

AGENDA

All items are for discussion and possible action.
Perquimans County Board of Commissioners
Meeting Room at Perquimans County Library
June 2, 2025
7:00 p.m.

Board of Equalization & Review to meet in Meeting Room at Perquimans County Library at 6:50 p.m.

I. Call to Order

II. Prayer & Pledge

III. Approval of Agenda

IV. Consent Agenda

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

- A. Approval of Minutes May 1, 2025, Budget Presentations, May 5, 2025 Regular Meeting, May 19, 2025 Regular Work Session (**cancelled**), and May 29, 2025 budget work session.
- B. Tax Refund & Tax Release Approvals
- C. Personnel Matters
 - 1. Appointment: Social Worker III
 - 2. Reclassification: PT/FI Uncertified Deputy
 - 3. Reclassification: FT AEMT
 - 4. Resignation: EMT
- D. Step Increases/Merit Increases
 - 1. Sheriff's Office (3)
 - 2. Telecommunications
 - 3. Recreation
- E. Budget Amendment No. 37
- F. Disposition of EM Trailer
- G. Miscellaneous Documents
 - 1. Resolution: Removal of Public Record Books for the Purpose of Repair, Restoration, and Rebinding
- H. Board Appointments
 - 1. NC Senior Tar Heels Legislature – Resignation
 - 2. NC Senior Tar Heels Legislature – Appointment
 - 3. Perquimans County Library Board – Reappointment (2)
 - 4. HCCBG Planning Committee – Reappointment (4)
 - 5. Community Advisory Committee – Resignation

**ACTION
REQUIRED**

V. Introduction of New Employees

- A. Introduction of New Employees:
 - 1. Social Services (2)
 - 2. EMS

VI. Recognition of Service

- A. Julie Shreckengast – Social Services – 5 years
- B. Jared Harrell – Extension – 15 years

**NO
ACTION
REQUIRED**

VII. Scheduled Appointments

- A. Bill Jennings – Collection Percentage Report 7:00 p.m.
- B. 7:05 p.m.
- C. 7:10 p.m.

VIII. Presentation of FY 2025-2026 Budget

IX. Commissioner's Concerns/Committee Reports

- A.

**NO
ACTION
REQUIRED**

**NO
ACTION
REQUIRED**

X.

B.

Old Business

A. Updates from County Manager

B. Board Vacancies

1. Community Advisory Committee (6) – Application received for one member

**POSSIBLE
ACTION
REQUIRED**

XI.

New Business

A. EMS - Sentara Albemarle Medical Center – Cost Agreement to assist with moving patients to new facility

B.

C.

**ACTION
REQUIRED**

XII.

Unscheduled Appointments/Public Comments

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

A.

B.

C.

**NO
ACTION
REQUIRED**

**ACTION
REQUIRED**

XIII.

Adjournment

FOR INFORMATION ONLY:



DEPARTMENT HEAD REPORT:

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

COMMITTEE WRITTEN REPORTS:



NOTES FROM THE COUNTY MANAGER

June 2, 2025

7:00 p.m.

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)

IV. Enclosures: Items included on the Consent Agenda are enclosed.

If you wish to discuss any of these matters, please make that request during the meeting.

- A. **Enclosures:** Approval of Minutes May 1, 2025 Budget Presentations, May 5, 2025 Regular Meeting, May 19, 2025 (cancelled), and May 29, 2025 Budget Work Session
- B. **Enclosures:** Tax Refund / Release Approvals – see attached listing
- C. **Enclosures: Personnel Matters**

| Employee Name | Employee Job Title | Action Required | Grade/ Step | New Salary | Effective Date |
|------------------|--------------------------|------------------|-------------|-------------|----------------|
| Bryhana Midgette | Social Worker II > III | Appointment | 67/4 | \$46,662.00 | 06/02/2025 |
| William M. Ward | PT/FI Uncertified Deputy | Reclassification | 68/2 | \$22.23/hr. | 06/01/2025 |
| Amanda Diaz | FT AEMT | Reclassification | 66/4 | \$21.47/hr. | 06/01/2025 |
| Jasmine Ratcliff | EMT | Resignation | | | 05/21/2025 |

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

| Department Name | Employee Name | Employee Job Title | Grade/ Step | New Salary | Effective Date |
|------------------------|--------------------|--------------------------|-------------|-------------|----------------|
| Sheriff's Office | Taylor Dickey | Certified Deputy | 68/3 | \$47,569.00 | 06/01/2025 |
| Sheriff's Office | Christopher Murray | Certified Deputy | 68/7 | \$52,446.00 | 06/01/2025 |
| Sheriff's Office | Brandon Snyder | Certified Deputy | 68/2 | \$46,437.00 | 06/01/2025 |
| 911 Telecommunications | Charity Geho | Telecommunicator I | 64/4 | \$19.66/hr. | 06/01/2025 |
| Recreation | Amanda Layden | Administrative Assistant | 58/9 | \$35,462.00 | 06/01/2025 |
| Social Services | Angela Jordan | Director | 79/3 | \$77,201 | 06/01/2025 |

- E. **Enclosure:** Budget Amendment No. 37 is enclosed for Board review and action.
- F. **Disposition of EM Trailer:** Emergency Management is trading in a 1993 boat trailer (VIN 5003) towards the purchase of a new one. The trade in value is two-hundred dollars (\$200.00). Board approval requested to release the title.
- G. **Enclosures:** The following miscellaneous documents are being presented for Board consideration and action:
 - 1. **Resolution:** The Register of Deeds Office has requested approval of a Resolution for the removal of public record books Vital Statistics Marriage Licenses 1911-1912 for the purpose of repair, restoration, and rebinding.
- H. **Board Appointments**
 - 1. NC Senior Tar Heels Legislature – Resignation – Tom St. John resigned effective May 05, 2025.
 - 2. NC Senior Tar Heels Legislature – Appointment – Ronald Stites – Effective June 01, 2025.
 - 3. Perquimans County Library Board – Reappointment (2) – Drew Woodard and Robert Martin
 - 4. HCCBG Planning Committee – Reappointment (4) – DSS Director Angela Jordan, Assistant County Manager Brandon Shoaf, Commissioner Joseph Hoffler, and Center for Active Living Director LuRee Sawyer.
 - 5. Community Advisory Committee - Deborah Pfennig resigned effective March 1, 2025

V. 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 |
|------------------------------|-------------------|--------------------|----------------|
| Angela Jordan, DSS Director | Demetrius Stokley | SW II>III | 05/01/2025 |
| Angela Jordan, DSS Director | Jada Lister | IMC I | 05/01/2025 |
| Jonathan Nixon, EMS Director | Shawn Mimms | AEMT | 02/01/2025 |

VI. Recognition of Service

- A. Julie Shreckengast – DSS – 5 years
- B. Jared Harrell – Extension – 15 years

VII. Bill Jennings will present the Collection Percentage Report.

VIII. County Manager Heath will present the FY 2025-2025 Budget

X. Board Vacancies:

- A. We have six (6) vacancies on the Community Advisory Committee.

- XI. Enclosure- EMS-Sentara Albemarle Medical Center – SAMC Draft Cost Agreement enclosed. Director Jonathan Nixon is requesting the Board enter into a Letter of Agreement with SAMC to assist in the move of patients to the new facility.

DEPARTMENTAL BUDGET PRESENTATIONS

May 1, 2025

7:00 p.m.

The Perquimans County Board of Commissioners met to receive the Departmental Budget Presentations on Thursday May 1, 2025, at 7:00 p.m. in the Auditorium located in the Emergency Services Building.

- MEMBERS PRESENT: Charles Woodard, Vice Chairman
Timothy J. Corprew
Kathryn M. Treiber
 - MEMBERS ABSENT: Wallace E. Nelson, Chairman
 - OTHERS PRESENT: Frank Heath, County Manager
Brandon Shoaf, Assistant County Manager
Rebecca T. Corprew, Clerk to the Board
- James W. Ward
 - Joseph W. Hoffler
 - Tracy Mathews, Finance Officer

DEPARTMENTAL BUDGET PRESENTATIONS

The following department supervisors presented their budget requests for FY 2025-2026:
7:00 p.m. – Angela Jordan – Department of Social Services
8:00 pm. – Dr. Tanya Turner – Perquimans County Schools

ADJOURNMENT

After the last Departmental Budget Presentation, the meeting was adjourned.

Wallace E. Nelson, Chairman

Deputy Clerk to the Board

REGULAR MEETING
May 5, 2025
7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, May 5, 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
Joseph W. Hoffler
Kathryn M. Treiber
 - MEMBERS ABSENT: Timothy J. Corprew
 - OTHERS PRESENT: Hackney High, County Attorney
Frank Heath, County Manager
Mary Hunnicutt, Part-Time/ Fill-In Clerk to the Board
- Charles Woodard, Vice Chairman
 - James W. Ward
 - Brandon Shoaf, Assistant County Manager
 - Rebecca T. Corprew, Clerk to the Board

Chairman Nelson called the meeting to order. Charles Woodard gave the invocation, and the Chairman led the Pledge of Allegiance.

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, Chairman 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 Joseph W. Hoffler 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 Joseph W. Hoffler and unanimously approved by the Board.

A. **Approval of Minutes:** The minutes of April 2, 2025, Work Session with Board of Education, April 7, 2025, Board Retreat, April 7, 2025, Regular Meeting, April 21, 2025, Regular Work Session (cancelled), April 23, 2025, Budget Presentations, and April 24, 2025, Budget Presentations were approved.

B. **Tax Refund / Release Approvals:**

Tax Refunds (Perquimans County):

Eure, Betty -----\$314.08
 Parcel is being taxed under its parent parcel. Account No. 491542
 Pierce, Billy Wade -----\$107.74
 Vehicle transferred. 12-month refund. Account No. 75315567.

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

| Employee Name | Employee Job Title | Action Required | Grade/ Step | New Salary | Effective Date |
|--------------------|--------------------------------------|------------------|-------------|--------------|----------------|
| Demetrious Stokely | Social Worker III | Appointment | 69/1 | \$47,344 | 05/01/2025 |
| Nathan McKeuen | Uncertified Deputy | Appointment | 65/1 | \$39,699 | 05/12/2025 |
| Heidi Russell | Part Time Fill-In AEMT I | Appointment | 66/4 | \$ 21.47/hr. | 05/01/2025 |
| Candice Mallory | Social Work Supervisor III | Reclassification | 73/1 | \$56,459.00 | 05/01/2025 |
| Quentin Jordan Jr | Investigator I | Reclassification | 73/6 | \$ 63,800 | 05/01/2025 |
| Kathleen Conner | Social Work Supervisor III | Resignation | | | 04/30/2025 |
| Mackenzie Rhodes | Part Time Fill-In Telecommunicator I | Resignation | | | 04/14/2025 |
| William Ward | Part Time Fill-In Telecommunicator I | Resignation | | | 04/01/2025 |
| Employee Name | Employee Job Title | Action Required | Grade/ Step | New Salary | Effective Date |
| Mark Montgomery | Part Time Fill-In AEMT I | Resignation | | | 04/01/2025 |
| Martin Hood | Athletic Program Supervisor | Resignation | | | 05/01/2025 |

D. **Step/Merit Increases:**

| Department Name | Employee Name | Classification | Grade/ Step | New Salary | Effective Date |
|-----------------|------------------|------------------------------|-------------|-------------|----------------|
| 911 | Tyanna Green | Full Time Telecommunicator I | 64/2 | \$18,72/hr. | 05/01/2025 |
| 911 | Reagan Carlton | Full Time Telecommunicator I | 64/2 | \$18,72/hr. | 05/01/2025 |
| Sheriff | Zachary Smirlock | Certified Deputy | 68/2 | \$46,437 | 05/01/2025 |
| Tax Dept. | Bill Jennings | Tax Administrator | 72/8 | \$64,106 | 05/01/2025 |

E. **Budget Amendment Nos. 34-36:** The following budget amendments were approved by the Board:

BUDGET AMENDMENT NO. 34
 GENERAL FUND

| CODE NUMBER | DESCRIPTION OF CODE | AMOUNT | |
|---|---------------------|----------|----------|
| | | INCREASE | DECREASE |
| 10-348-002 | Veterans Program | 20,000 | |
| 10-607-317 | CVO Grant | 20,000 | |
| EXPLANATION: To amend the FY 24/25 Budget to include the CVO Grant as awarded to our county veterans office to be used by 7/31/2025 for our local veterans. | | | |

BUDGET AMENDMENT NO. 35
 GENERAL FUND

| CODE NUMBER | DESCRIPTION OF CODE | AMOUNT | |
|--|--|----------|----------|
| | | INCREASE | DECREASE |
| 10-399-000 | Fund Balance Appropriation | 66,370 | |
| 10-511-160 | Dispatch – Maintenance//Repair Equipment | 66,370 | |
| EXPLANATION: To amend FY 24/25 budget to include Gates reimbursement for consolidation expenses that should have been used for Motorola invoice paid in FY24/25 with monies being received in FY23/24. | | | |

BUDGET AMENDMENT NO. 36
 GENERAL FUND

| CODE NUMBER | DESCRIPTION OF CODE | AMOUNT | |
|--|------------------------------------|----------|----------|
| | | INCREASE | DECREASE |
| 10-540-435 | Inspections – Code Enforcement Fee | | 27,000 |
| 10-540-740 | Inspections – Capital Outlay | 27,000 | |
| EXPLANATION: To amend FY 24/25 budget to cover a vehicle purchase. | | | |

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

- MOU – NCDHHS and Perquimans County:** The Memorandum of Understanding between NCDHHS and Perquimans is renewed every 2 years and guides DSS in administrative, performance, training, and compliance mandates. (Copy of contract is filed with Perquimans County Social Services)
- NC DPS – Community Programs – County Funding Plan:** The FY25/26 funding plan for JCPC was approved. (Copy of contract is filed with JCPC)
- Proclamation – World Elder Abuse Day:** Albemarle Commission received County support and encouragement in recognition and celebration of our older adults and their ongoing contributions to the success of our country.

World Elder Abuse Awareness Day: Building Strong Support for Elders
 A PROCLAMATION

WHEREAS: Older adults deserve to be treated with respect and dignity to enable them to serve as leaders, mentors, volunteers and vital participating members of our communities.

WHEREAS: In 2006, the International Network for the Prevention of Elder Abuse, in support of the United Nations International Plan of Action, proclaimed a day to recognize the significance of elder abuse as a public health and human rights issue; and

WHEREAS: 2025 marks the 19th Annual World Elder Abuse Awareness Day. Its recognition will promote a better understanding of abuse and neglect of older adults; and

WHEREAS: The National Center on Elder Abuse (NCEA), Albemarle Commission Area Agency on Aging and insert county name recognize the importance of taking action to raise awareness, prevent and address elder abuse; and

WHEREAS: As our population lives longer, we are presented with an opportunity to think about our collective needs and future as a nation; and

WHEREAS: Ageism and social isolation are major causes of elder abuse in the United States; and

WHEREAS: Recognizing that it is up to all of us, to ensure that proper social structures exist so people can retain community and societal connections, reducing the likelihood of abuse; and

WHEREAS: Preventing abuse of older adults through maintaining and improving social support like senior centers, human services and transportation will allow everyone to continue to live as independently as possible and contribute to the life and vibrancy of our communities; and

WHEREAS: Where there is justice there can be no abuse; therefore, NCEA urges all people to restore justice by honoring older adults.

WHEREAS: Join us in our engaging and empowering movement and put an end to abuse.

THEREFORE: The County of Perquimans hereby proclaims June 15, 2025 as World Elder Abuse Awareness Day in Perquimans County and encourage all of our communities to recognize and celebrate older adults and their ongoing contributions to the success and vitality of our country.

Adopted this the 5th day of May, 2025

Perquimans County Board of Commissioners

Wallace Nelson, Chairman

Attest:

(SEAL)

Rebecca Corprew, Clerk to the Board

- d. Proclamation – Older Americans Month: Albemarle Commission received County support and encouragement in recognition and celebration of our older adults and promoting programs and activities that foster connection, inclusion, and support for older adults.

Older Americans Month 2025
A PROCLAMATION

Whereas, May is Older Americans Month, a time for us to recognize and honor Perquimans County older adults and their immense influence on every facet of American society; and

Whereas, through their wealth of life experience and wisdom, older adults guide our younger generations and carry forward abundant cultural and historical knowledge; and

Whereas, older Americans improve our communities through intergenerational relationships, community service, civic engagement, and many other activities; and

Whereas, communities benefit when people of all ages, abilities, and backgrounds have the opportunity to participate and live independently; and

Whereas, Perquimans County must ensure that older Americans have the resources and support needed to stay involved in their communities — reflecting our commitment to inclusivity and connectedness; and

Now, therefore, The Board of Commissioners of Perquimans County do hereby proclaim May 2025 as Older Americans Month. This year's theme, "Flip the Script on Aging," focuses on transforming how society perceives, talks about, and approaches aging. It encourages individuals and communities to challenge stereotypes and dispel misconceptions.

Perquimans County calls upon all residents to join me in recognizing the contributions of our older citizens and promoting programs and activities that foster connection, inclusion, and support for older adults.

Adopted this the 5th day of May, 2025

Perquimans County Board of Commissioners

Wallace Nelson, Chairman

Attest:

(SEAL)

Rebecca Corprew, Clerk to the Board

- c. **Resolution Authorizing Sale of Surplus Equipment:** The Sheriff's office has a 2015 Dodge Charger (vin 8938) to put on GovDeals for sale.

**RESOLUTION AUTHORIZING SALE
OF CERTAIN SURPLUS COUNTY PROPERTY**

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

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

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

| <u>Model Year</u> | <u>Make</u> | <u>Model</u> | <u>VIN</u> | <u>Department</u> |
|-------------------|-------------|--------------|-------------------|-------------------|
| 2015 | Dodge | Charger | 2C3CDXAT4FH928938 | Sheriff's Office |

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

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

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

Adopted this the 5th day of May, 2025

Perquimans County Board of Commissioners

Wallace Nelson, Chairman

Attest:

(SEAL)

Rebecca Corprew, Clerk to the Board

INTROUCTION OF NEW EMPLOYEES

- A. **Introduction of New Employees:** The following new employee was introduced to the Board:

| <u>Department Head</u> | <u>Employee Name</u> | <u>Employee Job Title</u> | <u>Effective Date</u> |
|-----------------------------|----------------------|---------------------------|-----------------------|
| Angela Jordan, DSS Director | Ashley Britt | IMC I | 04/01/2025 |
| Angela Jordan, DSS Director | Chastity Clunis | IMC I | 04/01/2025 |
| Angela Jordan, DSS Director | Tinaya Green | IMC I | 04/01/2025 |
| Angela Jordan, DSS Director | Jada Lister | IMC I | 04/01/2025 |
| Angela Jordan, DSS Director | Ella Miller | IMC I | 04/01/2025 |
| Angela Jordan, DSS Director | Johnetta Moore | IMC I | 04/01/2025 |

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

BILL JENNINGS, TAX ADMINISTRATOR

Chairman Nelson recognized Bill Jennings, who presented the 2024 real estate collection percentage at .96107 at the end of April 2025.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

Charles Woodard: Mr. Woodard provided the following Perquimans County Museum report for April 2025:

| | | |
|---|------------------------------|---------------|
| Visitors: 60 | Hours Opened: 62.5 | |
| Sales:\$229.00 | Staff: Sid Eley & Glen White | |
| Donations:\$0.00 | | |
| Added to Museum Collection: | | |
| Circa 1850 wool carders (3) | 1 nutmeg grader | |
| Circa 1910 Stereoscope with 14 slides | 1 pig scraper | |
| Framed Catfish Hunter Advertisement | 1 kitchen funnel | 1 guitar pick |
| Picture plate with courthouse, high school, and S Bridge | | |
| Accomplished: Jim "Catfish" Hunter sign has been added to the building on Dobbs St. Displayed Evolution of the American Flag during Betsy Fest. | | |
| Museum Needs: More Space Add sign on US 17 by-pass | | |

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- **Community Access – Broadband Grant:** County Manager Heath reported that Perquimans has received another grant from NC Department of Information Technology to cover installation of broadband internet to 121 locations in the county, primarily in the Old Neck area. The total project cost is \$386,000.00 and there is no match from the county for this funding. Joseph W. Hoffler asked County Manager Heath when broadband internet would be available to the Bear Swamp area. County Manager Heath stated that he believes that area has been rewarded but there is a 2-year period of completion. County Manager Heath said he would research that information and report it back to Mr. Hoffler.
- **General Assembly Annual Visit:** County Manager Heath reported that Chairman Nelson, County Manager Heath, and Assistant County Manager Shoaf will be visiting the General Assembly on May 20, 2025, rescheduled from May 6, 2025, due to crossover week at the request of the General Assembly.
- **Budget Work Sessions:** County Manager Heath reminded the Board that there is a budget work session scheduled for Thursday, May 29, 2025, where the County Manager will present his recommendations and revenue projections for the FY25/26 budget. The Budget message will be presented on Monday, June 2, 2025, followed by the Budget Public Hearing on Monday, June 16, 2025.

BOARD VACANCIES

Chairman Nelson explained that there have been no applications received. He asked the Board and the public if they knew anyone that might be interested in serving on one of these committees, to let the Clerk know so that she can forward an application to complete and return. He states that we need people to step up to this committee. These vacancies are for the Community Advisory Committee and the Senior Tar Heel Legislature Delegate and Alternate. We now have seven (7) openings on the Community Advisory Committee. Currently, we have no members on this committee.

RESOLUTION - HOUSE BILL 765

Chairman Nelson explained HB 765 as an issue regarding local control of development in the county. There were changes to HB 765 last week that warrant changing the language in the resolution provided in the agenda packet. Chairman Nelson read through an updated resolution and proposed that the Board adopt the updated version rather than the one in the packet. Kathryn M. Trieber and Chairman Nelson discussed the timely submission of this resolution. Kathryn M. Trieber made the motion. James W. Ward seconded the motion. The Board unanimously approved the updated resolution opposing HB 765.

**Resolution of the
Perquimans County Board of Commissioners**

Opposing North Carolina House Bill 765 (2025 Session): An Act to Reform Local Government Development Regulations In This State

WHEREAS, North Carolina House Bill 765, titled "An Act to Reform Local Government Development Regulations In This State," was introduced in the 2025 legislative session to enact sweeping changes affecting local government planning, zoning, and development regulations; and

WHEREAS, the bill imposes minimum units-per-acre mandates, regardless of topography, limitation, supporting infrastructure availability, or residents' desire to preserve their community's character; and

WHEREAS, the bill implements judicial review of consistency statements, expands the reasons by which a party may bring civil action against a local government, and adds to the parties empowered to file civil action against a local government, which will encourage costly and time-consuming litigation; and

WHEREAS, such requirements could delay essential updates to development ordinances and discourage proactive planning efforts, ultimately interfering with municipalities' and counties' ability to manage growth effectively and equitably; and

WHEREAS, the bill's provisions risk undermining local autonomy and community-specific planning practices by imposing uniform state mandates that may not reflect the diverse needs and contexts of North Carolina's municipalities and counties; and

NOW, THEREFORE, BE IT RESOLVED, that the Perquimans County Board of Commissioners formally opposes North Carolina House Bill 765 and urges the General Assembly to reconsider the bill's provisions in favor of legislation that respects local authority, reduces regulatory burdens, and promotes flexible, community-driven development strategies; and

BE IT FURTHER RESOLVED, that Perquimans County Board of Commissioners encourages state lawmakers to work collaboratively with local governments to craft policies that support responsible growth, administrative efficiency, and long-term sustainability across North Carolina. Furthermore, the Perquimans County Board of Commissioners encourages its citizens, businesses, property owners, and sister municipalities in communicating with their representatives and sharing their concerns regarding HB 765 and similar proposed legislation.

Adopted this the 5th day of May, 2025

Perquimans County Board of Commissioners

Wallace Nelson, Chairman

Attest:

(SEAL)

Rebecca Corprew, Clerk to the Board

RESOLUTION - EXPENDITURE OF OPIOID SETTLEMENT FUNDS

Jonathan Nixon, Emergency Services Director presented a resolution for the expenditure of the opioid settlement funds. Mr. Nixon discussed the strategies listed in the proposed resolution. The biggest change is moving forward with the development of a committee to represent the multi-faceted needs of the county as listed in the first strategy of the resolution. Charles Woodard made the motion to adopt the resolution. James W. Ward seconded the second motion. The Board unanimously approved the resolution as presented by Mr. Nixon.

**A RESOLUTION BY THE COUNTY OF PERQUIMANS
TO DIRECT THE EXPENDITURE OF OPIOID SETTLEMENT FUNDS**

WHEREAS Perquimans County has joined national settlement agreements with companies engaged in the manufacturing, distribution, and dispensing of opioids.

WHEREAS the allocation, use, and reporting of funds stemming from these national settlement agreements and bankruptcy resolutions ("Opioid Settlement Funds") are governed by the Memorandum of Agreement Between the State of North Carolina and Local Governments on Proceeds Relating to the Settlement of Opioid Litigation ("MOA") and the Supplemental Agreement for Additional Funds from Additional Settlements of Opioid Litigation ("SAAF");

WHEREAS Perquimans County has received Opioid Settlement Funds pursuant to these national settlement agreements and deposited the Opioid Settlement Funds in a separate special revenue fund as required by section D of the MOA;

WHEREAS section E.6 of the MOA states that, before spending opioid settlement funds, the local government's governing body must adopt a resolution that:

- (i) indicates that it is an authorization for expenditure of opioid settlement funds; and,
- (ii) states the specific strategy or strategies the county or municipality intends to fund pursuant to Option A or Option B, using the item letter and/or number in Exhibit A or Exhibit B to identify each funded strategy; and,
- (iii) states the amount dedicated to each strategy for a specific period of time.

NOW, THEREFORE BE IT RESOLVED, in alignment with the NC MOA and SMF, Perquimans County authorizes the expenditure of opioid settlement funds as follows:

- I. First strategy authorized
 - a. Collaborative Strategic Planning- Full-Time Program Coordinator
 - b. Strategy is included in Exhibit A
 - c. Item letter and/ or number in Exhibit A or Exhibit B to the MOA: 1
 - d. Amount authorized for this strategy: \$ 42,000
 - e. Period of time during which expenditure may take place:
Start date July 1, 2025, through End date June 30, 2026
 - f. Description of the program, project, or activity: Support payroll for the Mobile Integrated Healthcare (MIH) Coordinator. The position is responsible for managing the Perquimans County MIH Program and Post-Overdose Response. The MIH Coordinator will oversee the formation and steering of an opioid settlement committee consisting of: A County Commissioner, a representative from each of the town councils, emergency services, the health department, the department of social services, the school system, a payer, law enforcement, business leaders, faith-based organizations, person(s) with "lived experience", and members from each of our communities where behavioral

health-related responses are. The MIH Coordinator will obtain feedback from partners as to potential program goals and implement strategies for the accomplishment of said goals. The MIH Coordinator will ensure compliance with local, state, and federal regulations as they apply to opioid settlements and the expenditure of funds. The MIH Coordinator will work to develop strategies for early intervention, recovery support services, and collaborative strategic planning. The MIH Coordinator will follow up with survivors of opioid overdose and, if necessary, refer them to appropriate support agencies.

- g. Provider: Perquimans County Emergency Services – EMS Division
2. Second strategy authorized
- a. Name of strategy: Post-Overdose Response Team
 - b. Strategy is included in Exhibit A
 - c. Item letter and/or number in Exhibit A or Exhibit B to the MOA: Strategy 8
 - d. Amount authorized for this strategy: \$62,000
 - e. Period of time during which expenditure may take place:
Start date July 1, 2025, through End date June 30, 2026
 - f. Description of the program, project, or activity: Support payroll for the Mobile Integrated Healthcare (MIH) Coordinator. The position is responsible for managing the Perquimans County MIH Program and Post-Overdose Response. The MIH Coordinator will assist with the management of the opioid settlement committee, obtain feedback from partners as to potential program goals, and implement strategies for the accomplishment of said goals. The MIH Coordinator will ensure compliance with local, state, and federal regulations as they apply to opioid settlements and the expenditure of funds. The MIH Coordinator will work to develop strategies for early intervention, recovery support services, and collaborative strategic planning. The MIH Coordinator will follow up with survivors of opioid overdose and, if necessary, refer them to appropriate support agencies. Support payroll for a part-time provider to assist the MIH Coordinator in coordinating resources and engaging in community outreach activities.
 - g. Provider: Perquimans County Emergency Services – EMS Division
3. Third authorized strategy
- a. Name of strategy: Naloxone Distribution
 - b. Strategy is included in Exhibit A
 - c. Item letter and/or number in Exhibit A or Exhibit B to the MOA: Strategy 7
 - d. Amount authorized for this strategy: \$10,000
 - e. Period of time during which expenditure may take place:
Start date July 1, 2025 through End date June 30, 2026
 - f. Description of the program, project, or activity: Purchase and distribute Naloxone to local law enforcement, fire department personnel, EMS, and community members
 - g. Provider: Perquimans County Emergency Services - EMS Division

The total dollar amount of Opioid Settlement Funds appropriated across the above-named and authorized strategies is \$114,000.

Adopted this the 5th day of May, 2025

Perquimans County Board of Commissioners

Wallace Nelson, Chairman

Attest:

Rebecca Corprew, Clerk to the Board

(SEAL)

RESOLUTION – ALBEMARLE REGIONAL HAZARD MITIGATION PLAN

Jonathan Nixon presented the Albemarle Regional Hazard Mitigation Plan. This plan update for 2025 is required for all communities maintaining eligibility for pre- and post-disaster mitigation funding from FEMA or any other federal agency granting funding for a disaster. Mr. Nixon focused on Step 9, which speaks about the planning process, as well as the four main goals of our regional group. Mr. Nixon stated that he will be contacting both the Town of Hertford and the Town of Winfall to have a similar resolution adopted. Joseph Hoffer made a motion to adopt this resolution. James W. Ward seconded

the motion. The resolution was unanimously approved by the Board.



REBECCA T. CORPREW
CLERK TO BOARD
W. FRANK HEATH, III
COUNTY MANAGER

PERQUIMANS COUNTY BOARD OF COMMISSIONERS

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

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

RESOLUTION ADOPTING THE ALBEMARLE REGIONAL HAZARD MITIGATION PLAN

WHEREAS, the citizens and property within Perquimans County are subject to the effects of natural hazards that pose threats to lives and cause damage to property, and with the knowledge and experience that certain areas of the region are particularly vulnerable to drought, excessive heat, hurricane and coastal hazards, thunderstorm, tornado, winter weather, flooding, wildfire, hazardous substances, cyber threat, terrorism, and infrastructure failure; and

WHEREAS, the County and participating municipal jurisdictions desire to seek ways to mitigate the impact of identified hazard risks; and

WHEREAS, the Legislature of the State of North Carolina has in Article 5, Section 160D-501 of Chapter 160D of the North Carolina General Statutes, delegated to local governmental units the responsibility to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry; and

WHEREAS, the Legislature of the State of North Carolina has enacted General Statute Section 166A-19.41 (*State emergency assistance funds*) which provides that for a state of emergency declared pursuant to G.S. 166A-19.20(a) after the deadline established by the Federal Emergency Management Agency pursuant to the Disaster Mitigation Act of 2002, P.L. 106-390, the eligible entity shall have a hazard mitigation plan approved pursuant to the Stafford Act; and

WHEREAS, Section 322 of the Federal Disaster Mitigation Act of 2000 states that local governments must develop an All-Hazards Mitigation Plan in order to be eligible to receive future Hazard Mitigation Grant Program Funds and other disaster-related assistance funding and that said Plan must be updated and adopted within a five-year cycle; and

WHEREAS, Perquimans County has performed a comprehensive review and evaluation of each section of the previously approved Hazard Mitigation Plan and has updated the said plan as required under regulations at 44 CFR Part 201 and according to guidance issued by the Federal Emergency Management Agency and the North Carolina Division of Emergency Management.

WHEREAS, it is the intent of the Board of Commissioners of Perquimans County to fulfill this obligation so that Perquimans County will be eligible for federal and state assistance in the event that a state of disaster is declared for a hazard event affecting the County;

NOW, THEREFORE, be it resolved that the Board of Commissioners of Perquimans County hereby:

1. Adopts the Albemarle Regional Hazard Mitigation Plan.
2. Vests Perquimans County with the responsibility, authority, and the means to:

Perquimans County's Vision:

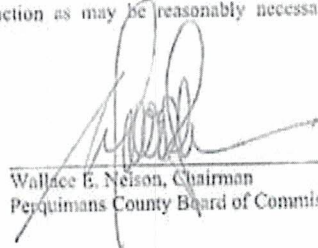
To be a community of opportunity in which to live, learn, work, prosper and play.

- (a) Inform all concerned parties of this action.
- (b) Cooperate with Federal, State and local agencies and private firms which undertake to study, survey, map and identify floodplain areas, and cooperate with neighboring communities with respect to management of adjoining floodplain areas in order to prevent exacerbation of existing hazard impacts.

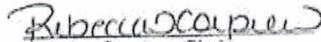
3. Appoints Perquimans County Emergency Management to assure that the Hazard Mitigation Plan is reviewed annually and every five years as specified in the Plan to assure that the Plan is in compliance with all State and Federal regulations and that any needed revisions or amendments to the Plan are developed and presented to the Perquimans County Board of Commissioners for consideration.

4. Agrees to take such other official action as may be reasonably necessary to carry out the objectives of the Hazard Mitigation Plan.

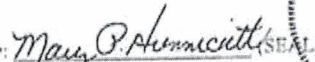
Adopted this 5th day of May, 2025.


 Wallace E. Neison, Chairman
 Perquimans County Board of Commissioners

Attest:


 Rebecca Corprew, Clerk
 Perquimans Board of Commissioners



Certified by:  (SEAL)
 Date: 5/5/2025

Perquimans County's Vision:

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

PUBLIC COMMENTS

There were no public comments made.

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

Chairman Nelson stated that, pursuant to NC General Statute 143-318.11(4), the Board went into Closed Session to discuss an economic development matter and to approve the Closed Session minutes. On motion made by Charles Woodard, seconded by Kathryn M. Trieber, to go into the Closed Session. The motion was unanimously approved to go into Closed Session.

The Closed Session was adjourned, and the Regular Meeting reconvened on motion made by Charles Ward, seconded by James W. Ward, 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 at 7:46 p.m. on motion made by James W. Ward, seconded by Charles Woodard and unanimously approved by the Board.

Wallace E. Nelson, Chairman

Clerk to the Board

Refunds and Releases

May 28, 2025

Tax Refunds: (Perquimans)

Sidney Blanchard Mathews \$124.84
Vehicle is a total loss. 11-month refund.
Account#: 65388231

Tax Refunds: (Hertford)

Sidney Blanchard Mathews \$124.84
Vehicle is a total loss. 11-month refund.
Account#: 65388231

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Bryhana Midgette SOC. SEC. NO.: _____

POSITION: Social Worker III DEPT.: Social Services

*****Ms. Midgette is not fully qualified as a Social Worker III and will be a work against as a Social Worker II for one year*****

NEW EMPLOYEE EFFECTIVE DATE: June 2, 2025

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

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

_____ 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.
Date GRADE: _____ STEP: _____ SALARY: _____

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

DEPARTMENT RECOMMENDATION

[Signature]

DATE: May 19, 2025

COUNTY MANAGER APPROVAL

[Signature]

DATE: 5/22/25

FINANCE OFFICER _____

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: IV.C. 5 / Page 25

COUNTY OF PERQUIMANS

COPY

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: William Matthew Ward _____

SOC. SEC. NO.: _____

POSITION: Part-time Certified Deputy _____

DEPT.: Sheriff's Office _____

X NEW EMPLOYEE EFFECTIVE DATE: 6-1-25 _____

GRADE: 68 _____ STEP: 2 _____ SALARY: \$22.33 per hour _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ DATE OF EMPLOYEE RESIGNATION / RETIREMENT.
Date

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

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

DEPARTMENT RECOMMENDATION

Shelton White
DATE: 5-14-25

COUNTY MANAGER APPROVAL

Frank Heath
DATE: 5-15-25

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

COPY

NAME: Amanda Diaz

SOC. SEC. NO.: _____

POSITION: Full Time AEMT

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: June 1, 2025

GRADE: 66 STEP: 4 SALARY: \$21.47 Hourly

ENDING DATE OF PROBATIONARY PERIOD: June 1, 2026

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ DATE OF EMPLOYEE RESIGNATION
Date

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

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

DEPARTMENT RECOMMENDATION

[Signature]
DATE: 5/21/25

COUNTY MANAGER APPROVAL

[Signature]
DATE: 5/22/25

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

COPY

NAME: Jasmine Ratcliff

SOC. SEC. NO.: _____

POSITION: Full Time EMT

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

X 5/21/2025 DATE OF EMPLOYEE RESIGNATION
Date

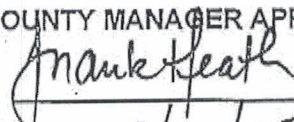
_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: _____ STEP: _____ SALARY: _____

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.

DEPARTMENT RECOMMENDATION


DATE: 5/24/25

COUNTY MANAGER APPROVAL


DATE: 5/22/25

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE **COPY**

NAME: Taylor Dickey _____ SOC. SEC. NO.: _____

POSITION: Certified Deputy _____ DEPT.: Sheriff's Office _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 68 _____ STEP: 2 _____ SALARY: \$46,437 _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

X 6-1-25 _____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 (3) 4)
Date GRADE: 68 _____ STEP: 3 _____ SALARY: \$47,569 _____

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

_____ DATE OF EMPLOYEE RESIGNATION / RETIREMENT.
Date

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

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

DEPARTMENT RECOMMENDATION

[Signature]

DATE: 5-14-25

COUNTY MANAGER APPROVAL

[Signature]

DATE: 5-15-25

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: IV.5 | Page 25

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

COPY

NAME: Christopher Murray _____

SOC. SEC. NO.: _____

POSITION: Certified Deputy _____

DEPT.: Sheriff's Office _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 68 _____ STEP: 6 _____ SALARY: \$51,197 _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

GRADE: _____ STEP: _____ SALARY: _____

X 6-1-25 _____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)

GRADE: 68 _____ STEP: 7 _____ SALARY: \$52,446 _____

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ DATE OF EMPLOYEE RESIGNATION / RETIREMENT.

_____ 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

Shelton White

DATE: 5-14-25

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 5-15-25

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: IV.C.5-1 Page 25

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

COPY

NAME: Brandyn Alexander Snyder _____ SOC. SEC. NO.: _____

POSITION: Certified Deputy _____ DEPT.: Sheriff's Office _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

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

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

GRADE: _____ STEP: _____ SALARY: _____

X 6-1-25 _____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)

GRADE: 68 _____ STEP: 2 _____ SALARY: \$46,437 _____

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ DATE OF EMPLOYEE RESIGNATION / RETIREMENT.

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

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

DEPARTMENT RECOMMENDATION

[Signature]

DATE: 5-14-25

COUNTY MANAGER APPROVAL

[Signature]

DATE: 5-15-25

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

COPY

NAME: Charity Geho

SOC. SEC. NO.: _____

POSITION: Full Time Telecommunicator I

DEPT.: 911

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

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
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

X 6/1/2025 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 64 STEP: 4 SALARY: \$19.66 Hourly

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

DEPARTMENT RECOMMENDATION

[Signature]
DATE: 5/16/25

COUNTY MANAGER APPROVAL

[Signature]
DATE: 5/22/25

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 5/22/25

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

COPY

NAME: AMANDA Layden SOC. SEC. NO. _____

POSITION: Administrative Asst. (Rec Dept) DEPT.: RECREATION

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ DATE OF EMPLOYEE REMOVAL FROM ROSTER

6/1/25 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. GRADE: 58 STEP: 9 SALARY: 35,462

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

Frank Wells
DATE: 5/21/25

COUNTY MANAGER APPROVAL

Frank Heath
DATE: 5/21/25

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 5/19/25

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

COPY

NAME: Angela Jordan

SOC. SEC. NO.: _____

POSITION: Director of Social Services

DEPT.: Department of Social Services

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

CURRENT: GRADE: 79 STEP: 2 SALARY: \$75,364

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: _____

6/1/25 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)
Date GRADE: 79 STEP: 3 SALARY: \$77,201

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

_____ DATE OF EMPLOYEE RESIGNATION/TERMINATION.
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

Teressa Blanchard
DATE: 5/27/2025

Assistant COUNTY MANAGER APPROVAL

[Signature]
DATE: 5-28-25

FINANCE OFFICER

DATE: _____

BUDGET AMENDMENT

PERQUIMANS COUNTY BOARD OF COMMISSIONERS

E-911 FUND

NO. 37

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

| CODE NUMBER | DESCRIPTION OF CODE | AMOUNT | |
|-------------|---------------------|-----------|----------|
| | | INCREASE | DECREASE |
| 78-348-000 | STATE GRANT | 4,800,000 | |
| 78-500-311 | 911 GRANT EXPENSES | 4,800,000 | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

EXPLANATION: To amend the FY24/25 budget to INCLUDE FUNDING AS AWARDED FOR THE 911 CENTER EXPANSION PROJECT - WAS INITIALLY PUT INTO GENERAL FUND WITH BA#20. MUST BE MOVED TO STATE E-911 BUDGET.

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 2ND DAY OF JUNE, 2025.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 2ND DAY OF JUNE, 2025.

Chairman, Board of Commissioners

Finance Officer



JACQUELINE S. FRIERSON
Register of Deeds, Perquimans County

P.O. Box 74 • Hertford, N.C. 27944 • Phone (252) 426-5660 • Fax (252) 426-7443 • email: jackiefrierson@perquimanscountync.gov

RESOLUTION AUTHORIZING
REMOVAL OF CERTAIN PUBLIC RECORD BOOKS
KEPT BY THE REGISTER OF DEEDS FOR
THE PURPOSE OF REPAIR, RESTORATION
AND REBINDING

WHEREAS, NCGS 132-7 provides that books of public records should be copied or repaired, renovated or rebound if worn, mutilated, damaged or difficult to read; and

WHEREAS, there is identified certain books of public records maintained by the Register of Deeds in need of repair, restoration and rebinding; and

WHEREAS, Kofile Technologies is under contract to provide repair, restoration and rebinding of those certain books of public records.

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

Section 1. The Register of Deeds is authorized to remove or cause to be removed to the care and custody of Kofile Technologies for repair, restoration and rebinding the following books of public records:

Vital Statistics Marriage Licenses 1911-1912.

Section 2. The books of public records listed in Section 1 of this resolution may remain in the care and custody of Kofile Technologies for the length of time required to repair, restore and rebind them.

Section 3. This resolution is effective upon its adoption.

ADOPTED the ____ day of _____, 2025

Wallace Nelson, Chairman
Board of Commissioners

ATTEST:

Rebecca T. Corprew, Clerk to the Board

Kofile

6300 Cedar Springs Road, Dallas , TX, 75235

QUOTE DATE: 5/13/2025
EXPIRATION DATE: 8/11/2025

QUOTE: Q-01064
PO #:
SALES ORDER #: 13520421
OPPORTUNITY #: P322580

Kofile Proposal

Customer Information

Customer: Perquimans Register of Deeds | NC

Billing Terms: Kofile will invoice the total fees due upon the earlier of thirty (30) days after completion of all work or final delivery. Kofile's proposal pricing is a good-faith estimate based upon information provided to or understood by Kofile. Actual pricing and fees may vary based upon the actual quantity or condition of records.

Billing Address: 128 N Church Street Hertford, North Carolina 27944

Shipping Address: 128 N Church Street Hertford, North Carolina 27944

| <u>Primary Contact</u> | |
|------------------------|---------------------------------------|
| <u>Name</u> | Jacqueline S. Frierson |
| <u>Title</u> | Register of Deeds |
| <u>Telephone</u> | 2524265660 |
| <u>Email</u> | jackiefrierson@perquimanscountync.gov |

| <u>Kofile Sales Rep</u> | |
|-------------------------|---|
| <u>Name</u> | Brian Spearman |
| <u>Address</u> | 6300 Cedar Springs Road, Dallas , TX, 75235 |
| <u>Telephone</u> | |
| <u>Email</u> | brian.spearman@kofile.com |

Dear Ms. Jacqueline S. Frierson,

This proposal addresses Perquimans Register of Deeds | NC's critical records and is presented by Kofile Technologies, Inc. (Kofile). Note that prices for the inventory herein are good for 90 days from the date of this proposal. Critical Records Management is a modern approach to addressing diverse public records requirements. Kofile is trusted by over 3,000 government agencies as a consultant and partner and is the only supplier that offers this full suite of products and services. Kofile performs all services in accordance with the Code of Ethics & Guidelines for Practice of the American Institute Conservation (AIC).

SCOPE OF SERVICES

General treatments and services are outlined in the following. Services are tailored to the needs of the specific item.

| Record Series | Service | Scope of Work |
|----------------|-------------------|--|
| Marriages 1911 | Book Preservation | <ul style="list-style-type: none"> • Inspect and log each item upon receipt. • Disbind volumes by hand (Kofile does not guillotine volumes to separate pages). • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC). • Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination to the extent possible without causing damage to paper and inks. • Mend tears and guard burns on back side of sheets with acid free and reversible mending materials. • Deacidify sheets with Kofile's proprietary solution Bookkeepers®. • Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™. • Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar. |
| Marriages 1912 | Book Preservation | <ul style="list-style-type: none"> • Inspect and log each item upon receipt. • Disbind volumes by hand (Kofile does not guillotine volumes to separate pages). • Flatten sheets using tacking irons, heat presses, or an Ultrasonic Humidification Chamber. • Surface clean sheets according to in accordance with the Code of Ethics & Guidelines for Practice of the American Institute for Conservation (AIC). • Remove any non-archival repairs, adhesives, residual glues, fasteners, or lamination to the extent possible without causing damage to paper and inks. • Mend tears and guard burns on back side of sheets with acid free and reversible mending materials. • Deacidify sheets with Kofile's proprietary solution Bookkeepers®. • Encapsulate each sheet in Kofile's proprietary Lay Flat Archival Polyester Pocket™. • Re-bind in custom archival quality binder (Heritage Recorder Binder or Kofile's proprietary Disaster-Safe Binder). A volume may return split due to the added weight of the Mylar. |

PROJECT PRICING

Please reference this number on the P.O. Without a signed agreement, prices are good for 90 days. All pricing is based on estimated page counts and condition. Final billing occurs on actual page counts and condition per mutually agreed upon pricing; not to exceed the P.O. without written authorization.

| Record Series | Volume(s) | Total # of Inventory | Service | Estimated Total |
|----------------|-----------|----------------------|-------------------|-------------------|
| Marriages 1911 | n/a | 1 | Book Preservation | \$1,209.00 |
| Marriages 1912 | n/a | 1 | Book Preservation | \$1,352.00 |
| TOTAL: | | | | \$2,561.00 |

Net Total: \$2,561.00

Terms and Conditions: This proposal shall be governed by the terms of use found at <https://kofile.com/termsandconditions>

Billing Terms: Kofile will invoice the total fees due upon the earlier of thirty (30) days after completion of all work or final delivery. Kofile's proposal pricing is a good-faith estimate based upon information provided to or understood by Kofile. Actual pricing and fees may vary based upon the actual quantity or condition of records.

| | |
|--|--|
| Customer Acceptance  Signature of Authorized Official | Kofile Acceptance _____ Signature of Authorized Official |
| Jacqueline S. Frierson _____ Print Name of Authorized Official | _____ Print Name of Authorized Official |
| Register of Deeds _____ Title of Authorized Official | _____ Title of Authorized Official |
| May 14, 2025 _____ Date | _____ Date |

STATEMENT OF INTEREST TO SERVE

If you are a Perquimans County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Perquimans County Board of Commissioners
c/o Clerk to the Board
P.O. Box 45
Hertford, NC 27944

E-mail: mhunnicultt@perquimanscountync.gov

Fax Number: (252) 426-4034

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

- 1. Senior Citizens Advisory Board
2. NC Senior Tar Heel Legislature
3.
4.

Your full name RONALD PAUL STITES

Date of Birth March 8, 1955

Mailing Address 119 Perquimans River Lndg

City and Zip Code Hertford, NC 27944

Home Phone

Work Phone 252 426 1796

Cell Phone 757 408 3648

Current Job Title Perquimans County Veteran Services Officer and Wrestling Coach

Company or Agency Perquimans County

Email Address ronstites@perquimanscountync.gov or stitesrp@gmail.com

Do you live in the county?

Yes X

No []

Please list the name of your Township

(This information can be obtained from the Tax Office at (252) 426-7010)

Educational Background BA in Biology, MA in Management

Work Experience 44 years in the U.S. Navy as an aviator, squadron commander, fleet operations officer, inspector general staff, chief of staff for a navy task force and navy school houses.

Prior Board/Committee Experience I served on multiple boards/committees during my Navy service.

This "Statement of Interest to Serve" will remain active for two (2) years from date received in the County Manager's Office.

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences as set forth by the by-laws or rules for that Board.

Signature [Handwritten Signature]

Date 5/14/2025

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



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

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

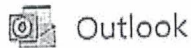
PERQUIMANS COUNTY
TAX DEPARTMENT

Enforced Collections- May 2025

GARNISHMENTS: \$4,821.44

PAYMENT AGREEMENTS: \$10,633.01

DEBT SETOFFS: \$0



SAMC Move Perq EMS Cost Agreement

From Jonathan Nixon <JNixon@perquimanscountync.gov>

Date Sun 5/25/2025 2:57 PM

To Frank Heath <frankheath@perquimanscountync.gov>; Brandon Shoaf
<brandonshoaf@perquimanscountync.gov>; Rebecca Corprew <rebeccacorprew@perquimanscountync.gov>

Cc AdminEMS <adminems@perquimanscountync.gov>

1 attachment (159 KB)

SAMC Move Perq EMS Cost Agreement.pdf;

Frank/Brandon/Rebecca,

Attached is a DRAFT SAMC Move Perq EMS Cost Agreement. I am requesting this draft be included in the Board Packet and that a new business agenda item for SAMC Move be included.

Preferred wording for a possible motion might be: "I motion to authorize the Emergency Services Director to negotiate a fair market price and enter into a Letter of Agreement with Sentara Albemarle Medical Center to assist in the scheduled hospital move by transporting patients from the current facility to the new facility. The ability to assist will be contingent upon available staff and equipment on the day of the move."

Please let me know if there are any questions or concerns.

Thanks,

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

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

| | |
|--|--|
| | <h2 style="margin: 0;">Participating Provider LETTER OF AGREEMENT</h2> |
|--|--|

| | | | | | |
|---------------------|--|---------------------|--------------|------|-------|
| Provider Name: | Perquimans County EMS | | | | |
| Address 1: | 159 Creek Drive | | | | |
| Address 2: | P. O. Box 563 (Mailing) jnixon@perquimanscountync.gov | | | | |
| City: | Hertford | State: | NC | Zip: | 27944 |
| TIN# | 56-6000330 | | | | |
| Phone: | 252-426-5646 | Fax: | 252-426-1875 | | |
| Provider Specialty: | Ambulance | Natl. Provider ID # | 1801895230 | | |

To Whom It May Concern:

Perquimans County EMS has agreed to participate with Sentara Albemarle Medical Center for ambulance transportation under the terms and conditions described herein this *Letter of Agreement* (LOA). Such LOA shall remain in effect until the end of services on the specified date below.

Perquimans County EMS agrees to accept the following reimbursement as payment for ambulance transport services during the August 8, 2025 Sentara Albemarle Medical Center move from its current facility located at 1144 North Road Street in Elizabeth City to its new facility located at 905 Thunder Road in Elizabeth City with charges as outlined below:

- \$250 per transported patient from the current facility to the new facility

Perquimans County EMS attests here that it is in full compliance with State and Federal regulations, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA), pertaining to the practice of medicine within their stated specialty area (above). Further, Perquimans County EMS agrees to notify Sentara Albemarle Medical Center immediately in the event of loss of credential, malpractice insurance or any legal matter that may impact the quality of the patient care, or the safety or satisfaction of the patient community accessing Provider under the terms of this LOA.

Having read and understood fully the terms and conditions and being willing to participate, this *Letter of Agreement* is hereby executed this _____ day of _____, _____.

Sentara Albemarle Medical Center

Perquimans County EMS

Signed:

Signed:

Printed:

Printed:

Title:

Title:

Date:

Date:

PLAT REVIEW LOG - PERQUIMANS COUNTY MAY

| SURVEYOR'S NAME PLAT TITLE | SURVEYOR'S PHONE # ADDRESS | DATE IN DATE OUT | APPROVAL YES/NO | COMMENTS |
|-----------------------------------|-------------------------------|---------------------|--------------------|---|
| TA STOKELY | X | 5-6-2025 | X | BOUNDARY SURVEY 2-D061-0020-HB .30 ACRES |
| TIMOTHY J & PATRICE GARRETT | | | | |
| ROANOKE LAND | X | 5-12-2025 | X | SUBDIVISION OF 1-0029-0006 1.59 ACRES |
| RICKY & LISA DAVENPORT | | | | |
| TA STOKELY | X | 5-14-2025 | X | RECOMBINATION OF 5-D032-0155-W & 5-D032-0154-W .45 ACRES. DELETE 5-D032-0155-W |
| JEROME W WHITE | | | | |
| TIMMONS GROUP | X | 5-14-2025 | X | RECOMBINATION OF 4-0035-0001 & 4-0035-0007 176 ACRES |
| JAMES C JR & KIMBERLY D WILSON | | | | |
| TA STOKELY | X | 5-16-2025 | X | BOUNDARY SURVEY FOR 2-D085-L71-SH .26 ACRES |
| HOWARD WILLIAMS | | | | |
| TA STOKELY | X | 5-16-2025 | X | BOUNDARY SURVEY FOR 2-D085-L066-SH .26 ACRES |
| LEONDA M WILLIAMS | | | | |
| PAUL S TOTI | X | 5-20-2025 | X | SUBDIVISION OF 1-0011-0065C 1.77 ACRES |
| BELVIDERE CHAPPELL HILL FIRE | | | | |

BISSELL SURVEYING J H MILLER JR. 166 COTTONWOOD DRIVE 504 E ELIZABETH ST STE 215 B STREE ROBEY SCOTT TEMPLE
 PO BOX 168 KITTY HAWK, NC 27949 HERTFORD, NC 27944 ELIZABETH CITY, NC 2790 MCKIM & CREED 504 E ELIZABETH ST STE ELIZABETH CITY, NC 2790 CAMDEN, NC 27921 PO BOX 422
 (252)261-3266 339-6932 338-2929 335-1888 303-4016 ELIZABETH CITY, NC 27907
 BOWMAN CONSULTING EUGENE JORDAN 402 SIGN PINE ROAD 146 OAK GROVE ROAD MARK PRUDEN GLORIA ROGERS SL CARDWELL SURVEYING
 PAUL J TOTI 402 SIGN PINE ROAD EDENTON, NC 27932 482-7804 215 B STRET 27921 CAMDEN, NC 27921 ELIZABETH CITY, NC 27909
 131 MAIN STREET TYNER, NC 27980 1252)679-7670 1015 MACEY JO COURT 510 AVENURE ROAD 1805 W CITY DR UNIT E
 GATESVILLE, NC 279 GATESVILLE, NC 279 338-4161 1252)679-7670 1015 MACEY JO COURT 510 AVENURE ROAD 1805 W CITY DR UNIT E
 357-1581 338-4161 1252)679-7670 1015 MACEY JO COURT 510 AVENURE ROAD 1805 W CITY DR UNIT E
 CHARLES E BROWN, III PAT MCDOWELL 1015 MACEY JO COURT 510 AVENURE ROAD 1805 W CITY DR UNIT E
 2005 JOHNSON ROAD ELIZABETH CITY, NC 27909 338-4161 1252)679-7670 1015 MACEY JO COURT 510 AVENURE ROAD 1805 W CITY DR UNIT E
 ELIZABETH CITY, NC 27909 338-4161 1252)679-7670 1015 MACEY JO COURT 510 AVENURE ROAD 1805 W CITY DR UNIT E
 335-0928 338-4161 1252)679-7670 1015 MACEY JO COURT 510 AVENURE ROAD 1805 W CITY DR UNIT E
 TONY WEBB PO BOX 381 EDENTON, NC 27932 (252)482-3066 (828) 869-2777 (252)621-5030

PLAT REVIEW LOG - PERQUIMANS COUNTY

MAY

| SURVEYOR'S NAME PLAT TITLE | SURVEYOR'S PHONE # ADDRESS | DATE IN DATE OUT | APPROVAL YES/NO | COMMENTS |
|---|-------------------------------|---------------------|--------------------|--|
| TA STOKELY | X | 5-6-2025 | X | BOUNDARY SURVEY FOR 1-0030-0091,01-0030-0091A & 1-0030-0010D |
| GERALD G WIGGINS, LARRY L HOLCOMB & ETAL | X | 5-21-2025 | | .87 ACRES, .63 ACRES & 1.1 ACRES |
| | | | | |
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BISSELL SURVEYING
 PO BOX 168
 KITTY HAWK, NC 27949
 (252)261-3266

BOWMAN CONSULTING
 PAUL J TOTI
 131 MAIN STREET
 GATESVILLE, NC 279
 357-1581

CHARLES E BROWN, III
 2005 JOHNSON ROAD
 ELIZABETH CITY, NC 27909
 335-0928

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

J H MILLER JR.
 166 COTTONWOOD DRIVE
 HERTFORD, NC 27944
 339-6932

EUGENE JORDAN
 402 SIGN PINE ROAD
 TYNER, NC 27980
 221-4795

PAT MCDOWELL
 PO BOX 391
 ELIZABETH CITY, NC 27909
 338-4161

MCKIM & CREED
 504 E ELIZABETH ST STE
 ELIZABETH CITY, NC 2790
 338-2929

MARK PRUDEN
 146 OAK GROVE ROAD
 EDENTON, NC 27932
 482-7804

ROBEY
 215 B STREE
 CAMDEN, NC 27921
 335-1888

GLORIA ROGERS
 215 B STRET
 CAMDEN, NC 27921
 338-1415/333-8781

SCOTT TEMPLE
 PO BOX 422
 ELIZABETH CITY, NC 27907
 303-4016

SL CARDWELL SURVEYING
 1206 FRANCIS STREET
 ELIZABETH CITY, NC 27909
 338-6328

RACKLEY SURVEYING
 1015 MACEY JO COURT
 ELIZABETH CITY, NC 27909
 (252)679-7670

SAUNDERS SURVEYING
 510 AVENUE ROAD
 BLACK MOUNTAIN, NC 28711
 (828) 669-2777

TIMMONS GROUP
 1805 W CITY DR UNIT E
 ELIZABETH CITY, NC 27909
 (252)621-5030

Permit Report

5/1/2025 - 5/27/2025

| Permit Date | Permit # | Permit Type | Location | Project Cost | Total Fees | Outstanding Balance | Total Payments |
|-------------|----------|-------------|----------|--------------|------------|---------------------|----------------|
| 5/1/2025 | 5507 | Mechanical | County | 12,250 | \$75.00 | \$0.00 | \$75.00 |
| 5/1/2025 | 5506 | Building | County | 3,650 | \$75.00 | \$0.00 | \$75.00 |
| 5/1/2025 | 5505 | Mechanical | County | 500 | \$55.00 | \$0.00 | \$55.00 |
| 5/1/2025 | 5504 | Electrical | County | 300 | \$80.00 | \$0.00 | \$80.00 |
| 5/1/2025 | 5503 | Electrical | County | 3,000 | \$148.00 | \$0.00 | \$148.00 |
| 5/1/2025 | 5502 | Building | County | 2,500 | \$50.00 | \$0.00 | \$50.00 |
| 5/1/2025 | 5501 | Plumbing | County | 1,700 | \$50.00 | \$0.00 | \$50.00 |
| 5/1/2025 | 5496 | Electrical | County | 850 | \$50.00 | \$0.00 | \$50.00 |
| 5/1/2025 | 5495 | Plumbing | County | 17,500 | \$60.00 | \$0.00 | \$60.00 |
| 5/1/2025 | 5493 | Building | Winfall | 299,100 | \$725.00 | \$0.00 | \$725.00 |
| 5/1/2025 | 5492 | Building | Winfall | 299,000 | \$805.00 | \$0.00 | \$805.00 |
| 5/1/2025 | 5489 | Building | County | 42,000 | \$197.00 | \$0.00 | \$197.00 |
| 5/1/2025 | 5484 | Building | County | 4,000 | | \$0.00 | |
| 5/1/2025 | 5477 | Plumbing | Winfall | 774,000 | | \$0.00 | |
| 5/1/2025 | 5470 | Building | Winfall | 192,000 | \$358.00 | \$0.00 | \$358.00 |
| 5/1/2025 | 5465 | Plumbing | County | 10,000 | \$190.00 | \$0.00 | \$190.00 |
| 5/1/2025 | 5382 | Building | County | 264,000 | \$185.00 | \$185.00 | |
| 5/1/2025 | 5322 | Building | Winfall | 299,100 | \$707.00 | \$0.00 | \$707.00 |
| 5/2/2025 | 5515 | Building | Hertford | 7,000 | \$75.00 | \$0.00 | \$75.00 |
| 5/2/2025 | 5514 | Electrical | County | 11,000 | \$295.00 | \$0.00 | \$295.00 |
| 5/2/2025 | 5513 | Plumbing | County | 500 | \$56.00 | \$0.00 | \$56.00 |
| 5/2/2025 | 5512 | Plumbing | County | 750 | \$54.00 | \$0.00 | \$54.00 |
| 5/2/2025 | 5511 | Mechanical | Hertford | 7,500 | \$75.00 | \$0.00 | \$75.00 |
| 5/2/2025 | 5510 | Electrical | County | 200 | \$50.00 | \$0.00 | \$50.00 |
| 5/2/2025 | 5509 | Building | County | 84,500 | \$321.00 | \$0.00 | \$321.00 |
| 5/2/2025 | 5508 | Mechanical | County | 25,000 | \$180.00 | \$0.00 | \$180.00 |
| 5/5/2025 | 5520 | Building | Winfall | 135,000 | \$585.00 | \$0.00 | \$585.00 |
| 5/5/2025 | 5519 | Mechanical | Hertford | 11,526 | \$75.00 | \$0.00 | \$75.00 |
| 5/5/2025 | 5518 | Building | County | 299,727 | \$185.00 | \$0.00 | \$185.00 |
| 5/5/2025 | 5517 | Plumbing | County | 100 | \$50.00 | \$0.00 | \$50.00 |
| 5/5/2025 | 5516 | Building | County | 130,000 | \$571.00 | \$0.00 | \$571.00 |
| 5/5/2025 | 5331 | Building | County | 34,000 | \$189.00 | \$0.00 | \$189.00 |
| 5/6/2025 | 5522 | Plumbing | County | 1,000 | \$65.00 | \$0.00 | \$65.00 |
| 5/6/2025 | 5521 | Plumbing | County | 2,800 | \$50.00 | \$0.00 | \$50.00 |
| 5/7/2025 | 5524 | Building | Winfall | 1,000 | \$225.00 | \$0.00 | \$225.00 |
| 5/7/2025 | 5523 | Building | County | 11,000 | \$150.00 | \$150.00 | |
| 5/8/2025 | 5528 | Mechanical | County | 22,000 | \$0.00 | \$0.00 | |
| 5/8/2025 | 5527 | Electrical | County | 1,000 | \$50.00 | \$0.00 | \$50.00 |
| 5/8/2025 | 5526 | Electrical | County | 150 | | \$0.00 | |
| 5/9/2025 | 5535 | Mechanical | County | 4,446 | \$75.00 | \$0.00 | \$75.00 |
| 5/9/2025 | 5534 | Electrical | County | 4,000 | \$108.00 | \$0.00 | \$108.00 |
| 5/9/2025 | 5533 | Electrical | County | 3,500 | \$50.00 | \$0.00 | \$50.00 |
| 5/9/2025 | 5532 | Mechanical | County | 24,311 | \$130.00 | \$0.00 | \$130.00 |
| 5/9/2025 | 5531 | Plumbing | County | 1,500 | \$70.00 | \$0.00 | \$70.00 |
| 5/9/2025 | 5530 | Plumbing | County | 12,800 | \$210.00 | \$0.00 | \$210.00 |
| 5/9/2025 | 5529 | Building | County | 30,000 | \$180.00 | \$0.00 | \$180.00 |
| 5/12/2025 | 5537 | Building | County | 500 | \$125.00 | \$0.00 | \$125.00 |
| 5/12/2025 | 5536 | Plumbing | County | 3,400 | \$50.00 | \$0.00 | \$50.00 |
| 5/13/2025 | 5540 | Building | Winfall | 27,800 | \$203.00 | \$0.00 | \$203.00 |
| 5/13/2025 | 5539 | Building | County | 33,000 | \$430.00 | \$0.00 | \$430.00 |

| | | | | | | | |
|-----------|------|------------|----------|------------------|--------------------|-----------------|--------------------|
| 5/13/2025 | 5538 | Electrical | County | 9,400 | \$318.00 | \$0.00 | \$318.00 |
| 5/14/2025 | 5547 | Plumbing | County | 11,000 | \$200.00 | \$0.00 | \$200.00 |
| 5/14/2025 | 5546 | Electrical | County | 2,200 | \$60.00 | \$0.00 | \$60.00 |
| 5/14/2025 | 5545 | Electrical | County | 25,000 | | \$0.00 | |
| 5/14/2025 | 5544 | Electrical | County | 25,000 | | \$0.00 | |
| 5/14/2025 | 5543 | Building | County | 800,000 | | \$0.00 | |
| 5/14/2025 | 5542 | Building | County | 800,000 | | \$0.00 | |
| 5/14/2025 | 5541 | Building | County | 20,000 | \$96.00 | \$0.00 | \$96.00 |
| 5/15/2025 | 5554 | Mechanical | Hertford | 4,341 | \$75.00 | \$0.00 | \$75.00 |
| 5/15/2025 | 5553 | Plumbing | County | 5,000 | \$110.00 | \$0.00 | \$110.00 |
| 5/15/2025 | 5552 | Plumbing | County | 17,500 | \$250.00 | \$0.00 | \$250.00 |
| 5/15/2025 | 5550 | Plumbing | County | 500 | \$65.00 | \$0.00 | \$65.00 |
| 5/15/2025 | 5549 | Electrical | County | 7,000 | \$340.00 | \$0.00 | \$340.00 |
| 5/15/2025 | 5548 | Electrical | County | 500 | \$50.00 | \$0.00 | \$50.00 |
| 5/16/2025 | 5556 | Plumbing | County | 6,000 | \$180.00 | \$0.00 | \$180.00 |
| 5/16/2025 | 5555 | Electrical | Hertford | 700 | \$50.00 | \$0.00 | \$50.00 |
| 5/19/2025 | 5562 | Electrical | County | 2,995 | \$158.00 | \$0.00 | \$158.00 |
| 5/19/2025 | 5561 | Electrical | County | 14,000 | \$454.00 | \$0.00 | \$454.00 |
| 5/19/2025 | 5559 | Electrical | County | 2,000 | \$79.00 | \$0.00 | \$79.00 |
| 5/19/2025 | 5558 | Electrical | County | 15,000 | \$524.00 | \$0.00 | \$524.00 |
| 5/20/2025 | 5570 | Electrical | County | 2,500 | \$338.00 | \$0.00 | \$338.00 |
| 5/20/2025 | 5569 | Plumbing | Winfall | 0 | | \$0.00 | |
| 5/20/2025 | 5568 | Plumbing | County | 9,202 | \$70.00 | \$0.00 | \$70.00 |
| 5/20/2025 | 5567 | Electrical | County | 10,000 | \$289.00 | \$0.00 | \$289.00 |
| 5/20/2025 | 5566 | Electrical | County | 10,000 | \$328.00 | \$0.00 | \$328.00 |
| 5/20/2025 | 5565 | Building | County | 78,000 | \$150.00 | \$0.00 | \$150.00 |
| 5/20/2025 | 5564 | Mechanical | County | 25,632 | \$300.00 | \$0.00 | \$300.00 |
| 5/21/2025 | 5574 | Mechanical | County | 1,399 | \$55.00 | \$0.00 | \$55.00 |
| 5/21/2025 | 5573 | Building | County | 53,318 | \$100.00 | \$0.00 | \$100.00 |
| 5/22/2025 | 5579 | Electrical | County | 1,500 | \$170.00 | \$0.00 | \$170.00 |
| 5/22/2025 | 5578 | Building | County | 250,000 | \$680.00 | \$0.00 | \$680.00 |
| 5/22/2025 | 5576 | Plumbing | County | 13,000 | \$180.00 | \$0.00 | \$180.00 |
| 5/22/2025 | 5575 | Mechanical | County | 30,000 | \$150.00 | \$0.00 | \$150.00 |
| 5/23/2025 | 5581 | Building | Winfall | 14,000 | \$138.00 | \$0.00 | \$138.00 |
| 5/23/2025 | 5580 | Building | Winfall | 24,000 | \$156.00 | \$0.00 | \$156.00 |
| 5/27/2025 | 5585 | Electrical | County | 3,000 | \$152.00 | \$0.00 | \$152.00 |
| 5/27/2025 | 5584 | Building | County | 5,500 | \$50.00 | \$0.00 | \$50.00 |
| 5/27/2025 | 5583 | Electrical | County | 15,600 | \$190.00 | \$0.00 | \$190.00 |
| 5/27/2025 | 5582 | Building | County | 31,000 | \$375.00 | \$375.00 | |
| | | | | 5,502,247 | \$15,622.00 | \$710.00 | \$14,912.00 |

Total Records: 89

5/27/2025



Case Activity Report

5/1/2025 - 5/27/2025

| Activity Date | Case # | Parcel Address | Violation | Description | Activity Type | Description |
|---------------|--------|----------------------|-------------|--|---------------|---|
| 5/27/2025 | 194 | 120 ATKINS WAY | | Trash and noise from construction site | Inspection | Anonymous complaint about loud noises and construction trash from house being built at this address. Upon inspection no trash was blowing around or loud noises detected. |
| 5/27/2025 | 192 | 1582 CENTER HILL HWY | Solid Waste | Burned down barn | Inspection | Spoke with the Executor of the estate today 5-27-25 by phone and he said they were cleaning up the site and trying to decide whether or not to rebuild. |
| 5/27/2025 | 193 | 112 NURSING HOME RD | Solid Waste | Solid Waste and High Grass | Inspection | Made contact by phone with property owner today 5-27-25 about the grass and trash complaint. She said she had someone staying there |

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 trying to help her keep the place up but they worked out of town a lot. She also stated they would try and keep the grass mowed and trash picked up a little more often.

| | | | | | | |
|-----------|-----|-----------------------|-------------|----------------------------------|------------|--|
| 5/23/2025 | 190 | 283 HOLIDAY ISLAND RD | Solid Waste | Old House and SWMH Deteriorating | Inspection | Have received estimates for removal of house and single wide mobile home, waiting on signed documents from owner so we can proceed. |
| 5/23/2025 | 193 | 112 NURSING HOME RD | Solid Waste | Solid Waste and High Grass | Inspection | Complaint of Trash and High Grass. Upon inspection the grass was high and the only household trash was in a small trailer in the driveway. No one at property, will contact owner. |
| 5/23/2025 | 193 | 112 NURSING HOME RD | Solid Waste | Solid Waste and High Grass | Inspection | Made call to property owner and had no response will try again to contact them. |
| 5/22/2025 | 192 | 1582 CENTER HILL HWY | Solid Waste | Burned down barn | Inspection | Anonymous complaint of burned debris being blown around in neighboring properties. Upon inspection I |

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 saw no debris scattered to other properties, only remains of burned structure that appears to be getting cleaned up. No one was at the residence today, will contact owner.

| | | | | | | |
|-----------|-----|--------------------|-------------|------------------------------------|---------------|--|
| 5/21/2025 | 191 | 219 MUDDY CREEK RD | Solid Waste | Abandon Mobile Home | Inspection | Single Wide Mobile Home burned and deteriorating. Property also has three junk vehicles and a camper. Will contact owner. |
| 5/20/2025 | 180 | 237 OLD US 17 RD | Solid Waste | House falling in and deteriorating | Phone Contact | Received signed and notarized document to demo house from property owner. Waiting on final estimates for asbestos removal before we proceed. |
| 5/5/2025 | 187 | 249 DOGWOOD DR | Solid Waste | Household Trash | Re-Inspection | Re-inspected property today 5-5-25 due to multiple complaints of trash piled up around house. When I arrived owner left from a side driveway to avoid me. She immediately called the office to verify why I was there and said they would handle the |

| | | | | | DHR-3 | cleanup when they could. Page 4 |
|----------|-----|-----------------------|-------------|----------------------------------|------------|---|
| 5/2/2025 | 190 | 283 HOLIDAY ISLAND RD | Solid Waste | Old House and SWMH Deteriorating | Inspection | Old House and SWMH are deteriorating and need to be demoed. We have been in contact with owner and will deliver document's for him to sign so we can proceed with demoing the buildings on this property. |
| | | | | | | |

Total Records: 11

5/27/2025

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