

AGENDA

All items are for discussion and possible action.
Perquimans County Board of Commissioners
Meeting Room at Perquimans County Library
September 2, 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 August 4, 2025, Regular Meeting and August 18, 2025 Regular Work Session (cancelled).**
- B. Tax Refund & Tax Release Approvals**
- C. Personnel Matters**
1. Appointment: Athletic Program Supervisor
 2. Appointment: PT/FI EMT / Fire Inspector I
 3. Appointment: Telecommunicator II
 4. Appointment: Non-Certified Telecommunicator
 5. Appointment: Non-Certified Telecommunicator (2)
 6. Resignation: Certified Deputy
 7. Resignation: Administrative Assistant
 8. Resignation: Social Worker IA&T
 9. Resignation: Certified Telecommunicator
 10. Resignation: Certified Telecommunicator
 11. Removal from Roster: PT/FI Non-Certified Telecommunicator
 12. Merit Increase: Social Worker II
 13. Merit Increase: IMC Supervisor II
 14. Merit Increase: PT/FI AEMT (2)
 15. Step Increase: Social Worker III
 16. Step Increase: Certified Deputy
- D. Miscellaneous Documents:**
1. Resolution Authorizing the Removal of Public Records for Repair (2)

ACTION
REQUIRED

V. Introduction of New Employees / Recognition of Service

1. 911: Allen Foy
2. DSS: Bryhanna Midgette
3. Sheriff: Victor Fesperman – 20 years of service

NO ACTION
REQUIRED

VI. Scheduled Appointments

1. Rhonda Repanshek
- 2.

POSSIBLE
ACTION
REQUIRED

7:00 p.m.

7:05 p.m.

VII. Commissioner's Concerns/Committee Reports

- A.
B.

NO
ACTION
REQUIRED

VIII. Old Business

- A. Updates from County Manager

NO
ACTION
REQUIRED

ACTION REQUIRED	IX.	New Business
		A. Frank Heath – Shoreline Stabilization Agreement B. Brandon Shoaf – Salary Study Contract
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.	Closed Session: Per N.C.G.S. §143-318-11(5) – The purpose of the Closed Session is to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or a proposed contract for the acquisition of real property by purchase, option, exchange, or lease and to approve Closed Session Minutes and Per N.C.G.S §143-318-11(4)- To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations, or to discuss matters relating to military installation closure or realignment. Any action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session. <i>(After the Closed Session, the Board is subject to return to Open Session and may take action as needed on any items discussed during the closed session.)</i>
	XII.	Adjournment

FOR INFORMATION ONLY:

- N.C. Forest Service Annual Report for Perquimans County

DEPARTMENT HEAD REPORT:

- Plat Log
- Building Inspector's Report
- Code Enforcement Report
- Enforced Collections Report
- Sheriff's Office Report
- 911 Call Volume Report

COMMITTEE WRITTEN REPORTS:

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NOTES FROM THE COUNTY MANAGER

September 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 August 4, 2025, Regular Meeting and August 18, 2025 Regular Work Session (cancelled).
- B. **Enclosures:** Tax Refund / Release Approvals – see attached listing
- C. **Enclosures: Personnel Matters**

Dept	Employee Name	Employee Status	Employee Job Title	Grade/Step	New Salary	Effective Date
Recreation	Derrick Page	FT Hire	Athletic Program Supervisor	64/7	\$43,979	09/22/2025
EMS	Robert Reed II	PT/FT Hire	PT/FT EMT / Fire Inspector I	67/5	\$22.98/hr.	09/01/2025
911	Morgan Story	FT Hire	Certified Telecommunicator II	66/3	\$20.94/hr.	09/01/2025
911	Isabel Jarvis	FT Hire	Non-Certified Telecommunicator	60/1	\$18.26/hr.	09/01/2025
911	Andrea Myers	PT/FT Hire	Non-Certified Telecommunicator	60/1	\$18.26/hr.	09/01/2025
911	Sarah Gallop	PT/FT Hire	Non-Certified Telecommunicator	60/1	\$18.26/hr.	09/01/2025
Sheriff	Ryan Cappel	Resignation	Certified Deputy			08/12/2025
S	Macy Cappel	Resignation	Administrative Assistant			08/13/2025
DSS	Shanae Christian	Resignation	Social Worker IA&T			08/15/2025
911	Charity Geho	Resignation	FT Telecommunicator I			08/06/2025
911	Alyssa Ratcliff	Resignation	FT Telecommunicator I			08/27/2025
911	Kathryn Touchton	Removal from Roster	PT/FT Non-Cert TC			08/15/2025
DSS	Kay Hall	Merit Increase	Social Worker II	67/10	\$54,013	09/01/2025
DSS	Pamela Midgett	Merit Increase	IMC Supervisor II	67/7	\$50,187	09/01/2025
EMS	Sophia Wright	Merit Increase	PT/FT EMT	64/2	\$18.72/hr.	09/01/2025
EMS	Tabitha Martin	Merit Increase	PT/FT EMT	64/2	\$18.72/hr.	09/01/2025
DSS	Melissa Harris	Step Increase	Social Worker III	69/2	\$48,526	09/01/2025
Sheriff	Brian Gregory	Step Increase	Certified Deputy	68/7	\$52,446	09/01/2025

D. Miscellaneous Documents:

1. Resolution Authorizing the Removal of Public Records for Repair (2)

V. The following introduction of new employees and recognition of service will be done:

Introduction of New Employees/Recognition of Service:

Department Head	Employee Name	Employee Job Title	Effective Date
Jonathan Nixon	Allen Foy	Certified Telecommunicator II	08/01/2025
Angela Jordan	Bryhana Midgett	Social Worker II > III > IA&T	08/01/2025
Sheriff Shelby White	Victor Fesperman	Sergeant: 20 years of Service	09/08/2025

VI. Scheduled Appointments:

- A. Rhonda Repanshek will present a request for a motion to either approve or deny a flag-lot subdivision deed-of-gift as proposed by Mr. and Mrs. Howell to their daughter, Shannon Coston, combined with a parcel from her uncle, Jacob Wills. See three (3) attachments for explanation and review.

VII. Commissioners Concerns:

IX. New Business

- A. County Manager Frank Heath will present the attached agreement from Moffatt and Nichol to provide professional engineering work for Shoreline Stabilization projects at the Marine Industrial Park. He will ask for the Boards approval, with the money coming out of the Economic Development Fund.

B. Assistant County Manager Brandon Shoaf will present the attached agreement with Evergreen Solutions, LLC for a salary study for approval by the Board.

REGULAR MEETING

August 4, 2025

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, August 4, 2025, at 7:00 p.m. in the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944.

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

MEMBERS ABSENT:

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

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

AGENDA

Chairman Nelson stated that the Agenda was at their seats and asked if there were any additions or corrections to the amended Agenda. There being none, Chairman Nelson asked for a motion to approve the Agenda as presented. James W. Ward made a motion to approve the Agenda as presented. The motion was seconded by Kathryn M. Treiber and unanimously approved by the Board.

CONSENT AGENDA

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

A. **Approval of Minutes:** The minutes of July 7, 2025, Regular Meeting and July 21, 2025, Work Session (cancelled) were approved.

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

Tax Refunds (Perquimans County):

Christina Twine ----- \$101.19
 Owner exchanged one plate for another. Taxes had already been paid on exchanged plate. Account No. 81763356
 Adam Larn Lassiter ----- \$293.43
 Sold Vehicle. 11-month refund. Account No. 82718745
 Carmen Naegeli ----- \$147.72
 Sold vehicle-10-month refund. Account No. 78321360.
 Shannon Marie Niques ----- \$143.68
 Vehicle Totaled. 9-month refund. Account No. 83607036.
 Bobbi Nicole Hartwell ----- \$139.90
 Situs Error. Account No. 86389338.
 Maureen Frances McNitt ----- \$122.18
 Sold vehicle-7-month refund. Account No. 69769844.

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

Dept	Employee Name	Employee Status	Employee Job Title	Grade/Step	New Salary	Effective Date
DSS	Bryhana Midgett	FT Hire	Social Worker IA&T	67/4	\$46,662.00	08/01/2025
911	Allen Foy	FT Hire	Certified Telecomm. II	66/2	\$20.44 / hr.	08/01/2025
Water	Arnold White	PT Hire	Equipment Operator	NG	\$30.00/hr.	08/01/2025
911	Sandra Rose	Resignation	PT/FI Telecomm.			07/25/2025
EMS	Donna Vaughan	Resignation	PT/ FI Paramedic I			08/23/2025
EMS	Brayden Clemens	Resignation	PT/ FI EMT			08/01/2025
DSS	Antonio Williams	Resignation	Administrative Officer I			07/31/2025
EMS	Zach Smith	Removal from Roster	PT/ FI Paramedic			08/01/2025
DSS	Demetrius Stokley	Termination	Social Worker III			07/18/2025
DSS	Teahna Nixon	Termination	Social Worker III			07/21/2025
911	Rhiana Tucker	Merit Increase	FT Telecomm	64/2	\$18.72/hr.	08/01/2025
911	Courtney Langley	Merit Increase	FT Telecomm	64/2	\$18.72/hr.	08/01/2025
911	Morgan Story	Merit Increase	FT Telecomm	64/3	\$19.18/hr.	08/01/2025
EMS	Lisa Whidbee	Merit Increase	PT/ FI AEMT	66/5	\$21.99/hr.	08/01/2025

Water	Alyssa Williams	Merit Increase	Water Clerk I	61/10	\$41,480	08/01/2025
Rec	Amanda Layden	Merit Increase	Administrative Assistant	58/12	\$38,167	08/01/2025
DSS	Joelisa Drew	Step Increase	IMC II	63/3	\$38,171	08/01/2025
SC	William Wright	Step Increase	Certified Deputy	68/4	\$48,760	08/01/2025

INTRODUCTION OF NEW EMPLOYEES

Introduction of New Employees: The following new employees were introduced to the Board:

Department Head	Employee Name	Employee Job Title	Effective Date
Jonathan Nixon - EM	Amanda Diez	AEMI	06/01/2025
Jonathan Nixon - EM	Molly Miller	Telecommunicator	07/01/2025

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

SCHEDULED APPOINTMENTS:

1. **Bill Jennings: Tax Administrator:** Clerk Corprew stated that Mr. Jennings could not attend and the collection percentage report should be provided at the next meeting.
2. **Bobbie Lowe: Trillium:** Mrs. Lowe presented the Annual Report for Perquimans County concerning Trillium health services in our county. Mrs. Lowe explained who Trillium is, what they do for our residents, and how changes and new programs are benefiting our residents. The Board thanked her for her dedication to Perquimans County

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

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

Visitors:..... 41	Hours Opened: 67
Sales:\$371.00	Staff: Sid Eley & Glen White
Donations:.....\$0.00	Annual Report for August 2024 – July 2025
	664.5 hours, 472 guests, \$1,949 total revenue
Added to Museum Collection:	
Homemade child's chair 1902 Sears Roebuck Catalog	
May 10, 1968 News & Observer	
Accomplished:	
Museum Needs: More Space	
Add sign on US 17 by-pass	

Wallace Nelson: Chairman Nelson provided each member with a letter from the County of Dare, Office of the Board of Commissioners requesting participation in the establishment of North Carolina Coastal Counties Fisheries Coalition. After explanation and discussion, it was the consensus of all Board members to attend the first meeting and come back with discussion to see if this would be something Perquimans County would continue to participate in. Timothy J. Corprew will be the Board's representative for the upcoming meeting.

UPDATES FROM COUNTY MANAGER

Assistant County Manager Shoaf presented the following updates: Mr. Shoaf visited MiTek in Edenton. Company representatives explained their vision and how making the move to Perquimans will benefit their business. Mr. Shoaf reported the receipt of the signed offer to purchase along with a check for the earnest money. The lease agreement is in review currently. Mr. Shoaf reports that he has obtained an updated bathymetry chart showing the depths of the river and shared that with the MiTek staff during the visit.

Mr. Shoaf presented an offer from Electricities to partner with Perquimans County to create a commercial for the Marine Park Basin, advertising its potential uses to businesses.

Mr. Shoaf will be speaking at the County Farm Bureau meeting soon and encourages the Board to contact him if they have any specific topics they would like to see covered during that time.

Mr. Shoaf informed the Board that the previously presented SAMC contract was signed at a rate of \$250/ per transport to assist in the move of patients from the old SAMC facility to the new facility.

NEW BUSINESS

- A. **Sale of Surplus Equipment on GovDeals:** The bids ended on Monday, August 4, 2025. A motion was made by Charles Woodard to approve the sale of these vehicles for the bid

amounts as stated. The motion was seconded by Timothy J. Corprew and unanimously approved by the Board.

Buyer	Vehicle	Date Sold	Starting Bid	Sale Amount
Jud Long	2014 Ford F150 VIN# 7774	08/04/2025	\$500.00	2025.05
Brent McKecuen	6500 Power Pro Stryker Stretcher	08/04/2025	\$50	6700.00

- A. **NCSHP VIPER Radio Equipment:** Jonathan Nixon requested authorization for the Emergency Services Director to work with the NC State Highway Patrol to facilitate the smooth transition of equipment from County ownership/maintenance to NCSHP ownership/maintenance. A motion was made to grant authorization to the ES Director by Timothy J. Corprew. The motion was seconded by Kathryn M. Treiber and unanimously approved by the Board.
- B. **PSAP Mutual Aid:** Jonathan Nixon requested authorization to enter into an agreement with Pasquotank County for Mutual Aid allowing Pasquotank County PSAP and Perquimans PSAP (Public Service Answering Point) to work together in the event of a major disaster. The agreement was included in the packet for review by the Board. A motion was made by Charles Woodard to authorize a mutual aid agreement between Perquimans and Pasquotank counties PSAP's. The motion was seconded by Joseph W. Hoffler and unanimously approved by the Board.
- C. **CM at Risk Agreement:** Jonathan Nixon presented an updated CM at Risk Agreement with AR Chesson for Perquimans-Gates 911 Expansion Project for action by the Board, requesting authorization to sign the updated contract with AR Chesson as presented by staff and approved by the Architect. This document is a supplement to the initial contract signed 1/31/2025 by the County Manager. The project remains on budget and on schedule. Email received by County Manager Frank Heath on 7/30/2025 delegating authority to Jonathan Nixon to sign the contract. A motion was made by Joseph W. Hoffler to authorize Mr. Nixon to sign the contract. The motion was seconded by James W. Ward and unanimously approved by the Board.
- D. **ES Building Roof Replacement:** Jonathan Nixon presented the contract for the winning bidder of the roof replacement project for the Emergency Services Building. Mr. Nixon explained that the contract is coming in under budget allowing room for any additional expenses that may arise once the roof begins to be removed. A motion was made by James W. Ward to approve the contract as presented. The motion was seconded by Charles Woodard and unanimously approved by the Board.
- E. **Recreation Advisory Board Application:** Assistant County Manager Brandon Shoaf requested action from the Board regarding the application received from Mr. Andrew Ravenscraft to serve on the Recreation Advisory Board. After reviewing the application, Mr. Shoaf stated that he felt Mr. Ravenscraft would be a good candidate for this role. A motion was made by Timothy J. Corprew to approve the appointment. The motion was seconded by Kathryn M. Treiber and unanimously approved by the Board.

PUBLIC COMMENTS

There were no public comments made.

CLOSED SESSION: TO DISCUSS ACQUISITION OF REAL PROPERTY AND CLOSED SESSION MINUTES

Chairman Nelson stated that, pursuant to N.C.G.S. §143-318-11(5) the Board went into Closed Session to discuss acquisition of real property and to approve the Closed Session minutes. On motion made by Timothy J. Corprew, seconded by James W. Ward, to go into the Closed Session. The motion was unanimously approved to go into Closed Session.

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

No action was required from the Closed Session.

ADJOURNMENT

Chairman Nelson asked if there were any further comments or business to discuss. There being none, the Regular Meeting was adjourned at 8:04 p.m. on motion made by Kathryn M. Treiber, seconded by Timothy J. Corprew and unanimously approved by the Board.

Wallace E. Nelson, Chairman

Clerk to the Board

August 25, 2025

IV.B. - Page 1

Tax Refunds: (Perquimans)

Jeffrey Allen Freeman \$117.62
Vehicle sold; 7-month refund.
Account#: 83106517

R&S Logging \$231.62
Sold vehicle; 10-month refund.
Account#: 77987991

R&S Logging \$118.19
Vehicle totaled; 5-month refund.
Account#: 75211528

Terry Lee Tatman \$112.18
Vehicle sold; 8-month refund.
Account#: 58545243

Aldrich & Mary Krepala \$293.23
Incorrect square footage since built (1999)
Billed for a \$328,100 assessment.
Correction \$278,400
Account#: 255929 Year 2020

Aldrich & Mary Krepala \$303.17
Incorrect square footage since built (1999)
Billed for a \$328,100 assessment.
Correction \$278,400
Account#: 255929 Year 2021

Aldrich & Mary Krepala \$303.17
Incorrect square footage since built (1999)
Billed for a \$328,100 assessment.
Correction \$278,400
Account#: 255929 Year 2022

Aldrich & Mary Krepala \$318.08
Incorrect square footage since built (1999)
Billed for a \$328,100 assessment.
Correction \$278,400
Account#: 255929 Year 2023

Aldrich & Mary Krepala \$382.72
Incorrect square footage since built (1999)
Billed for a \$467,100 assessment.
Correction \$393,500
Account#: 255929 Year 2024

Tax Releases: (Perquimans)

Steven & Zarina Sparling \$18,810.00
Error when number of Solid Waste Fees was
being entered. 100 was entered; should have
been 1.
Account#: 0265871

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 8/29/25

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Derrick Page

SOC. SEC. NO.: _____

POSITION: Athletic Program SupervisorDEPT.: Recreation☒ NEW EMPLOYEE EFFECTIVE DATE: 9/22/25GRADE: 104 STEP: 7 SALARY: \$43,979ENDING DATE OF PROBATIONARY PERIOD: 3/21/26

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

☐ JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

☐

Date

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

GRADE: _____ STEP: _____ SALARY: _____

☐

Date

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

GRADE: _____ STEP: _____ SALARY: _____

☐

Date

DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

☐

Date

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

David WellsDATE: 8/29/25

COUNTY MANAGER APPROVAL

Frank HeathDATE: 8/29/25

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 08/11/2025

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

COPY

NAME: Robert Reed II

SOC. SEC. NO.:

POSITION: Part-Time Fill-In EMT / Fire Inspector I

DEPT.: EMS

☒ NEW EMPLOYEE EFFECTIVE DATE: September 1, 2025

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

ENDING DATE OF PROBATIONARY PERIOD: September 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

Date

RAISE. (YEAR 2 3 4)

GRADE: STEP: SALARY:

☐ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

Date

☐ DATE OF EMPLOYEE RESIGNATION

Date

☐ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

Date

GRADE: STEP: SALARY:

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: 08/11/25

DATE: 8/23/25

FINANCE OFFICER

DATE:

Revised 7/05

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 8/25/2025

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Morgan StorySOC. SEC. NO.: COPYPOSITION: Full-Time Certified Telecommunicator IIDEPT.: 911☒ NEW EMPLOYEE EFFECTIVE DATE: 9/1/2025GRADE: 66 STEP: 3 SALARY: \$20.94 HourlyENDING DATE OF PROBATIONARY PERIOD: 9/1/2026

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

☐ JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

DEPARTMENT RECOMMENDATION

DATE: 8/25/25

COUNTY MANAGER APPROVAL

DATE: 8/20/25

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

IV.C. - Page 3
DATE SUBMITTED: 8/28/2025

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Isabel Jarvis

SOC. SEC. NO.:

POSITION: Full-Time Non-Certified Telecommunicator

DEPT.: 911

☒ NEW EMPLOYEE EFFECTIVE DATE: September 1, 2025

GRADE: 60 STEP: 1 SALARY: \$18.26 Hourly

ENDING DATE OF PROBATIONARY PERIOD: September 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

DATE:

8/28/25

DATE:

8/29/25

FINANCE OFFICER

DATE:

EMPLOYMENT ACTION FORM

IV.C. - Page 4
DATE SUBMITTED: 8/28/2025

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Andrea Myers

SOC. SEC. NO.:

COPY

POSITION: Part-Time Fill-In Non-Certified Telecommunicator DEPT.: 911

☒ NEW EMPLOYEE EFFECTIVE DATE: September 1, 2025

GRADE: 60 STEP: 1 SALARY: \$18.26 Hourly

ENDING DATE OF PROBATIONARY PERIOD: September 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

DATE:

8/28/25

COUNTY MANAGER APPROVAL

DATE:

8/29/25

FINANCE OFFICER

DATE:

EMPLOYMENT ACTION FORM

DATE SUBMITTED: IV.C. - Page 5
8/28/2025

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

COPY

NAME: Sarah Gallop SOC. SEC. NO.: _____POSITION: Part-Time Fill-In Non-Certified Telecommunicator DEPT.: 911☒ NEW EMPLOYEE EFFECTIVE DATE: September 1, 2025GRADE: 60 STEP: 1 SALARY: \$18.26 HourlyENDING DATE OF PROBATIONARY PERIOD: September 1, 2026

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

☐ JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: 8/28/25DATE: 8/29/25

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 8/13/25

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Ryan Cappel

SOC. SEC. NO.

POSITION: Certified Deputy

DEPT.: Sheriff's Office

COPY☐ NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

☐ JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

☐ _____
Date DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: _____ STEP: _____ SALARY: _____☐ _____
Date DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP
RAISE. (YEAR 2 3 4)
GRADE: _____ STEP: _____ SALARY: _____☐ _____
Date DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.X 8-12-25 _____
Date DATE OF EMPLOYEE RESIGNATION / RETIREMENT.☐ _____
Date RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
GRADE: _____ STEP: _____ SALARY: _____THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN
SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____
PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

Sharon M. Smith
DATE: 8-13-25

COUNTY MANAGER APPROVAL

Frank Heath
DATE: 8/28/25

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 8/13/25

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Macey Cappel

SOC. SEC. NO.:

POSITION: Administrative Assistant

DEPT.: Sheriff's Office

COPY

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

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

☐ JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

X 8-13-25 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

Macey Cappel
 DATE: 8-13-25

COUNTY MANAGER APPROVAL

Frank Heath
 DATE: 8/20/25

FINANCE OFFICER

 DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: August 14, 2025

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Shanae ChristianSOC. SEC. NO.: COPYPOSITION: Social Worker IA&TDEPT.: Social Services

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

☐ JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

X 8/15/2025 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

[Signature]

DATE: August 14, 2025

COUNTY MANAGER APPROVAL

[Signature]

DATE: 8/20/25

FINANCE OFFICER _____

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Charity Geho

SOC. SEC. NO.:

COPYPOSITION: Full-Time Telecommunicator IDEPT.: 911☐ NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

☐ JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

☐ _____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
Date RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: _____ STEP: _____ SALARY: _____☐ _____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP
Date RAISE. (YEAR 2 3 4)
GRADE: _____ STEP: _____ SALARY: _____☐ _____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.
Date**X** 8/6/2025 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

DATE: 8/6/25DATE: 8/20/25

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 8/28/2025

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Alyssa Ratcliff

SOC. SEC. NO.: _____

POSITION: Full-Time Telecommunicator IDEPT.: 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 DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
GRADE: _____ STEP: _____ SALARY: _____☐ _____
Date DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP
RAISE. (YEAR 2 3 4)
GRADE: _____ STEP: _____ SALARY: _____☐ _____
Date DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.**X** 8/27/2025 DATE OF EMPLOYEE RESIGNATION
Date☐ _____
Date RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
GRADE: _____ STEP: _____ SALARY: _____

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: 8/28/25

DATE: _____

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 8/15/2025

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kathryn Touchton

SOC. SEC. NO.:

COPY

POSITION: Part-Time Fill-In Non Certified Telecommunicator Dept.: 911☐ NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

☐ JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

☐ _____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
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.
DateX 8/15/2025 DATE OF EMPLOYEE REMOVAL FROM ROSTER
Date☐ _____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: _____ STEP: _____ SALARY: _____

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

DEPARTMENT RECOMMENDATION

DATE: 8/20/25

COUNTY MANAGER APPROVAL

DATE: 8/20/25

FINANCE OFFICER

DATE: _____

Revised 7/05

DATE SUBMITTED: August 21, 2025

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kay Hall

SOC, SEC, NO.:

COPY

POSITION: Social Worker II

DEPT.: Social Services

NEW EMPLOYEE EFFECTIVE DATE:

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

7

Date _____

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

GRADE: _____ STEP: _____ SALARY: _____

Date _____

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

RAISE.	(YEAR	2	3	4)
--------	-------	---	---	----

GRADE: STEP: SALARY:

7

Date _____

DATE OF EMPLOYEE TERMINATION/RESIGNATION.

X 9/1/2025 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT
RAISE.

Date GRADE: 67 STEP: 10 SALARY: \$54,013

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: August 21, 2025

FINANCE OFFICER

DATE:

EMPLOYMENT ACTION FORM

DATE SUBMITTED: August 21, 2025

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Pamela Midgett

SOC. SEC. NO.:

COPYPOSITION: Income Maintenance Supervisor IIIDEPT.: Social Services

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

☐ JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

GRADE: _____ STEP: _____ SALARY: _____

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

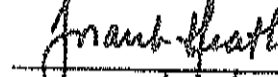
GRADE: _____ STEP: _____ SALARY: _____

☐ _____ DATE OF EMPLOYEE TERMINATION/RESIGNATION.
Date**X** 9/1/2025 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
DateGRADE: 67 STEP: 7 SALARY: \$50,187.00THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN
SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION
COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

DATE: August 21, 2025

COUNTY MANAGER APPROVAL

DATE: 9/20/25

FINANCE OFFICER _____

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 8/15/2025

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Sophia Wright

SOC. SEC. NO.:

POSITION: Part-Time Fill-in EMT

DEPT.:

EMS☐ NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

☐ JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

☐ _____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
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
DateX 9/1/2025 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 64 STEP: 2 SALARY: \$18.72 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

DATE: 8/22/25

COUNTY MANAGER APPROVAL

DATE: 8/28/25

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 8/15/2025

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Tabitha MartinSOC. SEC. NO. COPYPOSITION: Part-Time Fill-In EMTDEPT.: EMS☐ NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

☐ JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

X 9/1/2025 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
 Date GRADE: 64 STEP: 2 SALARY: \$18.72 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: 8/22/25

COUNTY MANAGER APPROVAL

[Signature]
 DATE: 8/28/25

FINANCE OFFICER

 DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: August 21, 2025

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Melissa Harris

SOC. SEC. NO. _____

POSITION: Social Worker IIIDEPT.: Social Services

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

☐ JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

X 9/1/2025 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP
 Date RAISE. (YEAR 2 3 4)
 GRADE: 69 STEP: 2 SALARY: \$48,526.00

☐ _____ DATE OF EMPLOYEE TERMINATION/RESIGNATION.
 Date

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

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

DEPARTMENT RECOMMENDATION

DATE: August 21, 2025

COUNTY MANAGER APPROVAL

DATE: 8/20/25

FINANCE OFFICER _____

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 8/13/25

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Brian Gregory

SOC. SEC. NO.:

POSITION: Certified Deputy

DEPT.: Sheriff's Office

COPY

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

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

☐ JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

X 9-1-25 _____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP
 RAISE. (YEAR 2 3 4)
 GRADE: 68 STEP: 7 SALARY: \$52,446

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

☐ _____ DATE OF EMPLOYEE RESIGNATION / RETIREMENT.

☐ _____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
 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

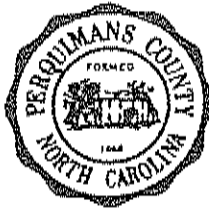
[Signature]
 DATE: 8-13-25

COUNTY MANAGER APPROVAL

[Signature]
 DATE: 8/28/25

FINANCE OFFICER

 DATE: _____



JACQUELINE S. FRIERSON
Register of Deeds, Perquimans County

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

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

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

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

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

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

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

Vital Statistics Marriage Licenses 1912-1915.

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

Section 3. This resolution is effective upon its adoption.

ADOPTED the ____ day of _____, 2025

Wallace Nelson, Chairman
Board of Commissioners

ATTEST:

Rebecca T. Corprew, Clerk to the Board



JACQUELINE S. FRIERSON
Register of Deeds, Perquimans County

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

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

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

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

WHEREAS, **C.W. Warthen** is under contract to provide repair, restoration and rebinding of those certain books of public records.

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

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

Plat Book 1 Part 2
Real Estate Book EE
Real Estate Book UU

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

Section 3. This resolution is effective upon its adoption.

ADOPTED the ____ day of _____, 2025.

Wallace Nelson, Chairman
Board of Commissioners

ATTEST:

Rebecca T. Corprew Clerk to the Board

Perquimans County Planning & Zoning Staff Report
By Rhonda Repanshek, Planner
September 2, 2025 County Commissioner Meeting

SUBJECT: Gift of Property, flag-lot subdivision\recombination request by William and Earnestene 'Patricia' Howell to their daughter, Shannon Coston. Subject property is proposed to be a second flag-lot, one-acre in size, immediately north of the structure at 1013 New Hope Road. It is proposed to be cut from tax parcel no. 4-0052-0001A and 4-0052-0002 and utilize an existing access easement. Subject property is in a Rural Agricultural (RA) zone.

Project Description/ Research & Analysis

Decisions regarding multiple flag-lots are administrative decisions, meaning if they meet ordinance standards, they must be approved. The standards for land use zone RA are:

- Minimum lot dimensions of 125 ft wide and at least 150 ft deep.
- Minimum lot size of 32,500 square feet, which is 0.7 acre.
- Minimum access width of 45 feet when proposed access is greater than 1,000 feet in length.
- Deed of transfer must have the special paragraph language as stated in Subdivision Regulation section 801(A)(6) which requires that if the land is ever sold outside the family, then the access must be paved.
- A shared access agreement may be necessary -- in this case it is necessary.

Proposed Layout:

The proposed parcel will be a flag-lot where the access is the 'pole' and the 'flag' is the part which must meet a minimum square footage and minimum dimensions. The Howell's parcel is less than 125 feet wide, so the proposed lot will be combined with an approximately 22 foot wide portion of neighboring parcel 4-0052-0002 owned by Mr. Jacob Wills, Ms. Coston's uncle. This combination will occur at the same time as the subdivision from her parents to make the resulting flag portion 125 feet by 365 feet; approximately an acre. To prevent a landlocked parcel, the existing access easement will extend to the residual land beyond Ms. Coston's lot, which will result in a total length over 1,000 feet long. All required landowner signatures have been obtained for the ingress, egress and utility easement to increase its width by 5 feet for a total of 45 feet.

Technical Points to Consider:

- Per the County Water Department Director in a July 18, 2025 correspondence, this is the last water meter that will be allowed at that entrance location on New Hope Road.

- The County Soil and Water Technician created a Drainage Plan (attachment 3) whereby surface water travels south to the subject parcel's southernmost property line, then east through an existing ditch across the parcel to the east. He recommends building the pad up under the house to ensure positive drainage away from it. Referring to the preliminary survey in this application package, he stated:
 - "It appears that Lot A has a ditch on the north side of the property running west to east tying into a field ditch that runs south toward a wooded area, next to New Hope Road, of parcel (4-0052-0004). Everything from Lot A and B will be draining that direction, so that ditch that I just referred to, on the property line, should help with drainage. I would recommend some small swales along the new property lines to convey the water to the ditch I just referred to. I am attaching a map to show better what I am describing."
- Planning Board should decide whether any specific house orientation is advised. [8/13/2025 update – No orientation was discussed.]
- The access must be named if 3 addressable structures are proposed but may or may not be named when only 2 addressable structures are proposed, per the county addressing ordinance.

Regulations and Procedure

Potential Schedule: Thursday, July 17, 2025 the Howell's Application package was received by the Planning & Zoning Office and was found to be substantially complete as a conceptual plan. Planning Board action at their Regular Meeting on August 12th allows the case to be reviewed by the Board of County Commissioners (BCC) on September 2nd.

Recommendation Procedure: Perquimans County Subdivision Regulation Section 402(B)(9) provides for the Planning Board to consider the proposed subdivision using Major Subdivision review procedures, which means they review it at a public meeting and make a recommendation to the Board of County Commissioners who will make the final approval or denial.

Recommendations

Planning Board made a motion to recommend approval of the flag-lot subdivision deed of gift as proposed by William and Earnestene Howell to their daughter Shannon Coston, combined with an approximately 22-foot-wide strip of her uncle, Jacob Wills', parcel: conditioned upon establishing a minimum 45 ft wide easement and acceptance and installation of the drainage plan created by the Chowan & Perquimans Soil & Water Conservation District Technician. The motion passed unanimously.

Suggested Motions – Recommendations – Actions:

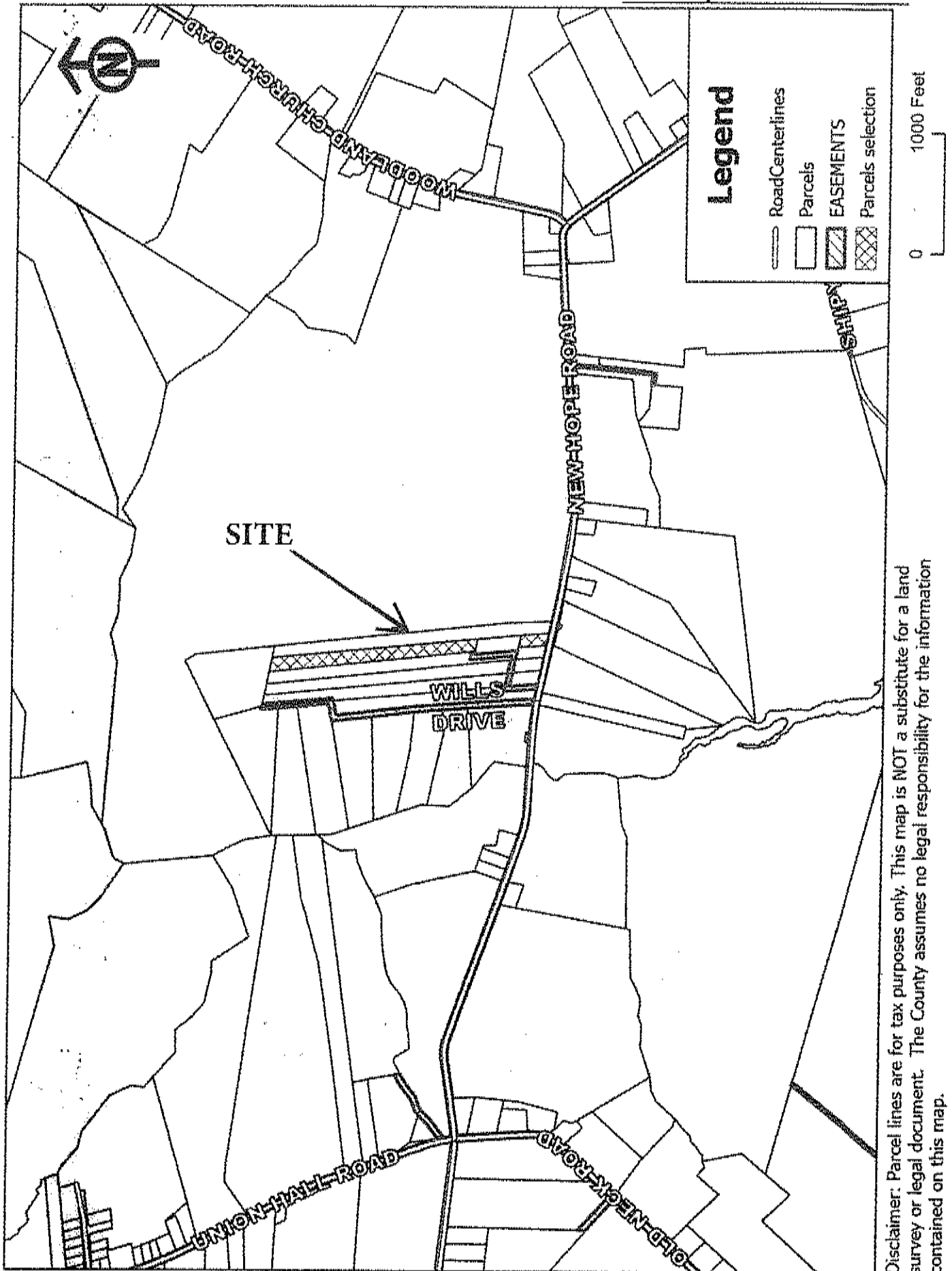
Commissioners may consider using one of the following scripts to form the desired motion for approval or denial of the flag-lot subdivision, as follows:

MOTION TO APPROVE: Motion to find the proposed lot to be consistent with subdivision requirements and approve the flag-lot subdivision deed-of-gift, as proposed by William and Earnestene Howell, to their daughter Shannon Coston, combined with an approximately 22-foot-wide strip of her uncle, Jacob Wills', parcel; conditioned upon

- *establishing a minimum 45 ft. wide easement and*
- *acceptance and installation of the drainage plan created by the Chowan & Perquimans Soil and Water Conservation District Technician.*

MOTION TO DENY: Motion to deny the flag-lot subdivision deed of gift because...

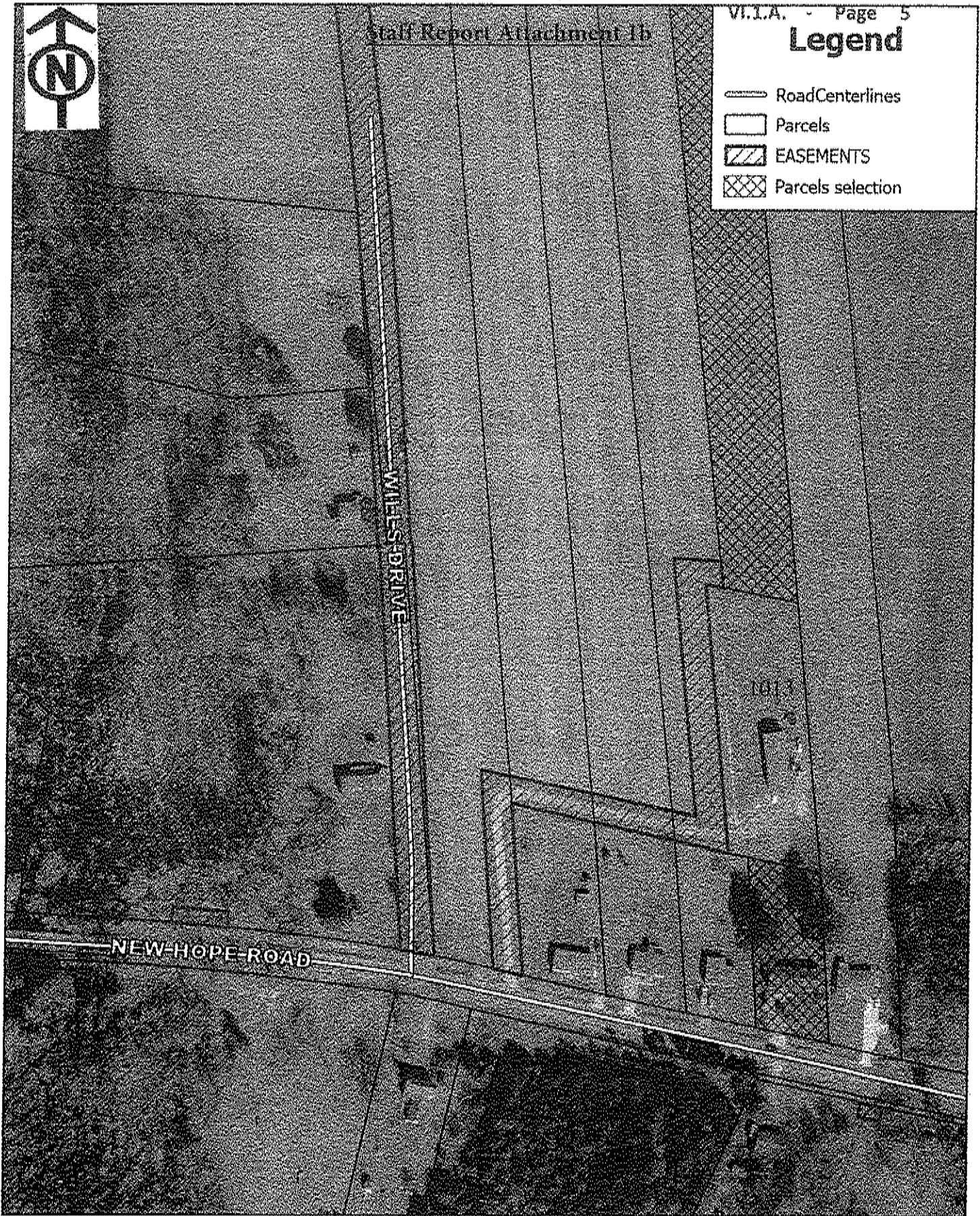
ATTACHMENTS: 1) General GIS location map
2) Applicant's application and site plan with septic system permit
3) County Soil and Water Technician Drainage Plan



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

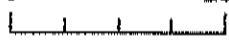
Legend

-  Road Centerlines
-  Parcels
-  EASEMENTS
-  Parcels selection



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

0 200 Feet





Gift of Property Application

For Shannon Coston

OFFICIAL USE ONLY

Date Received: 7-17-2025

Received by: RR

Date Completed: 7-17-2025

Confirmed by:

Subject Property Tax Map No.: 4-0052-0001A (4-2254 & 4-0052-012)

Proposed number of lots: one Is residual parcel over 10 acres? no

If no, remind applicant to request ARHS's preliminary approval of residual lot when applying for septic tank permit for proposed lot(s).

Contact and Survey Information

Title of Survey: Minor Subdivision Survey for Shannon Coston

Property Owner(s): William H. Howell, Ernestine Patricia Howell, Jacob Iles Wills, Elizabeth Wills, Patricia Wills, Deborah Wills Davis, Charles Wills

Mailing Address: 1027 New Hope Road, Hertford, NC 27944

Phone:

Email:

Owner(s) Request and Signature(s)

I/We hereby certify that I/we am/are the owner(s) of the property located at TBD New Hope Road. I/We hereby request a Deed of Gift Subdivision at this location. I/We acknowledge that this Application is for a single lot to my/our child or grandchild. Furthermore, I/we acknowledge that this is the one and only such gift in Perquimans County given to this child or grandchild from me/us during the last ten (10) year period and that the resultant lot is equal to or exceeds the standards of the County as shown in the Subdivision Regulations and that restrictions are placed pursuant to Section 801A (6) of the Perquimans County Subdivision Regulations in the Deed of Gift to the child or grandchild. As the owner(s) of the property, I/we request approval of the proposed Deed of Gift and related Boundary Survey.

Respectfully yours,

William H. Howell
Signature of Owner/Grantor William H. Howell

7/23/24
Date

Ernestine Patricia Howell
Signature of Owner/Grantor Ernestine Patricia Howell

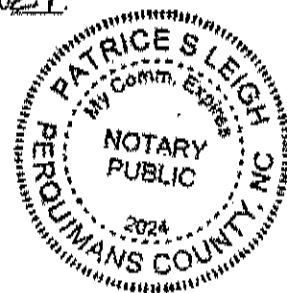
07/23/24
Date

Sworn to and subscribed before me, this the 23rd day of July, 2024.

Notary Public Patrice S. Leigh County of Perquimans

State of North Carolina

My commission expires: December 10, 2024





Gift of Property Application

PAGE 2 SIGNATURES CONTINUED

For Shannon Coston

OFFICIAL USE ONLY

Date Received: 7-17-2025

Received by: RR

Date Completed: 7-17-2025

Confirmed by:

Subject Property Tax Map No.: 4-0052-0001A 22 St 68 4-0052-0002

Proposed number of lots: ONE Is residual parcel over 10 acres?

If no, remind applicant to request ARHS's preliminary approval of residual lot when applying for septic tank permit for proposed lot(s).

Contact and Survey Information

Title of Survey: Minor Subdivision Survey for Shannon Coston Continued for signing

Property Owner(s):

Mailing Address:

Phone:

Email:

Owner(s) Request and Signature(s)

I/We hereby certify that I/we am/are the owner(s) of the property located at _____ I/We hereby request a Deed of Gift Subdivision at this location. I/We acknowledge that this Application is for a single lot to my/our child or grandchild. Furthermore, I/we acknowledge that this is the one and only such gift in Perquimans County given to this child or grandchild from me/us during the last ten (10) year period and that the resultant lot is equal to or exceeds the standards of the County as shown in the Subdivision Regulations and that restrictions are placed pursuant to Section 801A (6) of the Perquimans County Subdivision Regulations in the Deed of Gift to the child or grandchild. As the owner(s) of the property, I/we request approval of the proposed Deed of Gift and related Boundary Survey.

Respectfully yours,

Jacob Ides Willis
Signature of Owner/Grantor Jacob Ides Willis

Date

7-24-2024

Signature of Owner/Grantor

Date

Sworn to and subscribed before me, this the 24 day of July, 2024.

Notary Public [Signature] County of OnslowState of North CarolinaMy commission expires: Nov 12, 2028

THUY T. VINSON
Notary Public - North Carolina
Onslow County
My Commission Expires Nov 12, 2028

**APPLICATION FOR GIFT OF PROPERTY
CHECKLIST OF INFORMATION AND ITEMS NEEDED PRIOR TO APPROVAL & RECORDATION
OF BOUNDARY SURVEY**

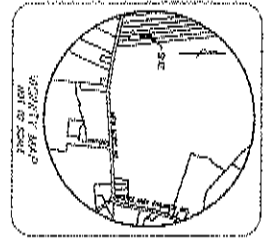
To confirm compliance with Section 801(A)(6) of the Perquimans County Subdivision Regulations, complete and return pages 1 and 2 of this Application for Gift of Property, and provide additional information, as follows:

- ☒ Completed application
- ☒ Copy of proposed Deed of Gift
- ☒ Boundary Survey with Certification Statements and references to residual parcel, if any (see Note #1 below).
- ☒ Water availability: County in-ground septic P.P.
- ☒ Proposed sewage system: County In-ground septic (attach ARHS's septic system permit or preliminary approval if applicable)
- ☒ My/our ownership of parent tract is evidenced by deed recorded in Real Estate Book 446, Page 177
424, Page 735
OR Will File Number _____ (Attach copy of relevant section of will).
- ☒ My/our parent tract is Parcel No. 4-0052-0001A/4-0052-0002
- ☒ Size of Parent Tract: 4.52/5.15 acres.
- ☒ Linear street frontage width: 100' and depth: 2093.12' of parent tract.
- ☒ Proposed acres of gift parcel: 1 acre
- ☒ Proposed street frontage width: n/a and depth: 365' of gift parcel.

FOR OFFICE STAFF USE

- ☒ Parent tract zoned: RA Future Land Use Classification: Residential Ag.
- ☒ Review and consultation with Soil & Water Conservation staff _____
- ☒ May need to establish drainage easements on property lines depending upon Drainage plan requirements.
- ☒ Disclosure statement referencing Section 402(B)(5), 402(D)(1), 402(I), and 402(J) of the Perquimans County Subdivision Regulations regarding grading, drainage and erosion control.
- ☐ Other (Specify): _____
- ☐ Other (Specify): _____

NOTES: (1) Per Section 303.1(B), any lot of less than 10 acres, including any residual parcel, must obtain a certificate or letter from the Health Department stating that a septic system may be approved for the lot(s); and (2) Per Section 303.2, all lots subdivided from a tract since December 31, 1998 shall be included in determining when the maximum number has been reached and when full review procedure shall be required.



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CONVEYANCES

PRELIMINARY PLAT
NOT FOR RECORDATION

THE PAPER REVENUE TAX
ON THE 17TH JANUARY
SUBJECT TO THE PAYMENT

MINOR SUBDIVISION SURVEY FOR
SHANNON COSTON

PORTION OF TRACT 11 - D.B. 424, PG. 735 - PORTION OF PID: 4-0052-0001A
PORTION OF TRACT 12 - D.B. 424, PG. 754 - PORTION OF PID: 4-0052-0002

NEW HOPE TOWNSHIP PERDUEMAN'S COUNTY NORTH CAROLINA

T. A. Stokely, PLLC P-2193
 1781 East Bear Swann Rd.
 Morfitt, NC 27544
 (252) 333-4662
tastokely@tastokely.com

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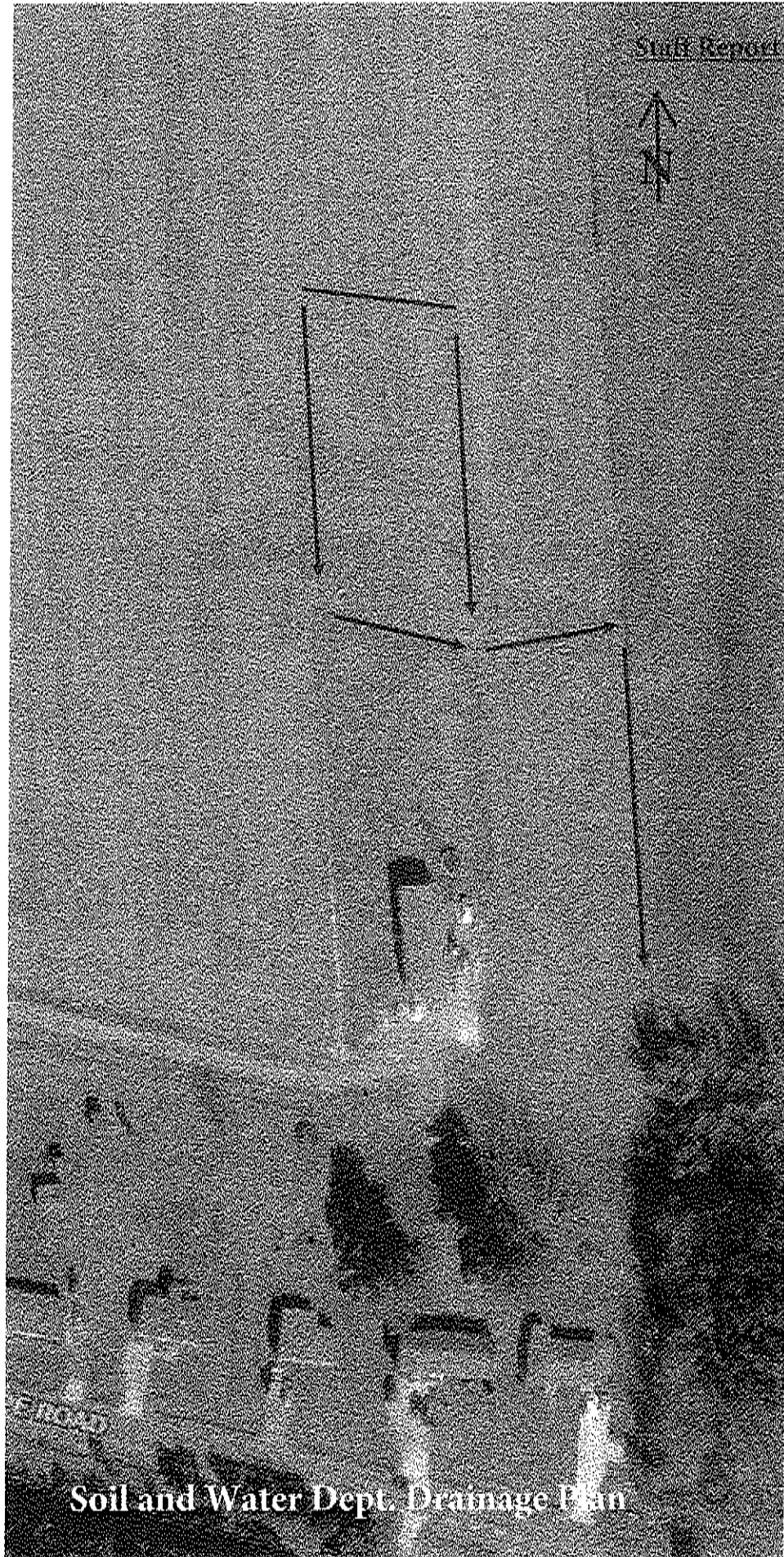
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Staff Report Attachment 3



Soil and Water Dept. Drainage Plan

MINOR SUBDIVISION SURVEY FOR

NO. 1502 NONNYPHS

PORTION OF TRACT 11 - E.B. 424, PG. 735 - PORTION OF P.I.D. 4-0052-00014
PORTION OF TRACT 12 - D.B. 424, PG. 754 - PORTION OF P.I.D. 4-0052-0002

CERTIFICATE OF ADOPTION

[illegible]

- 1) CLASS OF SUBJECT CLASS A
- 2) NOMINAL ACCURACY 2-DEGREES
- 3) TYPE OF DATA ACQUISITION TECH.
- 4) NAME OF SUBJECT/TESTER
- 5) DUTY CYCLE/NO. OF TESTS
- 6) FREQUENCY / PERIOD OF TEST
- 7) TEST MODEL, TEST USE
- 8) COMMENTS FACTOR/REMARKS
- 9) DATE, US. SERIALIZED

DO NOT WRITE IN THESE SPACES

ADDRESS OR ORIGINATOR OF INFORMATION
PRELIMINARY PLAT
NOT FOR RECORDATION

WITNESS MY HAND AND SEAL OF OFFICE THIS 11TH DAY OF FEBRUARY 1987.

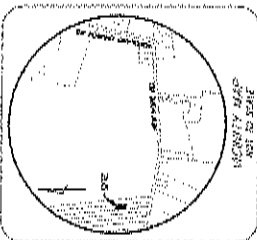
 NOT FOR RECORDATION
 THOMAS A. STEWART, CLU - SALES OR
 CONVEYANCES

DATE OF STUDY: SEPTEMBER 1962
 LOCATION: AT SAN JUAN, PUERTO RICO
 RESEARCHER: DR. J. J. DE VRIES
 SPONSOR: U.S. AIR FORCE, RAND CORP.
 PROJECT: A STUDY OF THE EFFECTS OF
 AIR POLLUTION ON THE HEALTH OF
 THE POPULATION OF SAN JUAN, P.R.

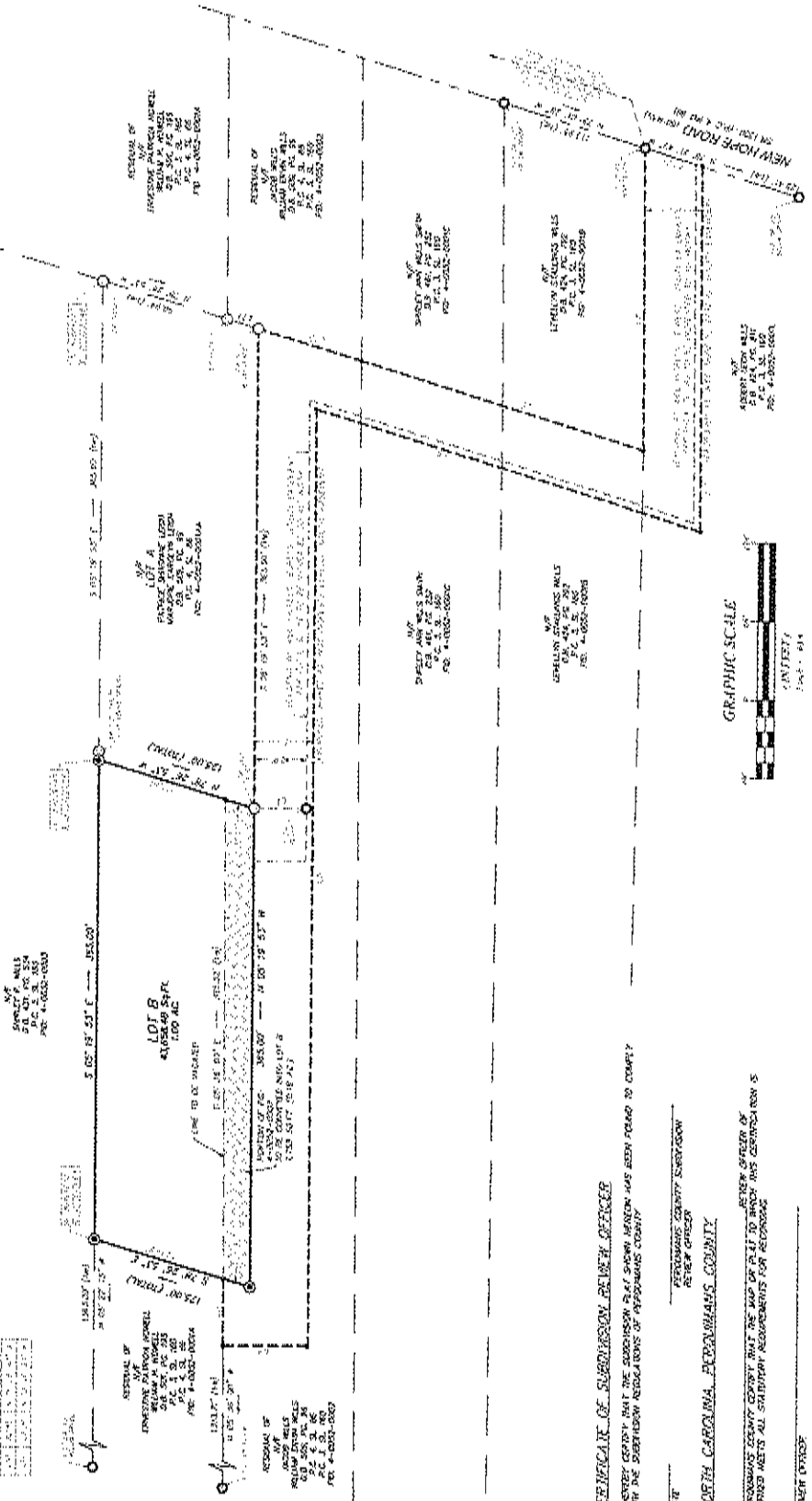
Notes

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Summary



Year	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051	2052	2053	2054	2055	2056	2057	2058	2059	2060	2061	2062	2063	2064	2065	2066	2067	2068	2069	2070	2071	2072	2073	2074	2075	2076	2077	2078	2079	2080	2081	2082	2083	2084	2085	2086	2087	2088	2089	2090	2091	2092	2093	2094	2095	2096	2097	2098	2099	2100
1990	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051	2052	2053	2054	2055	2056	2057	2058	2059	2060	2061	2062	2063	2064	2065	2066	2067	2068	2069	2070	2071	2072	2073	2074	2075	2076	2077	2078	2079	2080	2081	2082	2083	2084	2085	2086	2087	2088	2089	2090	2091	2092	2093	2094	2095	2096	2097	2098	2099	2100	



G.R. FARR, S.C. LEE

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CERTIFICATE OF SUBMISSION BY THE OFFICE

ATTEMPTED TO OBTAIN INFORMATION FROM THE
FEDERAL BUREAU OF INVESTIGATION RE: A PERSON
WHO WAS ALLEGED TO HAVE BEEN IN CONTACT WITH
THE SUBJECT OF THE ABOVE MENTIONED MATTER.

22-917

ALBERT J. BARNETT, JR.

PERMANENT RESIDENTS COMPANY THAT THE WAP DO NOT AFFORD MEETS ALL STATUTORY REQUIREMENTS FOR RESIDENCE

इतिहास

Prepared by/Return to:
 Rachel S. Gunther, Esq.
 147 N. Church Street
 Hertford, NC 27944

Parcel No: **Portion Out of 4-0052-0001A and Portion Out of 4-0052-0002**

This Deed was prepared without the benefit of a title search and without the advice of the tax consequences of this transfer.

**DEED OF GIFT
 Minor Subdivision**

This Deed made this _____ day of _____, 2025, by and between

GRANTOR	GRANTEE
WILLIAM H. HOWELL and wife ERNESTINE PATRICIA HOWELL; and JACOB IDES WILLS (unmarried)	SHANNON COSTON 1027 New Hope Road Hertford, NC 27944

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

WITNESSETH, that the Grantors, for and in consideration of the mutual agreements by the parties herewith, and other goods and valuable considerations, does hereby bargain, sell, grant and convey, with GENERAL WARRANTY, unto the Grantee, the following described property and improvements, lying and being in the New Hope Township, Perquimans County, North Carolina, and more particularly described as follows:

06/03/2024 Being that certain 1.00 acre, delineated as LOT B, as shown on the plat prepared by T. A. Stokely, PLLC, Registered Surveyor, PLS L-2183, dated ~~October 4, 2023~~, and entitled "Minor Subdivision Survey For Shannon Coston, Portion of Tract 11 - D.B. 424, PG. 735 - Portion of PID: 4-0052-0001A, Portion of Tract 12 - D.B. 424, PG. 754 - Portion of PID: 4-0052-0002. The plate described herein is recorded in Plat Book ____, Page ____, Perquimans County Registry.

There is also conveyed herein a 45' wide ingress, egress, and utility easement as shown on said Plat. Said easement hereby granted is appurtenant to and runs with the land being conveyed to the Grantee.

But this conveyance is made subject to the following restrictions which shall run with the land: That prior to the sale or transfer of the aforesaid lot and right-of-way to anyone other than the Grantors or either of them or to a child or grandchild of the Grantors, the aforesaid lot shall be brought into compliance with the Subdivision Regulations of Perquimans County in effect at the time of the recording of the present Deed of Gift, including, but not limited to, regulations that require the construction of a paved access road to the lot and the installation of required utilities. However, these restrictions will not apply to any transfer made to secure a loan or to any sale or transfer of the property as part of a foreclosure proceeding or to any subsequent sale or transfer by a Mortgagee who or which has purchased the property at a foreclosure sale.

For reference and chain of title see Deed Book 424, Page 735, and Deed Book (424, Page 754) of the Perquimans County Registry. For further reference Grantors William H. Howell and Ernestine Patricia Howell ^{are} owners of Perquimans County parcel number 4-0052-0001A and are conveying a .82 +/- acre portion of said parcel. Jacob Ides Wills is the owner of Perquimans County Parcel number 4-0052-0002 and is conveying a .18 +/- acre portion of said parcel (for ownership record of said parcel see Perquimans County foreclosure file 15SP45 wherein the property was sold by substitute trustee to Jacob Ides Wills).

change to
446/177,

Title to the property hereinabove described is subject to the following exceptions:

All restrictions and easements of record.

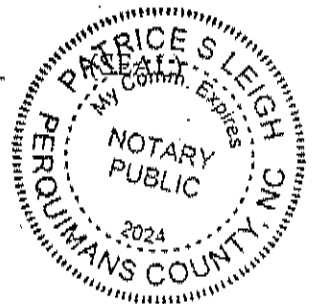
TO HAVE AND TO HOLD, the above-described real estate together with all rights, privileges and appurtenances thereunto belonging, including riparian rights as appropriate, to the said Grantees herein named and to them, their heirs, successor and assigns in fee simple, absolute, forever.

And the Grantors covenant with the Grantees, that Grantors are seized of the premises in fee simple, have the right to convey the same in fee simple, that title is marketable, and that Grantors will warrant and defend the title against the lawful claims of all persons whomsoever except for the exceptions herein stated.

[THE REST OF THIS PAGE HAS INTENTIONALLY BEEN LEFT BLANK]

IN WITNESS WHEREOF, the Grantors have hereunto set their hand and seal, the day and year first above written.

William H. Howell
WILLIAM H. HOWELL
 Grantor



STATE OF NORTH CAROLINA
 COUNTY OF PERQUIMANS, to wit:

I, a Notary Public of the City and State aforesaid, certify that **WILLIAM H. HOWELL** personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official stamp, this 23rd day of July, 2023. 2024 PSL

Patrice S. Leigh
 NOTARY PUBLIC

My Commission Expires: December 10, 2024

Ernestine Patricia Howell
ERNESTINE PATRICIA HOWELL
 Grantor



STATE OF NORTH CAROLINA
 COUNTY OF PERQUIMANS, to wit:

I, a Notary Public of the City and State aforesaid, certify that **ERNESTINE PATRICIA HOWELL** personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official stamp, this 23rd day of July, 2023. 2024 PSL

Patrice S. Leigh
 NOTARY PUBLIC

My Commission Expires: December 10, 2024

Jacob Ides Wills
JACOB IDES WILLS
Grantor

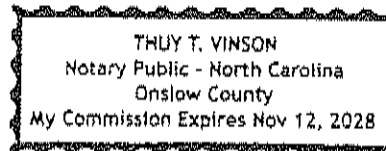
(SEAL)

STATE OF NORTH CAROLINA
COUNTY OF ~~PERQUIMANS~~ Onslow, to wit:

I, a Notary Public of the City and State aforesaid, certify that **JACOB IDES WILLS** personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official stamp, this 24 day of July, 2024

[Signature]
NOTARY PUBLIC

My Commission Expires: Nov 12, 2028



Prepared by/Return to:
 Rachel S. Gunther, Esq.
 147 N. Church Street
 Hertford, NC 27944

45 foot wide Right of Way Easement (New Hope Road) across portion of Perquimans County Tax Parcels: 4-0052-0001L, 4-0052-0001B, 4-0052-0001C, 4-0052-0002, and 4-0052-0001A to provide ingress/egress/utilities for Perquimans County Tax Parcel (TBD COSTON PROPERTY).

Parcel No.: 4-0052-0001L, 4-0052-0001B, 4-0052-0001C, 4-0052-0002, and 4-0052-0001A

DEED OF NON-EXCLUSIVE PERPETUAL RIGHT OF WAY/EASEMENT

THIS DEED OF NON-EXCLUSIVE PERPETUAL RIGHT OF WAY/EASEMENT, made this ____ day of _____, 2024, by and between, AGATHIA WILLS (single, as sole heir to the Estate of Robert Leon Wills), LEWELLYN STALLINGS WILLS and wife MARGARET WILLS, SHIRLEY ANN WILLS SMITH (widow), JACOB WILLS (single), Grantors, and SHANNON COSTON and future owners of the parcel designated as "LOT B, as shown on the plat prepared by T. A. Stokely, PLLC, Registered Surveyor, PLS L-2183, dated ~~October 4, 2023~~ 6/3/24, and entitled "Minor Subdivision Survey For Shannon Coston, Portion of Tract 11 -- D.B. 424, PG. 735 -- Portion of PID: 4-0052-0001A, Portion of Tract 12 -- D.B. 424, PG. 754 -- Portion of PID: 4-0052-0002. The plate described herein is recorded in Plat Book ____, Page ____, Perquimans County Registry", Grantee, party of the second part.

WHEREAS the Grantors are owners of certain property located in the New Hope Township, Perquimans County, North Carolina, more specifically: Agatha Wills is the current owner of Perquimans County Parcel Number 4-0052-0001L, Lewellyn Stallings Wills is the current owner of Perquimans County Parcel Number 4-0052-0001B, Shirley Ann Wills Smith is the current owner of Perquimans County Parcel Number 4-0052-0001C, Jacob Wills, is the current owner of Perquimans County Parcel Number 4-0052-0002 and 4-0052-0001A *Howell owns 1A*

WHEREAS the Grantee is the owner of a certain parcel located in the New Hope Township, Perquimans County, North Carolina. Said property is identified as Perquimans County Parcel Number [TBD BY COUNTY]. Grantee's property adjoins the land of the Grantors. Whereas the

Grantee desires to erect a 45' wide ingress/egress/utility easement over the land of said Grantors; and the Grantors herein have agreed to such access.

That in consideration for valuable consideration, the Grantors hereby grant, bargain, sell, and convey to Grantee, their successors, and assigns, a 45-foot in width, easement of right-of-way for the purpose of ingress, egress, to N.C.S.R. 1300 "New Hope Road" and installation of utilities over and upon said easement.

NOW, THEREFORE, in consideration of the sum of ONE DOLLAR (\$1.00), and other good and valuable consideration to them in hand paid, the receipt of which is hereby acknowledged, the Grantors do hereby give, grant, and convey unto the Grantee, and their heirs and assigns, a non-exclusive easement, 45-foot in width, along the boundary of Perquimans County Parcel Numbers 4-0052-0001L, 4-0052-0001B, 4-0052-0001C, 4-0052-0002, and 4-0052-0001A.

To have and to hold the aforesaid right and easement to the said Grantee and their successors in title forever; it being agreed that the right and easement hereby granted is appurtenant to and run with the land now owned by the Grantee and herein referred to.

[THE REST OF THIS PAGE HAS INTENTIONALLY BEEN LEFT BLANK.]

In witness whereof, the parties hereunto set their hands and seals, the day and year first above written.

Agathia Wills
AGATHIA WILLS
Grantor

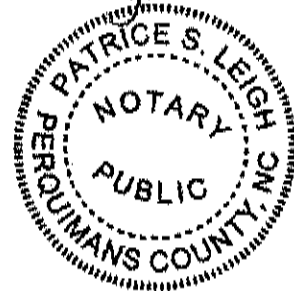
(SEAL)

STATE OF NORTH CAROLINA
COUNTY OF PERQUIMANS, to wit:

I, a Notary Public of the City and State aforesaid, certify that AGATHIA WILLS personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official stamp, this 17th day of July, 2025 ~~2024~~ PSL

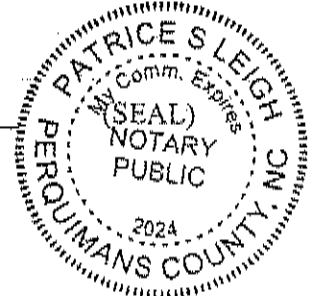
Patrice S. Leigh
NOTARY PUBLIC

My Commission Expires: December 10, 2029



In witness whereof, the parties hereunto set their hands and seals, the day and year first above written.

Lewellyn Stallings Wills
LEWELLYN STALLINGS WILLS
Grantor



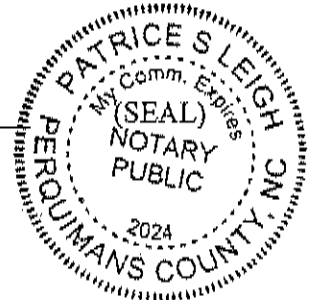
STATE OF NORTH CAROLINA
COUNTY OF PERQUIMANS, to wit:

I, a Notary Public of the City and State aforesaid, certify that **LEWELLYN STALLINGS WILLS** personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official stamp, this 23rd day of July, 2024.

Patrice S. Leigh
NOTARY PUBLIC

My Commission Expires: December 10, 2024

Margaret Wills
MARGARET WILLS
Grantor



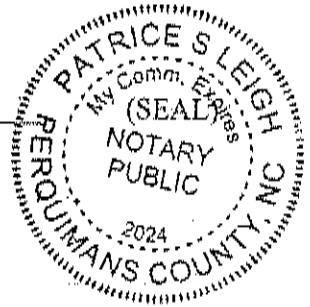
STATE OF NORTH CAROLINA
COUNTY OF PERQUIMANS, to wit:

I, a Notary Public of the City and State aforesaid, certify that **MARGARET WILLS** personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official stamp, this 23rd day of July, 2024.

Patrice S. Leigh
NOTARY PUBLIC

My Commission Expires: December 10, 2024

Shirley A.W. Smith
SHIRLEY ANN WILLS SMITH
Grantor



STATE OF North Carolina
CITY/COUNTY OF Perquimans, to wit:

I, a Notary Public of the City and State aforesaid, certify that **SHIRLEY ANN WILLS SMITH** personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official stamp, this 23rd day of July, 2024.

Patrice S. Leigh
NOTARY PUBLIC

My Commission Expires: December 10, 2024

Jacob Wills
JACOB WILLS
Grantor

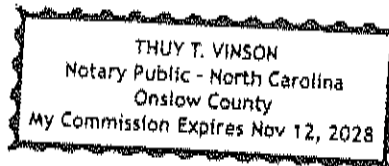
(SEAL)

STATE OF North Carolina
CITY/COUNTY OF Onslow, to wit:

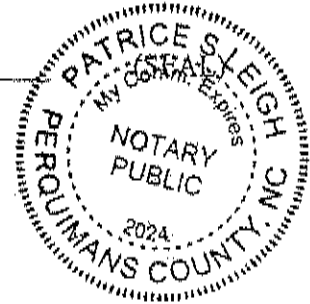
I, a Notary Public of the City and State aforesaid, certify that JACOB WILLS personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official stamp, this 24 day of July, 2024.

[Signature]
NOTARY PUBLIC

My Commission Expires: Nov 12 2028



Shannon Coston
SHANNON COSTON
Grantor



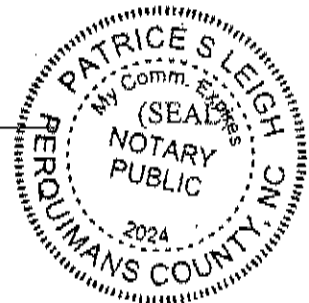
STATE OF North Carolina
CITY/COUNTY OF Perquimans, to wit:

I, a Notary Public of the City and State aforesaid, certify that SHANNON COSTON personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official stamp, this 23rd day of July, 2024.

Patrice S. Leigh
NOTARY PUBLIC

My Commission Expires: December 10, 2024

Tylvoice Coston
TYLVOICE COSTON
Grantor



STATE OF North Carolina
CITY/COUNTY OF Perquimans, to wit:

I, a Notary Public of the City and State aforesaid, certify that TYLVOICE COSTON personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official stamp, this 23rd day of July, 2024.

Patrice S. Leigh
NOTARY PUBLIC

My Commission Expires: December 10, 2024



moffatt & nichol

MN CLIENT AGREEMENT - BASIC

AGREEMENT BETWEEN CLIENT AND CONSULTANT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made on the ____ day of August, 2025, by and between, Perquimans County hereinafter called "Client", with an office at 128 N. Church Street, Hertford, North Carolina 27944, and Moffatt & Nichol, a California corporation, registered in the State of North Carolina as Moffatt & Nichol Inc., hereinafter called "Consultant", for the following Project (the "Project"): Perquimans County Marine Industrial Park Dredging and Shoreline Stabilization. Client and Consultant may be referred to individually as a "Party" or collectively as the "Parties".

The Client and Consultant for mutual consideration agree as set forth below:

1. CONSULTANT'S SERVICES

The Consultant shall perform professional services in connection with the Project, as set forth below, and as described in Exhibit "A" Statement of Services.

2. CONSULTANT'S CHARGES

The Consultant shall provide professional services for which the Client shall compensate Engineer and the total compensation shall not exceed the dollar amount indicated herein, and as may be further described in Exhibit "B".

- ☒ LUMP SUM. Compensation for these services shall be a Lump Sum/Fixed Fee amount of \$ 127,727.

3. INSURANCE AND LIABILITY PROVISIONS

- 3.1. The Consultant maintains appropriate and commercially available insurance coverage to insure the operations and services of the Consultant as follows: statutory Worker's Compensation and Employer's Liability, Commercial General Liability; and Professional Liability insurance.
- 3.2. The Client agrees to limit the Consultant's liability to the Client and to all other contractors and subcontractors on the Project, due to the Consultant's negligent acts, errors or omissions, such that the total aggregate liability of the Consultant to those named shall not exceed the Consultant's total fee paid by the Client for the services rendered on this Project.
- 3.3. Neither party shall have any claim or right against the other under this Agreement, whether in contract, warranty, tort (including negligence), strict liability or otherwise, for any special, indirect, incidental, or consequential damages howsoever caused, even if same were reasonably foreseeable.

4. CLIENT'S RESPONSIBILITY

The Client shall, unless otherwise provided for in this Agreement, at no cost to the Consultant:

- 4.1. Furnish to the Consultant all reports, survey soils data, Project information and materials, as well as other information or documentation as may be requested by Consultant, and upon which Consultant may reasonably rely.



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MN CLIENT AGREEMENT - BASIC

- 4.2. Unless expressly stated in Exhibit A, the Consultant makes no representations concerning soil conditions and is not responsible for any liability that may arise out of the performance or failure to perform soils investigations and testing.
- 4.3. Provide or arrange for full and free access for the Consultant to enter upon all property required for the performance of the Consultant's services.
- 4.4. Give prompt written notice to the Consultant whenever the Client observes or otherwise becomes aware of any defect in the Project or other event which may substantially affect the Consultant's performance of services under this Agreement.

5. REIMBURSABLE EXPENSES

Reimbursable Expenses are in addition to Consultant's compensation for services performed on an Hourly Rate basis and include expenditures made by the Consultant, its employees or its subconsultants in the performance of services on the Project. The Compensation amount set out under Article 2 includes the cost for Reimbursable Expenses for the services set out under Exhibit A.

6. PAYMENTS TO THE Consultant

- 6.1. Progress payments shall be made in proportion to services rendered or as otherwise indicated within this Agreement and shall be due and owing within thirty (30) days upon the Consultant's submittal of any invoice. Past due amounts owed shall include a late payment Finance Charge which will be computed at the periodic rate of 1% per month, which is an Annual Percentage Rate of 12%, and will be applied to any unpaid balance forty-five (45) days after the date of the original invoice.
- 6.2. The Consultant may, upon seven (7) days written notice, suspend services if Client fails to make payments.
- 6.3. No deductions, set-off or withholding shall be made from the Consultant's compensation on account of penalty or any other sums that may be withheld by the Client from payments to contractors.
- 6.4. Hourly Rates and Reimbursable Expenses shall be subject to periodic revision as stated on the Consultant's Hourly Rate Schedule included in Exhibit B. In the event revisions are made during the lifetime of this Agreement, the increased or decreased Hourly Rates and Reimbursable Expenses shall apply to all remaining compensation for services performed by the Consultant when such rates provide the basis for the Consultant's compensation.
- 6.5. If the Project is delayed, or if the Consultant's services for the Project are delayed or suspended for more than three (3) months for reasons beyond the Consultant's control, the Consultant may, after giving seven (7) days written notice to the Client, terminate this Agreement and the Client shall compensate the Consultant in accordance with the termination provision contained hereinafter in this Agreement. Consultant may agree to continuation of the Agreement, subject to adjustments in compensation and schedule due to such suspension or delay.



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MN CLIENT AGREEMENT - BASIC

7. GENERAL PROVISIONS

- 7.1. All Drawings, Specifications and other work data of the Consultant for this Project are instruments of service for this Project only and shall remain the property of the Consultant whether the Project is completed or not. The Client shall not reuse any of the Consultant's instruments of service on extensions of this Project or on any other project without the prior written permission of the Consultant. Any unauthorized reuse shall be at the Client's sole risk and the Client agrees to defend, indemnify and hold harmless the Consultant from all claims, damages, and expenses including reasonable attorney's fees arising out of such unauthorized reuse of the Consultant's instruments of service by the Client or by others acting through or on behalf of the Client.
- 7.2. Neither the Client nor the Consultant shall delegate their duties under this Agreement without the written consent of the other, such consent to not be unreasonably withheld, delayed or conditioned.
- 7.3. This Agreement may be terminated by either Party by seven (7) days written notice in the event of substantial failure to perform in accordance with the terms of this Agreement by the other Party through no fault of the terminating Party. If this Agreement is terminated, the Consultant shall be paid for all services performed up to and including the termination effective date including Reimbursable Expenses incurred, plus reasonable termination expenses. Termination Expenses are defined as costs incurred directly attributable to termination and may include non-cancellable or non-refundable obligations.
- 7.4. This Agreement represents the entire and integrated agreement between the Client and the Consultant and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Client and the Consultant.
- 7.5. Any dispute or claim arising out of this Agreement shall be determined as follows: Client and Consultant will negotiate in good faith to reach agreement. If negotiations are unsuccessful, Consultant and Client agree the dispute shall be settled by mediation. In the event the dispute or any issues remain unresolved, the disagreement shall be decided by such remedies of law as they are available to the Parties. This Agreement shall be governed by the laws of the State of California.
- 7.6. Should litigation occur between the two Parties relating to the provisions of this Agreement, all litigation expenses, collection expenses, witness fees, court costs and reasonable attorney's fees incurred by the prevailing Party shall be paid by the non-prevailing Party to the prevailing Party.
- 7.7. Neither Party shall hold the other responsible for damages or delay in performance caused by acts of God, fire, flood or other natural catastrophe; acts of any governmental body, delays in permitting, strikes, labor disputes or shortage, lockouts, accidents, national emergency, insurrection, riot, war, epidemic, pandemic, or other events beyond the control of the other Party or the other Party's employees, or agents.
- 7.8. In the event any provisions of this Agreement shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding upon the Parties. One or more waivers by either Party of any provision, term, condition or covenant shall not be construed by the other Party as a waiver of a subsequent breach of the same by the other Party.
- 7.9. The Consultant is not responsible for design and construction review services relating to any construction contractor's safety precautions or to the means, methods, techniques, sequences, or procedures required for a construction contractor to perform its work. Consultant is not responsible for overall site safety. Omitted services under this Agreement include but are not limited to shoring, scaffolding, underpinning temporary retainment of excavations and any erection methods and temporary bracing.



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MN CLIENT AGREEMENT - BASIC

- 7.10. The Consultant intends to render its services under this Agreement in accordance with that level of skill and care ordinarily exercised by similar situated professional firms who are performing the same or similar services, under the same or similar circumstances, and makes no warranty either express or implied.
- 7.11. Any estimate of construction costs or estimates of materials quantities reviewed, approved or prepared by the Consultant under this Agreement represents its judgment as a design professional and is supplied for the general guidance of the Client. Since the Consultant has no control over the costs of labor or materials, or over competitive bidding or market conditions, or over purchases made by the construction contractor, the Consultant does not guarantee the accuracy of such estimates as compared to construction contractor bids or actual cost to the Client.
- 7.12. (a) The Parties shall comply with all applicable federal, state, and local laws, ordinances, rules, regulations, and orders in effect on the date of this Agreement, including any applicable non-U.S. laws and regulations.
- (b) Neither Party shall, directly or indirectly, undertake, cause or permit to be undertaken any activity related to this Agreement that is illegal under any applicable law, regulation, ordinance or other governmental requirement, including without limitation, the U.S. Foreign Corrupt Practices Act and the UK Bribery Act. In addition, no Party shall give, offer, promise or authorize, directly or indirectly, in connection with this Agreement, anything of value to an official, officer, employee or any other person in an official capacity for or on behalf of any government, state-owned enterprise, agents or advisors to other international organizations.
- (c) If either Party breaches any of the covenants contained in this Article, the non-breaching Party shall have the right to immediately terminate this Agreement without penalty and shall be indemnified by the breaching Party against all losses arising under this Article 7.12.
- 7.13 This Agreement is intended for the benefit of the Parties hereto and their respective permitted successors and assigns, and is not for the benefit of, nor may any provision hereof be enforced by, any other person or entity.

8. NOTICES

Any notices required to be given under this Agreement may be given by enclosing the same in a sealed envelope, postage prepaid, addressed as follows:

Client:	<u>Perquimans County</u> <u>128 N. Church Street</u> <u>Hertford, North Carolina 27944</u>
Attention:	<u>Mr. Frank Heath</u>
Consultant:	<u>Moffatt & Nichol</u> <u>4700 Falls of Neuse Road, Suite 300</u> <u>Raleigh, North Carolina 27609</u>
Attention:	<u>Patrick Graney</u>



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MN CLIENT AGREEMENT - BASIC

Notices shall be deposited in the U.S. Postal Service. When so given, such notice shall be considered given as of five (5) days from the time of mailing the same.

Each Party covenants by their signatures below that the individual signing has been given proper authority to sign this Agreement and bind their organization to the terms therein.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement which is in effect as of the day and year first above written when signed by both Parties.

Moffatt & NicholConsultant

By:

Name: Patrick Graney, PETitle: Vice PresidentPerquimans CountyClient

By:

Name: Frank HeathTitle: County Manager

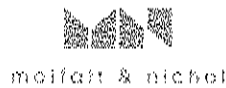


moffatt & nichol

MN CLIENT AGREEMENT - BASIC

EXHIBIT "A"
STATEMENT OF SERVICES

See Attached Proposal



4700 Falls of Neuse Road, Suite 300
Raleigh, NC 27609

(919) 781-4626 Fax (919) 781-4869
www.moffattnichol.com

August 15, 2025

Perquimans County
128 N. Church Street
Hertford, North Carolina 27944

Attn: Frank Heath
County Manager

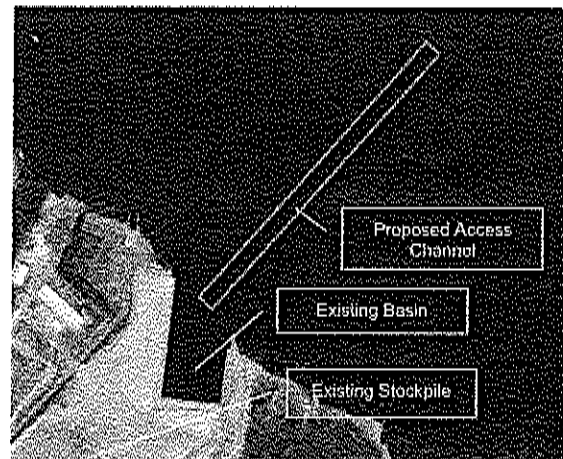
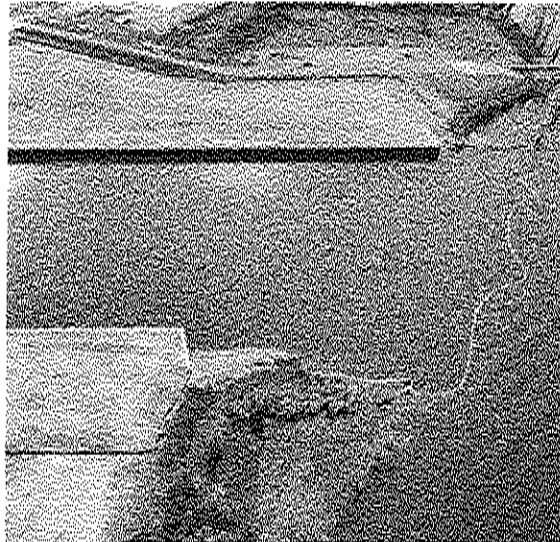
Re: Perquimans County Marine Industrial Park – Shoreline Stabilization & Channel Dredging
Hertford, North Carolina
Professional Engineering Services - Proposal

Dear Mr. Heath;

Moffatt & Nichol (M&N) appreciates the opportunity to support Perquimans County on this project to stabilize the northwest and northeast shorelines adjacent to the newly constructed basin at the Marine Industrial Park and prepare dredging documents for deepening an access channel connecting the center channel of the Perquimans River to the new inland basin. The work covered under this proposal consists of topographic and hydrographic surveying, environmental permitting, design, and construction support services for the shoreline stabilization and dredging identified on the figures to the right.

The existing shoreline is experiencing scouring and erosion due to wind-generated waves and boat wakes along the Perquimans River. This scope of work involves designing a 275-foot long section of riprap revetment that will connect the existing riprap shoreline at the northwestern corner of the basin entrance to the existing riprap shoreline at the boat ramp located to the west. A shorter section of riprap will be installed on the northeast corner of the basin entrance, extending approximately 100 feet to the east to mitigate localized erosion within the property limits.

The approach from the center of the river to the basin is too shallow to navigate with deeper draft



***Perquimans County Marine Industrial Park
Shoreline Stabilization & Dredging***

vessels. The dredging task involves performing a hydrographic survey to map the riverbed along the proposed approach channel. The survey results will be used to locate and design a 100-foot-wide channel dredged to EL -10 NAVD as shown in blue in the previous figure. It is anticipated that the dredged material will be dewatered and stockpiled at the existing stockpile area located on the landside of the basin.

Specific tasks involve the following:

Task 1: Surveying

M&N will engage McKim & Creed out of Raleigh to perform a topographic survey of the two sections of the proposed shoreline areas which provides the basis for the proposed site plan and shoreline stabilization design. They will also perform a hydrographic survey of the proposed approach channel areas which provides the basis for the dredging construction documents.

Task 2: Environmental Permitting

- a. **Field Review:** One M&N environmental staff member will conduct a site visit to the proposed project site to evaluate existing conditions, obtain the necessary information for preparation of required permit application packages, and to gain an understanding of the project. If additional environmental studies outside of this scope of work are required, they will be noted at the completion of the site visit.
- b. **Agency Coordination:** M&N will conduct a virtual meeting with representatives of state and federal regulatory and resource agencies in advance of preparing the permit application package. Due to the simplicity of the project, a pre-application scoping meeting is not envisioned with the permitting agencies.
- c. **Permit Application Package Preparation and Submittal:** It is anticipated that the proposed project will require a modification of the existing active permits that were obtained for the construction of the basin. M&N shall prepare the permit application package and associated drawings for the acquisition of a modified Coastal Area Management Act (CAMA) Major Permit. This application package will also serve as the application package for a Section 404 (Clean Water Act)/Section 10 (Rivers and Harbors Act) Permit from the U.S. Army Corps of Engineers (USACE), and the accompanying Section 401 (Clean Water Act) Certification from the Division of Water Resources. This approach assumes that the project does not require an Individual (Standard) permit. Should the USACE determine that an Individual (Standard) Permit be required for the proposed project, additional scope and fee coordination between M&N and the County will be required.

Following completion of the draft application packages and comments received from County on the draft package the final submittal package signed by the County will be submitted to NCDCM through the NCDCM online permit application portal.

- d. **Additional Agency Coordination During Application Review Process:** M&N will prepare one series of responses to agency comments or requests for additional information during the regulatory review process.

***Perquimans County Marine Industrial Park
Shoreline Stabilization & Dredging***

Task 3: Design and Construction Documents

The design and development of construction documents will include detailed drawings, specifications, and contract provisions for both the revetment and dredging components. These documents will be structured as one project to streamline the engineering effort but allow the contractor to provide separate pricing for each component. This approach ensures flexibility in project execution should budget constraints prevent simultaneous completion of both elements.

- a. Design: M&N will design shoreline protection based on site conditions and available material considering water depth, surge, and wave height. M&N will also perform the dredging design based on site conditions considering logistics, dredging method, and handling of material.
- b. Construction Drawings: M&N will proceed with developing construction drawings for this project and incorporate relevant permit requirements. The drawings will include the general notes, site plan, erosion and sediment control drawings, revetment cross sections, and dredging cross sections.
- c. Construction Specifications: M&N will develop the construction project manual including the Informal Contract based on the standard forms provided by the North Carolina State Construction Office. Technical Specifications will be developed for each of the primary construction or material components on the project.
- d. Opinion of Probable Cost: M&N will develop an opinion of probable cost based on recent project experience, the budgetary estimates, and other available cost sources. A 10% contingency will be applied to account for variability in bidding.
- e. Quality Assurance/Quality Control: As an ISO 9001 certified company, M&N has a formal Quality Management System (QMS) and a documented set of Project Management Procedures that are utilized for every project we complete. This process involves technical reviews of calculations, drawings, specifications, and opinions of probable costs.

Task 4: Bidding Services

- a. Provide advertisement for bidding, distribute bid documents to interested contractors, and maintain a bid document register of contractors who have received the bid documents.
- b. Conduct the on-site Pre-Bid Conference in Perquimans County and provide meeting minutes to all attendees.
- c. Respond to Bidder's questions regarding the bid process in support of the county.
- d. Conduct the Bid Opening in Perquimans County including opening and reading bids, creating a bid tabulation, and providing a bid recommendation letter to the Owner.

Task 5: On-Site Meetings and Observations

The scope of site meetings and construction observations is based on the assumption that both the revetment and dredging components will be constructed concurrently. If only one component proceeds at this time, the proposal will need to be revisited and adjusted to account for future construction activities associated with the remaining component (revetment or dredging).

- a. Attend Pre-Construction Meeting in Perquimans County to review contract requirements with the Contractor, establish a notice to proceed date, and provide minutes of information reviewed.
- b. Perform up to 4 on-site construction observations during construction. The project is assumed to have a 4-month duration, so 4 site visits are budgeted.
- c. Perform on-site final inspection of project for project acceptance and close-out.

***Perquimans County Marine Industrial Park
Shoreline Stabilization & Dredging***

Task 6: Contractor Coordination

The scope of contractor coordination is based on the assumption that both the revetment and dredging components will be constructed concurrently. If only one component proceeds at this time, the proposal will need to be revisited and adjusted to account for future construction activities associated with the remaining component.

- a. Respond to Contractor RFI's and coordinate with the Contractor to ensure the project is proceeding on schedule. It is assumed that the coordination effort is 2 hours per week for the 3-month duration of the project.
- b. Perform technical review of Contractor's submittals and shop drawings for conformance with the project drawings and specifications.
- c. Review and approve proposals from the Contractor for Owner requested change orders for the project.
- d. Review monthly applications for payment from the Contractor and forward approved requests to the Owner for payment.

Schedule

M&N can complete the Tasks according to the following schedule:

- Task 1: 4-6 weeks after signing contract
- Task 2: Submit permit application 3 weeks after receiving Survey
- Task 3: Complete 6-8 weeks after Task 1.
- Task 4: Initiated 1 week after completing Task 3, but dependent on receiving permit.
- Tasks 5 & 6: Assumed 4-month construction schedule

Fee

The professional services outlined in this proposal will be performed on a lump sum basis, with a not to exceed limit of **\$127,727.00**. A detailed breakdown of the cost for each task is provided in the following table.

FEE PROPOSAL			
PROJECT TASK		M&N Labor	M&N Expenses
Task 1	Surveying	\$1,200	\$16,527
Task 2	Environmental Permitting	\$19,000	\$1,000
Task 3	Design and Construction Documents	\$60,000	N/A
Task 4	Bidding Services	\$5,000	\$500
Task 5	On-Site Meetings and Observation	\$12,500	\$2,000
Task 6	Contractor Coordination	\$10,000	N/A
Total Fee:		\$127,727	

Assumptions

- a. This proposal excludes any permitting fees associated with the project.
- b. Bidding services assume one cycle of bidding, additional rebidding will be an additional fee.
- c. Construction services are for 4 months maximum.

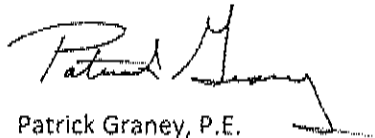
***Perquimans County Marine Industrial Park
Shoreline Stabilization & Dredging***

- d. This scope assumes that the project will not require the preparation of an environmental document, biological assessment, or essential fish habitat assessment. Should one or more of these documents be required as a part of the permit application review process, additional scope and fee coordination between M&N and the County will be required.
- e. This scope assumes that the project will not require a variance from either the NC Coastal Resources Commission or the NC Environmental Management Commission. Should a variance be required from either of these entities, additional scope and fee coordination between M&N and the County will be required.

M&N's services shall be limited to those expressly set forth above, and M&N shall have no other obligations or responsibilities for the Project except as agreed to in writing or as provided in this Agreement. If you have any questions or need additional information, please do not hesitate to contact me at (919) 645-0640.

Sincerely,

MOFFATT & NICHOL



Patrick Graney, P.E.
Vice President



Consulting Services Agreement

By and Between

Perquimans County, NC

and

Evergreen Solutions, LLC

This Agreement (the "Agreement"), dated as of August 11, 2025, is made by and between Evergreen Solutions, LLC, a Florida corporation ("Evergreen"), and Perquimans County (the "Client").

WHEREAS, Evergreen Solutions and the Client desire to enter into an agreement whereby Evergreen will provide certain management consulting services for the Client on the terms and conditions hereinafter set forth; and

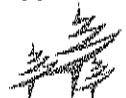
WHEREAS, Evergreen Solutions is willing to provide such management consulting services for the Client.

NOW, THEREFORE, the parties hereto agree as follows:

1. Engagement. Evergreen Solutions hereby agrees to provide such management consulting services for the Client as may be reasonably requested by the Client in connection with the Letter Proposal submitted by Evergreen Solutions on March 3, 2025 (i.e., Exhibit A).

2. Extent of Services. Evergreen Solutions agrees to perform such services to the best of its ability and in a diligent and conscientious manner and to devote appropriate time, energies and skill to those duties called for hereunder during the term of this Agreement and in connection with the performance of such duties to act in a manner consistent with the primary objective of completing the engagement.

Evergreen Solutions agrees to devote such time as is reasonably required to fulfill its duties hereunder. Throughout the duration of this agreement, Evergreen Solutions will serve as an independent contractor of the Client, as such; Evergreen Solutions will obey all laws relating to federal and state income taxes, associated payroll and business taxes, licenses and fees, workers compensation insurance, and all other applicable state and federal laws and regulations.



In the successful completion of this engagement, Evergreen Solutions may utilize subcontractors, but Evergreen Solutions shall remain completely responsible to the Client for performance under this Agreement.

3. Term. The engagement of the Consultant hereunder by Client shall commence as of the date hereof and shall continue through December 31, 2025, unless earlier terminated, pursuant to Section 5 hereof.

4. Compensation.

(a) As compensation for the services contemplated herein and for performance rendered by Evergreen Solutions of its duties and obligations hereunder, the Client shall pay to Evergreen Solutions an aggregate fee equal to \$33,500 (the "Consulting Fee"), earned and payable according to the following invoice/payment schedule:

- 25% - upon completion of Tasks 1 – 2
- 25% - upon completion of Tasks 3 – 4
- 25% - upon completion of Tasks 5 – 6
- 15% - upon completion of Tasks 7 – 8
- 10% - upon completion of Tasks 9 – 11

(b) The Client's sole obligation shall be to pay Evergreen Solutions the amounts described in Section 4(a) of this Agreement, and the Consultant is not and shall not be deemed an employee of the Client for any purpose.

5. Termination. This Agreement shall be terminated as follows:

(a) 30 days after written notice of termination is given by either party at any time after August 11, 2025, provided however, that if the Client shall terminate this Agreement pursuant to this Section 5(a) for any reason other than Consultant's material breach of this Agreement (having given prior notice of, and reasonable opportunity for Consultant to cure, any such breach), Client shall pay to consultant in one lump sum an amount equal to that portion of the aggregate Consulting Fee which has not been paid to Consultant as of the effective date of such termination.

(b) On such date as is mutually agreed by the parties in writing.

(c) Upon expiration of the Term as set forth in Section 3.

If Client elects to terminate for material breach then Client shall pay to consultant in one lump sum an amount equal only to that for which services have been rendered.

Upon termination of this Agreement pursuant to this Section 5, except as contemplated by Section 5(a) in the event Client terminates this Agreement in the absence of continuing material breach hereof by Consultant, Consultant shall be entitled to payment of only that portion of the Consulting Fee earned through the effective date of such termination and any portion of the Lump Sum Payment which has not been paid to Consultant as of the effective date of such termination.

6. Confidential Information. Evergreen Solutions shall not, at any time during or following expiration or termination of its engagement hereunder (regardless of the manner, reason, time or cause thereof) directly or indirectly disclose or furnish to any person not entitled to receive the same for the immediate benefit of the Client any trade secrets or confidential information as determined by the Client in writing.



7. Covenants. Evergreen Solutions agrees to (a) faithfully and diligently do and perform the acts and duties required in connection with its engagement hereunder, and (b) not engage in any activity which is or likely is contrary to the welfare, interest or benefit of the business now or hereafter conducted by the Client.

8. Binding Effect. This Agreement will inure to the benefit of and shall be binding upon the parties hereto and their respective successors or assigns (whether resulting from any re organization, consolidation or merger of either of the parties or any assignment to a business to which all or substantially all of the assets of either party are sold).

9. Entire Agreement. This Agreement, including the letter proposal, contains the entire agreement and understanding of the parties with respect to the subject matter hereof, supersedes all prior agreements and understandings with respect thereto and cannot be modified, amended, waived or terminated, in whole or in part, except in writing signed by the party to be charged.

10. Notices. All notices required to be given under the terms of this Agreement or which any of the parties desires to give hereunder shall be in writing and personally delivered or sent by registered or certified mail, return receipt requested, or sent by facsimile transmission, addressed as follows:

(a.) If to Evergreen Solutions addressed to:

Evergreen Solutions, LLC
Attention: Dr. Jeff Ling, President
2528 Barrington Circle, Unit 201
Tallahassee, Florida 32308

(b.) If to the Client addressed to:

Perquimans County
Attention: Casey White, Human Resources Coordinator
P.O. Box 45
Hertford, North Carolina 27944

Any party may designate a change of address at any time by giving written notice thereof to the other parties.

11. Miscellaneous. This Agreement:

(a) shall be binding upon and inure to the benefit of the parties hereto and their respective successors and permitted assigns;

(b) may not (except as provided in Section 9 hereof) be assigned by either party hereto without the prior written consent of the other party (any purported assignment hereof in violation of this provision being null and void);

(c) may be executed in any number of counterparts, and by any party on separate counterparts, each of which as so executed and delivered shall be deemed an original but all of which together shall constitute one and the same instrument, and it shall not be necessary in making proof of this Agreement as to any party hereto to produce or account for more than one such counterpart executed and delivered by such party;



(d) may be amended, modified or supplemented only by a written instrument executed by all of the parties hereto; and

(e) embodies the entire agreement and understanding of the parties hereto in respect of the transactions contemplated hereby and supersedes all prior agreements and understandings among the parties with respect thereto.

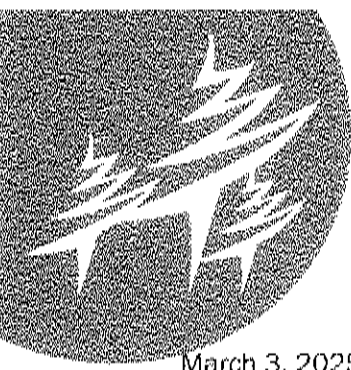
IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

Evergreen Solutions, LLC

Jeff Ling, President

Perquimans County

A handwritten signature in black ink, appearing to be "Jeff Ling", located at the bottom left of the page.



Evergreen Solutions, LLC

2528 Barrington Circle • Unit #201 • Tallahassee, Florida 32308
850.383.0111 • fax 850.383.1511

March 3, 2025

Casey White
Human Resources Coordinator
Perquimans County
P.O. Box 45
Hertford, North Carolina 27944

SUBMITTED VIA EMAIL: caseywhite@perquimanscountync.gov

Dear Ms. White:

We appreciate the opportunity to submit a letter proposal to conduct a Classification and/or Compensation Study for Perquimans County. I have prepared a work plan outlining the tasks, activities, and milestones necessary to accomplish this study as well as a proposed timeline and cost. Evergreen understands the County has approximately 200 employees in 50 classifications.

Detailed Work Plan

Task 1.0 Project Initiation

TASK GOALS

- Finalize the project plan with the County.
- Gather all pertinent data.
- Finalize any remaining contractual negotiations.
- Establish an agreeable final timeline for all project milestones and deliverables.

TASK ACTIVITIES

- 1.1 Discuss with the County's Project Manager (CPM) and any other key personnel the following objectives:
 - review our proposed methodology, approach, and project work plan to identify any necessary revisions;
 - reach agreement on a schedule for the project including all assignments and project milestones/deliverables;
 - establish an agreeable communication schedule.
- 1.2 Identify potential challenges and opportunities for the study. Discuss the strategic direction of the County and some of the short- and long-term priorities. This activity serves as the basis for assessing where the County is going and what type of pay plan will reinforce current and future goals.

Task 2.0
Evaluate the
Current System

- 1.3 Obtain relevant materials from the County, including:
- any previous projects, research, evaluations, or other studies that may be relevant to this project;
 - organizational charts for the departments and divisions, along with related responsibility descriptions; and
 - current position and classification descriptions, and salary schedule(s).
- 1.4 Review and edit the project work plan and submit a schedule for the completion of each project task.

KEY PROJECT MILESTONES

- Comprehensive project management plan
- Comprehensive database of County staff and County Commissioners

TASK GOAL

- Conduct a comprehensive preliminary evaluation of the existing compensation and classification system for the County.

TASK ACTIVITIES

- 2.1 Obtain the existing pay structure and compensation philosophy (if any). Review the existing pay structure and look for potential problems and issues to be resolved.
- 2.2 Discuss the strengths and weaknesses of the current pay plan(s) for the County. Discuss any pay compression issues that may exist and possible solutions with the CPM.
- 2.3 Identify the compensation philosophy of the County.
- 2.4 Complete an assessment of current conditions that details the pros and cons of the current system for the County as well as highlights areas for potential improvement in the final adopted solution.

KEY PROJECT MILESTONES

- Review of existing compensation plan(s)
- Assessment of current conditions



Task 3.0
Collect and Review
Current Environment
Data

TASK GOALS

- Conduct statistical and anecdotal research into the current environment within the County.
- Guide subsequent analytical tasks.

TASK ACTIVITIES

- 3.1 Schedule and conduct employee orientation sessions to describe the scope of work and methodology.
- 3.2 Interview department and County Commissioners to obtain relevant information and statistical/anecdotal data on specific compensation issues and policies. Obtain insight into perceived current compensation system strengths and weaknesses.
- 3.3 Hold focus groups with a sample of employees to obtain additional relevant information and statistical/anecdotal data on specific compensation issues and policies.
- 3.4 Work with the CPM and Human Resources staff to administer the JATs and MITs. Our staff utilizes a web-based tool for data collection, but we can provide paper copies as well as those for classifications without computers or Internet access. We will seek approval from the CPM before distribution of the JAT/MIT questionnaire.
- 3.5 Review any data provided by the County that may provide additional relevant insight.

KEY PROJECT MILESTONES

- Job assessment tool distribution
- Department head/County Commissioner interviews
- Employee focus groups and orientation sessions

Task 4.0
Evaluate and Build
Projected
Classification Plan
and Make FLSA
Determinations

TASK GOALS

- Identify the classification of existing positions utilizing the approved method for job evaluation.
- Characterize internal equity relationships within the County.

TASK ACTIVITIES

- 4.1 Ensure that all class specifications have been provided to Evergreen by the CPM.
- 4.2 Review the work performed by each classification and score based on job evaluation. Include an evaluation of supervisory comments.



- 4.3 Review job evaluation scores and identify the classification of positions.
- 4.4 Schedule and conduct additional follow-up with employees for jobs where uncertainty exists over data obtained from job evaluation.
- 4.5 Develop preliminary recommendations for the classification structure and discuss with the CPM. The classification system designed at this point would be based solely on internal equity relationships and would be guided by the job evaluation scores for each classification. Essentially, a structure of classifications would be established, and classifications with similar scoring would be grouped and spacing between jobs would be determined.
- 4.6 Develop recommendations of FLSA (exemption) status based on results of the job evaluation (JAT) review and federal requirements.
- 4.7 Review recommendations with the CPM.

KEY PROJECT MILESTONES

- Job evaluation scores by class
- Recommended classification changes
- Preliminary job structure based on internal equity

Task 5.0 Identify Approved List of Benchmarks and Survey Targets

TASK GOALS

- Identify positions to benchmark for the market salary survey.
- Identify and develop a comprehensive list of targets for conducting a successful external labor market salary assessment.

TASK ACTIVITIES

- 5.1 Identify the classifications that will be used as benchmarks for the market salary survey. **Note:** Evergreen will work with the CPM to identify up to 50 classifications to use as benchmarks for the market salary survey. **Note:** Evergreen will collect information on County Commissioner salaries.
- 5.2 Finalize the list of benchmark positions.
- 5.3 Develop a preliminary list of organizations for the external labor market survey, placing a comparative emphasis on characteristics such as:
 - size of the organization;
 - geographic proximity to the Hartford area;
 - economic and budget characteristics; and
 - other demographic data.



Task 6.0
Conduct Market
Salary Survey and
Provide External
Assessment
Summary

- 5.4 Review with the CPM up to 20 peer organizations that should be included in the market salary survey.
- 5.5 Develop a system for use of secondary data, including potential sources and weighting of secondary data, if necessary.
- 5.6 Review survey methodology with the CPM and refine survey methodology prior to distribution of survey.
- 5.7 After approval of survey methodology, develop contact list of peer organizations and notify peers of impending survey.

KEY PROJECT MILESTONES

- Initial list of survey peers
- Survey methodology
- Final list of survey organizations and contacts

TASK GOALS

- Conduct the external labor market salary survey.
- Provide a summary of the survey results to the CPM for review.

TASK ACTIVITIES

- 6.1 Prepare a customized external labor market salary survey for the CPM's approval. Discuss the questions to include in the market salary survey.
- 6.2 Contact the targets for electronic completion of the survey. Provide paper copies by fax, if requested.
- 6.3 Conduct necessary follow-up through e-mails, faxes, and phone calls.
- 6.4 Collect and enter survey results into Evergreen's electronic data analysis tools.
- 6.5 Validate all data submitted.
- 6.6 Develop summary report of external labor market salary survey assessment results.
- 6.7 Submit summary report of external labor market salary survey assessment results to the CPM.

KEY PROJECT MILESTONES

- Market salary survey instrument
- Summary report of external labor market salary survey assessment results



Task 7.0
Develop Strategic
Positioning
Recommendations

TASK GOALS

- Determine the County's compensation philosophy.
- Develop a plan for all employees, providing issue areas and preliminary recommendations for strategic improvement.

TASK ACTIVITIES

- 7.1 Identify the accepted compensation philosophy and accompanying thresholds.
- 7.2 Using the market salary survey data collected in Task 6.0, and classification data reviewed in Task 4.0, determine the proper pay plan/structure for positions using the 50th and 60th percentiles, including County Commissioner positions.
- 7.3 Produce a revised or new pay plan(s) that best meets the needs of the County from an external equity standpoint.

KEY PROJECT MILESTONES

- Proposed compensation strategic direction, taking into account external equity
- Plan for addressing unique, highly competitive positions

Task 8.0
Conduct Solution
Analysis

TASK GOALS

- Conduct analysis comparing job evaluation values.
- Survey results for the benchmark positions.
- Produce several possible solutions for implementation.

TASK ACTIVITIES

- 8.1 Conduct regression analysis or other appropriate techniques to properly slot each classification into the proposed pay plan for the County.
- 8.2 Place all classifications into pay grades based on Task Activity 8.1. Sort alphabetically by job class title, in descending order by range, and by old class title and new class specifications.
- 8.3 Create implementation solutions for consideration that take into account the current position of the County as well as the findings from the classification and compensation analysis. Identify and prepare a range of compensation policy alternatives.



Task 9.0
Develop Draft and
Final Reports

- 8.4 Meet with the CPM to discuss the potential solutions.
- 8.5 Determine the best solution to meet the needs of the County in the short-term and long-term.
- 8.6 Document the accepted solution.

KEY PROJECT MILESTONES

- Initial regression analysis
- Potential solutions
- Documented final solution

TASK GOALS

- Develop and submit a draft and final report of the Classification and/or Compensation Study to Perquimans County.
- Present final report.

TASK ACTIVITIES

- 9.1 Produce a comprehensive draft report that captures the results of each previous step, including a complete listing of the allocation of job classes to salary range requirements. Provide the report to the CPM for review that will include the costs associated with all recommendations as well as implementation strategies.
- 9.2 Make edits and submit necessary copies of the final report to the CPM.
- 9.3 Present the final report.
- 9.4 Develop a communication plan for sharing study results with the County's employees.
- 9.5 Develop a plan for maintaining recommendations over time.

KEY PROJECT MILESTONES

- Draft and final reports
- Final presentation
- Communication plan



Task 10.0
Develop
Recommendations
for Compensation
Administration

TASK GOALS

- Develop recommendations for a maintenance program so administration by County staff may sustain the recommended compensation system/structure.
- Conduct training.

TASK ACTIVITIES

- 10.1 Develop recommendations and guidelines for continued administration and maintenance of the compensation system, including recommendations and guidelines related to:
- how employees will move through the pay structure/ system as a result of transfers, promotions, or demotions;
 - how to pay employees whose base pay has reached the maximum of their pay range or value of their position;
 - the proper mix of pay;
 - how often to adjust pay scales and survey the market;
 - the timing of implementation; and
 - how to keep the system fair and competitive over time.
- 10.2 Finalize and present recommendations to the CPM for review.
- 10.3 Provide training and tools to Human Resources Department staff to ensure that staff can conduct audits/adjustments consistent with study methods until the next formal study is conducted using Evergreen's *JobForce Manager* tool that will enable Human Resources staff to estimate future pay plan changes, update market information, make determinations on reclassifications, and create new jobs – allowing for streamlining, and an increase in fairness and transparency of regular compensation and classification tasks after solution implementation.

KEY PROJECT MILESTONES

- Recommendations for compensation administration
- Training on Evergreen's *JobForce Manager* tool



Task 11.0
Provide Revised
Class Descriptions

TASK GOALS

- Update existing class descriptions.
- Create new class descriptions only for those classifications recommended by Evergreen as a result of the job evaluation process.
- Provide final version of all class descriptions/specifications in electronic format (i.e., MS Word).

TASK ACTIVITIES

- 11.1 Assess current class descriptions for form, content, validity, and ADA, FLSA, EEO compliance, etc.
- 11.2 Discuss any necessary changes to the class description format with the CPM.
- 11.3 Update classification descriptions based on data gathered from the job evaluation process.
- 11.4 Create new class descriptions only for those classifications recommended by Evergreen as a result of the job evaluation process.
- 11.5 Recommend a systematic, regular process for reviewing job descriptions.

KEY PROJECT MILESTONES

- Updated and new class descriptions, as needed
- Recommendations for regular review of class descriptions

Proposed Cost and Timeline

Our total, not-to-exceed, fixed cost to complete all tasks in our detailed work plan is **\$36,500**. Our cost is all inclusive, and includes travel costs (meals and lodging), transportation, fringe benefits, indirect cost (overhead), clerical support, and all other out-of-pocket expenses. Evergreen can conduct this study in approximately four months from the execution of a contract. Our cost includes two onsite visits to the County as most of the work can be conducted virtually. **Note:** Should the County only desire to have a compensation study conducted (i.e., Tasks 1, 2, 5, 6, 7, 8, 9, and 10), our cost would be **\$25,500**.

Our preferred method of invoicing is as follows:

- 25% - upon completion of Tasks 1 – 2
- 25% - upon completion of Tasks 3 – 4
- 25% - upon completion of Tasks 5 – 6
- 15% - upon completion of Tasks 7 – 8
- 10% - upon completion of Tasks 9 – 11

We would love the opportunity to work with Perquimans County. If you need any additional information, please feel free to contact me at (850) 383-0111 or via email at jeff@consultevergreen.com.

Sincerely,



Jeffrey Ling, PhD, President

