

## AGENDA

All items are for discussion and possible action.  
Perquimans County Board of Commissioners  
Meeting Room at Perquimans County Library  
April 7, 2025  
6:50 p.m.

### I. Call to Order

### II. Prayer & Pledge

### III. Public Hearings

#### A. Conveyance of Land in Perquimans Commerce Center .....6:50 p.m.

- Perquimans County proposes to convey land in the Perquimans Commerce Center- Perquimans Marine Industrial Park, owned by Perquimans County, for purposes of economic development pursuant to North Carolina General Statutes, Section 158-7.1. The Perquimans County Board of Commissioners, subject to public comment at the public hearing for which notice is hereby given, intends to approve conveyance of a fee simple interest in approximately 25.0 acres of land off Granby Street in the Commerce Center, and a long-term lease of approximately .88 acres along the southwest side of the Perquimans Marine Industrial Park basin. This tract will be surveyed out of Tract One of the Perquimans Commerce Center as shown on the plat recorded in Plat Cabinet 2, Slide 49, Map 3 in the Office of the Register of Deeds of Perquimans County. The conveyance and lease will be made to MiTek, Inc.. The Perquimans County Board of Commissioners have determined that the total value of the tract is \$625,000.00 (\$25,000 per acre for 25 inland acres). The .88 acres along the basin will be leased at a initial rate of 40 cents per square foot. The purchaser and lessee of the tract has agreed to pay the County the full value of the tract at closing. The Perquimans County Board of Commissioners will hold a public hearing on the County's proposed conveyance of this tract of land at 6:50 PM on Monday, April 7, 2025, in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944. The Commissioners invite all interested persons to attend and to provide comments.

#### B. Proposal to Provide Certain Economic Development Incentives.....6:55 p.m.

- Notice is hereby given that the Board of Commissioners of Perquimans County (the "County"), pursuant to NCGS Section 158-7.1, will hold a public hearing at a regular meeting of the Board beginning at 6:50 p.m. on Monday, April 7, 2025, in the Meeting Room of the Perquimans County Library located at 514 South Church Street in Hertford, North Carolina, on a proposal to provide certain economic development incentives to MiTek, Inc., a private entity (the "Company"). The purpose of these grants would be to encourage the Company to construct and operate a truss component manufacturing facility that would be located on a multi-acre site in Perquimans County (the "Facility"). This proposal would appropriate and spend from the County's general fund amounts to make certain cash grants, detailed as follows: If an investment threshold of \$15,000,000 is met by MiTek, Inc. to the 25 +/- acre property located on the eastern edge of the Perquimans Marine Park basin, 50% of the original land purchase price of \$625,000 for said parcel will be granted back to MiTek, Inc. If an investment threshold of \$30,000,000 is met on the above-mentioned property, 100% of the original land purchase price will be granted to MiTek, Inc. MiTek, Inc. must make said investments within 3 years of the purchase and lease dates to qualify. The cash grants described above would be conditioned on the Company's paying the applicable real property and personal property taxes for each year of ownership. The Company's construction and operation of the Facility would further the economic interests of the County in numerous ways, including through the following specific benefits: (a) by creating a construction project at the Facility that would last approximately nine months which, in addition to creating employment at the Facility, would likely result in greater revenues to local businesses; (b) by offering a number of full time jobs at the completed Facility with an average wage greater than the median wage in the County; (c) by enhancing the County's property tax base and increasing the County's property tax revenues; and (d) by supporting the diversification of the County's economy. In addition to holding the public hearing, at this meeting the Board of Commissioners of the County may approve the making of the cash grants as described above and may approve and enter into an economic development agreement with MiTek, Inc.

### IV. Approval of Agenda

### V. Consent Agenda

(Consent items as follows will be adopted with a single motion, second and vote, unless a request for removal of an item or items is made from a Commissioner or Commissioners.)

- A. Approval of Minutes March 3, 2025 Regular Meeting, March 17, 2025 Special Called Meeting, and March 17, 2025 Regular Work Session (cancelled)
- B. Tax Refund & Tax Release Approvals
- C. Personnel Matters
1. Appointment: IMC I Working Against IMC II (6)
  2. Appointment: Part-Time/Fill-In EMT
  3. Appointment: Part-Time/Fill-In AEMT

ACTION  
TAKEN  
LATER

ACTION  
REQUIRED



**ACTION  
REQUIRED**

4. Reclassification: IMC III Lead Worker
5. Reclassification: Social Worker III
6. Reclassification: Income Maintenance II FCMA
7. Reclassification: Administrative Officer I
8. Reclassification: Social Worker Supervisor II
9. Reclassification: Full-Time EMT
10. Reclassification: Full-Time AEMT I
11. Reclassification: Full-Time Telecommunicator II
12. Resignation: Full-Time Telecommunicator I
13. Reclassification: Part-Time/Fill-In Telecommunicator II
14. Resignation: Full-Time EMT Basic
15. Reclassification: Part-Time/Fill-In EMT Basic
16. Removed from Roster: Part-Time/Fill-In AEMT
17. Removed from Roster: Part-Time/Fill-In EMT
18. Termination: Income Maintenance Caseworker II
19. Salary Adjustment: Processing Assistant V

**D. Step Increases/Merit Increases**

1. Social Services Department
2. Center for Active Living
3. Emergency Medical Services
4. Sheriff's Office

**E. Budget Amendments Nos. 29 - 33**

**F. Board Resignation/Reappointment**

1. Resignation: Community Advisory Committee
2. Reappointment: Community Advisory Committee

**G. Miscellaneous Documents**

1. 2025 GASB 73 Separation Allowance
2. Change Bond Increase Rider for Finance Officer
3. Renewal of Zacchaeus Legal Services Agreement
4. Special Event Applications
  - Firework Display – Perquimans County High School Prom
  - Firework Display – Albemarle Plantation

**VI. Swearing in – Clerk to the Board, Deputy Clerk, & Part-Time/Fill-In Deputy Clerk**

**VII. Introduction of New Employees**

- A. Introduction of New Employees:**
1. Board of Elections
  2. Emergency Services

**VIII. Scheduled Appointments**

- A. Jonathan Nixon, Emergency Services Director**

7:00 p.m.

**B.**

7:05 p.m.

**C.**

7:10 p.m.

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

**A.**

**B.**

**X. Old Business**

- A. Updates from County Manager**

- B. Board Vacancies**

1. Community Advisory Committee (6)
2. Senior Tarheel Legislature Community Advisory Committee

**XI. New Business**

- A. Conveyance of Property to MiTek**

1. Resolution of Authorization to Convey Real Property to MiTek, Inc.
2. Lease Agreement Between Perquimans County and MiTek, Inc.
3. Offer To Purchase and Contract with Perquimans County and MiTek, Inc.
4. Plat of Property to be Sold to MiTek, Inc.
5. Resolution of Incentives for MiTek, Inc.

- B. Intermediate School Financing Documentation**

1. Resolution Authorizing Contract & Deed of Trust Between Board of Education & Perquimans County, NC

**NO  
ACTION  
REQUIRED**

**NO  
ACTION  
REQUIRED**

**POSSIBLE  
ACTION  
REQUIRED**

**ACTION  
REQUIRED**



ACTION REQUIRED	{	2. Resolution Approving the Leasing of the Intermediate School Project Between Board of Education & Perquimans County, NC
		3. Lease Agreement Between Board of Education and Perquimans County
		C. Sale of Surplus Equipment
		D.
NO ACTION REQUIRED	{	E.
		XII. <b>Unscheduled Appointments/Public Comments</b> <i>(If you wish to address the Board, please state your name for the record prior to speaking)</i>
		A.
		B.
ACTION REQUIRED	{	C.
		XIII. <b>Closed Session: Per NCGS #143-318-11(4)</b> - The purpose of the Closed Session is to consult with attorney regarding economic development 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>
		XIV. <b>Adjournment</b>

#### FOR INFORMATION ONLY:

- Letter to Town of Hertford Designating Their Entry Into National Register of Historic Places

#### DEPARTMENT HEAD REPORT:

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

#### COMMITTEE WRITTEN REPORTS:

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## NOTES FROM THE COUNTY MANAGER

April 7, 2025

6:50 p.m.

### III. Enclosures: Public Hearings

#### A. Conveyance of Land in Perquimans Commerce Center ..... 6:50 p.m.

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#### 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. Todd Tilley, Clerk of Court, will swear in Rebecca Corprew, Clerk to the Board; Brandon Shoaf, Deputy Clerk to the Board; and Mary Hunnicutt, Part-Time/Fill-In Clerk to the Board.

#### VII. The following introduction of new employees will be done:

##### A. Introduction of New Employees: The following employees will be introduced:

Department Head	Employee Name	Employee Job Title	Effective Date
Jackie Greenc, Elections Supervisor	Robbins Cherry	Deputy Director	02/01/2025
Jonathan Nixon, Emergency Services Director	Shawn Mims	Full-Time AEMT I	02/01/2025

#### VIII.A. Jonathan Nixon, Emergency Services Director, will present the following reports:

##### A. Annual Public Officials Conference: Mr. Nixon will present the Annual Public Officials Conference giving an update on the Emergency Services Department. This is required by grant funding.

##### B. Perquimans-Gates 911 Communications Review: It has been one year since Perquimans County and Gates County 911 Centers consolidated. Mr. Nixon will present an update on the consolidation.

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

#### X.B. We now seven (7) vacancies on the Community Advisory Committee and a representative to the Senior Tarheel Legislature Community Advisory Committee. No new applications have been received.

- XI.A. **Enclosures.** Two public hearings were held earlier in the meeting regarding the conveyance of property to MiTek and the economic development incentives for their purchase. Board action is being requested to move forward with the conveyance of property and economic development incentives for MiTek.
1. **Resolution of Authorization to Convey Real Property to MiTek, Inc.:** This Resolution authorizes the conveyance of properties to MiTek, Inc. Board action is being requested.
  2. **Lease Agreement Between Perquimans County and MiTek, Inc.:** This Lease Agreement is between the County of Perquimans and Mitek, Inc. for leasing ±.88 acres. Board action is being requested.
  3. **Offer To Purchase and Contract with Perquimans County and MiTek, Inc.:** This Offer of Purchase is for 25± acres in Perquimans County Commerce Center. Board action is being requested
  4. **Plat of Property to be Sold to MiTek, Inc.:** This is a plat of the property being conveyed to MiTek, Inc. Board action is being requested.
  5. **Resolution of Incentives for MiTek, Inc.:** This is the Agreement between Perquimans County and MiTek, Inc. to provide the incentives that will be provided to Mitek, Inc. should they provide the requirements listed within this Agreement. Board action is being requested.
- XI.B. **Enclosures.** The Board will need to review and take action on the following documents for the Intermediate School Financing:
1. **Resolution Authorizing Contract & Deed of Trust Between Board of Education & Perquimans County, NC:** This Resolution authorizes the execution & delivery of an installment Financing Contract & a Deed of Trust. Board action is being requested.
  2. **Lease Agreement:** This Lease Agreement is between the County of Perquimans and Perquimans County Board of Education for the purpose of building the Intermediate School. Board action is being requested.
- XI.C. The County has adopted a resolutions proclaiming the following vehicle as surplus equipment and to proceed to sell it on GovDeals. The bid period for the following surplus item with GovDeals will close on April 7, 2025 at 11:00 a.m. The Board will need to consider the sale of the following items that has been listed with GovDeals:

BUYER	ITEM	DATE SURPLUSED	START BID	SOLD AMOUNT
	2012 Dodge Charger, VIN #2C3CDXAT4CH201532	2/3/2025	\$500	
	2016 Dodge Charger, VIN #2C3CDXAT5GH228685	2/3/2025	\$500	
	2017 Dodge Charger, VIN #2C3CDXAT9HH660438	2/3/2025	\$500	
	2018 Dodge Durango, VIN #2C3CDXAT4CH201532	2/3/2025	\$500	
	2014 Dodge Charger, VIN #1C4RDJF68JC282832	2/3/2025	\$500	
	Shoulder Press Lat Pull Machine	2/3/2025	\$100	
	Leg Extension / Leg Curl Machine	2/3/2025	\$100	
	Dip Shrug	2/3/2025	\$100	
	Squat Machine	2/3/2025	\$100	
	Lateral Lift	2/3/2025	\$100	

- XIV. **Enclosure.** Pursuant to NC General Statute 143-318-11(4), the Board will go into closed session to consult with attorney regarding economic development 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.)*

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#### CONSENT AGENDA NOTES

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

- A. **Enclosures:** Approval of Minutes March 3, 2025 Regular Meeting and March 17, 2025 Special Called Meeting & Regular Work Session (cancelled)
- B. **Enclosure:** Tax Refund / Release Approvals – see attached listing
- C. **Enclosures:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Ashley Britt	IMC I Working Against IMC II	Appointment	61/3	\$34,955	04/01/2025
Chasitty Clunis	IMC I Working Against IMC II	Appointment	61/3	\$34,955	04/01/2025
Timaya Green	IMC I Working Against IMC II	Appointment	61/3	\$34,955	04/01/2025
Jada Lister	IMC I Working Against IMC II	Appointment	61/3	\$34,955	04/01/2025
Ella Miller	IMC I Working Against IMC II	Appointment	61/3	\$34,955	04/01/2025
Johnetta Moore	IMC I Working Against IMC II	Appointment	61/3	\$34,955	04/01/2025
Emily Gividen	Part-Time/Fill-In EMT	Appointment	64/1	\$18.26/hr.	04/01/2025
Codie Glover	Part-Time/Fill-In AEMT	Appointment	66/1	\$19.95/hr.	04/01/2025
Tiffany Maupin	IMC II Lead Worker	Reclassification	65/1	\$39,699	04/01/2025
Teahna Nixon	Social Worker III	Reclassification	69/1	\$47,344	04/01/2025
Julie Shreckengast	IMC Supervisor II FCMA	Reclassification	67/1	\$43,353	04/01/2025
Antonio Williams	Administrative Officer I	Reclassification	67/2	\$44,438	04/01/2025
Kathleen Conner	Social Worker Supervisor II	Reclassification	73/1	\$56,459	04/01/2025
Kerry Lahr	Full Time EMT	Reclassification	64/2	\$18.72/hr / \$38,939	04/01/2025

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Corbin Nixon	Full-Time AEMT I	Reclassification	66/1	\$19.95/hr. / \$41,488	04/01/2025
Zeb Dimekar	Full-Time Telecommunicator II	Reclassification	66/10	\$24.85 / \$51,689	05/01/2025
SueAnn Cestaro	Full-Time Telecommunicator II	Resignation			03/31/2025
SueAnn Cestaro	Part-Time/Fill-In Telecommunicator II	Reclassification	66/7	\$23.06/hr.	04/01/2025
Kaclyn Melton	Full-Time EMT Basic	Resignation			03/31/2025
Kaclyn Melton	Part-Time/Fill-In EMT Basic	Reclassification	64/1	\$18.26/hr.	04/01/2025
Kristen Jennings	Part-Time/Fill-In AFMT	Removed from Roster			04/01/2025
Tyree Hughes	Part-Time/Fill-In EMT	Removed from Roster			04/01/2025
Joy Hayes	IMC II	Termination			03/13/2025
Elena Howell	Processing Assistant V	Salary Adjustment	61/5	\$36,704	04/01/2025

- 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	Kristin Lassiter	Income Maintenance Supervisor II FNS	67/5	\$47,797	04/01/2025
Center for Active Living	LuRee Sawyer	Coordinator - CAL	63/11	\$46,400	04/01/2025
EMS	Cliff Beaman	Full-Time Paramedic Supervisor	72/8	\$30.82/hr. / \$64,106	04/01/2025
Sheriff's Office	Stephen Chappell	Sheriff	63/9	\$44,191	04/01/2025

- E. **Enclosure:** Budget Amendment Nos. 29 - 33 are enclosed for Board review and action.

- F. **Enclosure:** The following Board resignations were presented for Board consideration and action:

Name	Board/Committee	Action Taken	Term	Effective Date
Deborah Pfennig	Community Advisory Committee	Resignation		03/01/2025

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

- 2025 GASB 73 Separation Allowance:** The enclosed contract is with CavMac for fiscal year ending June 30, 2025. This contract allows CavMac to have the actuarial valuations and GASB 73 reports completed for the Special Separation Allowance for Law Enforcement Officers. It is being recommended by the County Staff. They have prepared this report for several years now. Board consideration and action are being requested.
- Change Bond Increase Rider for Finance Officer:** One finding the FY 2023-2024 was that the Finance Officer's Bond was too low. It needed to be increased from \$100,000 to \$1,000,000. This rider responds to this finding from the audit.
- Renewal of Zacchaeus Legal Service Agreement:** It is time to renew the Agreement with Zacchaeus who handles our foreclosure accounts. The Agreement is for two years. Board consideration and action are being requested.
- Special Events Applications:** The following applications for Special Events needs Board consideration and action:
  - **Perquimans County High School Prom:** The Perquimans County High School will be holding their Senior Prom on April 12, 2025. They are applying to have fireworks at the prom. Board consideration and action are being requested.
  - **Albemarle Plantation:** The Perquimans County High School will be holding their Senior Prom on April 12, 2025. They are applying to have fireworks at the prom. Board consideration and action are being requested.



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

III.A. - ~~WALTON E. NELSON~~ <sup>Page 1</sup>  
CHAIRMAN  
CHARLES WOODARD  
VICE CHAIRMAN  
TIMOTHY J. CORPREW  
JOSEPH W. HOFFLER  
KATHRYN M. TREIBER  
JAMES W. WARD  
W. HACKNEY HIGH, JR.  
COUNTY ATTORNEY

### NOTICE OF PUBLIC HEARING

Perquimans County proposes to convey land in the Perquimans Commerce Center-Perquimans Marine Industrial Park, owned by Perquimans County, for purposes of economic development pursuant to North Carolina General Statutes, Section 158-7.1. The Perquimans County Board of Commissioners, subject to public comment at the public hearing for which notice is hereby given, intends to approve conveyance of a fee simple interest in approximately 25.0 acres of land off Granby Street in the Commerce Centre, and a long-term lease of approximately .88 acres along the southwest side of the Perquimans Marine Industrial Park basin. This tract will be surveyed out of Tract One of the Perquimans Commerce Centre as shown on the plat recorded in Plat Cabinet 2, Slide 49, Map 3 in the Office of the Register of Deeds of Perquimans County. The conveyance and lease will be made to MiTek, Inc.. The Perquimans County Board of Commissioners have determined that the total value of the tract is \$625,000.00 (\$25,000 per acre for 25 inland acres). The .88 acres along the basin will be leased at a initial rate of 40 cents per square foot. The purchaser and lessee of the tract has agreed to pay the County the full value of the tract at closing.

The Perquimans County Board of Commissioners will hold a public hearing on the County's proposed conveyance of this tract of land at 6:50 PM on Monday, April 7, 2025, in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944. The Commissioners invite all interested persons to attend and to provide comments.

This 24<sup>th</sup> day of March, 2025.

Frank Heath

Frank Heath, County Manager  
of Perquimans County

Publish March 28, 2025

Perquimans County's Vision:

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

## PERQUIMANS COUNTY BOARD OF COMMISSIONERS

## NOTICE OF PUBLIC HEARING (NCGS § 158-7.1)

Notice is hereby given that the Board of Commissioners of Perquimans County (the "County"), pursuant to NCGS Section 158-7.1, will hold a public hearing at a regular meeting of the Board beginning at 6:55 p.m. on Monday, April 7, 2025, in the Meeting Room of the Perquimans County Library located at 514 South Church Street in Hertford, North Carolina, on a proposal to provide certain economic development incentives to MiTek, Inc., a private entity (the "Company"). The purpose of these grants would be to encourage the Company to construct and operate a truss component manufacturing facility that would be located on a multi-acre site in Perquimans County (the "Facility"). This proposal would appropriate and spend from the County's general fund amounts to make certain cash grants, detailed as follows: If an investment threshold of \$15,000,000 is met by MiTek, Inc. to the 25 +/- acre property located on the eastern edge of the Perquimans Marine Park basin, 50% of the original land purchase price of \$625,000 for said parcel will be granted back to MiTek, Inc. If an investment threshold of \$30,000,000 is met on the above-mentioned property, 100% of the original land purchase price will be granted to MiTek, Inc. MiTek, Inc. must make said investments within 3 years of the purchase and lease dates to qualify. The cash grants described above would be conditioned on the Company's paying the applicable real property and personal property taxes for each year of ownership. The Company's construction and operation of the Facility would further the economic interests of the County in numerous ways, including through the following specific benefits: (a) by creating a construction project at the Facility that would last approximately nine months which, in addition to creating employment at the Facility, would likely result in greater revenues to local businesses; (b) by offering a number of full time jobs at the completed Facility with an average wage greater than the median wage in the County; (c) by enhancing the County's property tax base and increasing the County's property tax revenues; and (d) by supporting the diversification of the County's economy. In addition to holding the public hearing, at this meeting the Board of Commissioners of the County may approve the making of the cash grants as described above and may approve and enter into an economic development agreement with MiTek, Inc.

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Wallace E. Nelson, Chair of the  
Board of County Commissioners

PUBLISH: \_\_\_\_\_

Affidavit Requested



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REGULAR MEETING

March 3, 2025  
6:55 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, March 3, 2025, at 6:55 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 Brandon Shoaf, Assistant County Manager  
Frank Heath, County Manager Mary P. Hunnicutt, 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 and stated that the first item of business was to hold a Public Hearing to consider County's financing for the balance needed to complete the Intermediate School project.

### PUBLIC HEARING - INTERMEDIATE SCHOOL FINANCING

Chairman Nelson opened the Public Hearing stating that the purpose of the public hearing was to consider and to receive public comments on the County's financing for the balance needed to complete the Intermediate School project. There were fourteen (14) people present. Chairman Nelson recognized Frank Heath, County Manager, who provided the overview of the proposal. After his comments, Chairman Nelson thanked him for his comments. Mr. Nelson asked if anyone had signed up for public comments. There being none, Chairman Nelson closed the public hearing at 7:00 p.m.

### AGENDA

Chairman Nelson stated that the updated Agenda was at their seats and asked if there were any additions or corrections to the amended 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, Kathryn M. Treiber made a motion to approve the Consent Agenda. The motion was seconded by Charles Woodard and unanimously approved by the Board.

1. Approval of Minutes: The Minutes from February 3, 2025 Regular Meeting & February 17, 2025 Special Called Meeting & Regular Work Session were approved.
2. Tax Refund / Release Approvals:

#### Tax Releases (Perquimans County):

Toon, William N. (Year 2014)---- \$144.86  
Divorce settlement gave mobile home and utility trailer to Renee Toon and the personal property was billed and paid for under her name and account number. Account No. 116890.

Toon, William N. (Year 2015)---- \$131.47  
Divorce settlement gave mobile home and utility trailer to Renee Toon and the personal property was billed and paid for under her name and account number. Account No. 116890.

Toon, William N. (Year 2016)---- \$122.25  
Divorce settlement gave mobile home and utility trailer to Renee Toon and the personal property was billed and paid for under her name and account number. Account No. 116890.

Toon, William N. (Year 2017)---- \$114.74  
Divorce settlement gave mobile home and utility trailer to Renee Toon and the personal property was billed and paid for under her name and account number. Account No. 116890.

Toon, William N. (Year 2018)---- \$100.19  
Divorce settlement gave mobile home and utility trailer to Renee Toon and the personal property was billed and paid for under her name and account number. Account No. 116890.

Richards, Constance Helen (Year 2021)---- \$122.66  
Boat sold to Daneeka Marina in 2020. Account No. 265084.

Richards, Constance Helen (Year 2022)---- \$102.00  
Boat sold to Daneeka Marina in 2020. Account No. 265084.

Richards, Constance Helen (Year 2023)---- \$123.59  
Boat sold to Daneeka Marina in 2020. Account No. 265084.

Boynton, Mattie (Year 2024)---- \$124.64  
This land belonged to a neighboring parcel. Account No. 301990.

#### Tax Refunds (Perquimans County):

Nixon, Jeremy & Christina (Year 2024)---- \$64.34  
Bill of sale shows trailer valued less than our Tax State Guidebook. Account No. 358779.

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

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Rickay B. Davenport	Part-Time Bailiff	Appointment	n/a	\$17,78/hr.	03/01/2025
Nikia Davenport	Social Worker II working against Social Worker III	Reclassification	67/4	\$46,662	03/01/2025
Tracee Banton	Income Maintenance Caseworker II - Food & Nutrition Services	Reclassification	63/1	\$36,354	03/01/2025
Andrew Jones	Part-Time/Fill-In EMT	Resignation			02/01/2025
Mekayla Jones	Part-Time/Fill-In Telecommunicator I	Resignation			02/01/2025
Kayla Trinder	Part-Time/Fill-In Paramedic	Resignation			02/24/2025
Sarah Ownley	Income Maintenance Caseworker II	Resignation			02/21/2025
Rebecca Corprew	Administrative Officer I	Resignation			03/31/2025

4. Step/Merit Increases:

Department Name	Employee Name	Classification	Grade/Step	New Salary	Effective Date
Planning	Rionda Repashok	Planner	78/5	\$77,570	03/01/2025

Department Name	Employee Name	Classification	Grade/Step	Salary	Effective Date
Telecommunications	Alyssa Ratcliff	Full-Time Telecommunicator I	64/2	\$18,736.11 (\$38,639)	03/01/2025
Sheriff's Office	DeAngelo Freemanweldy	Certified Deputy	68/3	\$47,560	03/01/2025
Sheriff's Office	Shelton White	Sheriff	79/17	\$108,630	02/01/2025

5. Board Appointments: The following board appointment was approved by the Board:

Name	Board/Committee	Action Taken	Term	Effective Date
Rench, Thomas	Agricultural Advisory Board – Parksville	Reappointment	3 years	02/01/2025
Baker, Julian	Agricultural Advisory Board – Belvidere	Reappointment	3 years	02/01/2025
Madre, Donald	Agricultural Advisory Board – Bethel	Reappointment	3 years	02/01/2025

6. Budget Amendment Nos. 22-28: The following budget amendments were approved by the Board:

BUDGET AMENDMENT NO. 22  
GENERAL FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-399-000	Fund Balance Appropriated	43,202	
10-610-204	DSS - Adoption Promotion Fund	10,778	
10-610-205	DSS - CCUMA Expansion Funds	32,424	
EXPLANATION: To amend the FY 24/25 Budget to include roll forward funds received FY 23/24 as instructed by the state.			

BUDGET AMENDMENT NO. 23  
GENERAL FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	DSS - State Funds	20,000	
10-610-150	DSS - Maintenance/Repair Buildings	20,000	
EXPLANATION: To amend the FY 24/25 Budget to cover travel expenses.			

BUDGET AMENDMENT NO. 24  
GENERAL FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-335-000	Miscellaneous Revenue	1,500	
10-360-001	EMS Donations	915	
10-592-311	EMS Donations	2,415	
EXPLANATION: To amend the FY 24/25 Budget to include EMS Donations received for FY 24/25 expenses.			

BUDGET AMENDMENT NO. 25  
GENERAL FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-430-740	BOE - Capital Outlay		500
10-430-140	BOE - Travel/Training	500	
EXPLANATION: To amend the FY 24/25 Budget to cover travel expenses.			

BUDGET AMENDMENT NO. 26  
EMERGENCY TELEPHONE SYSTEM FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
78-350-001	PSAP - Emergency 911 Fees	72,299	
78-500-140	PSAP - Telephone/Postage	10,000	
78-500-331	PSAP - Computer Software Maintenance	10,000	
78-500-161	PSAP - Hardware Maintenance	32,299	
EXPLANATION: To amend the FY 24/25 Budget to include the total fund balance after finalizing FY 24 revenue/expenditure report.			

BUDGET AMENDMENT NO. 27  
ECONOMIC DEVELOPMENT FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
40-397-000	Economic Development - Fund Balance Appropriated		10,000
40-399-000	Economic Development - Transfer from General Fund	10,000	
EXPLANATION: To amend the FY 24/25 Budget to include the transfer from general fund.			

BUDGET AMENDMENT NO. 28  
GENERAL FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-027	America 250	14,000	
10-690-985	America 250	14,000	
EXPLANATION: To amend the FY 24/25 Budget to an America 250 Grant (10,000) and local donations) to be used for an America 250 Celebration Project (mural).			

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

- a. Letter of Support – NC SB 20 – Prohibiting Mass Balloon Releases: The Board approved the following letter of support for NC Senate Bill 20 – Prohibiting Mass Balloon Releases.

March 3, 2025

The Honorable Bobby Hanig  
NC Senate  
Email – Bobby.Hanig@ncleg.gov

Re: NC SB 20 – Relensing of Helium Balloons

Dear Senator Hanig:

I am writing to you on behalf of the Perquimans County Board of Commissioners. At their February 17, 2025 Special Called Meeting/Work Session, it was the consensus of the Board to send this letter of support for NC Senate Bill 20: Prohibiting Certain Mass Balloon Releases."

The Board of Commissioners discussed the contents and merits of the proposed bill and felt the need to support the Bill. The Board feels that this bill will benefit the State of North Carolina and its inhabitants.

The Perquimans County Board of Commissioners supports the North Carolina General Assembly's enactment of Senate Bill 20. Please let me know if our Board can be of any assistance. Thank you for representing Perquimans County.

Sincerely yours,

Wallace E. Nelson, Chairman

WEN/mh

cc: Senator Phil Berger – Phil.Berger@ncleg.gov  
 Senator Bill Rabon – Bill.Rabon@ncleg.gov  
 Debbie Swick, Founder – debswick@hotmail.com  
 Bnn Balloon Releases NC

- b. Resolution Awarding Lacy "Max" Robeson, III His Badge & Service Sidearm: The Board approved the following Resolution awarding Lacy "Max" Robeson, III his Badge & Service Sidearm after his retirement on March 1, 2025.

**A RESOLUTION OF THE PERQUIMANS COUNTY BOARD OF  
 COMMISSIONERS, HERTFORD, NORTH CAROLINA  
 AWARDED TO RETIRING LACY "MAX" ROBESON, III,  
 INVESTIGATOR II, HIS BADGE AND SERVICE SIDEARM**

WHEREAS, G.S. 20-187.2 provides that retiring members of county law enforcement agencies may receive, at the time of their retirement, the badge worn or carried by them during their service with the county; and

WHEREAS, G.S. 20-187-2 further provides that the governing body of the county law enforcement agency may, in its discretion, award to a retiring member the service sidearm of such retiring member; and

WHEREAS, Lacy "Max" Robeson, III has served as a member of the Perquimans County Sheriff's Department for a period of five years and is retiring from the Perquimans County Sheriff's Department on March 1, 2025.

NOW, THEREFORE, BE IT RESOLVED by the Perquimans County Board of Commissioners, Hertford, North Carolina as follows:

1. The Chairman or County Manager is hereby authorized in accordance with the provisions of G.S. 20-187-2 to transfer to Lacy "Max" Robeson, III the badge worn by him during his service the Perquimans County Sheriff's Department and his service sidearm, a Glock 19 9MM bearing the serial number BEMH605.

This Resolution adopted this 3<sup>rd</sup> day of March, 2025.

Wallace E. Nelson, Chairman  
 Perquimans County Board of Commissioners

ATTEST:

SEAL

Mary P. Himmicutt, Clerk to the Board

**RECOGNITION OF RETIREES, YEARS OF SERVICE, & INTRODUCTION OF NEW EMPLOYEES**

- A. Recognition of Retirees: County Manager Heath reported Gwen Hudson (23 years with Social Services) and Lacy "Max" Robeson, III (five years with Sheriff's Office) was presented with a plaque honoring their retirement. Because of technical difficulties, the pictures of their presentations will have to be presented at next month's meeting.
- 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
Cody Chappell	EMS	Paramedic II	5	04/01/2024
Jonathan Nixon	Emergency Services	Director	10	12/01/2024

Mr. Chappell and Mr. Nixon were unable to attend the meeting tonight so Mr. Heath will allow present them with their certificate at their office.

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

Department Head	Employee Name	Employee Job Title	Effective Date
Howard Williams, Recreation Director	Martin Hood	Athletic Program Supervisor	12/16/2024
Jonathan Nixon, Emergency Services Director	Miranda Neiswander	Full-Time Paramedic I	02/01/2025
Jonathan Nixon, Emergency Services Director	Brandon Thompson	Full-Time Paramedic I	02/01/2025
Angela Jordan, Social Services Director	Shanae Christian	Social Worker I A&T	01/01/2025

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

**COMMISSIONER'S CONCERNS/COMMITTEE REPORTS**

- 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 February, 2025:

Visitors:..... 14	Hours Opened: 14 days / closed 2 1/3 days due to snow
Sales:..... \$45.00	Staff: Sid Eley & Glen White
Donations:..... \$75.00	
Any additional information: Added two yearbooks Mannequin with World War II Uniform Received 12 Jim "Catfish" Hunter T-shirts for resale – paid for from donations Museum Needs: Computer & Printer MORE ROOM (this will be taken up during the budget process with Tourist Board)	

**UPDATES FROM COUNTY MANAGER**

County Manager Heath presented the following updates:

- Assistant County Manager: County Manager Heath introduced Brandon Shoaf, Assistant County Manager. The Board welcomed him. Mr. Shoaf thanked the Board and looks forward to working with them.

- Monthly School Construction Meeting: County Manager Heath said that he attended the monthly school meeting on February 27, 2025. Everything looks like it is on schedule.
- Budget Work Session List: County Manager Heath presented the following proposed Budget Work Session Schedule and Board Retreat:
- Proposed Budget Work Sessions:

Work Discussed	Date	Time/Place
Joint Meeting with Board of Education	April 2, 2025	6:30 p.m. / Administration Building
Department Head Presentations	April 23, 2025	5:00 – 8:00 p.m. / EMS Auditorium
Department Head Presentations	April 24, 2025	5:00 – 7:30 p.m. / EMS Auditorium
DSS & Board of Education Presentations	May 1, 2025	7:00 p.m. / EMS Auditorium
Budget Work Session	May 29, 2025	6:30 p.m. / EMS Auditorium
FY 2025-2026 Budget Presentation	June 2, 2025	7:00 p.m. / Library Meeting Room
FY 2025-2026 Budget Public Hearing	June 16, 2025	7:00 p.m. / Library Meeting Room

- Board Retreat Proposed Schedule:

Board Retreat is tentative scheduled for March 27, 2025 at 3:30 p.m. in the EMS Conference Room.

Mr. Heath asked the Board to check their calendars and let him know if they have any conflicts with these dates and times.

### BOARD VACANCIES

Chairman Nelson explained that there have been no applications received. He again asked the Board and the public if they knew anyone that might be interested in serving on one of these committees, to let Mary Hunnicutt, Clerk to the Board, know so that she can forward them an application to complete and return. These vacancies are for the Community Advisory Committee and the Senior Tar Heel Legislature Delegate and Alternate.

### COUNTY FINANCING FOR INTERMEDIATE SCHOOL

Chairman Nelson stated that a public hearing was held earlier in the meeting and asked County Manager Heath to make his recommendation. He stated that the staff recommends the approval of the Resolution which authorizes the negotiation of an installment financing contract, providing for certain other related matters thereto and declaring the intent of the County to reimburse itself for Capital Expenditures from proceeds. The installment financing contract will be for an amount not to exceed \$11,000,000 and for us to be able to work with First Tryon and to apply to Local Government Commission (LGC). Chairman Nelson asked if there were any questions or comments. There being none, Charles Woodard made a motion to approve the Resolution as requested along with the stipulations listed above. The motion was seconded by James W. Ward and was unanimously approved. The Resolution is as follows:

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE  
COUNTY OF PERQUIMANS, NORTH CAROLINA, AUTHORIZING THE NEGOTIATION OF AN INSTALLMENT FINANCING  
CONTRACT, PROVIDING FOR CERTAIN OTHER RELATED MATTERS THERETO AND DECLARING THE INTENT OF THE  
COUNTY TO REIMBURSE ITSELF FOR CAPITAL EXPENDITURES FROM PROCEEDS  
OF THE INSTALLMENT FINANCING CONTRACT**

*WHEREAS*, the County of Perquimans, North Carolina (the "County") is a validly existing political subdivision of the State of North Carolina, existing under and by virtue of the Constitution, statutes and laws of the State of North Carolina (the "State");

*WHEREAS*, the County has the power, pursuant to the General Statutes of North Carolina to (1) enter into installment contracts in order to purchase, or finance or refinance the purchase of, real or personal property and to finance or refinance the construction or repair of fixtures or improvements on real property and (2) create a security interest in some or all of the property financed or refinanced to secure repayment of the purchase price;

*WHEREAS*, the Board of Commissioners of the County (the "Board of Commissioners") hereby determines that it is in the best interest of the County to enter into (1) an installment financing contract (the "Contract") with a financial institution to be determined (the "Bank") in order to pay the capital costs of constructing, equipping and furnishing a new Intermediate School in the County (the "Project") and (2) a deed of trust, security agreement and fixture filing (the "Deed of Trust") related to the County's fee simple interest in the real property where the Project will be located (the "Mortgaged Property") that will provide security for the County's obligations under the Contract;

*WHEREAS*, the County staff has retained First Tryon Advisors, as financial advisor, in connection with the proposed installment financing;

*WHEREAS*, the Board of Commissioners hereby determines that the Project is in best interest of the County and its citizens and to the general health and welfare of its citizens, including but not limited to its children; that the Project will provide an essential use and will permit the County to carry out public functions that it is authorized by law to perform; and that entering into the Contract and Deed of Trust is necessary and expedient for the County by virtue of the findings presented herein;

*WHEREAS*, the Board of Commissioners hereby determines that the estimated cost of financing the Project is an amount not to exceed \$11,000,000.00 and that such cost of the Project exceeds the amount that can be prudently raised from currently available appropriations, unappropriated fund balances and non-voted bonds that could be issued by the County in the current fiscal year pursuant to Article V, Section 4 of the Constitution of the State;

*WHEREAS*, although the cost of financing the Project pursuant to the Contract and the Deed of Trust is expected to exceed the cost of financing the Project pursuant to a bond financing for the same undertaking, the County hereby determines that the cost of financing the Project pursuant to the Contract and the Deed of Trust and the obligations of the County thereunder are preferable to a general obligation bond financing or revenue bond financing for several reasons, including but not limited to the following: (1) the cost of a special election necessary to approve a general obligation bond financing, as required by the laws of the State, would result in the expenditure of significant funds; (2) the time required for a general obligation bond election would cause an unnecessary delay which would thereby decrease the financial benefits financing the Project; and (3) insufficient revenues are produced by the Project so as to permit a revenue bond financing;

*WHEREAS*, the Board of Commissioners hereby determines that the estimated cost of financing the Project pursuant to the Contract and the Deed of Trust allows the County to finance the Project at a favorable interest rate currently available in the financial marketplace and on terms advantageous to the County and reasonably compares with an estimate of similar costs under a bond financing for the same undertaking as a result of the findings delineated in the above preambles;

*WHEREAS*, the County does not anticipate a future property tax increase to pay installment payments falling due under the Contract but an increase in taxes, if any, necessary to meet the sums to fall due under the Contract will not be excessive;

*WHEREAS*, no deficiency judgment may be rendered against the County in any action for its breach of the Contract, and the taxing power of the County is not and may not be pledged in any way directly or indirectly or contingently to secure any money due under the Contract;

*WHEREAS*, the County is not in default under any of its debt service obligations;

*WHEREAS*, the County's budget process and Annual Budget Ordinance are in compliance with the Local Government Budget and Fiscal Control Act, and external auditors have determined that the County has conformed with generally accepted accounting principles as applied to governmental units in preparing its Annual Budget Ordinance;

WHEREAS, past audit reports of the County indicate that its debt management and contract obligation payment policies have been carried out in strict compliance with the law, and the County has not been censured by the North Carolina Local Government Commission (the "LGC"), external auditors or any other regulatory agencies in connection with such debt management and contract obligation payment policies;

WHEREAS, the County desires to proceed with the Project and will incur and pay certain expenditures in connection with the Project prior to the date of delivery and execution of the Contract (the "Original Expenditures"), such Original Expenditures to be paid for originally from a source other than the proceeds of the Contract, and the County intends, and reasonably expects, to be reimbursed for such Original Expenditures from a portion of the proceeds of the Contract;

WHEREAS, a public hearing on the Contract, after publication of a notice with respect to such public hearing, will be held and approval of the LGC with respect to entering the Contract must be received; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF PERQUIMANS, NORTH CAROLINA, AS FOLLOWS:

Section 1. *Authorization to Negotiate the Contract and the Deed of Trust.* The County Manager and the Finance Director (the "Authorized Officers"), individually and collectively, with advice from the County Attorney, are hereby authorized and directed to solicit proposals from financial institutions to finance the Project and to proceed and negotiate on behalf of the County (1) the financing of the Project for a principal amount not to exceed \$11,000,000.00 under the Contract to be entered into with the Bank in accordance with the provisions of Section 160A-20 of the General Statutes of North Carolina, as amended, and (2) the provision of a security interest under the Deed of Trust in all or such portion of the County's fee simple interest in the Mortgaged Property, together with all improvements and fixtures located thereon, as may be required by the Bank providing the funds to the County under the Contract to secure the County's obligations thereunder.

Section 2. *Application to LGC.* The Finance Director, or his designee, is hereby directed to file with the LGC an application for its approval of the Contract and all relevant transactions contemplated thereby on a form prescribed by the LGC and to state in such application such facts and to attach thereto such exhibits regarding the County and its financial condition as may be required by the LGC.

Section 3. *Approval of the Financing Team.* First Tryon Advisors has been retained to serve as financial advisor. The Authorized Officers, with advice from the County Attorney, are hereby authorized to retain the assistance of other professionals as they deem necessary and desirable to carry out the intention of this Resolution.

Section 4. *Official Declaration of Intent for Reimbursement.* The County presently intends, and reasonably expects, to reimburse itself for Original Expenditures not to exceed \$11,000,000.00 on or after the date occurring 60 days prior to the date of adoption of this Resolution from a portion of the proceeds of the Contract. The County adopts this Resolution as a declaration of official intent under Section 1.130-2 of the Treasury Regulations promulgated under Section 103 of the Internal Revenue Code of 1986, as amended, to evidence the County's intent to reimburse itself for the Original Expenditures from proceeds of the Contract. The Finance Director, or his designee, is hereby authorized, directed and designated to act on behalf of the County in determining and itemizing all of the Original Expenditures incurred and paid by the County in connection with the Project during the period commencing on the date occurring 60 days prior to the date of adoption of this Resolution and ending on the date of execution and delivery of the Contract.

Section 5. *Attestation.* All actions of the County and its officials, whether previously or hereafter taken in effectuating the proposed financing as described herein, are hereby ratified, authorized and approved.

Section 6. *Effective Date.* This Resolution is effective on the date of its adoption.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Wallace Nelson, Chair

Attest:

Mary Hunicutt, Clerk to the Board

County Manager Heath wanted to mention one more item. He explained that he had provided the Board with a packet from First Tryon Advisors. On February 6, 2025, First Tryon, on behalf of the County, distributed a request for proposals to local, regional, and national banks for installment financing for the \$11,000,00 for a 20-year term. On February 27, 2025, they received information that was summarized on the table in the packet. At the beginning of this process, we estimated that the rate would be around 5%. They received a low bid bank from Webster Bank, which is a northeast financial institution. They had made bids on other projects that First Tryon had been involved in. Based on their recommendation, they are a viable and reliable financial entity. Their quoted rate was 4.38% with upfront fees of \$8,500. There is a 2% prepayment penalty for any payment date between 2030 and 2032 and 1% prepayment penalty for any payment date between 2032 and 2034 and then none after 2034. Based on the analysis of First Tryon, they recommend the County to award the bid to Webster Bank at 4.38%. However, he is not asking that the Board approve that tonight. He was just providing that for information purposes. The County needs to apply to LGC. Also included in the packet was a summary of the estimated County's debt service amounts. The first payment for the construction loan in 2026 will be around \$534,700 and will increase in time to \$621,000. He also reported that several of our current debt service payments will end during this time. Tonight, we held the public hearing, adopted the Resolution, and now we will submit our application to LGC with an approximate approval date of April 1, 2025. At our April 7, 2025 meeting, we will adopt the approving Resolution and the loan will close on April 10, 2025.

#### FY 2024-2025 AUDIT CONTRACT & ENGAGEMENT LETTER

Chairman Nelson recognized Tracy Mathews, Finance Officer, who presented FY 2024-2025 Audit Contract and Engagement Letter for Board consideration. The contract is with Thompson, Price, Scott, Adams & Co., P.A. The contract is to complete the audit for the County and for Tourism Development Authority (TDA). The cost for the audit is not to exceed \$62,000. The County staff recommends approval of this contract. On motion made by Timothy J. Corprew, seconded by James W. Ward, the Board unanimously approved the FY 2024-2025 audit contract with Thompson, Price, Scott, Adams & Co., P.A. and the Engagement Letter as presented at a cost not to exceed \$62,000.

#### SALE OF SURPLUS EQUIPMENT

Chairman Nelson recognized County Manager Heath who explained that the County adopted a resolution proclaiming several items of equipment from the Center of Active Living as surplus and to proceed to sell them on GovDeals. The bid period for the following surplus item with GovDeals closed on March 3, 2025 at 11:00 a.m. The Board will need to consider the sale of the following item that has been listed with GovDeals:

BUYER	ITEM	DATE SURPLUS	START BID	SOLD AMOUNT
Stacey Williams	Sonic Electric Wheelchair with Manual Charger & Key	2/3/2025	\$10.00	\$10.00

In addition, the following vehicle has been removed from the surplus list on February 3, 2025 and transferred to the Maintenance Department.

Model Year	Make	Model	VIN	Department
2014	Ford	F150 Truck	1FTMP1CM6KE77774	Sheriff's Office

On motion made by Charles Woodard, seconded by Timothy J. Corprew, the Board unanimously authorized the County Manager Heath to proceed with the sale of the wheelchair and to transfer the 2014 Ford F150 Truck, VIN #7774, to the Maintenance Department.

#### PERSONNEL MATTER – RESIGNATION – INCOME MAINTENANCE SUPERVISOR II

Chairman Nelson said that we received the following personnel matter after the agenda packets were distributed:

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Dinne Murray	Income Maintenance Supervisor II	Resignation			03/23/2025

#### 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 143-316.11(4), the Board went into Closed Session to discuss an economic development matter. Mary Hunnicutt, Clerk to the Board, explained that she did not have the Closed Session Minutes to approve so she asked the Chairman to remove them from purpose of closed session. On motion made by James W. Ward, seconded by Timothy J. Corprew, to go into the Closed Session. The motion was unanimously voted to go into Closed Session.

The Closed Session was adjourned, and the Regular Meeting reconvened on motion made by Timothy J. Corprew, seconded by Joseph W. Hoffer, 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 7:45 p.m. on motion made by Timothy J. Corprew, seconded by Joseph W. Hoffer and unanimously approved by the Board.

Wallace E. Nelson, Chairman

Clerk to the Board

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#### SPECIAL CALLED MEETING

March 17, 2025

7:00 p.m.

The Perquimans County Board of Commissioners met in a SPECIAL CALLED MEETING on Monday, March 17, 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  
Timothy J. Corprew  
Kathryn M. Treiber  
Charles Woodard, Vice Chairman  
Joseph W. Hoffer  
James W. Ward

MEMBERS ABSENT: None

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

Chairman Nelson called the meeting to order. Commissioner Woodard gave the invocation, and the Chairman led the Pledge of Allegiance. Chairman Nelson explained that the purpose of this Special Called Meeting was to discuss a lease agreement for property located in the Marine Industrial Park. The Board may act on this item and, at its discretion, may take action on such other matters, as the Board deems appropriate.

#### AGENDA

Chairman Nelson stated that a copy of the Agenda was at their seats tonight. He asked if there were any changes or additions to the Agenda. There being none, Timothy J. Corprew made a motion to approve the Agenda. The motion was seconded by Kathryn M. Treiber and unanimously approved by the Board.

#### PROCLAMATION OF STATE OF EMERGENCY

Chairman Nelson recognized County Manager Heath who explained that Jonathan Nixon, Emergency Services Director, would provide information for the purpose of the State of Emergency for a possible tornado that hit the Woodville Community the morning of March 16, 2025:

3:03 am	Tornado Warning issued by National Weather Service that included the Woodville community
3:08 am	First Call to 911 Center reporting damage to mobile homes in Longview Estates (the following entities assisted with call: Inter-County VFD; Durant's Neck VFD; Perquimans County Sheriff's Office, Perquimans County EMS & Emergency Management; and Albemarle Electric Membership Corporation (AEMC))
3:17 am	First law enforcement arrived on the scene to confirm major damage
3:45 am	The Perquimans County Emergency Operations Center opened including the following partnering agencies who assisted the County during this emergency: American Red Cross (temporary shelter); Salvation Army (mass feeding for lunch & supper); Albemarle United Way (handled financial donations which were funneled back to the survivors); other community groups self-initiated & provided food for survivors and responders.
Today	National Weather Service has been on site today to confirm that the EF1 Tornado with estimated peak winds at 110 mph came through our county in the Woodville Community. Wind shield surveys were completed by the Public Safety Agency to establish the boundaries of damage. The County's damage assessment team was deployed to gather detailed assessments. Their findings were as follows:

14 mobile homes with extensive damage 8 were occupied V.A. - Page 7  
 Total of 22 structures affected  
 Perquimans County EMS did transport three individuals with minor injuries  
 Red Cross is serving eight families  
 Breakfast will be served again in the morning  
 Currently there are 1300 homes without power within the New Hope & Durant's Neck Community  
 AEMC Crew & their contractors currently remain on site  
 They hope to restore power to most of their customers by tonight  
 They met with the NC Emergency Management Recovery Section to review the declaration of emergency process.

With this all being said, Mr. Nixon requests that the Board adopt the State of Emergency for the Longview Estates neighborhood in the Woodville Community. There are no public restrictions included in the State of Emergency. The State of Emergency only confirms that today's tornado was the significant event that warranted an emergency response. Mr. Nixon and County Manager Heath presented a video provided to the Board by the Sheriff's Office of the area which was affected by this EF1 tornado. On motion made by Charles Woodard, seconded by Joseph W. Hoffer, the Board unanimously approved the following State of Emergency Proclamation and to authorize Chairman Nelson to sign the termination of the State of Emergency once the Emergency Staff has decided that it is no longer needed:

#### PROCLAMATION OF A STATE OF EMERGENCY

1. Pursuant to the Perquimans County State of Emergency Ordinance and Chapter 166A of the North Carolina General Statutes, and Article 3A, Chapter 14 of the North Carolina General Statutes, I have determined that a State of Emergency as defined in the Perquimans County State of Emergency Ordinance, exists in the County of Perquimans because of damage occurring from a possible tornado that touched down in the Longview Estates neighborhood near the Woodville community.
2. I, therefore, proclaim the existence of a State of Emergency in the County of Perquimans neighborhood of Longview Estates.
3. I hereby order all county law enforcement officers, county employees and all other Emergency Services personnel subject to my control to cooperate in the enforcement and implementation of provisions of the County Emergency Ordinance.
4. Execution of Emergency Plan. All civilians and Emergency Services personnel are ordered to comply with the emergency plan.
5. This proclamation shall become effective immediately.
6. Proclaimed this the 14<sup>th</sup> day of March, 2025, at 7:00 (a.m.) (p.m.).

CHAIRPERSON, PERQUIMANS COUNTY BOARD OF COMMISSIONERS

ATTEST:

Mary P. Hunicutt, Clerk to the Board

#### RETREAT DATES

Chairman Nelson stated that County Manager Heath is trying to set up alternate dates for the Board Retreat. Mr. Heath presented the proposed dates as April 7<sup>th</sup> or April 17<sup>th</sup>. It was the consensus of the Board to hold the Retreat on April 7<sup>th</sup>.

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

Chairman Nelson recognized Angela Jordan, Social Services Director, who presented the request for a new bank account to be opened at PNC for another foster child. It was a court order from Judge Trivette. On motion made by James W. Ward, seconded by Timothy J. Corprew, the County was authorized to open an account for another foster child.

#### ECONOMIC DEVELOPMENT LEASE AGREEMENT

Chairman Nelson recognized County Manager Heath who stated that the Board would need to go into Closed Session to discuss the proposed economic development agreement.

#### CLOSED SESSION: TO DISCUSS AN ECONOMIC DEVELOPMENT MATTER

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. Kathryn M. Treiber made a motion to go into Closed Session. The motion was seconded by James W. Ward and was unanimously approved by the Board.

The Closed Session was adjourned, and the Special Called Meeting reconvened on motion made by Charles Woodard, seconded by James W. Ward, and unanimously approved by the Board.

No action was required from the Closed Session.

#### ADJOURNMENT

There being no further comments or business to discuss, the Special Called Meeting was adjourned at 7:30 p.m. on motion made by Timothy J. Corprew, seconded by Kathryn M. Treiber.

Wallace E. Nelson, Chairman

Clerk to the Board

\*\*\*\*\*

WORK SESSION

March 17, 2025

7:00 p.m.

The Perquimans County Board of Commissioners Work Session on Monday, March 17, 2025 was cancelled. Therefore, Timothy J. Corprew made a motion to close the meeting and James W. Ward seconded the motion which was unanimously approved.

\*\*\*\*\*



Refunds and Releases

April 1, 2025

Tax Release: (Perquimans)

Melanie Dautrechy            \$124.50  
Mobile home was double listed.  
Account#: 429449

Tax Refunds: (Perquimans)

Albemarle EMC                \$935.59  
Vehicle is covered by State and was  
taxed in error.  
Account#: 81771715

Donald Gene Madre Sr       \$291.51  
Plate exchanged. 12-month refund.  
Account#: 81749438

Angela Jean Buchanan       \$103.39  
Sold vehicle. 10-month refund.  
Account#: 745939838

Willie Alton Dunagan Joco \$153.89  
Vehicle totaled. 6-nonth refund.  
Account#: 80039904

Tax Refunds (Hertford)

Willie Alton Dunagan Joco \$153.89  
Vehicle totaled. 6-nonth refund.  
Account#: 80039904

Tax Refunds (Winfall)

Albemarle EMC                \$1012.56  
Vehicle is covered by State and was  
taxed in error.  
Account#: 81771715

## COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Ashley Britt SOC. SEC. NO.: \_\_\_\_\_POSITION: Income Maintenance Caseworker II DEPT.: Social Services

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

☒ NEW EMPLOYEE EFFECTIVE DATE: April 1, 2025  
GRADE: 61 STEP: 3 SALARY: \$34,955.00

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

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

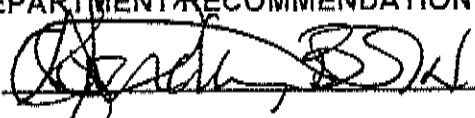
☐ JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

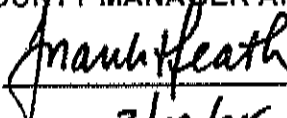
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Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_☐ \_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP  
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GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_☐ \_\_\_\_\_ DATE OF EMPLOYEE TERMINATION/RESIGNATION.  
Date☐ \_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
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SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION  
COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

  
DATE: March 14, 2025

COUNTY MANAGER APPROVAL

  
DATE: 3/18/25

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

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

COPY

## COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Chastity Clunis

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

POSITION: Income Maintenance Caseworker II AMADEPT.: Social Services

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

☒ NEW EMPLOYEE EFFECTIVE DATE: April 1, 2025  
GRADE: 61 STEP: 3 SALARY: \$34,955.00

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

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

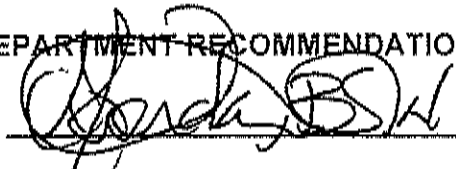
☐ JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

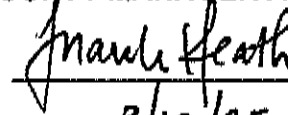
☐ \_\_\_\_\_  
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RAISE. (YEAR 2 3 4)  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_☐ \_\_\_\_\_  
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SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION  
COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

  
DATE: March 12, 2025

COUNTY MANAGER APPROVAL

  
DATE: 3/18/25

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

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

COPY

## COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Timaya Green

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

POSITION: Income Maintenance Caseworker IIDEPT.: Social Services

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

☒ NEW EMPLOYEE EFFECTIVE DATE: April 1, 2025  
GRADE: 61 STEP: 3 SALARY: \$34,955.00

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

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

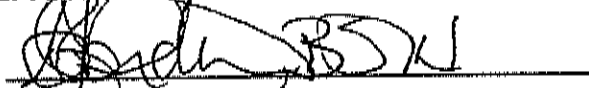
☐ JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

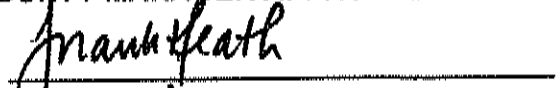
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COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

DATE: March 14, 2025

COUNTY MANAGER APPROVAL

DATE: 3/10/25

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

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

COPY

## COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Jada Lister SOC. SEC. NO.: \_\_\_\_\_POSITION: Income Maintenance Caseworker II DEPT.: Social Services

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

☒ NEW EMPLOYEE EFFECTIVE DATE: April 14, 2025  
GRADE: 61 STEP: 3 SALARY: \$34,955.00

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

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

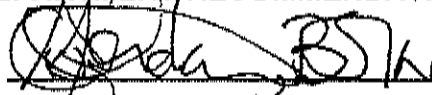
☐ JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

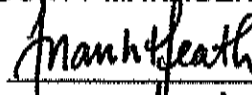
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COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

DATE: March 14, 2025

COUNTY MANAGER APPROVAL

DATE: 3/18/25

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

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

COPY

## COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Ella Miller SOC. SEC. NO.: \_\_\_\_\_POSITION: Income Maintenance Caseworker II DEPT.: Social Services

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

☒ NEW EMPLOYEE EFFECTIVE DATE: April 1, 2025  
GRADE: 61 STEP: 3 SALARY: \$34,955.00

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

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

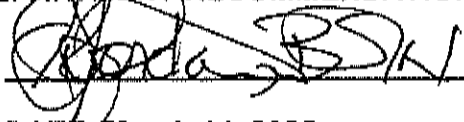
☐ JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

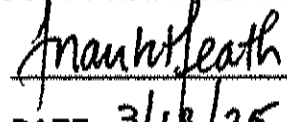
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GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_☐ \_\_\_\_\_ DATE OF EMPLOYEE TERMINATION/RESIGNATION.  
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Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_THE ABOVE-NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN  
SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION  
COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

  
DATE: March 14, 2025

COUNTY MANAGER APPROVAL

  
DATE: 3/18/25

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

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

COPY

## COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Johnetta Moore

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

POSITION: Income Maintenance Caseworker IIDEPT.: Social Services

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

☒ NEW EMPLOYEE EFFECTIVE DATE: April 1, 2025GRADE: 61 STEP: 3 SALARY: \$34,955.00

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

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

☐ JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

☐

Date

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

Date

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

Date

DATE OF EMPLOYEE TERMINATION/RESIGNATION.

☐

Date

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_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: March 24, 2025

COUNTY MANAGER APPROVAL

DATE: 3/25/25

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

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

COPY

## EMPLOYMENT ACTION FORM

DATE SUBMITTED: March 10, 2025

V.C.Z. - Page 1

## COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Emily Gividen

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

POSITION: Part Time Fill In EMT

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

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

DATE: 3/10/25

## COUNTY MANAGER APPROVAL

DATE: 3/10/25

## FINANCE OFFICER

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

COPY



## COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Codie Glover

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

POSITION: Part Time Fill In AEMT

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

☒ NEW EMPLOYEE EFFECTIVE DATE: April 1, 2025GRADE: 66 STEP: 1 SALARY: \$19.95 HourlyENDING DATE OF PROBATIONARY PERIOD: April 1, 2026

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

☐ JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

☐ \_\_\_\_\_ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
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Date RAISE. (YEAR 2 3 4)  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_☐ \_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROB-  
Date TIONARY PERIOD.☐ \_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION  
Date☐ \_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

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

\*\*\*\*\*

DEPARTMENT RECOMMENDATION-

COUNTY MANAGER APPROVAL

DATE: 3/10/25DATE: 3/10/25

FINANCE OFFICER

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

COPY

## COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Tiffany Maupin

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

POSITION: Income Maintenance Caseworker IIIDEPT.: Social Services*(lead worker)*☒ NEW EMPLOYEE EFFECTIVE DATE: April 1, 2025GRADE: 65 STEP: 1 SALARY: \$39,699

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

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

☐ JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

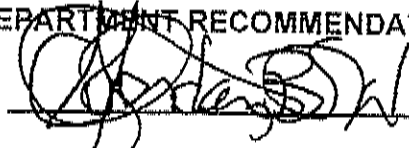
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GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_☐ \_\_\_\_\_  
Date DATE OF EMPLOYEE TERMINATION/RESIGNATION.\_\_\_\_\_  
Date RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

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

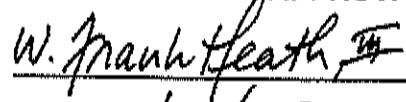
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SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION  
COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

  
DATE: March 21, 2025

COUNTY MANAGER APPROVAL

  
DATE: 3/24/25

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

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

COPY

## COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Teahna Nixon

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

POSITION: Social Worker IIIDEPT.: Social Services\*\*\*\*\*Ms. Nixon's four-month work against status has ended. She is now a fully qualified  
SW III\*\*\*\*\*

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

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.

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



Date

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

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



Date

DATE OF EMPLOYEE TERMINATION/RESIGNATION.

4/1/2025

Date

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

GRADE: 69 STEP: 1 SALARY: \$47,344.00THE 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: March 7, 2025

COUNTY MANAGER APPROVAL

DATE: 3/18/25

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

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

COPY

## COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Julie Shreckengast SOC. SEC. NO.: \_\_\_\_\_POSITION: Income Maintenance Supervisor II FCMA DEPT.: Social Services☒ NEW EMPLOYEE EFFECTIVE DATE: April 1, 2025GRADE: 67 STEP: 1 SALARY: \$43,353.00

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: \_\_\_\_\_

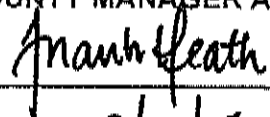
THE ABOVE-NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN  
SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION  
COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT RECOMMENDATION

  
DATE: March 13, 2025

COUNTY MANAGER APPROVAL

  
DATE: 3/18/25

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

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

COPY

## COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Antonio Williams

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

POSITION: Administrative Officer IDEPT.: Social Services

☒ NEW EMPLOYEE EFFECTIVE DATE: April 1, 2025  
GRADE: 67 STEP: 2 SALARY: \$44,438.00

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: \_\_\_\_\_

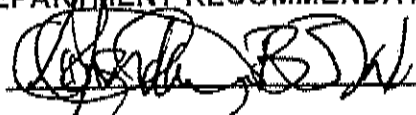
☐ \_\_\_\_\_ DATE OF EMPLOYEE TERMINATION/RESIGNATION.  
Date

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

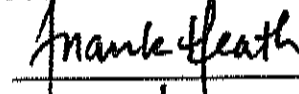
THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN  
SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION  
COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT RECOMMENDATION

  
DATE: March 14, 2025

COUNTY MANAGER APPROVAL

  
DATE: 3/18/25

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

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

COPY

## COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kathleen Conner

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

POSITION: Social Worker Supervisor IIIDEPT.: Social Services☒ NEW EMPLOYEE EFFECTIVE DATE: April 1, 2025GRADE: 73 STEP: 1 SALARY: \$56,459.00

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.

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DEPARTMENT RECOMMENDATION

DATE: March 28, 2025

COUNTY MANAGER APPROVAL

DATE: 3/31/25

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

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

COPY

## COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kerry Lahr

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

POSITION: Full time EMTDEPT.: EMS☒ NEW EMPLOYEE EFFECTIVE DATE: April 1, 2025GRADE: 64 STEP: 2 SALARY: \$18.72 Hourly (\$38,939)ENDING DATE OF PROBATIONARY PERIOD: April 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.

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## DEPARTMENT RECOMMENDATION

DATE: 3/10/25

## COUNTY MANAGER APPROVAL

DATE: 3/10/25

FINANCE OFFICER

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

COPY

## COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Corbin Nixon

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

POSITION: Full Time AEMT IDEPT.: EMS☒ NEW EMPLOYEE EFFECTIVE DATE: April 1, 2025GRADE: 66 STEP: 1 SALARY: \$19.95 Hourly (\$41,488)ENDING DATE OF PROBATIONARY PERIOD: April 1, 2026

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

☐ JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

☐ \_\_\_\_\_  
Date DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_☐ \_\_\_\_\_  
Date DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP  
RAISE. (YEAR 2 3 4)  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_☐ \_\_\_\_\_  
Date DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.☐ \_\_\_\_\_  
Date DATE OF EMPLOYEE RESIGNATION☐ \_\_\_\_\_  
Date 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.

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## DEPARTMENT RECOMMENDATION

DATE: 3/25/25

## COUNTY MANAGER APPROVAL

DATE: 3/25/25

FINANCE OFFICER

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

COPY



## COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Zeb Daneker SOC. SEC. NO.: \_\_\_\_\_POSITION: Full Time Telecommunicator II DEPT.: 911☒ NEW EMPLOYEE EFFECTIVE DATE: May 1, 2025GRADE: 66 STEP: 10 SALARY: \$24.85 Hourly (\$51,689)ENDING DATE OF PROBATIONARY PERIOD: May 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 PROBA-  
Date TIONARY PERIOD.☐ \_\_\_\_\_ 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

DATE: 3/10/25

COUNTY MANAGER APPROVAL

DATE: 3/10/25

FINANCE OFFICER

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

COPY

## COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: SueAnn CestaroSOC. SEC. NO.:                     POSITION: Full Time Telecommunicator IIDEPT.:                     ☐ NEW EMPLOYEE EFFECTIVE DATE:                     GRADE:            STEP:            SALARY:                     ENDING DATE OF PROBATIONARY PERIOD:                     CURRENT: GRADE:            STEP:            SALARY:                     ☐ JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

☐            DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
GRADE:            STEP:            SALARY:                     ☐            DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP  
Date RAISE. (YEAR      2      3      4)  
GRADE:            STEP:            SALARY:                     ☐            DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROB-  
Date TIONARY PERIOD.**X** 3/31/2025  
Date

DATE OF EMPLOYEE RESIGNATION

☐            RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE:            STEP:            SALARY:                     THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED:                      PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

                      
DATE 3/10/25                      
DATE: 3/10/25

FINANCE OFFICER

COPY

                      
DATE:

## COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: SueAnn Cestaro

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

POSITION: Part Time Fill In Telecommunicator II

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

☐ NEW EMPLOYEE EFFECTIVE DATE: April 1, 2025GRADE: 66 STEP: 7 SALARY: \$23.06 HourlyENDING DATE OF PROBATIONARY PERIOD: April 1, 2026

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

☐ JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

☐ \_\_\_\_\_  
Date DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_☐ \_\_\_\_\_  
Date DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP  
RAISE. (YEAR 2 3 4)  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_☐ \_\_\_\_\_  
Date DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.☐ \_\_\_\_\_  
Date DATE OF EMPLOYEE RESIGNATION☐ \_\_\_\_\_  
Date 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

DATE: 3/11/25

COUNTY MANAGER APPROVAL

DATE: 3/18/25

FINANCE OFFICER

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

COPY

## COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kaelyn Melton SOC. SEC. NO.: \_\_\_\_\_POSITION: Full time EMT Basic 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  
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**X** 3/31/2025 DATE OF EMPLOYEE RESIGNATION  
Date☐ \_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

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

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DEPARTMENT RECOMMENDATION

DATE: 3/5/25

COUNTY MANAGER APPROVAL

DATE: 3/10/25

FINANCE OFFICER

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

COPY

## COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kaelyn Melton SOC. SEC. NO.: \_\_\_\_\_POSITION: Part Time Fill In EMT Basic DEPT.: EMS☒ NEW EMPLOYEE EFFECTIVE DATE: April 1, 2025GRADE: 64 STEP: 1 SALARY: \$18.26 HourlyENDING DATE OF PROBATIONARY PERIOD: April 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☐ \_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION  
Date☐ \_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

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

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DEPARTMENT RECOMMENDATION

DATE: 3/5/25

COUNTY MANAGER APPROVAL

DATE: 3/10/25

FINANCE OFFICER

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

COPY

## COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kristen 'Lianna' Jennings

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

POSITION: Part Time Fill In AEMTDEPT.: 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 DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_☐ \_\_\_\_\_  
Date DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP  
RAISE. (YEAR 2 3 4)  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_☐ \_\_\_\_\_  
Date DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROB-  
ATIONARY PERIOD.**X** 4/1/2025 DATE OF EMPLOYEE REMOVAL FROM ROSTER  
Date☐ \_\_\_\_\_  
Date 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.

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## DEPARTMENT RECOMMENDATION

DATE: 3/10/25

## COUNTY MANAGER APPROVAL

DATE: 3/10/25

## FINANCE OFFICER

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

COPY

## EMPLOYMENT ACTION FORM

DATE SUBMITTED: March 10, 2025  
V.C.17. - Page 1

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Tyree Hughes

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

POSITION: Part Time Fill In EMTDEPT.: 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  
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**X** 4/1/2025 DATE OF EMPLOYEE REMOVAL FROM ROSTER  
Date☐ \_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

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

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DEPARTMENT RECOMMENDATION

DATE: 3/10/25

COUNTY MANAGER APPROVAL

DATE: 3/18/25

FINANCE OFFICER

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

COPY

## COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Joy Hayes

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

POSITION: Income Maintenance Caseworker IIDEPT.: 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

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.

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

☐

Date

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

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

**X** 3/13/2025 DATE OF EMPLOYEE TERMINATION RESIGNATION.  
Date☐ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_THE ABOVE-NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN  
SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION  
COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT RECOMMENDATION

DATE: March 14, 2025

COUNTY MANAGER APPROVAL

DATE: 3/18/25

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

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

COPY



## COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Elena Howell

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

POSITION: Processing Assistant VDEPT.: 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** 4/1/2025 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date

\*\*\*\*\*Mrs. Howell has taken on additional duties to back up the new Administrative Officer I and should be compensated for such.\*\*\*\*\*

GRADE: 61 STEP: 5 SALARY: \$36,704.00THE 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

March 31, 20254/3/25

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

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

**COPY**

## COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kristin Lassiter SOC. SEC. NO.: \_\_\_\_\_POSITION: Income Maintenance Supervisor II FNS DEPT.: Social Services

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

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

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

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

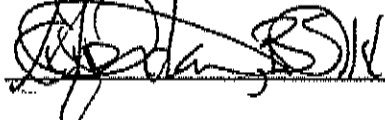
☐ JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

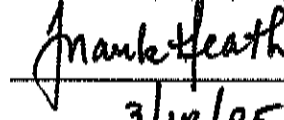
☐ \_\_\_\_\_  
Date DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_☐ \_\_\_\_\_  
Date DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP  
RAISE. (YEAR 2 3 4)  
GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_☐ \_\_\_\_\_  
Date DATE OF EMPLOYEE TERMINATION/RESIGNATION.**X** 4/1/2025  
Date RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.GRADE: 67 STEP: 5 SALARY: \$47,797.00THE 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: March 7, 2025

COUNTY MANAGER APPROVAL

  
DATE: 3/18/25

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

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

COPY

## EMPLOYMENT ACTION FORM

DATE SUBMITTED: V.D. 2 03/27/2025 Page 1

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: LuRee Sawyer

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

POSITION: Coordinator - CALDEPT.: Center for Active Living

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

---

CURRENT: GRADE: 63 STEP: 10 SALARY: \$45,294

☐ JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

☐ \_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBA-  
Date TIONARY PERIOD.

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

---

**X** 4/1/25 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: 63 STEP: 11 SALARY: \$46,400

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: \_\_\_\_\_

DATE: 3/27/25

FINANCE OFFICER

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

COPY

## COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Clif Beaman SOC. SEC. NO.: \_\_\_\_\_POSITION: Full Time Paramedic Supervisor 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  
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 PROB-  
Date TIONARY PERIOD.

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

**X** 4/1/2025 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: 72 STEP: 8 SALARY: \$30.82 Hourly (\$64,106)

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: 3/11/25

## COUNTY MANAGER APPROVAL

DATE: 3/10/25

## FINANCE OFFICER

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

COPY

## EMPLOYMENT ACTION FORM

DATE SUBMITTED: 3/4/25

V.D.4 | Page 1

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Stephen Chappell

SOC. SEC. NO.:

POSITION: Animal Control Officer

DEPT.: Sheriff's Office

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

---

CURRENT: GRADE: 63 \_\_\_\_\_ STEP: 8 \_\_\_\_\_ SALARY: \$43,138 \_\_\_\_\_

☐ 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 PROB-  
Date TIONARY PERIOD.

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

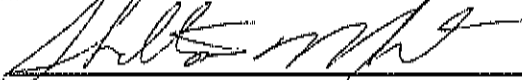
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X 4-1-25 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: 63 \_\_\_\_\_ STEP: 9 \_\_\_\_\_ SALARY: \$44,191 \_\_\_\_\_

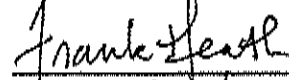
THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN  
SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_  
PER THE COUNTY PERSONNEL POLICY.

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

  
DATE: 3-4-25

COUNTY MANAGER APPROVAL

  
DATE: 3/5/25

FINANCE OFFICER

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

COPY



CAMDEN

CHOWAN

CURRITUCK

DARE

GATES

HYDE

PASQUOTANK

PERQUIMANS

TYRRELL

WASHINGTON

COLUMBIA

CRESWELL

DUCK

EDENTON

ELIZABETH CITY

GATESVILLE

HERTFORD

KILL DEVIL HILLS

KITTY HAWK

MANTEO

NAGS HEAD

PLYMOUTH

ROPER

SOUTHERN SHORES

WINEFALL

Date: 3-19-2025

RE: Official Request to remove Deborah Pfennig from Perquimans Community Advisory Committee

Dear Mary Hunnicutt, Clerk to the Board

I am writing to officially request that the Perquimans County Board of Commissioner initiate proceedings to remove Deborah Pfennig from the Perquimans County Joint Community Advisory Committee. She is currently ineligible to continue to serve for the following reason: term has expired (3-1-2025) and she does not seek reappointment to the Perquimans County Joint Community Advisory Committee due to family health concerns, effective date: 3-1-2025

This is an official request to the Perquimans County Board of Commissioner to remove Deborah Pfennig from any further service with the CAC Joint community advisory committee}. Documentation to support this request for removal is attached. Questions or requests for additional information may be directed to Melissa Hines, Regional Long- Term Care Ombudsman, My contact information is (252) 404-7086 or email [mhines@accog.org](mailto:mhines@accog.org)

I appreciate your prompt response to this request.

Sincerely,

Melissa Hines RN, CCM  
Regional Long- Term Care Ombudsman  
Albemarle Commission  
Area Agency on Aging  
512 S. Church St.  
Hertford, NC 27944  
Phone: (252) 404-7086  
Fax: (252) 426-7649



DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF AGING  
OFFICE OF THE STATE LONG-TERM CARE OMBUDSMAN

**NOTIFICATION REQUESTING REMOVAL OF  
COMMUNITY ADVISORY COMMITTEE VOLUNTEER(S)**

**TO: Clerk/County Manager:** Mary Hunnicutt

**FROM: Melissa Hines, Regional Ombudsman**

**Region:** R

**Volunteer Name:** Deborah Pfennig

**County Served:** Perquimans

**Date:** March 13, 2025

**County Committee Assignment:**    ☐ Adult Care Home    ☐ Nursing Home    ☒ Joint

**Date of Appointment:** 4-1-2019

**Reason for Request Summary:** Ms. Pfennig term expired 3-1-2025 and she does not seek reappointment due to family health issues.

**COVID-19 Related:**   YES ☐                      NO ☒

Volunteers are a vital part of the services that support older adults in your county. However, the volunteer indicated above has been de-designated by the Office of the State Long-Term Care Ombudsman and is no longer eligible for continued service for the following reason:

\_\_\_\_\_ Conflict of Interest

1. G.S. 131 E-128 (f) Nursing Home
2. G.S. 131 D-31 (g) Adult Care Home
3. 45 CFR §1324.21

\_\_\_\_\_ Failure to attend required on-going training.

1. G.S. 131 E- 128 (g) Nursing Home
2. G.S. 131 D- 31 (h) Adult Care Home

Dates offered: \_\_\_\_\_

  5   Other (Non-attendance at quarterly meetings and facility visits)

1. As determined by the Long-Term Care Ombudsman Program Policies and Procedures
2. As determined by the committee by-laws
3. As determined by resignation of the volunteer
4. As determined by removal of designation by the Office of the State Long-Term Care Ombudsman
5. Expiration of term .
6. Committee volunteer is deceased

**This is an official notification to the Board of Commissioners to remove named individual from service on the above-mentioned committee (HB 248, July 2017). Should you have any questions, please contact: **Melissa Hines Regional Ombudsman, 252-404-7086.** Thank you in advance for your prompt attention to this matter.**

Albemarle Commission Area Agency on Aging | 512 S. Church St. Hertford NC 27944  
Phone: 252-404-7086 Fax: 252-426-7649

**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**SCHOOL CONSTRUCTION FUND**  
**NO. 29**

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 7th DAY OF APRIL, 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	20,483,780	
65-500-711	NB Lottery Intermediate School	20,483,780	
<b>EXPLANATION:</b> To amend the FY24/25 budget to include lottery fund drawdown for Intermediate School Project			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, ON THIS 7th DAY OF APRIL, 2025.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 7th DAY OF APRIL, 2025.

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

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



**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**GENERAL FUNDS**  
**NO. 30**

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

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	STATE GRANTS - SOCIAL SERVICES	39,000	
10-610-040	DSS - PROFESSIONAL SERVICES	39,000	
<b>EXPLANATION: To amend the FY24/25 budget to include additional funds to cover Vanguard Professional Staffing as well as attorney fees</b>			

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, THIS 7th DAY OF APRIL 2025.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 7th DAY OF APRIL 2025.

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

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

**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**GENERAL FUNDS**  
**NO. 31**

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE  
 7th DAY OF APRIL, 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	7,500	
10-530-349	EM-HSGP GRANT	7,500	
<b>EXPLANATION: To amend the FY24/25 budget to include a HSGP Grant awarded to          Emergency Management to be used for a Tabletop Exercise in April/May.</b>			

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, 7th DAY OF APRIL, 2025.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF  
 PERQUIMANS COUNTY ON THIS 7th DAY OF APRIL, 2025.

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

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

**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**SCHOOL CONSTRUCTION FUND**  
**NO. 32**

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 7th DAY OF APRIL, 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	6,032,730	
65-500-711	NB Lottery Intermediate School	6,032,730	
<b>EXPLANATION:</b> To amend FY 24/25 budget to include lottery fund drawdown for Intermediate School Project			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 7th DAY OF APRIL, 2025.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 7th DAY OF APRIL, 2025.

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

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

**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**SCHOOL CONSTRUCTION FUND**  
**NO. 33**

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

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
65-348-003	SCHOOL PROJECT - WEBSTER LOAN	10,934,700	
65-500-713	SCHOOL PROJECT - WEBSTER LOAN	10,934,700	
<b>EXPLANATION:</b> To amend the FY24/25 budget to include the loan as approved by LGC to cover the remaining cost of construction of the Intermediate School.			

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, THIS 7th DAY OF APRIL, 2025.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 7th DAY OF APRIL, 2025.

Chairman, Board of Commissioners

Finance Officer

**Mary Hunnicutt**

---

**From:** Tracy Mathews  
**Sent:** Monday, March 10, 2025 11:46 AM  
**To:** Mary Hunnicutt  
**Subject:** Fw: FYE 2025 GASB 73 for LEO Special Separation Allowance - Data Request  
**Attachments:** 2025 GASB 73 Separation Allowance Forms.pdf; Separation Allowance Retiree Data - 12.31.24 - Group.xlsx

Can we put this on the April Consent Agenda?

Thanks,  
Tracy

---

**From:** Zachery Smith <zacks@cavmacconsulting.com>  
**Sent:** Monday, March 10, 2025 10:08 AM  
**To:** ncssaleo@cavmacconsulting.com <ncssaleo@cavmacconsulting.com>  
**Subject:** FYE 2025 GASB 73 for LEO Special Separation Allowance - Data Request

We're attaching the actuarial data request forms for the Law Enforcement Officers' Special Separation Allowance (LEOSSA) for Fiscal Year ending **June 30, 2025**. If you would like CavMac to complete the GASB 73 report for FYE **2025**, we have attached the following information for completion:

1. Memorandum of Participation and Data Collections Sheet
2. Excel Spreadsheet template for 12/31/2024 LEOSSA Retirees, if applicable. (*Disregard the spreadsheet if no retirees receiving the separation allowance on 12/31/2024.*)  
*\*Please return a copy of the retiree data in an Excel file using the template provided.*

The completed information should be emailed to [ncssaleo@cavmacconsulting.com](mailto:ncssaleo@cavmacconsulting.com).

If you have any questions regarding GASB reporting for OPEB Plans, you can contact our OPEB Team at [ncopeb@cavmacconsulting.com](mailto:ncopeb@cavmacconsulting.com).

***Completed LEOSSA GASB 73 reports will be emailed on July 31, 2025.***

Please let us know if you have any questions. Thank you!

**Zachery Smith**  
 Senior Actuarial Analyst



**Phone:** 678-388-1718  
**Follow Us:** [LinkedIn](#)

**Cavanaugh Macdonald Consulting, LLC**

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## Memorandum

**To:** Finance Directors and Human Resource Directors  
**From:** Micki Taylor & Todd Green  
**Date:** March 10, 2025  
**Subject:** GASB 73 Reporting for Special Separation Allowance

CavMac is offering local governments the chance to have actuarial valuations and GASB 73 reports completed for the Special Separation Allowance for Law Enforcement Officers. The separation allowance is a locally administered benefit provided to certain law enforcement officers upon their departure from service.

CavMac is a premier actuarial consulting firm founded solely for the purpose of providing actuarial services to state and local governments. CavMac also performs the actuarial valuation for Other Postemployment Benefits (OPEB) in accordance with GASB 74 and 75. A separate data request is issued for OPEB valuations.

GASB Statement No. 73 establishes accounting and financial reporting requirements for pensions that are not within the scope of GASB 68. GASB 68 relates to pension plans that are administered through qualified trusts. **For most units, GASB 73 will apply to the Law Enforcement Officers' Special Separation Allowance (LEOSSA).** *If you currently administer the Special Separation Allowance for Law Enforcement Officers through a qualified trust, please contact Micki Taylor at CavMac for the data request related to the preparation of the actuarial valuation report required under GASB Statement 68.*

The reporting date for GASB 73 will be June 30, 2025. The valuation date will be December 31, 2023 and the measurement date will be December 31, 2024. For measurement of the Total Pension Liability and Pension Expense, the December 31, 2023 accrued liability will be rolled forward to the measurement date of December 31, 2024 using standard roll-forward procedures. If alternative valuation or measurement dates are requested for GASB 73 reporting, additional fees will apply.

If your local government participated in the actuarial study in 2024, the retired participant data provided last year will be used for the Fiscal Year 2025 report. The active participant data is provided by the Local Government Employees Retirement System (LGERS). In addition, we are requesting information that will be necessary for Fiscal Year 2026 reporting. Additional information is provided on the following pages.



**NOTE:** You must complete the attached forms in order to participate, even if you participated in previous years. The cost to your local unit of government and the procedures you must follow are outlined below:

- 1) The base fee for all Units will be \$550 per local unit, **plus \$3.95 per covered employee and retiree**. If your local government offers the Separation Allowance benefit to any other employee groups (General Employees, Firefighters, etc.), a base fee of \$550 will apply to each additional employee group, plus \$3.95 per additional covered employee and retiree.
- 2) Units must return the 2025 Memorandum of Participation to CavMac indicating their desire to participate and the Data Collection Sheet **no later than May 15, 2025** to receive the pricing above. If the forms are received after May 15<sup>th</sup>, the reports will be completed as soon as possible following receipt of the required information. Additional fees may apply if the information is not received by the deadline.
- 3) Units are to receive copies of their actuarial reports by **July 31, 2025** provided the required information is received by the deadline above. Units will be billed directly by CavMac. **DO NOT PAY CAVMAC IN ADVANCE.**
- 4) Units may negotiate other services with CavMac outside the scope of the agreement. The hourly rates for consulting services range from \$140 to \$420.
- 5) Additional fees may apply if corrected data collection items are provided after the report is issued and/or time is accrued answering auditor questions.

**Note:** Unless CavMac has questions, you may not hear from them until you get your copy of the actuarial report.

The main contact persons with CavMac are Micki Taylor and Todd Green ([NCSSALEO@CavMacConsulting.com](mailto:NCSSALEO@CavMacConsulting.com)). If you have any questions, please contact Micki at (678) 388-1709 or Todd at (678) 388-1705.





## 2025 MEMORANDUM OF PARTICIPATION FOR SEPARATION ALLOWANCE BENEFIT

UNIT: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
PHONE #: (        ) \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

On behalf of the unit government noted above, we agree to engage CavMac to prepare the disclosures required under GASB Statement No. 73 for the Special Separation Allowance for Law Enforcement Officers.

I have read the terms listed on the cover memorandum that outlines conditions and fees of the contract related to reporting requirements under GASB Statement No. 73. Should my unit of government determine at any point that we do not want to continue our participation in the Actuarial Study Program, we will notify CavMac by letter of our desire to cancel. In order to complete the report in time for Fiscal Year 2025 reporting, CavMac will need to receive **all requested information no later than May 15, 2025.**

I understand that **we will be billed directly by CavMac** and copies of the actuarial report will be emailed to our office by CavMac by July 31, 2025. **DO NOT PAY CAVMAC IN ADVANCE.**

By signing this document, I have accepted the terms and conditions outlined in the cover memorandum and agree to pay CavMac upon the completion of all work.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(TITLE)



**DATA COLLECTIONS SHEET FOR  
SEPARATION ALLOWANCE BENEFIT  
FOR FISCAL YEAR ENDING JUNE 30, 2025  
(Article 12D of Chapter 143 N.C. General Statutes)**

This form should be completed and returned by May 15, 2025.

UNIT: \_\_\_\_\_

UNIT'S RETIREMENT SYSTEM (LGERS) I.D. NUMBER (if available): \_\_\_\_\_

- 1) The active participant data as of December 31, 2023 has been provided by the North Carolina Local Government Employees' Retirement System for use in the actuarial study. Typically, the Separation Allowance benefit is provided only to law enforcement officers (LEO). Please check the box(es) below if any of the following employee groups have been extended this benefit at the option of the local government. If only LEO are offered the separation allowance benefit, please skip to #2.

☐ Firefighters

☐ General Employees

- 2) Please provide the total gross separation allowance payments made to all retired members for Calendar Year 2024 (January 1, 2024 to December 31, 2024). This amount should not include any employer FICA.

\$ \_\_\_\_\_

- 3) Please provide the administrative expenses\* for Calendar Year 2024 (January 1, 2024 to December 31, 2024): \$ \_\_\_\_\_

\* Costs incurred by the employer related to the administration of the separation allowance benefit (e.g. actuarial report fees, costs to process separation allowance payments, costs to send annual tax statements, staff time to assist employees in projecting retirement amount, staff time in preparing the data needed for the actuarial report, etc.). If no amount is provided, \$0 administrative expenses will be assumed for GASB 73 purposes.

If you have questions about the form, please contact Micki Taylor or Todd Green (NCSSALEO@CavMacConsulting.com) at CavMac at (678) 388-1709 or (678) 388-1705.



## SUPPLEMENTAL DATA COLLECTIONS SHEET FOR FISCAL YEAR ENDING JUNE 30, 2026

In preparation for the GASB 73 reporting required for Fiscal Year ending June 30, 2026, please provide a Microsoft Excel file of any retired employees who received a separation allowance during 2024. The file should contain the following information and can be emailed to [NCSSALEO@CavMacConsulting.com](mailto:NCSSALEO@CavMacConsulting.com). Please include the name of the local government in the email. We are enclosing a template to use for providing the retiree information.

- Name
- Separation Allowance Payment Amount **PER PAY PERIOD** during 2024
- Pay Period: Bi-weekly, monthly, semimonthly, weekly, etc.
- Number of payments during the year (for those whose payments ceased or started during the year)
- Date of Birth (MM/DD/YYYY)
- Gender (Male/Female)
- Date of Retirement (MM/DD/YYYY)

This information will be used for the Fiscal Year 2026 reporting period. We are requesting this information since it may be easier for your unit to provide the retiree information for 2024 now instead of producing the information in 2026.

2024 Retiree Data

Enter MUNICIPALITY/UNIT Name:					
Please refer to the Memorandum of Participation for details. Data represents Separation Allowance Retirees during 2024. Do not include Retirees that terminated or retired after 12/31/2024. Disregard this file if you had no Separation Allowance Retirees during 2024.					
i. Name ENTER: Last, First (ie: Smith, John)	ii. Allowance AMOUNT Per PAY PERIOD during 2024	iii. Pay Period FREQUENCY (Weekly, Biweekly (26 pymts/yr), Monthly, Semimonthly (24 pymts/yr))	iv. Number of Payments Received During 2024 (for payments that ceased or started during the year)	v. Date of Birth (MM/DD/YYYY)	vi. Gender (M/F)





Charlotte  
P.O. Box 49669  
Charlotte, North Carolina 28277  
+1 (800) 763-9247 Fax: +1 (866) 548-6575

### Change Bond Increase/Decrease Rider

To be attached to and form a part of surety bond number 999275419 dated the 1st day of January, 2023 issued by The Ohio Casualty Insurance Company as surety (the "Surety"), on behalf of Tracy Mathews as principal (the "Principal"), in favor of Perquimans County, as obligee (the "Obligee").

The Principal and Surety hereby consent to changing the attached bond as follows:

The Bond Amount is changed from 100,000 USD to 1,000,000 USD.

This change is effective the 1st day of January, 2025.

The attached bond shall be subject to all of its terms, conditions and limitations except as herein modified.

IN WITNESS WHEREOF, said Principal and Surety have caused these presents to be duly signed and sealed this 1st day of January, 2025.

WITNESS / ATTEST

Mary P. Hunicutt

Tracy Mathews  
(Principal)

By:

Tracy Mathews

Title: Finance Officer

Date: 3/12/2025

The Ohio Casualty Insurance Company  
(Surety)

By:

Timothy A. Mikolajewski

Title: Timothy A. Mikolajewski, Assistant Secretary

Date: 03/12/2025

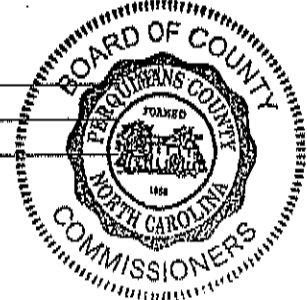
Perquimans County  
(Obligee)

By:

W. Frankfeath, Jr.

Title: County Manager

Date: 3/12/2025





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**Keeping a Good Thing Going; Notice of Non-Renewal; Proposed Agreement Attached**

---

From Mark Bardill <Mark@zls-nc.com>

Date Wed 10/30/2024 11:39 AM

To Bill Jennings <billjennings@perquimanscountync.gov>

Cc Ben Bardill <Ben@zls-nc.com>; Brenna Dotson <Brenna@zls-nc.com>; Mitzi Bland <Mitzi@zls-nc.com>; Shelly Caraway <Shelly@zls-nc.com>

4 attachments (212 KB)

Kania Payoff Letter.pdf; Order to Consolidate Helen Schwartz Franklin heirs 07252023.pdf; PERQUIMANS COUNTY TAX FORECLOSURE ATTORNEY AGREEMENT RMNDR FY 25 - FY 27.docx; Perquimans County Fee Schedule Rmndr FY 25 through FY 27.docx;

Hello Bill:

We hope all is well in Hertford. Our relationship with the County has resulted in the collection of significant amounts of delinquent tax revenue, all while leaving a very small negative footprint. It makes sense to continue our relationship uninterrupted, but under our current agreement (which renews on March 1<sup>st</sup>), we must give notice to terminate to prevent it from being renewed without updating it. This update is necessary for three reasons.

First, our standard agreement has been revised to deal with issues that have come up in other towns and counties across the State since the time our last contract with you was signed. Second, the inflation we have experienced over the past few years, and other increases in costs, must be taken into consideration in our rate schedule. Third, our rates in your locale lag well behind some of our other clients, yet the increases we request remain a mere fraction of what our competition charges. Let's review each of these items in reverse order.

#### Lagging fees

Attached are two documents showing another firm's costs (the only firm that competes with us statewide) in these matters; one is a payoff letter and another is a court order. Our best guesstimate is that the fee component in these costs for these two cases, that did not involve high party numbers, was approximately \$3,000 and \$4,000, respectively. For the same cases, even with the proposed increases, we will charge only \$1,500 for a county-only parcel, and \$2,000 for a county/town parcel. This is an incredible savings. There is not another firm with the experience, performance and capacity that can deliver this much value.

#### Inflation; Increased Cost of Business

Every business, organization, family and individual has experienced inflation over the past four years and the rates allowed by our current contract do not keep up with the cost of doing business at this time. This has dramatically increased our costs of delivering services. In effect, if we did not request an additional increase, we would be delivering services for less real dollars than we were receiving four years ago. And our cost of delivering services is increasing along another front – the implementation of the statewide eCourts system. By the time we have a new contract in place with the County, one-half of our clientele, including Onslow County, will be under this new digital system. This is requiring additional staff training and “re-tooling” of our processes and has added scores of additional hours of uncompensated time for our staff and legal team. Moreover, the title searches which are required for every parcel and suit take much longer now, and are less reliable, than under the former system. This is adding staffing costs and delays in getting suits filed.

Updates to our standard contract

Some noteworthy changes will include:

1. A new provision that sets out that our fee is not only the per parcel amount we charge as compensation but also includes our out-of-pocket expenses. This paragraph does not add any additional revenue to our firm or any additional cost to the County or taxpayers; we have included this new paragraph to protect our clients in case an opposing attorney seeks to argue that the only amount we should receive for our work is the per parcel fee and that our out-of-pocket expenses should be included in this amount. This makes it clear that our "attorney fee" is compensation, plus expenses, to cut-off any argument that the "one reasonable attorney fee" allowed under our enabling statute is not simply the per parcel fee allowed under our contract.
2. New provisions regarding our role as court-appointed commissioner of sales ordered in the judgments we obtain on behalf of the County. These provisions range from setting out anti-conflict of interest rules, an explanation of the commissioner's fee, what services it covers, and a policy regarding "pulling" parcels from sale after judgment has been entered.
3. A new provision regarding high-party number cases as a method of dealing with hard-to-file suits. Our new contract sets up a sliding scale for the additional work necessary to process these parcels. Without a mechanism like this, difficult to file parcels often languish while the firm collects data and makes time to meet with Tax Office staff about high-party number cases. With this new provision, the County and our firm knows what the fee will be when we encounter this type case. We can simply move forward without tying up ourselves or the Tax Office to review the case to seek authorization to file at a higher fee. The agreed upon rates will already be set out in our contract.

Please find attached our proposed agreement and fee schedule. This **same fee schedule** and **same contract** has been executed by twenty-two of our clients so far this year. With our rates being a fraction of what others charge, it makes good sense. We hope County Management and the Tax Office also understand that the costs we are confronting in our practice are very real. We are very familiar with these costs because of the scale of our exclusive practice administering the tax foreclosure programs of 49 local governments. We really need this upward adjustment.

We hope this information helps and that the County agrees with our changes. We look forward to continuing our relationship. We enjoy representing Perquimans County

Mark D. Bardill,  
Zacchaeus Legal Services

*With clients like ours . . . Zacchaeus . . . who wouldn't want to be us!*

IRS CIRCULAR 230 NOTICE: To ensure compliance with requirements imposed by the IRS, we inform you that any U.S. federal tax advice contained in this communication (or in any attachment) is not intended or written to be used, and cannot be used, for the purpose of (i) avoiding penalties under the Internal Revenue Code or (ii) promoting, marketing or recommending to another party any transaction or matter addressed in this communication (or in any attachment).

PRIVILEGED AND CONFIDENTIAL: This electronic message and any attachments are confidential property of the sender. The information is intended only for the use of the person to whom it was addressed. Any other interception, copying, accessing, or disclosure of this message is prohibited. The sender takes no responsibility for any unauthorized reliance on this message. If you have received this message in error, please immediately notify the sender and purge the message you received.



## TAX FORECLOSURE ATTORNEY AGREEMENT

This agreement, made and entered into this the \_\_\_\_ day of \_\_\_\_\_, 2024, by and between County of Perquimans, hereinafter referred to as County, and Mark D. Bardill, P.C., a North Carolina professional corporation, trading as Zacchaeus Legal Services, hereinafter referred to as Attorney, shall be for the legal services to be provided for foreclosure actions on delinquent real property taxes due to the County, and to this end, the parties hereto make the following recitals:

### WITNESSETH:

WHEREAS, Attorney has in excess of thirty-five years of experience serving as Special Tax Attorney for the Counties of Onslow, Jones, Craven, Lenoir, Beaufort, Wilson, Warren, Chatham, Lee, Cabarrus, Scotland, Tyrrell, Forsyth, Iredell, Yadkin, Gates, Dare, Richmond, Washington, Catawba, Chowan, Guilford, Hertford, Pamlico, Northampton, Moore, Franklin, Perquimans, Robeson, Rockingham and the Towns of Jonesville, Wallace, Columbia, Rose Hill, Yadkinville, Dobbins Heights, Gibsonville, Plymouth, Hoffman, Farmville, Maxton, Roper, Hertford, Pembroke, Williamston, Ellerbe, Red Springs and the Cities of Lumberton and Laurinburg; and

WHEREAS, Attorney has served as the County's Special Tax Attorney since 2021 and during its service has collected considerable amounts of delinquent revenue at a very low cost, ensuring fairness to those taxpayers who pay their taxes on time and avoiding increases in the tax rate by collecting taxes that are already on the books; and

WHEREAS, tax foreclosure is a certain and special area of practice and any attorney who serves as a Special Tax Attorney must provide specially trained staff, must advance thousands of dollars in costs and must dedicate other resources in order to successfully complete the foreclosure assignments made to it; and

WHEREAS, to support these specially trained staff, advanced costs and other dedicated resources, Attorney needs to extend the contract with County to serve as its special tax attorney for a term of no less than two (2) years.

NOW, THEREFORE, for good and valuable consideration, and upon the agreements, conditions, and covenants found herein, the parties hereto agree as follows:

1. County shall assign and Attorney shall initiate foreclosure actions on all parcels with delinquent taxes, to be assigned by County in four batches per year made on or before the 1<sup>st</sup> day of every May, August, November and February during the term of this agreement, or in more frequent intervals, upon mutual agreement of the parties hereto.

2. The Tax Collector shall provide to the Attorney the name of the delinquent taxpayer, the most recent address on file, the total delinquent taxes, including interest and penalties by year and a map of the parcel with its identification number. This information shall be in the form of a computer printout and GIS Map, with other information provided as available.

3. All related work and filing of foreclosure actions shall take place within one hundred eighty (180) calendar days from the date that the Tax Collector transmits the initial information outlined in Paragraph 2 above and the request for foreclosure to the Attorney; however, if for some reason, the foreclosure action is not filed within one hundred eighty (180) calendar days from the date of transmittal, Attorney shall submit a written statement to the Tax Collector as to the reason why the action has not been filed. If a Taxpayer tenders payment in full prior to the filing of the complaint, the Tax Collector must accept payment and no attorney fees are due from the Taxpayer. Provided, however, should the Tax Office fail to inform the Attorney that a parcel has been paid in full while Attorney continues to work on preparing the case for filing, then in that event the Tax Office shall pay Attorney the standard per parcel fee as set forth in Paragraph 6 (as reduced by Paragraph 9 and/or increased by Paragraph 10, if applicable), and all incurred expenses, copy charges, and the like, including but not limited to those set out in Paragraph 12, even though the case has not been filed.

4. The Attorney shall notify the Tax Collector, in writing, immediately upon the filing of a foreclosure complaint with the Office of the Clerk of Superior Court. Attorney and County acknowledge and agree that heretofore, the payment of the fee to file tax foreclosure cases in the Office of the Clerk of Superior Court and for in-County service by the Sheriff has been deferred pursuant to N.C.G.S. Section 105-374(i). Should the laws of North Carolina be changed so that payment of said fees can no longer be deferred or should the Clerk of Court of Perquimans County or the Sheriff of Perquimans County refuse to adhere to said statute, County agrees to immediately advance said fees upon request by Attorney.

5. The Attorney shall bring the foreclosure to conclusion within two years after filing said foreclosure action with the Clerk of Court's office; however, if for some reason, the foreclosure action is not concluded within two years of filing, Attorney shall submit a written statement to the Tax Collector as to the reason why the action has not been concluded.

6. The Attorney shall be compensated in each foreclosure action in accordance with procedures set forth in the North Carolina General Statutes, Chapter 105 as ordered by a District or Superior Court Judge, or as agreed between the instant Taxpayer and Attorney. Attorney shall be guaranteed compensation for foreclosure on each parcel in the amount of One Thousand Five Hundred and 00/100 Dollars (\$1,500.00) plus all incurred expenses, i.e., service fees, copy charges, postage, publication costs, filing fees, and the like, including but not limited to those set out in Paragraph 12. Attorney shall be paid said compensation and incurred expenses upon redemption of the parcel from foreclosure or as part of the amount paid to purchase the property at sale. Notwithstanding any other provision in this Agreement, for any parcel for which the Attorney files for foreclosure on behalf of the County and on behalf of any municipal unit of government, or for which the Attorney ultimately represents the County and any municipal unit of government in a foreclosure initially filed on behalf of just one of those jurisdictions, including where the taxes of a municipality are placed in the hands of the County Tax Collector pursuant to NCGS Section 105-354, (hereinafter "joint representation"), the compensation guaranteed to Attorney shall be Two Thousand and 00/100 Dollars (\$2,000.00) plus all expenses, i.e., service fees, copy charges, postage, publication costs, filing fees, and the like, including but not limited to those set out in Paragraph 12, the total amount of which is to be divided equally between the County and each such municipality in which Attorney is also its Special Tax Attorney, and for those municipalities in which the County collects for the municipality pursuant to NCGS Section 105-354, as the interlocal agreement between the County and such

municipality provides. If the Taxpayer applies to the District or Superior Court for determination of a reasonable attorney fee pursuant to the procedures set forth in the North Carolina General Statutes, Chapter 105, and the Court awards less than set forth herein per parcel, the County shall pay the balance of said compensation and incurred expenses within thirty (30) days of invoice.

County and Attorney agree that the attorney fee set out in this paragraph (as reduced by Paragraph 9 and/or increased by Paragraph 10, if applicable) plus all expenses, i.e., service fees, copy charges, postage, publication costs, filing fees, and the like, including but not limited to those set out in Paragraph 12, as totaled, shall be the "attorney fee" as contemplated by NCGS Section 105-374(i) and that Attorney shall not apply to the Court for an amount higher than this amount without the consent of the County.

7. The Attorney shall use its best efforts to be appointed the Commissioner in the Order of Foreclosure, and upon public sale of such property pursuant to the Order of Foreclosure as provided for in Chapter 105, the Attorney shall be entitled to a Commissioner's Fee, plus incurred expenses, in accordance with the schedule provided for in Chapter 105, as ordered by the District or Superior Court and approved by the Clerk of Superior Court. County and Attorney acknowledge and agree that in past years an effort has been made in the North Carolina General Assembly to revise G.S. Section 105-374(i) to disallow the payment of the Commissioner's Fee under certain circumstances. If this effort results in an enacted bill during the term of this Agreement, County and Attorney agree to make reasonable amendments to this Agreement so as to avoid loss to Attorney. Nevertheless, to assist the County in collecting all taxes due without reduction by the amount of the Commissioner's Fee, the Attorney agrees that as Commissioner, it shall be paid only to the extent available after payment of all amounts so ordered in the Order of Foreclosure plus the expenses incurred by the Attorney to advertise and give proper notice of public sale of such property. To this end, these expenses shall be added to the amount of taxes, fees and costs as ordered in the Order of Foreclosure to determine the opening bid by the County for purchase of such property from local funds. For purposes of illustration, compare the examples below where a typical 5% commission would be appropriate in a foreclosure with \$2,500.00 of taxes, \$2,000.00 of attorney fees and costs and \$500.00 of advertising/notice of public sale expenses (Total without Commissioner's Fee \$5,000):

Example #1 - County as High Bidder @ \$5,000

In this example, the County is paid in full for the taxes and interest which have accrued to the date the Order of Foreclosure is entered, the Attorney is paid in full for the attorney fees and costs incurred to the date of the Order of Foreclosure, the expenses incurred by the Attorney to advertise and give proper notice of public sale are paid, but no Commissioner's Fee is paid.

Example #2 - Other High Bidder @ \$5,100

In this example, all amounts outlined in Example #1 are paid, plus \$100.00 of the \$255.00 5% Commissioner's Fee is paid.

Example #3 - Other High Bidder @ \$5,500

In this example, all amounts outlined in Example #1 are paid, the \$275.00 5% Commissioner's Fee is paid, and \$225.00 is paid to the Clerk to hold as surplus from the sale.

Should the County elect to open bidding in an amount less than all amounts so ordered in the Order of Foreclosure plus the expenses incurred by the Attorney to advertise and give proper notice of public sale of such property, the County shall pay the Attorney a fixed fee of one hundred fifty and 00/100 dollars (\$150.00) per upset bid filed in the Clerk's Office pursuant to NCGS Section 1-339.25 in all foreclosure sales and resales until such time as the bidding reaches the amount that would have been bid if the County had bid in the amount of all amounts so ordered in the Order of Foreclosure plus the expenses incurred by the Attorney to advertise and give proper notice of public sale of such property. The Attorney shall invoice the County for the total amount of all upset bid fees in connection with a sale or resale upon termination of the upset bid period for that sale or resale. Provided, however, in the case of joint representation, this fee shall not be doubled but shall be the total fee allowed per upset bid.

County and Attorney acknowledge that the Court appoints Attorney as Commissioner and that as Commissioner, Attorney must adhere to the directions of the Court and carry out its duties thereto and that Attorney's compliance with the orders of the Court and Attorney's duties to County as its Attorney do not create a conflict under the State's ethics provisions for lawyers, or if a conflict is created, County does hereby consent as it is fully informed and familiar with the process and understands where conflicts may occur, but nonetheless consents. County and Attorney also acknowledge that the attorney fee allowed under NCGS Section 105-374 and for which County agrees to guarantee to Attorney hereunder, covers the period of Attorney's services from the date suit is filed against a parcel through obtaining and serving the judgment authorizing its sale. County and Attorney further acknowledge that Attorney's services after the judgment is served through the date the Final Account is approved and served, are compensated solely through any commission that is authorized by the Court and paid from funds available from the purchase price but only in those cases in which the parcel actually sells to a third party bidder and for an amount that exceeds the amount of the taxes, fees and other costs allowed under NCGS Section 105-374. To this end, County and Attorney agree that County will not "pull" a parcel from sale after the judgment authorizing the sale is entered unless 1) County certifies in writing that all taxes, fees and costs allowed pursuant to NCGS Section 105-374 and this agreement, have been paid in full, or 2) County pays Commissioner the greater of one thousand \$1,000) dollars or five (5%) per cent of the full appraised value of the parcel as assessed by the Perquimans County Tax Office for the current tax year or five (5%) per cent of the highest amount bid for the property. The purpose of this paragraph is to protect the Commissioner from being uncompensated for its services where a sale has been ordered by the Court.

8. If the Taxpayer files a petition in bankruptcy during the period any foreclosure action brought pursuant to this agreement is pending, the Tax Collector shall file, as part of its claim to the bankruptcy court, the fees, costs and expenses set forth herein, and shall pay Attorney the full amount of compensation and the incurred expenses to date within thirty (30) days of invoice. If the Taxpayer's petition is dismissed or a lift of the stay of bankruptcy court is obtained during the term of this agreement, Attorney agrees to proceed with the foreclosure and complete the remaining services due from it hereunder.

9. If the County assigns to the Attorney, in any one assignment, more than one parcel owned by the same Taxpayer or Taxpayer(s) and none other and encumbered by the same liens, the County's obligation to pay the compensation set forth in Paragraphs 6, 7 and 8 shall be based on the following per parcel charge: 2 to 5 parcels, the same amount as set forth above per parcel; 6 to 10 parcels, the same amount as set forth above less fifty (\$50.00) dollars per parcel, 11 or more parcels, the same amount as set forth above less one hundred (\$100.00) dollars per parcel, plus all costs and expenses. Provided, however, in the case of joint representation, such deductions shall not be doubled but shall be the total amount that the per parcel fee is reduced.

10. The Attorney shall not apply for fees over the amounts aforementioned except for unusual, novel, or difficult cases. County and Attorney acknowledge and agree that a major factor in such cases is a high number of parties as defendants or lienholders. To facilitate the efficient administration of this agreement as to such cases, without further review by the County and irrespective as to sole or joint representation of the County and its municipalities by Attorney, the following fee schedule shall apply according to the number of party defendants and lienholders involved:

16 - 20 .....	\$3,375
21 - 25 .....	\$4,312
26 - 30 .....	\$5,250
31 - 35 .....	\$6,187
36 - 40 .....	\$7,125
41 - Over.....	Upon agreement with County on a case-by-case basis

In the event of an unusual, novel, or difficult case, other than those based purely upon the number of the parties involved, the County shall provide reasonable additional compensation for the extra time necessitated by the unusualness, novelty, or difficulty. Attorney shall notify the Tax Office for approval before taking on extraordinary time and expense so as to make such application for additional fees necessary.

11. The County shall pay to the Attorney a fixed fee of Four Hundred Fifty Dollars and 00/100 (\$450.00) if a parcel is recalled before suit is filed or the standard per parcel fee as set forth in Paragraph 6 (as reduced by Paragraph 9 and/or increased by Paragraph 10, if applicable) if a parcel is recalled after suit is filed plus all incurred expenses, i.e., service fees, copy charges, postage, publication costs, filing fees, and the like, including but not limited to those set out in Paragraph 12, in the event of double listings, clerical, or other erroneous information provided by the Tax Collector to the Attorney, or legal, practical or administrative problems discovered by the Attorney which result in legal impracticality or impossibility to effect proper collection remedies through foreclosure.

12. Costs, expenses, and the like, to the extent that they are ascertainable as of the time this Agreement is executed, are as follows: a) copies at \$ .25 per copy for those made at Attorney=s office and as incurred by Attorney as to copies made elsewhere, *i.e.* register of deeds, clerk of court, *etc.*, with a minimum charge of \$.25 per copy, b) locator, obituary and genealogy tracing charges at the per item amount charged by the vendor providing the service, and if no per unit schedule is provided by the vendor, then at \$2.00 per inquiry made by Attorney, c) filing fees as set by statute, currently \$150 per suit, \$20 per notice filed, and \$15 per *alias & pluries* summons issued d) publication costs as incurred by Attorney according to the publishers= then current rate, e) service fees by certified and regular mail as set by the United States Postal Service, currently \$7.36 per envelope, plus digital mail service charge, f) service fees by North Carolina Sheriff as set by statute, currently \$30 per defendant/lienholder, and g) service fees by out of state service providers as set by that state=s statute.

13. To ensure that the proper amount of delinquent taxes, interest, fees and costs are collected, the Attorney and the Tax Collector shall verify with one another the amount due at the time when, and if, the Taxpayer satisfies the tax lien after the complaint is filed but prior to foreclosure.

14. All funds collected shall be paid to the Tax Collector and shall be paid in the form of cash, bank check or certified funds. County shall immediately inform Attorney of the receipt of any such funds and the parcel to which they pertain. Any part of any such funds that represent attorney fees, service fees, copy charges, postage, publication costs, filing fees, and the like, including but not limited to those set out in Paragraph 12, shall be remitted to Attorney as part of the next ensuing regular disbursement by the County Finance Office.

15. Subject to the terms below, Attorney shall be the sole and exclusive special tax foreclosure attorney for the County during the term of this agreement. County shall use its best efforts to assign all of its parcels with delinquent property taxes to Attorney pursuant to the terms hereof during the term of this Agreement.

16. Attorney's services hereunder are limited to the general prosecution of foreclosure actions to collect delinquent taxes assessed against real property located in the County, including title search services, document preparation, court appearances to obtain orders of foreclosure by default judgment, judgment on the pleadings, summary judgment, appearances as Commissioner to sell property at public sale, and negotiation with Taxpayers in settlement of such actions. Attorney's services hereunder do not include preparation of and response to discovery, preparation and court appearances for trial or appeal and the County shall provide all such legal services. The intent of this provision is to ensure that the overwhelming majority of Attorney's time, talent and advanced expenses is involved in the prosecution of delinquent real property taxes on a volume basis, and that any case that involves an extraordinary amount of effort, such as in the preparation of a case for trial, that the County Attorney or his designee shall be responsible for the continued prosecution of such case.

17. This agreement shall be for the period beginning March 1<sup>st</sup>, 2025 and terminating on June 30<sup>th</sup>, 2027. After the initial term set out above, this Agreement shall renew itself automatically for two-year terms, unless either party shall give written notice no less than 90 days prior to the end of the then current term. Upon renewal, there will be a seven (7%) per cent increase on all attorney fees set out hereunder. The intent of this provision regarding increases in

attorney fees is to allow a three and one-half per cent (3 ½ %) annual increase for each year of the contract, made upon each renewal of the term of the agreement.

COUNTY:

\_\_\_\_\_  
County Manager

ATTEST:

\_\_\_\_\_  
Clerk

ATTORNEY:

\_\_\_\_\_  
President, Mark D. Bardill, P.C.

ATTEST:

\_\_\_\_\_  
Secretary

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

\_\_\_\_\_  
County Finance Director

O:\Perquimans County Tax Office\Administrative\PERQUIMANS COUNTY TAX FORECLOSURE ATTORNEY AGREEMENT RMNDR FY 25 - FY 27.docx

Invoicing Guide  
Zacchaeus Legal Services  
Proposed Fee Schedule for Perquimans County

Per Parcel Suit Fee<sup>1</sup>

- Sole representation
  - \$1,500<sup>2</sup> per parcel for sole representation of County for all parcels lying outside of the corporate limits of the County's municipal governments
  - \$1,500<sup>3</sup> per parcel for sole representation of County for all parcels lying within the corporate limits of a municipal government where an attorney other than ZLS represents the municipality
- Joint representation
  - \$2,000<sup>4</sup> per parcel for joint representation of County and those municipalities for which County collects, and for which ZLS also represents, as to all parcels lying inside of the corporate limits of such municipalities. Where an agreement can be secured from such municipalities as to this issue, the fee can be split evenly between County and such municipalities.
- Recall fee:
  - \$450 if recalled after assignment but before action is filed
  - As set for above for the applicable manner of representation (plus upcharge for high-party number parcel, if applicable) after action is filed
- Failure to Notify fee
  - As provided above for the applicable manner of representation, (plus upcharge for high-party number parcel, if applicable)
- Upcharge<sup>5</sup> for High-Party Number Parcels
  - Up charge for the additional services necessary as to parcels with numerous parties discovered after assignment to ZLS by County

16 - 20 .....	\$3,375
21 - 25 .....	\$4,312
26 - 30 .....	\$5,250
31 - 35 .....	\$6,187
36 - 40 .....	\$7,125
41 - Over .....	Upon agreement with County on a case-by-case basis

<sup>1</sup> All per parcel fees are "plus costs, expenses and the like" as set out in Paragraph 12 of our standard contract.

<sup>2</sup> Does not include fees for collection of assessments.

<sup>3</sup> See Footnote 2 above.

<sup>4</sup> See Footnote 2 above.

<sup>5</sup> "Upcharge" is not in addition to a \$1,500 or \$2,000 "base fee," it is the total amount of the fee.



- "Pull" a Parcel from Sale Fee
  - No fee is due if the County provides written certification that all taxes, fees and costs allowed pursuant to NCGS Section 105-374 and this agreement, have been paid in full
  - If the County cannot make the above certification and nonetheless desires to pull a parcel from sale, a fee is due that is the greater of one thousand (\$1,000) dollars or five (5%) per cent of the full appraised value of the parcel as assessed by the Tax Office or five (5%) per cent of the highest amount bid for the property.

### Upset Bid Processing Fees (Optional)

- \$150.00 per upset bid filed in the Clerk's Office in all foreclosure sales and resales until such time as the bidding reaches the amount of all amounts so ordered in the Order of Foreclosure plus the expenses incurred by the Attorney to advertise and give proper notice of public sale of such property

### Training and Orientation Fees

- As requested by County up to 8 hours of attorney and staff creative presentation time for the term of the agreement. Creative and presentation time may be allotted to one or more presentations during the term of the agreement – No charge.

### Reporting and Consultation Fees

- "On-demand" status reports updated in "real time" – No charge
- Post court reports, usually emailed to the Tax Collection Supervisor and Tax Administrator on the day of court – No charge
- Quarterly luncheon meeting with Tax Office staff as requested after court/sales appearances for program review, including review of settlements, problem cases, impossible/impractical parcels – No charge
- As needed telephone consultation with staff or attorney – No charge



CAPITAL CENTER  
82 PATTON AVENUE, SUITE 500  
ASHEVILLE, NORTH CAROLINA 28801  
PHONE: 828.252.8010  
FACSIMILE: 828.252.8760

RICHARD J. KANIA  
JAY A. KANIA<sup>1</sup>  
E. LAUREN WATSON-HUBBARD  
HUNTER FREDERICK  
SARAH E.G. PILON

<sup>1</sup> ALSO LICENSED IN TEXAS

May 23, 2022

Jodi Hayes Stewart, Catawba County Attorney  
NO ADDRESS AVAILABLE

RE: Anderson Heirs, Evelyn Lail - 3702-10-37-0441 - 25392 - 618 5th Ave SW, Our Case No.:  
#20211

Tax PIN/Parcel #:3702-10-37-0441; 25392

Dear Sir/Madam:

Pursuant to your request, please be advised that the total amount required to pay off the taxes for the above-referenced property is \$3,220.96. The breakdown of this total is as follows:

Ad Valorem taxes past due:	\$0.00
Foreclosure costs and Attorney's fees::	\$3,220.96
<b>TOTAL good through June 6, 2022:</b>	<b>\$3,220.96</b>

This amount must be received in **CERTIFIED FUNDS OR ATTORNEY TRUST ACCOUNT**  
**CHECK** made payable to The Kania Law Firm, P.A. Trust Account and mailed to the address above.

Please be aware that if this payment is not received by June 6, 2022, the payoff may not be accepted as additional charges and costs may have been incurred. Only the exact amount stated above will be accepted, partial payments will be returned. These figures are subject to final confirmation by City of Hickory upon receipt of your funds.

Very truly yours,

Sue V. Kania  
Paralegal

svk

STATE OF NORTH CAROLINA  
COUNTY OF CATAWBA

IN THE GENERAL COURT OF JUSTICE  
DISTRICT COURT DIVISION  
FILE NO. 23-CVD-768

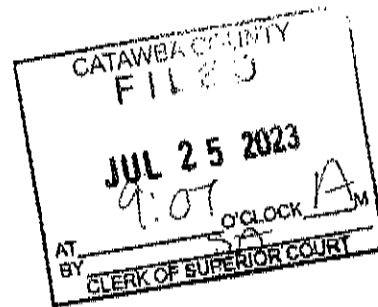
CITY OF HICKORY, A Body Politic and  
Corporate,

Plaintiff,

v.

UNKNOWN HEIRS AT LAW OF HELEN  
SCHWARTZ FRANKLIN, CHERYL LYNN  
FRANKLIN, UNKNOWN SPOUSE OF  
CHERRYL LYNN FRANKLIN, KENNETH RAY  
FRANKLIN, JR., PATRICIA ANN FRANKLIN,  
UNKNOWN SPOUSE OF PATRICIA ANN  
FRANKLIN, GARY WALTER FRANKLIN,  
UNKNOWN SPOUSE OF GARY WALTER  
FRANKLIN, and CATAWBA COUNTY,  
Lienholder,  
Defendants.

ORDER  
TO CONSOLIDATE



THIS CAUSE COMING ON TO BE HEARD, AND BEING HEARD before the Honorable Undersigned District Court Judge presiding over the July 25, 2023 session of District Civil Court upon the Defendant-Lienholder, Catawba County's Motion to Consolidate. Attorney Jodi Hayes Stewart, being present for Defendant-Lienholder, Catawba County, and upon review of the case files and the Court having heard testimony from all parties present, hereby finds the following:

#### FINDINGS OF FACT

1. That the Court has personal jurisdiction over the parties and the subject matter.
2. That the District Court Division of Catawba County is proper venue for the hearing of this matter.
3. There are two proceedings, each foreclosure actions on the same parcel of real property located at 608 20<sup>TH</sup> Street SE, Hickory NC and identified as Parcel ID# 371211657823, by two different taxing units, namely Catawba County and the City of Hickory, and presenting common issues of fact and law. Catawba County's lawsuit is filed in 22-CVD-35, and the City of Hickory's lawsuit is filed in 23-CVD-768.
4. The Kania Law Firm represents the City of Hickory and has performed work on the foreclosure action in File No. 23-CVD-768 and is due attorney fees and foreclosure costs in the amount of \$4,627.04.


**CONCLUSIONS OF LAW**

1. That consolidating these cases and prosecuting the tax lien is proper under Rule 42(a) of the North Carolina Rules of Civil Procedure and NCGS §105-374(h).
2. That all the proper parties hereto have been given proper notice.

**IT IS THEREFORE ORDERED**

1. That File No. 23-CVD-768 be consolidated with File No. 22-CVD-35 and File No. 22-CVD-35 shall be the lead or remaining case.
2. That the Kania Law Firm be reimbursed attorney fees and foreclosure costs in the amount of \$4,627.04 from any proceeds available from the foreclosure sale.

This the 25 day of May, 2023.

  
\_\_\_\_\_  
The Honorable District Court Judge Presiding

<b>Email address</b>	ccso279@yahoo.com
<b>Name of the event</b>	Perquimans Co. High School Prom
<b>Date of the event</b>	Apr 12, 2025
<b>Application Date</b>	Mar 24, 2025
<b>Individual/Organizing Body requesting special event</b>	Shot in the Dark Pyro, LLC
<b>Person Responsible - Name</b>	Dwayne Goodwin
<b>Person Responsible - Cell Phone</b>	252 312-9839
<b>Person Responsible - Email Address</b>	ccso279@yahoo.com
<b>Person Responsible - Address</b>	P.O. Box 284, Tyner, North Carolina 27980
<b>Secondary Contact - Name - Cell Phone</b>	Kelly Russell 252 722-5297
<b>Organizing Body - Address (if different than person responsible)</b>	Perquimans County Schools 305 S. Edenton Rd. St. Hertford, North Carolina 27944
<b>Set up time</b>	7:30 PM
<b>Event time</b>	9:00 PM
<b>Breakdown time</b>	9:15 AM
<b>Purpose and brief description of the event (note if multiple days)</b>	Fireworks for Perquimans Co. High School Prom
<b>Location(s)</b>	371 Albermarle Blvd. Hertford, North Carolina 27944
<b>Approximate number of attendees</b>	150
<b>I would like more information about the</b>	Pyrotechnics Permit

following (check all  
that apply)

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These messages are not added in the premium version.

<b>Email address</b>	ccso279@yahoo.com
<b>Name of the event</b>	4th Of July At Albemarle Plantation
<b>Date of the event</b>	Jul 04, 2025
<b>Application Date</b>	Mar 24, 2025
<b>Individual/Organizing Body requesting special event</b>	Albemarle Plantation Property Owners Asso.
<b>Person Responsible - Name</b>	Dwayne Goodwin
<b>Person Responsible - Cell Phone</b>	252 312-9839
<b>Person Responsible - Email Address</b>	ccso279@yahoo.com
<b>Person Responsible - Address</b>	P.O. Box 284, Tyner, North Carolina 27980
<b>Secondary Contact - Name - Cell Phone</b>	Tara Taylor Properties Manager 252 455-1688
<b>Organizing Body - Address (if different than person responsible)</b>	371 Albemarle Blvd, Hertford, North Carolina 27944
<b>Set up time</b>	6:30 PM
<b>Event time</b>	9:00 PM
<b>Breakdown time</b>	9:30 PM
<b>Purpose and brief description of the event (note if multiple days)</b>	1 Day 4th Of July
<b>Location(s)</b>	Albemarle Plantation Clubhouse
<b>Approximate number of attendees</b>	200
<b>I would like more information about the</b>	Pyrotechnics Permit

following (check all  
that apply)

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