

AGENDA

All items are for discussion and possible action.
Perquimans County Board of Commissioners
Commissioners' Room - Courthouse Annex Building
August 5, 2019
6:50 p.m.

- I. **Call to Order**
 - II. **Prayer & Pledge**
 - III. **Public Hearing**
 - A. **Resolution Authorizing Exchange of Property with NCDOT** 6:50 p.m.
 - > *The public hearing is being held to receive citizens' comments to consider the Resolution authorizing the exchange of property with NCDOT.*
 - 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: July 1, 2019 Regular Meeting & July 15, 2019 Work Session
 - B. Tax Refund Approvals
 - C. Personnel Matters
 - 1. Promotion: Part-Time Certified Telecommunicator
 - 2. Appointment: Part-Time Fire Marshal
 - 3. Appointment: Certified Deputy/SRO
 - 4. Resignation: Deputy Register of Deeds
 - 5. Retirement: Housekeeping Assistant
 - 6. Termination: Income Maintenance I Working Toward Income Maintenance II
 - 7. Resignation: PT/FI Paramedic
 - 8. Removed from Roster: EMT & EMT-I
 - 9. Appointments: EMS Part-Time/Fill-In Personnel (4)
 - 10. Certification: AEMT
 - D. Step/Merit Increases
 - 1. Social Services (1)
 - 2. EMS (1)
 - 3. Sheriff (4)
 - 4. Telecommunications (1)
 - E. Resolutions
 - 1. Resolution Authorizing Sale of Certain Surplus County Property
 - 2. Letter of Recommendation: Long Leaf Pine Award
 - F. Miscellaneous Documents
 - 1. County Cooperative Agreement with N.C. Forest Service
 - 2. Letter of Intent to Contract With Trillium
 - 3. Home & Community Care Block Grant (HCCBG) Documentation
 - VI. **Introduction of New Employees/Staff**
 - A. Introduction of New Employees
 - 1. Water Department
 - 2. Tax Department
 - 3. EMS Department
 - VII. **Scheduled Appointments**
 - A. Janice Cole
 - B. Susan Chaney, Social Services Director
 - C.
 - D.
- ACTION TAKEN LATER** (Items I-III)
- ACTION REQUIRED** (Items IV-V)
- NO ACTION REQUIRED** (Items VI-VII)
- 7:00 p.m.
7:00 p.m.
7:15 p.m.
7:20 p.m.

- | | | |
|--------------------------|-------|--|
| NO
ACTION
REQUIRED | VIII. | Commissioner's Concerns/Committee Reports |
| | | A. |
| | | B.
C. |
| ACTION
REQUIRED | IX. | Old Business |
| | | A. Updates from County Manager |
| | | B. Resolution Authorizing Exchange of Property |
| | | C. Economic Development Consultant Contract |
| | | D. Large Scale Private Events |
| ACTION
REQUIRED | X. | New Business |
| | | A. School Lottery Fund Application |
| | | B. Appointment: The Highway 17/64 Association Board of Directors |
| | | C. Petition: Cedarwood Village |
| | | D.
E.
F. |
| | | NO
ACTION
REQUIRED |
| A. | | |
| B.
C. | | |
| ACTION
REQUIRED | XII. | |
| | | XIII. Adjournment |

FOR INFORMATION ONLY:

- > National Night Out Flyer – August
- > Boys & Girls Clubs July 10, 2019 Letter
- > Albemarle Senior Games July 24, 2019 Letter

DEPARTMENT HEAD REPORT:

- > Plat Log
- > Emergency Services Report – June, 2019
- > Sheriff's Department Report – June, 2019
- > Tax Administrator's Report – July, 2019
- > Emergency Services Report – July, 2019

COMMITTEE WRITTEN REPORTS:

NOTES FROM THE COUNTY MANAGER
August 5, 2019
6:50 p.m.

- III.A. **Enclosures:** Public Hearing is being held regarding the following matter:
- A. **Resolution Authorizing Exchange of Property with NCDOT** 6:50 p.m.
- *The public hearing is being held to receive citizens' comments to consider the Resolution authorizing the exchange of property with NCDOT.*
- 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. Department heads will introduce the following new employees:
- **Nick Lolies:** Mr. Lolies, Water Supervisor, will introduce Robert Smith, Water Technician I, who was appointed effective July 1, 2019.
- ~~**Bill Jennings:** Mr. Jennings, Tax Administrator, will introduce Amy Ward, Tax Clerk – DMV, who was appointed effective July 1, 2019. (Mr. Jennings will not be able to attend the meeting. He will introduce Ms. Ward in September.~~
- **Jonathan Nixon:** Mr. Nixon, Emergency Services Director, will introduce Julie Solesbee, PIO/Grants Manager/AEMT, who was appointed effective July 1, 2019.
- VII.A. **Enclosures:** Janice Cole would like to address the Board.
- VII.B. Susan Chaney, Social Services Director, will present her monthly report.
- IX.A. County Manager Heath will present several updates to the Board.
- IX.B. In June, County Attorney High explained the request from NC Department of Transportation (NCDOT) to transfer property located on Wiggins Road. Mr. High provided the enclosed Resolution authorizing this transfer last month for information purposes. A Public Hearing will be held earlier in the meeting. Board action is being requested.
- IX.C. **Enclosure.** Last month, Commissioner Lennon requested that the Economic Development Consultant Contract be moved to the July Work Session for discussion. The Board discussed the matter during the July Work Session and is recommending the approval of the contract. Board action is being requested.
- IX.D. A couple of months ago, Sheriff White and Jonathan Nixon appeared before the Board to discuss large scale private events. The Board asked them to prepare something for the Board to consider. They will bring a document for Board consideration and action.
- X.A. **Enclosure.** The Perquimans County Board of Education is presenting the Application for Lottery Funds to complete the construction of the public restrooms and concessions for the new High School Athletic Complex. The amount of the application is \$146,029. Board action is being requested.
- X.B. **Enclosure.** The Highway 17/64 Association Board is requesting that the County appoint a representative to their Board. Board action is being requested.
- X.C. **Enclosure.** We have received a petition to add some roads in Cedarwood Village Subdivision to the NCDOT State Road Maintenance System. Board action will need to be taken to forward the request to NCDOT.
- XII. **Enclosure.** Pursuant to NC General Statute 143-318.11(3), the Board will need to go into Closed Session to consult with their attorney regarding a legal matter and to approve Closed Session Minutes.

CONSENT AGENDA NOTES

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

- A. **Enclosures:** Approval of Minutes – July 1, 2019 Regular Meeting, July 15, 2019 Work Session Minutes
- B. **Enclosure:** Tax Refunds – see attached list
- C. **Enclosures:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Amanda Richardson	Part-Time Certified Telecommunicator	Moving from FI to PT	62/1	\$14.04/hr.	08/01/2019
Barry Overman	Part-Time Fire Marshal	Appointment	70/18	\$30.13/hr.	08/01/2019
Stacey Edwards	Certified Deputy/SRO	Appointment	65/8	\$39.477	08/01/2019
Hunter Saberon	Deputy Register of Deeds	Resignation			08/02/2019
Cheryl Downing	Housekeeping Assistant	Retirement			11/01/2019
Patricia Serino	IMC I working toward IMC II	Termination			07/26/2019
Alan Smith	Part-Time/Fill-In Paramedic	Resignation			07/29/2019
Sean Tripp	Part-Time/Fill-In EMT-B	Removed from Roster			07/29/2019
Heather Nash	Part-Time/Fill-In EMT-I	Removed from Roster			07/29/2019
James Davenport	Part-Time/Fill-In Paramedic	Appointment	68/1	\$18.25/hr.	08/01/2019
Chelsea Dunn	Part-Time/Fill-In EMT	Appointment	63/1	\$14.65/hr.	08/01/2019
Brian Hickman	Part-Time/Fill-In AEMT	Appointment	66/1	\$16.72/hr.	08/01/2019
Morgan Lilly	Part-Time/Fill-In EMT	Appointment	63/1	\$14.65/hr.	08/01/2019
Cody Griggs	AEMT	Certification	66/1	\$16.72/hr.	07/01/2019

- 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
Samantha Farrar	Office Assistant III	57/5	\$25,793	08/01/2019
James Grosjean	EMS Compliance Officer	68/7	\$43,952	08/01/2019
Tori Arroyo	Deputy Sheriff / SRO (Certified)	65/2	\$34,102	08/01/2019
Brian Baker	P/T Animal Control Officer	58/4	\$12.65/hr.	08/01/2019
Brian Gregory	Deputy Sheriff	65/4	\$35,809	08/01/2019
Damon Sizemore	Deputy Sheriff (Certified)	65/3	\$34,934	08/01/2019
Tiffany Haynes	Certified Telecommunicator	62/2	\$14.37/hr.	08/01/2019

- E. **Enclosures.** The Board will need to take action on the following Resolutions:

1. **Resolution Authorizing Sale of Certain Surplus County Property:** The Board will need to consider the enclosed Resolution requesting the Board to declare a Billiards Table as surplus equipment to be sold on GovDeals.
2. **Letter of Recommendation – Long Leaf Pine Award:** Sid Eley had been nominated for the Long Leaf Pine Award. They requested that the Board forward a letter of recommendation for Sid Eley. The letter was prepared and signed by Chairman. This is for information purposes only.

- F. **Resolution:** The Board will need to take action on the following miscellaneous documentation.

1. **County Cooperative Agreement with the N.C. Forest Service:** County Manager Heath will present the 2019-2020 County Cooperative Agreement with the Division of Forest Resources for Board consideration and action.
2. **Letter of Intent to Contract with Trillium:** Trillium is asking for the County's participation in the partnership with Trillium to provide services to Medicaid beneficiaries eligible for Behavioral Health Intellectual Developmental Disability Tailored Plan. Board consideration and action are being requested.
3. **Home & Community Care Block Grant (HCCBG) Contract:** The enclosed contracts for the HCCBG Grant Program are being presented for Board consideration and action.



**PERQUIMANS COUNTY
BOARD OF COMMISSIONERS**

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

MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

WALLACE E. NELSON
CHAIRMAN

FONDELLA A. LEIGH
VICE CHAIR

JOSEPH W. HOFFLER

T. KYLE JONES

ALAN LENNON

CHARLES WOODARD

W. HACKNEY HIGH, JR.
COUNTY ATTORNEY

PUBLIC NOTICE

The State has requested that Perquimans County exchange a parcel of property adjacent to the NCDOT Shop for a parcel across from the Winfall Water Treatment Plant. In order to accomplish this exchange, a Public Hearing will have to be held to consider this transfer of property. To obtain more information on the parcel of properties, contact the County Manager's Office at (252) 426-8484. The meeting will be held prior to their August 5, 2019 Board of Commissioners' meeting at 6:50 p.m. The meeting will be held in the Commissioners' Room of the Perquimans County Annex Building located at 110 North Church Street, Hertford, NC.

Frank Heath

Frank Heath, County Manager

Perquimans Weekly: Run as block advertisement on July 24, 2019.
Acct. #: 1134

Perquimans County's Vision:

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



**PERQUIMANS COUNTY
BOARD OF COMMISSIONERS**

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

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

MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

**RESOLUTION AUTHORIZING EXCHANGE OF REAL PROPERTY
BETWEEN PERQUIMANS COUNTY AND THE STATE OF
NORTH CAROLINA PURSUANT TO N.C.G.S. 160A-271**

WHEREAS Perquimans County (the "County") owns a 3.00 acre tract of land, known and identified as Parcel 5 on that survey entitled "Recombination Survey For Perquimans County and North Carolina Department of Transportation" by Paul J. Toti, Professional Land Surveyor, dated February 28, 2006 which said property is located on Main Street Extended (N.C.S.R. 1220) and located in the County adjacent to property owned by the State of North Carolina for its Department of Transportation Maintenance Yard, which said property has an approximate value of \$30,000.00; and

WHEREAS The State of North Carolina (the "State") owns a 5.03 acre tract of land, known and identified as Perquimans County PIN 7950-55-7893, and further shown on that survey entitled "Map of Property of North Carolina Department of Transportation" by Ralph S. Jarvis, Professional Land Surveyor, dated December 31, 2002, which said map is recorded at Plat Cabinet 2 Slide 132-8 in the Perquimans County Registry and which is bounded by Main Street Extended (N.C.S.R. 1220), Melton Grove Road and Ocean Highway (U.S. Highway 17), which said property has an approximate value of \$50,000.00; and

WHEREAS the County and the State have agreed and wish to make an even exchange of the two described properties described above; and

WHEREAS North Carolina General Statute § 160A-271 authorizes the County to make such an exchange if authorized by the County Board of Commissioners by a resolution adopted at a regular meeting of the board upon at least 10 days' public notice; and

WHEREAS the County has given the required public notice and the County Board of Commissioners is convened in a regular meeting.

THEREFORE THE BOARD OF COMMISSIONERS OF PERQUIMANS COUNTY RESOLVES THAT:

1. The exchange of properties described above is authorized.
2. The appropriate county officials are directed to execute the appropriate instruments necessary to carry out the exchange authorized by this resolution.
3. That a copy of this resolution be placed in the minutes of the August 5, 2019 meeting of the Perquimans County Board of Commissioners

This the 5th day of August, 2019

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

Clerk to the Board

Perquimans County's Vision:

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

**PERQUIMANS COUNTY
CAPITAL PROJECTS ORDINANCE
FOR
NC HOUSING FINANCE AGENCY
SINGLE FAMILY REHABILITATION PROGRAM**

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in this Capital Reserve/NC Housing Finance Agency beginning July 1, 2019, and ending June 30, 2020.

<u>Rehabilitation</u>	\$	44,017
<u>Program Costs</u>		16,000
TOTAL CAPITAL RESERVE/NC HOUSING FINANCE AGENCY		\$ 60,617

Section 2: REVENUES - It is estimated that the following revenues will be available for appropriation in the Capital Reserve/NC Housing Finance Agency beginning July 1, 2019, and ending June 30, 2020.

<u>Single Family Rehab</u>	\$	60,017
TOTAL CAPITAL RESERVE/NC HOUSING FINANCE AGENCY		\$ 60,617

Wallace E. Nelson, Chairman
Perquimans Co. Board of Commissioners

WORK SESSION

June 17, 2019

7:00 p.m.

Due to a lack of business to discuss, the Perquimans County Board of Commissioners Work Session on June 17, 2019 was cancelled.

REGULAR MEETING

July 1, 2019

6:50 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, July 1, 2019, at 6:50 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

MEMBERS PRESENT: Wallace E. Nelson, Chairman Fondella A. Leigh, Vice Chair
Joseph W. Hoffer T. Kyle Jones
Alan Lennon Charles Woodard

MEMBERS ABSENT: None

OTHERS PRESENT: Frank Heath, County Manager 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. Afterwards, the Chairman explained that the first item of business was to hold a public hearing to receive citizens' comments to consider the proposed Perquimans County Ordinance Regulating Ambulance Service and the Granting of Ambulance Services.

PUBLIC HEARING

Perquimans County Ordinance Regulating Ambulance Services & the Granting of Ambulance Service Franchises

Chairman Nelson opened the Public Hearing restating that the purpose of this public hearing to receive citizens' comments to consider the proposed Perquimans County Ordinance Regulating Ambulance Service and the Granting of Ambulance Services. There were sixteen (16) people present. Jonathan Nixon, Emergency Services Directed, presented an overview of the proposed Ordinance. After his presentation, Chairman Nelson asked if there were any questions or comments from the Board or public. There being no questions from the Board or public, Chairman Nelson closed the Public Hearing at 7:00 p.m. and proceeded with Regular Meeting.

AGENDA

Chairman Nelson said that a copy of the amended Agenda was at their seats tonight. Alan Lennon made a motion to approve the Agenda, as amended. The motion was seconded by Joseph W. Hoffer and unanimously approved by the Board.

CONSENT AGENDA

Commissioner Lennon requested that Item V.E.3 be removed from the Consent Agenda and added to the July Work Session Agenda. Charles Woodard made a motion approving the Consent Agenda with the above item removed. The motion was seconded by Joseph W. Hoffer and unanimously approved by the Board.

1. Approval of Minutes: June 3, 2019 Regular Meeting & June 17, 2019 Special Called Meeting & Work Session Minutes which was cancelled due to no business.
2. Tax Refunds & Release Approvals:

PERQUIMANS COUNTY TAX REFUNDS:

Brabbie, Jr., Henry Wilson	_____	\$110.77
Gave vehicle to his son. 11 month refund. Account Number 9036230837.		
Chappell, Melvin Elmer	_____	\$100.97
Deceased. Estate of Mr. Chappell. 9 months refund. Account Number 0045358377.		
United Country Forbes Realty & Auctions, LLC	_____	\$202.10
Changed information from company name to personal name. Account Number 0046250394.		
Parkinson, James Edward	_____	\$217.41
Vehicle is registered in WV. 10 month refund. Account Number 0045321332.		

PERQUIMANS COUNTY TAX RELEASE:

Global Deluxe, LLC	_____	\$691.02
Hertford mowing fee was keyed in in error under the wrong code. Account Number 356273.		

3. Personnel Matters:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Robert Smith	Water Technician I	Appointment	58/1	\$24,447	07/01/2019
Sharon Cooper	Administrative Assistant - Inspections	Transfer	61/1	\$27,900	07/01/2019
Amy Ward	Tax Clerk - DMV	Appointment	58/3	\$25,673	07/01/2019
Sam Barrow	Planner	Extended Military Leave	Extended	-400 days	06/21/2019
Janice Thornton	IMC II	Resignation			06/20/2019
Ashley Weatherford	PT/PI EMT	Removed from Roster			06/11/2019
Alice Copeland	IMC II	Resignation			06/28/2019
Darlene Lind	PT/PI Certified Telecommunicator	Resignation			06/30/2019
Ernie Swanner	Code Enforcement Officer	Resignation			06/30/2019
Add 2 positions below	Amend Salary Classifications	Amendment			07/01/2019
Krystal Agosto	911 Communications Shift Supervisor II / Training Officer	Position Reclassification	68/6	\$42,985	07/01/2019
Julie Solasbee	PRO/Grants Manager/AEMT	Appointment/New Position	67/6	\$41,055	07/01/2019

4. Step/Merit Increases:

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Jonathan A. Nixon	Emergency Services Director	76/17	\$79,776	07/01/2019
Joanne Avery	IMC II	63/4	\$32,790	07/01/2019
Krystal Dozier-Bass	Public Information Assistant IV	59/5	\$28,167	07/01/2019
Deanne Smith	IMC II	63/3	\$30,466	07/01/2019
Caillyn Colson	EMS Shift Supervisor (Paramedic)	70/5	\$45,712	07/01/2019
Donna Phelps	Assistant Registrar of Deeds	60/9	\$32,453	07/01/2019
Rebecca Murray	Tax Clerk -Business Personal Property	61/3	\$29,294	07/01/2019

- 5. Annual Contract:** The following annual contracts were unanimously approved by the Board for FY 2019-20:
- a. **Senior Nutrition Contract:** This contract is between Perquimans County and Albemarle Commission to handle the Senior Nutrition Program at the Senior Center. The cost is \$10,749.24 for FY 2019-2020.
 - b. **Drainage Management Contract:** This contract is between Perquimans County and Dwane Hinson to handle drainage water management consulting services to meet the water management needs in Perquimans County. And it has the option to extend on an annual basis. The contract with Dwane Hinson would be for another year at a cost of an average of 12 hours per week at a fee of \$30.00 per hour plus a mileage supplement of 58 cents per mile FY 2019-2020.
 - c. **Economic Development Consultant Contract:** This contract between Perquimans County and Dave Goss to handle economic development matters was moved to the July 15, 2019 Work Session per Alan Lennon.
- 6. Resolution:** The following Resolution was unanimously approved by the Board:

RESOLUTION OF THANKS FOR DR. MARIA TRENT

WHEREAS, DR. MARIA TRENT is a native of Perquimans County; growing up in Hertford and is the daughter of Vivian and Graham Trent and sister of Granite; and

WHEREAS, DR. MARIA TRENT attended Perquimans County schools before transferring to the North Carolina School of Science and Math; and

WHEREAS, DR. MARIA TRENT graduated from Yale University, the University of North Carolina School of Medicine and the Harvard School of Public Health; and

WHEREAS, DR. MARIA TRENT is an Adolescent/Young Adult specialist and Professor on the faculty at Johns Hopkins University; and

WHEREAS, DR. MARIA TRENT is an independent scientist and serves as the principal investigator on multiple research projects funded by the National Institute of Health; and

WHEREAS, DR. MARIA TRENT is the President of the Society for Adolescent Health and Medicine and Chair of the Section on Adolescent Health for the American Academy of Pediatrics; and

WHEREAS, DR. MARIA TRENT is a sought after speaker and the author of scientific research articles, editorials, book chapters, and patient directed media materials in the field of adolescent health.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners for the County of Perquimans on behalf of the citizens of Perquimans County:

1. Hereby express our gratitude and our pride in DR. MARIA TRENT for her service to her patients, her County, and for her advancements in the field of adolescent medicine; and

2. Hereby express our deepest gratitude to DR. MARIA TRENT for serving as the grand marshal of the Perquimans County Independence Day celebration.

This the 1st day of July, 2019.

Wallace Nelson, Chairman
Perquimans County Commissioners



PRESENTATIONS & INTRODUCTION OF NEW EMPLOYEES/STAFF

The following presentations were made:

- 1. **Debbie Proctor:** Virgil Parrish, Chief Building Inspector, presented a plaque to Debbie Proctor who retired on June 30, 2019 after 29 years of service in the Building Inspector's Office.

The following employee/staff was introduced to the Board:

- 1. **Jared Tardiff:** Mike Peranco, District Forester - District 7, introduced Jared Tardiff who was appointed as the Pasquotank/Perquimans County Ranger. Mr. Tardiff made a few comments and Chairman Nelson welcomed him to Perquimans County.

2. Alyssa Walters: Jonathan Nixon introduced Alyssa Walters who was appointed an AEMT on June 1, 2019. Ms. Walters made a few comments and Commissioner Nelson welcomed her to Perquimans County.
3. Commissioner Hoffer: Mr. Hoffer explained that he had a heart attack this past Sunday and he wanted to recognize Jonathan Nixon and his staff for their professionalism and their great work on getting him to the hospital. The staff that assisted him were Matt Leicester, Shift Supervisor-Paramedic; Michaela Madden, EMT-I; and Madeline Lightbill, EMT.

JAMES COFIELD, 2020 CENSUS

Mr. Cofield presented a PowerPoint presentation on the upcoming 2020 Census and explained how the Board of Commissioners could assist in the process. After answering several questions, Chairman Nelson thanked Mr. Cofield for coming and informing the Board on the upcoming 2020 Census.

SUSAN CHANEY, SOCIAL SERVICES DIRECTOR

Ms. Chaney was not present to give her monthly report.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

There was no commissioner's concerns/committee report given.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > 6-30-19 Press Release - Durants Neck Fire District Rating: Mr. Heath read the following press release explaining the Durants Neck Fire District Rating:



PERQUIMANS COUNTY EMERGENCY SERVICES

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

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

Jonathan A. Nixon, Director

PRESS RELEASE – DURANTS NECK FIRE DISTRICT IMPROVES INSURANCE RATING

FOR IMMEDIATE RELEASE

June 30, 2019

Contact: Jonathan A. Nixon

Phone: 252-426-5646

We are excited to announce that Chief Robert Eure and the Durants Neck Fire Department have been recognized by the North Carolina Department of Insurance for their dedication and commitment to making their community a safer place to live. The commendation comes after a recent inspection completed by officials with the Department of Insurance Office and the NC State Fire Marshal, Mike Causey.

Inspections are required on a regular basis as part of the North Carolina Response Rating System (NCRRS) and it reviews several areas including staffing, equipment, maintenance of equipment, communications capabilities and the availability of a water source. The results of these inspections help determine homeowner's insurance rates within that fire district. Effective October 1, 2019, homeowners in the Durants Neck Fire District will now have a rating of S9E, effectively lowering the rating within five road miles of the fire station. This is an excellent rating for a rural volunteer fire department!

"I'd like to congratulate Chief Eure for the department's performance and for the hard work of all the department members," said Commissioner Causey. "The citizens should rest easy knowing they have a fine group of firefighters protecting them and their property in case of an emergency."

When speaking of his Department, Chief Eure stated, "The guys do the work and have a desire to be here, which makes my job a lot easier". Volunteer firefighters must complete a minimum of 36 training and continuing education hours per year to remain active. This past year, the 27 members of Durants Neck Fire Department logged over 3,000 hours of training, which was over 2,000 more hours than the required amount.

Chief Eure also spoke of how the process of preparing for this ratings inspection was a team effort and wanted to thank the other agencies that helped them achieve this goal. He stated that "Winfall Fire Department, Inter-County Fire Department and the Perquimans County Water Department played an important role in us achieving this rating". He also commended the Board of County Commissioners, County Manager Frank Heath, the Perquimans 911 Center and Perquimans County Emergency Management for their support through this tedious process.

We would like to thank all the departments involved for constantly working to improve the services provided to our County!



Mr. Heath explained that the County is always looking for ways to save our residents money so he wanted to recognize this accomplishment publicly. He is thankful for the efforts of these departments to complete their work and improve their rating.

- > Planner Deployment: For information purposes, Mr. Heath explained that the County's other Planner, Sam Barrow, has been deployed for a while now and is going to be deployed to the Middle East in August. He will be out of the country for the next year. He further stated that he encouraged the Board to remember him in their thoughts as he completes this deployment.

PERQUIMANS COUNTY ORDINANCE REGULATING AMBULANCE SERVICES & THE GRANTING OF AMBULANCE SERVICE FRANCHISES

The Public Hearing was held earlier in the evening. On motion made by T. Kyle Jones, seconded by Fondella A. Leigh, the Board unanimously approved the Ordinance No. 100 (See Attachment A).

NCACC CONFERENCE VOTING DELEGATE

Chairman Nelson stated that, at this time, Wallace Nelson, Charles Woodard, Fondella Leigh, and Joseph Hoffer were planning to attend the NCACC Annual Conference in August. The Board needs to appoint a Voting Delegate. On motion made by Charles Woodard, seconded by Joseph W. Hoffer, the Board unanimously appointed Wallace E. Nelson as the Voting Delegate to the 2019 NCACC Conference in August.

PERSONNEL MATTER: ATHLETIC PROGRAM SUPERVISOR

County Manager Heath explained that this request came after the Agenda Packets were e-mailed out so we cannot include it in the Consent Agenda. On motion made by Charles Woodard, seconded by Joseph W. Hoffer, the Board unanimously approved the following appointment:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
John A. Downum	Athletic Program Supervisor	Appointment	64/1	\$31,837	07/01/2019

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

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

Wallace E. Nelson, Chairman

Clerk to the Board

ATTACHMENT A

ORDINANCE NO. 100

AN ORDINANCE OF PERQUIMANS COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF NORTH CAROLINA, AMENDING, ADDING AND REPEALING SECTIONS OF THE PERQUIMANS COUNTY PERQUIMANS COUNTY AMBULANCE SERVICE FRANCHISE ORDINANCE AS ADOPTED BY ORDINANCE NO. 27; THIS ORDINANCE REPLACES ORDINANCE NO. 27; PROVIDES FOR SEVERABILITY; AND PROVIDES FOR AN EFFECTIVE DATE.

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

Section 1. Perquimans County Ordinance No. 27 (Perquimans County Ambulance Service Franchise Ordinance) is hereby replaced by Ordinance No. 100 and is attached hereto as Exhibits A & B, and incorporated herein by reference, in its stead;

Section 2. Severance Clause. It is the intent of the Board of County Commissioners of Perquimans County, North Carolina, and it is hereby provided, that if any section, subsection, sentence, clause, phrase or provision of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not be construed as to render invalid or unconstitutional the remaining provisions of this Ordinance; and

Section 3. 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 1st day of July, 2019.

BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, NORTH CAROLINA

By: _____
Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

 Mary P. Hunnicutt, Clerk to the Board

Effective Date: _____

EXHIBIT A

**PERQUIMANS COUNTY ORDINANCE REGULATING
 AMBULANCE SERVICE AND THE GRANTING
 OF AMBULANCE SERVICE FRANCHISES
 ORDINANCE NO. 100**

Section 1. Purpose. In the public interest and for the promotion of the health, safety and welfare of the citizens of Perquimans County, North Carolina and pursuant to the authority contained in N.C.G.S. §53A-250 and other applicable laws, the following ordinance sets forth the conditions, limitations, restrictions and requirements under which a person, as defined herein, may provide ambulance services or operate ambulances in Perquimans County, North Carolina.

Section 2. Abbreviations and Definitions. For the purposes of this ordinance, the following words, phrases, terms and abbreviations shall have the meaning(s) given below.

"Ambulance"-Any privately or publicly owned motor vehicle, aircraft, or vessel that is specifically designed, constructed or modified and equipped and is intended to be used for and is maintained or operated for the transportation of patients on the streets or highways, waterways, or airways of this State in accordance with the provisions of N.C.G.S. §131E-155.

"Board of County Commissioners"-Perquimans County Board of Commissioners.

"County"-Perquimans County, North Carolina.

"County EMS"- Perquimans County, North Carolina EMS System.

"Franchisee"-Any owner, as defined herein, of a franchisee to operate a franchise in Perquimans County, North Carolina that is granted under the terms of this Ordinance.

"N.C.G.S."-North Carolina General Statutes.

"NCOEMS"-North Carolina Office of Emergency Medical Services.

"Owner"-Any person or entity who owns an ambulance.

"Patient"-A person who is sick, injured, wounded, or otherwise incapacitated or helpless such that some medical assistance might be anticipated as defined in N.C.G.S. §131E-155.

"Person"- Any individual, firm, partnership, company, corporation, association, limited liability company or group of individuals acting for a common purpose, or organizations of any kind including but not limited to any local, state or federal governmental agency.

"Personnel"-Any person employed by an owner or franchisee in any duties associated with or in connection with the service of transporting patients in an ambulance.

"Provider"-Any individual, firm, partnership, company, corporation, association, limited liability company or group of individuals acting for a common purpose, or organizations of any kind who engage in the service of transporting patients in an ambulance.

"Shall"-always describes actions which are required and not merely suggestive or directive.

"State"-State of North Carolina.

Section 3. Franchise Required. It shall be unlawful for any person or owner to provide ambulance services or to operate ambulances of any type within the County without having been granted a franchise to do so by the County. Provided however, this section shall not apply to: (i) ambulances owned or operated by the County; (ii) ambulances owned by an agency of the United States; (iii) ambulances which transport patients who are picked up outside the County and transported to destinations outside the County; (iv) ambulances which transport patients who are picked up outside the County and transported to destinations inside the County; (v) ambulance which transport patients which are picked up inside the county and transported to destinations outside the County; and (iv) any owner, person or entity rendering assistance to the County or a franchised ambulance service in the event of a major catastrophe or emergency pursuant to the North Carolina Mutual Aid Agreement.

Section 4. Personnel Credentials Required. Pursuant to N.C.G.S. §131E-158 and §131E-159, no personnel shall attend to a patient nor transport a patient within the County, unless he or she holds a valid credential issued by the North Carolina Department of Health Service Regulation, Office of Emergency Medical Services and has passed a Technical Scope of Practice with the Perquimans County Medical Director.

Section 5. Application for Ambulance Franchise Requirements. Each application for a franchise to operate an ambulance or ambulance service in the County shall contain the following information:

(a) The name and address of the owner of the ambulance service and owner of any vehicle, ambulance, apparatus, equipment, property or facilities designated for the operation of the ambulance.

(b) If the applicant is a corporation or limited liability company, a certificate of good standing from the North Carolina Secretary of State.

(c) The trade name or fictitious names, if any, under which the applicant does business, along with a certified copy of the assumed name certificate.

(d) A resume of the training and experience of all personnel associated with the applicant in the care of patients to include state credentials and other associated professional certifications or course completion documentation.

(e) A full description of the type and level of service to be provided including a description of the applicant's ability to provide service, how many hours a day and how many days a week the service will be provided, the area to be covered, an estimate of the minimum and maximum response time for calls within the area of service, the location of the place or places from which the service is intended to operate, the manner in which the public will be able to obtain assistance and how ambulances will be dispatched.

(f) A complete set of financial statements for the entity for the previous three year period, audited by a Certified Public Accountant with an unqualified opinion. Financial statements must contain an income statement, balance sheet and a cash flow statement.

(g) A statement of which services the applicant intends to provide: emergency, non-emergency, convalescent, hospital to hospital, specialty care transport or a combination thereof.

(h) Such further information which the County shall deem reasonable and necessary to determine the capability of the applicant to provide ambulance services within the County.

Section 6. Application Review Fee. At the time the applicant submits its application for franchise, the applicant shall submit an application review fee in such amount as shall be set by the Board of Commissioners in a fee schedule.

Section 7. Hearing on Application. Within sixty (60) days of the receipt of an application, the County will schedule a time and place for a hearing on the application before the County's EMS Peer Review Committee. After such hearing by the County's EMS Peer Review Committee, the Committee shall forward to the Board of Commissioners its recommendation on the application and thereafter within thirty (30) days of the Committee's hearing on the application, the Board of Commissioners will make a final decision on the application and the County will provide the applicant with notice of its decision on the application.

Section 8. Award of Franchise. A franchise may be granted if the County finds that:

(a) A need exists for the services proposed by the applicant in its application to improve the medical services available to the residents of the County and the proposed services to be provided are reasonable and cost effective. In order for the County to determine the reasonableness and cost effectiveness of the applicant's proposed services, the applicant shall submit to the County a schedule of the applicant's proposed fee schedule at the time the applicant's application is submitted to the County.

(b) The proposed services will fit within the County's EMS System Plan so as to not adversely affect the level of service or operations of the County's EMS operations or of other agencies or existing franchisees.

(c) The applicant shows it has met federal, state and local standards outlined in this ordinance.

Section 9. Initial Franchise Fee. Upon approval and award of a franchise, the franchisee shall pay to the County an initial franchise fee as set forth in Section 5 herein or as otherwise set by the Board of Commissioners.

Section 10. Ongoing Service and Franchise Fees. Once the franchisee begins its operations and providing services under the franchise the franchisee shall pay to the County service fees and ongoing franchise fees as set by the Board of Commissioners, for the following:

(a) A paramedic intercept fee, as set by the County Commissioners, in which County EMS personnel attend to the patient being transported or serviced by the franchisee.

(b) The County shall charge the franchisee an annual ongoing franchise fee equal to a percentage of gross revenues derived from the franchisee's Perquimans County operations as may be set in a fee schedule adopted by the Board of Commissioners in the County's annual budget. In order for the County to determine the annual franchise fee due by the applicant, the applicant shall provide to the County on an annual basis an audited financial statement of the gross revenues derived from the franchisee's Perquimans County operations.

(c) An annual renewal fee in such amount as may be set by the Board of Commissioners in a fee schedule. The Board of Commissioners reserves the right, on an annual basis, to amend the amount of the annual renewal fee.

Section 11. Operational Standards and Expectations of Service. Each franchisee shall provide the following:

(a) Each ambulance shall be required to render assistance to any requesting individual or agency in a professional and timely manner.

(b) Each ambulance shall be required to render assistance to the County in the event of a major catastrophe, emergency, natural disaster or when all County EMS resources are in service or are temporarily unavailable to respond to emergency requests for service.

Section 12. Reporting and Documentation. Franchisee shall keep and maintain all records related to the maintenance and operations of franchisee's ambulance service and all such records and shall be open for inspection by the County's representatives during the franchisee's normal business hours. The types of documents which shall be kept, maintained and open to inspection by the County shall include, but not be limited to, dispatch records, trip records and logs, daily report logs, equipment and vehicle inspection reports, and daily driver and attendant checklist. In addition to the records listed above, the franchisee shall submit to

the county on a semi-annual basis in electronic form the following information: number of responses by type and time frame, response time data, any responses associated with a death, staff activities including training hours and hours worked and any vehicle failures or other maintenance issue which limit response availability. The time period in which the franchisee's records shall be kept and maintained shall be as set forth by the rules and regulations of NCOEMS.

Section 13. HIPAA Requirements. The franchisee shall, upon request of the County, provide the County documentation of proper training and education associated with general operations, medical care, driving and with privacy and confidentiality rules regulations and practices in accordance with the Health Insurance Portability and Accountability Act (HIPAA) as well as the Health Information Technology for Economic and Clinical Health Act (HITECH) and the franchisee's privacy policy.

Section 14. Equipment and Supplies. Franchisee's apparatus and equipment shall be in accordance with the standards developed by the North Carolina Medical Care Commission and the North Carolina College of Emergency Physicians and those standards are incorporated herein as if set forth fully.

Section 15. Vehicles and Vehicle Operators. All of franchisee's emergency vehicle operators shall be required to obtain emergency vehicle operator training and franchisee shall keep documentation on file detailing the performance of each operator based on written performance and actual driving evaluations. All franchisee personnel shall be subject to annual driving record checks. All of franchisee's vehicles shall be in compliance with state, federal and local rules and regulations governing construction, maintenance and layout of the vehicles. The graphics the franchisee uses for its vehicles shall not be similar in appearance, graphics and color schemes of existing County EMS vehicles.

Section 16. Communications. Each of franchisee's vehicles shall be in compliance with the minimum communications requirements as forth by NCOEMS. Communications shall be able to be monitored by County without encryption. Federal Communications Commission (FCC) licensing will be the responsibility of the franchisee. Copies of all FCC authorizations, certificates and licenses shall be available for inspection by the County per FCC rules and regulations.

Section 17. Fees for Services. Fees for franchisee's services shall not exceed the County's EMS fees schedule. Franchisee shall not attempt to collect fees for service on any emergency response until the patient has reached the point of destination, has received medical attention and is in a condition deemed by the patient's attending physician to be fit to consult with franchisee concerning fees and charges. In addition, franchisee shall not attempt to collect fees from family, guardians or the patient during the course of medical treatment. On scheduled, non-emergency services where a patient requires transportation for non-emergency events, the franchisee may attempt collection of fees before the ambulance trip begins or is completed.

Section 18. Termination, Suspension, Revocation or Reinstatement of Franchise. Either party at its option may terminate the franchise upon sixty (60) days prior written notice to the other party.

If a suspension, revocation or termination of a franchise is entered for franchisee's failure to comply with the terms of the franchise or this ordinance, franchisee shall immediately cease operations and there shall be no refund of any franchise fees or renewal fees paid to the franchisee under such circumstances.

For non-compliance with the provisions of the franchise or this ordinance, the County shall hold a hearing and upon thirty (30) days' notice, may suspend or revoke the franchise. If at such hearing, the County finds that the franchisee has corrected any deficiencies or issues of non-compliance and is in compliance with the franchise and this ordinance, the franchise may be reinstated.

Upon reinstatement of a suspended or revoked franchise, the franchisee shall be placed on probation and subject to reviews of its performance under and compliance with this ordinance and the franchise for a period of not less than six (6) months and if after a six (6) month period the franchisee is found to be in compliance with this ordinance and the franchise, the franchise will be renewed for a mutually agreed upon term.

If the franchisee fails to comply with the terms of this ordinance and the franchise which necessitates more than two (2) hearings per year, then the County may revoke the franchise with no option of renewal for a period on no less than ten (10) years.

Section 19. Changes in Ownership of Franchisee. Any changes of ownership in franchisee shall automatically terminate the franchise and shall require a new application.

Section 20. Sale of Franchise. The franchise shall not be sold, assigned or otherwise transferred to any other person or entity. Any such sale, assignment or transfer shall result in immediate termination of the franchise.

Section 21. Renewal of Franchise. The applicant may renew the franchise upon the same terms and conditions by submission of an application for renewal to the County at least sixty (60) days before the expiration of the current term.

Section 22. Operating Expenses. Any and all operating expenses arising out of or in connection with the franchise shall be the sole responsibility of franchisee. Under no circumstances shall any of the expenses arising out of or in connection with the franchise be the responsibility of the County.

Section 23. Damages and Indemnification. The franchisee shall be responsible for all damages or injuries to persons or property when such injury or damage is caused by the negligence of the franchisee and its agents, employees and independent contractors.

The franchisee shall indemnify and hold harmless the County for any and all claims, suits, judgments or costs incurred by the County which are caused by the negligence of the franchisee and its agents, employees and independent contractors.

Section 234. Insurance Requirements. Franchisee shall have at all times in force and effect insurance coverage which shall provide and include: appropriate statutory worker's compensation, three million dollars (\$3,000,000.00) of combined single limit motor vehicle insurance coverage, three million dollars (\$3,000,000.00) of combined single limit general liability coverage and three million dollars (\$3,000,000.00) combined single limited of professional liability coverage. Franchisee shall annually provide the County with a copy of the insurer's Certificate of Insurance for the above listed coverages.

Section 25. NCOEMS will be the enforcing agency as it relates to North Carolina General Statutes, North Carolina Administrative Code and the North Carolina College of Emergency Physicians requirements for EMS providers. The County will be the enforcing agency as it relates to the franchisee's compliance with the franchise or this ordinance.

Section 26. Scope of Franchisee Coverage Area. Unless otherwise limited in the franchise, the franchisee shall be permitted to cover the entire County. However, the County in its sole discretion has the statutory power to limit the hours and days the franchisee may operate and the areas of the County which may be served by the franchisee.

Section 27. Controlling Law and Venue. The terms of the franchise and this ordinance shall be construed under the law of the State of North Carolina. The venue of any legal dispute arising out of the terms of the franchise or this ordinance shall be in the court of appropriate jurisdiction in Perquimans County.

Section 28. Term of Franchise. The term of any franchise granted hereunder shall be valid for a term of one (1) year from the date of issuance of the franchise provided that the franchisee is in compliance with the terms of this ordinance. In addition, the County and the franchisee each reserve their right to terminate the franchise upon sixty (60) days prior notice to the other party as set forth in Section 16 herein.

Section 29. Reservation of Rights. The County in its sole discretion reserves the right to amend or modify this ordinance. In the event the County exercises its discretion to amend or modify this ordinance, any amendments or modifications which are made to this ordinance shall not apply to any then existing franchises and shall only apply to applications for a franchise which are submitted after the date of such amendments and modifications. Provided however, as to any then existing franchises, those amendments or modifications so made shall apply to any renewal term of an existing franchise. The County also reserves the right to open or close acceptance of applications and to limit the number of franchises granted based on the needs of the County.

Section 30. In addition to any rights of punishment given to the County in this ordinance or the North Carolina General Statutes, a violation of any provision of this Chapter shall be a misdemeanor punishable by a fine not to exceed Five Hundred Dollars (\$500), or imprisonment for not more than thirty (30) days, or both. Each day's violation of this article is a separate offense.

WITNESS my hand and the official seal of Perquimans County, this the 1st day of July, 2019.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

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

EXHIBIT B

PERQUIMANS COUNTY ORDINANCE REGULATING
AMBULANCE SERVICE AND THE GRANTING
OF AMBULANCE SERVICE FRANCHISES
ORDINANCE NO. 100

2019-2020 FEE STRUCTURE

Application Review Fee (Section 6)	\$5,000
Paramedic Intercept Fee (Section 10a)	\$100 per occurrence
Annual Ongoing Franchise Fee	10% of Gross Revenues derived from the Franchisee's Perquimans County Operations
Annual Renewal Fee	\$2,500

WORK SESSION
July 15, 2019
7:00 p.m.

The Perquimans County Board of Commissioners met in a Work Session on Monday, July 15, 2019, at 7:00 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

MEMBERS PRESENT: Wallace E. Nelson, Chairman Joseph W. Hoffer
Kyle Jones Alan Lennon
Charles Woodard

MEMBERS ABSENT: Fondella A. Leigh, Vice Chair

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

Chairman Nelson called the meeting to order. Commissioner Lennon gave the invocation and the Chairman led the Pledge of Allegiance. Chairman Nelson explained that Commissioners Leigh and Woodard were out of town.

INTRODUCTION OF PERQUIMANS YOUTH DELEGATE

Chairman Nelson recognized Meredith Wood, Extension Agent - 4-H Youth Development, who introduced Clayton White, the 4-H youth that will be attending the 4-H Citizenship Event as the Perquimans Youth delegate at the upcoming Commissioner's NCACC Conference in August. Mr. White gave a synopsis of his achievements and thanked the Board for the opportunity to serve as their delegate. After he made a few comments, Chairman Nelson explained that several of the Commissioners would be at the Conference and that they may see him there.

LOTTERY FUNDS DISCUSSION

Chairman Nelson recognized Tanya Turner, Perquimans County Superintendent, who read the following statement:

Tanya Turner
Superintendent

Perquimans County Schools
P. O. Box 337
Helford, North Carolina 27944



Board of Education
Dr. Anne White, Chair
Amy Spough, Vice Chair
Russell Lottier
Marti Peeler
Leary Hinkow
Arlene Yeter

Good evening Mr. Nelson, Mr. Heath and Board Members! Thank you for giving us the opportunity to come speak to you during your work session.

The purpose of us being here is to explain the reason why we will be requesting \$146,029 of the lottery monies. This request will be to pay for the concession stand and bathroom building at the athletic complex.

Shortly after I came on board as superintendent on May 1st, meetings were held to update me on the athletic complex building project. During the meetings with Mr. Bunch, Mrs. York, and Mr. Davison, the financial balance of the building project, what had been paid for, and what still needed to be funded were reviewed.

Mrs. York confirmed at those meetings that the funds needed for project completion were available.

On June 18th, I requested a print out of all outstanding purchase orders involving capital outlay projects and the athletic complex. The purpose of this request was to confirm that we were in good financial standing for project completion.

After the report was ran, a meeting was held and the report showed that the budget had been overspent.

The capital outlay allotment received from the commissioners was spent during the school year on the capital projects that were presented in our budget. The finance officer combined capital outlay and the lottery money that was provided for the athletic complex when they should have been accounted for separately.

At the end of the school year, funding that was provided for capital outlay had been spent on those projects. Because the funds were combined, more money was spent on the athletic complex than what was provided through the lottery for that purpose.

We're not here to make excuses or to pass blame but to be transparent about the mistake that occurred. We have a new finance officer that begins tomorrow and he has been informed. He also comes to us with 10 years of experience as a chief finance officer of a neighboring school district. Under his leadership a gym complex has been built and a new school is currently being built. We will be working with him to develop processes and procedures to ensure this won't happen again in the future.

Are there any questions?

After completing her comments, she introduced James Bunch, Assistant School Superintendent, and James Davison, Maintenance Supervisor. She said that she brought these individuals with her tonight to be able to answer any questions because they had been part of this project from the beginning and were more familiar with the project. Chairman Nelson opened the meeting for discussion. The following questions were asked:

- > **Commissioner Jones:** Mr. Jones asked Ms. Turner what their Fund Balance was. Ms. Turner said that it was a little over \$200,000. Mr. Heath wanted to verify whether it was the General Fund or Capital Fund. Mr. Bunch said that it was the General Fund Balance.
- > **Chairman Nelson:** Mr. Nelson asked what their total budget was for FY 2019-20. He wanted to determine what percentage the Fund Balance was of the total budget. Mr. Bunch said that it was around \$21,000,000. Ms. Turner said that it was lower than the 8%. Mr. Heath said that the 8% does not necessarily apply to the school system.
- > **Chairman Nelson:** Mr. Nelson asked if they had looked at any capital requests that they made this year to see if they could postpone those expenses. Ms. Turner said that they met and reviewed their requests but they did not see any fluff that the school system could postpone any of their capital requests for FY 2019-20.
- > **County Manager Heath:** Mr. Heath asked if the Board could receive a copy of what she read tonight and a copy of a breakdown of how the lottery money was spent. Ms. Turner said that she would be happy to provide that to him. He would forward it to the Commissioners.
- > **Commissioner Lennon:** Mr. Lennon asked if the new Finance Officer had been asked to prepare a plan of action to improve their process. Ms. Turner said that the new Finance Officer's name is Rube Blanchard and presented more information on his qualifications.
- > **Tanya Turner:** Ms. Turner said that the lack of experience of the previous Finance Officer was the reason that this problem occurred. The former Finance Officer explained that to the Board of Education stating that she did not have a good understanding of how the lottery money worked.

- > **Commissioner Jones:** Mr. Jones understands that this situation does not reflect on Ms. Turner. Part of his issue is the word "overspent". His said that this is the second time that the School Board has come to the Board of Commissioners requesting funds in fifteen months. Last time it was for \$56,000 for a broken down HVAC system. The next item was for \$125,000 for lights for the Athletic Complex. In his opinion, he feels that there are some serious priority issues here. Mr. Jones asked would it hurt to leave the Complex as is and wait till they get the money.
- > **James Davison:** Mr. Davison responded to Mr. Jones' questions. He said that it would not hurt anything but there is an expectation among some individuals in the community that the Complex would be utilized next school year starting in early September. There is still a lot of work to be done at the Complex.
- > **Tanya Turner:** Ms. Turner said that, if they get the lottery funding as requested, they should be able to use the facility for their first game in September but it will not be a completed facility. They would not have the field house, the ticket booth, and some beautification items completed, but it would be ready to play football.
- > **Commissioner Jones:** Mr. Jones asked if they had asked Dr. Nixon for any funds. James Bunch said that they have not asked him for any funds from June 2nd through the end of May. Most of Mr. Bunch and Dr. Nixon's discussions were about where we are with the Complex and where we are heading and what the priorities are.
- > **County Manager Heath:** Mr. Heath stated that they had \$197,000 in lottery funds currently. You are asking for \$146,000. Do you have a plan to ask for any additional funding in the future. For future years, will they be spending more funds from the lottery account? Mr. Bunch said yes they would but there needs to be some serious discussion on where they are going to. They have gone through four superintendents and three finance officers. He has seen more than five models and phase and design were different. They had to adapt and utilize the funds that were available. He encouraged the Board to go look at the current structure. There are no extras just what they needed to pay football. Mr. Heath said that, as far as future years, what the plan is for the future. Their first priority was the football field. Phase 2 may be soccer field and track. They need to come up with a sustainable plan that is supported by the Commissioners and includes funding at a reasonable rate so we can move forward with this venture. Mr. Heath explained to Mr. Bunch that he was asking these questions because the current debt service for the school puts a great deal of pressure on the County's budget. Lottery funds are permissible to be used to help with debt service payments. That is what is on the mind of the Board of Commissioners.
- > **Commissioner Lennon:** Mr. Lennon stated that he feels that the new finance officer will be good for handling future funding for the complex. Since Mr. Blanchard has had a great deal of experience on major projects, he feels that the School Board and Staff need to rely on him and his experience. Ms. Turner agreed and feels that they are blessed to have him come on board to work with them.
- > **Chairman Nelson:** Mr. Nelson asked if it was their plan to move forward. They need to get a handle on what else needs to be done. Ms. Turner said that Mr. Davison said that they need to complete the sidewalk to the concession stand and restrooms to be ADA compliant. They also need to cover the overspent items and this one last project with the sidewalk. Chairman Nelson asked if they completed these two items, would they be able to play football in the fall. Mr. Davison said that they would.
- > **County Manager Heath:** Mr. Heath asked about parking availability. Mr. Davison said that it was permitted by the Town of Hartford to allow parking at the high school so they would have to cross the street. He further stated that the current completed parking lot would be for handicap parking and bus parking.
- > **Commissioner Jones:** Mr. Jones stated that, in spite of his previous comments, he has more faith in Tanya Turner than he had in Matthew Cheeseman.
- > **Commissioner Lennon:** Mr. Lennon agreed with Mr. Jones and feels that they need to move forward and make better decisions.

Chairman Nelson asked if there were any further comments or questions. Their being none, he thanked Ms. Turner, Mr. Bunch, and Mr. Davison for coming to the Work Session to explain the situation. They thanked to Board for allowing them to come.

ECONOMIC DEVELOPMENT CONSULTANT CONTRACT

Chairman Nelson explained that this item was removed from the July 1st Consent Agenda to tonight's Agenda so that the Board could discuss this contract. Commissioner Lennon did not understand the contract because it did not look like an official contract as we have done in the past. It looked like just a letter. Mr. Heath explained that this letter was all that the County received from Dave Goss, Economic Development Consultant. The Board budgeted this amount for FY 2019-20 before Mr. Goss provided Mr. Heath with this letter. Mr. Goss has mentioned that he was beginning to cut back in his work. Mr. Heath stated that, if the Board wishes, they could prepare a more formalized contract for Mr. Goss. After discussing that State Budget and the future of the marine industrial park, County Manager Heath and Chairman Nelson will be talking to the Department of Commerce to find out options that they need to be looking into. Mr. Heath feels that we need at least a part-time Economic Developer. Chairman Nelson asked if there were any other comments regarding any of the items discussed tonight. The following individuals made comments:

- > **Commissioner Hoffer:** Mr. Hoffer wanted to know if they needed to take action tonight. Mr. Nelson explained that they could not take action tonight. That would occur in the August meeting.
- > **Tracy Mathews:** Ms. Mathews made comments on how this could happen.
- > **Commissioner Jones:** He feels that, if we continue to give them the funds that they ask for it, they will continue to ask for additional funding.
- > **County Manager Heath:** Mr. Heath feels that, should they get this money, they need to bank some of it for future maintenance issues.

ADJOURNMENT

There being no further comments or business to discuss, the Work Session was adjourned at 7:55 p.m.

Wallace E. Nelson, Chairman

Clerk to the Board

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



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

PERQUIMANS COUNTY TAX DEPARTMENT

July 29, 2019

Tax Refund: (Perquimans County)

Kenneth & Arlene Strauss Description of house was changed during reval and should not have been. For 2018 Account #: 257321	\$512.43
Kenneth & Arlene Strauss Description of house was changed during reval and should not have been. For 2017 Account #: 257321	\$512.43
Kenneth & Arlene Strauss Description of house was changed during reval and should not have been. For 2016 Account #: 257321	\$512.43
Gertrude Riggins Turned vehicle in to Wells Fargo Account #: 0042042348	\$101.32
Bradley Scott Miller Vehicle transferred to Germany Account #: 0048355060	\$112.19

Perquimans County's Vision:

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: July 16, 2019

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

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

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

STATUS CHANGE EFFECTIVE DATE: 08/01/2019

GRADE: 62 STEP: 1 SALARY: \$14.04 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: July 16, 2019

COUNTY MANAGER APPROVAL
[Signature]
DATE: 7/31/19

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Barry A. Overman

SOC. SEC. NO.: _____

POSITION: Part-Time Fire Marshal

DEPT.: Emergency Services

NEW EMPLOYEE EFFECTIVE DATE: August 1, 2019

GRADE: 70 STEP: 18 SALARY: \$30.18 per hour

ENDING DATE OF PROBATIONARY PERIOD: August 1, 2020

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: _____

Frank Heath

DATE: 7/31/19

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 7-22-19

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Stacey Raquel Edwards

SOC. SEC. NO. _____

POSITION: Deputy / SRO

DEPT.: Sheriff's Office

NEW EMPLOYEE EFFECTIVE DATE: August 1st 2019

GRADE: 65 STEP: 8 SALARY: \$39,477

ENDING DATE OF PROBATIONARY PERIOD: 8-1-2020

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

Milton White

DATE: 7-22-19

COUNTY MANAGER APPROVAL

Ananda Heath

DATE: 7/29/19

FINANCE OFFICER

DATE: _____

Hunter G. Saberon
456 Poor Hill Road
Hertford, NC 27944

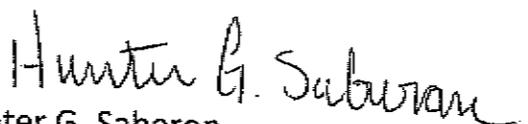
July 23, 2019

The Honorable Jacqueline S. Frierson
Perquimans County Register of Deeds

Dear Jackie:

I hereby submit my resignation as Deputy Register of Deeds effective August 2, 2019. I have enjoyed my time here and I thank you for giving me the opportunity.

Sincerely yours,


Hunter G. Saberon
Deputy

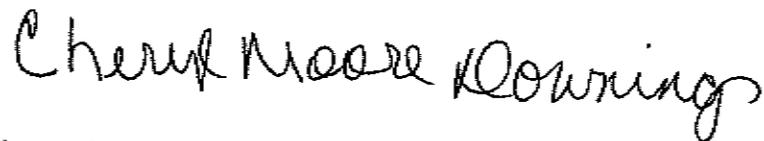
July 23, 2019

To: Perquimans County, NC

RE: 2019 Retirement

I am writing to inform you of my plan to retire, effective November 1, 2019. I am grateful for the opportunity to have worked with Perquimans County for over 21 years.

Sincerely,

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

Cheryl Moore Downing

EMPLOYMENT ACTION FORM

DATE SUBMITTED: July 26, 2019

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Patricia Serino
POSITION: Income Maintenance Caseworker 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 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 TERMINATION: July 26, 2019

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP/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

Susan M Chaney

DATE: July 26, 2019

COUNTY MANAGER APPROVAL

Mark Heath

DATE: 7/29/19

FINANCE OFFICER

DATE: _____

Mary Hunnicutt

From: Jonathan Nixon <jnixon@perquimanscountync.gov>
Sent: Monday, July 29, 2019 9:19 PM
To: mhunnicutt@perquimanscountync.gov
Cc: Frank Heath; Tracy Mathews; adminerns@perquimanscountync.gov
Subject: Fwd: [External] Position

Please see below regarding the resignation of part-time EMS employee Alan Smith. In recent weeks Sean Tripp and Heather Nash, also part-time employees have both dropped off their EMS uniforms, but we did not receive a formal written resignation. Please accept this email as notification that all three part-time EMS staff members have resigned and should be removed from our staff roster.

Let me know if you require further,

Jonathan A. Nixon, Director (ES-1)
 Perquimans County Emergency Services
 911 Communications - EMS - Emergency Management
 159 Creek Drive - PO Box 563
 Hertford, NC. 27944
 252-426-6546 or 252-426-7029 Office
 252-331-9817 Cell
 252-426-1875 Fax

Begin forwarded message:

From: A Smith <wunmarine@yahoo.com>
Date: July 29, 2019 at 8:39:41 PM EDT
To: "Jonathan A. Nixon" <jnixon@perquimanscountync.gov>
Subject: [External] Position
Reply-To: "wunmarine@yahoo.com" <wunmarine@yahoo.com>

Dear Jonathan,

I want to thank you for all you have done for me during my tenure at Perquimans EMS! You have an amazing organization, and I enjoyed serving under your direction. However, with my new career, going to school and fulfilling my other obligations my time is limited, so I am standing down from my part-time position at Perquimans EMS. Moreover, I do this with much hesitation as you are a great leader and you and your organization serve your community with pride. I hope that if my life slows down that may be I could join your family of providers once again. Please, accept this as my resignation and I will return your uniform articles that I have as soon as possible.

Kind regards,

Alan Smith

EMPLOYMENT ACTION FORM

DATE SUBMITTED: July 31, 2019

COUNTY OF PERQUIMANS

~~PART-TIME~~ EMS/RESCUE EMPLOYEES

NAME: James Davenport SOC. SEC. NO.: _____

POSITION: EMS Part-Time Paramedic RESCUE: _____

NEW EMPLOYEE EFFECTIVE DATE: August 1, 2019
GRADE: 68 STEP: 1 SALARY: \$18.25 per hour

Complete following information only if for new employee.

ADDRESS: 609 South Church Street

CITY/STATE/ZIP: Hertford, NC 27944

PHONE NUMBER: (252)333-6066

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

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL

[Signature]
DATE: 7-30-19

RESCUE SQUAD RECOMMENDATION

DATE: _____

COUNTY MANAGER APPROVAL

[Signature]
DATE: 7/31/19

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: July 31, 2019

COUNTY OF PERQUIMANS

~~PART-TIME~~ EMS/RESCUE EMPLOYEES

NAME: Chelsea Dunn SOC. SEC. NO.: _____

POSITION: EMS Part-Time EMT RESCUE: _____

NEW EMPLOYEE EFFECTIVE DATE: August 1, 2019

GRADE: 63 STEP: 1 SALARY: \$14.65 per hour

Complete following information only if for new employee.

ADDRESS: 284 Pond Road

CITY/STATE/ZIP: Shawboro, NC 27973

PHONE NUMBER: (252)339-5917

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO CERTIFICATION ~~REQUIREMENT~~ ~~(SEE CERTIFICATE OF COMPLETION)~~.

Date

GRADE: _____ STEP: _____ SALARY: _____

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL

[Signature]
DATE: 7-30-19

RESCUE SQUAD RECOMMENDATION

DATE: _____

COUNTY MANAGER APPROVAL

[Signature]
DATE: 7/31/19

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: July 31, 2019

COUNTY OF PERQUIMANS

~~PART-TIME~~ EMS/RESCUE EMPLOYEES

NAME: Brian Hickman

SOC. SEC. NO.: _____

POSITION: EMS Part-Time AEMT

RESCUE: _____

X NEW EMPLOYEE EFFECTIVE DATE: August 1, 2019

GRADE: 66 STEP: 1 SALARY: \$16.72 per hour

Complete following information only if for new employee.

ADDRESS: 143 Spence Drive

CITY/STATE/ZIP: Hertford, NC 27944

PHONE NUMBER: (252)312-3104

 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

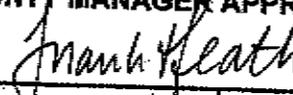
RESCUE SQUAD RECOMMENDATION


DATE: 7-30-19

DATE: _____

COUNTY MANAGER APPROVAL

FINANCE OFFICER


DATE: 7/31/19

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: July 31, 2019

COUNTY OF PERQUIMANS

~~PART-TIME~~ EMS/RESCUE EMPLOYEES

NAME: Codi Griggs SOC. SEC. NO.: _____

POSITION: EMS Part-Time AEMT RESCUE: _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: STEP: SALARY: \$ per hour

Complete following information only if for new employee.

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBER: _____

X July 31, 2019 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO
Date CERTIFICATION ~~PER ATTACHED STATE CERTIFICATE OF COMPLETION~~

GRADE: 66 STEP: 1 SALARY: \$16.72

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL

[Signature]
DATE: 7/31/19

RESCUE SQUAD RECOMMENDATION

DATE: _____

COUNTY MANAGER APPROVAL

[Signature]
DATE: 8/1/19

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 7/24/19

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Samantha Farrar
POSITION: Office Assistant 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 TERMINATION:

XX RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP/MERIT RAISE:
Date: August 1, 2019 GRADE: 57 STEP: 5 SALARY: \$ 25,793.00

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

Susan M Chaney

DATE: July 24, 2019

COUNTY MANAGER APPROVAL

Frank Heatt

DATE: 7/26/19

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: James Grosjean

SOC. SEC. NO.: _____

POSITION: Compliance Officer - AEMT

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

X 8/1/2019 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 68 STEP: 7 SALARY: \$43,952

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 7/25/19

[Signature]
DATE: 7/29/19

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 7/24/19

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Tori Arroyo

SOC. SEC. NO.: _____

POSITION: Deputy / SRO

DEPT.: Sheriff

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 65 STEP: 1 SALARY: \$33,269.00

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

8-1-19 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: 65 STEP: 2 SALARY: \$34,102.00

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 7-24-19

[Signature]
DATE: 7/29/19

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 7/24/19

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Brian Baker

SOC. SEC. NO.: _____

POSITION: P/T Animal Control

DEPT.: Sheriff

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 58 STEP: 3 SALARY: \$12.34 hr.

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

8/1/19 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: 58 STEP: 4 SALARY: \$12.65 hr.

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 7-24-19

[Signature]
DATE: 7/29/19

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 7-24-19

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Brian Gregory

SOC. SEC. NO.: _____

POSITION: PI Deputy

DEPT.: Sheriff

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 65 STEP: 3 SALARY: \$ 16.80 per hr.

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

8-1-19 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: 65 STEP: 4 SALARY: \$ 17.22 per hr.

_____ 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

Melita White

Frank Heath

DATE: 7-24-19

DATE: 7/29/19

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 7-24-19

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Damon Sizemore

SOC. SEC. NO.: _____

POSITION: Deputy

DEPT.: Sheriff

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 65 STEP: 2 SALARY: \$34,102.00

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

8-1-19 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: 65 STEP: 3 SALARY: \$34,934.00

_____ 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: 7-24-19

COUNTY MANAGER APPROVAL

[Signature]

DATE: 7/29/19

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: July 25, 2019

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Tiffany Haynes

SOC. SEC. NO.: _____

POSITION: Part-Time Certified Telecommunicator

DEPT.: 911 Communications

STATUS CHANGE 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.

08/01/2019 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: 62 STEP: 2 SALARY: \$14.37 per hour

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

DEPARTMENT RECOMMENDATION
[Signature]
DATE: July 25, 2019

COUNTY MANAGER APPROVAL
[Signature]
DATE: 7/29/19

FINANCE OFFICER

DATE: _____



PERQUIMANS COUNTY BOARD OF COMMISSIONERS

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

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

MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

RESOLUTION AUTHORIZING SALE OF CERTAIN SURPLUS COUNTY PROPERTY

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

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

1. The following described property is hereby declared to be surplus to the needs of the County:

1 – Oak Veneer/Red Cover Billiards Table

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

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

4. The County Manager, in accordance with State law, shall cause a summary of this resolution to be posted on bulletin board at Courthouse and place it on the County's website and Facebook page. After not less than ten (10) days from the date of publication, the County Manager is authorized to sell the above-described property to the highest bidder.

Adopted this the 4th day of March, 2019.

ATTEST:

Wallace E. Nelson, Chairman

Mary P. Hunnicutt, Clerk to the Board

Perquimans County's Vision:

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



PERQUIMANS COUNTY BOARD OF COMMISSIONERS

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

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

MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

July 5, 2019

Governor Roy Cooper
North Carolina Office of the Governor
20301 Mail Service Center
Raleigh, NC 27699-0301

RE: LONG LEAF PINE AWARD SID ELEY

Dear Governor Cooper:

We have been requested to present a letter of recommendation for Sid Eley for the Long Leaf Pine Award. On behalf of the Perquimans County Board of Commissioners, it is our pleasure to recommend Mr. Eley for this award. Mr. Eley has faithfully served our community as an instructor and coach in the Perquimans County School System, as Mayor and Councilman of the Town of Hertford, as a fireman for 49 years for the Hertford Volunteer Fire Department, and has recently retired as Executive Director of the Perquimans County Chamber of Commerce.

Mr. Eley loves what he does and he loves the Town of Hertford and enjoys talking to visitors that come to Hertford, NC. Because Mr. Eley has a long record of extraordinary service to the Town of Hertford and Perquimans County, the Perquimans County Board of Commissioners recommend Mr. Eley for the Long Leaf Pine Award.

If you need any additional information or have any questions, please contact me.

Sincerely yours,

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

WEN/mh

Perquimans County's Vision:

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



Steven W. Troxler
Commissioner

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

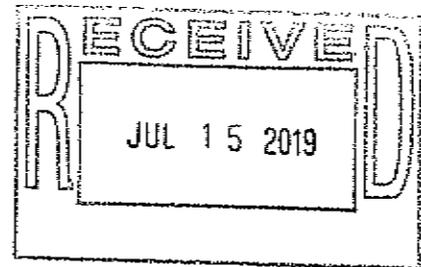


Scott Bissette
Assistant Commissioner

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

July 9, 2019

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



Dear Mr. Heath:

Enclosed you will find three copies of the 2019-2020 County Cooperative Agreement with The North Carolina Forest Service. Please sign all three copies and return them in the enclosed self-addressed stamped envelope.

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

Thank you for your cooperation.

Sincerely,

Michael Petrucio
District Forester

MP/tl

Enclosures

STATE OF NORTH CAROLINA
Department of
Agriculture and Consumer Services

\$ 137,131
Total Cooperative
Appropriation

\$ 89,135
State 65%

\$ 47,996
County 35%

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

THIS AGREEMENT, made under authority of "An act to authorize Counties to cooperate with State in Forest Protection, Reforestation and promotion of Forest Management," **Article 75 of Chapter 106, G.S. 106-895 through G.S. 106-910, by Session Laws 2011-145, s. 13.25(p), effective July 1, 2011,** and also under authority of the North Carolina Department of Agriculture and Consumer Services (hereinafter Called the Department), party of the first part, and the Board of Commissioners of **PERQUIMANS COUNTY** in the State of North Carolina (hereinafter called the Board), party of the second part, witnesseth:

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

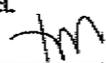
Now, THEREFORE, in consideration of the mutual covenants hereinafter set forth, the said parties contract and agree to maintain a legally appointed and equipped Forest Ranger organization in said county at the joint cost of the State and County, insofar as the joint funds will permit, as follows:

Part I. THE DEPARTMENT AGREES:

1. To select and employ a County Forest Ranger for the purposes of controlling forest fires in said County; for detecting and extinguishing fires that break out; for investigating the origin of forest, woodland and field fires; for enforcing State forest fire laws; for taking such preventive measures, educational and otherwise, as shall seem necessary to prevent forest fires; for developing and improving the forests through reforestation, promotion and practice of Forest Management practices; and for protection from insects and diseases.
2. To furnish to each Forest Ranger so employed a badge of office, stationery and report forms, instructional posters for use in the County, leaflets for distributing to landowners and others; to purchase necessary equipment, communication systems, and other Forestry improvements deemed necessary insofar as the joint funds will permit.
3. To pay the Forest Ranger for all official services rendered at a fair rate of pay. Rates of pay are to be established by the Department in accordance with existing State salary schedules.

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

Page 1 of 3

By: 
Authority Finance Officer

4. To direct, supervise, instruct, and inspect, through its agents, the work and conduct of the Forest Ranger, to discipline and, when necessary, discharge such Forest Ranger.
5. To submit to the Board of Commissioners monthly (or at other mutually satisfactory intervals) an itemized statement of all monies to be paid by the County and those paid by the Department for the proper conduct of the work within said County.
6. To make available annually from State, Federal, and other funds allotted to it, the sum of **EIGHTY NINE THOUSAND, ONE HUNDRED AND THIRTY FIVE DOLLARS (\$89,135)** as its share of an annual budget of **\$137,131** for carrying on the work in said County.

Part II. THE BOARD AGREES:

1. To pay the Department 35% of the total cost of the Forest Ranger salaries and expenses and of other proper expenditures made in connection with the over-all Forestry program in said County, upon receipt and consequent approval of the periodic statements submitted by the Department.
2. To appropriate annually the sum of **FORTY SEVEN THOUSAND, NINE HUNDRED AND NINETY SIX DOLLARS (\$47,996)** which sum shall be available for expenditure under the terms of this Agreement, and shall represent the County's share of the annual budget.

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

1. That this Agreement becomes effective July 1, 2019, and lasts through June 30, 2020.
2. Payments made for services rendered in a prior contract period will apply toward the contract period in which the services were rendered and not toward the contract period when the payments are made.
3. That the annual appropriations as set forth above may be revised by mutual agreement between the Department and Board, based on the amount of annual appropriation desirable for the proper conduct of the Forestry work, such revision to become effective at the beginning of a given Fiscal Year. Any unused balance of County funds remaining at the end of a Fiscal Year shall revert to said County unless otherwise mutually agreed upon by both parties.
4. That the Board reimburse the Department as provided in Part II, Item 1, by forwarding a county voucher drawn in favor of the Department for the amount of the County's share of expenditures as set forth in the Department's periodic statement to the Board. That such payments be made by the Board within thirty days following receipt of the Department's billing.
5. The title to all improvements and equipment purchased and/or constructed in connection with this Agreement will rest with the Department; such materials or their equivalent will remain in the County as long as this Agreement is in effect, or as long as they are needed by the Department for the proper conduct of the work therein.

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

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

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

Date _____ County Manager

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

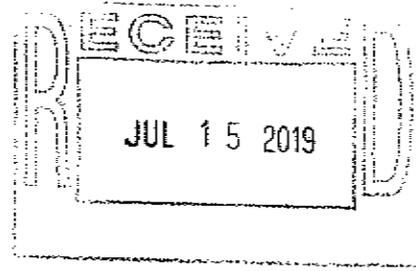
Date _____ County Finance Officer

For the North Carolina Department of Agriculture and Consumer Services

Date _____ Signature

N. David Smith
Chief Deputy Commissioner

Transforming Lives



July 10, 2019

Dear COUNTY OF PERQUIMANS:

This letter is to introduce you to Trillium Health Resources, a local government agency/managed care organization (LME/MCO) whose responsibility is to manage state and federally funded services for people who receive Medicaid, are uninsured, or cannot afford services. We manage mental health (MH), substance use (SU), and intellectual/developmental disability (I/DD) services in eastern North Carolina. Trillium covers 26 counties including: Beaufort, Bertie, Brunswick, Camden, Carteret, Columbus, Chowan, Craven, Currituck, Dare, Gates, Hertford, Hyde, Jones, Martin, Nash, New Hanover, Northampton, Onslow, Pamlico, Pasquotank, Pender, Perquimans, Pitt, Tyrell, and Washington. Trillium's mission is *Transforming the lives of people in need by providing them with ready access to quality care.*

NC Medicaid is undergoing multiple systematic changes. Although these changes are necessary to improve the lives of our Medicaid members and to provide whole person care, Trillium's desire is to ensure our members' services and delivery of care are not disrupted during this time of transition.

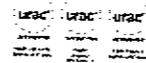
We are dedicated to working in collaboration with providers, identifying barriers that may hinder a member's access to care, and finding viable solutions to these issues.

Trillium asks for your participation in this partnership by completing, signing, and returning the enclosed Letter of Intent (LOI) and data sheet. You have several options to return your information to us:

(Options listed on back of letter)

24-Hour Access to Care Line - 877.685.2415

TrilliumHealthResources.org 201 West First St, Greenville, NC 27858-1132 866.998.2597 Fax: 252.215.6881



Mail: Trillium Health Resources Tailored Plan Network Department 201 West First Street Greenville, North Carolina 27858-1132	Scan and fax: (252) 215-6883	Scan and email: NetworkServicesSupport@TrilliumNC.org
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Your services are imperative to our members' health and well-being; together we can build a strong bridge that connects people to the right services and improves the lives of North Carolinians.

We look forward to your response,

Khristine Brewington, MS, LPC, LCAS, CCS, CCJP
Vice President of Network Management

Transforming Lives



LETTER OF INTENT TO CONTRACT WITH TRILLIUM HEALTH RESOURCES FOR THE PROVISION OF SERVICES TO NORTH CAROLINA MEDICAID BENEFICIARIES

Trillium Health Resources ("Trillium"), a Local Management Entity/Managed Care Organization (LME/MCO) is pursuing Medicaid opportunities in connection with the North Carolina Department of Health and Human Services ("Department") Division of Health Benefits ("DHB") future development of a Request for Application for Prepaid Health Plan Services (hereinafter referred to as "the Behavioral Health Intellectual Developmental Disabilities Tailored Plan (BH I/DD TP)").

This letter shall serve as a Letter of Intent ("LOI") by and between COUNTY OF PERQUIMANS and Trillium (Individually "Party", collectively "Parties") to enter into contract negotiations with Trillium for participation in its provider network for the provision of services to Medicaid beneficiaries eligible for BH I/DD TP services that are enrolled with Trillium. This LOI is non-binding and signing it will not obligate the parties to sign a contract for participation in Trillium's BH I/DD TP provider network. Either Party may terminate this LOI at any time by notifying the other Party in writing.

The undersigned provider will complete the enclosed Provider Information Sheet and return it with the executed LOI. By signing the LOI, the undersigned provider understands and agrees that it may be identified by Trillium to NCDHHS as a potential provider in Trillium's BH I/DD TP provider network. NCDHHS may use this LOI to evaluate Trillium's qualifications to operate a BH I/DD TP in North Carolina. Upon execution of the LOI, the Parties shall make reasonable efforts to negotiate in good faith a formal written agreement (the "Agreement"), which shall replace and supersede the terms of this LOI. The Agreement shall outline the relationship by and between the Parties.

Trillium Health Resources

COUNTY OF PERQUIMANS

Signature: _____

Signature:

Print: _____

Print:

Title: _____

Title: _____

Date: _____

Date:

1. North Carolina License Number _____
2. National Provider Identifier (NPI) _____
3. Medicaid Provider Identification Number (if any) _____
4. Provider's Printed Name _____
5. NC Address(es) Where Services Will Be Provided (or attach practice roster)

6. Zip Code _____ 7. City, County, State _____
8. Telephone _____ 9. Fax _____
10. Provider Type (e.g., physician, hospital, pharmacy, community mental health center, dentist, optometrist or ophthalmologist, freestanding laboratory, home health, public health department, freestanding radiology, general behavioral health provider, FQHC, RHC, APRN, PA, freestanding psychiatric hospital, or psychiatric residential treatment facility).

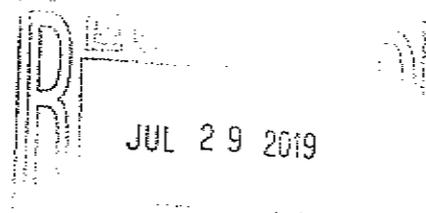
11. _____ PCP _____ Specialist _____ If PCP: _____ Open Panel _____ Closed Panel
12. Areas of Provider Primary and Secondary Specialty, if any

13. Ages Seen _____
14. Service(s) To Be Provided To Members (note any differences by provider site)

15. Languages Spoken By Provider (other than English) _____
16. Name of Hospital(s) Where Physician Has Admitting Privileges



July 25, 2019



Tracy Mathews, Finance Officer
PO Box 45
Hertford, NC 27944

Dear Ms. Mathews:

The Home and Community Care Block Grant (HCCBG) Planning Committee has determined how funding for FY 2019-2020 would be distributed among the providers.

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

Thank you for your assistance.

Sincerely,

Jasmine S. Wilson
Aging Programs and Contract Specialist

Enclosures

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

By:
Authority Finance Officer

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

DAAS-735
(revised 2/16)

July 1, 2019 through June 30, 2020

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

This Agreement, entered into as of this 1st day of July, 2019, by and between the County of **Perquimans** (hereinafter referred to as the "County") and the Albemarle Commission Area Agency on Aging, (hereinafter referred to as the "Area Agency").

Witnesseth That:

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

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

1. As provided in the Area Plan, community service providers specified by the County to encourage maximum collocation and coordination of services for older persons are as follows:

Albemarle Commission	Inter County Public Transportation Authority
CNC/ Access, Inc. dba All Ways Caring	Medical Services of America- DayBreak
- 1(a) The Community Service Provider(s), shall be those specified in the County Funding Plan on the Provider Services Summary format(s) (DAAS-732) for the period ending June 30 for the year stated above.
2. Availability of Funds. The terms set forth in this Agreement for payment are contingent upon the receipt of Home and Community Care Block Grant funding by the Area Agency.
3. Grant Administration. The grant administrator for the Area Agency shall be Laura Alvarico,

DAAS-735
(revised 2/16)

Area Agency Director. The grant administrator for the County shall be **Frank Heath, County Manager**.

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

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

(a) Interim Payments to the County

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

DAAS-735
(revised 2/16)(b) Reimbursement of Service Costs

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

(c) Role of the County Finance Director

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

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

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

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

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

The County may authorize community service providers to implement budget revisions which do not cause the County to fall below minimum budgeting requirements for access, in-home,

DAAS-735
(revised 2/16)

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

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

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

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

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

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

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

DAAS-735
(revised 2/16)

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

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

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

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

DAAS-735
(revised 2/16)

<u>Annual Expenditures</u>	<u>Report Required to AAA</u>	<u>Allowable Cost for Reporting</u>
<ul style="list-style-type: none"> Less than \$25,000 in State or Federal funds 	Certification form and State Grants Compliance Reporting <\$25,000 (item # 11, Activities and Accomplishments does <u>not</u> have to be completed) OR Audited Financial Statements in Compliance with GAO/GAS (i.e. Yellow Book)	N/A
<ul style="list-style-type: none"> Greater than \$25,000 and less than \$500,000 in State Funds or \$750,000 in Federal Funds 	Certification form and Schedule of Grantee Receipts >\$25,000 and Schedule of Receipts and Expenditures OR Audited Financial Statements in Compliance with GAO/GAS (i.e. Yellow Book)	N/A
<ul style="list-style-type: none"> \$500,000 + in State funds but Federal pass through in an amount less than \$750,000 	Audited Financial Statement in compliance with GAO/GAS (i.e. Yellow Book)	May use State funds, but <u>not</u> Federal Funds
<ul style="list-style-type: none"> \$500,000+ in State funds <u>and</u> \$750,000+ in Federal pass through funds 	Audited Financial Statement in compliance with OMB Uniform Guidance 2 CFR Part 200 (i.e. Single Audit)	May use State and Federal funds
<ul style="list-style-type: none"> Less than \$500,000 in State funds <u>and</u> \$750,000+ in Federal pass through funds 	Audited Financial Statement in compliance with OMB Uniform Guidance 2 CFR Part (i.e. Single Audit)	May use Federal funds, but <u>not</u> State funds.

12. Audit/Assessment Resolutions and Disallowed Cost. It is further understood that the community service providers are responsible to the Area Agency for clarifying any audit exceptions that may arise from any Area Agency assessment, county or community service

DAAS-735
(revised 2/16)

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

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

DAAS-735
(revised 2/16)

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

DAAS-735
(revised 2/16)

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

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

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

DAAS-735
(revised 2/16)

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

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

Perquimans County

Attest:

_____ By: _____
Chairman, Board of Commissioners

Area Agency

Attest:

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

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

BY: _____
FINANCE OFFICER, Lead Regional Organization

Home and Community Care Block Grant for Older Adults

Medical Services of America- DayBreak
 1407 Parkview Drive
 Elizabeth City, NC 27809

County Funding Plan

Provider Services Summary

DAAS-732
 County: PERQUIMANS
 Budget Period: July 2019 through June 2020
 Revision #: _____ Date: _____

Services	Serv. Delivery (Check One)		A				B	C	D	E	F	G	H	I
	Direct	Purchase	Block Grant Funding				Required Local Match	Net Service Cost	NSIP Subsidy	Total Funding	Projected HCCBG Units	Projected Reimburse Rate*	Projected HCCBG Clients	Projected Total Units
			Access	In-Home	Other	Total								
Adult Day Care	X		\$ -	\$ 15,932	\$ -	\$ 15,932	\$ 1,770	\$ 17,702	\$ -	\$ 17,702	354	\$ 50.0056	3	354
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
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0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -		-
Total			\$ -	\$ 15,932	\$ -	\$ 15,932	\$ 1,770	\$ 17,702	\$ -	\$ 17,702	354	\$ 50.0056	3	354

*Adult Day Care & Adult Day Health Care Proj. Service Cost/Rate

	ADC	ADHC
Daily Care	\$33.07	\$ 40.00
Administrative		
Proj. Reimbursement Rate	\$33.07	\$ 40.00
Administrative %	0.00%	0.00%

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

Carol Mizelle Program Director 6-27-19
 Authorized Signature, Title Date
 Community Service Provider

 Signature, County Finance Officer Date

 Signature, Chairman, Board of Commissioners Date

Home and Community Care Block Grant for Older Adults

Albemarle Regional Health Services- ICPTA
 711 Roanoke Ave
 Elizabeth City, NC 27909

County Funding Plan

Provider Services Summary

DAAS-732

County: PERQUIMANS

Budget Period: July 2019 through June 2020

Revision #: _____ Date: _____

Services	Serv. Delivery (Check One)		A				B	C	D	E	F	G	H	I
	Direct	Purchase	Block Grant Funding				Required Local Match	Net Service Cost	NSIP Subsidy	Total Funding	Projected HCCBG Units	Projected Reimburse Rate*	Projected HCCBG Clients	Projected Total Units
			Access	In-Home	Other	Total								
Transportation (General)			\$ 28,678	\$ -	\$ -	\$ 28,678	\$ 3,186	\$ 31,864	\$ -	\$ 31,864	2,220	\$ 14.3532	30	2,220
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	-
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0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	-
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0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	-
0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	-
Total			\$ 28,678	\$ -	\$ -	\$ 28,678	\$ 3,186	\$ 31,864	\$ -	\$ 31,864	2,220		-	2,220

*Adult Day Care & Adult Day Health Care Proj. Service Cost/Rate

	ADC	ADHC
Daily Care	\$33.07	\$ 40.00
Administrative		
Proj. Reimbursement Rate	\$33.07	\$ 40.00
Administrative %	0.00%	0.00%

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

[Signature]
 Authorized Signature, Title
 Community Service Provider

 Signature, County Finance Officer Date

 Signature, Chairman, Board of Commissioners Date

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

June 17, 2019

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

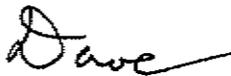
Dear Frank,

From all current indications, it appears that FY 2019-20 will be a transitional year for the County's Economic Development program. For example, (1) if the Inland Basin receives proper funding, there will be the need for someone to become a manager of the Marine Industrial Park; or (2) if the Marine Industrial Park is sold to a private sector entity, the need for an Economic Development Consultant will be diminished; or (3) if the Inner Basin is not properly funded, there will be the need for a new economic development vision for the County. Whatever option becomes the reality, I believe it is the proper time for me to step aside as the County's Economic Development Consultant.

I am willing to work on a month-to-month basis during FY 2019-20 until the new economic development strategy becomes apparent and/or for as long as my consultant services will be of continuing value to the County. I envision one of my most important activities during the next fiscal year would be to assure smooth regional and state relationship transitions for any new economic development person. I have discovered that these relationships are critical for maximizing Perquimans County's economic development potential. Hopefully, I will also be able to provide valuable assistance in the development of the revised bidding process for the Inland Basin (if it is funded) and sale of the Lansing Building.

I am very appreciative of the support both you and the County Commissioners have given me during my tenure as the County's Economic Development Consultant. I truly believe that this support will pay many dividends in future years as the County's current economic development strategy becomes a reality.

Sincerely,



David N. Goss

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

By: 
Authority Finance Officer

**APPLICATION
PUBLIC SCHOOL BUILDING CAPITAL FUND
NORTH CAROLINA EDUCATION LOTTERY**

Approved: _____

Date: _____

County: Perquimans County

Contact Person: Jim Davison

LEA: Perquimans County

Title: Director of Maintenance

Address: 411 Endenton Road St Hertford, NC

Phone: 252-425-2511

Project Title: Athletic Complex Restroom/concession

Location: Perquimans County High School Athletic Complex

Type of Facility: Athletic Complex Restroom/concession

North Carolina General Statutes, Chapter 18C, provides that a portion of the proceeds of the North Carolina State Lottery Fund be transferred to the Public School Building Capital Fund in accordance with G.S. 116C-546.2. Further, G.S. 115C-546.2 (d) has been amended to include the following:

(3) No county shall have to provide matching funds...

(4) A county may use monies in this Fund to pay for school construction projects in local school administrative units and to retire indebtedness incurred for school construction projects.

(5) A county may not use monies in this Fund to pay for school technology needs.

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

Short description of Construction Project: Building 1s for public restrooms and concessions for the Perquimans County High School athletic complex.

Estimated Costs:

Purchase of Land	_____	\$	_____
Planning and Design Services	_____		_____
New Construction	_____		_____
Additions / Renovations	_____		_____
Repair	_____		_____
Debt Payment / Bond Payment	_____		146,029.00
TOTAL	_____	\$	146,029.00

Estimated Project Beginning Date: 4/23/2018 Est. Project Completion Date: 4/1/2019

We, the undersigned, agree to submit a statement of state monies expended for this project within 60 days following completion of the project.

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 146,029.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

(Signature — Chair, County Commissioners) _____ (Date) _____
 (Signature — Chair, Board of Education) _____ (Date) 26/28/19

From: Marc Finlayson [mailto:finlayson@highway1764.com]
Sent: Tuesday, July 23, 2019 12:35 PM
To: 'Frank Heath'; 'David Bone'
Cc: 'Mary Hunnicutt'; Mickie Morton Stroud
Subject: [External] RE: [External] RE: [External] Re: [EXTERNAL]Meeting

Frank: We greatly appreciate the support and look forward to having Perquimans County back at the table. I have copied Ms. Mickie Stroud on this reply and she will send you an invoice. Please let me know who you would like to represent the county on our board and I will make sure to add him or her to our distribution list. Some jurisdictions appoint an elected official and some appoint staff. We are happy to work with whomever you choose. Best regards, Marc.

From: Frank Heath [mailto:frankheath@perquimanscountync.gov]
Sent: Monday, July 01, 2019 11:14 AM
To: David Bone; Marc Finlayson
Cc: Mary Hunnicutt
Subject: Re: [External] RE: [External] Re: [EXTERNAL]Meeting

Gentlemen:

We included \$2500 in our budget this year for the Highway 17/64 Association. Please send me a statement so that we may forward the contribution. Thanks,

Frank Heath
Perquimans County Manager
P.O. Box 45
Hertford, NC 27944
(252)426-8484

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

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

By: 
Authority Finance Officer

North Carolina Department of Transportation
Division of Highways
Petition for Road Addition

ROADWAY INFORMATION: (Please Print/Type)

County: Perquimans Road Name: Cedward Blvd
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: Cedarwood Village Length (miles): .32

Number of occupied homes having street frontage: 5 Located (miles): .23

miles N S E W of the intersection of Route 1329 and Route 1367
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of Cedarwood Village in Perquimans County, do hereby request the Division of Highways to add the above described road.

CONTACT PERSON: Name and Address of First Petitioner. (Please Print/Type)

Name: Tildon Whitehurst, Jr Phone Number: 252-312-7002

Street Address: 233 Woodville Road - Hertford - NC - 27944

Mailing Address: 233 Woodville Road - Hertford - NC - 27944

PROPERTY OWNERS

<u>Name</u>	<u>Mailing Address</u>	<u>Telephone</u>
-------------	------------------------	------------------

We are submitting on behalf of the Cedarwood Village Homeowners Association, Inc.

- INSTRUCTIONS FOR COMPLETING PETITION:**
1. Complete Information Section
 2. Identify Contact Person (This person serves as spokesperson for petitioner(s)).
 3. Attach two (2) copies of recorded subdivision plat or property deeds, which refer to candidate road.
 4. Adjoining property owners and/or the developer may submit a petition. Subdivision roads with prior NCDOT review and approval only require the developer's signature.
 5. If submitted by the developer, encroachment agreements from all utilities located within the right of way shall be submitted with the petition for Road addition. However, construction plans may not be required at this time.
 6. Submit to District Engineer's Office.

FOR NCDOT USE ONLY: Please check the appropriate block
 Rural Road Subdivision platted prior to October 1, 1975 Subdivision platted after September 30, 1975

REQUIREMENTS FOR ADDITION

If this road meets the requirements necessary for addition, we agree to grant the Department of Transportation a right-of-way of the necessary width to construct the road to the minimum construction standards of the NCDOT. The right-of-way will extend the entire length of the road that is requested to be added to the state maintained system and will include the necessary areas outside of the right-of-way for cut and fill slopes and drainage. Also, we agree to dedicate additional right-of-way at intersections for sight distance and design purposes and execute said right-of-way agreement forms that will be submitted to us by representatives of the NCDOT. The right-of-way shall be cleared at no expense to the NCDOT, which includes the removal of utilities, fences, other obstructions, etc.

General Statute 136-102.6 states that any subdivision recorded on or after October 1, 1975, must be built in accordance with NCDOT standards in order to be eligible for addition to the State Road System.

<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>	<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>
Mulberry Lane	10	.40	Magnolia Trail	5	.20
Oakwood Court	5	.07			

Cedarwood Village Homeowners Association, Inc

233 Woodville Road -- Hertford -- NC - 27944

July 29, 2019

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

Subject: Petition for Road Addition -- Cedarwood Village

Dear Mr. Heath,

On behalf of the homeowners in Cedarwood Village, we are requesting that the enclosed NCDOT Petition for Road Addition be presented to the Perquimans County Board of Commissioners at the next available meeting.

The homeowners are requesting that the NCDOT accepts all roads within the subdivision.

Please feel free to contact Patrick Whitehurst on behalf at (252) 264-3027 for any further information or for any questions you may have. Thank you for your assistance with this project.

Respectfully,

Tildon Whitehurst, Jr.

Tildon Whitehurst, Jr., President
Cedarwood Village HOA

C200700200484

SOSID: 890506
Date Filed: 1/3/2007 8:55:00 AM
Elaine F. Marshall
North Carolina Secretary of State
C200700200484

ARTICLES OF INCORPORATION
OF
CEDARWOOD VILLAGE HOMEOWNERS ASSOCIATION, INC.

Pursuant to §55A-2-02 of the General Statutes of North Carolina, the undersigned corporation does hereby submit these Articles of Incorporation for the purpose of forming a nonprofit corporation.

1. The name of the corporation is CEDARWOOD VILLAGE HOMEOWNERS ASSOCIATION, INC. (hereinafter "Corporation").
2. The corporation is not a charitable or religious corporation as defined in N.C.G.S. §55A-1-40(4).
3. The street address and county of the initial registered office of the corporation is
233 Woodville Rd.
Hertford, NC 27944 Perquimans County
4. The mailing address *if different from the street address* of the initial registered office is:.
5. The name of the initial registered agent is J. Tildon Whitehurst, Jr.
6. The name and address of each incorporator is as follows:
W. Brock Mitchell
301 E. Main St.
P. O. Box 220
Elizabeth City, NC 27907-0220
7. The corporation will have members.
8. Upon the dissolution of the corporation, the Executive Board shall, after paying or making provision for the payment of all liabilities of the corporation, dispose of all of the assets of the corporation by transfer to such organization or organizations organized and operated for the same purposes for which this corporation was organized and operated at the time of the dissolution. Any assets not so disposed of shall be disposed of by the Superior Court of the county in which the principal office of the corporation is then located, exclusively for the purposes set out herein or to such organization or organizations which are organized and operated exclusively for the purposes as said court shall determine.
9. Any other provisions which the corporation elects to include are stated below.

C:\00780100.004

10. The street address and county of the principal office of the corporation is
233 Woodville Rd.
Hertford, NC 27944 Perquimans County
11. The mailing address *if different from the street address* of the principal office is
12. These articles will be effective upon filing.
13. The period of duration of the corporation shall be perpetual.
14. The corporation shall have all the powers granted nonprofit corporations under the laws of the State of North Carolina. Notwithstanding any other provisions of these Articles, this corporation shall not carry on any activities not permitted to be carried on by a similar nonprofit corporation exempt from federal income tax under the Internal Revenue Code. It is further provided that no part of the net earnings of the corporation shall inure to the benefit of or be distributable to, the members, directors or officers of the corporation provided, however, that members of the corporation may receive a rebate of any excess dues and assessments.
15. Except as provided by § 55A-2-02 (b)(4) of the North Carolina General Statutes, no director shall be personally liable for monetary damages as a result of any action for breach of his duty as a director, whether by or in the right of the Corporation or otherwise.

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal, this 29th day of December, 2006.

 (SEAL)
W. Brock Mitchell, Incorporator

NOTES:

1. Filing fee is \$60. This document and one exact or conformed copy of these articles must be filed with the Secretary of State.

F:\Users\BRENDA\Corporations\Cedarwood Village HOA.articles.wpd
122906-1548

FINAL PLAT FOR CEDARWOOD VILLAGE

NEW HOPE TOWNSHIP - PERQUIMANS COUNTY - NORTH CAROLINA

DESCRIPTION OF ADJACENT AND SURROUNDING

ADJACENT TO THE WEST BY THE STATE OF NORTH CAROLINA AND TO THE EAST BY THE STATE OF NORTH CAROLINA. TO THE NORTH BY THE STATE OF NORTH CAROLINA AND TO THE SOUTH BY THE STATE OF NORTH CAROLINA.

DESCRIPTION OF ADJACENT TO ROAD CENTER

TO THE WEST BY THE STATE OF NORTH CAROLINA AND TO THE EAST BY THE STATE OF NORTH CAROLINA. TO THE NORTH BY THE STATE OF NORTH CAROLINA AND TO THE SOUTH BY THE STATE OF NORTH CAROLINA.

DESCRIPTION OF ADJACENT TO ADJACENT TO ROAD CENTER

TO THE WEST BY THE STATE OF NORTH CAROLINA AND TO THE EAST BY THE STATE OF NORTH CAROLINA. TO THE NORTH BY THE STATE OF NORTH CAROLINA AND TO THE SOUTH BY THE STATE OF NORTH CAROLINA.

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TO THE WEST BY THE STATE OF NORTH CAROLINA AND TO THE EAST BY THE STATE OF NORTH CAROLINA. TO THE NORTH BY THE STATE OF NORTH CAROLINA AND TO THE SOUTH BY THE STATE OF NORTH CAROLINA.

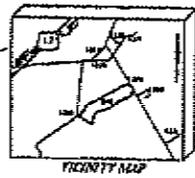


TABLE 1: SUMMARY OF ADJACENT TO ROAD CENTER

ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER
1. ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER
2. ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER
3. ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER
4. ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER
5. ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER
6. ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER
7. ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER
8. ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER
9. ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER
10. ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER

LEGEND

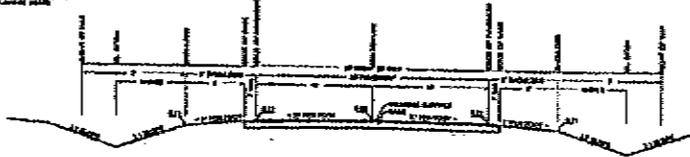
1	ADJACENT TO ROAD CENTER
2	ADJACENT TO ROAD CENTER
3	ADJACENT TO ROAD CENTER
4	ADJACENT TO ROAD CENTER
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6	ADJACENT TO ROAD CENTER
7	ADJACENT TO ROAD CENTER
8	ADJACENT TO ROAD CENTER
9	ADJACENT TO ROAD CENTER
10	ADJACENT TO ROAD CENTER

TABLE 2: SUMMARY OF ADJACENT TO ROAD CENTER

ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER
1. ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER
2. ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER
3. ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER
4. ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER
5. ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER
6. ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER
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8. ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER
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10. ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER

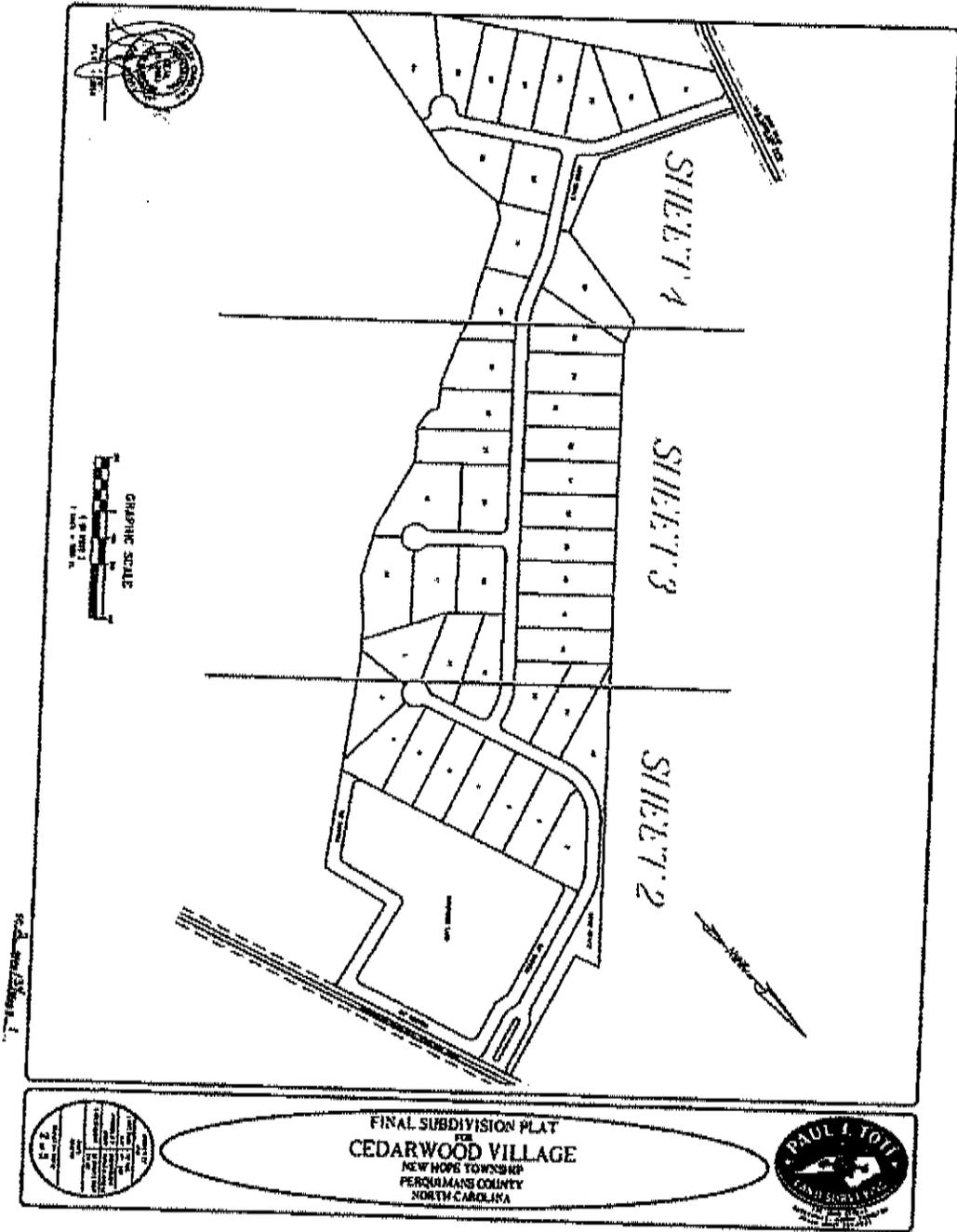
TABLE 3: SUMMARY OF ADJACENT TO ROAD CENTER

ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER
1. ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER
2. ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER
3. ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER
4. ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER
5. ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER
6. ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER
7. ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER
8. ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER
9. ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER
10. ADJACENT TO ROAD CENTER	ADJACENT TO ROAD CENTER			

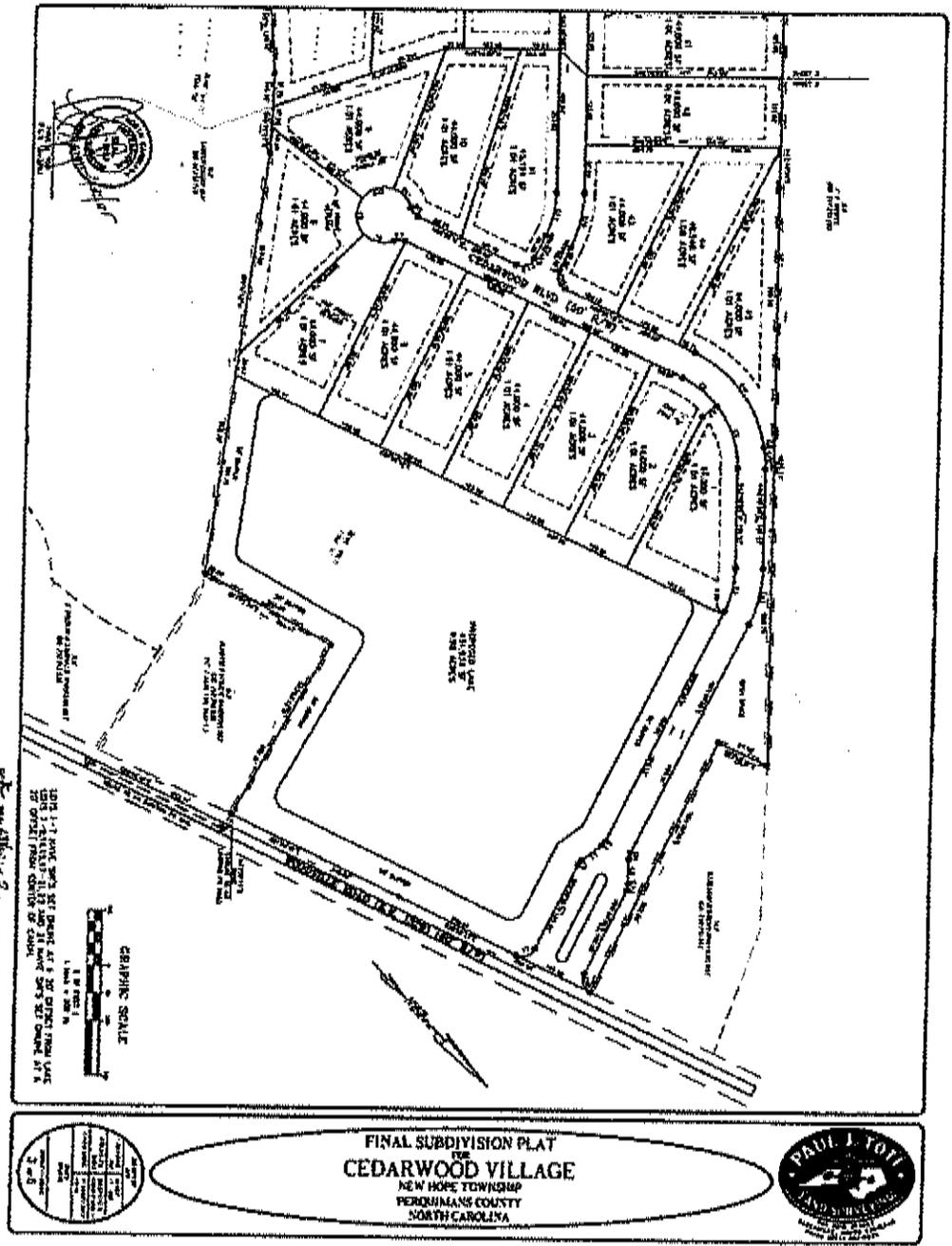


PLAT 1011

FINAL SUBDIVISION PLAT FOR CEDARWOOD VILLAGE
NEW HOPE TOWNSHIP
PERQUIMANS COUNTY
NORTH CAROLINA



Scale: 1" = 20'



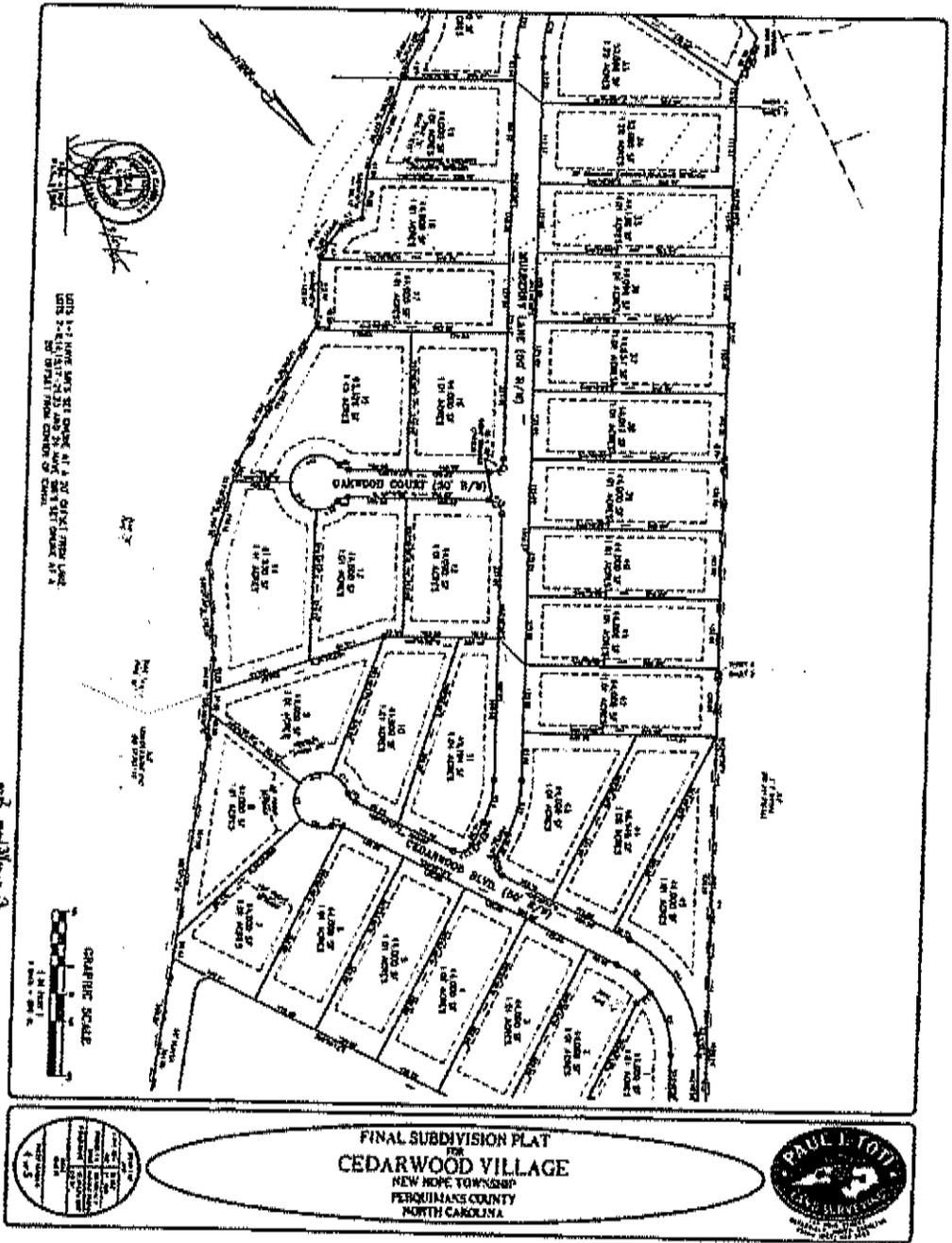
FOR 1:1 SCALE SEE SET DRAWN AT 1/8" PER FOOT. THIS PLAN IS A REVISION OF THE PLAN DATED 11/15/88 AND IS NOT TO BE CONSIDERED AS A PART OF THE RECORD OF THIS PLAN.

GRAPHIC SCALE
1" = 100'
0 100 200

DATE	11/15/88
BY	PAUL J. TOTI
SCALE	1" = 100'
PROJECT	CEDARWOOD VILLAGE
LOT AREA	1.00 AC.
LOT DIMENSIONS	100' x 100'
LOT NUMBER	1
LOT AREA	1.00 AC.
LOT DIMENSIONS	100' x 100'
LOT NUMBER	2
LOT AREA	1.00 AC.
LOT DIMENSIONS	100' x 100'
LOT NUMBER	3
LOT AREA	1.00 AC.
LOT DIMENSIONS	100' x 100'

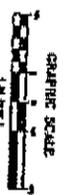
FINAL SUBDIVISION PLAT
FOR
CEDARWOOD VILLAGE
NEW HOPE TOWNSHIP
PERQUIMANS COUNTY
NORTH CAROLINA

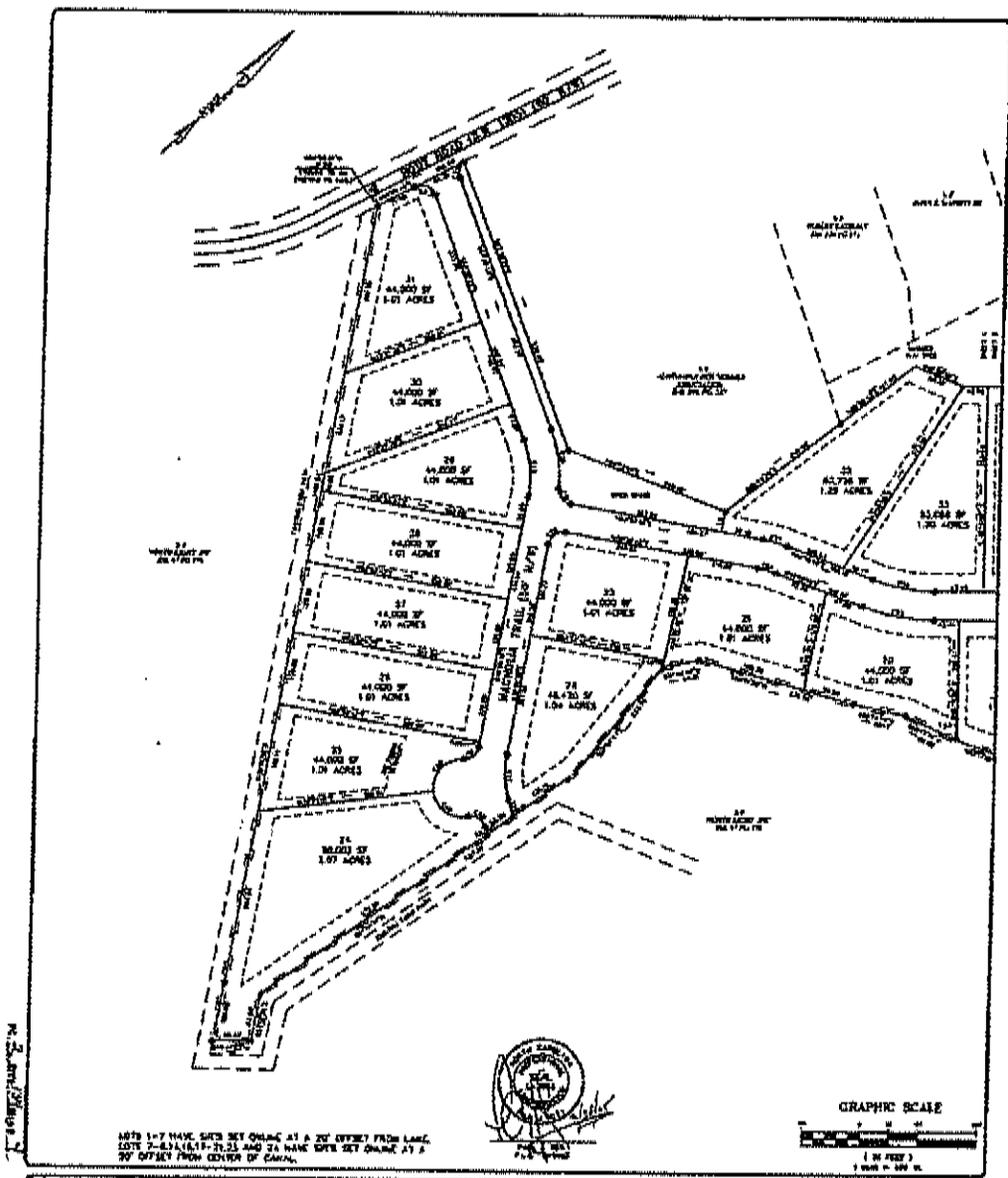




LOTS 1-11 HAVE LOTS SET BACK AT A DISTANCE FROM LOT 12
 LOTS 12-14 HAVE LOTS SET BACK AT A DISTANCE FROM LOT 15
 LOTS 15-17 HAVE LOTS SET BACK AT A DISTANCE FROM LOT 18

Sheet 3



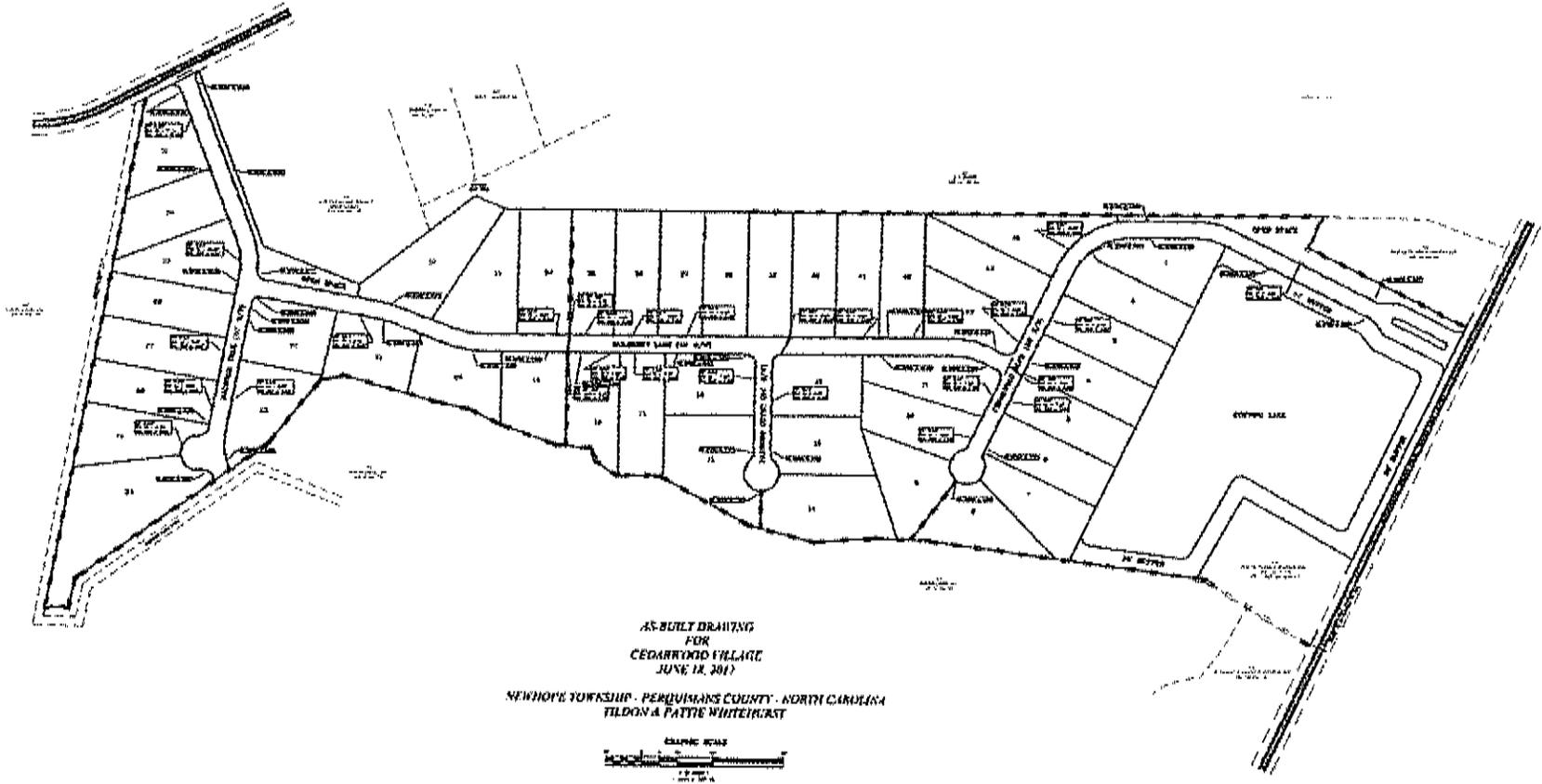


M. J. Smith

LOTS 1-7 HAVE SITES SET ONLINE AT A 20' OFFSET FROM LANE.
 LOTS 8-23A(11)-21,23 AND 24 HAVE SITES SET ONLINE AT A
 20' OFFSET FROM CENTER OF CANAL.



	<p>FINAL SUBDIVISION PLAT FOR CEDARWOOD VILLAGE NEW HOPE TOWNSHIP PERQUIMASS COUNTY NORTH CAROLINA</p>	
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§ 143-318.11. Closed sessions.

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

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

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

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

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

FOR
INFORMATION
ONLY
ITEMS

TUESDAY
AUG
TH

NATIONAL NIGHT OUT

2019

EVENT STARTS 4PM TILL 8PM
VENDORS | GAMES | AND ENTERTAINMENT

TRANSPORTATION WILL BE PROVIDED AT FOLLOWING LOCATIONS: WYNNE FORK CT, MEADS CIRCLE, AND FIRST BAPTIST CHURCH.

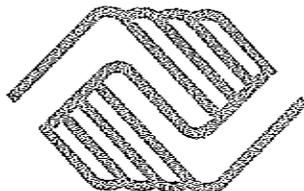
(ANYONE UNDER 18, MUST BE ACCOMPANIED BY AN ADULT)



POLICE AND COMMUNITY PARTNERSHIPS

PERQUIMANS COUNTY PARKS AND RECREATION CENTER

310 GRANBY STREET, HERTFORD, NC



**BOYS & GIRLS CLUBS
OF THE ALBEMARLE**

July 10, 2019

Dear Friend of the Boys & Girls Club,

We cannot thank you enough for your kind and generous support for our efforts to start a Boys & Girls Club in Perquimans County!! Unfortunately, we were not able to secure adequate funding to move forward with this project.

Enclosed is a refund check for your contribution. Please know, since your contribution was made in 2015 there may be negative tax consequences when you file your 2019 tax returns. One way to avoid this, would be to transfer your thoughtful gift to support programs at Boys & Girls Clubs of the Albemarle.

Please feel free to contact me at 252-216-5966 or ejmitchell@bgc-albemarle.org if you have questions.

Again, we sincerely thank you for your caring support!!!

Thank you,

Elizabeth J. Mitchell
Elizabeth J. Mitchell
Executive Director

Frank,
Thank the Commissioners for their support.
Perhaps another local non-profit could use
these funds.

Dave

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

By: 
Authority Finance Officer

GREAT FUTURES START HERE.



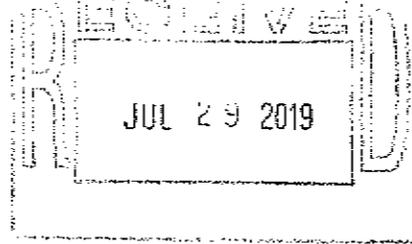
Albemarle Senior Games

A Program of the Albemarle Commission Area Agency on Aging

"Fun, Fitness & Fellowship"

July 24, 2019

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



Dear Mr. Heath,

We have received Perquimans County's contribution to the 2020 Albemarle Senior Games and greatly appreciate your continued support. As you know, the **Albemarle Senior Games (ASG)** and **SilverArts** are programs of the **Albemarle Commission Area Agency on Aging (AAA)**. Although ASG receives support from the AAA, these programs rely heavily on the generosity of our community to sponsor our efforts. Your contribution assists us with the annual program costs, so we can keep the registration fee at a minimum for our senior participants. The AAA, as well as the ASG participants and volunteers thank you for supporting our program.

This past year, 108 participants from Perquimans County joined us for friendly competition in a variety of events, with many advancing to participate in the North Carolina Senior Games. We want to acknowledge both Beverly Gregory and Penny Trueblood from the Perquimans County Senior Center, for all of their assistance, as well as the Perquimans County Parks and Recreation Department for coordinating the field events, croquet, badminton and table tennis. They did a wonderful job! Without the support of people in our community, our program would not be possible.

We are working towards securing the dates for 2020, the 36th Anniversary of our local game! As always, we look forward to the expansion of the program and adding new participants to our senior games family.

Thank you again for supporting the Albemarle Senior Games, and believing in the importance of **Fun, Fitness and Fellowship** for the seniors in our region! If you have any questions regarding the ASG program, please do not hesitate to contact me.

Sincerely,

Ashley Lamb
Albemarle Senior Games Coordinator
Aging Program Specialist
252-404-7088
alamb@accog.org

DEPARTMENT HEAD REPORTS

PLAT REVIEW LOG - PERQUIMANS COUNTY

June

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
Josiah Webb	✓	6/5/19	✓	Recombination Survey for S-0531-00103
Joshua H Skene				S-0051-00103 1.47 ac.
J.H. Miller Eleanor Forehand	✓	6/12/19	✓	Boundary Survey of Eleanor Forehand 20.13 ac
J.H. Miller William Welch	✓	6/18/19	✓	Subdivision of land from 3-0532-00056 1 ac.
J.H. Miller Linda Stewart Christensen Joseph Henry Stewart	✓	6/18/19	✓	Subdivision of land from 3-0059-00001 Parcel A+B
Timmons Group Nicole Schmidt	✓	6/27/19	✓	Existing Parcel Survey 4-0063-0027 4-0063-0028
S.L. Cardwell Raymond Lisa Ulmer	✓	6/27/19	✓	Survey of existing Parcel 4-0053-0007-SL

BISELL
PO BOX 1068
KITTY HAWK, NC 27949
(252)261-3266

J H MILLER JR.
166 COTTONWOOD DRIVE
HERTFORD, NC 27944
339-6932

PAT MCDOWELL
PO BOX 391
ELIZABETH CITY, NC 27909
338-4161

GLORIA ROGERS
215 B STREET
CAMDEN, NC 27921
338-1415/333-8781

SCOTT TEMPLE
PO BOX 422
ELIZABETH CITY, NC 27907
330-4016

BOWMAN CONSULTING
PAUL J TOTI
131 MAIN STREET
GATESVILLE, NC 27938
357-1581

EUGENE JORDAN
402 SIGN PINE ROAD
TYNER, NC 27980
221-4795

MCKIM & CREED
504 E ELIZABETH ST STE1
ELIZABETH CITY, NC 27909
338-2929

SAUNDERS SURVEYING
510 AVENA ROAD
BLACK MOUNTAIN, NC 28711
(828)669-2777

TONY WEBB
PO BOX 381
EDENTON, NC 27932
482-3066

CHARLES E BROWN, III
2005 JOHNSON ROAD
ELIZABETH CITY, NC 27909
335-0928

MARK PRUDEN
146 OAK GROVE ROAD
EDENTON, NC 27932
482-7804

RACKLEY SURVEYING
1015 MACEY JO COURT
ELIZABETH CITY, NC 27909
(252)679-7670

S.L. CARDWELL SURVEYING
1206 FRANCIS STREET
ELIZABETH CITY, NC 27907
338-6328

ROBEY
150 US HWY 158 W EAST
CAMDEN, NC 27921
335-1888

TIMMONS GROUP 1805 WEST CITY DRIVE ELIZABETH CITY, NC 27909 (252)621-5030

PLAT REVIEW LOG - PERQUIMANS COUNTY

July

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
Mark D. Pruden Christopher Cain Godfrey Christopher Cain Godfrey	✓	7/8/19	✓	Subdivision from 4-0043-0069 2.01 Acres lot
JH Miller Roger & Rebecca Harris	✓	7/10/19	✓	Recombination Survey for 4-DO 55-0067-DCS & 4-DO 55-0068-DCS
Paul J. Toti Nathly L Camden	✓	7/12/19	✓	Exempt Subdivision 5-0033-0014 two tracts 1 & 2 track
Mark D Pruden Fred D & Monte Olson	✓			Subdivision of land out of 5-0051-0061 1.56 ac lot.

BISSELL
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DHR-1 - Page 2



PERQUIMANS COUNTY EMERGENCY SERVICES

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

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

Jonathan A. Nixon, Director

Emergency Services Update – June 2019

Call Volume by Department – June 2019			
Department	# of Calls	Department	# of Calls
911 CALLS RECEIVED	503	NC Forestry	5
Belvidere FD	10	NC Probation	1
Bethel FD	7	NCSHP	48
Chowan EMS	0	NC Wildlife	4
Durants Neck FD	11	Nightingale	3
Eastcare	1	Pasquotank-Camden EMS	0
Perquimans EM	13	Perquimans DSS	1
Gates EMS	0	Perquimans EMS	215
Hertford FD	11	Perquimans SO	843
Hertford PD	364	Perquimans Water	4
Hertford Public Works	1	Perquimans Water Rescue	3
Inter-County FD	12	Winfall FD	12
Magistrate	49	Winfall PD	3
NCDOT	7	Winfall Public Works	3

Personnel Updates:

- Welcome Alyssa Walters – Fulltime AEMT

Completed Projects / Trainings / Community Preparedness Activities

- 911 Center & Backup Center Upgrade Project
 - 911 Center worked out of the back-up Center in Chowan June 3-7, 2019 with great success
- June 2, 2019 – Emergency Services Day
- June 5, 2019 – Blood Pressure Checks at the Senior Center
- June 8-9, 2019 - Albemarle Sound Sailing Association Challenge Regatta
- June 25, 2019 – CPR Class at the Senior Center
- June 25-26, 2019 – Mobile Data Terminal Trainings for LE, Fire & EMS
- June 27, 2019 – Staff Fire Safety Training at Brian Center of Hertford
- June 29, 2019 – Forestburg Ruritans
- Post Overdose Response Team is on-line

Pending Projects / Trainings / Community Preparedness Activities

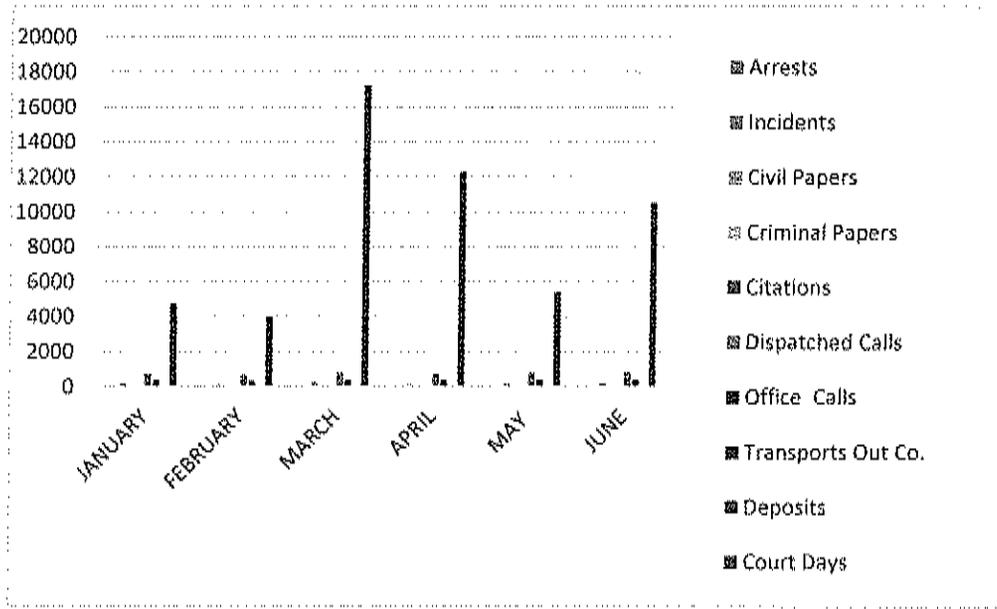
- July Independence Day Activities on July 6, 2019
- Emergency Medical Responder Course – July 10, 2019 through September 12, 2019 (Wed & Thurs from 6-9pm at ES Bldg)
- National Night Out – August 6, 2019 from 4-8pm at the Perq Rec Dept
- Post Overdose Response Team Training
- Fall 2019 – Grain Bin Exercise

June Press Releases/Public Safety Announcements

- June 3, 2019 Chowan-Perquimans Hazardous Material Exercise
- June 5, 2019 Sharps Lane Wheat Field Fire
- June 12, 2019 Post Overdose Response Team
- June 14, 2019 Albemarle Sound Sailing Association Challenge
Regatta
- June 21, 2019 Chinquapin Residential Fire
- June 26, 2019 East Bear Swamp Road Closure at Railroad Track
- June 30, 2019 Durants Neck Fire District Rating

Perquimans County Sheriff's Office --- June 2019 Activity Report

	Arrests	Incidents	Civil Papers	Criminal Papers	Citations	Dispatched Calls	Office Calls	Transports Out Co.	Deposits	Court Days
JANUARY	27	33	166	30	15	736	368	4	\$4,734.00	9
FEBRUARY	33	41	132	25	8	640	320	2	\$3,986.09	7
MARCH	24	30	228	24	19	796	398	1	\$17,226.68	11
APRIL	24	27	105	15	16	740	370	4	\$12,270.21	7
MAY	37	30	178	28	10	794	397	7	\$5,380.58	10
JUNE	28	25	202	11	11	843	422	4	\$10,528.78	6





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- July 2019

GARNISHMENTS: \$5,175.64

PAYMENT AGREEMENTS: \$18,419.08

DEBT SETOFFS: \$140.00



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

July 29, 2019

I will be introducing Amy Ward. She started July 1st as our new DMV/Tax Clerk.

There has been a slowdown in the second phase of our software update. Lonnie Baker, with Dynamic Data Solutions, is now saying the software should be complete in November.

Tax bills should be going out at the end of August.

Bill Jennings
Perquimans County
Tax Administrator

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



PERQUIMANS COUNTY EMERGENCY SERVICES

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Eastcare	0	Pasquotank-Camden EMS	0
Perquimans EM	11	Perquimans DSS	7
Gates EMS	0	Perquimans EMS	217
Hertford FD	18	Perquimans SO	826
Hertford PD	328	Perquimans Water	0
Hertford Public Works	6	Perquimans Water Rescue	3
Inter-County FD	10	Winfall FD	7
Magistrate	50	Winfall PD	4
NCDOT	6	Winfall Public Works	0

Personnel Updates:

- Welcome Julie Solesbee – PIO/Grants Manager/AEMT

Completed Projects / Trainings / Community Preparedness Activities

- Narcan Training for all 6 Perquimans County Fire Departments
- Blood Pressure checks at Perquimans Senior Center
- July 4th Festivities, Town of Hertford and Town of Winfall, Albemarle Plantation
- Integrated Weather Team Meeting with National Weather Service – July 9, 2019
- Disaster Awareness Work Group Meeting – July 9, 2019
- Emergency Management Forum – July 17, 2019
- Sentara Sports Injuries Workshop – July 17, 2019
- EMS Education Advisory Council Meeting – July 18, 2019
- Northeastern Regional EMS Administrators Meeting – July 18, 2019
- Security Awareness Training – July 19, 2019
- Port Hotline – Live July 23, 2019
- Disaster Preparedness Region 1 Meeting – July 23, 2019
- Fire Drill Training at Brian Center – July 23, 2019
- Hazard Simplification Webinar – July 25, 2019
- Coastal Region Evacuation and Sheltering Meeting – July 30, 2019

Pending Projects / Trainings / Community Preparedness Activities

- Emergency Medical Responder Class- July 10 through Sept 12, 2019 – 6-9 pm on Wed & Thurs
- National Night Out – August 6, 2019 from 4-8pm at the Perquimans Rec Dept
- Basic PIO Class- August 13-14, 2019
- Post Overdose Response Team Training – August 27, 2019
- Fall 2019 – Grain Bin Exercise

Press Releases / Public Service Announcements

- 7/02/19 911 Interruptions due to AT&T outages
- 7/04/19 Happy Independence Day, Safety guidelines for Heat, Grilling and Fireworks
- 7/15/19 Firehouse Subs Public Safety Foundation Awards 22 Automatic External Defibrillators
- 7/16/19 Extreme Heat Warning
- 7/21/19 National Night Out Flyer
- 7/22/19 PORT Hotline established
- 7/23/19 Localized Flooding
- 7/24/19 Two Fire Incidents

COMMITTEE REPORTS