

AGENDA
All items are for discussion and possible action.
 Perquimans County Board of Commissioners
 Commissioners' Room - Courthouse Annex Building
June 4, 2018
6:30 p.m.

Board of Equalization & Review to meet in Commissioners' Room at 6:25 p.m.

- I. Call to Order
- II. Prayer & Pledge
- III. Public Hearing
 - A. Rezoning Request No. REZ-18-01, Albemarle Plantation Property Owners Association, Inc. 6:30 p.m.
 - *To receive citizens' comments to consider Rezoning Request No. REZ-18-01, requested by Albemarle Plantation Property Owners Association, Inc. to rezone Tax Parcel No. 2-0082-0007 from RA-25 (Residential & Agricultural District) to RA (Rural Agriculture District) for the purpose of allowing an equestrian facility.*
- IV. Approval of Agenda
- V. Consent Agenda
(Consent items as follows will be adopted with a single motion, second and vote, unless a request for removal of an item or items is made from a Commissioner or Commissioners.)
 - A. Approval of Minutes: May 7, 2018 Regular Meeting & May 21, 2018 Work Session (cancelled)
 - B. Personnel Matters
 - 1. Appointment: Part-Time/Fill-In Non-Certified Telecommunicator (2)
 - 2. Appointment: Social Worker IA&T
 - C. Step/Merit Increases
 - 1. Social Services Department
 - 2. Sheriff's Department
 - 3. Tax Department
 - D. Board Reappointments/Appointments/Resignation
 - 1. Resignation: COC – Adult Care Home Advisory Committee
 - 2. Reappointments: Local Library Board (2)
 - 3. Reappointments: Recreation Advisory Committee (3)
 - 4. Appointment/Resignation: Tourism Development Authority – Industry Rep
 - E. 2018 Memorandum of Participation for Separation Allowance Benefit
- VI. ~~Introduction of New Employees/Staff~~
 - A. ~~Telecommunications~~
- VII. Scheduled Appointments
 - A. Buddy Lawrence, Albemarle Plantation 7:00 p.m.
 - B. Bill Jennings, Tax Administrator 7:05 p.m.
 - C. Susan Chaney, Social Services 7:10 p.m.
- VIII. Presentation of FY 2018-2019 Budget
- IX. Commissioner's Concerns/Committee Reports
 - A.
 - B.
- X. Old Business
 - A. Updates from County Manager

ACTION
TAKEN
LATER

ACTION
REQUIRED

NO
ACTION
REQUIRED

**ACTION
REQUIRED**

- XI. New Business**
 - A. Planning Item: REZ-18-01, Albemarle Plantation Property Owners Association, Inc.
 - B. Resolution: Harbor Town Project – IBX Authority
 - C.
 - D.
 - E.
- XII. Public Comments**
(If you wish to address the Board, please state your name for the record prior to speaking)
 - A.
 - B.
 - C.
- XIII. Closed Session: Per NCGS #143-318.11(4) - Economic Development Matter & Closed Session Minutes**
- XIV. Adjournment**

FOR INFORMATION ONLY:

- Prescription Card Program

DEPARTMENT HEAD REPORT:

- Plat Log
- Code Enforcement Officers' Report
- Building Inspector's Report

COMMITTEE WRITTEN REPORTS:

- April 26, 2018 Peer Review Minutes
- April 26, 2018 911 Communications Board Meeting Minutes

NOTES FROM THE COUNTY MANAGER
June 4, 2018
6:30 p.m.

Board of Equalization & Review to meet in Commissioners' Room at 6:25 p.m.

- III.A. **Enclosures:** Public Hearing is being held regarding the following matter.
- A. **Rezoning Request No. REZ-18-01, Albemarle Plantation Property Owners Association, Inc.**.....6:30 p.m.
- *To receive citizens' comments to consider Rezoning Request No. REZ-18-01, requested by Albemarle Plantation Property Owners Association, Inc. to rezone Tax Parcel No. 2-0082-0007 from RA-25 (Residential & Agricultural District) to RA (Rural Agriculture District) for the purpose of allowing an equestrian facility.*
- 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. ~~The following introductions will be made:~~
- A. ~~**Introduction of Employee:** Jonathan Nixon will introduce Anna Johnson, Full Time Certified Telecommunicator, who was appointed on May 1, 2018. (Did not find out that she would not be able to attend meeting due to work schedule until after Agenda Packets had been prepared.)~~
- VII.A. **Enclosure.** Buddy Lawrence will present Albemarle Plantation's request for July 1st Fireworks.
- VII.B. **Enclosure.** Bill Jennings, Tax Administrator, will present his Monthly update.
- VII.C. Susan Chaney, Social Services Director, will present her monthly report.
- VIII. County Manager Heath will present the FY 2018-2019 Budget to the Board and request to set up a Public Hearing for Monday, June 18, 2018. ***(A copy of Budget Message will be provided to you on Monday.)***
- X.A. County Manager Heath will present several updates to the Board.
- XI.A. **Enclosures.** Rhonda Money, GIS/County Planner, will present the following item for Board action:
- **Rezoning Request No. REZ-18-01, Albemarle Plantation Property Owners Association, Inc.:** A Public Hearing was held to receive citizens' comments to consider Rezoning Request No. REZ-18-01, requested by Albemarle Plantation Property Owners Association, Inc. to rezone Tax Parcel No. 2-0082-0007 from RA-25 (Residential & Agricultural District) to RA (Rural Agriculture District) for the purpose of allowing an equestrian facility. Board action is being requested.
- XI.B. **Enclosure.** Chairman Nelson will present the enclosed draft Resolution to support the establishment an IBX Authority to develop the Harbor Towns Project. Board action is being requested.
- XIII. **Enclosure:** Pursuant to NC General Statute 143-318.11(4), the Board will need to go into Closed Session to discuss an Economic Development Matter 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 May 7, 2018 Regular Meeting & May 21, 2018 Work Session (cancelled)
- B. **Enclosures:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Robert Wood	Part-Time/Fill-In Non-Certified Telecommunicator	Appointment	60/1	\$12.21/hr.	5/01/2018
Annmarie Shine	Part-Time/Fill-In Non-Certified Telecommunicator	Appointment	60/1	\$12.21/hr.	5/01/2018
Amy Felton	Social Worker IA&T	Appointment	70/2	\$40,451	6/01/2018

- C. **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
Sherry Schrodt	SW III	69/3	\$39,654	6/01/18
Christopher Murray	Deputy Sheriff / SRO	65/3	\$33,251	6/01/18
Tashara Gramby	Tax Clerk - Collections	58/2	\$23,854	6/01/18

D. **Enclosures:** The following Board reappointments/resignation/appointment are for Board action:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Gordon, Nettie	COC - Adult Care Home Advisory Committee	Resignation	3 yrs.	7/01/2018
Aples, Archie	Local Library Board	Reappointment	4 yrs.	6/30/2018
McNaught, Ruth	Local Library Board	Reappointment	4 yrs.	6/30/2018
Wheeler, Kathryn	Recreation Advisory Committee - At Large	Reappointment	3 yrs.	6/30/2018
White, Pete	Recreation Advisory Committee - At Large	Reappointment	3 yrs.	6/30/2018
Nixon, Chad	Recreation Advisory Committee - New Hope	Reappointment	3 yrs.	6/30/2018
Damron, Charlotte	Tourism Development Authority -- Industry Rep	Resignation		7/01/2018
McDonald, Stephen	Tourism Development Authority -- Industry Rep	Appointment	3 yrs.	7/01/2018

E. **Enclosures.** The audit requires that the County contract with a company to prepare our disclosures required under GASB Statement No. 73 for the Special Separation Allowance for Law Enforcement Officers. Last year, we contracted with Cavanaugh MacDonald Consulting, LLC. We need to renew the contract. Tracy Mathews, County Finance Officer, recommends the renewal of the Memorandum of Participation for Separation Allowance Benefit with Cavanaugh Macdonald Consulting, LLC located in Kennesaw, GA. Board action is being requested.



May 29, 2018

Perquimans County Commissioners:

The Perquimans County Board of Equalization and Review will need to reconvene for the 2018 session. I have no other appointments scheduled and plan to ask that a motion be made to adjourn the Board until the 2019 session.

Bill Jennings
Perquimans County Tax Administrator

PUBLIC NOTICE

The Perquimans County Board of County Commissioners will hold a public hearing at their next public meeting on Monday, June 4, 2018 at 6:30 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 Rezoning Request No. REZ-18-01, requested by Albemarle Plantation Property Owners Association, Inc to rezone Tax Parcel No. 2-0082-0007 from RA-25 (Residential & Agricultural District) to RA (Rural Agriculture District) for the purpose of allowing an equestrian facility.

Property owners, residents and other interested parties may review this item during normal business hours before the legislative 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.

Publish in Perquimans Weekly on May 23, 2018 and May 30, 2018

Perquimans County Planning & Zoning Staff Report
By Rhonda Money, Planner
For BCC Meeting June 4, 2018

SUBJECT: Consideration of Rezoning Request No. REZ-18-01, requested by Albemarle Plantation Property Owners Association, Inc to rezone Tax Parcel No. 2-0082-0007 from RA-25 (Residential & Agricultural District) to RA (Rural Agriculture District) for the purpose of allowing an equestrian facility.

Project Description/ Research & Analysis

Existing Conditions & Background Information: All of Albemarle Plantation subdivision southwest of Holiday Island Road is zoned RA-25 except the Belmont section and the Cole tract, which are zoned RA-15. The subject property is a 31.61 acre parcel of the Mathews tract in HH section of Albemarle Plantation. It is surrounded by eleven residential parcels which range in size from 7.7 acres to 12.2 acres. Currently ten parcels plus the subject property are open grass and woods. One residence occupies a 7.7 acre parcel; all other contiguous parcels are undeveloped at this time. A Community & Garden Center are on an 8.67 acre parcel also in HH section, but that parcel is not contiguous. Beyond the HH section are many lots ranging mostly from 0.3 to 1.0 acre.

Full range of land uses must be considered for a rezoning plus its consistency with the CAMA Land Use Plan. An equestrian facility or complex falls under 'horse farms' in Article VIII's Table of Uses. Should the rezoning be approved, the parcel will be eligible for **any use** permitted in Article VIII Table of Uses 'RA' column, not just a horse farm. As long as Albemarle Plantation Property Owners Association (APPOA) retains ownership however, they will maintain control of activities on site and can impose their own limitations on any lessee, such as limiting the number of horses per acreage, and defining the areas that are off limits to riders or restricting other lessees from using the area at all.

An employee restroom is planned for the barn and is expected to be connected to the Plantation's private sewer system. Jon Morgan, with Albemarle Regional Health Services, writes in an email to Planning & Zoning dated April 19, 2018, "...In regards to the proposed equestrian center in Albemarle Plantation, it has been proposed for any domestic wastewater to be disposed by the existing sanitary sewer system owned by Albemarle Plantation. The local Health Department will have no jurisdiction over the project. If you have any questions regarding the collection and disposal of the wastewater please contact NCDENR in the Washington NC, regional office at 252-946-6481." Planner Money spoke with Mr. David May in the Water Resources division of NCDENR's Washington, NC office Friday, April 27, 2018. Mr. May said his department oversees Albemarle Plantation's wastewater permit # WQ0001817 and that connection of a horse facility employee restroom will pose no problem to the existing wastewater system.

Potential Spot Zoning Argument: David W. Owens states in *Introduction to Zoning and Development Regulation* (fourth edition 2013, page 109), "When a local government rezones a relatively small area of land, special care must be taken to protect the rights of the landowner, the neighbors, and the community at large. ... when the zoning power is applied to a small area in a way that is different from the way it is applied to the surrounding area, particularly if the small

area is owned by a single entity, the overall public good may not be served. Treating one parcel differently from the surrounding property raises concerns that the zoning may unfairly benefit or harm that owner (or the neighbors) ...". It is not illegal in North Carolina, but the county must show that the rezoning is reasonable. Suitability of the site for the proposed use, impacts on traffic, the environment, neighborhood character, and utilities should be considered.

These specific factors should be discussed prior to making any decisions on potential spot zoning (page 111, Introduction to Zoning & Development Regulations):

1. The size and nature of the subject property.
2. Compatibility with existing plans.
3. The impact of the zoning decision on the landowner, the immediate neighbors, and the surrounding community.
4. The relationship between the newly allowed uses in a spot rezoning and the previously allowed uses.

A court wants to know if the zoning power is being exercised in the public interest rather than for the benefit of a few owners at the expense of the rest of the community.

Planning staff does not consider this to be 'spot zoning' because 31.61 acres is significantly larger than most other parcels in the area, and the proposed amenity would benefit the entire community by allowing them an alternative form of exercise, entertainment and relaxation within walking distance of home. The subject property is owned by the Property Owners Association and as such, can be controlled by the community for the benefit of the community. It is compatible with the garden center and equestrian designed lots in larger parcels of the Mathews tract which have had **robust**, well-constructed fences surrounding their entirety for at least 12 years. Currently the subject property and all but one of the 7 to 12 acre lots surrounding it are merely pasture grass mowed as it reaches 12" or taller. A brochure titled Albemarle Plantation Master Plan was found in Planning Office files of many years ago which clearly has 'Equestrian Center' labeled on the subject property in section HH Plantation Estates. As a side-note, the neighboring JJ Belmont section previously had a horse exercise track designed in it which led to the use of street names based on horse breeds. Traffic could be directed to use the service entrance called Matthews Road which is less than a quarter of a mile from the subject property driveway.

Excerpt of Zoning Ordinance Section 604. Intent of Zoning Districts:

*A. **RA Rural Agriculture Zoning Districts:** The Rural Agriculture District is designed to reflect the pattern of development in rural Perquimans County. The intent of this district is to preserve and protect current uses and way of life and also to protect property rights. Home occupations of all types, even those of a commercial or industrial nature may be permitted provided the home occupation use is clearly subordinate to the use of the principal residential structure for residential purposes and limitations are prescribed through the Conditional Use Permit process to prevent incompatible processes normally associated with commercial or industrial uses from adversely impacting adjacent or nearby residential uses or districts. A secondary temporary dwelling for family hardship circumstances may be requested as provided in Section 1002, and additional dwellings*

may be added for every ten (10) acres of land, pursuant to Section 505. (See Articles V, VII and VIII for permitted uses and area and yard requirements.)

G. RA-25 and RA-15 Residential and Agricultural Districts: *These districts are established as districts in which the principal use of the land is for single-family dwellings, duplexes, and agricultural uses. In promoting the purposes of this Ordinance, the specific intent of these districts is to:*

- (1) Encourage the construction of and the continued use of the land for single family;*
- (2) Prohibit commercial and industrial use of land and other uses which would substantially interfere with the development of single family dwellings in these districts;*
- (3) Discourage any use which would generate traffic on minor streets other than normal traffic to serve residences on those streets;*
- (4) Discourage any use which, because of its character or size, would create requirements and costs for public services, such as police and fire protection, water supply and sewerage, substantially in excess of such requirements and costs if the district were developed solely for single family dwellings.*

(See Articles V, VII and VIII for permitted uses and area and yard requirements.)

The RA-25 districts are established to allow a variety of low density single-family residential and agricultural land uses, which are interspersed with large, undeveloped open areas. For the purpose of this section, "low density" is defined as one dwelling unit per twenty-five thousand (25,000) square feet where public sewage disposal systems are available, and one dwelling unit per forty-three thousand (43,000) square feet where public sewage disposal systems are not available, as provided by Articles V and VII of this Ordinance and by Article IV of the Perquimans County Subdivision Regulations.

The RA-15 districts are established to allow principally single-family and two-family residences and other compatible uses permitted by conditional use permit on lots fifteen thousand 15,000 square feet where public sewage disposal systems are available, and one dwelling unit per forty-three thousand (43,000) square feet where public sewage disposal systems are not available, as provided by Articles V and VII of this Ordinance and by Article IV of the Perquimans County Subdivision Regulations.

Potential Future Zoning Permit: Equestrian facility falls under 'horse farm' in the Table of Uses which means, if applied for, a zoning permit would be granted via an administrative decision by Planning Staff. Using Zoning Ordinance Section 704, the principal structure (the barn) would require 30 foot setbacks on the front and rear and 15 foot setbacks on the sides. According to Section 1909 'Minimum Parking Requirements', riding stables and academies require one (1) parking space for each employee plus one (1) parking space for every three (3) stalls or horses (whichever is more). Horse trailers are not to be stored in required parking spaces.

I reiterate, even though we are focusing on an equestrian facility at this time, full range of land uses must be considered for a rezoning.

Regulations and Procedure

Potential Schedule for Public Hearing(s): April 6, 2018 Albemarle Plantation Property Owners Association, Inc. submitted an Application package to the Planning & Zoning Office which was found to be substantially complete. 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 and NC General Statutes 153A-323 and 153A-343. Pursuant to County Zoning Ordinance Section XIII, Amendments, Planning Board and BCC shall follow policy guidelines in Section 1302(A)(1-5). Planning Board action on May 8th would allow the case to be scheduled before the Board of County Commissioners (BCC) on June 4th.

Recommendation Procedure: Perquimans County Zoning Ordinance Section 1301(A) provides for the Planning Board to consider the proposed rezoning 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 1302(A)(1 through 5) as summarized in the Table of Section 1302 Policy Guidelines.

Amending the map to rezone a parcel of land is a legislative decision that mandates a **legislative hearing**. The purpose of a legislative hearing is to **receive broad public comment** on the proposed action. The **governing board is receiving comments, not hearing evidence**. Public hearings on legislative zoning decisions must be conducted in a fair and impartial manner, but the formalities of an evidentiary hearing such as oaths, exhibits, and cross-examinations are not needed.

Consistency with 2015 Land Use Plan Update: According to the Projected Future Land Use map Exhibit IX-B, page IX-36 of CAMA's 2016 Land Use Plan Update, the subject area is zoned **Residential**. 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").

Land use classifications in the CAMA Core Land Use Plan include the following categories:

- **Residential** (which generally encompasses Perquimans County zoning designations: RA-43 residential and agricultural; RA-25 residential and agricultural; RA-15 residential and agricultural; and PUD);
- **Residential agricultural** (which generally includes Perquimans County zoning designation: RA rural agricultural and HA historic agriculture);

Page IX-28 of the CAMA Land Use Plan list appropriate and inappropriate uses for **Residential** which corresponds to Zoning Districts RA-43, RA-25, RA-15, and PUD:

Appropriate Uses: Variety of low density single-family and agricultural uses. Scattered manufactured home parks in the RA-25 district.

Inappropriate Uses: Commercial and industrial development.

Page IX-30 of the CAMA Land Use Plan list appropriate and inappropriate uses for **Residential Agricultural** which corresponds to Zoning Districts RA and HA:

Appropriate Uses: Agricultural and scattered residential, as well as associated public and institutional uses, low intensity commercial uses, and agricultural related uses characterized as rural in nature

Inappropriate Uses: All non-agricultural and scattered residential uses, except for supporting public/institutional, low-intensity commercial, and agricultural-related, rural uses

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

Planning Board found proposed rezoning REZ-18-01 **to be consistent and in harmony** with the county comprehensive Land Use Plan existing development pattern **because** of the existence of large acreage lots that are agricultural in nature surrounding the subject parcel, historical brochure literature labeling the equestrian center, and the presence of equestrian street names. They **recommend approval** to the BCC of rezoning REZ-18-01, Tax Parcel No. 2-0082-0007, from RA-25 to RA, adopting Policy Guidelines from Zoning Ordinance Section 1302(A) (1 through 5) to support the motion. Planning Staff believes rezoning the subject parcel from RA-25 to RA will meet Zoning Ordinance Section 13 and Section 23 rules and guidelines and is not a spot zoning. Staff **reminds** the Boards to **give a reason ‘why’** the rezoning is or is not consistent and in harmony with the surrounding area.

Suggested Motions – Recommendations – Actions:

The Planning Board is requested to consider using one of the following sets of scripts to form the desired motion for approval or denial of Rezoning Request REZ-18-01, as follows:

TWO (2) SUGGESTED ACTIONS TO RECOMMEND APPROVAL:

1) **MOTION TO FIND PROPOSED REZONING NO. REZ-18-01** to be consistent and in harmony with the county comprehensive Land Use Plan existing development pattern **because** (*explain why*);

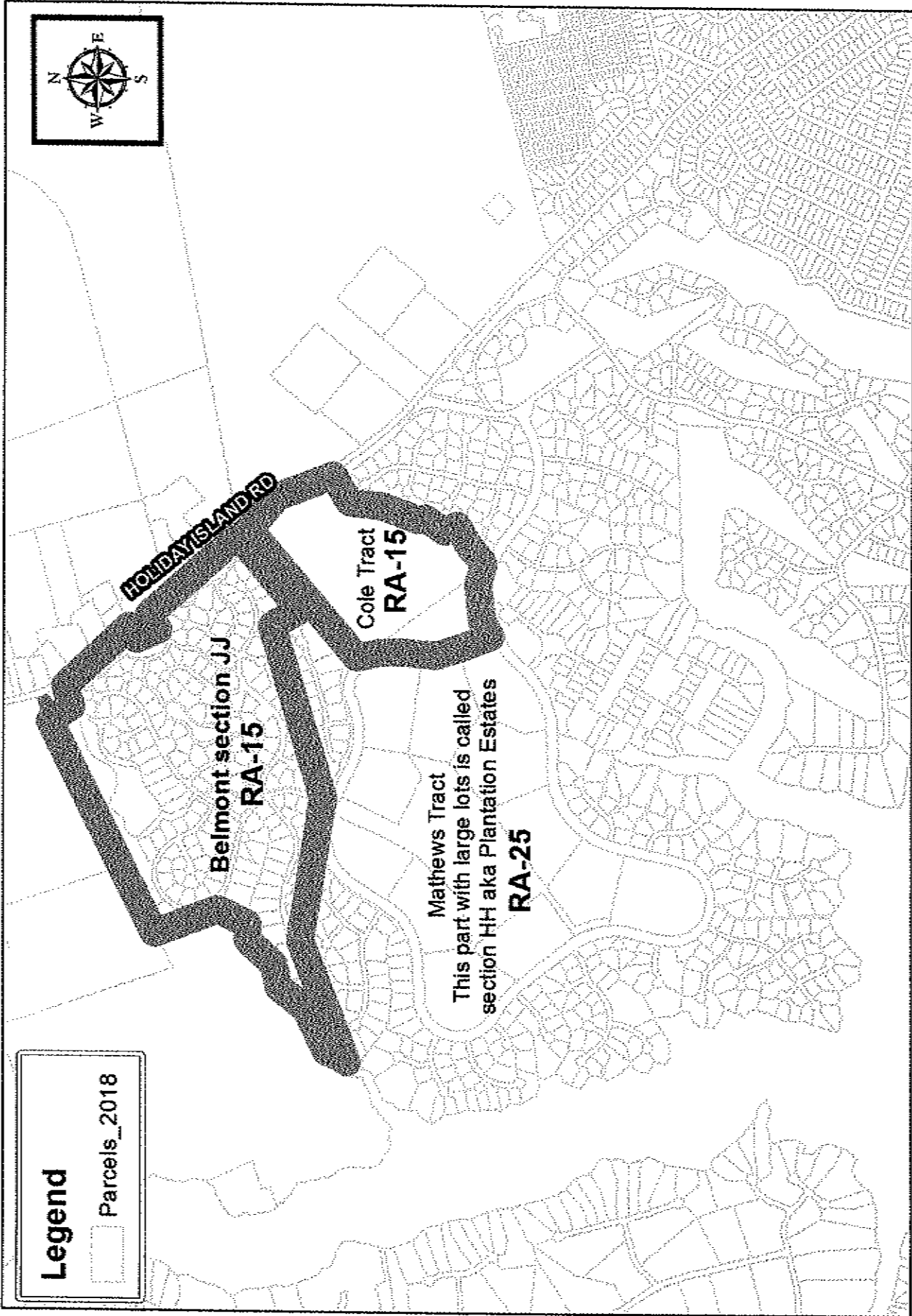
2) **MOTION TO RECOMMEND APPROVAL:** Motion to approve Rezoning No. REZ-18-01, Tax Parcel No. 2-0082-0007, from RA-25 (Residential & Agricultural District) to RA (Rural Agriculture District) adopting Policy Guidelines to support the motion (see Table, below).

TWO (2) SUGGESTED ACTIONS TO RECOMMEND DENIAL: Motions to recommend denial to the Board of County Commissioners for Rezoning No. REZ-18-01, and adopting Policy Guidelines to support the motion (see Table, below) would utilize both of the above-noted motions stated in the negative tense.

TABLE OF SECTION 1302 POLICY GUIDELINES
Albemarle Plantation Property Owners Association, Inc
Proposed Rezoning Request No. REZ-18-01

Motion to recommend approval finds:	Motion to recommend denial finds:
1) The proposal <u>will</u> place all property similarly situated in the same category, or in appropriate complementary categories.	1) The proposal will <u>NOT</u> place all property similarly situated in the same category, or in appropriate complementary categories.
2) There <u>is</u> convincing demonstration that all uses permitted under the proposed district classification would be in the general public interest and not merely in the interest of an individual or small group.	2) There is <u>NOT</u> convincing demonstration that all uses permitted under the proposed district classification would be in the general public interest and not merely in the interest of an individual or small group.
3) There <u>is</u> convincing demonstration that all uses permitted under the proposed district classification would be appropriate in the area included in the proposed change. (When a new district designation is assigned, any use permitted in the district is allowable, so long as it meets district requirements and not merely uses which applicants state that they intend to make the property involved).	3) There is <u>NOT</u> convincing demonstration that all uses permitted under the proposed district classification would be appropriate in the area included in the proposed change. (When a new district designation is assigned, any use permitted in the district is allowable, so long as it meets district requirements and not merely uses which applicants state that they intend to make the property involved).
4) There is convincing demonstration that the character of the neighborhood <u>will not</u> be materially or adversely affected by any use permitted in the proposed change.	4) There is convincing demonstration that the character of the neighborhood <u>will</u> be materially or adversely affected by any use permitted in the proposed change.
5) The proposed change <u>is</u> in accord with the Land Use Plan and sound planning principles.	5) The proposed change is <u>NOT</u> in accord with the Land Use Plan and sound planning principles.

ATTACHMENTS: 1) GIS Map of Section Names Used in Staff Report;
 2) Applicant's Rezoning Application



Map created May 1, 2018
 by PerquimansGIS
 1 inch = 1,250 feet

Section Names used in the Staff Report



Perquimans County, North Carolina
APPLICATION FOR REZONING REQUEST
 Case No. REZ- 18 - 01

This section to be completed by County:	
Date received: <u>April 6, 2018</u>	Received by: <u>R. Money</u>
Date completed: <u>April 23, 2018</u>	Confirmed by: _____
Subject Property Tax Map No(s): <u>2-0082-0007</u>	
Subject Property Zoning District(s): _____	

Applicant's Information

Name(s) of Owner(s): Albemarle Plantation Property Owners Association, Inc.

Street Address: 128 Lakeside Drive

City/State/Zip Code: Hertford, North Carolina 27944

Phone Number(s): (800)523-5958 Fax: _____

E-mail Address: ktenenholzappoa@gmail.com

Applicant (if different from Owner): _____

Street Address: _____

City/State/Zip Code: _____

Phone Number(s): _____ Fax: _____

E-mail Address: _____

Person to receive comments: Kathryn Tenenholz

Description of Property

Address(es) of Subject Property: Mathews@HH on Pasquotank BLVD

Property Appraiser's Parcel Nos.: Map 2-0082-0007 PIN 7864-44-4102

Location: This property is located on the South side of Pasquotank Blvd _____ Road, approximately _____ feet of _____ Road.

Township/Region: Bethel Subdivision: Albemarle Plantation Block - Lot Nos.: HH

Size of Property: 31.61 acres. Lot width: 789.5 feet. Lot depth: 1482.5 feet.

Flood Plain: _____ Community Panel No.: _____

I (We), the undersigned, do hereby respectfully make application and request the Planning Board and Board of Commissioners to consider a proposed amendment to the Official Zoning Atlas to designate the property as RA (Zoning District). The subject property is owned by Albemarle Plantation Property Owners, as evidenced by deed recorded in Real Estate Book 401, Page 638 OR Will File Number _____ in the Perquimans County registry.

Application for Rezoning Request

Case No. REZ- 18 - 01

- 1) The following are all of the individuals, firms, or corporations owning properties involved in the Rezoning 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. McBride, Steven (HH01)	9208 140th Avenue SE Newcastle WA 98059
b. Maiers, Joseph & Anita (HH02)	40 Paul Lane. Glen Mills. PA. 19342
c. Robert & Kathleen Denton	921 Potomac Drive, Chocowinity, NC 27817
d. Nimmo, Brian & Linda (HH05)	11255 Stones Throw Drive. Reston. VA. 20194
e. Southern MI Dev. Co., LLC (HH06)	117 South Fork Court. Hertford. NC. 27944-8300
f. Bixler, Charles & Carol (HH07)	40279 Beacon Hill Drive. Leesburg. VA. 20176
g. PQ County Schools Foundation (HH09)	PO Box 337. Hertford. NC. 27944
h. Rickmond, Darrell & Mary (HH10)	4 West Circle. Williamsburg. VA. 23185
i. PERQUIMANS DEVELOPMENT, LLC (ATTN: G GARNER)	PO BOX 3435 GREENVILLE, NC 27836
j. James & Maureen Gioffe	105 Megan Loop S., Hertford, NC 27944
k. Dennis & Carla Sobota	421 Jonathan's Cove Court Virginia Beach, VA 23464

Use an additional sheet of paper if necessary.



April 6, 2018

To: Perquimans County Board of Commissioners
P.O. Box 45 • Hertford, NC, 27944

From: Albemarle Plantation Board of Directors

Re: Application for Zoning change parcel Mathews@HH on Pasquotank BLVD Map 2-0082-0007,
PIN 7864-44-4102

We the current Albemarle Plantation Property Owners Association Board of Directors wish to allow an equestrian complex to be constructed on the subject parcel. The fencing put in place by the original Developer prior to 2000 certainly appears to be consistent with an equestrian facility. We have found marketing material that shows that in the 2004-2005 time frame, the land was being designated as an equestrian center, complete with a barn, hay storage, fencing, etc. This zoning change From RA 25 to RA will allow us to proceed with the development. The planned horse barn will have an employee restroom which will be hooked up to the plantation's private sewer system and the water connection will be county water.

We kindly ask the commissioners to approve this zoning change request.

For the APPOA Board of Directors
Kathryn Tenenholz, President

A handwritten signature in cursive script, appearing to read "Kathryn Tenenholz".

Application for Rezoning Request
Case No. REZ- 18 - 01

Attach the following:

- _____ Completed Application.
- _____ Letter addressed to the Perquimans County Board of Commissioners explaining your intentions in detail.
- _____ Proof of Ownership.
- _____ Legal Description.
- _____ Owner's Authorization for Agent.
- _____ Two sets of stamped addressed envelopes of all adjacent property owners to whom notice of public hearing must be sent. Said notices will be sent by the Planning and Zoning Office in the envelopes provided by the Applicant.
- _____ Two self addressed stamped envelopes.
- _____ Copy of Map with proposed revision.
- _____ Filing Fee of \$450 made payable to Perquimans County.
- _____ Appropriate certification from Albemarle Regional Health Services regarding individual on-site septic tank system(s). Certification not required due to connection to existing system.
- _____ Any additional information needed by the Planner, Technical Review Committee or other County Officials:

Applications will not be scheduled for public meeting until complete.

Kathryn Tenenholz 4/6/18
 Signature of Owner or Authorized Applicant Date

NOTE: This Application must be submitted to the Planning and Zoning Administrator and found to be complete 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). See also minimum 45 day period which must take place prior to consideration by the Board of County Commissioners.

This document presented and filed:
06/29/2012 03:42:51 PM

2012-279
 PERQUIMANS COUNTY
 LAND TRANSFER TAX
 AMOUNT \$ 1,100 .00
 PAID \$ 1,100 .00 P

DEBORAH S. REED, PERQUIMANS COUNTY, NC
Excise Tax: \$220.00

BOOK 401 PAGE 638 (3)

402751



Special Warranty Deed

prepared by Gary B. Davis

the property does not include the primary residence of Grantor

NORTH CAROLINA

PERQUIMANS COUNTY

This Special Warranty Deed, made this the 26th day of June, 2012, by
ALBEMARLE PLANTATION HOLDINGS, LLC, with an address of 1003-B Red Banks
Rd., Greenville NC 27858, Party of the First Part, to ALBEMARLE PLANTATION
PROPERTY OWNERS ASSOCIATION, INC., with an address of One Plantation Dr.,
Hertford NC 27944, Party of the Second Part.

WITNESSETH

That the said party of the first part in consideration of ten dollars and other
valuable consideration to him paid by the said party of the second part, the receipt of
which is hereby acknowledged, has bargained and sold, and by these presents does
bargain, sell, and convey unto the said party of the second part, its successors and
assigns, a tract or parcel of land in the County of Perquimans, State of North Carolina,
described as follows:

All that certain tract labeled "Mathews Tract, H.P.B. Enterprises, D.B. 127, Pg 529, Plat
Cabinet 2 Slide 12, Map 87, 1,376,826 square feet, 31.61 Acres" as shown on that
certain plat recorded in Plat Cabinet 2, Slide 89, Map No. 6, Perquimans County
Registry, said tract being further described as being bounded by Pasquotank Blvd and

BK 401 PG 639 DOC#402751

by Tracts 2, 3, 4, 5, 6, 7, 8, 9, 10 and 11 of Plantation Estates, Section HH.

To have and to hold the aforesaid tract or parcel of land and all privileges and appurtenances thereunto belonging to the said party of the second part and its successors and assigns forever.

And Party of the First Part covenants with Party of the Second Part that Party of the First Part has done nothing to impair such title as Party of the First Part received and Party of the First Part will warrant and defend title against the lawful claims of all persons claiming by, under and through Party of the First Part (except for the exceptions stated hereafter) and no further.

Whenever the singular or plural number, or masculine, feminine or neuter gender is used herein, it shall equally include the other, and every mention herein of the party of the first part, or party of the second part shall include the heirs, executors, legal representatives, administrators, successors and assigns of the party so designated.

In Testimony Whereof, the said party of the first part has hereunto set his hand and seal the day and year first above written.

ALBEMARLE PLANTATION HOLDINGS, LLC

By: William G. Garner (SEAL)
William G. Garner, Manager

By: E. Stephen Stroud (SEAL)
E. Stephen Stroud, Manager

STATE OF NORTH CAROLINA
COUNTY OF Pitt

I, a Notary Public for the said County and State, do hereby certify that William G. Garner, Manager of Albemarle Plantation Holdings, LLC, a limited liability company, personally appeared before me this day and acknowledge the due execution of the foregoing instrument on behalf of the company.

Witness my hand and official seal, this the 27 day of June, 2012.

My commission expires:
March 8, 2015

Kathy H. Glidewell
Notary Public



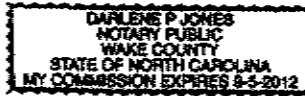
STATE OF NORTH CAROLINA
COUNTY OF WAKE

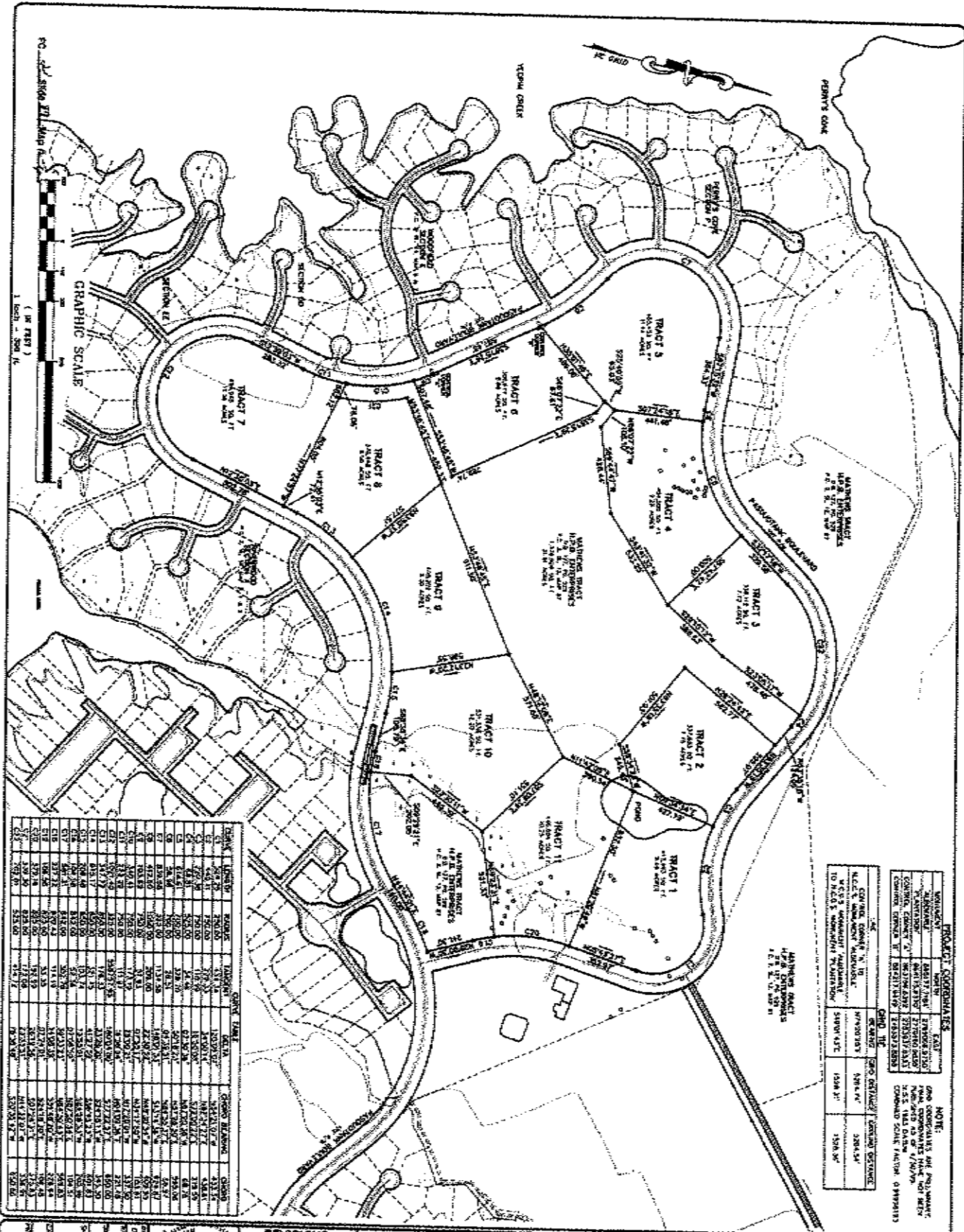
I, a Notary Public for the said County and State, do hereby certify that E. Stephen Stroud, Manager of Albemarle Plantation Holdings, LLC, a limited liability company, personally appeared before me this day and acknowledge the due execution of the foregoing instrument on behalf of the company.

Witness my hand and official seal, this the 26 day of JUNE, 2012.

My commission expires:
Sept. 5, 2012

Darlene P. Jones
Notary Public





TRACT	AREA (AC)	PERCENTAGE	ADJACENT TRACTS	ADJACENT OWNERS	ADJACENT TRACTS	ADJACENT OWNERS
1	1.00	10.00%	2, 3, 4, 5, 6, 7, 8, 9, 10	Various Owners	11, 12, 13, 14, 15, 16, 17, 18, 19, 20	Various Owners
2	1.00	10.00%	1, 3, 4, 5, 6, 7, 8, 9, 10	Various Owners	11, 12, 13, 14, 15, 16, 17, 18, 19, 20	Various Owners
3	1.00	10.00%	1, 2, 4, 5, 6, 7, 8, 9, 10	Various Owners	11, 12, 13, 14, 15, 16, 17, 18, 19, 20	Various Owners
4	1.00	10.00%	1, 2, 3, 5, 6, 7, 8, 9, 10	Various Owners	11, 12, 13, 14, 15, 16, 17, 18, 19, 20	Various Owners
5	1.00	10.00%	1, 2, 3, 4, 6, 7, 8, 9, 10	Various Owners	11, 12, 13, 14, 15, 16, 17, 18, 19, 20	Various Owners
6	1.00	10.00%	1, 2, 3, 4, 5, 7, 8, 9, 10	Various Owners	11, 12, 13, 14, 15, 16, 17, 18, 19, 20	Various Owners
7	1.00	10.00%	1, 2, 3, 4, 5, 6, 8, 9, 10	Various Owners	11, 12, 13, 14, 15, 16, 17, 18, 19, 20	Various Owners
8	1.00	10.00%	1, 2, 3, 4, 5, 6, 7, 9, 10	Various Owners	11, 12, 13, 14, 15, 16, 17, 18, 19, 20	Various Owners
9	1.00	10.00%	1, 2, 3, 4, 5, 6, 7, 8, 10	Various Owners	11, 12, 13, 14, 15, 16, 17, 18, 19, 20	Various Owners
10	1.00	10.00%	1, 2, 3, 4, 5, 6, 7, 8, 9	Various Owners	11, 12, 13, 14, 15, 16, 17, 18, 19, 20	Various Owners

TRACTS 1-10

NOTE: SEE ADJACENT PLATS FOR COMPLETE DESCRIPTIONS OF ADJACENT TRACTS AND OWNERS.

ALL DIMENSIONS ARE IN FEET AND INCHES.

ALL CORNERS ARE TO BE MARKED WITH IRON PIPES OR CONCRETE MONUMENTS.

ALL SETBACKS ARE TO BE MAINTAINED.

ALL EASEMENTS ARE TO BE MAINTAINED.

ALL UTILITIES ARE TO BE MAINTAINED.

ALL RECORDS ARE TO BE MAINTAINED.

ALL RECORDS ARE TO BE MAINTAINED.

ALL RECORDS ARE TO BE MAINTAINED.

NO.	DATE	DESCRIPTION
1	11/15/11	PRELIMINARY PLAT
2	11/15/11	FINAL PLAT

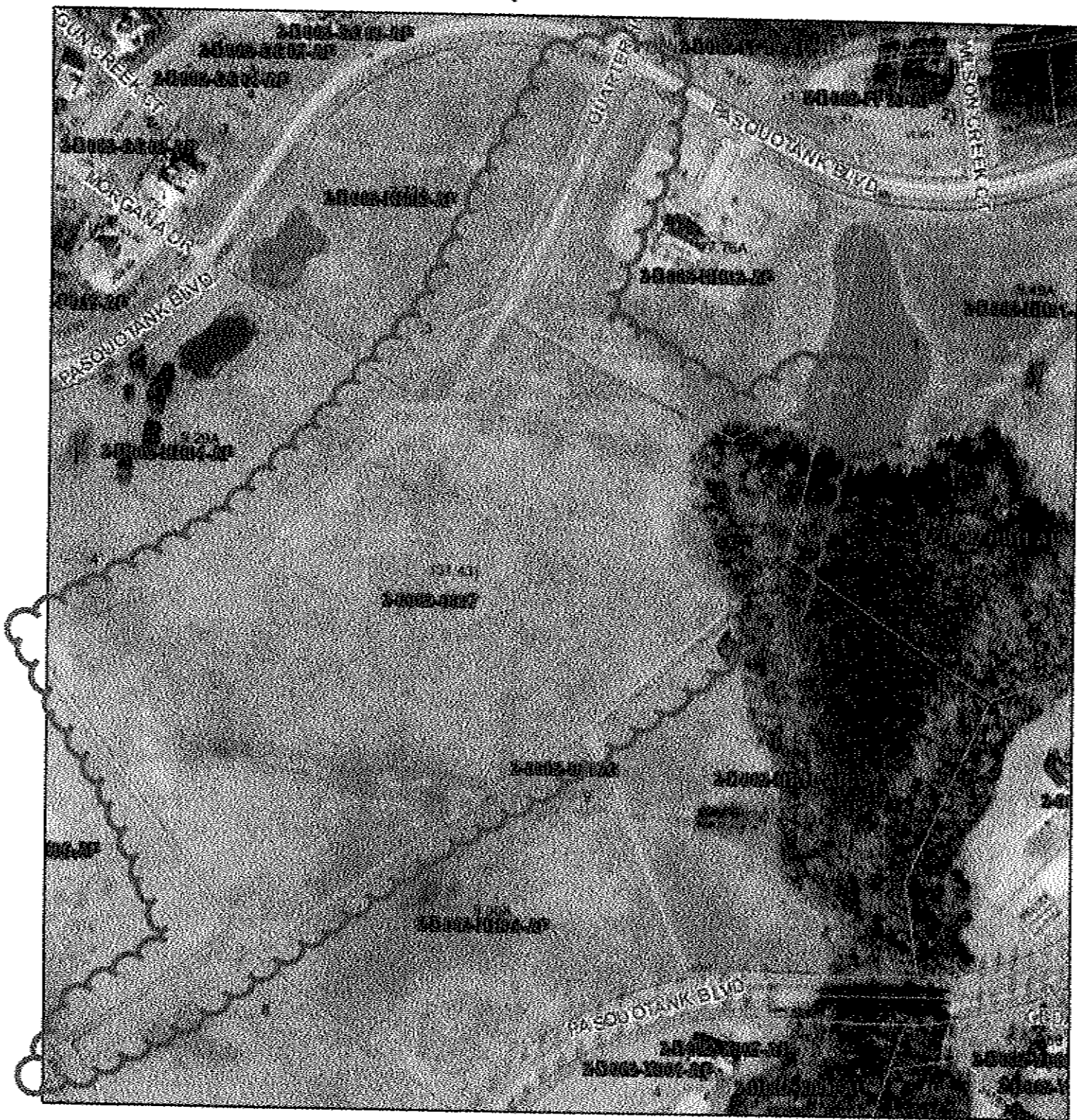
ALBEMARLE PLANTATION
PLANTATION ESTATES, SECTION HH
TRACTS 1-10
 BETHEL TOWNSHIP, PERQUIMANS COUNTY, NORTH CAROLINA

FINAL PLAT

DISSELL
 PROFESSIONAL CORPORATION

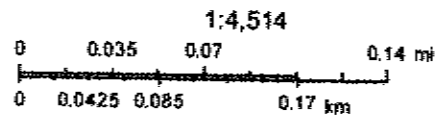
Diszell Professional Group
 1017 North Ocean Drive
 200 West 10th Street
 27804-1100
 757-261-1100
 Fax 757-261-1100

Perquimans GIS



4/4/2018, 7:41:45 PM

Imagery2016



Esri, HERE, Garmin, © OpenStreetMap contributors, and the GIS user community

PROPOSED ORDINANCE NO. 98

AN ORDINANCE OF PERQUIMANS COUNTY, STATE OF NORTH CAROLINA, AMENDING THE ZONING ATLAS OF PERQUIMANS COUNTY BY REZONING LANDS AS DESCRIBED HEREINAFTER FROM THE PRESENT ZONING CLASSIFICATION OF RA-25, RESIDENTIAL AND AGRICULTURAL DISTRICT TO RA, RURAL AGRICULTURE DISTRICT; MAKING FINDINGS OF FACT; REQUIRING RECORDATION; AND PROVIDING AN EFFECTIVE DATE.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, NORTH CAROLINA:

WHEREAS, the development of the lands within this rezoning shall proceed in accordance with the application, dated April 6, 2018, in addition to supporting documents and statements from the applicant which are a part of File No. REZ-18-01, Albemarle Plantation Property Owners Association, Inc, as approved by the Board of County Commissioners, and incorporated by reference into and made part hereof this Ordinance. In the case of conflict between this application, the supporting documents, and the below described special provisions of this Ordinance, the below described provisions shall prevail.

SECTION 1. Upon consideration of the application, supporting documentation, statements from the applicant, correspondence received by the Planning and Zoning staff, recommendation of the Planning Board, and comments from the staff and the general public at the public hearing, finds as follows:

- 1) The proposal will place all property similarly situated in the same category, or in appropriate complementary categories.
- 2) There is convincing demonstration that all uses permitted under the proposed district classification would be in the general public interest and not merely in the interest of an individual or small group.
- 3) There is convincing demonstration that all uses permitted under the proposed district classification would be appropriate in the area included in the proposed change. *(When a new district designation is assigned, and use permitted in the district is allowable, so long as it meets district requirements and not merely uses which applicants state that they intend to make the property involved).*
- 4) There is convincing demonstration that the character of the neighborhood will not be materially or adversely affected by any use permitted in the proposed change.
- 5) The proposed change is in accord with the Land Use Plan and sound planning principles.

SECTION 2. Effective Date. This Ordinance shall take effect upon its passage and enactment. This Ordinance shall be recorded in a book kept and maintained by the Clerk of the Board of County Commissioners of Perquimans County, North Carolina.

PASSED AND ENACTED by the Board of County Commissioners of Perquimans County, North Carolina, this 4th day of June, 2018.

BOARD OF COUNTY COMMISSIONERS OF
PERQUIMANS COUNTY, NORTH CAROLINA

By: _____
Wallace E. Nelson, Chairman

ATTEST:

Mary P. Hunnicutt, Clerk to the Board

Effective Date: _____

WORK SESSION

April 16, 2018

7:00 p.m.

Due to a lack of business to discuss, the Perquimans County Board of Commissioners Work Session on April 16, 2018 was cancelled.

REGULAR MEETING

May 7, 2018

6:50 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, May 7, 2018, at 6:50 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
Edward R. Muzzulin
Fondeila A. Leigh, Vice Chair
Kyle Jones
Charles Woodard

MEMBERS ABSENT: None

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

After the Chairman called the meeting to order, he explained that the first item of business was to hold the public hearing to receive comments on CUP-18-03, requested by Percy Winslow, Jr.

PUBLIC HEARING

Conditional Use Permit No. CUP-18-03, Requested by Percy Winslow, Jr.

Chairman Nelson opened the Public Hearing stating that the purpose of this public hearing is to receive citizens' comments to consider Conditional Use Permit No. CUP-18-02, requested by Percy Winslow, Jr. to operate a food concession trailer at 1225 Sandy Cross Road. Property is zoned RA, Rural Agriculture District, and is an approximately 2 acre part of Tax Parcel No. 10011-0065. There were twelve (12) people present. Mr. Nelson recognized Rhonda Money, Planner, who gave an overview of the request. Ms. Money explained that the Planning Board approved the request at their April 10, 2018 meeting and added condition (C)(6) on page 2 of the CUP-18-02 regarding temporary seating. Mr. Nelson opened up the public hearing for Board and public comments and questions. The following questions were asked:

- > Commissioner Leigh: Ms. Leigh wanted clarification of the location of the house and street. Ms. Money showed her the location on the map that she had.
- > Chairman Nelson: Mr. Nelson asked Mr. Winslow if he had any additional comments.
- > Percy Winslow, Jr.: Mr. Winslow explained how this request came about and why he was moving forward this way.

There being no further comments or questions from the Board or the public, Chairman Nelson closed the Public Hearing at 6:59 p.m.

After the Chairman closed the Public Hearing, he called the meeting to order, Commissioner Woodard gave the invocation and Commissioner Leigh led the Pledge of Allegiance.

AGENDA

Edward R. Muzzulin made a motion to approve the Agenda, as amended. The motion was seconded by Fondella A. Leigh. The Board voted unanimously to approve the Agenda, as amended.

CONSENT AGENDA

The following items were considered to be routine and were unanimously approved on motion made by Charles Woodard, seconded by Joseph W. Hoffer.

1. Approval of Minutes: April 2, 2018 Regular Meeting, April 4 & 5, 2018 Budget Presentations, & April 16, 2018 Joint Work Session with the Board of Education & Regular Work Session.
2. Tax Refund Approvals:

PERQUIMANS COUNTY TAX REFUNDS:

Richardson, Christopher Allen _____ \$139.66
Vehicle was turned in. Account No. 0040922177.

Martin, Gary Christopher _____ \$105.79
Vehicle was sold. Account No. 0023217200.

3. Personnel Matters:

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Kayley Reese	Part-Time/Fill-in EMT	Appointment	63/1	\$13.94/hr.	4/1/2018
Carlie Spear	Fill-in - Board of Elections	Appointment	n/g	\$9.09/hr.	4/24/2018
Edward A. Smith	Part-Time/Fill-in Paramedic	Appointment	68/1	\$17.37/hr.	5/01/2018
Donna Criccher	BMC I working toward BMC II	Resignation			4/24/2018
Mary Curry	Housekeeper	Resignation			4/13/2018
Shannon Howell	Social Worker I&T	Resignation			5/01/2018
Aaron Grosjean	Part-Time/Fill-in Paramedic	Removed from Roster			4/13/2018
Jessica Arthur	From Paramedic to Part-Time/Fill-in AEMT	Demotion	66/1	\$15.91/hr.	4/13/2018
Tiffany Haynes	Full-Time Certified Telecommunicator	Resignation			3/05/2018
Tiffany Haynes	Part-Time/Fill-in Certified Telecommunicator	Appointment	62/1	\$13.34/hr.	4/01/2018

4. Budget Amendment:

**BUDGET AMENDMENT NO. 28
GENERAL FUND/COUNTY CONSTRUCTION FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
50-000-742	Capital - Library Construction		25,000
50-000-920	Transfer to General Fund	25,000	

BUDGET AMENDMENT NO. 28 (CONTINUED)
GENERAL FUND/COUNTY CONSTRUCTION FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
50-400-920	Transfer to General Fund		25,000
10-397-009	Transfer from County Construction Fund	25,000	
10-397-009	Transfer from County Construction Fund		25,000
10-500-150	Building - Maintenance/Repair	25,000	

EXPLANATION: To transfer \$25,000 from County Construction Fund to the General Fund for Maintenance/Repair of Building projects for FY 17/18.

5. Board Appointments: The following Board reappointments were unanimously approved by the Board:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
James Wilson	ALS Medical Director for Perquimans EMS System	Appointment	Unlimited	6/30/2018
Samantha Furtis	ALS Medical Director for Perquimans EMS System	Resignation		6/30/2018

6. Proclamations & Agreements: The following Proclamations & Agreements were unanimously approved by the Board:

a. Proclamation – Older Americans Month, May 2018: The following Proclamation proclaiming May, 2018 as Older Americans Month was unanimously approved by the Board:

Older Americans Month 2018
A Proclamation

Whereas, Perquimans County includes countless older Americans who enrich and strengthen our community; and
Whereas, Perquimans County is committed to engaging and supporting older adults, their families, and caregivers; and
Whereas, we acknowledge the importance of taking part in activities that promote physical, mental, and emotional well-being—no matter your age; and
Whereas, Perquimans County can enrich the lives of individuals of every age by:

- promoting home- and community-based services that support independent living;
- involving older adults in community planning, events, and other activities; and
- providing opportunities for older adults to work, volunteer, learn, lead, and mentor.

Now therefore, we, the Perquimans County Board of Commissioners, do hereby proclaim May 2018 to be Older Americans Month. The Perquimans County Board of Commissioners urges every resident to take time during this month to recognize older adults and the people who serve them as vital parts of our community.

ADOPTED the 7th day of May, 2018.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTESTED:

Mary P. Hunicutt, Clerk to the Board
Perquimans County Board of Commissioners

(SEAL)

b. Proclamation – Vulnerable Adult & Elder Abuse Awareness Months: The following Proclamation proclaiming May & June, 2018 as Vulnerable Adult & Elder Abuse Awareness Months was unanimously approved by the Board.

Vulnerable Adult and Elder Abuse
Awareness Months Proclamation
2018

WHEREAS, North Carolina joins the world in recognizing World Elder Abuse Awareness Day every June 15; and
WHEREAS, protecting North Carolina's vulnerable and older adults is a community responsibility, and all citizens are charged under state law to report suspected abuse, neglect, or exploitation to their local County Department of Social Services; and
WHEREAS, North Carolina's vulnerable and older adults of all social, economic, racial, and ethnic backgrounds may be targets of abuse, neglect, or exploitation which can occur in families, long-term care settings, and communities; and
WHEREAS, in state Fiscal Year 2017, there were 27,483 reports of abuse, neglect, or exploitation of vulnerable and older adults made to North Carolina's 100 County Departments of Social Services; and
WHEREAS, national and international research shows that abuse, neglect, and exploitation of vulnerable and older adults is grossly underreported; and
WHEREAS, the State of North Carolina enacted the nation's first elder abuse law, and recognizes the need for a comprehensive system of protection for vulnerable and older adults; and
WHEREAS, Mother's and Father's Days are national holidays intended to honor, respect, and promote the dignity and well-being of our older citizens;

NOW, THEREFORE, we, the Perquimans County Board of Commissioners, do hereby proclaim Mother's Day through Father's Day, May 13 – June 17, 2018, as "VULNERABLE ADULT AND ELDER ABUSE AWARENESS MONTHS" in Perquimans County, and commend observance to all citizens.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTESTED:

Mary P. Hunicutt, Clerk to the Board
Perquimans County Board of Commissioners

(SEAL)

c. Independent Contractor Agreement with New Hope Concessions: The following Agreement between New Hope Concessions and Perquimans County to handle the Concession Sales at the Perquimans County Recreation Center was unanimously approved by the Board.

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT is made the ___ day of _____, 20___ between the County of Perquimans and New Hope Concessions, Contractor.

RECITALS

County is a body corporate and politic of the State of North Carolina with the duties and powers set forth in Chapter 153A of the North Carolina General Statutes.

Contractor represents that it is duly qualified to perform business, and otherwise to transact business in North Carolina.

IT IS THEREFORE AGREED as follows:

1. Scope of Work. Contractor agrees to perform the following services for County:

Provision, Operation, and Maintenance of Concessions Sales at the Perquimans Community Center and Athletic Fields,

Provide the required concession operations, as well as required maintenance and upkeep of the facilities and grounds as related to Contractors services.

2. **Compensation.** Contractor agrees to pay a percentage at the end of each playing season from sales and related revenues, Operating Table as follows: 2018 Spring Volleyball and Soccer season of 17.5%.

In addition to services required in the Management Agreement, Contractor agrees to the following additional services to the Public:

Be willing to be available to be open for any and all events within the Recreation Department games with notice prior to events.

3. **Contractor's Freedom to Contract.** Contractor may employ assistants at its sole expense and discretion as may be necessary to fulfill Contractor's obligations under this Agreement. Contractor agrees that anyone to whom it delegates any or all of the Services called for by this contract will be competent, qualified and capable of performing the work without any supervision, contact or assistance by County's employees. Any such assistant will be employed only by Contractor, and will not be an employee of the County while performing services under this contract.

4. **Expenses.** County shall not be liable to Contractor for any expenses which Contractor incurs, nor shall Contractor be liable to County for office help or expenses. Contractor shall have no authority to bind County by any promise or representation, unless specifically authorized by the County Manager in writing to do so.

5. **Term.** This Agreement may be terminated by either party at any time upon 30 Days written notice to the other party. Upon the termination of this Agreement, Contractor shall prepare and provide to County a list of all pending unfinished business involving Contractor.

6. **Nature of Relationship.** Contractor understands that it is an independent contractor and is not an employee, subcontractor, agent, servant, partner nor joint venture of County. Contractor understands that it has the right to use its best judgment and efforts to fulfill the terms and obligations of this Agreement. Contractor further understands and acknowledges the following:

- a. That it will receive no compensation other than as outlined in this Agreement and is not subject to nor eligible for any benefits which may be offered by County to its employees, such as vacation pay, sick leave, insurance coverage or retirement plan participation.
- b. Its Services provided in accordance with this Agreement are an independent calling or occupation.
- c. Contractor is expected to use its own skills, judgment and expertise to fulfill the obligations of this Agreement, and is not supervised, directed or controlled by County as to the means or methods it should employ.
- d. Contract is not required to perform tasks in any particular order or sequence.
- e. Contractor needs no training from County as to how to fulfill its duties and responsibilities.
- f. Contractor may determine its own daily schedule and those of its own employees or servants without prior approval of County.
- g. Contractor is not required to devote any particular percentage of its time or resources to perform the Services required hereunder.
- h. Contractor furnishes its own equipment and supplies and is expected to maintain its business office somewhere other than at the County's office.
- i. To the extent Contractor must procure or maintain any insurance, license, certification or trade membership, it must do so at its own cost.
- j. This Agreement shall not prevent Contractor from performing other services for other parties. Contractor may engage in other business endeavors or projects of any kind or nature.

7. **Taxes.** Contractor assumes exclusive liability for payment of all federal, state or other governmental division taxes and contributions for social security, Medicare/Medicaid, etc., now or hereafter required, incurred or assessed by law. Contractors providing equipment, materials, parts or supplies shall provide a breakdown of labor, materials, parts or supplies and sales tax by County or a sales tax report approved by the County Finance Department with the invoice. Contractor agrees to indemnify and hold harmless the County from any claims for taxes as described in this Section.

8. **Insurance.** Contractor understands and agrees that neither it nor its employees are subject to workers' compensation or general liability coverage maintained by the County for its employees.

9. **Indemnity.** Contractor shall and does hereby agree to indemnify, save harmless and defend County from the payment of any sum or sums of money to any person whomsoever on account of claims or suits growing out of injuries to persons, including death, or damage to property caused by Contractor, its employees, agents or subcontractors in any way attributable to the performance of the Services, including (but without limiting the generality of the foregoing), all claims for service, labor performed, materials furnished, provisions and supplies, injuries to person or damage to property, liens, garnishments, attachments, claims, suits, costs, attorneys' fees, costs of investigation and of defense. It is the intention of this paragraph to hold the Contractor responsible for the payment of any and all claims, suits, or liens, of any nature and character, in any way attributable to or asserted against County or against Contractor and County, or which the County may be required to pay. In the event the liability of the Contractor shall arise by reason of the sole negligence of County and/or the sole negligence of County's employees, agents or servants, then and only then, Contractor shall not be liable under the provisions of this paragraph.

10. **Arbitration.** Any controversy or claim arising out of, or relating to this Agreement, or its breach, shall be settled by arbitration in Perquimans County, North Carolina in accordance with the provisions of the North Carolina Revised Uniform Arbitration Act, (the "Act"). The parties to this Agreement understand that this arbitration provision shall expressly apply to this Agreement in accordance with the Act. Judgment upon the award rendered may be entered and enforced in any court of competent jurisdiction.

11. **E-Verify.** Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if Contractor utilizes a subcontractor, Contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.

12. **Iran Divestment.** Contractor certifies that, as of the date listed above, it is not on the Final Divestment List as created by the State Treasurer pursuant to N.C.G.S. §147-86.58. In compliance with the requirements of the Iran Divestment Act and N.C.G.S. §147-86.58, Contractor shall not utilize in the performance of the contract any subcontractor that is identified on the Final Divestment List. The undersigned hereby certifies that he or she is authorized by the vendor or bidder listed above to make the foregoing statement.

13. **Notices.** Any notice, request or report given by one party to the other shall be in writing, deposited in the United States Mail (postage prepaid) or hand delivered and properly addressed as follows:

If the notice is to County:
 County of Perquimans
 PO Box 538
 Hertford, NC 27944

If the notice is to Contractor:
 New Hope Concessions
 145 Godfrey's Lane
 Hertford, NC 27944

14. **Non-Waiver.** Nothing set forth herein is intended nor shall be construed as a waiver of any immunity available to County, its governing board or employees.

15. **Headings.** The headings, subheadings and captions in this Agreement and in any exhibit hereto are for reference purposes only and shall not affect the meaning or interpretation of this Agreement.

16. **Amendments.** This Agreement may not be amended except by written instrument duly executed by or on behalf of all of the parties hereto.

17. **Complete Agreement.** This Agreement constitutes the entire Agreement between County and Contractor pertaining to its subject matter and supercedes all prior and contemporaneous negotiations, agreements and understandings of either or both parties in connection therewith.

18. **Governing Law.** The validity, interpretation and performance of this Agreement and of its provisions shall be governed by the laws of the State of North Carolina.

The undersigned have read the entire Agreement and accept the terms and conditions as shown by their signatures below.

ATTEST:

By: _____
Clerk to the Board of Commissioners

COUNTY OF PERQUIMANS

By: _____ (SEAL)
Wallace Nelson, Chairman of the
Board of Commissioners
New Hope ConcessionsBy: _____ (SEAL)
New Hope Concessions

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

By: _____
Authority Finance Officer

- d. **Janitorial Services Agreement:** The following Agreement between Rebecca T. Corprew and Perquimans County to provide janitorial services at the Perquimans County Inspections & Planning Building was unanimously approved by the Board.

**JANITORIAL SERVICES AGREEMENT
PERQUIMANS COUNTY INSPECTIONS AND PLANNING BUILDING**

THIS AGREEMENT executed this 1st day of May, 2018, between PERQUIMANS COUNTY, NC, Post Office Box 45, Hertford, NC 27944, hereinafter referred to as OWNER and REBECCA T. CORPREW, 111 Yeopim Drive, Hertford, NC 27944, hereinafter referred to as CONTRACTOR, in consideration of the mutual covenants and conditions contained herein, OWNER and CONTRACTOR contract and agree as follows:

1. **SCOPE OF WORK:** CONTRACTOR shall provide services as outlined in the attached Exhibit "A". These services encompass all janitorial needs for the Perquimans County Inspections and Planning Building.
2. **COMPENSATION:** The OWNER agrees to pay the CONTRACTOR a total of \$500.00 per month. The OWNER agrees to pay the CONTRACTOR monthly. This monthly charge is based on the CONTRACTOR providing all supervision, labor, cleaning equipment and cleaning chemicals and no consumables (the following is supplied by the OWNER: toilet tissue, multi-fold paper towels, trash can liners and hand soap) as required to satisfactorily perform the janitorial services described in the stated cleaning specifications. The contractor will provide cleaning services for four hours each day, Monday through Friday excluding State holidays.
3. **RISK:** All work performed by CONTRACTOR under this agreement shall be performed entirely at the CONTRACTOR's risk. CONTRACTOR shall indemnify OWNER for any and all liability, loss, claim, or demand arising out of or resulting from the CONTRACTOR's performance under this agreement.
4. **INDEPENDENT CONTRACTOR:** The OWNER and CONTRACTOR intend that an Independent Contractor relationship is created by this agreement. CONTRACTOR shall not be considered an agent or employee of the OWNER, for any purpose, and the OWNER shall not be liable to carry unemployment compensation insurance of worker's compensation insurance on the CONTRACTOR or his employees. The CONTRACTOR will obtain a workers compensation and personal liability policy for themselves in coordination with requirements determined by the Perquimans County Manager. The OWNER shall not withhold any taxes or Social Security from compensation paid to the CONTRACTOR. The OWNER shall not use the CONTRACTOR exclusively and the CONTRACTOR shall be free to contract with other persons for similar or other services while under contract with the OWNER.
5. **TERM:** This agreement shall continue for a period of one year, and may be automatically renewed in successive one year periods. However, this agreement may be terminated by either party by giving 30 days written notice to the other party. In the event the OWNER becomes dissatisfied with the work of the CONTRACTOR, ten (10) days written notice of the deficiencies shall be given to the CONTRACTOR. If not correct after the ten (10) day notice, the OWNER may terminate this agreement at any time thereafter.

Being duly executed this 7th day of May 2018.Perquimans County
Wallace Nelson, Chairman
OWNERRebecca T. Corprew
CONTRACTOR

"Exhibit A"

CLEANING SPECIFICATIONS FOR PERQUIMANS COUNTY INSPECTIONS AND PLANNING BUILDING

DAILY**Offices, Open Areas and Meeting Rooms**

- > Clean inside/outside of glass doors, partitions and wipe frames Sweep outside walkways
- > Vacuum/sweep/mop walk off mats
- > Empty all trash containers replacing liners as necessary Clean and sanitize drinking fountains
- > Dust mop and spot mop all VCT or hard surface floors
- > Spot vacuum all carpeted areas
- > Dust and spot clean furniture and horizontal surfaces

Restrooms

- > Clean and disinfect all fixtures, seats, sinks, toilets, urinals, dispensers)
- > Empty trash containers and replace liners. Re-stock paper products and hand soaps
- > Clean mirrors
- > Spot clean doors, walls and partitions
- > Dust/damp wipe horizontal surfaces and partition tops
- > Sweep/ dust mop floors then wet mop with a disinfectant cleaner
- > Disinfect/ sanitize door handles and push plates.

WEEKLY**Offices, Open Areas and Meeting Rooms**

- > Extensively clean VCT and hard surface floors
- > Sweep exterior entrances and porch canopies for dirt, dust, bugs and cobwebs
- > Detail and power vacuum all carpeted areas
- > Dust pictures, furniture and office equipment
- > Spot clean desks and counter tops
- > Remove all cobwebs
- > Spot clean walls
- > Dust desks, file cabinet and credenzals/bookselves...move pictures and knickknacks (if not)
- > Clean door frames, kick-plates, light switches, fire extinguisher cabinets and fire items
- > Dust under phones and around computers. Do not move wires or move stacks of papers or files
- > Wipe down ventilation grills
- > Wipe down chair railings and baseboards
- > Dust blinds

7. **Juvenile Crime Prevention Documentation:** The following documentation was unanimously approved by the Board to receive FY 2018-19 funding:

a. **Certification for FY 2018-19:** This is to certify the funding through JCPC for FY 2018-19.

NC Department of Public Safety, Division of Juvenile Justice
Juvenile Crime Prevention Council Certification

Fiscal Year: 2018 -2019

County: Perquimans Date: 5/1/18

CERTIFICATION STANDARDS

STANDARD #1 - Membership

- A. Have the members of the Juvenile Crime Prevention Council been appointed by county commissioners? YES
 - B. Is the membership list attached? YES
 - C. Are members appointed for two year terms and are those terms staggered? YES
 - D. Is membership reflective of social-economic and racial diversity of the community? YES
 - E. Does the membership of the Juvenile Crime Prevention Council reflect the required positions as provided by N.C.G.S. §143B-846? YES
- If not, which positions are vacant and why? _____
 No students until school starts; defense attorney and police chief are vacant as well.

STANDARD #2 - Organization

- A. Does the JCPC have written Bylaws? YES
- B. Bylaws are attached or on file (Select one.)
- C. Bylaws contain Conflict of Interest section per JCPC policy and procedure. YES
- D. Does the JCPC have written policies and procedures for funding and review? YES
- E. These policies and procedures attached or on file. (Select one.)
- F. Does the JCPC have officers and are they elected annually? YES
 JCPC has: Chair; Vice-Chair; Secretary; Treasurer.

STANDARD #3 - Meetings

- A. JCPC meetings are considered open and public notice of meetings is provided. YES
- B. Is a quorum defined as the majority of membership and required to be present in order to conduct business at JCPC meetings? Yes
- C. Does the JCPC meeting bi-monthly at a minimum? Yes
- D. Are minutes taken at all official meetings? Yes
- E. Are minutes distributed prior to or during subsequent meetings Yes

STANDARD #4 - Planning

- A. Does the JCPC conduct an annual planning process which includes a needs assessment, monitoring of programs and funding allocation process? Yes
- B. Is this Annual Plan presented to the Board of County Commissioners and to DPS? Yes
- C. Is the Funding Plan approved by the full council and submitted to Commissioners for their approval? Yes

STANDARD #5 - Public Awareness

- A. Does the JCPC communicate the availability of funds to all public and private nonprofit agencies which serve children or their families and to other interested community members? RFP, distribution list, and article attached) YES
- B. Does the JCPC complete an annual needs assessment and make that information available to agencies which serve children or their families, and to interested community members? YES

STANDARD #6 - No Overdue Tax Debt

- A. As recipient of the county DPS JCPC allocation, does the County certify that it has no overdue tax debts, as defined by N.C.G.S. §105-243 (1), at the Federal, State, or local level? YES

Briefly outline the plan for correcting any areas of standards non-compliance. _____

Having complied with the Standards as documented herein, the Juvenile Crime Prevention Council may use up to \$15,500 of its annual Juvenile Crime Prevention fund allocation to cover administrative and related costs of the council. Form JCPC/OP 002 (b) JCPC Certification Budget Pages detailing the expenditure budget must be attached to this certification.

The JCPC Certification must be received by June 30, 2018.

**JCPC Administrative Funds
SOURCES OF REVENUE**

DPS JCPC	
Only List requested funds for JCPC Administrative Budget.	
Local	<u>0</u>
Other	<u>_____</u>
Total	<u>0</u>

Kyle Jones
 JCPC Chairperson Date _____

Chairman, Board of County Commissioners Date _____

DPS Designated Official Date _____

Juvenile Crime Prevention Council Certification (cont'd)

Perquimans County FY 2018-19

b. **Inter-Agency Council Appointment for FY 2018-19:** This is to certify the Inter-Agency Council Members for FY 2018-19.

Instructions: N.C.G.S. § 14313-846 specifies suggested members be appointed by county commissioners to serve on local Juvenile Crime Prevention Councils. In certain categories, a designee may be appointed to serve. Please indicate the person appointed to serve in each category and his/her title. Indicate appointed members who are designees for named positions. Indicate race and gender for all appointments.

Specified Members (G.S. 147-33.61)	Name	Title	Designee	Race	Gender
1) School Superintendent or designee	James Burch	Assistant Superintendent	<input type="checkbox"/>	w	m
2) Chief of Police	n/a		<input type="checkbox"/>		
3) Local Sheriff or designee	Shelby White	Sheriff	<input type="checkbox"/>	w	m
4) District Attorney or designee	n/a		<input type="checkbox"/>		
5) Chief Court Counselor or designee	Ed Hall	CC Supervisor	<input checked="" type="checkbox"/>	b	m
6) Director, AMH/DD/SA, or designee	Tracey Webster	SOC Coordinator	<input type="checkbox"/>	b	f
7) Director DSS or designee	Susan Crusey	Director	<input type="checkbox"/>	w	f
8) County Manager or designee	Frank Heath	County Manager	<input type="checkbox"/>	w	m
9) Substance Abuse Professional	Ashley Waters	Pride in N. Carolina	<input type="checkbox"/>	w	f
10) Member of Faith Community	Rev. Ann Vaughn	Minister	<input type="checkbox"/>	b	f
11) County Commissioners	Kyle Jones	Commissioner & Ass't DA	<input type="checkbox"/>	w	m

Specified Members (G.S. 147-33.61)	Name	Title	Designee	Race	Gender
12) Two persons under age 18 (State Youth Council Representative, if available)	tdf		<input type="checkbox"/>		
	tdf		<input type="checkbox"/>		
13) Juvenile Defense Attorney	n/a		<input type="checkbox"/>		
14) Chief District Judge or designee	Hon. Meader Harris	District Court Judge	<input type="checkbox"/>	w	m
15) Member of Business Community	Deb Burroughs	APRC	<input type="checkbox"/>	w	f
16) Local Health Director or designee	Rebecca Cook	Triple P	<input type="checkbox"/>	w	f
17) Rep. United Way/other non-profit	Gail White	Dir. Housing	<input type="checkbox"/>	w	f
18) Representative/Parks and Rec.	Howard Williams	Director	<input type="checkbox"/>	w	m
19) County Commissioner appointee	Starr Gordon	District Social Worker	<input type="checkbox"/>	b	f
20) County Commissioner appointee	Wonder Lewis	Librarian	<input type="checkbox"/>	b	f
21) County Commissioner appointee	Michelle Lawrence	Librarian	<input type="checkbox"/>	w	f
22) County Commissioner appointee	Shatasha Leary	Youth Dev. Program Coord.	<input type="checkbox"/>	b	f
23) County Commissioner appointee	Markeeta Littlejohn	Court Counselor	<input type="checkbox"/>	b	f
24) County Commissioner appointee	Eva Anderson	Court Counselor	<input type="checkbox"/>	b	f
25) County Commissioner appointee			<input type="checkbox"/>		

c. Juvenile Crime Prevention Council County Funding Plan for FY 2018-19: This breaks down the funding of \$72,980 for FY 2018-19

Perquimans County
NC DPS – Community Programs – County Funding Plan
 Available Funds: \$ 64,160 Local Match: \$ 8,820 Rate: 10%
 DPS JCPC funds must be committed with a Program Agreement submitted in NC ABLES and electronically signed by authorized officials.

#	Program/Project	DPS JCPC Available	DPS JCPC				Total	% of Total Available
			Local Match	Local Match	Local Match	Local Match		
1	Perquimans County Youth Development - STDP, Restitution & Teen Court	564,160			58,820	\$72,980	12%	
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
TOTALS		564,160			58,820	\$72,980	12%	

The above plan was derived through a planning process by the Perquimans County Juvenile Crime Prevention Council and represents the County's Plan for use of these funds in FY 2018-19.

Amount of Unallocated Funds _____

Amount of funds reverted back to DPS _____

Discretionary Fund added _____

Chairperson, Juvenile Crime Prevention Council (Date) _____

Check type initial plan update final

Chairperson, Board of County Commissioners (Date) _____
 Or County Finance Officer

---DPS Use Only---

Reviewed by _____ Area Consultant _____ Date _____

Reviewed by _____ Program Assistant _____ Date _____

Verified by _____ Designated State Office Staff _____ Date _____

INTRODUCTION OF NEW EMPLOYEES

The following employee was introduced to the Board:

1. Susan Chaney: Ms. Chaney introduced Caitlyn Gardner, IMC I working toward IMC II, who was appointed on April 1, 2018. Ms. Gardner made a few comments.

Chairman Nelson welcomed them to the County.

TIM BRINN

Mr. Brinn updated the Board on several new things that are going on with the revitalization of Downtown Hertford. The first item was a grant request which required the funds to go through the County. In March, 2018, they established the Citizens for the Preservation and Growth of Hertford (CPGH). This includes people from the Town of Hertford, Albemarle Plantation, and other interested parties throughout the County. They were encouraged by the Raleigh Office of the U.S. Department of Agriculture to apply for the Rural Business Development Opportunity Grant. They applied for \$97,000. A decision on the grant will be made in June, 2018. The next meeting of the CPGH will be held on May 19, 2018. Chairman Nelson asked Mr. Brinn to please include the Commissioners' on the notification of their upcoming meetings. Mr. Brinn said that he would. Chairman Nelson asked if there were any questions or comments from the Board for Mr. Brinn. Commissioner Woodard asked how they planned on using the money. Mr. Brinn said that the first \$65,000 would be broken out as follows: \$40,000 will be paid to a firm to update the Town's Strategic Plan and the \$25,000 would be paid to a firm to do the

market study. There being no further questions or comments, he moved on to the next appointment, Bill Jennings, Tax Administrator.

BILL JENNINGS, TAX ADMINISTRATOR

Mr. Jennings presented his monthly report and an update on the program software upgrades.

SUSAN CHANEY, SOCIAL SERVICES DIRECTOR

Ms. Chaney presented her monthly report.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

The following item was discussed:

- > **Commissioner Hoffer**: Mr. Hoffer informed the Board that May McGee replaced Eric Tilley on the Board of Elections.
- > **Commissioner Hoffer**: Mr. Hoffer asked County Attorney High if the County's offer was approved. Mr. High said that it was not accepted. It will be discussed during an upcoming Closed Session.
- > **Chairman Nelson**: Mr. Nelson informed the Board that Albemarle Regional Health Services (ARHS) will be closing on the addition of Hertford County to the ARHS soon to be effective July 1, 2018.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > **Budget Process**: Mr. Heath explained that they have the following scheduled Budget Work Sessions:
 - * May 9th: Social Services (7:00 p.m.) and Board of Education (8:00 p.m.) - Commissioners Room
 - * May 16th: Budget work session (7:00 p.m.) — at EMS Building — Looking at revenues and County Manager recommendations
 - * May 17th: Budget work session at EMS Building (7:00 p.m.)
 - * June 4th: Frank Heath to present budget to the Board with budget ordinance - Commissioners Room - Regular Commissioners Meeting at 7:00 p.m.
 - * June 18th: Budget public hearing and vote - Commissioners Room - Special Called Meeting/Work Session at 7:00 p.m.
- > **Landfill Meetings**: Mr. Heath reported that the Perquimans Chowan Gates Landfill Commission (PCG) and Albemarle Regional Solid Water Management Authority (ARSWMA) met in May and it looks like we are in good shape with the Landfill FY 2018-19 Budget.
- > **Albemarle District Jail Budget (ADJ)**: Mr. Heath also reported that we are in good shape with the ADJ FY 2018-19 budget.
- > **Holiday Island Civic League**: Mr. Heath informed the Board that he spoke at the Holiday Island Civic League last week.

PLANNING BOARD ITEM

Chairman Nelson stated that it was time to take action on the following Planning Board item:

Conditional Use Permit No. CUP-18-02 requested by Percy Winslow, Jr. A Public Hearing was held earlier in the meeting to receive citizens' comments to consider Conditional Use Permit No. CUP-18-02, requested by Percy Winslow, Jr. to operate a food concession trailer at 1225 Sandy Cross Road. Property is zoned RA, Rural Agriculture District, and is an approximately 2 acre part of Tax Parcel No. 1-0011-0065. T. Kyle Jones made a motion to find proposed Conditional Use Permit No. CUP-18-01 to be CONSISTENT and in HARMONY with the existing development pattern around 1225 Sandy Cross Road, Belvidere, NC 27919 on an approximately 2 acre part of Tax Parcel No. 1-0011-0065 conditioned upon the list of conditions contained in the Conditional Use Permit adopting the following findings to support the motion:

- (a) That the use will not materially endanger the public health or safety, if located according to the plan submitted and approved;
- (b) That the use meets all required conditions and specifications;
- (c) That the use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity; and
- (d) That the location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and in general conformity with the Perquimans County Land Use Plan.

The motion was seconded by Charles Woodard. The following Conditional Use Permit No. CUP-18-02 was unanimously approved by the Board:

Do **NOT** record this page

-Beginning of Proposed Conditional Use Permit CUP-18-02 to be recorded by Percy Winslow, Jr.

Operation of Food Concession Trailer

At 1225 Sandy Cross Road, Belvidere

Applicant: Percy Winslow, Jr.

*Change to this document made by Planning Board April 10th:
On page 2 of 4, added Site Consideration (C)(6) about Temporary Seating*

Do **NOT** record this page

CONDITIONAL USE PERMIT No. CUP-18-02

Page 1 of 4

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): Percy Winslow, Jr.
1069 Sandy Cross Rd
Belvidere, NC 27919

Site Location: 1225 Sandy Cross Road, Belvidere, NC 27919

Tax Parcel No: 1-0011-0065

Zoning District: RA, Rural Agriculture District

Proposed Use of Property: To operate a food concession trailer at 1225 Sandy Cross Road on an approximately 2 acre portion of Tax Parcel No. 1-0011-0065 in the vicinity of an existing house and barns.

Meeting & Hearing Dates: Planning Board on 4/10/2018 & Board of Commissioners on 5/7/2018

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 Food Concession Trailers and other conditions, as follows:

CONDITIONAL USE PERMIT No. CUP-18-02

Page 2 of 4

- 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 food trailer and parking area 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, 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:
 - (1) This permit expires May 7, 2020, two years from the date of Board of County Commissioner approval or on the date the house sells to an owner other than Percy Winslow, Jr. and wife, whichever comes first.
 - (2) Applicant may leave concession trailer on-site when not in use at night and on Sundays.
 - (3) Applicant must remove trash and litter from food site each day and maintain cleanliness of site during hours of operation. A minimum of one trash receptacle must be for use by patrons.
 - (4) All equipment associated with the concession trailer, except table and chairs, must be located within 3 feet of the concession trailer.
 - (5) 30 foot setbacks along the road right-of-way shall be roped off or fitted with a rigid barrier to prevent patrons from parking in that area. Maximum sight-distance shall be maintained from the entrance/exit driveway at all times.
 - (6) Temporary seating is allowed based on compliance with Albemarle Regional Health Services regulations.
- D. 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-18-02

Page 3 of 4

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: _____ (Seal)
Mary P. Hunsicutt, Clerk to the Board _____ Date

I, Percy Winslow, Jr., authorized Applicant/Owner, 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.

Percy Winslow, Jr., 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 foregoing instrument.

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

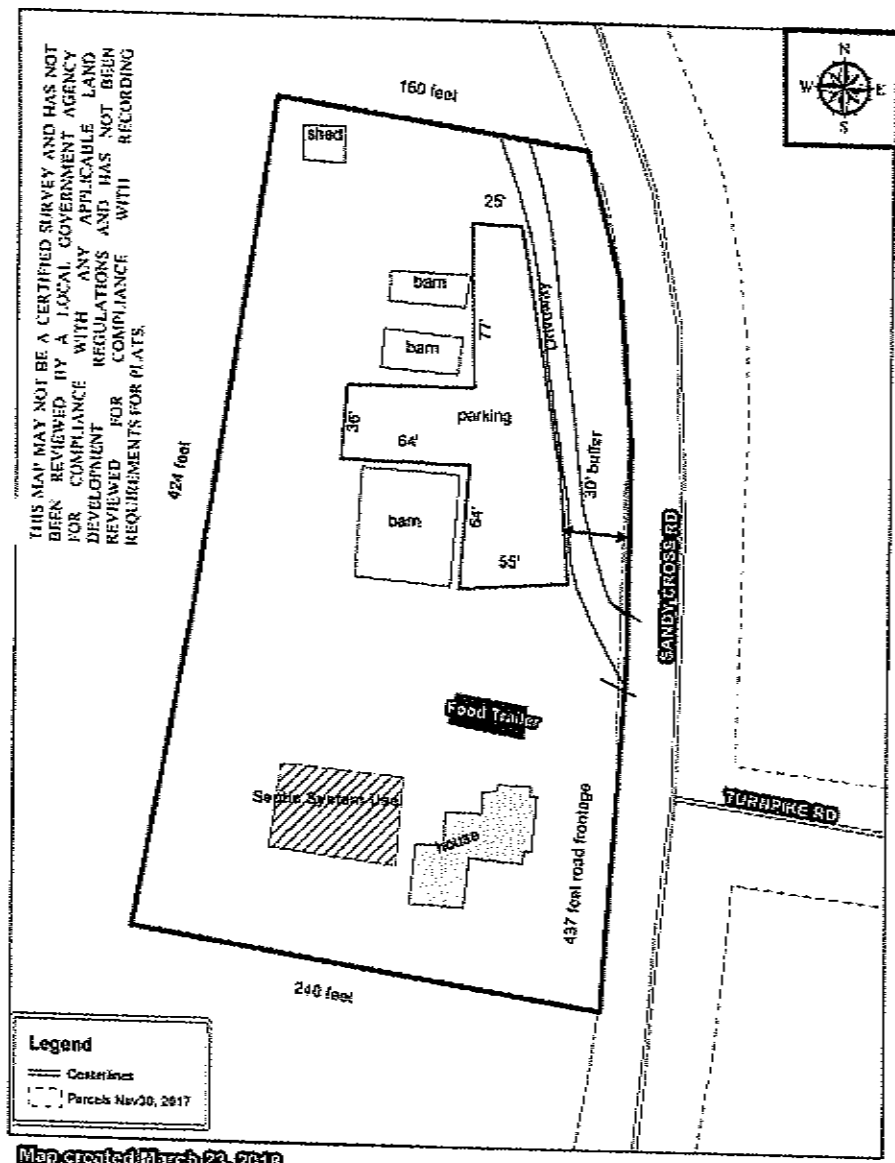
My Commission expires: _____ Notary Public

CONDITIONAL USE PERMIT No. CUP-18-02
Page 4 of 4

Insert Here Site Plan(s) no larger than 8.5" X 14" which bear(s) the following statement:

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

BALANCE OF THIS PAGE WAS INTENTIONALLY LEFT BLANK



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

Legend
 --- Centerlines
 - - - - - Parcel No. 2017

Map created March 23, 2018
 by Perquimans GIS
 1 inch = 60 feet

Proposed CUP-18-02 Site Plan

RESOLUTION SUPPORTING A STATEWIDE REFERENDUM ON A BOND ISSUE FOR SCHOOL FACILITY NEEDS

Chairman Nelson presented the following draft resolution:

**RESOLUTION
 SUPPORTING A STATEWIDE REFERENDUM
 ON A BOND ISSUE FOR SCHOOL FACILITY NEEDS**

- WHEREAS, based on information from the school districts and counties, the Department of Public Instruction reported in 2016 that North Carolina's public schools need about \$8.1 billion to pay for new school facilities, maintenance and renovations; and
- WHEREAS, the 2016 report, also known as the Statewide Facility Needs Survey, found that 118 new schools are needed across North Carolina. Fifty are needed immediately, and sixty-eight are needed in three to five years; and
- WHEREAS, besides new construction, 1,360 schools need renovations to comply with safety and building code requirements and to address deferred maintenance, 439 schools need additions for new classrooms; and
- WHEREAS, a priority goal of the North Carolina Association of County Commissioners is to support legislation to provide state assistance to meet school construction needs caused by increased enrollment and mandated reduction in class size, through a statewide referendum on a bond issue; and
- WHEREAS, the Statewide Facility Needs Survey also showed that construction costs are increasing, from a base of \$136 per square foot in 2005 to \$194 per square foot in 2015 and interest rates and construction costs are still rising; and
- WHEREAS, deteriorating facilities, which distract from learning, impacts achievement and we need to ensure public school facilities are conducive to study; and
- WHEREAS, counties in both urban and rural areas are faced with high costs for renovations and repairs to update and make the older buildings safe; and
- WHEREAS, counties have limited options to raise revenue to pay for school construction; and
- WHEREAS, because counties lack sufficient sources of funding for school facilities, the state has responded in the past by approving statewide school construction bonds to address needs nearly once per decade; and
- WHEREAS, a statewide bond is urgently needed to help address the staggering shortfall in funding for construction, repairs, and renovations at public school facilities throughout North Carolina because outstanding needs are estimated to exceed \$8.1 billion; and

WHEREAS, Perquimans County has school capital needs of over \$_____ and
 WHEREAS, it is estimated that Perquimans County could receive \$_____ million toward the shortfall of school capital needs; and
 WHEREAS, the NC School Bond - HB 866/SB542- would invest \$1.9 billion to begin addressing these critical needs all across the state.

NOW, THEREFORE BE IT RESOLVED, the Perquimans County Board of Commissioners urges the North Carolina General Assembly to call for a statewide referendum on the November 2018 ballot which is referred to as the Public School Building Bond Act (HB866/SB542) so that school districts across North Carolina are better able to meet urgent facility needs.

FURTHER BE IT RESOLVED that copies of this resolution be transmitted to the members of the General Assembly representing Perquimans County and to all 100 counties in North Carolina.

Adopted this the 7th day of May, 2018.

Wallace E. Nelson, Chairman
 Perquimans County Board of Commissioners

ATTEST:

Mary P. Huenicutt, Clerk to the Board
 Perquimans County Board of Commissioners

Chairman Nelson further explained that Perquimans County could receive up to \$12.2 million for school facility needs. Currently, he knows that Pasquotank County and several other counties have adopted the resolution. He asked what the pleasure of the Board would be. County Manager Heath explained that there are several blanks on the second page that he has been trying to get the information to complete it. He further explained that the bond was for \$1.9 billion. In addition, at their seats tonight, there was an amended draft copy changing "Randolph" to "Perquimans" County. T. Kyle Jones made a motion to adopt the resolution for discussion purposes only. The motion was seconded by Edward R. Muzzulin. Chairman Nelson asked if there was any discussion. Commissioner Jones explained that the state bond is a loan that the County will have to pay back. He further explained that, considering the spending habits of the current school administration over the last year, he is against the school bond. Chairman Nelson expressed his support of the school bond and explained all the restrictions of the bond so he does not believe that they would be able to spend the funds except for the school facility needs. Commissioner Jones asked if these funds would be used for athletic fields, etc. Mr. Nelson said that he really felt that it does limit the spending to the brick and mortar buildings and repair of the building facilities. Mr. Jones completely understands the need for this funding but he is concerned how their spending habits may have caused this situation. Commissioner Woodard wanted to know who determines how the money is spent. County Manager Heath read the information on what these funds can be used for. The motion was approved by a vote of five (5) to one (1) with Commissioner Jones voting against the motion.

PERSONNEL MATTERS

The following personnel matters, which were received after Agenda Packets were mailed, were unanimously approved on motion made by T. Kyle Jones, seconded by Fondella A. Leigh:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Anna Johnson	Full-Time Certified Telecommunicator	Appointment	GS7	\$27,751	5/9/2018
Sabrina Mallette	Part-Time/Fill-In EMT-I	Removed from Roster			5/9/2018

PUBLIC COMMENTS

The following public comment was made:

- > **Matthew Peeler:** Mr. Peeler spoke in favor of the state school bond resolution.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 8:00 p.m. on motion made by Fondella A. Leigh, seconded by Charles Woodard.

Wallace E. Nelson, Chairman

Clerk to the Board

WORK SESSION

May 21, 2018

7:00 p.m.

Due to the Chairman not being able to be at the meeting to discuss the IBX Authority item on the Agenda, the Perquimans County Board of Commissioners Work Session on April 16, 2018 was cancelled.

EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 8, 2018

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Robert Wood SOC. SEC. NO.: _____

POSITION: Part-Time Non-Certified Telecommunicator DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE: 05/01/2018

GRADE: 60 STEP: 1 SALARY: \$12.21 per hour

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

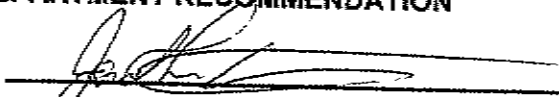
_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

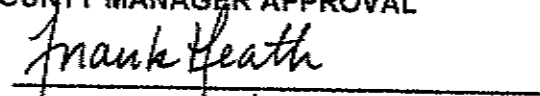
_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: _____ STEP: _____ SALARY: _____

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL





DATE: May 8, 2018

DATE: 5/29/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 8, 2018

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Annmarie Shine SOC. SEC. NO.: _____

POSITION: Part-Time Non-Certified Telecommunicator DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE: 05/01/2018

GRADE: 60 STEP: 1 SALARY: \$12.21 per hour

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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


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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

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

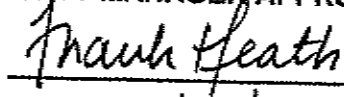
THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION



DATE: May 8, 2018

COUNTY MANAGER APPROVAL



DATE: 5/29/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 16, 2018

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Amy Felton SOC. SEC. NO.
POSITION: Social Worker IA&T DEPT.: Social Services
EMPLOYEE EFFECTIVE DATE: June 1, 2018
GRADE: 70 STEP: 2 SALARY: \$ 40,451.

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

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP RAISE:
Date: GRADE: STEP: SALARY: \$

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

DEPARTMENT RECOMMENDATION

Suzan M Chaney

DATE: May 16, 2018

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 5/16/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 5-17-2018

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Christopher Murray

SOC. SEC. NO.: _____

POSITION: Deputy

DEPT.: Sheriff

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 65 STEP: 2 SALARY: \$ 32,460

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

6/1/18 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: 65 STEP: 3 SALARY: \$ 33,251

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

DEPARTMENT RECOMMENDATION

[Signature]

DATE: 5-18-18

COUNTY MANAGER APPROVAL

[Signature]

DATE: 5/29/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: MAY 29, 2018

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: TASHARA GRAMBY

SOC. SEC. NO.: _____

POSITION: TAX CLERK-COLLECTIONS

DEPT.: TAX

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

CURRENT: GRADE: 58 STEP: 1 SALARY: \$23,270

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

6-1-18 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)
Date GRADE: 58 STEP: 2 SALARY: \$23,854

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

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Bill Jennings
DATE: 5-29-18

Frank Heath
DATE: 5/29/18

FINANCE OFFICER

DATE: _____

From: Camille Craft [mailto:ccraft@accog.org]
Sent: Tuesday, May 29, 2018 11:20 AM
To: Mary Hunnicutt
Subject: RE: COC - Adult Care Home Advisory Committee

Hi Mary,
 Nettie Gordon does not wish to continue to serve after her term is up.

Mary Corprew sent her CAC application back to me. She will be joining us for training in June.
 Thank you,

**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



From: Mary Hunnicutt <mhunnicut@perquimanscountync.gov>
Sent: Tuesday, May 29, 2018 11:17 AM
To: Camille Craft <ccraft@accog.org>
Subject: FW: COC - Adult Care Home Advisory Committee
Importance: High

Camille, I have sent this to Brandi on May 17th but I have not heard back from her. Is she on vacation or out of the office? Can you please let me know something today or tomorrow about whether or not Nettie Gordon wishes to continue to serve?

Thanks
 Mary

From: Mary Hunnicutt [mailto:mhunnicut@perquimanscountync.gov]
Sent: Thursday, May 17, 2018 4:20 PM
To: Brandi Jordan
Subject: COC - Adult Care Home Advisory Committee

Brandi,

According to my records, the following individual's term expires on June 30, 2018:

Name	Board/Committee	Term	Appt.	Expire
Gordon, Nettie	COC - Adult Care Home Advisory Committee	3 yrs.	7/1/2015	6/30/2018

Can you please verify that she wishes to continue to serve and that she is eligible to continue to serve? After you have verified this, please send me an e-mail stating that and I will place it on our June 4th agenda for Board action.

Thanks.

Mary P. Hunnicutt, Clerk to the Board
 Perquimans County
 P.O. Box 45
 Hertford, NC 27944
 Phone: (252) 426-8484
 Fax: (252) 426-4034
 E-Mail: mhunnicut@perquimanscountync.gov

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

From: mlawrence@pettigrewlibraries.org [mailto:mlawrence@pettigrewlibraries.org]
 Sent: Monday, May 21, 2018 10:27 AM
 To: Mary Hunnicutt
 Subject: Perquimans County Library Board

Good morning, Mrs. Hunnicutt,

Ruth McNaught and Archie Aples have both agreed to serve second terms on our board.

Thank you,

Michele

Michele Lawrence
 Librarian
 Perquimans County Library
 110 W. Academy Street
 Hertford, NC 27944
 252-426-5319
 FAX 252-426-1556

From: Mary Hunnicutt [mailto:mhunnicutt@perquimanscountync.gov]
 Sent: Thursday, May 17, 2018 4:07 PM
 To: Michele Lawrence <mlawrence@pettigrewlibraries.org>
 Subject: Library Board Appointments

Michele,

According to my records, the following individuals' term expires on June 30, 2018:

Name	Board/Committee	Term	Appt.	Expire
Aples, Archie	Local Library Board	4 yrs.	7/1/2014	6/30/2018
McNaught, Ruth	Local Library Board	4 yrs.	7/1/2014	6/30/2018

Can you please verify that they wish to continue to serve and that they are eligible to continue to serve? After you have verified this, please send me an e-mail stating that and I will place it on our June 4th agenda for Board action.

Thanks.

Mary P. Hunnicutt
 Clerk to the Board
 Perquimans County
 P.O. Box 45
 Hertford, NC 27944
 Phone: (252) 426-8484
 Fax: (252) 426-4034
 E-Mail: mhunnicutt@perquimanscountync.gov

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

Mary Hunnicutt

From: Amanda Layden <alayden@perquimanscountync.gov>
Sent: Friday, May 18, 2018 8:10 AM
To: 'Mary Hunnicutt'
Subject: RE: Recreation Advisory Board Appointments

Both Pete White and Chad Nixon would like to continue to serve.
 Thanks,
 Mandy

From: Mary Hunnicutt [<mailto:mhunnicutt@perquimanscountync.gov>]
Sent: Thursday, May 17, 2018 4:12 PM
To: Amanda Layden; Howard Williams
Subject: Recreation Advisory Board Appointments

Howard & Amanda,

According to my records, the following individuals' term expires on June 30, 2018:

Name	Board/Committee	Term	Appt.	Expire
Wheeler, Kathryn	Recreation Advisory Committee - At Large	3 yrs.	2/1/2018	6/30/2018
White, Pete	Recreation Advisory Committee - At Large	3 yrs.	7/1/2015	6/30/2018
Nixon, Chad	Recreation Advisory Committee - New Hope	3 yrs.	7/1/2015	6/30/2018

Ms. Wheeler was appointed in February to complete Kent White's term which expires next month so she will have to be reappointed for a 3-yr term. Can you please verify that they wish to continue to serve and that they are eligible to continue to serve? After you have verified this, please send me an e-mail stating that and I will place it on our June 4th agenda for Board action.

Thanks.

Mary P. Hunnicutt
 Clerk to the Board
 Perquimans County
 P.O. Box 45
 Hertford, NC 27944
 Phone: (252) 426-8484
 Fax: (252) 426-4034
 E-Mail: mhunnicutt@perquimanscountync.gov

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

STATEMENT OF INTEREST TO SERVE

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

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

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

- 1. Tourism Development
- 2. Economic Improvement
- 3. Planning Board
- 4. Historic Hertford Board

Your full name STEPHEN FREDERICK McDONALD

Date of Birth 16 JUNE 1952

Mailing Address P.O. BOX 626

City and Zip Code HERTFORD 27944

Home Phone 252 404 0203 Work Phone 770 813 8323 Cell Phone 770 843 1491

Current Job Title CEO

Company or Agency MCTECH GROUP INC

Email Address Steve.McDonald@mctechgroup.com

Do you live in the county? Yes No

Please list the name of your Township _____
(This information can be obtained from the Tax Office at (252) 426-7010)

Educational Background High School College ; special training

Work Experience Maint Eng, Sales Eng, RESEARCH, MANAGEMENT
MANUFACTURING, BUSINESS OWNER

Prior Board/Committee Experience ACT ASTM TAPP

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

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

SMcDonald
Signature

1 June 2018
Date

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



2018 MEMORANDUM OF PARTICIPATION FOR SEPARATION ALLOWANCE BENEFIT

UNIT: Perquimans County

MAILING ADDRESS: P.O. Box 45

CITY: Hertford ZIP CODE: 27944

NAME: Frank Heath

TITLE: County Manager

PHONE #: (252) 426-8484

EMAIL ADDRESS: frankheath@perquimanscountync.gov

On behalf of the unit government noted above, we agree to engage Cavanaugh Macdonald Consulting, LLC to prepare the disclosures required under GASB Statement No. 73 for the Special Separation Allowance for Law Enforcement Officers.

I have read the terms listed on the cover memorandum that outlines conditions and fees of the contract related to reporting requirements under GASB Statement No. 73. Should my unit of government determine at any point that we do not want to continue our participation in the Actuarial Study Program, we will notify Cavanaugh Macdonald Consulting by letter of our desire to cancel. In order to complete the report in time for Fiscal Year 2018 reporting, CMC will need to receive all requested information no later than May 15th, 2018.

I understand that we will be billed directly by Cavanaugh Macdonald Consulting, LLC and copies of the actuarial report will be emailed to our office by Cavanaugh Macdonald Consulting by July 31, 2018.

By signing this document I have accepted the terms and conditions outlined in the cover memorandum and agree to pay Cavanaugh Macdonald Consulting upon the completion of all work.

Signed this 4th day of June, 2018.

(SIGNATURE)

County Manager

(TITLE)

Cavanaugh Macdonald Consulting, LLC
3550 Busbee Parkway, Suite 250, Kennesaw, GA 30144
NCSSALEO@CavMacConsulting.com

Mary Hunnicutt

From: Buddy Lawrence <buddy.lawrence@albemarleplantation.com>
Sent: Thursday, May 31, 2018 6:33 AM
To: mhunnicutt@perquimanscountync.gov
Subject: Albemarle Plantation 2018 Fireworks

Mary Hunnicutt,
Albemarle Plantation has scheduled the 2018 Independence Day Celebration for Sunday, July 1st 2018 at the clubhouse as we do every year.

I would like to present our request to the county commissioners June 4th for approval.

Thanks,
Buddy Lawrence PGA, CMAA
Albemarle Plantation
General Manager
(252) 426-4653, Ext. 115
(252) 339-4216 Cell
Buddy.Lawrence@AlbemarlePlantation.com





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

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

**PERQUIMANS COUNTY
TAX DEPARTMENT**

Enforced Collections- May 2018

GARNISHMENTS: \$6005.80

PAYMENT AGREEMENTS: \$12,295.71

DEBT SETOFFS: \$663.38

Inappropriate Uses: All non-agricultural and scattered residential uses, except for supporting public/institutional, low-intensity commercial, and agricultural-related, rural uses

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

Planning Board found proposed rezoning REZ-18-01 **to be consistent and in harmony** with the county comprehensive Land Use Plan existing development pattern **because** of the existence of large acreage lots that are agricultural in nature surrounding the subject parcel, historical brochure literature labeling the equestrian center, and the presence of equestrian street names. They **recommend approval** to the BCC of rezoning REZ-18-01, Tax Parcel No. 2-0082-0007, from RA-25 to RA, adopting Policy Guidelines from Zoning Ordinance Section 1302(A) (1 through 5) to support the motion. Planning Staff believes rezoning the subject parcel from RA-25 to RA will meet Zoning Ordinance Section 13 and Section 23 rules and guidelines and is not a spot zoning. Staff **reminds** the Boards to **give a reason ‘why’** the rezoning is or is not consistent and in harmony with the surrounding area.

Suggested Motions – Recommendations – Actions:

The Planning Board is requested to consider using one of the following sets of scripts to form the desired motion for approval or denial of Rezoning Request REZ-18-01, as follows:

TWO (2) SUGGESTED ACTIONS TO RECOMMEND APPROVAL:

1) **MOTION TO FIND PROPOSED REZONING NO. REZ-18-01** to be consistent and in harmony with the county comprehensive Land Use Plan existing development pattern **because** (*explain why*);

2) **MOTION TO RECOMMEND APPROVAL:** Motion to approve Rezoning No. REZ-18-01, Tax Parcel No. 2-0082-0007, from RA-25 (Residential & Agricultural District) to RA (Rural Agriculture District) adopting Policy Guidelines to support the motion (see Table, below).

TWO (2) SUGGESTED ACTIONS TO RECOMMEND DENIAL: Motions to recommend denial to the Board of County Commissioners for Rezoning No. REZ-18-01, and adopting Policy Guidelines to support the motion (see Table, below) would utilize both of the above-noted motions stated in the negative tense.

TABLE OF SECTION 1302 POLICY GUIDELINES
Albemarle Plantation Property Owners Association, Inc
Proposed Rezoning Request No. REZ-18-01

Motion to recommend approval finds:	Motion to recommend denial finds:
1) The proposal <u>will</u> place all property similarly situated in the same category, or in appropriate complementary categories.	1) The proposal will <u>NOT</u> place all property similarly situated in the same category, or in appropriate complementary categories.
2) There <u>is</u> convincing demonstration that all uses permitted under the proposed district classification would be in the general public interest and not merely in the interest of an individual or small group.	2) There is <u>NOT</u> convincing demonstration that all uses permitted under the proposed district classification would be in the general public interest and not merely in the interest of an individual or small group.
3) There <u>is</u> convincing demonstration that all uses permitted under the proposed district classification would be appropriate in the area included in the proposed change. (When a new district designation is assigned, any use permitted in the district is allowable, so long as it meets district requirements and not merely uses which applicants state that they intend to make the property involved).	3) There is <u>NOT</u> convincing demonstration that all uses permitted under the proposed district classification would be appropriate in the area included in the proposed change. (When a new district designation is assigned, any use permitted in the district is allowable, so long as it meets district requirements and not merely uses which applicants state that they intend to make the property involved).
4) There is convincing demonstration that the character of the neighborhood <u>will not</u> be materially or adversely affected by any use permitted in the proposed change.	4) There is convincing demonstration that the character of the neighborhood <u>will</u> be materially or adversely affected by any use permitted in the proposed change.
5) The proposed change <u>is</u> in accord with the Land Use Plan and sound planning principles.	5) The proposed change is <u>NOT</u> in accord with the Land Use Plan and sound planning principles.

ATTACHMENTS: 1) GIS Map of Section Names Used in Staff Report;
 2) Applicant's Rezoning Application



**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 in Support of the Harbor Town Project
Albemarle Regional Tourism Development Strategy**

At a meeting of the Perquimans County Board of Commissioners on Monday, June 4, 2018, the Board of Commissioners, on a motion by _____ and seconded by _____, the following resolution was adopted by a vote of _____ to _____.

Whereas, A summary of the Harbor Town Project Albemarle Regional Tourism Development Strategy has been reviewed by various members of the Perquimans County Board of Commissioners; and,

Whereas, the County agrees to be included in an Albemarle Regional Tourism Development Strategy to be coordinated by the IBX authority; a Private Non-Profit IBX 501(c)3 under the auspices of the UNC Kenan Flagler School of Business; and,

Whereas, the Board of County Commissioners understands that four other NENC counties might also be initially included: Edenton, NC, in Chowan County; Plymouth, NC, in Washington County; Columbia, NC in Tyrell County; and Elizabeth City, NC in Pasquotank County; with other IBX regional towns and counties also welcomed to participate; and,

Whereas, the IBX authority shall apply for multiple grants to develop, coordinate, manage and implement the regional tourism strategy; and,

Whereas, the IBX shall be governed by the IBX Board of Directors; and,

Whereas, all IBX plans and budgets must be approved by the board of directors of IBX; and,

Whereas, Perquimans County shall appoint one member to the Board of Directors; and,

Whereas, the Perquimans County Board of Commissioners understands that it shall not be responsible for any funding to meet the expenses for the operations of the IBX 501(c)3, but that the operating cost for the IBX Authority shall be a part of all grants which it will be responsible for preparing and submitting.

NOW, THEREFORE, BE IT RESOLVED THAT: The Perquimans County Board of Commissioners supports efforts to secure funding from non-profits such as Golden Leaf Foundation and from federal and state funding sources as well, to fund the development of the Harbor Towns Project.

Adopted this 4th day of June, 2018.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTESTED:

Mary P. Hunnicutt, Clerk to the Board
Perquimans County Board of Commissioners

(SEAL)

§ 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.

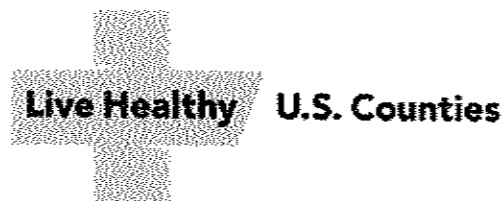
(d) Repealed by Session Laws 1993 (Reg. Sess., 1994), c. 570, s. 2. (1979, c. 655, s. 1; 1981, c. 831; 1985 (Reg. Sess., 1986), c. 932, s. 5; 1991, c. 694, ss. 3, 4; 1993 (Reg. Sess., 1994), c. 570, s. 2; 1995, c. 509, s. 84; 1997-222, s. 2; 1997-290, s. 2; 2001-500, s. 2; 2003-180, s. 2; 2013-360, s.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

FOR
INFORMATION
ONLY
ITEMS

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NACo Live Healthy Prescription Discount Program



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PRESCRIPTION, DENTAL AND HEALTH DISCOUNT PROGRAMS FOR RESIDENTS

Perquimans County, NC

	PLAN	% OF PLAN TOTAL PRICED	% OF RETAIL PRICED	% OF RETAIL PRICED	MEMBER COST	AVERAGE MEMBER COST	RETAIL PRICE	AVERAGE RETAIL PRICE	AVERAGE PRICE SAVINGS	% OF PRICE SAVINGS	% OF UTILIZERS	TOTAL
2018												
<u>MARCH</u>	2	0	0.00%	2100.00%	\$ 51.55	\$ 25.78	\$ 51.55	\$ 25.78	\$ 0.00	\$ 0.00	0.00%	1
2017												
<u>DECEMBER</u>	2	0	0.00%	2100.00%	\$ 51.55	\$ 25.78	\$ 51.55	\$ 25.78	\$ 0.00	\$ 0.00	0.00%	1
<u>SEPTEMBER</u>	2	0	0.00%	2100.00%	\$ 51.55	\$ 25.78	\$ 51.55	\$ 25.78	\$ 0.00	\$ 0.00	0.00%	1
<u>JUNE</u>	2	0	0.00%	2100.00%	\$ 51.55	\$ 25.78	\$ 51.55	\$ 25.78	\$ 0.00	\$ 0.00	0.00%	1
<u>MAY</u>	1	0	0.00%	1100.00%	\$ 8.00	\$ 8.00	\$ 8.00	\$ 8.00	\$ 0.00	\$ 0.00	0.00%	1
<u>MARCH</u>	3	1	33.33%	2 66.67%	\$ 88.46	\$ 29.49	\$ 93.90	\$ 31.30	\$ 5.44	\$ 1.81	5.79%	1
<u>JANUARY</u>	2	1	50.00%	1 50.00%	\$ 70.80	\$ 35.40	\$ 86.28	\$ 43.14	\$ 15.48	\$ 7.74	17.94%	1
2016												
<u>DECEMBER</u>	2	1	50.00%	1 50.00%	\$ 57.24	\$ 28.62	\$ 77.14	\$ 38.57	\$ 19.90	\$ 9.95	25.80%	2
<u>SEPTEMBER</u>	2	0	0.00%	2100.00%	\$ 49.55	\$ 24.78	\$ 49.55	\$ 24.78	\$ 0.00	\$ 0.00	0.00%	1
<u>AUGUST</u>	1	0	0.00%	1100.00%	\$ 7.33	\$ 7.33	\$ 13.69	\$ 13.69	\$ 6.36	\$ 6.36	46.46%	1
<u>JULY</u>	3	2	66.67%	1 33.33%	\$ 53.24	\$ 17.75	\$ 91.05	\$ 30.35	\$ 37.81	\$ 12.60	41.53%	2
<u>JUNE</u>	2	0	0.00%	2100.00%	\$ 49.55	\$ 24.78	\$ 49.55	\$ 24.78	\$ 0.00	\$ 0.00	0.00%	1
<u>MAY</u>	1	0	0.00%	1100.00%	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 0.00	\$ 0.00	0.00%	1
<u>APRIL</u>	1	1	100.00%	0 0.00%	\$ 30.00	\$ 30.00	\$ 41.09	\$ 41.09	\$ 11.09	\$ 11.09	26.99%	1
<u>FEBRUARY</u>	3	1	33.33%	2 66.67%	\$ 84.56	\$ 28.19	\$ 86.25	\$ 28.75	\$ 1.69	\$ 0.56	1.96%	2
2015												
<u>OCTOBER</u>	4	1	25.00%	3 75.00%	\$ 90.42	\$ 22.61	\$ 127.54	\$ 31.89	\$ 37.12	\$ 9.28	29.10%	2
<u>SEPTEMBER</u>	2	0	0.00%	2100.00%	\$ 47.93	\$ 23.97	\$ 47.93	\$ 23.97	\$ 0.00	\$ 0.00	0.00%	1
<u>JUNE</u>	5	1	20.00%	4 80.00%	\$ 78.06	\$ 15.61	\$ 101.18	\$ 20.24	\$ 23.12	\$ 4.62	22.85%	1
<u>MAY</u>	1	1	100.00%	0 0.00%	\$ 9.60	\$ 9.60	\$ 13.93	\$ 13.93	\$ 4.33	\$ 4.33	31.08%	1
<u>APRIL</u>	1	1	100.00%	0 0.00%	\$ 28.71	\$ 28.71	\$ 34.09	\$ 34.09	\$ 5.38	\$ 5.38	15.78%	1
<u>MARCH</u>	4	1	25.00%	3 75.00%	\$ 74.37	\$ 18.59	\$ 85.13	\$ 21.28	\$ 10.76	\$ 2.69	12.64%	3
<u>JANUARY</u>	5	4	80.00%	1 20.00%	\$ 104.75	\$ 20.95	\$ 201.94	\$ 40.39	\$ 97.19	\$ 19.44	48.13%	3
2014												
<u>DECEMBER</u>	9	7	77.78%	2 22.22%	\$ 172.04	\$ 19.12	\$ 267.10	\$ 29.68	\$ 95.06	\$ 10.56	35.59%	3
<u>NOVEMBER</u>	12	10	83.33%	2 16.67%	\$ 392.68	\$ 32.72	\$ 815.33	\$ 67.94	\$ 422.65	\$ 35.22	51.84%	5
<u>OCTOBER</u>	7	6	85.71%	1 14.29%	\$ 200.55	\$ 28.65	\$ 419.24	\$ 59.89	\$ 218.69	\$ 31.24	52.16%	4
<u>SEPTEMBER</u>	4	4	100.00%	0 0.00%	\$ 75.50	\$ 18.88	\$ 159.07	\$ 39.77	\$ 83.57	\$ 20.89	52.54%	3
<u>AUGUST</u>	12	8	66.67%	4 33.33%	\$ 436.48	\$ 36.37	\$ 789.55	\$ 65.80	\$ 353.07	\$ 29.42	44.72%	5
<u>JULY</u>	8	4	50.00%	4 50.00%	\$ 141.44	\$ 17.68	\$ 315.63	\$ 39.45	\$ 174.19	\$ 21.77	55.19%	5
<u>JUNE</u>	11	5	45.45%	6 54.55%	\$ 154.19	\$ 14.02	\$ 200.87	\$ 18.26	\$ 46.68	\$ 4.24	23.24%	5
<u>MAY</u>	10	6	60.00%	4 40.00%	\$ 388.80	\$ 38.88	\$ 692.10	\$ 69.21	\$ 303.30	\$ 30.33	43.82%	6
<u>APRIL</u>	11	6	54.55%	5 45.45%	\$ 260.41	\$ 23.67	\$ 437.49	\$ 39.77	\$ 177.08	\$ 16.10	40.48%	6
<u>MARCH</u>	13	8	61.54%	5 38.46%	\$ 454.73	\$ 34.98	\$ 621.46	\$ 47.80	\$ 166.73	\$ 12.83	26.83%	7
<u>FEBRUARY</u>	7	4	57.14%	3 42.86%	\$ 269.48	\$ 38.50	\$ 540.19	\$ 77.17	\$ 270.71	\$ 38.67	50.11%	4
<u>JANUARY</u>	12	8	66.67%	4 33.33%	\$ 249.29	\$ 20.77	\$ 410.01	\$ 34.17	\$ 160.72	\$ 13.39	39.20%	6
2013												
<u>DECEMBER</u>	13	10	76.92%	3 23.08%	\$ 285.55	\$ 21.97	\$ 640.79	\$ 49.29	\$ 355.24	\$ 27.33	55.44%	5
<u>NOVEMBER</u>	9	5	55.56%	4 44.44%	\$ 254.72	\$ 28.30	\$ 579.18	\$ 64.35	\$ 324.46	\$ 36.05	56.02%	3
<u>OCTOBER</u>	11	6	54.55%	5 45.45%	\$ 294.94	\$ 26.81	\$ 444.01	\$ 40.36	\$ 149.07	\$ 13.55	33.57%	7
<u>SEPTEMBER</u>	8	5	62.50%	3 37.50%	\$ 259.86	\$ 32.48	\$ 424.60	\$ 53.08	\$ 164.74	\$ 20.59	38.80%	4
<u>AUGUST</u>	12	7	58.33%	5 41.67%	\$ 355.30	\$ 29.61	\$ 780.04	\$ 65.00	\$ 424.74	\$ 35.40	54.45%	6
<u>JULY</u>	11	8	72.73%	3 27.27%	\$ 240.23	\$ 21.84	\$ 407.28	\$ 37.03	\$ 167.05	\$ 15.19	41.02%	6
<u>JUNE</u>	7	1	14.29%	6 85.71%	\$ 44.33	\$ 6.33	\$ 89.23	\$ 12.75	\$ 44.90	\$ 6.41	50.32%	3
<u>MAY</u>	14	10	71.43%	4 28.57%	\$ 453.90	\$ 32.42	\$ 796.58	\$ 56.90	\$ 342.68	\$ 24.48	43.02%	6
<u>APRIL</u>	14	5	35.71%	9 64.29%	\$ 229.20	\$ 16.37	\$ 316.32	\$ 22.59	\$ 87.12	\$ 6.22	27.54%	6
<u>MARCH</u>	5	2	40.00%	3 60.00%	\$ 51.84	\$ 10.37	\$ 89.03	\$ 17.81	\$ 37.19	\$ 7.44	41.77%	3
<u>FEBRUARY</u>	5	3	60.00%	2 40.00%	\$ 58.31	\$ 11.66	\$ 100.07	\$ 20.01	\$ 41.76	\$ 8.35	41.73%	4
<u>JANUARY</u>	7	4	57.14%	3 42.86%	\$ 147.57	\$ 21.08	\$ 273.13	\$ 39.02	\$ 125.56	\$ 17.94	45.97%	3

2012													
DECEMBER	5	2	40.00%	3	60.00%	\$ 63.00	\$ 12.60	\$ 131.13	\$ 26.23	\$ 68.13	\$ 13.63	51.96%	3
NOVEMBER	5	3	60.00%	2	40.00%	\$ 105.77	\$ 21.15	\$ 233.12	\$ 46.62	\$ 127.35	\$ 25.47	54.63%	4
OCTOBER	11	7	63.64%	4	36.36%	\$ 245.45	\$ 22.31	\$ 434.45	\$ 39.50	\$ 189.00	\$ 17.18	43.50%	6
SEPTEMBER	12	6	50.00%	6	50.00%	\$ 172.31	\$ 14.36	\$ 260.06	\$ 21.67	\$ 87.75	\$ 7.31	33.74%	6
AUGUST	11	6	54.55%	5	45.45%	\$ 196.81	\$ 17.89	\$ 334.76	\$ 30.43	\$ 137.95	\$ 12.54	41.21%	5
JULY	21	8	38.10%	13	61.90%	\$ 432.01	\$ 20.57	\$ 602.24	\$ 28.68	\$ 170.23	\$ 8.11	28.27%	5
JUNE	18	7	38.89%	11	61.11%	\$ 274.32	\$ 15.24	\$ 526.71	\$ 29.26	\$ 252.39	\$ 14.02	47.92%	8
MAY	16	6	37.50%	10	62.50%	\$ 203.93	\$ 12.75	\$ 278.78	\$ 17.42	\$ 74.85	\$ 4.68	26.85%	6
APRIL	15	6	40.00%	9	60.00%	\$ 196.88	\$ 13.13	\$ 297.28	\$ 19.82	\$ 100.40	\$ 6.69	33.77%	5
MARCH	17	11	64.71%	6	35.29%	\$ 324.49	\$ 19.09	\$ 681.36	\$ 40.08	\$ 356.87	\$ 20.99	52.38%	8
FEBRUARY	17	10	58.82%	7	41.18%	\$ 653.21	\$ 38.42	\$ 1,271.77	\$ 74.81	\$ 618.56	\$ 36.39	48.64%	5
JANUARY	15	7	46.67%	8	53.33%	\$ 296.17	\$ 19.74	\$ 388.23	\$ 25.88	\$ 92.06	\$ 6.14	23.71%	5
2011													
DECEMBER	24	15	62.50%	9	37.50%	\$ 444.97	\$ 18.54	\$ 677.97	\$ 28.25	\$ 233.00	\$ 9.71	34.37%	7
NOVEMBER	26	15	57.69%	11	42.31%	\$ 650.19	\$ 25.01	\$ 1,059.27	\$ 40.74	\$ 409.08	\$ 15.73	38.62%	7
OCTOBER	22	10	45.45%	12	54.55%	\$ 360.54	\$ 16.39	\$ 548.26	\$ 24.92	\$ 187.72	\$ 8.53	34.24%	6
SEPTEMBER	14	10	71.43%	4	28.57%	\$ 533.07	\$ 38.08	\$ 833.62	\$ 59.54	\$ 300.55	\$ 21.47	36.05%	8
AUGUST	10	7	70.00%	3	30.00%	\$ 179.61	\$ 17.96	\$ 328.27	\$ 32.83	\$ 148.66	\$ 14.87	45.29%	5
JULY	12	9	75.00%	3	25.00%	\$ 357.78	\$ 29.82	\$ 588.34	\$ 49.03	\$ 230.56	\$ 19.21	39.19%	7
JUNE	16	7	43.75%	9	56.25%	\$ 444.85	\$ 27.80	\$ 598.37	\$ 37.40	\$ 153.52	\$ 9.60	25.66%	9
MAY	23	13	56.52%	10	43.48%	\$ 302.25	\$ 13.14	\$ 546.03	\$ 23.74	\$ 243.78	\$ 10.60	44.65%	10
APRIL	34	20	58.82%	14	41.18%	\$ 1,351.54	\$ 39.75	\$ 1,653.09	\$ 48.62	\$ 301.55	\$ 8.87	18.24%	7
MARCH	24	16	66.67%	8	33.33%	\$ 863.78	\$ 35.99	\$ 1,269.41	\$ 52.89	\$ 405.63	\$ 16.90	31.95%	9
FEBRUARY	15	11	73.33%	4	26.67%	\$ 468.52	\$ 31.23	\$ 653.27	\$ 43.55	\$ 184.75	\$ 12.32	28.28%	8
JANUARY	23	18	78.26%	5	21.74%	\$ 971.94	\$ 42.26	\$ 1,440.98	\$ 62.65	\$ 469.04	\$ 20.39	32.55%	11
2010													
DECEMBER	25	16	64.00%	9	36.00%	\$ 918.07	\$ 36.72	\$ 1,252.64	\$ 50.11	\$ 334.57	\$ 13.38	26.71%	12
NOVEMBER	25	19	76.00%	6	24.00%	\$ 1,241.89	\$ 49.68	\$ 1,707.72	\$ 68.31	\$ 465.83	\$ 18.63	27.28%	14
OCTOBER	23	17	73.91%	6	26.09%	\$ 1,005.50	\$ 43.72	\$ 1,272.23	\$ 55.31	\$ 266.73	\$ 11.60	20.97%	11
SEPTEMBER	36	19	52.78%	17	47.22%	\$ 1,024.85	\$ 28.47	\$ 1,346.45	\$ 37.40	\$ 321.60	\$ 8.93	23.89%	14
AUGUST	32	22	68.75%	10	31.25%	\$ 1,113.97	\$ 34.81	\$ 1,462.53	\$ 45.70	\$ 348.56	\$ 10.89	23.83%	12
JULY	31	20	64.52%	11	35.48%	\$ 1,094.45	\$ 35.30	\$ 1,481.76	\$ 47.80	\$ 387.31	\$ 12.49	26.14%	15
JUNE	32	22	68.75%	10	31.25%	\$ 885.45	\$ 27.67	\$ 1,257.48	\$ 39.30	\$ 372.03	\$ 11.63	29.59%	15
MAY	25	18	72.00%	7	28.00%	\$ 1,043.40	\$ 41.74	\$ 1,442.16	\$ 57.69	\$ 398.76	\$ 15.95	27.65%	14
APRIL	29	17	58.62%	12	41.38%	\$ 695.70	\$ 23.99	\$ 983.67	\$ 33.92	\$ 287.97	\$ 9.93	29.28%	12
MARCH	23	19	82.61%	4	17.39%	\$ 832.14	\$ 36.18	\$ 1,189.55	\$ 51.72	\$ 357.41	\$ 15.54	30.05%	9
FEBRUARY	15	13	86.67%	2	13.33%	\$ 429.41	\$ 28.63	\$ 594.23	\$ 39.62	\$ 164.82	\$ 10.99	27.74%	8
JANUARY	23	16	69.57%	7	30.43%	\$ 701.41	\$ 30.50	\$ 906.21	\$ 39.40	\$ 204.80	\$ 8.90	22.60%	13
2009													
DECEMBER	44	27	61.36%	17	38.64%	\$ 1,296.18	\$ 29.46	\$ 1,588.69	\$ 36.11	\$ 292.51	\$ 6.65	18.41%	13
NOVEMBER	34	25	73.53%	9	26.47%	\$ 1,451.51	\$ 42.69	\$ 1,789.48	\$ 52.63	\$ 337.97	\$ 9.94	18.89%	13
OCTOBER	41	27	65.85%	14	34.15%	\$ 1,077.88	\$ 26.29	\$ 1,329.32	\$ 32.42	\$ 251.44	\$ 6.13	18.91%	14
SEPTEMBER	43	29	67.44%	14	32.56%	\$ 1,201.33	\$ 27.94	\$ 1,581.39	\$ 36.78	\$ 380.06	\$ 8.84	24.03%	9
AUGUST	22	10	45.45%	12	54.55%	\$ 1,101.97	\$ 50.09	\$ 1,449.33	\$ 65.88	\$ 347.36	\$ 15.79	23.97%	12
JULY	40	25	62.50%	15	37.50%	\$ 1,220.48	\$ 30.51	\$ 1,525.98	\$ 38.15	\$ 305.50	\$ 7.64	20.02%	15
JUNE	43	25	58.14%	18	41.86%	\$ 1,687.31	\$ 39.24	\$ 2,005.31	\$ 46.64	\$ 318.00	\$ 7.40	15.86%	12
MAY	27	18	66.67%	9	33.33%	\$ 505.00	\$ 18.70	\$ 676.07	\$ 25.04	\$ 171.07	\$ 6.34	25.30%	12
APRIL	21	12	57.14%	9	42.86%	\$ 818.43	\$ 38.97	\$ 1,001.85	\$ 47.71	\$ 183.42	\$ 8.73	18.31%	10
MARCH	19	16	84.21%	3	15.79%	\$ 489.88	\$ 25.78	\$ 677.12	\$ 35.64	\$ 187.24	\$ 9.85	27.65%	10
FEBRUARY	24	20	83.33%	4	16.67%	\$ 1,107.28	\$ 46.14	\$ 1,433.51	\$ 59.73	\$ 326.23	\$ 13.59	22.76%	12
JANUARY	25	20	80.00%	5	20.00%	\$ 756.68	\$ 30.27	\$ 990.03	\$ 39.60	\$ 233.35	\$ 9.33	23.57%	9
2008													
DECEMBER	18	13	72.22%	5	27.78%	\$ 406.29	\$ 22.57	\$ 565.36	\$ 31.41	\$ 159.07	\$ 8.84	28.14%	8
NOVEMBER	14	11	78.57%	3	21.43%	\$ 282.75	\$ 20.20	\$ 388.32	\$ 27.74	\$ 105.57	\$ 7.54	27.19%	8
OCTOBER	1	1	100.00%	0	0.00%	\$ 37.45	\$ 37.45	\$ 52.25	\$ 52.25	\$ 14.80	\$ 14.80	28.33%	1

TOTAL PLAN% PLAN RETAIL % AVERAGE RETAIL AVERAGE PRICE AVERAGE% PRICE TOTAL

Perquimans, NC	PRICED	PRICED	PRICED	RETAIL	MEMBER	MEMBER	SUBMITTED	RETAIL	SAVINGS	PRICE	SAVINGS	UTILIZERS	
				PRICE	COST	COST	PRICE	PRICE					
TOTALS:	1,424	885	62.15%	539	37.85%	\$ 41,534.16	\$ 29.17	\$ 59,614.15	\$ 41.86	18,079.99	\$ 12.70	30.33%	612.00

Column Headers from left to right:

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

DEPARTMENT HEAD REPORTS

PLAT REVIEW LOG - PERQUIMANS COUNTY

May 18

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
Tony Webb William & Joyce Elliott	✓	5/7/13	Y	1.84 ac out of 3-0038-00122
Randolph Nicholson VIVIAN B WINSLOW	✓	5/8/13	Y	162.22 total area Recombination of existing Parcelo S-0031-003A
Mark Pruden Fre & Colson	✓	5/8/13	Y	S-0031-0059, S-0031-0046, S-0032-0008A Subdivision of land S-0051-0015.F
JH Miller Jr. Hecker & Mang	✓	5/14/13	Y	S-0051-0015.H S-0051-0015.W total of 4.15 ac Recombination 1.336 ac. banno. S-0026-003A bS-0026-003AC
Charles M. Riddick Harold & Malinda Winslow	✓	5/24/13	Y	Permanent Conservation Easement 24.667 ac 3-0039-00065

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 Avena Road Black Mountain, NC 28711 (828) 669-2777
Bowman Consulting Paul J Teti 131 Main Street Gatesville, NC 27938 357-1561	E. T. Hyman Surveying 133 US Hwy 158 West Ste E Camden, NC 27921 335-2913	McKim & Creed 504 E Elizabeth St Ste 1 Elizabeth City, NC 27909 338-2929	Gloria Rogers 215 B Street Camden, NC 27921 338-1415/333-8781	Scott Temple PO Box 422 Elizabeth City, NC 27907 330-4016
Charles E Brown, III 2005 Johnson Road Elizabeth City, NC 27909 335-0928	Eugene Jordan 402 Sign Pine Road Tyner, NC 27980 221-4795	J H Miller Jr. 166 Cottonwood Drive Hertford, NC 27944 339-6932	Robey 133 US Hwy 158 W Ste E Camden, NC 27921 335-1888	Tony Webb PO Box 381 Edenton, NC 27932 482-3066

Address
1374 Sandy Cross Rd.

Disposition
Improvements done, considering CEA or AMH, no visible improvements recently, opening communications

DispositionDate

InfoNotes 5/25/2018
May 25, 2018 AMH active / Judy Jordon called- willing but needs time/ stay in contact
preAMH registered letter sent 3/8/18

Address
226 Bethany Church Rd.

Disposition
Co-op letter sent 5/22/18 with son(officer Jordon)

DispositionDate

InfoNotes 5/25/2018

Address
498 Pender Rd.

Disposition
surveyed for AMH, dilapidation and vandal destruction ongoing, considering AMH and CEA

DispositionDate

InfoNotes 5/25/2018

Address
2412 Center Hill Hwy

Disposition
AMH active

DispositionDate

InfoNotes

5/25/2018

Address
2414 Center Hill Hwy

Disposition
AMH active

DispositionDate

InfoNotes

5/25/2018

Address
2416 Center Hill Hwy

Disposition
AMH active

DispositionDate

InfoNotes

5/25/2018

SUBJ-ADDRESS 1573 Ocean Highway (17)
 ORDINANCE VIOLATED cars
 NOTES 4/30/18 all vehicles gone - take pics and close
 3/20/18 heresay is people may have moved and property is almost clean
 7/25/17 untagged vehicles gone. Several boats left
 5/22/17 more vehicles gone and some boats
 4/17/17 multiple vehicles gone. Yard still looks cluttered
 Over 30 / still overloaded / may need legal action
 2/1/17- letter sent
 update pics 1/23/17 boat in rear seems to be parts for boat on trailer.
 Vehicles are coming and going, lic. & unlic. And trailer frame gone or out of sight
 pics lic & unlic veh. 12/30/16
 DISPOSITION May 2018- cleaned up- document improvement - close file 30 days
 DISPOSITION DATE 5/25/2018

SUBJ-ADDRESS 1569 Ocean Hwy (17-S)
 ORDINANCE VIOLATED 1 car
 NOTES report clutter increasing - possibly from next door 3/20/18
 1/23/17 van gone
 as/of 1-5-17 one unlic van
 DISPOSITION continuing observation and recording changes
 DISPOSITION DATE 5/25/2018

SUBJ-ADDRESS Lot 38A / Bethel Fishing Center

ORDINANCE VIOLATED permits

NOTES
 3/20/18 camper moved to back of lot w/for sale sign - no visible occupant
 Ms. Chappell came in looking for law enforcement to assist in removal of squatter and hence, violations.
 Ms.Chappell came in 8/28/17 looking for assistance achieving compliance. Camper belongs to squater, who is living in it with sewer & no septic. Also water hooked up. Her property and she wants him off. camper moved to Oliver St. lot with for sale sign. 7/25/17
 5/18/17 Ms. Chappell called and said tennant moving in with generator and water hose, and she intends to terminate the contract with camper owner
 camper moved to new location - need to check power and sewer source
 Contact from Ms. Chappell - said will take care of problem
 Camper appears to have sewage trench to ditch. Being set up for occupancy. Possible electric & plumbing & health permits needed.
 Zoning ????

DISPOSITION watch 30 days and close

DISPOSITION DATE 5/25/2018

SUBJ-ADDRESS 332 Muddy Creek Rd.

ORDINANCE VIOLATED

NOTES
 April 2018 - Virgil and deputy talked to owner. Need to track improvement or lack thereof
 3/20/18 still no further contact- violations not corrected
 11/27/17 putting up fence but violations still
 Sheriff delivered letter / final/ deadline 11/20/17
 deadline past - send chronic violator letter and suggest legal action
 RRR letter sent 8/18/17 with deadline
 Interested party called and requested guidance. 7/20/17
 Ordinance copies swent at request of owner 7/20/17
 1st letter 1st class and RRR letter duplicate sent 6/6/17 - new pics show increase in violations
 up date pics and file
 nuisance vehicles and new shed - no permits

DISPOSITION watching & considering legal action

DISPOSITION DATE 4/30/2018

SUBJ-ADDRESS 1347 Center Hill Hwy
 ORDINANCE VIOLATED
 NOTES 3/20/18 cave in started - declared solid waste
 delapidated house- empty
 DISPOSITION appears abandoned
 researching - solid waste condition
 send letters RRR
 DISPOSITION DATE 5/25/2018

SUBJ-ADDRESS 210 Inlet Circle
 ORDINANCE VIOLATED 53 abandoned cars removed
 NOTES looking for liability indemnity form to proceed.
 4/24/18 sent 1st class to Mr. Haste explaining the county's position by
 ordinance.
 4-18-18 I investigated a complaint from Mr. T. Erie Haste about a
 vehicle left abandoned on a rental property that he owns. Honda
 abandoned on rental property owned by T. Erie Haste, who wants it
 removed.
 DISPOSITION preparing options
 DISPOSITION DATE 5/25/2018

SUBJ-ADDRESS 1421 Hunt Club Trail
 ORDINANCE VIOLATED
 NOTES Owner called May 2018 and said container is temporary and he will see
 zoning asap.
 If container is permanant - needs zoning set backs - to be determined
 by Planning. 4/25/18- items in yard are personal property, NOT solid
 waste. Tags on veh. Container is NOT on state right of way. Overall
 does not meet Ken Ries' opinion of neat, but does not violate junkyard
 or solid waste ordinances.
 DISPOSITION pending
 DISPOSITION DATE 5/25/2018

SUBJ-ADDRESS 1604 Ocean Highway (17-S)
 ORDINANCE VIOLATED solid waste
 NOTES talked to owner and sent co-op form for demo
 file started February 2015, given to me 2016, notices and
 communication have led to final notice of demolition 5/3/2018
 DISPOSITION demo contract pending
 DISPOSITION DATE 5/25/2018

SUBJ-ADDRESS 1128 Belvidere Rd.
 ORDINANCE VIOLATED solid waste
 NOTES trying to coordnate demo of two at once to save \$
 old tenant house declared solid waste / offered to demolish if coop 5-
 10-18
 DISPOSITION pending
 DISPOSITION DATE 5/25/2018

SUBJ-ADDRESS 762 Woodville Rd.
 ORDINANCE VIOLATED cars & solid waste
 NOTES 5/2018- pics porta jon on site- 5/24/18 yard flooded
 3/12/18 report from health dept. confirms fecal waste in yard. Be
 aware of HD actions
 REFERENCE cea 2015-10-2 / NEW complaint from different adjacent
 property owner. Recent added dog pens and dogs, sewage smell, more
 cars. -- Water dept says service been off since Feb. 2013. ? Health or
 legal or both ??
 Violations are deliberately unabated and excessive. Already filed as
 chronic violator.
 Plaintiff says smells like dumping sewage - check water service
 DISPOSITION document and suggest legal
 DISPOSITION DATE 5/25/2018

SUBJ-ADDRESS 248 Muddy Creek Rd.
 ORDINANCE VIOLATED #53 - nuisance Vehicles
 NOTES April & May 2018- owner constructing storage
 9/29/17 RRR
 8/28/17 - no change vehicies coming and going. Most are licensed but
 more than 5 are not. Some are collector cars but nowhere to put them
 under cover
 continuing activity- does not seem an attempt at junkyard - still too
 many auto
 Some cars and parts of cars seem to be visible and present. More cars
 and trucks are coming and going.
 Some are licensed and some are not. First class letter out to encourage
 clean up. As of 1/28/2016 improvements underway. multiple nuisance
 vehicles but not an apparent junk yard.
 DISPOSITION building storage for cars
 REFERED from cea 2016-1-1
 DISPOSITION DATE 5/25/2018

SUBJ-ADDRESS 313 Snug Harbor
 ORDINANCE VIOLATED 50 & 53
 NOTES bought at auction, new owners say intend to demolish and clean
 9/25/17 Wayne Ward will try to put me in touch with someone who,
 supposedly, has approval to demolish.
 inquirey about status - need to research again and send letters to
 confirm deceased
 3/27/17 pics updated research heirs etc.
 still no contact- cars tagged
 6/20/16 Wayne Ward said- goto PenderRd. On Snug Harbor rd. turn
 left & 2nd on left is Fred McDonald who cuts grass for Alexander -
 6/14/16 condemned / not yet posted
 weather damage worsening / becoming dilapidated
 moved house, neglected, becoming solid waste & 2 abandoned
 vehicles. Looking 1/26/16, for contact info. Pics on file. Continue
 observation.

DISPOSITION REFERED from cea 2016-1-2
 watching

DISPOSITION DATE 5/25/2018

SUBJ-ADDRESS 1592 Ocean Highway - 17 S

ORDINANCE VIOLATED 50

NOTES contract ready - waiting management approval
 prepare contract for demolition
 May 14 hearing with NO new input and no-shows. 5/23/18 hearing
 filed
 May 4, 2018 sent notice of hearing r/e Ss158A-368
 3/27/17 update pics
 m/h demolished down to floor
 slow progress by William Bowser 4/28/16
 4/6/16 clean up work underway
 watching
 declared waste - dangerous / seeking demo contractor
 Deeded to Georgia & William Bowser - RRR letter sent 4/5/2016
 Additional mobile home discovered behind 1592 (17-S) map shows as
 1594 under same ownership.
 3/15/16 met with motel maintenance man who said Mr. Bowser told
 him to remove all he could and property in process of sale.
 condemnation underway and prop for sale
 estate name on tax / find responsible party and condemn. goto 715
 Snug Harbor Rd. to see owners. Be sure to check LEGAL and statutes.

DISPOSITION REFERED from cea 2016-1-3
 prepare for demo

DISPOSITION DATE 5/25/2018

SUBJ-ADDRESS 219 Muddy Creek Rd.
 ORDINANCE VIOLATED 50
 NOTES need to contact family of owner and proceed with AMH
 11/13/17 phone call from family member who will help investigation
 phone call reopend investigation. Possible contact
 condemned / awaiting funds to remove
 accessed and condemned / not yet posted
 2 abandoned Single wifes
 1 tenant & 2 empty mh on 10 acres (farmer id unknown)
 letters sent for zone, solid waste, & land use
 DISPOSITION REFERED from cea 2016-1-4
 reinvestigate- promising contact
 DISPOSITION DATE 5/25/2018

SUBJ-ADDRESS 958 New Hope Rd.
 ORDINANCE VIOLATED
 NOTES burn approved and waiting
 3/7/18 called fire chief, who said he would follow up
 emailed chief but did not connect
 2/18 owner responded by phone - said wanted to burn
 2/1/18 first class 30 day letter sent
 schedule update pics and progress
 storage under construction with permit/ demo to follow
 DISPOSITION REFERED from cea 2016-1-9
 Fire chief investigating training burn
 DISPOSITION DATE 5/25/2018

SUBJ-ADDRESS next to 826 Snug Harbor Rd.
 ORDINANCE VIOLATED solid waste
 NOTES letter sent 2/22/16 / no response 3-15-16 but for sale sign in front
 yard - Forbes Realty 252-426-1380
 delapidated house
 DISPOSITION no-change - recommend cea demo
 REFEREDfrom cea 2016-2-12
 still unidentified owner
 DISPOSITION DATE 5/25/2018

SUBJ-ADDRESS 883 Pender Rd.
ORDINANCE VIOLATED
NOTES 5/18- more vehicles. CEA action pending
3/16/18 new pics of too many vehicles
vehicles accumulating again / pics in file 1/16/18
5/17/16 Virgil & Ernie checked to find most cars gone and license on
others.
5/9/16 Virgil spoke to surviving family of owner who agreed to take
care of it.
check for junk cars
DISPOSITION try logical action then recommend legal
REFERED from cea 2016-4-2
find new owner & send letter
DISPOSITION DATE 5/25/2018

SUBJ-ADDRESS 1136 Belvidere Rd.
ORDINANCE VIOLATED
NOTES 5/21/18- would like to hold til he can see contents in July. Says he will
sign release anyway - logistics in my agenda, subject to Virgil's approval
4/30/18 visual of value depleted, declared solid waste and notified of
demo intent sent
9/18/17 vegetation receding, exposing conditions
7/25/17 observed roof caving in - question tax r/e reval
investigate further-pay attention to roof condition
update pics
dilapidated / tax val = 25000 investigate further
DISPOSITION communications open
REFERED from cea 2016-6-1
DISPOSITION DATE 5/25/2018

SUBJ-ADDRESS 1546 Ocean Highway (17-N)
ORDINANCE VIOLATED
NOTES demo warning and vehicle tow after May 28, 2018.
send RRR final notice & email 4/9/2018
9/25/17 no improvement
seeking storm assistance - no word yet
phone 1-23-17 with Ms. Mankin - sent additional assistance info via
email - new owner is trying to improve situation
address change - daughter - POAc/o deed changed 2016
call from Ms. Mankin-seeking help to clean up - letter sent
letters sent 12/1/16
hurricane damage reduced d/w to solid waste
Wendell ref. cea15-10-4, 15-11-3, 16-2-9, 16-8-5, 16-11-4
DISPOSITION send final notice and remove
referred from cea 2016-11-4
DISPOSITION DATE 5/25/2018

**PERQUIMANS COUNTY
OFFICIAL REPORT**

Board of Commissioners:
Finance Officer:

Date May 28, 2018

I wish to report that during the month May 2018 I received the following funds which were duly deposited in the County's depository on the dates and for the amounts as shown:

DATE	BUILDING PERMITS #	ELECTRICAL PERMITS #	PLUMBING PERMITS #	INSULATION PERMITS #	MECHANICAL PERMITS #	MOBILE HOME #	STATE TAX #	MISC	TOTAL DEPOSITED
5/1/2018									\$0
5/2/2018	\$50	\$60	\$60	\$50	\$55	1			\$275
5/3/2018			\$55		\$220	2			\$275
5/4/2018									\$0
5/5/2018									\$0
5/6/2018									\$0
5/7/2018	\$460	\$60	\$95	\$50	\$110	2	\$10	\$75	\$785
5/8/2018	\$50				\$275	4			\$400
5/9/2018	\$336	\$60		\$50		1	\$10		\$456
5/10/2018	\$50			\$50	\$110	2			\$375
5/11/2018	\$144	\$235	\$175	\$50	\$110	1			\$664
5/12/2018									\$0
5/13/2018									\$0
5/14/2018		\$40	\$180						\$220
5/15/2018									\$0
5/16/2018	\$720			\$50	\$110	2	\$10		\$890
5/17/2018	\$206	\$165		\$50		1	\$10	\$75	\$506
5/18/2018	\$50		\$20	\$50	\$160	4	\$10		\$455
5/19/2018									\$0
5/20/2018									\$0
5/21/2018									\$0
5/22/2018	\$50	\$30	\$40		\$85	2	\$10		\$215
5/23/2018									\$0
5/24/2018		\$472			\$275	4			\$747
5/25/2018									\$0
5/26/2018									\$0
5/27/2018									\$0
5/28/2018									\$0
5/29/2018	\$50				\$385	5			\$435
5/30/2018									\$0
5/31/2018									\$0
TOTAL	\$2,166	\$1,122	\$625	\$350	\$1,895	29	\$60	\$150	\$6,698

Signed:  Building Inspector

COMMITTEE REPORTS



PERQUIMANS COUNTY EMERGENCY SERVICES

P.O. Box 563 - 159 Creek Drive - Hertford, NC 27944

(252) 426-5646 Phone - (252) 426-1875 Fax

PERQUIMANS EMS PEER REVIEW COMMITTEE MEETING

Thursday, April 26, 2018 – 5:30PM

MINUTES

Call to Order

Welcome

Approval of Minutes from January 25, 2018 Meeting

Introduction of Dr. James Wilson

Graduate of University of Chicago, experience in Tidewater VA area. Board certified and is willing to become our medical director.

Reports:

- **Medical Director (Dr. Furia):** Dr. Furia's last report as Medical Director. Has enjoyed her time, but being in private practice now, it's a good time to take a break and Dr. Wilson has been great to work with so far and anticipating a smooth transition at this time. Willing to continue to help whenever she may be needed. Will continue to serve as the Medical Director with COA for their AEMT and Paramedic students.

- **County Commissioner (Ed Muzzulin):** Stated that he is happy that we are now at the Paramedic level. Raised a question regarding securing our drugs on the trucks. Jonathan stated it was a good question and that we would be covering this later in our SOG review. Put narcotics on the trucks on Tuesday. Have digital safes with digital PIN access and it logs who accesses the safes. Want to do a voluntary compliance review after 6 months.

- **County Manager (Frank Heath):** Budget process is ongoing. EMS budget was presented – Highlights are to continue add more Paramedic staffing, coming up with ways to incentivize staff to stay and hopefully to come work here. New ambulance is in the request as well. Further budget meetings in May, will adopt the budget in June.

- **Rescue Squad Chief (Mark Symons absent, Julie Solesbee delivered report):** Working on MOUs for the school and the drag strip, also trying to get a better schedule from the drag strip as well. Discussed the option of potentially helping provide another cardiac monitor for the ambulances as well. Rescue Squad covers sporting events and drag strip.

- **EMS Training Officer (Matt Leicester):**

Upcoming Training

- We will be hosting a Hands-Only Community CPR event on May 8 at PCHS in the Media Center. We have a large group from Albemarle Plantation that will be coming, and we are hoping for more within the community as well. Approximately 25 people from Albemarle Plantation, not sure about others within the community.

- Beginning in June, we will be holding CPR classes every other month. Pasquotank EMS currently does this on odd-numbered months, so we will do this on the even-months. The goal is to offer ample opportunities to recertify between our agencies. Available for both EMS and 911 providers.
- We will be participating in a large-scale active shooter exercise on June 14. EMS will be participating to help remove serious casualties and perform rapid treatment.

Upcoming Initiatives:

- We are working with Pasquotank-Camden EMS to help create a regional Tactical EMS program to respond with law enforcement on active shooter incidents, as well as high-risk warrants and other incidents as requested.
- We are also working with Pasquotank to create a regional training calendar that will allow all of the agencies within the region to see what is available.
- I'm working to create a simulation lab in our back supply room. This lab would have a couch, chair, etc. to allow us to simulate a home environment. Doing so would allow us to run scenarios that can better recreate a real call, and better train our providers.
- Additionally, we have made budget requests for the upcoming fiscal year for additional CPR manikins as well as a simulation manikin that can produce blood pressures and have a number of advanced skills performed. My goal is to have this room ready for use by the end of 2018.
- We have been having some discussions regarding us becoming our own Educational Institution for continuing education. It would allow us to re-credential our employees on our own, hold on-shift training without having to create a college roster, as well as a few other benefits.

- 911 Training Officer (Krystal Agosto):

Anthony and Krystal are conducting QA now, time with National QA is up.

STAFFING

- 1 Fulltime Telecommunicator Resigned & 1 Hired (already credentialed, starting May 1)
- 2 New Part-Time Telecommunicators

911 Training Officers were invited to the NEREMSA meeting by COA so that they could work on developing a continuing education program through COA instead of using EMD training through Richmond Community College. No one local has done it before, and it requires both Sheriff's Standards and EMD training, so COA is taking this on.

- Compliance Officer (Jim Grosjean): Continuing to work on the exposure control plan. Recently attended a training class to achieve certification as an infection control officer in Virginia and once obtained, can move forward in more detail.

- EMS Program Director (John Wilson – Absent)

- District Health Department Representative (Ashley Stoop - Absent)

- Albemarle Hospital Representative/Liaison (Melissa Bilger): Reviewed QA of calls for SAMC. A few instances were raised where pulse/motor/sensory checks were not performed/documented on isolated extremity injuries. Also concern over no c-collar being placed on patients who have consumed alcohol. Several good cases with positive outcomes. We will work to remediate providers on the need to perform the missing checks on extremity injuries, as well spinal clearance procedures.

SAMC is working on better stroke times and getting patient through faster. In addition to strokes, SAMC would like for us to give them a heads up for Sepsis, STEMI, and long bone injuries so that they can initiate protocols

to help move patients faster. Have a stroke committee meeting on May 16 that will involve EMS and allow us to be involved in helping improve stroke patient outcomes.

No way yet to really track Narcan given to patients. We did discuss that we have been given Narcan off a grant from Mental Health to leave Narcan at home for patients who we administer it to and do not want to be transported. We've also got Narcan for both Hertford PD and Perquimans County Sheriff's Office to use as well. We've conducted initial training with them, but the packaging is different, so we are going to retrain next month. Winfall PD is not participating. Retraining for PCSO is set for May 7, waiting for word from HPD on when we can do their retraining.

- **Chowan Hospital Representative/Liaison (Absent)**

- **Quality Assurance (Previously covered from Melissa Bilger Report)**

- **NCOEMS Representative (Paul Allen):** Congratulated us on becoming a Paramedic-level agency and recognized the effort that it takes for that. Mentioned new rules for Educational Institutions and other items are in the works and will be coming soon. There is a new FAQ section on the OEMS website. New ambulance standards take effect July 1, 2018. For now they only apply to new vehicles, not remounts. The cost of an ambulance could increase by close to \$40,000 in some cases. These changes focus on safety enhancements within the patient compartment for the patient (cot retention system) and providers (how cabinets are affixed in the ambulance), wiring harnesses, among other areas. Transition course requirements for EMS personnel is due by December 31, 2018. New vehicle inspection reports are coming, with significantly more mandatory failure items. 2009 Performance Improvement document for QA is being revised and updated, and working on a QA/QI guidebook for agencies as well. This is currently with Dr. Tripp and the assistant State Medical Director are reviewing this at this time.

- **Emergency Services Director (Jonathan Nixon):**

Emergency Management

- The Chowan-Perquimans LEPC has been approved for the 2017 HazMat Preparedness Project Grant:
 - This project will be a Hazardous materials transportation incident involving chemical exposures which will require (1) on scene control of the spilled substance and decontaminating of injured individuals as well as some responders. It will require the activation of the Regional SMAT III, RRT, Health Department, State DOT, Railroad System, Vidant Chowan Hospital and (2) involves the possible exposure of individuals to a chemical or pathogen that will require the activation of the Health Department and the setting up of a POD (Point of Distribution) and SNS (Strategic National Stockpile) to prophylactically treat a number of community and first responders for an exposure to a substance.
 - The project will be a two-day event. The event will most likely be staged the Town of Winfall. The incident scale will necessitate the application of mutual aid support from both LEPC participating counties, along with other support as the situation evolves. The exercise will focus on the first few critical hours of the activation of the jurisdiction's on-scene Incident Command System (ICS). Elements of the incident will be presented as a live event with the initial scenario introducing the emergency. In addition to participants and a facilitator, the exercise will be supported by evaluators whose job is to observe the ongoing actions and compare the process

used by the participants to the support and guidance provided in the Emergency Operations Plans (EOPs).

- Upcoming Trainings/Drills/Projects
 - March/April – School System/LE/Emergency Services Joint Project – Armed Intruder Preparation
 - May/June – Brian Center – Armed Intruder Drill
 - ~~○ March 20, 2017 – Info Session at Albemarle Plantation~~
 - ~~○ April 17, 2018 – Rapid Deployment Training (LE & EM Only)~~
 - ~~○ April 24, 2018 – PCHS Mock Crash (LE, Fire, EMS & 911)~~
 - April 27-28, 2018 – Perquimans Riverbash (EMS, Water Rescue, EM & 911)
 - May 8, 2018 - Community CPR Class – Perquimans County High School Media Center
 - May 14, 2018 – Joint Armed Intruder Training (LE, Fire, EMS, 911 & EM)
 - June 12, 2018 – Armed Intruder Drill (LE, Fire, EMS, 911 & EM)
 - April/May/June/July – NCEM School Risk Management Initiative – Access to School Floor Plans, Emergency Response Plans & Camera Systems
 - Fall/Winter 2018 – HazMat IQ Training ??
 - Fall 2018 – LEPC Sponsored Regional 2-Day Exercise(LE, Fire, EMS, 911 & EM)
 - Winter 2018 – LEPC Sponsored Annual HazMat/BBP Training
- Grants
 - Emergency Services - Assistance to Firefighters Grant (AFG) – Submitted 2/2/18 - PPE for EMS, Lucas, Zone 1 Replacement, Rehab/Decon/HazMat/QRV/Water Response, Trailer for Decon/Rehab/HazMat (\$125,375 Total - \$119,406 Federal/\$5,969 Local)
 - Emergency Management – Emergency Management Performance Grant (EMPG) (\$33,825)
 - ~~○ Emergency Management – NCEM Exercise Grant (\$11,730) DENIED~~
 - Chowan/Perquimans LEPC - Tier II Universal Grant (\$2,000)
 - Chowan/Perquimans LEPC - HazMat Preparedness Grant (HMEP) (\$13,575) APPROVED
- FY 18-19 EM Budget Requests
 - New Line Items for Drills/Exercises
 - Repurpose used generator from former 911 Building to Rec Dept for emergency shelter post storm/event
 - Maintenance for the 25' Boston Whaler (repair decaying wood, repair fiberglass and sand/prime/paint/wax)

EMS

- NEREMSA continues to be an active regional forum for training and EMS administrators – Matt is serving as the Secretary and Jonathan as the Vice Chair.
- Dr. Furia has resigned her post with SAMC and has started her private practice in Elizabeth City, NC. We are currently in discussions with EM Care administration to look at options for Medical Direction.
- Open Positions
 - 3 Paramedics
 - 2 Paramedic Shift Supervisors
- FY 18-19 EMS Budget Requests
 - Transition from Fluctuating Work Week to True Overtime – Increased Salaries for Paramedics
 - One new paramedic position (crews would be 50% fulltime if this position funded)
 - EMS Medical Direction
 - Parking Lot Maintenance
 - Pipe Bollard for Propane Tank
 - Exterior Parking Lot Lighting Upgrades
 - New Garage Doors for the Back Building
 - Storage Cabinets for Medical Supplies
 - Ambulance Safety Devices (gun lock boxes, straps to secure cardiac monitors, shoulder straps for stretchers)
 - Training Supplies (CPR Manikins & Simulation Manikin)
 - Patient Lift Device
 - Replacement Cardiac Monitor (Rescue Squad willing to sponsor a countywide letter drive/purchase 2nd unit)
 - Replacement Ambulance (Demo model available with only 6,200 miles)

- o Quick Response Vehicle (Zone 1 replacement – 225,000+ miles)
- o 3rd CPR Chest Compression System
- o New Stryker Stretcher

911 Communications

EQUIPMENT

- Tower Sites continue to be visited monthly by EM
- Price Communications has started painting the Winfall Tower
- Back-Up 911 Center Update
 - We tested phone equipment yesterday in Chowan with much success. There are still several bugs to work out but we are making great progress. At this point we could handle a scheduled move from Perquimans to Chowan, with limited resources once set up.
 - Our expected completion date for the Back-Up 911 Center remains June 30, 2018.

FY 18-19 911 BUDGET REQUESTS

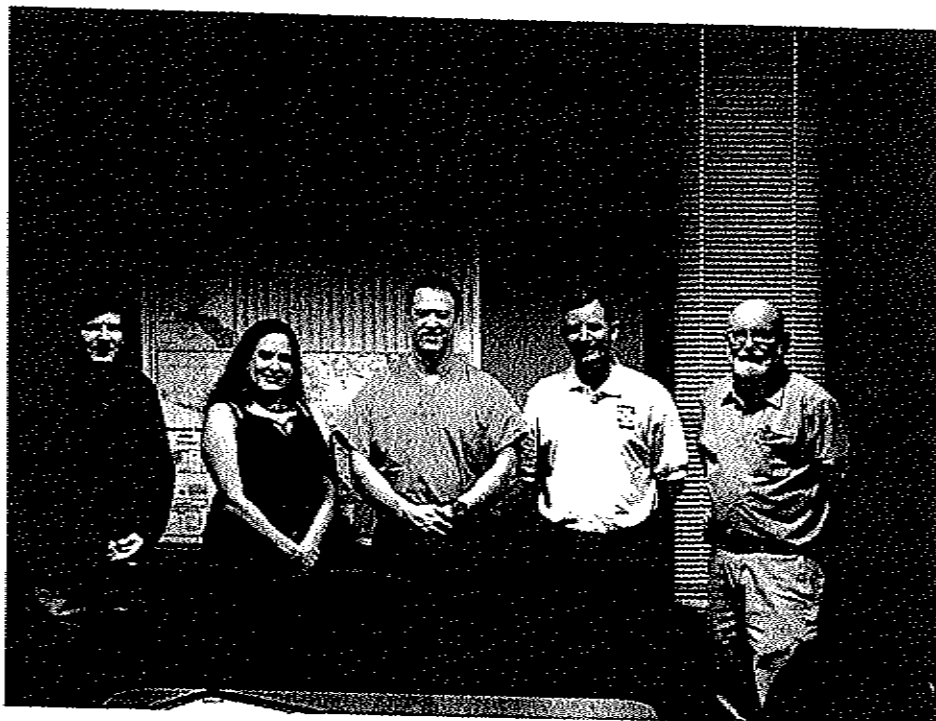
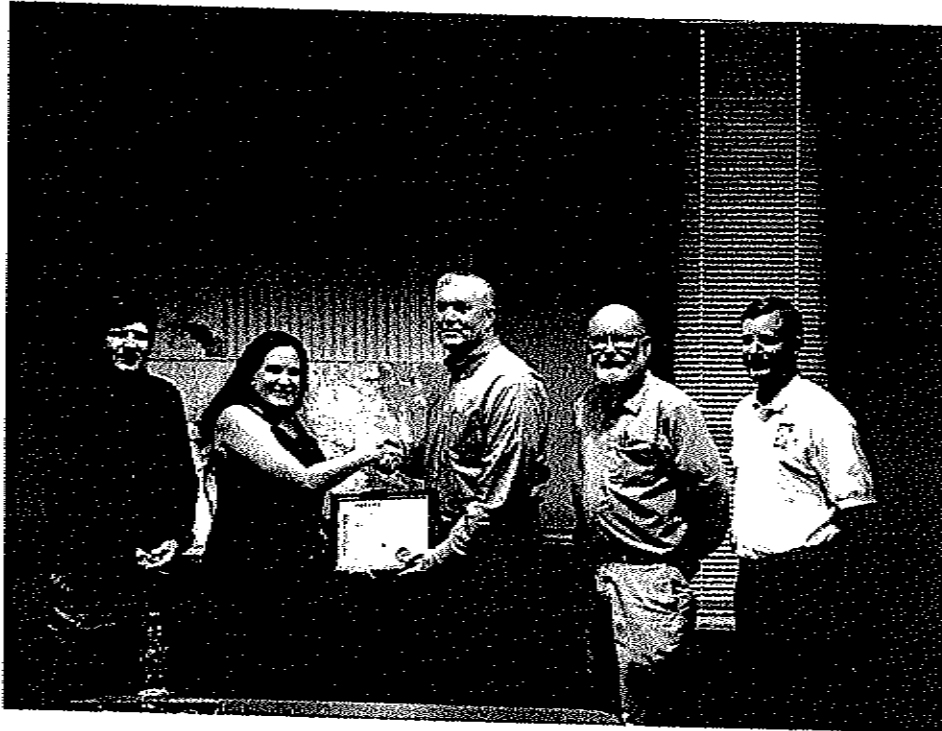
- o Door Access System Upgrades
- o Radio System Upgrades – Transition from VHF/UHF to P25 Compatible 800mhz Radio System to include full integration with the NC VIPER System and a single stand-alone 800mhz back-up repeater

Old Business:

- Medical Direction: Recommendation by Staff to present Dr. James Wilson to the Board of County Commissioners for approval as the new EMS system Medical Director. Motion made by Mr. Heath, 2nd by Mrs. Solesbee, unanimously approved.
- EMS System Plan Updates and Revisions: Matt Leicester presented Section 7 of the System Plan which covers education. Significant changes to this section, and a quick review of the changes is presented to the group. Motion made to approve these updates by Dr. Furia, 2nd by Mr. Grosjean.
- SOG Updates and Revisions (All SOG updates and revisions were reviewed at once, and then motion made by Mr. Heath to approve the changes, 2nd by Mr. Leicester):
 - *SOG 103 Mutual Aid – changes to the mutual aid SOG now that we have Paramedic coverage. Time to wait before calling for mutual aid, and a few other minor changes.
 - *SOG 107 Ambulance Inspection – significant changes were to test wireless system for ECG transmission and ensuring narcotic safes are working.
 - *SOG 109 Orientation – added time for EMS employees to sit in 911 center, added additional training for SBI security training requirements.
 - *SOG 124 Controlled Substance Utilization Guidelines - changes to the number of narcotic bags, and storage on 3rd duty truck in case of 3rd duty call. Also signature instead of initials when dealing with transfer restock, or inventory of the narcotic bag. Reassigning bags if changing units requires the bag to be transferred in the book, supervisor signing as a witness.
 - *SOG 125 Paramedic Relinquish Patient Care to Lower Level Provider – new SOG that covers when a Paramedic is required to be the lead provider in the back of the ambulance. This covers when the truck may not be staffed at a Paramedic level and the supervisor must respond and make a decision as to whether they should be riding in with that crew. If Paramedic is on the ambulance, they should follow the SOG as to when it is appropriate to turn the call over to a lower credentialed provider. Outlines QA review and follow up if the SOG is not followed. On stand-by or 3rd duty calls, the highest level provider on scene is expected to be the lead provider.
- Infection Control Plan (Jim Grosjean) - TB Risk Assessment in Process. No TB transports to VCH since 2003. SAMC representative on vacation until April 30, will try to get that information after they return.

New Business:

- 1st Quarter Chute Times (Comparison to 2017) (See attachments)
 - 1st Quarter Response Times (See attachments)
 - 1st Quarter Mutual Aid Requests (see attachments)
 - 2017 Call Volume By Time of Day – 3RD Calls (see attachments)
 - 2018 QA Schedule: Next quarter topics are Abdominal Pain/Not Available
 - 2018 Meeting Schedule – July 26, 2018 & October 25, 2018
- Additional Comments / Concerns: Dr. Furia presented with a certificate of appreciation and challenge coin for her 6.5 years as EMS Medical Director for Perquimans County. We appreciate her service to our community and wish her all the best in her future endeavors. We also informed Dr. Wilson that Dr. Furia has set the bar for longest tenure and he now has a goal to reach ☺.



1st QUARTER CHUTE TIMES

OCA#	DISPATCHED	TIME	CALL TYPE	COMMENTS
20180051	15:24	15.0	Possible CVA	3 rd call with crew responding from home
20180437	07:40	19.0	Sick Person	3 rd call with crew responding from home

- 1st Quarter Total Patient Care Reports: 519
- 1st Quarter Total Patient Care Reports 2017: 421
- Calls with chute times over 10 minutes: 2 or 0.39%
- Calls with chute times over 5 minutes: 3 or 0.58%
- Average 1st Quarter chute time: 1.39 minutes

1st Quarter Mutual Aid Requests

- Chowan EMS 2
- Gates EMS 0
- Pasquotank-Camden EMS 2
- EastCare 2
- Nightingale 5

1st Quarter Mutual Aid Given

- Chowan EMS 0
- Gates EMS 0
- Pasquotank-Camden EMS 0

2017 Call Volume By Time Of Day

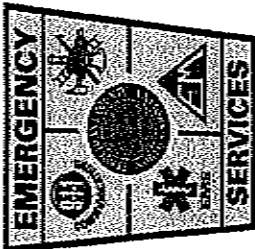
Maximum Calls per Day and Time of Day

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTALS
0:00								0
1:00						3		3
2:00								0
3:00								0
4:00								0
5:00						3		3
6:00								0
7:00								0
8:00								0
9:00								0
10:00	3	3				3		9
11:00						3		3
12:00	4	3				3	3	10
13:00						3	3	6
14:00								0
15:00					3			3
16:00		3						3
17:00			3		4	5	4	16
18:00					3	3		6
19:00		3					3	6
20:00							3	3
21:00	3							3
22:00								0
23:00								0
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTALS

U N I T S H I F T S Q R V S H I F T S

January 1, 2017 to December 31, 2017

74 All Page Calls (Approx. 6 per month)



PERQUIMANS COUNTY EMERGENCY SERVICES

P.O. Box 563 - Hertford, NC 27944
 159 Creek Drive
 (252) 426-5646



EMS

EMS Peer Review Committee

Meeting Date

Position	Member	Signature	Phone
Medical Director	Dr. Samantha Furia	<i>Samantha Furia</i>	215-264-1059
Physician representing Albemarle Hospital	Dr. Samantha Furia	<i>Samantha Furia</i>	215-264-1059
Physician representing Chowan Hospital	Dr. Joe Tripp	<i>Joe Tripp</i>	252-333-5100
County Emergency Services Director	Jonathan Nixon	<i>J Nixon</i>	252-331-9817
EMS - Rescue Squad Chief	Mark Symons		252-333-6173
EMS Program Director	John Wilson		252-333-4346
EMS Training Officer (Secretary)	Matt Leicester	<i>Matt Leicester</i>	252-340-2211
EMS Compliance Officer	Jim Grosjean	<i>Jim Grosjean</i>	252-331-3758
Emergency Dept. Rep.-Albemarle Hospital	Melissa Bilger	<i>Melissa Bilger</i>	252-384-4610
Emergency Dept. Rep.-Chowan Hospital	Kaili Nixon	<i>Kaili Nixon</i>	252-333-6024
County Representative	Todd Tilley	<i>Todd Tilley</i>	252-331-3787
County Representative	Elaine Grosjean	<i>Elaine Grosjean</i>	252-455-1064
County Representative	Julie Solesbee	<i>Julie Solesbee</i>	252-312-9491
911 Communications Training Officer	Krystal Agosto	<i>Krystal Agosto</i>	252-331-3697
Health Department Representative	Ashley Stoop	<i>Ashley Stoop</i>	252-312-4952
County Commissioner	Edward Muzzullin	<i>Edward Muzzullin</i>	252-340-9860
County Gov. Official-County Manager	Frank Heath	<i>Frank Heath</i>	252-337-5013
*NC OEMS Representative(s)	Paul Allen (Presed+)	<i>Paul Allen</i>	
*Hospital Representatives (each hospital)			
*County Gov. Official-Chairman, Commissioners	Wallace Nelson	<i>Wallace Nelson</i>	
*Guest(s)	Debra Wilson	<i>Debra Wilson</i>	252-675-5844

As Needed (Ad Hoc) Members

* denotes non-voting member

Updated January 2018



PERQUIMANS COUNTY EMERGENCY SERVICES

P.O. Box 563 - 159 Creek Drive - Hertford, NC 27944

(252) 426-5646 Phone - (252) 426-3306 Fax

911 Communications Board Meeting

Thursday, April 26, 2018 – 7:00 P.M. - Perquimans Emergency Services Building

MINUTES

Welcome – Provided by Jonathan Nixon followed by the blessing at 7pm.

Minutes from January 25, 2018 Meeting –via email.

Introductions (see sign-in sheet for attendance)

Reports:

❖ **911 Center** – Jonathan Nixon provided the following report:

STAFFING

- 2 New Part-Time Telecommunicators
- 1 Fulltime Telecommunicator Resigned & 1 Hired

TRAINING

- 1 Part-Time employee completed EMD Class
- Began Sheriffs' Standards In-Service thanks to Investigator Preston Ward
- EMD Con-Ed is being done monthly through Richmond Community College and The Journal of Emergency Dispatch (Working with COA)
- DCI & CAD integration training still in progress

EQUIPMENT

- Tower Sites continue to be visited monthly by EM
- Price Communications has started painting the Winfall Tower
- Back-Up 911 Center Update
 - We tested phone equipment yesterday in Chowan with much success. There are still several bugs to work out but we are making great progress. At this point we could handle a scheduled move from Perquimans to Chowan, with limited resources once set up.
 - Our expected completion date for the Back-Up 911 Center remains June 30, 2018.

FY 18-19 911 BUDGET REQUESTS

- Door Access System Upgrades
- Radio System Upgrades – Transition from VHF/UHF to P25 Compatible 800mhz Radio System to include full integration with the NC VIPER System and a single stand-alone 800mhz back-up repeater

GIS Mapping- Rhonda Money - Absent.

Law Enforcement

- ❖ Sheriff's Office – Rapid deployment training was held on April 17th to prepare for the Armed Intruder Exercise. There was a good turnout and Hertford Police Department, Winfall Police Department, and Winfall Fire Department joined as well.
- ❖ Hertford PD – Contacted Gately Communications about the prospect of installing 800 radios in the officer's vehicles. Radio checks will follow.
- ❖ Winfall PD – Absent.

Volunteer Rescue Squad

- Mark Symons – Will be announcing Scholarship Applicants soon.

Fire Departments

- Chief's Association –
 - Proposed several changes to the verbiage of the Rehab SOG. Asst. Chief Cartwright will provide an email outlining the specific changes requested.
 - EMS response to Fire Calls:
 - When EMS arrives on scene first opening doors/windows can hinder an investigation.
 - Have EMS stay outside and coach the residents to come outside.
 - EMS pulls too close to gas leaks, downed power lines
 - At an MVA give FD a chance to get on scene before entering the vehicle unless it is a life safety issue.
 - If LE responds to a Fire call after FD has cleared up notify the primary Fire Dept as well.
 - Concerns over using IamResponding in the 911 Center as part of the dispatch process/decisions. Per Cartwright do not use IamResponding to alter dispatch procedures.
 - Hydrant Mapping is still an issue.
- Bethel Fire Dept – No report.
- Belvidere Fire Dept – Expressed concerns about the call on County Line Rd in Chowan County and their department not being dispatched. Jonathan Nixon noted that the call was in Chowan and that Perquimans is not authorized to dispatch Belvidere into Chowan County.
- Durants Neck Fire Dept – No report.
- Hertford Fire Dept – Request that LE not pull up to the scene and that they leave room for the fire apparatus.
- Inter-County Fire Dept – Reiterate the concern about LE not pulling up to the scene.
- Winfall Fire Dept – Concern about IamResponding texts not going out. This was corrected by 911 Admin staff.
- NC Forestry – New County Forest Ranger, Erik Aines. Should be responding to calls on his own by July.
- ❖ Town of Hertford – Absent.
- ❖ Town of Winfall – Absent.
- ❖ County Commissioner – Absent.
- ❖ County Manager – In the middle of the budget process.
- ❖ Emergency Services Director – Jonathan Nixon provided the following report:

Emergency Management

- The Chowan-Perquimans LEPC has been approved for the 2017 HazMat Preparedness Project Grant:

- This project will be a Hazardous materials transportation incident involving chemical exposures which will require (1) on scene control of the spilled substance and decontaminating of injured individuals as well as some responders. It will require the activation of the Regional SMAT III, RRT, Health Department, State DOT, Railroad System, Vidant Chowan Hospital and (2) involves the possible exposure of individuals to a chemical or pathogen that will require the activation of the Health Department and the setting up of a POD (Point of Distribution) and SNS (Strategic National Stockpile) to prophylactically treat a number of community and first responders for an exposure to a substance.
- The project will be a two-day event. The event will most likely be staged the Town of Winfall. The incident scale will necessitate the application of mutual aid support from both LEPC participating counties, along with other support as the situation evolves. The exercise will focus on the first few critical hours of the activation of the jurisdiction's on-scene Incident Command System (ICS). Elements of the incident will be presented as a live event with the initial scenario introducing the emergency. In addition to participants and a facilitator, the exercise will be supported by evaluators whose job is to observe the ongoing actions and compare the process used by the participants to the support and guidance provided in the Emergency Operations Plans (EOPs).
- Upcoming Trainings/Drills/Projects
 - March/April – School System/LE/Emergency Services Joint Project – Armed Intruder Preparation
 - May/June – Brian Center – Armed Intruder Drill
 - ~~March 20, 2017 – Info Session at Albemarle Plantation~~
 - ~~April 17, 2018 – Rapid Deployment Training (LE & EM Only)~~
 - ~~April 24, 2018 – PCHS Meck Crash (LE, Fire, EMS & 911)~~
 - April 27-28, 2018 – Perquimans Riverbash (EMS, Water Rescue, EM & 911)
 - May 8, 2018 - Community CPR Class – Perquimans County High School Media Center
 - May 14, 2018 – Joint Armed Intruder Training (LE, Fire, EMS, 911 & EM)
 - June 12, 2018 – Armed Intruder Drill (LE, Fire, EMS, 911 & EM)
 - April/May/June/July – NCEM School Risk Management Initiative – Access to School Floor Plans, Emergency Response Plans & Camera Systems
 - Fall/Winter 2018 – HazMat IQ Training (Dependent upon funding)
 - Fall 2018 – LEPC Sponsored Regional 2-Day Exercise (LE, Fire, EMS, 911 & EM)
 - Winter 2018 – LEPC Sponsored Annual HazMat/BBP Training
- Grants
 - Emergency Services - Assistance to Firefighters Grant (AFG) – Submitted 2/2/18 - PPE for EMS, Lucas, Zone 1 Replacement, Rehab/Decon/HazMat/QRV/Water Response, Trailer for Decon/Rehab/HazMat (\$125,375 Total - \$119,406 Federal/\$5,969 Local)
 - Emergency Management – Emergency Management Performance Grant (EMPG) (\$33,825)
 - ~~Emergency Management – NCEM Exercise Grant (\$11,730) DENIED~~
 - Chowan/Perquimans LEPC - Tier II Universal Grant (\$2,000)
 - Chowan/Perquimans LEPC - HazMat Preparedness Grant (HMEP) (\$13,575) APPROVED
- FY 18-19 EM Budget Requests

- New Line Items for Drills/Exercises
- Repurpose used generator from former 911 Building to Rec Dept for emergency shelter post storm/event
- Maintenance for the 25' Boston Whaler (repair decaying wood, repair fiberglass and sand/prime/paint/wax)

EMS

- NEREMSA continues to be an active regional forum for training and EMS administrators – Matt is serving as the Secretary and Jonathan as the Vice Chair.
- Dr. Furia has resigned her post with SAMC and has started her private practice in Elizabeth City, NC. Dr. Jim Wilson was approved tonight by the EMS Peer Review Committee to become the Medical Director effective July 1, 2018.
- Open Positions
 - 3 Paramedics
 - 2 Paramedic Shift Supervisors
- FY 18-19 EMS Budget Requests
 - Transition from Fluctuating Work Week to True Overtime – Increased Salaries for Paramedics
 - One new paramedic position (crews would be 50% fulltime if this position funded)
 - EMS Medical Direction
 - Parking Lot Maintenance
 - Pipe Bollard for Propane Tank
 - Exterior Parking Lot Lighting Upgrades
 - New Garage Doors for the Back Building
 - Storage Cabinets for Medical Supplies
 - Ambulance Safety Devices (gun lock boxes, straps to secure cardiac monitors, shoulder straps for stretchers)
 - Training Supplies (CPR Manikins & Simulation Manikin)
 - Patient Lift Device
 - Replacement Cardiac Monitor (Rescue Squad willing to sponsor a countywide letter drive/purchase 2nd unit)
 - Replacement Ambulance (Demo model available with only 6,200 miles)
 - Quick Response Vehicle (Zone 1 replacement – 225,000+ miles)
 - 3rd CPR Chest Compression System
 - New Stryker Stretcher

Old Business:

- Fire Hydrant Mapping
- Previous Fire Chief's Association Concerns
- Rehabilitation SOG

New Business:

- Texting Update – Agency Rosters Distributed
- 1st Quarter 2018 Report by Agency (via email)
- Host for July 26, 2018 Meeting (Durants Neck)
- Additional Comments / Concerns

Meeting Schedule: July 26, 2018, October 25, 2018

Adjournment

Respectfully Submitted – Krystal Agosto, Shift Supervisor & Jonathan Nixon, Emergency Services Director

PERQUIMANS COUNTY COMMUNICATIONS
159 Creek Dr PO Box 112 Hertford , NC 27944

CFS By Department - Select Department By Date
For BELVIDERE CHAPEL HILL FD 1/1/2018 - 4/30/2018

BELVIDERE CHAPEL HILL FD		
	Count	Percent
FIRE ACTIVATED ALARM	1	5.56%
FIRE BRUSH / WOODS FIRE	6	33.33%
FIRE STRUCTURE FIRE	2	11.11%
FIRE TRAINING/TESTING	3	16.67%
FIRE VEHICLE FIRE	1	5.56%
POWER OUTAGE / LINES DOWN (CABLE / POWER / ETC.)	1	5.56%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	3	16.67%
TRANSFERRED 911 CALL	1	5.56%
Total Records For BELVIDERE CHAPEL HILL FD	18	Dept Calls/Total Calls 0.33%
BETHEL FD		
	Count	Percent
BACK PAIN (NON-TRAUMATIC OR NON-RECENT TRAUMA)	1	2.04%
CARDIAC OR RESPIRATORY ARREST/DEATH	2	4.08%
FIRE ACTIVATED ALARM	14	28.57%
FIRE BRUSH / WOODS FIRE	2	4.08%
FIRE CO2 ALARM ACTIVATION	1	2.04%
FIRE ILLEGAL BURN	2	4.08%
FIRE NEAR A STRUCTURE	1	2.04%
FIRE SMELL OF GAS	2	4.08%
FIRE SMELL OF SMOKE / BURNING	1	2.04%
FIRE STRUCTURE FIRE	3	6.12%
FIRE VEHICLE FIRE	1	2.04%
INACCESSIBLE INCIDENT/OTHER ENTRAPMENT (NON-TRAFF)	1	2.04%
MUTUAL AID	2	4.08%
OTHER	1	2.04%
PUBLIC SERVICE CALL	1	2.04%
STAB/GUNSHOT/PENETRATING TRAUMA	1	2.04%
STROKE (CVA)/TRANSIENT ISCHEMIC ATTACK (TIA)	1	2.04%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	11	22.45%
UNCONSCIOUS/FAINTING (NEAR)	1	2.04%
Total Records For BETHEL FD	49	Dept Calls/Total Calls 0.91%
CHOWAN CO EMS		
	Count	Percent
STROKE (CVA)/TRANSIENT ISCHEMIC ATTACK (TIA)	1	50.00%
UNCONSCIOUS/FAINTING (NEAR)	1	50.00%
Total Records For CHOWAN CO EMS	2	Dept Calls/Total Calls 0.04%
DURANTS NECK FD		
	Count	Percent
CARDIAC OR RESPIRATORY ARREST/DEATH	1	4.35%
FIRE BRUSH / WOODS FIRE	3	13.04%
FIRE CONTROLLED BURN	1	4.35%
FIRE SMELL OF GAS	1	4.35%
FIRE STRUCTURE FIRE	3	13.04%

DURANTS NECK FD		
	Count	Percent
FIRE TRAINING/TESTING	5	21.74%
FIRE VEHICLE FIRE	1	4.35%
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	1	4.35%
SPECIAL ASSIGNMENT	1	4.35%
TEST	1	4.35%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	5	21.74%
Total Records For DURANTS NECK FD	23	Dept Calls/Total Calls 0.43%
EASTCARE HELICOPTER		
	Count	Percent
STAB/GUNSHOT/PENETRATING TRAUMA	1	50.00%
UNCONSCIOUS/FAINTING (NEAR)	1	50.00%
Total Records For EASTCARE HELICOPTER	2	Dept Calls/Total Calls 0.04%
EMERGENCY MANAGEMENT		
	Count	Percent
ASSISTANCE	1	2.56%
BACK PAIN (NON-TRAUMATIC OR NON-RECENT TRAUMA)	1	2.56%
CARDIAC OR RESPIRATORY ARREST/DEATH	2	5.13%
CHEST PAIN/CHEST DISCOMFORT (NON-TRAUMATIC)	1	2.56%
DIABETIC PROBLEMS	1	2.56%
FALLS	2	5.13%
FIRE FUEL SPILL	1	2.56%
FIRE SMELL OF GAS	2	5.13%
FIRE STRUCTURE FIRE	1	2.56%
FIRE VEHICLE FIRE	1	2.56%
HEART PROBLEMS/A.I.C.D	1	2.56%
INVESTIGATION	1	2.56%
MAINTENANCE REPORT	2	5.13%
MOTORIST ASSIST / DISABLED MOTORIST	1	2.56%
PUBLIC SERVICE CALL	3	7.69%
SPECIAL ASSIGNMENT	2	5.13%
STAB/GUNSHOT/PENETRATING TRAUMA	1	2.56%
STROKE (CVA)/TRANSIENT ISCHEMIC ATTACK (TIA)	3	7.69%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	1	2.56%
TEST	2	5.13%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	5	12.82%
TRAINING	3	7.69%
UNKNOWN PROBLEM (PERSON DOWN) - MEDICAL ALARM	1	2.56%
Total Records For EMERGENCY MANAGEMENT	39	Dept Calls/Total Calls 0.72%
HERTFORD FD		
	Count	Percent
CARBON MONOXIDE/INHALATION/HAZMAT/CBRN	2	2.74%
CARDIAC OR RESPIRATORY ARREST/DEATH	2	2.74%
FIRE ACTIVATED ALARM	17	23.29%
FIRE BRUSH / WOODS FIRE	4	5.48%
FIRE CO2 ALARM ACTIVATION	1	1.37%
FIRE CONTROLLED BURN	2	2.74%
FIRE FUEL SPILL	1	1.37%
FIRE ILLEGAL BURN	1	1.37%
FIRE NEAR A STRUCTURE	2	2.74%

HERTFORD FD		
	Count	Percent
FIRE SMELL OF GAS	2	2.74%
FIRE SMELL OF SMOKE / BURNING	3	4.11%
FIRE STRUCTURE FIRE	5	6.85%
FIRE TRAINING/TESTING	4	5.48%
FIRE VEHICLE FIRE	2	2.74%
PUBLIC SERVICE CALL	2	2.74%
REPORT	1	1.37%
TRAFFIC ISSUES (SIGNS DOWN / LIGHTS OUT / ETC.)	1	1.37%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	18	24.66%
TRAINING	2	2.74%
UNCONSCIOUS/FAINTING (NEAR)	1	1.37%
Total Records For HERTFORD FD	73	Dept Calls/Total Calls 1.35%

HERTFORD POLICE		
	Count	Percent
ABDOMINAL PAIN/PROBLEMS	3	0.19%
ACCIDENTAL 911 CALL	3	0.19%
ALARM BANK	4	0.25%
ALARM BUSINESS	55	3.44%
ALARM RESIDENTIAL	2	0.13%
ALARM SCHOOL	10	0.63%
ALARM VEHICLE	2	0.13%
ALLERGIES (REACTIONS)/ENVENOMATIONS (STINGS/BITES)	1	0.06%
ANIMAL BITES/ATTACKS	1	0.06%
ANIMAL CONTROL	12	0.75%
ASSAULT/SEXUAL ASSAULT/STUN GUN	10	0.63%
ASSIST OFFICER	4	0.25%
ASSISTANCE	21	1.31%
B&E ATTEMPTED / OLD	5	0.31%
B&E IN PROGRESS	7	0.44%
BACK PAIN (NON-TRAUMATIC OR NON-RECENT TRAUMA)	3	0.19%
BREATHING PROBLEMS	16	1.00%
BURNS (SCALDS)/EXPLOSION (BLAST)	1	0.06%
CARBON MONOXIDE/INHALATION/HAZMAT/CBRN	2	0.13%
CARDIAC OR RESPIRATORY ARREST/DEATH	4	0.25%
CARELESS & RECKLESS	25	1.56%
CHAPTER 90 - DRUG ACTIVITY	2	0.13%
CHASE	1	0.06%
CHEST PAIN/CHEST DISCOMFORT (NON-TRAUMATIC)	16	1.00%
CHOKING	1	0.06%
CIVIL PROCESS	7	0.44%
CLEAR RADIOS / WEEKLY PAGER TEST	1	0.06%
CONVULSIONS/SEIZURES	8	0.50%
DAMAGE TO PROPERTY	7	0.44%
DEBRIS IN THE ROADWAY	12	0.75%
DIABETIC PROBLEMS	4	0.25%
DISTURBANCE	31	1.94%
DOMESTIC	16	1.00%
DRIVERS LICENSE / REGISTRATION	93	5.82%

HERTFORD POLICE

	Count	Percent
DSS / SOCIAL SERVICES REQUEST	1	0.06%
ESCORT	51	3.19%
EVICITION	1	0.06%
FALLS	15	0.94%
FIGHT	3	0.19%
FIRE ACTIVATED ALARM	8	0.50%
FIRE BRUSH / WOODS FIRE	1	0.06%
FIRE CONTROLLED BURN	1	0.06%
FIRE ILLEGAL BURN	1	0.06%
FIRE NEAR A STRUCTURE	1	0.06%
FIRE SMELL OF GAS	1	0.06%
FIRE SMELL OF SMOKE / BURNING	1	0.06%
FIRE STRUCTURE FIRE	2	0.13%
FIRE VEHICLE FIRE	1	0.06%
FOLLOW-UP	9	0.56%
FOOT PATROL	10	0.63%
FRAUD / SCAM BY ANY MEANS	2	0.13%
FUNERAL ESCORT	14	0.88%
GUNSHOTS REPORTED	11	0.69%
HANG-UP 911 CALL	12	0.75%
HARASSMENT	5	0.31%
HEADACHE	1	0.06%
HEART PROBLEMS/A.I.C.D	2	0.13%
HEAT/COLD EXPOSURE	1	0.06%
HEMORRHAGE/LACERATIONS	8	0.50%
HIT AND RUN	8	0.50%
HOSTAGE SITUATION / KIDNAPPING	1	0.06%
ILLEGALLY PARKED VEHICLE	4	0.25%
INTOXICATED DRIVER	2	0.13%
INTOXICATED PEDESTRIAN	1	0.06%
INVESTIGATION	36	2.25%
IVC / MENTAL SUBJECT	2	0.13%
LARCENY	11	0.69%
LIVESTOCK (IN THE ROADWAY / YARD)	1	0.06%
MAGISTRATE REQUEST	3	0.19%
MISSING PERSON / RUNAWAY	1	0.06%
MISUSE OF 911	3	0.19%
MOTORIST ASSIST / DISABLED MOTORIST	29	1.81%
NEIGHBORHOOD PATROL	33	2.06%
NOISE COMPLAINT	8	0.50%
OPEN DOOR	3	0.19%
ORDINANCE VIOLATION	1	0.06%
OTHER	18	1.13%
OVERDOSE/POISONING (INGESTION)	1	0.06%
PREGNANCY/CHILDBIRTH/MISCARRIAGE	2	0.13%
PROWLER	1	0.06%
PSYCHIATRIC/ABNORMAL BEHAVIOR/SUICIDE ATTEMPT	2	0.13%
PUBLIC SERVICE CALL	49	3.06%

HERTFORD POLICE

	Count	Percent
RECOVER PROPERTY	3	0.19%
REPORT	2	0.13%
REPOSESSION	1	0.06%
REQUEST FOR OFFICER	5	0.31%
SECURITY CHECK	416	26.02%
SERVE PAPERS	61	3.81%
SERVE WARRANTS FOR ARREST	27	1.69%
SERVICE CALL	6	0.38%
SHOP LIFTER	2	0.13%
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	22	1.38%
SPECIAL ASSIGNMENT	6	0.38%
STANDBY BALL GAME	1	0.06%
STROKE (CVA)/TRANSIENT ISCHEMIC ATTACK (TIA)	5	0.31%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	42	2.63%
THREATS	5	0.31%
TRAFFIC CONTROL	19	1.19%
TRAFFIC ISSUES (SIGNS DOWN / LIGHTS OUT / ETC.)	1	0.06%
TRAFFIC STOP	110	6.88%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	40	2.50%
TRANSFERRED 911 CALL	1	0.06%
TRANSPORT SUBJECT	1	0.06%
TRAUMATIC INJURIES (SPECIFIC)	1	0.06%
TRESPASSING	3	0.19%
UNCONSCIOUS/FAINTING (NEAR)	10	0.63%
UNKNOWN PROBLEM (PERSON DOWN) - MEDICAL ALARM	4	0.25%
UNLOCK VEHICLE	1	0.06%
UTILITIES REQUEST (WATER / ELECTRICAL)	4	0.25%
VANDALISM	14	0.88%
WANTED / STOLEN INQUIRY	2	0.13%
WELL BEING CHECK	11	0.69%
Total Records For HERTFORD POLICE	1599	Dept Calls/Total Calls 29.66%

INTERCOUNTY FD

	Count	Percent
ASSISTANCE	2	4.00%
CLEAR RADIOS / WEEKLY PAGER TEST	1	2.00%
EMS MUTUAL AID	1	2.00%
FIRE ACTIVATED ALARM	4	8.00%
FIRE BRUSH / WOODS FIRE	2	4.00%
FIRE CONTROLLED BURN	1	2.00%
FIRE ELECTRICAL FIRE	2	4.00%
FIRE FUEL SPILL	1	2.00%
FIRE NEAR A STRUCTURE	1	2.00%
FIRE SERVICE ASSIGNMENT	2	4.00%
FIRE SMELL OF GAS	1	2.00%
FIRE SMELL OF SMOKE / BURNING	1	2.00%
FIRE STRUCTURE FIRE	8	16.00%
FIRE TRAINING/TESTING	2	4.00%
FIRE VEHICLE FIRE	1	2.00%

INTERCOUNTY FD		
	Count	Percent
MUTUAL AID	3	6.00%
PUBLIC SERVICE CALL	1	2.00%
TEST	1	2.00%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	15	30.00%
Total Records For INTERCOUNTY FD	50	Dept Calls/Total Calls 0.93%
NC FORESTRY		
	Count	Percent
FIRE BRUSH / WOODS FIRE	13	76.47%
FIRE ILLEGAL BURN	1	5.88%
FIRE STRUCTURE FIRE	2	11.76%
FIRE VEHICLE FIRE	1	5.88%
Total Records For NC FORESTRY	17	Dept Calls/Total Calls 0.32%
NIGHTINGALE HELICOPTER		
	Count	Percent
STROKE (CVA)/TRANSIENT ISCHEMIC ATTACK (TIA)	5	83.33%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	1	16.67%
Total Records For NIGHTINGALE HELICOPTER	6	Dept Calls/Total Calls 0.11%
PASQUOTANK-CAMDEN EMS		
	Count	Percent
DISTURBANCE	1	25.00%
FALLS	1	25.00%
TRAUMATIC INJURIES (SPECIFIC)	2	50.00%
Total Records For PASQUOTANK-CAMDEN EMS	4	Dept Calls/Total Calls 0.07%
PERQUIMANS CO EMS		
	Count	Percent
ABDOMINAL PAIN/PROBLEMS	12	1.59%
ALARM RESIDENTIAL	1	0.13%
ALLERGIES (REACTIONS)/ENVENOMATIONS (STINGS/BITES)	1	0.13%
ASSAULT/SEXUAL ASSAULT/STUN GUN	3	0.40%
ASSISTANCE	2	0.27%
B&E ATTEMPTED / OLD	1	0.13%
BACK PAIN (NON-TRAUMATIC OR NON-RECENT TRAUMA)	19	2.52%
BREATHING PROBLEMS	85	11.27%
BURNS (SCALDS)/EXPLOSION (BLAST)	1	0.13%
CARBON MONOXIDE/INHALATION/HAZMAT/CBRN	2	0.27%
CARDIAC OR RESPIRATORY ARREST/DEATH	13	1.72%
CHEST PAIN/CHEST DISCOMFORT (NON-TRAUMATIC)	46	6.10%
CHOKING	1	0.13%
CONVULSIONS/SEIZURES	20	2.65%
DIABETIC PROBLEMS	17	2.25%
DISTURBANCE	1	0.13%
DOMESTIC	6	0.80%
EMS MUTUAL AID	1	0.13%
EYE PROBLEMS/INJURIES	1	0.13%
FALLS	100	13.26%
FIRE ACTIVATED ALARM	15	1.99%
FIRE BRUSH / WOODS FIRE	2	0.27%
FIRE CO2 ALARM ACTIVATION	1	0.13%
FIRE NEAR A STRUCTURE	1	0.13%

PERQUIMANS CO EMS		Count	Percent
FIRE SMELL OF GAS	2	0.27%	
FIRE SMELL OF SMOKE / BURNING	3	0.40%	
FIRE STRUCTURE FIRE	10	1.33%	
FIRE VEHICLE FIRE	5	0.66%	
HANG-UP 911 CALL	1	0.13%	
HEADACHE	2	0.27%	
HEART PROBLEMS/A.I.C.D	13	1.72%	
HEAT/COLD EXPOSURE	1	0.13%	
HEMORRHAGE/LACERATIONS	27	3.58%	
HIT AND RUN	1	0.13%	
ILLEGALLY PARKED VEHICLE	1	0.13%	
INACCESSIBLE INCIDENT/OTHER ENTRAPMENT (NON-TRAFF)	1	0.13%	
IVC / MENTAL SUBJECT	1	0.13%	
MAINTENANCE REPORT	1	0.13%	
MOTORIST ASSIST / DISABLED MOTORIST	1	0.13%	
OTHER	3	0.40%	
OVERDOSE/POISONING (INGESTION)	6	0.80%	
PREGNANCY/CHILDBIRTH/MISCARRIAGE	4	0.53%	
PSYCHIATRIC/ABNORMAL BEHAVIOR/SUICIDE ATTEMPT	12	1.59%	
PUBLIC SERVICE CALL	1	0.13%	
SERVE WARRANTS FOR ARREST	1	0.13%	
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	119	15.78%	
SPECIAL ASSIGNMENT	7	0.93%	
STAB/GUNSHOT/PENETRATING TRAUMA	1	0.13%	
STANDBY RACE TRACK	9	1.19%	
STROKE (CVA)/TRANSIENT ISCHEMIC ATTACK (TIA)	27	3.58%	
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	1	0.13%	
TEST	3	0.40%	
TRAFFIC STOP	1	0.13%	
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	52	6.90%	
TRAINING	3	0.40%	
TRANSFERRED 911 CALL	1	0.13%	
TRAUMATIC INJURIES (SPECIFIC)	5	0.66%	
TRESPASSING	1	0.13%	
UNCONSCIOUS/FAINTING (NEAR)	49	6.50%	
UNKNOWN PROBLEM (PERSON DOWN) - MEDICAL ALARM	21	2.79%	
WELL BEING CHECK	5	0.66%	
Total Records For PERQUIMANS CO EMS	754	Dept Calls/Total Calls	13.99%

PERQUIMANS CO SO		Count	Percent
ACCIDENTAL 911 CALL	1	0.04%	
ALARM BUSINESS	36	1.38%	
ALARM RESIDENTIAL	48	1.84%	
ALARM SCHOOL	1	0.04%	
ANIMAL BITES/ATTACKS	8	0.31%	
ANIMAL CONTROL	118	4.53%	
ASSAULT/SEXUAL ASSAULT/STUN GUN	8	0.31%	
ASSIST OFFICER	15	0.58%	

PERQUIMANS CO SO	Count	Percent
ASSIST PROB/PAROLE	1	0.04%
ASSISTANCE	20	0.77%
B&E ATTEMPTED / OLD	9	0.35%
B&E IN PROGRESS	10	0.38%
BOLO / ATL (ATTEMPT TO LOCATE)	5	0.19%
BREATHING PROBLEMS	6	0.23%
BURNS (SCALDS)/EXPLOSION (BLAST)	1	0.04%
CARBON MONOXIDE/INHALATION/HAZMAT/CBRN	1	0.04%
CARDIAC OR RESPIRATORY ARREST/DEATH	8	0.31%
CARELESS & RECKLESS	41	1.57%
CHAPTER 90 - DRUG ACTIVITY	3	0.12%
CHASE	2	0.08%
CHEST PAIN/CHEST DISCOMFORT (NON-TRAUMATIC)	5	0.19%
CIVIL PROCESS	210	8.06%
CONVULSIONS/SEIZURES	1	0.04%
CRIMINAL SUMMONS	1	0.04%
DAMAGE TO PROPERTY	6	0.23%
DEBRIS IN THE ROADWAY	16	0.61%
DIABETIC PROBLEMS	1	0.04%
DISTURBANCE	41	1.57%
DOMESTIC	55	2.11%
DOMESTIC VIOLENCE ORDER	9	0.35%
DRIVERS LICENSE / REGISTRATION	82	3.15%
ESCORT	45	1.73%
EVICITION	19	0.73%
FALLS	10	0.38%
FIGHT	5	0.19%
FIRE ACTIVATED ALARM	4	0.15%
FIRE BRUSH / WOODS FIRE	6	0.23%
FIRE CONTROLLED BURN	1	0.04%
FIRE FUEL SPILL	1	0.04%
FIRE ILLEGAL BURN	3	0.12%
FIRE NEAR A STRUCTURE	1	0.04%
FIRE SMELL OF GAS	2	0.08%
FIRE SMELL OF SMOKE / BURNING	1	0.04%
FIRE STRUCTURE FIRE	8	0.31%
FIRE VEHICLE FIRE	5	0.19%
FOLLOW-UP	5	0.19%
FRAUD / SCAM BY ANY MEANS	15	0.58%
FUNERAL ESCORT	11	0.42%
GOKART / ATV / 4-WHEELER ON ROADWAY	5	0.19%
GUNSHOTS REPORTED	14	0.54%
HANG-UP 911 CALL	14	0.54%
HARASSMENT	3	0.12%
HEART PROBLEMS/A.I.C.D	1	0.04%
HEMORRHAGE/LACERATIONS	1	0.04%
HIT AND RUN	6	0.23%
HOSTAGE SITUATION / KIDNAPPING	1	0.04%

PERQUIMANS CO SO	Count	Percent
ILLEGALLY PARKED VEHICLE	5	0.19%
INTOXICATED DRIVER	7	0.27%
INVESTIGATION	41	1.57%
IVC / MENTAL SUBJECT	25	0.96%
LARCENY	16	0.61%
LIVESTOCK (IN THE ROADWAY / YARD)	3	0.12%
MAGISTRATE REQUEST	32	1.23%
MISSING PERSON / RUNAWAY	5	0.19%
MISUSE OF 911	2	0.08%
MOTORIST ASSIST / DISABLED MOTORIST	107	4.11%
NEIGHBORHOOD PATROL	1	0.04%
NOISE COMPLAINT	6	0.23%
OPEN DOOR	2	0.08%
OTHER	29	1.11%
OVERDOSE/POISONING (INGESTION)	5	0.19%
POWER OUTAGE / LINES DOWN (CABLE / POWER / ETC.)	4	0.15%
PROWLER	1	0.04%
PSYCHIATRIC/ABNORMAL BEHAVIOR/SUICIDE ATTEMPT	16	0.61%
PUBLIC SERVICE CALL	154	5.91%
RECOVER PROPERTY	6	0.23%
REPORT	5	0.19%
REQUEST FOR OFFICER	16	0.61%
SECURITY CHECK	79	3.03%
SERVE PAPERS	151	5.80%
SERVE WARRANTS FOR ARREST	74	2.84%
SERVICE CALL	12	0.46%
SHOP LIFTER	1	0.04%
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	8	0.31%
SPECIAL ASSIGNMENT	20	0.77%
STAB/GUNSHOT/PENETRATING TRAUMA	1	0.04%
STANDBY BALL GAME	21	0.81%
STANDBY RACE TRACK	1	0.04%
STROKE (CVA)/TRANSIENT ISCHEMIC ATTACK (TIA)	2	0.08%
SUBJECT IN CUSTODY	9	0.35%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	95	3.65%
TEST	4	0.15%
THREATS	9	0.35%
TRAFFIC CONTROL	6	0.23%
TRAFFIC ISSUES (SIGNS DOWN / LIGHTS OUT / ETC.)	2	0.08%
TRAFFIC STOP	338	12.98%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	100	3.84%
TRAINING	1	0.04%
TRANSFERRED 911 CALL	2	0.08%
TRANSPORT SUBJECT	53	2.03%
TRAUMATIC INJURIES (SPECIFIC)	1	0.04%
TRESPASSING	13	0.50%
UNAUTHORIZED USE	3	0.12%
UNCONSCIOUS/FAINTING (NEAR)	8	0.31%

PERQUIMANS CO SO		
	Count	Percent
UNKNOWN PROBLEM (PERSON DOWN) - MEDICAL ALARM	11	0.42%
UNLOCK VEHICLE	82	3.15%
UTILITIES REQUEST (WATER / ELECTRICAL)	1	0.04%
VANDALISM	4	0.15%
WANTED / STOLEN INQUIRY	1	0.04%
WELL BEING CHECK	47	1.80%
WRECKER REQUEST	1	0.04%
Total Records For PERQUIMANS CO SO	2605	Dept Calls/Total Calls 48.32%
WINFALL FD		
	Count	Percent
CARBON MONOXIDE/INHALATION/HAZMAT/CBRN	1	1.75%
FIRE ACTIVATED ALARM	12	21.05%
FIRE BRUSH / WOODS FIRE	3	5.26%
FIRE ILLEGAL BURN	1	1.75%
FIRE SMELL OF GAS	2	3.51%
FIRE SMELL OF SMOKE / BURNING	3	5.26%
FIRE STRUCTURE FIRE	8	14.04%
FIRE TRAINING/TESTING	2	3.51%
FIRE VEHICLE FIRE	2	3.51%
PUBLIC SERVICE CALL	4	7.02%
REPORT	1	1.75%
SPECIAL ASSIGNMENT	1	1.75%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	12	21.05%
TRAINING	4	7.02%
UNCONSCIOUS/FAINTING (NEAR)	1	1.75%
Total Records For WINFALL FD	57	Dept Calls/Total Calls 1.06%
WINFALL PD		
	Count	Percent
ALARM RESIDENTIAL	1	1.08%
ANIMAL CONTROL	1	1.08%
ASSISTANCE	1	1.08%
CARELESS & RECKLESS	1	1.08%
CHEST PAIN/CHEST DISCOMFORT (NON-TRAUMATIC)	1	1.08%
DRIVERS LICENSE / REGISTRATION	7	7.53%
ESCORT	2	2.15%
FIRE BRUSH / WOODS FIRE	2	2.15%
FIRE VEHICLE FIRE	1	1.08%
FUNERAL ESCORT	3	3.23%
HANG-UP 911 CALL	1	1.08%
INVESTIGATION	1	1.08%
MOTORIST ASSIST / DISABLED MOTORIST	2	2.15%
ORDINANCE VIOLATION	2	2.15%
OTHER	1	1.08%
PSYCHIATRIC/ABNORMAL BEHAVIOR/SUICIDE ATTEMPT	1	1.08%
PUBLIC SERVICE CALL	1	1.08%
SECURITY CHECK	1	1.08%
SERVE WARRANTS FOR ARREST	3	3.23%
SPECIAL ASSIGNMENT	1	1.08%
SUBJECT IN CUSTODY	1	1.08%

WINFALL PD		
	Count	Percent
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	1	1.08%
TRAFFIC STOP	53	56.99%
TRAINING	1	1.08%
UNAUTHORIZED USE	1	1.08%
WELL BEING CHECK	2	2.15%
Total Records For WINFALL PD	93	Dept Calls/Total Calls
		1.73%
	Total Records	5391