

AGENDA

All items are for discussion and possible action.
Perquimans County Board of Commissioners
Commissioners' Room - Courthouse Annex Building
September 3, 2019
6:30 p.m.

NOTE: DUE TO
LABOR DAY
HOLIDAY, WE
WILL MEET ON
TUESDAY.

- I. Call to Order
- II. Prayer & Pledge

- III. Public Hearing

ACTION
TAKEN
LATER

- A. Conditional Use Permit No. CUP-19-03, requested by Perquimans Solar, LLC for a Large Scale, ground-mounted Solar Power Energy System Facility..... 6:30 p.m.
 - To receive citizens' comments to consider Conditional Use Permit No. CUP-19-03, requested by Perquimans Solar, LLC for a Large Scale, ground-mounted Solar Power Energy System Facility in the 200-block of Pender Rd, on Tax Parcel No. 2-0061-0076A.

Be sure & bring
CUP info that you
received in mail.

- 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.)

ACTION
REQUIRED

- A. Approval of Minutes: August 5, 2019 Regular Meeting & August 19, 2019 Work Session
- B. Tax Refund Approval
- C. Personnel Matters
 - 1. Appointment: IMC I working toward IMC II – Adult Medicaid (2)
 - 2. Appointment: Non-Certified Part-Time/Fill-In Telecommunicator
 - 3. Appointment: Office Assistant II – Social Services
 - 4. Appointment: Deputy Register of Deeds
 - 5. Promotion: IMC I working toward IMC II – Family & Children's Medicaid
 - 6. Promotions: Paramedics (2)
 - 7. Resignation: Certified Deputy/SRO
 - 8. Removal from Roster: Part-Time/Fill-In EMT
- D. Step Increase
 - 1. Social Services (2)
- E. Budget Amendments Nos. 1 - 4
 - 1. Social Services (2)
- F. Resolutions
 - 1. Fall Litter Sweep
 - 2. Resolution Authorizing Sale of Certain Surplus County Property
- G. Board Reappointments/Resignations/Appointment:
 - 1. Reappointments: Animal Control Board (2)
 - 2. Reappointment: Board of Adjustment (1)
 - 3. Reappointment: Jury Commission (1)
 - 4. Resignations: Local Library Board (2)
 - 5. Appointment: Tourism Development Authority – Industry Rep
- H. Miscellaneous Documents
 - 1. Revision of Senior Nutrition Contract
 - 2. Wooten Company: Amendment No. 1 to Agreement for Professional Services

- VI. Introduction of New Employees/Staff

NO
ACTION
REQUIRED

- A. Introduction of New Employees
 - 1. Tax Department
 - 2. Fire Marshal
 - 3. Sheriff's Department
 - 4. Recreation Department

NO ACTION REQUIRED	VII.	Scheduled Appointments	
		A. Melody Wilkins, Executive Director of Albemarle Commission	7:00 p.m.
		B. Susan Chaney, Social Services Director	7:05 p.m.
		C.	7:10 p.m.
NO ACTION REQUIRED	VIII.	Commissioner's Concerns/Committee Reports	
		A.	
		B.	
ACTION REQUIRED	IX.	Old Business	
		A. Updates from County Manager	
		B. Appointment: The Highway 17/64 Association Board of Directors	
		C. Large Scale Private Events Update	
		D.	
ACTION REQUIRED	X.	New Business	
		A. Planning Item: Conditional Use Permit #CUP-19-03, requested by Perquimans Solar	
		B. Sale of Surplus Equipment	
		C. Dobb Street Office Rental Agreement	
		D.	
		E.	
NO ACTION REQUIRED	XI.	Unscheduled Appointments/Public Comments	
		<i>(If you wish to address the Board, please state your name for the record prior to speaking. Comments are usually limited to three (3) minutes.)</i>	
		A.	
		B.	
		C.	
ACTION REQUIRED	XIII.	Adjournment	

FOR INFORMATION ONLY:

- Letter from Governor Cooper Regarding State Budget
- Historic Hertford, Inc. Invitation
-

DEPARTMENT HEAD REPORT:

- Plat Log
- Building Inspector's Report
- Tax Administrator's Report
-

COMMITTEE WRITTEN REPORTS:

NOTES FROM THE COUNTY MANAGER
September 3, 2019
6:30 p.m.

**Be sure & bring
CUP info that
you received in
mail.**

- III.A. **Enclosures:** Public Hearing is being held regarding the following matter:
 - A. **Conditional Use Permit No. CUP-19-03, requested by Perquimans Solar, LLC for a Large Scale, ground-mounted Solar Power Energy System Facility.....6:30 p.m.**
 - To receive citizens' comments to consider Conditional Use Permit No. CUP-19-03, requested by Perquimans Solar, LLC for a Large Scale, ground-mounted Solar Power Energy System Facility in the 200-block of Pender Rd, on Tax Parcel No. 2-0061-0076A.
- 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:
 - **Bill Jennings:** Mr. Jennings, Tax Administrator, will introduce Amy Ward, Tax Clerk – DMV, who was appointed effective July 1, 2019.
 - **County Manager Heath:** Mr. Heath will introduce Barry Overman, Part-time Fire Marshal, who was appointed effective August 1, 2019.
 - **Sheriff Shelby White:** Mr. White will introduce Stacey Marcum, Certified Deputy/SRO, who was appointed effective August 1, 2019.
 - **Howard Williams:** Mr. Williams, Recreation Director, will introduce John Downan, Athletic Program Supervisor, who was appointed effective July 1, 2019.
- VII.A. **Enclosure:** Melody Wilkins, Executive Director of Albemarle Commission, wishes to introduce herself to 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. **Enclosure.** The Highway 17/64 Association Board is requesting that the County appoint a representative to their Board. Board action is being requested.
- IX.C. **Enclosure.** Last month, County Attorney High presented a draft of the Large Scale Private Events policy for the Board to review (copy attached). An update will be presented at the meeting to determine the next step to the process.
- X.A. **Enclosure.** A Public Hearing was held to receive citizens' comments to consider Conditional Use Permit No. CUP-19-03, requested by Perquimans Solar to operate a Large Scale, ground-mounted Solar Power Energy System Facility in the 200-block of Pender Road on Tax Parcel No. 2-0061-0076A. Board action is being requested.
- X.B. On March 4, 2019, the County adopted a resolution to proclaim certain County property as surplus items and to proceed to sell them on GovDeals. The bid period for the following surplus item with GovDeals will close on September 3, 2019 at 11:00 a.m. The following item has been listed with GovDeals:

BUYER	ITEM	DATE SURPLUSED	START BID	SOLD AMOUNT
	Oak Veneer/Red Cover Billiards Table	3/4/19		

- X.C. **Enclosure.** County Manager Heath will present the enclosed Dobb Street Office Rental Agreement for Board's consideration. Board action is being requested.

CONSENT AGENDA NOTES

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

- A. **Enclosures:** Approval of Minutes – August 5, 2019 Regular Meeting & August 19, 2019 Work Session
- B. **Enclosure:** Tax Refund – see attached list
- C. **Enclosures:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Terrance Brown	IMC I working toward IMC II – Adult Medicaid	Appointment	61/3	\$29,294	09/01/2019
Alicia White	IMC I working toward IMC II – Adult Medicaid	Appointment	61/3	\$29,294	09/01/2019
Brandon Melton	Non-Certified PT/FI Telecommunicator	Appointment	60/1	\$12.84/hr.	09/01/2019
Elena Ratcliff-Howell	Office Assistant III	Appointment	57/1	\$23,396	09/01/2019
Kristen Sutton	Deputy Register of Deeds	Appointment	58/3	\$25,671	09/01/2019
Samantha Farrar	IMC I working toward IMC II – Family & Children's Medicaid	Promotion	61/3	\$29,294	09/01/2019

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Alyssa Walters	Paramedic	Promotion	68/1	\$37,966	09/01/2019
C.J. Wilson	Paramedic	Promotion	68/5	\$41,859	09/01/2019
Tori Arroyo	Certified Deputy/SRO	Resignation			08/15/2019
Kayley Ronco	Part-Time/Fill-In EMT	Removed from Roster			08/26/2019

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
Kathleen Brooks	Social Worker III	69/2	\$40,667	09/01/2019
Pamela Midgett	IMS II (Adult Medicaid)	67/4	\$39,104	09/01/2019

E. **Enclosures:** Budget Amendment Nos. 1-4 are presented for Board action.

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

1. **Fall Litter Sweep 2019 Resolution:** The Board will need to consider the enclosed Resolution proclaiming September 14th – 28th as Fall Litter Sweep in Perquimans.
2. **Resolution Authorizing Sale of Certain Surplus County Property:** The Board will need to consider the enclosed Resolution requesting the Board to declare seven sets of bleachers as surplus equipment to be sold on GovDeals.

G. **Enclosures:** The following Board reappointments/resignations are being presented for Board action:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Hobbs, Donald	Animal Control Board	Reappointment	2 yrs.	10/01/2019
Thompson, Bethany	Animal Control Board	Reappointment	1 yr.	10/01/2019
Mathis, Lynn W.	Board of Adjustment	Reappointment	3 yrs.	10/01/2019
Eure, Sadie	Jury Commission – County Appointee	Reappointment	2 yrs.	10/01/2019
LeRoy, Peter	Local Library Board	Resignation		08/06/2019
Eason, Lula	Local Library Board	Resignation		08/07/2019
Sheehan, Sandra	Tourism Development Authority (Industry Rep)	Appointment	2 yrs.	09/01/2019

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

1. **Revision of Senior Nutrition Contract:** In July, 2019, the Board approved the Senior Nutrition Contract with Albemarle Commission. When we received the fully executed contract, the reimbursement rate per unit of service was change from \$10.76 for each hour of Nutrition Service served to eligible clients to \$11.30 which is her correct rate of pay. This is to notify the Board that the error has been corrected.
2. **Wooten Company – Amendment No. 1 to Agreement for Professional Services:** This amendment is limited to the available soft cost, program delivery funds. The Wooten Company will not be requesting any additional compensation.

PUBLIC NOTICE

The Perquimans County Board of County Commissioners will hold a Quasi-Judicial Hearing on Tuesday, September 3, 2019 at 6:30 PM, pending Planning Board approval, in the Commissioners' Meeting Room on the 1st floor of the Perquimans County Courthouse Annex Building located at 110 North Church Street, Hertford, NC, next door to the Historic County Courthouse, to consider: Conditional Use Permit No. CUP-19-03, requested by Perquimans Solar, LLC for a Large Scale, ground-mounted Solar Power Energy System Facility in the 200-block of Pender Rd, on Tax Parcel No. 2-0061-0076A.

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

Publish in Perquimans Weekly on August 14, 2019

**Perquimans County Planning & Zoning Staff Report
By Rhonda Money, Planner
For BCC Meeting September 3, 2019**

SUBJECT: Conditional Use Permit No. CUP-19-03, requested by Perquimans Solar, LLC for a 10 MW large scale, ground-mounted Solar Power Energy System Facility in the 200 block of Pender Road on property owned by T.A. Newbold Miller, LLC, at tax parcel number 2-0061-0076A. Subject property and all surrounding property is zoned RA, Rural Agriculture.

Project Description/ Research & Analysis

General Information:

The proposed 10MW project will occupy 74.42 fenced acres of the larger 231 acre tax parcel. Site location may also be described as being on the southeast side of Pender Road between its intersections with Wynne Fork Road and Harvey Point Road. Solar panels will be installed on cropland; woodland will not be disturbed. Parcel acreage not leased for solar farm operations will remain available for rural agricultural use. A single-axis tracking system is proposed. Five megawatts is approved by the Utility Commission; the other 5 megawatts will require State approval prior to zoning permit issuance. Construction of the solar facility is anticipated to be toward the end of the year 2020.

Bonds

Cash bonds will stay in place with Perquimans County even if the project is sold. Applicant is to post a cash bond based on invoice costs of vegetation [Zoning Ord. 907.28(B)(3)(c)]. Vegetation will consist of Wax Myrtles and other evergreens in a staggered double-row of screening. Applicant is to post a cash bond based on the decommissioning plan submitted with preliminary costs analysis that does not include salvage value. This bond is required prior to zoning permit issuance and is to be held by the County until decommissioning is complete [Zoning Ord. 907.28(B)(5)(second e)].

Site Considerations/Technical Aspects [Zoning Ord. 907.28(B)(1)]:

Solar energy system structures will be more than 100 ft. from property lines. United States Army Corps of Engineers (USACE) has determined no wetlands are on 102.8 acres of property deemed the 'location' site, which are subject to permit requirements of Section 404 of the Clean Water Act (33USC 1344). It's almost 2 ½ miles to the closest property line of another large scale solar facility; current solar regulations require ½ mile. Maximum allowed acreage for any approved *project* shall not exceed 100 acres. The 74.42 acres of fenced area is considered the project area. A Stormwater Impact Analysis (SIA) was produced by Kimley Horn as a drainage study. This SIA was reviewed by county consultant, Dwane Hinson (see Exhibit D in application and also *attachment A* in application Exhibit E), then counter-reviewed by John Barefoot, P.E. of Kimley Horn also in Exhibit E. Our Soil & Water Technician feels that Mr. Barefoot's counter-response to Mr. Hinson's evaluation was well presented. Existing ditches are to be disturbed as little as possible.

Technical Review Committee comments:

- 1) Division of Coastal Management submitted a review saying the site does not appear to have jurisdictional waters, but does appear to have non-coastal wetlands. They recommend that the presence, or lack thereof, be confirmed by the USACE.

Planning Office Note: In Kimley Horn's SIA, Appendix E, a US Army Corps of Engineers Notification of Jurisdictional Determination states on page 2 of 5 "There are no waters of the U.S., to include wetlands, present on the above described property which are subject to the permit requirements of Section 404 of the Clean Water Act (33 USC 1344)."

- 2) "Albemarle EMC has been in contact with Dominion Power on this project and despite it being in our service territory we have granted Dominion power permission to connect the solar facility to their lines upon the developers and Dominions request. So Albemarle EMC will not have any comments on this particular project." *Kevin Heath, Manager of Engineering, Albemarle EMC*
- 3) "A driveway permit and if necessary, any related encroachments would need to be submitted for approval. The Department does not have any additional comments concerning this solar farm." *Caitlin Spear, Assistant District Engineer, Division One – District One NC Dept. of Transportation*

Regulations and Procedure

Potential Schedule for Public Hearing(s): May 30, 2019 Perquimans Solar, LLC's Application package was received by the Planning & Zoning Office with additional information received June 14, 2019 and was found to be substantially complete as a conceptual plan. Public notices were sent to adjacent property owners and published in the Perquimans Weekly in accordance with Section 2302 of the County's Zoning Ordinance. Pursuant to Section 902, Procedures, the Planning Board did not require additional information or time, so their action at the Special Called Planning Board meeting on August 20th allows the case to be scheduled before the Board of County Commissioners (BCC) on September 3rd.

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

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

Consistency with 2016 Land Use Plan Update: According to the Projected Future Land Use map Exhibit IX-B, page IX-36 of CAMA's 2016 Land Use Plan Update, the subject area is zoned **Residential Agricultural**. The Land Use Plan Update may be viewed in its entirety on the County website at www.PerquimansCountyNC.gov (click on "Departments" then "Planning and Zoning" then scroll to the bottom of the page and click on "Perquimans County 2015 Joint CAMA Land Use Plan Update-Recertified 4-26-2017").

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

Recommendations

Planning Staff believes the large scale solar power energy system facility, as proposed, may be developed in compliance with Zoning Ordinance Section 907.28. Planning Board recommended approval of CUP-19-03 and found it to be consistent and in harmony with the existing development pattern around the 200 block of Pender Road. Planning Board also recommended approval of proposed Draft Conditional Use Permit No. CUP-19-03, with an added condition of the applicant meeting with adjacent property owners to discuss their concerns.

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

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

TWO (2) SUGGESTED ACTIONS TO APPROVE:

1) **MOTION TO FIND PROPOSED CONDITIONAL USE PERMIT NO. CUP-19-03 TO BE CONSISTENT AND IN HARMONY WITH THE EXISTING DEVELOPMENT PATTERN** around the 200 block of Pender Road, Hertford, NC;

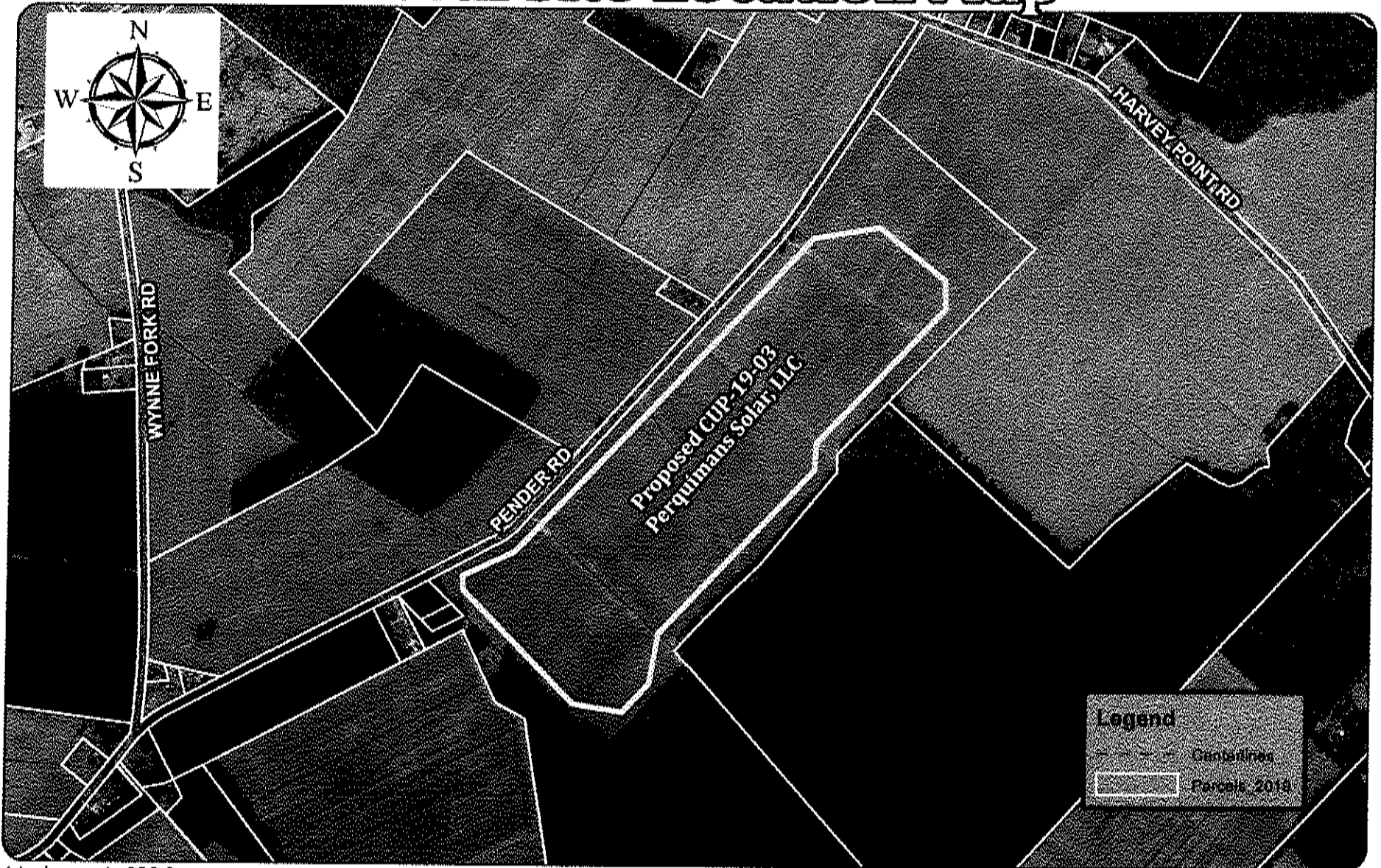
2) **MOTION TO RECOMMEND APPROVAL:** Motion to approve Conditional Use Permit No. CUP-19-03, for a large scale, ground-mounted Solar Power Energy System Facility in the 200 block of Pender Road on property owned by T.A. Newbold Miller, zoned RA, Rural Agriculture District, on Tax Parcel Number 2-0061-0076A conditioned upon **(revise, add or delete from list of conditions contained in the DRAFT Conditional Use Permit)**, adopting Findings to support the motion (see Table, below).

TWO (2) SUGGESTED ACTIONS TO DENY: Motions to deny Application No. CUP-19-03, and adopting Findings to support the motion would utilize both of the above-noted motions stated in the negative tense.

TABLE OF FINDINGS for CUP No. CUP-19-03: Perquimans Solar, LLC	
Motion to recommend approval finds:	Motion to recommend denial finds:
1) That the CUP will <u>not</u> materially endanger the public health or safety if located according to the plan submitted and approved.	1) That the CUP <u>will</u> materially endanger the public health or safety if located according to the plan submitted and approved.
2) That the use <u>meets</u> the required conditions and specifications.	2) That the use does <u>not</u> meet the required conditions and specifications.
3) That the use will <u>not</u> substantially injure the value of adjoining or abutting property, or that the use is a public necessity.	3) That the use <u>will</u> substantially injure the value of adjoining or abutting property, or that the use is not a public necessity.
4) That the location and character of the use, if developed according to the plan as submitted and approved, <u>will</u> be in harmony with the area in which it is to be located and in general conformity with the Perquimans County Land Use Plan.	4) That the location and character of the use, if developed according to the plan as submitted and approved, <u>will not</u> be in harmony with the area in which it is to be located and will not be in general conformity with the Perquimans County Land Use Plan.

ATTACHMENTS: 1) Applicant's CUP Application including Site Plan;
 2) Draft Conditional Use Permit No. CUP-19-03

General Site Location Map



1 inch equals 833 feet

Map created August 25, 2019

Perquimans County, NC
GIS Department

Disclaimer: Parcel lines are for tax purposes only. This map is NOT a substitute for a land survey or legal document. The County assumes no legal responsibility for the information contained on this map.



May 29, 2019

Perquimans County Board of Commissioners
 c/o Wallace Nelson, Chairman of the Board of Commissioners
 P.O. Box 45
 Hertford, NC 27944

Dear Chair Nelson and Members of the Perquimans County Board of Commissioners:

It is with pleasure that Geenex Solar, LLC, on behalf of Perquimans Solar, LLC (the "Applicant"), submits this letter in support of the Conditional Use Permit ("CUP") Application (the "Application") for approval to construct a 10 MW ground-mount solar photovoltaic facility (the "Project") outside of Hertford in Perquimans County, North Carolina. In this Letter, the Applicant provides a project description and addresses the general and specific conditions and findings required by the Perquiman's County Revised Zoning Ordinance. As discussed in detail below, the Project satisfies all of the requirements for approval of a CUP and, therefore, requests that the CUP be granted.

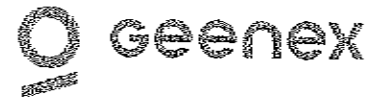
I. PROJECT DESCRIPTION

The Project is proposed to be constructed on approximately 74.42 fenced acres generally located on the southeast side of Pender Road between the intersection of Wynne Fork Road and Harvey Point Road. The Project is comprised of one individual parcel and information on the parcel and its respective owners are included within the Application (the "Property"). The acreage comprising the Project is under the maximum 100 acres allowed by the Perquimans County Solar Energy System Ordinance 907.28 (B) (1) (e). The preliminary configuration of the proposed Project on the Property is shown on the Perquimans Solar Project Details PV-100 Site Plan (the "Site Plan") included with the Application as Exhibit A.

The Project will include solar panels, electric cables, transformers, and inverters and will interconnect to the existing utility infrastructure through a Dominion-owned distribution line. The Project will produce power to be used by a utility provider and/or sold into the wholesale markets. Once operational, the Project will constitute an unmanned facility that collects energy from the sun and converts it into electricity. The Site Plan depicts the solar fields, each of which consists of solar panels mounted on racking and their associated inverters inside a fenced area and access roads. Although the specific number of panels and location of the equipment within each of the solar fields is merely illustrative, the maximum extent of all the above-ground equipment constituting the Project is indicated by the boundary of the Project Site. The only features of the Project that will be located outside the fencing will be the vegetative screening, entrances to the roads, stormwater control features, and portions of the collection lines.

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 Charlotte, NC 28203
 704-517-0397

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 geenexsolar.com



Following the final selection of the specific vendors and models of equipment that will be UL-listed and/or comply with the National Electric Code, as well as state and local building and electrical codes, and after the completion of final engineering, a final layout will be prepared. The final layout will depict the precise number of panels and the location of all of the equipment, above- and below-ground. The final layout will be included with the final site plan required by the County for approval and issuance of the building permit.

II. COMPLIANCE WITH ZONING ORDINANCE

Section 801 of the Zoning Ordinance allows, within the RA zoning district, the construction of a Solar Energy System, Large (or Solar Farm) as a Conditional Use upon approval of the Perquimans County Board of County Commissioners. Sections 903, 905, and 907.28 of the Zoning Ordinance contain the general and specific conditions and findings required for approval of a CUP for a Solar Farm within the RA zoning district. As detailed below, the the Project satisfies all of the general and specific conditions and findings required for approval of a CUP for a Solar Farm within the RA zoning district.

Zoning Ordinance Section 903

Section 903 of the Zoning Ordinance provides that:

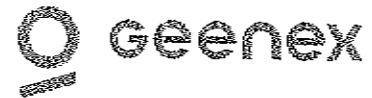
In application consideration, the Planning Board and Board of County Commissioners shall use as a guide the specific conditions outlined in this Article for each use proposed. In addition, the Boards shall find:

- (a) That the use will not materially endanger the public health or safety, if located according to the plan submitted and approved;
- (b) That the use meets all required conditions and specifications; Perquimans County Zoning Ordinance IX - 2 October 2, 2017
- (c) That the use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity; and
- (d) That the location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and in general conformity with the Perquimans County Land Use Plan.

As discussed further below for each finding of Section 903, the use of the Property as a Solar Farm satisfies the requirements of the Zoning Ordinance, and a CUP should be granted.

- a) The use will NOT materially endanger the public health or safety, if located according to the plan submitted and approved.*

The Project will not adversely affect the health and safety of anyone residing or working in the surrounding area. Passive solar facilities do not impact health, safety, or public welfare. The setbacks along the perimeter of the Project will provide a sufficient degree of separation between the electrical equipment and the public. Security fencing with locked gates will surround all above-ground equipment, and appropriate warning signs will be posted. Through these measures, the general public will have no contact with the equipment.



Prior to the start of construction of the Project, the Applicant will develop an emergency response plan that will include plans for fire and ambulance, in consultation with local officials and emergency personnel. These will include personnel from engineering, law enforcement, fire, and medical response. The emergency response plan will include information on the location of the different components of the Project, the potential hazards presented (including potential hazards to emergency responders), the locations of access gates for the solar fields and the substation/collection yard, and appropriate (24/7) contact information.

b) The use meets all required conditions and specifications

As discussed in more detail below, the development, construction and operation of the Perquimans Solar Project will adhere to all regulations, conditions, and specifications for Solar Power Energy Systems as defined by the Perquimans County Solar Energy System Ordinance, Section 907.28 of the Zoning Ordinance, as well as the requirements for granting of a CUP, including Sections 903 and 905. The Project will not adversely affect the health, safety, or welfare of the people residing in the vicinity of the Project, nor be detrimental to the public welfare or injurious to property or improvements in the area.

c) The use will not substantially injure the value of adjoining or abutting property

The Project will not substantially injure the value of adjoining or abutting property. As set forth herein, the Project will be a low-lying, quiet, and a largely passive use, with no unwanted odor, lights, or traffic. Buffers and landscaped screening will visually obscure the Project from adjacent uses and rights-of-way. The Project will also ultimately preserve approximately 100 acres for agricultural use in the future. In addition, the Project will avoid the streams and floodplains. The solar panels will be installed on areas already cleared.

Kirkland Appraisals, LLC, based in Raleigh, N.C. ("Kirkland") has provided consistent studies in this arena since 2016. The methodology used in the sample Property Value Study attached to the Application as Exhibit H, referred to as matched-pair analysis, is a well-recognized method of assessing potential effects on property value, and is standard in the appraisal profession. The Applicant provided a sample study of a much larger project in order for Perquimans County to better understand the methodology. Due to the fact that Perquimans Solar only had two residences in the general vicinity of the Project, and both were more than 214 feet from the Project boundary and buffered from the project with vegetative screening, the Applicant did not provide a custom analysis at this time.

The analysis consists of matched pairs across Virginia, North Carolina, Texas, Tennessee, and Maryland and indicates a slight average positive impact to the sales price of a home or open land adjoining a solar project. Thus, the Property Value Study confirms no negative impact to the value of adjoining homes or land from the construction and operation of a solar project.

Having researched over 300 solar projects of all sizes over several years, Kirkland explains that solar project lacks the features that are most commonly associated with adverse effects on nearby property values. Specifically, solar facilities are not associated with any of the following: hazardous materials, odor, noise, traffic, or stigma. Regarding appearance,



Kirkland notes that solar projects are similar to large greenhouses, and are generally in keeping with a rural character.

d) The location and character of the use will be in harmony with the area in which it is to be located and in general conformity with the Perquimans County Land Use Plan

The Project will not conflict with the purposes and policies of the County's Land Use Plan adopted in November of 2015 ("Land Use Plan") and amended in March of 2017. Rather, it serves to advance many of its key purposes and values.

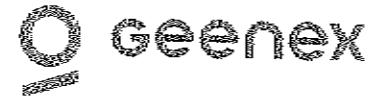
The Project supports several key elements of the Land Use Plan. Perquimans County's vision of future development includes promoting the following values: "ensure the sustained, planned growth of the County," "promote open space to improve the quality of life"; and "encourage economic development through planned growth." (p. II-16.) The objectives of the Land Use Plan are to help the County:

preserve its rural character; protect and preserve the natural environment; provide adequate public facilities and services; achieve support and consensus for County initiatives; promote unity in its residential and commercial communities; and, make infrastructure improvements that compliment but do not duplicate existing systems.

(p. II-17.) This Project will honor each of the values, and satisfy the objectives, of the Land Use Plan.

With respect to maintaining its rural nature and promoting open space, the Project will ultimately preserve over 100 acres for agricultural use in the future. Over the long term, the Property can be returned to agricultural uses once the Project is decommissioned. Landscaping and tree preservation around the Project will protect the rural character. Further, the majority of the solar panels will be installed on areas already cleared. The Project will also avoid any streams and floodplains. Accordingly, environmentally sensitive areas will not be developed as part of the Solar Project. Significantly, the Property is currently not sufficiently productive to support the owners of the Property. The use of their land for a solar facility can extend the time of ownership for these farming families; offering them the opportunity to return the Property to productive agricultural use in the future.

The County has revised the Zoning Ordinance to include the ability for development of RA zoned property as a solar farm through the CUP process, meaning the use of a solar farm for the Property is in harmony with the area. Accordingly, the County adopted this section of the ordinance to allow for the implementation of solar technology in an effort to both ensure sustained planned growth and encourage economic growth. Importantly, under the Future Land Use Plan, the Project remains zoned as RA, meaning there is no plan to bar the ability to procure a CUP for a Solar Farm in the future. (p. IX-36.) The Project will allow for sustained planned growth and encourage economic growth by: (1) increasing the tax revenue on the Property (with a change from agricultural to solar); (2) hiring 50-75 local positions during construction and for maintenance of the Project; (3) other community engagement, support, and educational opportunities related to the solar energy field; and (4) minimal use of county



services based on the low impact of the Project. Moreover, having a solar farm nearby invites eco-conscious businesses to evaluate Perquimans County as a potential location.

For these reasons and others as shared in the Application, the Project is in harmony with the area and in general conformity with the Land Use Plan.

Zoning Ordinance Section 905

Section 905 of the Zoning Ordinance provides that:

In addition to the conditions specifically imposed in this paragraph and such further conditions, as the Board of County Commissioners may deem reasonable and appropriate, Conditional Uses shall comply with all other regulations for the zoning district in which they are located unless the provisions for the Conditional Use provide to the contrary.

Pursuant to this section, the Applicant will comply with the regulations for the RA zoning district to the extent they are not in conflict with the requirements of Section 907.28.

Zoning Ordinance Section 907.28

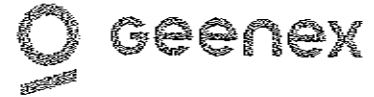
Section 907.28 of the Zoning Ordinance lists the requirements for a Solar Farm. Specifically, this portion of the zoning ordinance contains specific requirements for: (1) site considerations; (2) lighting; (3) screening; (4) operational considerations; (5) additional application requirements; (6) approved solar components; (7) compliance with North Carolina State Building Code and the National Electric Code; and (8) decommissioning of the project where no electricity is generated for a six month period. The Project will comply with all of the requirements of this section of the Zoning Ordinance.

First, the Project will satisfy the site consideration requirements of Section 907.28(B)(1). As noted in the Site Plan, the height and setback requirements for equipment and building/parking areas, respectively, are satisfied. Further, the acreage will be less than the 100 acre limit on approved project size. The Applicant will also ensure that grass or weeds on the project site do not exceed 12 inches in height. Finally, the Applicant submitted a drainage study and is attached to the Application as Exhibit E.

Second, the Project will utilize minimal lighting and will not have lighting other than normal security lighting and/or that required by government agencies, pursuant to Section 907.28(B)(2).

Third, pursuant to Section 907.28(B)(3) and the Site Plan, the Project will be screened from routine view from public rights-of-way, existing residential uses, and other adjacent properties. Moreover, the Applicant will post a bond equal to the initial cost of installing buffers to be held by Perquimans County until decommissioning.

Fourth, pursuant to Section 907.28(B)(4), access gates that afford views from an existing residence or from within the Highway Corridor Overlay District will be kept closed and



locked at any time the Solar Farm is not occupied by the operator for preventive maintenance, repair and similar activities.

Fifth, the Application includes the Site Plan that is compliant with Section 907.28(B)(5). The Applicant will also seek state and local water permits, as applicable, for the Project. Finally, the Applicant will apply for a driveway/site access permit from NCDOT.

Sixth, as noted above, the solar energy system components will have a UL listing and be designed with anti-reflective coatings in compliance with Section 907.28(B)(b).

Seventh, the solar energy systems will meet all of the requirements of, and comply with, the North Carolina State Building Code and the National Electric Code.

Finally, the Applicant has included a preliminary Decommissioning Plan for the Solar Facility, attached to the Application as Exhibit F, to comply with the requirements of Section 907.28(B)(9). The Decommissioning Plan sets forth the process and timeline for decommissioning of the Project. As required by the Zoning Ordinance, the Decommissioning Plan will be updated every five (5) years, and the plan includes provisions for the recycling of equipment and panels. Decommissioning will be guaranteed by a cash bond and final reporting at the conclusion of decommissioning is required before any guarantee is released. The Applicant will work with a licensed engineer to provide an initial decommissioning estimate to the County, as well as an updated Decommissioning Plan, prior to application for a building permit. Further, if the Project ceases to deliver power to the utility grid for a continuous period of six months, the Applicant will notify the County of the Project's status and its plan for either regeneration or decommissioning. At this time, the Applicant does not have the authority to require the utility to provide additional notice with respect to the decommissioning notice requirements. Power purchase agreements are confidential documents and once executed neither party, particularly the Applicant, would have the ability to provide a copy of the agreement to the Commissioners.

We look forward to having the opportunity to present the Application to the Planning Board and the Board of County Commissioners. Please let us know if you have any questions,

Warm Regards,

A handwritten signature in black ink, appearing to read 'Kara W. Price', written over a large, stylized loop.

Kara W. Price
Geenex Solar
Authorized Agent for Perquimans Solar, LLC



Perquimans County, North Carolina
APPLICATION FOR CONDITIONAL USE PERMIT REQUEST
 Case No. CUP - 19 - 03

This section to be completed by County:	
Date received: <u>5/30/2019 original</u>	Received by: <u>R.M.</u>
Date completed: _____	Confirmed by: _____
Subject Property Tax Map No(s): <u>2-0061-0076A</u>	
Subject Property Zoning District(s): <u>RA</u>	
Will proposed Conditional Use require site improvements? _____	
Will proposed Conditional Use require review by other agencies? _____	

Applicant's Information

Name(s) of Owner(s): T. A. Newbold Miller, LLC c/o Catherine Marie Desser Miller
 Street Address: 270 Queens Lane
 City/State/Zip Code: Palm Beach, FL
 Phone Number(s): 561-758-3704 Fax: _____ E-mail Address: tom.miller244@me.com
 Applicant (if different from Owner): Perquimans Solar, LLC
 Street Address: 7804-C Fairview Road, #257
 City/State/Zip Code: Charlotte, NC 28226
 Phone Number(s): 704-608-4947 Fax: n/a E-mail Address: kara.price@geenexsolar.com
 Person to receive comments and correspondence: Kara Price - Director, Project Development

Description of Property

Address(es) of Subject Property: Between 300 and 100 Pender Road
 Property Appraiser's Parcel Nos.: 2-0061-0076A
 Location: This property is located on the southeast side of + Pender Road,
 approximately 600 feet southwest of Harvey Point Road Road.
 Township/Region: Bethel Subdivision: N/A Block - Lot Nos.: 4-1
 Size of Property: 231.41 acres. Lot width: 4,293 feet. Lot depth: 3,767
 Flood Plain: N/A Community Panel No.: 7858

1) I (We), the undersigned, do hereby respectfully make application and request the Planning Board and Board of Commissioners to consider a proposed Conditional Use Permit to make use of the subject property as follows: A Solar Energy Generation Facility. The subject property is zoned RA. The subject property is owned by T.A. Newbold Miller, LLC as evidenced by deed recorded in Real Estate Book 188, Page 732 OR Will File Number _____ in the Perquimans County Register of Deeds. 377 675
377 678

Application for Conditional Use Permit Request
 Case No. CUP - 19 - 03

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

Name	Address
a. SHARON MORRISON	3244 STRATFORD ROAD, RICHMOND VA, 23225
b. DONALD G MADRE	706 WYNNE FORK ROAD, HERTFORD, NC 27944
c. EUGENE HOFFLER	NO ADDRESS LISTED PER COUNTY <i>1609 Roanoke St.</i> RECORDS <i>North Dinwiddie, VA 23803-6569</i> on envelopes
d. KRISTEN W FESPERMAN	301 PENDER ROAD, HERTFORD, NC 27944
e. ELVA FAYE LEE	227 MEADS CIRCLE, HERTFORD, NC 27944
f. TED & SARAH S. CHAPPELL	152 BIRDNEST COURT, WEST END, NC 27376
g. BLAYNE P. KIME	190 PENDER ROAD, HERTFORD, NC 27944
h. MARY B. CORPREW TRUSTEE	607 GASTON DRIVE, HERTFORD, NC 27944
i. T.A. NEWBOLD MILLER, LLC	270 QUEENS LANE, PALM BEACH, FL 33480
j. HENRY N GRIFFIN	223 SCUPPERNONG RD, MANTEO, NC 27954
k. _____	_____
l. _____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Perquimans Solar, LLC**Application for Conditional Use Permit****Statement of the Nature of the Proposed Use & Project Narrative****I. Project Company**

Perquimans Solar, LLC (Applicant) is a North Carolina limited liability company formed on August 15, 2016 for the purpose of solar development.

II. Nature of the Proposed Use

The Applicant submits this application (the "Application") for approval to construct and operate a 10 MW ground-mount solar photovoltaic facility (the "Project") outside of Hertford in Perquimans County, North Carolina. The Project is proposed to be constructed on approximately 74.42 fenced acres generally between 300 Pender Road and 100 Pender Road (the "Project Site"). The Project is comprised of one individual parcel and information on the parcel and its respective owners are included within the Application (the "Property") (Legal Description Exhibit 1). The preliminary configuration of the proposed Project on the Property is shown on the Perquimans Solar Project Details PV-100 Site Plan (the "Site Plan") (Exhibit A) included with the Application. The acreage comprising the Project is under the maximum 100 acres allowed by the Perquimans County Solar Energy System Ordinance 907.28 (B) (1) (e).

The Project will include solar panels, electric cables, transformers, and inverters and will interconnect to the existing utility infrastructure through a Dominion-owned distribution line. The Project will produce power to be used by a utility provider and/or sold into the wholesale markets. Once operational, the Project will constitute an unmanned facility that collects energy from the sun and converts it into electricity. The Site Plan depicts the solar fields, each of which consists of solar panels mounted on racking and their associated inverters inside a fenced area and access roads. Although the specific number of panels and location of the equipment within each of the solar fields is merely illustrative, the maximum extent of all the above-ground equipment constituting the Project is indicated by the boundary of the Project Site. The only features of the Project that will be located outside the fencing will be the vegetative screening, entrances to the roads, stormwater control features and portions of the collection lines.

Following the final selection of the specific vendors and models of equipment that will be UL-listed and/or comply with the National Electric Code as well as state and local building codes, and after the completion of final engineering, a final layout will be prepared. The final layout will depict the precise number of panels and the location of all of the equipment, above- and below-ground. The final layout will be included with the final site plan required by the County for approval and issuance of the building permit.

III. Local Economic Benefits**A. Increased Tax Revenue**

Sample tax revenue increases from other Solar Facilities in North Carolina area are provided within (Exhibit B) as a general illustration.

B. Related Economic Benefits & Employment Opportunities

The Developer anticipates that the proposed Project will require the hiring of somewhere between 50 -75 local positions during construction. In addition to local hires, there will be a demand for locally-sourced contractors (fencing, etc.) as well as construction materials. Those traveling from outside Perquimans County to assist with the Project will require the services of local accommodation providers and local restaurants/grocery stores.

C. Indirect Economic and Community Benefits

The location of Perquimans Solar in Perquimans County will also bring additional community engagement and support opportunities such as educational and workforce-development programs offered by the Center for Energy Education (C4EE). Perquimans County teachers and students will be able to attend training programs and summer camps that provide exciting educational opportunities. Perquimans County can also point to their careful consideration of renewable energy facilities as a key economic development tool.

D. Minimal Use of County Services

The proposed Project will not increase County services. It will have no adverse impact on schools, law enforcement, or fire and rescue. Construction of the Project will not necessitate any new or expanded public infrastructure and/or improvements. Once operational, the Project will not substantially change the character of the area.

IV. Mitigation of Impacts of Project Construction & Operations

The specific project construction timeline is yet to be determined based on final interconnection studies and the completion of local and state permitting. During the estimated construction period of 6 - 9 months, the hours of construction, the level of traffic, and the number of employees on the Project Site will vary by the type and phase of construction and County requirements. Given the surrounding area, however, Project construction is anticipated to have minimal impacts on the surrounding area during construction. After construction is complete and the Project is operational, the solar facilities will constitute a passive use that should have no adverse impacts on the surrounding area.

I. Site Visibility

The development of the Project should not create any negative visual impacts for the area during or following construction. The solar arrays will be approximately seven feet, six inches (7.6 feet) and will be coated with non-reflective material. Inverter stations will be approximately ten (10) feet in height and all interconnection poles will be the same height or smaller than typical electrical distribution poles. Thus the equipment height is below the 15 foot height maximum allowed by the Perquimans County Solar Energy System Ordinance 907.28 (B) (1) (a).

The solar panels will be installed in various locations on each of the areas. The solar arrays themselves will be several hundred feet or more from the closest residences and other buildings. A minimum 100-foot setback from the exterior parcel lines shall be provided around the Project per the Site Plan submitted. A minimum 100-foot setback from the right-of-way of Pender Road is also provided per the Site Plan submitted. The Site Plan (Exhibit A) also reflects the location of any proposed vegetative buffers to meet or exceed the requirements of Sections 1803 and 1804 of the Perquimans County Zoning Ordinance (Exhibit C).

2. Wetlands/Drainage Study

There are no jurisdictional wetlands on the Project site. Per the Perquimans County Solar Energy System Ordinance 907.28 (B) (1) (g), a comprehensive drainage study was performed by Kimley Horn (Project engineers) and submitted to Perquimans County Soil and Water for review. Comments from Perquimans County Soil & Water from their review of the drainage study are enclosed herein (Exhibit D). In addition, Kimley Horn provided a follow-up response with comments on the Project's proposed stormwater/drainage management practices (Exhibit E).

3. Additional Permitting/Regulations

After local use permit approval and before construction can begin, the Project will be required to secure: 1) a Certificate of Public Convenience and Necessity from the N.C. Utilities Commission; 2) driveway/site access permit from the N.C. Department of Transportation; 3) stormwater/erosion control permits; 4) completion of utility interconnection studies; and 5) building/electrical permit from Perquimans County.

V. Post -Construction Impacts

Following construction, traffic, noise, and other impacts will be negligible.

1. Traffic

As a passive use, employees and/or contractors will generally only access the Project Site to perform routine maintenance. The Applicant anticipates only 1-2 visits to the Project Site in a month.

2. Lighting, Visibility and Noise Impacts

Once the Project Site has been fully developed and all landscaping installed (as described above), the majority of the solar facilities should not be visible to the public or surrounding residences. The Project will emit minimal noise once operational. The inverters create some sound, but are generally not audible from 100-150 feet away. Per Perquimans County Solar Energy System Ordinance 907.28 (B) (2), the Project will utilize minimal lighting to include lighting needed for normal security purposes or for that required by government agencies.

3. Safety

Once the Project is constructed, the Project Site will be fenced and locked at all times. The Project Site will also be secured during construction as well. Perquimans Solar will install and maintain a permanent perimeter/boundary fence around the each of the Project sections with noted vegetative buffering between residences and roadways. The fence will be seven (7) feet tall topped with three (3) strands of barbed wire. Safety and security signage will be located along the perimeter fencing. The Project will be monitored remotely on a 24/7 basis to ensure proper operation. Local emergency personnel (fire, police) will have access to the site.

4. Decommissioning

The Applicant has included a template Decommissioning Plan for the Solar Facility (Exhibit F). The Decommissioning Plan sets forth the process and timeline for decommissioning of the Project. As required by the County Policy, the Decommissioning Plan will be updated every five (5) years, and the plan includes provisions for the recycling of equipment and panels. Decommissioning will be guaranteed by a cash bond as defined the Perquimans County Solar

Energy System Ordinance 907.28 (B) (9) and final reporting at the conclusion of decommissioning is required before any guarantee is released. The Applicant will work with a licensed engineer to provide an initial decommissioning estimate to the County, as well as a final Decommissioning Plan, prior to application for a building permit.

IV. Perquimans County Planning Board and County Commissioners Review

1. Conclusion

The development, construction and operation of the Perquimans Solar Project will adhere to all regulations for Solar Power Energy Systems as defined by the Perquimans County Solar Energy System Ordinance 907.28. Per the enclosed letter to the Perquimans County Commissioners (Exhibit G), and as supported by the accompanying information provided within the Application including those provided in (Exhibit H), the Project as defined will not materially endanger the public health or safety if located according to the plan submitted and approved; the Project meets all required conditions and specifications; the Project will not substantially injure the value of adjoining or abutting property; the Project's location and character of land use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and in general conformity with the Perquimans County Land Use Plan.

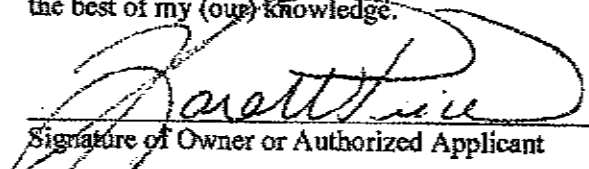
Application for Conditional Use Permit Request
 Case No. CUP - 19 - 03

Attach the following:

- Completed Application.
- Letter addressed to the Perquimans County Board of Commissioners explaining your intentions in detail. The Applicant is advised to address any general and specific conditions and finding required by the Zoning Ordinance, Sections 903(a), (b), (c) and (d), 905, and 907A through X.
- Proof of Ownership. (Redacted Lease Agreement and Owner's Authorization for Agent as evidence to act for Owner T. A. Newbold Miller, LLC)
- Owner's Authorization for Agent, if applicable.
- Legal Description(s) and/or boundary survey(s) to be used as an exhibit to the proposed Conditional Use Permit.
- Site plan prepared in accordance with Section 509 and Article IX of the Perquimans County Zoning Ordinance.
- Two self-addressed stamped envelopes and two sets of stamped pre-addressed envelopes of all property owners of subject, adjacent and nearby properties within 150 feet and/or across the street (as per current Tax Office listings), to whom notice of public meeting and hearing must be sent. Said notices will be sent by the Planning & Zoning Office in envelopes provided by Applicant.
- Filing Fee of \$300 made payable to Perquimans County.
- Additional information needed by Planner, Technical Review Committee or County Officials:
- Additional documentation to support adherence to Perquimans County Solar Energy System Ordinance 907.28 regulations.

APPLICATIONS WILL NOT BE SCHEDULED FOR PUBLIC MEETING UNTIL COMPLETE

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



Signature of Owner or Authorized Applicant

5/29/19

Date

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

Application for Conditional Use Permit Request
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Owner's Authorization for Agent

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

I am (We are) the owner(s) of the property located at HERTFORD, NC.

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

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

I authorize you to advertise and present this matter in my name as the owner of the property. If there are any questions, you may contact me at address 270 QUEENS LANE, PALM BEACH, FL or by telephone at 561-758-3704.

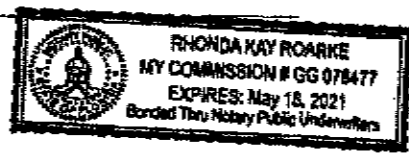
BY: *Catherine Marie Desser Miller*
Signature of Owner

Print Name: CATHERINE MARIE DESSER MILLER Telephone Number: 561-758-3704
Signature of Owner

Print Name: _____ Telephone Number: _____

Sworn to and subscribed before me, this the 24 day of May, 2019.
Notary Public, Rhonda Kay Roarke County of Palm Beach
State of Florida

My commission expires: _____



DRAFT**CONDITIONAL USE PERMIT No. CUP-19-03**

Page 1 of 8

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

Authorized Applicant: Perquimans Solar, LLC
7804-C Fairview Road, #257
Charlotte, NC 28226

Property Owners: T.A. Newbold Miller, LLC c/o Catherine Marie Desser Miller
270 Queens Lane
Palm Beach, FL 33480

Site Location: Portion of 231 +/- acre parcel located on the southeast side of Pender Road approximately 1,700 feet southwest of Harvey Point Road intersection.

Tax Parcel Nos: 2-0061-0076A

Zoning Districts: RA, Rural Agriculture

Proposed Use of Property: To construct and operate a Large-Scale ground-mounted Solar Power Energy System on property located in Perquimans County, as described herein and depicted on the attached Site Plan. As stated by the Applicant in his Statement of the nature of the proposed use:

The applicant submits this application for approval to construct and operate a 10MW ground-mount solar photovoltaic facility (the Project). The Project is proposed to be constructed on approximately 74.42 fenced acres generally between 300 Pender Road and 100 Pender Road (the Project Site). The acreage comprising the Project is under the maximum 100 acres allowed by the Perquimans County Solar Energy System Ordinance 907.28(B)(1)(e). The Project will include solar panels, electric cables, transformers, and inverters and will interconnect to the existing utility infrastructure through a Dominion-owned distribution line. The only features of the Project that will be located outside the fencing will be the vegetative screening, entrances to the roads, stormwater control features and portions of the collection lines.

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CONDITIONAL USE PERMIT No. CUP-17-02
Page 2 of 8

Meeting & Hearing Dates: Planning Board on 8-20-2019 ; & Board of County Commissioners on 9-3-2019 .

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

- A. The Applicant, heirs and assigns shall conduct operations in accordance with the plans and application materials submitted to and approved by the Board of Commissioners (BCC), a copy of which is contained in the County Planning & Zoning Office and recorded with the Register of Deeds Office. Any Major Modification proposed to the approved plans shall require reapplication and approval by the Board of County Commissioners. "Major Modification" is defined as "*Any significant change in land use, and/or change in the project boundary or property boundary and/or any change that results in an increase in the density or intensity of the project, as shown and described in the approved Conditional Use Permit and Site Plans.*" However, it is understood that the conceptual layout of the Solar Farm as shown on the attached Site Plan may require adjustments in the exact location of the equipment, pending the outcome of final survey, wetlands delineation, storm water permits, Army Corp of Engineers requirements, and maximization of solar energy production, as applicable. Minimum setbacks and buffering must comply with Section 907.28 of the Perquimans County Zoning Ordinance. In addition, adjustments may be needed in the final locations of access roads within the overall subject property.

- B. The approved Site Plan includes a total 10 Mega-watts (AC) of solar power production throughout the subject property. The facility will generate power which will be sold directly to the Power Company servicing the facility. The Solar Farm will consist of a single phase of construction.

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CONDITIONAL USE PERMIT No. CUP-19-03
Page 3 of 8

- C. The main point of ingress and egress for the facility will be directly off of Pender Road with an assigned 911 address of _____ Pender Rd., Hertford, NC 27944. For both aesthetics and safety, the driveway entrance leading from the public road shall be surfaced with asphalt or six inches (6") of concrete as measured from the edge of the road for at least 30 feet to facilitate site access in coordination with the NCDOT District Engineer's Office. The remainder of the access or service roads will be constructed of 6" of size 12 crushed stone compacted in native soil to a width of 20 feet with a minimum 30-foot radius of curvature. The Access Roadway is further defined as: "A road bed having a width of 20 feet with a paved entrance apron a minimum of 30 feet long and a minimum 30-foot centerline radius of curvature, with 6" inches of size 13 gravel compacted on native soil in order to provide reliable site access for site construction, maintenance, and emergency vehicles. Said roads must be maintained by the applicant, heirs and assigns to allow access for emergency vehicles. The access roadway shall be located as specified on the proposed CUP Site Plans.
- D. Prior to final project approval and issuance of a Zoning Permit, the Applicant must apply for and obtain a Driveway Permit from the North Carolina Department of Transportation (NCDOT).
- E. No occupied building structures are anticipated for the solar facility at this time; however, any future proposal to construct an Accessory Building on the property will require the Applicant, heirs and assigns to first apply for and obtain Zoning and Building Permits in compliance with minimum design standards and may require review by the Planning Board to determine if the proposed improvement constitutes a Major Modification. Prior to issuance of a Zoning Permit for any new building, the Applicant, heirs and assigns must provide a Site Plan detailing the existing and proposed site improvements, pursuant to Section 509 of the Perquimans County Zoning Ordinance.
- F. The Solar Energy System equipment and any potential future buildings or structures, shall be secured and screened from routine view from public rights-of-way, existing residential uses and adjacent properties, through compliance with County Zoning Ordinance sections 907.28B(3)(a) and (c), and sections 1802 and 1803.
- G. More specifically, all solar panels and related equipment will meet all required buffering and setbacks along property lines. The buffering will consist of a security fence plus screening, as required by County Zoning Ordinance sections 907B(3)(a) and (c), 1802 and 1803, and will be continuous around those portions of the perimeter of the project which are not shielded by existing woods or which are interrupted by vehicular access roads. Mounting structures and solar panels will not exceed the maximum height of 15'. Outdoor lighting is expected to be minimal. Standard access gates will be used for any entrances to the Solar Farm and will be kept locked and secured at all times when authorized personnel are not occupying the property. The Facility will meet all Local, State and Environmental requirements.

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CONDITIONAL USE PERMIT No. CUP-19-03
Page 4 of 8

- H. The Solar Farm shall be enclosed with a fence not less than seven (7) feet in height or a combination of six (6) feet or more of fence fabric and one (1) foot or more extension utilizing three or more strands of barbed wire or equivalent. Solar Farm shall be screened with either a minimum three foot (3') wide strip planted with dense evergreen vegetation such as Wax Myrtle, Wax-Leaf Ligustrum or other suitable plant material with an initial height of at least five feet (5') with expected growth of at least seven (7) feet in height within three (3) years or a twenty (20) foot wide strip of natural wooded area. Minimum setbacks and buffering must comply with Section 907.28 of the Perquimans County Zoning Ordinance.
- I. Vegetative Buffer Bond: To ensure proper maintenance of vegetative and other screening methods, a cash bond equal to the initial cost of installing buffers will be required to be held by Perquimans County until project decommissioning. The cash bond will remain with Perquimans County even if the project is sold.
- J. The Applicant, heirs and assigns shall take every precaution to ensure there is no increased stormwater directed onto adjacent properties resulting from new construction and development on the subject property. Should unforeseen stormwater problems occur, the Applicant, heirs and assigns shall take immediate action to rectify the situation in coordination with the owner of any adjacent property adversely impacted by stormwater runoff.
- K. The Applicant, heirs and assigns shall submit a NC Department of Environmental Quality Stormwater Permit prior to zoning permit issuance.
- L. Applicant's Obligation to Restore the Property at the end of the Lease Term: The Applicants, heirs and assigns shall do the following with respect to any portions of the Property disturbed in the course of Solar Operations:
- 1) Within six (6) months after completion of construction of the solar project, the Applicant, heirs and assigns, shall restore such portions of the Property to a condition reasonably similar to its condition on September 3, 2019, except for any parts of the Property that the Applicant determines it needs for continuing Solar Operations; and
 - 2) Within twelve (12) months after the expiration, surrender or termination of the lease between T.A. Newbold Miller, LLC and Perquimans Solar, LLC, the Applicants, heirs and assigns shall restore the site to substantially its RA (Rural Agricultural) condition as of the CUP approval date using prudent engineering practices where applicable, including, without limitation, the removal of (i) all improvements and solar farm related alterations on

DRAFT
CONDITIONAL USE PERMIT No. CUP-19-03
Page 5 of 8

the subject tax parcel, without limitation, all fencing, roads, solar panels, racking, and pilings, and other improvements or alterations, and shall rough grade the site to the same condition of level as existed as of the CUP approval date, and (ii) any electrical or communication or other utility poles, lines and connections (unless such lines, equipment, and connections are used in connection with subject Tax Parcel and Property Owner elects to allow such lines and connections to remain); provided, however, that Applicant shall not be obligated to replant any crops or plants, and (iii) remove from such portions of the Property any Solar Energy System owned or installed by Applicant thereon, and (iv) restore, in a commercially reasonable manner and to commercially reasonable standards, such portions of the Property to a condition reasonably similar to its condition as of September 3, 2019, specifically to a farmable condition.

- M. The Conditional Use Permit is approved and recorded with the Applicants' conceptual Site Plans, to become the basis for the Zoning Permit issued by the Planning & Zoning Office upon submittal and approval of a final Site Plan. If the Conditional Use Permit is not recorded in the Register of Deeds Office by the Applicant, heirs and assigns within three (3) months from the date of BCC approval, the BCC may revoke the Conditional Use Permit.
- N. Annual Reports: The Planning Board and Board of County Commissioners hereby acknowledge the Applicant's intent to complete construction of the Solar Farm in 2020. During construction of the project, the Applicant, heirs and assigns shall provide the County with annual reports outlining progress to date along with circumstances that may result in delays. In the event construction will be delayed beyond (December 31, 2020), the Applicant, heirs and assigns shall formally request an extension be granted by the Board of County Commissioners; otherwise the BCC may revoke the Conditional Use Permit.
- O. Pursuant to Section 509 of the Perquimans County Zoning Ordinance, no Certificate of Zoning Compliance will be issued until all required site improvements have been completed and an appropriately licensed person submits certified "as built drawings" to the County showing the location of the solar energy facility location, roads, transmission lines, equipment, components, and all related improvements. No Final Building Inspection will be conducted and no Certificate of Occupancy will be issued until a Certificate of Zoning Compliance has been issued.
- P. Applicant heirs and assigns shall provide an NC Department of Environmental Quality letter of approval for an Erosion and Sedimentation Control Plan prior to zoning permit issuance.

DRAFT
CONDITIONAL USE PERMIT No. CUP-19-03
Page 6 of 8

- Q. Continued Access and Inspections: For a period of up to 12 months after the Applicant, heirs and assigns submits the certified "as built" drawings, County staff may confirm compliance with the specifications determined to be within compliance according to the Perquimans County Zoning Ordinance, Sections 907.28 B.(1)-(5), as amended October 2, 2017.
- R. Sign Permits: A separate Sign Permit must be obtained from the Planning & Zoning Office and the Building Inspections Department for any sign not exempted or otherwise required by local, State or Federal law.
- S. Applicant, heirs and assigns shall accommodate and support and hold training sessions for emergency service personnel if requested by the Emergency Services Director with adequate advanced notice.
- T. Decommissioning: \$351, 277 cash bond to be given to Perquimans County to hold as a bond until site is decommissioned upon ceasing of operations. Cash bond is required prior to zoning permit issuance. Perquimans Solar, LLC shall provide an updated Decommissioning Cost Estimate on five(5) year intervals, prepared by a North Carolina Licensed Engineer, which shall include the gross estimated cost to perform decommissioning, not including salvage value. Perquimans Solar, LLC will update the amount of decommissioning security held by the County to equal the updated decommissioning costs.
- U. Applicant shall meet with adjacent property owners to discuss any concerns.

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

CONDITIONAL USE PERMIT No. CUP-19-03
Page 7 of 8

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

Wallace Nelson, Chair, Board of Commissioners Date

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

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

Perquimans Solar, LLC Date
By: _____, Its _____

The State of _____

County

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

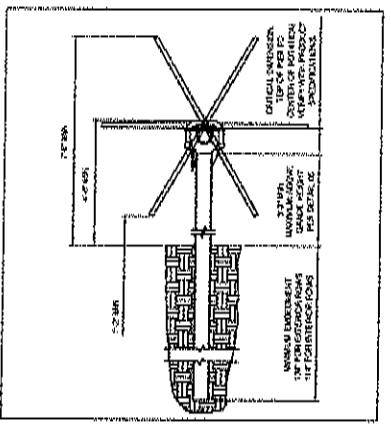
WITNESS my hand and notarial seal, this the _____ day of _____, 20_____.

Notary Public

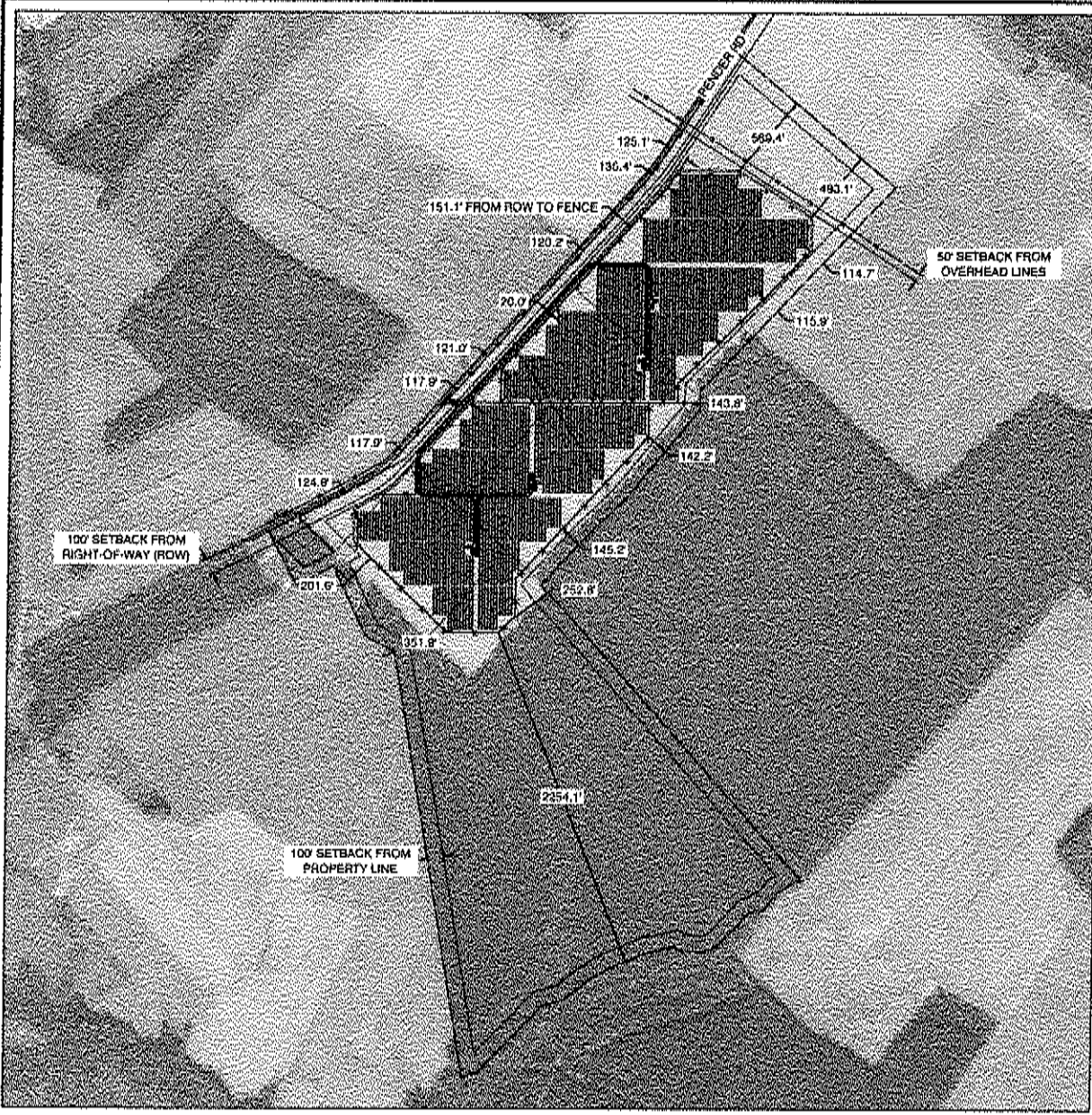
My Commission expires: _____
(Not valid until fully executed and recorded)

PROJECT DETAILS	
PERQUIMANS SOLAR	
SYSTEM SIZE AC	10,006.00 KW
INVERTER RATING	2,500 KW
TOTAL INVERTER QTY	4
RACKING	HEAT
TILT ANGLE	0°
AZIMUTH	180°
INTER-ROW SPACING	12.2'
PITCH	18.8'
GCR	33%
CRASHED AREA	102.79 ACRES
FENCED AREA	74.42 ACRES

LEGEND	
	81 MODULE TRACKER ROW
	54 MODULE TRACKER ROW
	EQUIPMENT RACK (TYP. OF 4) (1) INVERTER, (1) MV TRANSFORMER
	FENCE
	PROPERTY LINE
	EASEMENT
	20' GRAVEL ACCESS ROAD
	20' CONSTRUCTION ACCESS ROAD
	(6) OH LINE
	DITCH
	(E) PUBLIC ROAD
	VEGETATIVE BUFFER
	CULVERT



② RACKING ELEVATION
SCALE: NTS



ARRAY PLAN
Scale: 1"=300'
N

SOLVIDA
DESIGN · ENGINEERING
1811 Kourt Avenue, Stockley, California 941702

geenex

PERQUIMANS SOLAR
5MW + 5MW
10MW TOTAL

371-101 PENDER RD,
HEARTFORD, NC 27844, USA

36.149089°N
76.434890°W

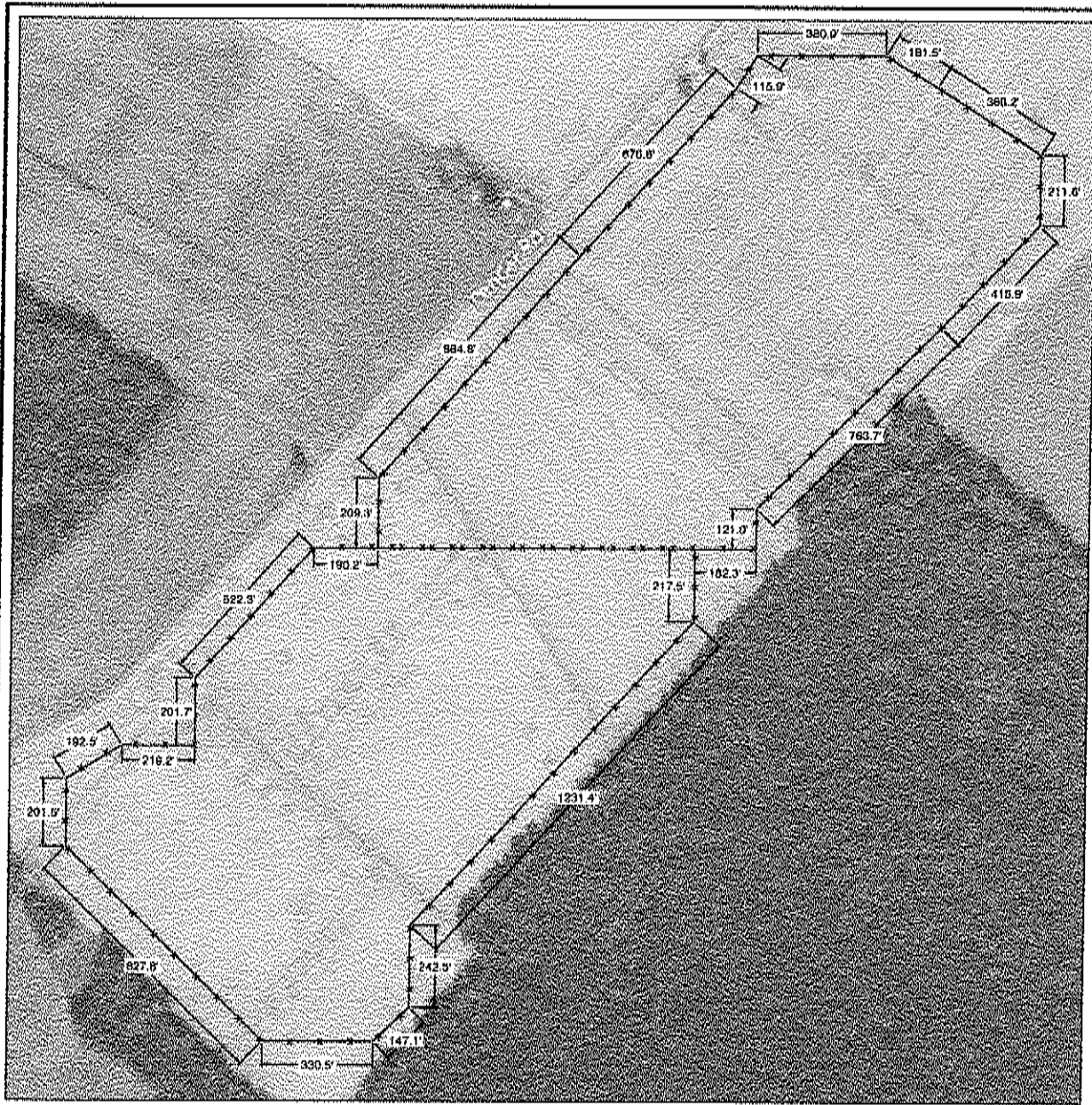
REV. NO.	DESCRIPTION	DATE
0	PRELIMINARY	06/15/18

SHEET TITLE			
DRAFT			
PROJ. NO.	PROJ. NAME	DATE	05/15/18
DRAWN BY: JH	CHECKED BY: JH	SCALE	AS SHOWN
DRAWING NO.			

PV-100

III.A. - Page 30

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LEGEND	
	FENCE

SOLVIDA
DESIGN - ENGINEERING
1641 Koval Avenue, Berkeley, California 94702

geenex

PERQUIMANS SOLAR
5MW + 5MW
10MW TOTAL

371-101 PENDER RD,
HERTFORD, NC 27944, USA

36.149089°N
76.434890°W

REV. NO.	DESCRIPTION	DATE
0	PRELIMINARY	08/15/17

SHEET TITLE:
DRAFT

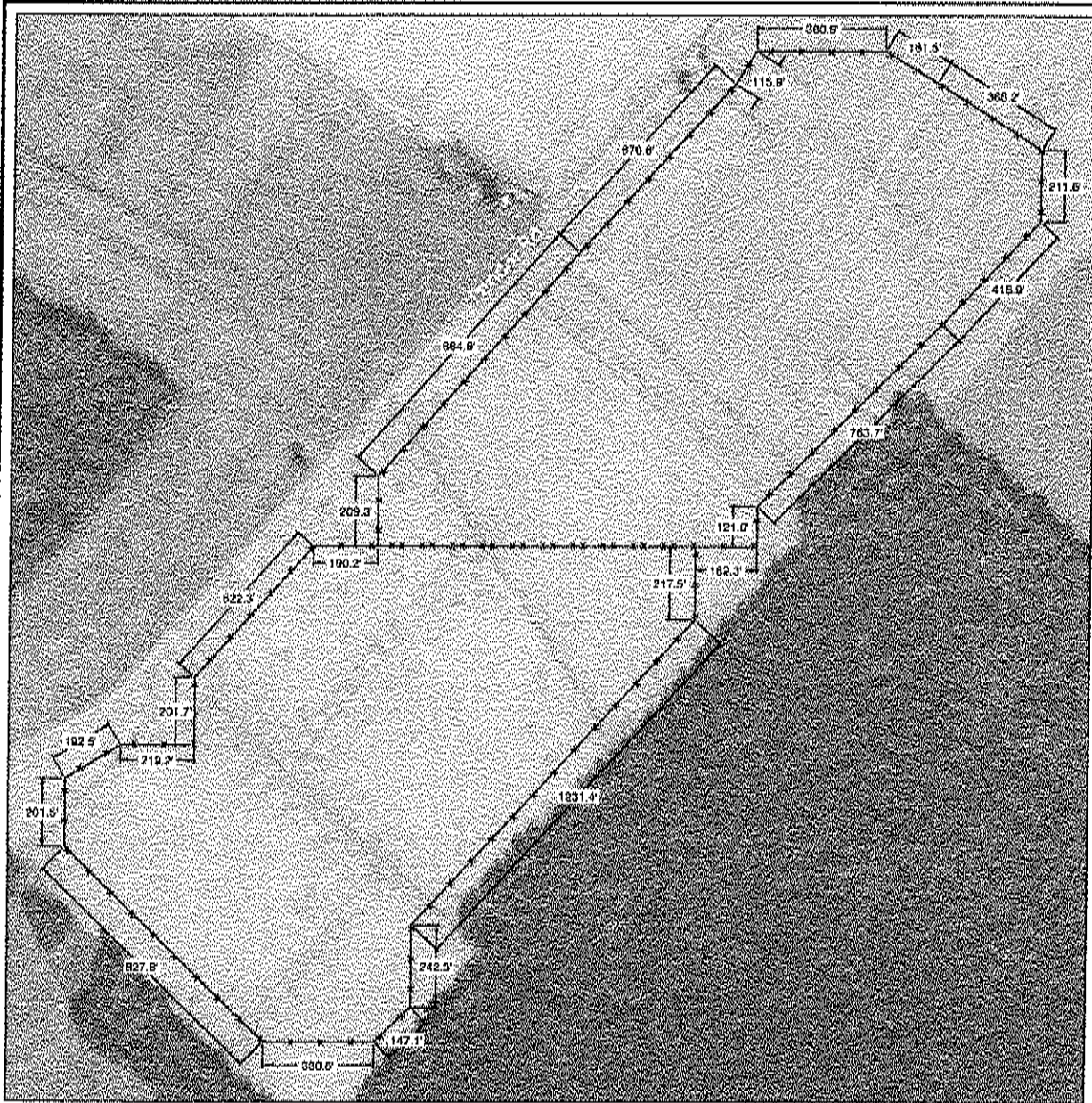
PREP. DATE: 08/15/17	PREP. SCALE: AS SHOWN	DATE: 08/15/17
DRAWN BY: LH	CHECKED BY:	SCALE: AS SHOWN
DRAWING NO.:		

PV-101

FENCE DIMENSIONS
Scale: 1" = 150'

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I.I.A. - page 31



LEGEND

—●—●—●— FENCE

SOLVIDA
DESIGN - ENGINEERING

1641 East Avenue, Berkeley, California 94702

geenex

PERQUIMANS SOLAR
5MW + 5MW
10MW TOTAL

371-101 PENDER RD,
HERTFORD, NC 27944, USA

38.149089°N
76.434690°W

REV. NO.	DESCRIPTION	DATE
0	PRELIMINARY	02/15/19

SHEET TITLE:
DRAFT

PROJ. USE	PROJ. DRWG. NO.	DATE
DESIGNED BY LT	CHECKED BY	NO. OF SHEETS 25 SHOWN
SHEET NO.		

PV-101

FENCE DIMENSIONS
Scale: 1"=100'

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I.I.A. - Page 33

REGULAR MEETING

August 5, 2019
6:50 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, August 5, 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
Joseph W. Hoffer
Alan Lennon
Fondeila A. Leigh, Vice Chair (arrived at 7:02 p.m.)
T. Kyle Jones
Charles Woodard
- MEMBERS ABSENT:** None
- OTHERS PRESENT:** Frank Heath, County Manager
Hackney High, County Attorney
Mary Hunnicutt, Clerk to the Board

The meeting was called to order by Chairman Nelson. Commissioner Woodard gave the invocation and the Chairman led the Pledge of Allegiance. Afterwards, the Chairman explained that the first item of business was to hold a public hearing to receive citizens' comments to consider the Resolution authorizing the exchange of property with NCDOT.

PUBLIC HEARING

Resolution Authorizing Exchange of Property with NCDOT

Chairman Nelson opened the Public Hearing restating that the purpose of this public hearing to receive citizens' comments to consider the Resolution authorizing the exchange of property with NCDOT. There were fourteen (14) people present. After Chairman Nelson provided a brief overview of the transfer, he asked if anyone from the public had signed to speak. There being no comments from the public and no questions/comments from the Board, 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. Charles Woodard 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

The following items were considered to be routine and were unanimously approved on motion made by T. Kyle Jones, seconded by Alan Lennon.

1. Approval of Minutes: July 1, 2019 Regular Meeting & July 15, 2019 Work Session Minutes
2. Tax Refund Approvals:

PERQUIMANS COUNTY TAX REFUNDS:

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

3. Personnel Matters:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Amanda Richardson	Part-Time Certified Telecommunicator	Moving from FT to PT	62/1	\$14,046/yr.	08/01/2019
Barry Overman	Part-Time Fire Marshal	Appointment	70/13	\$30,388/yr.	08/01/2019
Stacy Edwards	Certified Deputy/SRO	Appointment	65/8	\$39,477	08/01/2019
Hunter Saberon	Deputy Registrar 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 Davesport	Part-Time/Fill-in Paramedic	Appointment	68/1	\$18,255/yr.	08/01/2019
Chelsea Dunn	Part-Time/Fill-in EMT	Appointment	63/1	\$14,657/yr.	08/01/2019
Brian Hickman	Part-Time/Fill-in AEMT	Appointment	66/1	\$16,721/yr.	08/01/2019
Morgan Lilly	Part-Time/Fill-in EMT	Appointment	63/1	\$14,657/yr.	08/01/2019
Cody Griggs	AEMT	Certification	66/1	\$16,721/yr.	07/01/2019

4. Step/Merit Increases:

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Suzantha Farrar	Office Assistant III	57/5	\$25,793	08/01/2019
James Grosjean	EMS Compliance Officer	68/7	\$43,952	08/01/2019
Tori Amayo	Deputy Sheriff / SRO (Certified)	65/2	\$34,182	08/01/2019
Brian Baker	P/T Animal Control Officer	58/4	\$12,651/yr.	08/01/2019
Brian Gregory	Part-Time Deputy Sheriff	65/4	\$17,221/yr.	08/01/2019
Damon Sizemore	Deputy Sheriff (Certified)	65/3	\$34,934	08/01/2019
Tiffany Haynes	Certified Telecommunicator	62/2	\$14,371/yr.	08/01/2019

5. Resolution/Letter of Recommendation: The following Resolution & Letter of Recommendation was unanimously approved by the Board:

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 5th day of August, 2019.

ATTEST:

Wallace E. Nelson, Chairman

Mary P. Hunnicutt, Clerk to the Board

July 5, 2019

Governor Roy Cooper
North Carolina Office of the Governor
20303 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

6. **Miscellaneous Documents:** The following miscellaneous documents were unanimously approved by the Board:
 - > **County Cooperative Agreement with N.C. Forest Services:** The Board unanimously approved the County Cooperative Agreement with Division of Forest Resources for FY 2019-2020 and authorized the Chairman and County Staff to sign the Agreement. The costs will be \$137,131 being divided between the State at \$89,135 (65%) and the County at \$47,996 (35%).
 - > **Letter of Intent in 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 unanimously approved their request.
 - > **Home & Community Care Block Grant Documentation:** The County has been approved to receive funds from the Home & Community Care Block Grant (HCCBG). The Board unanimously authorized the Chair and County Staff to sign the required documentation to receive these funds.

INTRODUCTION OF NEW EMPLOYEES

The following employee/staff was introduced to the Board:

1. **Robert Smith:** Nick Lories, Water Supervisor, introduced Robert Smith who was appointed as a Water Technician I on July 1, 2019.
2. **Julie Solesbee:** Jonathan Nixon, Emergency Services Director, introduced Julie Solesbee who was promoted from Part-Time/Fill-In AEMT to PIO/Grants Manager/AEMT on July 1, 2019.

Chairman Nelson welcomed them to Perquimans County.

JANICE MCKENZIE COLE

Ms. Cole made the following remarks regarding the issue of using lottery funds for the Athletic Complex:

Statement of Janice McKenzie Cole
Board of Commissioners Meeting
August 5, 2019

This evening you will consider a request made by the school system for the release of lottery funds to pay for the concession stand at the Athletic Complex. It is my understanding that there is currently about \$200,000 in the lottery fund and \$146,000 is being requested which will leave a balance of \$54,000. So far approximately \$400,000 of lottery funds have been released to the school system for the athletic complex to pay for the concrete slab for the grandstand, the purchase and installation of the bleachers, LED lighting and the irrigation system for the football field.

This new construction is certainly an authorized use of the lottery funds, BUT the problem as I see it is that this money that is being used to construct the athletic complex which if I read the newspaper correctly, will be used for four football games this year, is not available for the improvements to school buildings that our children, teachers and staff occupy 5 days a week when school is in session. And, in fact, the same night that the school officials came before you in April of last year to request the bulk of that \$400,000 they also requested \$56,000 to fix the HVAC system at one of the schools and that money which you approved had to be paid out of the general fund—our tax dollars because there was not enough left in the lottery fund to pay that too. It seems like our general fund will be used to pay for what the school system needs and the lottery fund is to be used for what they want. My point is that we the residents of Perquimans County seem to be the victims of a backdoor plan to have us foot the bill for the major expense of the athletic complex.

That was not the initial vision of how it was to be funded. It was supposed to be a privately funded project. Committees were formed to try to raise the money. The first committee was chaired by Charles Ward himself. And anyone who knew Charles Ward knew how tightly he held on to the County's funds. Granted, raising the private money proved to be difficult. But who made the decision and when was it made that if not private then public funds would be used. Is the plan to continue to drain the lottery funds to complete the project? Is the school system engaged in ongoing fundraising?

The County gets about \$120,000 a year from the lottery. In the past we have been able to allow those funds to accumulate so that we had \$338,000 available in 2014 to renovate the entrance at the Hertford Grammar school to make the school more secure, and before that, we were able to use a total of \$630,000 toward the new gym at the high school and one year to help toward the debt. There is no accumulation now and at this rate, it does not look like there is going to be because the athletic complex is not complete. Today it is the

concession stand. But the field house is not complete, there is no ticket booth, there is no parking lot yet. How long before the school system comes before you to say that it is not safe for people to have to park at the high school and cross the street to get to the field.

You just voted a 2 cent increase in the property tax to stabilize the County fund balance, which in the last couple of years has been steadily falling. We have gone from a fund balance of 29.45% to 23.4% last fiscal year when \$732,000 had to be taken out of fund balance to balance our budget. And this year another \$600,000 will have to be taken out of the fund balance, bringing it down to 20%.

But you have greatly improved our services. Since 2016 the allocation for the Sheriff's Department and EMS have each increased to over \$200,000 a year and the allocation to the school system has increased by half a million.

Perquimans County to the best of my knowledge has never neglected its schools. During the real estate boom prior to 2008, unlike many other counties, Perquimans put money into our school buildings. Over the years with the exception of one \$400,000 in FY 2011 to help pay the debt on the high school which I mentioned earlier, this and prior Boards have paid the \$836,000 annual debt on the gym and associated renovations to that building out of the general fund. Lottery funds could be used to pay that debt, but to your credit you and prior commissioners have chosen not to use that money even though legally they could. The County pays the bulk of the costs to have a school resource officer at each of our four schools to the tune of about \$125,000 a year. In addition to the \$2.9 million that you allocate to the school system each year, you give the schools an additional \$475,000 each year for their capital outlay budget.

But in addition to this, will the County property owners still be asked to pay for more needed repairs on school buildings out of our tax dollars while the drain on the lottery funds continues to pay for the athletic complex. If that's what you decide you want to do then I think as good stewards of our money, you owe us transparency as to how the initial \$600,000 bequeathed by Charles Ward was spent and the projected costs to complete this athletic complex. At very least, I submit that the school system should have to present to you their financial plan for completing that athletic complex and if their only plan is to use lottery funds, then at least we will know that upfront and not through the backdoor.

SUSAN CHANEY, SOCIAL SERVICES DIRECTOR

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

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

The following commissioner's concern/committee report was given:

- > Commissioner Hoffer: Mr. Hoffer thanked the County Manager and the Sheriff's Department on the recent drug bust but last week. By getting these individuals off the street, our County is much safer. County Manager Heath stated that he did not personally have anything to do with this event other than the budget.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > New Social Services Building: Mr. Heath explained that the architect will be at our next Work Session meeting to discuss the plans for the new Social Services Building. The drawings were from the previous budget but are now just being completed.
- > August 6th National Night Out: Mr. Heath reminded everyone to attend this event from 4:00 – 8:00 p.m. at the Recreation Center.
- > Commerce Centre Property: Mr. Heath reported that the property that was once owned by the Wooddissie family has been recently sold to another party. It consists of one building and about ten acres. The Company is a steel fabrication and barge company. They will have five (5) initial employees and eventually as many as thirty (30). We will then have a fully active marine business in the Commerce Centre site.

RESOLUTION AUTHORIZING EXCHANGE OF PROPERTY

A Public Hearing was held earlier in the meeting. There being no questions or comments from the Board, County Manager Heath recommends the approval of this Resolution. On motion made by T. Kyle Jones, seconded by Charles Woodard, the Board unanimously approved the following Resolution to authorize the exchange of property with N.C. Department of Transportation:

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. Toli, 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

ECONOMIC DEVELOPMENT CONSULTANT CONTRACT

County Manager Heath explained, last month at our Commissioners' Meeting, 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 County Manager Heath is recommending the approval of the contract. On motion made by T. Kyle Jones,

seconded by Charles Woodard, the Board unanimously approved the following month to month contract with Dave Goss to handle Economic Development matters:

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

LARGE SCALE PRIVATE EVENTS

Chairman Nelson recognized County Attorney High who provided the background for this document. A couple of months ago, Sheriff White and Jonathan Nixon appeared before the Board to discuss large scale private events. Mr. High has been working with them to prepare the first draft of the document that the Board could review and take action on in the future. Tonight, this is basically presented for information purposes only.

SCHOOL LOTTERY FUND APPLICATION

Chairman Nelson recognized Superintendent Tanya Turner who formally presented the following Lottery Fund Application:

APPLICATION
 PUBLIC SCHOOL BUILDING CAPITAL FUND
 NORTH CAROLINA EDUCATION LOTTERY

County: Perquimans County Approved: _____
 Date: _____
 LEA: Perquimans County Contact Person: Jim Davison
 Title: Director of Maintenance
 Address: 411 Edenton Road St Hertford, NC 27944 Phone: (252) 425-2513
 Project Title: Athletic Complex Restrooms/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. 115C-564.2. 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 is 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 Service / Bond Payment	_____
TOTAL	\$ <u>146,029.00</u>

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. 115-C-546.

(Signature -- Chair, County Commissioners) _____ (Date) _____
 Anne White
 (Signature -- Chair, Board of Education) _____ (Date) 06/28/19

She further stated that she understands the concerns of the Commissioners, County Manager, and other members of our community. She, along with those that were in attendance, share those same concerns. Since coming on staff on May 1st, she feels that they have been transparent about what we found to be an error on the School System's part in regards to the expenditures for the Athletic Complex. As soon as they discovered the error, they met with County Manager Heath to let him know what they had found. And then came before the County Commissioners to let them know what was discovered. That wasn't something that they wanted to do but they wanted to be open and honest with their partnership with the County and maintain the relationship that has been built over the years. She stated that the Board of Education appreciates the support that the County has provided them over the years and understands that this has taken away from what we need to do in the schools to support our children. She further explained that they have no plans to spend any more funds on the Athletic Complex once this money is spent to complete the restrooms and concession stand. The unfortunate situation is that funds have already been spent that needs to be paid for. They are trying to make this right and move forward and spend the money as the Commissioners have entrusted them to do which will improve the education for our children. Ms. Turner thanked Mr. Blanchard, newly hired Finance Director, for all he has done and he is going to share with the Commissioners a report that he has prepared that further clarifies what has happened, why it happened, and will be available to answer any of the Board's questions. Ms. Turner introduced the new Finance Officer, Rube Blanchard, who presented a report of Capital Outlay Revenues and Expenditures for FY 2018-19. He further explained that they are requesting these funds due to the over spending of \$146,029 of the Capital Outlay Funds. He assured the Board that processes and procedures have been made to see that this does not happen again. After reviewing his report, Chairman Nelson asked the Board if they have any questions. The following questions were asked:

- > **Commissioner Jones:** Mr. Jones asked when this report was completed. Mr. Blanchard stated that it was an on-going process for the past three weeks but finished it up today. Mr. Jones asked Mr. Blanchard if, just in FY 2018-19, they used \$239,748.04 fund balance. Mr. Blanchard said that it was for July expenditures for the construction process. Mr. Jones stated that he was bad in math so he wanted to clarify what the budget was for that period of time and how was that exceeded. Mr. Blanchard explained that the expenditures that the County paid on behalf of the school system was \$397,830. Those expenditures needed to be booked on the School System books. When they booked those expenditures, those funds had already been spent. He further explained that several of those expenditures had been transfer to Local Funds from Capital Outlay because of that over extension.
- > **Commissioner Leigh:** Ms. Leigh also stated that she was not good in math and wanted to know what the total budget for the Athletic Complex. Mr. Blanchard stated that it was \$1,408,438.87.
- > **Commissioner Lennon:** Mr. Lennon asked if he was referencing the total complex expenditures. Mr. Lennon stated that they are trying to find out what the total budget was for the project not what was actually spent. He was trying to figure out how they could overspend \$146,029. Mr. Blanchard explained that the \$397,830 that the County paid on their behalf should have been booked on their books as they incurred. However, based on the General Ledger based on the Budget, they did not realize that this \$397,830 was paid by the County and did not book it in their books until the middle of June at which point they discovered the overage. That is why new procedures have been in place to prevent this from happening again. He will be contacting the County each month to determine what they had spent and he would be giving Ms. Mathews a report of what they have spent.
- > **Commissioner Leigh:** Ms. Leigh asked Mr. Blanchard, in layman's terms, please explain how you had a budget and you overspent that budget by \$146,029 requiring you to ask the County to approve this \$146,029 to replace the funds that were overspent. Mr. Blanchard explained what happened, how it happened, and what they have done to alleviate it happening again.
- > **County Manager Heath:** Mr. Heath asked Mr. Blanchard what "Transferred to Local Funds" means. After Mr. Blanchard explained, Mr. Heath asked if it was basically transferred to County funds to be used for the Athletic Complex expenditures that the County had budgeted for other Capital Outlay projects. Mr. Blanchard said that was true. Mr. Blanchard explained again that they have now established different procedures to prevent this from happening again. He also explained that they had opened a separate Capital Outlay account to handle their Capital Outlay projects.
- > **Commissioner Woodard:** Mr. Woodard confirmed that he was talking about a new account just for Capital Outlay projects. Mr. Blanchard said that it was. Mr. Woodard said that would help them keep track of what they have available to spend.
- > **Commissioner Hoffer:** Mr. Hoffer asked Mr. Blanchard if these expenditures were for just the football field not the entire Athletic Complex? Mr. Blanchard explained that the same process will have to be done for the track and the soccer field. Ms. Tucker said that, unless some more donations come in, there will be no more work done on the Athletic Complex. They will wait until the funds are available to do so. There are more important projects that need their Capital Outlay funds for our children.
- > **Commissioner Jones:** Mr. Jones asked how much progress has been made on the track. Ms. Turner said that no work had been done for that thus far because this was just Phase 1. Dr. Anne White, Chair of the Board of Education, reminded the Board that there were two phases to this project. The football field was for Phase i.
- > **Dr. Anne White, Chair of Board of Education:** Dr. White said that she wanted to provide some clarification to this matter. She discussed her math teacher and how she did not learn enough about math but she did learn a lot about public relations. She begged the Board for the approval of the lottery funds because they have a team of leaders in the Administration Office and in the various schools that is second to none. None of these leaders were involved in the mistakes that were made or in the hiring of the individuals that made the mistakes. Those people are gone and now our current administration is being held accountable for. We now have people that are excited about the new school year and are anxious to get things started. She is asking the Board to approve this lottery application so that we can repair the mistakes that were made and move forward with the new school year. She further stated how Perquimans County School System was recently honored at one of their conferences. She further explained the sound financial service for the past 25 years that was provided in years past under the leadership of Frances Hammer and Cathy Tilley.
- > **Commissioner Jones:** Mr. Jones stated that, knowing the County budget situation in that we do not have a lot of excess money to spend, maybe our problem was pushing the Athletic Complex in the first place. Dr. White agreed with Mr. Jones. She asked what the Board could do to help them get out of the hole that someone else dug so we can begin this school year.
- > **Chairman Nelson:** Mr. Nelson had a couple of questions. He wanted to know if all the vendors up to this point have been paid. Ms. Turner said that they still have to pay for the goal post, the time clock, the concrete around the concession stand, and moving the bleachers plus the signage that we are responsible for putting it in place. She further stated that the \$12,600 that they have left there should cover these remaining items lacking only \$3,000, with the exception of the signage (which will be around \$10,000) they are required to do. Once these items are completed, this phase would be completed and no more funds will be spent on this until they have the funds available but they can play football on the field this fall. We will not build the ticket booth and field house. Chairman Nelson wanted to clarify that these \$146,829 lottery funds will be going back into the school Capital Outlay fund to pay for the items that were discussed during the Budget process because, due to these errors in posting, they had to use some of their Capital Outlay funds to cover the overage in the Athletic Complex funds. These funds will be used for their projects for the Capital Outlay projects as budgeted. Chairman Nelson explained that the application stated that it was for the public restrooms and concessions for the athletic complex. Ms. Turner explained why they wrote the application up that way.
- > **Commissioner Hoffer:** Mr. Hoffer asked about the signage that they are required to do. Assistant Superintendent Bunch explained how the signage would be. Mr. Jones asked if it had to be this way. Mr. Bunch said that, after review of the information regarding the complex, there was an understanding discussed previously what it required. Mr. Jones asked Mr. Bunch if these mandates were put in place prior to the property being donated by Mr. Nixon. Mr. Bunch stated that he was aware of the things Mr. Jones talked about but he had not read the documentation stating those mandates.

Chairman Nelson asked if there were any further questions or comments from the Board of Education or from the Commissioners. Superintendent Turner explained that they would appreciate their consideration of this approval of this lottery fund application and that they have tried to be as transparent as they possibly could be with regard to this error on their part.

- > **Commissioner Hoffer:** Mr. Hoffer said that his question is on a different matter than the athletic complex. He asked them if they are still trying to get the fire truck from the Town of Hertford. Mr. Bunch said that he was and that he met with the Hertford Town Council earlier this summer. He requested them to basically give them the fire truck and requested that they eliminate or reduce the tap fee for the Athletic Complex. Their response was for the school to pay \$7,000 for the fire truck which was their normal annual payment and there would be no more payments and there would be no relief on the tap fee for the Athletic Complex.
- > **Commissioner Woodard:** Mr. Woodard asked what would happen if the School Board did not receive the lottery funds. Ms. Turner said that they would have to put off doing the budgeted projects because they want to make sure that they have funding for any emergencies which come up during the year. This money will go into the Capital Outlay funds not the Athletic Complex funds. They would put them off until closer to the end of the year so that they would not run out of funds before the projects are completed. She said that, should they get the money, they would begin working on these Capital Outlay projects that need to be done.

Chairman Nelson asked if there were any further questions or comments. There being none, he said that we could do one of two things: (1) take action on this matter tonight or (2) postpone the vote since we received new information tonight and hold a Special Called Meeting on August 19th or wait until the September 3rd meeting to take action. County Manager Heath stated that they could table action tonight or take action on it tonight. It is up to the Board. Commissioner Woodard said that he would be agreeable to table it. Commissioner Jones stated, for him, he did not know what benefit it would be to table action on this. Commissioner Lennon said that he did not think it would be necessary to put it off and made a motion to approve the application for \$146,029 Lottery Funds. Joseph W. Hoffer seconded the motion. The motion died due to a vote of three (3) to three (3) with the vote being as follows: Yeas were Commissioners Lennon, Hoffer, and Woodard and Nays were Commissioners Nelson, Leigh, and Jones.

APPOINTMENT: THE HIGHWAY 17/64 ASSOCIATION BOARD OF DIRECTORS

County Manager Heath explained that the Board appropriated funds in the FY 2019-20 budget to the Highway 17/64 Association. The County has been asked to appoint a representative to their Board of Directors. It can be a commissioner or a non-commissioner. Commissioner Lennon asked how often they met and where did they meet. Mr. Heath stated that he thought it was quarterly and they meet somewhere locally. It was the consensus of the Board to table the matter.

PETITION: CEDARWOOD VILLAGE

County Manager Heath explained that Tidon Whitehurst, developer of Cedarwood Village Subdivision, is requesting that NCDOT add the roads in Cedarwood Village to the State Road Maintenance System. On motion made by T. Kyle Jones, seconded by Alan Lennon, the Board unanimously approved to forward the petition to add roads in Cedarwood Village Subdivision to NCDOT State Maintenance System.

PUBLIC COMMENTS

The following public comments were made:

- > **Olga Simpson:** Ms. Simpson reviewed her situation regarding the Single Family Rehab Grant Program and asked the Board for an update on the situation.
- > **Mark McDaniels:** Mr. McDaniels stated that he lives next to the Race Track and he wanted to address our Noise Ordinance. He wanted to know if the Board could update our current Noise Ordinance because, whenever he calls about the noise, law enforcement tells them that the current Noise Ordinance is unenforceable because there is no definition of noise limits within the ordinance. He had a copy of Currituck County's Ordinance and it had more limits on noise in it so that it could be enforced. Commissioner Jones made a few comments with regard to problems with enforcing any Noise Ordinance. County Manager Heath made a few comments about equipment to establish noise readings and that Race Tracks in existence of the current Noise Ordinance is exempted from the Ordinance. Chairman Nelson stated that they would take it under advisement.

CLOSED SESSION: CONSULT WITH ATTORNEY REGARDING A LEGAL MATTER & CLOSED SESSION MINUTES

Pursuant to NC General Statute 143-318.11(3), T. Kyle Jones made a motion to go into Closed Session to consult with attorney regarding a legal matter and to approve closed session minutes. The motion was seconded by Joseph W. Hoffer and unanimously approved by the Board.

The Closed Session was adjourned and the Regular Meeting reconvened on motion made by Fondella A. Leigh, seconded by Charles Woodard, and unanimously approved by the Board. No action required from the Closed Session.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 9:15 p.m. on motion made by Charles Woodard, seconded by Fondella A. Leigh.

Wallace E. Nelson, Chairman

Clerk to the Board

WORK SESSION

August 19, 2019

7:00 p.m.

The Perquimans County Board of Commissioners met in a Work Session on Monday, August 19, 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 Fondella A. Leigh, Vice Chair
Joseph W. Hoffer Kyle Jones
Alan Lennon Charles Woodard

MEMBERS ABSENT: None

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

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

ARCHITECT FOR NEW SOCIAL SERVICES FACILITY

Chairman Nelson recognized Mr. Bill Burgin of Ramsey, Burgin, Smith Architects, who was contracted to prepare the design study for the proposed Social Services Building. While thanking the Board for allowing them to prepare the architectural work, he distributed copies of the drawings that he presented during his PowerPoint presentation. The building will be across from the Perquimans County Senior Center on Harvey Point Road. After reviewing the drawings, he explained the cost to build this building as presented. He stated that the total construction costs for the building would be around \$4.3 million. With the additional costs of furniture, electronics, etc. the total costs would be \$4.7 million. County Manager Heath provided a little history behind the decision to replace the Social Services Building. In FY 2018-19 Budget, funding was included to hire an architect to provide the Board cost estimates to build the proposed Social Services Building. Because this is a Social Services Building, a portion of the costs to replace it will be reimbursable from the State by about 50 to 55% so the County will be looking at about half of these costs. Mr. Heath further stated that Mr. Burgin has met with him, Susan Chaney and Nicole Elliott which has been beneficial in preparing the design he is presenting tonight. There is still room for expansion in the building should that be necessary. Chairman Nelson asked Mr. Burgin how they figure out the size of the building that is needed. Mr. Burgin stated that the State has certain minimum standards that they must comply with and staff input was beneficial too. Chairman Nelson asked if there were any other questions or comments from the Board. Commissioner Lennon asked if Mr. Heath could pull up the site on the computer. Mr. Heath showed the Board the proposed location of the building. Commissioner Leigh asked how this location will affect the clients getting to the building. Ms. Chaney stated that she feels that it might even be better because, at certain times, the traffic is congested at their current site. Commissioner Jones asked about financing of the project. Mr. Heath explained several options. Mr. Jones asked what the time frame was to get the project started. Mr. Heath said that it was ultimately up to this Board but it probably will be within the next couple budget processes. Commissioner Lennon asked how the reimbursements worked. Mr. Heath asked Ms. Chaney to explain the process which she did.

JOSEPH HOFFLER'S CONCERN

Mr. Hoffler asked about how much influence a former Commissioners/Chair has with regard to the vote on the lottery request versus the 100 years of experience in the school system. He also felt that our Board missed an opportunity to resolve the issues from before and begin a better relationship between the two Boards. After discussing whether or not we could discuss the matter during the Work Session, the following comments were made:

- > Commissioner Jones: Mr. Jones feels that it is a privilege that is offered to former commissioners. Charles Ward came before the Board one time. As a Commissioner, you have the responsibility to vote how you believe. He also said that we have to be careful stating that these requests are for or against the kids.
- > Commissioner Woodard: Mr. Woodard said that he felt that the School Board will come before them again with a request for repair to a building.
- > Commissioner Lennon: Mr. Lennon discussed that the only thing that he saw different was that she came as an appointment with a five minute limit versus the public comment section where they have three minutes. He further stated that they need to get things cleaned up and that was his feeling on his vote.
- > Chairman Nelson: Mr. Nelson said that he had been on the Board of Education for many years and he will always be pro-schools. He looked at the situation that they were able to play football this year at the stadium. It may not have been like they wanted it to be but they still could play football. His concern was that the lottery funds have been spent down over the past few years. Let's slow down on the spending and build up some reserves so, if we have some type of catastrophic event, we would have some money to draw on. This was the reason he voted the way he voted and he did not feel that her comments made any special influence on his decision that night.
- > Commissioner Leigh: Ms. Leigh said that, before coming to the meeting that night, she was torn with her decision. Once she found out that they could play football, she made her decision before coming to the meeting. She met with a school board member today and it was a very positive conversation. She did not feel that Ms. Cole's comments influenced her decision because she had already decided prior to the meeting and prior to knowing that Ms. Cole was going to be at the meeting.
- > Chairman Nelson: Mr. Nelson was concerned with the reason for the application.

CHARLES WOODARD'S CONCERN

Mr. Woodard said that he has a concern regarding a health issue in the County. He serves on the Catfish Hunter's ALS Foundation Board and they are trying to see about getting something done regarding research about this problem. He reported that Perquimans County's rate for ALS (Amyotrophic Lateral Sclerosis) patients is eight times the national average rate. We have fourteen (14) cases since 1990 and no significant improvements on the disease have been made since Catfish Hunter died of it. He distributed a map to the Board that showed the patients that had or has ALS. There are seven (7) cases within a 2-mile radius of each other. Information has been forwarded to the N.C. Department of Public Health but no action has been taken. The foundation feels that maybe the Board of Commissioners could adopt a Resolution and send it to the Governor and to the Atlanta's Center for Disease Control to see if they could check into this situation. County Manager Heath asked Mr. Woodard if, at the next ALS Foundation Board meeting, they could prepare some bullet points that we could use to prepare the Resolution. Mr. Woodard said that he would ask them to provide them.

MISCELLANEOUS COMMENTS

- > Commissioner Leigh: Ms. Leigh stated that the Senior Citizens Board met and asked her to request that, instead of renting out the area previously occupied by Janice Cole at the Senior Center, to let the Seniors have it because they need the room. More information to follow.
- > Chairman Nelson: Mr. Nelson said that next week College of Albemarle is interviewing the final three candidates for their President.

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

**PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES**

P.O. BOX 107
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD

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

252-426-7373 – FAX 426-1240

DIRECTOR
Susan M. Chaney

MEMORANDUM

Date: August 12, 2019

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

From: Susan Chaney, DSS Director *Susan Chaney*

Subject: Income Maintenance Caseworker

Enclosed is an Employee Action form for Mr. Terrance Brown, who has been hired by the Perquimans County Department of Social Services as an Income Maintenance Caseworker II in Adult Medicaid Unit.

Mr. Brown is not fully qualified for the IMC II (Grade 63) position and therefore will be hired as an IMC I (Grade 61) working against the II position for a year.

His starting salary will be \$ 29,294.00 and his starting date will be effective September 1, 2019

If you have any questions or need additional information, do not hesitate to contact me at 252-426-7373 ext. 128.

Perquimans County's Vision

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: Aug 12, 2019

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Terrance Brown
POSITION: IMC II (Adult Medicaid)

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

EMPLOYEE EFFECTIVE DATE: Mr. Brown qualifies as an IMC I (Grade 61) working toward the IMC II (Grade 63) position for a year

GRADE: 61 STEP: 3 SALARY: \$ 29,294.00

ENDING DATE OF PROBATIONARY PERIOD:
CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION
YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
Date
GRADE: STEP: SALARY: \$

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

DATE OF EMPLOYEE TERMINATION:

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
Suzan M Chaney
DATE: August 12, 2019

COUNTY MANAGER APPROVAL
Frank Heath
DATE: 8/14/19

FINANCE OFFICER

DATE: _____

**PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES**

P.O. BOX 107
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD

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

252-426-7373 -- FAX 426-1240

DIRECTOR
Susan M. Chaney

MEMORANDUM

Date: August 12, 2019

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

From: Susan Chaney, DSS Director *Susan Chaney*

Subject: Income Maintenance Caseworker

Enclosed is an Employee Action form for Ms. Alicia White, who has been hired by the Perquimans County Department of Social Services as an Income Maintenance Caseworker II in Adult Medicaid Unit.

Ms. White is not fully qualified for the IMC II (Grade 63) position and therefore will be hired as an IMC I (Grade 61) working against the II position for a year. Her starting salary will be \$ 29,294.00 and her starting date will be effective September 1, 2019

If you have any questions or need additional information, do not hesitate to contact me at 252-426-7373 ext. 128.

Perquimans County's Vision

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: Aug 12, 2019

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Alicia White
POSITION: IMC II (Adult Medicaid)

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

EMPLOYEE EFFECTIVE DATE: Ms. White qualifies as an IMC I (Grade 61) working toward the IMC II (Grade 63) position for a year

GRADE: 61 STEP: 3 SALARY: \$ 29,294.00

ENDING DATE OF PROBATIONARY PERIOD:
CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date
GRADE: STEP: SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

RAISE. (YEAR 2 3 4)
GRADE: STEP: SALARY: \$

DATE OF EMPLOYEE TERMINATION:

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 Chamey

DATE: August 12, 2019

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 8/14/19

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: August 22, 2019

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Brandon Meiton SOC. SEC. NO.: _____

POSITION: Non-Certified Telecommunicator PART-TIME FILL-IN DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE: September 1, 2019

GRADE: 60 STEP: 1 SALARY: \$12.84 per hour

ENDING DATE OF PROBATIONARY PERIOD: September 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
[Signature]
DATE: 8-22-19

COUNTY MANAGER APPROVAL
[Signature]
DATE: 8/29/19

FINANCE OFFICER

DATE: _____

**PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES**

P.O. BOX 107
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD

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

252-426-7373 – FAX 426-1240

DIRECTOR
Susan M. Chaney

MEMORANDUM

Date: August 27, 2019

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

From: Susan Chaney, DSS Director *Susan Chaney*

Subject: Office Assistant III Position

The Perquimans County Department of Social Services has offered the Office Assistant III, front desk reception position, to Ms. Elena Ratcliff-Howell and she has accepted the position. She is a Grade 57, Step 1, and her annual salary is \$ 23,396.00. Her first date of employment will be September 9, 2019.

If you have any questions or need additional information, do not hesitate to contact me at 252-426-7373 ext. 128.

Perquimans County's Vision

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: Aug 27, 2019

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Elena Ratcliff-Howell
POSITION: Office Assistant III

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

EMPLOYEE EFFECTIVE DATE: September 9, 2019

GRADE: 57 STEP: 1 SALARY: \$ 23,396.00

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date
GRADE: STEP: SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

RAISE. (YEAR 2 3 4)
GRADE: STEP: SALARY: \$

DATE OF EMPLOYEE TERMINATION:

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE GRADE/STEP RAISE:

Date: GRADE: STEP: SALARY: \$

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

DEPARTMENT RECOMMENDATION

Suzan M Chaney

DATE: August 27, 2019

COUNTY MANAGER APPROVAL

Frank Heath

DATE:

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: August 23, 2019

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kristen L. Sutton

SOC. SEC. NO.: _____

POSITION: Deputy

DEPT.: Register of Deeds

[X] NEW EMPLOYEE EFFECTIVE DATE: September 3, 2019
GRADE: 58 STEP: 3 SALARY: \$25,671.00
ENDING DATE OF PROBATIONARY PERIOD: September 3, 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

Jacqueline S. Emerson
DATE: August 23, 2019

COUNTY MANAGER APPROVAL

Frank Heath
DATE: 8/29/19

FINANCE OFFICER

DATE: _____

**PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES**

P.O. BOX 107
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD

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

252-426-7373 – FAX 426-1240

DIRECTOR
Susan M. Chaney

MEMORANDUM

Date: August 12, 2019

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

From: Susan Chaney, DSS Director *Susan Chaney*

Subject: Income Maintenance Caseworker

Ms. Samantha Farrar has been selected/promoted to an Income Maintenance Caseworker II position in Family & Children's Medicaid unit, and the Employment Action Form is enclosed. The position is an IMC II (Grade 63), Ms. Farrar is not fully qualified and will be hired as an IMC I (Grade 61) working against the II position for a year. Her starting salary will be \$ 29,294.00 and her starting date will be effective September 1, 2019

If you have any questions or need additional information, do not hesitate to contact me at 252-426-7373 ext. 128.

Perquimans County's Vision

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: Aug 12 2019

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Samantha Farrar
POSITION: IMC II (Family & Children's Medicaid)

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

EMPLOYEE EFFECTIVE DATE: Ms. Farrar qualifies as an IMC I (Grade 61) working toward the IMC II (Grade 63) position for a year

GRADE: 61 STEP: 3 SALARY: \$ 29,294.00

ENDING DATE OF PROBATIONARY PERIOD:
CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date
GRADE: STEP: SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

RAISE. (YEAR 2 3 4)
GRADE: STEP: SALARY: \$

DATE OF EMPLOYEE TERMINATION:

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

COUNTY MANAGER APPROVAL

Suzanne M Chaney

Frank Heath

DATE: August 12, 2019

DATE: 8/14/19

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: August 22, 2019

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Alyssa Walters

SOC. SEC. NO.: _____

POSITION: Paramedic

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

X 9/1/2019 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

Date GRADE: 68 STEP: 1 SALARY: \$37,966

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: 8/20/19

COUNTY MANAGER APPROVAL

Frank Heath
DATE: 8/29/19

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: August 22, 2019

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: CJ Wilson

SOC. SEC. NO.: _____

POSITION: Paramedic

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

X 9/1/2019 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 68 STEP: 5 SALARY: \$41,859

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: 8/22/19

DATE: 8/29/19

FINANCE OFFICER

DATE: _____

August 12th, 2019

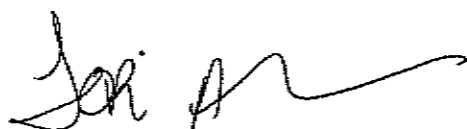
Shelby White

Perquimans County Sheriff

110 N church st, Hertford NC

Dear Sheriff White, I would like to inform you of my intent to resign as School Resource Officer at Perquimans County Sheriffs Office.

I have enjoyed my time in the school with the kids and my fellow SRO's. Given my current circumstances I cant place the time and effort needed into this position. Having help with family and being near my Mother is very important at this time. Im so very thankful for the opportunity and experiance you provided to me. My last day will be August 15th, 2019.

A handwritten signature in black ink, appearing to read "Joni A.", with a long horizontal flourish extending to the right.



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, Emergency Services Director

August 26, 2019

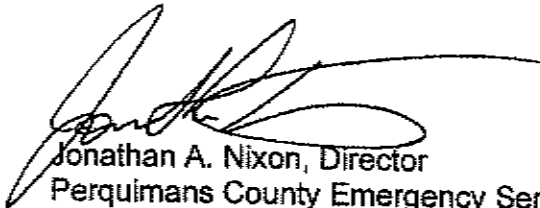
Kayley Ronca
135 Happy Home Drive
Maple, NC 27956

RE: Removal From EMS Roster

Ms. Ronca,

In April of 2019, you received a final written warning and suspension for being late or not reporting to work your shift. You have been reminded of the need to report for your shift and to notify a supervisor if you are unable to cover your shift. The August schedule has been made available for review since July 15, 2019 however, on August 25, 2019 you did not report to work for your assigned shift.

Due to your continued issue of being late for work you are being removed from our EMS roster immediately. You are no longer affiliated with Perquimans County Emergency Services and all uniform items and key fob must to be returned immediately.


Jonathan A. Nixon, Director
Perquimans County Emergency Services

Cc: Frank Heath, County Manager
Mary Hunnycutt, Human Resources
EMS Shift Supervisors/Compliance Officer

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 8/13/19

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kathleen Brooks
POSITION: Social Worker 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 GRADE/STEP RAISE:

Date: 9-1-2019 GRADE: 69 STEP: 2 SALARY: \$ 40,667.00

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

DEPARTMENT RECOMMENDATION

Suzan M Chaney

DATE: August 13, 2019

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 8/14/19

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: Aug 13, 2019

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Pamela Midgett
POSITION: IMS II (Adult Medicaid)

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: 9-1-2019 GRADE: 67 STEP: 4 SALARY: \$ 39,104.00

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

DEPARTMENT RECOMMENDATION

Suzan Chaney

DATE: August 13, 2019

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 8/14/19

FINANCE OFFICER

DATE: _____

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 1

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 3rd DAY OF SEPTEMBER, 2019, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2019 - 2020 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-399-000	Fund Balance Appropriated	24,998	
10-592-741	Post Overdose Response Grant	24,998	
EXPLANATION: To amend FY 19/20 budget to include the expenditure line for the EMS Post Overdose Grant.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 3rd DAY OF SEPTEMBER, 2019.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 3rd DAY OF SEPTEMBER, 2019.

 Chairman, Board of Commissioners

 Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 2

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 3rd DAY OF SEPTEMBER, 2019, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2019 - 2020 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-014	Foundation Grant EMS	38,130	
10-592-742	Foundation Grant Expense	38,130	
EXPLANATION: To amend FY 19/20 budget to include awarded grant funds for EMS. (\$4,000 from Vidant and \$34,000 from Fire House).			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 3rd DAY OF SEPTEMBER, 2019.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 3rd DAY OF SEPTEMBER, 2019.

Chairman, Board of Commissioners

Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 3

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 3rd DAY OF SEPTEMBER, 2019, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2019 - 2020 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	DSS - State Grants	200	
10-610-458	Medicaid Overpayments	200	
EXPLANATION: To amend FY 19-20 budget to include an expenditure line in the DSS budget for Medicaid Overpayments.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 3rd DAY OF SEPTEMBER, 2019.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 3rd DAY OF SEPTEMBER, 2019.

Chairman, Board of Commissioners

Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 4

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 3rd DAY OF SEPTEMBER, 2019, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2019 - 2020 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	DSS - State Grants	6,720	
10-610-199	Adoption Enhancement	6,720	
EXPLANATION: To amend FY 19/20 budget to include funds in the adoption enhancement line.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 3rd DAY OF SEPTEMBER, 2019.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 3rd DAY OF SEPTEMBER, 2019.

 Chairman, Board of Commissioners

 Finance Officer



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 LITTER SWEEP FALL 2019 IN PERQUIMANS COUNTY

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

WHEREAS, the Fall 2019 "Litter Sweep" roadside cleanup will take place September 14 - 28, 2019, and encourages local governments and communities, civic and professional groups, businesses, churches, schools, families and individual citizens to participate in the Department of Transportation cleanup by sponsoring and organizing local roadside cleanups; and

WHEREAS, Adopt-A-Highway volunteers, Department of Transportation employees, Department of Correction inmates and community service workers, local government agencies, community leaders, civic and community organizations, businesses, churches, schools, and environmentally concerned citizens conduct annual local cleanups during "Litter Sweep" and may receive certificates of appreciation for their participation; and

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

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

WHEREAS, the 2019 LITTER SWEEP cleanup will celebrate the 31st Anniversary of the North Carolina Adopt-A-Highway program and its approximate 6,000 volunteer groups that donate their labor and time year round to keep our roadsides clean.

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

NOW, THEREFORE, BE IT RESOLVED that the Perquimans County Board of Commissioners do hereby proclaim September 14 - 28, 2019, as "FALL LITTER SWEEP" time in Perquimans County and encourage its citizens to take an active role in making our community cleaner and more beautiful.

ADOPTED the 3rd day of September, 2019.

(SEAL)

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTESTED:

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



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:

4 sets of Brown & Green Wooden Seats with Steel Frame Bleachers

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 3rd day of September, 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.

From: Shelby White [mailto:swhite@perquimanscountync.gov]
Sent: Friday, August 23, 2019 10:00 AM
To: 'Mary Hunnicutt'
Subject: RE: Animal Control Board

Just called back and was able to talk to Bethany and she said she is good to go.

From: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>
Sent: Tuesday, August 6, 2019 4:54 PM
To: Shelby White <swhite@perquimanscountync.gov>; LeAnne Hamilton
 <lhamilton@perquimanscountync.gov>
Subject: Animal Control Board

Shelby & LeAnne,

I am already looking toward the September Commissioners' meeting. It looks like the Animal Control Board members need to be reappointed:

Name	Board/Committee	Mbrs	Term	Appt.	Expire
Hobbs, Donald	Animal Control Board (at-large Comm. Appt)	3	2 yrs.	10/1/17	9/30/19
Thompson, Bethany	Animal Control Board (SPCA Rep)	3	1 yr.	10/1/18	9/30/19

Can you check with them to see if they are still willing to serve and let me know before Tuesday, August 27th?

Thanks.

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

Perquimans County's Vision:

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

Mary Hunnicutt

From: Rhonda Money <rhondamoney@perquimanscountync.gov>
Sent: Friday, August 23, 2019 1:45 PM
To: 'Mary Hunnicutt'
Subject: Board of Adjustment

Lynn said she will serve another term.

R. Money, Planner/GIS
 Perquimans County, NC
 252-426-2027

From: Mary Hunnicutt [mailto:mhunnicutt@perquimanscountync.gov]
Sent: Tuesday, August 06, 2019 4:56 PM
To: Rhonda Money
Subject: Animal Control Board

Rhonda,

I am already looking toward the September Commissioners' meeting. It looks like we have the following reappointment for the Board of Adjustment:

Name	Board/Committee	Mbrs	Term	Appt.	Expire
Mathis, Lynn W.	Board of Adjustments	7	3 yrs.	10/1/2016	9/30/2019

Can you check with her to see if she is still willing to serve and let me know before Tuesday, August 27th?

Thanks.

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

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

From: Tilley, Todd W. [mailto:Todd.W.Tilley@nccourts.org]
Sent: Wednesday, August 07, 2019 3:30 PM
To: Mary Hunnicutt
Subject: [External] RE: Jury CommissionAnimal Control Board

Ms. Eure is willing to continue her service and I would recommend her for reappointment.



Todd W. Tilley
 Clerk of Superior Court
 Perquimans County
 North Carolina Judicial Branch
 O 252-404-5000
 F 252-404-5001

Justice for all
www.NCcourts.gov



From: Mary Hunnicutt <mhunnicut@perquimanscountync.gov>
Sent: Tuesday, August 6, 2019 4:57 PM
To: Tilley, Todd W. <Todd.W.Tilley@nccourts.org>
Subject: Jury CommissionAnimal Control Board

Todd,

I am already looking toward the September Commissioners' meeting. It looks like we have the following reappointment for Jury Commission:

Name	Board/Committee	Mbrs	Term	Appt.	Expire
Eure, Sadie	Jury Commission - County Appointee	3	2 yrs.	10/1/2017	9/30/2019

Can you check with her to see if she is still willing to serve and let me know before Tuesday, August 27th?

Thanks.

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

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

E-mail correspondence to and from this address may be subject to the North Carolina public records laws and if so, may be disclosed.

Mary Hunnicutt

From: Rhonda Money <rhondamoney@perquimanscountync.gov>
Sent: Wednesday, August 07, 2019 8:43 AM
To: 'Mary Hunnicutt'; Frank Heath
Cc: Michele Lawrence; Ruth McNaught
Subject: FW: [External] michele lawrence, librarian

Mary,

Please include Mr. LeRoy's Library Board resignation in September's BCC packet.

R. Money, Planner/GIS
Perquimans County, NC
252-426-2027

From: The LeRoys LeRoy [<mailto:pcleroy39@gmail.com>]
Sent: Tuesday, August 06, 2019 4:22 PM
To: rhonda money
Cc: Ruth McNaught
Subject: [External] michele lawrence, librarian

Dear Rhonda,

I am sending this note to communicate my decision to resign from the Perquimans County Library Board due to health reasons.

My experience on the Board has been fulfilling and meaningful, making this decision painful. However, it is the correct choice at the right time. Hopefully, I will get a chance to see fellow board members when out and about town. Take care and stay in touch!

Peter

August 7, 2019

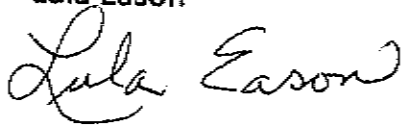
To: Perquimans County Commissioners / Library Board

From: Lula Eason

For health reasons I am resigning form the Perquimans County Library Board effective immediately. It has been my pleasure to serve the board and community as a member of this board. Thank you for letting me fill this important position. I wish all the best and success to the Perquimans County Library.

Best Regards

Lula Eason

A handwritten signature in cursive script that reads "Lula Eason". The signature is written in black ink and is positioned below the typed name.

From: Sharon Smith [mailto:tourismdirector@visitperquimans.com]
Sent: Wednesday, August 28, 2019 1:55 PM
To: Mary Hunnicutt
Subject: [External] Re: [External] Sandi Sheehan volunteer form!

Yes, she was approved last night, so 8-27-19

Sharon Smith
Tourism Director
Perquimans County, NC
118 W. Market Street
Hertford, NC 27944
(252) 426-5657 office
(757) 288-6866 mobile
www.VisitPerquimans.com

On Wed, Aug 28, 2019 at 1:49 PM Mary Hunnicutt <mhunnicutt@perquimanscountync.gov> wrote:

Thanks, I will place it on the Agenda. Did the TDA Board approve her at their meeting?

Thanks

Mary

STATEMENT OF INTEREST TO SERVE

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

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

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

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Your full name Sandra Kayle Sheehan

Date of Birth 6/29/59

Mailing Address 168 Highland Pony Rd

City and Zip Code Hertford NC 27944

Home Phone _____ Work Phone _____ Cell Phone 5409031871

Current Job Title Realtor

Company or Agency AP Realty LLC

Email Address ~~XXXXXX~~ Shaesek@aol.com

Do you live in the county? Yes No

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

Educational Background High School, 2 yrs college

Work Experience Realtor 28 yrs

Prior Board/Committee Experience Realtor Board, Home Owners Assoc
Realtor Assoc

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

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

Sandra Sheehan
Signature

8/27/19
Date

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

- 11-30 *See*
6. Reimbursement Rate Per Unit of Service: Albemarle Commission will reimburse the Contractor ~~\$18.76~~ for each hour of Nutrition Service served to eligible clients, such units of service being defined in No. 35 - Special Conditions.
 7. Reprogramming of Funds: It is understood and agreed that, in the event that the amount of funds received from the North Carolina Division of Aging is reduced, AC may in turn, decrease the total compensation and reimbursement to be paid hereunder and in accordance with Paragraph 14, changes in the Scope of Services.
 8. Change of Reimbursement. At its sole discretion, AC may re-negotiate the reimbursement shown in Paragraph 6 of this Agreement. However, in no case will AC increase the overall amount shown in Paragraph 5.

The parties agree they will consider increasing the reimbursement rate only under two circumstances:

- a) Upon a showing by Contractor that actual costs have increased due to factors beyond Contractor's control (e.g., increases in gasoline costs, union settlement on wages, etc.); or
- b) Upon a showing by Contractor that actual costs have increased due to a sudden increase in client load (e.g., due to a disaster). In the event that the reimbursement rate is increased, the total units of service to be delivered will be correspondingly decreased.

The parties further agree that AC shall have the right to decrease the reimbursement rate under any circumstances which show that actual costs are less than projected; including, but not limited to, circumstances in which:

- a) Overall costs of providing service are shown to be less than forecast in the Contractor's original bid for this service; or
 - b) The Contractor fails to document the required cost-sharing, such that the AC reimbursement rate exceeds 100 percent of service costs. In the event the reimbursement rates are decreased, AC may, at its option, increase the total number of units of service to be delivered.
9. Method of Payment: After the first month, Contractor shall submit a monthly report to AC on the number of service units delivered and capital cost through the end of prior month for reimbursement.
 10. Documentation of Expenses: Contractor shall maintain full and complete documentation of all expenses associated with performing the scope of work under the contract. Expenses documentation shall include: time sheets for AC clients; receipts for any supplies purchased for use on this contract; any applicable

From: Melody Wilkins <mwilkins@accog.org>
To: Frank Heath <frankheath@perquimanscountync.gov>
Sent: 8/14/2019 11:43 AM
Subject: [External] County Commission Meeting

Hello Frank,

I'd like to attend a Perquimans County meeting soon to introduce myself to those I have yet to meet. I see the first Monday in September is a holiday. Does that mean you will meet on the following Tuesday at the regular time? I read that on the county's website. Thanks.

Melody Wilkins
Executive Director
Albemarle Commission
512 S. Church Street
Hertford, NC 27944
Phone: (252) 404-7094
Email: mwilkins@accog.org
Web: www.albemarlecommission.org

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.

PERQUIMANS COUNTY SPECIAL EVENTS POLICY
[OR ORDINANCE AS WE MAY DESIRE]

Perquimans County recognizes the value of Special Events to the quality of life of the residents of the County. Special Events promote the County, build a sense of community, provide economic benefits to businesses and the County, build community pride and provide affordable entertainment to the citizens of the County. The County is committed to working with event organizers to help them produce a successful and safe event which has minimal impact on the environment, surrounding neighborhoods, residents and businesses.

Purpose

This policy sets forth the requirements, duties and general responsibilities for Special Events which are held in the County.

For the purpose of this policy, a Special Event is defined as a non-routine activity within the County that brings together a crowd in excess of _____ people **[need to decide upon a number which triggers the definition of a Special Event]** and that will significantly impact the surrounding community and that involves the increased use of County services and staff. Examples of a Special Event include but are not limited to: concerts, festivals, carnivals, marches, demonstrations, parades, walks, block/street parties and sport tournaments.

Event Classification & Costs

County-Sponsored/Operated Special Events

Events that are created, planned, and implemented by the County, its Departments or Agencies. Funding for County sponsored events is reviewed annually during the budget process. Permit fees are to be waived for events falling within this category.

County Co-Sponsored Special Events

Events that are created, planned, and implemented by non-County groups, individuals, organizations, associations or agencies. Support for the co-sponsored events may include in-kind services from County staff based on regular staff hours, waiver of some permit fees, and/or financial support limited to funds approved in County's annual budget. Cost recovery expenses are to be paid to County and may include staff overtime, supplies, materials, and other direct expenses.

Non-County Sponsored Special Events

Events that are created, planned, and implemented by non-County groups, individuals, organizations, associations or agencies. The County does not provide financial support for these events and expects to be reimbursed for all costs associated with the activity; including but not limited to overtime expenses, supplies, materials, and permit fees. In the case of Non-Profit Events, the County may, upon approval by the County Manager, assist with the operation by providing

services from County staff. Event organizers of a Non-Profit Special Event must submit a current IRS 501(c)3 certification and shall reimburse the County for 100% of costs in excess of the support level authorized.

Parades & Walks

Parades & Walks require a Permit as per County Code of Ordinances and must be filed at least forty-five (45) days before the date on which the proposed parade or walk is to take place.

Application Procedures

Applications for Special Events are available from the County Manager's office. Applications shall be submitted to the County Manager's Office no later than forty-five (45) days prior to the scheduled date of the event and may be submitted as early as one year before the event.

The County may waive the forty-five (45) day rule only in extreme cases for events that may require an immediate decision due to the circumstances of the event. The applicant shall comply with all applicable County ordinances, codes, conditions, and requirements.

Applicants are responsible for obtaining all permits, privilege (business) licenses, authorizations and/or exemptions required by other agencies within jurisdiction for any element of the event.

Responsibility for Costs

Applicant shall be responsible for the cost of all services required in coordinating and putting on the special event unless it is agreed that the County may sponsor all or a portion of the event.

A lead event organizer must be in charge of the Special Event, and this person must be accessible to County Staff/Law Enforcement. This person will be responsible for the operation of the event, including supervision of all vendors and activities, crowd control, and payment of all fees associated with the event. The lead event organizer shall be on site throughout the entire event duration, including set-up and take-down. If an alternate lead event organizer is to be used, he or she shall be identified at the time of application.

Requirements & Conditions

Times of Events

The County shall determine the allowed time of the event as may be appropriate for the event and the surrounding neighborhood.

Portable Restroom

It is the responsibility of the event organizer to provide adequate on-site restrooms to meet the specific needs of their event. The required number and location of restrooms for any event shall be determined by the County. However, and unless there are public facilities available that satisfy the anticipated demand, all Special Events having attendance of 250 persons or more with a duration exceeding 4 hours shall provide a quantity of two (2) toilets for every 250 people – one male, one female. At least two (2) of these facilities shall be ADA accessible. For every additional 250 persons, one additional unisex restroom facility shall be provided. Restroom maintenance is the responsibility of the event organizers and the facilities shall be removed within 24 hours after the conclusion of the event. Rental fees are the sole responsibility of the Applicant.

Special Structures

Any temporary and/or special structures such as fences, platforms, electrical structures, etc. shall comply with all appropriate codes and be City-inspected for final approval and shall be removed with _____ [how long do we want to pass before the site is cleared] hours after the conclusion of the event.

Sound Amplification

Amplification of music and sound as part of an outdoor special event is regulated in compliance with the County's Noise Ordinance. An "Amplified Noise Permit" is not required to amplify sound for a Special Event; however neither does the Special Event Permit serve as authorization for disregard of the noise ordinance. The noise ordinance does grant reasonable exceptions for noise emanating from activities under a County noise permit, to include noise from fireworks. Any complaints of loud, disturbing, or unnecessary noise may result in the immediate revocation of the Special Event Permit by the County's Sheriff Department.

Events that may produce or cause to be produce sounds in excess of limits set forth in the County's Noise Ordinance need to apply for A "Permit to Exceed" the maximum sound levels. This application shall be submitted to the County Sheriff or his/her designee at least 72 hours prior to the scheduled event.

Pyrotechnics

N.C.G.S. 58-82A-1 requires anyone discharging/operating pyrotechnics or proximate explosives to attend a training course and earn a pyrotechnics operator license before conducting a pyrotechnics display in North Carolina. Pyrotechnics requests are handled as an independent process in the State of North Carolina. There are limited locations within the County that can safely be used to launch pyrotechnics. By N.C.G.S. 14-413, a Pyrotechnics Permit and County approval is required not less than thirty (30) days prior to the date of the proposed pyrotechnic display. Once a complete application is received the Fire Marshal will process the pyrotechnics-

related requirements, including a pre-show set up and a walk through inspection before the approval and issuance of the permit is made.

Tents/canopies

No tents and/or canopies shall be staked.

All tents and/or canopies shall be secured or weighted down at all corners.

No tent and/or canopy shall be erected within fifteen (15) feet of a fire hydrant, or obstruct any building exit or doorway.

Tents and/or canopies may not entirely block streets, highways and roads. A minimum of 14 feet clearance width and 13.5 feet overhead height for fire vehicle access must be maintained on all streets, highways and roads.

Tents over cooking and/or open flames shall be required to have an attached label indicating flame resistance by National Fire Protection Association (NFPA), North Carolina State Fire Marshall, or other approved testing agency.

There are additional requirements for tents and/or canopies depending on size and use. Tents and/or canopies 700 square feet or less, or when the aggregate total of multiple tents and/or canopies side by side do not exceed 700 square feet without a fire break of twelve feet, are exempt from being certified as flame retardant if all the following are met:

No enclosing side walls are present.

No cooking or open flames.

A minimum of twelve feet clearance is present from other structures or tents.

At least one UL rated 2A, 10B or 10C extinguisher shall be provided for all tents exceeding 500 square feet or any size tent where there is cooking with open flames.

When cooking areas include deep fryers, one (1) Class K portable fire extinguisher shall be provided for every four (4) fryers. Additional extinguishers may be required after the inspection. All required fire extinguishers shall bear a tag by a certified company verifying that the fire extinguisher has been inspected within the last 12 months.

LP Gas use shall be restricted to cylinders no larger than 125 gallons water capacity (100 pounds of gas). Cylinders shall be adequately secured to prevent over turning. Cylinders may not be secured to items such as fire hydrants, temporary electric poles or barricades. Cylinders may be secured to the grill, a tent post, a table placed in a container with a flat bottom such as a plastic carton or permanent electric pole.

County Support Services

Extraordinary Services

"Extraordinary Services" means reasonable and necessary services provided by the County which specifically result from the Special Event. Extraordinary services result in measureable financial costs which are above and beyond the normal levels of public health and safety services on a nonevent day (i.e. those services requiring County employees to be specifically assigned to tasks in support of the Special Event and/or those services resulting in overtime pay or similar costs – such as law enforcement protection, traffic control, fire monitoring, dedicated paramedic service, parks/ recreation services, and other services necessary to ensure the protection of participants and citizens, the proper functioning of County services, and the proper administration of County ordinances and this policy).

The County reserves the right to determine necessary staff requirements. Support of County staff beyond their normal daily routines may be obtained by noting a request for assistance on application. Any special requests must be approved by the County Manager. Fees shall be reimbursed in accordance with policies established by the County Manager. If there is no request noted, the event organizer will be responsible for obtaining necessary and qualified staff, as approved by the County Manager, to ensure proper event management and public safety.

Trash & Clean Up

Event organizers are responsible for leaving all permitted space in the same condition in which they were found. Event organizers will be responsible to clean-up the site, including all signage, tape, banners, string, rope, ribbon etc., and may be billed for any additional special maintenance services required for the event.

In the case of events co-sponsored by the County, all trash should be bagged, secured and placed in the pre-determined location for pickup. Additional trash/recycling barrels should be emptied and stacked in the area they were delivered.

The event organizer is responsible for arranging for the proper disposal of gray water, cooking fat, oil, grease, tar paper, food service matting and other similar waste as directed by County staff.

Public Safety

A Multi-Disciplinary Planning Team and written Incident Action Plan and Management Team shall be required for events during which the anticipated attendance is projected to exceed 500 patrons or more. While planning an event, it is important to consider every possible risk and hazard that may occur. To ensure that large-scale events are carried out safely, securely, and efficiently, a number of agencies and organizations must collaborate to perform a variety of functions. A

Multi-Disciplinary Planning Team should be composed of the event organizers and any agency that holds a functional stake in the event. At a minimum the team shall include:

Perquimans County Sheriff Department

Any volunteer fire department having jurisdiction over the special event

Perquimans County Emergency Management and Emergency Medical Services

INSURANCE

Insurance and Liability

The Event Organizer must furnish the County fully paid Certificate of Insurance procured from a company licensed to conduct business in North Carolina. The event sponsor shall be responsible for providing the County an appropriate Certificate of Insurance no later than fifteen (15) days prior to the event. The County reserves the right to change the limits of insurance. The County Manager will make the final determination that the required insurance limits are met.

The items below must appear on the Certificate of Insurance and must name the County as Additional Insured, if requested by the County.

General Liability Insurance. The General Liability Policy must be provided as specified in the Risk Manager's event assessment.

Automobile Liability Insurance. Automobile Liability Insurance providing coverage on a per occurrence basis will be required in the amount of the General Liability requirement if automobiles are used as part of the event.

Product Liability Insurance. Product Liability Insurance will be required if there is food sales or consumption at the event. Each vendor (an entity in the business of making profit/safety sensitive contractors) must provide proof of a minimum of \$1,000,000 Products Liability Insurance.

Worker's Compensation Insurance. Worker's Compensation Insurance will be required and afford protection to, any County off duty employees hired by the event holder/sponsor to work the event.

Liquor Liability Insurance. Liquor Liability Insurance with a minimum limit of \$1,000,000 will be required if there is the sale or consumption of alcoholic beverages at the event.

A Hold Harmless Agreement and/or Indemnification Agreement must be signed and attached to the application in the form attached hereto.

Event Cancellation

Regardless of whether or not permits have been issued the County Manager may cancel a Special Event without prior notice for any significant change in conditions which would or may adversely affect the public health or safety of the community, or for any condition that would place County facilities, grounds, or other natural resources at risk of damage or destruction if the event were permitted to take place.

The County Manager, or his/her designee, has the authority to cancel or stop an event if the conditions required for approval, including insurance coverage, of the event are not being met. In addition, the County Manager and County public safety officials have the authority to cancel or stop an event, or place additional restriction on the event, if it is deemed that public health safety or welfare is being jeopardized and/or would be better served with additional restrictions.

In case of public emergency or other event (e.g. natural disaster, or any other emergency deemed by the designated County authority) or required property repairs, a Special Event may be cancelled or rescheduled by the County Manager or his/her designee.

The County reserves the right to waive, modify, and/or amend said Policies at the County's discretion by formal written action of the County Manager or the County Board of Commissioners.

Recommendations

Planning Staff believes the large scale solar power energy system facility, as proposed, may be developed in compliance with Zoning Ordinance Section 907.28. Planning Board recommended approval of CUP-19-03 and found it to be consistent and in harmony with the existing development pattern around the 200 block of Pender Road. Planning Board also recommended approval of proposed Draft Conditional Use Permit No. CUP-19-03, with an added condition of the applicant meeting with adjacent property owners to discuss their concerns.

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

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

TWO (2) SUGGESTED ACTIONS TO APPROVE:

1) **MOTION TO FIND PROPOSED CONDITIONAL USE PERMIT NO. CUP-19-03 TO BE CONSISTENT AND IN HARMONY WITH THE EXISTING DEVELOPMENT PATTERN** around the 200 block of Pender Road, Hertford, NC;

2) **MOTION TO RECOMMEND APPROVAL:** Motion to approve Conditional Use Permit No. CUP-19-03, for a large scale, ground-mounted Solar Power Energy System Facility in the 200 block of Pender Road on property owned by T.A. Newbold Miller, zoned RA, Rural Agriculture District, on Tax Parcel Number 2-0061-0076A conditioned upon **(revise, add or delete from list of conditions contained in the DRAFT Conditional Use Permit)**, adopting Findings to support the motion (see Table, below).

TWO (2) SUGGESTED ACTIONS TO DENY: Motions to deny Application No. CUP-19-03, and adopting Findings to support the motion would utilize both of the above-noted motions stated in the negative tense.

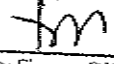
TABLE OF FINDINGS for CUP No. CUP-19-03: Perquimans Solar, LLC

Motion to recommend approval finds:	Motion to recommend denial finds:
1) That the CUP will <u>not</u> materially endanger the public health or safety if located according to the plan submitted and approved.	1) That the CUP <u>will</u> materially endanger the public health or safety if located according to the plan submitted and approved.
2) That the use <u>meets</u> the required conditions and specifications.	2) That the use does <u>not</u> meet the required conditions and specifications.
3) That the use will <u>not</u> substantially injure the value of adjoining or abutting property, or that the use is a public necessity.	3) That the use <u>will</u> substantially injure the value of adjoining or abutting property, or that the use is not a public necessity.
4) That the location and character of the use, if developed according to the plan as submitted and approved, <u>will</u> be in harmony with the area in which it is to be located and in general conformity with the Perquimans County Land Use Plan.	4) That the location and character of the use, if developed according to the plan as submitted and approved, will <u>not</u> be in harmony with the area in which it is to be located and will not be in general conformity with the Perquimans County Land Use Plan.

ATTACHMENTS: 1) Applicant's CUP Application including Site Plan;
 2) Draft Conditional Use Permit No. CUP-19-03

**NORTH CAROLINA
PERQUIMANS COUNTY**

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

By: 
Authority Finance Officer

LEASE AGREEMENT

THIS AGREEMENT, made this the 3rd day of September, 2019 by and between PERQUIMANS COUNTY, a body politic and corporate of the State of North Carolina, Lessor, and Joshua Lassiter, Lessee;

WITNESSETH:

That subject to the terms hereinafter set forth, the Lessor does hereby let and lease unto the Lessee that portion of the County Office Building at 104 Dobbs Street in Hertford, North Carolina, which portion is known as one 10x10 office located in the rear left portion of the middle section of the Dobbs Street building, along with common space for bathrooms and storage, totaling 125 square feet.

The terms of this lease agreement are as follows:

1. The Lessee shall pay to the Lessor as rent for said property for the remainder of the fiscal year (October 1, 2019 through June 30, 2020) the sum of \$125.00 per month, with the first monthly payment being due on October 1st, and the final payment being on June 1st, 2020. If the property is rented for successive fiscal years, the annual total of \$1,500.00 is to be paid in four (4) equal quarterly payments of \$375.00 each. Payment will be due and payable on the 15th day of the first month in each of the four quarters (July 15th, October 15th, January 15th, and April 15th).
2. The term of the lease granted herein shall begin on October 1, 2019 and shall continue through June 30, 2020 and shall then continue each fiscal year thereafter until changed by written Agreement between the Lessor and the Lessee or until terminated. Quarterly payment dates will remain the same each year.
3. The Lessor shall provide and pay for utilities and janitorial services in regard to the above-described property during the term of this lease.
4. The Lessee shall neither assign this lease nor sublet the leased property or any part of the leased property without written consent of the Lessor.
5. The Lessee shall adhere to and enforce all County Policies pertaining to County Owned Buildings.
6. The Lessee shall during the term of this lease maintain the above-described premises in as good order and condition as when the Lessee took possession, reasonable wear and tear excepted, and at the expiration thereof deliver up the above-described premises in as good order and condition as when the Lessee took possession, reasonable wear and tear excepted.

- 7. The Lessee shall not alter the leased premises without the prior written permission of the Lessor. Any alterations or improvements to the premises are and shall remain the financial responsibility of the Lessee.
- 8. The Lessor shall have the right to terminate the lease herein granted if the Lessee defaults as to any of the terms of this agreement and if written notice is given to the Lessee of the Lessee's default. After the initial lease term set out above, the Lessor shall have the right to terminate the lease without cause at any time upon 90 days written notice to the Lessee. The Lessee shall be required to vacate the property within 90 days of the date of the written notice. The Lessee shall have the right to terminate this lease upon a 90 day written notice to the Lessor and upon such termination rent will be refunded for those months outstanding in the lease once all furnishings, papers, supplies and other materials owned by the Lessee have been removed from the premises.
- 9. The Lessor shall have the right to inspect the above referenced premises at any time during the regular work day, Monday through Friday, 8:00 a.m. - 5:00 p.m.
- 10. Notices: All notices under this lease agreement shall be sent as follows: To the County at Perquimans County, P.O. Box 45, Hertford, North Carolina 27944; to Joshua Lassiter, 133 Otter Way, Hertford, North Carolina 27944.

ATTEST:

PERQUIMANS COUNTY, LESSOR

Clerk to the Board of Commissioners of
Perquimans County

By: _____
Chairman, Board of Commissioners of
Perquimans County

JOSHUA LASSITER, LESSEE

By: _____

FOR
INFORMATION
ONLY
ITEMS



STATE OF NORTH CAROLINA
OFFICE OF THE GOVERNOR

ROY COOPER
GOVERNOR

August 27, 2019

Wallace Nelson, Chairman of the Board
Perquimans County Board of Commissioners
204 Ainsley Road
Hertford, NC 27944

Dear Chairman Nelson:

When I vetoed the General Assembly's conference budget in June, I was in pursuit of a better deal for North Carolinians. I wanted to see Medicaid expanded, I wanted to see better salary increases for teachers and non-certified school personnel. And I wanted to see certainty in rebuilding the public schools.

That's why 50 days ago, I proposed a compromise budget that would better benefit your county. Yes, my compromise proposal would expand Medicaid, but it would also increase teacher pay by an average of 8.5%, including a pay raise for every teacher. It also included at least double and in some instances more than double the pay raises for university, community college, and non-certified public school employees. It would include the first statewide bond referendum to build public schools in nearly a quarter-century. And it would still fund every single local project, including your county's, included in the General Assembly conference budget.

To date, the General Assembly leadership has not overridden my veto, nor have they sent me a counteroffer.

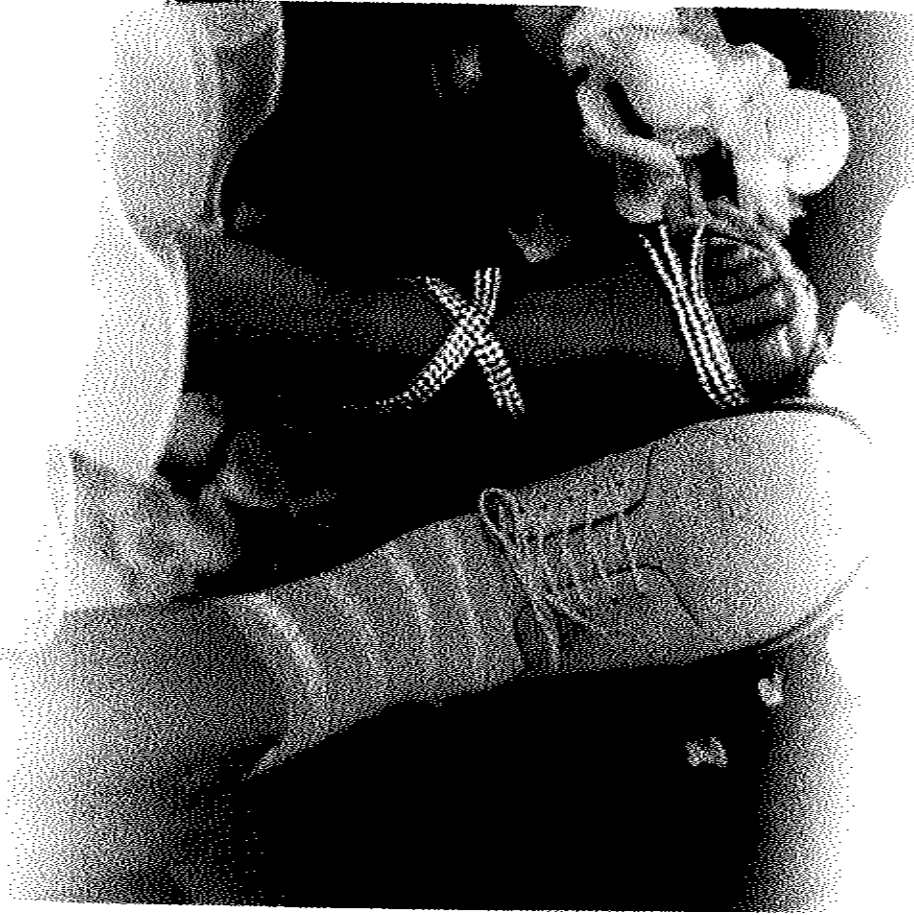
The bottom line is that your county would gain significantly more under my proposed compromise. I encourage you to reach out to your legislators and tell them how much your community needs this legislature to do its job, and to work with me to negotiate and pass a responsible budget that works for all North Carolinians.

Sincerely,

A handwritten signature in black ink that reads "Roy Cooper".

Roy Cooper

STEP 10.



STEP UP.

Historic Herford, Inc. &
Carolina Moon Theater
110 W. Academy Street
Herford, NC 27944
United States

Ms. Mary Hunicutt
128 N. Church Street
Herford, NC 27944
United States



www.sendoutcards.com/cmtg



**HISTORIC HERTFORD, INC. AND
THE CAROLINA MOON THEATER
CORDIALLY INVITE YOU TO**

and STEP UP!

**ON TUESDAY, SEPTEMBER 10, 2019
AT 110 W. ACADEMY STREET, HERTFORD
FROM 6:00 P.M. TO 7:30 P.M.***

**HORS D'OEUVRES & BEVERAGES
WILL BE SERVED**

Please RSVP by September 4th via email to
stepin_stepup@historichertfordinc.org
or phone Lynne Raymond at (252) 426-5102

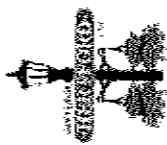
*At 6:45 p.m. there will be a short "Surprise Performance" you don't want to miss!



Historic Hertford, Inc. and the Carolina Moon Theater Group have been given the opportunity to move to a larger building thanks to Perquimans County. Some of the renovations are complete — however, we need additional funding to complete our vision. This is your opportunity to be a part of this vision!

Please join us and our Master of Ceremonies, Tom Loughlin, for a fun and memorable evening.

and STEP UP!



DEPARTMENT HEAD REPORTS

August 27, 2019

To: Board of Commissioners

From: Virgil Parrish, Chief Building Inspector

Re: Perquimans County Inspection Department transition

- New Administrative Assistant; Sharon Cooper started July 1, 2019
- New Fire Marshall; Barry Overman started August 2019 (located in our office)
- New Iworq system that manages all aspects of permitting, inspections, code enforcement, fire inspections
- Running both old permitting & Iworq systems in August & September to test the new Iworq system (not full quarter)
- Continuing communication and working with Iworq to clear all glitches or variables of our system to their system, as well as, ensuring correct monthly and quarterly reporting
- Plan to be a 100% on Iworq system as of October 1, 2019 and produce the 4th quarter via Iworq



JULY 2019

Date	NEW RESIDENCE		NEW COMMERCIAL		ADDITIONS		REMODEL		ACCESSORY BUILDING		MOBILE HOMES		MODULAR HOMES		OTHERS		DAILY		
	County	Winfall	County	Herford	County	Winfall	County	Herford	County	Winfall	County	Herford	County	Winfall	County	Herford	County	Winfall	TTL
7/1/2019		\$ 30,000.00																\$ 33,500.00	\$ 105,001.00
7/2/2019							\$ 20,170.00		\$ 6,025.00									\$ 32,100.00	\$ 67,000.00
7/3/2019									\$ 9,100.00									\$ 4,200.00	\$ 112,000.00
7/5/2019																		\$ 11,200.00	\$ 139,794.00
7/8/2019							\$ 5,250.00											\$ 16,096.00	\$ 14,389.00
7/9/2019																			\$ -
7/10/2019																			\$ -
7/11/2019																			\$ -
7/12/2019									\$ 5,000.00									\$ 13,150.00	\$ 604,708.80
7/15/2019																		\$ 880.00	\$ 880.00
7/16/2019																		\$ 15,500.00	\$ 15,500.00
7/17/2019									\$ 48,000.00									\$ 21,200.00	\$ 21,200.00
7/19/2019																		\$ 22,500.00	\$ 70,500.00
7/22/2019																		\$ 9,165.00	\$ 31,965.00
7/23/2019																		\$ 26,500.00	\$ 26,500.00
7/24/2019																			\$ -
7/25/2019																		\$ 18,500.00	\$ 4,500.00
7/26/2019																		\$ 500.00	\$ 875.00
7/29/2019																			\$ -
7/30/2019																		\$ 13,000.00	\$ 17,600.00
7/31/2019									\$ 9,996.00									\$ 10,200.00	\$ 25,130.00
TOTALS		\$ 30,000.00	\$ 30,000.00	\$ 1,000.00	\$ -	\$ -	\$ 25,420.00	\$ -	\$ 233,215.00	\$ -	\$ 16,000.00	\$ -	\$ -	\$ -	\$ 235,697.00	\$ 37,797.00	\$ 108,315.00	\$ 1,274,012.00	

PERQUIMANS COUNTY
OFFICIAL REPORT

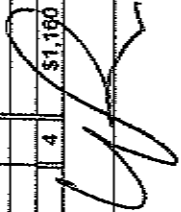
Date: August 2019

Board of Commissioners:
Finance Officer:

I wish to report that during August 2019 I received the following funds which were duly deposited in the County's depository on the dates and in the amounts as shown:

DATE	BUILDING PERMITS #	ELECTRICAL PERMITS #	PLUMBING PERMITS #	INSULATION PERMITS #	MECHANICAL PERMITS #	MOBILE HOME #	STATE TAX	MISC	TOTAL DEPOSITED
8/1/2019					\$165	2			\$165
8/2/2019			\$40		\$30	1			\$70
8/3/2019									\$0
8/4/2019									\$0
8/5/2019			\$35		\$55	1			\$90
8/6/2019					\$55	1			\$55
8/7/2019					\$55	1			\$55
8/8/2019					\$55	1			\$55
8/9/2019									\$0
8/10/2019									\$0
8/11/2019	\$300								\$0
8/12/2019			\$40	\$50	\$55	1	\$10		\$455
8/13/2019		\$110							\$110
8/14/2019	\$135		\$115	\$50	\$195	4			\$495
8/15/2019									\$30
8/16/2019					\$275	3			\$275
8/17/2019									\$0
8/18/2019									\$0
8/19/2019	\$1,048		\$60	\$50			\$10	\$75	\$1,273
8/20/2019		\$70	\$35					\$75	\$105
8/21/2019	\$50	\$580			\$55	1			\$760
8/22/2019					\$55	1			\$55
8/23/2019									\$0
8/24/2019									\$0
8/25/2019									\$0
8/26/2019	\$553	\$578	\$85	\$50	\$110	2			\$1,376
8/27/2019									\$0
8/28/2019									\$0
8/29/2019									\$0
8/30/2019									\$0
8/31/2019									\$0
TOTAL	\$2,086	\$1,398	\$410	\$200	\$1,190	19	\$20	\$150	\$5,424

Signed: _____ Building Inspector



1-NEW PERMITS



TAX DEPARTMENT

August 27, 2019

I will be introducing Amy Ward, our new DMV/Tax Clerk.

Tax bills were taken to the Post Office to be mailed out on Friday, August 23rd.

There is currently an ad being circulated in the Perquimans Weekly for our Seasonal Tax Lister position.



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- August 2019

GARNISHMENTS: \$1966.30

PAYMENT AGREEMENTS: \$13,695.32

DEBT SETOFFS: \$0

COMMITTEE REPORTS



PERQUIMANS COUNTY EMERGENCY SERVICES

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

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

PERQUIMANS EMS PEER REVIEW COMMITTEE MEETING MINUTES

Thursday, July 25, 2019 – 5:00PM

Call to Order

Welcome – Jonathan Nixon

Approval of Minutes from April 18, 2019 Meeting – Motion made by Frank Heath, Multiple 2nd. Unanimous approval.

Committee Members Update

- Discussion of Julie Solesbee who is on this Committee as a community member, because at the time she was working full-time for PNC Bank and was active in the Rescue Squad and community. Effective July 1, 2019, she became a full-time employee with Emergency Services, with duties that include Grants Manager and PIO, as well as time on an ambulance as an AEMT. This committee was asked to render a decision as to whether she should be replaced on the committee to avoid any potential conflict of interest by having too many Emergency Services employees on the Committee. Group recommended that she stay on the Committee if she was willing to continue to serve.

Reports:

- **Medical Director (Dr. Jim Wilson)** – Pleased with results on the Ketamine Pilot Project, interested to see other regions results when the State puts the data together. Eager to see how Community Paramedicine program works out and believes it has a lot of potential. Believes it is well-organized.
- **County Commissioner (Wallace Nelson)** – No Report
- **County Manager (Frank Heath)** – No Report
- **Rescue Squad Chief** – Not present
- **COA EMS Program Director (John Wilson)**
 - EMS Summit being sponsored by NC OEMS and the NC Community Colleges to discuss how the Community Colleges are helping the EMS systems and then provide that feedback back to the Colleges to improve their interaction. COA is the host site for the east, being held August 27. 9-12 for EMS, 1-4 for the Colleges.
 - Cameron Butts is the new Field Clinical Coordinator to oversee students and their clinical experiences.
 - Will have someone coming on-board to handle specialty courses such as NAEMT and AHA courses.
 - We will have a TCCC course coming in soon.
 - Degree program starts next month. Looks like the degree requirement is on hold a little through OEMS as they are reviewing the feedback they have received.
- **District Health Department Representative** – Not present
- **NCOEMS Representative (Rob Glover)**
 - Lots going on. TERMS is the vehicle being used to track, announce, and register for trainings. Encourage people to use TERMS when possible.
 - Continuum needs to be maintained accurately, especially employee data. Employees will receive 30, 60, and 90 day expiration notifications that they won't get if it is not updated. Also important if OEMS needs to reach out to them for some reason, such as a complaint or investigation.
 - From a Compliance perspective, changes in other regions with staff changing roles and regions. May use OEMS staff from other regions for investigations if there is a conflict with local regional staff.
 - Healthcare Preparedness Program has had a lot of change. They have new trainings being developed and a new training coordinator that is revamping the program.
 - New coordinator for EMS for Children, more to come soon.
 - EMS Expo is September 29 – October 2, 2019.

- Chief 101 is coming at the upcoming EMS Administrators Conference, as well as data management, Medical Director's Update, Chief's Update, EMS Officer Course. NC Rescue & EMS Association Conference coming back east to Beaufort, including Rescue and BLS Competitions. Regional Paramedic competition was held recently, winners announced on the OEMS website and will compete in Greensboro at the EMS Expo.
- Jonathan mentioned that we are attending the EMS Expo to put up a recruitment booth at this year's EMS Expo. It will be regional with Pasq-Camden, Currituck and Dare EMS.
- Mr. Glover mentioned that Perquimans is becoming a system that OEMS has been promoting for our Peer Review process, policies and procedures, and other information. They are referred to come talk to us for how we are doing things, and we are well looked at for this.
- Discussion about unit numbers (with permit number) in the PCR system, and it's something that ESO is requiring, not OEMS.

Performance Improvement (SEE ATTACHED SLIDES):

- Operations
 - EMS Calls By Protocol
 - EMS Calls Volume Comparison
 - Any Resource Issues
 - Run Times
 - EMD Compliance
 - EHR (old PCR) Documentation QA
 - Dennis Willis at SAMC praised the documentation of the crews. Said they painted the picture well, and he was pleased with what he saw. It is tremendous and we should share that with the crews.
 - Kaill Nixon at Vidant Chowan echoes the sentiments of Dennis from SAMC. Great job by the crews, no issues to follow up on. Mentioned the IVC collaborative coming up on August 23 so that everyone was aware.
 - Data Point Quality
- Personnel
 - EMS & EMD Personnel Credentialing
 - Also presented on previously held training last quarter and upcoming training for this quarter.
- Clinical
 - Skill Competency
 - Medications(s) Complications
- Special Topics
 - Special Patient Population
 - High Risk Procedures
 - High Acuity Calls
 - Community Paramedic
 - Pilot Programs
 - Special Operations

- Emergency Services Director (EMS, 911, EM) – Jonathan Nixon

Completed Projects / Trainings / Community Preparedness Activities

- Durants Neck Fire Dept, with the assistance of Intercounty Fire Dept and Winfall Fire Dept, completed their OSFM Ratings Inspection – Class 5/9
- Emergency Operations Center (EOC) Operations Class
- ICS-300 Course (3 Days)
- School Prom Drill
- Celebrated National Telecommunicator Week
- May 3-5, 2019 – Riverbash
- May 6, 2019 – EMS Crews at PCHS Fire Academy
- May 10, 2019 – Vidant Chowan Hospital Health Fair at the Perq Rec Dept
- May 13-15, 2019 – ICS 400 Course
- LEPC Sponsored HAZMAT Transportation Exercise at the Chowan/Perquimans County Line

- Tabletop - May 16th - EFD - 6p-9p

- Full Scale - May 31st - BFD - 4:30p-7:30p

- May 18, 2019 - New Hope Community Forum
- May 20-22, 2019 - EMS at the OBX
- May 9, 16, & 23, 2019 - Crisis Intervention Team Training
- May 22, 2019 - Up River Friends Preschool Visit
- May 29, 2019 - NCEM ECU Hurricane Conference
- May 29, 2019 - Eastern Regional Advisory Committee
- 911 Center & Backup Center Upgrade Project

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