

AGENDA

All items are for discussion and possible action.
Perquimans County Board of Commissioners
Commissioners' Room - Courthouse Annex Building
October 1, 2018
6:55 p.m.

I. Call to Order

II. Prayer & Pledge

III. Public Hearing

**ACTION
TAKE
LATER**

A. Conditional Use Permit No. CUP-18-03, requested by Tyler Colson..... 6:50 p.m.

> To receive citizens' comments consider Conditional Use Permit No. CUP-18-03, requested by Tyler Colson to install a double-wide manufactured home in Old Neck Historic Agricultural District on Parcel No. 5-0051-0015J also known as 444 Old Neck Road, Hertford, NC.

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: September 4, 2018 Regular Meeting & September 17, 2018 Work Session Minutes

B. Tax Refund/Release Approvals

C. Personnel Matters

1. Appointment: Part-Time/Fill-In AEMT (2)
2. Appointment: Part-Time/Fill-In EMT (1)
3. Appointment: Part-Time/Fill-In Non-Certified Telecommunicator (3)
4. Appointment: IMC I working against the IMC II
5. Certification: Paramedic
6. Promotion: EMS Shift Supervisor
7. Promotion: Permanent Part-Time Certified Telecommunicator
8. Retirement: Permanent Part-Time/Fill-In Certified Telecommunicator
9. Resignation: Part-Time/Fill-In Paramedic

D. Step/Merit Increases

1. Social Services Department (3)
2. Building Inspections (1)
3. EMS (1)

E. Budget Amendments No. 6

F. Proclamation: National Long-Term Care Residents' Rights Month

G. Board Reappointments:

1. Reappointments: Board of Trustees for Voluntary Fire Departments (8)

**ACTION
REQUIRED**

VI. PRESENTATION & INTRODUCTION OF NEW EMPLOYEES/STAFF

A. Presentation to Paul Kahl, Planning Board

B. Introduction of New Employees/Staff

1. Soil & Water Conservation Technician

VII. Scheduled Appointments

**NO
ACTION
REQUIRED**

A. Bill Jennings, Tax Administrator

7:00 p.m.

B. Susan Chaney, Social Services

7:05 p.m.

C.

7:10 p.m.

VIII. Commissioner's Concerns/Committee Reports

A.

B.

IX. Old Business

NO
ACTION
REQUIRED



- A. Updates from County Manager
- B. Planning Board & Board of Adjustment Appointments

X. New Business

ACTION
REQUIRED

- A. Planning Item: CUP-18-03, requested by Tyler Colson
- B.
- C.
- D.
- E.
- F.
- G.

XI. Public Comments

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

NO
ACTION
REQUIRED

- A.
- B.
- C.

XII. Adjournment

FOR INFORMATION ONLY:

- FEMA Letter regarding Floodplain Management

DEPARTMENT HEAD REPORT:

- Plat Log
- Sheriff's Department Report – August
- Building Inspector's Report
- Code Enforcement Report

COMMITTEE WRITTEN REPORTS:

-

NOTES FROM THE COUNTY MANAGER

October 1, 2018

6:55 p.m.

- III.A. **Enclosures:** Public Hearing is being held regarding the following matter:
 - A. **Conditional Use Permit No. CUP-18-03, requested by Tyler Colson**6:55 p.m.
 - *To receive citizens' comments consider Conditional Use Permit No. CUP-18-03, requested by Tyler Colson to install a double-wide manufactured home in Old Neck Historic Agricultural District on Parcel No. 3-0051-0015J also known as 444 Old Neck Road, Hertford, NC.*
- 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.A. The following presentation/introduction will be made:
 - 1. **Chairman Nelson:** Chairman Nelson will present Paul Kahl with a plaque for his 13½ years of service on the Planning Board.
 - 2. **Frank Heath:** Mr. Heath will introduce Jacob Peele who was appointed as Soil & Water Conservation Technician to replace Caitlyn Joyner.
- VII.A. **Enclosure.** Bill Jennings, Tax Administrator, will present his Monthly update.
- VII.B. Susan Chaney, Social Services Director, will present her monthly report.
- IX.A. County Manager Heath will present several updates to the Board.
- IX.B. County Manager Heath will explain that, at the Board's September Work Session, they discussed the replacement of Paul Kahl on the Planning Board and Pete Overman on the Board of Adjustment. The Board will bring their recommendation to the meeting and take action on these appointments. Board action is being requested.
- X.A. **Enclosure.** A public hearing was held earlier in the evening to receive public comments to consider CUP-18-03, requested by Tyler Colson. Board action is being requested.

CONSENT AGENDA NOTES

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

- A. **Enclosures:** Approval of Minutes for September 4, 2018 Regular Meeting and September 17, 2018 Work Session
- B. **Enclosures:** Tax Refund/Release Approvals – see attached list
- C. **Enclosures:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Celia McLennan	Part-Time/Fill-In AEMT	Appointment	66/1	\$16.39/hr.	10/01/2018
Alyssa Walters	Part-Time/Fill-In AEMT	Appointment	66/1	\$16.39/hr.	10/01/2018
Tabitha Martin	Part-Time/Fill-In EMT	Appointment	63/1	\$13.94/hr.	10/01/2018
Sarah Patterson	Part-Time/Fill-In Non-Certified Telecommunicator	Appointment	60/1	\$12.58/hr.	10/01/2018
Amanda Richardson	Part-Time/Fill-In Non-Certified Telecommunicator	Appointment	60/1	\$12.58/hr.	10/01/2018
Andrea Stoner	Part-Time/Fill-In Non-Certified Telecommunicator	Appointment	60/1	\$12.58/hr.	10/01/2018
Denise Stallings	IMC I working against IMC II	Appointment	61/3	\$28,719	10/01/2018
Jessica Arthur	Part-Time/Fill-In Paramedic	Certification	68/1	\$17.89/hr.	09/01/2018
William Tutwiler	EMS Shift Supervisor	Promotion	70/3	\$42,680	10/01/2018
Amanda Ward	Permanent Part-Time Certified Telecommunicator	Promotion	62/1	\$13.74/hr.	10/01/2018
Naomi Twine	Permanent Part-Time Certified Telecommunicator	Retirement			10/01/2018
Claude Morrissey	Part-Time/Fill-In Paramedic	Resignation			09/21/2018

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

Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Diane Murray	IMS II	67/3	\$37,400	10/01/2018
Jovan Ward	IMC III	65/4	\$35,107	10/01/2018
Natalie Verner	IMC II	63/3	\$31,361	10/01/2018
Ernest Swanner	Code Enforcement Officer	61/4	\$29,438	10/01/2018
Hazelene Miller	EMT-I	66/4	\$17.64/hr.	10/01/2018

- E. **Enclosures:** Budget Amendment No. 6 is presented for Board action.
- F. **Enclosure:** The Board will need to consider the enclosed Proclamation supporting National Long-Term Care Residents' Rights for the Month of October, 2018. Board action is being request.
- G. **Enclosure:** The following Board reappointments are being presented for Board action:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Baker, Julian	Board Trustees for Belvidere/Chappell Hill Fire Dept.	Reappointment	1 yr.	10/01/2018
Winslow, Wade	Board Trustees for Belvidere/Chappell Hill Fire Dept.	Reappointment	1 yr.	10/01/2018
Hobbs, Benjamin	Board Trustees for Bethel Fire Dept.	Reappointment	1 yr.	10/01/2018
Muzzulin, Edward	Board Trustees for Bethel Fire Dept.	Reappointment	1 yr.	10/01/2018
Chappell, Laurence	Board Trustees for Durant's Neck	Reappointment	1 yr.	10/01/2018
Nixon, Mack E.	Board Trustees for Durant's Neck	Reappointment	1 yr.	10/01/2018
Boyce, Jonathan	Board Trustees for Inter-County Fire Dept.	Reappointment	1 yr.	10/01/2018
Swayne, Robert D.	Board Trustees for Inter-County Fire Dept.	Reappointment	1 yr.	10/01/2018

PUBLIC NOTICE

The Perquimans County Board of County Commissioners will hold a quasi-judicial public hearing at their next public meeting on Monday, October 1, 2018 at 6:55 PM in the Commissioners' Meeting Room on the 1st floor of the Perquimans County Courthouse Annex Building located at 110 North Church Street, Hertford, NC, next door to the Historic County Courthouse, to consider: Conditional Use Permit No. CUP-18-03, requested by Tyler Colson to install a double-wide manufactured home in Old Neck Historic Agriculture District on Tax Parcel No. 5-0051-0015J also known as 444 Old Neck Road.

Property owners, residents and other interested parties may review this item during normal business hours before the quasi-judicial public hearing at the Perquimans County Planning & Zoning Office, at 104 Dobbs Street, Hertford, NC, or call 252-426-2027 or email rhondamoney@perquimanscountync.gov for more information.

Publish in Perquimans Weekly on September 19, 2018

**Perquimans County Planning & Zoning Staff Report
By Rhonda Money
For BCC Meeting October 1, 2018**

SUBJECT: Conditional Use Permit No. CUP-18-03, requested by Tyler Colson to install a double-wide manufactured home (DW) in Old Neck Historic Agriculture District (HA) on Tax Parcel No. 5-0051-0015J also known as 444 Old Neck Road.

Project Description/ Research & Analysis

Background/Proposed Layout:

Tyler Colson is seeking approval to place a double-wide manufactured home on a 1.54 acre lot that his grandparents gave him by gift-deed in May 2018. The applicant currently lives across the street from the subject property and is trying to establish an affordable place to live near his relatives. Diagonally across the street from the subject parcel, another landowner went through this same CUP process for a double-wide in 2012.

This is the fifth double-wide zoning application request in Old Neck Historic District since its inception. The other four were at 516 New Hope Road, 944 New Hope Road, 158 Bundys Road, and 431 Old Neck Road. Based on recommendations of previous Planning Boards and staff, two of the previous CUPs require front yard setbacks of 60 and 61 feet.

The closest historic plantation house is a quarter of a mile away to the northwest (Nancy Rascoe's house, Swampsides).

Zoning Ordinance:

Manufactured Home, Class B is a Conditional Use in the Historic Agriculture District (HA) in Zoning Ordinance Article VIII, Table of Uses. Manufactured Home, Class B is defined in Article XXIV of the Perquimans County Zoning Ordinance as a *"manufactured home constructed after July 1, 1976, that meets or exceeds the construction standards promulgated by the U.S. Department of Housing and Urban Development that were in effect at the time of construction but that does not satisfy the criteria necessary to qualify the house as a Class A manufactured home. A Class B manufactured home also meets size standards of a typical doublewide manufactured home placed on a permanent foundation."*

Per Zoning Ordinance Section 604 (C) *"The Historic Agriculture District is designed to reflect the historic patterns of development that have occurred in rural Perquimans County. The intent of this district is to preserve and protect historic properties and landscapes and also to protect property rights."* Modular and site-built homes are permitted in the HA district but a double-wide is only permitted with a Conditional Use Permit (CUP).

Per Zoning Ordinance Section 510 (A) *"The perimeter of the manufactured home shall, upon installation, have a continuous, permanent masonry curtain wall unpierced except for required ventilation and access."*

Setbacks:

Zoning Ordinance Section 704. Table of Area, Yard and Height Requirements list setbacks in an HA zone as 30 ft front and rear and 15 ft on the sides.

Regulations and Procedure

Potential Schedule for Public Hearing(s): August 30, 2018 Tyler Colson's final application package was received by the Planning & Zoning Office and was found to be substantially complete as a conceptual plan. Public notices were sent to adjacent property owners and published in the Perquimans Weekly in accordance with Section 2302 of the County's Zoning Ordinance. Pursuant to Section 902, Procedures, the Planning Board did not require additional information or time, so their action at the Special Called Planning Board meeting on September 18th allows the case to be scheduled before the Board of County Commissioners (BCC) on October 1st.

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

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

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 Historic Agriculture Area. The Land Use Plan Update may be viewed in its entirety on the County website at www.PerquimansCountyNC.gov (click on "Departments,, then "Planning and Zoning,, then scroll to the bottom of the page and click on "Perquimans County 2015 Joint CAMA Land Use Plan Update-Recertified 4-26-2017,,).

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

Recommendations

Planning Staff believes that the proposed subject property may be developed in compliance with Perquimans County Zoning. Conditions relating to exterior siding, front porches, roof pitch and foundation appearance are commonly discussed when community appearance is in question, however staff has no specific recommendation regarding this home's physical attributes. No public comments were made at the Planning Board meeting. Planning Board recommended approval of CUP-18-03 and found it to be consistent and in harmony with the existing development pattern around 444 Old Neck Road. Planning Board also edited condition 3 in the draft conditional use permit, changing the front yard setback from 30 feet to 60 feet to be more consistent with previous CUPs of doublewides placed in Historic Districts.

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

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

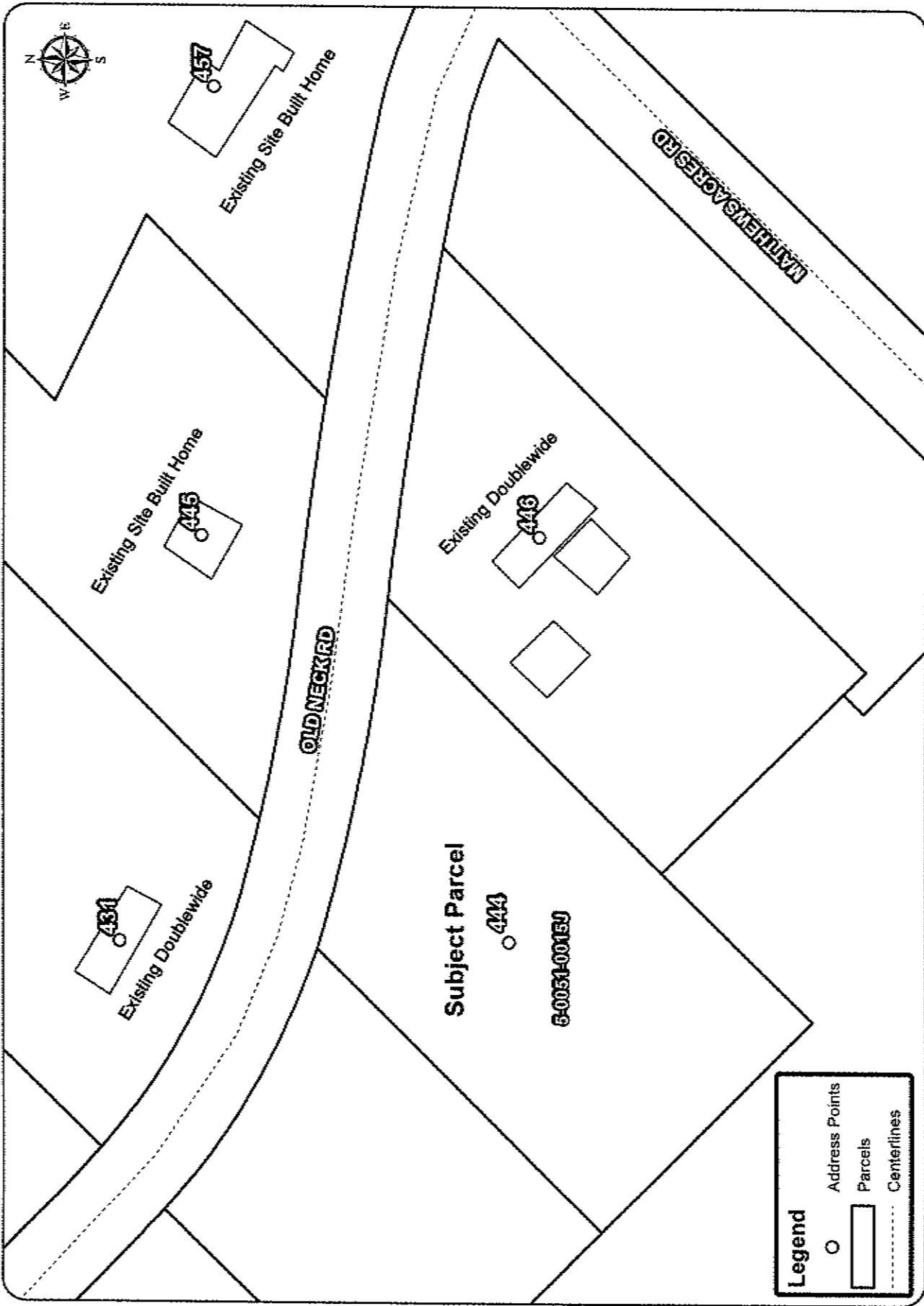
TWO (2) SUGGESTED ACTIONS TO APPROVE:

- 1) **CONSISTENCY STATEMENT:** Motion to find proposed Conditional Use Permit No. CUP-18-03 to be consistent and in harmony with the existing development pattern around 444 Old Neck Road, Hertford, NC;
- 2) **MOTION TO RECOMMEND APPROVAL:** Motion to approve Conditional Use Permit No. CUP-18-03, to install a double-wide manufactured home in Old Neck Historic Agriculture District on Tax Parcel No. 5-0051-0015J (“as drafted,” or “conditioned upon,” *revise, add or delete from list of conditions contained in the DRAFT Conditional Use Permit*), adopting Findings to support the motion (see Table, below).

TWO (2) SUGGESTED ACTIONS TO RECOMMEND DENIAL: Motions to deny Application No. CUP-18-03, and adopting Findings to support the motion would utilize both of the above-noted motions stated in the negative tense.

TABLE OF FINDINGS for CUP No. CUP-18-03: Tyler Colson, DW in HA District	
Motion to recommend approval finds:	Motion to recommend denial finds:
1) That the CUP will <u>not</u> materially endanger the public health or safety if located according to the plan submitted and approved.	1) That the CUP <u>will</u> materially endanger the public health or safety if located according to the plan submitted and approved.
2) That the use <u>meets</u> the required conditions and specifications.	2) That the use does <u>not</u> meet the required conditions and specifications.
3) That the use will <u>not</u> substantially injure the value of adjoining or abutting property, or that the use is a public necessity.	3) That the use <u>will</u> substantially injure the value of adjoining or abutting property, or that the use is not a public necessity.
4) That the location and character of the use, if developed according to the plan as submitted and approved, <u>will</u> be in harmony with the area in which it is to be located and in general conformity with the Perquimans County Land Use Plan.	4) That the location and character of the use, if developed according to the plan as submitted and approved, <u>will not</u> be in harmony with the area in which it is to be located and will not be in general conformity with the Perquimans County Land Use Plan.

ATTACHMENTS: 1) Neighborhood Layout Map as part of Staff Report;
 2) Applicant’s CUP Application and Site Plan;
 3) Draft Conditional Use Permit No. CUP-18-03



Perquimans County, NC

Map created Sept 20, 2018

1 inch equals 88 feet



Perquimans County, North Carolina
APPLICATION FOR CONDITIONAL USE PERMIT REQUEST
 Case No. CUP - 18 - 03

This section to be completed by County:	
Date received: <u>8/30/2018</u>	Received by: <u>RM</u>
Date completed: <u>8/30/2018</u>	Confirmed by: _____
Subject Property Tax Map No(s): <u>5-0651-0015J</u>	_____
Subject Property Zoning District(s): <u>HA</u>	_____
Will proposed Conditional Use require site improvements? _____	
Will proposed Conditional Use require review by other agencies? _____	

Applicant's Information

Name(s) of Owner(s): Tyler Colson

Street Address: 445 Old Neck Rd

City/State/Zip Code: Hertford NC, 27944

Phone Number(s): 252-333-8701 Fax: N/A E-mail Address: tycolson94@gmail.com

Applicant (if different from Owner): _____

Street Address: _____

City/State/Zip Code: _____

Phone Number(s): _____ Fax: _____ E-mail Address: _____

Person to receive comments and correspondence: Tyler

Description of Property

Address(es) of Subject Property: 444 Old Neck Rd

Property Appraiser's Parcel Nos.: 5-0051-0015J

Location: This property is located on the South side of + Old Neck Road, approximately 450 feet west of Matthews Acres Road.

Township/Region: Parkville Subdivision: _____ Block - Lot Nos.: _____

Size of Property: 1.54 acres. Lot width: 201.59 feet. Lot depth: 270.15 +

Flood Plain: ^{Flood} Zone Community Panel No.: _____

1) I (We), the undersigned, do hereby respectfully make application and request the Planning Board and Board of Commissioners to consider a proposed Conditional Use Permit to make use of the subject property as follows: Place double-wide manufactured home on lot. The subject property is zoned HA, Historic Agriculture Districts. The subject property is owned by Tyler Colson as evidenced by deed recorded in Real Estate Book 476, Page 84 OR Will File Number _____ in the Perquimans County Register of Deeds.

Application for Conditional Use Permit Request
Case No. CUP - 18 - 03

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

Name	Address
a. <u>Fred & Marta M. Colson</u>	<u>457 Old Neck Rd.</u> <u>Hertford, NC 27944</u>
b. <u>Fred Conrad Colson</u>	<u>445 Old Neck Rd.</u> <u>Hertford, NC 27944</u>
c. <u>Marta Wendy Bundy & Marta M. Colson</u>	<u>431 Old Neck Rd.</u> <u>Hertford, NC 27944</u>
d. <u>Layla Saunders</u>	<u>208 Coree Trail</u> <u>Edenton, NC 27932</u>
e. <u>Staley Colson, Jr.</u>	<u>446 Old Neck Rd</u> <u>Hertford, NC 27944</u>
f. _____	_____
g. _____	_____
h. _____	_____
i. _____	_____
j. _____	_____
k. _____	_____
l. _____	_____

Application for Conditional Use Permit Request
Case No. CUP - 18 - 03

Use an additional sheet of paper if necessary.

- 3) Statement of the nature of the proposed use: I intend to use this property as my permanent residence. Oakwood homes will be installing a doublewide approximately 1680sqft that will be 60ft long by 28ft wide.

Application for Conditional Use Permit Request
Case No. CUP - 18 - 03

Attach the following:

- Completed Application.
- Letter addressed to the Perquimans County Board of Commissioners explaining your intentions in detail. The Applicant is advised to address any general and specific conditions and finding required by the Zoning Ordinance, Sections 903(a), (b), (c) and (d), 905, and 907A through X.
- Proof of Ownership. 476/84
- Owner's Authorization for Agent, if applicable.
- Legal Description(s) and/or boundary survey(s) to be used as an exhibit to the proposed Conditional Use Permit. pc 3, side 373
- Site plan prepared in accordance with Section 509 and Article IX of the Perquimans County Zoning Ordinance.
- Two self-addressed stamped envelopes and two sets of stamped pre-addressed envelopes of all property owners of subject, adjacent and nearby properties within 150 feet and/or across the street (as per current Tax Office listings), to whom notice of public meeting and hearing must be sent. Said notices will be sent by the Planning & Zoning Office in envelopes provided by Applicant. Name list on page 2 of application.
- Filing Fee of \$300 made payable to Perquimans County. cash 8/30/18 receipt 930642

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

APPLICATIONS WILL NOT BE SCHEDULED FOR PUBLIC MEETING UNTIL COMPLETE

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

John Colman
Signature of Owner or Authorized Applicant

8-30-18
Date

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

August 30, 2018

Dear County Commissioners:

My name is Tyler Colson and my intentions are to use the property on Old Neck Road as my permanent residence. I am dealing with Oakwood Homes in Elizabeth City in purchasing a Manufactured Mobile Home. The Manufactured Mobile Home is 1680 sq ft and will be 60ft long and 28ft wide.

Thank you for your time and consideration to this matter.

A handwritten signature in cursive script that reads "Tyler Colson".

Tyler Colson

2018-253
 PERQUIMANS COUNTY
 LAND TRANSFER TAX
 AMOUNT \$ 0.00
 PAID \$ 0.00

This document presented and filed:
 05/08/2018 02:58:31 PM

Hunter G. Saberson, Deputy

JACQUELINE S. FRIERSON, PERQUIMANS CO, NC
 Excise Tax \$0.00

BOOK 476 PAGE 84 (2)

418968



Brief description: 1.54 acres Old Neck Road out of 5-0051-0015F

Prepared by/return to:
 Rachel S. Gumber, Esq.
 147 N. Church Street
 Hartford, NC 27944

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

DEED OF GIFT

This Deed made this 7th day of May, 2018, by and between

GRANTOR	GRANTEE
FRED D. COLSON, and wife MARTA M. COLSON	TYLER COLSON 445 Old Neck Rd Hartford Nc 27944

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

WITNESSETH, that the Grantor, for and in consideration of the mutual agreements by the parties herewith, and other good and valuable considerations, does hereby bargain, sell, grant and convey, without warranty unto the Grantee all her interest in the following described property situated in the Parkville Township, Perquimans County, North Carolina, and more particularly described as follows:

Legal Description

Being parcel "(2) 1.54 Acres +-~" as shown on that plat entitled, "Fred Colson Old Neck Road Parkville Township, Perquimans County, North Carolina", made by Mark D. Pruden, Registered Surveyor dated March 26, 2018 and recorded in Plat Cabinet 3 Slide 373 of the Perquimans County Registry.

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

1. All easements, restriction, and covenants of record and all governmental and zoning regulations affecting the same.

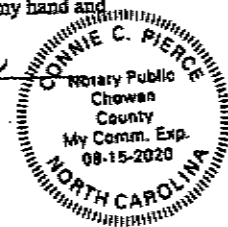
IN WITNESS WHEREOF, the Grantors have hereunto set their hands and seals on the date stated below:

Fred D Colson (SEAL)
FRED D. COLSON

STATE OF NC
COUNTY OF Perquimans, to wit:

I, a Notary Public of the County and State aforesaid, certify that FRED D. COLSON, personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official stamp, this 7th day of May, 2018.

Connie C. Pierce
NOTARY PUBLIC



My Commission Expires: 9/15/2020

Marta M. Colson (SEAL)
MARTA M. COLSON

STATE OF NC
COUNTY OF Perquimans, to wit:

I, a Notary Public of the County and State aforesaid, certify that MARTA M. COLSON, personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official stamp, this 7th day of May, 2018.

Connie C. Pierce
NOTARY PUBLIC



My Commission Expires: 9/15/2020

Colson 3 2018 373

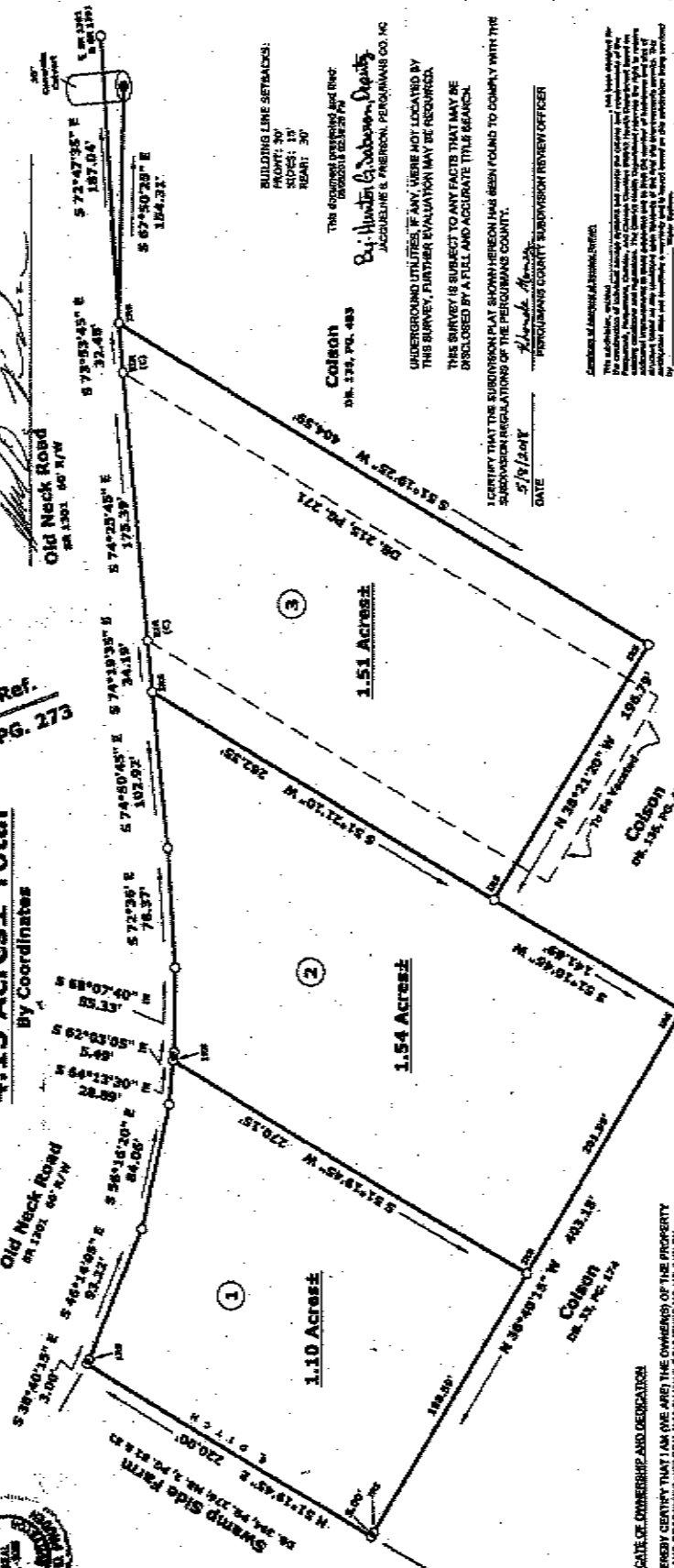
Survey For Fred Colson Old Neck Road Parkville Township, Perquimans County North Carolina

Reference: Deed Book 33, Page 174; Deed Book 215, Page 271;
Deed Book 135, Page 483; Deed Book 352, Page 285
Scale 1 Inch = 50 Feet March 26, 2018

Mark D. Proden, PLS L-3085
146 Oak Grove Road, Edenton, NC 27932
This Survey Creates A Subdivision In A
County Or Town Regulated By A Subdivision Ordinance.

North Ref.
DB. 215, PG. 273

4.15 Acres ± Total
By Coordinates

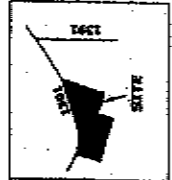


STATE OF NORTH CAROLINA - CROWAN COUNTY
I, MARK D. PRODEN, CERTIFY THAT THIS MAP WAS DRAWN BY ME OR
UNDER MY SUPERVISION FROM AN ACTUAL SURVEY BY ME OR UNDER
MY SUPERVISION AND THAT THE INFORMATION CONTAINED IN THIS BOOK
IS TRUE AND CORRECT.
PAGE 271 MAP BOOK 215
DATE 5/18/18
I, Fred Colson, OWNER
DATE May 7, 2018
I, Mark D. Proden, Surveyor
DATE May 7, 2018



BUILDING LINE SETBACKS:
FRONT: 30'
SIDES: 15'
REAR: 30'
THIS SURVEY WAS PERFORMED BY:
By: Hunter G. Davidson, Deputy
ACRES LINE & PERQUIMANS, PERQUIMANS CO., NC
UNDERGROUND UTILITIES, IF ANY, WERE NOT LOCATED BY
THIS SURVEY. FURTHER EVALUATION MAY BE REQUIRED.
THIS SURVEY IS SUBJECT TO ANY FACTS THAT MAY BE
DISCLOSED BY A FULL AND ACCURATE TITLE SEARCH.
I CERTIFY THAT THE SUBDIVISION AT BURNAN HERSON HAS BEEN FOUND TO COMPLY WITH THE
SUBDIVISION REGULATIONS OF THE PERQUIMANS COUNTY.
DATE 5/18/2018
H. Mark D. Proden
PERQUIMANS COUNTY SURVEYOR REVIEW OFFICER

REVIEW OFFICER CERTIFICATE
STATE OF NORTH CAROLINA
COUNTY OF PERQUIMANS
I, Mark D. Proden, Surveyor
PERQUIMANS COUNTY CERTIFY THAT THE MAP OR PLAN TO
WHICH THIS SURVEY IS REFERRED HAS BEEN APPROVED BY ME IN ACCORDANCE WITH ALL STATUTORY
REQUIREMENTS FOR RECORDING.
DATE 5/18/18



REVIEW OFFICER CERTIFICATE
STATE OF NORTH CAROLINA
COUNTY OF PERQUIMANS
I, Mark D. Proden, Surveyor
PERQUIMANS COUNTY CERTIFY THAT THE MAP OR PLAN TO
WHICH THIS SURVEY IS REFERRED HAS BEEN APPROVED BY ME IN ACCORDANCE WITH ALL STATUTORY
REQUIREMENTS FOR RECORDING.
DATE 5/18/18

Sheet 3 of 373

Survey For Fred Colson Old Neck Road Parkville Township, Perquimans County North Carolina

Reference: Deed Book 33, page 174; Deed Book 215, Page 271;
Deed Book 135, Page 483; Deed Book 352, Page 285
Scale 1 Inch = 50 Feet
March 26, 2018

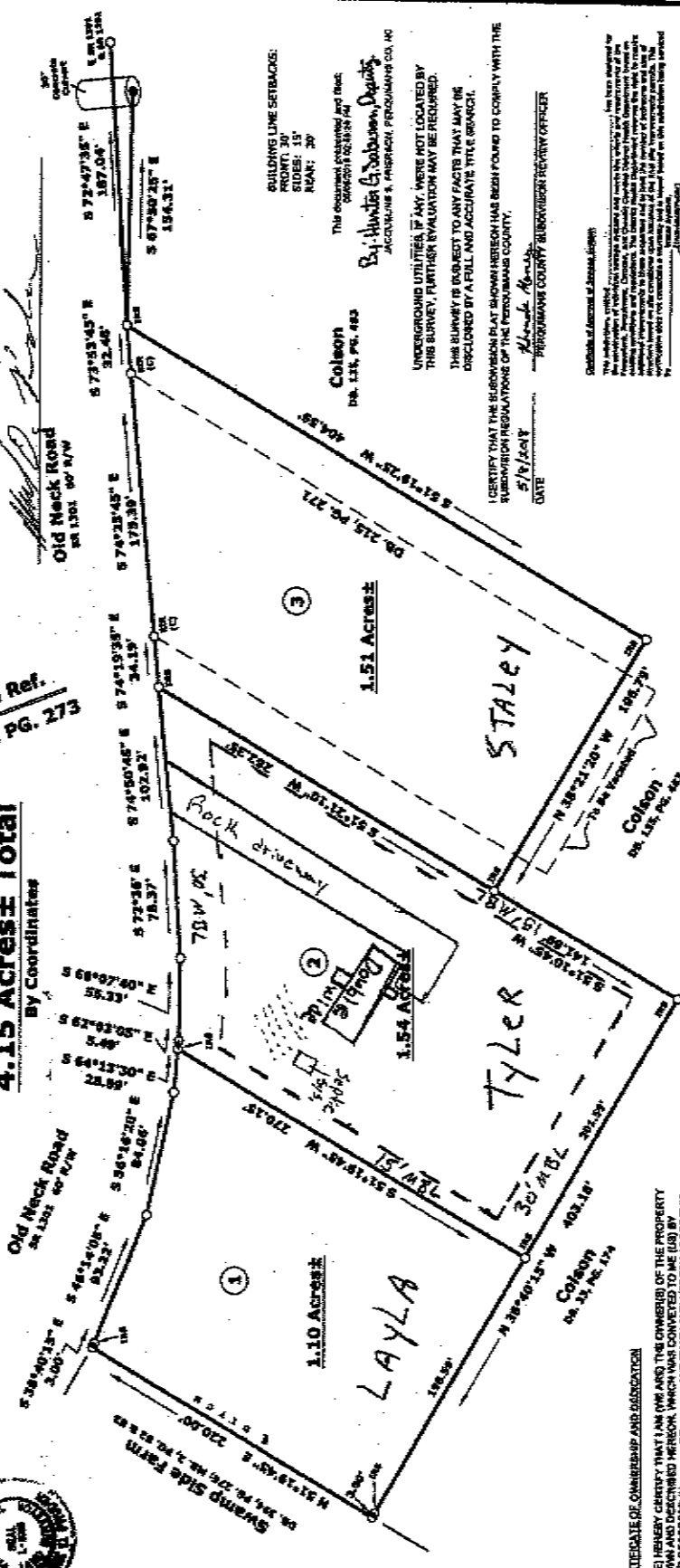
Mark D. Pruden, PLS L-3045
148 Oak Grove Road, Edenton, NC 27932
This Survey Creates A Subdivision In A
County Of Town Regulated By A Subdivision Ordinance.



North Ref.
DB. 215, PG. 273

4.15 Acres ± Total
By Coordinates

STATE OF NORTH CAROLINA - CHEROKEE COUNTY
I, MARK D. PRUDEN, PLS, CERTIFY THAT THIS MAP WAS DRAWN BY ME OR
UNDER MY SUPERVISION FROM AN ACTUAL SURVEY BY ME OR UNDER
MY SUPERVISION. DEED DESCRIPTION IS CORRECTED IN DEED BOOK
PAGE 138, DEED BOOK 215
PAGE 21, DEED BOOK 215
DEPARTMENT OF REVENUE
THAT THE INFORMATION CONTAINED ON THIS MAP WAS OBTAINED
FROM INFORMATION FOUND IN DEED BOOK
PAGE 138, DEED BOOK 215
THAT THIS MAP WAS PREPARED IN ACCORDANCE WITH G.S. 41-33 AS
AMENDED, WITH MY HAND AND SEAL THIS 22
DAY OF APRIL 2018
Mark D. Pruden, PLS
PLS No. 3045



BUILDING LINE SETBACKS:
FRONT: 30'
SIDES: 15'
REAR: 20'

This required possession and use
of Hunter G. Dobson, Deputy
AGRICULTURE & FORESTRY, PERQUIMANS CO. NO.

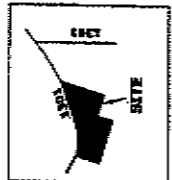
UNDERGROUND UTILITIES, IF ANY, WERE NOT LOCATED BY
THIS SURVEY. FURTHER EVALUATION MAY BE REQUIRED.
THIS SURVEY IS SUBJECT TO ANY FACTS THAT MAY BE
DEVELOPED BY A POLL AND ACCURATE TITLE SEARCH.

I CERTIFY THAT THE SUBDIVISION PLAT SHOWS HEREON HAS BEEN FOUND TO COMPLY WITH THE
SUBDIVISION REGULATIONS OF THE PERQUIMANS COUNTY.
DATE 5/18/18
Mark D. Pruden, PLS
PERQUIMANS COUNTY SUBDIVISION REVIEW OFFICER

CONDITION OF ACCEPTANCE OF RECORDING
The subdivision plat has been approved by
the Planning and Zoning Commission of the
County of Perquimans, North Carolina, on the
basis of the information provided and the
information shown on the subdivision plat. The
subdivision plat is subject to the provisions of
the subdivision plat and the provisions of the
subdivision plat and the provisions of the
subdivision plat.

DATE 5/18/18
Mark D. Pruden, PLS
PERQUIMANS COUNTY SUBDIVISION REVIEW OFFICER

STATE OF NORTH CAROLINA
COUNTY OF PERQUIMANS
I, Mark D. Pruden, PLS, REVIEW OFFICER OF
PERQUIMANS COUNTY, CERTIFY THAT THE MAP OR PLAT TO
WHICH THIS CERTIFICATION IS APPLIED MEETS ALL STATUTORY
REQUIREMENTS FOR RECORDING.
DATE 5/18/18
Mark D. Pruden, PLS
REVIEW OFFICER



LEGEND
--- IRON ROD SET
--- EXISTING IRON ROD
--- CONTROL
--- CENTERLINE

CERTIFICATE OF OWNERSHIP AND RESIGNATION
I, FRED COLSON, CERTIFY THAT I AM THE OWNER OF THE PROPERTY
SHOWN AND DESCRIBED HEREON, WHICH IS THAT I HEREBY AGREE THIS
PLAN OF SUBDIVISION WITH MY OWN FREE CONSENT, AND DEDICATE ALL
EQUITY, ALIEN, WILLS, PARTS AND OTHER OPEN SPACES TO PUBLIC USE
UNLESS OTHERWISE NOTED. FURTHER, I HEREBY CERTIFY THAT THE LAND AS
SHOWN HEREON IS WITHIN THE SUBDIVISION REGULATIONS JURISDICTION OF
CHEROKEE COUNTY AND THE FREE AND CLEAR OF ANY DEBTS, LEASES, DEEDS OF
TRUST OR ANY OTHER ENCUMBRANCE.
DATE May 7, 2018 OWNER
Fred Colson
DATE May 7, 2018 OWNER
Mark D. Pruden, PLS

DRAFT

Do **NOT** record this page

-Beginning of Conditional Use Permit document to be recorded-

DRAFT Conditional Use Permit (Case No. CUP-18-03)
Owner/Applicant Tyler Colson

for

**Double-Wide Manufactured Home in Old Neck Historic Agriculture
District (HA Zone)**

at 444 Old Neck Road Tax Parcel No. 5-0051-0015J

Do **NOT** record this page

Sept 18, 2018 Planning Board added the Condition:

Front Yard Setback should be 60 feet (to be more
consistent with previous DW in HA CUPs)

CONDITIONAL USE PERMIT No. CUP-18-03

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:

Owner/Applicant: Tyler Colson
445 Old Neck Road
Hertford, NC 27944

Tax Parcel No: 5-0051-0013J

Property Location/
Street Address: 444 Old Neck Road, Hertford, NC 27944

Zoning District: HA (Historic Agriculture District)

Proposed Use of Property: To place a doublewide manufactured home as the principal use permanent residence on a newly created building lot in an HA zone.

Meeting and Hearing Dates: Planning Board on 09-18-18 & Board of Commissioners on 10-1-18.

CONDITIONAL USE PERMIT No. CUP-18-03**Page 2 of 4**

Having heard all the evidence and argument presented at the hearing(s), the Perquimans County Board of 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 Doublewide Manufactured Homes and the following conditions:

- (1) The applicant shall conduct operations strictly in accordance with the plans and narrative submitted to and approved by this Board, a copy of which is contained in the County Planning Office and filed with the Register of Deeds office. However, it is understood that the property owner may propose changes to the attached Conceptual Site Plan now or in the future, in coordination with the County Planning Office, to provide for the placement of accessory structures or a complete change in the use of the property pursuant to other land uses which are otherwise permitted outright by the Zoning Ordinance for properties zoned HA, Historic Agriculture District.
- (2) If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then this permit shall be void and of no effect.
- (3) Placement of home (and any other accessory structures proposed in the future) to have a front yard setback that is a minimum of 60 feet from the state road right-of-way.

CONDITIONAL USE PERMIT No. CUP-18-03

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 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 County Commissioners Date

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

I (We), _____,
Owner(s) or Authorized Applicant(s) of the above identified property, do hereby acknowledge receipt of this Conditional Use Permit. The undersigned does do 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.

Tyler Colson Date

The State of North Carolina
Perquimans County

I, _____, a Notary Public in and for the said State and County,

do hereby certify that _____ personally
appeared before me this day and acknowledged the due execution of the forgoing instrument.

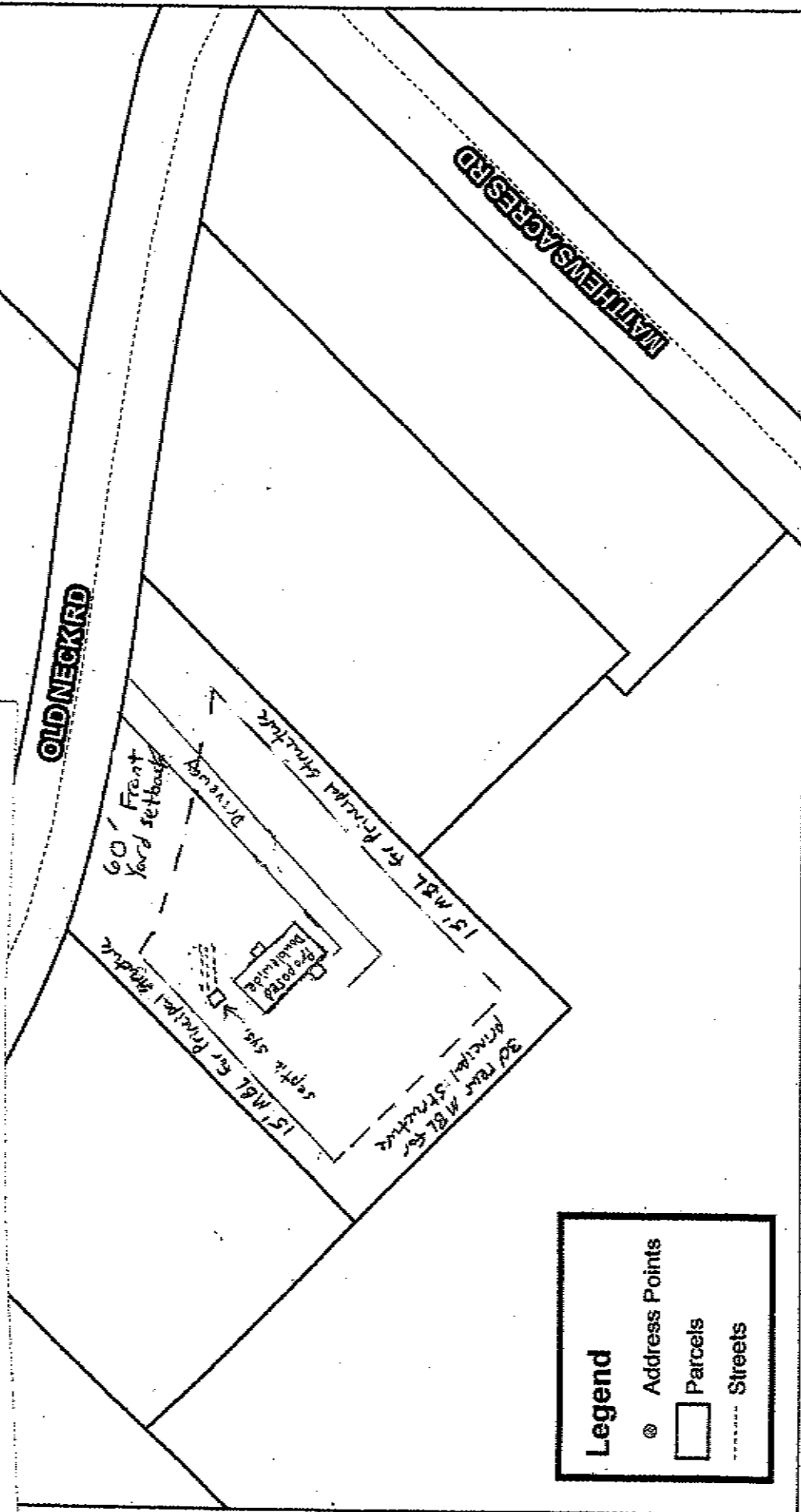
WITNESS my hand and notarial seal, this the _____ day of _____, 20_____.

Notary Public

My Commission expires: _____ (Not valid until fully executed and recorded)



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

- ⊙ Address Points
- ▭ Parcels
- Streets

1 in = 100 ft

Construction that did Ms. Simpson work. County Manager Heath said it was not. There being no further discussion, the Board unanimously awarded the bids as follows:

Case Number	Blair Shores Builders	B&B Construction	William Holley Construction
Case #02 - 207 S Covent Garden St Hertford	\$23,908		
Case #04 - 147 Albany Church Rd, Belvidere		\$21,850	
Case #05 - 211 S Covent Garden St, Hertford			\$15,375
Case #07 - 306 S Church St, Hertford		\$22,700	
Case #08 - 113 King S, Hertford			\$19,800

SENIORS' HEALTH INSURANCE INFORMATION PROGRAM (SHIP) GRANT

Chairman Nelson recognized Jewel Winslow, Cooperative Extension Director, who explained that the County has been awarded the \$2,160 SHIP Grant. She is asking that the Board accept the funds and authorized the Chairman and County Staff to sign the documentation when we receive it. On motion made by T. Kyle Jones, seconded by Fondella A. Leigh, the Board unanimously accepted the SHIP Funds in the amount of \$2,160 and authorized Chairman and County Staff to sign the documentation.

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

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

Wallace E. Nelson, Chairman

Clerk to the Board

WORK SESSION

August 20, 2018
7:00 p.m.

Due to a lack of business to discuss, the Perquimans County Board of Commissioners Work Session on August 20, 2018 was cancelled.

REGULAR MEETING

September 4, 2018
6:55 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Tuesday, September 4, 2018, at 7:00 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

- MEMBERS PRESENT:** Wallace E. Nelson, Chairman
Joseph W. Hoffer
Edward R. Muzzulin
- Fondella A. Leigh, Vice Chair
T. Kyle Jones
Charles Woodard
- MEMBERS ABSENT:** None
- OTHERS PRESENT:** Frank Heath, County Manager
Hackney High, County Attorney
- Mary Hunnicutt, Clerk to the Board

The meeting was called to order by Chairman Nelson. Commissioner Woodard gave the invocation and the Chairman led the Pledge of Allegiance. Afterward, the Chairman explained that the first item of business was to hold the public hearing to receive comments on the Resolution for Regional Housing & Community Services Corporation.

PUBLIC HEARING

Resolution for Regional Housing & Community Service Corporation

Chairman Nelson opened the Public Hearing stating that the purpose of this public hearing is to receive citizens' comments to consider a Resolution for Regional Housing & Community Service Corporation. There were nine (9) people present. Jeffrey Poley, representative from Parker Poe, presented a brief overview of the purpose of this Resolution and explained that there is no cost to the County. This corporation is going to build a 100-bed assisted living facility and he is here requesting the County to approve the facility for bond financing. Mr. Nelson asked if there were any comments or questions from the Board and public. The following questions were made:

- > **A Citizen:** A citizen asked if the facility was going to be built across from the library. Mr. Poley said that he was not sure where the library was but the Board confirmed that it was going to be across from the library.
- > **Chairman Nelson:** Mr. Nelson asked how many facilities will be built. Mr. Poley said that there are six (6) facilities being built under this bond in various locations in North Carolina including the one facility here in Hertford.
- > **Commissioner Leigh:** Ms. Leigh confirmed that it was a 100-bed facility.
- > **Chairman Nelson:** Mr. Nelson asked if the residents there are independent residents or will they need assistance. Mr. Poley said that he did not think that it was independent residents. Most of these will be elderly and most of them will be Medicaid patients.
- > **Commissioner Hoffer:** Mr. Hoffer asked about provisions for jobs for county residents. Mr. Poley said that there will be some but he did not bring those figures with him.
- > **Frank Heath:** Mr. Heath said that the Town of Hertford was aware that the Public Hearing was being held tonight and that it will fall under the Zoning of the Town of Hertford. Mr. Heath asked County Attorney High if he has had the opportunity to review the documents and everything is in order. Mr. High said that it was. Mr. Heath clarified that all the Board needs to do tonight is approve the Resolution.
- > **Bob Bastek:** Mr. Bastek asked if there were any residents abutting this property. Mr. Poley said that he did not believe so. Chairman Nelson said that would be processed during the zoning phase by the Town of Hertford.
- > **Cindy Kalaron-Rivero:** She asked if anyone had seen a model of the facility. Chairman Nelson explained again that all these items would be addressed under the Planning Board of the Town of Hertford.

There being no further questions or comments from the public or from the Board of Commissioners, Chairman Nelson closed the public hearing at 7:10 p.m. and proceeded with the regular meeting.

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: August 6, 2018 Regular Meeting and August 20, 2018 Work Session was cancelled.
2. Tax Refund Approval:

PERQUIMANS COUNTY TAX REFUND:

Hauck, Michelle Trueblood
 Vehicle was reprocessed. Account No. 0040783606. \$119.56

3. Personnel Matters:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Kathleen Brooks	Social Worker III - Adult Services	Promotion	67/4	\$38,338	9/01/2018
Robert Russell Gray, III	Deputy - Unclassified	Appointment	64/1	\$31,213	9/01/2018
Ashlee Bockelman	Part-Time/Fill-In EMT-9	Resignation			08/17/2018
Beverly Palfrey	IMC II	Resignation			08/31/2018
Nicole Hunter	Office Assistant III	Resignation			09/05/2018

4. Step/Merit Increases:

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Jackie Frierson	Register of Deeds	70/8	\$48,252	9/01/2018
Kay Hall	Social Worker II	67/7	\$41,234	9/01/2018
Pamela Midgett	IMS II	67/3	\$37,400	9/01/2018
Faith Broughton	AEMT	66/3	\$17,21/hr.	9/01/2018

5. Budget Amendments:

**BUDGET AMENDMENT NO. 2
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-033	State Grants - Senior Medicare	160	
10-615-146	SHHP Funds	160	
EXPLANATION: To amend FY 18/19 budget to include the SHHP Grant amount as approved by the State as discussed and approved during the 8/6/2018 BCC Meeting.			

**BUDGET AMENDMENT NO. 3
COUNTY CONSTRUCTION FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
50-348-006	Perquimans Marine Park Basin	2,862,325	
50-000-724	Perquimans Marine Park Basin	2,862,325	
EXPLANATION: To amend FY 18/19 budget to include an awarded Commerce Centre Grant for Perquimans Marine Park Basin as discussed and approved at the July 2, 2018 BCC Meeting.			

**BUDGET AMENDMENT NO. 4
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-365-003	USDA - Grant	14,000	
10-420-043	Co. Mgr. - USDA Grant/Expenditure	14,000	
EXPLANATION: To amend FY 18/19 budget to include the USDA Grant.			

**BUDGET AMENDMENT NO. 5
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-012	State Grants - Emergency Management	13,575	
10-530-338	Hazardous Material Grant	13,575	
EXPLANATION: To amend FY 18/19 budget to include the HazMat grant.			

6. Board Appointments: The following Board reappointments/retirements were unanimously approved by the Board:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Thompson, Bethany	Animal Control Board (SPCA Representative)	Reappointment	2 yrs.	10/01/2018
Roberts, A.O.	Planning Board (2yr term)	Reappointment	3 yrs.	10/01/2018
Kahl, Paul	Planning Board	Retirement		09/30/2018
Winstow, Lynwood, III	Board of Adjustments	Reappointment	3 yrs.	10/01/2018
Overson, Pete	Board of Adjustments	Retirement		09/30/2018

7. Miscellaneous Documents: The following miscellaneous documents were unanimously approved by the Board:

- > **County Cooperative Agreement with N.C. Forest Services:** The Board unanimously approved the County Cooperative Agreement with Division of Forest Resources for FY 2018-2019 and authorized the Chairman and County Staff to sign the Agreement. The costs will be \$137,131 being divided between the State at \$89,135 (65%) and the County at \$47,996 (35%).
- > **Litter Sweep Fall 2018:** The NC Department of Transportation organizes an annual Fall statewide roadside cleanup. This Resolution sets it up for September 24 - 28, 2018. The Board adopted the following Resolution:

**RESOLUTION
LITTER SWEEP FALL 2018
IN PERQUIMANS COUNTY**

WHEREAS, the North Carolina Department of Transportation organizes an annual Fall statewide roadside cleanup to ensure clean and beautiful roads in North Carolina, and

WHEREAS, the Fall 2018 "Litter Sweep" roadside cleanup will take place September 24 - 28, 2018, and encourages local governments and communities, civic and professional groups, businesses, churches, schools, families and individual citizens to participate in the Department of Transportation cleanup by sponsoring and organizing local roadside cleanups; and

WHEREAS, Adopt-A-Highway volunteers, Department of Transportation employees, Department of Correction inmates and community service workers, local government agencies, community leaders, civic and community organizations,

businesses, churches, schools, and environmentally concerned citizens conduct annual local cleanups during "Litter Sweep" and may receive certificates of appreciation for their participation; and

WHEREAS, the great natural beauty of our State and a clean environment are sources of great pride for all North Carolinians, attracting tourists and aiding in recruiting new industries; and

WHEREAS, the cleanup will increase awareness of the need for cleaner roadsides, emphasize the importance of not littering, and encourage recycling of solid wastes; and

WHEREAS, the 2018 LITTER SWEEP cleanup will celebrate the 30th Anniversary of the North Carolina Adopt-A-Highway program and its approximate 6,000 volunteer groups that donate their labor and time year round to keep our roadsides clean.

WHEREAS, the LITTER SWEEP cleanup will be a part of educating the children of this Great State regarding the importance of a clean environment to the quality of life in North Carolina;

NOW, THEREFORE, BE IT RESOLVED that the Perquimans County Board of Commissioners do hereby proclaim September 24 - 28, 2018, as "FALL LITTER SWEEP" time in Perquimans County and encourage its citizens to take an active role in making our community cleaner and more beautiful.

ADOPTED the 4th day of September, 2018.

(SEAL)

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTESTED:

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

INTRODUCTION OF NEW EMPLOYEES

The following introductions to the Board were made:

- > Sheriff Shethy White: Sheriff White introduced Tori Arroyo who was appointed as Certified Deputy effective August 1, 2018 and Russell Gray who was appointed tonight as an Uncertified Deputy effective September 1, 2018. After each new employee made comments, Chairman Nelson welcomed them to Perquimans County.

BILL JENNINGS, TAX ADMINISTRATOR

Mr. Jennings presented his monthly report. He reported that the upgraded software will go live this weekend, September 8, 2018. The tax bills went out last week and he has had several individuals come in to discuss them.

SUSAN CHANEY, SOCIAL SERVICES DIRECTOR

Ms. Chaney presented her monthly report. She also reported that their percentage for the month was 96.32%.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

The following commissioner's concerns/committee reports were given:

- > Commissioner Leigh: Ms. Leigh presented the following items:
 - * Alternate to Albemarle Commission Board: It has been recommended that the Board appoint an Alternate to the Albemarle Commission Board that would be able to vote in the absence of Commissioner Leigh. On motion made by T. Kyle Jones, seconded by Joseph W. Helßer, the Board unanimously appointed Wallace E. Nelson as an Alternate on the Albemarle Commission Board effective immediately.
 - * Leo Higgins Day: Ms. Leigh is a member of a committee that wants to honor Leo Higgins for all that he has done for Perquimans County. They are having a reception for Mr. Higgins on September 13th and they have asked Ms. Leigh to request that the Board prepare a letter or resolution proclaiming that day "Leo Higgins' Day". On motion made by T. Kyle Jones, seconded by Charles Woodard, the Board unanimously authorized County Manager Heath to prepare the Resolution and Chairman Nelson to sign it on behalf of the Board.
- > Commissioner Woodard: Mr. Woodard stated that he had read the Orslow Resolution supporting the farming industry and felt that the Board should adopt a similar resolution. It was the consensus of the Board to place the item for discussion at their September 17, 2018 Work Session for approval at the October 1, 2018 meeting.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > Golden Leaf Grant: Mr. Heath reported that the Letter of Intent was submitted to Golden Leaf and that the Board of Education is about ready to submit their Letter of Intent.
- > New Social Services Building: Mr. Heath, Susan Chaney, and Nicole Elliott met with the architect last week to discuss the new Social Services Building which was included in the budget this year.
- > Boat Ramp Restrooms: The cement slab has been installed and the framing will begin on Monday, September 10th.

PLANNING BOARD APPOINTMENT

County Manager Heath explained that, with the retirement of Paul Kahl, the Planning Board has an opening. Mary Hunnicutt, Clerk to the Board, provided a copy of the list of volunteer applications along with a new application from Tim Corprew. Mr. Heath also mentioned that Benjamin Hobbs had made mention that he would be willing to serve. He then asked if any of the Commissioners had a name that they would like to add to the list. It was the consensus of the Board to place the item for discussion on the September 17th Work Session for action to be taken at the October 1st meeting.

AUTHORIZATION TO SELL PARCEL #3-0040-HH407-H

The Tax Office has been approached from an individual who is interested in purchasing Parcel No. 3-0040-HH407-H, located at 407 Cox Way, Hertford, NC 27944 and is currently owned by Perquimans County. They are requesting that the Board authorize them to turn this parcel over to Helen Hunter to sell through GovDeals. On motion made by Edward R. Muzzulin, seconded by Charles Woodard, the Board unanimously authorized Helen Hunter to proceed with the sale of this parcel through GovDeals.

RESOLUTION OF PROCEEDINGS OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF PERQUIMANS, NORTH CAROLINA AT ITS REGULAR MEETING HELD ON SEPTEMBER 4, 2018

A Public Hearing was held earlier in the evening so the Board needed to take action on the Resolution that was presented during the Public Hearing. On motion made by Edward R. Muzzulin, seconded by Charles Woodard, the following Resolution was unanimously adopted as presented:

PROCEEDINGS OF THE BOARD OF COMMISSIONERS OF THE COUNTY OF PERQUIMANS,
NORTH CAROLINA AT ITS REGULAR MEETING HELD ON SEPTEMBER 4, 2018

At approximately 6:55 p.m., the Chair of the Board of Commissioners of the County of Perquimans, North Carolina ("Board") opened the public hearing relating to the Project and Bonds as set forth in the public hearing notice published on August 20, 2018 and attached as Exhibit A.

A compilation of the comments received is set forth in Exhibit B.

Thereupon, the Chair closed the public hearing and the Board adopted the following resolution:

A RESOLUTION

REGARDING THE ISSUANCE BY THE PUBLIC FINANCE AUTHORITY OF ITS ASSISTED LIVING REVENUE BONDS, IN ONE OR MORE SERIES, IN THE PRINCIPAL AMOUNT NOT TO EXCEED \$17,500,000, FOR THE PURPOSE OF FINANCING OR REFINANCING THE ACQUISITION AND CONSTRUCTION OF CERTAIN ASSISTED LIVING FACILITIES LOCATED IN THE COUNTY; AND OTHER RELATED MATTERS.

WHEREAS, the Public Finance Authority ("Authority"), a State of Wisconsin commission, acting by and through its Board of Directors, is authorized and empowered under and pursuant to the provisions of Sections 66.0301, 66.0303 and 66.0304 of the Wisconsin Statutes, as amended ("Act"), to issue bonds and enter into agreements with public or private entities for the purpose of financing capital improvements located within or without the State of Wisconsin and owned, sponsored or controlled by a participant, as defined in the Act;

WHEREAS, PERQUIMANS PROPCO HOLDINGS, LLC and PERQUIMANS OPCO HOLDINGS, LLC, each a North Carolina limited liability company, the sole member of each is Regional Housing & Community Services Corporation, a California nonprofit corporation and an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended ("Code") (collectively, "Borrower") has applied to the Authority to issue its Assisted Living Revenue Bonds ("Bonds") in one or more series in an aggregate principal amount of \$17,500,000, which will be loaned to the Borrower to (i) finance or refinance (a) the acquisition of land, certificates of need, licenses (b) certain predevelopment expenses, and (c) construction of an approximately 53,244 square foot, 83 unit (100 beds) assisted living facility located at the approximately 17 acre parcel on the east side of S. Church Street immediately south of the S. Church Street Bridge and across from the intersection of ARPDC St. and S. Church St. in Hertford, Perquimans County, NC 27933 (collectively, the "Project") and (ii) pay certain fees and costs associated with the issuance of the Bonds;

WHEREAS, the Project will be initially owned and operated by the Borrower;

WHEREAS, the Borrower anticipates that the Project will benefit the County of Perquimans, North Carolina ("County"), generally and, in particular, by providing affordable, decent, safe, and sanitary housing and assisted living facilities for people from the County and surrounding areas;

WHEREAS, pursuant to Section 66.0304(1)(a) of the Wisconsin Statutes and Section 4 of the Amended and Restated Joint Exercise Power Agreement Relating to the Public Finance Authority dated as of September 28, 2010 (collectively, "Authority Requirements") and Section 147(f) of the Code and Treasury Regulations Section 5f.103-2(f), as amended (collectively, "Federal Tax Requirements"), prior to the issuance of the Bonds by the Authority, and after a public hearing held following reasonable public notice, the Borrower has requested the Board of Commissioners of the County ("Board"), as the highest elected representatives of the County, the governmental unit having jurisdiction over the area in which the Project is located, to approve the Authority's issuance of the Bonds and the financing the Project in the County;

WHEREAS, on this date, prior to any deliberations regarding this Resolution, the County held a public hearing at which all interested persons have been given a reasonable opportunity to express their views on the location of the Project, the issuance of the Bonds and other related matters. The public hearing was duly noticed by publication, attached as Exhibit A, in a newspaper having general circulation in the County, not less than 34 days prior to the date hereof; and

WHEREAS, at the Borrower's request, the Board now desires to approve the Authority's issuance of the Bonds and the financing of the Project in order to satisfy the Authority Requirements and the Federal Tax Requirements.

NOW, THEREFORE, BE IT RESOLVED by the Board as follows:

Section 1. Based solely on information provided to the County by the Borrower, it is hereby found, determined and declared that (a) the Project is anticipated to benefit the general public welfare of the County by providing affordable, decent, safe and sanitary housing and assisted living facilities, and (b) the Project and the Bonds will give rise to no pecuniary liability of the County, or a charge against its general credit or taxing power.

Section 2. As required by and in accordance with the Authority Requirements and the Federal Tax Requirements, the Board as the applicable elected representatives of the governmental unit having jurisdiction over the area in which the Project is located, approves the Authority's issuance of the Bonds and the financing of the costs of the Project in the County solely for the Authority Requirements and the Federal Tax Requirements.

Section 3. The County has no responsibility for the payment of the principal of or interest on the Bonds or for any costs incurred by the Borrower with respect to the Bonds or the Project. The County pledges neither its taxing power nor revenues for the Bonds.

Section 4. All orders and resolutions and parts thereof in conflict herewith are to the extent of such conflict hereby repealed, and this resolution shall take effect and be in full force and effect from and after its adoption.

Adopted this 4th day of September, 2018.

(SEAL)

COUNTY OF PERQUIMANS, NORTH CAROLINA

By: Clerk to the Board County of Perquimans, North Carolina

EXHIBIT A NOTICE OF PUBLIC HEARING

Two copies of Cooke Communications forms for a public hearing notice. Each form includes a header with the Cooke logo, a recipient address for 'PARKER FOR ADAMS & BERNSTEIN', a 'PUBLISHER'S AFFIDAVIT' section with a signature, and a 'NOTICE OF PUBLIC HEARING' section with a date and time. There are also circular stamps at the bottom of each form.

EXHIBIT B
PUBLIC HEARING COMMENTS

[NONE]

SALE OF SURPLUS VEHICLE

County Manager Heath reported that, with the help of the Finance Office and Helen Hunter, we have sold a surplus vehicle on GovDeals. The highest bid on the vehicle was as follows:

BUYER	VEHICLE	VIN No.	DATE SURPLUSED	START BID	SOLD AMOUNT	GOVDEALS FEE	NET RESULTS
Joseph Hollington	2004 Ford F-150	2815	12/4/17	\$500.00	\$676.00	\$33.80	\$642.20

On motion made by Charles Woodard, seconded by Joseph W. Hoffer, the Board unanimously authorized Mr. Heath to proceed with the sale of the surplus vehicle.

PUBLIC COMMENTS

There being no public comments, Chairman Nelson proceeded to adjourn the meeting.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 7:33 p.m. on motion made by Charles Woodard, seconded by Edward R. Muzzulin.

Wallace E. Nelson, Chairman

Clerk to the Board

WORK SESSION
September 17, 2018
7:00 p.m.

The Perquimans County Board of Commissioners met in a regular Work Session on Monday, September 17, 2018, at 7:00 p.m. in the Commissioners' Room located on the first floor of the Perquimans County Courthouse Annex.

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

After the Chairman called the meeting to order, Commissioner Hoffer gave the invocation and the Chairman led the Pledge of Allegiance. The following matters were discussed.

PLANNING ITEMS

Chairman Nelson recognized County Manager Heath who explained the following appointments needed to be made for the Planning Department:

- > Planning Board: Mr. Heath explained that, as mentioned at the September 4, 2018 meeting, Paul Kahl has retired from the Planning Board which leaves a vacancy on that Board. Mary Hunnicutt, Clerk to the Board, had provided the Board with the list of volunteer applications along with two new applications, Tim Corprew and John Skinner. He also explained that he has learned that Benjamin Hobbs is not interested in serving on the Planning Board. In addition, Mr. Heath explained that, Commissioner Jones who could not be here tonight, had talked with Shirley Manley and she stated that she was not interested. Benjamin Hobbs suggested Mr. Skinner. A final decision will be made at the October 1, 2018 meeting.
- > Board of Adjustment: With the retirement of Pete Overman, Mr. Heath explained that there was a vacancy on the Board of Adjustment. Deborah Reed, a current alternate on the Board of Adjustment, informed Mr. Heath when he asked her about moving from Alternate status to replace Mr. Overman that she would be interested. That would lead to an opening for an Alternate. They suggested that maybe Mr. Corprew or Mr. Skinner may be interested in serving as an Alternate on the Board of Adjustment. A final decision will be made at the October 1, 2018 meeting.

RESOLUTION SUPPORTING SENATE BILL 711-NC FARM ACT OF 2018

Chairman Nelson recognized Commissioner Woodard who had mentioned at the September 4, 2018 meeting that he would like the Board to consider adopting a similar Resolution that Onslow County adopted supporting this bill. After some discussion, it was determined that this bill had already been passed so the Board did not make any recommendation at this time.

HURRICANE FLORENCE

Several items were discussed regarding Hurricane Florence that passed through North Carolina last week. Those items discussed are as follows:

- > Commissioner Hoffer: Mr. Hoffer, as a member of the ABC Board, asked about whether or not the businesses that sold alcohol or fire arms were notified individual that there was a curfew which prohibited the sale of alcohol and fire arms. After their discussion, it was decided that they would mention this at their meeting when they discussed how things were handled during the Hurricane.
- > County Manager Heath: Mr. Heath thanked the Control Group for their hard work during Hurricane Florence. He also thanked Social Services, EMS, Telecommunications, Sheriff's Department, Emergency Management, and the School System for their great work during this storm. He further stated that this was a good test run in case we truly had a great hurricane. In addition to these, he thanked Chairman Nelson for coming out to visit the building because it meant a great deal to the staff. Chairman Nelson shared several things that impressed him during the entire time. He further suggested that maybe the County could do something like an Ice Cream Sundae party for those individuals that worked so hard. The Board was in favor of it. County Manager Heath will make the plans for this event. It would help the employee morale.

- > **Code Red:** The Board discussed how they could help with getting individuals to register their cell phones for the Code Red notification system.

MISCELLANEOUS ITEMS

The following items were mentioned and discussed:

- > **Chairman Nelson:** Mr. Nelson discussed the fact that a number of surrounding counties would like to join together and apply for funding through the Golden Leaf Program for a ferry dock. This was for information only in case someone asked them about it. As of now, none of the counties are willing to jeopardize their funding that they are individually applying for.
- > **Commissioner Leigh:** Leo Higgins Day has been postponed due to Hurricane Florence. Once the Committee meets and makes a decision on a new date, she will notify Mr. Heath so that he can complete the Resolution proclaiming that day as "Leo Higgins Day".
- > **County Manager Heath:** Mr. Heath explained that several of the trees around the Courthouse needs trimming. They have contracted with a company to accomplish this but it will be done on Saturdays so that it will not interfere with the daily business of the County.
- > **Commissioner Hoffer:** Mr. Hoffer asked what the status was of the old Library facility. Mr. Heath explained that, during their retreat, it was agreed that the building would be vacated after the Library removes all their items from the building. The remaining items will be put up for sale and then the building would be sold. He has talked with Michele Lawrence, Librarian, and she said that they will get the items they want and let him know when they are finished.
- > **Quentin Jackson:** Mr. Jackson, Hertford Town Councilman, expressed his thanks for good work that the County Commissioners and Emergency Services staff did during Hurricane Florence. They were good about keeping the Towns informed. He also addressed Mr. Hoffer's question about notifying businesses that sell alcohol and firearms about the curfew. He said that their police went to each business within the Towns limits of Hertford.

ADJOURNMENT

There being no further business to discuss, the Chairman adjourned the meeting at 7:40 p.m.

Wallace E. Nelson, Chairman

Clerk to the Board

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



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

PERQUIMANS COUNTY TAX DEPARTMENT

September 25, 2018

Tax Refunds: (Perquimans County)

Rosetta M Faltz \$238.83
Incorrect square footage was billed for 2017.
Account #: 429527

Christopher T Felton \$183.61
Vehicle was traded in. Tag turned in.
Account #: 0036893713

Tax Releases: (Perquimans County)

Jonathan Ward \$330.03
Land use was not applied for 2018 in error.
Parcel 2-0068-0022A
Account #: 261279

Catherine Nixon Revocable Trust \$130.53
2018 acreage change causing a \$22,900 difference
in value.
Parcel 5-0051-0021B
Account #: 539168

Stanley & Faye Lewis \$108.30
Incorrect assessment during reval.
Parcel 5-D040-0237-W
Account#: 520193

Tax Releases: (Winfall)

Stanley & Faye Lewis \$102.60
Incorrect assessment during reval.
Parcel 5-D040-0237-W
Account#: 520193

Perquimans County's Vision:

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: September 24, 2018

COUNTY OF PERQUIMANS
PART-TIME EMS/RESCUE EMPLOYEES

NAME: Celia M. McLennan

SOC. SEC. NO.:

POSITION: AEMT

EMS: X RESCUE: _____

✓ NEW EMPLOYEE EFFECTIVE DATE: October 1, 2018

GRADE: 66 STEP: 1 SALARY: \$16.39 per hour

Complete following information only if for new employee.

ADDRESS: 1622 East Street

CITY/STATE/ZIP: Elizabeth City, NC 27909

PHONE NUMBER: (720)557-7212

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

GRADE: _____ STEP: _____ SALARY: _____

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL

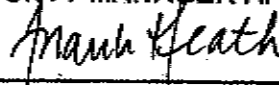
RESCUE SQUAD RECOMMENDATION


DATE: 9/29/18

DATE: _____

COUNTY MANAGER APPROVAL

FINANCE OFFICER


DATE: 9/27/18

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: September 24, 2018

COUNTY OF PERQUIMANS

~~PART-TIME~~ EMS/RESCUE EMPLOYEES

NAME: Alyssa Danielle Walters

SOC. SEC. NO.:

POSITION: AEMT

EMS: X RESCUE: _____

✓ NEW EMPLOYEE EFFECTIVE DATE: October 1, 2018

GRADE: 66 STEP: 1 SALARY: \$16.39 per hour

Complete following information only if for new employee.

ADDRESS: 336 Cannons Ferry Road

CITY/STATE/ZIP: Tyner, NC 27980

PHONE NUMBER: (252)562-4771

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

GRADE: _____ STEP: _____ SALARY: _____

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL

RESCUE SQUAD RECOMMENDATION


DATE: 9/24/18

DATE: _____

COUNTY MANAGER APPROVAL

FINANCE OFFICER


DATE: 9/27/18

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: September 24, 2018

COUNTY OF PERQUIMANS

~~PART-TIME~~ EMS/RESCUE EMPLOYEES

NAME: Tabitha Michelle Martin

SOC. SEC. NO.:

POSITION: EMT

EMS: X

RESCUE: _____

NEW EMPLOYEE EFFECTIVE DATE: October 1, 2018

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

Complete following information only if for new employee.

ADDRESS: 1246 Macedonia Road

CITY/STATE/ZIP: Edenton, NC 27932

PHONE NUMBER: (252)518-2895

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

Date

GRADE: _____ STEP: _____ SALARY: _____

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL

RESCUE SQUAD RECOMMENDATION

[Signature]
DATE: 9/24/18

DATE: _____

COUNTY MANAGER APPROVAL

FINANCE OFFICER

[Signature]
DATE: 9/27/18

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: September 24, 2018

COUNTY OF PERQUIMANS
PART-TIME TELECOMMUNICATIONS EMPLOYEES

NAME: Sarah Patterson SOC. SEC. NO.: _____

POSITION: Part-Time Fill-In Noncertified Telecommunicator 911 COMMUNICATIONS: X

NEW EMPLOYEE EFFECTIVE DATE: October 1, 2018

GRADE: 60 STEP: 1 SALARY: \$12.58 per hour

Complete following information only if for new employee.

ADDRESS: 187 Gallberry Rd.

CITY/STATE/ZIP: South Mills, NC 27926

PHONE NUMBER: 757-235-2916

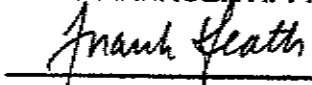
_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO
Date CERTIFICATION (~~PER ATTACHED STATE CERTIFICATE OF COMPLETION~~).

GRADE: _____ STEP: _____ SALARY: _____

DEPARTMENT MANAGER APPROVAL


DATE: 10-1-2018

COUNTY MANAGER APPROVAL


DATE: 9/27/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: September 24, 2018

COUNTY OF PERQUIMANS
PART-TIME TELECOMMUNICATIONS EMPLOYEES

NAME: Amanda Richardson SOC. SEC. NO.: _____

POSITION: Part-Time Fill-In Noncertified Telecommunicator 911 COMMUNICATIONS: X

NEW EMPLOYEE EFFECTIVE DATE: October 1, 2018

GRADE: 60 STEP: 1 SALARY: \$12.58 per hour

Complete following information only if for new employee.

ADDRESS: 473 N NC Hwy 343

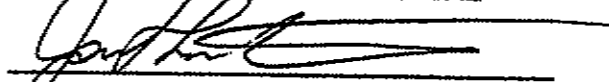
CITY/STATE/ZIP: Camden, NC 27921

PHONE NUMBER: 757-681-2108

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


GRADE: _____ STEP: _____ SALARY: _____

DEPARTMENT MANAGER APPROVAL



DATE: 10-1-2018

COUNTY MANAGER APPROVAL



DATE: 9/27/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: September 24, 2018

COUNTY OF PERQUIMANS
PART-TIME TELECOMMUNICATIONS EMPLOYEES

NAME: Andrea Stoner SOC. SEC. NO.: _____

POSITION: Part-Time Fill-In Noncertified Telecommunicator 911 COMMUNICATIONS: X

NEW EMPLOYEE EFFECTIVE DATE: October 1, 2018

GRADE: 60 STEP: 1 SALARY: \$12.58 per hour

Complete following information only if for new employee.

ADDRESS: 110 Farm Drive

CITY/STATE/ZIP: Elizabeth City, NC 27909

PHONE NUMBER: 252-202-3550

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

GRADE: _____ STEP: _____ SALARY: _____

DEPARTMENT MANAGER APPROVAL

[Signature]

DATE: 10-1-2018

COUNTY MANAGER APPROVAL

[Signature]

DATE: 9/27/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 9/26/18

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Denise Stallings SOC. SEC. NO.
POSITION: Income Maintenance Caseworker II DEPT.: Social Services
Ms. Stallings qualifies as an IMC I working against the IMC II (Grade 63) position for one year.

EMPLOYEE EFFECTIVE DATE: October 1, 2018

GRADE: 61 STEP: 3 SALARY: \$ 28,719.00

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date

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

COUNTY MANAGER APPROVAL

Susan M Chaney

Frank Heath

DATE: September 26, 2018

DATE: 9/27/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED:

COUNTY OF PERQUIMANS
PART-TIME EMS/RESCUE EMPLOYEES

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

POSITION: Paramedic EMS: X RESCUE: _____

✓ NEW EMPLOYEE EFFECTIVE DATE: _____

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

Complete following information only if for new employee.

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBER: _____

✓ 9/1/2018 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO
Date CERTIFICATION (PER ATTACHED STATE CERTIFICATE OF COMPLETION).

GRADE: 68 STEP: 1 SALARY: \$17.89 per hour

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL

[Signature]
DATE: August 31, 2018

RESCUE SQUAD RECOMMENDATION

DATE: _____

COUNTY MANAGER APPROVAL

[Signature]
DATE: 9/27/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: September 11, 2018

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: William Tutwiler

SOC. SEC. NO.: _____

POSITION: Shift Supervisor

DEPT.: EMS

X NEW EMPLOYEE EFFECTIVE DATE: October 1, 2018

GRADE: 70 STEP: 3 SALARY: \$42,680.00

ENDING DATE OF PROBATIONARY PERIOD: October 1, 2019

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL





DATE: September 11, 2018

DATE: 9/27/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: September 19, 2018

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Amanda Ward SOC. SEC. NO.: _____

POSITION: Certified Telecommunicator PERMANENT PART-TIME DEPT.: 911 Communicatians

STATUS CHANGE EFFECTIVE DATE: October 1, 2018
GRADE: 62 STEP: 1 SALARY: \$13.74 per hour
ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)


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

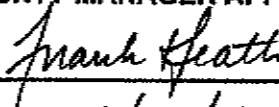
_____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)
Date GRADE: _____ STEP: _____ SALARY: _____

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

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

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

DEPARTMENT RECOMMENDATION

DATE: 9-19-18

COUNTY MANAGER APPROVAL

DATE: 9/27/18

FINANCE OFFICER

DATE: _____

Naomi Twine
512 Sandy Ridge Rd
Edenton, NC 27932


September 18, 2018

Perquimans County Emergency Services
Attn: Jonathan Nixon
159 Creek Drive
Hertford, NC 27944

To Whom It May Concern:

I have enjoyed working for Perquimans County 911 Communications for the past several years, however I feel that the time has come for me to retire. This letter serves as my official notice that I would like to retire effective October 1, 2018.

Thank you,

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

Naomi Twine

September 21, 2018

Jonathan,

Due to my full-time employment at Pasquotank County EMS system, I have been faced with many challenges. Time management has become an issue for me since I gained full-time employment with PCEMS. Unfortunately, I will have to resign from my position within your organization. I would just like to thank you for the opportunity to serve your county for last three years. I have worked with some of the best employees and truly feel that I gained a lot of experience. I will miss working for this great organization.

Thank you for your understanding,

Claude Morrissey

EMPLOYMENT ACTION FORM

DATE SUBMITTED: Sept 20, 2018

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Diane Murray SOC. SEC. NO.
POSITION: Income Maintenance Supervisor II DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY: \$

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date

GRADE: STEP: SALARY: \$

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

GRADE: STEP: SALARY: \$

DATE OF EMPLOYEE

XX RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP RAISE:

Date: 10-1-2018 GRADE: 67 STEP: 3 SALARY: \$ 37,400..

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

Susan M Chaney

Frank Heath

DATE: September 20, 2018

DATE: 9/27/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: September 20, 2018

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Jovan Ward SOC. SEC. NO.
POSITION: Income Maintenance Caseworker III DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY: \$

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date

GRADE: STEP: SALARY: \$

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

GRADE: STEP: SALARY: \$

DATE OF EMPLOYEE

XX RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP RAISE:
Date: 10-1-2018 GRADE: 65 STEP: 4 SALARY: \$ 35,107.

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

Suzann M Chamey

Frank Heath

DATE: September 20, 2018

DATE:

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: September 20, 2018

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Natalie Verner SOC. SEC. NO.
POSITION: Income Maintenance Caseworker II DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY: \$

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date

GRADE: STEP: SALARY: \$

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

GRADE: STEP: SALARY: \$

DATE OF EMPLOYEE

XX RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP RAISE:

Date: 10-1-2018 GRADE: 63 STEP: 3 SALARY: \$ 31,361.

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

DEPARTMENT RECOMMENDATION

Susan M Chaney

DATE: September 20, 2018

COUNTY MANAGER APPROVAL

Frank Heate

DATE: 9/27/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 9-25-18

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: ERVEST SWANNER SOC. SEC. NO.: _____

POSITION: COAG ENFORCEMENT OFFICER DEPT.: INSPECTIONS

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND 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.

9-25-18 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: 61 STEP: 4 SALARY: 29,430-

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: DEC 2017 PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION
[Signature]
DATE: 9-25-18

COUNTY MANAGER APPROVAL
[Signature]
DATE: 9/27/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: September 20, 2018

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Hazelene Miffer

SOC. SEC. NO.: _____

POSITION: AEMT

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

X 10/1/2018 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 66 STEP: 4 SALARY: \$17.64

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: 9-20-18

COUNTY MANAGER APPROVAL

[Signature]

DATE: 9/27/18

FINANCE OFFICER

DATE: _____

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 6

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 1st DAY OF OCTOBER, 2018, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2018 - 2019 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-011	State Grant - EMS	47,620	
10-592-740	EMS - Capital Outlay	47,620	
EXPLANATION: To amend FY 18/19 budget to include the Firefighters Grant to purchase a new Zone 1 vehicle. Application Number: EMW-2017-FV-01906			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 1st DAY OF OCTOBER, 2018.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 1st DAY OF OCTOBER, 2018.

Chairman, Board of Commissioners

Finance Officer



PERQUIMANS COUNTY BOARD OF COMMISSIONERS

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

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

MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

National Long-Term Care Residents' Rights Month 2018 Proclamation

Speak Up: Know Your Rights and How to Use Them

Whereas, there are more than 1.6 million individuals living in 16,000 nursing homes; and 1 million individuals living in 50,000 board and care/assisted living facilities in the U.S.; and

Whereas, the federal Nursing Home Reform Act of 1987 guarantees residents their individual rights in order to promote and maintain their dignity and autonomy; and

Whereas, all residents should be aware of their rights so they may be empowered to live with dignity and self-determination; and

Whereas, we wish to honor and celebrate these citizens, to recognize their rich individuality, and to reaffirm their right to vote and participate politically, including the right to have a say in their care; and

Whereas, individuals and groups across the country will be celebrating Residents' Rights Month with the theme –“Speak Up: Know Your Rights and How to Use Them”– to emphasize the importance of residents being informed about their rights; being engaged partners in achieving quality care and quality of life; and feeling confident in speaking up about what is important to them.

Now therefore, we, the Perquimans County Board of Commissioners, do hereby proclaim October 2018 as **National Long-Term Care Residents' Rights Month**, in Perquimans County, and encourages all citizens to join in these important observances.

ADOPTED the 1st day of October, 2018.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTESTED:

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

(SEAL)

Perquimans County's Vision:

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

From: Brandi Jordan [mailto:bjordan@accog.org]
Sent: Wednesday, September 26, 2018 9:27 AM
To: mhunnicut@perquimanscountync.gov; penn
Subject: Resident Rights Proclamation

Good Morning-

Attached you will find the proclamation for Resident Rights Month 2018. As you are aware, Resident Rights is celebrated during the month of October each year to recognize the Rights afforded to our residents in long-term care facilities. Many residents do not know that they have these Rights or understand that there are advocates available through the Ombudsman program and Community Advisory Committees to empower them to use their voices to effect change.

As part of our recognition of the importance of Resident Rights Month, we ask that you make this proclamation a part of your Board meeting during the month of October. Please let myself or the CAC members in your county know if you plan to do so as we would like to plan to attend if possible.

Thank you in advance --

Brandi

Brandi Jordan, MSW
Region R Long-Term Care Ombudsman
Albemarle Commission
bjordan@accog.org

252.426.5753 x 225 (O)
252.426.8482 (F)



<http://www.albemarlecommission.org/area-agency-aging/long-term-care-ombudsman/>



PRESENTED
TO
PAUL KAHL
IN
RECOGNITION OF HIS
THIRTEEN & ONE-HALF YEARS
OF OUTSTANDING SERVICE AS A
MEMBER OF THE PLANNING BOARD
BY
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
2018



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- September 2018

GARNISHMENTS: \$5,010.47

PAYMENT AGREEMENTS: \$9,992.45

DEBT SETOFFS: \$0

Recommendations

Planning Staff believes that the proposed subject property may be developed in compliance with Perquimans County Zoning. Conditions relating to exterior siding, front porches, roof pitch and foundation appearance are commonly discussed when community appearance is in question, however staff has no specific recommendation regarding this home's physical attributes. No public comments were made at the Planning Board meeting. Planning Board recommended approval of CUP-18-03 and found it to be consistent and in harmony with the existing development pattern around 444 Old Neck Road. Planning Board also edited condition 3 in the draft conditional use permit, changing the front yard setback from 30 feet to 60 feet to be more consistent with previous CUPs of doublewides placed in Historic Districts.

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

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

TWO (2) SUGGESTED ACTIONS TO APPROVE:

- 1) **CONSISTENCY STATEMENT:** Motion to find proposed Conditional Use Permit No. CUP-18-03 to be consistent and in harmony with the existing development pattern around 444 Old Neck Road, Hertford, NC;
- 2) **MOTION TO RECOMMEND APPROVAL:** Motion to approve Conditional Use Permit No. CUP-18-03, to install a double-wide manufactured home in Old Neck Historic Agriculture District on Tax Parcel No. 5-0051-0015J ("as drafted" or "conditioned upon"; *revise, add or delete from list of conditions contained in the DRAFT Conditional Use Permit*), adopting Findings to support the motion (see Table, below).

TWO (2) SUGGESTED ACTIONS TO RECOMMEND DENIAL: Motions to deny Application No. CUP-18-03, and adopting Findings to support the motion would utilize both of the above-noted motions stated in the negative tense.

TABLE OF FINDINGS for CUP No. CUP-18-03: Tyler Colson, DW in HA District	
Motion to recommend approval finds:	Motion to recommend denial finds:
1) That the CUP will <u>not</u> materially endanger the public health or safety if located according to the plan submitted and approved.	1) That the CUP <u>will</u> materially endanger the public health or safety if located according to the plan submitted and approved.
2) That the use <u>meets</u> the required conditions and specifications.	2) That the use does <u>not</u> meet the required conditions and specifications.
3) That the use will <u>not</u> substantially injure the value of adjoining or abutting property, or that the use is a public necessity.	3) That the use <u>will</u> substantially injure the value of adjoining or abutting property, or that the use is not a public necessity.
4) That the location and character of the use, if developed according to the plan as submitted and approved, <u>will</u> be in harmony with the area in which it is to be located and in general conformity with the Perquimans County Land Use Plan.	4) That the location and character of the use, if developed according to the plan as submitted and approved, <u>will not</u> be in harmony with the area in which it is to be located and will not be in general conformity with the Perquimans County Land Use Plan.

FOR
INFORMATION
ONLY
ITEMS

SEP 21 2018

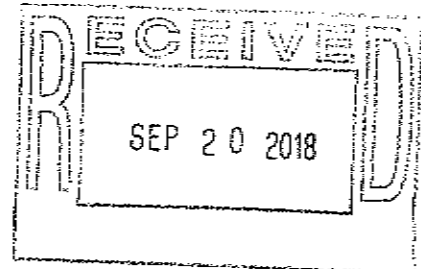


FEMA

SEP 17 2018

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

Wallace Nelson
Chairperson, Board of Commissioners
Perquimans County
Post Office Box 45
Hertford, North Carolina 27944



Dear Mr. Nelson:

I commend you for the efforts that have been put forth in implementing the floodplain management measures for Perquimans County, North Carolina, to participate in the National Flood Insurance Program (NFIP). As you implement these measures, I want to emphasize the following:

- Flood Insurance Study (FIS) and Flood Insurance Rate Map (FIRM) have been completed for your community;
- the FIS and FIRM will become effective on December 21, 2018; and
- by the FIS and FIRM effective date, the Department of Homeland Security's Federal Emergency Management Agency (FEMA) Regional Office is required to approve the legally enforceable floodplain management measures your community adopts in accordance with Title 44 Code of Federal Regulations Section 60.3(e).

As noted in FEMA's letter dated June 21, 2018, no significant changes have been made to the flood hazard data on the Preliminary and/or revised Preliminary copies of the FIRM for Perquimans County. Therefore, Perquimans County should use the Preliminary and/or revised Preliminary copies of the FIRM as the basis for adopting the required floodplain management measures. Final printed copies of the FIRM for Perquimans County will be sent to you within the next few months.

If you encounter difficulties in enacting the measures, I recommend you contact the North Carolina Department of Public Safety, Risk Management Section. You may contact John D. Brubaker, P.E., CFM, the NFIP State Coordinator, by telephone at (919) 825-2300, in writing at 4218 Mail Service Center, Raleigh, North Carolina 27699-4218, or by electronic mail at dan.brubaker@ncdps.gov.

The FEMA Regional staff in Atlanta, Georgia, is also available to provide technical assistance and guidance in the development of floodplain management measures. The adoption of compliant floodplain management measures will provide protection for Perquimans County and will ensure its participation in the NFIP. The Regional Office may be contacted by telephone at (770) 220-5200 or in writing. Please send your written inquiries to the Director, Federal Insurance and Mitigation Division, FEMA Region IV, at 3003 Chamblee Tucker Road, Atlanta, Georgia 30341.

Wallace Nelson
SEP 17 2018

Page 2

You may have already contacted the NFIP State Coordinator and/or the FEMA Regional Office, and may be in the final adoption process or recently adopted the appropriate measures. However, in the event your community has not adopted the appropriate measures, this letter is FEMA's official notification that you only have until December 21, 2018, to adopt and/or submit a floodplain management ordinance that meets or exceeds the minimum NFIP requirements, and request approval from the FEMA Regional Office by the effective date. Your community's adopted measures will be reviewed upon receipt and the FEMA Regional Office will notify you when the measures are approved.

I appreciate your cooperation to ensure that your community's floodplain management measures are approved by the FEMA Regional Office by December 21, 2018. Your compliance with these mandatory program requirements will enable your community to avoid suspension from the NFIP.

Sincerely,



Rachel Sears, Director
Floodplain Management Division
Mitigation Directorate | FEMA

cc: Gracia Szczech, Regional Administrator, FEMA Region IV
John D. Brubaker, P.E., CFM, NFIP State Coordinator, North Carolina Department of Public
Safety, Risk Management Section
Virgil Parish, Building Inspector, Perquimans County

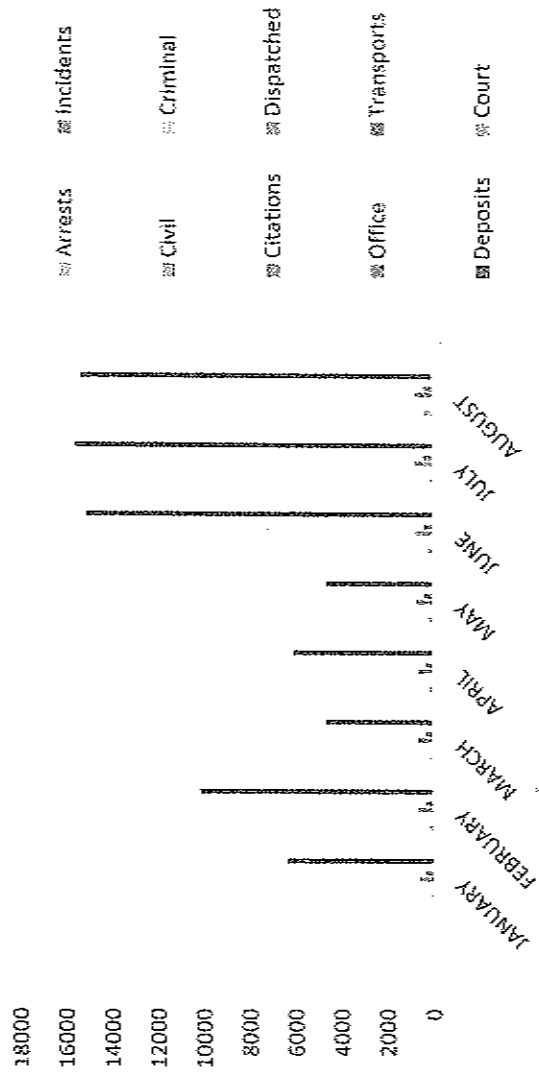
DEPARTMENT HEAD REPORTS

PLAT REVIEW LOG - PERQUIMANS COUNTY

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
SA Miller & M. Queen Valls Prosser Hele Evelyn Boyd Heise	✓	9/5/18	✓	Recombination Survey for 3-0069-0003 414 ^{ft} 3-0069-0002 a 1.91 ac
Blackley Land Surveying	✓	9/7/18	✓	Recombination Survey for Nos 1-54 a 80 sh, 24300 SF area recombination
Paul S. Toti		9/17/18	✓	Subdivision Survey for 1-0011-0065 1.914 acres.
Percy J. Lora Nick Rockley Land Surveying Dorris Kemp, Wilbert Kemp, Sgt Nancy Kemp Betts	✓	9/20/18	✓	Subdividing existing house out of 5-0026-0039 New lot is 1.10 acres

Blissell PO Box 1068 Kitty Hawk, NC 27949 (252) 261-3266	S. L. Cardwell Surveying 1206 Francis Street Elizabeth City, NC 27909 338-6328	Pat McDowell PO Box 391 Elizabeth City, NC 27909 338-4161	Mark Pruden 146 Oak Grove Road Edenton, NC 27932 482-7804	Saunders Surveying 510 Avena Road Black Mountain, NC 28711 (828) 669-2777
Bowman Consulting Paul J Toti 131 Main Street Gatesville, NC 27938 357-1581	E. T. Hyman Surveying 133 US Hwy 168 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 339-5932	Robey 133 US Hwy 158 W Ste E Camden, NC 27921 335-1888	Tony Webb PO Box 381 Edenton, NC 27932 482-3066

Perquimans County Sheriff's Office --- August 2018 Activity Report																				
	Arrests		Incidents		Civil		Criminal		Citations		Dispatched		Office		Transports		Deposits		Court	
					Papers		Papers				Calls		Calls		Out Co.				Days	
JANUARY	18	30	111	24	24	5	631	316	3	\$6,366.54	9									
FEBRUARY	25	31	175	24	11	658	329	3	\$10,117.28	8										
MARCH	18	22	120	16	11	671	336	0	\$4,635.50	7										
APRIL	28	28	169	29	23	657	329	3	\$6,052.65	6										
MAY	26	46	157	31	14	756	378	2	\$4,616.78	10										
JUNE	28	37	191	18	13	742	371	4	\$15,095.00	6										
JULY	19	26	138	13	17	762	381	5	\$15,550.20	9										
AUGUST	35	34	328	23	13	760	380	5	\$15,299.00	7										



**PERQUIMANS COUNTY
OFFICIAL REPORT**

Board of Commissioners:
Finance Officer:

Date: Sept 25, 2018
I received the following funds which were duly deposited in the County's depository on the dates and in the amounts as shown:

DATE	BUILDING PERMITS #	ELECTRICAL PERMITS #	PLUMBING PERMITS #	INSULATION PERMITS #	MECHANICAL PERMITS #	MOBILE HOME #	STATE TAX	MISC	TOTAL DEPOSITED
9/1/2018									\$0
9/2/2018									\$0
9/3/2018									\$0
9/4/2018	\$400	\$30	\$175		\$165	2			\$770
9/5/2018	\$1,720	\$60		\$100	\$55	1	\$10		\$1,945
9/6/2018									\$0
9/7/2018									\$0
9/8/2018									\$0
9/9/2018									\$0
9/10/2018	\$50	\$356	\$80		\$275	2			\$761
9/11/2018									\$0
9/12/2018									\$0
9/13/2018									\$0
9/14/2018									\$0
9/15/2018									\$0
9/16/2018									\$0
9/17/2018		\$300			\$110	2			\$410
9/18/2018		\$402							\$402
9/19/2018		\$109			\$110	2			\$219
9/20/2018									\$0
9/21/2018	\$470	\$30		\$50	\$110	1		\$185	\$845
9/22/2018									\$0
9/23/2018									\$0
9/24/2018	\$50	\$459	\$120		\$140	2			\$769
9/25/2018	\$50								\$50
9/26/2018									\$0
9/27/2018									\$0
9/28/2018									\$0
9/29/2018									\$0
9/30/2018									\$0
TOTAL	\$2,740	\$1,746	\$375	\$150	\$965	12	\$10	\$0	\$6,171

Signed: [Signature] Building Inspector

SUBJ-ADDRESS 196 Stevenson Dr.
ORDINANCE VIOLATED
NOTES no violations
anony complaint r/e very tall weeds and snakes
DISPOSITION close file
DISPOSITION DATE 9/7/2018

SUBJ-ADDRESS 187 Holly St.
ORDINANCE VIOLATED
NOTES complaint about yard clutter, tall weeds, & sewage under house
draining to waterway. First visit 6/25/18 - took pics, failed to confirm
complaint.
Revisit by Mr. Stetina 8/9/18 to reinterate and said we should go get
more pics, that situation is getting worse.
Will revisit next week.
DISPOSITION investigating
DISPOSITION DATE 9/7/2018

SUBJ-ADDRESS 110 Hoskins Ln.
ORDINANCE VIOLATED
NOTES Linda Sawyer accuses neighbor across from her, of unreasonable and
unsafe weeds. Says she had to call the State in to cut roadside weeds,
and county manager passes there every day.
Site visit - could not see a reasonable cause for complaint. Revisit.
DISPOSITION documented and investigating
DISPOSITION DATE 9/18/2018

SUBJ-ADDRESS 192 Stevenson Drive
ORDINANCE VIOLATED autos
NOTES no weeds, 2 project cars / unoccupied and posted by property care co.
DISPOSITION investigating
DISPOSITION DATE 9/17/2018

SUBJ-ADDRESS 109 Sunflower
ORDINANCE VIOLATED
NOTES anonymous complaint about dilapidation
DISPOSITION looking
DISPOSITION DATE 9/18/2018

SUBJ-ADDRESS 150 Shoshone Trail
ORDINANCE VIOLATED ? Debris
NOTES
DISPOSITION investigating
DISPOSITION DATE 9/19/2018

SUBJ-ADDRESS 140 Shoshone Trail
ORDINANCE VIOLATED
NOTES
DISPOSITION investigating
DISPOSITION DATE 9/19/2018

SUBJ-ADDRESS 142 Shoshone Trail
ORDINANCE VIOLATED
NOTES
DISPOSITION investigating
DISPOSITION DATE 9/19/2018

SUBJ-ADDRESS 108 Martin Lane
ORDINANCE VIOLATED
NOTES complaint about 168 Martin Ln. - untagged car / 168 does not exist and 108 is not in violation.
DISPOSITION close file
DISPOSITION DATE 9/19/2018

SUBJ-ADDRESS 213 Tranquility Ln.

ORDINANCE VIOLATED

NOTES

DISPOSITION looking

DISPOSITION DATE 9/19/2018

SUBJ-ADDRESS lots 169 & 170 Hidden Valley TR.

ORDINANCE VIOLATED

NOTES

DISPOSITION looking

DISPOSITION DATE 9/19/2018

SUBJ-ADDRESS 106 W. Island Tr.

ORDINANCE VIOLATED ?

NOTES

DISPOSITION looking

DISPOSITION DATE 9/19/2018

SUBJ-ADDRESS 114 Treasure Ln

ORDINANCE VIOLATED

NOTES

DISPOSITION looking

DISPOSITION DATE 9/19/2018

SUBJ-ADDRESS 128 Long Beach Dr.

ORDINANCE VIOLATED

NOTES subj. address may be plaintiff address. Look at neighbors for violation.

DISPOSITION looking

DISPOSITION DATE 9/19/2018

SUBJ-ADDRESS 129 Wildwood

ORDINANCE VIOLATED ?

NOTES

DISPOSITION looking

DISPOSITION DATE 9/19/2018

SUBJ-ADDRESS 188 Oliver
ORDINANCE VIOLATED ?
NOTES
DISPOSITION looking
DISPOSITION DATE 9/19/2018

Address
226 Bethany Church Rd.

Disposition
observed efforts

DispositionDate
8/27/2018

InfoNotes
May 25, 2018 AMH active / Judy Jordon called- willing but needs time/ stay in contact // working on DIY demo - still in progress 8/27

Address
498 Pender Rd.

Disposition
surveyed for AMH, dilapidation and vandal destruction ongoing, considering AMH and CEA / processing as AMH2018 - Owner coop and demo contract ready

DispositionDate
8/27/2018

InfoNotes
Single Wide owned by Edna Sutton, on leased land owned by Ellis Sutton(DOD-10/81)- heirs= Ruby Sutton ETAL // May 9, 2016 Edna deeded her 1/3rd interest to Ruby Sutton, presumed to include the abandoned single wide manufactured home.(ref: deed bk-467/550

Address
D/W Albemarle

Disposition
new pics / no response from anyone / not ready for AMH at this time

DispositionDate
8/27/2018

InfoNotes

Address	2412 Center Hill Hwy
Disposition	6-6-18 mailed first class preAMH deconstruction * //RRR sent - preped for demo next round
DispositionDate	8/27/2018
InfoNotes	

Address	2414 Center Hill Hwy
Disposition	AMH active // RRR sent - no response / preped for next round demo
DispositionDate	8/27/2018
InfoNotes	

Address	2416 Center Hill Hwy
Disposition	AMH active // RRR sent - next round demo
DispositionDate	8/27/2018
InfoNotes	

Address

167 White Oak Ave.

Disposition

tax office 3/19/2018 taxes paid - need to find party
Awaiting from 2/6/2017 for approval to proceed - still looking for any heirs

DispositionDate

8/27/2018

InfoNotes

Address

917 Ocean Highway (17-S)

Disposition

transferred from cea 2016-2-4 / declared hazzard for deconstruction with amh credit to final billing. Deconstruction contract prepared. To be scheduled

DispositionDate

8/27/2018

InfoNotes

Address

877 Sandy Cross Rd.

Disposition

file closed & refered to AMH 2018-7-2 Deans

DispositionDate

8/27/2018

InfoNotes

Subject D/W rests on separate parcel & addressed 885 Sandy Cross. Close this file and refer relative data to amh 2018-7-2
File closed and archived 8/27/2018. EGS

Address

885-Sandy Cross Rd.

Disposition

referred from amh 2018-7-1 / 1st class & RRR letters sent - Ms Deans visited office and signed coop doc. Demo to be scheduled

DispositionDate

8/27/2018

InfoNotes

address and owner change due to parcel correction / parcel map # 1-0011-0041

Address

1448 Ocean Hwy. N.

Disposition

Investigating - considering legal

DispositionDate

8/27/2018

InfoNotes

Check FD & Sheriff &SBI

Address

406 Belvidere Rd.

Disposition

investigating

DispositionDate

8/27/2018

InfoNotes

White D/W next to Perquimans Middle School - seems to have care at times. DW seems in good condition

Address

410 Belvidere Rd.

Disposition

Investigating

DispositionDate

8/27/2018

InfoNotes

next to middle school / no tax value on building - no response or discoverable owner - dilapidated and on list for demo

Address

1236 Woodville Rd.

Disposition

Planned for demo. 10/2/18 or later

DispositionDate

9/24/2018

InfoNotes

No response to letter sent 2-12-16. / 1st class and rrr letters sent 9-20-18 with hearing date and notice of intent.

COMMITTEE REPORTS