

AGENDA

All items are for discussion and possible action.

Perquimans County Board of Commissioners
Commissioners' Room - Courthouse Annex Building
August 7, 2017
6:50 p.m.

ACTION
REQUIRED

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 from a Commissioner or Commissioners.)

A. Approval of Minutes: July 3, 2017 Regular Meeting & July 17, 2017 Work Session

B. Personnel Matters

1. Retirement: Senior Citizen Coordinator
2. Retirement: Secretary/Senior Citizen
3. Promotion: Full-Time Certified Telecommunicator
4. Resignation: Deputy (uncertified)
5. Resignation: IMC II
6. Resignation: EMT-I
7. Appointment: Tax Clerk – DMV
8. Appointment: Tax Clerk – Fill-In
9. Appointments: EMS Shift Supervisor (2)
10. Appointment: EMS Compliance Officer
11. Appointment: Deputy (Certified)
12. Appointment: Part-Time Animal Control
13. Appointment: Bailiff

C. Step & Merit Increases

1. Social Services Department (2)
2. EMS Full-Time (1)
3. Senior Citizens (2)
4. Sheriff's Department (1)

D. Budget Amendments No. 1 – 3

E. Resignation: Nursing Home Care Advisory Committee

F. Resolution: US 18 future I-87 and Farm Equipment

G. Memorandum of Participation for Net OPEB Obligation (NOO) Update

H. Miscellaneous Documents:

1. Correction to Administrator of Community-Based Youth Gang Violence Prevention Program Contract
2. County Cooperative Agreement with N.C. Forest Service
3. Home & Community Care Block Grant Documents
4. 2018 Holiday Listing

I. Tax Refund Approval

V. Scheduled Appointments

A. Bagley Swamp Drainage District Committee

7:00 p.m.

B. Susan Chaney, Social Services

7:15 p.m.

VI. Commissioner's Concerns/Committee Reports

A. Commissioner Muzzulin – Shallow Draft Navigation Channel Dredging

B.

C.

NO
ACTION
REQUIRED

VII. Old Business

A. Updates from County Manager

1. Jack, the Dog

B. Response: Shady Oaks Subdivision Road Addition

**ACTION
REQUIRED**

VIII. New Business

- A. Authorization to Sell Parcel #2-D082-G079-HI
- B.
- C.
- D.
- E.
- F.

IX. Unscheduled Appointments/Public Comments

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

- A.
- B.
- C.

FOR INFORMATION ONLY:

- Letter from College of the Albemarle
- Letter from Albemarle Hopeline
- Update on Hazard Mitigation Grant Program (HMGP) Status
- Prescription Card Program

DEPARTMENT HEAD REPORT:

- Plat Log
- Tax Department
- Sheriff's Department
- Code Enforcement Report
- Building Inspections' Report

COMMITTEE WRITTEN REPORTS:

- Community Advisory Committee Quarterly Report for 3rd Quarter
- Perquimans County Arts League

NOTES FROM THE COUNTY MANAGER

August 7, 2017

7:00 p.m.

- IV. **Enclosures.** Items included on the Consent Agenda are enclosed. *If you wish to discuss any of these items, please make that request during the meeting.*
- V.A. Scott Alons and the Bagley Swamp Drainage District Committee will meet with the Board to give them an overview of their request to establish a Drainage District at Bagley Swamp. The first step in their process is to let the Board know and get their approval to proceed. Board action will be requested.
- V.B. Susan Chaney, Social Services Director, will present her Monthly Report.
- VI.A. Commissioner Muzzulin would like to discuss the Shallow Draft Navigation Channel Dredging at the Yeopim Creek/Yeopim River entrance channel.
- VII.A. County Manager Heath will present several updates to the Board.
- VII.B. **Enclosure.** In March, 2017, the Board approved to forward a request to add Riverfront Drive in Shady Oakes to the State NCDOT Maintenance System. We received notification from NCDOT that, on July 31, 2017, their Board denied their request on the grounds that the roads were not up to NCDOT standards and the subdivision does not serve the required number of homes to qualify. No action is required. This is for information purposes only.
- VIII.A. **Enclosure.** The Tax Office has been approached from an individual who is interested in purchasing Parcel No. 2-D082-G079-HI, which is currently owned by Perquimans County. They are requesting that the Board authorize them to turn this parcel over to Helen Hunter to sell. Board action is being requested.

CONSENT AGENDA NOTES

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

- A. **Enclosures:** Approval of Minutes – July 3, 2017 Regular Meeting & July 17, 2017 Work Session cancelled
- B. **Enclosures:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Delphine Madre	Senior Citizen Coordinator	Retirement			12/31/2017
Faye Myers	Secretary/Senior Citizen	Retirement			12/31/2017
Tiffany Haynes	Full-Time Certified Telecommunicator	Promotion	62/1	\$27,751	8/1/2017
Johnathan Miller	Deputy (uncertified)	Resignation			7/31/2017
Sabrina Patrick	IMC II	Resignation			7/31/2017
Marie Cuthrell	EMT-I	Retirement			8/1/2017
Sharon Cooper	Tax Clerk – DMV	Appointment	58/3	\$24,435	8/1/2017
Debbie Stallings	Tax Clerk – Fill-In	Appointment	n/g	\$20.00/hr.	8/1/2017
Caitlyn Colson	EMS Shift Supervisor	Promotion	70/2	\$40,451	9/1/2017
Matt Leicester	EMS Shift Supervisor	Appointment	70/5	\$43,510	9/1/2017
Jim Grosjean	EMS Compliance Officer	Promotion	68/6	\$40,839	8/1/2017
Damon Sizemore	Deputy (Certified)	Appointment	65/1	\$31,667	8/1/2017
Brian Baker	Part-Time Animal Control Officer	Appointment	58/2	\$11.47/hr.	8/1/2017
Francis Mulholland	Bailiff	Appointment		\$14.18/hr.	8/1/2017

- C. **Enclosures:** During the Budget process, these step/merit increases was approved for the employee. The following individual is being recommended by their supervisor for merit increase:

Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Samantha Farrar	Office Assistant III	57/3	23,382	8/1/2017
Carolyn Lewis	IMC II	63/4	31,211	8/1/2017
Heather Vanscoy	EMT-I	66/4	35,617	8/1/2017
Nellie Sawyer	Nutrition Site Manager	n/g	\$10.76/hr.	7/1/2017
Nettie Gordon	Secretary – Senior Citizens	63/4	\$11.03/hr.	8/1/2017
Brian Gregory	Deputy Sheriff	65/2	32,460	8/1/2017

- D. **Enclosures:** Budget Amendment Nos. 1 - 3 are presented for Board action.
- E. **Enclosure:** The Board will need to accept Mettha Davenport's resignation from the Nursing Home Care Advisory Committee. With the upcoming changes for this committee, no appointment will be made at this time.
- F. **Enclosure:** The Board has been asked to consider the attached resolution which encourages our congressional delegation to allow over-width farm equipment to be safely driven on controlled access highways including US 17 (currently allowed) when designated I-87 is developed. Board action is being requested.
- G. **Enclosure:** County Manager Heath and Finance Officer Mathews are requesting Board consideration on the enclosed Memorandum of participation for New OPEB Obligation (NOO) Update. Board action is being requested.

- H. **Enclosures:** The following miscellaneous documents are presented for Board consideration:
1. **Correction to Administrator of Community-Based Youth Gang Violence Prevention Program Contract:** Due to some changes in State funding, the contract between Perquimans County and Donna Jones which was approved last month was changed for the administration of this program. Corrections are indicated with double underline & star ★
 2. **County Cooperative Agreement with N.C. Forest Services:** County Manager Heath will present the 2017-2018 County Cooperative Agreement with the Division of Forest Resources for Board consideration and action.
 3. **Home & Community Care Block Grant (HCCBG) Contracts:** We have received the Home & Community Care Block Grant (HCCBG) Contracts for FY 2017-18 for Board review and action. Board action is being requested on the enclosed Contracts.
 4. **2018 Holiday Schedule:** Each year, the Board needs to approve the State Holiday Schedule for Social Services Department. Board action is requested for the approval of the 2018 State Holiday Schedule.
- I. **Enclosures:** Tax Refund Approval – See attached list.

CONSENT AGENDA

The following items were considered to be routine and were unanimously approved on motion made by Wallace E. Nelson, seconded by Fondella A. Leigh.

1. Approval of Minutes: June 5, 2017 Regular Meeting, June 19, 2017 Special Called Meeting & Work Session
2. Personnel Matters:
 - > With the promotion of Deputy to Chief Deputy, we need to establish a classification for the position on the Salary Classifications. The Salary Classification sheet was amended as follows:

POSITION	GRADE
County Manager	83
Secretary/Clerk to the Board/Personnel Officer	65
Finance Officer	72
Finance/HR Specialist	61
Planner	72
Supervisor - Board of Elections	64
Emergency Services Director	76
Telecommunications:	
Telecommunicator - Chief	64
Telecommunicator - Certified	62
Telecommunicator	60
911 Communications Shift Supervisor I	63
911 Communications Shift Supervisor II	64
Emergency Medical Services:	
Emergency Medical Technician (EMT)	63
Advanced EMT (AEMT)	66
Paramedic	68
EMS Compliance Officer (AEMT)	68
EMS Shift Supervisor (AEMT)	68
EMS Shift Supervisor (Paramedic)	70
Emergency Management Coordinator	67
Building Inspector:	
Chief	71
Assistant	67
Code Enforcement Officer/Safety Officer	61
Administrative Assistant	61
Recreation Department:	
Recreation Director	70
Athletic Program Supervisor	64
Administrative Assistant	58
Senior Citizens:	
Senior Citizens Coordinator	63
Secretary - Senior Citizens	60
Register of Deeds:	
Register of Deeds	70
Assistant Register of Deeds	60
Deputy Register of Deeds	58
Sheriff's Department:	
Sheriff	75
Chief Deputy	70
Deputy - Investigator	68
Deputy - Sergeant	67
Deputy	65
Deputy - Uncertified	64
Animal Control	62
Animal Control Assistant	58
Baliff	54
Administrative Assistant	60
Tax Department:	
Tax Administrator	72
Assistant Tax Administrator	66
Tax Clerk I	58
Tax Clerk II	61
Mapper	68
Water Department:	
Water Supervisor	68
Water Treatment Plant Superintendent	68
Water Plant Operator	64
Backhoe Operator	65
Water Technician I	58
Water Technician II	60
Water Technician III	68
Billing/Collection Clerk	61
Buildings & Grounds:	
Maintenance Supervisor	62
Housekeepers	54
All other Secretaries with the County	57
Social Services Staff are According to State Grades:	
Director	76
Income Maintenance	
Caseworker II	63
Caseworker III	65
Investigator I	63
Supervisor II	67
Accounting Technician IV	63
Office Assistant III	57
Public Information Assistant IV	59
Social Worker I	66
Social Worker II	68
Social Worker/IA&T	70
Human Services Coordinator	68
Human Resources Placement	63
Social Worker Supervisor III	72

> Promotions & Retirement: We had the following promotions and retirement notifications for this month:

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Donna Phelps	Assistant Register of Deeds	Promotion	58/8	\$30,155	7/1/2017
Helen Hunter	Finance/HR Specialist	Promotion	61/8	\$31,510	7/1/2017
Kim Bray	Assistant Tax Administrator	Promotion	66/6	\$37,398	7/1/2017
Rebecca Waterfield	Tax Clerk - Business Personal Property	Promotion	61/1	\$26,556	7/1/2017
Brian Watson	Deputy/SRO (Uncertified)	Promotion	64/1	\$30,304	7/1/2017
Thomas Reid	Chief Deputy	Promotion	70/4	\$42,475	7/1/2017
Ida Harris	Full-Time EMT-I	Retirement			9/30/2017

3. Step/Merit Increases:

Employee Name	Employee Job Title	Grade /Step	New Salary	Effective Date
Jeanne Avery	IMC II	63/2	\$29,725	7/1/2017
Krystal Dozier-Bass	Public Information Assistant IV	59/5	\$25,534	7/1/2017
Shirley Felton	Housekeeping Assistant	54/6	\$18.60/hr.	7/1/2017
Kevin Ayers	EMT-I	66/3	\$16.71/hr.	7/1/2017
Zach Crowe	EMT-I	66/2	\$16.31/hr.	7/1/2017
Bea Spaeth	Temporary Tax Lister	n/a	\$13.10/hr.	7/1/2017

4. The following Board appointment/reappointments were approved by the Board:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Brenda Lassiter	Economic Improvement Council	Appointment	3 yrs.	7/1/2017
Dianne Layden	Social Services Board	Reappointment*	3 yrs.	7/1/2017
Edward Muzzulin	Historic Hertford, Inc.	Reappointment	3 yrs.	7/1/2017

*The Social Services Commission has confirmed Ms. Layden's appointment.

INTRODUCTION OF NEW EMPLOYEES

The following introduction to the Board was made:

- > **Tax Administrator:** Bill Jennings, Tax Administrator, introduced Tashara Gramby, Tax Clerk - Collections, who was appointed effective June 1, 2017.

BRANDI JORDAN, REGION R LONG-TERM CARE OMBUDSMAN

Ms. Jordan came before the Board to discuss the appointments to the Adult Home Care and Nursing Home Care Advisory Committees. Currently, we already have two vacancies on the Nursing Home Care Advisory Committee which we have had problems filling. She presented a PowerPoint presentation explaining the possibility of combining these two committees into one committee reducing the number of members serving on the committee. She said that, with this new set up, the Board would only need to appoint six (6) members instead of the current ten (10) members. She explained the process and asked that, if the Board was interested in moving forward with this combination, all she would need is a letter of request from the Board. On motion made by Wallace E. Nelson, seconded by Fondella A. Leigh, the Board unanimously approved to move forward with the combination of these two committees.

BILL JENNINGS, TAX ADMINISTRATOR

Mr. Jennings presented his monthly report.

SUSAN CHANEY, SOCIAL SERVICES DIRECTOR

Ms. Chaney presented her monthly report.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

The following items were discussed:

- > **Commissioner Muzzulin:** Chairman Jones reported that Commissioner Muzzulin had wanted to discuss the shallow draft navigation channel dredging but, since he was unable to attend tonight, we will take this up at the September meeting.
- > **Commissioner Hoffer:** Mr. Hoffer thanked the Board, County Manager Heath, and his staff for their quick handling of his request regarding repairs at the King Street and Church Street Basketball Courts. County Manager Heath explained that the County had a community volunteer that performed that service. There is additional work that needs to be done but we are waiting on the materials which should be received soon.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > **NCACC Request:** The North Carolina Association of County Commissioners has requested the County's assistance with the Opioid Crisis that is going on throughout the state. They have asked each County to participate in a forum related to that. After discussing it with Commissioner Nelson and e-mailing the rest of the Board, it was decided that we would look at this on a regional level and partner with Pasquotank County, Trillium, and Albemarle Regional Health Services. Pasquotank County is having a meeting on July 13th at 2:00 p.m. He along with Commissioner Nelson plan on attending, if the Board is in agreement.
- > **Boat Ramp Ribbon Cutting:** Mr. Heath reported that the ribbon cutting at the Boat Ramp Site was held on June 23, 2017 and it was well attended. At that meeting, Mr. Heath had some discussions with NC Wildlife and they have indicated a willingness to work with us and help fund the completion of the bathroom facility at the boat ramp site.
- > **Dan Gerlach:** During the ribbon cutting, Mr. Heath had some productive discussions with Dan Gerlach, President of Golden Leaf, who helped fund the Boat Ramp Project. Because we were awarded \$2.9 million in the state budget for the Marine Park basin, Mr. Heath discussed the possibility of obtaining additional funding for that project from Golden Leaf. He will be meeting with his Board in August and would let Mr. Heath know if there is any funding available. Commissioner Nelson asked how much additional funding was needed. Mr. Heath said that we have about 1/3 of the funding. He asked Mr. Gerlach for \$2 million. He did not commit to that but does have a meeting with his Board in August. Mr. Heath will continue to research further areas of funding.
- > **Library Project:** Mr. Heath led a tour of the library facility for the Library Board and Library Staff. If any of the commissioners wish to have a tour, just let him know.
- > **Jack the Dog:** Mr. Heath explained again why he was showing a picture of Jack the Dog who was adopted from our Tri-County Animal Shelter. He explained that we have three more times to get funding from Jack's owner.

COASTAL RESOURCES ADVISORY COUNCIL

Mr. Heath stated that they are still taking nominations for this Council. Commissioner Nelson asked how much is involved. Mr. Heath and Ms. Hunnicutt will provide him with this information.

EXTENSION OF MORATORIUM ON LARGE SCALE SOLAR FACILITIES

Mr. Heath stated that they held a Public Hearing for this extension earlier in the meeting. The current moratorium runs through July 18, 2017. This will be an extension of 120 days which would run

through October 31, 2017. This was requested to allow the Board to do more research on the buffering of these facilities. County Attorney High made a few comments. Wallace E. Nelson made a motion to adopt Ordinance No. 96 extending the current Moratorium on large scale solar facilities. The motion was seconded by Charles Woodard. Chairman Jones read the following comments from Commissioner Muzzulin's e-mail regarding the extension of the moratorium: "I strongly feel that the Moratorium on Large Scale Solar Energy Facilities should NOT be extended. If we cannot get the job done during the first moratorium we are not doing our job. The moratorium is reducing the opportunity for developers and land owners to make the investment in a Solar farm and help expand our tax base." Commissioner Woodard, at the request of Commissioner Muzzulin, contacted NCACC for information which he has received. This will give the Board additional time to review this information. Mr. Jones said that the Board could review this at the next Work Session. There being no further discussion, the Board unanimously approved motion to adopt the following Ordinance No. 96:

ORDINANCE NO. 96

AN ORDINANCE TO EXTEND A MORATORIUM ON THE ACCEPTANCE OF APPLICATIONS FOR CONDITIONAL USE PERMITS FOR LARGE SCALE SOLAR FARM FACILITIES IN PERQUIMANS COUNTY

WHEREAS, concerns have arisen regarding the adequacy of current Perquimans County ordinances related to large scale solar farm facilities and their potential effect on the health, safety and welfare of the citizens of Perquimans County; and

WHEREAS, the siting, construction, density, height, glare, maintenance and decommissioning of large scale solar farm facilities are affected by Perquimans County ordinances related to large scale solar farm facilities; and

WHEREAS, the rights and reasonable expectations of the citizens of Perquimans County and the developers of future large scale solar farm facilities may be affected by Perquimans County ordinances related to large scale solar farm facilities; and

WHEREAS, current Perquimans County ordinances related to large scale solar farm facilities may be inadequate to balance the rights and reasonable expectations of the citizens of Perquimans County and the developers of future large scale solar farm facilities; and

WHEREAS, the Board of Commissioners has previously enacted a moratorium on applications for conditional use permits related to large scale solar farm facilities which expires on July 18, 2017 and the Board of Commissioners needs to extend the moratorium to allow more time to develop and consider reasonable regulations that would protect the health, safety and welfare of current and future residents of the County, while providing certainty and appropriate protections for future developers of large scale solar facilities in the County.

WHEREAS, the Board of Commissioners of Perquimans County needs to extend the current moratorium to allow the Board of Commissioners additional time to review and examine the adequacy of its current ordinances related to large solar farm facilities and to study appropriate options for the regulation or control of the height, size, location, density, setbacks, design standards, glare, decommissioning, maintenance, lighting, property value diminutions, and other characteristics of large scale solar farm facilities; and

WHEREAS, the Board of Commissioners needs to extend the current moratorium on applications for conditional use permits related to large scale solar farm facilities to maintain the status quo while the Board of Commissioners reviews the adequacy of its current ordinances related to large scale solar farm facilities; and

WHEREAS, the Board of Commissioners needs to extend the current moratorium on applications for building permits, conditional use permits and other county governmental approvals related to large scale solar farm facilities to determine what effects, if any, the current County ordinances related to large scale solar farm facilities have on the health, safety and welfare of the citizens of Perquimans County; and

WHEREAS, the Board of Commissioners considered the course of action of not enacting this moratorium and allowing the County Planning Board to continue to develop recommendations to the Board of Commissioners related to large scale solar farm facilities for the Board of Commissioners' later consideration, however the Board of Commissioners did not choose that course of action because such course of action was deemed inadequate to protect the health, safety and welfare of the citizens of Perquimans County because the developer of a large scale solar farm facility could apply to the County for approval of a large scale solar farm facility under the existing ordinances related to large scale solar farm facilities which ordinances the Board of Commissioners have deemed are in need of review in order to protect the health, safety and welfare of the citizens of Perquimans County; and

WHEREAS, in order to address the concerns which led to the enactment of this moratorium, the Board of Commissioners, during the duration of this moratorium, intends to take the following actions: direct the Perquimans County Planning Board to review and study existing County ordinances related to large scale solar farm facilities and to provide recommendations to the Board of Commissioners for any modifications to existing ordinances, review the recommendations of the Planning Board, develop draft regulations, present the draft regulations at public meetings, receive public comments to proposed draft modifications and adopt the final version of appropriate regulations for large scale solar farm facilities in Perquimans County.

WHEREAS, the duration of this moratorium of one hundred twenty days (120) is reasonably necessary to allow the Board of Commissioners adequate time to properly and meaningfully review existing ordinances and to take the actions set forth herein; and

WHEREAS, the Board of Commissioners has duly advertised its public hearing on this Ordinance imposing a Moratorium on the issuance of Building Permits, Conditional Use Permits and Other Governmental Approvals for Solar Farm Facilities in the Daily Advance on June 23, 2017 and the Perquimans Weekly on June 28, 2017 and conducted the required public hearing on July 3, 2017, all in accordance with North Carolina General Statutes Sections 153A-323 and 153A-340(h); and

WHEREAS, in order to preserve the status quo while appropriate county controls and regulations are considered and prepared, the County may adopt temporary moratoria on any county development approval required by law, pursuant to North Carolina General Statutes Section 153A-340(h).

NOW, THEREFORE, BE IT ORDAINED by the Board of County Commissioners of Perquimans County THAT THERE IS hereby extending the current moratorium for a period of one hundred (120) days on the acceptance of applications for conditional use permits for the construction of any large scale solar farm facilities.

THAT this moratorium will allow the County time to develop and consider reasonable regulations that would protect the health, safety and welfare of current and future residents of the County, while providing certainty and appropriate protections for future developers of large scale solar farm facilities in Perquimans County.

THAT the duration of this moratorium is the minimum time that is needed to have the Perquimans County Planning Board to review and study existing County ordinances related to large scale solar farm facilities and to provide recommendations to the Board of Commissioners for any modifications to existing ordinances, review and study existing County ordinances related to large scale solar farm facilities, develop draft regulations, present the draft regulations at public meetings, receive public comments to proposed draft modifications and adopt the final version of appropriate regulations for solar farm facilities in Perquimans County.

THAT pursuant to North Carolina General Statutes Section 153A-340 (h), this moratorium ordinance shall not apply to any project for which a valid building permit issued pursuant to G.S. 153A-357 is outstanding, to any project for which a conditional use permit application or special use permit application has been accepted, or development set forth in a site-specific or phased development plan approved pursuant to G.S. 153A-344.1, or development for which substantial expenditures have already been made in good faith reliance on a prior valid administrative or quasi-judicial permit or approval related to the specific development, or to preliminary or final subdivision plats that have been accepted for review by the county prior to the call for public hearing to adopt the moratorium.

THAT this moratorium ordinance shall apply to unincorporated areas of Perquimans County, lying outside of the corporate limits or extraterritorial jurisdiction of any incorporated town.

The Perquimans County Board of Commissioners hereby adopts and enacts this ordinance which shall become effective immediately upon its adoption and shall expire on October 31, 2017.

Adopted this 3rd day of July, 2017.

Motion for adoption made by Wallace E. Nelson and seconded by Charles Woodard.

PERQUIMANS COUNTY BOARD OF COMMISSIONERS

T. Kyle Jones, Chairman

ATTEST:

 Mary P. Humicutt, Clerk
 Perquimans County Board of Commissioners

Approved as to form:

 W. Hackney High, Jr.
 County Attorney

County Attorney High reviewed the findings and asked each Commissioner to nod if they agreed with his statement: (a) purpose of the original moratorium – current standards could have some detrimental effect on the public safety and welfare of the citizens of Perquimans County. The purpose of the extension would be the same; (b) the Board has to consider other alternatives – in Mr. High's mind, one alternative is to do nothing which does not address the public safety and welfare of the citizens and, with so much uncertainty with the solar farm industry, the Board could work on changes to the current standards without a moratorium which would make things a little fuzzy. The fact that we have passed one moratorium and have gotten some things done but need to tie up some loose ends makes for a support for the extension; (c) there has to be a closing date and our closing date is October 31, 2017; and (d) we need to direct the Planning Board and the Board of Commissioners as to what their job is which would be to review the current standards to make sure that they best provide certainty and provide for the public safety and welfare of the citizens of Perquimans County. The Board concurred with Mr. High's findings.

ANNUAL CONTRACTS

The following annual contracts were presented by County Manager Heath for Board action:

Senior Nutrition Contract: County Manager Heath explained that this contract is between Perquimans County and Albemarle Commission to handle the Senior Nutrition Program at the Senior Center. The cost is \$10,749.24 for FY 2017-2018.

Drainage Management Contract: County Manager Heath explained that this contract is between Perquimans County and Dwane Hinson to handle drainage water management consulting services to meet the water management needs in Perquimans County. And it has the option to extend on an annual basis. The contract with Dwane Hinson would be for another year at a cost of an average of 12 hours per week at a fee of \$30.00 per hour plus a mileage supplement of \$3.5 cents per mile.

Emergency Management Public Information Officer Contract:

AGREEMENT

Agreement is hereby made between Perquimans County, North Carolina and Thomas Morris Ponte as set forth below according to the following terms, conditions and provisions.

- | | | |
|----|------------------------|---|
| 1. | Identity of Client | Perquimans County Emergency Management
159 Creek Drive
Hertford, NC 27944 |
| 2. | Identity of Contractor | Thomas Morris Ponte
111 Great Ct W
Hertford, NC 27944 |
| 3. | Work to be Performed | Contractor agrees to provide services as the Public Information Officer for Perquimans County Emergency Management on a best efforts basis. This will include serving as media contact for planned events (exercises), emergencies and as a representative for any seminars, conferences or meetings involving Public Information for Perquimans County Emergency Management. |
| 4. | Terms of Payment | Client shall pay the Contractor the sum of \$110.00 per month. |
| 5. | Expenses | Client shall not be liable for any expenses paid or incurred by Contractor unless agreed to in writing. |
| 6. | Terms of Agreement | The effective date of this agreement shall be July 1, 2017 and will terminate on June 30, 2018 and shall be renewed on a yearly basis. This contract can be terminated by either party with thirty (30) days written notice to the other party. |

Client:	Perquimans County Emergency Management By: <u>Jonathan A. Hinson</u>	Date: _____
Contractor:	Thomas M. Ponte By: <u>Thomas M. Ponte</u>	Date: <u>6/24/16</u>

Economic Development Consultant Contract:

DAVID N. GOSS
 Economic Development Consultant
 125 Cashle Drive
 Hertford, NC 27944

Frank Heath
 County Manager
 Perquimans County
 P.O. Box 43
 Hertford, NC 27944

June 5, 2017

Dear Frank:

Described below is a proposal [for the period July 1, 2017 through June 30, 2018] for me to continue to provide economic development consulting services to Perquimans County.

Work Program

- Serve as Perquimans County's primary point of contact for perspective economic development inquiries.
- Continue to market the Perquimans County Commerce Centre to a variety of potential companies, but with a priority focus on marine, logistics/supply chain, and entrepreneurial entities.
- Seek new buyers for the Lansing and Smiley buildings.
- Continue to obtain creative financing of a new spec building within the Commerce Centre.
- Assist County Manager with negotiations and follow-up with potential Commerce Centre land buyers and, where applicable, support buyers in their acquisition and development processes.
- Assist County Manager in obtaining the necessary funding support for the construction of the Marine Industrial Park (MIP) inland basin. If this effort is successful, assist the County Manager in the various construction-related activities related to the basin.
- Provide staff liaison with the North Carolina Marine Industrial Park Authority (NCIPA) in the development of a Marine Industrial Park (MIP) within the Commerce Centre. During this fiscal year this activity will be focused on (1) seeking potential business commitments, (2) supporting companies that commit to the MIP and (3) coordination of applicable assistance in obtaining basin funding support.
- Finalize the development of a site plan for Phase 2 of the Commerce Centre and start implementation of priority plan projects. [Assumes that Phase 2 can get the necessary new Notification of Jurisdictional Determination from U.S. Army Corps of Engineers.]
- In coordination with the Perquimans Chamber of Commerce and Albemarle Commission, continue to support a Small Business Resource Center at the Chamber that provides resource services to potential users of the Center to create new and/or grow existing small businesses.
- Continue to be an active participant in the regional marketing efforts of the North Carolina East Alliance.
- Assist Hertford and Winfall in their economic development initiatives, with priority focus on tourism-related opportunities.

- Develop and implement, in coordination with the County Tourism Director, an initiative to attract new entrepreneurs and expand applicable existing small businesses to provide enhanced tourism-related services within the county.
- Assist the Albemarle Commission in the implementation of a regional Ecotourism program, with a specific focus on enhancing water quality in the region.
- Where applicable, assist in the preparation of North Carolina economic development grant/loan applications for existing and potential businesses in Perquimans County.
- Assist Commerce Centre site buyers in the design and implementation of workforce development programs, if necessary, in cooperation with the Albemarle Commission, COA and ECSU's SBTDC programs.
- Present periodic oral reports to the Economic Development Commission (EDC) and Board of Commissioners.
- Have an annual review of projects and evaluation of progress and performance with the County Manager.
- Undertake special projects as requested by the County Manager and/or the EDC.

Compensation

My proposed compensation for the above Work Program would be a retainer fee of \$1,730.12 a month [current compensation] that would cover my time and travel-related costs within the region. However, if County employees are given an annual percentage cost of living increase during the 2017-18 fiscal year, I request that this monthly retainer fee be increased by the same percentage amount. Not included would be any travel-related costs outside the region, membership fees for relevant economic development-related organizations and registration fees for trade shows/economic development conferences that I have authorization to attend from the County.

I continue to appreciate and enjoy the economic development consulting relationship I have had with Perquimans County. I look forward to a continuing productive relationship over the 12-month period from July 1, 2017 through June 30, 2018.

Sincerely,
David N. Goss
David N. Goss

Frank Heath
Perquimans County Manager

Administrator of Community-Based Youth Gang Violence Prevention Program Contract:

NORTH CAROLINA

PERQUIMANS COUNTY

CONTRACT FOR SERVICES

THIS AGREEMENT made and entered into this the 1st day of July, 2017, by and between PERQUIMANS COUNTY, hereinafter referred to as "the County", and Donna Jones, hereinafter referred to as the "Provider";

WITNESSETH:

THAT WHEREAS the County has received a State Grant from the North Carolina Department of Juvenile Justice and Delinquency Prevention to finance the Community-Based Youth Gang Violence Prevention Program; and

WHEREAS the County and the Provider wish to enter into an agreement, by which the Provider will provide Community-Based Youth Gang Violence Prevention services as an independent contractor;

NOW, THEREFORE, PERQUIMANS COUNTY and Donna Jones, agree as follows:

1. RESPONSIBILITIES OF THE PROVIDER.

a. As Provider, Donna Jones will administer the Community-Based Youth Gang Violence Prevention Program in Perquimans County according to State of North Carolina guidelines.

b. As Provider, Donna Jones will promptly complete and deliver all paperwork, including, but not limited to, monthly billings to the State, to be signed by the County Manager or Finance Officer of Perquimans County.

c. As Provider, Donna Jones shall, during each fiscal year, make two (2) presentations to the Perquimans County Board of Commissioners as to the performance of the Community-Based Youth Gang Violence Prevention Program in Perquimans County.

2. TERM.

Unless sooner terminated, the term of this contract shall be for the period beginning July 1, 2017 and continuing through June 30, 2018. The Provider will provide a minimum of 44 hours per month, of which all hours are funded by JCPCADJ funding. All holidays observed by the County shall be observed by the Provider.

3. CONTRACT PRICE.

Perquimans County shall pay the Provider as follows: \$616.00 monthly beginning on the 25th of July and on the 25th day of every month thereafter through June 25, 2018. If this contract is terminated prior to June 30, 2018, the Provider shall be paid through the date of termination, but not for any time thereafter.

4. TERMINATION.

This contract may be terminated at any time by the County of Perquimans or by the Provider, Donna Jones, upon written notice to the other.

5. WORKERS' COMPENSATION.

The Provider will be covered under Perquimans County's Workers' Compensation Program for the period of time covered by this Agreement.

6. FICA AND TAXES.

The Provider will be required to record and pay all of her Social Security taxes and to file and pay all of her North Carolina and Federal income taxes.

7. INDEPENDENT CONTRACTOR.

The Provider, Donna Jones, shall at all times under this Agreement be considered an independent contractor with Perquimans County. The Provider understands that under this contract she is not a county employee and she shall not be eligible for any of the benefits of the employees of Perquimans County and that she shall not come under the rules of the Perquimans County personnel policy.

IN WITNESS WHEREOF, PERQUIMANS COUNTY has caused this agreement to be executed, in duplicate originals, by the Chairman of its Board of Commissioners and attested by the Clerk to the Board, and its seal to be hereunto affixed, the day and year first above written, and Donna Jones, has hereunto set her hand and seal, in duplicate originals, the day and year first above written.

PERQUIMANS COUNTY

By: _____
Chairman, Board of Commissioners of
Perquimans County

ATTEST:

Clerk to the Board

Donna Jones

NORTH CAROLINA

PERQUIMANS COUNTY

i, _____ a Notary Public of the County and State aforesaid, certify that Mary P. Hunnicutt, personally came before me this day and acknowledged that she is Clerk to the Board of the Commissioners of Perquimans County, and that by authority duly given and as the act of said Board, the foregoing instrument was signed in its name by its Chairman, sealed with its corporate seal and attested by her as its Clerk.

Witness my hand and official stamp or seal, this _____ day of _____, 2017.

My commission expires: _____

Notary Public

NORTH CAROLINA

PERQUIMANS COUNTY

l, _____ a Notary Public of the County and State aforesaid, certify that Donna Jones personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official stamp or seal, this _____ day of _____, 2017.

My commission expires: _____

Notary Public

On motion made by Joseph W. Hoffer, seconded by Wallace E. Nelson, the Board unanimously approved all the above annual contracts for FY 2017-18.

NCACC CONFERENCE VOTING DELEGATE

County Manager Heath stated that, at this time, no one was planning to attend. Mr. Hoffer and Mr. Nelson were planning but are now unable to attend. Commissioner Leigh volunteered to attend. On motion made by Wallace E. Nelson, seconded by Charles Woodard, the Board unanimously appointed Fondella A. Leigh as the Voting Delegate to the 2017 NCACC Conference in August.

PUBLIC SCHOOL BUILDING CAPITAL FUND NORTH CAROLINA EDUCATION LOTTERY

County Manager Heath presented the following Lottery Application for the upgrading of the lighting and audio systems in the Perquimans County High School Auditorium in the amount of \$61,300. The Board of Education has approved the request and signed the application. He is asking the Board to take action on the application. On motion made by Wallace E. Nelson, seconded by Joseph W. Hoffer, the Board unanimously approved the following Lottery Application:

APPLICATION	Approved: _____
PUBLIC SCHOOL BUILDING CAPITAL FUND	Date: _____
NORTH CAROLINA EDUCATION LOTTERY	Contact Person: <u>Tracy Mathews</u>
County: <u>Perquimans</u>	Title: <u>Perquimans County Finance Officer</u>
LEA: <u>720 Perquimans County</u>	Phone: <u>(252) 426-8484</u>
Address: <u>P.O. Box 45</u>	
Project Title: <u>Upgrade to lighting and audio systems in PCHS Auditorium</u>	
Location: <u>305 S. Edenton St</u>	
Type of Facility: <u>Perquimans High School</u>	

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

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

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

Short Description of Construction Project: The intent of this project is to upgrade the lighting and audio systems in the auditorium at Perquimans County High School.

Estimated Costs:

Purchase of Land _____	\$ _____
Planning and Design Services _____	1,760.00
New Construction _____	
Additions / Renovations _____	59,540.00
Repair _____	
Debt Service / Bond Payment _____	
TOTAL _____	\$ 61,300.00

Estimated Project Beginning Date: 07/30/17

Est. Project Completion Date: 08/16/17

We, the undersigned, agree to submit a statement of state monies expended for this project within 60 days following completion of the project. The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$61,300.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115-C-546.

(Signature - Chair, County Commissioners) 7/3/2017
(Date)
Amy G. Sprouh
(Signature - Chair, Board of Education) 6/29/17
(Date)

PUBLIC COMMENTS

There being no public comments, Chairman Jones proceeded to the Closed Session.

CLOSED SESSION: LEGAL MATTER & CLOSED SESSION MINUTES

Pursuant to NC General Statute 143-318.11(3)(6) Joseph W. Hoffer made a motion to go into Closed Session to discuss a legal matter and approve Closed Session Minutes. The motion was seconded by Charles Woodard and unanimously approved by the Board.

The Closed Session was adjourned and the Regular Meeting reconvened on motion made by Wallace E. Nelson, seconded Fondella A. Leigh and unanimously approved by the Board. There was no action needed after the Closed Session.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 7:55 p.m. on motion made by Charles Woodard, seconded by Joseph W. Hoffler.

T. Kyle Jones, Chairman

Clerk to the Board

WORK SESSION

July 19, 2017

7:00 p.m.

Due to a lack of business to discuss, the Perquimans County Board of Commissioners Work Session on July 19, 2017 was cancelled.

Delphine Madre
124 Skinner Road
Hertford, NC 27944

Frank Heath, County Manager
County Commissioners
Hertford, NC 27944
July 5, 2017

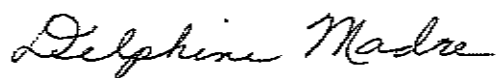
Dear Mr. Heath & Commissioners,

I write this letter to announce my retirement from Perquimans County as Senior Center Coordinator. My final date of employment will be December 31, 2017.

I began this job July, 1993 working with the Recreation Department as Secretary/Senior Coordinator. It has been a pleasure working in all phases of this job. I have appreciated all the support the County Managers, Paul Gregory, Bobby Darden and now Frank Heath, have given to me as well as to the Senior Center. All the County Commissioners have also been supportive through these years as seen in our awesome Senior Center building. I have had people to pass through my life in this job that I have been blessed to know and to work along side. I really think I have had one of the best jobs in Perquimans County! I have given this decision much prayful thought. It has not been as easy decision but time comes when change is good. This time has come for me. I look forward to what is ahead. If I can offer any assistance during this transition I will gladly do so. I want it to be an easy and smooth change for all involved.

Thanks again for the opportunity I have had to serve the wonderful seniors of Perquimans County.

Respectively Yours,



Delphine Madre

Perquimans County Senior Center
1072 Harvey Point Road
Hertford, North Carolina 27944

June 23, 2017

To whom it concerns:

I have very much enjoyed working for the Perquimans County Senior Center. However it is time to give my notice of retirement. My last day will be December 31, 2017.

This JOB OPPORTUNITY has made my life more complete and worth-while. I have tried to enhance the quality of life of our older adult population and to promote their participation of community life: Physically, by encouraging them to participate in senior games, line dancing, fund raising, parades, festivals, socials at center and teaching exercise classes: Emotionally and mentally by caring, talking, listening, teaching lots of crafts and tabletop games.

Thank you for the opportunity! It is time to open another chapter in the book of the life of Frances Faye Myers.

Thanking you sincerely,


Faye Myers

EMPLOYMENT ACTION FORM

DATE SUBMITTED: July 25, 2017

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Tiffany Haynes

SOC. SEC. NO.: _____

POSITION: Fulltime Certified Telecommunicator

DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE: 08/01/2017

GRADE: 62 STEP: 1 SALARY: \$27,751

ENDING DATE OF PROBATIONARY PERIOD: 08/01/2018

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.

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]

[Signature]

DATE: July 25, 2017

DATE: 8/2/17

FINANCE OFFICER

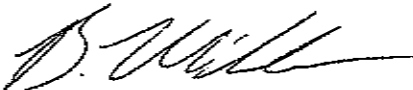
DATE: _____

7/20/2017

Sheriff Shelby White,

I am writing this today to inform you that as of Monday July 31, 2017, I will be resigning from the Perquimans County Sheriff's Office for personal reasons. I have really enjoyed my time working here, however, I feel that it is my time to step away from law enforcement. I am very thankful for the opportunity I had to work with you and the staff within the Sheriff's Office. More importantly I am grateful for the experience during my time as a deputy in Perquimans County. Thank you for understanding my reasons for leaving. I wish nothing but the best for you and your staff.

Respectfully,

A handwritten signature in black ink, appearing to read "J. Miller", with a long horizontal flourish extending to the right.

Johnathan Blake Miller
1023 New Hope Rd.
757-951-3866

PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES

P.O. BOX 107
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD

Terissa J. Blanchard, Chair
Dianne M. Layden
Charles Woodard

252-426-7373 – FAX 426-1240

DIRECTOR
Susan M. Chaney

MEMORANDUM

Date: July 20, 2017

To: Frank Heath, County Manager
Tracy Mathews, County Finance
Mary Hunnicutt, Clerk to the Board

From: Susan Chaney, Director *Susan Chaney*

Subject: Employee Resignation

Attached please find a letter of resignation from Perquimans County Department of Social Services employee, Sabrina Patrick. I have accepted her resignation. Her last day of employment will be July 31, 2017.

If you have any questions, do not hesitate to contact me.

Perquimans County's Vision

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

PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES
P.O. BOX 107
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD
Terissa J. Blanchard, Chair
Dianne M. Layden
Charles Woodard

252-426-7373 - Fax 426-1240

DIRECTOR
Susan M. Chaney

July 20, 2017

Ms. Sabrina Patrick
15570 NC Hwy 94 N
Roper, NC 27970

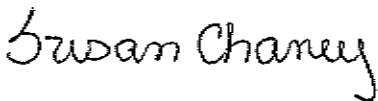
Dear Ms. Patrick:

I received your letter dated July 19, 2017 formally notifying me of your resignation from the Perquimans County Department of Social Services.

This letter is to inform you that I accept your resignation as an Income Maintenance Caseworker II. Your last day of employment will be on July 31, 2017.

On behalf of the entire agency, I wish you well in your future endeavors.

Sincerely,



Susan M. Chaney
Director

cc: personnel file

Sabrina Patrick
15570 NC HWY 94 N
Roper, NC 27970
252-741-0958
smpatrick014@gmail.com

7/19/2017

Susan Chaney
Director
Dept. Of Social Services
PO Box 107
Hertford, NC 27944

Dear Mrs. Chaney:

Please accept this as my formal notice of resignation from Perquimans County Department of Social Services. My last day will be July 31, 2017.

I appreciate the opportunities during my tenure here and take with me the valuable experiences I have gained over the last three years. It has been a pleasure working for the agency.

If I can be of any help during this transition, please let me know.

Sincerely,



Sabrina Patrick

RECEIVED
PERQUIMANS COUNTY
JUL 20 2017
DEPARTMENT OF
SOCIAL SERVICES

July 31, 2017

Dear Jonathan Nixon,

This is to inform you of my decision to retire from Perquimans County. July 31, 2017 will be my last day. My retirement will be effective August 1, 2017. It has been a pleasure serving Perquimans County.

Sincerely,

A handwritten signature in cursive script that reads "Marie Cuthrell". The signature is written in black ink and is positioned above the printed name.

Marie Cuthrell

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 7-26-17

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: SHARON COOPER

SOC. SEC. NO.: _____

POSITION: TAX CLERK - DMV

DEPT.: TAX

NEW EMPLOYEE EFFECTIVE DATE: 8-1-2017

GRADE: 58 STEP: 3 SALARY: \$24,435

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ 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

Bill Jennings

Frank Heath

DATE: 7-26-17

DATE: 8/2/17

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 7-10-17

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: DEBBIE STALLINGS SOC. SEC. NO.: _____

POSITION: TAX CLERK - AS NEEDED DEPT.: TAX

NEW EMPLOYEE EFFECTIVE DATE: 8-1-2017

GRADE: _____ STEP: _____ SALARY: \$ 20.00 per hour

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ 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

Bill Jimmings

Frank Heath

DATE: 7-10-17

DATE: 8/2/17

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: August 1, 2017

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Caitlyn Dawn Colson

SOC. SEC. NO.: _____

POSITION: EMS Shift Supervisor

DEPT.: EMS



NEW EMPLOYEE EFFECTIVE DATE: 9-1-17

GRADE: 70 STEP: 2 SALARY: \$40,451

ENDING DATE OF PROBATIONARY PERIOD 9-1-18

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ 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 1, 2017

COUNTY MANAGER APPROVAL

[Signature]
DATE: 8/2/17

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: August 1, 2017

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: James Matthew Leicester

SOC. SEC. NO.: _____

POSITION: EMS Shift Supervisor

DEPT.: EMS



NEW EMPLOYEE EFFECTIVE DATE: 9-1-17

GRADE: 70 STEP: 5 SALARY: \$43,510

ENDING DATE OF PROBATIONARY PERIOD 9-1-18

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ 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 1, 2017

COUNTY MANAGER APPROVAL

[Signature]

DATE: 8/2/17

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: July 27, 2016

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: James Raymond Grosjean

SOC. SEC. NO.: _____

POSITION: EMS Compliance Officer

DEPT.: EMS



NEW EMPLOYEE EFFECTIVE DATE: 8-1-17

GRADE: 68 STEP: 6 SALARY: \$40,839

ENDING DATE OF PROBATIONARY PERIOD 9-1-17

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.

_____ 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: July 28, 2017

COUNTY MANAGER APPROVAL

DATE: 8/2/17

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 7-18-17

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Damon Sizemore

SOC. SEC. NO.: _____

POSITION: Deputy

DEPT.: Sheriff's Office

NEW EMPLOYEE EFFECTIVE DATE: August 1 2017

GRADE: 65 STEP: 1 SALARY: \$ 31,667

ENDING DATE OF PROBATIONARY PERIOD: July 31 2018

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ 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: 7-18-17

COUNTY MANAGER APPROVAL
[Signature]
DATE: 8/2/17

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 7-18-17

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Brian N. Baker

SOC. SEC. NO.: _____

POSITION: Animal Control Part Time DEPT.: Sheriff's office

NEW EMPLOYEE EFFECTIVE DATE: August 1, 2017
GRADE: 58 STEP: 2 SALARY: 23,854 (\$11.47/hr.)
ENDING DATE OF PROBATIONARY PERIOD: July 31, 2018

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.

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

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

DEPARTMENT RECOMMENDATION

Shelton White
DATE: 7-18-17

COUNTY MANAGER APPROVAL

Frank Heath
DATE: 8/2/17

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: FRANCIS MARTIN Mulholland

SOC. SEC. NO.: _____

POSITION: BAILIFF

DEPT.: Sheriff

NEW EMPLOYEE EFFECTIVE DATE: 8-1-17

GRADE: _____ STEP: _____ SALARY: \$14.18 hour

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

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

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

DEPARTMENT RECOMMENDATION

Shelton White

DATE: 8-2-17

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 8/2/17

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 7/20/17

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Samantha Farrar

SOC. SEC. NO

POSITION: Office Assistant III

DEPT.: Social Services

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

GRADE: STEP: SALARY: \$

8-1-2017 Date DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)

GRADE: 57 STEP: 3 SALARY: \$ 23,382.

Date DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

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

Suzan Chaney

Frank Heath

DATE: July 7, 2017

DATE: 8/2/17

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 7/20/17

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Carol Sue Lewis

SOC. SEC. NO.

POSITION: IMC II

DEPT.: Social Services

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

GRADE: STEP: SALARY: \$

8-1-2017 Date DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)

GRADE: 63 STEP: 4 SALARY: \$ 31,211.

DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

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

Suzan Chaney

Frank Heath

DATE: July 7, 2017

DATE: 8/2/17

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: August 1, 2017

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Heather Vanscoy

SOC. SEC. NO.: _____

POSITION: EMT-I

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: _____

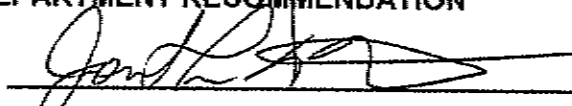
_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.
 Date

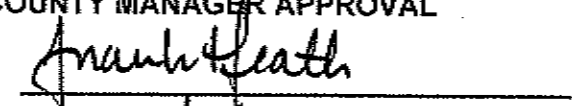
8-1-17 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
 Date GRADE: 66 STEP: 3 SALARY: \$35,617

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: 8-1-17


 DATE: 8/2/17

FINANCE OFFICER

 DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: July 31, 2017

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Nellie Sawyer

SOC. SEC. NO.: _____

POSITION: Nutrition Site Manager

DEPT.: Senior Citizens

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

7/1/17 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)
GRADE: _____ STEP: _____ SALARY: 10.76 hrly

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ 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

Delphine Madra

DATE: July 31, 2017

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 8/2/17

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: July 31, 2017

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Nettie Gordon

SOC. SEC. NO.: _____

POSITION: Asst. Secretary

DEPT.: Senior Citizens

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

8/1/17 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)
GRADE: 56 STEP: 4 SALARY: \$11.03 hrly

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ 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

Delphine Madra

DATE: July 31, 2017

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 8/2/17

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 8-1-17

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Brian Gregory

SOC. SEC. NO.: _____

POSITION: Deputy

DEPT.: Sheriff's office

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

CURRENT: GRADE: 65 STEP: 1 SALARY: 31,667

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

8-1-17 DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
Date GRADE: 65 STEP: 2 SALARY: 32,460

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

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

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

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

DEPARTMENT RECOMMENDATION

Shelton White

DATE: 8-1-17

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 8/2/17

FINANCE OFFICER

DATE: _____

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

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 7th DAY OF AUGUST, 2017, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2017 - 2018 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-510-170	Sheriff - Maint/Repair of Vehicles		2,000
10-510-310	Automotive Supplies		6,418
10-510-531	NR Drug Task Force		5,000
10-510-740	Capital Outlay	13,418	
EXPLANATION: To cover an additional vehicle expense for FY 17/18.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 7th DAY OF AUGUST, 2017.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 7th DAY OF AUGUST, 2017.

Chairman, Board of Commissioners

Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 2

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 7th DAY OF AUGUST, 2017, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2017 - 2018 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-672-040	Mentoring Focus - Salaries		8,608
10-672-330	Supplies	3,700	
10-672-110	Postage	189	
10-672-141	Travel Services	4,068	
10-672-570	Insurance	651	
EXPLANATION: To revise Mentoring budget lines to match JCPC Program Agreement for FY 17/18.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 7th DAY OF AUGUST, 2017.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 7th DAY OF AUGUST, 2017.

Chairman, Board of Commissioners

Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
SCHOOL CONSTRUCTION FUND
NO. 3

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 7th DAY OF AUGUST, 2017, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2017 - 2018 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
65-348-001	State School Funds - Lottery	61,300	
65-500-741	Capital Outlay - High School	61,300	
EXPLANATION: To budget lottery funds for High School Auditorium Project (lighting and audio system repairs). Application as approved by BOC on 7/3 has been submitted to Public School Building Capital Fund/Lottery Distribution awaiting final approval.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 7th DAY OF AUGUST, 2017.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 7th DAY OF AUGUST, 2017.

Chairman, Board of Commissioners

Finance Officer

July 6, 2017

Perquimans County Board of Commissioners
Attn: Mr. Frank Heath, County Manager
P.O. Box 45
Hertford, NC 27944

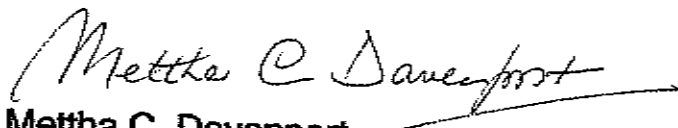
Dear Mr. Heath:

With this letter I would like to notify you of my decision to retire from the Community Advisory Committee of the Brian Center effective September 1, 2017.

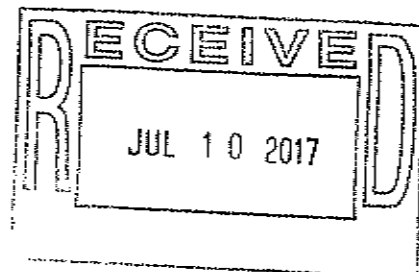
It has been a pleasure to have served the County and the Residents of the Brian Center for 27 years.

Thank you.

Sincerely,



Mettha C. Davenport
P.O. Box 187
Hertford, NC 27944



cc: Brandi Jordan, MSW
Ombudsman



PERQUIMANS COUNTY BOARD OF COMMISSIONERS

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

T. KYLE JONES
CHAIRMAN
FONDELLA A. LEIGH
VICE CHAIR
JOSEPH W. HOFFLER
EDWARD R. MUZZULIN
WALLACE E. NELSON
CHARLES WOODARD
W. HACKNEY HIGH, JR.
COUNTY ATTORNEY

MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

Resolution

A resolution to allow over-width farm equipment to be safely driven on controlled access highways including US 17 (future I-87)

Whereas, the American Association of State and Transportation Officials has approved designing the corridor in northeastern North Carolina as I-87 once completed to interstate standards, and

Whereas, the future I-87 will run along the current US 17/64 Corridor through Northeast North Carolina and part of Perquimans County, and;

Whereas, the impact of agriculture in North East North Carolina totals over \$1,786,000,000 in the counties of Bertie, Camden, Chowan, Currituck, Dare, Gates, Hertford, Martin, Northampton, Pasquotank, Perquimans, Tyrrell and Washington Counties, and;

Whereas, the economic impact of agriculture in the Counties that boarder US 17 (future I-87) totals \$968,000,000 for Bertie, Chowan, Martin, Pasquotank and Perquimans Counties, and;

Whereas, in 2012, the General Assembly of North Carolina passed Senate Bill 749 (Session Law 2012-78) this bill allowed farm equipment to be on limited access highways with NC DOT authorization, and;

Whereas, prohibition of farm equipment on controlled access highways would place an unforeseen hardship on farmers who need to move equipment from one farm to another, and;

Whereas, farmers are running out of viable options to move equipment, and;

Whereas, restrictions would will lead to increased over width traffic on US 17 Business traffic through the Towns of Hertford and Winfall, and;

Whereas, restricted use of the US 17 (Future I-87) bridge for oversized farm equipment eliminates the only viable option for crossing the Perquimans River, and;

Whereas, US 17 (Future I-87) allows such equipment to be safely moved through our county in the safest manner possible without increased safety concerns to county citizens, and;

Whereas, farm organizations in the state have worked with the N. C. Department of Agriculture to develop language that allows farmers to drive their equipment on controlled access highways in the safest manner possible, and;

Now, therefore be it resolved, that the Perquimans County Board of Commissioners hereby encourages our North Carolina Congressional Delegation to allow over width farm equipment to be safely driven on fully controlled access highways.

Approved this 7th day of August, 2017.

T. Kyle Jones, Chairman
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunnicutt, Clerk to the Board

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



**MEMORANDUM OF PARTICIPATION FOR
NET OPEB OBLIGATION (NOO) UPDATE**

EMPLOYER: PERQUIMANS COUNTY

UNIT'S RETIREMENT SYSTEM I.D. NUMBER(S): 97201

MAILING ADDRESS: P. O. BOX 45

CITY: HERTFORD, NC ZIP CODE: 27944

NAME: Mr. Ms. (choose one) TRACY MATHEWS

PHONE #: (252) 426-8484 TITLE: FINANCE OFFICER

E-MAIL ADDRESS: tracymathews@perquimanscountync.gov

On behalf of the Employer noted above, we have agreed to engage Cavanaugh Macdonald Consulting, LLC to update the Employer's Net OPEB Obligation (NOO) for June 30, 2017. I understand that **we will be billed directly by Cavanaugh Macdonald Consulting, LLC** and a copy of the Updated NOO exhibit will be e-mailed to our office by Cavanaugh Macdonald Consulting.

I understand the fee for an updated NOO is \$500. Additional charges will apply if a fund split of the NOO is requested.

Employers must return this Memorandum of Participation (MOP) which will indicate their desire for this service. The NOO exhibit will be completed within 2 weeks after receipt of the information requested below. Please let us know if you need the exhibit sooner.

In order to prepare the NOO exhibit, we need the following information:

- A copy of the OPEB disclosure information from the June 30, 2016 Comprehensive Annual Financial Report (CAFR) or Audited Financial Statement, whichever is applicable.
- OPEB contributions for the applicable fiscal year ending June 30, 2017. We provided a template for your use in collecting the OPEB contributions as an attachment in the data request email.

Authorized Signature

Signed this _____ day of _____, 2017.

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

NORTH CAROLINA

PERQUIMANS COUNTY

CONTRACT FOR SERVICES

THIS AGREEMENT made and entered into this the 1st day of July, 2017, by and between PERQUIMANS COUNTY, hereinafter referred to as "the County", and Donna Jones, hereinafter referred to as the "Provider";

WITNESSETH:

THAT WHEREAS the County has received a State Grant from the North Carolina Department of Juvenile Justice and Delinquency Prevention to finance the Community-Based Youth Gang Violence Prevention Program; and

WHEREAS the County and the Provider wish to enter into an agreement, by which the Provider will provide Community-Based Youth Gang Violence Prevention services as an independent contractor;

NOW, THEREFORE, PERQUIMANS COUNTY and Donna Jones, agree as follows:

1. RESPONSIBILITIES OF THE PROVIDER.

a. As Provider, Donna Jones will administer the Community-Based Youth Gang Violence Prevention Program in Perquimans County according to State of North Carolina guidelines.

b. As Provider, Donna Jones will promptly complete and deliver all paperwork, including, but not limited to, monthly billings to the State, to be signed by the County Manager or Finance Officer of Perquimans County.

c. As Provider, Donna Jones shall, during each fiscal year, make two (2) presentations to the Perquimans County Board of Commissioners as to the performance of the Community-Based Youth Gang Violence Prevention Program in Perquimans County.

2. TERM.

Unless sooner terminated, the term of this contact shall be for the period beginning July 1, 2017 and continuing through June 30, 2018. The Provider will provide a minimum of 44 hours per month, of which all hours are funded by JCPC/OJJ funding. All holidays observed by the County shall be observed by the Provider.



3. CONTRACT PRICE.



Perquimans County shall pay the Provider as follows: \$616.00 monthly beginning on the 25th of July and on the 25th day of every month thereafter through June 25, 2018. If this contract is terminated prior to June 30, 2018, the Provider shall be paid through the date of termination, but not for any time thereafter.

4. TERMINATION.

This contract may be terminated at any time by the County of Perquimans or by the Provider, Donna Jones, upon written notice to the other.



Steven W. Troxler
Commissioner

North Carolina Department of Agriculture
and Consumer Services
N.C. Forest Service



Scott Bisette
Assistant Commissioner

N. C. Forest Service
861 Berea Church Road
Elizabeth City, NC 27909

July 12, 2017

Mr. Frank Heath
Perquimans County Manager
PO Box 45
Hertford, NC 27944

Dear Mr. Heath:

Enclosed you will find three copies of the 2017-2018 County Cooperative Agreement with The North Carolina Forest Service. Please sign all three copies and return them in the enclosed self-addressed stamped envelope.

We will forward them to the NCDA&CS Chief Deputy Commissioner, David Smith. After he has signed them, a copy will be mailed to you for your records.

Thank you for your cooperation.

Sincerely,

Michael Petrucio
District Forester

MP/tl

Enclosures

STATE OF NORTH CAROLINA

Department of

Agriculture and Consumer Services

\$131,679.00
Total Cooperative Appropriation

\$ 85,591.00 65%
State

\$ 46,088.00 35%
County

AGREEMENT FOR THE PROTECTION, DEVELOPMENT AND IMPROVEMENT
OF FOREST LAND IN **PERQUIMANS COUNTY**, NORTH CAROLINA

THIS AGREEMENT, made under authority of "An act to authorize Counties to cooperate with State in Forest Protection, Reforestation and promotion of Forest Management," (Section 106-59 of the general Statutes of North Carolina - 1943), and also under authority of another Section of the General Statutes, namely Section 106-54, by the North Carolina Department of Agriculture & Consumer Services (hereinafter Called the Department), party of the first part, and the Board of Commissioners of **PERQUIMANS COUNTY** in the State of North Carolina (hereinafter called the Board), party of the second part, witnesseth:

That WHEREAS the said Board, recognizing the need for active forest protection, development, reforestation, management and improvement in **PERQUIMANS COUNTY**, has accepted the offer of the Department for cooperation in accomplishing this object:

Now THEREFORE, in consideration of the mutual covenants hereinafter set forth, the said parties contract and agree to maintain a legally appointed and equipped Forest Ranger organization in said county at the joint cost of the State and County, insofar as the joint funds will permit, as follows:

Part I. THE DEPARTMENT AGREES:

1. To select, employ and appoint, after consultation with the Board, a County Forester or County Forest Ranger for the purposes of controlling forest fires in said County; for detecting and extinguishing fires that break out; for investigating the origin of forest, woodland and field fires; for enforcing State forest fire laws; for taking such preventative measures, educational and otherwise, as shall seem necessary to prevent forest fires; for developing and improving the forests through reforestation promotion and practice of Forest Management practices; and for protection from insects and diseases.

2. To furnish to each Forester or Forest Ranger so employed a badge of office, stationery and report forms, instructional posters for use in the County, leaflets for distributing to landowners and others; to purchase necessary equipment, communication systems, and other Forestry improvements deemed necessary insofar as the joint funds will permit.

3. To pay the Forester or Forest Ranger for all official services rendered, at a fair rate of pay. Rates of pay are to be established by the Department in accord with existing State salary schedules.

4. To direct supervise, instruct, and inspect, through its agents, the work and conduct of the Forester or Forest Ranger, to discipline and, when necessary, discharge such Forester or Forest Ranger.

5. To submit to the Board of Commissioners monthly (or at other mutually satisfactory intervals) an itemized statement of all monies to be paid by the County and those paid by the Department for proper conduct of the work within said County.

6. To make available annually from State, Federal, and other funds allotted to it, the sum of **Eighty-five thousand, five hundred ninety-one dollars (\$85,591.00)**, as its share of an annual budget of \$ 131,679.00 for carrying the work in said County.

Part II. THE BOARD AGREES:

1. To pay to the Department **35%** of the total cost of the Forester or Forest Ranger salaries and expenses and of other proper expenditures made in connection with the over-all Forestry program in said County, upon receipt and consequent approval of the periodic statements submitted by the Department.

2. To appropriate annually the sum of **Forty-six thousand, eighty-eight dollars (\$46,088.00)** which sum shall be available for expenditure under the terms of this Agreement, and shall represent the County's share of the annual budget.

Part III. IT IS EXPRESSLY AGREED AND UNDERSTOOD BY BOTH PARTIES:

1. That this Agreement becomes effective **July 1, 2017**.
2. That the annual appropriations as set forth above may be revised by mutual agreement between the Department and the Board, based on the amount of annual appropriation desirable for the proper conduct of the Forestry work, such revision to become effective at the beginning of a given Fiscal Year. Any unused balance of County funds remaining at the end of a Fiscal Year shall revert to said County unless otherwise mutually agreed upon by both parties.
3. That the Board reimburse the Department as provided in Part II, Item 1, by forwarding a county voucher drawn in favor of the Department for the amount of the County's share of expenditures as set forth in the Department's periodic statement to the Board. That such payments be made by the Board within thirty days following receipt of the Department's billing.

4. That title to all improvements and equipment purchased and/or constructed in connection with this agreement will rest with the Department; such materials or their equivalent will remain in the County as long as this agreement is in effect, or as long as they are needed by the Department for the proper conduct of the work therein.

5. That the Forester or Forest Ranger periodically or at the request of the Board, shall present to the Board statements of the work being done within the County, so that said Board may be fully informed at the times regarding the Forestry finances and activities within the County.

IN WITNESS WHEREOF, the said parties do hereunto affix their names and seals upon the date herein below specified.

For the Board of County Commissioners of **PERQUIMANS COUNTY**.

Date _____ Chairman

For the County

Provisions for the payment of the monies to fall due under this Agreement have been made by appropriation duly made or by bonds or notes duly authorized, as required by the "County Fiscal Control Act."

Date _____ County Finance Officer

For the North Carolina Department of Agriculture and Consumer Services

Date _____ Signature

N. David Smith, Chief Deputy Commissioner Title



July 7, 2017

- CAMDEN
- CHOWAN
- CURRITUCK
- DARE
- GATES
- HYDE
- PASQUOTANK
- PERQUIMANS
- TYRRELL
- WASHINGTON
- COLUMBIA
- CRESWELL
- DUCK
- EDENTON
- ELIZABETH CITY
- GATESVILLE
- HERTFORD
- KILL DEVIL HILLS
- KITTY HAWK
- MANTEO
- NAGS HEAD
- PLYMOUTH
- ROPER
- SOUTHERN SHORES
- WINFALL

Mary Hunnicutt
 Perquimans County Clerk
 PO Box 45
 Hertford, NC 27944

Dear Ms. Hunnicutt:

The Home and Community Care Block Grant (HCCBG) Planning Committee has determined how funding for FY 2017-2018 would be distributed among the providers.

Enclosed are the provider contracts based on their decision. These need to be signed by the Board Chair of the County Commissioners and the Finance Officer where indicated. Enclosed are three copies of the County Funding Plan (form DAAS-731) and the Agreement for the Provision of County-Based Aging Services (form DAAS-735) which need to be completed and signed by the Board Chair and Finance Officer. Please have them sign all forms, keeping a set of copies for the county and return the other sets to me at the address below. Thank you for your assistance.

Sincerely,

Camille Craft

Camille Craft
 Aging Programs and Contract Specialist

Enclosures

DAAS-735
(revised 2/16)

July 1, 2017 through June 30, 2018

**Home and Community Care Block Grant for Older Adults
Agreement for the Provision of County-Based Aging Services**

This Agreement, entered into as of this 1st day of July, 2017, by and between the County of Perquimans (hereinafter referred to as the "County") and the Albemarle Commission Area Agency on Aging, (hereinafter referred to as the "Area Agency").

Witnesseth That:

WHEREAS, the Area Agency and the County agree to the terms and conditions for provision of aging services in connection with activities financed in part by Older Americans Act grant funds, provided to the Area Agency from the United States Department of Health and Human Services through the North Carolina Division of Aging and Adult Services (DAAS) and state appropriations made available to the Area Agency through the North Carolina Division of Aging and Adult Services, as set forth in a) this document, b) the County Funding Plan, as reviewed by the Area Agency and the Division of Aging and Adult Services, c) the Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, d) the Division of Aging and Adult Services Service Standards Manual, Volumes I through IV, and, e) the Division of Aging and Adult Services Community Service Providers Monitoring Guidelines.

NOW THEREFORE, in consideration of these premises, and mutual covenants and agreements hereinafter contained, the parties hereto agree as follows:

1. As provided in the Area Plan, community service providers specified by the County to encourage maximum collocation and coordination of services for older persons are as follows:
 - Inter-County Public Transportation Authority
 - ResCare HomeCare Agency
 - DayBreak Adult Day Health
 - Albemarle Commission Nutrition Program
- 1(a) The Community Service Provider(s), shall be those specified in the County Funding Plan on the Provider Services Summary format(s) (DAAS-732) for the period ending June 30 for the year stated above.
2. Availability of Funds. The terms set forth in this Agreement for payment are contingent upon the receipt of Home and Community Care Block Grant funding by the Area Agency.

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(revised 2/16)

3. Grant Administration. The grant administrator for the Area Agency shall be Laura Alvarico, Director, Area Agency on Aging (title). The grant administrator for the County shall be _____, _____ (title).

It is understood and agreed that the grant administrator for the County shall represent the County in the performance of this Agreement. The County shall notify the Area Agency in writing if the administrator changes during the grant period. Specific responsibilities of the grant administrator for the County are provided in paragraph seven (7) of this Agreement.

4. Services authorized through the County Funding Plan, as specified on the Provider Services Summary format(s) (DAAS-732) are to commence no later than July 1 of the state fiscal year and shall be undertaken and pursued in such sequence as to assure their expeditious completion. All services required hereunder shall be completed on or before the end of the Agreement period, June 30 of the state fiscal year.
5. Assignability and Contracting. The County shall not assign all or any portion of its interest in this Agreement. Any purchase of services with Home and Community Care Block Grant for Older Adults funding shall be carried out in accordance with the procurement and contracting policy of the community services provider or, where applicable, the Area Agency, which does not conflict with procurement and contracting requirements contained in 45 CFR Part 75, Subpart D-Post Federal Award Requirements, Procurement Standards. Federal funds shall not be awarded to any subrecipients who have been suspended or debarred by the Federal government. In addition, Federal funds may not be used to purchase goods or services costing over \$100,000 from a vendor that has been suspended or debarred from Federal grant programs.
6. Compensation and Payments to the County. The County shall be compensated for the work and services actually performed under this Agreement by payments to be made monthly by the Area Agency. Total reimbursement to the community service providers under this Agreement may not exceed the grand total of Block Grant funding, as specified on the Provider Services Summary format (DAAS-732).

(a) Interim Payments to the County

Upon receipt of a written request from the County, the Division of Aging and Adult Services, through the Area Agency, will provide the County Finance Officer with an interim payment equivalent to seventy percent (70%) of one-twelfth (1/12) of the County's Home and Community Care Block Grant allocation by the 22nd of each month.

(b) Reimbursement of Service Costs

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(revised 2/16)

Reimbursement of service costs are carried out as provided in Section 3 of the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, revised February 17, 1997.

c) Role of the County Finance Director

The County Finance Director shall be responsible for disbursing Home and Community Care Block Grant Funding to Community Service Providers in accordance with procedures specified in the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Manual for Community Service Providers, revised February 17, 1997.

(d) Payment of Administration on Aging Nutrition Services Incentive Program (NSIP) Subsidy

NSIP subsidy for congregate and home delivered meals will be disbursed by the Division of Aging and Adult Services through the Area Agency to the County on a monthly basis, subject to the availability of funds as specified in Section 3 of the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Services Providers, revised February 17, 1997.

If through the US Department of Agriculture Area Agency on Aging Elections Project, the County elects to receive a portion of its USDA entitlement in the form of surplus commodity foods in lieu of cash, the Area Agency will notify the County in writing of its community valuation upon notification from the Division of Aging and Adult Services. The delivery of commodity and bonus foods is subject to availability. The County will not receive cash entitlement in lieu of commodities that are unavailable or undelivered during the Agreement period.

7. Reallocation of Funds and Budget Revisions. Any reallocation of Block Grant funding between counties shall be voluntary on the part of the County and shall be effective only for the period of the Agreement. The reallocation of Block Grant funds between counties will not affect the allocation of future funding to the County. If during the performance period of the Agreement, the Area Agency determines that a portion of the Block Grant will not be expended, the grant administrator for the County shall be notified in writing by the Area Agency and given the opportunity to make funds available for reallocation to other counties in the Planning and Service Area or elsewhere in the state.

The County may authorize community service providers to implement budget revisions which do not cause the County to fall below minimum budgeting requirements for access, in-home, congregate, and home delivered meals services, as specified in Division of Aging and Adult Services budget instructions issued to the County. If a budget revision will cause the County to

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fall below minimum budgeting requirements for any of the aforementioned services, as specified in Division of Aging and Adult Services budgeting instructions issued to the County, the grants administrator for the County shall obtain written approval for the revision from the Area Agency prior to implementation by the community service provider, so as to assure that regional minimum budgeting requirements for the aforementioned services will be met.

Unless community services providers have been given the capacity to enter data into the Aging Resources Management System (ARMS), Area Agencies on Aging are responsible for entering amended service data into the Division of Aging and Adult Services Management Information System, as specified in the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, revised February 17, 1997.

8. Monitoring. This Agreement will be monitored to assure that services are being provided as stated in the Division of Aging and Adult Service Monitoring Policies and Procedures at <http://www.ncdhhs.gov/aging/monitor/mpolicy.htm> .

The monitoring of services provided under this Agreement shall be carried out by the Area Agency on Aging in accordance with its Assessment Plan and as specified in Administrative Letter 12-08. As of July 1, 2012, DAAS Program Compliance Representatives (PCRs) are no longer monitoring HCCBG services provided through county departments of social services.

Counties and community service providers will receive a written report of monitoring findings in accordance with procedures established in Section 308 of the AAA Policies and Procedures Manual (<http://www.ncdhhs.gov/aging/monitor/mpolicy.htm>). Any areas of non-compliance will be addressed in a written corrective action plan with the community service provider.

9. Disputes and Appeals. Any dispute concerning a question of fact arising under this Agreement shall be identified to the designated grants administrator for the Area Agency. In accordance with Lead Regional Organization (LRO) policy, a written decision shall be promptly furnished to the designated grants administrator for the County.

The decision of the LRO is final unless within twenty (20) days of receipt of such decision the Chairman of the Board of Commissioners furnishes a written request for appeal to the Director of the North Carolina Division of Aging and Adult Services, with a copy sent to the Area Agency. The request for appeal shall state the exact nature of the complaint. The Division of Aging and Adult Services will inform the Chairman of the Board of Commissioners of its appeal procedures and will inform the Area Agency that an appeal has been filed. Procedures thereafter will be determined by the appeals process of the Division of Aging and Adult Services. The state agency address is as follows:

Director

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North Carolina Division of Aging and Adult Services
 2101 Mail Service Center
 693 Palmer Drive
 Raleigh, North Carolina 27699-2101

10. Termination for Cause. If through any cause, the County shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or the County has or shall violate any of the covenants, agreements, representations or stipulations of this Agreement, the Area Agency shall have the right to terminate this Agreement by giving the Chairman of the Board of Commissioners written notice of such termination no fewer than fifteen (15) days prior to the effective date of termination. In such event, all finished documents and other materials collected or produced under this Agreement shall at the option of the Area Agency, become its property. The County shall be entitled to receive just and equitable compensation for any work satisfactorily performed under this Agreement.
11. Audit. The County agrees to have an annual independent audit in accordance with North Carolina General Statutes, North Carolina Local Government Commission requirements, Division of Aging and Adult Services Program Audit Guide for Aging Services and Federal Office of Budget and Management (OMB) Uniform Guidance 2 CFR Part 200.

Community service providers, as specified in paragraph one (1), who are not units of local government or otherwise subject to the audit and other reporting requirements of the Local Government Commission are subject to audit and fiscal reporting requirements, as stated in NC General Statute 143C-6-22 and 23 and OMB Uniform Guidance CFR 2 Part 200, where applicable. Applicable community service providers must send a copy of their year-end financial statements, and any required audit, to the Area Agency on Aging. Home and Community Care Block Grant providers are not required to submit Activities and Accomplishments Reports. For-profit corporations are not subject to the requirements of OMB Uniform Guidance 2 CFR Part 200, but are subject to NC General Statute 143C-6-22 and 23 and Yellow Book audit requirements, where applicable. **Federal funds** may not be used to pay for a **Single or Yellow Book audit** unless it is a federal requirement. **State funds** will not be used to pay for a **Single or Yellow Book audit** if the provider receives less than \$500,000 in state funds. The Department of Health and Human Services will provide confirmation of federal and state expenditures at the close of the state fiscal year. Information on audit and fiscal reporting requirements can be found at <https://www.ncgrants.gov/NCGrants/PublicReportsRegulations.jsp>

The following provides a summary of reporting requirements under NCGS 143C-6-22 and 23 and OMB Uniform Guidance 2 CFR Part 200 based upon funding received and expended during the service provider's fiscal year.

<u>Annual Expenditures</u>	<u>Report Required to AAA</u>	<u>Allowable Cost for Reporting</u>
----------------------------	-------------------------------	-------------------------------------

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- | | | |
|--|---|--|
| • Less than \$25,000 in State or Federal funds | Certification form and State Grants Compliance Reporting <\$25,000 (item # 11, Activities and Accomplishments does <u>not</u> have to be completed)
OR
Audited Financial Statements in Compliance with GAO/GAS (i.e. Yellow Book) | N/A |
| • Greater than \$25,000 and less than \$500,000 in State Funds or \$750,000 in Federal Funds | Certification form and Schedule of Grantee Receipts >\$25,000 and Schedule of Receipts and Expenditures
OR
Audited Financial Statements in Compliance with GAO/GAS (i.e. Yellow Book) | N/A |
| • \$500,000 + in State funds but Federal pass through in an amount less than \$750,000 | Audited Financial Statement in compliance with GAO/GAS (i.e. Yellow Book) | May use State funds, but <u>not</u> Federal Funds |
| • \$500,000+ in State funds <u>and</u> \$750,000+ in Federal pass through funds | Audited Financial Statement in compliance with OMB Uniform Guidance 2 CFR Part 200 (i.e. Single Audit) | May use State and Federal funds |
| • Less than \$500,000 in State funds <u>and</u> \$750,000+ in Federal pass through funds | Audited Financial Statement in compliance with OMB Uniform Guidance 2 CFR Part (i.e. Single Audit) | May use Federal funds, but <u>not</u> State funds. |
12. Audit/Assessment Resolutions and Disallowed Cost. It is further understood that the community service providers are responsible to the Area Agency for clarifying any audit exceptions that may arise from any Area Agency assessment, county or community service

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(revised 2/16)

provider single or financial audit, or audits conducted by the State or Federal Governments. In the event that the Area Agency or the Department of Health and Human Services disallows any expenditure made by the community service provider for any reason, the County shall promptly repay such funds to the Area Agency once any final appeal is exhausted in accordance with paragraph nine (9). The only exceptions are if the Area Agency on Aging is designated as a community service provider through the County Funding Plan or, if as a part of a procurement process, the Area Agency on Aging enters into a contractual agreement for service provision with a provider which is in addition to the required County Funding Plan formats. In these exceptions, the Area Agency is responsible for any disallowed costs. The County or Area Agency on Aging can recoup any required payback from the community service provider in the event that payback is due to a community service provider's failure to meet OMB Uniform Guidance CFR 2 Part 200, 45 CFR Part 1321 or state eligibility requirements as specified in policy.

13. Indemnity. The County agrees to indemnify and save harmless the Area Agency, its agents, and employees from and against any and all loss, cost, damages, expenses, and liability arising out of performance under this Agreement to the extent of errors or omissions of the County.
14. Equal Employment Opportunity and Americans With Disabilities Act Compliance. Both the County and community service providers, as identified in paragraph one (1), shall comply with all federal and state laws relating to equal employment opportunity and accommodation for disability.
15. Data to be Furnished to the County. All information which is existing, readily available to the Area Agency without cost and reasonably necessary, as determined by the Area Agency's staff, for the performance of this Agreement by the County shall be furnished to the County and community service providers without charge by the Area Agency. The Area Agency, its agents and employees, shall fully cooperate, with the County in the performance of the County's duties under this Agreement.
16. Rights in Documents, Materials and Data Produced. The County and community service providers agree that at the discretion of the Area Agency, all reports and other data prepared by or for it under the terms of this Agreement shall be delivered to, become and remain, the property of the Area Agency upon termination or completion of the work. Both the Area Agency and the County shall have the right to use same without restriction or limitation and without compensation to the other. For the purposes of this Agreement, "data" includes writings, sound recordings, or other graphic representations, and works of similar nature. No reports or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of the County.

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(revised 2/16)

17. Interest of the Board of Commissioners. The Board of Commissioners covenants that neither the Board of Commissioners nor its agents or employees presently has an interest, nor shall acquire an interest, direct or indirect, which conflicts in any manner or degree with the performance of its service hereunder, or which would prevent, or tend to prevent, the satisfactory performance of the service hereunder in an impartial and unbiased manner.
18. Interest of Members of the Area Agency, Lead Regional Organization, and Others. No officer, member or employee of the Area Agency or Lead Regional Organization, and no public official of any local government which is affected in any way by the Project, who exercises any function or responsibilities in the review or approval of the Project or any component part thereof, shall participate in any decisions relating to this Agreement which affects his personal interest or the interest of any corporation, partnership or association in which he is, directly or indirectly, interested; nor shall any such persons have any interest, direct or indirect, in this Agreement or the proceeds arising there from.
19. Officials not to Benefit. No member of or delegate to the Congress of the United States of America, resident Commissioner or employee of the United States Government, shall be entitled to any share or part of this Agreement or any benefits to arise here from.
20. Prohibition Against Use of Funds to Influence Legislation. No part of any funds under this Agreement shall be used to pay the salary or expenses of any employee or agent acting on behalf of the County to engage in any activity designed to influence legislation or appropriations pending before Congress.
21. Confidentiality and Security. Any client information received in connection with the performance of any function of a community service provider or its subcontractors under this Agreement shall be kept confidential. The community service provider acknowledges that in receiving, storing, processing, or otherwise handling any confidential information, the agency and any subcontractors will safeguard and not further disclose the information except as provided in this Agreement and accompanying documents.
22. Record Retention and Disposition. All state and local government agencies, nongovernmental entities, and their subrecipients, including applicable vendors, that administer programs funded by federal sources passed through the NC DHHS and its divisions and offices are expected to maintain compliance with the NC DHHS record retention and disposition schedule and any agency-specific program schedules developed jointly with the NC Department of Cultural Resources, Division of Archives and Records. Retention requirements apply to the community service providers funded under this Agreement to provide Home and Community Care Block Grant services. Information on retention requirements is posted at <http://www.ncdhhs.gov/control/retention/retention.htm> and updated semi-annually by the NC DHHS Controller's Office. By funding source and state fiscal year, this schedule lists the earliest date that grant records in any format may be destroyed. The Division of Archives and

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Records provides information about destroying confidential data and authorized methods of record destruction (paper and electronic) at <http://archives.ncdcr.gov/For-Government/Retention-Schedules/Authorized-Destruction>.

The NC DHHS record retention schedule is based on federal and state regulations and pertains to the retention of all financial and programmatic records, supporting documents, statistical records, and all other records supporting the expenditure of a federal grant award. Records legally required for ongoing official proceedings, such as outstanding litigation, claims, audits, or other official actions, must be maintained for the duration of that action, notwithstanding the instructions of the NC DHHS record retention and disposition schedule.

In addition to record retention requirements for records in any format, the long-term and/or permanent preservation of electronic records require additional commitment and active management by agencies. The community service provider will comply with all policies, standards, and best practices published by the Division of Aging and Adult Services regarding the creation and management of electronic records.

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(revised 2/16)

- 23. Applicable Law. This Agreement is executed and is to be performed in the State of North Carolina, and all questions of interpretation and construction shall be construed by the laws of such State.

In witness whereof, the Area Agency and the County have executed this Agreement as of the day first written above.

Perquimans County

Attest:

_____ By: _____
Chairman, Board of Commissioners

Area Agency

Attest:

_____ By: _____
Area Agency Director Executive Director,
Lead Regional Organization

Provision for payment of the monies to fall due under this Agreement within the current fiscal year have been made by appropriation duly authorized as required by the Local Government Budget and Fiscal Control Act.

BY: _____
FINANCE OFFICER, Lead Regional Organization



**PERQUIMANS COUNTY
BOARD OF COMMISSIONERS**

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

JANICE MCKENZIE COLE
CHAIR
EDWARD R. MUZZULIN
VICE CHAIRMAN
T. KYLE JONES
FONDELLA A. LEIGH
WALLACE E. NELSON
MATTHEW PEELER
W. HACKNEY HIGH, JR.
COUNTY ATTORNEY

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

MEMORANDUM

TO: County Commissioners
Hackney High, Jr., County Attorney
All Department Heads:

Tax	Veterans Services	Emergency Medical Services
Finance	Inspections	Senior Citizens
Register of Deeds	Board of Elections	Water Department
Sheriff	Extension	Buildings & Grounds
Social Services	County Manager	
Soil Conservation	Recreation	

FROM: Mary P. Hunnicutt, Clerk to the Board

DATE: July 7, 2017

RE: 2018 HOLIDAY SCHEDULE

Below is the holiday schedule for the year 2018. Please distribute to your department. If you have any questions, please let me know.

2018 HOLIDAY SCHEDULE		
HOLIDAY	OBSERVANCE DATE	DAY OF THE WEEK
New Year's Day	January 1, 2018	Monday
Dr. Martin Luther King, Jr. Day	January 15, 2018	Monday
Good Friday	March 30, 2018	Friday
Memorial Day	May 28, 2018	Monday
Independence Day	July 4, 2018	Wednesday
Labor Day	September 3, 2018	Monday
Veterans Day	November 12, 2018	Monday
Thanksgiving	November 22 & 23, 2018	Thursday and Friday
Christmas	December 24, 25, 26, 2018	Monday, Tuesday, Wednesday

**THE TAX REFUND APPROVAL LIST IS
LOCATED BEFORE THE FOR INFORMATION
ITEMS.**



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

JAMES H. TROGDON, III
SECRETARY

July 31, 2017

Ms. Lori Knapp-Snoots
338 Riverfront Drive
Hertford, NC 27944

Subject: Proposed Addition of Roads in Shady Oaks Subdivision
Perquimans County

Dear Ms. Knapp-Snoots,

This is in reference to the Property Owners Petition and County Board of Commissioners Resolution requesting Riverfront Drive, Shady Oaks Drive, and Walnut Drive be added to the State System of Maintenance.

We have had an opportunity to investigate this request and regret to inform you that the roads do not qualify for addition at this time for several reasons.

According to the N. C. Department of Transportations' Subdivision Roads manual...."Any subdivision road with a right of way dedicated, recorded, or that has preliminary approval from a County planning board after September 30, 1975, will not be added to the State System unless the road is paved to the minimum standards of the Division of Highways for subdivision roads."

The subdivision plat for Shady Oak Estates is dated July 24, 1979, and was recorded in the Perquimans County Register of Deeds on September 6, 1979. Since the plat was recorded well after 1975, the roads must be constructed, and paved, to NC Department of Transportation subdivision roads standards. To bring these roads up to standards they should be paved with a minimum 18' pavement width with 6' unpaved shoulders. The recommended pavement design is 6" of ABC Stone base and 2" Asphalt Surface Course. In addition, the minimum roadway centerline radius should be 150'. It appears there are several curves in the recorded plat that do not meet this requirement and would require realignment.

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
DISTRICT FIELD OFFICE
1929 NORTH ROAD STREET
ELIZABETH CITY, NC 27909

Telephone: (252) 331-4737
Fax: (252) 331-4739
Customer Service: 1-877-368-4968

Location:
1929 NORTH ROAD STREET
ELIZABETH CITY, NC 27909

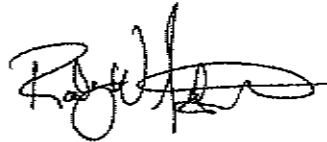
Website: www.ncdot.gov

In addition, the roads do not serve the required number of homes to qualify for addition. According to the Department's Subdivision Manual, there must be at least of two houses served per tenth of a mile of road, with a minimum of four houses served. The remaining portion of Riverfront Drive not currently on the State System is approximately 0.7 miles long. Therefore it would require a minimum of 14 houses served to qualify. Currently there are 12 houses in the subdivision. Shady Oaks Drive would require 6 houses and Walnut Drive would require 4 houses to qualify for addition.

The paved portion of Riverfront Drive was added to the State System as SR 1469 in 2001 based upon a previous petition to add Shady Oakes Estates. At that time it was determined that this portion of the road existed on a 1961 plat well prior to Shady Oakes Estates being platted and developed. From my review of our Road File and the recorded plats it appears the Department has added and improved as much of Riverfront Drive as the General Statutes will allow. I regret that I do not have better news for you and your neighbors. If the roads are brought up to minimum standards, and the adequate number of homes are constructed, we will be more than happy to reinvestigate the Petition request. I am attaching a copy the Department's Subdivision Manual for your reference.

If you have any questions, or need additional information, please feel free to contact this office.

Sincerely;



Randy W. Midgett, PE
District Field Engineer

Attachment

Cc: Mr. Alan Moran
Mr. J.D. Jennings, PE
Mr. Win Bridgers, PE
Mr. Frank Heath



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

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

**PERQUIMANS COUNTY
TAX DEPARTMENT**

August 1, 2017

To: Perquimans Board of County Commissioners

The Perquimans County Tax Office has been approached by an individual who is interested in purchasing parcel 2-D082-G079-H1. This parcel is currently owned by Perquimans County.

I am asking permission to turn this parcel over to Helen Hunter, the county's liaison for selling county owned parcels, vehicles, etc.

Thank you,

Bill Jennings
Perquimans County
Tax Administrator



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

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

PERQUIMANS COUNTY
TAX DEPARTMENT

August 2, 2017

Tax Refunds: (Perquimans County)

Lillian McDonald Ireland	\$253.55
Surrendered tag; replaced with new tag	
Abstract #0038357314	

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

FOR
INFORMATION
ONLY
ITEMS

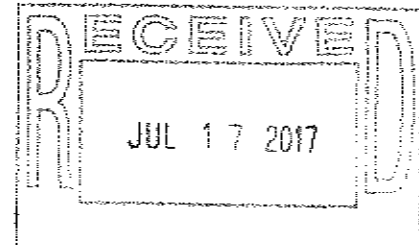


COLLEGE OF THE
ALBEMARLE

Transform Your Tomorrow

July 12, 2017

Mr. Kyle Jones, Chair
Perquimans County Board of Commissioners
P.O. Box 45
Hertford, NC 27944



Chairman Jones,

I wish to express my sincere appreciation, and that of College of The Albemarle, for your support in the Perquimans County budgeting process this year. I recognize that assigning funding to the college represents an additional burden on the county and COA is most appreciative of your support.

If there is anything the college can do for you, or the citizens of Perquimans County, please do not hesitate to let me know.

Again, thank you for your efforts on our behalf.

Sincerely,

Robert Wynegar, Ed.D.
President

CAMDEN • CHOWAN • CURRITUCK • DARE • GATES • PASQUOTANK • PERQUIMANS

Dare County Campus
132 Russell Twiford Road
205 S Business Highway 64/264
Manteo, NC 27954
252-473-2264

Edenton-Chowan Campus
800 North Oakum Street
Edenton, NC 27932
252-482-7900

Elizabeth City Campus
1205 North Road Street
Elizabeth City, NC 27909
252-335-0821

**Regional Aviation and
Technical Training Center**
107 College Way
Barco, NC 27917
252-453-3035



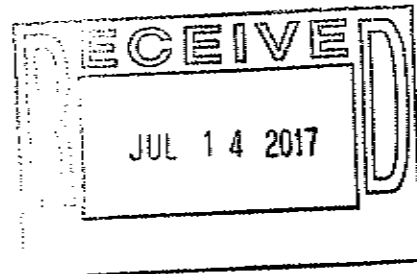
Albemarle Hopeline

P.O. Box 2064, Elizabeth City, NC 27906-2064

Camden
Chowan
Currituck
Gates
Pasquotank
Perquimans

July 11, 2017

Tracy Matthews
Finance Director, Perquimans County
P. O. Box 45
Hertford, NC 27944



Dear Ms. Matthews,

On behalf of Albemarle Hopeline, I want to thank Perquimans County for its generous support and request the appropriated \$3,000 for FY 2017-2018. This money will greatly help in our work to assist those effected by domestic and sexual violence. Please pass on our sincere gratitude to the county commissioners for this funding.

As Hopeline's new Executive Director, I am excited about working with our county / community partners. I, along with Hopeline's Board of Directors and staff, appreciate your continued support in our combined effort to make the community safer for all individuals and families.

Sincerely,

Katherine Rogers
Executive Director

Many thanks!

From: Burk, Nicholas <Nicholas.Burk@ncdps.gov>
 Sent: Wednesday, June 28, 2017 5:44 PM
 To: Nixon, Jonathan
 Cc: Courtney, Phyllis; Winstead, Sharon; HMGrants; Parnell, Brian; Curtis, Dianne
 Subject: Perquimans County - HMGP Status

Attention: Jonathan Nixon

Dear Mr. Nixon:

North Carolina Emergency Management has completed its analysis of nearly 3,000 structures submitted for potential mitigation from throughout the Hurricane Matthew disaster zone for consideration for the HMGP. Just under 800 properties qualified for the program throughout the impacted area based on availability of funding and eligibility criteria.

NCEM assessed six criteria to determine maximum impact to housing stock, and overlaid these against FEMA cost effectiveness requirements.

The NCEM expedited criteria are:

- * Homeowner was displaced in TSA as of Feb 2017; and/or
- * Homeowner is eligible for a FEMA Mobile Home Unit; and/or
- * Homeowner reported to local officials or NCEM during intake they were displaced with family/friends; and/or
- * Local government designated properties for expedited criteria based on local conditions and/or;
- * Property was deemed substantially damaged by a local floodplain administrator and/or
- * Property's FEMA-Verified structural loss is greater than 50% of the Building Value (an NCEM criteria to determine any additional severely damaged structures)

FEMA's cost effectiveness criteria are:

- * Property in 100 year floodplain that can be acquired and demolished for \$276,000 or less; or
- * Property in 100 year floodplain that can be elevated or reconstructed for \$175,000 or less; or
- * Properties outside of the 100 year floodplain can be found eligible if they are grouped with other properties with excess benefit.

Unfortunately, no properties have qualified for the HMGP from your submitted caseload based on the criteria above.

While the 2 properties you submitted did not meet these criteria, they are being documented as unmet needs. We will be in close touch on potential unmet needs funding, should it become available. Please contact your NCEM Hazard Mitigation Specialist, Phyllis Courtney, with any questions. We are happy to coordinate a conference call to further discuss, or if you would like to discuss the needs of specific properties.

Best regards,

Nicholas M. Burk
 Hurricane Matthew: HM Branch Chief and NCEM Recovery Chief of Staff
 Section Manager for Hazard Mitigation Grants
 NC Department of Public Safety Division of Emergency Management
 Recovery Section, Hazard Mitigation Grants Branch
 4238 MSC Raleigh, NC 27699-4238 (Mailing Address)
 4105 Reedy Creek Road, Raleigh NC 27607 (Physical Address)
 Phone: 919-825-2301; Cell: 919-810-3540
 Fax: 919-715-9191
 Nicholas.Burk@ncdps.gov
 www.ncdps.gov

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NACo Prescription Drug Discount Card Program

PERQUIMANS COUNTY, NC

		% OF PLAN TOTAL PRICE	% OF PLAN RETAIL PRICE	% OF RETAIL PRICE	MEMBER COST	AVERAGE MEMBER COST	RETAIL PRICE	AVERAGE RETAIL PRICE	AVERAGE PRICE SAVINGS	% OF PRICE SAVINGS	TOTAL UTILIZERS	
2017												
<u>JUNE</u>	2	0 0.00%		2100.00%	\$ 51.55	\$ 25.78	\$ 51.55	\$ 25.78	\$ 0.00	\$ 0.00	0.00%	1
<u>MAY</u>	1	0 0.00%		1100.00%	\$ 8.00	\$ 8.00	\$ 8.00	\$ 8.00	\$ 0.00	\$ 0.00	0.00%	1
<u>MARCH</u>	3	1 33.33%		2 66.67%	\$ 88.46	\$ 29.49	\$ 93.90	\$ 31.30	\$ 5.44	\$ 1.81	5.79%	1
<u>JANUARY</u>	2	1 50.00%		1 50.00%	\$ 70.80	\$ 35.40	\$ 86.28	\$ 43.14	\$ 15.48	\$ 7.74	17.94%	1
2016												
<u>DECEMBER</u>	2	1 50.00%		1 50.00%	\$ 57.24	\$ 28.62	\$ 77.14	\$ 38.57	\$ 19.90	\$ 9.95	25.80%	2
<u>SEPTEMBER</u>	2	0 0.00%		2100.00%	\$ 49.55	\$ 24.78	\$ 49.55	\$ 24.78	\$ 0.00	\$ 0.00	0.00%	1
<u>AUGUST</u>	1	0 0.00%		1100.00%	\$ 7.33	\$ 7.33	\$ 13.69	\$ 13.69	\$ 6.36	\$ 6.36	46.46%	1
<u>JULY</u>	3	2 66.67%		1 33.33%	\$ 53.24	\$ 17.75	\$ 91.05	\$ 30.35	\$ 37.81	\$ 12.60	41.53%	2
<u>JUNE</u>	2	0 0.00%		2100.00%	\$ 49.55	\$ 24.78	\$ 49.55	\$ 24.78	\$ 0.00	\$ 0.00	0.00%	1
<u>MAY</u>	1	0 0.00%		1100.00%	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 0.00	\$ 0.00	0.00%	1
<u>APRIL</u>	1	1100.00%		0 0.00%	\$ 30.00	\$ 30.00	\$ 41.09	\$ 41.09	\$ 11.09	\$ 11.09	26.99%	1
<u>FEBRUARY</u>	3	1 33.33%		2 66.67%	\$ 84.56	\$ 28.19	\$ 86.25	\$ 28.75	\$ 1.69	\$ 0.56	1.96%	2
2015												
<u>OCTOBER</u>	4	1 25.00%		3 75.00%	\$ 90.42	\$ 22.61	\$ 127.54	\$ 31.89	\$ 37.12	\$ 9.28	29.10%	2
<u>SEPTEMBER</u>	2	0 0.00%		2100.00%	\$ 47.93	\$ 23.97	\$ 47.93	\$ 23.97	\$ 0.00	\$ 0.00	0.00%	1
<u>JUNE</u>	5	1 20.00%		4 80.00%	\$ 78.06	\$ 15.61	\$ 101.18	\$ 20.24	\$ 23.12	\$ 4.62	22.85%	1
<u>MAY</u>	1	1100.00%		0 0.00%	\$ 9.60	\$ 9.60	\$ 13.93	\$ 13.93	\$ 4.33	\$ 4.33	31.08%	1
<u>APRIL</u>	1	1100.00%		0 0.00%	\$ 28.71	\$ 28.71	\$ 34.09	\$ 34.09	\$ 5.38	\$ 5.38	15.78%	1
<u>MARCH</u>	4	1 25.00%		3 75.00%	\$ 74.37	\$ 18.59	\$ 85.13	\$ 21.28	\$ 10.76	\$ 2.69	12.64%	3
<u>JANUARY</u>	5	4 80.00%		1 20.00%	\$ 104.75	\$ 20.95	\$ 201.94	\$ 40.39	\$ 97.19	\$ 19.44	48.13%	3
2014												
<u>DECEMBER</u>	9	7 77.78%		2 22.22%	\$ 172.04	\$ 19.12	\$ 267.10	\$ 29.68	\$ 95.06	\$ 10.56	35.59%	3
<u>NOVEMBER</u>	12	10 83.33%		2 16.67%	\$ 392.68	\$ 32.72	\$ 815.33	\$ 67.94	\$ 422.65	\$ 35.22	51.84%	5
<u>OCTOBER</u>	7	6 85.71%		1 14.29%	\$ 200.55	\$ 28.65	\$ 419.24	\$ 59.89	\$ 218.69	\$ 31.24	52.16%	4
<u>SEPTEMBER</u>	4	4100.00%		0 0.00%	\$ 75.50	\$ 18.88	\$ 159.07	\$ 39.77	\$ 83.57	\$ 20.89	52.54%	3
<u>AUGUST</u>	12	8 66.67%		4 33.33%	\$ 436.48	\$ 36.37	\$ 789.55	\$ 65.80	\$ 353.07	\$ 29.42	44.72%	5
<u>JULY</u>	8	4 50.00%		4 50.00%	\$ 141.44	\$ 17.68	\$ 315.63	\$ 39.45	\$ 174.19	\$ 21.77	55.19%	5
<u>JUNE</u>	11	5 45.45%		6 54.55%	\$ 154.19	\$ 14.02	\$ 200.87	\$ 18.26	\$ 46.68	\$ 4.24	23.24%	5
<u>MAY</u>	10	6 60.00%		4 40.00%	\$ 388.80	\$ 38.88	\$ 692.10	\$ 69.21	\$ 303.30	\$ 30.33	43.82%	6
<u>APRIL</u>	11	6 54.55%		5 45.45%	\$ 260.41	\$ 23.67	\$ 437.49	\$ 39.77	\$ 177.08	\$ 16.10	40.48%	6
<u>MARCH</u>	13	8 61.54%		5 38.46%	\$ 454.73	\$ 34.98	\$ 621.46	\$ 47.80	\$ 166.73	\$ 12.83	26.83%	7
<u>FEBRUARY</u>	7	4 57.14%		3 42.86%	\$ 269.48	\$ 38.50	\$ 540.19	\$ 77.17	\$ 270.71	\$ 38.67	50.11%	4
<u>JANUARY</u>	12	8 66.67%		4 33.33%	\$ 249.29	\$ 20.77	\$ 410.01	\$ 34.17	\$ 160.72	\$ 13.39	39.20%	6
2013												
<u>DECEMBER</u>	13	10 76.92%		3 23.08%	\$ 285.55	\$ 21.97	\$ 640.79	\$ 49.29	\$ 355.24	\$ 27.33	55.44%	5
<u>NOVEMBER</u>	9	5 55.56%		4 44.44%	\$ 254.72	\$ 28.30	\$ 579.18	\$ 64.35	\$ 324.46	\$ 36.05	56.02%	3
<u>OCTOBER</u>	11	6 54.55%		5 45.45%	\$ 294.94	\$ 26.81	\$ 444.01	\$ 40.36	\$ 149.07	\$ 13.55	33.57%	7
<u>SEPTEMBER</u>	8	5 62.50%		3 37.50%	\$ 259.86	\$ 32.48	\$ 424.60	\$ 53.08	\$ 164.74	\$ 20.59	38.80%	4
<u>AUGUST</u>	12	7 58.33%		5 41.67%	\$ 355.30	\$ 29.61	\$ 780.04	\$ 65.00	\$ 424.74	\$ 35.40	54.45%	6
<u>JULY</u>	11	8 72.73%		3 27.27%	\$ 240.23	\$ 21.84	\$ 407.28	\$ 37.03	\$ 167.05	\$ 15.19	41.02%	6
<u>JUNE</u>	7	1 14.29%		6 85.71%	\$ 44.33	\$ 6.33	\$ 89.23	\$ 12.75	\$ 44.90	\$ 6.41	50.32%	3
<u>MAY</u>	14	10 71.43%		4 28.57%	\$ 453.90	\$ 32.42	\$ 796.58	\$ 56.90	\$ 342.68	\$ 24.48	43.02%	6
<u>APRIL</u>	14	5 35.71%		9 64.29%	\$ 229.20	\$ 16.37	\$ 316.32	\$ 22.59	\$ 87.12	\$ 6.22	27.54%	6
<u>MARCH</u>	5	2 40.00%		3 60.00%	\$ 51.84	\$ 10.37	\$ 89.03	\$ 17.81	\$ 37.19	\$ 7.44	41.77%	3
<u>FEBRUARY</u>	5	3 60.00%		2 40.00%	\$ 58.31	\$ 11.66	\$ 100.07	\$ 20.01	\$ 41.76	\$ 8.35	41.73%	4
<u>JANUARY</u>	7	4 57.14%		3 42.86%	\$ 147.57	\$ 21.08	\$ 273.13	\$ 39.02	\$ 125.56	\$ 17.94	45.97%	3
2012												
<u>DECEMBER</u>	5	2 40.00%		3 60.00%	\$ 63.00	\$ 12.60	\$ 131.13	\$ 26.23	\$ 68.13	\$ 13.63	51.96%	3
<u>NOVEMBER</u>	5	3 60.00%		2 40.00%	\$ 105.77	\$ 21.15	\$ 233.12	\$ 46.62	\$ 127.35	\$ 25.47	54.63%	4
<u>OCTOBER</u>	11	7 63.64%		4 36.36%	\$ 245.45	\$ 22.31	\$ 434.45	\$ 39.50	\$ 189.00	\$ 17.18	43.50%	6
<u>SEPTEMBER</u>	12	6 50.00%		6 50.00%	\$ 172.31	\$ 14.36	\$ 260.06	\$ 21.67	\$ 87.75	\$ 7.31	33.74%	6
<u>AUGUST</u>	11	6 54.55%		5 45.45%	\$ 196.81	\$ 17.89	\$ 334.76	\$ 30.43	\$ 137.95	\$ 12.54	41.21%	5
<u>JULY</u>	21	8 38.10%		13 61.90%	\$ 432.01	\$ 20.57	\$ 602.24	\$ 28.68	\$ 170.23	\$ 8.11	28.27%	5
<u>JUNE</u>	18	7 38.89%		11 61.11%	\$ 274.32	\$ 15.24	\$ 526.71	\$ 29.26	\$ 252.39	\$ 14.02	47.92%	8

MAY	16	6	37.50%	10	62.50%	\$ 203.93	\$ 12.75	\$ 278.78	\$ 17.42	\$ 74.85	\$ 4.68	26.85%	6
APRIL	15	6	40.00%	9	60.00%	\$ 196.88	\$ 13.13	\$ 297.28	\$ 19.82	\$ 100.40	\$ 6.69	33.77%	5
MARCH	17	11	64.71%	6	35.29%	\$ 324.49	\$ 19.09	\$ 681.36	\$ 40.08	\$ 356.87	\$ 20.99	52.38%	8
FEBRUARY	17	10	58.82%	7	41.18%	\$ 653.21	\$ 38.42	\$ 1,271.77	\$ 74.81	\$ 618.56	\$ 36.39	48.64%	5
JANUARY	15	7	46.67%	8	53.33%	\$ 296.17	\$ 19.74	\$ 388.23	\$ 25.88	\$ 92.06	\$ 6.14	23.71%	5
2011													
DECEMBER	24	15	62.50%	9	37.50%	\$ 444.97	\$ 18.54	\$ 677.97	\$ 28.25	\$ 233.00	\$ 9.71	34.37%	7
NOVEMBER	26	15	57.69%	11	42.31%	\$ 650.19	\$ 25.01	\$ 1,059.27	\$ 40.74	\$ 409.08	\$ 15.73	38.62%	7
OCTOBER	22	10	45.45%	12	54.55%	\$ 360.54	\$ 16.39	\$ 548.26	\$ 24.92	\$ 187.72	\$ 8.53	34.24%	6
SEPTEMBER	14	10	71.43%	4	28.57%	\$ 533.07	\$ 38.08	\$ 833.62	\$ 59.54	\$ 300.55	\$ 21.47	36.05%	8
AUGUST	10	7	70.00%	3	30.00%	\$ 179.61	\$ 17.96	\$ 328.27	\$ 32.83	\$ 148.66	\$ 14.87	45.29%	5
JULY	12	9	75.00%	3	25.00%	\$ 357.78	\$ 29.82	\$ 588.34	\$ 49.03	\$ 230.56	\$ 19.21	39.19%	7
JUNE	16	7	43.75%	9	56.25%	\$ 444.85	\$ 27.80	\$ 598.37	\$ 37.40	\$ 153.52	\$ 9.60	25.66%	9
MAY	23	13	56.52%	10	43.48%	\$ 302.25	\$ 13.14	\$ 546.03	\$ 23.74	\$ 243.78	\$ 10.60	44.65%	10
APRIL	34	20	58.82%	14	41.18%	\$	\$ 39.75	\$ 1,653.09	\$ 48.62	\$ 301.55	\$ 8.87	18.24%	7
MARCH	24	16	66.67%	8	33.33%	\$ 863.78	\$ 35.99	\$ 1,269.41	\$ 52.89	\$ 405.63	\$ 16.90	31.95%	9
FEBRUARY	15	11	73.33%	4	26.67%	\$ 468.52	\$ 31.23	\$ 653.27	\$ 43.55	\$ 184.75	\$ 12.32	28.28%	8
JANUARY	23	18	78.26%	5	21.74%	\$ 971.94	\$ 42.26	\$ 1,440.98	\$ 62.65	\$ 469.04	\$ 20.39	32.55%	11
2010													
DECEMBER	25	16	64.00%	9	36.00%	\$ 918.07	\$ 36.72	\$ 1,252.64	\$ 50.11	\$ 334.57	\$ 13.38	26.71%	12
NOVEMBER	25	19	76.00%	6	24.00%	\$	\$ 49.68	\$ 1,707.72	\$ 68.31	\$ 465.83	\$ 18.63	27.28%	14
OCTOBER	23	17	73.91%	6	26.09%	\$	\$ 43.72	\$ 1,272.23	\$ 55.31	\$ 266.73	\$ 11.60	20.97%	11
SEPTEMBER	36	19	52.78%	17	47.22%	\$	\$ 28.47	\$ 1,346.45	\$ 37.40	\$ 321.60	\$ 8.93	23.89%	14
AUGUST	32	22	68.75%	10	31.25%	\$	\$ 34.81	\$ 1,462.53	\$ 45.70	\$ 348.56	\$ 10.89	23.83%	12
JULY	31	20	64.52%	11	35.48%	\$	\$ 35.30	\$ 1,481.76	\$ 47.80	\$ 387.31	\$ 12.49	26.14%	15
JUNE	32	22	68.75%	10	31.25%	\$	\$ 27.67	\$ 1,257.48	\$ 39.30	\$ 372.03	\$ 11.63	29.59%	15
MAY	25	18	72.00%	7	28.00%	\$	\$ 41.74	\$ 1,442.16	\$ 57.69	\$ 398.76	\$ 15.95	27.65%	14
APRIL	29	17	58.62%	12	41.38%	\$	\$ 23.99	\$ 983.67	\$ 33.92	\$ 287.97	\$ 9.93	29.28%	12
MARCH	23	19	82.61%	4	17.39%	\$	\$ 36.18	\$ 1,189.55	\$ 51.72	\$ 357.41	\$ 15.54	30.05%	9
FEBRUARY	15	13	86.67%	2	13.33%	\$	\$ 28.63	\$ 594.23	\$ 39.62	\$ 164.82	\$ 10.99	27.74%	8
JANUARY	23	16	69.57%	7	30.43%	\$	\$ 30.50	\$ 906.21	\$ 39.40	\$ 204.80	\$ 8.90	22.60%	13
2009													
DECEMBER	44	27	61.36%	17	38.64%	\$	\$ 29.46	\$ 1,588.69	\$ 36.11	\$ 292.51	\$ 6.65	18.41%	13
NOVEMBER	34	25	73.53%	9	26.47%	\$	\$ 42.69	\$ 1,789.48	\$ 52.63	\$ 337.97	\$ 9.94	18.89%	13
OCTOBER	41	27	65.85%	14	34.15%	\$	\$ 26.29	\$ 1,329.32	\$ 32.42	\$ 251.44	\$ 6.13	18.91%	14
SEPTEMBER	43	29	67.44%	14	32.56%	\$	\$ 27.94	\$ 1,581.39	\$ 36.78	\$ 380.06	\$ 8.84	24.03%	9
AUGUST	22	10	45.45%	12	54.55%	\$	\$ 50.09	\$ 1,449.33	\$ 65.88	\$ 347.36	\$ 15.79	23.97%	12
JULY	40	25	62.50%	15	37.50%	\$	\$ 30.51	\$ 1,525.98	\$ 38.15	\$ 305.50	\$ 7.64	20.02%	15
JUNE	43	25	58.14%	18	41.86%	\$	\$ 39.24	\$ 2,005.31	\$ 46.64	\$ 318.00	\$ 7.40	15.86%	12
MAY	27	18	66.67%	9	33.33%	\$	\$ 18.70	\$ 676.07	\$ 25.04	\$ 171.07	\$ 6.34	25.30%	12
APRIL	21	12	57.14%	9	42.86%	\$	\$ 38.97	\$ 1,001.85	\$ 47.71	\$ 183.42	\$ 8.73	18.31%	10
MARCH	19	16	84.21%	3	15.79%	\$	\$ 25.78	\$ 677.12	\$ 35.64	\$ 187.24	\$ 9.85	27.65%	10
FEBRUARY	24	20	83.33%	4	16.67%	\$	\$ 46.14	\$ 1,433.51	\$ 59.73	\$ 326.23	\$ 13.59	22.76%	12
JANUARY	25	20	80.00%	5	20.00%	\$	\$ 30.27	\$ 990.03	\$ 39.60	\$ 233.35	\$ 9.33	23.57%	9
2008													
DECEMBER	18	13	72.22%	5	27.78%	\$	\$ 22.57	\$ 565.36	\$ 31.41	\$ 159.07	\$ 8.84	28.14%	8
NOVEMBER	14	11	78.57%	3	21.43%	\$	\$ 20.20	\$ 388.32	\$ 27.74	\$ 105.57	\$ 7.54	27.19%	8
OCTOBER	1		1100.00%	0	0.00%	\$	\$ 37.45	\$ 52.25	\$ 52.25	\$ 14.80	\$ 14.80	28.33%	1

PERQUIMANS COUNTY	PLAN%	PLAN PRICE	PLAN RETAIL PRICE	RETAIL PRICE	% RETAIL PRICE	MEMBER COST	AVERAGE MEMBER COST	RETAIL PRICE	AVERAGE RETAIL PRICE	PRICE SAVINGS	AVERAGE PRICE SAVINGS	% PRICE SAVINGS	TOTAL UTILIZERS
TOTALS:	1,418	885	62.41%	533	37.59%	\$ 41,379.51	\$ 29.18	\$ 59,459.50	\$ 41.93	\$ 18,079.99	\$ 12.75	30.41%	609.00

Column Headers from left to right:

1. Total Rx's: This is the total number of Rx's that were adjudicated or attempted to adjudicate through the use of the card (the explanation of the next couple of headers will help explain the necessity of this column).
2. Plan Priced Rx's: Caremark tracks all attempts to use the cards including when the pharmacy offers a lower price than the card can give. This is usually when the pharmacy sells a drug at cost or below cost to create foot traffic for the pharmacy or under a special purchase arrangement. This is the amount of Rx's that the card gave the best price vs. the pharmacy.
3. % Plan Priced Rx's: What percentage of the total attempted Rx's adjudicated via best price with the card.
4. Retail Priced Rx's: How many prescriptions where the pharmacy had a lower price.
5. % Retail Priced Rx's: Percentage of Rx's where the pharmacy had a lower price.
6. Total Drug Cost: All prescriptions totaled together at their card discount prices.
7. Average Drug Cost: Average Drug Cost per Rx at the card discounted price.
8. Retail Submitted Price: What the price would have been if the prescriptions weren't filled with the card.
9. Average Retail Submitted Price: Average Per Prescription price if the card wasn't presented at a discount.
10. Price Savings: Total dollar savings for all Rx's filled with the card.
11. Average Price Savings: Average price savings per prescription.
12. % Price Savings: Percentage price savings per prescription.
13. Total Utilizers: This is the total amount of people who represent the total amount of prescriptions *i.e.* some people fill multiple prescriptions. This gives you an indication of how many residents you are helping.

As always, if you have questions, don't hesitate to contact me. Thank you for being a member county, borough or parish and participating in this member program.

Andrew Goldschmidt
Director, Membership/Marketing
NACo--National Association of Counties

DEPARTMENT HEAD REPORTS

PLAT REVIEW LOG - PERQUIMANS COUNTY

Page 1 July 2017

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
Mark Pruden Linda + Terry Wyrick	✓	7/3/17	✓	Existing Parcel 1-0029-0064B 47.26 acres on Beech Springs Road + Hunters Fork Rd
Mark Pruden Curtis + Cynthia Stallings	✓	7/5/17	✓	Combination of parcels 5-0032-0111 + 5-0032-0112 + 5-0032-0113 located: 161 Wiggins Road
Josiah Webb III Virgil + Carol Stokely	✓	7/7/17	✓	1.69 ac. from 4-0053-0039 combine with 4-0053-0041 @ 1708 New Hope Road
Josiah Webb Hertford United Methodist	✓	9/14/17	✓	Combinations of parcels 3-0040-0520 H, 207-11 and 211-11 located at 201, 209 + 211 Market Street
McKinley Besteman JH Miller Jr	✓	7/14/17	✓	Existing Parcel Numbered: 4-0055-0014B @ 679 Deep Creek Road 1.542 Acres
Virgil H Copeland Sorrell Land Surveying, Washington NC	252 948-2164 107 Union Alley Washington NC	7/20/17	✓	Existing Parcel 1-0028-0130 @ Harold Copeland Lane 184.49
Stephen Penny & Estals SL Cardwell Surveying	✓	7/20/17	✓	Subdivision 3.20 acre tract of 4-0055-0009E
Mark Pruden Howard Wayne Hurdle	✓	7/21/17	✓	Existing Parcel 5-0033-0082 on Swamp Road (Miriam Hurdle Estate 16-E75)

Blissell PO Box 1068 Kitty Hawk, NC 27949 (252) 261-3266	S. L. Cardwell Surveying 1206 Francis Street Elizabeth City, NC 27909 338-6328	Pat McDowell PO Box 391 Elizabeth City, NC 27909 338-4161	Mark Pruden 146 Oak Grove Road Edenton, NC 27932 482-7804	Saunders Surveying 510 Avena Road Black Mountain, NC 28711 (828) 669-2777
Bowman Consulting Paul J Toft 131 Main Street Gatesville, NC 27938 357-1581	E.T. Hyman Surveying 133 US Hwy 158 West Ste E Camden, NC 27921 335-2913	McKim & Creed 504 E Elizabeth St Ste 1 Elizabeth City, NC 27909 338-2929	Gloria Rogers 215 B Street Camden, NC 27921 338-1415/333-8781	Scott Temple PO Box 422 Elizabeth City, NC 27907 330-4016
Charles E Brown, III 2005 Johnson Road Elizabeth City, NC 27909 335-0928	Eugene Jordan 402 Sign Pine Road Tyner, NC 27980 221-4795	J H Miller Jr. 166 Cottonwood Drive Hertford, NC 27944 339-6932	Robey 160 US Hwy 158 W East Camden, NC 27921 335-1888	Tony Webb PO Box 381 Edenton, NC 27932 482-3066



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

**PERQUIMANS COUNTY
TAX DEPARTMENT**

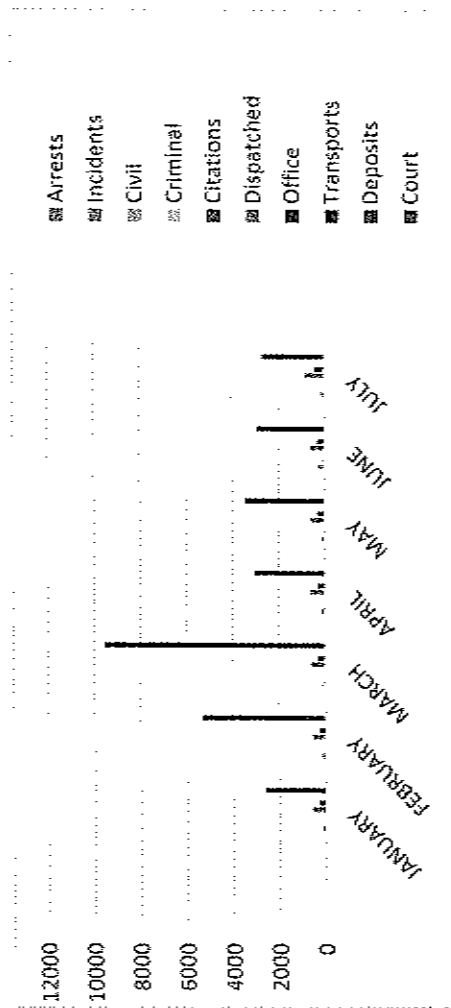
ENFORCED COLLECTIONS- JULY 2017

GARNISHMENTS: \$6924.10

PAYMENT AGREEMENTS: \$21,276.24

DEBT SETOFFS: \$50.00

Perquimans County Sheriff's Office --- July 2017 Activity Report												
	Arrests	Incidents		Criminal Citations		Dispatched		Office		Transports	Deposits	Court
		Papers		Papers		Calls	Out Co.	Calls				
JANUARY	20	21	144	23	4	579	1	290	1	\$2,603.35	8	
FEBRUARY	20	25	145	17	8	558	1	279	1	\$5,309.68	8	
MARCH	28	36	122	19	12	612	3	306	3	\$9,551.75	8	
APRIL	19	17	136	26	12	625	5	313	5	\$3,040.23	10	
MAY	18	13	142	42	7	614	8	307	8	\$3,442.57	9	
JUNE	37	24	264	89	1	615	4	308	4	\$2,900.00	6	
JULY	28	39	142	33	10	818	3	409	3	\$2,686.00	7	



Address	
Office - AMH	
Disposition submitted	
DispositionDate	
InfoNotes	7/5/2017
Received new guidelines for annual report and prepared report for DEQ approval	

Address	
office - AMH	
Disposition Prep in progress	
DispositionDate	
InfoNotes	7/6/2017
Received new guidelines for grant application. Preparing for submission.	

Address	
office - AMH	
Disposition Preparing 22 letters	
DispositionDate	
InfoNotes	7/28/2017
Final report corrected and resubmitted for payment(approved by DEQ) Physical year report submitted, corrected and resubmitted(approved by DEQ)	

SUBJ-ADDRESS 1573 Ocean Highway (17)S

ORDINANCE VIOLATED cars

NOTES
 7/25/17 untagged vehicles gone. Several boats left
 5/22/17 more vehicles gone and some boats
 4/17/17 multiple vehicles gone. Yard still looks cluttered
 Over 30 / still overloaded / may need legal action
 2/1/17- letter sent
 update pics 1/23/17 boat in rear seems to be parts for boat on trailer.
 Vehicles are coming and going, lic. & unlic. And trailer frame gone or
 out of sight
 pics lic & unlic veh. 12/30/16

DISPOSITION document improvement - watching

DISPOSITION DATE 7/28/2017

SUBJ-ADDRESS 238 Hunt Club Trail

ORDINANCE VIOLATED cars

NOTES
 7/25/17 yard is organized and clean
 5/22/17 cleaned up
 Reference cea 2015-12-1, refresh file and send letters

DISPOSITION observation

DISPOSITION DATE 7/25/2017

SUBJ-ADDRESS Lot 38A / Bethel Fishing Center

ORDINANCE VIOLATED permits

NOTES
 camper moved to Oliver St. lot with for sale sign. 7/25/17
 5/18/17 Ms. Chappell called and said tennant moving in with generator
 and water hose, and she intends to terminate the contract with
 camper owner
 camper moved to new location - need to check power and sewer source
 Contact from Ms. Chappell - said will take care of problem
 Camper appears to have sewage trench to ditch. Being set up for
 occupancy. Possible electric & plumbing & health permits needed.
 Zoning ?????

DISPOSITION watching

DISPOSITION DATE 7/25/2017

SUBJ-ADDRESS 332 Muddy Creek Rd.
 ORDINANCE VIOLATED
 NOTES Interested party called and requested guidance. 7/20/17
 Ordinance copies swent at request of owner 7/20/17
 1st letter 1st class and RRR letter duplicate sent 6/6/17 - new pics show
 increase in violations
 up date pics and file
 nuisance vehicles and new shed - no permits
 DISPOSITION ordinance copies sent
 DISPOSITION DATE 7/20/2017

SUBJ-ADDRESS 754 Woodville Rd.
 ORDINANCE VIOLATED
 NOTES 7/25/17 pics - no debris visable, check again in winter when vegetation
 is down.
 5/24/17 clean up is under way - pic in file
 verify cleanup or not - send letter
 3/20/17 both found burned - need debris removal
 S/w (2) delap Need to sort & update
 DISPOSITION watch- update- letter as necessary
 DISPOSITION DATE 7/25/2017

SUBJ-ADDRESS 1347 Center Hill Hwy
 ORDINANCE VIOLATED
 NOTES delapidated house- empty
 DISPOSITION researching
 DISPOSITION DATE 7/25/2017

SUBJ-ADDRESS 235 Pirate Cove Way & lot
 ORDINANCE VIOLATED
 NOTES received return receipt for letter, signed by owner 7/27/17
 7/19/2017 - some vehicles moving but overall appearance seems
 same - camper still there with cord across road - no reply to letters.
 RRR letter sent July 14, 2017
 1st class letter sent June 14, 2017
 HI resident owns lots in Hiliday Is. That are being used illegally
 DISPOSITION RRR letter sent & receipt back
 DISPOSITION DATE 7/27/2017

SUBJ-ADDRESS ?? Next door
ORDINANCE VIOLATED
NOTES NO violations found
DISPOSITION filed closed - non-ordinance
DISPOSITION DATE 7/19/2017

SUBJ-ADDRESS 533 Poplar Neck Rd.
ORDINANCE VIOLATED
NOTES Ernie & Sam visited the site and observed 1 S/w with power @ 523 Poplar Neck Rd. and 1 partialy deconstructed s/w @ 533, with a Griggs built shed with ac in window.
DISPOSITION investigate
DISPOSITION DATE 7/25/2017

SUBJ-ADDRESS 1573 Ocean Highway (17)S
 ORDINANCE VIOLATED cars
 NOTES 7/25/17 untagged vehicles gone. Several boats left
 5/22/17 more vehicles gone and some boats
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DISPOSITION DATE 7/25/2017

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NOTES delapidated house- empty
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DISPOSITION DATE 7/25/2017

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ORDINANCE VIOLATED
NOTES Ernie & Sam visited the site and observed 1 S/w with power @ 523 Poplar Neck Rd. and 1 partialy deconstructed s/w @ 533, with a Griggs built shed with ac in window.
DISPOSITION investigate
DISPOSITION DATE 7/25/2017

SUBJ-ADDRESS 762 Woodville Rd.

ORDINANCE VIOLATED #53 cars /

NOTES
 7/25/17 pics show visual buffer concealing part of yard. Some vehicles gone. Still too many on site
 6/28/17 update with pics sent Registered Return Receipt- returned unclaimed
 5/22/17 call from owner in new york- effecting change - please update call from owner in new york- wants to evict and clean up 5/1/17
 chronic and final rrr letter sent to owner and cc to occupant 4/17/17 planning to enforce asap
 will retag all unlicensed vehicles to assure ordinance requirements
 reccomend legal action if necessary to maintain compliance
 1/26/17 awaiting weather
 12/30/16 awaiting funds and approval to proceed
 will try to reason with owner's sister
 van moved back but still there
 white van removed in last 30 days - keep watch
 tennant has been advised by letters and personal visits, and says he will continue clean up until finished.

DISPOSITION clean up waiting favorable weather and funds at same time

DISPOSITION DATE 7/25/2017

SUBJ-ADDRESS 749 Chapanoke Rd.

ORDINANCE VIOLATED junk yard / solid waste

NOTES
 I called Mr. Bundy and arranged to meet him on his property details for the record and will investigate court action to end problem
 inal look & prepare for conclusion or court
 10/19/16 Ms. Schalek complained again and accused Bundy of ord-#52 & #53 violations
 Ms. Schalek email received with extensive rhetoric / will check for any factual violations
 Schalck complaint is beyond visual accuity 8/15/16
 Ms. Schalck called again to express her dissatisfaction 6-9-16 / 6-15-16
 visual noted- non offensive from rd. / recheck ords r/e "out of sight"

DISPOSITION gathering sat photo sequence and all other data

DISPOSITION DATE 7/25/2017

SUBJ-ADDRESS 1034 Snug Harbor Rd.

ORDINANCE VIOLATED

NOTES
 7/25/17 weeds cut, some debris removed, yard somewhat organized - owner in hospice.
 6/29/17 visited Mr. Register - grand daughter coming on weekend to cut grass / Snug Harbor POA member plans to help
 I talked to Mr. Register in person, said he is trying to get relatives from Virginia to come help clean a little at a time
 4/18/17 file updated with pics that show significant improvements in past year. I talked to Mr. Register who understands that a letter is coming with a list of items that are solid waste. He has difficulties but is willing.
 improving slowly, letter sent anyway.
 Awaiting approval from Virgil and Frank before sending letter
 4/7/17 Annis Murphy registered another compliant without consideration for health conditions or accomplished improvements, asserting that Thomas Register has not cleaned his property to her satisfaction. File update & letter followed
 medical difficulties - slow progress
 backhoe removed 7/16/16
 several vehicles removed and garbage(7/13/16
 6/14/16 improvements underway
 5/19/16 Spoke to Mr. Register, he is preparing to move vehicles
 5/17/16 Met with Mr. Register who indicated his willingness to cooperate, but has limited resources.
 4/12/16 pending logistics / personal contact done
 5/17/16 Virgil & Ernie met with Mr. Register and reminded him of impending actions.
 5/13/16 Virgil & Ernie met with Mr. Register, who agreed to improve conditions

DISPOSITION Positive contact, watching

DISPOSITION DATE 7/25/2017

SUBJ-ADDRESS 238 Hunt Club Tr.

ORDINANCE VIOLATED 50-52-53

NOTES
 weeds cut, grass groomed, cars covered and some removed
 forward reference to 2017-1-2
 update pics and new letters - match with archive
 renewed complaint from homeowners ass. 12/19/16
 5/9/16 - some gone-some covered- some lic. / return to doc with pics
 12/15 - 7 vehicles parked near road in cul-desac see pics

DISPOSITION updated - much improved

DISPOSITION DATE 7/25/2017

SUBJ-ADDRESS various lots / Bethel Fishing Center
ORDINANCE VIOLATED
NOTES continue updates - develop action plans
4/20/17 update pics - seems to be expanding
watching - materials still moving
pay attention to vehicles
improvements being made
5/11 2 letters sent to Sampson and Mann as listed on tax
5-10-16 pics - send 1st letter
DISPOSITION 7/25/17 check for legal recycle storage and send violation letter with
list of solid waste definitions
DISPOSITION DATE 7/25/2017

SUBJ-ADDRESS 1136 Belvidere Rd.
ORDINANCE VIOLATED
NOTES 7/25/17 observed roof caving in - question tax r/e reval
investigate further-pay attention to roof condition
update pics
dilapidated / tax val = 25000 investigate further
DISPOSITION investigate for condemn
DISPOSITION DATE 7/25/2017

SUBJ-ADDRESS 142 Pirate Cove Way
ORDINANCE VIOLATED ??
NOTES zoning inquiry
have not found storage container violation - may refer to zoning
4/20/17 Mr. Ries Re- complained about storage container has not
moved in 5 mo.
some improvement - letter sent
12/5/16 pic for file send letter
Virgil & Ernie found as stated, but appears to be a moving situation.
Gather details.
DISPOSITION check for actual violations , DOT and solid waste
DISPOSITION DATE 7/25/2017

SUBJ-ADDRESS 117 Sueola Beach Rd.

ORDINANCE VIOLATED

NOTES FD burned 3/20/17
condemn ??? Check for man. Home
deteriorated with roof cave in.

DISPOSITION persuing clean up

DISPOSITION DATE 7/25/2017

SUBJ-ADDRESS 180 Hunters Fork Rd.

ORDINANCE VIOLATED

NOTES storage seems complete 7/25/17
pics 1/25/17 - watching
return and photo for record - check for violations and condemn
EMC call / service danger / power removed

DISPOSITION file update pics

DISPOSITION DATE 7/25/2017

SUBJ-ADDRESS 174 Sunset Circle

ORDINANCE VIOLATED vehicles

NOTES complaint reaffirmed by Cudworth 07/17/17
return for pics & investigate
alleges 2 veh untagged
pics next trip

DISPOSITION updated 7/19/17

DISPOSITION DATE 7/21/2017

Board of Commissioners
Finance Officer:

PERQUIMANS COUNTY
OFFICIAL REPORT

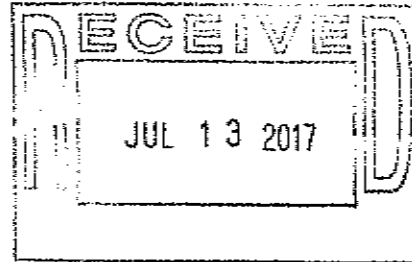
August 1, 2017
July 27, 2016

I wish to report that during the month of July 2017, I received the following funds which were duly deposited in the County's depository on the dates and in the amounts as shown:

DATE	BUILDING PERMITS #	ELECTRICAL PERMITS #	PLUMBING PERMITS #	INSULATION PERMITS #	MECHANICAL PERMITS #	MOBILE HOME #	STATE TAX	MISC	TOTAL DEPOSITED
7/1/2017									\$0
7/2/2017									\$0
7/3/2017	\$185	\$30	1		\$110	2			\$325
7/4/2017									\$0
7/5/2017		\$250	3						\$250
7/6/2017		\$300	3						\$300
7/7/2017									\$0
7/8/2017									\$0
7/9/2017									\$0
7/10/2017									\$0
7/11/2017									\$0
7/12/2017									\$0
7/13/2017	\$131	\$150	3	\$50	\$220	4			\$551
7/14/2017									\$0
7/15/2017									\$0
7/16/2017									\$0
7/17/2017			\$50	1	\$265	3			\$315
7/18/2017	\$61	\$30	1	\$50	1				\$176
7/19/2017		\$359	2		\$385	6			\$744
7/20/2017									\$0
7/21/2017									\$0
7/22/2017									\$0
7/23/2017									\$0
7/24/2017									\$0
7/25/2017	\$876	\$30	1	\$50	\$220	2	\$10		\$1,336
7/26/2017	\$122	\$120	3		\$30	1			\$272
7/27/2017	\$200	\$227	1	\$50					\$477
7/28/2017	\$1,436	\$190	3	\$50			\$10		\$1,686
7/29/2017									\$0
7/30/2017									\$0
7/31/2017									\$0
TOTAL	\$3,011	\$1,686	21	\$250	\$1,230	18	\$20	\$0	\$6,432

Signed:  Building Inspector

COMMITTEE REPORTS



CAMDEN

July 10, 2017

CHOWAN

CURRITUCK

Mary Hunnicutt
PO Box 45
Hertford, NC 27944

DARE

GATES

Dear Mary,

HYDE

PASQUOTANK

Enclosed you will find the Community Advisory Committee Quarterly/Annual Visitation Reports for the long-term care facilities in Perquimans County for the 3rd Quarter (April-June) of our Fiscal Year.

PERQUIMANS

TYRRELL

If you have any questions or concerns please feel free to contact me at 426-5753 ext. 225.

WASHINGTON

COLUMBIA

Sincerely,

CRESWELL

DUCK

EDENTON

Brandi Jordan, MSW
Regional Ombudsman

ELIZABETH CITY

GATESVILLE

HERTFORD

KILL DEVIL HILLS

KITTY HAWK

MANTEO

NAGS HEAD

PLYMOUTH

ROPER

SOUTHERN SHORES

WINFALL

Community Advisory Committee 1 - Page 2
Quarterly/Annual Visitation Report

County <i>Piquemans</i>	Facility Type - <input type="checkbox"/> Family Care Home <input checked="" type="checkbox"/> Adult Care Home <input type="checkbox"/> Nursing Home <input type="checkbox"/> Combination Home	Facility Name <i>Herford Manor</i>
Visit Date <i>6/19/17</i>	Time Spent in Facility hr <i>20</i> min	Arrival Time <i>10:00</i> am <input type="checkbox"/> pm
Name of Person Exit Interview was held with <i>Rebecca Moore</i>		Interview was held <input type="checkbox"/> in-Person <input type="checkbox"/> Phone (Name & Title)
<input checked="" type="checkbox"/> Admn. <input type="checkbox"/> SIC (Supervisor in Charge) <input type="checkbox"/> Other Staff Rep		Report Completed by: <i>Erin Moxfield</i>
Committee Members Present: <i>Erin Moxfield, Erin Mansfield, Marybeth Smith, Bert Hodson, Delores Moore</i>		
Number of Residents who received personal visits from committee members: <i>4</i>		
Resident Rights Information is clearly visible. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Ombudsman contact information is correct and clearly posted. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The most recent survey was readily accessible. <input type="checkbox"/> Yes <input type="checkbox"/> No (Required for Nursing Homes Only)		Staffing information is posted. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Resident Profile		Comments & Other Observations
1. Do the residents appear neat, clean and odor free? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 2. Did residents say they receive assistance with personal care activities, Ex. brushing their teeth, combing their hair, inserting dentures or cleaning their eyeglasses? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>See Note</i> 3. Did you see or hear residents being encouraged to participate in their care by staff members? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 4. Were residents interacting w/ staff, other residents & visitors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 5. Did staff respond to or interact with residents who had difficulty communicating or making their needs known verbally? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 6. Did you observe restraints in use? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 7. If so, did you ask staff about the facility's restraint policies? <input type="checkbox"/> Yes <input type="checkbox"/> No		<i>All residents able to take care of their personal needs</i>
Resident Living Accommodations		
8. Did residents describe their living environment as homelike? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 9. Did you notice unpleasant odors in commonly used areas? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 10. Did you see items that could cause harm or be hazardous? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 11. Did residents feel their living areas were too noisy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 12. Does the facility accommodate smokers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 12a. Where? <input checked="" type="checkbox"/> Outside only <input type="checkbox"/> Inside only <input type="checkbox"/> Both inside & Outside. 13. Were residents able to reach their call bells with ease? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 14. Did staff answer call bells in a timely & courteous manner? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 14a. if no, did you share this with the administrative staff? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Resident Services		Comments & Other Observations
15. Were residents asked their preferences or opinions about the activities planned for them at the facility? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 16. Do residents have the opportunity to purchase personal items of their choice using their monthly needs funds? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 16a. Can residents access their monthly needs funds at their convenience? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 17. Are residents asked their preferences about meal & snack choices? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 17a. Are they given a choice about where they prefer to dine? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 18. Do residents have privacy in making and receiving phone calls? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 19. Is there evidence of community involvement from other civic, volunteer or religious groups? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 20. Does the facility have a Resident's Council? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Family Council? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Areas of Concern		Exit Summary
Are there resident issues or topics that need follow-up or review at a later time or during the next visit?		Discuss items from "Areas of Concern" Section as well as any changes observed during the visit. <i>Found facility to be in excellent shape. Very clean except one room which was being repaired & updated.</i>

This Document is a PUBLIC RECORD. Do not identify any Resident(s) by name or inference on this form.
 Top Copy is for the Regional Ombudsman's Record. Bottom Copy is for the CAC's Records.

Perquimans Arts League

www.perquimansarts.org

July 2017

A Note from the Outgoing President....

It has been quite an exciting year at PAL, with lots of community activities, classes and, most of all, growth! Did you know PAL has 40 new members in the past year? Many former members are returning after a number of years, too, and we're so happy to have them back. PAL has also sought annual business sponsors for the first time, and so far has received donations of \$2,150.

There has been a big focus on education, both in the schools and the community. Since last June, PAL has offered 37 classes, including painting, jewelry, photography and basket making. These classes have generated income of over \$1,300 for PAL that were used to start an Education Fund (25%) and Building Fund (75%). It was also a year for building a partnership with the schools. Artist residencies by Lamar Whidbee and Linda Dallas and music clinics by 3 master musicians were held at the high school and middle school, and a group of art students from PCHS visited the gallery for an art appreciation workshop. In addition, several afterschool art workshops were conducted. In February, PAL held the "Adopt an Art Room" drive to collect much-needed art supplies for the middle school and high school, and thanks to your generosity, over \$600 in supplies was donated!

It has been my pleasure to serve as PAL's president for the past 3 years, and I look forward to working with Barbara and all of our wonderful volunteers in the future. YOU make it happen for PAL!

Artfully yours,
Sheryl Corr

Gallery Exhibits 2017

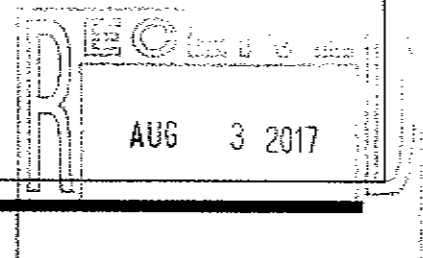
Jul 1 – Jul 28 Featured Artist	Wading into Water PAL Watercolor Club
Aug 1 – Aug 26 Featured Artist	Things Remembered Richard St. Peter
	Reception Sunday, August 13 12 – 3 p.m.
Sept 1 – Sept 27 Featured Artist	Play Barbara Redenz
Oct 6 – Oct 26 Featured Artist	Season of Color Ed Sanford
	Reception TBA
Nov 6 – Dec 30 Dec 2nd	Christmas Shoppe Reception 11am – 3 pm

Please visit www.perquimansarts.org for drop-off & pick-up dates for exhibits, a description of the shows and for reception dates and times.

Please support our artists by attending their exhibits and receptions!

INSIDE THIS ISSUE

- 1 Letter from Outgoing President
- 1 Exhibit Schedule
- 2 Letter from Incoming President
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- 2 Artist Bio
- 2 Arts on the Perquimans
- 3 PAL Brings Artists to Hertford
- 3 Adopt An Art Room
- 3 Suzanne Towe Haste Winner
- 4 50/50 Raffle
- 4 Social Media Helps PAL
- 4 Membership Dues
- 4 Amazon Smile
- 4 E-Blast
- 4 Board Members
- 4 Hours



A Note from the Incoming President....

Well, here I am again. It feels like the movie "Ground Hog Day". My goal for the coming year is to continue the programs that Sheryl has introduced and to grow PAL even more. All the events that materialized happened with a minimum of members participating. Can you imagine if every member committed to one event, committee or program how much could be accomplished? PAL needs all of its members to insure continued growth within the community and surrounding areas. Some of you might not know PAL has members from Virginia, Maryland, Pennsylvania, and Ohio. Many of the vendors that come to "Arts on the Perquimans" come from long distances, so PAL's reputation has spread far and wide.

We are in the process of defining all committees so that everyone will know what PAL does and what it takes to get it done. All these committees' descriptions will be on the PAL website, so please look at them and see what fits your skill set. Each responsibility can be broken down into smaller tasks that can easily be accomplished in a minimum amount of time. Here are the committees:

- Reception Committee
- Paper Newsletter Committee
- Exhibit Committee
- Display Committee
- Members' Show Committee
- Fund Raising Committee
- Publicity Committee
- Jury Committee

I look forward to working with all of you during the coming year. One of my hopes is that all artists come out and support one another at receptions. A lot of work goes into each reception. It's disheartening when the reception committee and the artist put so much effort into a reception and only a handful of people show up.

"Don't ask what your arts league can do for you; ask what you can do for your arts league."

Respectfully,
Barbara A. Krupp

The Members' Show was exceptional this year, with 30 artists sharing 76 pieces of work. We hope you all had a chance to come into the gallery to see it and vote for your favorite piece of art. The Winner for "Best in Show" was *River Birch* by Elizabeth Corsa. The Peoples' Choice winner was Margi Wynn for *Shabby Chevy*. This year's prize monies were increased to \$150 and \$100, respectively.

Artist Bio



We will be compiling a book of artist biographies to keep in the gallery. Many times when an item is sold, the buyer asks about the artist. To be able to supply a little info about the artist would enhance the item, especially if it is a gift. Velvet Sanford has volunteered to do this for PAL. Please submit your bio to Velvet, at perquimansartsbio@gmail.com.



"Arts on the Perquimans" 7th Annual Arts & Crafts Show

We are gearing up for this year's arts & crafts show on October 7, 2017 at the Perquimans County Recreation Center from 10 AM – 4 PM. We still have a few vendor spots available, and we are always looking for volunteers to help at the event. Call Barbara Krupp at 252-426-1432 or email her at kruppkakes@hotmail.com if you would like to be a vendor or volunteer. If you are a vendor and are participating in other shows prior to October 7th, please help spread the word at those events regarding "Arts on the Perquimans". Postcards are available for you to give out at these earlier events.

PAL Brings Artists to Hertford

In an effort to expand the available art experiences for students and members of the community, PAL engaged various visiting artists and instructors this spring.

MUSIC



On May 2, three master musicians conducted clinics for band and music appreciation students at the middle school and high school. Ronnal Ford, the English horn/oboist for the Fayetteville Symphony, worked with woodwind students. The brass clinician was Dr. Andrew Smith, Director of Athletic Bands and Assistant Professor of Low Brass at Campbell University, and the percussion clinician was Justin Johnson, a performer and composer within the areas of percussion and keyboard.



HERITAGE ARTS

To promote the Heritage Arts in Perquimans, PAL brought a well-known instructor, Joan Bryant, to teach a workshop on the Island Chain Quilt for the Perquimans Quilters on June 9.

VISUAL ARTS

Linda Dallas, assistant professor of Visual Arts at Saint Augustine College in Raleigh and a signature member of the North Carolina Watercolor Society, came to Hertford on May 15 to do two watercolor workshops. In the morning, she taught a class at the PAL Watercolor Club on the use of color, value and intensity to develop the watercolor composition.



In the afternoon, Ms. Dallas worked with art students at Perquimans County High School to examine the techniques and tools required to build successful watercolor paintings.

Adopt an Art Room

In recognition of Youth Art Month, PAL held a Student Art Exhibit of work the local schools. Prior to the show, PAL collected over \$600 worth of art supplies for the art rooms at the middle and high schools, which was presented at the student reception. Thanks to everyone who donated!

Suzanne Towe Haste Merit Award

This year our \$500 Merit Award went to
Sarah Baker



Congratulations, Sarah!

We had the pleasure of hearing Sarah play her trumpet at the membership meeting. Sarah will be a freshman at Milligan College, where she plans to study music education.



50/50 Raffle

Recently you received your 50/50 raffle tickets in the mail. This is one of PAL's biggest fundraisers. Please help PAL continue to grow and expand classes and services to the community by buying and selling the raffle tickets. If you find it impossible, please return them to the gallery to be sold. Each year since the inception of this raffle, the winner's half has been more than \$700.00

Social Media Helps PAL!



Do you use Facebook? Did you know that every LIKE and SHARE helps to spread the word about what's going on at Perquimans Arts League? You can also get current news about events, so please LIKE PAL's page and SHARE whenever you can!



TripAdvisor is another way to let people know about PAL. You can write a review by going to <https://www.tripadvisor.com/Attractions> and typing in Perquimans Arts League. As we attempt to attract more visitors to Hertford and Perquimans County, you can let them know that there are things to see and do!



The Perquimans Arts League is supported, in part, by the North Carolina Arts Council, a division of the Department of Cultural and Natural Resources.

Membership Dues

PAL's membership year runs from July 1 to June 30. We still have a few members who have not paid their dues. Please renew now for the 2017-2018 year.

Student	\$10.00	Patron	\$100.00
Individual	25.00	Benefactor	250.00
Family	55.00	Youth	00
Supporter	75.00	(under 18)	



Want to help raise money for PAL without spending a penny out of your wallet? You can and it's simple! Every time you order from Amazon, place your order through AmazonSmile, <http://smile.amazon.com/ch/56-2117984>, verify that the Perquimans Arts League is your charity of choice and Amazon makes a donation to PAL. How simple is that?

Tired of getting information too late?

E-Blast is the fastest! If you will e-mail your name and email address to Sheryl Corr, she will add you to the list. E-Blasts go out several times each month with all of PAL's current news! Her e-mail address is: sherylcorr@embarqmail.com.

2017-2018 Officers

President	Barbara Krupp
Vice President	Ed Sanford
Secretary	Brenda Atkins
Treasurer	Judith Aguilar

Board Members

Sheryl Corr	Marge Decker
Annemarie Pomp	Kaylynn Watson

Gallery Hours 10 a.m.- 3 p.m.*

109 N. Church St., Hertford, NC
Tel. 252-426-3041
www.perquimansarts.org

*PAL is experimenting with later hours on one or two days a week, staying open until 5PM. Call before visiting to verify hours.