

AGENDA

All items are for discussion and possible action,
Perquimans County Board of Commissioners
Commissioners' Room - Courthouse Annex Building
January 7, 2019
6:30 p.m.

- I. **Call to Order**
 - II. **Prayer & Pledge**
 - III. **Public Hearings**
 - A. **Rezoning No. CUP-18-02, requested by Glandon Forest Equity, LLC** 6:30 p.m.
 - *To receive citizens' comments to consider Rezoning Request No. REZ-18-02, requested by Glandon Forest Equity, LLC to rezone a 2.53 acre portion of Tax Parcel No. 2-0082-0014A from RA (Rural Agricultural District) to CR (Rural Commercial District).*
 - 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: December 3, 2018 Regular Meeting & December 17, 2018 Work Session Minutes
 - B. Tax Release/Refund Approvals
 - C. Personnel Matters
 - 1. Appointment: Part-Time/Fill-In Paramedic
 - 2. Promotion: Part-Time/Fill-In Certified Telecommunicator (2)
 - 3. Retirement: IMC III - Lead Worker
 - 4. Resignation: Part-Time/Fill-In for Board of Elections
 - D. Step/Merit Increases
 - 1. Social Services Department (2)
 - 2. EMS (1)
 - 3. Recreation Department (1)
 - 4. Sheriff's Department (2)
 - 5. Tax Department (1)
 - 6. Water Department (2)
 - E. Budget Amendment No. 9
 - F. Economic Improvement Council's Application for Community Services Block Grant Program
 - G. Board Appointments:
 - 1. Appointment: Recreation Advisory Board – Town of Hertford Representative
 - 2. Appointment: Chowan/Perquimans Multi-County LEPC
 - 3. Reappointment: Extraterritorial Rep - Town of Hertford
 - 4. Reappointment: Senior Citizens Advisory Board (3)
 - 5. Appointment: Senior Citizens Advisory Board (1)
 - 6. Resignation: Senior Citizens Advisory Board (1)
 - 7. Resignation: Tourism Development Authority (Industry Representative)
 - VI. **Scheduled Appointments**
 - A. Jeff Orrock, Meteorologist in Charge – NOAA/NWS – Wakefield, VA 7:00 p.m.
 - B. Jack Atwell, Albemarle Loop 7:20 p.m.
 - C. Bill Jennings, Tax Administrator 7:25 p.m.
 - D. 7:30 p.m.
 - VII. **Commissioner's Concerns/Committee Reports**
 - A. Commissioner Hoffer
 - B. Commissioner Jones
 - C.
 - VIII. **Old Business**
 - A. Updates from County Manager
- ACTION TAKEN LATER** (Items I-III)
- ACTION REQUIRED** (Items IV-VI)
- NO ACTION REQUIRED** (Items VII-VIII)

- ACTION REQUIRED**
- IX. New Business**
- B. Commissioner Board Appointments
 - C. Board Appointment: Trillium Northern Regional Advisory Board
 - A. Rezoning No. CUP-18-02, requested by Glandon Forest Equity, LLC. / Ordinance No. 100
 - B. Sale of Surplus Equipment
 - C.
 - D.
 - E.
- NO ACTION REQUIRED**
- X. Unscheduled Appointments/Public Comments**
(If you wish to address the Board, please state your name for the record prior to speaking)
- A.
 - B.
 - C.
- ACTION REQUIRED**
- XI. Closed Session: Per NCGS #143-318.11(5) - Negotiation for Purchase of Real Estate Matter & Closed Session Minutes**
- XII. Adjournment**

DEPARTMENT HEAD REPORT:

- Plat Log
- Sheriff's Department Report – November, 2018
- Sheriff's Department Report – December, 2018
- Building Inspector's Reports
- Code Enforcement Reports

NOTES FROM THE COUNTY MANAGER
January 7, 2019
6:30 p.m.

- III.A. **Enclosures:** Public Hearing is being held regarding the following matter:
- A. **Rezoning No. CUP-18-02, requested by Glandon Forest Equity, LLC 6:30 p.m.**
- *To receive citizens' comments to consider Rezoning Request No. REZ-18-02, requested by Glandon Forest Equity, LLC to rezone a 2.53 acre portion of Tax Parcel No. 2-0082-0014A from RA (Rural Agricultural District) to CR (Rural Commercial District).*
- 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. Jeff Orrock, Meteorologist in Charge – NOAA/NWS – Wakefield, VA, will possibly be here to do a 10 minute presentation to the Perquimans County Board of County Commissioners recognizing the County for achieving the StormReady Certification. If the Federal Government is still in shut down, Mr. Orrock will not be able to attend.
- VI.B. Jack Atwell, Albemarle Loop, would like to introduce himself to the Board and give them a brief overview of the services that his company, Albemarle Loop, could provide to the County.
- VI.C. **Enclosure.** Bill Jennings, Tax Administrator, will present his Monthly update.
- VII.A. Commissioner Hoffer would like to discuss the appointment to the Recreation Advisory Board.
- VII.B. Commissioner Jones would like to discuss requests he has received
- VIII.A. County Manager Heath will present several updates to the Board.
- VIII.B. **Enclosure.** With the change in Board members, the Board will need to rearrange the Committees/Boards appointments to replace Edward Muzzulin. Board action is being requested.
- VIII.C. **Enclosure.** The Board will need to discuss and appoint, if possible, the new representative on the Northern Regional Advisory Board for Trillium. See the attached e-mail from Bland Baker. Board action is being requested.
- IX.A. **Enclosure.** Rhonda Money, GIS/County Planner, will present the following item for Board action:
- **Rezoning Request No. REZ-18-02, Glandon Forest Equity, LLC:** A Public Hearing was held to receive citizens' comments to consider Rezoning Request No. REZ-18-02, requested by Glandon Forest Equity, LLC, to rezone a 2.53 acre portion of Tax Parcel No. 2-0082-0014A from RA (Rural Agricultural District) to CR (Rural Commercial District) and to adopt Ordinance No. 100. Board action is being requested.
- IX.B. The County adopted a resolution to proclaim certain County property as surplus items and to proceed to sell them on GovDeals. The bid period for the following surplus item with GovDeals will close on January 7, 2019 at 12:00 p.m. The following item has been listed with GovDeals:

BUYER	ITEM	SERIAL NO.	DATE SURPLUSED	START BID	SOLD AMOUNT	GOVDEALS FEE	NET RESULTS
	Honda Chuck Wagon	13DMVTXH1H5A02174A/CWII	11/5/2018	\$50			

Board action is being requested.

- XI. **Enclosure.** Pursuant to NC General Statute 143-318.11(5), the Board will need to go into Closed Session to discuss a negotiation for purchase of real estate and to approve Closed Session Minutes.

CONSENT AGENDA NOTES

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

- A. **Enclosure:** Approval of Minutes – December 3, 2018 Regular Meeting & December 17, 2018 Work Session Minutes
- B. **Enclosure:** Tax Release/Refund – see attached list
- C. **Enclosures:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Carla Godwin	Part-Time/Fill-In Paramedic	Appointment	68/I	\$17.89/hr.	01/01/2019
Edana Hart	Certified Part-Time/Fill-In Telecommunicator	Promotion	62/I	\$13.74/hr.	12/01/2018

Ashley Mikus	Certified Part-Time/Fill-In Telecommunicator	Promotion	62/2	\$13.74/hr.	12/01/2018
Paula Cartwright	IMC III - Lead Worker	Retirement			04/01/2019
Carlie Spear	Part-Time/Fill-In for Board of Elections	Resignation			01/07/2019

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

Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Gwen Hudson	IMC Investigator I	65/10	\$40,640	01/01/2019
Paula Cartwright	IMC III - Lead Worker	65/7	\$37,760	01/01/2019
Heather Vanscoy	Paramedic	68/4	\$40,062	01/01/2019
Louis Eason	Groundskeeper	54/8	\$23,850	01/01/2019
Faran Sawyer	Deputy Sheriff / SRO (Certified)	65/4	\$35,107	01/01/2019
Kevin Lane	Deputy Sheriff	65/4	\$35,107	01/01/2019
Wilma Robbins	Tax Clerk	58/7	\$27,749	01/01/2019
Eugene Knight	Technician II	60/11	\$33,406	01/01/2019
Valerie Price	Water Clerk	61/12	\$35,781	01/01/2019

- E. **Enclosure:** Budget Amendment No. 9 is presented for Board action.
- F. **Enclosure.** The State requires that Economic Improvement Council (EIC) present their Community Service Block Grant Application to each County within their jurisdiction and request that the Clerk sign the attached Documentation of Submission. ***A copy of the entire application (100+ pages) is being sent under separate cover and is available for review in the Clerk to the Board's Office.*** The same copy of the application will be available at Monday's meeting.
- G. **Enclosure:** The following Board reappointments/appointments/resignations are is being presented for Board action:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
McClenney, Martha	Recreation Advisory Board - Town of Hertford Representative	Appointment	*	01/01/2019
Nelson, Wallace	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	02/01/2019
White, Joe Towe Jr.	Extraterritorial Rep - Town of Hertford	Reappointment	3 yrs.	02/01/2019
Bailey, Juanita	Senior Citizens Advisory Board	Reappointment	2 yrs.	02/01/2019
Emmert, Robert	Senior Citizens Advisory Board	Reappointment	2 yrs.	02/01/2019
Burket, Stephen	Senior Citizens Advisory Board	Reappointment	2 yrs.	02/01/2019
Holman, Lillian	Senior Citizens Advisory Board	Appointment	2 yrs.	02/01/2019
Price, Sue	Senior Citizens Advisory Board	Resignation		02/01/2019
White, Mary	Tourism Development Authority (Industry Representative)	Resignation		02/01/2019

*Completes Archie Aples' term which expires on June 30, 2019.

PUBLIC NOTICE

The Perquimans County Board of County Commissioners will hold a Public Hearing at their next public meeting on Monday, January 7, 2019 at 6:30 PM in the Commissioners' Meeting Room on the 1st floor of the Perquimans County Courthouse Annex Building located at 110 North Church Street, Hertford, NC, next door to the Historic County Courthouse, to consider Rezoning Request No. REZ-18-02, requested by Glandon Forest Equity, LLC to rezone a 2.53 acre portion of Tax Parcel No. 2-0082-0014A from RA (Rural Agricultural District) to CR (Rural Commercial District).

Property owners, residents and other interested parties may review this item during normal business hours 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. You may make comments at this Legislative Public Hearing and/or provide written comments. If you are unable to attend but wish to make comments for the Board's consideration, please do so in writing before 12:00 Noon the day before the Public Hearing.

Publish in Perquimans Weekly on December 19, 2018 and December 26, 2018

Perquimans County Planning & Zoning Staff Report
By Rhonda Money, Planner
For BCC Meeting January 7, 2019

SUBJECT: Consideration of Rezoning Request No. REZ-18-02, requested by Glandon Forest Equity, LLC to rezone a 2.53 acre portion of Tax Parcel No. 2-0082-0014A from RA (Rural Agricultural District) to CR (Rural Commercial District).

Project Description/ Research & Analysis

Existing Conditions & Background Information:

Rezoning in General

Glandon Forest Equity, LLC, represented by George Venters, is requesting to rezone 2.53 acres of a 21.74 acre parcel. To avoid a split zoning situation, which is when one parcel has 2 different zones, any rezoning approval needs to be initiated only upon recordation of an abbreviated plat based on the Exhibit map for Glandon Forest Equity surveyed by Jason Mizelle, PLS dated Nov. 30, 2018 attached to this staff report. The 2.53 acres is located directly in front of the Albemarle Plantation Property Owners Association (APPOA) boat trailer parking, across from the Plantation's construction entrance, and is mostly wooded. The subject property is an approximate rectangle that meets minimum lot size requirements. County water is available; private sewer is available with proper approval through the Washington, NC office of Department of Environmental Quality (DEQ). The entire 21.74 acre parcel was previously designated as part of a Planned Unit Development (PUD) zoning classification before its vested interest expired. **Any use** in the CR column of our Zoning Ordinance Article 8, Table of Uses will be permissible if the rezoning is approved.

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

***A. RA Rural Agriculture Zoning Districts:** The Rural Agriculture District is designed to reflect the pattern of development in rural Perquimans County. The intent of this district is to preserve and protect current uses and way of life and also to protect property rights. Home occupations of all types, even those of a commercial or industrial nature may be permitted provided the home occupation use is clearly subordinate to the use of the principal residential structure for residential purposes and limitations are prescribed through the Conditional Use Permit process to prevent incompatible processes normally associated with commercial or industrial uses from adversely impacting adjacent or nearby residential uses or districts. A secondary temporary dwelling for family hardship circumstances may be requested as provided in Section 1002, and additional dwellings may be added for every ten (10) acres of land, pursuant to Section 505. (See Articles V, VII and VIII for permitted uses and area and yard requirements.)*

***I. CR Rural Commercial Districts:** The District is established to reflect the wide array of*

businesses existing in rural areas of the County. The District permits virtually all traditional small business uses and Conditionally permits more intrusive uses. (See Articles V, VII and VIII for permitted uses and area and yard requirements.)

Potential Future Zoning Permit:

Dollar General may be considered 'Retail Sales & Other Establishments not Otherwise Listed' in the Table of Uses which means, if applied for, a zoning permit would be granted via an administrative decision by Planning Staff. Using Zoning Ordinance Section 704, the principal structure would require a 40 foot setback on the front, 20 foot setback on the rear and 10 foot setback on the interior side and 20 foot setback on the side next to the gravel drive. According to Section 1909 'Minimum Parking Requirements', one (1) parking space for each four hundred (400) square feet of gross floor area is needed.

Based on the submitted site plan more than enough parking spaces are proposed. The building will be 70' X 130' for a total of 9,100 square feet. Landscaping will be required per Article 18 of Perquimans Zoning Ordinance. Submitted signage will need to decrease its total cumulative square footage; applicant is currently working with Planner Money on this. Sign(s) will be yellow but have no internal illumination. Signage above the front doors will have gooseneck lights that shine down on it from above, as will a monument sign in the parking lot area. Applicant has consulted with the landowner and a panel of roughly 30 members of APPOA about store appearance, lighting and signs.

December 7th and 10th Planner Money spoke with Mr. David May, Regional Supervisor of Water Quality Regional Operations for NC DEQ, who oversees wastewater permit # WQ0001817 of Albemarle Plantation. Mr. May explained that a retail store is considered domestic waste like a house and was confident that employee restrooms will pose no problem to the existing wastewater system. He cautioned that the applicant check the wording of the permit to determine exactly what the 'defined service district' is to verify that outside entities may hook on.

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

Regulations and Procedure

Potential Schedule for Public Hearing(s): October 22, 2018 Glandon Forest Equity, LLC's application package was received by the Planning & Zoning Office and found to be substantially complete. Public notices were sent to adjacent property owners and published in the Perquimans Weekly in accordance with Section 2302 of the County's Zoning Ordinance and NC General Statutes 153A-323 and 153A-343. Pursuant to County Zoning Ordinance Section XIII, Amendments, Planning Board and BCC shall follow policy guidelines in Section 1302(A)(1-5). Planning Board action on December 11th allowed the case to be scheduled before the Board of County Commissioners (BCC) on January 7, 2019.

Recommendation Procedure: Perquimans County Zoning Ordinance Section 1301(A) provides for the Planning Board to consider the proposed rezoning at a public meeting and to make a recommendation to the BCC. In considering the request, the Planning Board and BCC shall use as a guide Sections 1302(A)(1 through 5) as summarized in the Table of Section 1302 Policy Guidelines.

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

Consistency with 2005-2006 Land Use Plan Update: According to the Projected Future Land Use map Exhibit IX-B, page IX-36 of CAMA's 2005 Land Use Plan Update, the subject area is zoned **Residential with a PUD Additional Area of Interest**. The Land Use Plan Update may be viewed in its entirety on the County website at www.PerquimansCountyNC.gov (click on "Departments" then "Planning and Zoning" then scroll to the bottom of the page and click on "Perquimans County 2015 Joint CAMA Land Use Plan Update-Recertified 4-26-2017").

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

- **Residential** (which generally encompasses Perquimans County zoning designations: RA-43 residential and agricultural; RA-25 residential and agricultural; RA-15 residential and agricultural; and PUD);
- **Commercial** (which generally includes Perquimans County zoning designation: CR rural commercial; CN neighborhood commercial; and CH highway commercial);
- **Additional Area of Interest** : Approved (developing) planned unit development (PUD) or conditional use development (CUD) areas

Page IX-28 of the CAMA Land Use Plan narrates under **Residential (a)**:

The County's goals and policies support the use of land in medium/high density classified areas for single family, mixed-use, and planned unit development where adequate public utilities and roads are available or can be upgraded to support higher residential densities.

Page IX-29 of the CAMA Land Use Plan narrates under **Residential Agricultural (b)**:

The residential agricultural classification is compatible with the RA-Rural Agriculture and HA-Historic Agriculture zoning districts. These zoning districts are primarily intended to accommodate low density residential uses as well as associated public and institutional uses, low intensity commercial uses, and agricultural-related uses characterized as rural in nature.

Page IX-32 of the CAMA Land Use Plan narrates under **Commercial (e)**:

The County's goals and policies support the use of land in the commercial classified areas for a variety of retail and commercial service uses where adequate public utilities and roads are available.

Page IX-34 of the CAMA Land Use Plan narrates under **(5) Approved (developing) planned unit development (PUD) or conditional use development (CUD) areas**

These are areas wherein specific development requirements –negotiated and agreed to by the County and the developer – have been (or will be) imposed as a condition(s) to development of the affected tracts and parcels within the respective PUD or CUD.

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

Recommendations

Planning Board found proposed rezoning REZ-18-02 **to be consistent and in harmony** with the county comprehensive Land Use Plan existing development pattern because it is in accordance with the plans of our County and meets all the County guidelines. They **recommend approval** of REZ-18-02 rezoning a 2.53 acre portion of Tax Parcel No. 2-0082-0014A, from RA to CR, **contingent upon:**

- 1) recording the proposed parcel’s metes and bounds and recording an abbreviated subdivision plat that mimics the exhibit map for Glandon Forest Equity by Jason Mizelle, PLS dated November 30, 2018 stored in Planning Office file REZ-18-02,
- 2) the applicant meeting with the residents on the other side of the berm to resolve store issues brought up in the Planning Board public meeting, [*staff note: this has already occurred*]
- 3) Dollar General installing outside security cameras for the parking lot and a camera pointed to the boat trailer parking in back,

adopting Policy Guidelines from Zoning Ordinance Section 1302(A) (1 through 5) to support the motion.

Planning Staff believes rezoning the 2.53 acre portion of the subject parcel from RA to CR will meet Zoning Ordinance Section 13 and Section 23 rules and guidelines. Planner Money suggests using a **6 month deadline** to get an abbreviated plat recorded if the rezoning is approved. Should the 6 month deadline not be met, the applicant may request an administrative extension by contacting the County Planning Office. Staff reminds the Boards to give a reason ‘why’ the rezoning is or is not consistent and in harmony with the surrounding area.

Suggested Motions – Recommendations – Actions:

The Board of Commissioners is requested to consider using one of the following sets of scripts to form the desired motion for approval or denial of Rezoning Request REZ-18-02, as follows:

TWO (2) SUGGESTED ACTIONS TO RECOMMEND APPROVAL:

1) **MOTION TO FIND PROPOSED REZONING NO. REZ-18-02** to be consistent and in harmony with the county comprehensive Land Use Plan existing development pattern **because** (*explain why*);

Possible reasons:

- **Current** RA zoning is compatible with the Land Use Plan Residential Agricultural classification which allows low intensity commercial uses.
- Private sewer and County water are available.
- **Future** Land Use Plan classification of Residential allows for mixed-use development.
- All Development of the parcel would be subject to site plan requirements of Zoning Ordinance Article V, section 509.

2) **MOTION TO RECOMMEND APPROVAL:** Motion to approve Rezoning No. REZ-18-02, to rezone a 2.53 acre portion of Tax Parcel No. 2-0082-0014A, from RA (Rural Agricultural District) to CR **contingent upon:**

1) Recording the proposed parcel's metes and bounds and recording an abbreviated subdivision plat that mimics the exhibit map for Glandon Forest Equity by Jason Mizelle, PLS dated November 30, 2018 stored in Planning Office file REZ-18-02, **within 6 months**, allowing an administrative extension by Planning staff.

2) Dollar General installing outside security cameras for the parking lot and a camera pointed to the boat trailer parking in back, (*ask County Attorney if a project specific condition is legal on a rezoning ordinance or should the County administer it at the permit stage*)

adopting Policy Guidelines from Zoning Ordinance Section 1302(A) (1 through 5) to support the motion. (see Table, below).

TWO (2) SUGGESTED ACTIONS TO RECOMMEND DENIAL: Motions to recommend denial to the Board of County Commissioners for Rezoning No. REZ-18-02, and adopting Policy Guidelines to support the motion (see Table, below) would utilize both of the above-noted motions stated in the negative tense.

Possible reasons it could be inconsistent and NOT in harmony:

- The **Future** Land Use Plan classification is Residential, which lists ‘appropriate uses’ as ‘variety of low density single-family and agricultural uses and list commercial development as inappropriate.
- The site is not **currently** classified as a Planned Unit Development, hence ‘mixed-use’ does not apply.

TABLE OF SECTION 1302 POLICY GUIDELINES Glandon Forest Equity, LLC Proposed Rezoning Request No. REZ-18-02	
Motion to recommend approval finds:	Motion to recommend denial finds:
1) The proposal <u>will</u> place all property similarly situated in the same category, or in appropriate complementary categories.	1) The proposal will <u>NOT</u> place all property similarly situated in the same category, or in appropriate complementary categories.
2) There <u>is</u> convincing demonstration that all uses permitted under the proposed district classification would be in the general public interest and not merely in the interest of an individual or small group.	2) There is <u>NOT</u> convincing demonstration that all uses permitted under the proposed district classification would be in the general public interest and not merely in the interest of an individual or small group.
3) There <u>is</u> convincing demonstration that all uses permitted under the proposed district classification would be appropriate in the area included in the proposed change. (When a new district designation is assigned, any use permitted in the district is allowable, so long as it meets district requirements and not merely uses which applicants state that they intend to make the property involved).	3) There is <u>NOT</u> convincing demonstration that all uses permitted under the proposed district classification would be appropriate in the area included in the proposed change. (When a new district designation is assigned, any use permitted in the district is allowable, so long as it meets district requirements and not merely uses which applicants state that they intend to make the property involved).
4) There is convincing demonstration that the character of the neighborhood <u>will not</u> be materially or adversely affected by any use permitted in the proposed change.	4) There is convincing demonstration that the character of the neighborhood <u>will</u> be materially or adversely affected by any use permitted in the proposed change.
5) The proposed change <u>is</u> in accord with the Land Use Plan and sound planning principles.	5) The proposed change is <u>NOT</u> in accord with the Land Use Plan and sound planning principles.

ATTACHMENTS: 1) Applicant’s Rezoning Application;
 2) Exhibit map by Jason Mizelle, PLS
 3) GIS map



4004 Barrett Drive, Suite 101
Raleigh, North Carolina 27609
(o) 919-553-6570
(m) 919-333-5729

October 8, 2018

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

Re: Rezoning Request, Intention of Development of New Commercial Retail Store in
Perquimans County

Mr. Heath:

I am writing regarding the development of a new commercial retail store on a portion of 2-0082-0014A. The proposed rezoned area is 2.53. I am writing to reassure you that no harm will come to the surrounding development as a result of this project and that it will be in harmony with the surrounding area. Should you have any questions or concerns, please call me at 919-333-5729.

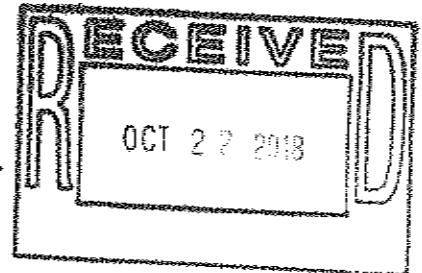
Thank you,

A handwritten signature in black ink that reads "Matt Lowder". The signature is written in a cursive, flowing style.

Matthew E. Lowder, PE
TRIANGLE SITE DESIGN, PLLC



Perquimans County, North Carolina
 APPLICATION FOR REZONING REQUEST
 Case No. REZ-18-02



This section to be completed by County:

Date received: _____ Received by: S. Barrow
 Date completed: _____ Confirmed by: _____
 Subject Property Tax Map No(s): _____
 Subject Property Zoning District(s): _____

Applicant's Information

Name(s) of Owner(s): PERQUIMANS DEVELOPMENT, LLC
 Street Address: PO Box 3435
 City/State/Zip Code: GREENVILLE NC 27836
 Phone Number(s): _____ Fax: _____
 E-mail Address: _____
 Applicant (if different from Owner): GLANDON FOREST EQUIT, LLC
 Street Address: 3825 BARRETT DR SUITE 100
 City/State/Zip Code: RALEIGH NC 27609
 Phone Number(s): 919-459-2602 Fax: 919-459-2604
 E-mail Address: gventers@vanguardpg.com
 Person to receive comments: GEORGE VENTERS

Description of Property

Address(es) of Subject Property: HOLIDAY ISLAND ROAD
 Property Appraiser's Parcel Nos.: 2-0082-0014A
 Location: This property is located on the EAST side of + HOLIDAY ISLAND Road,
 approximately 0' feet EAST of MATTHEWS ROAD Road.
 Township/Region: HEATFORD Subdivision: _____ Block - Lot Nos.: _____
 Size of Property: 21.74 acres. Lot width: _____ feet. Lot depth: 423.53
 Flood Plain: _____ Community Panel No.: _____

I (We), the undersigned, do hereby respectfully make application and request the Planning Board and Board of Commissioners to consider a proposed amendment to the Official Zoning Atlas to designate the property as CR (Zoning District). The subject property is owned by PERQUIMANS DEVELOPMENT, LLC as evidenced by deed recorded in Real Estate Book 125, Page 146 OR Will File Number _____ in the Perquimans County registry.

370 403
 424 201

Application for Rezoning Request
Case No. REZ-18-02

1) The following are all of the individuals, firms, or corporations owning properties involved in the Rezoning Request as well as the owners of all properties any portion of which is within one-hundred fifty (150) feet of the subject property. This includes any property owner who is adjacent to the subject property (to the side, rear or front) and across the street.

Name	Address
a. <u>ALBEMARLE PLANTATION PROPERTY OWNERS ASSOCIATION INC</u>	<u>OWNERS ASSOCIATION INC</u>
	<u>128 LAKESIDE DRIVE HERTFORD NC 27944</u>
b. <u>PERQUIMANS DEVELOPMENT, LLC</u>	<u>PO BOX 3495</u>
	<u>GREENVILLE NC 27836</u>
c. <u>Walton & Thomassa Bass and Martha Bass Nixon</u>	<u>604 Yeopim Rd</u>
	<u>Edenton, NC 27932</u>
d. <u>Nancy Winslow</u>	<u>615 Up River Rd</u>
	<u>Belvidere, NC 27919</u>
e. <u>Willie and Vickie Morgan</u>	<u>1009 Holiday Island Rd</u>
	<u>Hertford, NC 27944</u>
f. _____	_____
g. _____	_____
h. _____	_____
i. _____	_____
j. _____	_____
k. _____	_____

added by Planning Staff

Use an additional sheet of paper if necessary.

Application for Rezoning Request
Case No. REZ-18-02

2) Statement of the nature of the proposed use: DEVELOP A NEW COMMERCIAL RETAIL
STORE ON A PORTION OF 2-0082-0014A. THE PROPOSED REZONED
AREA IS 2.53 ACRES.

Lined area for additional text or notes.

Application for Rezoning Request
Case No. REZ- 18 - 02

Attach the following:

- Completed Application.
- Letter addressed to the Perquimans County Board of Commissioners explaining your intentions in detail.
- Proof of Ownership.
- Legal Description.
- Owner's Authorization for Agent.
- Two sets of stamped addressed envelopes of all adjacent property owners to whom notice of public hearing must be sent. Said notices will be sent by the Planning and Zoning Office in the envelopes provided by the Applicant.
- Two self addressed stamped envelopes.
- Copy of Map with proposed revision.
- Filing Fee of \$450 made payable to Perquimans County. *check # 13376 from Glendon Forest Equity, LLC receipt # 936658*

____ Appropriate certification from Albemarle Regional Health Services regarding individual on-site septic tank system(s). *sewer owned by same group of people that own subject property?*

____ Any additional information needed by the Planner, Technical Review Committee or other County Officials:

Applications will not be scheduled for public meeting until complete.

William M. Manager _____ 10/8/18
 Signature of Owner or Authorized Applicant Date

Perquimans Development LLC
 NOTE: This Application must be submitted to the Planning and Zoning Administrator and found to be complete no less than 25 days prior to the Planning Board's meeting and, where deemed necessary, additional time may be required for review by Technical Review Committee member(s). See also minimum 45 day period which much take place prior to consideration by the Board of County Commissioners.

Application for Rezoning Request
Case No. REZ-18-02

Owner's Authorization for Agent

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

I am (We are) the owner(s) of the property located at _____.

I (WE) HEREBY AUTHORIZE GLANDON FOREST EQUITY, LLC TO ACT ON MY/OUR BEHALF to appear with my consent before the Perquimans County Board of Commissioners and Planning Board in order to request approval(s) for development and/or use of those lands described within the attached application, and as described in the attached deed or other such proof of ownership as may be required, or other action pursuant to one or more of the following:

- Rezoning Request
- Conditional Use District Rezoning
- Zoning Variance
- Administrative Appeal
- Conditional Use Permit
- Non-Zoning Variance

I authorize you to advertise and present this matter in my name as the owner of the property. If there are any questions, you may contact me at address PO Box 3435, Greenville, NC or by telephone at 252-355-4610, ext. 1. 27836

BY: [Signature]
Signature of Owner
William G. Garner 252-355-4610, ext. 1
Print Name Telephone Number

Signature of Owner

Print Name Telephone Number

Sworn to and subscribed before me, this the 8 day of October, 2018.
Notary Public Kathy A. Glidenell County of Pitt
State of NC
My commission expires: March 8, 2020



Legal Description

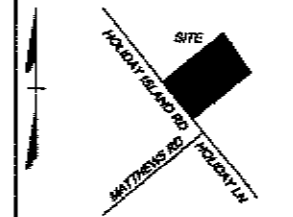
Beginning at an iron rebar in the eastern right of way of Holiday Island Road, said point being further located S40°43'54"E a distance of 199.83 feet from an iron rebar in said right of way marking the northwest corner of the property belonging to Albemarle Plantation Property Owners Association, Inc. as described in Deed Book 411, Page 560; thence N49°16'06"E a distance of 423.53 feet to an iron rebar; thence S37°57'22"E a distance of 220.66 feet to a point; thence S9°31'33"E a distance of 43.54 feet to a point; thence S46°58'13"W a distance of 389.45 feet to a point in the aforementioned right of way; thence along the right of way N40°58'19"W a distance of 273.26 feet to the point and place of beginning and containing 2.53 acres.

R:\101\41389.011 - Glandon Forest Equity-DB Albemarle Plc\dwg\DWG\41389.011V-Misc (DWG) | Plotted on 11/03/2018 8:20 AM | by Jason Mizelle

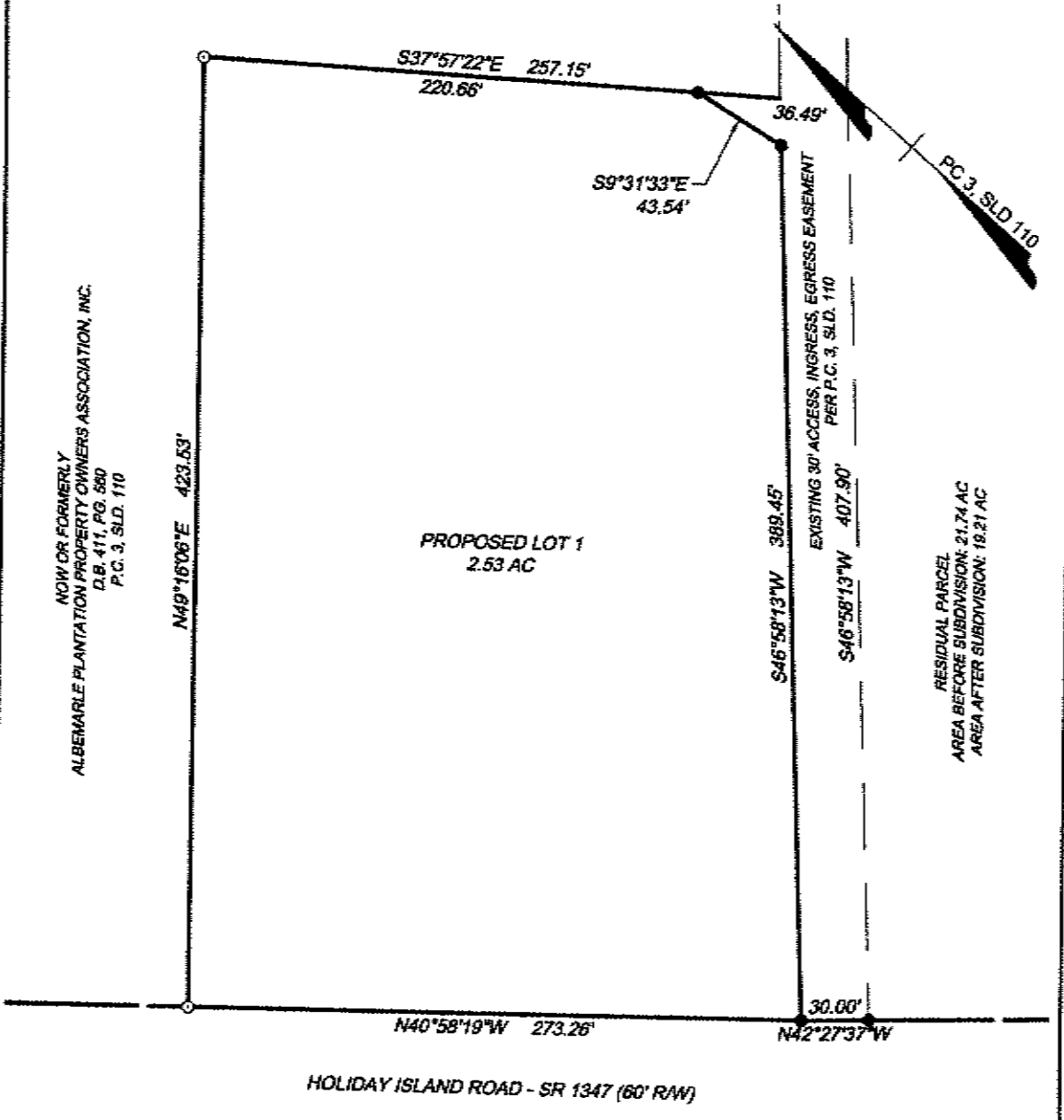
I CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION FROM DEED DESCRIPTION RECORDED IN BOOK 424, PAGE 201. THAT THE BOUNDARIES NOT SURVEYED ARE INDICATED AS DRAWN. THAT THE RATIO OF PRECISION OR POSITIONAL ACCURACY IS 1:10,000. AND THAT THIS MAP MEETS THE REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA 21 NCAC 56 1800 THAT THIS MAP WAS PREPARED IN ACCORDANCE WITH BOARD RULES.

WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER, AND SEAL, THIS 30TH DAY OF NOVEMBER, 2018

Jason A. Mizelle
 JASON A. MIZELLE, PLS-C-467



VICINITY MAP - MAP NOT TO SCALE



LEGEND
 PROPERTY BOUNDARY ———
 EASEMENT - - - - -
 FOUND REBAR ⊙
 CALCULATED POINT ●

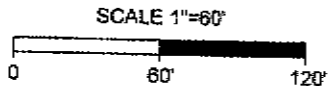
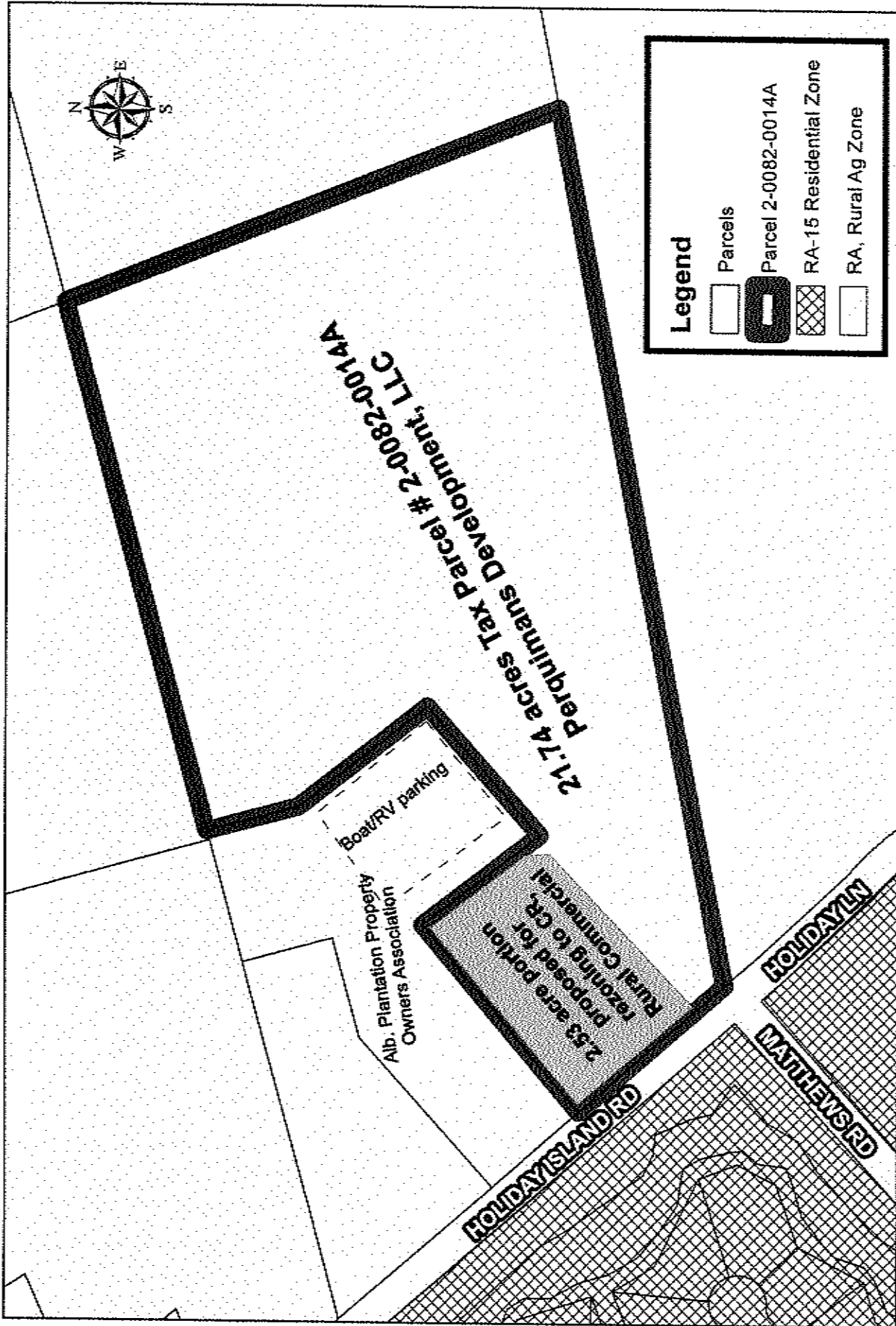


EXHIBIT MAP
GLANDON FOREST EQUITY
 A 2.53 ACRE PORTION OF THE PROPERTY
 DESCRIBED IN DEED BOOK 424, PAGE 201

THIS DRAWING PREPARED AT THE ELIZABETH CITY OFFICE 1805 West City Drive, Unit E Elizabeth City, NC 27509 TEL 252.625.5000 FAX 252.562.6974 www.timmons.com	YOUR VISION ACHIEVED THROUGH OURS	Bethel Township	Perquimans County
		Date: Nov. 30, 2018	Scale: 1" = 60'
		Sheet 1 of 1	J.N.: 41389.011
		Drawn by: J. Mizelle	Checked by: J. Mizelle





Map created December 17, 2018
by Perquimans GIS

PROPOSED REZONING REZ-18-02

1 in = 227 ft

**PROPOSED
ORDINANCE NO. 100**

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

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

WHEREAS, the development of the lands within this rezoning shall proceed in accordance with the application, dated October 22, 2018, in addition to supporting documents and statements from the applicant which are a part of File No. REZ-18-02, by GLANDON FOREST EQUITY, LLC (applicant) for PERQUIMANS DEVELOPMENT, LLC (landowner) as approved by the Board of County Commissioners, and incorporated by reference into and made part hereof this Ordinance. In the case of conflict between this application, the supporting documents, and the below described special provisions of this Ordinance, the below described provisions shall prevail.

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

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

- 6) The proposed rezoning will be initiated upon the recordation of the proposed parcel's metes and bounds and recording of an abbreviated subdivision plat that mimics the exhibit map for Glandon Forest Equity by Jason Mizelle, PLS dated November 30, 2018 stored in Planning Office file REZ-18-02, within 6 months of this ordinance date.

SECTION 2. Effective Date. This Ordinance shall take effect upon its passage and enactment. This Ordinance shall be recorded in a book kept and maintained by the Clerk of the Board of County Commissioners of Perquimans County, North Carolina. **PASSED AND ENACTED** by the Board of County Commissioners of Perquimans County, North Carolina, this 7th day of January, 2019.

**BOARD OF COUNTY COMMISSIONERS OF
PERQUIMANS COUNTY, NORTH CAROLINA**

By: _____
Wallace E. Nelson, Chairman

ATTEST:

Mary P. Hunnicutt, Clerk to the Board

Effective Date: _____

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

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

MEMBERS PRESENT: Wallace Nelson, Chairman
Joseph W. Hoffer
Edward R. Muzzulin

Fondella Leigh, Vice Chair
T. Kyle Jones
Charles Woodard

MEMBERS ABSENT: None

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

Board of Education:
Matthew Cheeseman, Superintendent
Mr. Russell Lassiter
Ms. Arlene Yates

Dr. Anne White, Chair
Ms. Amy Spaug, Vice Chair
Mr. Matthew Peeler

After the Chairman called the meeting to order, Commissioner Jones gave the invocation and the Chairman led the Pledge of Allegiance. The following matter was discussed.

MATTHEW CHEESEMAN, SUPERINTENDENT OF SCHOOLS

Chairman Nelson introduced Mr. Cheeseman who introduced the Perquimans County Board of Education members that were present along with Brenda Lassiter, Executive Director of the Perquimans County Schools Foundation, Inc. He then stated that they came to discuss the N.C. Charter School Application for the Elaine Riddick Charter School that is proposing to open in Perquimans County. After distributing copies of the application to the Board, Mr. Cheeseman explained the discrepancies in the document and explained how this will impact the Perquimans County Public School System. After he spoke, Dr. White, Mr. Lassiter, Ms. Yates, and Mr. Peeler made comments in support of Mr. Cheeseman's findings and they encouraged the Commissioners do to anything that they could to assist with stopping this from happening due to the impact that it would have on the Perquimans County Public School System and, ultimately, on Perquimans County. After answering some questions from the Commissioners, Mr. Cheeseman thanked the Board for their time and promised to keep them abreast of the situation.

ADJOURNMENT

There being no further business to discuss, the Chairman adjourned the meeting at 8:05 p.m. on motion made by Joseph W. Hoffer, seconded by Charles Woodard.

Wallace E. Nelson, Chairman

Clerk to the Board

REGULAR MEETING

December 3, 2018
7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, December 3, 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 Leigh gave the invocation and the Chairman led the Pledge of Allegiance.

AGENDA

Charles Woodard made a motion to approve the Agenda, as amended. The motion was seconded by Joseph W. Hoffer. 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 Edward R. Muzzulin, seconded by Fondella A. Leigh.

1. Approval of Minutes: November 5, 2018 Regular Meeting and November 19, 2018 Work Session.
2. Tax Refund/Release Approvals:

PERQUIMANS COUNTY TAX RELEASES:

Edwards, Carol
Billed in another county. Account No. 0420499.

S147.11

3. Personnel Matters:

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Sign Barrett	Planner	Military Leave			11/28/2018
Derek Blake	Part-Time/Fill-In EMT-Basic	Appointment	63/1	\$14.36/hr.	11/01/2018

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Madeline Lipscomb	Part-Time/Fill-In EMT-Basic	Appointment	63/1	\$14,368/yr.	11/01/2018
Cody Chappel	Part-Time/Fill-In Paramedic	Appointment	68/1	\$17,899/yr.	11/01/2018
Courtney L. Shadle	Office Assistant III	Appointment	57/3	\$22,937	12/01/2018

4. **Step/Merit Increases:**

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Susan Chaney	Director	79/9	\$73,429	12/01/2018
Beverly Gregory	Senior Citizen Coordinator	63/10	\$37,234	12/01/2018
Alice Copeland	BMC II	63/5	\$32,931	12/01/2018
Robin Giescke	BMC II	63/8	\$35,442	12/01/2018
Penny Trueblood	Assistant Senior Citizen Coordinator	60/7	\$30,301	12/01/2018
Brian Watson	Deputy Sheriff / SRO (Certified)	65/2	\$33,434	12/01/2018
David Murray	Sergeant of SRO's	67/4	\$38,338	12/01/2018
Robert Farrar	Deputy Sheriff	65/8	\$38,703	12/01/2018

5. **Budget Amendments:**

BUDGET AMENDMENT NO. 8
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
18-348-012	State Grant - Emergency Management	2,000	
18-530-337	NC TIER II Grant		2,000
EXPLANATION: To amend FY 18/19 budget to include the 2018 NC TIER II Grant. (Award: LEPC 1809)			

6. **Resolutions:** The following resolutions were unanimously approved by the Board:

- > **Reinstatement of Sheriff's Salary:** Pursuant to G.S. 153A-92, the Board of County Commissioners adopted a Resolution reinstating the Sheriff's salary to \$66,268 (Grade 75, Step 12) to be effective December 1, 2018. This action is taken in compliance with General Statute 153A-92 in reference to compensation of County officers in the General Election. Board action is being requested.
- > **Resolution Supporting JCPC Program Allocation Expansion:** The Board adopted the following resolution fully supporting an adequate and timely increase of local Juvenile Crime Prevention funding to ensure program expansion and successful implementation of the Juvenile Justice Reinvestment Act, Raise the Age Legislation, set for December 1, 2019:

Resolution in Support of
Juvenile Crime Prevention Council Allocation Expansion

WHEREAS, Juvenile Crime Prevention Council (JCPC) funding is a partnership between the State of North Carolina and Perquimans County to ensure a local continuum for court involved and at-risk juveniles; and

WHEREAS, Perquimans County JCPC funding at \$64,160 per year has seen no increase in more than nine years, while Perquimans County JCPC funded programs have admitted more than 330 juveniles during this time; and

WHEREAS, the Juvenile Justice Reinvestment Act passed in 2017, also referenced as North Carolina's Raise the Age legislation, expands the age of juvenile jurisdiction, increasing it to include juveniles ages 16 and 17 years of age effective December 1, 2019, and also encourages School Justice Partnerships that reduce school-based juvenile complaints thereby increasing the need for immediate and age-appropriate services; and

WHEREAS, the Perquimans County JCPC, provided adequate funding allocation is available, is already aligned to assist the local School Justice Partnership with addressing resource and diversion programming needs for youth who commit school-based offenses; and,

WHEREAS, the effort to immediately and effectively address juvenile offending behavior is an evidence-based investment in North Carolina's future;

NOW, THEREFORE BE IT RESOLVED, that Perquimans County fully supports an adequate and timely increase of local Juvenile Crime Prevention funding to ensure program expansion and successful implementation of the Juvenile Justice Reinvestment Act, Raise the Age Legislation, set for December 1, 2019.

Adopted this 3rd day of December, 2018.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTESTED:

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

SEAL

7. **Board Appointments:** The following Board resignation was unanimously approved by the Board:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Aples, Archie	Recreation Advisory Board - Town of Hertford	Resignation		11/05/2018

PRESENTATION OF FY 2017-18 AUDIT

Mr. Heath explained that copies of the FY 2017-2018 Audit had been forwarded to the Commissioners when their Agenda Packets were e-mailed. Ms. Winborne distributed hard copies of the Audit with the understanding that she would have to request them back until they received Local Government Commissioner's (LGC) approval. She reviewed the audit and asked if there were any questions. She also thanked Frank Heath, County Manager, and Tracy Mathews, Finance Officer, for their assistance in preparing the audit. There being no further questions or comments, Chairman Nelson asked for a motion to accept the FY 2017-18 Audit as presented, pending LGC approval. On motion made by Joseph W. Hoffer, seconded by Fondella A. Leigh, the FY 2017-18 Audit was unanimously approved as presented, pending LGC approval.

BILL JENNINGS, TAX ADMINISTRATOR

Due to the early date of the meeting, Mr. Jennings was unable to complete his monthly report to present tonight.

SUSAN CHANEY, SOCIAL SERVICES DIRECTOR

Ms. Chaney presented her monthly report.

PRESENTATION & INTRODUCTION OF NEW EMPLOYEES/STAFF

- > Susan Chaney, Social Services Director: Ms. Chaney introduced Denise Stallings, IMC I working toward IMC II, appointed effective 10/01/2018 and Tameka Carter, IMC I working toward IMC II, appointed effective 11/01/2018. After the two new employees thanked the Board for the opportunity to work in Perquimans County, Chairman Nelson welcomed them to Perquimans County.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

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

- > Commissioner Jones: Mr. Jones expressed his concerns with the discussion that the Board had during the November Work Session regarding the Charter School that had been applied for to be placed in Hertford, NC. He stated that the Minutes did correctly reflect the comments made by Superintendent Cheeseman regarding Archie Aples being on the Board of the proposed Charter School. Mr. Jones felt that Mr. Aples was thrown under the bus with those comments. The comment that Mr. Cheeseman made was that, in private, Mr. Aples told him that he was supporting this school for the purpose of profit. In continuing his concerns, Mr. Jones said that he has known Mr. Aples for a short while but feels that he is a person of high character and integrity. He is concerned that the Board would be potentially allowing our policies to be affected essentially by hearsay information. During his tenure as a Commissioner, he cannot recollect this being done other than the wind/solar farm issues. Other arguments by the Board of Education would have been sufficient to make their point and the application itself was sufficient to provide arguments against the Charter School. Therefore, this comment was unnecessary to be made.
- > Commissioner Hoffer: Mr. Hoffer agreed with Mr. Jones' comments. Mr. Cheeseman did not mention Mr. Aples' name but it was included in the application so the Board could determine who Mr. Cheeseman was talking about. He further stated that it was implied that Mr. Aples did not know what was going on because he had not read the plan.
- > Commissioner Leigh: Ms. Leigh also agreed with Mr. Hoffer & Mr. Jones and stated that she had talked with Mr. Aples and he told her that he was not in the Charter School for the money. It wasn't fair to Mr. Aples since he was not here to respond to the comment.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > Library Building: The new library was been nominated for the Facility Award for the best new library facility in the state by the Public Library Director's Association. He reported that we did receive that award.
- > Storm Ready Classification: Perquimans County has been classified as "Storm Ready" through the National Weather Service. Jonathan Nixon, Emergency Services Director, and someone from the National Weather Service will be coming to give us more information about this at a later meeting.
- > N.C. Department of Commerce: Mr. Heath reported that Perquimans County is still rated as a Tier I County.
- > Boat Ramp Restrooms: Mr. Heath reported that they should have the siding up and interior painted by next week.
- > Gym Floor: They will begin work on the gym floor later this month.

BOARD APPOINTMENT - BOARD OF ADJUSTMENT - ALTERNATE

T. Kyle Jones made a motion to appoint Edward R. Muzzulin as an alternate on the Board of Adjustment effective December 1, 2018 to replace Debbie Reed who was appointed as a member of the Board of Adjustment. The motion was seconded by Fondella A. Leigh and unanimously approved by the Board.

PRESENTATION OF PLAQUE: EDWARD R. MUZZULIN

Chairman Nelson presented the following Resolution which was presented to Mr. Muzzulin at the last Tourism Development Authority meeting:

RESOLUTION OF APPRECIATION

WHEREAS, Ed Muzzulin has determined that he will not seek another term as Perquimans County Commissioner/Tourism Development Authority Board Chairman; and

WHEREAS, Ed Muzzulin has served the Perquimans County Tourism Development Authority for many years; and

WHEREAS, Mr. Muzzulin always directed the Authority in an objective, thorough and professional manner; and

WHEREAS, the Perquimans County Tourism Development Authority Board of Directors extends a heartfelt note of appreciation for Ed Muzzulin's extraordinary efforts in directing the operations and ensuring the solidity of the Authority.

NOW, THEREFORE, BE IT RESOLVED that the Perquimans County Tourism Development Authority Board of Directors does hereby express its appreciation on behalf of the Board, staff and citizens of Perquimans County to Ed Muzzulin for his loyalty and commitment to tourism procedures and initiatives in Perquimans County. The Perquimans County Tourism Development Authority Board of Directors extends its best wishes to Ed Muzzulin in his future endeavors.

ADOPTED this the 7th day of November, 2018

Mary White

Mary White, Secretary
Perquimans County Tourism Development Authority
Board of Directors

ATTEST:

Sharon Smith

Sharon Smith, Tourism Director

Mr. Nelson then presented Edward R. Muzzulin with a plaque recognizing his eight (8) years of service on the Perquimans County Board of Commissioners. After the Commissioners and County Manager Heath made comments on his service and recognized the many major board/committees that he served on, Mr. Muzzulin made the following comments:

December 3, 2018

During my 8 years of service on the Perquimans County Board of Commissioners (BOC), I feel that I have made a difference?

During my terms in office, the following have been accomplished and projects were completed for the benefit of citizens of Perquimans County.

Improved transparency of the commission. One of my first and most important goals was to make the Packets available in the PC Library was so that information would be more publicly available and for the Board's work to be more transparent to Perquimans County citizens. The packets are now on line. Thank you, Mary.

County Services. We moved and improved the PC Senior Center; executed the purchase and renovation of the building in Winfall to create an EMS Building Emergency Management Center and 911 Call Center all in one location; lobbied for the Industrial Park Boat Ramp which is now a reality, and constructed a new Library building.

Boards. In addition, I was a member for 8 years, and the Chair for 6 of those years, of the Albemarle District Jail Commission (ADJ); chaired the Tourism Development Authority (TDA); chaired the Economic Development Commission; and was the county's representative on the Perquimans County Chamber of Commerce, The Historic Hertford Inc. Board of Directors, The Water Committee, The Albemarle Regional Landfill Authority, Perquimans/Chowan/Gates Landfill Committee, the EMS Advisory Board Trustee for the Bethel Fire Department and the RPO Transportation Advisory Committee. I am the county representative on Albemarle Hospital Authority having served when Albemarle Hospital conducted its search for a better management structure which ultimately was to become one of Sentara's Hospitals.

When I began my service on the ADJ Board, the County was paying additional monies because of poor budget practices. As Chairman of ADJ, I was able to guide their budgeting policies and ADJ now has over \$13M in reserve funds and has reduced annual payments for each of the three counties over the last several years.

Also, while a Commissioner, I encouraged the hiring of a code enforcement officer for Perquimans County. The Code Enforcement Officer is currently doing a great job working with the Building Inspector's office resulting in the removal of dilapidated buildings and junk cars and trucks.

The BOC did have a tendency to avoid controversial issues. Taking a stand on the "S" Bridge was one of those issues. I made a motion to support the backing of "B Mod" (swing bridge) on the "S" Bridge, seconded by Matt Peiser, despite the fact that DOT wanted the least expensive option, "A Mod" (high-rise bridge). After a short discussion the motion was approved. Then I went to the Town of Winfall to have them pass a similar motion. The Town of Hertford had already passed a similar motion. All entities made their positions known to the DOT. After a short while the DOT issued a new proposal which was to build the "B Mod." I know that everyone was not happy with either option but I feel that the County and the two towns are better off with the "B Mod."

Property taxes have remained relatively flat with no great increases. We are still the lowest tax rate in Northeast NC.

While chairing the Tourism Development Authority, we hired a Tourism Director who has worked to diligently improve the visibility and image of Perquimans County and to support many events and activities hosted by other county organizations as well. I think that what Sharon Smith has done so far is a really great start. But the effectiveness of the position is limited because of a lack of hotel/motel options resulting in limited "lodging tax" funds collected which are the only available monies to support the position. I am asking the Commissioners to consider putting the position on the County payroll in your 2019 budget deliberations so that all the TDA funds can be used to support the mission of the TDA.

Finally, I would like to say that the Commissioners need to be more visible at the various functions and events that do occur in the county. I have often been the only Commissioner at many of the functions along with Frank Heath. I feel that commissioners need to do better at this. These events and organizations are the life blood of the county and deserve your attention.

And a huge thank you to Mary, Tracy and Rhonda for all of their assistance. And Frank I would like to thank you for all of your help. And keep those street signs straight!

Respectfully Submitted,

Ed Muzzaian, Retiring for the second time.

SWEARING-IN

Todd Tilley, Clerk of Superior Court, gave the Oath of Office to newly-elected Commissioners Alan Lennon, Fondella A. Leigh, and Wallace E. Nelson.

ELECTION OF CHAIRMAN/VICE CHAIR

Hackney High, County Attorney, acting as Temporary Chairman of the meeting, opened the floor for nominations for Chairman of the Board. T. Kyle Jones nominated Wallace E. Nelson as Chairman. Mr. High asked if there were any other nominations. There being none, Mr. High ordered that the nominations be closed. He asked that all in favor of Wallace E. Nelson being named as Chairman of the Perquimans County Board of Commissioners for the next year signify by saying say "aye"; any opposed say "nay". The nomination was unanimously approved by the Board. Mr. High then turned the meeting over to the new, highly experienced Chairman, Wallace E. Nelson. Chairman Nelson opened the floor for nominations for Vice Chair (man) of the Board. T. Kyle Jones nominated Fondella A. Leigh as Vice Chair. Mr. Nelson asked if there were any other nominations. There being none, Mr. Nelson ordered that the nominations be closed. He asked that all in favor of Fondella A. Leigh being named Vice Chair for the next year signify by saying "aye"; any opposed say "nay". The nomination for Vice Chair was unanimously approved by the Board.

BOARD APPOINTMENT: TRILLIUM NORTHERN REGIONAL ADVISORY BOARD

County Manager Heath informed the Board that we have received an e-mail from Bland Baker informing the Board that the Northern Regional Advisory Board for Trillium has an open seat on the Board. It was the consensus of the Board to place a notice on the website and see if we can find an individual to fill this spot. They tabled the appointment until next month's meeting.

COMMISSIONERS' BOARD APPOINTMENTS

Chairman Nelson explained that the following list of Commissioners' Board Appointments were included in the Commissioners' Agenda Packets:

Name	Board/Committee	Term	Appt.	Expire
JOSEPH HOFFLER				
Hoffler, Joseph	Communications Advisory Board - County	2 yrs.	2/1/2017	1/31/2019
Hoffler, Joseph	Court Security Committee	unlimited	2/1/2017	unlimited
Hoffler, Joseph	Perquimans/Chowan/Gates Landfill Committee	indefinite	2/1/2017	indefinite
KYLE JONES				
Jones, Kyle	Court Security Committee	unlimited	1/5/2015	unlimited
Jones, Kyle	Home & Community Care Block Grant	unlimited	12/3/2012	unlimited
Jones, Kyle	Inter-Agency Council - Commissioner	1 yr.	7/1/2018	6/30/2019
Jones, Kyle	Water Committee	unlimited	2/1/2011	unlimited
FONDELLA LEIGH				
Leigh, Fondella	Albemarle Commission	unlimited	1/1/2015	unlimited
Leigh, Fondella	Economic Development Commission - County	2 yrs.	2/1/2017	1/31/2019
Leigh, Fondella	Housing Committee Chairman	unlimited	1/5/2015	unlimited
Leigh, Fondella	Recreation Advisory Committee - Commissioner	3 yrs.	7/1/2017	6/30/2020
Leigh, Fondella	Senior Citizens Advisory Board	2 yrs.	2/1/2017	1/31/2019
Leigh, Fondella	Water Committee	unlimited	1/5/2015	unlimited
Leigh, Fondella	WJA/JTPA Chief Elected Official	unlimited	1/5/2015	unlimited
Leigh, Fondella	Northeastern Workforce Development Consortium	unlimited	2/1/2015	unlimited

Name	Board/Committee	Term	Appl.	Expire
EDWARD MUZZULIN				
Muzzulin, Edward	Albemarle District Jail Commission	2 yrs.	2/1/2017	1/31/2019
Muzzulin, Edward (term 2)	Albemarle Hospital Board of Trustees	3 yrs.	1/1/2016	12/31/2019
Muzzulin, Edward	Albemarle Regional Landfill Authority	4 yrs.	2/1/2017	1/31/2021
Muzzulin, Edward	Board Trustees for Bethel Fire Dept.	1 yr.	10/1/2018	9/30/2019
Muzzulin, Edward	Economic Development Commission - County	2 yrs.	2/1/2017	1/31/2019
Muzzulin, Edward	EMS Advisory Board	2 yrs.	2/1/2017	1/31/2019
Muzzulin, Edward	Hertford Step Community Program	unlimited	2/1/2011	unlimited
Muzzulin, Edward	Historic Hertford, Inc.	3 yrs.	7/1/2017	6/31/2020
Muzzulin, Edward	Perquimans/Chowan/Gates Landfill Committee	indefinite	1/5/2015	indefinite
Muzzulin, Edward	RPO Transportation Advisory Committee	2 yrs.	2/1/2017	1/31/2019
Muzzulin, Edward (Chairman)	Tourism Development Authority (Commissioners)	2 yrs.	4/1/2018	3/31/2020
Muzzulin, Edward	Water Committee	unlimited	2/1/2017	unlimited
WALLACE NELSON				
Nelson, Wallace	Albemarle Commission (alternate)	unlimited	9/1/2018	unlimited
Nelson, Wallace	Albemarle Regional Health Services	indefinite	1/5/2015	unlimited
Nelson, Wallace	Chowan/Perquimans Multi-County LEPC	1 yr.	1/1/2018	12/31/2018
Nelson, Wallace	COA - Board of Trustees	4 yrs.	7/1/2017	6/30/2021
Nelson, Wallace	Economic Development Commission - County	2 yrs.	2/1/2017	1/31/2019
CHARLES WOODARD				
Woodard, Charles	Agricultural Advisory Board - Commissioner	3 yrs.	2/1/2018	1/31/2021
Woodard, Charles	Chamber of Commerce Board	unlimited	2/7/2011	unlimited
Woodard, Charles	Social Services Board (as long as Commissioner)	3 yrs.	7/1/2016	6/30/2019
Woodard, Charles	Tourism Development Authority (Commissioners)	2 yrs.	2/1/2017	1/31/2019
Woodard, Charles	Tri-County Shelter Advisory Committee Board	unlimited	2/1/2015	unlimited

Chairman Nelson asked the Board members to review the list along with the other list in the Packet that gave the purpose of the committee/board and the times they meet. This will be added to the December 17th Work Session for Board recommendation at the January 7, 2019 Regular Meeting. No action was taken at this time.

TOWN OF HERTFORD'S REQUEST - SENIOR EXERCISE ROOM

County Manager Heath read the following letter of request from Hertford Town Council:

HORACE C. HERD, JR.
MAYOR

PAMELA W. HURDLE
TOWN MANAGER

CINDY E. SHARBER
CLERK

BENJAMIN M. GALLOP
TOWNSHIP CLERK



COMMISSIONERS:

ARCHIE APLES

SID ELEY

FRANK NORMAN

QUENTIN JACKSON

November 20, 2018

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

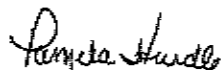
RE: Town Council Request - Exercise Room Use (Senior Center)

Dear Frank,

At the November 14, 2018 Town Council meeting, the Town Council stated that they will like to know if the County would allow the Town employees to use the Exercise Room at the Senior Center with the same use the County Employees are allowed.

If all possible, can you respond to this request before our next Town Council meeting which is December 10, 2018.

Sincerely,


Pamela Hurdle

NOV 26 2018

County Manager Heath presented the following reasons as to why he recommends that the County not grant their request:

- > The building is a County owned building – not a Town of Hertford owned building, and the County maintains the building and pays for the maintenance of the building and the equipment.
- > This would expose the County to liability issues in case of an accident by persons that are not under our employment.
- > As County Manager, Mr. Heath has oversight over county employees using the facility. He does not know all the Town of Hertford employees and he cannot control them if they come to our facility. It is after hours so the facility is not manned by a County employee during those times. It would be difficult for the county to oversee their activities.

Commissioner Hoffer asked if individuals would come to the back door to access the exercise room. Mr. Heath said that any County employees, not family members, are given a code to access the building from the back door. T. Kyle Jones made a motion to respectfully deny the Hertford Town Council's request to allow the Town of Hertford employees to use the Exercise Room at the Senior Center per the reasons cited by County Manager Heath above. The motion was seconded by Joseph W. Hoffer. The following matters were discussed:

- > **Commissioner Hoffer:** Mr. Hoffer stated that he feels that this places County Manager Heath in a bad position.
- > **Commissioner Lennon:** Mr. Lennon asked if the Town of Hertford had given us an approximate number of employees that would be using the exercise room facility. Mr. Heath said that the letter only stated to allow the Town of Hertford employees.
- > **Commissioner Jones:** Mr. Jones said that his job takes him into six other counties in the district and this request is very unusual.
- > **Chairman Nelson:** Mr. Nelson stated that opening the center for County employees is like a benefit from the County. He further stated that it isn't a multi-agency facility. It is basically a wellness facility that we can offer our employees as a benefit. We have control over our employees. He feels that it is not set up or designed for this type of use. Where would you draw the line with allowing people to use the facility.

There being no further questions or comments, the motion was unanimously approved by the Board.

SALE OF SURPLUS ITEMS

County Manager Heath reported that, with the help of the Finance Office and Helen Hunter, we have sold the following surplus items on GovDeals. The highest bids on the items were as follows:

BUYER	ITEM SOLD	VIN No.	DATE SURPLUSED	START BID	SOLD AMOUNT	GOVDEALS FEE	NET RESULTS
Mike Adkins	Kohler Propane Generator -- 8kw		11/5/2018	\$100	\$1,056	\$52.50	\$997.50
Jimmy Mullins	2 Motorola Mobile Radios	SPR4550 CDMJ250	3/5/2018	\$25	\$127	\$6.35	\$120.65
No bids	2001 Kyocera Mita Copier/Printer/Fax/Scanner		8/6/2018	\$25	<i>Received no bids</i>		
No bids	Kenwood Mobile Radio -- TK-430	60700143	3/5/2018	\$25	<i>Received no bids</i>		

On motion made by Charles Woodard, seconded by Fondella A. Leigh, the Board unanimously authorized Mr. Heath to proceed with the sale of the generator and the Motorola Mobile Radios and to declare the Kyocera Mita Copier and Kenwood Mobile Radio to be functionally outdated and authorized him to dispose of them.

BANK RESOLUTION & SIGNATURE STAMP

Due to no change in Chairman, the Board was not required to approve a Resolution and Agreement for Deposit Account and Bank/Corporate Services.

PUBLIC COMMENTS

There following public comment was made:

- > **Jerry Butler:** Mr. Butler, Holiday Island resident, thanked the Board for their electronic reporting system to remove dilapidated homes in Holiday Island. He also made comments about Commissioner Muzzutin.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 8:05 p.m. on motion made by Charles Woodard, seconded by Fondella A. Leigh.

Wallace E. Nelson, Chairman

Clerk to the Board

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

The Perquimans County Board of Commissioners met in a regular Work Session on Monday, December 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
Alan Lennon
Fondella Leigh, Vice Chair
T. Kyle Jones
Charles Woodard

MEMBERS ABSENT: None

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

After the Chairman called the meeting to order, Commissioner Leigh gave the invocation and the Chairman led the Pledge of Allegiance. The following matter was discussed.

COMMISSIONERS' BOARD APPOINTMENTS

Chairman Nelson explained that spreadsheets were sent with the Agenda Packet, e-mailed to them today, and were placed at their seats tonight. Chairman Nelson asked if there were any Commissioners that would like to be moved from their current Board appointments. The following commissioners made a request:

- > **Commissioner Jones:** Mr. Jones said that it is difficult for him to make the Home & Community Care Block Grant Committee because they usually meeting during the day.
- > **Commissioner Woodard:** Mr. Woodard said that it is difficult for him to make the Chamber of Commerce meeting and the Tourism Development Authority (TDA) meeting.
- > **Commissioners Hoffer & Leigh:** Mr. Hoffer and Ms. Leigh said that they were okay with their appointments.

Chairman Nelson explained the main thing that needed to be done tonight is to replace the seats that Edward Muzzulin, former Commissioner, held. Since there has been no policy set as to how these appointments are made, he recommended that they take it by seniority on the Board. In other words, T. Kyle Jones would be given the first choice since he is the current longest member of the Board. Then, Fondella A. Leigh, Wallace E. Nelson, Joseph W. Hoffer, Charles Woodard, and then Alan Lennon. Mr. Nelson began the process and the following Board appointment recommendations were made for Board action at the January 7, 2019 meeting:

Name	Board/Committee	Term	Appt.	Expire
JOSEPH HOFFLER				
Hoffer, Joseph	Albemarle Regional Landfill Authority	4 yrs.	1/1/2019	12/31/2023
Hoffer, Joseph	Communications Advisory Board - County	2 yrs.	2/1/2017	1/31/2019
Hoffer, Joseph	Court Security Committee	unlimited	2/1/2017	unlimited
Hoffer, Joseph	Historic Hertford, Inc.	3 yrs.	1/1/2019	12/31/2022
Hoffer, Joseph	Home & Community Care Block Grant	unlimited	1/1/2019	unlimited
Hoffer, Joseph	Perquimans/Chowan/Gates Landfill Committee	indefinite	2/1/2017	indefinite
KYLE JONES				
Jones, Kyle	Court Security Committee	unlimited	1/5/2015	unlimited
Jones, Kyle	Inter-Agency Council - Commissioner	1 yr.	7/1/2018	6/30/2019
Jones, Kyle	RPO Transportation Advisory Committee	2 yrs.	1/1/2019	12/31/2021
Jones, Kyle	Water Committee	unlimited	2/1/2011	unlimited
Jones, K./Leigh, F./Hoffer, J.	Albemarle District Jail Commission	2 yrs.	1/1/2019	12/31/2021
FONDELLA LEIGH				
Leigh, Fondella	Albemarle Commission	unlimited	1/1/2015	unlimited
Leigh, Fondella	Economic Development Commission - County	2 yrs.	2/1/2017	1/31/2019
Leigh, Fondella	Housing Committee Chairman	unlimited	1/5/2015	unlimited
Leigh, Fondella	Recreation Advisory Committee - Commissioner	3 yrs.	7/1/2017	6/30/2020
Leigh, Fondella	Senior Citizens Advisory Board	2 yrs.	2/1/2017	1/31/2019
Leigh, Fondella	Water Committee	unlimited	1/5/2015	unlimited
Leigh, Fondella	WIA/JTPA Chief Elected Official	unlimited	1/5/2015	unlimited
Leigh, Fondella	Northeastern Workforce Development Consortium	unlimited	2/1/2015	unlimited
ALAN LENNON				
Lennon, Alan	Economic Development Commission - County	2 yrs.	1/1/2019	12/31/2021
Lennon, Alan	Perquimans/Chowan/Gates Landfill Committee	indefinite	1/1/2019	indefinite
Lennon, Alan	Water Committee	unlimited	1/1/2019	unlimited
Lennon, Alan (Chairman)	Tourism Development Authority (Commissioners)	2 yrs.	1/1/2019	12/31/2021
WALLACE NELSON				
Nelson, Wallace	Albemarle Commission (alternate)	unlimited	9/1/2018	unlimited
Nelson, Wallace	Albemarle Regional Health Services	indefinite	1/5/2015	unlimited
Nelson, Wallace	Chowan/Perquimans Multi-County LEPC	1 yr.	6/1/2018	12/31/2018
Nelson, Wallace	COA - Board of Trustees	4 yrs.	7/1/2017	6/30/2021
Nelson, Wallace	Economic Development Commission - County	2 yrs.	2/1/2017	1/31/2019
Nelson, Wallace	EMS Advisory Board	2 yrs.	1/3/2019	12/31/2021
Nelson, Wallace	Tri-County Northern Region	unlimited	5/4/2015	unlimited
CHARLES WOODARD				
Woodard, Charles	Agricultural Advisory Board - Commissioner	3 yrs.	2/1/2018	1/31/2021
Woodard, Charles	Albemarle Hospital Board of Trustees	3 yrs.	1/1/2019	12/31/2022
Woodard, Charles	Chamber of Commerce Board	unlimited	2/7/2011	unlimited
Woodard, Charles	Social Services Board (as long as Commissioner)	3 yrs.	7/1/2016	6/30/2019
Woodard, Charles	Tourism Development Authority (Commissioners)	2 yrs.	2/1/2017	1/31/2019
Woodard, Charles	Tri-County Shelter Advisory Committee Board	unlimited	2/1/2013	unlimited

MISCELLANEOUS ITEMS

The following items were mentioned and discussed:

- > **Board Retreat Update:** Chairman Nelson asked the Board if they felt that it would be advantageous if the Board would meet one afternoon to review the Strategic Plan from their last Retreat to see where we are and to give an update for Commissioner Lennon. It was the consensus of the Board to have Mr. Heath provide several dates and times for the Board to meet.
- > **Thank You Note - Leo Higgins:** Chairman Nelson mentioned the thank you note that they had received from Leo Higgins. He also gave an update on the possibility of them trying to keep the Perquimans 20/20 program.
- > **Recreation Advisory Board:** Commissioner Hoffer asked about the Recreation Advisory Board appointment to replace Archie Aples. Mr. Heath said that, according to the Recreation Advisory Board by-laws, Mr. Aples' replacement would be recommended by the Recreation Advisory Board because Mr. Aples' term had not been completed. After his term expires on June 30, 2019, then the Town of Hertford could make a recommendation with the final appointment being made by the Board of Commissioners.
- > **Inter-County Fire Department Banquet:** Commissioner Lennon asked how to RSVP to Bobby Swayne. The Board provided the information to him.

ADJOURNMENT

There being no further business to discuss, the Chairman adjourned the meeting at 7:45 p.m. on motion made by Charles Woodard, seconded by Alan Lennon.

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

December 31, 2018

Tax Releases: (Perquimans County)

Gail Hill \$133.00
House burned and is not liveable
Account #: 258032

Gail Hill \$133.00
House burned and is not liveable
Account #: 258032
For 2017

Tax Refunds: (Perquimans County)

Wesley Copeland \$113.80
Turned vehicle in to dealership
Account#: 0044121573

EMPLOYMENT ACTION FORM

DATE SUBMITTED: December 27, 2018

COUNTY OF PERQUIMANS

~~PART-TIME~~ EMS/RESCUE EMPLOYEES

NAME: Carla Godwin

SOC. SEC. NO.: _____

POSITION: EMS Part-Time

RESCUE: _____

X NEW EMPLOYEE EFFECTIVE DATE: January 1, 2019

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

Complete following information only if for new employee.

ADDRESS: 431 Godwin Town Road

CITY/STATE/ZIP: Ahoskie, NC 27910

PHONE NUMBER: (252)883-9700

_____ 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


DATE: 12/21/18

DATE: _____

COUNTY MANAGER APPROVAL

FINANCE OFFICER


DATE: 1/3/19

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: December 4, 2018

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Edana Hart

SOC. SEC. NO.: _____

POSITION: Certified Telecommunicator

DEPT.: 911 Communicatians

STATUS CHANGE EFFECTIVE DATE: December 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: _____

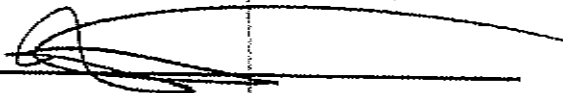
_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

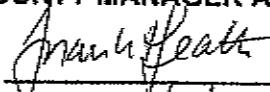
_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: _____ STEP: _____ SALARY: _____

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: 12-4-18


DATE: 1/3/19

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: December 4, 2018

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Ashley Mikus

SOC. SEC. NO.: _____

POSITION: Certified Telecommunicator

DEPT.: 911 Communicatians



STATUS CHANGE EFFECTIVE DATE: December 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. GRADE: _____ STEP: _____ SALARY: _____

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

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

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

DEPARTMENT RECOMMENDATION
[Signature]
DATE: 12-4-18

COUNTY MANAGER APPROVAL
[Signature]
DATE: 1/3/19

FINANCE OFFICER

DATE: _____

PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES

P.O. BOX 107
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD

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

252-426-7373 - FAX 426-1240

DIRECTOR
Susan M. Chaney

MEMORANDUM

Date: December 14, 2018

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

From: Susan Chaney, Director *Susan M. Chaney*

Subject: Employee Retirement

The Perquimans County Department of Social Services received the attached letter of retirement from Paula Cartwright who has been with Social Services since April 21, 1997. She is currently the Family & Children's Medicaid Lead Worker and has been a valuable and dedicated employee to Social Services and Perquimans County. Her effective date of retirement is April 1, 2019.

It is with mixed emotions that I accept her letter and wish her all the best in the next chapter of her life journey.

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

Perquimans County's Vision

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

PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES

P.O. BOX 107
Hertford, North Carolina 27944
252-426-7373 - Fax 426-1240

SOCIAL SERVICES BOARD

Dianne M. Layden, Chair
Brenda Dillard
Charles Woodard

DIRECTOR

Susan M. Chaney

December 12, 2018

TO: Members of the Perquimans County Board

I am retiring from the Department of Social Services effective April 1, 2019.

I have worked for this agency for over 20 years and I have enjoyed working here. I have always liked to help others. Through my employment I have been able to assist others and/or refer them to other agency(s) that may be able to help them. I have met or talked to many people while working at Social Services; clients, coworkers, contacts at other agencies, employers to mention a few. I will miss everyone.

Sincerely,



Paula Cartwright

January 2, 2019

Mrs. Mary Hunnicutt
Perquimans County Manager's Office
P.O. Box 45
Hertford, NC 27944

Dear Mrs. Hunnicutt:

Thank you for the opportunity of being employed at Perquimans County Board of Elections. Due to my returning to full-time student status with Elizabeth City State University and beginning student teaching, I will no longer be able to work part-time for BOE. My last day of employment will be January 7, 2019.

Thank you,

Carlie Spear

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 12/28/18

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Gwendolyn Hudson
POSITION: IMC Investigator I

SOC. SEC. NO. _____
DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY: \$

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

 Date DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

GRADE: STEP: SALARY: \$

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

GRADE: STEP: SALARY: \$

 DATE OF EMPLOYEE

XXX RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE:

Date: 1/1/2019 GRADE: 65 STEP: 10 SALARY: \$ 40,640.00

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

DEPARTMENT RECOMMENDATION

Suzan M Chaney

DATE: December 28, 2018

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 12/28/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 12/28/18

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Paula Cartwright
POSITION: IMC III

SOC. SEC. NO.
DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY: \$

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

 DATE 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

XXX RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE:

Date: 1/1/2019 GRADE: 65 STEP: 7 SALARY: \$ 37,760.00

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: December 28, 2018

DATE: 12/20/18

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: December 28, 2018

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Heather Vanscoy

SOC. SEC. NO.: _____

POSITION: Paramedic

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. 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.

X 1/1/2019 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: 68 STEP: 4 SALARY: \$40,062

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: 1-2-19

COUNTY MANAGER APPROVAL
[Signature]
DATE: 1/3/19

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 1/3/19

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Louis Fason

SOC. SEC. NO.: _____

POSITION: Grounds Keeper

DEPT.: Recreation

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

CURRENT: GRADE: 54 STEP: 7 SALARY: 23,268

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

1/3/19 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 54 STEP: 8 SALARY: 23850

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: 1/3/19 PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Frank Heath Director
DATE: 1/2/19

Frank Heath
DATE: 1/3/19

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Farad Sawyer

SOC. SEC. NO.: _____

POSITION: Deputy/SRO

DEPT.: Sheriff

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 65 STEP: 3 SALARY: 34,249

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: _____

1-1-19 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)
GRADE: 65 STEP: 4 SALARY: 35,107

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

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

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

DEPARTMENT RECOMMENDATION

Shelton White

DATE: 12-28-18

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 1/3/19

FINANCE OFFICER

DATE: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kevin Lane

SOC. SEC. NO.: _____

POSITION: Deputy

DEPT.: Sheriff

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 65 STEP: 3 SALARY: 34,249

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: _____

1-1-19 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)
GRADE: 65 STEP: 4 SALARY: 35,107

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

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

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

DEPARTMENT RECOMMENDATION

Shelton White

DATE: 12-28-18

COUNTY MANAGER APPROVAL

Frankie Sears

DATE: 1/3/19

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 12-31-18

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: WILMA ROBBINS

SOC. SEC. NO.: _____

POSITION: TAX CLERK

DEPT.: TAX

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

CURRENT: GRADE: 58 STEP: 6 SALARY: \$ 27,088

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: _____

12-31-18 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)
Date GRADE: 58 STEP: 7 SALARY: \$ 27,149

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

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Bill Jennings

Frank Heath

DATE: 12-31-18

DATE: 1/3/19

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 12/27/18

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Eugene Knight

SOC. SEC. NO.: _____

POSITION: Water Tech II

DEPT.: Water

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

1/1/19 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 60 STEP: 11 SALARY: \$33,406

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: 12/29/17 PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION
[Signature]
DATE: 12/27/18

COUNTY MANAGER APPROVAL
[Signature]
DATE: 1/3/19

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 12/27/18

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Valerie Price

SOC. SEC. NO.: _____

POSITION: Water Clerk

DEPT.: Water

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

1/1/19 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 61 STEP: 12 SALARY: \$ 35,781

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: 12/29/17 PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

[Signature]
DATE: 12/27/18

COUNTY MANAGER APPROVAL

[Signature]
DATE: 1/3/19

FINANCE OFFICER

DATE: _____

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 9

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 7th DAY OF JANUARY, 2019, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2018 - 2019 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	State Grants - Social Services	13,714	
10-610-198	DSS - Low Income Energy Assistance	13,714	
EXPLANATION: To amend FY 18/19 Budget to include the increases by State.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 7th DAY OF JANUARY, 2019.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 7th DAY OF JANUARY, 2019.

 Chairman, Board of Commissioners

 Finance Officer

OFFICE of
ECONOMIC OPPORTUNITY

Community Services Block Grant [CSBG]
Documentation of Submission to County Commissioners

Background: The North Carolina Administrative Code [10A NCAC 97C.0111 (b)(1)(A)] requires that each CSBG grant recipient submit its Community Anti-Poverty Plan [grant application] to each County Commissioner Board that it serves.

Instructions: This form is to be completed and notarized by the Clerk to the Board.

Agency Name: Board of Commissioners

County: Perquimans

Date of Application Submission: January 7, 2019

[Note: This application should be submitted to the County Commissioners at least thirty [30] days prior to application submission to the Office of Economic Opportunity [OEO]. The grant application is due to OEO February 15, 2019.

Clerk to the Board should initial all items below.

- _____ The agency submitted a complete grant application for Commissioner review.
- _____ The Clerk to the Board will be responsible for assuring that the application is distributed to the Commissioners.
- _____ Commissioners' comments provided those to the agency. (If applicable)

Clerk to the Board

January 7, 2019
Date

Notary

Date



W. FRANK HEATH, III
COUNTY MANAGER

PERQUIMANS COUNTY RECREATION DEPARTMENT

POST OFFICE BOX 538 • 310 GRANBY STREET
HERTFORD, NORTH CAROLINA 27944
TELEPHONE: (252) 426-5695 • FAX: (252) 426-7684
WEBSITE: www.co.perquimans.nc.us
EMAIL: hwilliams@perquimanscountync.gov

HOWARD WILLIAMS
RECREATION DIRECTOR

January 3, 2019

Perquimans County Board of Commissioners:

The Recreation Advisory Board had a special meeting on January 2, 2019. They recommended Ms. Martina McClenney to be appointed to serve out the remainder of Mr. Archie Aples term. His term expires on June 30, 2019.

Sincerely,

Howard Williams
Recreation Director

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

From: Jonathan Nixon [mailto:jnixon@perquimanscountync.gov]
 Sent: Thursday, December 27, 2018 3:45 PM
 To: mhunnicut@perquimanscountync.gov
 Cc: Tom Ponte EM-3; Cord Palmer
 Subject: Chowan-Perquimans LEPC Roster - 12-18-2018.pdf

Mary,

Below is the current Chowan-Perquimans LEPC Roster as of December 2018.

Chowan-Perquimans LEPC Roster

NAME	Special
Bonner, Greg	Elected Official
Brittingham, Richard	RRT-1
Cartwright, Michael	Fire
	CERT
Chaney, Susan	DSS
Copeland, Crystal	EMS/Rescue
Fortines, Craig	Fire/Citizen
LaFon, David	Fire
Lawrence, Grady	Chemical
Nelson, Wallace	Elected Official
Nixon, Jonathan	EM/EMS/911
Palmer, Cordell	EM/911/LE
Parnell, Brian	NCEM
Ponte, Tom	EM
Smith, Lewis	Ag/Chemical
Spruill, Mary	Hospital
Stoop, Ashley	Health Dept
	NCDA (Farm Chemicals)
Williams, Peter	Press
Winslow, Jarvis	EM

Updated 12-18-18

Mary Hunnicutt

From: Town of Hertford Manager <manager@townofhertfordnc.com>
Sent: Tuesday, December 11, 2018 10:25 AM
To: 'Mary Hunnicutt'
Subject: [External] Board appointment

Mary,

Joe Towe White was reappointed as The ETJ representor for the Planning & Zoning Board of Adjustments.
I think I sent this to you, but if I didn't- Quentin Jackson is replacing Archie Aples on the Recreation Advisory Board.

Pamela W. Hurdle
Town Manager
Town of Hertford
114 W. Grubb St.
PO Box 32
Hertford, NC 27944
O(252) 426-1969 x 9
F(252) 426-7060
manager@townofhertfordnc.com
www.townofhertfordnc.com

From: seniorcenteroffice@perquimanscountync.gov
 [mailto:seniorcenteroffice@perquimanscountync.gov]
Sent: Thursday, December 27, 2018 4:06 PM
To: Mary Hunnicutt
Subject: Re: [External] FW: Senior Citizen Advisory Board

Ms. Mary: Thank you. Sue Price is unable to serve at this time due to complications with her health. Lillian Holman would like to serve on the Senior Citizen Advisory Board. Please, will you send her an invitation to her to serve in this position? Ms. Holman is a great supporter of the Center and is involved in most of the activities offered here at the Center. Additionally, she is well-liked and knows many of the people in our community. Mr. Stephen Burket and Ms. Juanita Bailey both would like to continue to serve on the Board. I have tried to reach Mr. Emmert with all the phone number contacts I have available and have not heard from him. I so hope he will continue to serve. I will continue to pursue a conversation with him. Thank you for your assistance with this opportunity. ...and lets start with warmest of wishes for the New Year! - Beverly

Beverly Gregory, Coordinator
 Perquimans County Senior Citizens Center
 1072 Harvey Point Road; PO Box 615
 Hertford, NC 27944
 Telephone: 252-426-5404
 Fax: 252-426-1296
 Email: office@pcseniors.org

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

From: seniorcenteroffice@perquimanscountync.gov
 [mailto:seniorcenteroffice@perquimanscountync.gov]
Sent: Thursday, December 27, 2018 4:24 PM
To: Mary Hunnicutt
Subject: Re: [External] FW: Senior Citizen Advisory Board

More good news! Mr. Bob will continue to serve! - Beverly

Beverly Gregory, Coordinator
 Perquimans County Senior Citizens Center
 1072 Harvey Point Road; PO Box 615
 Hertford, NC 27944
 Telephone: 252-426-5404
 Fax: 252-426-1296
 Email: office@pcseniors.org

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

STATEMENT OF INTEREST TO SERVE

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

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

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

1. SENIOR CITIZENS ADVISORY BOARD
2. _____

Your full name LILLIAN ANNE HOLMAN

Date of Birth 7/15/39

Mailing Address 712 W BRUBB ST

City and Zip Code Hertford NC 27944

Home Phone _____ Work Phone _____ Cell Phone 252-333-5056

Current Job Title Retired

Company or Agency _____

Email Address lilaway27944@gmail.com

Do you live in the county? Yes No

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

Educational Background High School Grad 24 yrs College @ ECU Accounting

Work Experience Retired After 25 yrs in Register of Deeds Office

Prior Board/Committee Experience Served 8 yrs on Town Council

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

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

Lillian A. Holman
Signature

12/28/2018
Date

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

From: Mary Mc. White [mailto:hbc@inteliport.com]
Sent: Wednesday, January 02, 2019 2:35 PM
To: 'Mary Hunnicutt'
Subject: [External] RE: Tourism Development Authority - Industry Representative

I did email you and my answer is no. I have been there long enough (from the beginning). Thanks for asking. Mary White

From: Mary Hunnicutt [mailto:mhunnicutt@perquimanscountync.gov]
Sent: Wednesday, January 02, 2019 2:17 PM
To: Mary Mc. White
Cc: Frank Heath; 'Sharon Smith'
Subject: FW: Tourism Development Authority - Industry Representative
Importance: High

Mary,

With the holidays and being out of the office, I cannot locate a response to this e-mail. Please let me know as soon as you can if you wish to continue to serve as the Industry Representative for the Tourism Development Authority.

Thank you for your assistance in this matter.

Mary P. Hunnicutt, Clerk to the Board

From: Mary Hunnicutt [mailto:mhunnicutt@perquimanscountync.gov]
Sent: Thursday, December 27, 2018 4:02 PM
To: Mary Mc. White
Cc: 'Sharon Smith'; Frank Heath
Subject: Tourism Development Authority - Industry Representative

Mary,

Your term on the Tourism Development Authority is due to expire on January 31, 2019. Are you still interested in serving on the Tourism Development Authority for another term? Please let me know what your thoughts are about continuing to serve on this authority.

Thank you for your past service and we hope that you will wish to continue to serve.

Have a very Happy New Year, and I look forward to hearing from you soon.

Thanks.

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

Perquimans County's Vision:

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



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-December 2018

GARNISHMENTS: \$4791.81

PAYMENT AGREEMENTS: \$17,309.20

DEBT SETOFFS: \$0

**PROPOSED
LIST OF BOARD MEMBERS
FOR 1/7/2019 MEETING**

Name	Board/Committee	Term	Appt.	Expire
JOSEPH HOFFLER				
Hoffler, Joseph	Albemarle Regional Landfill Authority	4 yrs.	1/1/2019	12/31/2023
Hoffler, Joseph	Communications Advisory Board - County	2 yrs.	2/1/2017	1/31/2019
Hoffler, Joseph	Court Security Committee	unlimited	2/1/2017	unlimited
Hoffler, Joseph	Historic Hertford, Inc.	3 yrs.	1/1/2019	12/31/2022
Hoffler, Joseph	Home & Community Care Block Grant	unlimited	1/1/2019	unlimited
Hoffler, Joseph	Perquimans/Chowan/Gates Landfill Committee	indefinite	2/1/2017	indefinite
KYLE JONES				
Jones, Kyle	Court Security Committee	unlimited	1/5/2015	unlimited
Jones, Kyle	Inter-Agency Council - Commissioner	1 yr.	7/1/2018	6/30/2019
Jones, Kyle	RPO Transportation Advisory Committee	2 yrs.	1/1/2019	12/31/2021
Jones, Kyle	Water Committee	unlimited	2/1/2011	unlimited
Jones, Kyle	Albemarle District Jail Commission	2 yrs.	1/1/2019	12/31/2021
FONDELLA LEIGH				
Leigh, Fondella	Albemarle Commission	unlimited	1/1/2015	unlimited
Leigh, Fondella	Economic Development Commission - County	2 yrs.	2/1/2017	1/31/2019
Leigh, Fondella	Housing Committee Chairman	unlimited	1/5/2015	unlimited
Leigh, Fondella	Recreation Advisory Committee - Commissioner	3 yrs.	7/1/2017	6/30/2020
Leigh, Fondella	Senior Citizens Advisory Board	2 yrs.	2/1/2017	1/31/2019
Leigh, Fondella	Water Committee	unlimited	1/5/2015	unlimited
Leigh, Fondella	WIA/JTPA Chief Elected Official	unlimited	1/5/2015	unlimited
Leigh, Fondella	Northeastern Workforce Development Consortium	unlimited	2/1/2015	unlimited
ALAN LENNON				
Lennon, Alan	Economic Development Commission - County	2 yrs.	1/1/2019	12/31/2021
Lennon, Alan	Perquimans/Chowan/Gates Landfill Committee	indefinite	1/1/2019	indefinite
Lennon, Alan	Water Committee	unlimited	1/1/2019	unlimited
Lennon, Alan (Chairman)	Tourism Development Authority (Commissioners)	2 yrs.	1/1/2019	12/31/2021
WALLACE NELSON				
Nelson, Wallace	Albemarle Commission (<i>alternate</i>)	unlimited	9/1/2018	unlimited
Nelson, Wallace	Albemarle Regional Health Services	indefinite	1/5/2015	unlimited
Nelson, Wallace	Chowan/Perquimans Multi-County LEPC	1 yr.	1/1/2018	12/31/2018
Nelson, Wallace	COA - Board of Trustees	4 yrs.	7/1/2017	6/30/2021
Nelson, Wallace	Economic Development Commission - County	2 yrs.	2/1/2017	1/31/2019
Nelson, Wallace	EMS Advisory Board	2 yrs.	1/1/2019	12/31/2021
Nelson, Wallace	Trillium Northern Region	unlimited	5/4/2015	unlimited
CHARLES WOODARD				
Woodard, Charles	Agricultural Advisory Board - Commissioner	3 yrs.	2/1/2018	1/31/2021
Woodard, Charles	Albemarle Hospital Board of Trustees	3 yrs.	1/1/2019	12/31/2022
Woodard, Charles	Chamber of Commerce Board	unlimited	2/7/2011	unlimited
Woodard, Charles	Social Services Board (<i>as long as Commissioner</i>)	3 yrs.	7/1/2016	6/30/2019
Woodard, Charles	Tourism Development Authority (Commissioners)	2 yrs.	2/1/2017	1/31/2019
Woodard, Charles	Tri-County Shelter Advisory Committee Board	unlimited	2/1/2013	unlimited

From: Bland Baker [mailto:Bland.Baker@trilliumnc.org]
Sent: Thursday, November 08, 2018 2:31 PM
To: mhunnicutt@perquimanscountync.gov
Subject: [External] FW: Advisory Board

Good afternoon Ms. Hunnicutt,

Hope you are doing well. I am reaching out to you for some help. My Northern Regional Advisory Board has a slot to fill from Perquimans County. Commissioner Nelson is the commissioner representative for Perquimans County but we also have a slot in the "other" category.

I have attached the criteria from the State Statute regarding the qualifications for the "other" position on my board for some guidance. I realize that it is hard to find someone who has the time to serve on various boards.

Someone from DSS or maybe the Health Department could be a possibility or maybe just a concerned citizen. There is a \$50.00 dollar stipend plus travel for attending the meetings. I was wondering if you could get this on your agenda in the near future.

The Advisory Board meets every other month in Ahoskie so our next meeting would be in January. It is the second Tuesday of the month at 4:00PM.

I realize that you may not be able to find someone who is willing to serve. I have a few other counties that struggle with this appointment. We'll just keep on trying.

Thanks for your help!

Bland

CRITERIA FROM THE STATE STATUTE REGARDING THE QUALIFICATIONS FOR THE "OTHER" POSITION

- (3) At least one family member of the local CFAC, as recommended by the local CFAC, representing the interests of the following:
 - a. Individuals with mental illness.
 - b. Individuals in recovery from addiction.
 - c. Individuals with intellectual or other developmental disabilities.
- (4) At least one openly declared consumer member of the local CFAC, as recommended by the local CFAC, representing the interests of the following:
 - a. Individuals with mental illness.
 - b. Individuals with intellectual or other developmental disabilities.
 - c. Individuals in recovery from addiction.
- (5) An individual with health care expertise and experience in the fields of mental health, intellectual or other developmental disabilities, or substance abuse services.
- (6) An individual with health care administration expertise consistent with the scale and nature of the managed care organization.
- (7) An individual with financial expertise consistent with the scale and nature of the managed care organization.
- (8) An individual with insurance expertise consistent with the scale and nature of the managed care organization.
- (9) An individual with social services expertise and experience in the fields of mental health, intellectual or other developmental disabilities, or substance abuse services.
- (10) An attorney with health care expertise.
- (11) A member who represents the general public and who is not employed by or affiliated with the Department of Health and Human Services, as appointed by the Secretary.

Suggested Motions – Recommendations – Actions:

The Board of Commissioners is requested to consider using one of the following sets of scripts to form the desired motion for approval or denial of Rezoning Request REZ-18-02, as follows:

TWO (2) SUGGESTED ACTIONS TO RECOMMEND APPROVAL:

1) **MOTION TO FIND PROPOSED REZONING NO. REZ-18-02** to be consistent and in harmony with the county comprehensive Land Use Plan existing development pattern **because** (*explain why*);

Possible reasons:

- **Current** RA zoning is compatible with the Land Use Plan Residential Agricultural classification which allows low intensity commercial uses.
- Private sewer and County water are available.
- **Future** Land Use Plan classification of Residential allows for mixed-use development.
- All Development of the parcel would be subject to site plan requirements of Zoning Ordinance Article V, section 509.

2) **MOTION TO RECOMMEND APPROVAL:** Motion to approve Rezoning No. REZ-18-02, to rezone a 2.53 acre portion of Tax Parcel No. 2-0082-0014A, from RA (Rural Agricultural District) to CR **contingent upon:**

1) Recording the proposed parcel's metes and bounds and recording an abbreviated subdivision plat that mimics the exhibit map for Glandon Forest Equity by Jason Mizelle, PLS dated November 30, 2018 stored in Planning Office file REZ-18-02, **within 6 months**, allowing an administrative extension by Planning staff.

2) Dollar General installing outside security cameras for the parking lot and a camera pointed to the boat trailer parking in back, (*ask County Attorney if a project specific condition is legal on a rezoning ordinance or should the County administer it at the permit stage*)

adopting Policy Guidelines from Zoning Ordinance Section 1302(A) (1 through 5) to support the motion. (see Table, below).

TWO (2) SUGGESTED ACTIONS TO RECOMMEND DENIAL: Motions to recommend denial to the Board of County Commissioners for Rezoning No. REZ-18-02, and adopting Policy Guidelines to support the motion (see Table, below) would utilize both of the above-noted motions stated in the negative tense.

Possible reasons it could be inconsistent and NOT in harmony:

- The **Future** Land Use Plan classification is Residential, which lists 'appropriate uses' as 'variety of low density single-family and agricultural uses and list commercial development as inappropriate.
- The site is not **currently** classified as a Planned Unit Development, hence 'mixed-use' does not apply.

TABLE OF SECTION 1302 POLICY GUIDELINES Glandon Forest Equity, LLC Proposed Rezoning Request No. REZ-18-02	
Motion to recommend approval finds:	Motion to recommend denial finds:
1) The proposal <u>will</u> place all property similarly situated in the same category, or in appropriate complementary categories.	1) The proposal will <u>NOT</u> place all property similarly situated in the same category, or in appropriate complementary categories.
2) There <u>is</u> convincing demonstration that all uses permitted under the proposed district classification would be in the general public interest and not merely in the interest of an individual or small group.	2) There is <u>NOT</u> convincing demonstration that all uses permitted under the proposed district classification would be in the general public interest and not merely in the interest of an individual or small group.
3) There <u>is</u> convincing demonstration that all uses permitted under the proposed district classification would be appropriate in the area included in the proposed change. (When a new district designation is assigned, any use permitted in the district is allowable, so long as it meets district requirements and not merely uses which applicants state that they intend to make the property involved).	3) There is <u>NOT</u> convincing demonstration that all uses permitted under the proposed district classification would be appropriate in the area included in the proposed change. (When a new district designation is assigned, any use permitted in the district is allowable, so long as it meets district requirements and not merely uses which applicants state that they intend to make the property involved).
4) There is convincing demonstration that the character of the neighborhood <u>will not</u> be materially or adversely affected by any use permitted in the proposed change.	4) There is convincing demonstration that the character of the neighborhood <u>will</u> be materially or adversely affected by any use permitted in the proposed change.
5) The proposed change <u>is</u> in accord with the Land Use Plan and sound planning principles.	5) The proposed change is <u>NOT</u> in accord with the Land Use Plan and sound planning principles.

ATTACHMENTS: 1) Applicant's Rezoning Application;
 2) Exhibit map by Jason Mizelle, PLS
 3) GIS map

PROPOSED ORDINANCE NO. 100

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

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

WHEREAS, the development of the lands within this rezoning shall proceed in accordance with the application, dated October 22, 2018, in addition to supporting documents and statements from the applicant which are a part of File No. REZ-18-02, by GLANDON FOREST EQUITY, LLC (applicant) for PERQUIMANS DEVELOPMENT, LLC (landowner) as approved by the Board of County Commissioners, and incorporated by reference into and made part hereof this Ordinance. In the case of conflict between this application, the supporting documents, and the below described special provisions of this Ordinance, the below described provisions shall prevail.

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

- 1) The proposal will place all property similarly situated in the same category, or in appropriate complementary categories.
- 2) There is convincing demonstration that all uses permitted under the proposed district classification would be in the general public interest and not merely in the interest of an individual or small group.

- 3) There is convincing demonstration that all uses permitted under the proposed district classification would be appropriate in the area included in the proposed change. *(When a new district designation is assigned, and use permitted in the district is allowable, so long as it meets district requirements and not merely uses which applicants state that they intend to make the property involved).*
- 4) There is convincing demonstration that the character of the neighborhood will not be materially or adversely affected by any use permitted in the proposed change.
- 5) The proposed change is in accord with the Land Use Plan and sound planning principles.
- 6) The proposed rezoning will be initiated upon the recordation of the proposed parcel's metes and bounds and recording of an abbreviated subdivision plat that mimics the exhibit map for Glandon Forest Equity by Jason Mizelle, PLS dated November 30, 2018 stored in Planning Office file REZ-18-02, within 6 months of this ordinance date.

SECTION 2. Effective Date. This Ordinance shall take effect upon its passage and enactment. This Ordinance shall be recorded in a book kept and maintained by the Clerk of the Board of County Commissioners of Perquimans County, North Carolina. **PASSED AND ENACTED** by the Board of County Commissioners of Perquimans County, North Carolina, this 7th day of January, 2019.

**BOARD OF COUNTY COMMISSIONERS OF
PERQUIMANS COUNTY, NORTH CAROLINA**

By: _____
Wallace E. Nelson, Chairman

ATTEST:

Mary P. Hunnicutt, Clerk to the Board

Effective Date: _____

§ 143-318.11. Closed sessions.

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

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

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

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

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

DEPARTMENT HEAD REPORTS

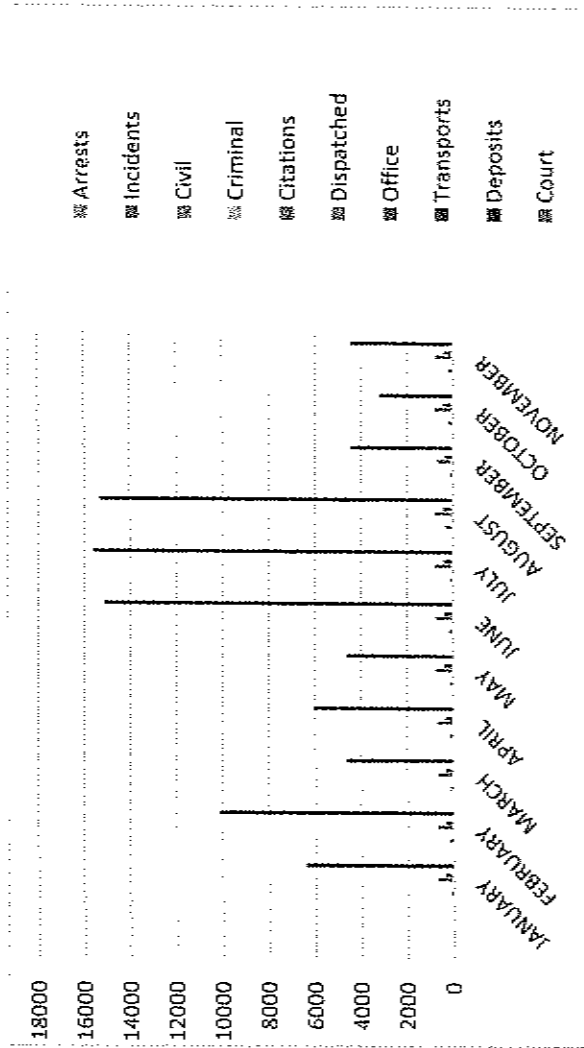
PLAT REVIEW LOG - PERQUIMANS COUNTY

Dec

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
Tony Webb <i>Charles Monroe Wheeler Mabel Wheeler Sisco</i>	<i>✓</i>	12/11/13	<i>✓</i>	<i>Survey of existing Parcel 1-0006-0005 72.57 acres</i>
Paul Toti Kirk Nixon	<i>✓</i>	12/19/11	<i>✓</i>	<i>Subdivision Survey 1 Lot passed Out of 4-0055-009E.</i>
SH Miller Alice Johnson	<i>✓</i>	12/21/11	<i>✓</i>	<i>Connected Boundary Survey for 5-D032-0295-A0</i>

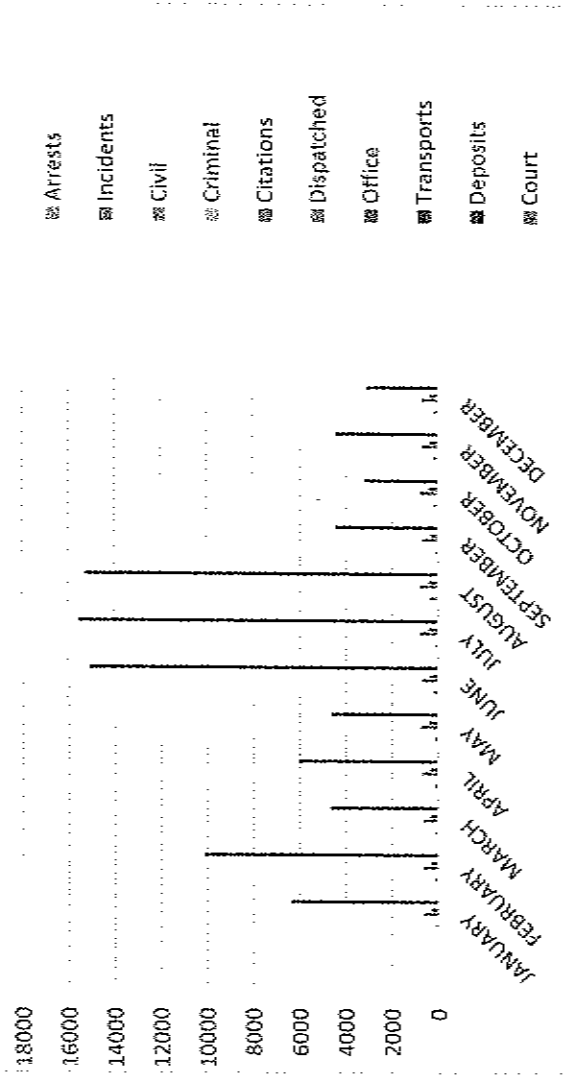
Bissell PO Box 1068 Kitty Hawk, NC 27949 (252) 261-3266	S. L. Cardwell Surveying 1206 Francis Street Elizabeth City, NC 27909 338-6328	Pat McDowell PO Box 391 Elizabeth City, NC 27909 338-4161	Mark Pruden 146 Oak Grove Road Edenton, NC 27932 482-7804	Saunders Surveying 510 Avena Road Black Mountain, NC 28711 (828) 669-2777
Bowman Consulting Paul J Toti 131 Main Street Gatesville, NC 27938 357-1581	E.T. Hyman Surveying 133 US Hwy 158 West Ste E Camden, NC 27921 335-2913	McKim & Creed 504 E Elizabeth St Ste 1 Elizabeth City, NC 27909 338-2929	Gloria Rogers 215 B Street Camden, NC 27921 338-1415/333-6781	Scott Temple PO Box 422 Elizabeth City, NC 27907 330-4016
Charles E Brown, III 2006 Johnson Road Elizabeth City, NC 27909 335-0928	Eugene Jordan 402 Sign Fine Road Tyner, NC 27980 221-4795	J H Miller Jr. 166 Cottonwood Drive Hertford, NC 27944 339-6932	Robey 133 US Hwy 158 W Ste E Camden, NC 27921 335-1888	Tony Webb PO Box 381 Edenton, NC 27932 482-3068

Perquimans County Sheriff's Office --- November 2018 Activity Report													
	Arrests	Incidents		Criminal Citations		Dispatched		Office		Transports		Deposits	Court Days
		Civil	Papers	Papers		Calls	Out Co.	Calls	Out Co.				
JANUARY	18	30	111	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			
SEPTEMBER	35	29	130	30	8	652	326	3	\$4,406.96	10			
OCTOBER	23	36	204	23	27	768	384	2	\$3,142.50	9			
NOVEMBER	19	27	169	22	12	696	348	3	\$4,427.09	7			



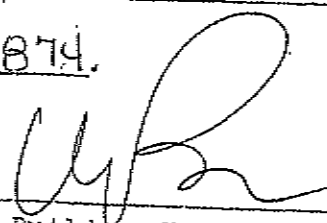
Perquimans County Sheriff's Office --- December 2018 Activity Report

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					Papers		Papers								Out Co.					Days
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NOVEMBER	19	27	169	22	12	696	348	3	\$4,427.09	7										
DECEMBER	16	22	172	20	12	668	334	2	\$3,059.50	5										



July, Aug., Sept. Oct., Nov, Dec. Jan., Feb., Mar. Apr., May., June

	COUNTY	HERTFORD	WINFALL
I. No. of Building Permits Issued	<u>34</u>	<u>3</u>	<u>3</u>
II. No. of Plumbing Permits Issued	<u>15</u>	<u>2</u>	<u>1</u>
III. No. of Mechanical Permits Issued	<u>39</u>	<u>5</u>	<u>1</u>
IV. No. of Electrical Permits Issued	<u>37</u>	<u>1</u>	<u>1</u>
V. No. of Insulation Permits Issued	<u>14</u>	<u>1</u>	
VI. No. of Mobile Homes Permits Issued	<u>2</u>		
TOTAL NUMBER OF PERMITS ISSUED	<u>159</u>		
VII. Fees Collected	<u>\$ 27,618.50</u>		
VIII. No. of Inspections Performed	<u>358</u>		
LX. Value of Construction			
A. New Residential	<u>2,260,640.</u>		
B. New Commercial	<u>19,084,200.</u>		
C. Additions	<u>217,200.</u>		
D. Remodeling	<u>277,425.</u>	<u>2250.</u>	<u>4,000.</u>
E. Accessory Building	<u>121,100.</u>	<u>7,000.</u>	
F. Mobile Homes	<u>113,000.</u>		
G. Modular Homes	<u>105,000.</u>		
H. Other	<u>447,059.</u>	<u>24,500.</u>	<u>29,500.</u>
TOTAL VALUE.	<u>22,625,624.</u>	<u>33,750.</u>	<u>33,500.</u>
GRAND TOTAL.	<u>22,692,874.</u>		

Signed: 
 Building Inspector

PERQUIMANS COUNTY
OFFICIAL REPORT

Board of Commissioners:
Finance Officer.

Date Dec. 2018

I wish to report that during the month Dec. 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
12/1/2018									\$0
12/2/2018									\$0
12/3/2018									\$0
12/4/2018									\$0
12/5/2018	\$50	\$161	\$90		\$30	1			\$331
12/6/2018	\$1,154	\$30		\$50	\$165	3	\$10	\$50	\$1,459
12/7/2018	\$50	\$30		\$50	\$165	2			\$295
12/8/2018									\$0
12/9/2018									\$0
12/10/2018									\$0
12/11/2018									\$0
12/12/2018	\$105	\$110							\$215
12/13/2018	\$168	\$334	\$180						\$502
12/14/2018	\$138				\$55	1		\$75	\$448
12/15/2018									\$0
12/16/2018									\$0
12/17/2018	\$464	\$120			\$165	3			\$749
12/18/2018									\$0
12/19/2018	\$658			\$100	\$440	6			\$1,198
12/20/2018	\$378	\$60			\$55	1			\$493
12/21/2018									\$0
12/22/2018									\$0
12/23/2018									\$0
12/24/2018									\$0
12/25/2018									\$0
12/26/2018									\$0
12/27/2018									\$0
12/28/2018									\$0
12/29/2018									\$0
12/30/2018	\$50				\$55	1			\$105
12/31/2018	\$3,225	\$845	\$270	\$200	\$1,130	18	\$10	\$125	\$5,805
TOTAL	10	11	3	3	\$1,130	18	\$10	\$125	\$5,805

Signed:  Building Inspector

Address
2412 Center Hill Hwy
Disposition
6-6-18 mailed first class preAMH deconstruction * //RRR sent - preped for demo next round / public notice published Perq. Weekly
DispositionDate
InfoNotes 12/19/2018

Address
2414 Center Hill Hwy
Disposition
AMH active // RRR sent - no response / preped for next round demo / public notice published Perq. Weekly
DispositionDate
InfoNotes 12/19/2018

Address
2416 Center Hill Hwy
Disposition
AMH active // RRR sent - next round demo / public notice published Perq. Weekly
DispositionDate
InfoNotes 12/19/2018

Address
16xx Ocean Highway - S

Disposition
amh process in progress

DispositionDate

InfoNotes
long single wide on 17-s

12/21/2018

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. Deconstruction complete. Holding billing, pending grant reimbersment amount.

DispositionDate

InfoNotes

12/28/2018

Address
877 Sandy Cross Rd.

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

DispositionDate

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

12/28/2018

Address
885 Sandy Cross Rd.

Disposition
demo scheduled for 10-29 thru 11-2 (notices and coop form complete) - refered from amh 2018-7-1 / 1st class & RRR letters sent - Ms Deans visited office and signed coop doc. Demo to be scheduled. Deconstruction complete. Holding billing pending receipt

DispositionDate

12/28/2018

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

Address
406 Belvidere Rd.

Disposition
investigating

DispositionDate

12/24/2018

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

Address
117 Spindrift Ln.

Disposition
Final notice is useless due to death and tax office has noted "has no value". Deconstruction complete. Billing pending AMH receipt.

DispositionDate

12/24/2018

InfoNotes
Public and final notice will be given by posting the property.

SUBJ-ADDRESS 238 Hunt Club Trail
 ORDINANCE VIOLATED cars
 NOTES 7/25/17 yard is organized and clean
 5/22/17 cleaned up
 Reference cea 2015-12-1, refresh file and send letters
 DISPOSITION yard is organized and clean- no further complaints
 DISPOSITION DATE 11/27/2018

SUBJ-ADDRESS 1347 Center Hill Hwy
 ORDINANCE VIOLATED
 NOTES 11/27/18 NO visible improvement
 6-21-18 Debbie told new owner he would be fine as long as he is doing something - Watching
 6/14/18 went to owner's house in Hobbsville, who said prop had been auctioned - new owner
 3/20/18 cave in started - declared solid waste delapidated house- empty
 DISPOSITION posted solid waste and demo - need to create new file in new owner's name
 DISPOSITION DATE 11/27/2018

SUBJ-ADDRESS 106 Blackfoot Tr.
 ORDINANCE VIOLATED burning
 NOTES RRR letter prompted phone response - owner said would be cleaned and was.
 Hold letter 6/5/17 - burn put out - check for further violations
 multiple calls starting 6/2/17 and repeat calls Saturday and Sunday
 Same address and owner listed on CEA 2016-3-2 & same complaint.
 11/2018 same complaint
 DISPOSITION UI
 DISPOSITION DATE 12/20/2018

SUBJ-ADDRESS 210 Inlet Circle

ORDINANCE VIOLATED 53 abandoned cars removed

NOTES
 6-21-18 need to find VIN
 looking for liability indemnity form to proceed.
 4/24/18 sent 1st class to Mr. Haste explaining the county's position by ordinance.
 4-18-18 I investigated a complaint from Mr. T. Erie Haste about a vehicle left abandoned on a rental property that he owns. Honda abandoned on rental property owned by T. Erie Haste, who wants it removed.

DISPOSITION UI

DISPOSITION DATE 12/20/2018

SUBJ-ADDRESS 195 Puddin Ridge Rd.

ORDINANCE VIOLATED ??

NOTES
 no violation found
 call about snakes and weeds and debris

DISPOSITION no violations

DISPOSITION DATE 12/20/2018

SUBJ-ADDRESS 106 Blackfoot Trail

ORDINANCE VIOLATED ???

NOTES
 case reopened 12/21/18 by phone (assumed Minster) UI.
 case closed
 11/13/17 received phone calls from Mr & Ms Minster, asserting neighbor throwing garbage into the yard
 11/14/17 took pictures at site of a clean yard with carpet, rugs and other household items beside front porch, mostly in bags.
 11/21/17 mailed first class and registered mail letters to occupants
 Occupants received letters and call code enforcement office to say debris was cleaned up.
 11/29/17 took pictures of cleaned yard

DISPOSITION UI

DISPOSITION DATE 12/21/2018

SUBJ-ADDRESS Hwy 17S across from Chicken Rd.
 ORDINANCE VIOLATED Solid Waste
 NOTES

- A large pile of debris where a house was before
- Had been grown over excessively
- Recently cleared by logging operation
- Poses a safety threat of total collapse
- Is now open and accessible to children and undesirables
- Is now clearly visible and a distraction to Highway 17 traffic

 DISPOSITION notification in progress
 DISPOSITION DATE 12/4/2018

SUBJ-ADDRESS 1307 Ocean Highway N.
 ORDINANCE VIOLATED
 NOTES Missed the before photos but got after. Demolished by Brown's.
 DISPOSITION cleaned
 DISPOSITION DATE 12/12/2018

SUBJ-ADDRESS 108 Shore Drive
 ORDINANCE VIOLATED
 NOTES complaint about garbage and solid waste. Old complaint ref. forward from cea 2017-5-5
 DISPOSITION investigating
 DISPOSITION DATE 12/17/2018

SUBJ-ADDRESS unpaved hunt club & sea breeze
 ORDINANCE VIOLATED solid waste
 NOTES claims that road's vacant lots are becoming dump sites. Need to cause clean up by dumpers or prosacute.
 DISPOSITION UI- under investigation
 DISPOSITION DATE 12/20/2018

SUBJ-ADDRESS 198 E. Inlet Cir.
 ORDINANCE VIOLATED
 NOTES
 DISPOSITION UI
 DISPOSITION DATE 12/20/2018

SUBJ-ADDRESS 183 E. Inlet Cir.
ORDINANCE VIOLATED
NOTES complaint cars no tags
DISPOSITION UI
DISPOSITION DATE 12/20/2018

SUBJ-ADDRESS 339 Holiday Ln.
ORDINANCE VIOLATED
NOTES cars no tags
DISPOSITION UI
DISPOSITION DATE 12/20/2018

SUBJ-ADDRESS 406 Belvidere Rd.
ORDINANCE VIOLATED solid waste
NOTES D/W decomposing into solid waste / FD willing to burn- need fire
marshall approval
DISPOSITION UI
DISPOSITION DATE 12/21/2018