

AGENDA

All items are for discussion and possible action.
Perquimans County Board of Commissioners
Meeting Room at Perquimans County Library
July 7, 2025
7:00 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 June 2, 2025, Regular Meeting, June 16, 2025 Public Budget Hearing, June 16, 2025 Regular Work Session (cancelled).
- B. Tax Refund & Tax Release Approvals
- C. Personnel Matters
 - 1. Appointment: FT Non Certified Telecommunicator
 - 2. Appointment: PT/FI Non Certified Telecommunicator (3)
 - 3. Appointment: PT/FI EMT (3)
 - 4. Reclassification: Income Maintenance Caseworker II
 - 5. Reclassification: Telecommunicator III
 - 6. Reclassification: PT/FI Telecommunicator II
 - 7. Reclassification: Permanent PT Telecommunicator II
 - 8. Reclassification: Chief Building Inspector
 - 9. Title Change: PT/FI Building Inspector
 - 10. Reclassification: Investigator II (2)
 - 11. Reclassification: Deputy II
 - 12. Resignation: FT Telecommunicator III
 - 13. Resignation: PT/FI EMT
 - 14. Resignation: Board of Elections Director
 - 15. Resignation: 4-H Youth Development Agent
 - 16. Merit Increase: Sheriff's Office (4)
 - 17. Merit Increase: Water Department (4)
 - 18. Merit Increase: Emergency Services (2)
 - 19. Merit Increase: Inspections
 - 20. Step Increase: Inspections
 - 21. Step Increase: County Manager
 - 22. Step Increase: Social Services
- D. Budget Amendment No. 1
- E. Miscellaneous Documents
 - 1. Albemarle Commission Senior Nutrition Contract FY25-26
- F. Board Appointments
 - 1. COA Board of Trustees – Reappointment
 - 2. Local Library Board – Reappointment (2)
 - 3. Recreation Advisory Committee – At Large - Resignation
 - 4. Recreation Advisory Committee – Hertford - Reappointment
 - 5. Recreation Advisory Committee – Winfall - Reappointment
 - 6. Social Services Board – Reappointment
- G. Resolution: Surplus Equipment

ACTION
REQUIRED

NO ACTION REQUIRED	V.	Introduction of New Employees 1. Sheriff (2) 2. Social Services	
POSSIBLE ACTION REQUIRED	VI.	Scheduled Appointments Bill Jennings – Collection Percentage Report Gary Kollman – American Legion – Firefighter of the Year Jared Harrell – Perquimans Extension Director – 4-H NCACC Delegate Jamie Johnson – Perquimans County Schools Maintenance Director	7:00 p.m. 7:05 p.m. 7:10 p.m. 7:15 p.m.
NO ACTION REQUIRED	VII.	Commissioner's Concerns/Committee Reports A. B.	
ACTION REQUIRED	VIII.	Old Business A. Updates from County Manager	
ACTION REQUIRED	IX.	New Business A. Sale of Surplus Equipment B. Recreation Advisory Committee: Vacancy C. NCACC Voting Delegate & Alternate for 118 th Annual Conference D. Town of Hertford – Power Access Site at Marine Industrial Park	
NO ACTION REQUIRED	X.	Unscheduled Appointments/Public Comments <i>(If you wish to address the Board, please state your name for the record prior to speaking)</i> A. B. C.	
ACTION REQUIRED	XI.	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 June 2, 2025 Budget Presentations, June 16, 2025 Regular Meeting, June 16, 2025 (cancelled).
- 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
Molly Miller	FT Hire	Non-Certified TC	60/1	\$15.32/hr.	7/1/2025
Isabel Jarvis	PT Hire	PT/FI Non-Cert. TC	60/1	\$15.32/hr.	7/1/2025
Sandra LaRose	PT Hire	PT/FI Non-Cert. TC	60/1	\$15.32/hr.	7/1/2025
Kathryn Touchton	PT Hire	PT/FI Non-Cert. TC	60/1	\$15.32/hr.	7/1/2025
Legend 'Alex' Prescott	PT Hire	PT/FI EMT	64/1	\$18.26/hr.	7/1/2025
Jessica Owens	PT Hire	PT/FI EMT	64/1	\$18.26/hr.	7/1/2025
Ashlyn Overman	PT Hire	PT/FI EMT	64/1	\$18.26/hr.	7/1/2025
Stacy Simpson	Reclassification	IMC II	63/1	\$36,354.00	7/1/2025
Zeb Daneker	Reclassification	TC III	68/10	\$27.13/hr.	7/1/2025
Taylor Russell	Reclassification	PT/FI TC II	66/6	\$22.54/hr.	7/1/2025
Emily Harrell	Reclassification	PPT TC II	66/11	\$25.46/hr.	7/1/2025
Erle Solesbee	Reclassification	Chief Building Inspector	71/7	\$59,851.00	7/1/2025
Virgil Parrish	Title Change	PT/FI Inspector			7/1/2025
William Preston Ward	Reclassification	Investigator II	74/7	\$68,298.00	7/1/2025
James Fowden	Reclassification	Investigator II	74/7	\$68,298.00	7/1/2025
Christopher Murray	Reclassification	Deputy II	70/7	\$57,272.00	7/1/2025
Taylor Russell	Resignation	FT TC III			7/1/2025
Nikia Davenport	Resignation	Social Worker III			6/25/2025
Chloe Schlmeyer	Resignation	PT/FI EMT			6/19/2025
Jackie Greene	Resignation	Board of Elections Director			7/18/2025
Thomas Reid	Merit Increase	Chief Deputy	75/9	\$74,941.00	7/1/2025
LeAnn Wynne	Merit Increase	Office Manager	63/12	\$47,559.00	7/1/2025
Dean Polumbo, Jr.	Merit Increase	Certified Deputy	68/5	\$49,949.00	7/1/2025
Brian Baker	Merit Increase	Animal Control Officer	63/7	\$42,086.00	7/1/2025
Maribeth Harris	Merit Increase	Office Manager	65/10	\$49,463.00	7/1/2025
Tracy Hunter	Merit Increase	Water Technician II	61/11	\$42,490.00	7/1/2025
Robert Smith	Merit Increase	Water Technician I	58/10	\$36,348.00	7/1/2025
Steven Stallings	Merit Increase	Water Plant Operator	69/15	\$66,618.00	7/1/2025
Gary Wayne Jordan	Merit Increase	Paramedic Shift Supervisor	72/8	\$30.82/hr.	7/1/2025
Heather Miller	Merit Increase	Paramedic Shift Supervisor	72/7	\$30.07/hr.	7/1/2025
Sharon Cooper	Merit Increase	Office Manager	62/8	\$41,281.00	7/1/2025
William Wynne, Jr.	Step Increase	Code Enforcement Officer	61/3	\$34,955.00	7/1/2025
Casey White	Step Increase	Human Resources Coordinator	68/2	\$46,437.00	7/1/2025
Kanisha Mercer	Step Increase	Social Work Supervisor III	73/3	\$59,282.00	7/1/2025

- D. **Enclosure:** Budget Amendment No. 1 is enclosed for Board review and action.
- E. **Enclosures:** The following miscellaneous documents are being presented for Board consideration and action:
1. **Contract:** Albemarle Commission Senior Nutrition Contract effective 07/01/2025-06/30/2026
- F. **Board Appointments**
1. COA Board of Trustees: Reappointment of Wallace Nelson
 2. Local Library Board: Reappointment of Robert Martin Jr. and Maurice Bunch.
 3. Recreation Advisory Board: Reappointment of Martina McClenney and Cynthia Cunningham

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
Shelby White – Sheriff	Matthew Ward	Non Certified Deputy	06/01/2025
Shelby White – Sheriff	Nathan McKeuen	Non Certified Deputy	05/12/2025
Angela Jordan – DSS	Bryhana Midgette	Social Worker II > III	06/02/2025

VI. Scheduled Appointments:

- A. Bill Jennings will present the Collection Percentage Report.
- B. Gary Kollman will present the American Legion Firefighter of the Year
- C. Jared Harrell will present the 4-H NCACC Delegate – Approval and Picture needed
- D. Jamie Johnson will present a request for lottery funds for replacing playground equipment at Perquimans Central and fire alarm upgrades at all four schools.

IX. New Business

- A. Resolution: Approval requested for the sale of surplus equipment from EMS. This is for a stretcher.
- B. Sale of Surplus Equipment: The buyers approved at the June 2, 2025 meeting did not complete the purchase of the following property. The bid will end on Monday, July 7, 2025. The sale amounts will be updated before the meeting.

Buyer	Vehicle	Date Sold	Starting Bid	Sale Amount
	2014 Ford F150 VIN# 7774		\$500.00	
	2015 Dodge Charger VIN#8938		\$500.00	

- C. Board Vacancies: Recreation Advisory Committee: There is one (1) vacancy for the seat of an At-Large Member.
- D. NCACC is requesting the Board to name a voting delegate for the upcoming 118th Annual Conference
- E. County Manager Heath will discuss the conveyance of land in Phase II of the Commerce Center to the TOH for a second delivery access point for power.

REGULAR MEETING

June 2, 2025

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, June 2, 2025, at 7:00 p.m. in the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944.

MEMBERS PRESENT: Charles Woodard, Vice Chairman Timothy J. Corprew
 Joseph W. Hoffer James W. Ward
 Kathryn M. Treiber

MEMBERS ABSENT: Wallace E. Nelson, Chairman

OTHERS PRESENT: Hackney High, County Attorney Brandon Shoaf, Assistant County Manager
 Frank Heath, County Manager Rebecca T. Corprew, Clerk to the Board

Vice Chairman Woodard called the meeting to order. James W. Ward gave the invocation, and the Vice Chairman led the Pledge of Allegiance.

AGENDA

Vice Chairman Woodard 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, Vice Chairman Woodard asked for a motion to approve the Agenda as presented. Timothy J. Corprew made a motion to approve the Agenda as presented. The motion was seconded by James W. Ward and unanimously approved by the Board.

CONSENT AGENDA

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

A. **Approval of Minutes:** The minutes of May 1, 2025, Departmental Budget Presentations, May 5, 2025, Regular, and May 19, 2025, Regular Work Session (cancelled) were approved.

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

Tax Refunds (Perquimans County):

Mathews, Sidney Blanchard (Perquimans)----- \$124.84
 Vehicle is a total loss. 11-month refund. Account No. 65388231

Mathews, Sidney Blanchard (Hertford)----- \$124.84
 Vehicle is a total loss. 11-month refund. Account No. 65388231

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
Bryhana Midgette	Social Worker II work against III	Appointment	67/4	\$46,662	06/01/2025
William Ward	Part Time Certified Deputy	Appointment	68/2	\$22.33/hr.	06/01/2025
Amanda Diaz	Full Time AEMT	Appointment	66/4	\$21.47/hr.	06/01/2025
Jasmine Ratcliff	Full Time EMT	Resignation			05/21/2025

D. **Step/Merit Increases:**

Department Name	Employee Name	Classification	Grade/ Step	New Salary	Effective Date
Sheriff	Taylor Dickey	Certified Deputy	68/3	\$47,569	06/01/2025
Sheriff	Christopher Murray	Certified Deputy	68/7	\$52,446	06/01/2025
Sheriff	Brandon Snyder	Certified Deputy	68/2	\$46,437	06/01/2025
911	Charity Geho	Full Time Telecommunicator I	64/4	\$19.66/hr.	06/01/2025
Recreation	Amanda Layden	Administrative Assistant	58/9	\$35,462	06/01/2025
DSS	Angela Jordan	Director	79/3	\$77,201	06/01/2025

E. **Budget Amendment No. 37:** The following budget amendments were approved by the Board:

BUDGET AMENDMENT NO. 37
E-911 FUND

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 FY 24/25 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.			

- F. **Disposition of Emergency Management Trailer:** Emergency Management is purchasing a new boat trailer. The trailer being replaced is a 1993 Long with a trade in value of \$200.00. The Board approved the release of the 1993 boat trailer for trade in.
- G. **Miscellaneous Documents:** The following miscellaneous documents were approved by the Board:
 - a. **Resolution Authorizing the Removal of Public Records:** The Resolution allows the removal of certain public record books for the purpose of repair, restoration, and rebinding. The books removed are Vital Statistics Marriage Licenses 1911-1912. The Resolution was approved.
- H. **Board Appointments:** The following board resignations, appointments, and reappointments were approved by the Board.
 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 Hoffer, and Center for Active Living Director LuRee Sawyer.
 5. Community Advisory Committee - Deborah Pfennig resigned effective March 1, 2025

RECOGNITION OF SERVICE AND INTRODUCTION OF NEW EMPLOYEES

- A. 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:

Department	Employee	Job Title	Yrs. of Service	Effective Date
Social Services	Julie Shreckengast	IM Supervisor	5	06/01/2025
Extension	Jared Harrell	Extension Director	15	06/01/2025

TAX COLLECTION REPORT

Bill Jennings, Tax Administrator, presented the tax collection report of 96%. Charles Woodard asked Mr. Jennings how the collection rate last year at this point compares. Mr. Jennings stated that last year's rate at this time was 97%.

FY2025-2026 BUDGET PRESENTATION

County Manager Heath presented the following budget message:

June 2, 2025

To: The Honorable Chair, Board of Commissioners, and taxpayers of Perquimans County

I respectfully submit the proposed budget for Perquimans County for the Fiscal Year 2025-2026. The budget has been prepared in accordance with the North Carolina Local Government Budget and Fiscal Control Act. The budget identifies the estimated revenues and expenditures for the Fiscal Year 2025-2026.

Proposed Tax Rate

As in years past, the County's budget process calls for department heads and other agencies to submit budget requests to the County Manager. In total, the requests amounted to approximately \$27.4 million. That's almost \$2.7 million dollars more than anticipated revenues for the upcoming fiscal year. The tax rate would have to be 13 cents higher to fully fund all requests of Perquimans County for the next year.

Total taxable value increased from \$2,011,226,681 to \$2,038,025,494 or 1.33%. Budgeted sales tax revenues are expected to increase by over \$100,000 from last year's budgeted amount. I project that we're going to use around \$622,000 out of fund balance appropriation for the fiscal year 24/25 budget. The proposed FY 25/26 budget allocates \$1,863,175 out of fund balance.

The County remains in excellent financial condition (as evidenced by our most recent audit) but is feeling the effects of inflation and increased personnel costs. Perquimans County will continue to make substantial investments in school spending, public safety, and personnel. However, three factors have severely affected the expenditure projections for the upcoming fiscal year. First, costs for the Albemarle District Jail will increase by over \$400,000. The decision by the jail board and staff to reduce the number of federal prisoners housed has significantly reduced projected revenues for the jail. This means more cost to each of the member counties. Second, the initial interest-only loan payments for the new Intermediate School kick in this fiscal year. The total payment for the upcoming year equals \$469,755. Third, the roof replacement for the EMS building, in conjunction with the construction of the new 911 center, will likely approach over \$200,000 in cost. These factors, exceeding \$1 million dollars, require us to implement austerity measures for the new budget. The proposed tax rate for fiscal year 25-26 remains unchanged at 52 cents per hundred dollars of value. When compared to other Counties in the region, Perquimans' tax rate will remain among the lowest in northeastern North Carolina.

General Fund Budget Summary

The General Fund budget is \$24,649,109 for 2025-2026, an increase of \$409,968 from the current year's amended budget of \$24,284,141.

General Fund Revenues

Property taxes account for most of the general fund revenues, and I've already mentioned the conditions as it relates to real property taxation.

Sales tax revenues are the second largest source of County general fund revenues. Budgeted sales tax revenues are projected to increase by a total of \$100,000 compared to last year's budgeted amount, for a total of \$2,900,000.

\$635,000 is forecast to be added to Perquimans' sales tax allocation to reflect the additional services taxed by the General Assembly in 2016. This is an increase of \$5,000 from last fiscal year's proposed budget. Medicaid hold harmless payments from the State, which are tied directly to sales tax calculations, are projected at \$424,406 this year, the same as collected in FY 24-25. Expected Land Transfer Tax revenues in FY 2025-26 are \$960,000.

General Fund Expenses

Most of the departmental operating budgets remain similar to the current budget year. By way of comparison, the largest General Fund expenses by department or agency are as follows:

<u>Department/Agency</u>	<u>Proposed FY 25-26</u>	<u>% of Total GF</u>
Perquimans County Schools	\$5,051,603	22%

Social Services	\$3,290,126	13%
Sheriff	\$2,871,436	11%
Emergency Medical Services	\$2,867,047	11%
911 Communications	\$1,629,091	6%
Albemarle District Jail	\$1,304,687	5%

School Funding

As presented by the Board of Education and school staff earlier this spring, the Perquimans County School System has requested \$3,786,268 for school current expense, an increase of \$186,268 over last year's County appropriation of \$3,600,000. This represents a 5% increase from the previous fiscal year's budget allocation. The local current expense requested increase centers mostly around additional personnel and benefit costs.

The proposed FY 2025-26 County budget maintains the local current expense budget at \$3,600,000. Being that the Perquimans Schools will receive an additional \$374,902 in low-wealth funding over last year's budget, this is more than enough to fund the additional requests of the County. Also, the County took on additional debt service in the amount of \$469,755 for the new Intermediate School. This year's payment is interest-only and will increase in the years to come. Maintaining the current level of funding and paying the new debt service payment continues a significant contribution by the County Board of Commissioners to fund new facilities, instructional services, support services, athletics, maintenance and utilities. The school capital outlay budget is the same as the requested amount; \$625,000.

Building and Facility Initiatives/Capital Outlay

Due to the factors discussed earlier in this document, the only capital projects funded in this budget will be the remaining 20% payment for a new ambulance that was approved in the current fiscal year budget but will be delivered in the upcoming fiscal year (\$56,597); and the County has been asked to contribute a nominal match on the completion of the 911 Center in the amount of \$37,979. Any emergency capital requests may be funded by the County Manager through the Buildings and Grounds budget. It is my recommendation that the Board and new manager examine the budget as of January 1, 2026, to determine if limited funding of additional capital requests appears prudent at that time.

Personnel

The proposed FY 2025-26 budget contains a 2% cost of living adjustment to the salary schedule, but with a delayed effective date of January 1, 2026. Steps and merits remain active for this budget. Included is a 2% 401k match for employees, and the continuation of longevity pay for those that qualify.

Perquimans County participates in the State Health plan, and health insurance rates are projected to cost \$9,029 per employee per year. This amount includes a projected 5% increase in rates beginning in January and \$25 per month per employee that the State charges employees for the base 70-30 plan. The health benefit alone remains a significant benefit to County workers.

The North Carolina Local Government Employees Retirement System employers' contribution will increase to 14.39% from 13.65% for FY 25-26.

Due to the factors discussed earlier in this document, there are no new County employee positions that will be added through the general fund budget. It is my recommendation that the Board and new manager examine the budget as of January 1, 2026, to determine if limited funding of additional employee position requests appears prudent at that time. This budget does fund a salary study (\$40,000) that will examine the County's pay levels and levels of staffing to see how we compare to other relevant counties in North Carolina.

Other Noteworthy Items

- Funding for the County Fire Departments increases to \$115,000 each, up from \$110,000 per department last year. In recognition of the construction of a substation to cover all of their citizens and improve insurance coverage rates, Durants Neck will receive \$40,000 for the operation of the substation.
- Funding for the Perquimans County Library will be \$220,000.
- Funding for the Tri-County Animal Shelter will increase to \$144,805 to facilitate staff and building improvements.
- Due to staffing shortages and therefore, a reduction in Federal Inmate revenue, the Albemarle District Jail budget has increased by over \$400,000 for Perquimans County. The total budget is projected to be over \$1,300,000.

Water Fund

Perquimans continues to make significant investment in its overall ability to provide water to its customers. Perquimans will continue to purchase 150,000 gallons of reverse osmosis water from Pasquotank County that services customers on the Winfall plant side. The bulk water rate that Pasquotank County charges is \$7.77 per thousand gallons.

Water rates will remain at \$17.50 for a minimum bill and \$9 per thousand after the first thousand. There is a total increase in the budget projected of \$359,400. Salt and chemical supplies have increased significantly from year to year. Other capital expenditures include permits, design and plans for a new discharge location at the Winfall plant, expected to cost around \$325,000.

The total water fund budget for the Fiscal Year 2025-26 is \$3,019,300.

Solid Waste Fund

The proposed solid waste fee for FY 25-26 is \$190, no change from last fiscal year. This fee covers the cost of operating the five Convenience Site locations, the County's portion of the Perquimans-Chowan-Gates Transfer Station operating cost, and the tipping fee for the County's solid waste at the private landfill in Bertie County. All of these operational costs have increased significantly over the past couple of years. The total solid waste fund budget is projected at \$1,319,500.

Conclusion

I'd like to thank the Department Heads for their stewardship in this budget process. I would also like to thank the Board of Commissioners for your involvement in the budget discussions and for making difficult, but important decisions on behalf of the citizens of Perquimans County. Finally, I'd like to thank County staff: Brandon Shoaf, Assistant County Manager; Mary Hunnicutt and Rebecca Corprew- Clerk to the Board; Casey White- Human Resources; and Bill Jennings and Kim Bray of the Tax Office, for their assistance and guidance in this process. I'd especially like to thank Finance Officer Tracy Mathews. Without her help and expertise, this process could not have been completed as easily. She has been my right hand, and I will miss working with her on these budgets.

SPECIAL CALLED MEETING MINUTES

June 16, 2025

7:00 p.m.

The Perquimans County Board of Commissioners met in a SPECIAL CALLED MEETING on Monday, June 16, 2025, at 7:00 p.m. in the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944.

MEMBERS PRESENT: Wallace E. Nelson, Chairman Charles Woodard, Vice Chairman
Joseph W. Hoffler James W. Ward
Kathryn M. Treiber Timothy J. Corprew

MEMBERS ABSENT: None

OTHERS PRESENT: Hackney High, County Attorney Brandon Shoaf, Assistant County Manager
Frank Heath, County Manager Rebecca T. Corprew, Clerk to the Board

Chairman Nelson called the meeting to order. Kathryn M. Treiber gave the invocation, and the Chairman led the Pledge of Allegiance. Chairman Nelson explained that the purpose of this Special Called Meeting was to hold a Public Hearing on the proposed FY2025-2026 Budget.

PUBLIC HEARING – FY 2025-2026 BUDGET

Chairman Nelson opened the Public Hearing stating that the purpose of the public hearing was to receive public comments on the proposed FY 2025-2026 Budget. There were seven (7) people present. County Manager Heath stated that he presented the Budget Message at the June 2, 2025 meeting and that there were no changes. No one signed up on the sign in sheet for public comments. There being no individuals signed up, Chairman Nelson closed the public hearing at 7:02 p.m.

AGENDA

On motion made by Timothy J. Corprew, seconded by James W. Ward, the Board unanimously approved the Agenda.

PERSONNEL MATTERS

The following personnel matters were approved by the Board, on motion made by James. W. Ward and seconded by Kathryn M. Treiber:

Table with 6 columns: Employee Name, Employee Job Title, Action Required, Grade/Step, New Salary, Effective Date. Rows include Nikia Davenport (Social Worker III, Resignation) and Brandy Haislip (Income Maintenance Caseworker II, Leave without Pay).

FY 2024-2025 YEAR-END BUDGET AMENDMENTS

Chairman Nelson explained that these budget amendments are to sure up the FY 2024-2025 budget and recognized Mr. Heath for more information. Mr. Heath recognized Tracy Mathews, Finance Officer who presented the Budget Amendment Numbers 38 through 43. Mr. Nelson asked if there were any questions or comments. There being none, James W. Ward made a motion to approve the following Year-End amendments. The motion was seconded by Charles Woodard and unanimously approved by the Board.

BUDGET AMENDMENT NO. 38
GENERAL FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-345-000	LOCAL OPTION 1% SALES TAX	14,700	
10-410-030	GOV BODY - SALARIES	3,500	
10-410-050	GOV BODY - FICA	200	
10-410-140	GOV BODY - TRAVEL/TRAINING	8,000	
10-410-260	GOV BODY - ADVERTISING	3,000	
10-345-000	LOCAL OPTION 1% SALES TAX	69,000	
10-420-040	CO MGR - PROFESSIONAL SERVICES	66,500	
10-420-110	CO MGR - TRAVEL/TRAINING	2,500	
10-430-032	BOE - PT SALARIES		6,984
10-430-030	BOE - PT SALARIES *	6,984	
10-301-001	AD VALOREM TAXES - CURRENT YEAR	2,000	
10-450-281	TAX REFUNDS	2,000	
10-348-026	DRAINAGE FEES - TAX DEPT	2,500	
10-450-434	DRAINAGE FEES	2,500	
10-348-029	MANAGEMENT ENTITY FEES	2,500	
10-450-448	MANAGEMENT ENTITY FEES	2,500	
10-301-011	DMV TAXES - CURRENT YEAR	25,000	
10-470-040	LEGAL - PROFESSIONAL SERVICES	25,000	
10-356-000	REGISTER OF DEEDS FEES	75,400	
10-480-451	ROD - DOMESTIC VIOLENCE	400	
10-480-452	ROD - CONVEYANCE TAX	75,000	
10-301-011	DMV TAXES - CURRENT YEAR	21,000	
10-345-002	LOCAL OPTION B SALES TAX	14,600	
10-500-130	BLDG - UTILITIES	21,000	
10-500-540	BLDG - INSURANCE/BONDS	14,600	
10-345-008	MEDICAID HOLD HARMLESS	101,000	
10-348-008	SRO - SHERIFF	44,000	
10-510-020	SHERIFF - SALARIES	145,000	
10-351-000	OFFICER FEES	2,500	
10-510-431	SHERIFF CONCEALED PERMITS	2,500	
10-360-000	AMBULANCE FEES	100,000	
10-511-020	DISPATCH - FT SALARIES	75,000	
10-511-110	DISPATCH - TELEPHONE/POSTAGE	25,000	
10-348-018	EM - EOC	9,796	
10-530-020	EM - SALARIES	2,500	
10-530-212	EM - JOPPA TOWER RENT	7,296	
10-360-000	AMBULANCE FEES	58,000	
10-592-030	EMS - PT SALARIES	50,000	
10-592-110	EMS - TELEPHONE/POSTAGE	8,000	
10-360-000	AMBULANCE FEES	6,000	
10-600-040	PROFESSIONAL SERVICES - ME	6,000	
10-348-009	NUT SITE - SENIOR PROGRAMS	421	
10-348-032	SENIOR PROGRAMS - GRANTS	390	
10-660-311	CAL - DONATIONS/GRANTS	411	
10-660-315	SENIOR GAMES	400	
10-345-001	LOCAL OPTION TAX 1/2% A	20,000	
10-682-740	SCHOOL - CAPITAL (30% OF 1/2%)	20,000	
10-345-002	LOCAL OPTION SALES TAX B	6,000	

BUDGET AMENDMENT NO. 38
GENERAL FUND (CONT'D)

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-015	WHITE GOODS	2,000	
10-348-016	SCRAP TIRE	10,000	
10-690-933	HEALTH DEPT T/ST/WG	18,000	
10-347-000	ABC BOTTLE REVENUE	1,000	
10-690-935	COST SHARE PROGRAM	1,000	
10-345-008	MEDICAID HOLD HARMLESS	6,000	
10-690-935	COST SHARE PROGRAM	6,000	
10-345-008	MEDICAID HOLD HARMLESS	13,000	
10-690-994	TRI CO ANIMAL SHELTER	13,000	
EXPLANATION: General Funds Year End Budget Amendment for FY24/25 to cover expenses.			

BUDGET AMENDMENT NO. 39
WATER FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
35-373-000	WATER - TAPS/CONNECTIONS	6,000	
35-720-020	WATER - SALARIES	6,000	
EXPLANATION: Water Funds Year End Budget Amendment for FY24/25 to cover expenses.			

BUDGET AMENDMENT NO. 40
SOLID WASTE FEE

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
38-301-000	LANDFILL FEE - BUDGET YEAR	40,000	
38-750-280	SW FEE REFUNDS	14,000	
38-750-913	HEALTH DEPT LANDFILL	26,000	
EXPLANATION: Solid Waste Fund Year End Budget Amendment for FY24-25 to cover expenses			

BUDGET AMENDMENT NO. 41
ECONOMIC DEVELOPMENT

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
40-660-712	CAPITAL OUTLAY - IMPROVEMENTS		12,500
40-660-110	ECONOMIC DEVELOPMENT/TELEPHONE	300	
40-660-040	ECONOMIC DEVELOPMENT/PRO SERV	12,200	
EXPLANATION: Economic Development Year End Budget Amendment for FY24-25 to cover expenses.			

BUDGET AMENDMENT NO. 42
TOURISM DEVELOPMENT

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
45-329-000	TDA - INTEREST	2,000	
45-385-000	TDA - OCCUPANCY TAX	6,420	
45-682-020	TDA - SALARIES	8,420	
EXPLANATION: Tourism Development Authority Year End Budget Amendment for FY24-25 to cover expense			

BUDGET AMENDMENT NO. 43
SCHOOL CONSTRUCTION

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
65-348-001	STATE SCHOOL FUNDS LOTTERY	55,371	
65-500-740	SCHOOL CAPITAL OUTLAY	55,371	
EXPLANATION: School Construction Fund Year End Budget Amendment for FY24-25 to cover expenses.			

COMMISSIONERS CONCERNS AND COMMENTS

Joseph W. Hoffler: At the June 2, 2025 regular meeting, Mr. Hoffler addressed the Board about the Juneteenth celebration and a possible financial contribution from the County. The request was tabled for

the June 16, 2025 meeting to allow Mr. Hoffler to discuss this request with the Commissioners individually at the direction of County Attorney High. Each of the Commissioners was given the opportunity to express their thoughts and concerns regarding the financial contribution. All Commissioners explained to Mr. Hoffler why they would be voting no to this request. Chairman Nelson called for a vote on the financial request for \$2,000.00. The request was denied on a vote of five (5) to one (1), with Joseph W. Hoffler voting in approval of the request.

CLOSED SESSION: TO CONSULT WITH ATTORNEY REGARDING A LEGAL MATTER AND TO DISCUSS THE ACQUISITION OF REAL PROPERTY AND TO APPROVE CLOSED SESSION MINUTES

Chairman Nelson stated that, pursuant to NC General Statute § 143-318-11(3) and § 143-318-11(5), the Board went into Closed Session to consult with attorney regarding a legal matter, to discuss acquisition of real property, and to approve Closed Session Minutes. On motion made by James W. Ward, seconded by Charles Woodard, and unanimously approved by the Board, the Board went into Closed Session.

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

No action was required from the Closed Session.

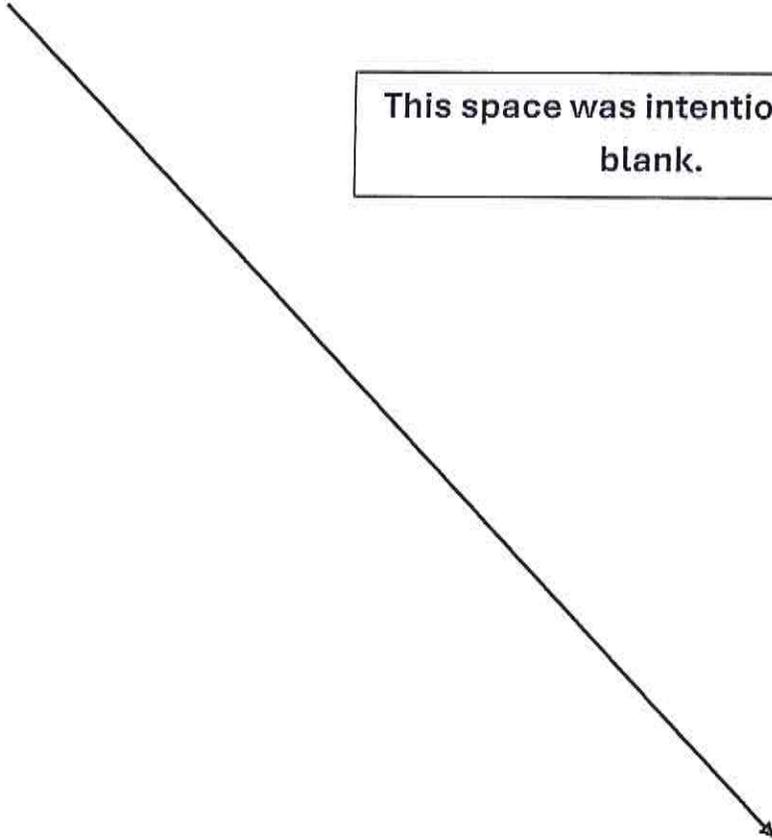
SPECIAL CALLED MEETING ADJOURNMENT

Chairman Nelson asked if there were any further comments or business to discuss. There being none, the Special Called Meeting was adjourned at 8:10 p.m. on motion made by James W. Ward, seconded by Joseph W. Hoffler, and unanimously approved by the Board.

Clerk to the Board

Wallace E. Nelson, Chairman

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ATTACHMENT A

**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2025-2026**

BE IT ORDAINED THIS 16th DAY OF JUNE, 2025, BY THE BOARD OF COMMISSIONERS OF PERQUIMANS COUNTY, NORTH CAROLINA:

I. GENERAL FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the General Fund for the operation of the County Government and its activities for the fiscal year beginning July 1, 2025, and ending June 30, 2026, in accordance with the chart of account heretofore established of this County:

Governing Body	\$ 74,445
County Manager/Finance/Planning	1,061,001
Elections	253,733
Tax Department	589,566
Legal	38,000
Register of Deeds	367,167
Public Buildings	933,889
Sheriff	2,871,435
Communications	1,629,090
Jury Commission	3,325
Fire Departments/Emergency Management	906,362
Medical Examiner	6,000
Inspections	313,295
Emergency Medical Services	2,867,047
Natural Resource Conservation Service	82,005
Extension Services	172,879
Veterans Services	31,786
Social Services	3,290,126
Schools - Current Expense	3,600,000
Schools - Capital Outlay	625,000
Schools - Debt Service	1,306,358
Recreation	396,494
Special Appropriations	2,572,884
Center for Active Living	307,880
Library Debt Service	269,342
Debt Service Lease Payments	125,000
TOTAL GENERAL FUND	\$ 24,694,109

Section 2: REVENUES - It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026; with a revenue neutral tax rate of 52¢ per hundred:

Ad Valorem Taxes:

Budget Year	\$ 10,976,812
Prior Years and Penalties	436,000
Interest and Advertisement	220,000

Other Taxes & Licenses:

Wine & Beer License	\$ 500
Local Option Sales Tax 1%	950,000
Local Option Sales Tax 1/2% A	1,300,000
Local Option Sales Tax 1/2% B	650,000
Local Option Sales Tax Rural	635,000

Unrestricted Intergovernmental:

Tax Collections - Municipalities	\$ 27,500
ABC Bottle Revenue	4,600
Beer & Wine	42,000
Utility Franchise Distribution	10,000
Medicaid Hold Harmless	424,406

**BUDGET ORDINANCE
FY 2025-2026**

Restricted Intergovernmental:**State Grants:**

RACE-CAR Trial	\$ 5,600
Social Services	1,950,000
Soil Conservation - Operating	3,600
Soil Conservation - Technician	20,000
Management Entity Funds	6,000
OJJ	77,485
Register of Deeds - A.E. & P.F.	19,590
Health Department - T/ST/WG	26,000
School Resource Officer - Board of Education	120,000
Senior Programs	3,755
Electronic Recycling Fees	1,000
Drainage Fees	12,000
DWI - DMV License Revocation	500
Nutrition Site Manager - Albemarle Commission	12,000
Floodplain Mapping - Register of Deeds	6,000
Register of Deeds - Dept. of Cultural Resources	2,500
Register of Deeds - State General Fund	2,050
Duke Endowment	88,000
EM Grant	35,125
Veterans Program	2,272
Sheriff - Grants	102,793
Sheriff - NRA Grant	22,171
Dispatch - Cybersecurity Risk Initiative	71,778

Permits & Fees:

Building Permits	\$ 200,000
Register of Deeds	220,000
Recreation Fees	25,000
Ambulance Fees	1,250,000

Sales & Services:

Senior Center Donations	500
Officer-Sheriff Fees	52,500
Jail Fees	9,000
Rents:	
Farm	11,188
Tower	14,400
Building Leases	91,000
Recreation/Senior Center	9,000
Investment Earnings	250,000
Miscellaneous	26,000
Subdivision Fees	800
Zoning Fees	2,000
Tower Consulting Fees	2,000
Veterans Monument Contributions	100
State Funds - Drug Tax	30,624
Town of Hertford Police	375,000
Federal Drug Funds	14,925
Recreation Concessions	3,000
Local Funds - Sheriff / Canine	
Range Management	100
EMS Donations	2,000
Local Funds Range Improvements	2,000
Gates 911 Communications	862,760
Town of Hertford - Cameras	25,000

PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2025-2026

Transfer from Other Funds:

Water System	\$ 100,000
Municipal Dispatch Fees	25,000
Other Revenues:	
Land Transfer Tax Proceeds	960,000
Fund Balance Appropriated	\$ 1,863,175
TOTAL GENERAL FUND:	\$ 24,694,109

II. WATER DEPARTMENT

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Water System Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026.

Administration & Operations	\$ 2,738,855
Loan Principal	171,982
Loan Interest	8,463
Contribution to General Fund	100,000
TOTAL WATER SYSTEM FUND	\$ 3,019,300

Section 2: REVENUES - It is estimated that the following revenues will be available in the Water System Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026.

Investment Earnings	\$ 20,000
Sale of Water	2,475,000
Taps & Connections	120,000
Reconnections	15,000
Penalties & Interest	60,000
Rent: Towers	5,400
Miscellaneous	2,000
Water Improvement Fund	15,000
Fund Balance Appropriated	306,900
TOTAL WATER SYSTEM FUND	\$ 3,019,300

III. SOLID WASTE FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Solid Waste Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026.

Administration & Operations	\$ 1,296,900
Recycling Centers Maintenance	12,600
Solid Waste Refunds	10,000
TOTAL SOLID WASTE FUND	\$ 1,319,500

Section 2: REVENUES - (Solid Waste Fee: \$190.00 per Household). It is estimated that the following revenues will be available in the Solid Waste Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026.

Solid Waste Fees	\$ 1,250,000
Investment Earnings	
Disposal Tax	7,000
Solid Waste Fee - Prior Years	62,500
Fund Balance Appropriated	0
TOTAL SOLID WASTE FUND	\$ 1,319,500

PERQUIMANS COUNTY

BUDGET ORDINANCE

FY 2025-2026

IV. REVALUATION RESERVE FUND

1. **Section 1: APPROPRIATIONS** - The following amounts are hereby appropriated in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026.

Reserve for Revaluation	\$	35,250
TOTAL REVALUATION FUND	\$	35,250

2. **Section 2: REVENUES** - It is estimated that the following revenues will be available in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026.

Investment Earnings	\$	250
Transfer from General Fund		35,000
TOTAL REVALUATION FUND	\$	35,250

V. COURT FACILITIES FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Court Facilities Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026.

Administration & Maintenance	\$	20,160
District Attorney Office Expense		9,840
Fine & Forfeitures		80,000
TOTAL COURT FACILITIES	\$	110,000

Section 2: REVENUES - It is estimated that the following revenues will be available in the Court Facilities Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026.

Facility Fees	\$	25,000
Fines & Forfeiture Fees		85,000
TOTAL COURT FACILITIES	\$	110,000

VI. ECONOMIC DEVELOPMENT FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Economic Development Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026.

Economic Development Reserve	\$	588,282
Capital Outlay	\$	100,000
Professional Services & Expenses	\$	44,718
TOTAL ECONOMIC DEVELOPMENT	\$	733,000

Section 2: REVENUES - It is estimated that the following revenues will be available in the Economic Development Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026.

Sale of Commerce Lots	\$	725,000
Investment Earnings		8,000
TOTAL ECONOMIC DEVELOPMENT	\$	733,000

PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2025-2026

VII. TOURISM DEVELOPMENT FUND - OCCUPANCY TAX

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Tourism Development Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026.

Promotions, Marketing, Operating Expenses	\$	114,879
Fireworks Contribution		1,500
TOTAL TOURISM DEVELOPMENT	\$	116,379

Section 2: REVENUES - It is estimated that the following revenues will be available in the Tourism Development Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026.

Transfer from General Fund	\$	25,828
Occupancy Tax		44,000
Intergovernmental Transfers		2,000
Interest		500
Miscellaneous Revenue / Visitor Guides		200
Local Funds / Events		10,000
Fund Balance		33,851
TOTAL TOURISM DEVELOPMENT	\$	116,379

VIII. EMERGENCY TELEPHONE FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Emergency Telephone Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026.

911 Grant Expenses	\$	4,401,136
Operating Expenses		325,457
TOTAL EMERGENCY TELEPHONE FUND	\$	4,726,593

Section 2: REVENUES - It is estimated that the following revenues will be available in the Emergency Telephone Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026.

State Grants	\$	4,401,136
Emergency 911 Fee		325,457
TOTAL EMERGENCY TELEPHONE FUND	\$	4,726,593

IX. COUNTY CONSTRUCTION FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the County Construction Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026.

Communications Tower Project	\$	2,207,914
Perquimans Marine Park Basin	\$	407,750
TOTAL COUNTY CONSTRUCTION FUND	\$	2,615,664

PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2025-2026

Section 2: REVENUES - It is estimated that the following revenues will be available in the County Construction Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026.

Communications Tower Project	\$ 2,207,914
<u>Perquimans Marine Park Basin</u>	<u>\$ 407,750</u>
TOTAL COUNTY CONSTRUCTION FUND	<u>\$ 2,615,664</u>

X. OPIOID SETTLEMENT FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Opioid Settlement Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026.

<u>Opioid Settlement Fund</u>	<u>\$ 114,000</u>
TOTAL OPIOID SETTLEMENT FUND	<u>\$ 114,000</u>

Section 2: REVENUES - It is estimated that the following revenues will be available in the Opioid Settlement Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026.

<u>Investment Earnings</u>	<u>\$ 200</u>
<u>Opioid Settlement Fund</u>	<u>113,800</u>
TOTAL EMERGENCY TELEPHONE FUND	<u>\$ 114,000</u>

XI. OTHER PROVISIONS

Section 1: The Budget Officer is hereby authorized to transfer appropriations within a fund contained herein under the following conditions:

- a) The Budget Officer may transfer amounts between objects of expenditures within a department except salary amounts without limitation.
- b) The Budget Officer may not transfer any amount between funds nor from any contingency appropriations within any fund.

Section 2: The Board of Commissioners hereby authorizes the attached Fee Schedule for FY 2025-2026.

XI. TAX LEVY

Section 1: There is hereby levied a tax at the rate of 52¢ (fifty-two cents) per one hundred dollars (\$100) valuation of property listed for taxes as of January 1, 2025 for the purpose of raising the revenue listed as "Budget Year's Taxes" in the General Fund - Part I, Section 2 of this Ordinance.

Section 2: This rate of tax is based on an estimated total valuation of property for the purpose of taxation of \$ 2,038,025,494 and an estimated collection rate of 96.5%.

This Budget was approved with a vote of six (6) to zero (0) on June 16, 2025, by a quorum of the Perquimans County Board of Commissioners being present and all present casting a vote.

Wallace E. Nelson, Chairman
Perquimans Co. Board of Commissioners

FEE SCHEDULE
FY 25-26

There is hereby established, for the fiscal year beginning July 1, 2025, and ending
June 30, 2026, the following fees for services as indicated:

Building Inspections	
<u>Construction Fees</u>	
Square Foot	\$.25/SF
Minimum Fee	\$75.00
State Fee	\$10.00
In-ground pool (Residential)	\$100.00
In-ground pool (Commercial)	\$125.00
Carports (open all 4 sides)	\$.125/SF
Large Metal Buildings	\$.125/SF
Daycare & ABC	\$75.00
Group/ Foster Homes	\$50.00
Storage Building 12 x 12 or less	\$25.00
<u>Electrical Fees</u>	
Minimum Fee	\$50.00
Square Foot	\$.10/SF
Temporary Service	\$50.00
Service Repair	\$50.00
Service Charge	\$.30/amp
Swimming Pools	\$30.00
Sub panel	\$20.00
Generators	\$50.00
Baseboard Heat (per thermostat)	\$10.00
Photovoltaic/Solar	\$5 per string
<u>Plumbing Fees</u>	
Minimum Fee	\$50.00
Per Fixture	\$10.00
Sprinklers	\$50.00
Per Head	\$10.00
<u>Mechanical Fees</u>	
Central Heating/Air Conditioning	\$75.00
Central - Additional Unit	\$55.00
Minimum Fee	\$50.00
Hood System	\$50.00
Mini Split system	\$75.00
Additional head(s)	\$25.00
<u>Insulation Fees</u>	
Insulation	\$75.00
<u>L.P. & Natural Gas Fees</u>	
Minimum Fee	\$50.00
Per Gas Outlet	\$5.00
<u>Sign Fees</u>	
Free Standing	\$50.00
<u>Renovation Fees</u>	
1/2 New Construction	
<u>Manufactured Homes</u>	
Single Section	\$200.00
Multi Section	\$250.00
Electrical	\$75.00
Mechanical	\$75.00
Plumbing	\$75.00
<u>Modular Homes</u>	
All set-up	\$.25/SF
Electrical	\$.30/amp
Plumbing	\$50.00
Mechanical	\$55.00
<u>Administrative, Negligence & Reinspections</u>	
Administrative	\$50.00
Negligence	\$50.00
2nd Negligence	\$100.00
Re-Inspection	\$50.00
Occupancy/ Certificate	\$100.00
<u>Junk Car & Trash Administration</u>	
	\$75.00

Sheriff Department Fees

Fingerprints	\$5.00/card
Gun Purchase Permits	\$5.00 each
Concealed Handgun Permits	\$90.00
Concealed Handgun Permit Renewals	\$75.00
Service Fees (civil papers)	\$30.00/service
Out of State Service Fees (civil papers)	\$100.00
Notary	\$5 per signature

EMS Fees

ALS-I Emergency A0427	\$698.87
ALS-II Emergency A0433	\$1,011.53
ALS-I or II Treatment / No Transport A0998 (including Helo)	\$300.00
ALS-I Non Emergency A0426	\$441.40
BLS-Emergency A0429	\$588.52
BLS-Non Emergency A0428	\$367.82
Transports to Funeral Homes	\$250.00
Ambulance Crew Standby - 1st 2 hours	\$200.00
Ambulance Crew Standby - additional hours	\$100
Zone Car Standby- per	\$50
Attorney's Fees (patient's records)	\$25.00
Ground Mileage - ALS or BLS	\$14.33/Loaded Mileage
Specialty Care A0434	\$1,195.44

*Ambulance fee schedule will be adjusted January of each year at 130% minimum when updated by Medicare

Recreation Fees**Rental Fees:**

Meeting Room/Kitchen	\$60.00/hr (3 hr minimum)
Gymnasium	\$100 per hour
Tennis Courts (1/2 day)	\$50.00
Tennis Courts (full day)	\$100.00
Outside Basketball (1/2 day)	\$50.00
Outside Basketball (full day)	\$100.00
Field Rental (1/2 day)	\$75.00/field
Field Rental (full day)	\$150.00/field
Lights additional	\$25.00/hour
Field Rental for practices	\$25.00/hour
Non Rec. teams with lights	\$15.00/hour
	\$25.00/hour

Deposit in addition to any rental fees. All fees are refundable if cancelled at least 72 hrs before scheduled rental day.

Registration Fees

Youth Soccer	\$20.00
Youth Basketball	\$20.00
Volleyball	\$20.00
Softball (9-16)	\$20.00
Babe Ruth (13-15)	\$20.00
Football	\$30.00
Cheerleading	\$20.00
T-Ball (4-6)	\$20.00
Cosch Pitch (7-8)	\$20.00
Wrestling	\$20.00
Adult Softball	\$200.00/team
Adult Basketball	\$200.00/team
Open Gym	No charge
Skate Park	No charge

There is a maximum of \$50 per family for each activity.

Register of Deeds**All Instruments (Except Deeds of Trust)**

Pages 1-15	\$26.00
Each additional page thereafter	\$4.00
Multi-instrument	\$10.00

Deed of Trust 1st thru 35th Page

Each additional page	\$64.00
	\$4.00

UCC

1 to 2 pages	\$38.00
3 to 10 pages	\$45.00
Over 10 pages (Plus \$2 per page over 10)	
Search per name	\$30.00
Copy per page	\$2.00

Plats

1st page	\$21.00
Each additional page	\$21.00

DOT Highway Maps

1st page	\$21.00
Each additional page thereafter	\$5.00

Copies

Plat copies	\$5.00
Regular copies (per page)	\$0.25

Certified copies (instruments & plats)

1st page	\$5.00
Each additional page	\$2.00

Notary

Oath	\$10.00
Commission verification	\$5.00

Marriage License

Issuance of license	\$60.00
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Vital Records

Certified copy (birth, death, marriage)	\$10.00
Delayed birth applications	\$20.00
Amendments	\$15.00
Records search from Vital Records	\$24.00
Plus payable to Vital Records	\$24.00
Legitimations	\$15.00
Plus payable to Vital Records	\$15.00

Tax Department

Copies	\$0.25
Non-aerial maps	\$0.50
Aerial maps	\$1.20

GIS Mapping Price List

Plotter

Size	Black & White	Image Color
8.5 x 11	\$1.00	\$2.00
11 x 17	\$2.00	\$3.00
16 x 20	\$3.00	\$5.00
22 x 34	\$5.00	\$8.00
34 x 46	\$8.00	\$10.00

Desk printer

Size	Black & White	Image Color
8.5 x 11	\$0.50	\$1.25
8.5 x 14	\$0.75	\$1.50
11 x 17	\$1.00	\$1.75

Data Layers

Entire County parcels with aerial images and ownership information \$200.00
(Available on CD & ZIP drive)

Individual Layers \$50.00 first layer
\$25.00 each additional layer

Individual Plotter Maps

Township & Municipality Street Maps Price based on size/color

Zoning Maps per Township/Municipality Price based on size/color

Full County Zoning Map \$12.00

County street maps, subdivision maps, and other maps created without image and little color same as listed under Plotter Black & White

Flood maps, soil maps, census maps and others created with full color same as listed under Plotter Image/Color

Availability

Requests can be made Monday through Friday from 8 am to 5 pm except holidays. All efforts will be made to provide information within 5 working days

Payment

Payment is required prior to preparation of CD's, extensive copying requests, maps to be sent by mail and ftp uploads

Custom Work

A fee of \$25.00 per hour will be charged for requests for maps that we do not have the data layers for. For instance, having to go on the internet to download information.

County Manager

Zoning Ordinance	\$15.00
Subdivision Ordinance	\$10.00
Junk Ordinance	\$10.00
Junkyard Ordinance	\$10.00
Manufactured Home Park Ordinance	\$5.00
Minimum charge for copy of any other Ordinance	\$5.00
Copies	\$0.25

Water Department

Rate Schedule

WATER RATES- There is a min. charge of \$17.50 for the first 1000 gallons; each additional gallons will be \$9.00/1000 gal.

Tap-on Fees

Size Meter	Cost of Tap
¾"	\$1,500.00
1"	\$2,500.00
2"	\$5,000.00
Late Payment Charge	10% of bill
Renter's Deposit	\$100.00
Reconnection Fee	\$50.00
Water Meter Test Fee	\$100.00

Water System Development Fee

\$500 per lot for up to and including four lots on main roads, 6 lots on secondary roads
 \$2,500 per lot for any lots over four on main roads, 6 lots on secondary roads
 System Development Fee must be paid before the Final Subdivision Plat is recorded in the Perquimans County Register of Deeds' Office.

Tampering Fees

Cut Lock	(Includes Illegal Turn c	\$50
Cut Curb Stop		\$200
Meter Pull	(for Multiple Offenses)	\$50

Bulk Water Rates

Fire Hydrant Meter	\$250
Water use per 1,000 will be charged at curr rate	

Planning/Zoning

Zoning Permit (Residential/Home Occupation)	\$0.00
Zoning Permit (for Commercial/Industrial)	\$100.00
Certificate of Compliance (after first site)	\$100.00
Sign Permit	\$50.00
Certificate of Compliance (after first site)	\$50.00
Zoning Map Change (Re-Zoning)	\$450.00
Zoning Text Change	\$500.00
Conditional Zoning District	\$600.00 + atty. & eng. Fees, i/a
Special Use Permit	\$300.00 + atty. & eng. Fees, i/a
Appeal or Interpretation	\$300.00
Zoning Variance Request	\$300.00
Variance to Subdivision Regulations	\$300.00
Subdivision Sketch Plat	\$100.00
Minor or Abbreviated Subdivision Plan	\$50.00
Preliminary Plat	\$100.00 + \$15.00 per lot
Final Plat	\$100.00 + \$15.00 per lot
Wireless Telecommunication Facility	\$500.00 County fee

+Minimum consultant cost of \$6,500.00

+Certificate of Zoning Compliance (after first visit): \$100.00

Wireless Telecommunication Facility

(eligible facilities request applications processed (per NCGS §160D-934) County fee of \$500.00

+Minimum consultant cost of \$1000.00

+Certificate of Zoning Compliance (after first visit): \$100.00 County Fee

+Certificate of Zoning Compliance (Consultant fee for verification): \$3,000.00

Wind Energy Facilities

County Zoning Permit Fee of \$500.00

+Certificate of Zoning Compliance (after first visit) \$100.00

+Initial Escrow Deposit (Medium Facility) \$50,000.00

+Initial Escrow Deposit (Large Facility) \$50,000.00

Effective 1-04-16, Zoning Permit Fees and Escrow Deposits to be paid at the time Zoning Permit Application, Fees and detailed Site Plans are submitted for review. If Escrow Account drops below \$10,000, Applicant shall replenish to the original amount before any further action or consideration is taken on any County Permit. Remaining balance will be refunded upon Applicant receiving approval of As-Built Drawings or if Applicant fails to complete project.

**Fees denoted for a given application do not include fees for subsequent applications and stages of review. Separate fees will apply for building and other permits.*

Fire MarshalConstruction Permits

Automatic Fire Sprinkler System (new)	\$50.00
Plus per sprinkler head	\$1.00
Automatic Fire Sprinkler System Renovation	\$25.00
Compressed Gas	\$25.00
Emergency Responder Radio Coverage System	\$50.00
Fire alarm and detection systems (new)	\$50.00
Fire alarm and detection systems (existing)	\$25.00
Fire flow test	\$50.00
Fixed fire suppression system (new)	\$50.00
Fixed fire suppression system (existing)	\$25.00
Standpipe systems (new)	\$50.00
Standpipe systems (existing)	\$25.00
Flammable and Combustible liquids	\$50.00
Hazardous materials	\$75.00
LP Gas (bulk facilities)	\$50.00
Storage tanks	
New installation (per tank)	\$100.00
Removal (per tank)	\$50.00
Temporary membrane structures (tents)	\$25.00
Group Homes/Foster Care Homes	\$0.00
Daycare, Nursing Homes	\$0.00
**All other fire construction permits not listed	\$50.00
Fireworks Initial Inspection Fee - First 2 hours	\$100.00
Fireworks Standby Fees - Additional Hours - per hour	\$50.00

Administrative Fees

Starting work without a permit	\$50.00
Re-inspection fees (see below)	

There shall be no initial fee for fire inspection of Level I, II, or III properties required under the NC State Fire Code mandatory inspection schedule. Thirty (30) days following the initial fire inspection, a re-inspection shall be conducted by the fire official. If all violations of the fire code have been corrected, no fee shall be imposed. If all violations of the fire code have not been corrected (or a reasonable attempt to correct has not been made), a second notice to comply shall be issued and a fee of \$50.00 shall be imposed. Seven (7) days following the issuance of the second order to comply, the fire official shall return for a re-inspection. If all violations have not been corrected, a final notice shall be issued and an additional fee of \$100.00 shall be imposed. Seven (7) days following the issuance of the final notice, the fire official shall return for a re-inspection. If all violations have not been corrected, and/or all fees have not been paid, the inspector shall issue a one hundred dollar (\$100.00) fee and issue a final notice to comply. After seven (7) additional days, if violations and fees have not been satisfied, the fire inspector shall initiate criminal proceedings, if necessary, in order to bring the establishment into compliance with the NC Fire Code.

**CAPITAL PROJECTS ORDINANCE
COUNTY CONSTRUCTION FUND**

This Capital Projects Ordinance is being authorized for the County Construction Fund.

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in this County Construction Fund beginning July 1, 2025, and ending June 30, 2026

Communications Tower Project	\$ 2,207,914
Shoreline Stabilization	\$ 407,750
TOTAL COUNTY CONSTRUCTION FUND	\$ 2,615,664

Section 2: REVENUES - It is estimated that the following revenues will be available for appropriation in the County Construction Fund beginning July 1, 2025, and ending June 30, 2026.

Communications Tower Project	\$ 2,207,914
Perquimans Marine Park Basin	\$ 407,750
TOTAL COUNTY CONSTRUCTION FUND	\$ 2,615,664

Wallace E. Nelson, Chairman
Perquimans Co. Board of Commissioners

PERQUIMANS COUNTY
CAPITAL PROJECTS ORDINANCE
OPIOID SETTLEMENT FUND

This Capital Projects Ordinance is being authorized for the Opioid Funds.

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in this Opioid Settlement Fund beginning July 1, 2025, and ending June 30, 2026.

Opioid Settlement Fund	\$ 114,000
TOTAL Opioid Settlement Funds	\$ 114,000

Section 2: REVENUES - It is estimated that the following revenues will be available for appropriation in the Opioid Settlement Funds beginning July 1, 2025, and ending June 30, 2026.

Investment Earnings	\$ 200
Opioid Settlement Fund	113,800
TOTAL ARPA Funds	\$ 114,000

Wallace E. Nelson, Chairman
Perquimans Co. Board of Commissioners

PERQUIMANS COUNTY
CAPITAL PROJECTS ORDINANCE
SCHOOL CONSTRUCTION FUND

This Capital Projects Ordinance is being authorized for the School Construction Fund.

Section 1: REVENUES - The following amounts are hereby appropriated in this School Construction Funds beginning July 1, 2025, and ending June 30, 2026.

State School Funds - Lottery	\$ 18,535,957
Investment Earnings	\$ 200,000
Webster Debt Service	\$ 10,934,700
TOTAL School Construction Funds	\$ 29,670,657

Section 2: APPROPRIATIONS - It is estimated that the following revenues will be available for appropriation in the School Construction Funds beginning July 1, 2025, and ending June 30, 2026.

State School Funds - Lottery	\$ 18,535,957
Webster Loan	\$ 10,934,700
Contingency	\$ 200,000
TOTAL ARPA Funds	\$ 29,670,657

Wallace E. Nelson, Chairman
Perquimans Co. Board of Commissioners

WORK SESSION
June 16, 2025
7:00 p.m.

The Perquimans County Board of Commissioners Work Session on June 16, 2025 was cancelled.

Refunds and Releases

June 26, 2025

Tax Refunds: (Perquimans)

Joel Morgan Badley \$165.26
Owner is exempt due to military status. He
Should have never paid.
Account#: 82414823

Christin Colleen Nixon \$112.01
Sold vehicle; 10-month refund.
Account#: 77114969

Tax Refunds: (Hertford)

Christin Colleen Nixon \$112.01
Sold vehicle; 10-month refund.
Account#: 77114969

July Personnel Changes

Department:	Employee Name:	Action:	Position:	Grade / Step:	Salary:	Date Effective:	Notes:
Telecomm.	Molly Miller	FT Hire	Non-Certified TC	60/1	\$15.32/hr	7/1/2025	Meet /Add to KS / Add to Insx
Telecomm.	Isabel Jarvis	PT Hire	PT/Fl Non-Cert. TC	60/1	\$15.32/hr	7/1/2025	Meet /Add to KS
Telecomm.	Sandra Labose	PT Hire	PT/Fl Non-Cert. TC	60/1	\$15.32/hr	7/1/2025	Meet /Add to KS
Telecomm.	Kathryn Touchton	PT Hire	PT/Fl Non-Cert. TC	60/1	\$15.32/hr	7/1/2025	Meet /Add to KS
Emergency Services	Legend' Alex' Prescott	PT Hire	PT/Fl EMT	64/1	\$18.26/hr	7/1/2025	Meet /Add to KS
Emergency Services	Jessica Owens	PT Hire	PT/Fl EMT	64/1	\$18.26/hr	7/1/2025	Meet /Add to KS
Social Services	Ashlyn Overman	PT Hire	PT/Fl EMT	64/1	\$18.26/hr	7/1/2025	Meet /Add to KS
Telecomm.	Stacy Simpson	Reclassification	IMC II	63/1	\$36,354.00	7/1/2025	Update KS / Position Change
Telecomm.	Zeb Daneher	Reclassification	TC III	68/10	\$27.43/hr	7/1/2025	Update KS / Position Change
Telecomm.	Taylor Russell	Reclassification	PT/Fl TC II	66/6	\$22.54/hr	7/1/2025	Update KS / Position Change / Remove from Insx
Telecomm.	Emily Harrell	Reclassification	PPT TC II	66/11	\$25.46/hr	7/1/2025	Meet / Update KS / Position Change
Inspections	Erie Solesbee	Reclassification	Chief Building Inspector	71/7	\$59,851.00	7/1/2025	Update KS / Position Change
Inspections	Vregil Parrish	Title Change	PT/Fl Inspector				Update KS
Sheriff's Office	William Preston Ward	Reclassification	Investigator II	74/7	\$68,298.00	7/1/2025	Update KS / Position Change
Sheriff's Office	James Fowden	Reclassification	Investigator II	74/7	\$68,298.00	7/1/2025	Update KS / Position Change
Sheriff's Office	Christopher Murray	Reclassification	Deputy II	70/7	\$57,272.00	7/1/2025	Update KS / Position Change
Telecomm.	Taylor Russell	Resignation	FT TC III				Update KS / Position Change / Remove from Insx
Social Services	Nikia Davenport	Resignation	Social Worker III				Update KS / Remove from Insx
Emergency Services	Chloe Sehlmeier	Resignation	PT/Fl EMT				Update KS
Board of Elections	Jackie Greene	Resignation	Board of Elections Director				Update KS / Remove from Insx
Sheriff's Office	Thomas Reid	Merit Increase	Chief Deputy	75/9	\$74,941.00	7/1/2025	Update KS
Sheriff's Office	LeAnne Wynne	Merit Increase	Office Manager	63/12	\$47,559.00	7/1/2025	Update KS
Sheriff's Office	Dean Polunbo, Jr.	Merit Increase	Certified Deputy	68/5	\$49,949.00	7/1/2025	Update KS
Sheriff's Office	Brian Baker	Merit Increase	Animal Control Officer	63/7	\$42,086.00	7/1/2025	Update KS
Water Department	Maribeth Harris	Merit Increase	Office Manager	65/10	\$49,463.00	7/1/2025	Update KS
Water Department	Tracy Hunter	Merit Increase	Water Technician II	61/11	\$42,490.00	7/1/2025	Update KS
Water Department	Robert Smith	Merit Increase	Water Technician I	58/10	\$36,348.00	7/1/2025	Update KS
Water Department	Steven Stallings	Merit Increase	Water Plant Operator	69/15	\$66,618.00	7/1/2025	Update KS
Emergency Services	Gary Wayne Jordan	Merit Increase	Paramedic Shift Supervisor	72/8	\$30,822/hr	7/1/2025	Update KS
Emergency Services	Heather Miller	Merit Increase	Paramedic Shift Supervisor	72/7	\$30,077/hr	7/1/2025	Update KS
Inspections	Sharon Cooper	Merit Increase	Office Manager	62/8	\$41,281.00	7/1/2025	Update KS
County Manager	William Wynne, Jr.	Step Increase	Code Enforcement Officer	61/3	\$34,955.00	7/1/2025	Update KS
Social Services	Cassey White	Step Increase	Human Resources Coordinator	68/2	\$46,437.00	7/1/2025	Update KS
Social Services	Kanisha Mercer	Step Increase	Social Work Supervisor III	73/3	\$59,282.00	7/1/2025	Update KS

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

COPY

NAME: Molly Miller SOC. SEC. NO.: _____

POSITION: Full Time NonCertified Telecommunicator DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: July 1, 2025

GRADE: 60 STEP: 1 SALARY: \$15.32 Hourly

ENDING DATE OF PROBATIONARY PERIOD: July 1, 2026

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ DATE OF EMPLOYEE RESIGNATION
Date

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6/27/25

[Signature: Frank Heath]
DATE: 7/1/25

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

COPY

NAME: Isabel Jarvis SOC. SEC. NO.: _____

POSITION: Part Time NonCertified Telecommunicator DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: July 1, 2025

GRADE: 60 STEP: 1 SALARY: \$15.32 Hourly

ENDING DATE OF PROBATIONARY PERIOD: July 1, 2026

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ DATE OF EMPLOYEE RESIGNATION

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6/27/25

[Signature: Frank Heath]
DATE: 7/1/25

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

COPY

NAME: Sandra LaRose SOC. SEC. NO.: _____

POSITION: Part Time NonCertified.Telecommunicator DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: July 1, 2025

GRADE: 60 STEP: 1 SALARY: \$15.32 Hourly

ENDING DATE OF PROBATIONARY PERIOD: July 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: 6/27/25

COUNTY MANAGER APPROVAL
[Signature]
DATE: 7/1/25

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

COPY

NAME: Kathryn Touchton

SOC. SEC. NO.: _____

POSITION: Part Time NonCertified Telecommunicator

DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: July 1, 2025

GRADE: 60 STEP: 1 SALARY: \$15.32 Hourly

ENDING DATE OF PROBATIONARY PERIOD: July 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

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6/27/25

[Signature]
DATE: 7/1/25

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

COPY

NAME: Legend ' Alex ' Prescott

SOC. SEC. NO.: _____

POSITION: Part Time Fill In EMT

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: July 1, 2025

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

ENDING DATE OF PROBATIONARY PERIOD: July 1, 2026

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ DATE OF EMPLOYEE RESIGNATION
Date

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6/27/25

[Signature]
DATE: 7/1/25

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

COPY

NAME: Jessica Owens

SOC. SEC. NO.: _____

POSITION: Part Time Fill In EMT

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: July 1, 2025

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

ENDING DATE OF PROBATIONARY PERIOD: July 1, 2026

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ DATE OF EMPLOYEE RESIGNATION
Date

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6/27/25

[Signature]
DATE: 7/1/25

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

COPY

NAME: Ashlyn Overman

SOC. SEC. NO.: _____

POSITION: Part Time Fill In EMT

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: July 1, 2025

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

ENDING DATE OF PROBATIONARY PERIOD: July 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

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6/27/25

[Signature]
DATE: 7/1/25

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

COPY

NAME: Stacy Simpson

SOC. SEC. NO.: _____

POSITION: Income Maintenance Caseworker II

DEPT.: Social Services

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 61 STEP: 3 SALARY: \$34,955.00

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

7/1/2025 DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.

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

_____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

Date RAISE. (YEAR 2 3 4)

GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF EMPLOYEE TERMINATION/RESIGNATION.

Date

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

Date GRADE: _____ STEP: _____ SALARY: _____

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

DEPARTMENT RECOMMENDATION

[Signature]

DATE: June 5, 2025

COUNTY MANAGER APPROVAL

[Signature]

DATE: 6/11/25

FINANCE OFFICER _____

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

COPY

NAME: Zeb Daneker

SOC. SEC. NO.: _____

POSITION: Full Time Telecommunicator III

DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: 7/1/2025

GRADE: 68 STEP: 10 SALARY: \$27.14 Hourly

ENDING DATE OF PROBATIONARY PERIOD: 7/1/2026

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ DATE OF EMPLOYEE RESIGNATION

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6/19/25

[Signature]
DATE: 6/23/26

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Taylor Russell

SOC. SEC. NO.: _____

COPY

POSITION: Part Time Fill In Telecommunicator II

DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: 7/1/2025

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

ENDING DATE OF PROBATIONARY PERIOD: 7/1/2026

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ DATE OF EMPLOYEE RESIGNATION
Date

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6/18/25

[Signature]
DATE: 6/23/25

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Emily Harrell

SOC. SEC. NO.:

COPY

POSITION: Permanent Part Time Fill In Telecommunicator II DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: July 1, 2025

GRADE: 66 STEP: 11 SALARY: \$25.46 Hourly

ENDING DATE OF PROBATIONARY PERIOD: July 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: 6/20/25

COUNTY MANAGER APPROVAL

[Signature]
DATE: 7/1/25

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6/27/25

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE/ RECLASSIFICATION

NAME: Erle Solesbee

SOC. SEC. NO.: _____

COPY

POSITION: Chief Building Inspector

DEPT.: Inspections

* NEW EMPLOYEE EFFECTIVE DATE: 7/1/2025

GRADE: 71 STEP: 7 SALARY: \$69,851

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/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

COUNTY MANAGER APPROVAL

Al S. L.

DATE: _____

DATE: 7-2-2025

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6/27/25

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE/ RECLASSIFICATION

COPY

NAME: Virgil Parrish

SOC. SEC. NO.: _____

POSITION: PT/Fl Inspector (Title Change)

DEPT.: Inspections

NEW EMPLOYEE EFFECTIVE DATE: 7/1/2025

GRADE: 71 STEP: 18 SALARY: \$37.64 Hourly (No change)

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ DATE OF EMPLOYEE RESIGNATION/TERMINATION.

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 7/1/25

[Signature]
DATE: 7-2-2025

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

COPY

NAME: William Preston Ward _____

SOC. SEC. NO.: _____

POSITION: Investigator II _____

DEPT.: Sheriff's Office _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 73 _____ STEP: 7 _____ SALARY: \$65,357 _____

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.

◆ 7-1-25 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

Date GRADE: 74 _____ STEP: 7 _____ SALARY: \$68,298 _____

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: 6-19-25

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 7/1/25

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

COPY

NAME: James Fowden _____

SOC. SEC. NO.: _____

POSITION: Investigator II _____

DEPT.: Sheriff's Office _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 73 _____ STEP: 7 _____ SALARY: \$65,357 _____

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.

◆ 7-1-25 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: 74 _____ STEP: 7 _____ SALARY: \$68,298 _____

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Shelton White
DATE: 6-19-25

Frank Heath
DATE: 7/1/25

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

COPY

NAME: Christopher Murray _____

SOC. SEC. NO. _____

POSITION: Deputy II _____

DEPT.: Sheriff's Office _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

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

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

◆ 7-1-25 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

Date GRADE: 70 ___ STEP: 7 ___ SALARY: \$57,272 _____

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 Whit
DATE: 6-19-25

COUNTY MANAGER APPROVAL
Frank Heath
DATE: 7/1/25

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Taylor Russell

SOC. SEC. NO.: _____

POSITION: Full Time Telecommunicator III

DEPT.: 911

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

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

X 7/1/2025 DATE OF EMPLOYEE RESIGNATION FROM FULLTIME
Date

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6/19/25

[Signature]
DATE: 6/23/25

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

COPY

NAME: Nikia Davenport

SOC. SEC. NO. _____

POSITION: Social Worker III

DEPT.: Social Services

NEW EMPLOYEE POSITION EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

X 6/25/2025 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.

DEPARTMENT RECOMMENDATION
[Signature]
DATE: June 27, 2025

COUNTY MANAGER APPROVAL
[Signature]
DATE: June 27, 2025

FINANCE OFFICER _____

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Chloe Sehlmeier

SOC. SEC. NO.: COPY

POSITION: Part Time Fill In EMT

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

X 6/19/2025 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

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6/18/25

W. Frank Heath R
DATE: 6/23/25

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 06/18/2025

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

COPY

NAME: Jackie Greene

SOC. SEC. NO.: _____

POSITION: Director of Elections

DEPT.: Board of Elections

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.

• 07/18/2025 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

COUNTY MANAGER APPROVAL

Edna F. Bunch

Frank Heath

DATE: 6-30-2025

DATE: 7/1/25

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: IV.C. 6/16/25

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

COPY

NAME: Thomas Reid

SOC. SEC. NO.:

POSITION: Chief Deputy

DEPT.: Sheriff's Office

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

CURRENT: GRADE: 75 STEP: 8 SALARY: \$73,157

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 7-1-25 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: 75 STEP: 9 SALARY: \$74,941

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

COUNTY MANAGER APPROVAL

Signature: [Handwritten] DATE: 6-16-25

Signature: Frank Heath DATE: 6/16/25

FINANCE OFFICER

DATE:

EMPLOYMENT ACTION FORM

DATE SUBMITTED: IV.C. - 6/16/25 Page 23

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

COPY

NAME: LeAnne Wynne

SOC. SEC. NO.:

POSITION: Office Manager

DEPT.: Sheriff's Office

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

CURRENT: GRADE: 63 STEP: 11 SALARY: \$46,400

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 7-1-25 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: 63 STEP: 12 SALARY: \$47,559

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

COUNTY MANAGER APPROVAL

Shelton Whit DATE: 6-16-25

Frank Heath DATE: 6/16/25

FINANCE OFFICER

DATE:

EMPLOYMENT ACTION FORM

DATE SUBMITTED: IV.C. 6/16/25 Page 24

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

COPY

NAME: Dean Polumbo, Jr. _____

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: 4 _____ SALARY: \$48,760 _____

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 7-1-25 _____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)
Date GRADE: 68 _____ STEP: 5 _____ SALARY: \$49,949 _____

_____ 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: 6-16-25

COUNTY MANAGER APPROVAL

Frank Heath
DATE: 6/16/25

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: W.C. 16 Page 25

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

COPY

NAME: Brian Baker _____

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: 6 _____ SALARY: \$41,084 _____

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 7-1-25 _____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)
Date GRADE: 63 _____ STEP: 7 _____ SALARY: \$42,086 _____

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

_____ DATE OF EMPLOYEE RESIGNATION / RETIREMENT.
Date

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Melton
DATE: 6-16-25

Frank Heath
DATE: 6/16/25

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Maribeth Harris

SOC. SEC. NO.: COPY

POSITION: Office Manager

DEPT.: Water

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

7/1/25 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 65 STEP: 10 SALARY: \$49,463

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: 12/31/24 PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6/25/2025

[Signature]
DATE: 6/26/25

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Tracy Hunter

SOC. SEC. NO.: COPY

POSITION: Water Tech II

DEPT.: Water

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

7/1/25 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 61 STEP: 11 SALARY: \$ 42,490

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: 12/31/24 PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION
[Signature]
DATE: 6/25/2025

COUNTY MANAGER APPROVAL
Frank Heath
DATE: 6/26/25

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Robert Smith

SOC. SEC. NO.: _____

COPY

POSITION: Water Tech I

DEPT.: Water

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

7/1/25 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 58 STEP: 10 SALARY: \$ 36,348

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: 12/31/24 PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6/25/2025

[Signature]
DATE: 6/26/26

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Steven Stallings
POSITION: Water Plant Operator

SOC. SEC. NO.: COPY
DEPT.: Water

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

7/1/2025 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 69 STEP: 15 SALARY: \$ 66,618

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: 12/31/2024 PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION
[Signature]
DATE: 6/25/2025

COUNTY MANAGER APPROVAL
[Signature]
DATE: 6/26/25

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Gary Wayne Jordan

SOC. SEC. NO.: COPY

POSITION: Full Time Paramedic Shift 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 PROBATIONARY PERIOD.
Date

_____ DATE OF EMPLOYEE RESIGNATION
Date

X 7/1/2025 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 72 STEP: 8 SALARY: \$30.82 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

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6/19/25

[Signature]
DATE: 6/23/25

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Heather Miller

SOC. SEC. NO.: COPY

POSITION: Full Time Paramedic Shift 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 RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
Date GRADE: _____ STEP: _____ SALARY: _____

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

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

_____ DATE OF EMPLOYEE RESIGNATION
Date

X 7/1/2025 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 72 STEP: 7 SALARY: \$30.07 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: 6/19/25

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6/23/25

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6/27/25

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

COPY

NAME: Sharon Cooper

SOC. SEC. NO.: _____

POSITION: Office Manager

DEPT.: Inspections

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/TERMINATION.
Date

⑦ 7/1/25 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 62 STEP: 8 SALARY: \$41,281

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: 7/1/25

COUNTY MANAGER APPROVAL
[Signature]
DATE: 7-2-2025

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6/27/25

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE/ RECLASSIFICATION

NAME: William Wynne, Jr.

SOC. SEC. NO.: _____

COPY

POSITION: Code Enforcement Officer

DEPT.: Inspections

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: _____

7/1/25 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP
Date RAISE. (YEAR 2 3 4)
GRADE: 61 STEP: 3 SALARY: \$34,955

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBA-
Date TIONARY PERIOD.

_____ 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

COUNTY MANAGER APPROVAL

EL
DATE: 7/1/25

Bl. S. J.
DATE: 7-2-2025

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Casey White

SOC. SEC. NO.: COPY

POSITION: Human Resources Coordinator

DEPT.: County Manager

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
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: _____ STEP: _____ SALARY: _____

X 7/1/25 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP
Date RAISE. (YEAR 2 3 4)
GRADE: 68 STEP: 2 SALARY: \$46,437

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBA-
Date TIONARY PERIOD.

_____ 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

COUNTY MANAGER APPROVAL

DATE: _____

Frank Heath
DATE: 6/27/25

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

COPY

NAME: Kanisha Mercer

SOC. SEC. NO.:

POSITION: Social Work Supervisor III

DEPT.: Social Services

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 73 STEP: 2 SALARY: \$57,870.00

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

X 7/1/2025 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: 73 STEP: 3 SALARY: \$59,282.00

_____ DATE OF EMPLOYEE TERMINATION/RESIGNATION.

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date

GRADE: _____ STEP: _____ SALARY: _____

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

DEPARTMENT RECOMMENDATION

[Signature]
DATE: June 5, 2025

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6/11/25

FINANCE OFFICER _____

DATE: _____

Tori DeWald
Perquimans County Cooperative Extension
tori_dewald@ncsu.edu
May 1, 2025

To Whom It May Concern,

Please accept this letter as formal notice of my resignation from my position as the 4-H Youth Development Agent with Perquimans County Cooperative Extension, effective Monday, June 30th, 2025.

This decision did not come easily, as I have deeply valued my time with Extension and the opportunity to serve the youth and families of Perquimans County. However, I will be relocating to Indiana to pursue a Ph.D. and will be unable to continue in my current position.

I am incredibly grateful for the support, collaboration, and professional growth I have experienced during my time here. I will do everything I can over the coming months to ensure a smooth transition for the 4-H program and will be happy to assist in training or preparing materials for whoever steps into this role next.

Thank you for the opportunity to be a part of this meaningful work.

Sincerely,

Tori DeWald

A handwritten signature in cursive script that reads "Tori DeWald". The signature is written in black ink and is positioned below the typed name.

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUND
NO. 1

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 7th DAY OF JULY, 2025, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2025 - 2026 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-014	FOUNDATION GRANT - EMS -ECU	5,000	
10-592-742	FOUNDATION GRANT EXPENSE	5,000	
EXPLANATION: To amend FY 25/26 budget to include a 5,000 ECU Health grant as awarded for an AED 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 JULY, 2025.

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

 Chairman, Board of Commissioners

 Finance Officer

ALBEMARLE COMMISSION
SENIOR NUTRITION CONTRACT

This Agreement entered into as of this first day of July, 2025 by and between PERQUIMANS COUNTY (hereinafter referred to as Contractor), and the Albemarle Commission, (hereinafter referred to as AC), with offices located at 512 South Church St., Hertford, North Carolina, WITNESSETH THAT;

WHEREAS, AC wishes to make available certain services to elderly residents within a service area hereafter described; and,

WHEREAS, the Contractor warrants that it is capable of providing the services hereafter described; and,

WHEREAS, the Contractor desires to assist AC in this endeavor;

NOW, THEREFORE, the parties hereto do agree as follows:

1. Employment of Contractor: AC hereby agrees to engage the Contractor to perform the services hereinafter set forth.
2. Time of Performance: The services of the Contractor are to commence on July 1, 2025, and shall be completed by June 30, 2026.
3. Scope and location of Services: The Contractor shall do, perform, and carry out in a satisfactory and proper manner, as determined by AC, this agreements and assurances required in the Request for Proposal (if applicable) and the services specified in No. 35—Special Conditions.
4. Personnel: The Contractor represents that it has, or will secure at its own expenses, all personnel required in performing the services under this Agreement. Such personnel shall not be employees of, or have any contractual relationship with AC. All personnel engaged in the work shall be fully qualified.

It is understood and agreed that the Senior Center Director shall represent the Contractor as Project Manager in the performance of this Agreement. Any change in such Project Managers shall be subject to the written approval of AC.

5. Compensation: The Contractor and AC expressly understand and agree that in no event will the total compensation and reimbursement paid thereunder by the AC exceed the maximum of Fourteen Thousand Three Hundred dollars (\$14,300.00) for 999 hours (4 hrs per day) of Nutrition Service and shall constitute full and complete compensation for the Contractor's services hereunder. (This is a part-time position)

6. Reimbursement Rate Per Unit of Service: Albemarle Commission will reimburse the Contractor \$13.48 from July 1, 2025 to December 31, 2025. for each hour of Nutrition Service served to eligible clients, such units of service being defined in No. 35 – Special Conditions. This will increase to \$13.75 on January 1, 2026.

The AC will not compensate the Contractor for days that the site is closed due to holidays, inclement weather or other approved closures.

7. Reprogramming of Funds: It is understood and agreed that, in the event that the amount of funds received from the North Carolina Division of Aging is reduced, AC may in turn, decrease the total compensation and reimbursement to be paid hereunder and in accordance with Paragraph 14, changes in the Scope of Services.
8. Change of Reimbursement. At its sole discretion, AC may re-negotiate the reimbursement shown in Paragraph 6 of this Agreement. However, in no case will AC increase the overall amount shown in Paragraph 5.

The parties agree they will consider increasing the reimbursement rate only under two circumstances:

- Upon a showing by Contractor that actual costs have increased due to factors beyond Contractor's control; or
- Upon a showing by Contractor that actual costs have increased due to a sudden increase in client load (e.g., due to a disaster). In the event that the reimbursement rate is increased, the total units of service to be delivered will be correspondingly decreased.

The parties further agree that AC shall have the right to decrease the reimbursement rate under any circumstances which show that actual costs are less than projected; including, but not limited to, circumstances in which:

- Overall costs of providing service are shown to be less than forecasted at the time of this agreement.

The AC must pay for all meals ordered, regardless if they are served or not. In the event that there are an excessive number of unserved meals and the AC has been unsuccessful in the attempt to assist with a resolution, the AC reserves the right to deduct the meals from the reimbursement. This will only occur AFTER the AC has notified the Project Manager and/or County Manager about the issues and attempts have been made to find a resolution.

9. Method of Payment: After the first month, Contractor shall submit a monthly report to AC on the number of service units (hours) delivered and capital cost through the end of prior month for reimbursement. Proper documentation (payroll, timesheets, etc.) should be included for verification.
10. Documentation of Expenses: Contractor shall maintain full and complete documentation of all expenses associated with performing the scope of work

under the contract. Expenses documentation shall include: time sheets; receipts for any supplies purchased for use on this contract; any applicable subcontract expenditures; and such other documentation necessary to substantiate overall costs of delivering the contracted service (including Contractor contribution as well as amounts reimbursed by AC).

11. Payment by Service Recipient: No service recipient receiving services under the terms of this Agreement shall be required to pay any part of the cost of the service. However, recipients shall be given the opportunity by the Contractor to make some contribution for the service in a manner approved by the AC.

Contractor shall post a notice in a conspicuous place, stating that no charge is made for the service, but that contributions will be accepted. Contractor shall furnish envelopes to all clients for confidential contributions. Contractor shall offer a locked box in a convenient location for confidential deposit of envelopes. This locked box will be collected by the AC once a month for deposit.

12. Consumer Contributions: Consumer Contributions is any money received by Contractor as a direct result of contract activity. Contractor shall maintain daily records of activity and outreach. Program Income shall be used in the same year it is received to provide additional services to older adults in need.

13. Monitoring, Auditing and Reporting: The Contractor agrees to submit to audit by AC, the State of North Carolina, or the federal government for a three year period following final payment under the terms of this Agreement. The Contractor agrees to permit monitoring by AC, its staff and appropriate representatives, and to comply with such reporting procedures as may be established by AC. The Contractor further agrees that all pertinent financial records shall be made available for copying upon request by AC, the state or federal government, or their agents.

It is understood and agreed that the report procedures established by AC may include, but not be limited to, the names and addresses of individuals receiving services under the terms of this contract, with the understanding that no personal information obtained from any individual will be disclosed by AC in a form which allows identification of the individual, without the written consent of the individual.

It is understood and agreed that the report procedures established by AC may also include actual costs incurred per unit of service including both AC costs and contractor contributions.

It is further understood that the agency is responsible to AC for clarifying any audit exceptions that may arise from AC independent audit, the Department of Human Resources audit, or any federally conducted audit. AC requires the Contractor to send a copy of their audit when received from the independent

auditors. In addition, contractors are responsible for paying any governmental funds that may be part of the audit exception.

14. Changes: AC may, from time to time, require changes in the Scope of Services to be performed. Such changes, including any increase or decrease in the amount of the Contractor's compensation which is mutually agreed upon between AC and the Contractor, shall be incorporated in written amendments to this Agreement.
15. Termination of Agreement for Cause: If through any cause the Contractor shall fail to fulfill in timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the covenants, agreements or stipulations of this Agreement, AC shall thereupon have the right to terminate this Agreement by giving written notice to the Contractor of such termination and specifying the effective date thereof. The date of notice shall be at least five (5) days before the AC effective date of such termination.

In the event of termination, such data, studies, surveys, drawings, maps and reports prepared by the Contractor shall, at the option of AC, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. Client files of the agency, developed under this contract shall become the property of the AC upon completion and/or termination of this contract.

Notwithstanding the above, the Contractor shall not be relieved of liability to AC by virtue of any breach of the Agreement by the Contractor, and AC may withhold any payments to the Contractor for the purpose of set-off until such time as the exact amount of damages due AC from the Contractor is determined.

16. Cancellation for Convenience of AC: AC may cancel this Agreement at any time by giving written notice to the Contractor of such cancellation and specifying the effective date of such cancellation. If the Agreement is canceled by AC as provided herein, the Contractor will be paid for work satisfactorily completed.
17. Disputes: Any disputes which arise in the interpretation of this contract shall be resolved in the following manner:
 - The Contractor shall submit a letter to AC specifying the nature of the dispute asking for resolution of the dispute.
 - The Executive Director of the AC will meet with the Contractor to resolve the dispute. The Executive Director of the AC will document the resolution in a letter to the Project Manager.
 - If the Contractor is dissatisfied with the resolution of the dispute decided by the AC Executive Director, the Contractor may appeal the Executive Director's decision in writing to the AC Board of Delegates.
 - The AC Board of Delegates will consider the appeal at its next scheduled meeting, which shall occur no less than 30 days following receipt of the written appeal request. The decision of the Board of Delegates is final.

18. Subcontracting: None of the work or service covered by this Agreement shall be subcontracted without the prior written approval of AC. All approved subcontracts must conform to the applicable requirements set forth in this Agreement and must attach and include by reference Appendix A - Scope of Services.
19. Compliance with Service Standards and Required Procedures: Contractor shall perform the services set forth in this Agreement in compliance with applicable standards and procedures specified in Appendix A – Scope of Services. Contractor further agrees to comply with applicable standards for this service which are, or may be, specified by the North Carolina Division of Aging, any other State of North Carolina agency, the Division of Aging Policy Manual, and the AC Policy Manual.
20. Service Priorities: Contractor shall give priority for service to those older people with the greatest social and economic need. Where the nature of the service allows, Contractor shall make special efforts to serve the moderately impaired, isolated and homebound elderly on a priority basis, as set out in the proposal and as indicated in the service standards established by the Division of Aging.
21. Equal Opportunity and Affirmative Action: In carrying out this contract, Contractor shall deny none of the benefits or services of the program to any eligible recipient on the grounds of age, sex, religion, race, color, handicap, or national origin.

The Contractor also agrees not to discriminate against any employee or applicant for employment because of age, race, color, religion, sex, handicap or national origin. The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their age, race, color, religion, sex, handicap, or national origin. Such action shall include, but not be limited to: employment or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

The Contractor shall, in all solicitations or advertisements for employees placed by, or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, handicap, or national origin.

It is further agreed by the Parties that the Contractor shall take affirmative action to solicit subcontractors with or purchases from minority business enterprises as defined in the Public Works Employment Act of 1977, 42 U.S.C. 6705 (f) (2), where such subcontracting or purchasing, if any, is or may be undertaken under the terms of this Agreement.

22. Confidentiality: Any reports, recipient information, data, or other materials given to, or prepared or assembled by the Contractor under this Agreement which AC requests to be kept confidential, shall not be made available to any individual or organization by the Contractor without prior written approval of AC.
23. Identification of Documents: All reports, maps, and other documents completed as part of this Agreement, other than documents exclusively for internal use within AC, shall carry the following statement on the front cover, or a title page containing the name of AC.
- THE PREPARATION OF THIS (Report, Document, Etc.) WAS FINANCED IN PART THROUGH A FEDERAL GRANT BY THE NORTH CAROLINA DEPARTMENT OF HUMAN RESOURCES, DIVISION OF AGING, UNDER THE PROVISIONS OF TITLE III, OLDER AMERICANS ACT OF 1965, AS AMENDED.
24. Licenses and Permits: Contractor shall maintain all required licenses, permits, bonds, and insurance required for carrying out the services in Appendix A. the Contractor shall notify the AC immediately if any required licenses or other permits are canceled, suspended, or otherwise ineffective. Failure to maintain proper licenses permits, bonds and insurance shall be a basis for AC disallowing all or part of payments under this contract or for termination of this agreement for cause.
25. Insurance: Notwithstanding any other insurance requirements, Contractor shall, within ten (10) days of the effective date of this Agreement, provide AC with a certificate of insurance for public liability insurance in the minimum amount of One Hundred Thousand/Three Hundred Thousand Dollars (\$100,000/\$300,000). If Contractor uses a vehicle in fulfilling its duties under this Agreement, Contractor shall also provide evidence of automobile insurance in the minimum amount of Twenty-Five Thousand/Fifty Thousand Dollars (\$25,000/\$50,000 liability insurance and Fifty Thousand Dollars (\$50,000) property insurance. Failure to provide evidence of insurance shall be deemed an automatic violation of this Agreement and could therefore lead to termination of the Agreement by AC. The Contractor shall hold AC harmless for any damages to the person or property of any individual or organization as the result of the execution of the scope of service to be performed under this Agreement.
26. Conflict of Interest: The Contractor covenants that it presently has no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. The Contractor further covenants that, in the performance of this Agreement, no person having any such interest shall be employed.
27. Interest of Members of AC and Others: No officer, member, or employee of AC and no member of its governing body, and no other public official of the

governing body of the locality or localities in which the project is situated or being carried out who exercises any functions or responsibilities in the review or approval of this project, shall participate in any decision relating to this Agreement which affects his or her personal interest or have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

28. Officials not to Benefit: No member of or delegate to Congress, or resident commissioner, shall be admitted to any share or part of this contract, or to any benefit that may arise therefrom.
29. Assignability: The Contract shall not assign, sublet, or transfer all or any portion of its interest in this Agreement without the prior written approval of the Agency's Executive Director or his authorized agent.
30. Resources Development: The Contractor shall investigate other agencies and resources providing services to the elderly and shall coordinate its own services to minimize overlap and duplication.
31. Disaster Assistance: In the event that elderly individuals are endangered by the occurrence of a tornado, fire, flood, severe temperature extremes, or other disaster-related situation, the Contractor shall cooperate with requests for assistance from AC on behalf of the elderly individuals.
32. Attendance at AC Meetings: The Contractor, upon request of AC, shall attend any committee or special meeting relating to the project, or staff development training.
33. Participant Input: The Contractor shall, with the assistance of AC, develop a procedure for providing elderly service recipients with an opportunity to assess and evaluate the program. This assessment shall be performed on a regular basis.
34. Applicable Laws, Rules, and Regulations: This contract shall be deemed to have been executed and performed in the State of North Carolina, and all questions of interpretation and construction shall be construed by the laws of such State. In addition, Contractor shall be governed by all applicable Federal, State, and Local rules, regulations and policies.
35. Special Conditions:

Appendix A-

CONGREGATE NUTRITION

Service Definition:

The provision of a meal in a group setting.

Unit of Service:

One hour –four hours daily.

Service Objective:

To promote the health and well-being of older people through the provision of nutritious meals and opportunities for social and recreational services and access to other services.

Service Activities:

Prepare specific congregate meal site(s) at least 5 days per week for dining.

- Set up tables, chairs, place settings, and table condiments.
- Clean up after meals, washing non-disposable items and dispose of litter and garbage.
- Welcome participants to site.
- Station staff, both paid and volunteers, to keep attendance records and to encourage donations to program.

Food Service:

- Receive meals from caterer or central kitchen, take and record temperatures of all hot and cold food items daily.
- Prepare food service line for serving meals, if applicable.
- Supervise portioning of food onto plate by donated and volunteer staff, take food temperatures again immediately before portioning.
- Aid participants who have difficulty walking or carrying trays.
- Review and maintain records on food quality and quantity.

Coordinate Services:

- Arrange transportation to site for participants, as needed.
- Recruit and train volunteers.
- Provide grocery shopping assistance and/or education at least 2 times per month.
- Provide for nutrition education at least 2 times per month.
- Provide for health and social service information at least once per month.
- Provide an exercise program one time per week.
- Provide activities daily.
- Outreach activities will be conducted to identify and attract health impaired, socially and/or economically need persons in need of nutrition services.

- Order meals daily based individuals who have preregistered.

Preferred Target Groups: Persons who are health impaired, and who are in need of nutritional supports or those older persons whose independent living arrangements lack proper facilities for meal preparation. Those persons who are ambulatory, but lack sufficient health and/or motivation to prepare meals regularly.

Locale of Service:

At an approved public or private community facility with the following characteristics:

- Has been approved by the local health department.
- Has been inspected by the local fire department and meets all local and state fire codes.
- Has been approved in writing by the Area Agency on Aging prior to opening.
- Is in compliance with 504 Regulations.
- Is located near concentrations of preferred target group persons.
- Must have at least 12-14 square feet per person excluding halls, bathrooms, kitchen areas.
- Must be a facility where all eligible persons feel free to visit and will not offend their cultural and ethnic preferences.
- Must have adequate number of tables and chairs appropriate for older adults.
- Must have at least 2 exits which are unlocked during hours of operation.
- Must have adequate parking.
- Must have a safe and appropriate place to mount and dismount from vans or other group transportation vehicles.
- Must be heated during colder months to at least 72° F. while participants are present.
- There must be a “termination of services” policy on file for each participant.

Access to Services:

- Participants will be referred to service by self, friend, neighbor, or a community resource.

Delivery Characteristics:

- Meals shall be served at least 5 days per week at the site.
- There shall be a feedback mechanism to obtain information on menu preference of participants, and other issues at site.
- The approved menu shall be publicized one week in advance at the site and shall be identified as the Nutrition Program for the elderly menu and shall specify serving dates.
- Contractor shall tell the participants about agency procedures for service, confidentiality, waiting lists, service priorities, complaint and grievance, and other matters germane to the participants’ decision to accept service, and about his opportunity to make a voluntary contribution to the program.
- Every effort shall be made to make the dining room and meals attractive.

- A completed calendar of site activities and programs must be posted at the beginning of the month.
- Emergency plans must be developed for each site for medical emergencies and to evacuate the site in case of fire or explosion.
- The contractor shall provide adequate staff to operate the program including a paid contract manager and a paid site manager for the site.
- The site manager may be paid from Title III funds for no more than 4 hours per day (unless otherwise negotiated in writing) and shall be responsible for site operations.
- Must be able to work well with older adults.
- Must be able to keep accurate records.
- Must be able to supervise volunteers.
- The Contractor must develop a plan to recruit, orient, train, and recognize volunteers.
- Minimum orientation and training shall include:
 - Contract Manager: Administrative procedures, record keeping systems, reporting, food safety.
 - Site Managers: Site procedures, orientation and training for specific volunteer activities.
 - All Staff: First aid, cardio-pulmonary resuscitation, physiology of aging, fire/disaster evacuation, shall attend all training required for specific staff categories provided by the Division of Aging and/or Area Agency on Aging.
- All foods must be stored, prepared, held and served in a manner to preserve optimum flavor and appearance, while retaining nutrients and food value.
- Staff serving food must use hygienic techniques and practices in all handling of the food.
- Food temperatures must be maintained at safe levels (hot 140° +, cold 45°-) throughout all processes from storage through serving.
- Contractor must abide by food safety practices required in 10NCAC Section of .0400.

Prohibited Services:

- Cannot provide meals to residents of long-term care facilities, guests, handicapped persons under age 60, adult day care participants and paid staff under age 60 without reimbursement of the full cost of the meal.
- Except on emergency basis, nutrition site(s) may not be closed or combined on a temporary or permanent basis without prior written approval from the Area Agency on Aging.
- May not enter into contracts with profit making organizations without prior written approval from the Area Agency on Aging.

Administrative Requirements:

Adequate records shall be maintained to document program activities and shall include:

- participants' intake record

- participants' attendance records
- meals served records
- menu served with substitutions, dates, and justification noted
- meal receipt/delivery slips
- program income record
- employment records including affirmative action documentation
- Contractor shall follow general recognized accounting procedures outlined in CRF Part 74 of all funds including participant contributions.
- All participants' records shall be treated as confidential.
- File all required reports on time.
- Train staff to make appropriate referrals.

HOME- DELIVERED MEALS

In administering the Home-Delivered Meals Program, Contractor agrees to appoint or employ a person to do the following duties:

- Recruit, maintain, schedule, and supervise volunteers to deliver meals.
- Order, receive, and check meals received.
- Keep daily records, which will include, but not be limited to:
 - Daily Nutrition Service Record
 - Required Temperature Reports
 - Volunteer Hours Reports
- Receive requests for meals from potential clients.
- Collect all project income per the Consumer Contributions Policy and Procedures.
- Report all legitimate complaints to the Albemarle Commission's Nutrition Program Coordinator.

The Albemarle Commission's Nutrition Program Coordinator/Volunteer Administrator will be responsible for:

- Supervising in the daily operation of home-delivered meals activities.
- Providing whatever assistance and support is necessary to recruit and maintain volunteers (i.e., making presentations to civic or community groups, providing printed material, etc.)
- Processing all requests for meals, determining eligibility, and making all placements to the program.
- Revising and updating delivery routes to reflect additions, deletions, or other changes.

IN WITNESS WHEREOF, AC and the Contractor have executed this Agreement as of the date first above written.

(Contractor)

Albemarle Commission

BY: _____
(Authorized Official)

BY: _____
(Executive Director)

DATE: _____

BY: _____
(Area Agency on Aging Director)

DATE: _____

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

(Albemarle Commission's Finance Officer)

COA Board of Trustees

From: Wallace Nelson <unc.rph@gmail.com>
Sent: Wednesday, June 18, 2025 2:13 PM
To: Mary Hunnicutt <MHunnicutt@perquimanscountync.gov>
Subject: COA Board of Trustees

Yes, I will be glad to continue to serve.

W

Sent from my iPad

On Jun 17, 2025, at 4:38 PM, Mary Hunnicutt <mhunnicutt@perquimanscountync.gov> wrote:

Wallace, your term on the COA Board of Trustees is due to expire on June 30, 2025. According to COA, you are still eligible to serve and would be delighted to have you continue serving if you are so inclined. Therefore, I am checking to see if you are still willing to serve another 4-year term. Please let me or Rebecca know by July 1st.

Thank you.

Mary P. Hunnicutt
Clerk to the Board

From: Valerie Mueller <valerie_mueller50@albemarle.edu>
Sent: Tuesday, June 17, 2025 3:58 PM
To: Mary Hunnicutt <MHunnicutt@perquimanscountync.gov>
Cc: Rebecca Corprew <rebeccacorprew@perquimanscountync.gov>; Samantha Haddy <samantha_haddy90@albemarle.edu>

Hi Mary.

I apologize, I was confused and thought the previous email was notifying us of a reappointment to a new four-year term.

Yes, he is eligible for reappointment, and we would be delighted to have him continue serving if he is so inclined.

Please let me know if you need anything from us.

I have recently changed positions at the college. I have copied Samantha Haddy on this email. She is serving as the interim executive assistant.

Best,

Valerie Mueller
Executive Director, COA Foundation and Institutional Advancement

On Tue, Jun 17, 2025 at 3:08 PM Mary Hunnicutt <MHunnicutt@perquimanscountync.gov> wrote:

According to our records, Wallace Nelson's term on the COA Board of Trustees is due to expire on June 30, 2025. I was checking to see if he is still eligible to serve. Once I find out that he is or is not eligible to serve, I will contact him to see if he is still willing to serve another four-year term.

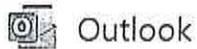
I will be officially retired effective 12/31/2025. Rebecca Corprew is my replacement. Her email address is rebeccacorprew@perquimanscountync.gov. Her other contact information is the same as my information. It has been a pleasure working with you and wish you the best!

Thanks.

Mary P. Hunnicutt
Part-Time/Fill-In Clerk to the Board
Perquimans County
P.O. Box 45
Hertford, NC 27944
Phone: (252) 426-8484
Fax: (252) 739-3345
E-Mail: mhunnicutt@perquimanscountync.gov

Perquimans County's Vision:

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



Re: Local Library Board

From Michele Lawrence <mlawrence@pettigrewlibraries.org>
Date Wed 7/2/2025 1:02 PM
To Rebecca Corprew <rebeccacorprew@perquimanscountync.gov>

Hi Rebecca,

This is his second term (7/01/2025 - 06/30/2029 is correct). His first term was 7/2021 - 06/2025.

I hope this helps!
Michele

Michele Lawrence
Librarian
Perquimans County Library
514 S Church Street
Hertford, NC 27944
(252) 426-5319

From: Rebecca Corprew <rebeccacorprew@perquimanscountync.gov>
Sent: Wednesday, July 2, 2025 12:32 PM
To: Michele Lawrence <mlawrence@pettigrewlibraries.org>
Subject: Local Library Board

Good Afternoon, Michelle.

Can you verify the board appointment dates for Robert Martin Jr.? Mary has his dates as 07/01/2025-06/30/2029, however I don't have any documentation supporting those dates like I do for Mr. Bunch. Thank you.

Rebecca T. Corprew
Clerk to the Board
Perquimans County
P.O. Box 45
Hertford, NC 27944
Phone: (252) 426-8484
Fax: (252) 739-3345
E-Mail: rebeccacorprew@perquimanscountync.gov

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

Local Library Board

From: Michele Lawrence <mlawrence@pettigrewlibraries.org>
Sent: Monday, June 16, 2025 10:36 AM
To: Rebecca Corprew <rebeccacorprew@perquimanscountync.gov>
Subject: Board member continuing

Hi Rebecca,

I hope your husband had a nice Father's Day and is doing well.

One of our board members, Maurice Bunch, is willing to serve another 4 year term on our board. His term ends this month and I didn't realize it before last week!

Thank you,
Michele

Michele Lawrence
Librarian
Perquimans County Library
514 S Church Street
Hertford, NC 27944
(252) 426-5319



Recreation Advisory Board

From Mary Hunnicutt <MHunnicutt@perquimanscountync.gov>

Date Tue 6/17/2025 3:17 PM

To Amanda Layden <Alayden@perquimanscountync.gov>; Howard Williams
<hwilliams@perquimanscountync.gov>

Cc Rebecca Corprew <rebeccacorprew@perquimanscountync.gov>

Amanda & Howard,

The following members of the Recreation Advisory Board have June 30, 2025 as their term expiration date:

Member Name	Board/Committee Name	Term	Appoint	Expire
R.eed, Debbie	Recreation Advisory Committee - At Large	3 yrs.	7/1/2022	6/30/2025
McLenney, Martina	Recreation Advisory Committee - Hertford	3 yrs.	7/1/2022	6/30/2025
Cunningham, Cynthia	Recreation Advisory Committee - Winfall	3 yrs.	3/1/2024	6/30/2025

no
✓
✓

Please let me know if they are still eligible to serve and if they are willing to serve another three-year term.

Just a reminder, I will be retiring in December, 2025 so my replacement, Rebecca Corprew, will be handling these in the future. Her email address is rebeccacorprew@perquimanscountync.gov and her other contact information is the same below. It has been a pleasure working with you and wish you the best.

Thank you,

Mary P. Hunnicutt
Clerk to the Board
Perquimans County
P.O. Box 45
Hertford, NC 27944
Phone: (252) 426-8484
Fax: (252) 739-3345
E-Mail: mhunnicutt@perquimanscountync.gov

Perquimans County's Vision:

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



PERQUIMANS COUNTY BOARD OF COMMISSIONERS

IV.G. - Page 1
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

REBECCA T. CORPREW
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

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

RESOLUTION AUTHORIZING SALE OF CERTAIN SURPLUS COUNTY PROPERTY

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

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

1. The following described property is hereby declared to be surplus to the needs of the County:

<u>Model</u>	<u>Make</u>	<u>Serial No.</u>	<u>Department</u>
6500 Power_Pro XT	Stryker	090340643	EMS

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

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

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

Adopted this the 7th day of July, 2025.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Rebecca T. Corprew, Clerk to the Board

SEAL

Perquimans County's Vision:

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

Inventory ID 090340643	Asset Number 003741
------------------------	---------------------

Short Description: EMS Stretcher/Cot
 Manufacturer Stryker Model 6500 Power-Pro XT Serial Number: 090340643

Please fill in or check **Long Description: Stryker Power-Pro XT 6500**

This Equipment: Is Operable Was Operable when Removed from Service (Date Removed: _____)
 Is Not Operable Operating Condition Unknown

Manuals: Included Not Included
 Software: Included Not Included

Computers/ Monitors

Computer: Processor: _____ Speed: _____ RAM: _____ Operating System: _____
 Hard Drive: Size _____ Included Removed Included but Erased (No OS)
 Accessories Included: Mouse Keyboard _____
 Monitor: CRT Flat Panel Size: _____

Printers/ Copy Machines/ Fax Machines

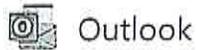
This Equipment: Prints Copies Faxes Scans
 Interface: Parallel Cable Only USB Only Parallel & USB
 Color Black & White Only Pages per Minute: _____
 Network Card

Special/Other Features:

Compatible with a powerload system, new mattress, 5 point harness restraints, battery included.
 Gently used for training since last Stryker service 4/2024

Location of Asset: Perquimans County Emergency Services, 159 Creek Drive, Hertford NC 27944
For more information contact: Bethany Buttram @ 252-426-5646

Reminder: Do not close items on or surrounding a holiday, on Friday nights, or weekends. Stagger closing times by 10 minutes.



Fw: American Legion Award for Firefighter of the Year

From Frank Heath <frankheath@perquimanscountync.gov>
Date Sat 6/21/2025 8:26 PM
To Rebecca Corprew <rebeccacorprew@perquimanscountync.gov>

Please communicate with this gentleman on a time. Thanks

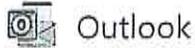
Sent from my U.S.Cellular© Smartphone
Get [Outlook for Android](#)

From: Gary Kollmann <adjutantp126@outlook.com>
Sent: Saturday, June 21, 2025 7:47:31 PM
To: Frank Heath <frankheath@perquimanscountync.gov>
Cc: Richard Caporale <caporale51@outlook.com>; American Legionp126 <williampaulstallingspost126@outlook.com>
Subject: American Legion Award for Firefighter of the Year

Mr. Heath,

The American Legion's Department of North Carolina has recognized one of our own as Firefighter of the Year. He is Tex Mitchell from the Winfall Fire House. As we did with the EMS winner last year, would like to present the plaque to him at your next Commissioner's Meeting, which I believe is 7 July. Can we get that on the agenda for that meeting. If I need to touch base with the Clerk instead let me know. Thanks in advance.

Gary Kollmann
COL, USA(Ret)
Post 126 Adjutant



4-H NCACC Delegate

From Tori DeWald <tori_dewald@ncsu.edu>
Date Tue 6/24/2025 10:12 AM
To Rebecca Corprew <rebeccacorprew@perquimanscountync.gov>
Cc linda white <lindalaydenwhite@gmail.com>; tstory@ncsu.edu <tstory@ncsu.edu>; Jared Harrell <jwharrel@ncsu.edu>

Good morning,

Whitney White will be our Perquimans County 4-H Youth Delegate that will be representing us at the NCACC Annual Conference this year. Please add Whitney White to the agenda for the July 7th Commissioners Meeting.

She will also need a photograph with the board to be included in her registration. I have included her mother, Linda, in the email to keep her in the loop.

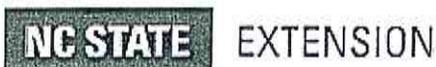
Please let me know if you have any questions!

Best,

Tori DeWald

Extension Agent, 4-H Youth Development
Perquimans County
North Carolina State University
College of Agriculture and Life Sciences
North Carolina Cooperative Extension
(252)426-5428
www.perquimans.ces.ncsu.edu

601-A South Edenton Road Street
PO Box 87
Hertford, NC 27944



All electronic mail messages in connection with state business that are sent to or received by this account are subject to the North Carolina public records law and may be disclosed to third parties.

**DISTRIBUTION REQUEST
PUBLIC SCHOOL BUILDING CAPITAL FUND
NORTH CAROLINA EDUCATION LOTTERY**

DPI Use Only

Approved By: _____

Date: _____

Date of Request: June 23, 2025

County: Perquimans

Contact Person: Frank Heath

LEA: Perquimans County Schools

Title: County Manager

Address: 411 S. Edenton Road St. Hertford NC

Phone: 252-426-8484

Project Title: Playground replacement for Perquimans Central

Location: 181 Winfall Blvd. Winfall, NC 27985

Type of Facility: Public School Building

North Carolina General Statutes, Chapter 18C, provides that a portion of the proceeds of the North Carolina State Lottery Fund be transferred to the Public School Building Capital Fund in accordance with G.S. 115C-546.2. Further, G.S. 115C-546.2 (d) has been amended to include the following:

- (3) No county shall have to provide matching funds...
- (4) A county may use monies in this Fund to pay for school construction projects in local school administrative units and to retire indebtedness incurred for school construction projects.
- (5) A county may not use monies in this Fund to pay for school technology needs.

As used in this section, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include central administration, maintenance, or other facilities. *Distribution requests must be submitted within one year following the date of final payment to the Contractor or Vendor.*

Short description of Construction Project: Replacing playground equipment.

Estimated Costs:

Purchase of Land _____	\$ _____
Planning and Design Services _____	_____
New Construction _____	_____
Additions / Renovations _____	150,000.00
Repair _____	_____
Debt Payment / Bond Payment _____	_____
TOTAL _____	\$ 150,000.00

Estimated Project Beginning Date: 07-01-2025 Est. Project Completion Date: 09-15-2025

We, the undersigned, agree to submit a statement of state monies expended for this project within 60 days following completion of the project.

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 150,000.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546,

(Signature — Chair, County Commissioners) (Date) 06/30/2025

(Signature — Chair, Board of Education) (Date)

**DISTRIBUTION REQUEST
PUBLIC SCHOOL BUILDING
REPAIR & RENOVATION FUND
NORTH CAROLINA EDUCATION LOTTERY**

DPI USE ONLY
Approved By: _____
Date: _____

Date of Request: June 19, 2025

County: Perquimans Contact Person: Frank Heath
 Address: PO Box 45 Hertford, NC 27944 Title: County Manager
 LEA: Perquimans County Schools Phone: 252-426-8484
 Address: 411 S. Edenton Road St. Hertford NC 27944 Email: frankheath@perquimanscountync.gov

Project Title: Perquimans County Schools ~ Fire Alarm Upgrades
 Project Address: Hertford Grammar School & Perquimans County High School ~ Hertford, NC
Perquimans Central School & Perquimans County Middle School ~ Winfall NC
 Type of Facility: Public School Building

The Public School Building Repair & Renovation Fund was established by S.L. 2021-180, Section 4.4.(a1). The purpose of the Fund is to provide revenue to counties for repair and renovation projects. Per G.S. 115C-546.16, counties are to utilize funds for enlargement, improvement, expansion, repair, or renovation of classroom facilities at public school buildings within local school administrative units (LEAs) located in the county. As used in this context, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include administration, maintenance, or other facilities.

Brief Project Description (include est. start/end dates): Upgrade obsolete Edwards fire alarm panel at all district schools.

Estimated Costs:

Planning and Design Services.....	\$ _____
New Construction – Facility Enlargement	\$ _____
New Construction – Addition(s)	\$ _____
Existing Construction – Facility Improvements	\$ _____
Existing Construction – Facility Repairs	\$ 113,895.00
Existing Construction – Facility Renovations	\$ _____
TOTAL	\$ 113,895.00

We, the undersigned, agree to submit a statement of state monies expended for this project within 60 days following completion of the project.

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request the release of \$ 113,895.00 from the Public School Building Repair & Renovation Fund. We certify that the project herein described is within the parameters of G.S. 115C-546.

(Signature – Chair, County Commissioners)

Russell R. Asstiter

(Signature – Chair, Board of Education)

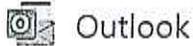
(Date)

06/30/25

(Date)

PRINT FORM

CLEAR FORM



Voting Delegate Designation for NCACC 118th Annual Conference - Pitt County

From Alisa Cobb <alisa.cobb@ncacc.org>

Date Wed 7/2/2025 12:04 PM

To County Managers <CountyManagers@ncacc.org>; County Clerks <countyclerks@ncacc.org>

Good afternoon, County Managers and Clerks to the Board,

In order to capture voting delegate designations for the upcoming NCACC Annual Conference in August, we are asking your county to submit your voting delegate designation. You will have the option to select one person to serve as the voting delegate and one person as an alternate if that is your preference.

Click [here](#) to indicate who will serve as your voting delegate for the NCACC Annual Conference.

The NCACC's 118th Annual Conference Business Session will be held in Pitt County on Saturday, August 23 at 2 p.m., with each county entitled to one vote on items that come before the membership, including the election of the NCACC Second Vice President.

NCACC Constitution, Article VI:

"On all questions, including the election of officers, each county represented shall be entitled to one vote, which shall be the majority expression of the delegates of that county. The vote of any county in good standing may be cast by any one of its County Commissioners who is present at the time the vote is taken; provided, if no commissioner be present, such vote may be cast by another county official, elected or appointed, who holds elective office or an appointed position in the county whose vote is being cast and who is formally designated by the Board of County Commissioners. These provisions shall likewise govern district meetings of the Association. A county in good standing is defined as one which has paid the current year's dues."

Please submit your voting delegate designations by Wednesday, Aug. 20, by close of business. Should you have any questions, please contact Alisa Cobb at alisa.cobb@ncacc.org.

Thank you,



North Carolina
Association of
County Commissioners

Alisa Cobb

Senior Administrative Assistant

Phone (919) 715-2685

www.ncacc.org

PLAT REVIEW LOG - PERQUIMANS COUNTY

JUNE

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
TA STOKELY EARTH STONE INDUSTRIES	X 	6-3-2025 	X 	SUBDIVISION OF 3-0040-AD810-H 2.67 ACRES
TA STOKELY DONNIE G JONES, JR	X 	6-6-2025 	X 	BOUNDARY SURVEY FOR 4-D045-0020-LW 1.61 ACRES
TA STOKELY MARK A & GINGER G WOODINGTON	X 	6-9-2025 	X 	BOUNDARY SURVEY FOR 4-D066-1003-TRE 1.03 ACRES
TA STOKELY CHARLES R & JENNIFER W LINDER	X 	6-10-2025 	X 	BOUNDARY SURVEY FOR 4-D066-1002-TRE 1.04 ACRES
TA STOKELY BURT EURE	X 	6-11-2025 	X 	BOUNDARY SURVEY FOR 4-0053-0003 66.21 ACRES
SL CARDWELL ANNIE K WILSON	X 	6-13-2025 	X 	SUBDIVISION OF 4-0044-0074B 1.00 ACRE
WL NORRIS, JR ANNETTE C JANAK	X 	6-24-2025 	X 	EXEMPT RECOMBINATION OF 4-0052-0028 1.58 ACRES 4-0052-0029 12.29 ACRES

BISSELL SURVEYING
PO BOX 168
KITTY HAWK, NC 27949
(252)261-3266

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

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

ROBEY
215 B STREET
CAMDEN, NC 27921
335-1888

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

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

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

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

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

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

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

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

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

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

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

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



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

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

**PERQUIMANS COUNTY
TAX DEPARTMENT**

Enforced Collections- June 2025

GARNISHMENTS: \$2,859.96

PAYMENT AGREEMENTS: \$53,711.51

DEBT SETOFFS: \$0

Perquimans County Sheriff's Office --- June 2025 Activity Report										
	Arrests	Incidents	Civil Papers	Criminal Child Support	Citations	Dispatched Calls	Office Calls	Transports Out Co.	Deposits	Court Days
JANUARY	21	52	165	0	4	1550	775	4	\$4,266.00	6
FEBRUARY	27	61	241	1	13	1328	664	4	\$8,182.00	9
MARCH	36	64	219	0	17	1773	887	6	\$4,551.00	7
APRIL	32	60	168	1	21	1627	814	7	\$4,154.00	10
MAY	28	45	143	1	29	1476	738	3	\$5,107.00	9
JUNE	29	55	72	0	25	1559	780	7	\$3,561.00	5

