CHAIRMAN
CHARLES WOODARD
VICE CHAIRMAN
TIMOTHY J. CORPREW
JOSEPH W. HOFFLER
KATHRYN M. TREIBER
JAMES W. WARD
W. HACKNEY HIGH, JR.
COUNTY ATTORNEY

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

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

**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 wheelchair and exercise equipment is hereby declared to be surplus to the needs of the County:

<u>Item</u>	<u>Department</u>
Shoulder Press Lat Pull Machine	Center for Active Living
Leg Extension / Leg Curl Machine	Center for Active Living
Dip Shrug	Center for Active Living
Squat Machine	Center for Active Living
Lateral Lift	Center for Active Living
Sonic Electric Wheelchair	Center for Active Living

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

3. The County reserves the right to reject any of all bids and decide not to sell the items 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 3rd day of February, 2025.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

SEAL

ATTEST:

Mary P. Hunnicutt, Clerk to the Board

Perquimans County's Vision:

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ABC Funds Report for FY 23-24

County: Perquimans

Amount of ABC Funds Budgeted \$ 4,000.00

ABC Funds Restrictions per County Allocation: None

Per GS 18B-805(h) since Trillium Health Resources received Alcoholism (ABC) Funds from your county, we are required to provide an annual report to the board of county commissioners describing how the funds were spent. Please find below to a brief description of the expenditures that was paid from July 1, 2023 to June 30, 2024.

Healing Transitions in Wake County was paid \$14,535.00 at a total of 323 days for individuals in Perquimans County for substance use treatment and specifically for detoxification services and recovery treatment.

Purchase of Naloxone Kits: Trillium purchased and distributed in Perquimans County 120 Naloxone kits at \$5,045.04.

Purchase of Fentanyl and Xylazine Strips: purchased and distributed in Perquimans County 230 Fentanyl Strips at \$95.68 and 125 Xylazine Strips at \$93.00.

Poe Center Program- The Poe Center will provide in person Substance Use Prevention Education for parents and others who work with youth, in partnerships with Perquimans County Schools. Perquimans County Schools will receive 2 sessions for a total of \$1400.

*Substance Use Treatment Services: \$355,065.87 was paid for 80 individuals from your county to providers for substance use treatment.

These substance use treatment expenditures were spent for the treatment of alcoholism or substance use. These funds were paid to providers who contracted with Trillium to provide substance use treatment to members with an address in your county. Services provided include but are not limited to the below:

- Assessment/evaluation
- Outpatient treatment and counseling, including face-to-face and telepsychiatry and both individual and group

- Mobile Crisis
- Substance Use Intensive Outpatient Therapy
- Facility Based Crisis
- Opioid Treatment

*Denotes State and Medicaid funds paid for services for members residing in Perquimans County with substance use diagnosis.

Perquimans Planning
P.O. Box 45/ 104 Dobbs St
Hertford, NC 27944



Phone:(252) 426-2027

Perquimans County Planning & Zoning Office

TO: Perquimans County Commissioners

FROM: Rhonda Repanshek, Planner

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

DATE: January 24, 2025

SUBJECT: CUP-19-03, Perquimans Solar, LLC Farm Permit Expiration

Perquimans Solar, LLC owned by PineGate Renewables, approved September 3, 2019 to be constructed on land owned by T.A. Newbold Miller, LLC on Pender Road will not be built. Vested rights for Special Use Permit 19-03 recorded in Register of Deeds book 493, page 294 have expired and due to 'several external factors' the company does not wish to pursue any further permitting.

Perquimans County's Vision:

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

Audit Presentation

From: Austin Eubanks <aeubanks@tpsacpas.com>
Sent: Tuesday, January 28, 2025 3:23 PM
To: Tracy Mathews <tracymathews@perquimanscountync.gov>
Cc: Greg Adams <gadams@tpsacpas.com>
Subject: Presentation

Good afternoon Tracy,

Greg Adams will be presenting the audit on 2/3. Please send your zoom link directly to him. I have attached the presentation to this email. If you would please have it ready for display or printed for the Commissioners so they can follow along that would be greatly appreciated.

Thanks!



Austin Eubanks, CPA, CFE - Audit Manager

TPSA | Wilmington

4024 Oleander Drive Suite 103

Wilmington, NC 28403

910-799-4872

www.tpsacpas.com | aeubanks@tpsacpas.com

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Commissioners meeting

From: Ashley H. Stoop <ashley.stoop@arhs-nc.org>
Sent: Wednesday, November 20, 2024 11:02:25 AM
To: Frank Heath <frankheath@perquimanscountync.gov>; Bobbie Lowe
 <Bobbie.Lowe@trilliumnc.org>; Mary Hunnicutt <MHunnicutt@perquimanscountync.gov>
Subject: Re: Commissioners meeting

On my calendar. Thanks

Ashley H. Stoop, MPH
 Health Director
 Albemarle Regional Health Services
 O: 252-338-4404 F: 252-337-7922 C: 252-312-4952

Learn more about your Public Health agency @ www.arhs-nc.org.
 We're social too... Like us on Facebook! Follow us on Twitter!

From: Bobbie Lowe <Bobbie.Lowe@trilliumnc.org>
Sent: Tuesday, November 19, 2024 10:58 AM
To: frankheath@perquimanscountync.gov <frankheath@perquimanscountync.gov>; Ashley H. Stoop
 <ashley.stoop@arhs-nc.org>
Subject: RE: Commissioners meeting

That works for me, if it works for Ashley! I would be happy to.

From: Frank Heath <frankheath@perquimanscountync.gov>
Sent: Tuesday, November 19, 2024 9:42 AM
To: Bobbie Lowe <Bobbie.Lowe@trilliumnc.org>; Ashley H. Stoop <astoop@arhs-nc.org>
Subject: Commissioners meeting

Bobbie,

I was wondering if you and Ashley could come to a future Perquimans Commissioner meeting and present what Trillium does and how you interact and coordinate with our regional health dept? If so, would the first Monday in February work for you?

Sent from my U.S.Cellular® Smartphone
 Get Outlook for Android

Public Records Law Statement: Please be advised that any e-mail sent to and from this e-mail account is subject to the NC Public Records Law and may be disclosed to third parties. Confidentiality Statement: This e-mail transmission and any documents, files or previous e-mail messages attached to it may contain confidential health information. Such documents are legally privileged. The authorized recipient of this information is prohibited from disclosing this information to any other party unless required to do so by law or regulation. Recipients are required to destroy such information after its stated need has been fulfilled. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or action taken in reliance on the contents of these documents is strictly prohibited. If you have received this information in error, please notify the sender immediately and delete the e-mail and accompanying file attachment.

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Feb meeting item

From Frank Heath <frankheath@perquimanscountync.gov>
Date Thu 12/12/2024 11:09 AM
To Mary Hunnicutt <MHunnicutt@perquimanscountync.gov>

Please put The Veterans Farm on the feb agenda under scheduled appointments. Betsy Rhodes is the contact and she will be discussing theission of the organization and request for use of some county farmland

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

Potential Schedule for Public Hearing(s): December 10, 2024, the Planning office accepted an application package which was found to be substantially complete. Public notices were sent to adjacent property owners and published in the Perquimans Weekly in accordance with Article III of the County's Zoning Ordinance and NCGS Chapter 160D-601 and -602. Planning Board action at the regular public meeting on January 14th allows the Board of County Commissioners (BCC) to convene a legislative public hearing and review the case on February 3rd.

Recommendation Procedure: Perquimans County Zoning Ordinance Section 304 provides for the Planning Board to consider the proposed rezoning at a public meeting and to make a recommendation to the BCC. In considering the request, the Planning Board shall use as a guide County Zoning Ordinance Section 304(c) and County Commissioners shall use as a guide section 305(a, b, and c). NCGS Chapter 160D-604(d) requires Planning Board to make a Plan Consistency statement with regard to the County CAMA Land Use Plan (LUP). NCGS Chapter 160D-605(a and b) requires County Commissioners to make a Plan Consistency statement *and* a reasonableness statement which can be combined into a single statement per 160D-605(c).

County Zoning Ordinance Section 305(b): When adopting or rejecting a zoning map amendment, a statement analyzing the reasonableness of the proposed rezoning shall be approved by the Board of Commissioners. This statement of reasonableness may consider, among other factors, (i) the size, physical condition, and other attributes of the area proposed to be rezoned, (ii) the benefits and detriments to the landowners, the neighbors, and the surrounding community, (iii) the relationship between the current actual and permissible development on the tract and adjoining areas and the development that would be permissible under the proposed amendment, (iv) why the action taken is in the public interest; and (v) any changed conditions warranting the amendment.

Recommendations

Planning Board unanimously found proposed Rezoning No. REZ-24-02 to be inconsistent with the county comprehensive Land Use Plan development pattern because the proposed area of map Exhibit IX-B, 'Projected Future Land Use Unincorporated Portions of Perquimans County', shows the subject area labeled as Residential Agricultural and appropriate uses are lower density than the proposed use, but they found the rezoning to be reasonable because the eight planned lots will be standard residential lots comparable to the other approximately 20 houses within a quarter mile of the subject area, and the proposed lot frontage has the same physical infrastructure with a paved public road and existing county water.

Planning Board unanimously recommends approval of Rezoning Request REZ-24-02, for tax parcel number 4-0044-0041 to be rezoned from Rural Agriculture District RA to Residential and Agricultural District RA-32, conditioned on an assessment of the property by the Soil and Water Conservation District to determine solutions to any drainage issues present.

Suggested Motions

Board of County Commissioners may consider using the following set of scripts to form the desired motions for approval or denial of Rezoning Request REZ-24-02. The first motion gives a reason why the rezoning is or is not consistent with the current Land Use Plan and adds to it a 'statement of reasonableness'. The second motion approves or denies the request.

- 1) Motion to find proposed Rezoning No. REZ-24-02 to be inconsistent with the county comprehensive Land Use Plan development pattern because *(explain why)*;

The proposed area of map Exhibit IX-B, 'Projected Future Land Use Unincorporated Portions of Perquimans County', shows the subject area labeled as Residential Agricultural and appropriate uses are lower density than the proposed use.

[If deemed consistent, the Board member must describe why.]

BUT

the rezoning is reasonable because the eight planned lots will be standard residential lots comparable to the other lots within a quarter mile of the subject area, and the proposed lot frontages will have the same physical infrastructure of existing county water and a paved public road.

[If deemed NOT reasonable, the Board member must describe why.]

- 2) Motion to approve Rezoning Request REZ-24-02, for 6.68 acres of tax parcel number 4-0044-0041 to be rezoned from Rural Agriculture District RA to Residential and Agricultural District RA-32.

Motion to DENY Rezoning No. REZ-24-02 would utilize the above-noted motion stated in the negative tense.

ATTACHMENTS:

- 1) GIS location map
- 2) Standard Rezoning Request Application with Map created by applicant

§ 143-318.11. Closed sessions.

(a) Permitted Purposes. - It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required:

- (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.
- (2) To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award.
- (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.
- (4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations. The action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.
- (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.
- (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.
- (7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
- (8) To formulate plans by a local board of education relating to emergency response to incidents of school violence or to formulate and adopt the school safety components of school improvement plans by a local board of education or a school improvement team.
- (9) To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.

(b) Repealed by Session Laws 1991, c. 694, s. 4.

(c) Calling a Closed Session. - A public body may hold a closed session only upon a motion duly made and adopted at an open meeting. Every motion to close a meeting shall cite one or more of the permissible purposes listed in subsection (a) of this section. A motion based on subdivision (a)(1) of this section shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on subdivision (a)(3) of this section shall identify the parties in each existing lawsuit concerning which the public body expects to receive advice during the closed session.

(d) Repealed by Session Laws 1993 (Reg. Sess., 1994), c. 570, s. 2. (1979, c. 655, s. 1; 1981, c. 831; 1985 (Reg. Sess., 1986), c. 932, s. 5; 1991, c. 694, ss. 3, 4; 1993 (Reg. Sess., 1994), c. 570, s. 2; 1995, c. 509, s. 84; 1997-222, s. 2; 1997-290, s. 2; 2001-500, s. 2; 2003-180, s. 2; 2013-360, s. 8.41(b).)

FOR
INFORMATION
ONLY
ITEMS

Mary Hunnicutt

Subject: FW: Previous March for Meals Participant Invitation for 2025 March for Meals
Attachments: 2025 March for Meals 011525.pdf

From: Laura Rollinson <lrollinson@accog.org>
Sent: Wednesday, January 15, 2025 1:30 PM
To: Laura Rollinson <lrollinson@accog.org>
Cc: Laura Rollinson <lrollinson@accog.org>
Subject: Previous March for Meals Participant Invitation for 2025 March for Meals

Each March, Meals on Wheels celebrates the historic day in 1972 when a national nutrition program for seniors was added to the Older Americans Act. This legislation supported the rapid growth of the Meals on Wheels network that now collectively serves 2.8 million seniors each year. **This year's March for Meals celebration comes at a time when eight out of ten local Meals on Wheels programs are still delivering meals to more older adults than they were prior to the pandemic, and operational and food costs are still soaring even while inflation slows.**

You are viewed as a Community Champion. It is our hope that you will consider participating in March for Meals/Save Lunch.

I have attached a flyer and have also included a direct registration link below for your convience. Please let me know if you have any questions. I look forward to seeing you in March!

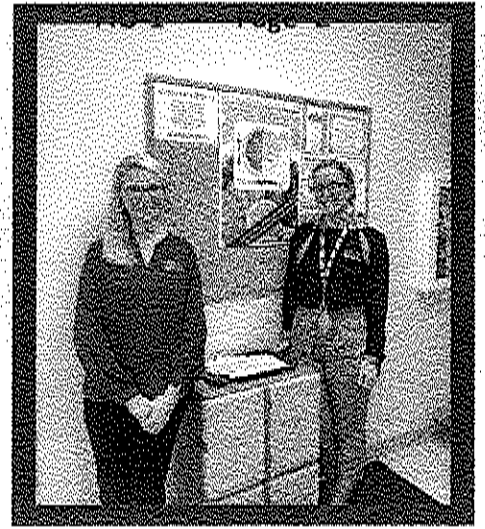
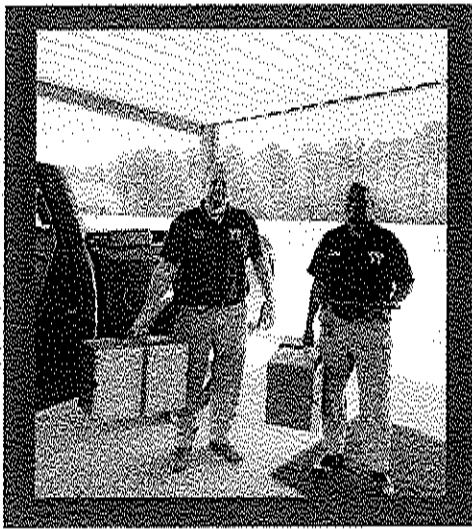
March for Meals 2025 Registration Link

The image shows a screenshot of a registration form. The title is "March for Meals 2025 Sign Up Form". Below the title, there is a "for more info" link. The form includes a section for "2025 March for Meals" and a "for more info" link. The background of the form features a logo for the Albemarle Commission's Area Agency on Aging and a message about the importance of the March for Meals event.

Best regards,

Laura Rollinson, Senior Nutrition Program Manager
Albemarle Commission Senior Nutrition Program
512 S Church Street
Hertford, NC 27944
(252)404-7091 P
(252)426-7649 F
lrollinson@accog.org
Office Hours
7:30 am until 4:00 pm
Monday ~ Friday

WEBSITE: <https://albemarlecommission.org/area-agency-on-aging/senior-nutrition/volunteer-with-senior-nutrition/>



2025 MARCH FOR MEALS

Save the Date! Albemarle Commission's Area Agency on Aging Senior Nutrition Program is looking for Community Champions to participate in this year's national March for Meals campaign.

While delivering meals to our clients during this campaign, you will have the opportunity to connect with your community constituents often overlooked. After you deliver, please share your experience with others in your field and community to help raise awareness about senior hunger and isolation in our region.

Opportunities are available Monday through Friday throughout the month of March, in Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell, and Washington counties. Each route takes about an hour to complete and begins at 10:45 am.

To participate, please call 252-404-7091, or scan the QR code below to reserve your date today! RSVP by February 10th, 2025.



DEPARTMENT HEAD REPORTS

PLAT REVIEW LOG - PERQUIMANS COUNTY JANUARY

	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
TA STOKELY	X	1-9-2025	X	BOUNDARY SURVEY
ISAAC BLANCHARD				3-0030-00042 .67 ACRES
SL CARDWELL	X	1-10-2025	X	LOT SURVEY 2-D081-0028-HSP 3.00 ACRES
SHERI RAYNOR-CARON				
TA STOKELY	X	1-15-2025	X	SUBDIVISION & EASEMENT 3-040-AU046-H .11 ACRES .39
HERTFORD LIVESTOCK				ACRE EASEMENT
SUPPLY				
TA STOKELY	X	1-24-2025	X	BOUNDARY SURVEY 4-0064-0012 & 4-0064-0013 .99 ACRES & .80 ACRES
ELLIS & MAGGIE HOFFLER, HEIRS				
SL CARDWELL	X	1-27-2025	X	SUBDIVISION OF 4-0053-0086C .75 ACRES
MIACK E & AUDREY S NIXON				
BISSELL SURVEYING PO BOX 188 KITTY HAWK, NC 27949 (252)261-3266	J H MILLER JR. 168 COTTONWOOD DRIVE HERTFORD, NC 27944 339-6932	MCKIM & CREED 504 E ELIZABETH ST STE ELIZABETH CITY, NC 2790 338-2929	ROBEY 215 B STREE CAMDEN, NC 27921 335-1888	SCOTT TEMPLE PO BOX 422 ELIZABETH CITY, NC 27907 303-4016
BOWMAN CONSULTING PAUL J TOTI 131 MAIN STREET GATESVILLE, NC 279 357-1581	EUGENE JORDAN 402 SIGN PINE ROAD TYNER, NC 27980 221-4795	MARK PRUDEN 146 OAK GROVE ROAD EDENTON, NC 27932 482-7804	GLORIA ROGERS 215 B STRET CAMDEN, NC 27921 338-1415/333-8781	SL CARDWELL SURVEYING 1206 FRANCIS STREET ELIZABETH CITY, NC 27909 338-6328
CHARLES E BROWN, III 2005 JOHNSON ROAD ELIZABETH CITY, NC 27909 335-0928	PAT MCDOWELL PO BOX 391 ELIZABETH CITY, NC 27909 338-4161	RACKLEY SURVEYING 1045 MACEY JO COURT ELIZABETH CITY, NC 27909 (252)679-7670	SAUNDERS SURVEYING 510 AVENUE ROAD BLACK MOUNTAIN, NC 28711 (828) 669-2777	TIMMONS GROUP 1805 W CITY DR UNFT 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- January 2025

GARNISHMENTS: \$364.34

PAYMENT AGREEMENTS: \$10,464.30

DEBT SETOFFS: \$0

Permit Report

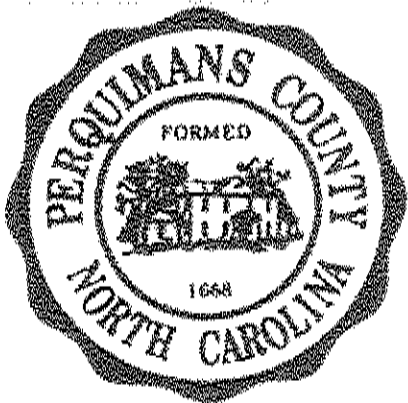
1/1/2025 - 1/28/2025

Permit Date	Permit #	Permit Type	Location	Project Cost	Total Fees	Outstanding Balance	Total Payments
1/1/2025	5112	Building	County	350,000	\$2,225.00	\$0.00	\$2,225.00
1/1/2025	5111	Mechanical	County	8,750	\$75.00	\$0.00	\$75.00
1/1/2025	5110	Mechanical	Winfall	11,000	\$150.00	\$0.00	\$150.00
1/1/2025	5109	Building	County	117,000	\$784.00	\$0.00	\$784.00
1/1/2025	5108	Electrical	Hertford	500	\$50.00	\$0.00	\$50.00
1/1/2025	5107	Electrical	County	1,500	\$70.00	\$0.00	\$70.00
1/1/2025	5106	Electrical	County	500	\$50.00	\$0.00	\$50.00
1/1/2025	5105	Building	County	20,000	\$198.00	\$0.00	\$198.00
1/1/2025	5101	Building	County	33,508		\$0.00	
1/1/2025	5100	Electrical	Hertford	1,000	\$100.00	\$0.00	\$100.00
1/1/2025	5099	Building	County	125,000	\$898.00	\$0.00	\$898.00
1/1/2025	5088	Building	Winfall	315,000	\$707.00	\$0.00	\$707.00
1/1/2025	5087	Building	Hertford	7,000		\$0.00	
1/1/2025	5079	Building	County	892,125	\$1,451.00	\$0.00	\$1,451.00
1/1/2025	5069	Building	County	215,000	\$580.00	\$0.00	\$580.00
1/1/2025	5056	Building	Hertford	200,000		\$0.00	
1/1/2025	5054	Building	County	3,900		\$0.00	
1/2/2025	5114	Mechanical	County	2,500	\$55.00	\$0.00	\$55.00
1/2/2025	5113	Building	County	800,000	\$1,367.00	\$0.00	\$1,367.00
1/3/2025	5115	Electrical	Hertford	2,500	\$130.00	\$0.00	\$130.00
1/5/2025	5116	Building	County	5,000	\$80.00	\$80.00	
1/6/2025	5123	Electrical	Hertford	18,000	\$100.00	\$0.00	\$100.00
1/6/2025	5122	Fire	Hertford	25,000	\$50.00	\$0.00	\$50.00
1/6/2025	5121	Building	County	586,125	\$1,074.00	\$0.00	\$1,074.00
1/6/2025	5119	Mechanical	County	11,000	\$75.00	\$0.00	\$75.00
1/6/2025	5118	Plumbing	County	26,000	\$250.00	\$0.00	\$250.00
1/6/2025	5117	Mechanical	County	25,000	\$130.00	\$0.00	\$130.00
1/7/2025	5126	Plumbing	County	3,225	\$60.00	\$0.00	\$60.00
1/7/2025	5125	Building	County	80,000		\$0.00	
1/7/2025	5124	Building	County	15,000	\$180.00	\$0.00	\$180.00
1/8/2025	5130	Plumbing	County	1,200	\$55.00	\$0.00	\$55.00
1/8/2025	5129	Electrical	County	5,000	\$109.00	\$0.00	\$109.00
1/8/2025	5128	Building	County	12,500		\$0.00	
1/8/2025	5127	Mechanical	Hertford	27,000	\$355.00	\$0.00	\$355.00
1/10/2025	5133	Building	County	310,000	\$1,030.00	\$1,030.00	
1/10/2025	5132	Building	County	3,000	\$75.00	\$0.00	\$75.00
1/10/2025	5131	Electrical	Hertford	6,600	\$100.00	\$0.00	\$100.00
1/11/2025	5134	Building	County	32,000		\$0.00	
1/12/2025	5135	Building	Winfall	299,000		\$0.00	
1/13/2025	5139	Electrical	Winfall	3,500	\$100.00	\$0.00	\$100.00
1/13/2025	5138	Electrical	County	3,500	\$100.00	\$0.00	\$100.00
1/13/2025	5137	Electrical	County	3,500	\$100.00	\$0.00	\$100.00
1/13/2025	5136	Building	County	145,321	\$231.00	\$0.00	\$231.00
1/14/2025	5148	Electrical	Hertford	10,000	\$224.00	\$0.00	\$224.00
1/14/2025	5147	Building	County	1,950	\$75.00	\$0.00	\$75.00
1/14/2025	5146	Building	County	3,000	\$75.00	\$0.00	\$75.00
1/14/2025	5145	Building	Winfall	1,000	\$225.00	\$0.00	\$225.00
1/14/2025	5143	Building	Winfall	1,000	\$225.00	\$0.00	\$225.00
1/14/2025	5142	Mechanical	County	1,200	\$55.00	\$0.00	\$55.00
1/14/2025	5141	Building	County	115,765	\$150.00	\$0.00	\$150.00

1/14/2025	5140	Building	Winfall	100,000	\$370.00	\$0.00	\$370.00
1/15/2025	5156	Electrical	County	10,000	\$302.00	\$0.00	\$302.00
1/15/2025	5155	Plumbing	County	1,000	\$65.00	\$0.00	\$65.00
1/15/2025	5154	Mechanical	County	20,150	\$75.00	\$75.00	
1/15/2025	5153	Mechanical	Hertford	28,200	\$150.00	\$0.00	\$150.00
1/15/2025	5152	Mechanical	Hertford	15,000	\$75.00	\$75.00	
1/15/2025	5151	Mechanical	County	2,500	\$55.00	\$0.00	\$55.00
1/15/2025	5150	Building	County	15,500	\$150.00	\$0.00	\$150.00
1/15/2025	5149	Mechanical	County	13,025	\$75.00	\$75.00	
1/16/2025	5159	Mechanical	County	27,000	\$225.00	\$0.00	\$225.00
1/16/2025	5158	Mechanical	County	17,000	\$150.00	\$0.00	\$150.00
1/16/2025	5157	Building	County	688,780		\$0.00	
1/17/2025	5160	Mechanical	County	3,500	\$75.00	\$0.00	\$75.00
1/20/2025	5162	Building	Winfall	129,975	\$900.00	\$900.00	
1/20/2025	5161	Electrical	Winfall	1,200	\$70.00	\$0.00	\$70.00
1/21/2025	5165	Mechanical	Hertford	18,000	\$225.00	\$0.00	\$225.00
1/21/2025	5163	Building	County	20,600	\$900.00	\$900.00	
1/21/2025	5164	Plumbing		2,785,000		\$0.00	
1/22/2025	5167	Mechanical	County	6,750	\$75.00	\$0.00	\$75.00
1/22/2025	5166	Building		3,500		\$0.00	
1/23/2025	5171	Mechanical		7,833,000		\$0.00	
1/23/2025	5170	Electrical	County	25,000	\$637.00	\$0.00	\$637.00
1/23/2025	5169	Electrical	County	12,000	\$350.00	\$0.00	\$350.00
1/23/2025	5168	Electrical	County	2,500	\$50.00	\$0.00	\$50.00
1/23/2025	5172	Electrical		200		\$0.00	
1/24/2025	5173	Mechanical	County	15,000	\$150.00	\$0.00	\$150.00
1/25/2025	5174	Electrical		5,000		\$0.00	
1/25/2025	5175	Plumbing		5,000		\$0.00	
1/27/2025	5181	Building	County	6,200	\$75.00	\$0.00	\$75.00
1/27/2025	5176	Mechanical		11,000		\$0.00	
1/27/2025	5177	Building		6,500		\$0.00	
1/27/2025	5178	Mechanical		6,200		\$0.00	
1/27/2025	5179	Mechanical		3,500		\$0.00	
1/27/2025	5180	Electrical		150		\$0.00	
				15,725,000	\$19,372.00	\$0,135.00	\$16,237.00

Total Records: 84

1/28/2025



Case Activity Report

1/1/2025 - 1/28/2025

Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
1/16/2025	175	1813 CENTER HILL HWY		Burning	Inspection	Complaint of lots of smoke from burning and possible no one watching over the area. Upon inspection we found property owner and helpers were there maintaining the burn and had proper burning permits.

Total Records: 1

1/28/2025

Page: 1 of 1

COMMITTEE REPORTS