

A G E N D A
All items are for discussion and possible action.
 Perquimans County Board of Commissioners
 Commissioners' Room - Courthouse Annex Building
March 5, 2018
6:50 p.m.

- | | |
|--------------------------|--|
| ACTION
TAKEN
LATER | <ul style="list-style-type: none"> I. Call to Order II. Prayer & Pledge III. Public Hearing <ul style="list-style-type: none"> A. Conditional Use Permit No. CUP-18-01, requested by Chowan Baptist Association..... 6:50 p.m. <ul style="list-style-type: none"> > <i>To receive citizens' comments to consider Conditional Use Permit No. CUP-18-01, requested by Chowan Baptist Association, to expand bunkhouse facilities at 377 Camp Cale Road (Cale Camp and Conference Center). Property is zoned RA, Rural Agriculture District, and known as Tax Parcel No. 4-0063-0003.</i> |
| ACTION
REQUIRED | <ul style="list-style-type: none"> IV. Approval of Agenda V. Consent Agenda
 <i>(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.)</i> <ul style="list-style-type: none"> A. Approval of Minutes: February 5, 2018 Regular Meeting & February 19, 2018 Special Called Meeting/Work Session B. Tax Release Approvals C. Personnel Matters <ul style="list-style-type: none"> 1. Change from Full-Time to Part-Time Fill-In Paramedic 2. Resignation: IMC II 3. Appointment: P/T F/I EMT 4. Appointments: P/T F/I Paramedics (3) 5. Promotion: P/T F/I Paramedic D. Step & Merit Increases <ul style="list-style-type: none"> 1. Telecommunications (4) 2. Social Services 3. Register of Deeds E. Budget Amendments No. 21 F. Board Appointments <ul style="list-style-type: none"> 1. HCCBG Committee 2. Coastal Resources Commission G. Resolution: Declaring Items as Surplus Equipment H. Amendment to Home & Community Care Block Grant (HCCBG) VI. INTRODUCTION OF NEW EMPLOYEES/STAFF <ul style="list-style-type: none"> A. Introduction of New Employees/Staff <ul style="list-style-type: none"> 1. Caitlin Joyner, District Technician for Chowan/Perquimans Soil & Water Conservation 2. Tax Clerk 3. Social Services New Employees (4) |
| NO ACTION
REQUIRED | <ul style="list-style-type: none"> VII. Scheduled Appointments <ul style="list-style-type: none"> A. Jonathan Nixon, Emergency Services Director 7:00 p.m. B. Bill Jennings, Tax Administrator 7:10 p.m. C. Susan Chaney, Social Services 7:15 p.m. VIII. Commissioner's Concerns/Committee Reports <ul style="list-style-type: none"> A. B. C. |

- NO ACTION REQUIRED**

 - IX. Old Business**
 - A. Updates from County Manager
 - B. Animal Control Ordinance
 - C.
- ACTION REQUIRED**

 - X. New Business**
 - A. Planning Items
 - 1. Conditional Use Permit No. 18-01 – requested by Chowan Baptist Association
 - 2. Extension Request – Conditional Use Permit No. 16-06 – Alpha Value Solar, LLC
 - B. Sale of Surplus Equipment
 - C.
 - D.
 - E.
- NO ACTION REQUIRED**

 - XI. Public Comments**

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

 - A.
 - B.
 - C.
- ACTION REQUIRED**

 - XII. Closed Session: Per NCGS #143-318.11(5) & Closed Session Minutes Approval**
 - XIII. Adjournment**

FOR INFORMATION ONLY:

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DEPARTMENT HEAD REPORT:

> Plat Log

COMMITTEE WRITTEN REPORTS:

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NOTES FROM THE COUNTY MANAGER

March 5, 2018

6:50 p.m.

III.A. **Enclosures:** Public Hearing is being held regarding the following matter: 6:50 p.m.

➤ *The Perquimans County Board of County Commissioners will hold a Public Hearing to receive citizens' comments to consider Conditional Use Permit No. CUP-18-01, requested by Chowan Baptist Association, to expand bunkhouse facilities at 377 Camp Cale Road (Cale Camp and Conference Center). Property is zoned RA, Rural Agriculture District, and known as Tax Parcel No. 4-0063-0003.*

V. **Enclosures.** Items included on the Consent Agenda are enclosed. ***If you wish to discuss any of these items, please make that request during the meeting.***

VI. **Enclosure.** The following presentations/introductions will be made:

A. Introduction of Employees:

1. **County Manager Heath:** Mr. Heath will introduce Caitlin Joyner, District Technician for Chowan/Perquimans Soil & Water Conservation who replaced Scott Alons who retired on January 31, 2018.
2. **Bill Jennings:** Mr. Jennings will introduce Wilma Robbins, Tax Clerk, who was appointed effective January 1, 2018.
3. **Susan Chaney:** Ms. Chaney will introduce Syreeta Cullins, IMC I working toward IMC II (appointed 11/1/2017), Natalie Verner, IMC II (appointed 10/1/2017), Alice Copeland, IMC II (appointed 12/1/2017), and Kathleen Brooks, IMC I working toward IMC II (appointed 01/1/2018).

VII.A. Mr. Nixon, Emergency Services Director, will hold the Emergency Management Public Officials Conference. The purpose of this 10-15 minute presentation will be to provide details about our current Emergency Services program and to receive feedback from our elected officials. The leaders of the Towns of Hertford and Winfall have been invited to attend. This event is also an activity for our Emergency Management Performance Grant. As you are aware, these funds are used to support the Emergency Management Program for all of Perquimans County.

VII.B. **Enclosures.** Bill Jennings, Tax Administrator, will present his Monthly update.

VII.C. Susan Chaney, Social Services Director, will present her monthly report.

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

IX.B. **Enclosure.** In November, 2017, Mary Vidaurri presented a request to the Board to amend the current Animal Control Ordinance to include tethering of dogs. The Board has discussed this during several Work Sessions and the attached draft is presented for recommendation from Board. The next step would be to hold a Public Hearing at our April meeting.

XI.A. **Enclosures.** Rhonda Money, GIS/County Planner, will present the following items for Board action:

1. **Conditional Use Permit No. 18-01 – requested by Chowan Baptist Association:** A Public Hearing was held earlier to receive citizens' comments to consider Conditional Use Permit No. CUP-18-01, requested by Chowan Baptist Association, to expand bunkhouse facilities at 377 Camp Cale Road (Cale Camp and Conference Center). Property is zoned RA, Rural Agriculture District, and known as Tax Parcel No. 4-0063-0003.
2. **Extension Request for CUP-16-06 – Alpha Value Solar, LLC:** Mr. Heath McLaughlin is requesting an extension for CUP-16-06 – Alpha Value Solar, LLC to begin construction on August 1, 2018 instead of February 1, 2018. Board action is being requested.

XI.B. The County adopted resolutions to proclaim old phone equipment as surplus items and proceed to sell them on GovDeals. The bid period for our surplus vehicles with GovDeals will close on March 5, 2017 at 12:00 p.m. The following items have been listed with GovDeals:

BUYER	ITEM	VIN No.	DATE SURPLUSED	START BID	SOLD AMOUNT	GOVDEALS FEE	NET RESULTS
	10 Nortel/Norstar Phones						
	7 Nortel/Norstar Phones						
	7 Nortel/Norstar Phones						

Board action is being requested.

XII. Pursuant to NC General Statute 143-318.11(5), the Board will need to go into Closed Session to discuss a matters relating to the acquisition of property and to approve Closed Session Minutes.

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 for February 5, 2018 Regular Meeting & February 19, 2018 Special Called Meeting/ Work Session
- B. **Enclosures:** Tax Releases & Refund – see attached list
- C. **Enclosures:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Janice Brickhouse	P/T F/I Paramedic	Appointment	68/1	\$17.81/hr.	1/12/2018
Carolyn Lewis	IMC II	Resignation			3/07/2018
Patricia Sawyer	P/T F/I EMT	Appointment	63/1	\$13.94/hr.	3/01/2018
Jessica Arthur	P/T F/I Paramedic	Appointment	68/1	\$17.37/hr.	3/01/2018
Tonya Ayers	P/T F/I Paramedic	Appointment	68/1	\$17.37/hr.	3/01/2018
DeeDee Barrea	P/T F/I Paramedic	Appointment	68/1	\$17.37/hr.	3/01/2018
Kevin Ayers	P/T F/I Paramedic	Promotion	68/3	\$18.24/hr.	1/01/2018

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

Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Cartwright, Keely	Certified Telecommunicator	62/3	\$29,137	3/01/2018
Zeb Dancker	Certified Telecommunicator	62/5	\$14.71/hr.	3/01/2018
Hazelene Miller	Certified Telecommunicator Fill-In	62/3	\$14.01/hr.	3/01/2018
Steven Pyle	Certified P/T Telecommunicator	62/5	\$14.71/hr.	3/01/2018
Kristin Gordon	Human Resource Placement Specialist	63/4	\$31,211	3/01/2018
Ehunter Saberon	Deputy Register of Deeds	58/3	\$24,435	3/01/2018

- E. **Enclosure:** Budget Amendment No. 21 is presented for Board action.
- F. **Enclosures:** The following Board appointments is for Board action and for Board information:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Madre, Delphine	Home and Community Care Block Grant Committee	Removal		3/01/2018
Gregory, Beverly	Home and Community Care Block Grant Committee	Appointment	unlimited	3/01/2018
Heath, Frank	Coastal Resources Advisory Council	Appointment	2 yrs.	3/01/2018

- G. **Enclosure:** The Board will need to consider the enclosed Resolution requesting the Board to declare several Two-Way Radios as surplus equipment to be sold on GovDeals.
- H. **Enclosures:** We have received an amendment to the Home & Community Care Block Grant (HCCBG) for FY 2017-18. Board action is being requested to authorize Chairman and county staff to sign documents.



PUBLIC NOTICE

The Perquimans County Board of County Commissioners will hold a quasi-judicial public hearing at their next public meeting on Monday, March 5, 2018 at 6:50 PM in the Commissioners' Meeting Room on the 1st floor of the Perquimans County Courthouse Annex Building located at 110 North Church Street, Hertford, NC, next door to the Historic County Courthouse, to consider Conditional Use Permit No. CUP-18-01, requested by Chowan Baptist Association, to expand bunkhouse facilities at 377 Camp Cale Road (Cale Camp and Conference Center). Property is zoned RA, Rural Agriculture District, and known as Tax Parcel No. 4-0063-0003. Property owners, residents and other interested parties may review this item during normal business hours before the quasi-judicial public hearing at the Perquimans County Planning & Zoning Office, at 104 Dobbs Street, Hertford, NC, or call 252-426-2027 or email rhondamoney@perquimanscountync.gov for more information.

**Perquimans County Planning & Zoning Staff Report
By Rhonda Money, Planner
For BCC Meeting March 5, 2018**

SUBJECT: Conditional Use Permit No. CUP-18-01, requested by Chowan Baptist Association, to expand bunkhouse facilities at 377 Camp Cale Road (Cale Camp and Conference Center). Property is zoned RA, Rural Agriculture District, and known as Tax Parcel No. 4-0063-0003.

Project Description/ Research & Analysis

Proposed Layout:

Goals:

Chowan Baptist Association is seeking approval to construct one 48 bed bunkhouse immediately and a second identical 48 bed bunkhouse in the future, at 377 Camp Cale Road, also known as Cale Camp and Conference Center. This site is an approximately 76 acre waterfront parcel on the Perquimans River. All surrounding properties, as well as the subject property, are zoned RA, Rural Agricultural District. Camp Cale's website Vision Statement reads, "Our vision for 2020 is to increase Cale's capacity and usability by adding facilities such as bunkhouses, updated kitchen and dining facilities, multipurpose building, pool, and athletic complex."

Cabin Design, Capacity & Expansion:

Planning Staff was given a tour by Matt Thomas, Camp Director, on February 9, 2018. Three open air cabins house 20 beds each, for a total of 60. Two closed air cabins house 16 beds each for a total of 32. Both sets of cabins are being considered for storage or relocation and repurposing for primitive camping eventually; they will remain on Cale property. Two proposed bunkhouses will hold 48 beds each for a total of 96. A Conditional Use Permit should prepare for maximum capacity ($60+32+96=188$) due to unknowns and the fact that no immediate demolition is planned. At just under 4,000 ft² each, the new bunkhouses will be wood framed and include a meeting area up front. 24 beds for boys and 24 beds for girls will be in each along with separate bathrooms.

Parking:

Zoning Ordinance Section 1909 list minimum parking requirements of a Camp or Care Center as, 'One (1) parking space for each employee and one parking space for each five (5) beds.' It also list minimum parking requirements of an auditorium as, 'One (1) parking space for each four (4) seats in the largest assembly room.' This works out to 38 spaces needed for 188 potential beds and 125 spaces for a 500 seat auditorium in the Conference Center. Due to the intermittent drop-off-and-leave nature of camp participants, irregularly scheduled meetings or events, and abundant real estate not utilized in the 76 acres, parking should not be a problem. No parking issues have been detected since the Conference Center was built and extra spaces could easily be procured from cleared areas within the woods along the entrance drive to the camp. Currently the site has 123 official parking spaces with wheel stops, counting 5 handicapped spaces.

RV Hookups and Potential Primitive Camping:

Due to discussion concerning open air cabins being repurposed for primitive camping and the fact that 5 Recreational Vehicle (RV) hookups are available on site when Zoning Ordinance Section 907.13 *Campground, Public and Private (including Recreational Vehicle Park)* is not a potential use in an RA zone, excerpts of *Zoning Ordinance 907.13(B)* have been added to proposed CUP-18-01.

Perquimans County Zoning Ordinance defines **campground** as: Land upon which, for compensation, shelters (such as tents, travel trailers, and recreational vehicles) are erected or located for occupation by transients and/or other vacationers. They may include such permanent structures and facilities as are normally associated with the operation of a campground.

Planners Dictionary defines **campsite** as: 1) Any plot of land within a campground intended for exclusive occupancy by a camping unit or units under the control of a camper; also, 2) An area of land which is not associated with a campground, but which is developed for repeated camping by only one group not to exceed 10 individuals, and which involves site improvements that may include, but need not be limited to gravel pads, parking areas, fireplaces, or tent platforms.

Miscellaneous:

Buffers are already heavily wooded. NC Forestry and the Soil and Water Conservation offices had no specific concerns. The Forestry Service relayed that the proposed bunkhouse area is a cleared lot and still has defensible space between it and the woods should a fire happen. Our recently retired Soil and Water Technician said parking lot drainage is excellent at this time; however drainage tile that is 20ish years old might need to be evaluated if problems arise on site in the future.

Water System and Septic System:

Due to the lack of County Water pressure and flow at the site, Camp Cale is proposing water, both domestic and fire suppression, to be by well. 100 gallon per minute is required for fire suppression, so the Camp has chosen to use a storage tank for that water. Proposing an auxiliary water system on the same premises as a County water system motivates the County Water Department to consider what will create the lowest impact on the Camp while still protecting the County. Water Department staff is in discussions with the camp regarding additional backflow prevention devices to be installed at various locations. At the Technical Review Committee (TRC) meeting Fire Chief Robert Eure asked about pump size for fire suppression and reminded the applicant that it is nearly 3 miles to the closest useable water source; plus by being a rural volunteer Fire Department response times may be slower than anticipated. Lack of fire alarms was a concern of several TRC members. Mr. Eure suggested working with Matt Thomas, Camp Director, on holding fire drills with campers. A.R.Chesson representative, Adam Hughes, said they have fire barriers, fire doors, and smoke detectors addressed. Alarms were discussed at TRC regarding water systems. Chief Building Inspector, Virgil Parrish, had not seen information on the fire suppression proposal as of the TRC meeting date, so he could not comment fully. A treatment system will be set up for the well water to be potable. Albemarle Regional Health Services (ARHS) will confirm that the well(s) meets setbacks and conform to

other regulations. Septic systems as laid out on the current site plan are acceptable to ARHS. The septic array is broken into 3 systems so it can be gravity flow and avoid the need for a pump. As a side note, Camp Cale has recently re-worked septic lines for one of the 16 bed closed air cabins.

Regulations and Procedure

Potential Schedule for Public Hearing(s): February 8, 2018 Chowan Baptist Association's Application package was received by the Planning & Zoning Office and was found to be substantially complete as a conceptual plan. Public notices were sent to adjacent property owners and published in the Perquimans Weekly in accordance with Section 2302 of the County's Zoning Ordinance. Pursuant to Section 902, Procedures, the Planning Board did not require additional information or time, so their action at the Special Called Meeting on February 26th allows the case to be scheduled before the Board of County Commissioners (BCC) on March 5th.

Recommendation Procedure: Perquimans County Zoning Ordinance Section 903 provides for the Planning Board to consider the proposed Conditional Use Permit (CUP) at a public meeting and to make a recommendation to the BCC. In considering the request, the Planning Board and BCC shall use as a guide Sections 903(a) thru (d) as summarized in the Table of Findings.

Consideration of CUP Criteria and Proposed Conditions: This request for a CUP requires consideration of the Draft Conditional Use Permit, which includes suggested conditions for the proposed site. The Applicant's Site Plan and Statement are formal parts of the CUP. If approved, Adam Hughes will need to record the executed CUP in a timely fashion in the Register of Deeds office. Later, the recorded CUP will be attached to the Applicant's Zoning Permit and then be used by Planning & Zoning staff to determine zoning compliance. Reference is made to the attached Draft Conditional Use Permit, with suggested conditions for the County Commissioner's consideration. If approved, the Draft CUP will be executed by the Applicant and the BCC Chair and recorded by the Applicant in Perquimans County Register of Deeds along with said Statement and Plans.

Consistency with 2015 Land Use Plan Update: According to the Projected Future Land Use map Exhibit IX-B, page IX-36 of CAMA's 2015 Land Use Plan Update, the subject area is zoned **Public/Semi-Public/Religious/Office & Institutional**. The Land Use Plan Update may be viewed in its entirety on the County website at www.PerquimansCountyNC.gov (click on "Departments" then "Planning and Zoning" then scroll to the bottom of the page and click on "Perquimans County 2015 Joint CAMA Land Use Plan Update-Recertified 4-26-2017").

General Land Use Plan Objectives on page II-17 of the CAMA Land Use Plan are stated as follows: *"The land use plan should help the County: preserve its rural character; protect and preserve the natural environment; provide adequate public facilities and services; achieve support and consensus for County initiatives; promote unity in its residential and commercial communities; and, make infrastructure improvements that compliment but do not duplicate existing systems."*

Recommendations

No public comments were offered at the public meeting of the Special Called Planning Board meeting on February 26, 2018. Planning Board recommended approval of CUP-18-01 and found it to be consistent and in harmony with the existing development pattern around 377 Camp Cale Road. Planning Staff believes the Camp Cale bunkhouse facility expansion as proposed may be developed in compliance with Zoning Ordinance Section 907.12. Staff also believes the Draft Conditional Use Permit as presented contains adequate conditions that require notification of the Perquimans County Water Department Supervisor of any construction involving plumbing on the premises. Planning Staff has included some conditions relating to RV hookups and primitive camping due to the uncertain nature of a Board-Directed entity's predisposition to shuffle plans when executing future development.

Suggested Motions – Recommendations – Actions: The Draft CUP, if adopted by the Board of County Commissioners, must contain conditions included by the BCC's motion, if so moved.

The BCC is requested to consider using one of the following sets of scripts to form the desired motion for approval or denial of each proposed CUP, as follows:

TWO (2) SUGGESTED ACTIONS TO APPROVE:

- 1) **CONSISTENCY STATEMENT:** Motion to find proposed Conditional Use Permit No. CUP-18-01 to be **CONSISTENT** and in **HARMONY** with the existing development pattern around 377 Camp Cale Road, Hertford, NC;

- 2) **MOTION TO APPROVE:** Motion to approve Conditional Use Permit No. CUP-18-01, for the expansion of 2 bunkhouse facilities at 377 Camp Cale Road (Cale Camp and Conference Center) also known as Tax Parcel No. 4-0063-0003, (*conditioned upon: revise, add or delete from list of conditions contained in the DRAFT Conditional Use Permit*), adopting Findings to support the motion (see Table, below).

TWO (2) SUGGESTED ACTIONS TO DENY: Motions to deny Application No. CUP-18-01, and adopting Findings to support the motion would utilize both of the above-noted motions stated in the negative tense.

TABLE OF FINDINGS for CUP No. CUP-18-01: Chowan Baptist Association Bunkhouse Facility Expansion	
Motion to recommend approval finds:	Motion to recommend denial finds:
1) That the CUP will <u>not</u> materially endanger the public health or safety if located according to the plan submitted and approved.	1) That the CUP <u>will</u> materially endanger the public health or safety if located according to the plan submitted and approved.
2) That the use <u>meets</u> the required conditions and specifications.	2) That the use does <u>not</u> meet the required conditions and specifications.
3) That the use will <u>not</u> substantially injure the value of adjoining or abutting property, or that the use is a public necessity.	3) That the use <u>will</u> substantially injure the value of adjoining or abutting property, or that the use is not a public necessity.
4) That the location and character of the use, if developed according to the plan as submitted and approved, <u>will</u> be in harmony with the area in which it is to be located and in general conformity with the Perquimans County Land Use Plan.	4) That the location and character of the use, if developed according to the plan as submitted and approved, will <u>not</u> be in harmony with the area in which it is to be located and will not be in general conformity with the Perquimans County Land Use Plan.

ATTACHMENTS: 1) Applicant's CUP Application and Site Plan;
 2) Draft Conditional Use Permit No. CUP-18-01

Supplemental Information from Perquimans County Zoning Ordinance

Zoning Ordinance 907.12: Camp or Care Center

(A) Zoning Districts are RA and RA-43

(B) Site Considerations: **(1)** *The intensity of the use shall not be detrimental to adjacent properties due to traffic, parking, noise, refuse, light, or other factors.* **(2)** *Additional setbacks and buffering may be required by the Board of County Commissioners in the case of facilities for outdoor functions, such as recreational areas or amphitheaters, in order to protect adjacent properties from noise, light, and glare.*

(C) Screening and Fencing: *Landscaping shall be provided or natural woods left intact in order to blend the facility into the neighborhood, screen its purely functional aspects from the street and neighboring properties, and absorb and/or deflect any excessive noise.*

(D) Lighting: *Outdoor lighting shall be shielded so as to prevent light from directly hitting adjacent property or any public right-of-way.*

(E) Required Plan: *The site plan shall show the location and type of outdoor lighting and the location of all outdoor activity areas, including swimming pools, riding rings, ball fields, tennis courts, amphitheaters, and any other outdoor recreational or assembly areas*



Perquimans County, North Carolina
APPLICATION FOR CONDITIONAL USE PERMIT REQUEST
 Case No. CU# - 18 - 01

This section to be completed by County:

Date received: <u>2-8-2018</u>	Received by: <u>R. Money</u>
Date completed: <u>2-9-2018</u>	Confirmed by: _____
Subject Property Tax Map No(s): <u>4-0063-0003</u>	
Subject Property Zoning District(s): <u>RA</u>	
Will proposed Conditional Use require site improvements? <u>yes</u>	
Will proposed Conditional Use require review by other agencies? _____	

Applicant's Information

Name(s) of Owner(s): Chowan Baptist Association
 Street Address: 377 Camp Cale Road
 City/State/Zip Code: Hertford, NC 27944
 Phone Number(s): 252-264-2513 Fax: _____ E-mail Address: matt@campcale.com
 Applicant (if different from Owner): Adam Hughes
 Street Address: 138 Rich Boulevard
 City/State/Zip Code: Elizabeth City, NC 27909
 Phone Number(s): 252-338-9171 Fax: 252-338-9172 E-mail Address: adam@archesson.com
 Person to receive comments and correspondence: Adam Hughes

Description of Property

Address(es) of Subject Property: 377 Camp Cale Road, Hertford, NC 27944
 Property Appraiser's Parcel Nos.: 4-0063-0003
 Location: This property is located on the south & east side of + the end of Camp Cale Road,
 approximately 3,400+/- feet southeast of White Hat Road.
 Township/Region: New Hope Subdivision: _____ Block - Lot Nos.: _____
 Size of Property: 69.84 ^(76 acre by deed) acres. Lot width: 1,000+/- feet. Lot depth: 3,100+/-.
 Flood Plain: X Community Panel No.: 3720786600

1) I (We), the undersigned, do hereby respectfully make application and request the Planning Board and Board of Commissioners to consider a proposed Conditional Use Permit to make use of the subject property as follows: Expand existing camp with 48 bed bunkhouse. The subject property is zoned RA. The subject property is owned by Chowan Baptist Association as evidenced by deed recorded in Real Estate Book 162, Page 596 OR Will File Number _____ in the Perquimans County Register of Deeds.

Application for Conditional Use Permit Request
Case No. CUP -18 - 01

- 2) The following is from the most recent County Tax Office listing and contains all of the individuals, firms, or corporations owning properties involved in the Conditional Use Permit request as well as the owners of all properties any portion of which is within one-hundred fifty (150) feet of the subject property. This includes any property owner who is adjacent to the subject property (to the side, rear or front) and across the street.

Name	Address
a. <u>Clark & Christine Summers</u>	<u>316 NE Denny Way</u> <u>Issaquah, WA 98029</u>
b. <u>Chowan Baptist Association</u>	<u>108 Berry Street</u> <u>Hertford, NC 27944</u>
c. <u>Donrose Properties, LLC</u>	<u>230 Milltown Road</u> <u>Shiloh, NC 27974</u>
d. <u>Timothy & Markie Gregory</u>	<u>331 Old US 17 Road</u> <u>Hertford, NC 27944</u>
e. <u>Douglas & Devin Nolting</u>	<u>304 Holland Drive</u> <u>Camden, NC 27921</u>
f. <u>Douglas & Devin Nolting</u>	<u>304 Holland Drive</u> <u>Camden, NC 27921</u>
g. <u>Frankie & Miriam Meads</u>	<u>258 Camp Cale Road</u> <u>Hertford, NC 27944</u>
h. <u>Samuel & Suan Gerber</u>	<u>P.O. Box 3213</u> <u>Elizabeth City, NC 27906</u>
i. <u>Eure-Watson Heirs</u> <u>c/o Elizabeth Eure</u>	<u>1644 New Hope Road</u> <u>Hertford, NC 27944</u>
j. <u>Eure-Watson Heirs</u> <u>c/o Elizabeth Eure</u>	<u>1644 New Hope Road</u> <u>Hertford, NC 27944</u>
k. <u>Eure-Watson Heirs</u> <u>c/o Elizabeth Eure</u>	<u>1644 New Hope Road</u> <u>Hertford, NC 27944</u>
l. <u>Chowan Baptist Association</u> <u>(Subject Parcel)</u>	<u>108 Berry Street</u> <u>Hertford, NC 27944</u>

Application for Conditional Use Permit Request
Case No. CUP -18 - 01

Attach the following:

- X Completed Application.
- X Letter addressed to the Perquimans County Board of Commissioners explaining your intentions in detail. The Applicant is advised to address any general and specific conditions and finding required by the Zoning Ordinance, Sections 903(a), (b), (c) and (d), 905, and 907A through X.
- X Proof of Ownership.
- X Owner's Authorization for Agent, if applicable.
- X Legal Description(s) and/or boundary survey(s) to be used as an exhibit to the proposed Conditional Use Permit.
- X Site plan prepared in accordance with Section 509 and Article IX of the Perquimans County Zoning Ordinance.
- X Two self-addressed stamped envelopes and two sets of stamped pre-addressed envelopes of all property owners of subject, adjacent and nearby properties within 150 feet and/or across the street (as per current Tax Office listings), to whom notice of public meeting and hearing must be sent. Said notices will be sent by the Planning & Zoning Office in envelopes provided by Applicant.
- X Filing Fee of \$300 made payable to Perquimans County. *A.R. Chesson*
check # 3130 PM *Receipt # 930627*

_____ Additional information needed by Planner, Technical Review Committee or County Officials:

APPLICATIONS WILL NOT BE SCHEDULED FOR PUBLIC MEETING UNTIL COMPLETE

I (We), the undersigned, do hereby respectfully apply for a Conditional Use Permit on the property described herein. I (We) affirm that this application form and attached materials are true and accurate to the best of my (our) knowledge.

Mark C. [Signature] 07 FEB 2018
 Signature of Owner or Authorized Applicant Date

(This Application must be submitted to the Planning and Zoning Administrator no less than 25 days prior to the Planning Board's meeting and, where deemed necessary, additional time may be required for review by Technical Review Committee member[s]).

Application for Conditional Use Permit Request
Case No. CUP - 18 - 01

Owner's Authorization for Agent

NOTE: IF THE APPLICANT REQUESTING DEVELOPMENT APPROVALS OR PERMITS FOR A PARTICULAR PIECE OF PROPERTY IS NOT THE ACTUAL OWNER OF THE PROPERTY, THE ACTUAL OWNER MUST COMPLETE THIS FORM. IF THE PERSON WHO IS REQUESTING THE APPLICATION IS THE OWNER, PLEASE DISREGARD THIS FORM.

I am (We are) the owner(s) of the property located at 377 Camp Cale Road, Hertford, NC 27944
I (WE) HEREBY AUTHORIZE Adam Hughes TO ACT ON MY/OUR BEHALF to appear with my consent before the Perquimans County Board of Commissioners and Planning Board in order to request approval(s) for development and/or use of those lands described within the attached application, and as described in the attached deed or other such proof of ownership as may be required, or other action pursuant to one or more of the following:

- | | |
|--|--|
| <input type="checkbox"/> Rezoning Request | <input type="checkbox"/> Administrative Appeal |
| <input type="checkbox"/> Conditional Use District Rezoning | <input checked="" type="checkbox"/> Conditional Use Permit |
| <input type="checkbox"/> Zoning Variance | <input type="checkbox"/> Non-Zoning Variance |

I authorize you to advertise and present this matter in my name as the owner of the property. If there are any questions, you may contact me at address 108 Berry Street, Hertford, NC 27944 or by telephone at 252-264-2513.

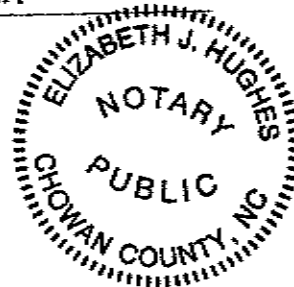
BY: Bob Young
 Signature of Owner
Bob Young
 Print Name
252-482-3059
 Telephone Number

 Signature of Owner

 Print Name

 Telephone Number

Sworn to and subscribed before me, this the 8 day of February, 2018.
Notary Public Elizabeth J. Hughes County of Chowan
State of North Carolina
My commission expires: 5-12-18





**A.R. CHESSON
CONSTRUCTION CO., INC.**

www.archesson.com

Elizabeth City Office:
P.O. Box 2266
138 Rich Blvd.
Elizabeth City, NC 27906 (27909)
252-338-9171 Fax 252-338-9172

February 9, 2018

Perquimans County Board of Commissioners
Commissioner's Room - Courthouse Annex Building
Hertford, NC 27944

Perquimans County Board of Commissioners
Commissioner's Room - Courthouse Annex Building

February 9, 2018

Dear Commissioners,

The purpose of this Conditional Use Permit request is to allow Camp Cale the opportunity to expand their facilities. With this Conditional Use approval, Camp Cale intends to immediately construct a forty-eight (48) bed bunkhouse to serve their existing summer youth camp program. In addition, and as part of this permit, Camp Cale would like to include a second bunkhouse which would be similar in nature and would be constructed in a future phase. Camp Cale has previously acquired a Conditional Use Permit for the purpose of constructing an 18 --room facility on-site. However, this facility was never constructed. This new bunkhouse will consist of a meeting area, sleeping quarters, and restrooms and will continue the architectural character of the existing conference center.

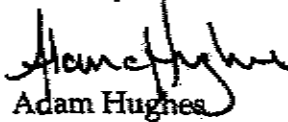
Pursuant to Article IX, Section 903 (a), (b), (c), and (d) of the Perquimans County Zoning Ordinance, this project should not endanger the public health and safety of the Camp's patrons. Both buildings will be located directly across from the existing conference center, as shown on the site plan submitted to the Planning Department, and will include the safety precaution of a fire sprinkler system. This sprinkler system will be self-sustaining and not dependent upon the County's water system. This property is currently zoned RA, which allows camp projects, and this new construction will not differ from the property's existing use. As the property is completely buffered from adjoining properties by woodland, this project should not injure the value of adjoining or abutting property.

Camp Cale intends to construct and install a well system which will provide water for both its domestic needs and fire sprinkler requirements. The additional measure of

backflow prevention will be taken at the locations and by the devices deemed appropriate by the County's water department officials. As such, this project will have no impact on the county's water system.

In closing, we feel that the construction of both new bunkhouses will be in accordance with the Perquimans County Zoning Ordinance and will allow Camp Cale the ability to reach a greater number of the area's youth in a positive way. We ask for your thoughtful consideration of this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Adam Hughes", written over the printed name.

Adam Hughes

Project Manager

A.R. Chesson Construction Company

PERMIT SET
RELEASER
1/18/2018

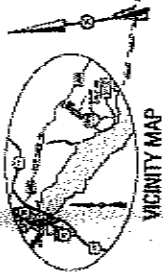
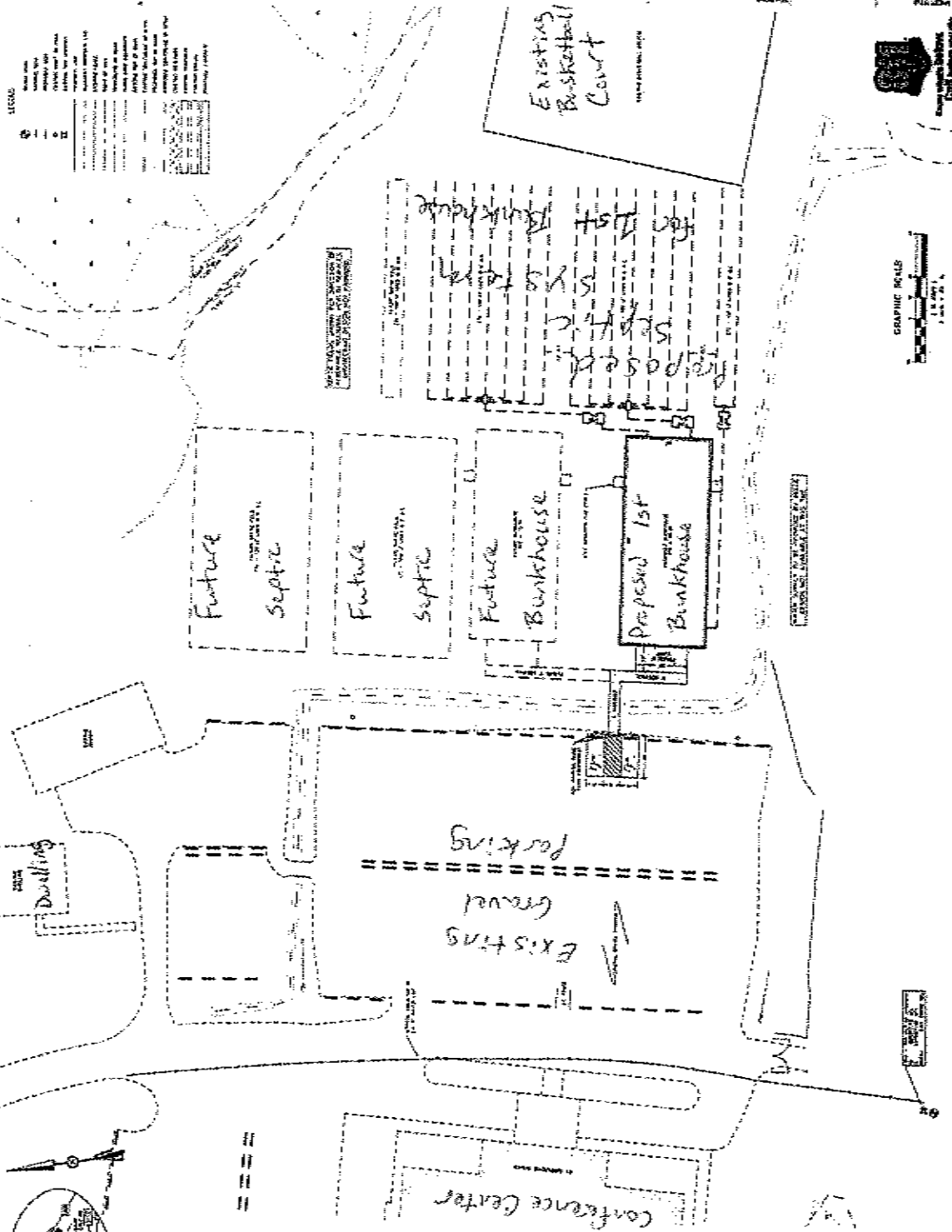


PERMIT SET
RELEASER
1/18/2018

CAMP CALE BUNKHOUSES
377 CAMP CALE ROAD
NEWHOPE TOWNSHIP / PERQUIMANS COUNTY
NORTH CAROLINA

SITE A
UTILITY PLAN
C200
DATE: 1/18/18
SCALE: AS SHOWN

LEGEND
Symbol Description
Dashed line Proposed Building Footprint
Dotted line Proposed Septic System
Solid line Proposed Driveway
Dashed line Proposed Parking Area
Dotted line Existing Gravel Area
Dashed line Existing Dwelling



VICINITY MAP

Scale: 1" = 200'

Legend:
Major Road
Minor Road
Water Body
Project Site

BOOK 162 PAGE 596

NORTH CAROLINA
PERQUIMANS COUNTY

THIS DEED, made this the 17th day of February, 1995, by and between THE CHOWAN BAPTIST ASSOCIATION, (also known as CHOWAN BAPTIST ASSOCIATION), an unincorporated religious association, acting through its Trustees who are JIM M. HARE, ZACK D. ROBERTSON, JR. and CHARLES CALE, Grantor to CHOWAN BAPTIST ASSOCIATION, a North Carolina non-profit Corporation, with an office located at 210 Berry Street, Hertford, NC 27944, Grantee;

WITNESSETH:

That the Grantor in consideration of \$1.00 and other valuable consideration to it paid by the Grantee, the receipt of which is hereby acknowledged, have bargained and sold, and do hereby bargain, sell and convey to the Grantee, its successors and assigns, the following described land in Perquimans County, North Carolina, and being more particularly described as follows:

IN THE TOWN OF HERTFORD, BETHEL TOWNSHIP, PERQUIMANS COUNTY, NORTH CAROLINA:

BEGINNING at an iron pipe on the northwestern edge of the right of way of Berry Street, said iron pipe being southwesterly 470.3 feet as measured along the northwestern edge of the right of way of Berry Street from the southwestern edge of the right of way of State Road 1336, said iron pipe also being at the southernmost corner of the lot previously conveyed to Paul Smith et ux and Barry Jones, thence from said iron pipe South 55° 44' 58" West 100 feet along the northwestern edge of the right of way of Berry Street to a concrete marker, thence North 33° 36' 53" West 241.74 feet to an iron stake, thence North 55° 44' 58" East 100 feet to an iron pipe at the westernmost corner of the lot conveyed to Paul Smith et ux and Barry Jones, thence South 33° 36' 53" East 241.74 feet along the southwestern boundary of the Smith and Jones lot to an iron pipe at the northwestern edge of the right of way of Berry Street, said iron pipe being at the southernmost corner of the Smith and Jones lot, the place of beginning. This lot contains 0.5550 of an acre and is shown on the plat of Eugene M. Jordan, Reg. Surveyor, entitled "Chowan Baptist Association Lot" dated February 1, 1989 which is recorded in Plat Cabinet 2, Slide 16, Map 5 in the Perquimans County Registry and made a part hereof by reference. For further description and chain of title, see the deed recorded in Real Estate Book 129, page 595 in the Perquimans County Registry.

IN NEW HOPE TOWNSHIP, PERQUIMANS COUNTY, NORTH CAROLINA:

Tract 1: Parcel A, containing 26.53 acres as shown on the plat entitled "Plat of the property of James H. and Elaine M. Cale, situated in Perquimans County" and recorded in Deed Book 46, page 378A in the Perquimans County Registry. For further description and chain of title, see the deed recorded in Deed Book 51, page 287 in said Registry.

NO TAX STAMPS

NO TITLE
EXAMINATION

JHN V. MATTHEWS, JR.
ATTORNEY AT LAW
HERTFORD, N. C.

BOOK 162 PAGE 597

Tract 2: Parcel B, containing 49.47 acres as shown on the plat entitled "Plat of the property of James E. and Elaine M. Cale situated in Perquimans County" and recorded Deed Book 46, page 378A in the Perquimans County Registry. For further description and chain of title, see the deeds recorded in Deed Book 46, page 377 and Deed Book 48, page 133 of said Registry. This tract is conveyed subject to the easements of way described in the aforesaid deeds.

To have and to hold the aforesaid lot or parcel of land and all improvements, privileges and appurtenances thereunto belonging to it the said Grantee, its successors and assigns in fee simple.

IN WITNESS WHEREOF, the Trustees on behalf of the Grantor have hereunto set their hands and seals, the day and year first above written.

THE CROWAN BAPTIST ASSOCIATION

By: Jim M. Hare (SEAL)
JIM M. HARE, Trustee

By: Zack D. Robertson, Jr. (SEAL)
ZACK D. ROBERTSON, JR., Trustee

By: Charles Cale (SEAL)
CHARLES CALE, Trustee

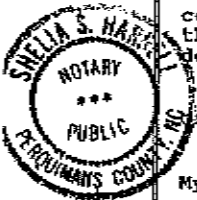
NORTH CAROLINA
PERQUIMANS COUNTY

I, Shelia S. Harrell, a Notary Public, do hereby certify that JIM HARE, Trustee, personally appeared before me this day and acknowledged the due execution of the foregoing deed.

Witness my hand and official stamp or seal, this 8th day of March, 1995.

My commission expires: 1-21-96

Shelia S. Harrell
Notary Public



NORTH CAROLINA
PERQUIMANS COUNTY

I, Shelia S. Harrell, a Notary Public, do hereby certify that ZACK D. ROBERTSON, JR., Trustee, personally appeared before me this day and acknowledged the due execution of the foregoing deed.

Witness my hand and official stamp or seal, this 7th day of March, 1995.

My commission expires: 1-21-96

Shelia S. Harrell
Notary Public



W. V. MATTHEWS, JR.
ATTORNEY AT LAW
HEMPFORD, N. C.

BOOK 162 PAGE 598

NORTH CAROLINA
PERQUIMANS COUNTY



I, Shelia S. Harrell, a Notary Public, do hereby certify that CHARLES CALE, TRUSTEE, personally appeared before me this day and acknowledged the due execution of the foregoing deed.

Witness my hand and official stamp or seal, this 28th day of February, 1995.

My commission expires: 1-21-96

Shelia S. Harrell
Notary Public

NORTH CAROLINA
PERQUIMANS COUNTY

The foregoing certificates of SHELIA S. HARRELL a Notary Public of Perquimans County, N.C. are certified to be correct. This instrument was presented for registration this day and hour and duly recorded in the office of the Register of Deeds of Perquimans County, N.C. in Book 162, Page 596. This 23rd day of March, 1995 at 3:37 o'clock p.m.

DEBORAH S. REED
REGISTER OF DEEDS

BY Jacqueline S. Trinson
Deputy

E.V. MATTHEWS, JR.
ATTORNEY AT LAW
WENTFORD, N. C.

Do NOT record this page

-Beginning of Proposed Conditional Use Permit CUP-18-01
to be recorded by Chowan Baptist Association

Expansion of Bunkhouse Facilities at a Camp or Care Center

At 377 Camp Cale Road, Hertford
(Cale Camp & Conference Center)

Applicant: Chowan Baptist Association

Do NOT record this page

CONDITIONAL USE PERMIT No. CUP-18-01
Page 1 of 5

On the date(s) listed below, the Board of Commissioners for Perquimans County met and held a public hearing to consider the following application:

Applicant/Owner(s): Chowan Baptist Association
Bob Young, Moderator
377 Camp Cale Road
Hertford, NC 27944

Authorized Applicant: Adam Hughes, A.R.Chesson Construction Co., Inc.
P.O. Box 2266, Elizabeth City, NC 27909

Site Location: 377 Camp Cale Road, Hertford NC 27944

Tax Parcel No: 4-0063-0003

Zoning District: RA, Rural Agriculture District

Proposed Use of Property: To allow Camp Cale the opportunity to expand their facilities by constructing two new 48 bed bunkhouses; one in the immediate future and one at a later date.

Meeting & Hearing Dates: Planning Board on 2/26/2018 & Board of Commissioners on 3/5/2018.

Having heard all the evidence and argument presented at the hearing(s), the Board of County Commissioners finds that the application is complete, that the application complies with all of the applicable requirements of the Perquimans County Zoning Ordinance for the development proposed, and that therefore the application to make use of the above-described property for the purpose indicated is hereby approved, subject to all applicable provisions of the Zoning Ordinance pertaining to "Camp or Care Center" (currently Section 907.12 of the Zoning Ordinance) and other conditions, as follows:

CONDITIONAL USE PERMIT No. CUP-18-01**Page 2 of 5**

- A. Applicant, owners, heirs and assigns shall conduct operations in accordance with the plans and application materials submitted to and approved by the Board of Commissioners (BCC), a copy of which is contained in the County Planning & Zoning Office and filed with Register of Deeds office. Any major modification proposed to the approved plans shall require reapplication and approval by the BCC. "Major Modification" is defined as: "Any significant change in land use, and/or change in the project boundary and/or change that results in an increase in the density or intensity of the project, as shown and described in the approved Conditional Use Permit and Site Plans." However, it is understood that the conceptual layout of the bunkhouses, parking areas and septic systems as shown on the proposed site plan may require adjustments in the exact locations within the boundaries of the subject property. All required site improvements must be made and shall comply with minimum setbacks, and all screening, buffering, landscaping and parking requirements must be met prior to the County's issuance of Certificate of Zoning Compliance and Certificate of Occupancy, in accordance with applicable sections of the Zoning Ordinance.
- B. The Conditional Use Permit is approved and recorded with the applicant's statement of the nature of the proposed use and conceptual Site Plan, to become the basis for the Zoning Permit issued by the Planning & Zoning Office. If the Conditional Use Permit is not recorded in the Register of Deeds (ROD) Office by the Applicant within three (3) months from the date of BCC approval, the BCC may revoke the Conditional Use Permit.
- C. Site Considerations: Sections 907.12(B) of the Zoning Ordinance provides for additional setbacks and buffering that may be required by the Board of County Commissioners to protect adjacent properties from noise, light, and glare.
- (1) A buffer shall remain along all side and landward property lines; a twenty (20) foot wide strip of vegetated buffer, either a natural wooded area or planted with evergreen and deciduous trees and shrubs designed to simulate natural growth, meeting the same requirements as to variety, number, and size of plants as given in Article XVIII (Buffers and Screening) of this Ordinance.

Other Site Considerations:

- (2) In primitive camping areas, drinking water and sanitary facilities shall be available within twelve hundred (1,200) feet.
- (3) In areas with developed campsites, each campsite shall have a minimum of parking for two (2) vehicles.
- (4) No permanent camping shall be permitted.
- (5) A fire extinguisher shall be available at each service building.

CONDITIONAL USE PERMIT No. CUP-18-01

Page 3 of 5

- (6) Individual campsites and general use areas shall be kept clean and free from garbage, refuse, litter, and other conditions which can lead to the transmission of disease, breeding of rodents and insects, and which may present a fire hazard or contribute to the spread of fire.
- (7) All sanitary, laundry, and drinking water facilities shall be maintained in a clean, sanitary condition and kept in good repair at all times.
- D. Operational Considerations: Perquimans County Water Department Supervisor must be notified before any new construction or update of any facility with plumbing. Said Supervisor or Engineer acting on the Supervisor's behalf may inspect water systems of any structure and its meter connections at any time as deemed necessary.
- E. Application Requirements: The Applicant's approved Site Plan is conceptual and minor adjustments may be made pending permits and approvals by other entities.
- F. If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then the permit shall be void and of no effect.

CONDITIONAL USE PERMIT No. CUP-18-01
Page 4 of 5

IN WITNESS WHEREOF, Perquimans County has caused this permit to be issued in its name, and the undersigned, being all the authorized applicants, agents, representatives, or property owners of the property above described, do hereby accept this Conditional Use Permit, together with all its conditions, as binding on them and their successors in interest.

Wallace Nelson, Chair, Board of Commissioners Date

Attest:

Mary P. Hunnicutt, Clerk to the Board Date (Seal)

I, Adam Hughes , authorized Applicant, of the above identified property, do hereby acknowledge receipt of this Conditional Use Permit. The undersigned does further acknowledge that no work may be done pursuant to this permit except in accordance with all of its conditions and requirements and that this restriction shall be binding on them and their successors in interest.

Adam Hughes, Applicant Date

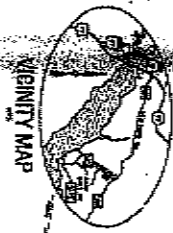
The State of North Carolina
Perquimans County

I, _____, a Notary Public in and for the said State and County, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the forgoing instrument.

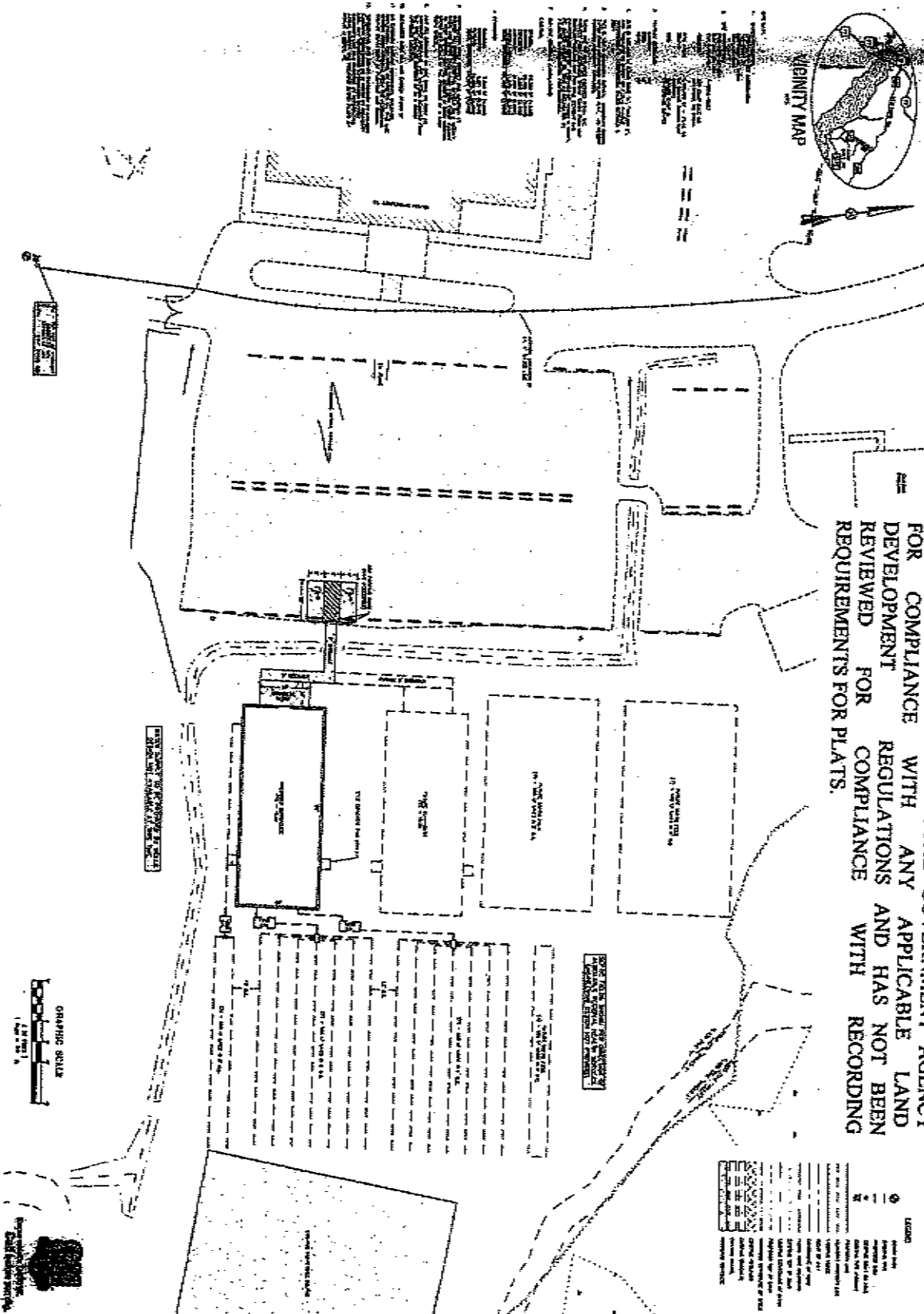
WITNESS my hand and notarial seal, this the _____ day of _____, 20_____.

Notary Public

My Commission expires:



THIS MAP MAY NOT BE A CERTIFIED SURVEY AND HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND REGULATIONS AND HAS NOT BEEN REVIEWED FOR COMPLIANCE WITH RECORDING REQUIREMENTS FOR PLATS.



Legend table with symbols and descriptions for site features like buildings, parking, and utilities.

PROJECT: SITE & UTILITY PLAN, DRAWING: C200, DATE: 1/18/2010

CAMP CALE BUNKHOUSES, 377 CAMP CALE ROAD, NEW HOPE TOWNSHIP / PERQUIMANS COUNTY, NORTH CAROLINA

PERMIT SET, RELEASED 1/18/2010



EASTERN CAROLINA ENGINEERING, INC., 154 Alton Way, Currituck, NC 245

Do NOT record this page

End of Proposed Conditional Use Permit CUP-18-01
to be recorded by Chowan Baptist Association

Expansion of Bunkhouse Facilities at a Camp or Care Center

At 377 Camp Cale Road, Hertford
(Cale Camp & Conference Center)

Applicant: Chowan Baptist Association

Do NOT record this page

MEMBERS PRESENT: Wallace Nelson, Chairman
Joseph W. Hoffer
Edward R. Muzzulin
Fondella Leigh, Vice Chair
Kyle Jones
Charles Woodard

MEMBERS ABSENT: None

OTHERS PRESENT: Hackney High, County Attorney
Frank Heath, County Manager
Mary P. Hunnicutt, Clerk to the Board

Chairman Nelson called the meeting to order and Commissioner Hoffer gave the invocation. The Chairman led the Pledge of Allegiance.

AGENDA

On motion made by Joseph W. Hoffer, seconded by Edward R. Muzzulin, the Board unanimously approved the Agenda. The following matters were discussed.

DR. EDDIE WEST, THE MASONBORO GROUP

Dr. West presented a PowerPoint Presentation on potential funding formula scenarios for the school system. After answering several questions from the Board, Mr. West thanked the Board for allowing him to present his program tonight.

REGULATION OF ANIMALS

The Board has been discussing changes to our current Animal Control Ordinance to include Mary Vidaurri's request to include items on tethering. Sheriff White had also provided Mr. Heath with his comments about the enforcement of the tethering section of the Animal Control Ordinance. It was the consensus of the Board to have County Manager Heath, County Attorney High, and Chairman Nelson to meet and make a recommendation to the Board in February.

COASTAL RESOURCES ADVISORY COUNCIL

The Coastal Resources Advisory Council has four vacancies with local government representatives or individuals recommended by local governments. County Manager Heath, Chairman Nelson, and Commissioner Jones expressed an interest in serving on this Council. After discussing the appointment, it was recommended to send County Manager Heath's name in for nomination at the February meeting.

SUNDAY WATERFOWL HUNTING

County Manager Heath presented several Resolutions adopted by surrounding counties opposing Sunday hunting of waterfowl. At this time, the Board had no desire to adopt a Resolution but to keep it as it is.

COUNTY MANAGER UPDATES

County Manager Heath presented the following updates:

- > Board of Election Supervisor: Mr. Heath informed the Board that Sydni Baker, Board of Election Supervisor, resigned effective January 26, 2018.
- > Library Project: They are finishing up the circulation desk and fixing a few other minor problems. It all should be completed by the end of this month.

COMMISSIONER CONCERNS

The following comments were made for Commissioner concerns:

- > Commissioner Hoffer: Mr. Hoffer asked if the County has decided what to do with the old Library building. Mr. Heath said that it was up to the Board of Commissioners but nothing has been decided as yet.
- > Commissioner Leigh: Ms. Leigh reported that the Recreation Center had a needs assessment completed and that more information will be coming in the future.

ADJOURNMENT

There being no further comments or business to discuss, the Work Session was adjourned at 8:20 p.m.

Wallace E. Nelson, Chairman

Clerk to the Board

REGULAR MEETING
February 5, 2018
7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, February 5, 2018, at 7:00 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

MEMBERS PRESENT: Wallace E. Nelson, Chairman
Joseph W. Hoffer
Kyle Jones

MEMBERS ABSENT: Fondella A. Leigh, Vice Chair
Edward R. Muzzulin
Charles Woodard

OTHERS PRESENT: Frank Heath, County Manager
Mary Hunnicutt, Clerk to the Board
Hackney High, County Attorney

After the Chairman called the meeting to order, he explained that, as you noticed, we do not have a quorum tonight so we will not be able to take any action on items tonight. He further explained that Commissioners Muzzulin and Woodard were out of town and Commissioner Leigh's father passed away this weekend and she would not be here tonight. Therefore, items requiring action would be handled at a Special Called Meeting on February 19, 2018. Commissioner Hoffer gave the invocation and the Chairman led the Pledge of Allegiance.

Chairman Nelson talked about Walter Leigh, Commissioner Leigh's father, and asked for them to take a moment of silence in honor of all his work for Perquimans County on the Board of Education.

PRESENTATION TO SCOTT ALONS, DISTRICT TECHNICIAN FOR CHOWAN/PERQUIMANS SOIL & WATER CONSERVATION

Chairman Nelson presented a plaque to Mr. Alons for his twenty-eight years of service as the District Technician for Chowan/Perquimans Soil & Water Conservation. Mr. Alons made a few comments.

BLAND BAKER, TRILLIUM

Chairman Nelson introduced Bland Baker from Trillium who presented his annual report to the Board. Mr. Baker introduced Tracy Webster, Assistant Care Coordinator for Perquimans County. After his PowerPoint presentation, he asked if there were any questions from the Board. After answering several questions, Mr. Baker thanked the Board for their continued support for mental health.

UPDATE FROM COUNTY MANAGER

County Manager Heath presented the following update:

- > **Library Project:** Mr. Heath updated the Board on the Library Project. He explained that they have received the Certificate of Occupancy and that they are planning a grand opening in March. The last item is to have CenturyLink set up their Ethernet connection with Pettigrew Regional Library.

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 7:30 p.m.

Wallace E. Nelson, Chairman

Clerk to the Board

SPECIAL CALLED MEETING
February 19, 2018
7:00 p.m.

The Perquimans County Board of Commissioners met in a SPECIAL CALLED MEETING on Monday, February 19, 2018, at 7:00 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

- MEMBERS PRESENT:** Wallace E. Nelson, Chairman
Joseph W. Hoffer
Charles Woodard
Fondella A. Leigh, Vice Chair
Edward R. Muzzulin
- MEMBERS ABSENT:** T. Kyle Jones
- OTHERS PRESENT:** Frank Heath, County Manager
Hackney High, County Attorney
Mary Hunnicutt, Clerk to the Board

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

AGENDA

Joseph W. Hoffer made a motion to approve the Agenda. The motion was seconded by Fondella A. Leigh. The Board voted unanimously to approve the Agenda.

CONSENT AGENDA

The following items were considered to be routine and were unanimously approved on motion made by Charles Woodard, seconded by Edward R. Muzzulin.

1. Approval of Minutes: December 4, 2017 Regular Meeting & December 18, 2017 Special Called Meeting/ Work Session & January 2, 2018 Regular Meeting & January 16, 2018 Work Session.
2. Tax Release/Refund Approvals:

PERQUIMANS COUNTY TAX REFUND:

Shannon, John Darnell----- \$108.67
Vehicle was totaled. Account No. 0036474225.

PERQUIMANS COUNTY TAX RELEASES:

Corprew, Timothy----- \$160.78
Billed for tractor in error. Account No. 260487.

Davis, Vernon & Essie----- \$142.50
Senior exemption was not applied in error. Account No. 503240.

Shaw, Joseph & Joseph White----- \$221.16
Owner bought foreclosed property. Previous owner burned it the next day - 2016. Account No. 430230.

Shaw, Joseph & Joseph White----- \$221.16
Owner bought foreclosed property. Previous owner burned it the next day - 2017. Account No. 430230.

3. Personnel Matters:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Jamar Whitaker	PT/FI Paramedic	Resignation			1/12/2018
Sydai Banks	Board of Elections Supervisor	Resignation			1/26/2018
Mamie Hardie	Housekeeper	Resignation			1/31/2018
John vonRosenberg	F/T Paramedic	Resignation			1/26/2018
Daie Hunter	EMS Shift Supervisor - Safety Officer	Resignation			2/28/2018
Bryan Holland	PT/FI AEMT	Resignation			3/31/2018
Lauretta Powell	JMC II	Resignation			2/09/2018
Holly Hunter	Board of Elections Supervisor	Promotion	64/3	\$31,838	1/29/2018

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Tyler Spruce	PT/FT Paramedic	Appointment	68/1	\$17,37/hr.	1/01/2018
Richard Thrasher	PT/FT Paramedic	Appointment	68/2	\$17,80/hr.	1/27/2018
John vonRosenberg	PT/FT Paramedic	Appointment	68/1	\$17,37/hr.	1/27/2018
Janice Brockhouse	FT Paramedic	Promotion	68/2	\$37,042	3/01/2018
Jessica Velyin	FT Paramedic	Promotion	68/1	\$36,137	3/01/2018
Lindsay Ford	PT/FT Noncertified Telecommunicator	Appointment	60/1	\$12,21/hr.	2/01/2018

4. Merit Increases:

Employee Name	Employee Job Title	Grade /Step	New Salary	Effective Date
Nicole Elliott	Accounting Tech IV	63/13	\$38,862	02/01/2018
Shelton White, Jr.	Sheriff	75/12	\$64,338	02/01/2018
Tracy Mathews	Finance Officer	72/10	\$53,692	02/01/2018

5. Budget Amendments:

BUDGET AMENDMENT NO. 19
EMERGENCY TELEPHONE SYSTEM FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
78-500-001	Emergency 911 Fees	144,857	
78-500-110	Telephone	11,237	
78-500-740	Capital Outlay - Equipment	110,765	
78-500-800	911 Carry Forward	21,855	

EXPLANATION: To budget funding reconsideration approved by NC911 Board for FY 17/18.

BUDGET AMENDMENT NO. 20
WATER FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
35-348-003	DOT Reimbursement - Water Line	43,000	
35-720-339	NCBOT Bridge Project	43,000	

EXPLANATION: To budget funds for Great Hope Church Road Water Line Relocation Project with NCDOT for FY 17/18. (County to get reimbursed by DOT to move lines for bridge project.)

6. Janitorial Service Agreements: The following Janitorial Service Agreements were unanimously approved by the Board:

- > **Social Services Building:** With the retirement of Mamie Hurdle, Housekeeper at Social Services, County Manager Heath and Maintenance Supervisor, Robin Trueblood, recommends the one-year contract with Mr. Clean Janitorial at a cost of \$1,134 per month. The contract may be renewed each year on the agreement anniversary date.
- > **Senior Center:** With the opening of the Perquimans County Library, the current housekeeper is cleaning the Senior Center and the Library. Therefore, County Manager Heath and Maintenance Supervisor, Robin Trueblood, recommends the one-year contract with Phil S. Ainsley at a cost of \$1,015.66 per month. The contract may be renewed each year on the agreement anniversary date.

7. **Quarterly Fiscal Monitoring Reports:** The State requires that the Quarterly Fiscal Monitoring Report be presented to the Board for review. The report for period ending on December 31, 2017 was presented.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

There were no Commissioner's Concerns or Committee Reports.

RECREATION ADVISORY COMMITTEE

Chairman Nelson explained that there was a vacancy of an at-large member on the Recreation Advisory Committee. There were a couple of applications included in the Agenda Packets from individuals that were interested in serving on this Committee. Commissioner Hoffer asked what their names were. Mr. Nelson said it was Quentin Jackson and Kathryn Wheeler. After reading their applications and resumes, Charles Woodard made a motion to appointment Kathryn Wheeler. Edward R. Muzzulin seconded the motion. Commissioner Hoffer asked if there would be a conflict with Quentin Jackson since he currently is on the Hertford Town Council and they already had a representative with Archie Aples. Chairman Nelson explained that this is for one at-large member so he would not be speaking for the Town of Hertford. Mr. Nelson called for a vote. The motion was unanimously approved and Kathryn Wheeler was appointed to the Recreation Advisory Board to complete Kent White's term which is due to expire on June 30, 2018.

AMENDMENT TO ANIMAL CONTROL ORDINANCE

Chairman Nelson explained that he, County Manager Heath, and County Attorney High have discussed the suggestions to amend the Animal Control Ordinance. County Manager Heath presented the draft copy to the Board. He further explained that they could review these matters and make comments at the Regular March meeting to advertise for public hearing and action at the April meeting.

FY 2017-18 AUDIT CONTRACT

County Manager Heath explained that he and Finance Officer, Tracy Mathews, recommend that the FY 2017-18 Audit Contract be awarded to Donna Winborne in the amount of \$35,000. The cost for last year's audit was \$31,500. The extra \$3,500 is due to the increase in audit samples for Medicaid recipient files which are being selected by the State. Last year it was only 91 but this year it may be 200 or possibly more. On motion made by Charles Woodard, seconded by Joseph W. Hoffer, the Board unanimously awarded the FY 2017-18 Audit Contract to Donna Winborne at \$35,000.

REDUCTION IN SHERIFF'S SALARY AFTER ELECTION

County Manager Heath explained the process and asked the Board to adopt the resolution. On motion made by Joseph W. Hoffer, seconded by Edward R. Muzzulin, the Board adopted the following Resolution:

Pursuant to G.S. 153A-92, the Board of County Commissioners adopted this Resolution reducing the Sheriff's salary from \$64,338 (Grade 75, Step 12) to \$49,181 (Grade 75, Step 1) to become effective December 1, 2018. This action is taken in compliance with General Statute 153A-92 in reference to compensation of County officers in the General Election. A motion to approve the above was made by Joseph W. Hoffer, seconded by Edward R. Muzzulin. Motion unanimously passed.

ESFRLP LEAD/ASBESTOS CONTRACT

County Manager Heath explained that, for the Single Family Rehab Grant Project, the Board will need to consider the ESFRLP Lead/Asbestos Contract with Matrix Health & Safety Consultants, LLC to complete the lead based paint and asbestos inspection services on a per unit basis for properties that are being rehabbed under the Single Family Rehab Grant Project. On motion made by Fondella A. Leigh, seconded by Charles Woodard, the Board unanimously approved the following contract with Matrix Health & Safety Consultants, LLC.:

PERQUIMANS COUNTY
FY 2017 ESSENTIAL SINGLE-FAMILY REHABILITATION
LOAN POOL PROGRAM

AGREEMENT FOR
LEAD BASED PAINT HAZARD REDUCTION
(RISK ASSESSOR/DESIGN/CLEARANCE) AND ASBESTOS
INSPECTION SERVICES

This Agreement entered into this _____ day of _____, 2018 by parties of the first part, Matrix Health & Safety Consultants, LLC, hereinafter referred to as the "Contractor," and Perquimans County, North Carolina hereinafter referred to as "County".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

1. The Contractor will commence and complete the lead based paint and asbestos inspection services on a per unit basis in accordance with the bid summary attached hereto and incorporated herewith as fully set forth as Exhibit A and Exhibit B. Contractor shall commence work within seven (7) days of the Notice to Proceed date and will complete the same within fourteen (14) calendar days unless the period for completion is extended by written approval by the County.
2. The Contractor will furnish all materials, supplies, tools, equipment, labor and other services necessary for the consideration and completion of the project as described herein and as presented in Contractor's proposal dated January 29, 2018.
3. The method of payment will be on a per unit basis for the initial inspection and sampling and, if applicable, on a per unit basis for additional services.
4. The County may, from time to time, request changes in the scope of services of the Contractor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the County and the Contractor shall be incorporated in written amendments to this Contract.
5. Contractor shall maintain and deliver to the County, naming the County as an additional insured, evidence of liability and other insurance as is appropriate for the work being performed and as well provide protection from claims set forth below which may arise out of or result from performance of the work and Contractor's other obligations under the contract, whether it is to be performed by Contractor, any subcontractor or supplier, or by anyone directly or indirectly employed by any of them to perform any of the work, or by anyone for whose acts any of them may be liable:
 - a. Workers compensation coverage required.
 - b. General Liability Insurance with a contractual coverage endorsement with an aggregate of \$1,000,000. Bodily injury and property damage not less than \$1,000,000 per occurrence.
 - c. Automobile Liability Insurance with limits of liability of not less than \$1,000,000 per occurrence for bodily injury and \$1,000,000 per occurrence for property damage.
 - d. Employer's Liability for no less than \$1,000,000.
6. The Contractor also agrees to the Supplementary Terms and Conditions as attached hereto and incorporated herewith as if fully set forth herein.
7. This Agreement shall be binding upon all parties herein and their respective heirs, executors, administrators, successors, and assigns.

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

Matrix Health & Safety Consultants, LLC
Service Provider

Perquimans County

✓

Authorized Representative

✓

Frank Heath, County Manager

APPROVED AS TO FORM:

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

✓

Tracy Matthews, Finance Officer

(This space left intentionally blank)

Part II

SUPPLEMENTARY TERMS AND CONDITIONS

1. Interest of Members, Officers, or Employees of the local Governing Body, or other Public Officials. No member, officer, or employee of the local government, or its agents, and no other public official of the local government who exercises any functions or responsibilities with respect to the program, during his tenure, or for one year thereafter, shall have any financial interest, either direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the program assisted under this agreement. Immediate family members of said members, officers, employees, and officials are similarly barred from having any financial interest in the program. The contractor shall incorporate, or cause to be incorporated, in all subcontracts, a provision prohibiting such interest pursuant to this section, and shall take appropriate steps to assure compliance.
2. Interest of Contractor and Employees
The Contractor covenants that he presently has no interest and shall not acquire interest, direct or indirect, in the project area or any parcels therein or any other interest which would conflict in any manner or degree with the performance of his services hereunder. The Contractor further covenants that in the performance of this Contract, no person having any such interests shall be employed.
3. Legal Remedies/Termination of Contract
If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner his obligations under this Contract, or if the Contractor shall violate any of the covenants, agreements or stipulations of this Contract, the local government shall thereupon have the right to terminate this Contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least five days before the effective date of such termination. In such event, the Contractor shall be entitled to receive just and equitable compensation for all satisfactorily completed work. Notwithstanding the above, the Contractor shall not be relieved of liability to the Owner and Local Government for damages sustained by the Owner and Local Government by virtue of any breach of the Contract by the Contractor, and the local government may withhold any payments to the Contractor for the purpose of set-off until such time as the amount of damages due the local government from the Contractor is determined.
4. Nondiscrimination Clause - Section 809 of the Housing and Community Development Act of 1974 No person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in the whole or in part with funds made available under this title.
5. Age Discrimination Act of 1975, as amended - Nondiscrimination on the Basis of Age
No qualified person shall on the basis of age be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal Financial assistance.
6. Section 504 of the Rehabilitation Act of 1973, as amended - Nondiscrimination on the Basis of Handicap
No qualified handicapped person shall, on the basis of handicap be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal Financial assistance.
7. Executive Order 11246 (For Contracts of \$10,000 and over)
During the performance of this Contract, the Contractor agrees as follows:

- a. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places; available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this non-discrimination clause.
 - b. The Contractor will, in all solicitations, or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
 - c. The Contractor will send to each labor union, or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under section 262 of representative Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
 - d. The Contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.
 - e. The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
 - f. In the event of the contractor's noncompliance with the non-discrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies involved as provided in Executive Order No. 11246 of September 24, 1965, or by rules, regulations, or order of the Secretary of Labor, or as otherwise provided by law.
 - g. The contractor will include the provisions of paragraphs (e) through (g) in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for non-compliance; provided, however, that in the event the contractor becomes involved in, or threatened with, litigation with a sub-contractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.
8. Section 3 Clause -- "Section 3" Compliance in the Provision of Training, Employment, and Business Opportunities
- a. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 42 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
 - b. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
 - c. The contractor agrees to send to each labor organization or representative or workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job offers subject to him, availability of apprenticeship and training positions, the qualifications for each, and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
 - d. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
 - e. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
 - f. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
 - g. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 430e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).
9. Copeland "Anti-Kickback" Act Provision
The Contractor shall comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor requirements (29 CFR, Part 3). This Act provides that each Contractor and his subcontractors shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The local Government will report all suspected or reported violations to the North Carolina Housing Finance Agency.
10. Access to Records and Record Retention
All accounts and records shall be maintained, including personal property and financial records, adequate to identify and account for all costs pertaining to the Contract and such other records as may be deemed necessary to assure proper accounting for all project funds, both Federal and non-Federal shares. These records shall be available, for audit purposes, to the local government or any authorized representative, and must be retained for three years after project close-out unless permission to destroy them is granted by the funding agency.
11. Lead-Based Paint Clause
The Contractor is hereby specifically made aware of the North Carolina Housing Finance Agency lead-based paint regulations, 4 NCAC 19L .1011, which are applicable to the construction or rehabilitation of residential structures. To the extent that the subject matter of this contract involves residential structures, the Contractor will comply with the lead-based paint regulations.
12. Open Burning
Any open burning associated with the rehabilitation activities must be in compliance with 15 NCAC 2D .0520.
13. Lobbying Clauses: Required by Section 1352, Title 31, U.S. Code
- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal loan, the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
 - b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LL-1, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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Certification of Eligibility

By entering into this contract, the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of 29 CFR 5.12(a)(1) or to participate in HUD programs pursuant to 24 CFR Part 24 or, if applicable, by virtue of Section 3(a) of the Davis-Bacon Act.

No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of 29 CFR 5.12(a)(1) or to participate in HUD programs pursuant to 24 CFR Part 24 or, if applicable, by virtue of Section 3(a) of the Davis-Bacon Act.

The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001 and 18 U.S.C. 1010.

 (Signature)

 (Title)

 (Date)

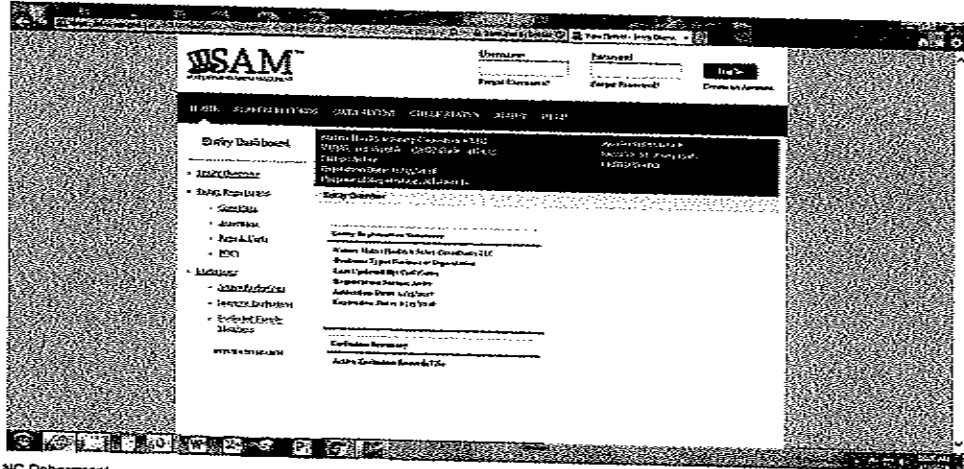
 (Identification or Social Security Number)

Matrix Health & Safety Consultants, LLC
 (Name of Firm)
2900 Yonkers Road
 (Street Address or P. O. Box)
Raleigh, NC 27604
 (City, State, Zip)

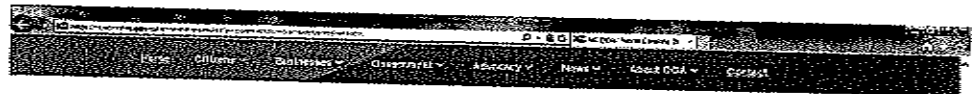
The State of North Carolina Debarred Vendors List and the GSA List of Parties Excluded from Federal or State Procurement or Non-Procurement Programs has been checked on February 7, 2018 (date) and the above contractor or subcontractor has been determined to be eligible to participate in a NCHFA ESFRLP assisted project.

 (Signature of Verifying Officer)
County Manager
 (Title)
Perquimans County
ESFRLP1719

SAM



NC Debarment



North Carolina Debarred Vendors

The following is a list of vendors debarred from doing business with the State of North Carolina.

Revised: 10/31/2017

CSA Feedback

Show 100 entries

Search: [Name]

Vendor Name	City, State	Effective Date	Occurrence Reason
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Showing 0 to 0 of 0 entries (Based on 21 total entries)
 Export Table Data



Vendor Name	City, State	Effective Date	Occurrence Reason
Lette Budd Seed Co.	Blanton Salem, NC	01/1/2007	NC E-Procurement Fee Default
Loptey Corporation	---	6/19/1997	Contract Default
Loid International	Poway, CA	6/12/1997	Contract Default
Lyess Mule Products	---	5/16/2003	Other
Merrimack Corporation	---	10/3/2008	Other
Madax LLC	Leicester, NC	9/6/2016	NC E-Procurement Fee Default
Mermet Software	Yanover, BC	10/31/1996	Other
More Ward	Torrance, CA	9/4/1987	Contract Default
MS&S Incemental, Inc.	Tyler, TX	3/28/2006	NC E-Procurement Fee Default
Midwest Hardware and Supply, Inc.	Cleveland, OH	10/31/1999	Contract Default
Mizek and Associates, Inc.	---	7/28/2001	Contract Default



EXHIBIT A
PERQUIMANS COUNTY
ESSENTIAL SINGLE-FAMILY REHABILITATION LOAN POOL (ESFRLP17) PROGRAM
REQUEST FOR PROPOSAL
LBP INSPECTION, RISK ASSESSMENT, LABORATORY SAMPLE AND CLEARANCE TEST
FEE PROPOSAL SHEET

PROPOSAL DUE- Wednesday, January 31, 2018 at 5:00 PM

Perquimans County
 ATTN: Frank Heath
 PO Box 45
 Hertford, NC 27944
 Telephone: 252-426-8484

LBP inspection (per dwelling)	\$325.00
Risk Assessment (per dwelling)	\$100.00
Clearance Test (per dwelling)	\$350.00
Laboratory Sample (per sample)	\$15.00

I, the undersigned submitter, have reviewed the Request for Proposal and understand the extent and character of the work to be completed. I propose to furnish all labor, material, and equipment necessary to accomplish the work as detailed above.

George Heppert ✓ 1/29/18
 Principal Signature Date
Matrix Health & Safety Consultants 2900 Yonkers Road, Raleigh, NC 27604
(919) 833-2520 Same
 Telephone Number Physical Address

EXHIBIT B
PERQUIMANS COUNTY
ESSENTIAL SINGLE-FAMILY REHABILITATION LOAN POOL (ESFRLP17) PROGRAM
REQUEST FOR PROPOSAL
ASBESTOS INSPECTION
FEE PROPOSAL SHEET

PROPOSAL DUE- Wednesday, January 31, 2018 at 5:00 PM

Perquimans County
 ATTN: Frank Heath
 PO Box 45
 Hertford, NC 27944
 Telephone: 252-426-8484

Asbestos Inspection (per dwelling)	\$500.00
Laboratory Sample (per Sample)	\$15.00

I, the undersigned Submitter, have reviewed the Request for Proposal and understand the extent and character of the work to be completed. I propose to furnish all labor, material, and equipment necessary to accomplish the work as detailed above.

George Heppert ✓ 1/29/18
 Principal Signature Date
Matrix Health & Safety Consultants 2900 Yonkers Road, Raleigh, NC 27604
(919) 833-2520 Same
 Telephone Number Physical Address

PUBLIC COMMENTS

The following public comments were made:

- > **Terry Swope:** Mr. Swope asked for further explanation of the reduction of the Sheriff's salary. Chairman Nelson tried to explain but not to Mr. Swope's satisfaction. He further thanked Mr. Swope for his comments.
- > **Mary Vidauri:** Ms. Vidauri thanked the Board that they are still discussing the amendment to the Animal Control Ordinance and asked if she could obtain a copy of the draft ordinance. Mr. Heath said that he would be happy to provide her a copy.

CLOSED SESSION: EXPANSION OF INDUSTRY & LEGAL MATTER

Pursuant to NC General Statute 143-318.11(3)(4), Edward R. Muzzulin made a motion to go into Closed Session to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, to discuss a legal matter, and to approve Closed Session Minutes. Because Mary Hunnicutt, Clerk to the Board, stated that she did not have copies of the Closed Session Minutes for them to review tonight, she asked that they remove approval of Closed Session Minutes from the Agenda. The motion was seconded by Fondella A. Leigh and unanimously approved by the Board.

The Closed Session was adjourned and the Regular Meeting reconvened on motion made by Joseph W. Hoffer, 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 Special Called Meeting was adjourned and the Work Session began at 7:35 p.m. on motion made by Joseph W. Hoffler, seconded by Edward R. Muzzulin.

Wallace E. Nelson, Chairman

Clerk to the Board

WORK SESSION
February 19, 2018
7:00 p.m.

The Perquimans County Board of Commissioners met in a Work Session on Monday, February 19, 2018, at 7:00 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

MEMBERS PRESENT: Wallace Nelson, Chairman Fondella Leigh, Vice Chair
Joseph W. Hoffler Edward R. Muzzulin
Charles Woodard

MEMBERS ABSENT: T. Kyle Jones

OTHERS PRESENT: Hackney High, County Attorney Mary P. Hunnicutt, Clerk to the Board
Frank Heath, County Manager

The following matters were discussed during the Work Session:

REPORT FROM ALBEMARLE REGIONAL HEALTH SERVICES (ARHS)

Chairman Nelson discussed the following information from the ARHS Board:

- > Hertford County Request to Join ARHS: Chairman Nelson explained that Hertford County desires to join ARHS. Once the ARHS Board receives their formal written request, each participating county within ARHS will need to adopt a resolution to consider this request. This acquisition can only occur at the beginning of each fiscal year. Hertford County will have to buy in on a per capita basis. The changes would be take place on July 1st. He further explained how the buy in would work.
- > Albemarle Home Health Care: Chairman Nelson gave an update on the funds received from the sale of Albemarle Home Health Care.

ANIMAL CONTROL ORDINANCE CHANGES

County Manager Heath explained the changes that they are proposing for the Animal Control Ordinance amendment.

BUDGET PROCESS

County Manager Heath discussed the budget process matters:

- > Joint Meeting with Board of Education: County Manager Heath reported that the Board of Education is requesting a joint meeting with the Commissioners prior to our March Work Session. They would like to speed up the budget process to help them prepare their budget request.
- > Department Heads: The Department Heads will be provided their budget worksheets so that they can have them back to Mr. Heath by March 31st.
- > Board Retreat: Mr. Heath stated that he is still working on setting up the Board Retreat in late March. He will be sending out an e-mail soon with the details. Some of the Board members will be requested to meet with the facilitator prior to the retreat.
- > Computer Software: Mr. Heath explained that they will not have the new software for the finance and tax departments ready before the budget meetings. They have made some upgrades on our current computer system.

UPDATES

- > Camp Cale: County Manager Heath reported that Camp Cale will be bringing their request for a Conditional Use Permit in March to build two bunk houses that would have 48 beds each.
- > Grant Updates: Last week, the County filed an application with USEDA for \$3 million for the Marine Park Basin. He is also working with Golden Leaf to apply for a \$1.5 million grant for the Marine Park Basin and \$500,000 for the Board of Education.

ADJOURNMENT

There being no further comments or business to discuss, the Work Session was adjourned at 7:55 p.m. on motion made by Edward R. Muzzulin and seconded by Charles Woodard.

Wallace E. Nelson, Chairman

Clerk to the Board



P.O. Box 7
Hertford, N.C. 27944

Phone: (252) 426-7010
(252) 426-5564
Fax: (252) 426-4034

**PERQUIMANS COUNTY
TAX DEPARTMENT**

February 27, 2018

Tax Refunds: (Perquimans County)

William Elliot \$133.95
Mr. Elliot listed a leased piece of equipment in error.
Account #: 306240

Tax Releases: (Perquimans County)

Jason & Nicole Jernigan \$347.13
Home was on parcel, however, owner never took
possession. Home received extensive damage when
being moved on parcel.
Account #: 430372

From: Jonathan Nixon [mailto:jnixon@perquimanscountync.gov]
Sent: Thursday, February 22, 2018 4:26 PM
To: Mary Hunnicutt; tracymathews@perquimanscountync.gov; Frank Heath
Cc: emsadmin@perquimanscountync.gov
Subject: FW: Full time

Please see the email below and transfer Janice Brickhouse back to part-time fill-in. She will return to Grade 68 Step 1, per the Employment Action Form dated December 7, 2017. In effect, she will not have work as a Fulltime employee.

Thanks,

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

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

-----Original Message-----

From: Janice Brickhouse [mailto:janice_brickhouse@yahoo.com]
Sent: Thursday, February 22, 2018 3:44 PM
To: jnixon@perquimanscountync.gov
Subject: Full time

Dr Mr Nixon, I Janice Brickhouse am resigning from the full time position with Perquimans EMS due to a counter offer I received from my previous job that I have been at for 8 years. I am very sorry for any inconvenience and appreciate the opportunity that was given to me. I'm honored to stay on part time and I am willing to help cover any shifts per my availability at the time. Thank you so much for everything.

Sent from my iPhone

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: February 23, 2018

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

From: Susan Chaney *Susan Chaney*

Subject: Employee Resignation

The Perquimans County Department of Social Services has received the enclosed resignation letter from Carolyn Lewis, Income Maintenance II Caseworker in Food & Nutrition Services. Her last day of employment with the county will be March 7, 2018 as I have accepted the letter of resignation. I am sure that you will join me in wishing Ms. Lewis all the best in her future endeavors.

If you have any questions or concerns do not hesitate to contact me at 426-7373 ext. 128.

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

February 23, 2018

Ms. Carolyn Lewis
164 Sam Allen Road
Roper, NC 27970

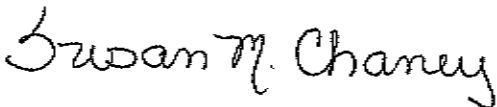
Dear Ms. Lewis,

I received your letter dated February 21, 2018 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 March 7, 2018.

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

Sincerely,



Susan M. Chaney

Director

cc: personnel file

February 21, 2018

Ms. Susan Chaney
Social Services Director
Perquimans County Department of Social Services
103 Charles ST
Hertford, NC 27944

Susan,

First of all I would like to thank you for the opportunity to be employed with DSS for the past three years.. It has been a rewarding experience and good to meet such nice co-workers and some friends.

However, this letter is to officially give a two week notice of resignation from my position, effective two weeks from today. My last day will be March 7, 2018.

Once again, I greatly appreciate the opportunity and experience I have gained while working with this agency. I know this agency will continue to do great things.

Respectfully,


Carolyn Lewis

EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 26, 2018

COUNTY OF PERQUIMANS
PART-TIME EMS / RESCUE EMPLOYEES

NAME: Patricia House Sawyer SOC. SEC. NO.: _____

POSITION: Part-Time - EMT EMS: X RESCUE: _____

NEW EMPLOYEE EFFECTIVE DATE: March 1, 2018

GRADE: 63 STEP: 1 SALARY: \$13.94 per hour

Complete following information only if for new employee.

ADDRESS: 179 Carolina Road

CITY/STATE/ZIP: South Mills, NC 27976

PHONE NUMBER: (757)567-6019

 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO CERTIFICATION (SEE ATTACHED STATE CERTIFICATE OF COMPLETION).

GRADE: _____ STEP: _____ SALARY: _____

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL

[Signature]
DATE: February 26, 2018

RESCUE SQUAD RECOMMENDATION

DATE: _____

COUNTY MANAGER APPROVAL

[Signature]
DATE: 2/27/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 26, 2018

COUNTY OF PERQUIMANS
PART-TIME EMS / RESCUE EMPLOYEES

NAME: Jessica Lynne Arthur SOC. SEC. NO.: _____

POSITION: Part-Time - Paramedic EMS: X RESCUE: _____

NEW EMPLOYEE EFFECTIVE DATE: March 1, 2018

GRADE: 68 STEP: 1 SALARY: \$17.37 per hour

Complete following information only if for new employee.

ADDRESS: 400 Kristin Street

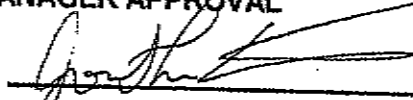
CITY/STATE/ZIP: Elizabeth City, NC 27909

PHONE NUMBER: 252619-7496

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO
Date CERTIFICATION ~~(PER ATTACHED STATE CERTIFICATE OF COMPLETION)~~.

GRADE: _____ STEP: _____ SALARY: _____

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL



DATE: February 26, 2018

RESCUE SQUAD RECOMMENDATION

DATE: _____

COUNTY MANAGER APPROVAL



DATE: 2/27/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 26, 2018

COUNTY OF PERQUIMANS

~~PART TIME~~ EMS/RESCUE EMPLOYEES

NAME: Tonya Cross Ayers SOC. SEC. NO.: _____

POSITION: Part-Time - Paramedic EMS: X RESCUE: _____

NEW EMPLOYEE EFFECTIVE DATE: March 1, 2018

GRADE: 68 STEP: 1 SALARY: \$17.37 per hour

Complete following information only if for new employee.

ADDRESS: 3981 Pea Ridge Road

CITY/STATE/ZIP: Roper, NC 27970

PHONE NUMBER: (252)394-6872

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO CERTIFICATION ~~(PER ATTACHED STATE CERTIFICATE OF COMPLETION)~~.

GRADE: _____ STEP: _____ SALARY: _____

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL

DATE: February 26, 2018

RESCUE SQUAD RECOMMENDATION

DATE: _____

COUNTY MANAGER APPROVAL

DATE: 2/27/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 26, 2018

COUNTY OF PERQUIMANS

PART TIME EMS/RESCUE EMPLOYEES

NAME: DeeDee Barrera SOC. SEC. NO.: _____

POSITION: Part-Time - Paramedic EMS: X RESCUE: _____

NEW EMPLOYEE EFFECTIVE DATE: March 1, 2018

GRADE: 68 STEP: 1 SALARY: \$17.37 per hour

Complete following information only if for new employee.

ADDRESS: 1316 Jessica Street

CITY/STATE/ZIP: Elizabeth City, NC 27909

PHONE NUMBER: (252)722-2408

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO CERTIFICATION (PER ATTACHED STATE CERTIFICATE OF COMPLETION).

Date

GRADE: _____ STEP: _____ SALARY: _____

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL

[Signature]

DATE: February 26, 2018

RESCUE SQUAD RECOMMENDATION

DATE: _____

COUNTY MANAGER APPROVAL

[Signature]

DATE: 2/27/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 26, 2018

COUNTY OF PERQUIMANS
PART-TIME EMS/RESCUE EMPLOYEES

NAME: Keven Ayers SOC. SEC. NO.: _____

POSITION: Part-Time Paramedic EMS: X RESCUE: _____

NEW EMPLOYEE EFFECTIVE DATE: January 1, 2018

GRADE: 68 STEP: 3 SALARY: \$ 18.24 per hour

Complete following information only if for new employee.

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBER: _____

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO
Date CERTIFICATION PER ATTACHED STATE CERTIFICATE OF COMPLETION
GRADE: _____ STEP: _____ SALARY: _____

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL
[Signature]
DATE: February 26, 2018

RESCUE SQUAD RECOMMENDATION

DATE: _____

COUNTY MANAGER APPROVAL
[Signature]
DATE: 2/27/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 27, 2018

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Keely S. Cartwright

SOC. SEC. NO.: _____

POSITION: Certified Telecommunicator

DEPT.: 911 Communicatians

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

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

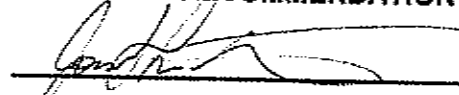
_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.
Date


3-1-18 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 62 STEP: 3 SALARY: \$29,137

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: 2-27-18

DATE: 2/27/18

FINANCE OFFICER



DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 27, 2018

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Zeb Daneker

SOC. SEC. NO.: _____

POSITION: Certified P/T Telecommunicator

DEPT.: 911 Communicatlaions

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

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

3-1-18 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 62 STEP: 5 SALARY: \$14.71 per hour

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: 2-27-18

DATE: 2/27/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 27, 2018

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Hazelene Miller

SOC. SEC. NO.: _____

POSITION: Certified Telecommunicator Fill-In

DEPT.: 911 Communicatians

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

3-1-18 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 62 STEP: 3 SALARY: \$14.01 per hour

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: 2-27-18

COUNTY MANAGER APPROVAL



DATE: 2/27/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 27, 2018

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Steven Pyle

SOC. SEC. NO.: _____

POSITION: Certified P/T Telecommunicator

DEPT.: 911 Communicatians

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

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

3-1-18 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 62 STEP: 5 SALARY: \$14.71 per hour

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

Jonathan S.
DATE: 2-27-18

Frank Heath
DATE: 2/27/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: Feb 27, 2018

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kristin Gordon
POSITION: IMC II

SOC. SEC. NO.
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: \$

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

GRADE: STEP: SALARY: \$

 DATE OF EMPLOYEE

XX RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP RAISE:

Date: 3-1-2018 GRADE: 63 STEP: 4 SALARY: \$ 31,211

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

Susan M Chaney

DATE: February 27, 2018

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 2/27/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: March 1, 2018

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Hunter G. Saberon

SOC. SEC. NO.: _____

POSITION: Deputy

DEPT.: Register of Deeds

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

CURRENT: GRADE: 58 STEP: 2 SALARY: \$23,854

JOB PERFORMANCE EVALUATION

YEAR (1) 2 3 4 (CIRCLE)

3/13/2018 DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
Date GRADE: 58 STEP: 3 SALARY: \$24,435

_____ 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: 12/6/2017 PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

Jacqueline S. Frison
DATE: March 1, 2018

COUNTY MANAGER APPROVAL

Ana H. Heath
DATE: 2/27/18

FINANCE OFFICER

DATE: _____

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 21

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 5th DAY OF MARCH, 2018, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2017 - 2018 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-510-020	Sheriff - Salaries		1,407
10-510-062	Sheriffs' Supplemental Pension	1,407	
EXPLANATION: To budget funds/create budget line for yearly sheriff supplemental pension billing just approved by state in January 2018.			

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, 5th DAY OF MARCH, 2018.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 5th DAY OF MARCH, 2018.

Chairman, Board of Commissioners

Finance Officer

Mary Hunnicutt

From: Camille Craft <ccraft@accog.org>
Sent: Thursday, February 15, 2018 2:33 PM
To: Mary Hunnicutt
Subject: HCCBG Committee

Hi Mary,
Since Delphine Madre is no longer the senior center director, we need to have her officially removed from the Home and Community Care Block Grant Committee and add Beverly Gregory.
Let me know if there's anything I need to do. Thanks!

Camille Craft
Contract Specialist, Aging Programs,
& Ombudsman Program Assistant
Albemarle Commission
512 S. Church Street
Hertford, NC 27944
252-426-5753 ext 222
www.albemarlecommission.org





North Carolina Coastal Resources Commission

February 16, 2018

Via US Mail

Frank Heath
Perquimans County Manager
P.O. Box 45
Hertford, NC 27944

ROY COOPER
GOVERNOR

M. RENEE CAHOON
CHAIRMAN

NEAL W. ANDREW
VICE - CHAIR

J. GREG LEWIS
SECOND VICE - CHAIR

LARRY BALDWIN

RICK CATLIN

DENISE GIBBS

ROBERT HIGH

DOUG MEDLIN

JOHN P. NORRIS

RUSSELL RHODES, JR.

JAMIN SIMMONS

WILLIAM E. WHITE

BRAXTON C. DAVIS
EXECUTIVE DIRECTOR

Re: Appointment to Coastal Resources Advisory Council

Dear Mr. Heath:

I am pleased to report that at its February 13 and 14, 2018 meeting, the Coastal Resources Commission (Commission) appointed you to the Coastal Resources Advisory Council (CRAC) pursuant to N.C. Gen. Stat § 113A-105 for a term ending June 30, 2020. The Commission greatly appreciates your willingness to serve as a member of the CRAC and expects to benefit greatly from your experience and demonstrated commitment to coastal issues.

Our next Commission meeting is April 10-11, 2018 at the Dare County Administration Building in Manteo, North Carolina. The CRAC is scheduled to meet before the Commission at the same location. I hope you will be able to attend.

I have enclosed the following items which you may find useful:

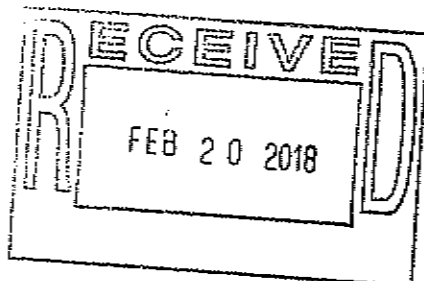
1. Current contact list for CRAC and Commission members
2. Charge to the CRAC adopted by the Commission February 26, 2014
3. CRAC Bylaws adopted July 30, 2014
4. CRAC Guidebook (rev. 2017)

More information regarding the CRAC and the Commission may be found at <https://deq.nc.gov/about/divisions/coastal-management/coastal-resources-commission>. Please feel free to call if you have any questions.

Sincerely,

M. Renee Cahoon
Chair Coastal Resources Commission

cc: Greg "rudi" Rudolph, Chair, CRAC
Braxton C. Davis, Director, DCM
Angela Willis, Asst. to the Director, DCM
Daniel Govoni, Policy Analyst and CRAC contact at DCM
Mary L. Lucasse, Counsel to Commission



Division of Coastal Management
Department of Environmental Quality
400 Commerce Ave., Morehead City, North Carolina 28557
Phone 252-808-2808 FAX 919-733-1495





PERQUIMANS COUNTY BOARD OF COMMISSIONERS

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

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

MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

RESOLUTION AUTHORIZING SALE OF CERTAIN SURPLUS COUNTY PROPERTY

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

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

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

3 – Motorola Mobile Two-Way Radios, Model XPR 4550

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

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

4. The County Manager, in accordance with State law, shall cause a summary of this resolution to be published once in a newspaper having general circulation in the County and place it on the County's website. After not less than ten (10) days from the date of publication, the County Manager is authorized to sell the above-described property to the highest bidder.

Adopted this the 5th day of March, 2018.

ATTEST:

Wallace E. Nelson, Chairman

Mary P. Hunnicutt, Clerk to the Board



February 25, 2018

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

Perquimans Co. Finance Dept.
Attn: Mary Hunnicutt
PO Box 45
Perquimans, NC 27944

Dear Ms. Hunnicutt:

The Home and Community Care Block Grant (HCCBG) Planning Committee recently discussed through email as to how the remaining HCCBG funding for FY2017-18 would be distributed among the providers.

Enclosed are two sets of the revised contracts (Form DOA-732) based on their decision. These need to be signed by the Board Chair of the County Commissioners and the Finance Officer. Also enclosed is the County Funding Plan (DOA-731) which needs to be signed by the Board Chair. Please have them sign all forms, keeping a set of copies for the county and return the other set to me. Thank you for your assistance.

Sincerely,

Camille Craft
Aging Programs and Contract Specialist

Enclosures

DAAS-731 (Rev. 2/16)														
Home and Community Care Block Grant for Older Adults														
County <u>PERQUIMANS</u>														
July 1, 2017 through June 30, 2018														
County Funding Plan														
County Services Summary														
Services	A			B	C	D	E	F		G	H		I	
	Access	In-Home	Other					Block Grant Funding	Total		Projected HCCBG Units	Total Funding		Projected HCCBG Units
Transportation Gr.	20301			2256	22557		22557	1727	13.06		47	1727		
Transportation Med	6789			754	7543		7543	578	13.06		15	578		
Adult Day Health			14697	1633	16330		16330	327	50		3	327		
In-Home Aide I		12680		1409	14089		14089	829	17		3	829		
In-Home Aide II		30163		3351	33514		33514	1971	17		11	1971		
In-Home Aide III		6605		734	7339		7339	432	17		10	432		
Congregate Meals			20301	2256	22557		24748	3300	7.5		96	3300		
Home Del. Meals			35158	3906	39064		41910	5080	8.25		52	5080		
				0	0		0							
				0	0		0							
				0	0		0							
				0	0		0							
				0	0		0							
				0	0		0							
				0	0		0							
				0	0		0							
				0	0		0							
Total	27090	49448	70156	146694	16299	162993	5037	168030	14243	14242.963	237	14242.963		

Signature, Chairman, Board of Commissioners _____ Date _____

NAME AND ADDRESS
COMMUNITY SERVICE PROVIDER
 Albemarle Regional Health Services - ICP/TA
 711 Roanoke Ave
 Elizabeth City, NC 27909

Home and Community Care Block Grant for Older Adults
County Funding Plan
Provider Services Summary

DAAS-732 (Rev. 2/16)
 County PERQUIMANS
 July 1, 2017 through June 30, 2018
 REVISION # 1, DATE 1/23/18

Services	Srv. Delivery (Check One) Dress. Paren.	Block Grant Funding			B Required Local Match	C Net* Serv Cost	D NSIP Subsidy	E Total Funding	F Projected HCCBG Units	G Projected Reimburse Rate	H Projected HCCBG Clients	I Projected Total Units
		In-Home	Other	Total								
Trans. General	X	20301		20301	2256	2257	2257	1727	13.06	47	1727	
Trans. Medical	X	6789		6789	754	7543	7543	578	13.06	15	578	
					0	0	0	0				
					0	0	0	0				
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					0	0	0	0				
Total				27090	3010	30100	30100	2304.74732		62	2304.7473	

*Adult Day Care & Adult Day Health Care Net Service Cost

ADC _____ ADHC _____

Daily Care _____
 Transportation _____
 Administrative _____
 Net Ser. Cost Total _____

Certification of required minimum local match availability.
 Required local match will be expended simultaneously
 with Block Grant Funding.

Authorized Signature, Title _____ Date _____
 Community Service Provider

Signature, County Finances Officer _____ Date _____
 Signature, Chairman, Board of Commissioners _____ Date _____

Home and Community Care Block Grant for Older Adults

NAME AND ADDRESS
COMMUNITY SERVICE PROVIDER
Albemarle Commission
512 S. Church Street
Hertford, NC 27944

DAAS-732 (Rev. 2/16)

County PERQUIMANS

July 1, 2017 through June 30, 2018

REVISION #1, DATE: 1/23/18

County Funding Plan

Provider Services Summary

Services	Ser. Delivery (Check One) Direct Puch.	Access	Block Grant Funding		Total	B		C	D	E	F	G	H	I
			In-Home	Other		Required Local Match	Net* Serv Cost							
Congregate Meals	X			20301	XXXXXXXXXXXX	2256	2257		2191	24748	3300	7.5	96	3300
Home Del. Meals	X			35158	XXXXXXXXXXXX	3906	39064		2846	41910	5080	8.25	52	5080
					XXXXXXXXXXXX	0	0			0				
					XXXXXXXXXXXX	0	0			0				
					XXXXXXXXXXXX	0	0			0				
					XXXXXXXXXXXX	0	0			0				
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					XXXXXXXXXXXX	0	0			0				
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					XXXXXXXXXXXX	0	0			0				
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					XXXXXXXXXXXX	0	0			0				
					XXXXXXXXXXXX	0	0			0				
Total					XXXXXXXXXXXX	6162	61621		5037	66658	8380	XXXXXXXXXXXX	148	8379.7333


*Adult Day Care & Adult Day Health Care Net Service Cost

ADHC
ADHC

Certification of required minimum local match availability.
Required local match will be expended simultaneously
with Block Grant Funding.

Authorized Signature, Title
Community Service Provider

Signature, County Finance Officer


Date 7/2/18

Signature, Chairman, Board of Commissioners

Home and Community Care Block Grant for Older Adults

NAME AND ADDRESS
 COMMUNITY SERVICE PROVIDER
 CNC/Access, Inc. dba ResCare HomeCare
 1825 W. City Drive
 Elizabeth City, NC 27909

DAAS-732 (Rev. 2/16)
 County PERQUIMANS
 July 1, 2017 through June 30, 2018
 REVISION #1, DATE: 1/23/18

Provider Services Summary

Services	Ser. Delivery (Chuck One)			A			B	C	D	E	F	G	H	I
	Direct	Purch.	Access	In-Home	Other	Total								
In-Home Level I	X			12680		12680	1409	14089		14089	829	17	3	829
In-Home Level II	X			30163		30163	3351	33514		33514	1971	17	11	1971
In-Home Level III	X			6605		6605	734	7339		7339	432	17	10	432
							0	0		0				
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							0	0		0				
Total				49448	0	49448	5494	54942	0	54942	3232	17	24	3232

*Adult Day Care & Adult Day Health Care Net Service Cost

ADC
 ADHC

Daily Care
 Transportation
 Administrative
 Net Ser. Cost Total

Certification of required minimum local match availability.
 Required local match will be expended simultaneously with Block Grant Funding.

Sherry Pemberton
 Authorized Signatory, Sherry Pemberton
 VP, HomeCare Contracts, Sales, Marketing
 CNC/Access, Inc. dba ResCare HomeCare

Signature, County Finance Officer
 Signature, Chairman, Board of Commissioners

Date
 Date
 Date

NAME AND ADDRESS					Home and Community Care Block Grant for Older Adults							
COMMUNITY SERVICE PROVIDER					County Funding Plan							
Medical Services of America - Day Break					Provider Services Summary							
1407 Parkview Drive												
Elizabeth City, NC 27809												
Services	Ser. Delivery (Cost, Qty)		Block Grant Funding		B	C	D	E	F	G	H	I
	Direct	Purch.	In-Home	Other								
Adult Day Health Care X	XXXXX			14697	1633	16330		16330	327	50	3	327
					0	0		0				
					0	0		0				
					0	0		0				
					0	0		0				
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Total				14697	1633	16330	0	16330	326.6		3	326.6

Deborah B. ... 2/16/18

Authorized Signature, Title
 Community Service Provider
 Date

Signature, Chairman, Board of Commissioners Date

Signature, County Finance Officer Date

Certification of required minimum local match availability.
 Required local match will be expended simultaneously with Block Grant Funding.

* Adult Day Care & Adult Day Health Care Net Service Cost

Daily Care	ADC	ADHC
Transportation		
Administrative		
Net Ser. Cost Total		



February 27, 2018

Perquimans County Commissioners:

Things have continued to be busy in the Tax Office. Hopefully, it will begin to slow down so we can catch up.

I have spoken with both parties involved in our software/hardware upgrades. Both have assured me that they are on schedule.

The delinquent tax payer ad is scheduled to be in the paper on March 14th.

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**

Enforced Collections- February 2018

GARNISHMENTS: \$4,009.73

PAYMENT AGREEMENTS: \$23,764.08

DEBT SETOFFS: \$20.00

SECTION TWO

HUMANE TREATMENT OF ANIMALS

2.01 Definitions. For purposes of this section, the words and phrases below shall have the following meanings:

Animal: Includes dogs, cats or other domesticated animals.

Outside Enclosure: A structure, built of chain link or comparable material with a solid roof, used to house an animal and protect it from the weather. The structure must be large enough that the shelter provided within the enclosed area shall not exceed more than twenty five percent (25%) of the enclosed area.

Tethering: The act of tying, chaining or restraining a dog to a fixed object with a rope, chain or other device in order to keep the dog confined. This term does not include restraining a dog on an attended leash.

2.02 Responsibilities of Owners.

A. Owners of dogs kept outside shall provide an outside enclosure that ensures humane and sanitary shelter from heat, cold, rain, wind and snow and shall provide food and water adequate to keep the dog in good health and comfort.

B. Animals shall not be kept on any lot unless the owner or keeper of the animal occupies the property where the animal is kept. The provisions of this subsection shall not apply to animals involved in the activities described in N.C.G.S. 14-360(c)(1) and (c)(2a).

C. Pursuant to N.C.G.S. 14-361.1, no person shall willfully and without justifiable excuse abandon or cause to be abandoned any animal and such statute is incorporated herein.

2.03 Cruelty to Animals. Pursuant to N.C.G.S. 14-360, no person shall intentionally overdrive, overload, wound, injure, torment, kill or deprive of necessary sustenance any animal and such statute is incorporated herein.

2.04 Tethering. Permanent tethering of dogs is prohibited. No dog shall be permanently tied, chained, fastened or otherwise tethered to any inanimate stationary object as a means of confinement of the dog to property.

2.06 Violations. Any violations of this section shall be considered a Class III Violation as outlined in Section One and civil penalties shall be levied accordingly. Violations shall subject the violator to all other remedies provided by law.

Recommendations

No public comments were offered at the public meeting of the Special Called Planning Board meeting on February 26, 2018. Planning Board recommended approval of CUP-18-01 and found it to be consistent and in harmony with the existing development pattern around 377 Camp Cale Road. Planning Staff believes the Camp Cale bunkhouse facility expansion as proposed may be developed in compliance with Zoning Ordinance Section 907.12. Staff also believes the Draft Conditional Use Permit as presented contains adequate conditions that require notification of the Perquimans County Water Department Supervisor of any construction involving plumbing on the premises. Planning Staff has included some conditions relating to RV hookups and primitive camping due to the uncertain nature of a Board-Directed entity's predisposition to shuffle plans when executing future development.

Suggested Motions – Recommendations – Actions: The Draft CUP, if adopted by the Board of County Commissioners, must contain conditions included by the BCC's motion, if so moved.

The BCC is requested to consider using one of the following sets of scripts to form the desired motion for approval or denial of each proposed CUP, as follows:

TWO (2) SUGGESTED ACTIONS TO APPROVE:

- 1) **CONSISTENCY STATEMENT:** Motion to find proposed Conditional Use Permit No. CUP-18-01 to be **CONSISTENT** and in **HARMONY** with the existing development pattern around 377 Camp Cale Road, Hertford, NC;

- 2) **MOTION TO APPROVE:** Motion to approve Conditional Use Permit No. CUP-18-01, for the expansion of 2 bunkhouse facilities at 377 Camp Cale Road (Cale Camp and Conference Center) also known as Tax Parcel No. 4-0063-0003, (*conditioned upon: revise, add or delete from list of conditions contained in the DRAFT Conditional Use Permit*), adopting Findings to support the motion (see Table, below).

TWO (2) SUGGESTED ACTIONS TO DENY: Motions to deny Application No. CUP-18-01, and adopting Findings to support the motion would utilize both of the above-noted motions stated in the negative tense.

TABLE OF FINDINGS for CUP No. CUP-18-01: Chowan Baptist Association Bunkhouse Facility Expansion	
Motion to recommend approval finds:	Motion to recommend denial finds:
1) That the CUP will <u>not</u> materially endanger the public health or safety if located according to the plan submitted and approved.	1) That the CUP <u>will</u> materially endanger the public health or safety if located according to the plan submitted and approved.
2) That the use <u>meets</u> the required conditions and specifications.	2) That the use does <u>not</u> meet the required conditions and specifications.
3) That the use will <u>not</u> substantially injure the value of adjoining or abutting property, or that the use is a public necessity.	3) That the use <u>will</u> substantially injure the value of adjoining or abutting property, or that the use is not a public necessity.
4) That the location and character of the use, if developed according to the plan as submitted and approved, <u>will</u> be in harmony with the area in which it is to be located and in general conformity with the Perquimans County Land Use Plan.	4) That the location and character of the use, if developed according to the plan as submitted and approved, will <u>not</u> be in harmony with the area in which it is to be located and will not be in general conformity with the Perquimans County Land Use Plan.

ATTACHMENTS: 1) Applicant's CUP Application and Site Plan;
 2) Draft Conditional Use Permit No. CUP-18-01



Perquimans County Planning & Zoning Office

MEMORANDUM

TO: Frank Heath, County Manager

FROM: Rhonda Money, Planner/GIS *RM*

DATE: February 27, 2018

RE: Status Report on Alpha Value Solar, LLC's Large Scale Solar Power Generating Facility, CUP-16-06

This is an Annual Report by Heath McLaughlin regarding the status and progress made on Conditional Use Permit No. CUP-16-06 to construct a solar energy system on tax parcel number 3-0049-00010A currently owned by HMM Family Farm, LLC located at 746 Ocean Highway South.

Condition 'M' titled 'Annual Reports' in CUP-16-06 in Perquimans County Register of Deeds book 461, page 226 states, "...During construction of the project, the Applicant, heirs and assigns shall provide the County with annual reports outlining progress to date along with circumstances that may result in delays. In the event construction will be delayed beyond February 6, 2018, the Applicant, heirs and assigns shall formally request an extension be granted by the Board of County Commissioners; otherwise the BCC may revoke the Conditional Use Permit."

Reference is made to the attached letter from Mr. McLaughlin regarding the status of the project, along with the Conditional Use Permit approved by the BCC February 6, 2017.

Alpha Value Solar, LLC 

February 16, 2018

Perquimans County Planning & Zoning
104 Dobbs Street
Hertford, NC 27944

Attn: Rhonda Money, Planner

Re: Conditional Use Permit No. CUP-16-06 Annual Report

Dear Ms. Money:

On behalf of Applicant and Developer Alpha Value Solar, LLC, please allow this letter to serve as an Annual Report and formal Extension Request for Conditional Use Permit CUP-16-06 which was filed with Perquimans County Register of Deeds on March 7, 2017.

Under Section M in the Conditional Use Permit, notice to the Planning Board and Board of County Commissioners is requested to outline project progress along with circumstances that may result in delay(s) if construction is expected to commence after February 6, 2018.

To date, the Applicant has diligently worked with all parties to maintain steady forward progress with intent to construct a 5.0 MW(AC) solar farm with delivery of solar power to Dominion Energy in Q4 2018. Solar farm construction was not feasible in 2017 due to some unexpected delays encountered with site permitting and interrelated Dominion North Carolina Power ("DNCP") interconnection studies for S. Hertford substation. However, the interrelated site planning and interconnection issues have been resolved and the Applicant would like to request a CUP Extension with start of construction planned for August 1, 2018. Subject to DNCP interconnection approvals and good weather in the fall it is expected Alpha Value Solar, LLC will achieve substantial completion and commercial operation prior to year-end.

Of course, final interconnection and grid protection equipment installation is managed by Dominion Energy and commercial operation could slide into Q1 2019 if substation and distribution line upgrades are not completed in 2018. The Applicant will remain in communication with Planning and Zoning with site prep underway and no major construction planning delays anticipated at this time.

Thank you kindly for CUP-16-06 Extension Request consideration and please do not hesitate to contact me by email at Heath@Blue-GreenEnergy.com or at (321) 202-3600 if you have any questions or I can be of further assistance.

With sincere regards,



Heath McLaughlin,
Authorized Representative

This document presented and filed:
03/07/2017 02:15:17 PM

Deanna H. Phelps, Deputy

JACQUELINE S. FRIERSON, PERQUIMANS CO, NC

BOOK 461 PAGE 223 (8)

414177



CONDITIONAL USE PERMIT No. CUP-16-06

Page 1 of 7

On the date(s) listed below, the Board of Commissioners for Perquimans County met and held a public hearing to consider the following application:

Developer: Alpha Value Solar, LLC
176 Mine Lake Court, Suite 100
Raleigh NC 27615

Authorized Applicant: Beth Trahos, Smith Moore Leatherwood, LLP
434 Fayetteville Street, Suite 2800
Raleigh, NC 27601

Property Owners: HMM Family Farm, LLC
176 Mine Lake Ct., Suite 100
Raleigh, NC 27615

Site Location: Portions of 109.54-acre parcel located behind 768 Ocean Hwy South, approx. 1,500 feet south of the Town of Hertford's ETJ.

Tax Parcel Nos: 3-0049-00010A

Zoning District: RA, Rural Agriculture and CH, Highway Commercial

Proposed Use of Property: As indicated by the Applicant's December 19, 2016 letter to the Board of Commissioners, Alpha Value Solar proposes to construct and operate a Large-Scale, ground-mounted Solar Power Energy System ("Solar Farm") on Tax Parcel No. 3-0049-00010A in the 700 block of Ocean Hwy South (US Hwy 17 South), Hertford, Perquimans County, North Carolina, owned by the Riddick Family Partnership. *"The Solar Farm will contain rows of Photovoltaic (PV) cells mounted on posts. These rows of cells are referred to as "solar arrays." The power generated from the Solar Farm will be connected to the local power grid."*

CONDITIONAL USE PERMIT No. CUP-16-06

Page 2 of 7

Meeting & Hearing Dates: Planning Board on 1-10-17; & Board of Commissioners on 2-6-17.

Having heard all the evidence and argument presented at the hearing(s), the Board finds that the Application is complete, that the Application complies with all of the applicable requirements of the Perquimans County Zoning Ordinance for the development proposed, and that therefore the Application to make use of the above-described property for the purpose indicated is hereby approved, subject to all applicable provisions of the Zoning Ordinance pertaining to "Solar Farm (Large-scale, ground-mounted Solar Power Energy System)" and other conditions as follows:

- A) The Applicant, heirs and assigns shall conduct operations in accordance with the plans and application materials submitted to and approved by the Board of Commissioners (BCC), a copy of which is contained in the County Planning & Zoning Office and recorded with the Register of Deeds Office. Any Major Modification proposed to the approved plans shall require reapplication and approval by the Board of County Commissioners. "Major Modification" is defined as "Any significant change in land use, and any change in the property boundaries and/or any change that results in an increase in the density or intensity of the project, as shown and described in the approved Conditional Use Permit and Site Plans." However, it is understood that the conceptual layout of the Solar Farm as shown on the Site Plan may require adjustments in the exact locations of Solar Panels and related equipment, and the Access Roads within the leased Project Boundaries, pending the outcome of final survey, wetlands delineation, storm water permits, Army Corp of Engineers requirements, and maximization of solar energy production, as applicable. If deemed necessary by the Planning & Zoning Administrator, any discernable adjustment in the leased Project Boundaries will require review and approval by the Planning Board in a public meeting to determine the need or desire for additional or revised setbacks, screening, lighting, etc., which must comply at a minimum with Section 907.28 of the Perquimans County Zoning Ordinance. Discernable changes in the layout of Solar Panels or other Site Improvements proposed closer towards an adjacent property owner, without signed and notarized consent of said adjacent property owner, shall require Board review and approval. For purposes of enforcing this section, the leased "Project Boundaries" are defined as "The Access Road and the series of lines labeled as "6' Chain Link Fence" which encompasses other Site Improvements and which are currently depicted on the conceptual Site Plan and which will be formalized and finalized in a Legal Description containing a metes and bounds description prior to the County Staff's issuance of Zoning and Building Permits and prior to construction."
- B) The approved Site Plan includes a total 5 Mega-watts (AC) of solar power production throughout the subject property. The facility will generate clean energy solar power which will be sold directly to the Power Company servicing the facility. The Solar Farm will consist of a single phase of construction.
- C) The main point of ingress and egress for the facility will be directly off of US Highway 17 South with an assigned E-911 address of 746 Ocean Highway South, Hertford, NC 27944. For both aesthetics and safety, the driveway entrance leading from the public highway shall be surfaced with asphalt or six inches (6") of concrete as measured from the edge of the road for at least 30 feet to facilitate site access in coordination with the NCDOT District Engineer's Office and the County's Planning & Zoning Office. The remainder of the access or service roads will be constructed of 6"

CONDITIONAL USE PERMIT No. CUP-16-06

Page 3 of 7

of size 12 crushed stone compacted in native soil to a width of 20 feet with a minimum 30-foot radius of curvature. The Access Roadway is further defined as: "A road bed having a width of 20 feet with a paved entrance apron a minimum of 30 feet long and a minimum 30-foot centerline radius of curvature, with 6" inches of size 13 gravel compacted on native soil in order to provide reliable site access for site construction, maintenance, and emergency vehicles. Said roads must be maintained by the Applicant, heirs and assigns to allow access for emergency vehicles. The access roadway shall be located as specified on the proposed CUP Site Plans.

- D) Prior to final project approval and issuance of a Zoning Permit, the Applicant must apply for and obtain a Driveway Permit from the North Carolina Department of Transportation (NCDOT).
- E) No occupied building structures are anticipated for the solar facility at this time; however, any future proposal to construct an Accessory Building on the property will require the Applicant, heirs and assigns to first apply for and obtain Zoning and Building Permits in compliance with minimum design standards and may require review by the Planning Board to determine if the proposed improvement constitutes a Major Modification. Prior to issuance of a Zoning Permit for any new building, the Applicant, heirs and assigns must provide a Site Plan detailing the existing and proposed site improvements, pursuant to Section 509 of the Perquimans County Zoning Ordinance.
- F) The Solar Energy System equipment and any potential future buildings or structures, shall be secured and screened from routine view from public rights-of-way, existing residential uses and adjacent properties, through compliance with Sections 907.28B(3)(a) and (b), 1802 and 1803.
- G) Mounting structures and solar panels will not exceed the maximum height of 15'. Outdoor lighting is expected to be minimal. Standard access gates will be used for any entrances to the Solar Farm and will be kept locked and secured at all times when authorized personnel are not occupying the property.
- H) The Solar Farm shall be enclosed with a 6' security fence with 1' of barbed wire with a minimum height of seven (7) feet and screened with either a minimum three foot (3') wide strip planted with dense evergreen vegetation such as that shown on the Applicant's Site Plan or other suitable plant material with an initial height of at least five feet (5') with expected growth of at least seven (7) feet in height within three (3) years or a twenty (20) foot wide strip of natural wooded area. Minimum setbacks and buffering must comply with Section 907.28 of the Perquimans County Zoning Ordinance.
- I) The Applicant, heirs and assigns shall take every precaution to ensure there is no increased stormwater directed onto adjacent properties resulting from new construction and development on the subject property. Should unforeseen stormwater problems occur, the Applicant, heirs and assigns shall take immediate action to rectify the situation in coordination with the owner of any adjacent property adversely impacted by stormwater runoff.

CONDITIONAL USE PERMIT No. CUP-16-06

Page 4 of 7

- J) The Applicant, heirs and assigns shall submit for review by the Perquimans County Soil & Water Conservation District Office to confirm acceptance of proposed culverts and compliance with storm drainage requirements of the NCDEQ.
- K) Applicant's Obligation to Restore the Property at the end of the Lease Term: The Applicants, heirs and assigns shall do the following with respect to any portions of the Property disturbed in the course of Solar Operations:
 - 1) Within six (6) months after completion of construction of the solar project, the Applicant, heirs and assigns, shall restore such portions of the Property to a condition reasonably similar to its condition on February 6, 2017, except for any parts of the Property that the Applicant determines it needs for continuing Solar Operations; and
 - 2) Within twelve (12) months after the expiration, surrender or termination of the Site Lease, Alpha Value Solar, LLC, the Applicants, heirs and assigns shall restore the Site to substantially its RA (Rural Agricultural) condition as of the CUP approval date using prudent engineering practices where applicable, including, without limitation, the removal of (i) all improvements and solar farm related alterations on the subject Tax Parcel(s), without limitation, all fencing, roads, solar panels, racking, and pilings, and other improvements or alterations, and shall rough grade the Site to the same condition of level as existed as of the CUP approval date, and (ii) any electrical or communication or other utility poles, lines and connections (unless such lines, equipment, and connections are used in connection with subject Tax Parcel(s) and Property Owner elects to allow such lines and connections to remain); provided, however, that Applicant shall not be obligated to replant any crops or plants, and (iii) remove from such portions of the Property any Solar Energy System owned or installed by Applicant thereon, and (iv) restore, in a commercially reasonable manner and to commercially reasonable standards, such portions of the Property to a condition reasonably similar to its condition as of February 6, 2017, specifically to a farmable condition.
- L) The Conditional Use Permit is approved and recorded with the Applicants' letter and conceptual Site Plan, to become the basis for the Zoning Permit issued by the Planning & Zoning Office upon submittal and approval of a final Site Plan. If the Conditional Use Permit is not recorded in the Register of Deeds Office by the Applicant, heirs and assigns within three (3) months from the date of BCC approval, the BCC may revoke the Conditional Use Permit.
- M) Annual Reports: The Planning Board and Board of County Commissioners hereby acknowledge the Applicant's intent to complete construction of the Solar Farm in 2017. During construction of the project, the Applicant, heirs and assigns shall provide the County with annual reports outlining progress to date along with circumstances that may result in delays. In the event construction will be delayed beyond February 6, 2018, the Applicant, heirs and assigns shall formally request an extension be granted by the Board of County Commissioners; otherwise the BCC may revoke the Conditional Use Permit.

CONDITIONAL USE PERMIT No. CUP-16-06

Page 5 of 7

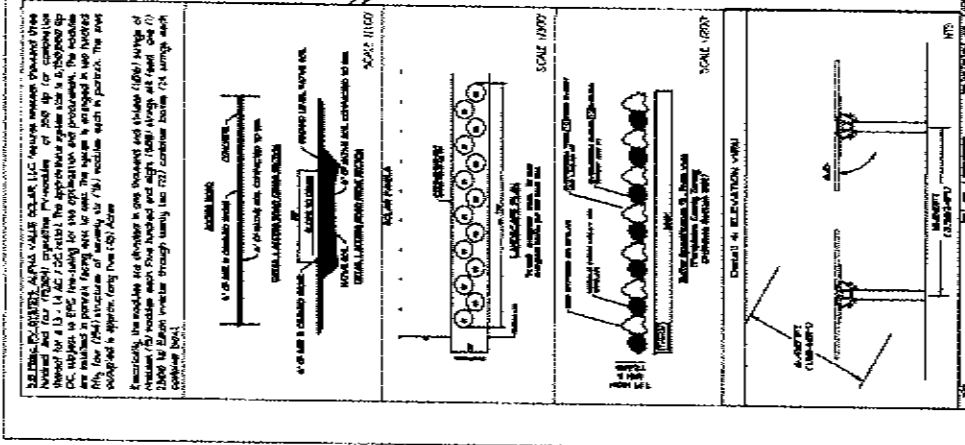
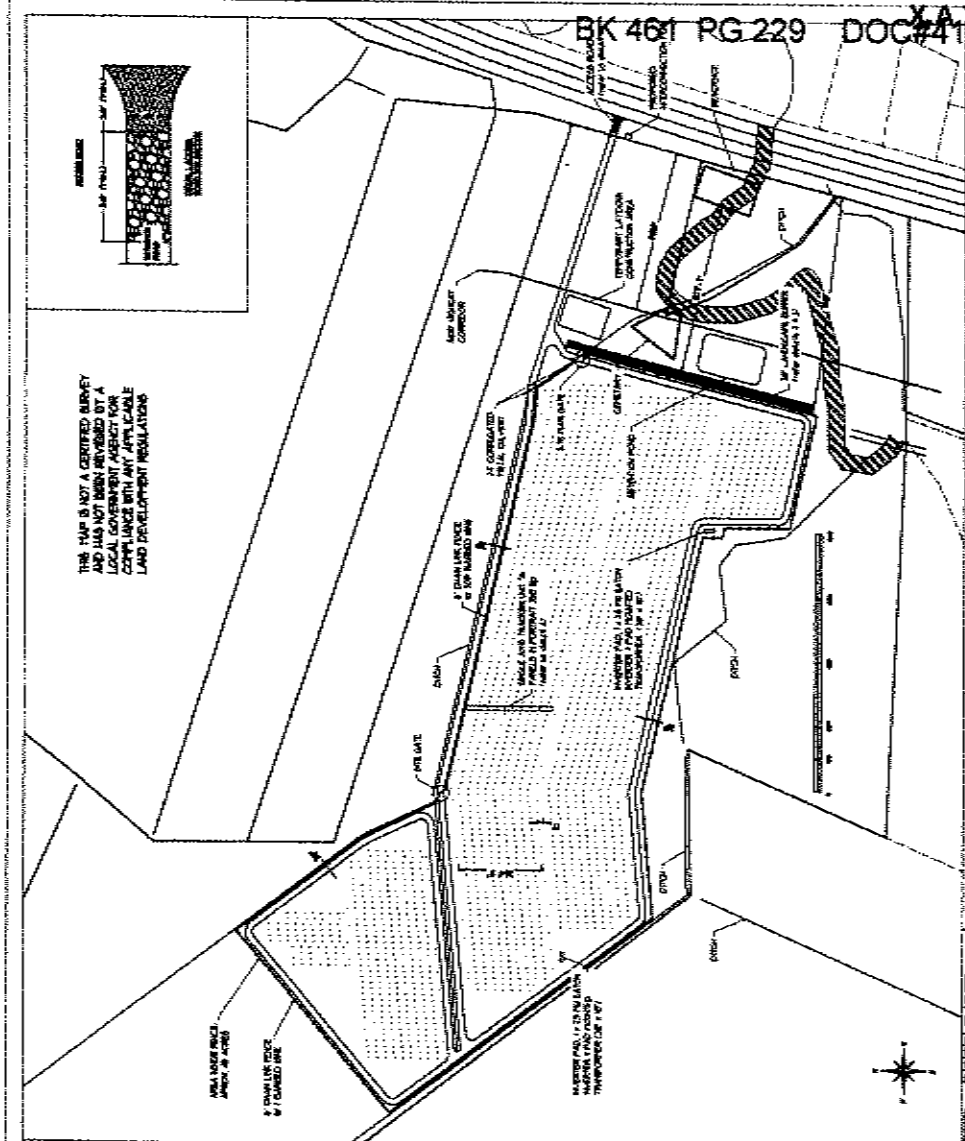
- N) Prior to the issuance of a Certificate of Zoning Compliance, the Applicant, heirs or assigns shall provide certified "as built drawings" to the County showing the surveyed lengths and bearings of the leased Project Boundaries and locations of the solar panel farm location, roads, transmission lines, equipment, components, and all related improvements. Operation of the entire facility or any individual component of the facility may be delayed at the discretion of the Planning & Zoning Administrator to allow for the timely review and issuance of said certificate which is based upon determination by County staff or its outside consultants, of compliance with the CUP and other applicable zoning standards.
- O) Pursuant to Section 509 of the Perquimans County Zoning Ordinance, no Certificate of Zoning Compliance will be issued until all required site improvements have been completed and an appropriately licensed person submits an "as built" plan, where deemed necessary. No Final Building Inspection will be conducted and no Certificate of Occupancy will be issued until a Certificate of Zoning Compliance has been issued.
- P) The Applicant, heirs and assigns shall take every precaution to ensure there is no increased stormwater directed onto adjacent properties resulting from new construction and development on the subject property. Should unforeseen stormwater problems occur, the Applicant, heirs and assigns shall take immediate action to rectify the situation in coordination with the owner of any adjacent property adversely impacted by stormwater runoff.
- Q) Continued Access and Inspections: For a period of up to 12 months after the Applicant, heirs and assigns submits the certified "as built" drawings, County staff may confirm compliance with the specific specifications determined to be within compliance according to the Perquimans County Zoning Ordinance, Sections 907.28B.(1)-(8), as amended.
- R) Cultural Resources: The Applicant, heirs and assigns shall inform the County about any historical or archaeological resources found within the project boundaries and provide an opportunity for the County to document said resources. In addition, the Applicant, heirs and assigns shall submit a copy to the County of any inventory, study, plan, etc., required or prepared by State or Federal regulations or agencies which documents historical or archaeological resources found within the project boundaries.
- S) Sign Permits: A separate Sign Permit must be obtained from the Planning & Zoning Office and the Building Inspections Department for any sign not exempted or required by local, State or Federal law.
- T) Applicant, heirs and assigns shall accommodate and support and hold training sessions for emergency service personnel if requested by the Emergency Services Director with adequate advanced notice.
- U) The access point from Ocean Highway South and the point of interconnection and related attachment facilities and appurtenances are approved for certain portions of the subject property which is zoned CH and RA as per the approved CUP Site Plan in support of the proposed Solar Power Energy System located behind 768 Ocean Highway South (US Hwy 17 South). All other site improvements for the proposed Alpha Value Solar Power Energy System shall be located within the RA, Rural Agriculture District.

CONDITIONAL USE PERMIT No. CUP-16-06
Pages 6 of 7

Insert Here Site Plan(s) no larger than 8.5" X 14"

which bear(s) the following statement:

***"THIS MAP IS NOT A CERTIFIED SURVEY
AND HAS NOT BEEN REVIEWED BY A
LOCAL GOVERNMENT AGENCY FOR
COMPLIANCE WITH ANY APPLICABLE
LAND DEVELOPMENT REGULATIONS."***



THIS PLAN IS NOT A CERTIFIED SKETCH AND HAS NOT BEEN APPROVED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS.

Alpha Value Sober, LLC 10000 W. BUCKLEBURY BLVD DENVER, CO 80231 TEL: 303.440.1000	ESA MANAGEMENT SERVICES, PLLC 10000 W. BUCKLEBURY BLVD DENVER, CO 80231 TEL: 303.440.1000	Alpha Value Sober, LLC 10000 W. BUCKLEBURY BLVD DENVER, CO 80231 TEL: 303.440.1000	Site Plan
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CONDITIONAL USE PERMIT No. CUP-16-06
Page 7 of 7

If any of the conditions affixed hereto or any part thereof shall be held invalid or void without remedy, then this permit shall be void and of no effect.

IN WITNESS WHEREOF, Perquimans County has caused this permit to be issued in its name, and the undersigned, being all the authorized applicants, agents, representatives, or property owners of the property above described, do hereby accept this Conditional Use Permit, together with all its conditions, as binding on them and their successors in interest.

[Signature]
Kyle Jones, Chair, Board of Commissioners Date 3/6/17

Attest: Mary P. Hunnicutt
Mary P. Hunnicutt, Clerk to the Board Date 3/6/17

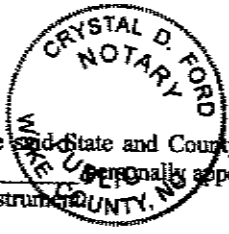


I (We), Alpha Value Solar, LLC / Min You, authorized Applicant(s) of the above identified property, do/does hereby acknowledge receipt of this Conditional Use Permit. The undersigned does further acknowledge that no work may be done pursuant to this permit except in accordance with all of its conditions and requirements and that this restriction shall be binding on them and their successors in interest.

[Signature]
Alpha Value Solar, LLC Date 03/06/2017
By: Min You, Its Member, 176 Mine Lake Court, Suite 100 Raleigh, NC 27615

The State of North Carolina
Wake County

I, Crystal D. Ford, a Notary Public in and for the said State and County, do hereby certify that Min You personally appeared before me this day and acknowledged the due execution of the forgoing instrument.



WITNESS my hand and notarial seal, this the 6th day of March, 2017.

Crystal D. Ford
Notary Public

My Commission expires: Dec. 9, 2017
(Not valid until fully executed and recorded)

§ 143-318.11. Closed sessions.

(a) Permitted Purposes. - It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required:

- (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.
- (2) To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award.
- (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.
- (4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations. The action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.
- (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.
- (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.
- (7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
- (8) To formulate plans by a local board of education relating to emergency response to incidents of school violence or to formulate and adopt the school safety components of school improvement plans by a local board of education or a school improvement team.
- (9) To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.

(b) Repealed by Session Laws 1991, c. 694, s. 4.

(c) Calling a Closed Session. - A public body may hold a closed session only upon a motion duly made and adopted at an open meeting. Every motion to close a meeting shall cite one or more of the permissible purposes listed in subsection (a) of this section. A motion based on subdivision (a)(1) of this section shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on subdivision (a)(3) of this section shall identify the parties in each existing lawsuit concerning which the public body expects to receive advice during the closed session.

(d) Repealed by Session Laws 1993 (Reg. Sess., 1994), c. 570, s. 2. (1979, c. 655, s. 1; 1981, c. 831; 1985 (Reg. Sess., 1986), c. 932, s. 5; 1991, c. 694, ss. 3, 4; 1993 (Reg. Sess., 1994), c. 570, s. 2; 1995, c. 509, s. 84; 1997-222, s. 2; 1997-290, s. 2; 2001-500, s. 2; 2003-180, s. 2; 2013-360, s. 8.41(b).)

FOR
INFORMATION
ONLY
ITEMS

DEPARTMENT HEAD REPORTS

PLAT REVIEW LOG - PERQUIMANS COUNTY

Feb 2018

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
Dianne White Stallings Paul Toti	✓	2/7/18	✓	Recombination of 1-0005-003419 + 1-0005-003414 Deed will follow
LUCYD MARK SAWYER ET. HYMAN	✓	2/9/18	✓	recombination of 5-0033-00566 10.40 acres pulling out 19 acres.
BALVIN RAYMOND GUNDRY SOSICH A WEBB III	✓	2/12/18	✓	Subdivision of land 4-0053-0065 to 4-0053-0065 Total surveyed 4.40
NEEDHAM PROPERTIES LLC SH MILLER	✓	2/13/18	✓	Survey for 3-0210-1142011-H existing station
LANCELOT PATTEN & LACELOT TODD WINSLOW MARK PRUDER	✓	2/19/18	✓	Subdivision of land including Parcel #15 1-008-0013 / 1-0011-038 / 1-0011-0055
DIANNE WHITE STALLING Paul J. Toti	✓	2/21/18	✓	Subdivision & Recombination for 1-0005-003 DIANNE WHITE STALLING 1-0005-003411-0005- 003
ANN SIMPSON DONATHAN Paul J. Anne Lenary SOSICH A WEBB III	✓	2/22/18	✓	30 boat wide Private Right of Way Total area surveyed 2.10 acres

Bissell 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 Avera Road Black Mountain, NC 28711 (828) 669-2777
Bowman Consulting Paul J Toti 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 Fine 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

COMMITTEE REPORTS