

AGENDA

All items are for discussion and possible action.
Perquimans County Board of Commissioners
Commissioners' Room - Courthouse Annex Building
November 4, 2019
6:30 p.m.

- I. **Call to Order**
 - II. **Prayer & Pledge**
 - III. **Public Hearing**
 - A. **Rezoning Request No. (PUD) REZ-19-01, requested by Perquimans Development, LLC..... 6:30 p.m.**
 - To receive citizens' comments to consider: Rezoning Request No. (PUD) REZ-19-01, requested by Perquimans Development, LLC to rezone approximately 1.497 acres from (RA) Rural Agriculture to [PUD(CU)] Planned Unit Development Conditional Use District. Subject property extends northeast from Holiday Lane, crosses Harvey Point Road, and continues northeast to the Perquimans River; all of which is south of Church Lane and Halsey Bay Road and west/northwest of Goose Nest Lane.
 - IV. **Approval of Agenda**
 - V. **Consent Agenda**

(Consent items as follows will be adopted with a single motion, second and vote, unless a request for removal of an item or items is made from a Commissioner or Commissioners.)

 - A. Approval of Minutes: October 7, 2019 Regular Meeting & October 21, 2019 Work Session
 - B. Tax Release Approvals
 - C. Personnel Matters
 - 1. Appointment: Seasonal Tax Lister
 - 2. Appointment: Tax Clerk – DMV
 - 3. Appointment: Code Enforcement Officer
 - 4. Appointment: Part-Time Paramedic
 - 5. Job Reclassification: Business Personal Property Clerk
 - 6. Resignation: Business Personal Property Clerk
 - 7. Resignation: EMS Shift Supervisor/Training Officer
 - 8. Transition to Part-Time Paramedic
 - 9. Resignation: PT/FI Certified Telecommunicator
 - 10. Removal from Roster: Part-Time/Fill-In Paramedic
 - 11. Appointment: PT/FI Non-Certified Telecommunicator
 - D. Step Increase
 - 1. Social Services (1)
 - E. Budget Amendment Nos. 5 – 7
 - F. Board Reappointments:
 - 1. Reappointments: Planning Board (2)
 - G. Resolution: Surplus Equipment
 - VI. **Introduction of New Employees/Staff**
 - A. Introduction of New Employees & Staff
 - 1. Social Services (3)
 - 2. Perquimans County Library Staff
 - VII. **Scheduled Appointments**
 - A. Susan Chaney, Social Services Director 7:00 p.m.
 - B. Allison Platt, Design Concept for Downtown Hertford Waterfront 7:05 p.m.
 - C. 7:10 p.m.
 - VIII. **Commissioner's Concerns/Committee Reports**
 - A.
 - B.
 - C.
- ACTION TAKEN LATER** (I-III)
- ACTION REQUIRED** (IV-VIII)
- NO ACTION REQUIRED** (VII-C)

- NO ACTION REQUIRED → IX. **Old Business**
 - A. Updates from County Manager
 - B. Appointments: Community Advisory Committee
- ACTION REQUIRED { X. **New Business**
 - A. Planning Item: Rezoning Request No. (PUD) REZ-19-01, requested by Perquimans Development, LLC
 - B. Hurricane Dorian Documentation
 - 1. Resolution – Designation of Applicant's Agent
 - 2. State – Applicant Disaster Assistance Agreement
 - C.
 - D.
 - E.
- NO ACTION REQUIRED { XI. **Unscheduled Appointments/Public Comments**
(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.)
 - A.
 - B.
 - C.
- ACTION REQUIRED { XII. **Closed Session: Per NCGS #143-318-11(3) – Consult with Attorney regarding Acquisition of Real Property & Closed Session Minutes**
- XIII. **Adjournment**

FOR INFORMATION ONLY:

- Tri-County Animal Shelter Board Meeting Presentation by AWARE
- Prescription Card Program

DEPARTMENT HEAD REPORT:

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

COMMITTEE WRITTEN REPORTS:

- Albemarle RC&C Annual Report for FY 2018-19

NOTES FROM THE COUNTY MANAGER
November 4, 2019
6:30 p.m.

- III.A. **Enclosures:** Public Hearing is being held regarding the following matter:
- A. **Rezoning Request No. (PUD) REZ-19-01, requested by Perquimans Development, LLC.....6:30 p.m.**
- To receive citizens' comments to consider: Rezoning Request No. (PUD) REZ-19-01, requested by Perquimans Development, LLC to rezone approximately 1,497 acres from (RA) Rural Agriculture to [PUD(CU)] Planned Unit Development Conditional Use District. Subject property extends northeast from Holiday Lane, crosses Harvey Point Road, and continues northeast to the Perquimans River; all of which is south of Church Lane and Halsey Bay Road and west/northwest of Goose Nest Lane.
- 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:
- **Susan Chaney:** Ms. Chaney, Social Services Director, will introduce the following employees who were appointed effective September 1, 2019: Terrance Brown, IMC I working toward IMC II; Elena Howell, Office Assistant III; and Kim White, IMC I working toward IMC II – Adult Medicaid.
 - **Michèle Lawrence:** Ms. Lawrence, Librarian, will introduce the members of her staff: Constantinos Loizou, Part-Time Library Technician who started September 16, 2019 and Elijah Young, Part-Time Library Technician who started October 1, 2019.
- VII.A. Susan Chaney, Social Services Director, will present her monthly report.
- VII.B. **Enclosures:** Allison Platt will present a PowerPoint presentation of the proposed Design Concept for Downtown Hertford Waterfront (*a copy of her presentation in in your Dropbox*). She will also request the Board to consider the enclosed Resolution supporting this design concept.
- IX.A. County Manager Heath will present several updates to the Board.
- IX.B. We have advertised for the Community Advisory Committee vacancies but have not received any applications. Board direction is being requested.
- X.A. **Enclosure.** A Public Hearing was held earlier in the meeting. The Board will need to take action on the Rezoning Request No. (PUD) REZ-19-01 requested by Perquimans Development, LLC.
- X.B. **Enclosure.** The following documentation is being presented for Board consideration and action to receive financial assistance for Hurricane Dorian:
1. **Resolution Designation of Applicant's Agent:** This resolution will designate Julie Solesbee, Primary Agent, and Jonathan Nixon, Secondary Agent, for making applications for funding for Hurricane Dorian damages & expenses.
 2. **State – Applicant Disaster Assistance Agreement:** This agreement is between Perquimans County and NC Department of Public Safety, Division of Emergency Management to apply for disaster assistance as a result of Hurricane Dorian.
- XII. **Enclosure.** Pursuant to NC General Statute 143-318.11(3), the Board will need to go into Closed Session to consult with their attorney regarding a legal matter and to approve Closed Session Minutes.

CONSENT AGENDA NOTES

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

- A. **Enclosures:** Approval of Minutes – October 7, 2019 Regular Meeting & October 21, 2019 Work Session
- B. **Enclosure:** Tax Releases – See attached listings
- C. **Enclosures:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Katelyn Moody	Seasonal Tax Lister	Appointment	n/g	\$13.00/hr.	11/01/2019
Lisa Ambrose	Tax Clerk – DMV	Appointment	58/3	\$25,671	11/01/2019
Erle Solesbee	Code Enforcement Officer	Appointment	61/12	\$36,497	11/01/2019
John C. Wilson	Part-Time Paramedic	Appointment	68/1	\$18.25/hour	11/01/2019
Amy Ward	Business Personal Property Clerk	Job Reclassification	61/1	\$27,900	11/01/2019
Rebecca Murray	Business Personal Property Clerk	Resignation			10/25/2019
Matt Leicester	EMS Shift Supervisor/Training Officer	Resignation			11/10/2019
Matt Leicester	Part-Time/Fill-In Paramedic	Job Reclassification	68/1	\$18.25/hr.	11/11/2019
Edana Hart	Full-time Certified Telecommunicator	Resignation			11/30/2019
Richard Thrasher	Part-Time/Fill-In Paramedic	Removed from Roster			10/25/2019
Jennifer Ayers	PT/FT Non-Certified Telecommunicator	Appointment	60/1	\$12.84/hr.	11/01/2019

- D. **Enclosures:** During the Budget process, the following step increase was approved for the employee. The following individual is being recommended by their supervisor for step increase:

Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Syreeta Cullins	IMC II	63/2	\$31,229	11/01/2019

- E. **Enclosures:** Budget Amendment Nos. 5-7 are presented for Board action.

- F. **Enclosures:** The following Board reappointments and resignation are being presented for Board action:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Moore, Antoine	Planning Board, Chairman	Reappointment	3 yrs.	11/01/2019
Smith, Lewis	Planning Board, Vice Chairman	Reappointment	3 yrs.	11/01/2019

- G. **Enclosure:** The Board will need to consider the enclosed Resolution requesting the Board to declare a vehicle as surplus to be sold on GovDeals. Board action is being requested



PERQUIMANS COUNTY PUBLIC NOTICE

The Perquimans County Board of County Commissioners will hold a Public Hearing on Monday, November 4, 2019 at 6:30 PM, in the Commissioners' Meeting Room on the 1st floor of the Perquimans County Courthouse Annex Building located at 110 North Church Street, Hertford, NC, next door to the Historic County Courthouse, to consider: Rezoning Request No. (PUD) REZ-19-01, requested by Perquimans Development, LLC to rezone approximately 1,497 acres from (RA) Rural Agriculture to [PUD(CU)] Planned Unit Development Conditional Use District. Subject property extends northeast from Holiday Lane, crosses Harvey Point Road, and continues northeast to the Perquimans River; all of which is south of Church Lane and Halsey Bay Road and west/northwest of Goose Nest Lane. Subject property is also known as Tax Parcel Nos. 2-0073-0022, 2-0073-0029, 2-0073-0003C, 2-0073-0001, 2-0073-0021, 2-0073-0020B, 2-0073-0020A, 2-0073-0020, 2-0082-0012, 2-0082-0013BBB, 2-0082-0013AAA, 2-0082-0013A, and 2-0082-0014A.

Property owners, residents and other interested parties may review these items during normal business hours before the Public Hearing(s) 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.

**Perquimans County Planning & Zoning Staff Report
By Rhonda Money, Planner
For BCC Meeting November 4, 2019**

SUBJECT: Rezoning Request No. (PUD) REZ-19-01, requested by Perquimans Development, LLC to rezone approximately 1,497 acres from (RA) Rural Agriculture to [PUD(CU)] Planned Unit Development Conditional Use District. Subject property extends northeast from Holiday Lane, crosses Harvey Point Road and continues northeast to the Perquimans River; all of which is south of Church Lane and Halsey Bay Road and west/northwest of Goose Nest Lane. Subject property is also known as Tax Parcel Nos. 2-0073-0022, 2-0073-0029, 2-0073-0003C, 2-0073-0001, 2-0073-0021, 2-0073-0020B, 2-0073-0020A, 2-0073-0020, 2-0082-0012, 2-0082-0013BBB, 2-0082-0013AAA, 2-0082-0013A, and 2-0082-0014A.

Project Description/ Research & Analysis

Documents available to reference: 8 page Preliminary Master Plan set by Bissell Professional Group in Kitty Hawk; Traffic Impact Analysis by VHB Engineering in Raleigh; Preliminary Waterline Improvement Analysis for Phase 2 by Bissell Professional Group; Soils and Hydro-geologic Site Evaluation for High Rate Infiltration Basins at Albemarle Plantation WWTP by Edwin Andrews & Associates, PLLC Consulting Hydrogeology & Soils Science in Raleigh.

Nomenclature:

- ❖ **Phase 1** is the existing Albemarle Plantation southwest of Holiday Island Road and Holiday Lane.
- ❖ **Phase 2** is the Planned Unit Development (PUD) being proposed which reaches from the northeast side of Holiday Lane, crosses Harvey Point Road and goes to the Perquimans River.

History:

The proposed Planned Unit Development was previously designated a PUD at the March 7, 2005 Board of County Commissioner (BCC) meeting, however due to lack of progress over the course of 13 years, the project's vested rights expired and the County de facto revoked the PUD at which time it reverted back to Rural Agriculture (RA) status.

Comments from county staff who reviewed the previous PUD in 2005 involved helicopter landing zones, fire protection of boats at the marina, alleyway width, multi-story buildings needing elevators that can accommodate a stretcher, height of commercial buildings limited to 35 feet and/or 3 stories, bridge over Minzie's Creek meeting NCDOT standards and accommodating fire trucks, and needing a minimum 1 hour firewall if only having 5 foot setbacks. The rate of home building, its impact on water usage, as well as drainage was of great concern.

General Information:

The current proposal is being designed to have approximately 2,400 residential units, 273 of which are townhomes/condominiums, on approximately 1497 acres. Compared to the 2004/2005 application this one reduces commercial acreage, while increasing residential development and no golf course will be incorporated. Surrounding zoning includes approximately 210 acres zoned RA-15 (residential with lot size minimums of 15,000 sq. ft.) beside the subject property's northwestern most corner, across Holiday Island Road and Holiday Lane. Approximately 1,640 acres are zoned RA-25 (residential with lot size minimums of 25,000 sq. ft.) around two of its southwestern sides. Everything north and east is zoned RA (rural agriculture). Many of the RA-25 lots are smaller due to being developed prior to zoning ordinance creation.

Per zoning ordinance section 702(A) "Area, yard and height requirements as specified in the issuance of a Conditional Use Permit shall take precedence over the area, yard and height requirements as set forth in Section 704, Table of Area, Yard and Height Requirements". Smallest allowed lot size in the current zoning ordinance is RA-15, which has minimums of 90 ft. wide and 120 ft. deep. Currently proposed lots range from 35 ft. wide to 75 ft. wide, which is 15 feet less than the narrowest allowed lot in our zoning ordinance. Current setbacks would leave little buildable area, therefore the developer is asking for setbacks in the 5 to 7 foot range. Emergency Services believes that to be a potential safety issue so the Perquimans County Fire Marshal offered alternative ideas that could increase safety if reduced setbacks were approved.

A PUD should not become a developer's tool to avoid wet parts of their property while establishing high density. Full range of uses and requirements should be expected.

In the Statement of the Nature of the Proposed Use the applicant states 'significant' buffers are proposed next to 'any adjacent existing development'. Since buffer widths do not appear to be defined in the application, and section 1503(g) only requires a minimum of a 20 foot permanent vegetated buffer between the PUD and residential districts, plus a vegetated buffer abutting public streets and at each entrance, the Boards may want to explore buffer ideas further. The 2005 approval required at least a 50 foot vegetative buffer on properties adjacent to agricultural land and properties owned by the Department of Defense.

Wastewater:

The existing wastewater treatment plant will be upgraded to provide additional treatment for Phase 2. The hydrogeological site evaluation shows 611,000 gallons per day of wastewater can be safely disposed on the site (page 4-1). This gallons per day number is broken down into an 80 room boutique hotel, 2 restaurants with 125 seats each, an outdoor bar area with 50 seats, as well as police and fire stations. The remainder is being produced by 2,320 +/- townhomes and single family detached homes plus the remaining buildout of Albemarle Plantation Phase 1.

Water:

County water will be utilized and looped throughout Phase 2. Future waterline sizes vary depending on which proposed water modeling plan is used. One plan simply increases waterline sizes; the alternative plan calls for an additional elevated water tank near the main subdivision entrance off Harvey Point Road.

Stormwater:

Ponds will collect and treat 1 ½" of stormwater run-off in accordance with N.C. Division of Environmental Quality regulations.

Traffic:

Albemarle Plantation's Traffic Impact Analysis (TIA) completed August 2, 2019 had proposed traffic count numbers based on young families with school age children and homeowners with full time jobs. The TIA completed October 10, 2019 decreased traffic count numbers based on a predominately retiree or second home market. Six potential access points were evaluated. A roundabout is proposed on Harvey Point Road where access crosses both sides of the road. Traffic signals were proposed at Harvey Point Road/Burgess Road intersection and on Harvey Point Road in front of the proposed Fire Department/Police/commercial area; however if residents are predominately retirees, traffic signals may not be necessary.

Albemarle Rural Planning Organization Highway Program ID Number R-5806 is to 'modernize' SR 1336 (Harvey Point Rd.) 6.1 miles from Highway 17 to SR 1350 (Church Ln). This is scheduled for Fiscal Year 2020 but it could be FY 2021 to FY 2022 before construction actually starts. Modernization would entail resurfacing and widening the pavement, but not adding lanes. R-5806 is independent of (PUD)REZ-19-01.

TRC Meeting Comments:

Water Department: (Nick Lories submitted report by Diehl & Phillips, P.A.) Current water capacity is available for only 320 lots in Phase 2 over the next four years; this accounts for new water customers in other areas that would normally occur in a four year period. Water service to more than 320 lots will require changes to our current water system.

[Mr. Masters is considering starting the construction process in 2021 and having a maximum of 150 lots at a time.]

[County Manager reminded applicant that the last PUD allowed the County to set a maximum number of approved lots for each phase depending on water availability and that this will also apply to the new PUD.]

Dominion Energy: {Randall Wright via email August 22, 2019}

- *Dominion Energy has an existing overhead line in the vicinity of proposed villages F and G that feeds the Harvey Point Defense Testing Activity site. Any required relocation of this line in conflict with the proposed subdivision will be at the developer's expense.*
- *Villages F, G and H of the proposed subdivision appear to fall within Dominion Energy's service territory. At this time we are unable to determine how power would be supplied to that site until further review and research are done.*
- *Any requests for electric service to proposed Villages F, G or H at this site can be made by calling 1-866-366-4357.*

Albemarle Electric: (Kevin Heath) Will need another substation later as build-out progresses. May need to swap land to put one on Church Lane rather than Holiday Lane.

Building Inspections: (Virgil Parrish) What kind of timeline are we on? Are you going to build 10 or 15 spec houses at a time? Applicant responded that they are still trying to figure that out.

Forestry: Keep them informed when clearing land.

Sheriff: Keep the sheriff informed of any gated areas and blocked-off areas. Mr. Masters (via conference phone) said the gate will be built as if it were manned, but initially will probably be electronic until build-out progresses.

County Manager question/Mark Bissell/Woody Perry/Bobby Masters (via phone): Red dotted line on Master Plan is a "phase line". On the river some people will have their own docks. Some water areas will be public; some lots will extend to the river. Interrupted Park/Beach access.

VHB for transportation report: (Mr. Overcash) We are working on grade separation at Harvey Point Road and Wynne Fork Road currently. Harvey Point Road is a 2-lane road and was thought to need to be 4 lanes at some point, but if Phase 2 residents are mainly pre-retirees and retirees, then turn lane improvements at Burgess Road and the main project entrances may be all that is needed. A roundabout may work well at the future access on Harvey Point Road. VHB submitted traffic forecast to DOT last week (should make it the week of August 19th).

Emergency Services: {Jonathan A. Nixon, Emergency Services Director via email September 10, 2019}

Rhonda, I spoke with Chief Saunders this morning and we have the following comments:

1. *Setbacks* – We would recommend a minimum of a 10' setback, for a total of 20' between properties. Please consider the minimum setbacks for District R-15 in the Section 704 Area, Yard and Height Requirement Table (pg VII 5) of the Zoning Ordinance.

2. *Road Width* – We would recommend a minimum of a 10' road [Planning Office explains that he means a minimum of 10 feet clear space for emergency equipment to get through. The road would be much wider], to match what seems to be standard for NCDOT. Please restrict any street parking at driveways, fire hydrants and a minimum of one space from any corner, to allow for the needed turning radius for fire apparatus. Ensure there is always a 10-12' access between any parked vehicles for emergency vehicle traffic. Sorry for the delay.

**Planner Money's Note: County Fire Marshal agrees that at least a 10' setback should be minimum unless structure height is decreased from current ordinance Maximum Allowed Height of 35' or other safety measures are instituted such as firewalls and/or sprinkler systems.* (9/17/2019 discussion)*

Division of Coastal Management: (Charlan Owens via email August 22, 2019)

Consistency with the LUP

- *Note: The current applicable LUP is the Perquimans County, North Carolina CAMA Core Land Use Plan Update 2005-2006 certified by the Coastal Resources Commission on February 10, 2016 as amended through March 5, 2018. This LUP was adopted by the Perquimans BOC on November 16, 2015 and amended March 6, 2017. <https://deq.nc.gov/about/divisions/coastal-management/coastal-management-land-use-planning/certified-lups/perquimans-county>*
- *The subject area is designated "Residential" on the Perquimans County Future Land Use Map, Exhibit IX-B. As submitted, the application does not appear to be consistent with the "Residential" designation description. See Page IX-28 concerning uses and lot dimensions.*

The statement submitted by the applicant, Item 4. lists some policies and indicates that the proposal appears to be compatible. It is recommended that all applicable policies be identified and assessed as supporting, neutral or not supporting of the application. Policies are shown on Pages IX-6 to IX-24.

Once the LUP has been reviewed, I recommend that the county planner call to meet/discuss any conflicts with the LUP and any LUP amendment(s) that may be needed for consideration by the BOC for simultaneous action with the rezoning application.

CAMA Permitting

- *Note: The Division of Coastal Management's permitting jurisdiction for this area includes the Perquimans River and Minzes Creek, a 75 foot shoreline Area of Environmental Concern (AEC) landward of the Perquimans River and a 30 foot shoreline AEC landward of Minzes Creek.*
- *The applicant should contact a DCM Field Representative before any land disturbance is conducted within AECs.*

- *The Master Plan indicates a marina to be located on the Perquimans River, a roadway or bridge across Minzes Creek, and development at or near the shoreline. A CAMA Major Permit will be required. It is recommended that the applicant schedule a scoping meeting with environmental review agencies when they are ready to move forward with marina development. At minimum, a Submerged Aquatic Vegetation (SAV) survey and a water depth survey will be required for review of a marina proposal.*
- *Note: Applications for a CAMA Major Permit must be consistent with the certified LUP.*
- *Specific to waterfront development, the Master Plan layout suggests that shoreline areas are primarily within common open space, with lots not extending to the shoreline. Clarify the intended character of the shoreline.*

Is the intent to provide a perimeter of common open space with water access improvements limited to the marina and park/beach access, or is the intent to allow lot owners to cross open space for individual improvements (ex: pier, dock) on the river or creek?

Are shorelines to be managed by an HOA or by individual lot owners? Which party will be responsible for addressing shoreline erosion?

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

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

Page IX-28 of the LUP lists appropriate and inappropriate uses for **Residential** which corresponds to Zoning Districts RA-43(residential 43,000sq. ft. minimum), RA-25(residential 25,000 sq. ft. min.), RA-15(residential 15,000 sq. ft. min.), and **PUD**:

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

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

Inappropriate Uses: Commercial and industrial development.

Infrastructure: County-wide water system and waste disposal by septic or package treatment plants

Page IX-34 of the CAMA Land Use Plan describes a PUD "Additional Area of Interest":

(5) Approved (developing) planned unit development (PUD) or conditional use development (CUD) areas

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

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

Conditional Use District Rezoning Procedure Explanation (Re-zoning & CUP combined)

A PUD is a conditional use district. Conditional Use District Rezoning originated in North Carolina in the 1980s as a zoning tool to legally avoid problems with contract zoning. David Owens writes, on page 114 in *Introduction to Zoning and Development Regulation*:

"A conditional use district rezoning is initiated when the owner asks for a rezoning to a new zoning district that does not have any automatically permitted uses, only uses allowed by the issuance of a special or conditional use permit. In the usual conditional use district rezoning process, the owner applies for a special or conditional use permit for a particular project at the same time the rezoning is requested. The two decisions (the rezoning and the permit) are considered in a single proceeding.

... Although the rezoning request and the permit application are processed at the same time, the governing board treats the two proposals as legally independent, separate decisions. All of the detailed conditions and specific restrictions on the project are attached to the conditional or special use permit (which is legal) rather than to the rezoning (which would not be enforceable). In order to do this the board must make two decisions that have very different procedural requirements, but the common practice has been to make both decisions at the same time and with a single hearing."

The rezoning request must follow legislative procedures and the conditional use permit request must follow quasi-judicial procedures.

The purpose of a legislative hearing is to gather opinions on a proposed policy (zoning map amendment). Citizens may provide either written or verbal statements and do not require 'standing' in order for their comments to be considered in the decision-making process. Citizens making comments need not be under oath and the Board does not need to make or vote on formal findings of fact at the conclusion of the hearing.

The purpose of a quasi-judicial hearing is to gather evidence (i.e. facts, not citizen opinion) on an individual case. Therefore, witnesses must take an oath before giving testimony and must have legal standing in the case in order to have their comments considered as 'fact'. In making a quasi-judicial decision, the Board may consider the evidence received in the hearing prior to making a final judgment.

This PUD request is dependent on the approval of both (PUD)REZ-19-01(a), a rezoning request to Planned Unit Development Conditional Use District, PUD(CU) and (PUD)REZ-19-01(b), a Conditional Use Permit request that list multiple uses with controls and restrictions.

Potential Schedule for Public Hearing(s): July 1, 2019 Perquimans Development, LLC submitted an application package to the Planning & Zoning Office, which along with additional parts July 29th and August 2nd, was found to be substantially complete. Public notices were sent to adjacent property owners and published in the Perquimans Weekly in accordance with Section 2302 of the County's Zoning Ordinance and NC General Statutes 153A-323 and 153A-343. Pursuant to Section 902, Procedures, Planning Board action on Oct. 8th allows the case to be scheduled before the Board of County Commissioners (BCC) Nov. 4th.

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

Perquimans County Zoning Ordinance Sections 903 and 1502 provide for the Planning Board to consider the proposed 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 guide Sections 1502(1) through(4) 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 Development, 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 Commissioners' 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.

Recommendations

Current zoning setbacks for RA-15 are 25 ft. front, 20 ft. rear, and 12 ft. sides; these would leave nearly unusable space on the narrow lots proposed. Therefore staff recommended Planning Board members create new minimum lot sizes and setbacks for 35 ft. to 90 ft. wide lots and list them as conditions in the CUP. Planning staff also recommended Planning Board members discuss and recommend a minimum buffer width between the development and neighboring landowners.

Planning Board, Planning Staff, and the Developer discussed every condition in the proposed conditional use permit one-by-one at the Planning Board meeting. Multiple changes were made to

the wording and a few redundant conditions were removed. Minimum setbacks were established for all lots, with additional restrictions being added to lots with side setbacks less than 10 feet. A minimum buffer width of 50 feet was also established around the entire PUD except at road fronts, where it will be less. **One member was absent, but of the 4 present, Planning Board members voted unanimously to advise approval of (PUD) REZ-19-01 with conditions as written in the attached proposed conditional use permit. Planning Board also found it to be consistent and in harmony with the surrounding area and County Land Use Plan.**

Planning staff believes the PUD(CU), as proposed, may be rezoned and developed in compliance with Zoning Ordinance Articles 13,15 and 23 rules and guidelines if the above mentioned issues are addressed. Staff reminds the Boards to give a reason 'why' the rezoning is or is not consistent and in harmony with the surrounding area.

Suggested Motions for Part a:

The BCC is requested to consider using one of the following sets of scripts to form the desired motion for approval or denial of Rezoning Request (PUD) REZ-19-01, as follows:

Step 1: PUD(CU) Zoning Map Amendment

1) **Motion to find proposed Rezoning No. (PUD) REZ-19-01(a) to be consistent and in harmony with the county comprehensive Land Use Plan existing development pattern because *(explain why)*;**

Example why consistent: The proposed PUD area of map Exhibit IX-B, 'Projected Future Land Use Unincorporated Portions of Perquimans County', shows a dotted red PUD line surrounding the parcels in question and the CAMA Land Use Plan (LUP) allows a Planned Unit Development (PUD) to contain "any combination of uses, permitted and conditional" plus shows *Commercial* as well as *Public/Semi-Public/Religious* as conditionally consistent in the Future Land Use Compatibility Matrix on page IX-35.

Example why NOT consistent: The proposed PUD area of map Exhibit IX-B, 'Projected Future Land Use Unincorporated Portions of Perquimans County', shows the land use classification as "Residential", which list commercial development as an inappropriate use and list a minimum lot size of 15,000 square feet.

2) **Motion to approve Rezoning Request (PUD)REZ-19-01(a), to rezone from RA, Rural Agriculture to PUD(CU), Planned Unit Development Conditional Use District, the +/- 1,497 acre property located at Tax Parcel numbers 2-0073-0022, 2-0073-0029, 2-0073-0003C, 2-0073-0001, 2-0073-0021, 2-0073-0020B, 2-0073-0020A, 2-0073-0020, 2-0082-0012, 2-0082-0013BBB, 2-0082-0013AAA, 2-0082-0013A, and 2-0082-0014A , incorporating Policy Guidelines to support the motion (see Table, below).**

Two (2) suggested actions to RECOMMEND DENIAL: Motions to recommend denial to the Board of County Commissioners for Rezoning No.(PUD) REZ-19-01(a), and adopting Policy Guidelines to support the motion (see Table, below) would utilize both of the **above-noted motions stated in the negative tense.**

TABLE OF SECTION 1302 POLICY GUIDELINES
Proposed Rezoning Request No. (PUD)REZ-19-01
Albemarle Plantation Phase 2, Planned Unit Development

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

Suggested Motion for Part b:

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:

Step 2: PUD(CU) Conditional Use Permit

1) Motion to recommend to the Board of County Commissioners approval of Conditional Use Permit No. (PUD)REZ-19-01(b), to Perquimans Development, LLC for a Planned Unit Development Conditional Use, on +/- 1,497 acres located at Tax Parcel numbers 2-0073-0022, 2-0073-0029, 2-0073-0003C, 2-0073-0001, 2-0073-0021, 2-0073-0020B, 2-0073-0020A, 2-0073-0020, 2-0082-0012, 2-0082-0013BBB, 2-0082-0013AAA, 2-0082-0013A, and 2-0082-0014A, 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).

Suggested action to RECOMMEND DENIAL: Motion to recommend denial to the Board of County Commissioners for CUP No. (PUD)REZ-19-01(b), and adopting Findings to support the motion would utilize the above-noted motion stated in the negative tense.

Per County Zoning Ordinance Article 15: Planned Unit Developments (PUDs)

TABLE OF FINDINGS for Proposed CUP No. (PUD)REZ-19-01: Albemarle Plantation Phase 2, Planned Unit Development	
Motion to recommend approval finds:	Motion to recommend denial finds:
1) That the PUD will <u>not</u> materially endanger the public health or safety if developed according to the plan submitted and recommended.	1) That the PUD <u>will</u> materially endanger the public health or safety if developed according to the plan submitted.
2) That all uses approved <u>meet</u> the required conditions and specifications.	2) That all uses do <u>not</u> meet the required conditions and specifications.
3) That the PUD will <u>not</u> substantially injure the value of adjoining or abutting properties, or that the approved uses are public necessities.	3) That the PUD <u>will</u> substantially injure the value of adjoining or abutting properties, or that the uses are not public necessities.
4) That the location and character of the PUD, if developed according to the plan, <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 PUD, if developed according to the plan, <u>will not</u> be in harmony with the area in which it is to be located and may not be in general conformity with the Perquimans County Land Use Plan.

ATTACHMENTS: 1) Applicant's CUD Application including Master Plan;
2) Draft Conditional Use Permit No. (PUD) REZ-19-01



July 1, 2019

Hon. Chairman and Board of County Commissioners
Perquimans County
PO Box 45
Hertford, NC 27944

Dear Ladies and Gentlemen:

We are submitting the attached application for Conditional Use District Rezoning to Planned Unit Development for the approximately 1476 acre tract of land known as Albemarle Plantation Phase 2. The developer's goal is to build a community that has a creative design, providing a mix of different residential uses in close proximity to one another, while at the same time providing a proficient use of open space that promotes and active lifestyle and strong sense of community. The community will include a high level of amenities to serve the needs of the residents.

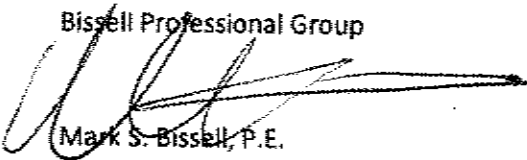
This is the same property that was previously approved as a Planned Unit Development prior to the recession that began in 2007, which made it economically infeasible to develop that property at that time. We are submitting a new Master Plan to be reviewed for incorporation into the Conditional Use District approval. The Master Plan has many similarities to the plan that was approved previously, with some changes, including significantly less commercial development, and a corresponding increase in the residential portion of the development. The details of the plan are described more thoroughly in the accompanying Statement of the Nature of the Proposed Use.

Along with the Master Plan, we are providing information on how water, wastewater, stormwater, and traffic will be handled in connection with this development.

We believe that this proposed PUD Master Plan will meet the County's requirements for the issuance of a Conditional Use Permit by the County Commissioners. The ways in which the PUD supports the CUP criteria including Land Use Plan consistency are discussed in detail in the accompanying narrative.

We look forward to the opportunity to review and discuss this proposal with you.

Sincerely yours,
Bissell Professional Group



Mark S. Bissell, P.E.

cc: Perquimans Development, LLC



Perquimans County, North Carolina
APPLICATION FOR CONDITIONAL USE DISTRICT
REZONING REQUEST
 Case No. (PUD) REZ-19-01

This section to be completed by County:

Date received: 7/1, 7/29, 8/12/2019 Received by: R.M.
 Date completed: _____ Confirmed by: _____
 Subject Property Tax Map No(s): As-Is/As-Of
 Subject Property Zoning District(s): RA
 Will proposed Conditional Use require site improvements? _____
 Will proposed Conditional Use require review by other agencies? Yes

Applicant's Information

Name(s) of Owner(s): Perquimans Development, LLC
 Street Address: 11675 Rainwater Drive, Suite 210
 City/State/Zip Code: Alpharetta, GA 30009
 Phone Number(s): (252)261-3266 or (910)279-4489 Fax: (252)261-1760
 E-mail Address: bobby.masters23@gmail.com, mark@terra-novo.com & mark@bissellprofessionalgroup.com
 Applicant (if different from Owner): Same
 Street Address: _____
 City/State/Zip Code: _____
 Phone Number(s): _____ Fax: _____
 E-mail Address: _____
 Person to receive comments: Bobby Masters, Mark Brambell and Mark Bissell

Description of Property

Address(es) of Subject Property: Albemarle Plantations Phase 2, off Holiday Island Road
 Property Appraiser's Parcel Nos.: 2-0073-0022, 2-0073-0029, 2-0073-0033C, 2-0073-0001, 2-0073-0021, 2-0073-0020B, 2-0073-0020A, 2-0073-0020, 2-0082-0012, 2-0082-0013BBB, 2-0082-0013AAA, 2-0082-0013A, 2-0082-0014A
 Location: This property is located on the Northeast side of Holiday Island Road, approximately _____ feet Directly across from of Albemarle Boulevard Road.
 Township/Region: Bethel Subdivision: Albemarle Plantation Phase 2 Block -- Lot Nos.: N/A
 Size of Property: 1.497 acres. Lot width: N/A feet. Lot depth: N/A
 Flood Plain: Some Community Panel No.: 3720786600K & 3720788600K (12/28/18)

I (We), the undersigned, do hereby respectfully make application and request the Planning Board and Board of Commissioners to consider a proposed amendment to the Official Zoning Atlas to designate the property as P.U.D - Conditional District (Zoning District). The subject property is owned by Perquimans Development, LLC as evidenced by deed recorded in Real Estate Book 424, Page 201 OR Will File Number _____ in the Perquimans County registry.

Application for Conditional Use District Rezoning Request
Case No. (PUD) REZ-19-01

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

Name	Address
a. SEE ATTACHED	
b.	
c.	
d.	
e.	
f.	
g.	
h.	
i.	
j.	
k.	

Use an additional sheet of paper if necessary.

Albemarle Plantation Adjoiners List

Perquimans Dev., LLC	PO Box 3435, Greenville, NC 27836
Donna Faye Proctor	687 Pender Road, Hertford, NC 27944
Walter Matthew Winslow	161 Old Neck Road, Hertford, NC 27944
James C. & Janice MC Cole	271 Halsey Bay Road, Hertford NC 27944
David L. & Laura Ashley Smith	2361 Harvey Point Road, Hertford, NC 27944
Adam D. & Kelly P. Reynolds	2391 Harvey Point Road, Hertford, NC 27944
Robert K. & Sharon R. Lane, Sr.	2337 Harvey Point Road, Hertford, NC 27944
Mark T. & Julia Stamper Phelps	118 Halsey Bay Road, Hertford, NC 27944
New Haven Baptist Church	350 Church Lane, Hertford, NC 27944
Lesley T. Whedbee Pluscec c/o Ms. S. L. Sisco	24 Muirfield Drive, LA Place, LA 70068
Sharron Morrison	3224 Stratford Road, Richmond, VA 23225
Nancy Winslow	615 Up River Road, Belvidere, NC 27919
Walton Ray & Thomissa Bass & Martha Bass Nixon	604 Yeopim Road, Edenton, NC 27932
Willie Anderson Morgan, Sr. & Vickie Stafford Morgan	1009 Holiday Island Road, Hertford, NC 27944
Albemarle Plantation Property Owners Association	128 Lakeside Drive, Hertford, NC 27944
Albemarle Electric Mem. Corp. U.S. of America Harvey Point Special Testing	PO Box 69, Hertford, NC 27944 1510 Gilbert Street, Norfolk, VA 23511-2699
Albemarle Plantation Holdings II, LLC	PO Box 3435, Greenville, NC 27836
Messina Corp., LLC	259 Holiday Island Road, Hertford, NC 27944
Virginia Museum of Marine Science	717 General Booth Blvd., VA Beach, VA 23451
Charlene R. Denson	100 Oak Ridge, Hertford, NC 27944
George T. Ehrhart	400 23rd St. #3, VA Beach, VA 23451-3210
George Rudolph Mehalko II	118 Trailblazer Arc L-169, Hertford, NC 27944
James R. & Tina L. Lunt	1102 Cedar St., Elizabeth City, NC 27909
Thomas H. & Lureen Cherry	166 French Broad Road, Hertford, NC 27944
Michael E. & Kathleen Summers-Sitarski, Sr.	4223 Valentine Ave., The Villages, FL 32163
Richard L. & Anita M. Parke	2295 Augusta Drive, S.E., Massillon, OH 44646
Jane S. Shelley	1417 Flemming House St., Wake Forest, NC 27587
Donald W. Hampton	1841 Grove Field Lane, Marietta, GA 30064
Donald M. & Christine Bentley	34 Ethan Circle, Middle Island, NY 11953
Leo C. & Marylyn P. Schaeffler	10 Waters Edge Drive, Dover, DE 19904-1254
Gerald F & Marilyn M. Mucci	780 Beaver Dam Road, Startford, CT 06614
Glenn G. & Alice Vatiaglione	3160 Willow Springs Circle, Venice, FL 34293
Valdis & Maureen L. Egle	PO Box 1148, Trinidad, CA 95570
Geoffrey S. & Penelope Byrd	137 Broad River Drive, Hertford, NC 27944
Robert L. & Diana Watson	170-P Holiday Island , Trailblazer Tr., Hertford, NC 2794
Mount Erie Baptist Church	511 S. 47th Street, San Diego, CA 92113
Holly B. Caron	127 Trailblazer Arch, Hertford, NC 27944
Emmy & Debra Saxton	174 P Holiday Island, 129 Trailblazer Arch, Hertford, NC
Dorothy Samms	175 Holiday Island Trailblazer Arch, Hertford, NC 27944
Juan Martinez	4820 Sheldon Drive, VA Beach, VA 23455

Transco Financial Group, LTD.
 Richard D. Swartz
 Johnny R. & Aundre C. Pearce
 Olesen International USA, Inc.
 Holiday Island Investors, Inc.
 c/o Nathbern Holdings
 Holiday Island Investors, Inc.
 c/o B. Nathanson
 George H. Coltrain
 Perry D. or Georgia Bennett
 David L. & Victoria B. Boone
 Daniel & Darlene Sherman
 Dennis L. & Jane A. Fulkerson
 Dan D. & Darlene V. Sherman
 Kenneth A. & Rosemary Dennis
 Jeremy & Jeana Smith
 Jeremy Grant Smith
 Minzies Creek Sanitary Sewer District
 William Richard Etal Harrell
 Thomas R, Laurence T & Wallace Clyde Ward, Jr.
 Gladys Harrell
 Kimberly D Proffitt
 Joan P Lane
 Dwayne A Proctor
 Ann Michelle Dowdy
 George C & Linda S Overton
 Duane & Lisa Proctor
 Paulette M Etals Willard
 Bettie Barnes
 Mamie L Harrison c/o Virginia Wangness
 Steven C & Cynthia Ann Malina
 Michael E & Barbara A Wheatley, TTEE
 Kevin Morris Jennings
 Albert L & Thongma Hammock
 Emily King
 Raymond A Richards
 Russell A & Susan Y Johnson
 Steven R & Robin J Rogers
 Talmadge Mitchell, III
 Holiday Island Property-Owners Association

3385A Young Street, Toronto, Ontario Canada M4N2M4
 3313 Maverick Street, VA Beach, VA 23452
 6731 Jordan Drive, Harrisburg, PA 17111
 19731 Nordhoff Street, Northridge, CA 91324
 3385A Young Street, Toronto, Ontario Canada M4N2M4
 70 Rosehill Ave., St 302, Toront, Ontcanm4t2w7 00000
 11 Chipanbeth Court, Hampton, VA 23669
 157 Trailblazer Arch, Hertford, NC 27944
 2603 Lindell Avenue, Tampa, FL 33610-7756
 1001 Stacie Drive, Elizabeth City, NC 27909
 192 P Holiday Island Trailblazer Tr., Hertford, NC 27944
 1001 Stacie Drive, Elizabeth City, NC 27909
 4405 Putnam Court, VA Beach, 23462
 195-P Holiday Island, Hertford, NC 27944
 539 Campfire Trail, Hertford, NC 27944
 139 Treasure Lane, Hertford, NC 27944
 2197 Harvey Point Road, Hertford, NC 27944
 1805 Martha's Chapel Road, Apex, NC 27523
 2217 Harvey Point Road, Hertford, NC 27944
 1118 Five Point Road, Virginia Beach, VA 23454
 2645 Harvey Point Road, Hertford, NC 27944
 PO Box 620, Hertford, NC 27944
 3117 Nansemond Loop, Virginia Beach, VA 23456
 5013 Lobaugh Drive, Virginia Beach, VA 23464
 PO Box 620, Hertford, NC 27944
 6460 Lime Plant Road, Gloucester, VA 23061
 375 Shortcut Road, Barco, NC 27917
 1374 Traveller Street, Mineral VA 23177
 18254 Highway 15, Saucier, MS 39574
 5325 N Point Court, Ret 16, Virginia Beach, VA 23464
 3845 Croonenbergh Way, Virginia Beach, VA 23452
 111 Edgewater Drive, Grandy, NC 27939
 822 Snug Harbor Road, Hertford, NC 27944
 214 Pirate Cove Way, Hertford, NC 27944
 6531 Mitchell Lane, Crozet, VA 22932
 126 Tintern Court, Charlottesville, VA 22901
 35 Elmwood Lane, Battleboro, NC 27809
 123 Clubhouse Road, Hertford, NC 27944

Statement of the Nature of the Proposed Use:

The goal of Albemarle Plantation Phase 2 is to build a community that has a creative design, providing a mix of different residential uses in close proximity to one another, while at the same time providing an efficient use of open space that promotes an active lifestyle and a strong sense of community. A high level of amenities is proposed to meet the needs of the residents. Two major amenity areas are proposed, one to the south of Harvey Point Road near the main entrance to that part of the development, and a second near the center of the north shoreline along the Perquimans River. The river front facility is expected to include a marina with boat launch, docks and pier, a boutique hotel, a clubhouse with bar and grill and café, an event lawn for outdoor events and an outdoor terrace. The amenity area south of Harvey Point Road is proposed to include a crystal lagoon, a tennis complex, a club house with activity room, meeting areas and offices, a second bar/grill and café area, and an additional outdoor lawn and event space. Higher density condominium and townhome areas are proposed to be near to the amenity areas.

The Master Plan drawings show that the development will be done in residential clusters with several different sized lots with the larger lots located around the periphery of development and with significant buffers proposed to any adjacent existing development. The development in its entirety will consist of approximately 2400 residential units on approximately 1497 acres, or approximately 1.6 dwelling units per acre.

The primary changes from the PUD plan that was approved in 2004 include reducing the commercial area from approximately 40 acres to approximately 10 acres, with a corresponding increase in the residential development. It is believed that more intense commercial uses should be developed closer to town within and adjacent to areas that have already been designated for commercial development. Also, the typical lot size is smaller, but more highly amenitized with more attention to landscaping to meet today's housing market and buyer expectations. Also, no golf course is proposed, but other amenities are proposed that are more appropriate for today's market and today's buyer, as outlined above.

Wastewater, water, stormwater and traffic are being addressed as follows:

Wastewater

A hydrogeological study has been prepared for the construction of a wastewater treatment and disposal facility on existing acreage that has been set aside for that purpose. The wastewater treatment plant will be upgraded to provide advanced treatment, including biological nutrient reduction, with highly treated effluent disposed of in high rate infiltration ponds approximately as shown on the Master Plan drawings, Sheet 6. Groundwater will be collected from the site and used to recharge irrigation ponds and amenity ponds around the site. The hydrogeological

report has been modeled to show that 611,000 gallons per day of wastewater can be safely disposed of on this site.

A summary of the flow allocation that totals 611,000GPD is also included.

Water

Water distribution mains will be connected to existing water lines on Holiday Island Road and Harvey Point Road and looped throughout the project to provide potable water service as well as fire protection to the development. Water line sizes have been modeled to determine preliminary pipe sizes and also to determine whether there is a need for an additional elevated tank, possibly in the vicinity of the main subdivision entrance off of Harvey Point Road. The plan is very similar to water modeling that has been completed and approved previously for this site. Models are provided showing line upgrades that will be required to serve the development both with and without the addition of an elevated tank, as shown on Sheets 5A and 5B of the plan set.

Stormwater

The Master Plan shows a series of ponds and lakes that will serve as both aesthetic amenities and stormwater management facilities, and will be designed to retain and treat at least the first 1.5 inches of stormwater runoff from the development, in accordance with regulation promulgated by the NC Division of Environmental Quality.

Traffic

A traffic impact analysis has been performed and a summary report is included, showing improvements that need to be made to some of the intersections in the vicinity of the project in order to safely accommodate the projected traffic at build out. A full TIA report will be provided by the traffic consultant.

The Master Plan drawings show the topography of the site along with wetlands that have been delineated and confirmed by the Corps. of Engineers, the dimensions of the property, the location of and proposed uses of the various development elements that are being proposed for the site, the roadway configuration, property buffers, preliminary utilities and preliminary stormwater management facilities.

It is believed that the Planned Unit Development as proposed meets Perquimans County's requirements for the issuance of a Conditional Use Permit for the following reasons:

1. The PUD will not materially endanger the public health or safety if developed in accordance with the plan submitted and recommended (the developer is addressing wastewater treatment and disposal, water distribution, stormwater management and traffic impact in ways that will meet Perquimans County, NCDOT and NC Division of

Environmental Quality rules and regulations). A five acre police and fire site has been set aside for development of additional emergency facilities to serve this development and other properties in the vicinity.

2. It is believed that all uses meet the required conditions and specifications.
3. The PUD will not substantially injure the value of adjoining or abutting properties or that the approved uses for public necessities. (The plan has been proposed for similar development since 2004 and should be compatible with Albemarle Plantation Phase 1 and other development in the area. Significant buffers are being proposed around the periphery of the site to soften any changes in land use near the boundary.)
4. If the location and character of the PUD is developed according to the plan, it will be in harmony with the area in which it is located and in general conformity with the Perquimans County Land Use Plan (The proposal appears to be compatible with the Perquimans County Land Use Plan in many ways, including the following:
 - The proposed development is compatible with Exhibit VII-A of the Perquimans County Land Use Plan in that it has many of the attributes that make land suitable for development, including uses permitted by county, state or federal regulations, quality water nearby, close proximity to existing developed areas, easy access to major roads, and easy access to water and sewer. These attributes generally support higher density residential developments of this nature.

Some of the specific land use policies that are supported by the development include the following:

- PA #9 Perquimans County, Hertford and Winfall support the development of marinas. Preferrably updated marinas, to enhance access to estaurine waters.
- LUC #5 Perquimans County, Hertford and Winfall support growth and development at the density and intensity specified in the Future Land Use Map planning classifications as delineated in this Land Use Plan (the projected future land use map (Exhibit IX-B) shows this area as designated in its entirety for residential development).
- LUC #11 Perquimans County, Hertford and Winfall support subdivision developments and planned unit developments that are in harmony with

adjoining land uses and will require such development to provide buffering between the dissimilar uses...

- LUC #32 Perquimans County, Hertford and Winfall support subdivisions with lots fronting on internal streets as opposed to state road frontage lot subdivisions and will encourage, as appropriate, the creation of cluster or traditional type subdivision development as a means of creating pedestrian friendly neighborhoods or walkable communities that may be comprised of a variety of housing types and densities...
- ICC #1 Perquimans County, Hertford and Winfall shall only approve development where adequate public or approved private facilities and service are available including water, sewage disposal and roads.
- ICC #4 Perquimans County, Hertford and Winfall support the construction of packaged treatment plants which are approved and permitted by the State Division of Environmental Management in areas located outside of utility service areas.
- WQ #2 Perquimans County, Hertford and Winfall shall require as appropriate subdivision development to control and treat the stormwater runoff generated by 1.5 inch rain event.
- LAC #27 Perquimans County Hertford and Winfall will work to promote the development of traditional platted subdivisions served by interior roads and adequate infrastructure (as opposed to state road frontage lot development) and ensure future development is in character with existing lot development with regard to size, lot coverage, architectural design and construction materials and methods.

In summary, it appears that the proposed Master Plan is of a character and design that is appropriate for the area and is in harmony with the area in which it is to be located, and is supported by the Perquimans County Land Use Plan.

A five acre police and fire site has been set aside for development of additional emergency facilities to serve this development and other properties in the vicinity.

Application for Conditional Use District Rezoning Request
Case No. (PUD) REZ-19-01

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 N/A

I (WE) HEREBY AUTHORIZE N/A 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:

- | | |
|--|---|
| <input type="checkbox"/> Rezoning Request | <input type="checkbox"/> Administrative Appeal |
| <input type="checkbox"/> Conditional Use District Rezoning | <input type="checkbox"/> Conditional Use Permit |
| <input type="checkbox"/> Zoning Variance | <input type="checkbox"/> 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 N/A or by telephone at N/A.

BY: N/A
Signature of Owner

Print Name _____ Telephone Number _____

Signature of Owner _____

Print Name _____ Telephone Number _____

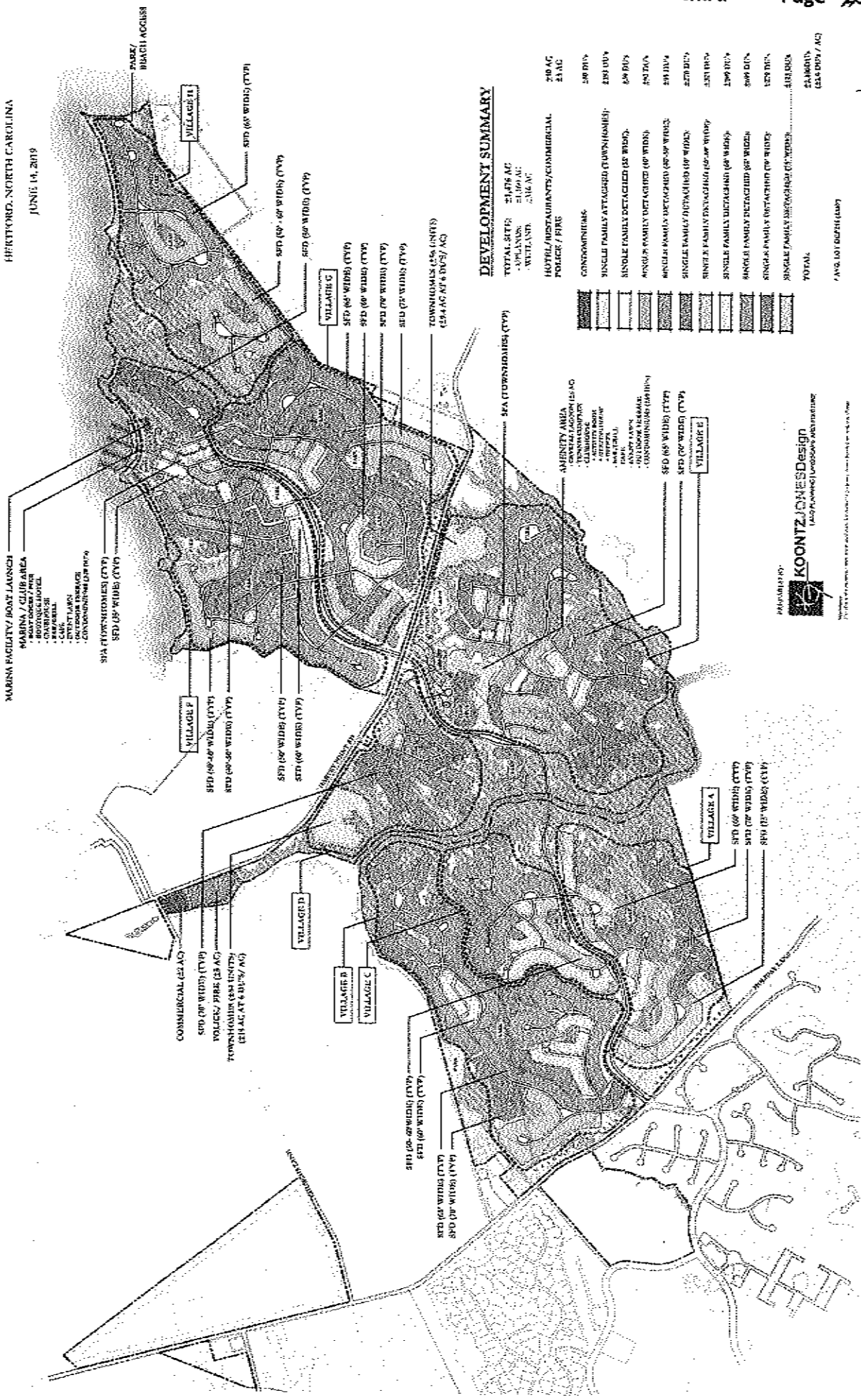
Sworn to and subscribed before me, this the _____ day of _____, 20____.

Notary Public _____ County of _____

State of _____

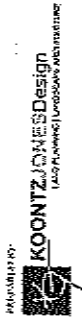
My commission expires: _____

HEFRTOWN, NORTH CAROLINA
JUNE 14, 2019



DEVELOPMENT SUMMARY

TOTAL SITE	21478 AC
- PAVEMENT	21000 AC
- WETLAND	210 AC
HOTEL/RESTAURANTS/COMMERCIAL	210 AC
POLICE / FIRE	21 AC
CONDOMINIUMS	200 DU'S
SINGLE FAMILY ATTACHED (TOWNHOMES)	200 DU'S
SINGLE FAMILY DETACHED (S.F. W/HS)	600 DU'S
APARTS FAMILY DETACHED (AP W/HS)	200 DU'S
SINGLE FAMILY DETACHED (S.F. W/HS)	200 DU'S
SINGLE FAMILY ATTACHED (S.F. W/HS)	200 DU'S
SINGLE FAMILY DETACHED (S.F. W/HS)	200 DU'S
SINGLE FAMILY DETACHED (S.F. W/HS)	200 DU'S
SINGLE FAMILY DETACHED (S.F. W/HS)	200 DU'S
SINGLE FAMILY DETACHED (S.F. W/HS)	200 DU'S
SINGLE FAMILY DETACHED (S.F. W/HS)	200 DU'S
SINGLE FAMILY DETACHED (S.F. W/HS)	200 DU'S
SINGLE FAMILY DETACHED (S.F. W/HS)	200 DU'S
SINGLE FAMILY DETACHED (S.F. W/HS)	200 DU'S
TOTAL	21478 AC



DRAFT FOR BCC MEETING
Do NOT record this page

-Beginning of Proposed Conditional Use Permit No. (PUD)REZ-19-01
to be recorded by Perquimans Development, LLC

To

Rezone approximately 1,497 acres extending northeast from Holiday Lane, crossing Harvey Point Road, continuing northeast to the Perquimans River; all of which is south of Church Lane and Halsey Bay Road and west/northwest of Goose Nest Lane, **from (RA) Rural Agriculture to [PUD(CU)] Planned Unit Development Conditional Use District.** Subject property is also known as Tax Parcel Nos. 2-0073-0022, 2-0073-0029, 2-0073-0003C, 2-0073-0001, 2-0073-0021, 2-0073-0020B, 2-0073-0020A, 2-0073-0020, 2-0082-0012, 2-0082-0013BBB, 2-0082-0013AAA, 2-0082-0013A, and 2-0082-0014A.

This draft reflects changes made at the October 8, 2019 Planning Board meeting and comments made by the applicant.

16 acres northwest of Church Ln/Harvey Point Rd intersection will be removed from PUD request.

Do NOT record this page

CONDITIONAL USE PERMIT No. (PUD) REZ-19-01
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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 Development, LLC
c/o Robert Masters
11675 Rainwater Drive, Suite 210
Alpharetta, GA 30009

- Property Owners:** Perquimans Development, LLC
11675 Rainwater Drive, Suite 210
Alpharetta, GA 30009

- Site Location:** Approximately 1,497 acres extending northeast from Holiday Lane, crossing Harvey Point Road, continuing northeast to the Perquimans River; all of which is southeast of Church Lane and Halsey Bay Road and west/northwest of Goose Nest Lane

- Tax Parcel Nos:** 2-0073-0022, 2-0073-0029, 2-0073-0003C, 2-0073-0001, 2-0073-0021, 2-0073-0020B, 2-0073-0020A, 2-0073-0020, 2-0082-0012, 2-0082-0013BBB, 2-0082-0013AAA, 2-0082-0013A, and 2-0082-0014A

- Zoning District:** PUD (CU), Planned Unit Development Conditional Use District

Proposed Use of Property: A form of development usually characterized by a unified site design for a number of housing units, clustering buildings, providing common open space, density increases, with a potential mix of building types and land uses. As stated by the Applicant in the CUD Rezoning Request Application Statement of the Nature of the Proposed Use:

"The goal of Albemarle Plantation Phase 2 is to build a community that has a creative design, providing a mix of different residential uses in close proximity to one another, while at the same time providing an efficient use of open space that promotes an active lifestyle and a strong sense of community. A high level

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of amenities is proposed to meet the needs of the residents....The river front facility is expected to include a marina with boat launch, docks and pier, a boutique hotel, a clubhouse with bar and grill and café, an event lawn for outdoor events and an outdoor terrace. The amenity area south of Harvey Point Road is proposed to include a crystal lagoon, a tennis complex, a club house with activity room, meeting areas and offices, a second bar/grill and café area, and an additional outdoor lawn and event space. Higher density condominium and townhome areas are proposed to be near to the amenity areas."

Meeting & Hearing Dates: Planning Board on 10-8-2019; & Board of County Commissioners on 11-4-2019.

Now therefore be it resolved that the Perquimans County Board of Commissioners approves the application for Perquimans Development, LLC case number (PUD) REZ-19-01, subject to the following conditions:

Having heard all the evidence and argument presented at the hearing, 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 *Planned Unit Development* and other conditions as follows:

A. General Land Use:

- 1) Perquimans County (County) has the right to limit the number of lots and housing for each section/phase based on water availability.
- 2) County may limit lots less than 15,000 square feet based on the conceptual Master Plan as presented (Bissell Professional Group, July 30, 2019 last revision; stamped by County Planning as received Aug 2, 2019. Rendered Master Plan prepared by Koontz Jones Design); Maximum quantities of each lot width (35' to 75') shall be restricted to maximum proposed amounts of each lot type/width category presented on the previously noted conceptual Master Plan.
- 3) The developer must obtain approval for all sections and/or phases by the Planning Board and Board of Commissioners for approval under the normal review and approval process of the Subdivision Regulations.
- 4) Each section and/or phase must adhere to the current Subdivision Regulations and State Regulations in effect at the time that particular phase is approved, including, among others, subject to any water capacity or availability restrictions that are in place at the time of approval.
- 5) Up to 80 rooms cumulative allowed in the proposed hotel. Hotel shall have a maximum of 3 stories and/or 35 feet in height.
- 6) A minimum 50 foot vegetative buffer is required on properties adjacent to agricultural land, residential land and properties owned by the Department of Defense.

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- 7) Principle structure and accessory structure yard setbacks for lots less than 15,000 square feet or less than (ninety) 90 feet wide shall be: (fifteen) 15 feet for front and rear yards, (ten) 10 feet for side yards and 10 feet on secondary front yards which abut a side street at a corner. Exceptions of (five) 5 foot side yard setbacks may be made on lots (fifty) 50 feet wide or less. Any lot with less than 10 foot setbacks will require fire protection measures such as fire retardant walls and/or a sprinkler system in consultation with the County Fire Marshal.
- 8) Maximum number of single-family residential lots shall be based on the conceptual Master Plan as presented.
- 9) Per County Zoning Ordinance Section 1503(h), At least 150 acres of the development shall be set aside as common area or open space. Of this 150, a maximum of 75 acres may be areas covered by water. In addition, a maximum of 75 acres may be covered by structures clearly ancillary to the recreation or common use area. Such structures may include tennis courts, pro shops, swimming pools, and the like. Common area/open space shall be designated on the development plats as such and be held in separate ownership for the use and benefit of the residents of the PUD.
- 10) Public beach/common water access for all PUD property owners shall be established.
- 11) No ABC store allowed.
- 12) General retail/commercial space is allowed.

B. Drainage/Stormwater Improvements:

The terrain is rolling with many low depressions; therefore drainage problems can be significant if a drainage plan is not provided. Major creeks and drain-ways are being crossed in the expansion. Evaluations must be made to insure that drainage problems do not develop up-stream as a result of these crossings. These changes are not reflected on the soils maps because they are classified as inclusions and are not shown on the scale of map used.

- 1) A topographic survey on one foot contours shall be used for development.
- 2) A drainage plan, predicting surface water elevations occurring throughout the subdivision for various storms shall be presented to the County prior to final plat approvals by Planning Board.
- 3) All living space floor-level elevations should be based on the surface water profile predictions, with special emphasis placed on any slab construction.

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- 4) All drainage ditches, and major drain-ways should be protected by easements. Major ditches that are traversing platted areas should have side slopes as determined by county staff, to allow mowing and to prevent landowners from filling and obstructing ditches.
- 5) Prior to Final Plat an Engineered drainage plan with one-foot contours, ditch or swale layouts with pipe, and showing the flow rates, shall be provided by Applicant and reviewed by County.
- 6) The Applicant, heirs and assigns shall submit a NC Department of Environmental Quality Stormwater Permit prior to Final Plat approval.
- 7) Applicant heirs and assigns shall provide a NC Department of Environmental Quality letter of approval for an Erosion and Sedimentation Control Plan prior to Final Plat approval.

C. Emergency Services:

- 1) An additional Helicopter Landing Zone shall be assigned close to Harvey Point Road to serve that side of the development and surrounding areas. The Landing Zone shall be large enough to accommodate Coast Guard helicopters as well. Exact location can be determined at a later time in coordination with Perquimans County Planning/GIS staff and Emergency Services staff.
- 2) A water source shall be provided for fire protection of boats at the marina.
- 3) Alleyways need to meet NC DOT minimum width of an unobstructed 12-14 feet. Residents shall not be allowed to park in alleys; no water utilities shall be located in the alleyways; proper ingress/egress for emergency vehicles shall be designed for, including proper turn-arounds (if not a "thru street") in coordination with County Emergency Services staff.
- 4) Commercial multi-story buildings that have an elevator shall have an elevator large enough to accommodate a stretcher.
- 5) Height of Commercial buildings limited to 35 feet and/or three (3) stories.
- 6) If a bridge is built over Minzie's Creek it shall be constructed to NC DOT standards and shall accommodate fire trucks.
- 7) 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.

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D. Transportation:

- 1) A traffic impact analysis shall be reviewed by NCDOT and a report provided to be considered by the Board of County Commissioners prior to Preliminary Plat Approval. Any necessary adjustments to the Conditional Use Permit, site Plan and/or offsite improvements as needed to abate impacts to public facilities will be the responsibility of the Developers, their heirs and assigns, with the County determining the timing of such improvements.
- 2) All roads will be designed and constructed in accordance with NCDOT subdivision standards with no road less than 20 feet wide, exclusive of shoulders per NC Fire Code. Fire apparatus access roads must meet weight capacity requirements of NC Fire Code. Commercial cul-de-sacs shall have a minimum 96 ft. diameter per NC Fire Code. Diameter may be adjusted by Fire Marshal at preliminary plat submittal based on equipment and construction.
- 3) No on-street parking allowed. Each residence will be required to have enough off street parking for at least 2 vehicles.
- 4) Prior to accessing SR 1336, Harvey Point Road, or SR 1347, Holiday Island Road, or SR 1429, Holiday Lane a Driveway Permit must be approved by NC DOT.
- 5) Per County Zoning Ordinance Section 1503(c), Points of ingress and egress shall be approved by the Board of County Commissioners and minimize traffic hazards, inconvenience, and congestion.
- 6) Per County Zoning Ordinance Section 1503(f), Parking areas shall have a parking surface meeting the standards of Article XIX "Parking and Loading" and all parking areas and traffic lanes shall be clearly marked.

E. Utilities:

- 1) All water lines must be approved by both the State of North Carolina and Perquimans County.
- 2) Hydrant locations shall be every 1,000 feet and no more than 500 feet from any lot. All hydrants must be supplied with a 5 inch storz adapter on the steamer connection or other suitable connection determined after consultation with the local fire department prior to installation.
- 3) The applicant will need to install a water line at least 6 inches in diameter that will supply a minimum of 500 gallons per minute at 20 psi residual pressure to each hydrant. Applicant shall supply a minimum of 1,000 gallons per minute at 20 psi residual for commercial areas, marina areas, and areas with side setbacks less than (ten) 10 feet.

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- 4) The design and estimated construction cost of any additional elevated water tanks that Perquimans County deems may be needed shall be paid for by the developer prior to final plat approval of additional lots that the elevated tank may service. Construction estimates and actual tank design shall be performed by Perquimans County and in consultation with the developer.
- 5) The existing Perquimans County Water System will be tested and/or modeled by Perquimans County to determine if any upgrades to the water mains or other parts of the existing water system need to be made to provide domestic and fire flow capabilities to Albemarle Plantation Phase 2 planned unit development. Modeling of the proposed water system within Albemarle Plantation Phase 2 will be the responsibility of the developer and shall be submitted to Perquimans County for approval. All improvements to the existing county water system deemed necessary by Perquimans County, and in consultation with the developer, to provide domestic and fire flow capabilities shall be made by Perquimans County and paid for by the developer.
- 6) Any water distribution system within Albemarle Plantation Phase 2 will be constructed by the developer at the developer's expense in accordance with the approved model described in item 5 above, Perquimans County standard specifications and applicable regulatory agencies. Water will be provided by Perquimans County Water System in accordance with available capacity which is not committed at this time. Any commercial or residential irrigation systems initially or in the future in this Albemarle Plantation Phase 2 PUD shall be constructed in accordance with all applicable North Carolina General Statutes and Perquimans County Policies.
- 7) Wastewater System -- Detailed engineering drawings and an appropriate description of the proposed wastewater collection, treatment and disposal systems will be submitted by the Applicant with the Final Plat for review and approval. Any operational and maintenance agreements with the Developer's or the Homeowners Association's operator or other contracted operator will be submitted for review and approval by the County prior to Final Plat approval. Proof of an appropriate security bond for wastewater infrastructure submitted to the State Utility Commission will be required prior to Final Plat approval.
- 8) Perquimans Development, LLC/Applicant/Developer will be responsible for the installation of a community sewer collection system and treatment and disposal facilities in accordance with applicable regulatory agencies. Albemarle Utility Company will be responsible for operation and maintenance of the community sewer collection system and treatment and disposal facilities. Any ownership transfer of the system or facilities will be in accordance with applicable regulatory agencies and approved by the Board of County Commissioners.
- 9) Approval/permits as required by NCDEQ for central wastewater treatment plant and disposal system shall be provided.
- 10) All utilities will be underground.

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F. Plat Approvals & Master Plan Amendments:

- 1) Prior to approval of a Preliminary Plat, the Developer shall obtain County Attorney approval of the Articles of Incorporation for the Property Owners Association or Homeowners Association and Restrictive Covenants for Albemarle Plantation Phase 2 PUD. Property Owners Association documents shall include provisions for (a) the organizational and operational structure of the Property Owners Association; (b) that all owners of property within the development share automatic membership rights and assessment obligations for the maintenance of commonly owned areas (including but not limited to common areas, areas for infrastructure, recreation areas, private roads and parking lots). The automatic membership rights and assessment obligations of all property owners within Albemarle Plantation Phase 2 PUD shall be so covered by covenants running with the land and other contractual provisions so as to ensure the property maintenance of all commonly owned areas, and shall include provisions for liens against individual property owners within the development.
- 2) Accompanying an Application for Preliminary Plat approval, the Developer shall make a payment to Perquimans County, in an amount determined to be appropriate by the County Manager, to allow the County to retain professional engineering services to review the adequacy of plans and installation of water system, wastewater system, roads, stormwater drainage and other required infrastructure. Also the Developer shall pay the County a System Development Fee as shown in the Perquimans County fee schedule upon each phase's lot recordation.
- 3) The Property Owners Association shall be established prior to approval of the Final Plat and shall be registered/chartered by the Secretary of State with official Articles of Incorporation. In addition, official Bylaws and the organizational/operational structure shall be recorded simultaneous to the Final Plat.
- 4) Prior to issuance of the first building permit for construction of any structure in Albemarle Plantation Phase 2 PUD, all infrastructure (roads, water, sewer, drainage, with the exception of asphalt pavement) located within the boundaries of a given phase shall be complete and in place.
- 5) Per County Zoning Ordinance Section 1508, Planning Board approval is required for the following: (a) Changes in major infrastructure features referred to the Board of County Commissioners by the Planning Director. (b) Changes to the Master Plan that result in increased density. (c) Significant changes in land use.
- 6) Annual Reports: The Planning Board and Board of County Commissioners hereby acknowledge the Applicant's intent to start construction of the PUD in 2021. 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 start of construction will be delayed beyond December 31, 2021, the Applicant, heirs and assigns shall formally request an extension be granted by the Board of County Commissioners (BCC); otherwise the BCC may revoke the Conditional Use Permit.

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- 7) Before any development of the commercial parcels adjoining Church Lane and Harvey Point Road occurs, the developer shall meet with any adjacent property owners to address any concerns related to said development.

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.

DRAFT

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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: Mary P. Hunnicutt, Clerk to the Board _____ (Seal) _____ 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 Development, LLC _____ Date _____
By: _____, Its _____

The State of _____
_____ County

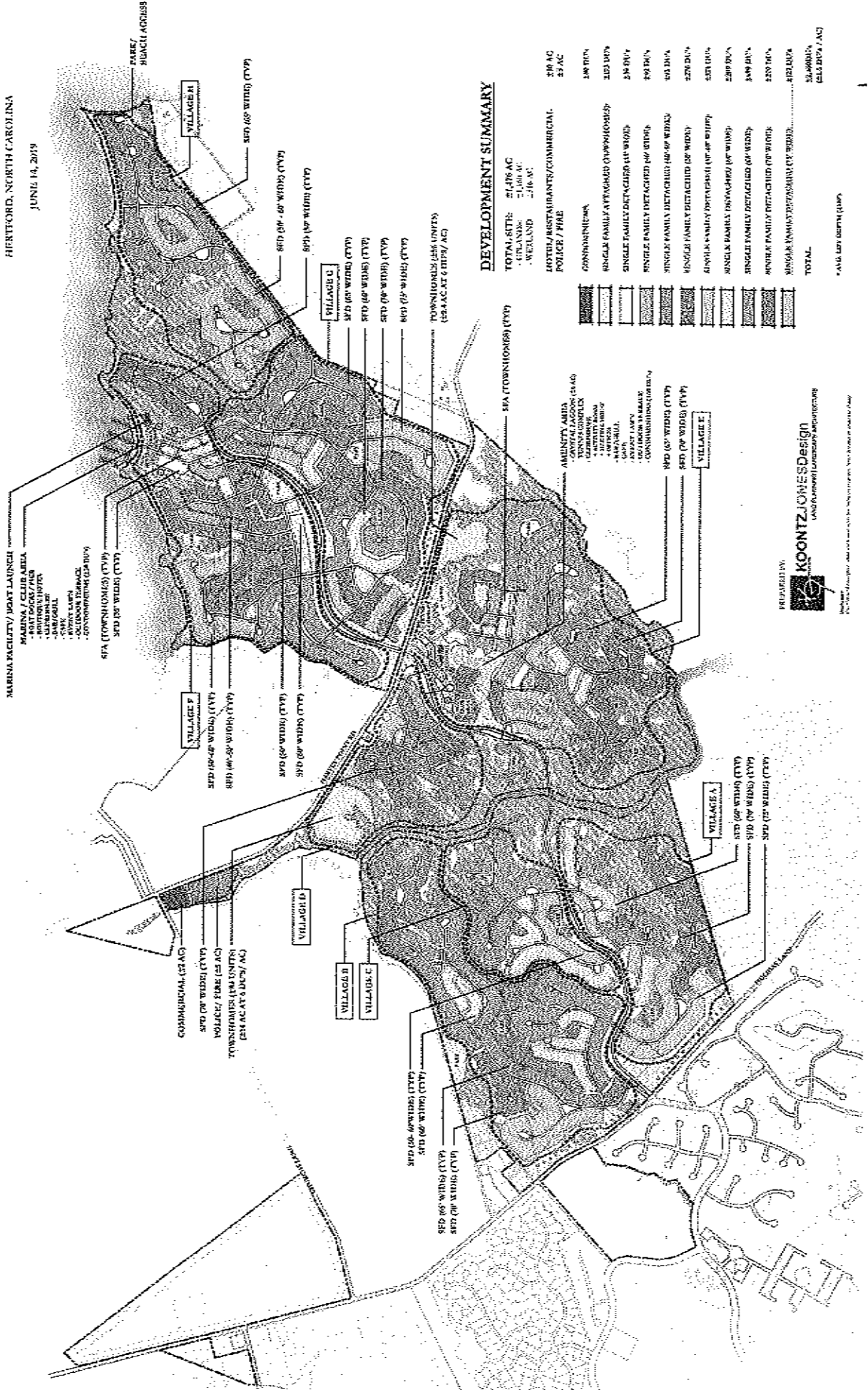
I, _____, a Notary Public in and for the said State and County, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the forgoing instrument.

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

Notary Public

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

HERITFORD, NORTH CAROLINA
JUNE 14, 2019



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

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

DRAFT

Do NOT record this page

- End of Proposed Conditional Use Permit No. (PUD)REZ-19-01
to be recorded by Perquimans Development, LLC

To

Rezone approximately 1,497 acres extending northeast from Holiday Lane, crossing Harvey Point Road, continuing northeast to the Perquimans River; all of which is south of Church Lane and Halsey Bay Road and west/northwest of Goose Nest Lane, **from (RA) Rural Agriculture to [PUD(CU)] Planned Unit Development Conditional Use District.** Subject property is also known as Tax Parcel Nos. 2-0073-0022, 2-0073-0029, 2-0073-0003C, 2-0073-0001, 2-0073-0021, 2-0073-0020B, 2-0073-0020A, 2-0073-0020, 2-0082-0012, 2-0082-0013BBB, 2-0082-0013AAA, 2-0082-0013A, and 2-0082-0014A.

This draft reflects changes made at the October 8, 2019 Planning Board meeting and comments made by the applicant.

16 acres northwest of Church Ln/Harvey Point Rd intersection will be removed from PUD request.

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Do **NOT** record this page

- End of Proposed Conditional Use Permit No. CUP-19-03
to be recorded by Perquimans Solar, LLC

for

Large scale, ground-mounted Solar Power Energy System Facility
located in the 200 block of Pender Road on property owned by T.A. Newhold Miller, LLC, at Tax Parcel # 2-0061-0076A

Condition "U" was added per Planning Board request:

"Applicant shall meet with adjacent property owners to discuss any concerns."

Condition "V" added per BCC request:

Vegetative buffer shall extend at least 855 feet South 40 degrees East from road pavement edge on the west end of the project (to block the view through the woods clearing), then run northwesterly toward Pender Road, turning northeast running parallel with Pender Road then turning east and down the project's east side in a southeasterly direction, wrapping around the project corner in a southwesterly direction approximately 800 feet until it meets the woods line on the project's southeast side. (see attached site plan)

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WORK SESSION

September 16, 2019

7:00 p.m.

Due to a lack of business to discuss, the Perquimans County Board of Commissioners Work Session on September 16, 2019 was cancelled.

REGULAR MEETING

October 7, 2019

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, October 7, 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 T. Kyle Jones
Alan Lennon Charles Woodard

MEMBERS ABSENT: None

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

The meeting was called to order by Chairman Nelson. Commissioner Lennon gave the invocation and the Chairman led the Pledge of Allegiance.

AGENDA

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

CONSENT AGENDA

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

1. Approval of Minutes: September 3, 2019 Regular Meeting & September 16, 2019 Work Session (cancelled)
2. Tax Refund & Release Approvals:

PERQUIMANS COUNTY TAX REFUNDS:

Parler, Jennifer Christine \$176.18
Vehicle sold to dealership. 6-month refund. Account Number 0046380344.

PERQUIMANS COUNTY TAX RELEASES:

Woodville Pentecostal Holiness Church \$955.80
Property should be exempt and was billed in error. Account Number 420706.

Belvin, Raymond Eure, Jr. \$268.45
Parcel 4-0053-065B was billed to Mr. Eure in error. Should have been billed to Daniel Gregory. Account No. 429475.

Gregory, Daniel & Dawn \$165.79
Parcel 4-0053-065B was billed to Mr. Gregory in error. Should have been billed to Belvin Eure. Account No. 430320.

2019 BILLING CYCLE ERROR: During the 2019 billing cycle, available discounts/exemptions were not calculated for those eligible. The following refunds and releases were presented.

PERQUIMANS COUNTY TAX REFUNDS:

Cochrane, Isabella \$417.13
Available discount was not applied. Account Number 263289.

Kemp, Wilbert & Deloris \$265.50
Available discount was not applied. Account Number 427367.

Naden, Thomas \$424.21
Available discount was not applied. Account Number 259896.

PERQUIMANS COUNTY TAX REFUNDS:

Rather than filling out individual release forms for each taxpayer, a detailed spreadsheet with requested release totals is listed below:

Account Number	Taxpayer Name	Parcel Number	County Release	Hertford Release	Windfall Release	Total
256097	Robert Amos	2-D082-34-024-H1	147.50			147.50
539047	Jean J. Bateman	5-D032-0135-W	417.13		381.78	798.91
302900	Jimmy Byrum	3-0040-AH007B-F1	416.84	332.06		748.90
256314	Lois Cole	2-D085-C004-SH1	147.50			147.50

Account Number	Taxpayer Name	Parcel Number	County Release	Hertford Release	Winfall Release	Total
420476	Amy Dail	4-D077-2001-DC	458.14			458.14
337776	Leoise Dail	3-0038-00044	336.30			336.30
257892	Lesley Duke	2-D082-G043-HE	341.91			341.91
260310	Kim Gregory	2-D082-H138-HE	28.32			28.32
263696	Antoinette Hines-Berger	2-D083-017A-GN	804.17			804.17
105060	James Hinson	1-0005-0004	147.50			147.50
427430	Arnesia James	MOBILE HOME	7.44			7.44
261227	Patricia Ann Clark James	2-D082-N016-HI	34.22			34.22
219250	Joyce & Donald James	2-0072-0033	279.66			279.66
312760	Martha Lamb	3-0039-00025	147.50			147.50
356242	Elva Lee	MOBILE HOME	55.60	44.29		99.89
427979	Sarah Meadows	4-0065-0030F	179.07			179.07
430198	Jackson O'Keefe-Tillett	4-0053-00091	396.78			396.78
316720	Richard & Ginger O'Neal	3-0040-AT011-H	265.50	211.50		477.00
538278	Helen Ormond	5-0032-0007-W	119.18	109.08		228.26
357269	James Ormond	3-0040-RR604-H	237.48	189.18		426.66
357450	Donald & Barbara Outland	3-0040-AC101-H	265.50	211.50		477.00
413920	James & Evelyn Overton	4-0055-0076	147.50			147.50
429862	William Overton	4-0043-0074	147.50			147.50
528121	Benamine East Owens	5-0034-0126B	265.50			265.50
233110	Dorothy Riddick	2-0061-0072	190.28			190.28
356221	Patty Riddick	MOBILE HOME	33.74	26.88		60.62
514600	James Reasntree	5-0042-0063	226.56			226.56
356699	Alice Surgeon	3-0047-00005	142.78			142.78
319765	Curtis & Darlene Shambry	3-0040-YY708-H	175.23	159.59		334.82
110660	Annetie Smith	1-0005-036	363.15			363.15
427999	Malt & Anna Spivey	4-0054-0057	304.75			304.75
115973	Paige Stallings	1-0022-0027	147.50			147.50
117998	Sidney Stallings	1-0005-0034	299.43			299.43
356219	Mary Stepinay	3-0049-00006A	344.27			344.27
259021	Alberta Stinedurf	2-D085-E009-SH	265.50			265.50
430247	Michael Stockwell	4-D053-1004-DRS	265.50			265.50
429746	Barbara Stokely	4-D076-AD18-CS	785.88			785.88
429085	Robert Stokely	MOBILE HOME	60.98			60.98
263736	Mary Surdacks	2-D082-D009-HI	223.32			223.32
427780	Louis Swanner	4-D064-0004-HE	147.50			147.50
422333	Freddie Thoenas	4-0043-0031	284.97			284.97
428130	Betty Thompson	4-0043-0016	502.98			502.98
516380	Dorothy Tillett	5-0042-0032	137.47			137.47
259598	Dannv Townsend	2-D085-D120-SH	125.67			125.67
539546	Larry & Lucy Tuser	5-0032-0037C	265.50			265.50
260663	Frances Vaughan	2-0069-0094	237.48		243.00	508.50
427780	Cazodyn White	4-D064-0004-HE	147.50			147.50
428403	Roger Womack	4-0063-0007F	268.16			268.16
258805	Daniel Worten	2-D069-0003-NEA	247.80			247.80
425059	William & Joann Stoop	4-D045-0016-LW	265.50			265.50
422036	Frances Bey	4-0065-0040G	510.35			510.35
Total			12763.49	1264.08	624.78	14652.35
			COUNTY TOTAL	HERTFORD TOTAL	WINFALL TOTAL	GRAND TOTAL

3. Personnel Matters:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Steven Lee Stallings	Water Plant Operator	Appointment	64/18	\$48,215	10/01/2019
Leroy Banks	Uncertified Deputy	Appointment	64/1	\$31,837	10/01/2019
Amarda Ward	Transition to Certified PT/FT Telecommunicator	Status Change	62/2	\$14,377/hr.	10/01/2019
Annerie Shene	Transition to Permanent Part-Time Certified Telecommunicator	Status Change	62/1	\$14,027/hr.	10/01/2019
Tiffany Haynes	Transition to Permanent Part-Time Certified Telecommunicator	Status Change	62/2	\$14,377/hr.	10/01/2019
Michelle Madden-Brewer	Part-Time/Fill-In Paramedic	Promotion	68/1	\$18,255/hr.	10/01/2019
Brian Hickman	Part-Time/Fill-In Paramedic	Promotion	68/1	\$18,255/hr.	10/01/2019
Theresa Stallings	Housekeeping Assistant	Retirement			12/31/2019

4. Step/Merit Increases:

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Diane Murray	RMS II	67/4	\$39,104	10/01/2019
Denise Stallings	JMC II	63/1	\$30,466	10/01/2019
Jovan Ward	JMC III	65/5	\$36,682	10/01/2019
Hazelene Miller	EMT-I	66/5	\$18,433/hour	10/01/2019
William Tutwiler	EMS Shift Supervisor (Paramedic)	70/4	\$44,624	10/01/2019
LeAnne Hamilton Wynne	Secretary	60/9	\$32,453	10/01/2019

5. Resolution: The following Resolution was unanimously approved by the Board:

2020 Census Partnership

WHEREAS the U.S. Census Bureau is required by the U.S. Constitution to conduct a complete count of the population and provides a historic opportunity to help shape the foundation of our society and play an active role in American democracy;

WHEREAS Perquimans County is committed to ensuring every resident is counted;

WHEREAS federal and state funding is allocated to communities, and decisions are made on matters of national and local importance based, in part, on census data and housing;

WHEREAS census data help determine how many seats each state will have in the U.S. House of Representatives and are necessary for an accurate and fair redistricting of state legislative seats, county and city councils and voting districts;

WHEREAS information from the 2020 Census and American Community Survey is vital for economic development and increased employment;

WHEREAS the information collected by the census is confidential and protected by law;

WHEREAS a united voice from business, government, community-based and faith-based organizations, educators, media and others will enable the 2020 Census message to reach more of our residents;

WHEREAS the Census count requires extensive work, and the Census Bureau requires partners at the state and local level to insure a complete and accurate count;

WHEREAS Perquimans County and its appointed Complete Count Committee will bring together a cross section of community members who will utilize their local knowledge and expertise to reach out to all persons of our community;

NOW, THEREFORE, BE IT RESOLVED that Perquimans County is committed to partnering with the U.S. Census Bureau and the State of North Carolina and will:

1. Support the goals for the 2020 Census and will disseminate 2020 Census information;
2. Encourage all County residents to participate in events and initiatives that will raise the overall awareness of the 2020 Census and increase participation;
3. Provide COC members and Census advocates to speak to County and Community Organizations;
4. Support census takers as they help our County complete an accurate count; and,
5. Strive to achieve a complete and accurate count of all persons within our borders.

Adopted this 7th day of October, 2019.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTESTED:

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

(SEAL)

7. **Board Reappointments/Resignations/Appointment:** The following Board reappointments/resignations/appointment were unanimously approved by the Board:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Madre, Dezhine	Community Advisory Committee	Resignation		10/01/2019
Cartwright, Gloria	Community Advisory Committee	Resignation		10/01/2019
Copprew, Mary	Community Advisory Committee	Resignation		10/01/2019
Baker, Julian	Board Trustees for Belvidere/Chappell Hill Fire Dept.	Reappointment	3 yrs.	10/01/2019
Winslow, Wade	Board Trustees for Belvidere/Chappell Hill Fire Dept.	Reappointment	1 yr.	10/01/2019
Hobbs, Benjamin	Board Trustees for Beltes Fire Dept.	Reappointment	1 yr.	10/01/2019
Muzzalin, Edward	Board Trustees for Beltes Fire Dept.	Reappointment	1 yr.	10/01/2019
Chappell, Lawrence	Board Trustees for Durant's Neck	Reappointment	1 yr.	10/01/2019
Nixon, Mack E.	Board Trustees for Durant's Neck	Reappointment	1 yr.	10/01/2019
Boyce, Jonathan	Board Trustees for Inter-County Fire Dept.	Reappointment	3 yr.	10/01/2019
Swayne, Robert D.	Board Trustees for Inter-County Fire Dept.	Reappointment	1 yr.	10/01/2019
Eure, Sadie	Jury Commission	Resignation		10/02/2019
Stallings, Diane White	Jury Commission	Appointment	2 yrs.	10/01/2019

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

a. **Approval of State Holiday Schedule:** Each year, the Board needs to approve the State Holiday Schedule for Social Services Department. The Board approved the following 2020 State Holiday Schedule:

HOLIDAY	OBSERVANCE DATE	DAY OF WEEK
New Year's Day	January 1, 2020	Wednesday
Dr. Martin Luther King, Jr. Day	January 20, 2020	Monday
Good Friday	April 10, 2020	Friday
Memorial Day	May 25, 2020	Monday
Independence Day	July 3, 2020	Friday
Labor Day	September 7, 2020	Monday
Veterans Day	November 11, 2020	Wednesday
Thanksgiving	November 26 & 27, 2020	Thursday and Friday
Christmas	December 24, 25, 26, 2020	Thursday, Friday, & Monday

- b. **Recreation Concessions Agreement:** The following Agreement between Bout Thyme Kitchen and Perquimans County to handle the Concession Sales at the Perquimans County Recreation Center was unanimously approved by the Board.

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT is made the ___ day of _____, 20___ between the County of Perquimans and Bout Thyme Kitchen, Contractor.

RECITALS

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

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

IT IS THEREFORE AGREED as follows:

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

Provision, Operation, and Maintenance of Concessions Sales at the Perquimans Community Center and Athletic Fields, Provide the required concession operations, as well as required maintenance and upkeep of the facilities and grounds as related to Contractor's services.

2. **Compensation.** Contractor agrees to pay a percentage at the end of each playing season from sales and related revenues, Operating Table as follows: Operating Year 2019 Monthly Percentage of 17% of gross Revenue and Operating Year 2020 Monthly Percentage of 17% of gross revenue.

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

Payment in the form of a check made payable to Perquimans County on or before the last day of each month.

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

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

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

5. **Term.** This Agreement may be terminated by either party at any time upon 30 Days written notice to the other party. Upon the termination of this Agreement, Contractor shall prepare and provide to County a list of all pending unfinished business involving Contractor. Contracted Services under the terms of this agreement shall terminate upon completion of the Services which shall in no event exceed 12 months for completion of the Services. Terms of the agreement be for a period of time not less than One Year, with the ability to enter into two additional years.

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

a. That it will receive no compensation other than as outlined in this Agreement and is not subject to nor eligible for any benefits which may be offered by County to its employees, such as vacation pay, sick leave, insurance coverage or retirement plan participation.

b. Its Services provided in accordance with this Agreement are an independent calling or occupation.

c. Contractor is expected to use its own skill, judgment and expertise to fulfill the obligations of this Agreement, and is not supervised, directed or controlled by County as to the means or methods it should employ.

- d. Contract is not required to perform tasks in any particular order or sequence.
- e. Contractor needs no training from County as to how to fulfill its duties and responsibilities.
- f. Contractor may determine its own daily schedule and those of its own employees or servants without prior approval of County.
- g. Contractor is not required to devote any particular percentage of its time or resources to perform the Services required hereunder.
- h. Contractor furnishes its own equipment and supplies and is expected to maintain its business office somewhere other than at the County's office.
- i. To the extent Contractor must procure or maintain any insurance, license, certification or trade membership, it must do so at its own cost.
- j. This Agreement shall not prevent Contractor from performing other services for other parties. Contractor may engage in other business endeavors or projects of any kind or nature.
- 7. **Taxes.** Contractor assumes exclusive liability for payment of all federal, state or other governmental division taxes and contributions for social security, Medicare/Medicaid, etc., now or hereafter required, incurred or assessed by law. Contractors providing equipment, materials, parts or supplies shall provide a breakdown of labor, materials, parts or supplies and sales tax by County or a sales tax report approved by the County Finance Department with the invoice. Contractor agrees to indemnify and hold harmless the County from any claims for taxes as described in this Section.
- 8. **Insurance.** Contractor understands and agrees that neither it nor its employees are subject to workers' compensation or general liability coverage maintained by the County for its employees.
- 9. **Indemnity.** Contractor shall and does hereby agree to indemnify, save harmless and defend County from the payment of any sum or sums of money to any person whomsoever on account of claims or suits growing out of injuries to persons, including death, or damage to property caused by Contractor, its employees, agents or subcontractors in any way attributable to the performance of the Services, including (but without limiting the generality of the foregoing), all claims for service, labor performed, materials furnished, provisions and supplies, injuries to person or damage to property, liens, garnishments, attachments, claims, suits, costs, attorneys' fees, costs of investigation and of defense. It is the intention of this paragraph to hold the Contractor responsible for the payment of any and all claims, suits, or liens, of any nature and character, in any way attributable to or asserted against County or against Contractor and County, or which the County may be required to pay. In the event the liability of the Contractor shall arise by reason of the sole negligence of County and/or the sole negligence of County's employees, agents or servants, then and only then, Contractor shall not be liable under the provisions of this paragraph.
- 10. **Arbitration.** Any controversy or claim arising out of, or relating to this Agreement, or its breach, shall be settled by arbitration in Perquimans County, North Carolina in accordance with the provisions of the North Carolina Revised Uniform Arbitration Act, (the "Act"). The parties to this Agreement understand that this arbitration provision shall expressly apply to this Agreement in accordance with the Act. Judgment upon the award rendered may be entered and enforced in any court of competent jurisdiction.
- 11. **E-Verify.** Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if Contractor utilizes a subcontractor, Contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.
- 12. **Iran Divestment.** Contractor certifies that, as of the date listed above, it is not on the Final Divestment List as created by the State Treasurer pursuant to N.C.G.S. §147-86.58. In compliance with the requirements of the Iran Divestment Act and N.C.G.S. §147-86.58, Contractor shall not utilize in the performance of the contract any subcontractor that is identified on the Final Divestment List. The undersigned hereby certifies that he or she is authorized by the vendor or bidder listed above to make the foregoing statement.
- 13. **Notices.** Any notice, request or report given by one party to the other shall be in writing, deposited in the United States Mail (postage prepaid) or hand delivered and properly addressed as follows:
 If the notice is to County:
 County of Perquimans
 PO Box 538
 Hertford, NC 27944
 If the notice is to Contractor:
 Bout Thyme Kitchen
 109 N. Church Street
 Hertford, NC 27944
- 14. **Non-Waiver.** Nothing set forth herein is intended nor shall be construed as a waiver of any immunity available to County, its governing board or employees.
- 15. **Headings.** The headings, subheadings and captions in this Agreement and in any exhibit hereto are for reference purposes only and shall not affect the meaning or interpretation of this Agreement.
- 16. **Amendments.** This Agreement may not be amended except by written instrument duly executed by or on behalf of all of the parties hereto.
- 17. **Complete Agreement.** This Agreement constitutes the entire Agreement between County and Contractor pertaining to its subject matter and supersedes all prior and contemporaneous negotiations, agreements and understandings of either or both parties in connection therewith.
- 18. **Governing Law.** The validity, interpretation and performance of this Agreement and of its provisions shall be governed by the laws of the State of North Carolina.

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

ATTEST:
By: _____
Clerk to the Board of Commissioners

COUNTY OF PERQUIMANS
By: _____ (SEAL)
Wallace Nelson, Chairman of the Board of Commissioners
Bout Thyme Kitchen

By: Alvan Overton (SEAL)
Bout Thyme Kitchen, Alvan Overton

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.
By: _____
Authority Finance Officer

➤ **Memorandum of Participation - Cavanaugh MacDonald Consulting, LLC:** The audit requires that the County contract with a company to prepare our Older Post-Employment Benefits (OPEB) Valuation. Finance Officer, Tracy Mathews, recommends the approval of the following contract with Cavanaugh MacDonald Consulting, LLC that has handled it in the past few years. The Board unanimously approved the following Memorandum of Participation:

2019 MEMORANDUM OF PARTICIPATION (MOP)
FOR A FULL VALUATION OF THE
OTHER POST-EMPLOYMENT BENEFITS (OPEB)

ENTITY NAME: Perquimans County

UNIT'S RETIREMENT SYSTEM I.D. NUMBER(S): 97201

MAILING ADDRESS: P.O. Box 45

CITY: Hertford ZIP CODE: 27944

NAME: Mr. Ms. (choose one) Tracy Mathews

PHONE #: (252) 426-8484 TITLE: Finance Officer

E-MAIL ADDRESS: tracymathews@perquimanscountync.gov

On behalf of the employer noted above, we have agreed to engage Cavanaugh Macdonald Consulting, LLC to perform a GASB 74 actuarial valuation of the employer's OPEB Plan. I understand that we will be billed directly by Cavanaugh Macdonald Consulting, LLC and a copy of the actuarial report will be e-mailed to the person listed above by Cavanaugh Macdonald Consulting. I understand the fee structure is as follows:

GASB No. 7475 Valuations	
Base Fee	Base Fee
▪ Less than 20 total active and retired participants	\$5,000
▪ 20-49 total active and retired participants	\$6,500
▪ 50-99 total active and retired participants	\$7,800
▪ 100 or more total active and retired participants	\$8,500
	+ Plus +
Per Participant Fee	
▪ Less than 50 total active and retired participants	\$5.00
▪ 50-99 total active and retired participants	\$4.50
▪ 100-249 total active and retired participants	\$3.25
▪ 250-499 total active and retired participants	\$2.75
▪ 500 or more total active and retired participants	\$2.50

Interested employers must return this 2019 Memorandum of Participation indicating their desire to participate along with all requested data as outlined on the following page. In order to complete the report in advance of your June 30, 2020 financial report, we need to receive all requested information no later than October 31, 2019.

If (1) your plan is not a single employer, defined benefit plan or (2) if your plan has discretely presented component units or (3) if your plan has a special funding situation, additional fees may apply. Please contact us for a fee quote.

Additional fees may also apply if information is not provided in the requested format and/or time is accrued answering auditor questions.

Authorized Signature _____

Signed this 7th day of October, 2019.

Should you have questions regarding the information requested in this letter, please contact the OPEB Team (NCOPEB@CavMacConsulting.com) or via phone at (678) 388-1700.

INFORMATION COLLECTION CHECKLIST FOR OPEB REQUEST

ENTITY NAME: Perquimans County

UNIT'S RETIREMENT SYSTEM ID NUMBER(S): 9720

Please provide a completed copy of this checklist to indicate the items being sent and the work being requested. This will help us verify receipt of all information and to be sure nothing was lost in transit.

- Indicate the work being requested through this agreement (choose one):
 - June 30, 2019 OPEB valuation report, which will provide information for June 30, 2020 disclosure.
 - Provide additional information related to a split of the liabilities, OPEB expense or proportionate share amounts for the component units. Additional fees will apply based on our hourly rates.
- Check the boxes below to indicate which items are included in this submission. If multiple submissions are needed because some of the information is not immediately available, please provide an updated checklist with each submission.
 - Executed 2019 Memorandum of Participation (MOP)

Details regarding the required items listed below can be found in the "Memorandum and Explanation of Items Requested" document.

- (1a) Active Data as of June 30, 2019 (including SSN for each record or NCLGERS Person ID for each record) in an encrypted/protected Excel file. Note that the NCLGERS data file will be used to supplement the information you provide.
- (1b) Retiree Data as of June 30, 2019 (including SSN for each record or NCLGERS Person ID for each record) in an encrypted/protected Excel file.
- (2) Have the plan provisions changed since the prior valuation? Yes No (choose one) If yes or if Cavanaugh Macdonald did not prepare your prior OPEB report, please provide the new plan provision information detailing the new OPEB benefit eligibility conditions.
- (3) Medical coverage summaries (co-pays, deductibles, etc.) for the most recent 2 years
- (4) Premium rates and the effective dates for the most recent 2 years for each benefit, coverage tier and group
- (5) Please refer to item 5 in the "Memorandum and Explanation of Items Requested" document for an explanation of fully-insured and self-insured benefits. Check the appropriate boxes below for your plan.
 For Pre-Medicare: Fully Insured Self-insured Other, please explain: _____
 For Medicare: Fully Insured Self-insured Other, please explain: _____
- (6) Plans with self-insured benefits must provide claims experience, enrollment counts by coverage tier, administrative fees and other fixed fee information. We provide a template for your use in collecting the claims experience information as an attachment in the data request email. Email us at NCOPEB@CavMacConsulting.com if you need another copy. If the template is not fully completed, additional information may be requested and delays may occur. Also provide a copy of the most recent Administrative Service Only (ASO) funding rates for each plan option.
- (7a) Claims and/or premiums paid for the measurement period ending June 30, 2019. We provided a template for your use in collecting the claims experience information as an attachment in the data request email. Email us at NCOPEB@CavMacConsulting.com if you need another copy. If the template is not fully completed, additional information may be requested and delays may occur.
 - Does the Employer have assets in a qualified GASB OPEB funding vehicle (i.e., a Trust or Trust like arrangement for the sole purpose of providing OPEB benefits for retirees that cannot be used to pay active health care costs or any other benefits) as of June 30, 2019? Yes No (choose one)
 - If there were no OPEB assets as of June 30, 2019, does the Employer plan to establish OPEB assets in a qualified GASB OPEB funding vehicle by June 30, 2020? Yes No N/A (choose one)
- (7b) The calculation of OPEB Expense includes the "Administrative Sol" for the year. The Administrative Cost reported for this item, if you choose to report any, should be those costs not associated with the direct payment of benefits and not paid from OPEB Trust. Administrative Costs may include professional fees (trust fees, audit fees, actuarial fees, etc.), as well as, the cost of benefits and salaries associated with the administration of the OPEB plan. Note that expenses booked elsewhere or paid from an OPEB trust should not be included below (to avoid double counting of such expenses). What amount should be included in the OPEB expense?
\$0.00 (enter \$0 or the amount we should use - do not leave blank)
 Yes No (choose one) Does the Employer have assets in a qualified GASB OPEB funding vehicle?
- (8a) Provide a copy of the most recent actuarial report for the OPEB plan if it is not prepared by Cavanaugh Macdonald Consulting.
- (8b) Provide most recent Annual Financial Report (AFR) providing OPEB disclosure information.
- (8c) Provide the name, phone number and email address of the person to contact should any questions arise regarding the data submitted.

Name: Tracy Mathews

Phone: (252) 426-8484

E-Mail: tracymathews@perquimanscountync.gov

INTRODUCTION OF NEW EMPLOYEES

The following employees were introduced to the Board:

- > Susan Chaney: Ms. Chaney, Social Services Director, was unable to be present tonight so she will introduce her three (3) new employees in November.
- > Jacqueline Frierson: Ms. Frierson, Register of Deeds, introduced Kristen Sutton, Deputy Register of Deeds, who was appointed effective September 1, 2019. Ms. Sutton made a few comments.

Chairman Nelson welcomed her to Perquimans County.

JARED TARDIFF, NC FORESTRY SERVICES

Mr. Tardiff, County Ranger, presented the following FY 2018-19 Annual Report for NC Forest Services:



Steven W. Trowler
Commissioner

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



Scott Sleashte
Assistant Commissioner

August 26th, 2019

Dear Perquimans County Commissioners and County Manager Heath:

This letter highlights the North Carolina Forest Service's annual accomplishments in Perquimans County for fiscal year 2018-2019. We met citizens' needs in all program areas and protected our community during a drought period that saw high numbers of fires across the coastal region of the state.

Fire Control

A relatively wet spring and fall kept fires at bay for most of the year, but a severe spring drought kept us busy through the end of the fiscal year. The total number of fires reported and wildfires requiring suppression was below average.

The NC Forest Service responded to 34 fire calls in FY18-19. Seventeen of these were reportable wildfires, burning 37 acres. A field fire that burned into the woods on Great Hope Church Road accounted for 30 of the 37 acres burned. These wildfires did not damage or destroy any structures.

The Volunteer Fire Departments continue to be a tremendous asset in wildfire suppression. Their quick initial attacks minimize fire damage and keep fires small.

Forest Management

FY18-19 was a good year for forest management in Perquimans County. We prepared 11 management plans covering 217 acres. These plans help landowners meet financial and personal objectives for their timberland. Typical plans address timber resources, wildlife, aesthetics, water quality, soil protection, and/or recreation opportunities.

Using information in their management plans, Perquimans landowners replanted 169 acres of harvested woodland.

Water Quality Protection

The NCFS is committed to recommending and practicing environmentally responsible forestry operations. All forestry activities must adhere to Forest Practice Guidelines and Best Management Practices. These laws and regulations protect water quality and enable us to utilize forest resources in a sustainable manner. This past fiscal year we conducted inspections on 15 forest harvesting activities, and found zero violations.

Information and Education

Informational and educational programs are a vital and popular part of our work here in Perquimans. Each year, the NC Forest Service conducts educational programs on the environment, fire safety, fire prevention, tree identification, and forest stewardship. These programs are given to a broad audience, including school children, Realtors, Future Farmers of America, 4-H groups, and others. Smokey the Bear programs continue to be very popular in the schools. In 2018-2019, we conducted 14 educational programs in the county.

1616 Mail Service Center, Raleigh, North Carolina 27609-6518
Phone: (919) 457-4801 • FAX: (919) 457-4822 • www.ncforestservice.gov
An Equal Opportunity Employer

Urban Assistance and Pest Control

In FY18-19, we investigated 4 potential pest outbreaks on shade trees, yard trees, and windbreaks. Urban assistance will continue to be a priority as the population increases and more land is developed.

In an effort to protect urban and forested areas, each year we conduct aerial and ground surveys for forest pest outbreaks. We did not find any significant insect activity this past year. We continually work with cooperative agencies, including the NC Department of Agriculture, to monitor forest pest movements.

Conclusion

The NC Forest Service had a very successful 2018-2019 here in Perquimans. We provided all Perquimans landowners with expert wildfire control, forest management, water quality protection, information and education, urban assistance, and pest control. We achieved this success with support and cooperation from the Volunteer Fire Departments and many other county agencies. The NC Forest Service will continue to provide the best service possible to all of Perquimans County.

If you have questions, need assistance, or would like to discuss our program in more depth, feel free to contact me at 426-5551 (daytime business) or 337-4352 (nighttime home).

Thank you,

Jared Tardiff

Perquimans County Ranger

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

There were no commissioner's concern/committee reports.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- **2020 Census:** Mr. Heath reported that the Board previously approved the 2020 Census Participation Resolution under Consent Agenda. On October 10, 2019, the Census Complete County Committee met to have training and to set up the Committee. Mr. Heath will be the Chairman of the Committee.
- **Planning Board Meeting:** Mr. Heath reported that the October meeting of the Planning Board will be tomorrow night and they will be discussing Phase II of the Albemarle Platteauan PUD for action at the Board of Commissioners' November meeting.
- **First Responders & Social Services Department:** Mr. Heath thanked the first responders and the Social Services employees for their efforts during Hurricane Dorian.
- **Industrial Marine Park Basin:** Mr. Heath reported that the County had received a two-year extension on their permit for the Industrial Marine Park Basin.

LARGE SCALE PRIVATE EVENTS POLICY

Chairman Nelson recognized Jonathan Nixon, Emergency Services Director, who presented the final draft of the Large Scale Private Events Policy. Mr. Nixon explained that this will be a policy and not an ordinance so that is why there was no public hearing held. He opened it up for questions from the Board. The following questions were asked:

- **Alan Lennon:** Commissioner Lennon asked about the number 750. He wanted to know how they determined that number. Mr. Nixon said that they reviewed several other surrounding county policies. He further asked if the tents and canopies were going to use hanging weights. Mr. Nixon said that they would.
- **Kyle Jones:** Commissioner Jones asked if this was going to be just a policy or an ordinance. Mr. Nixon said that it will be just a policy at this moment. County Attorney High stated that, if we run into any problems enforcing this policy, the County may need to put more teeth in it and adopt an ordinance. This is, he did not think it was necessary. This is a good beginning.

On motion made by T. Kyle Jones, seconded by Charles Woodard, the following Large Scale Private Events policy was adopted:

PERQUIMANS COUNTY SPECIAL EVENTS POLICY

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, community pride and provide affordable entertainment to the citizens of the County. The County is committed to working with event organizers to help form, 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 750 people 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/beat 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 exceeding an expected crowd of 750 people require a permit from the County Manager 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 County inspected for final approval and shall be removed within 48 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 produced 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 45 days prior to the scheduled event.

Pyrotechnics

N.C.G.S. 58-52A-1 requires anyone discharging/opening 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 in accordance with an approved testing agency and in accordance with North Carolina State Building and Fire Codes.

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 25 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.

General Conditions

All listed requirement and conditions shall comply with the most current North Carolina State Building and Fire Codes.

County Support Services

Extraordinary Services

"Extraordinary Services" means necessary services provided by the County which specifically result from the Special Event. Extraordinary services result in measurable financial costs which are above and beyond the normal levels of public health and safety services on a non-event 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, fire marshal, emergency management, 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, barriers, 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, wax 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 750 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's Office
- Any Fire Department having jurisdiction over the special event
- Perquimans County Emergency Services (911 Communications, Emergency Medical Services, Fire Marshal, Emergency Management)
- Tourism Director.

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, 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 contracts) 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.

Lightning/Inclement Weather Consideration

Lightning may be the most frequently encountered severe-weather hazard endangering physically active people each year. A proactive approach to lightning safety is recommended, including the implementation of a lightning-safety plan that includes the following:

- Identifying safe locations for shelter from the lightning hazard - A substantial building with plumbing and wiring is preferred
- Avoid trees and open fields
- Careful monitoring of local weather forecasts
- When thunder is heard or lightning seen or is within 10 miles away according to reliable weather devices, websites, or apps, activities should be suspended.
- Waiting 30 minutes or longer after the last flash of lightning or sound of thunder is recommended before activities are resumed.
- Decide prior to the event who will make the official call to suspend activities.
- Designating a weather watcher, actively looking for signs of threatening weather.

Effective Date:

This policy shall be effective October 1, 2019.

Adopted this 7th day of October, 2019.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

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

SEAL

SCHOOL LOTTERY APPLICATION

Chairman Nelson recognized Tanya Turner, School Superintendent, to present their request for \$105,000 Lottery Funds. Ms. Turner began explaining information that was presented in a document that was forwarded to the Commissioners. Once we realized that the document was not included in their packet, she apologized for them not having the document (it was determined later that Mary Hunnicutt, Clerk to the Board, did not print out all the pages that were sent to her by Mary Peele) and County Manager Heath allowed the following documents to be shared amongst the Board members:

Perquimans County Schools 2019-2020 Capital Outlay Budget		
Budget Description	Proposed Budget 2019-2020	Explanation
CATEGORY I - LAND & BUILDINGS		
Tuck and Paint building G	\$31,000	Conduct tuck and paint on exterior of building (safety)
OCC Controls for HVAC	\$210,000	Phase 1 of 2 OCC controls upgrades current system outdated
Witches equipment replacement Phase 1 of 4	\$10,000	Replace aged equipment
Replace insulation on chill water line HGS	\$14,000	Need to replace bad insulation on chill water line
Renovate Building C/Auditorium	\$50,000	Start the renovation of building C/Auditorium
Ramp for graduation	\$7,500	Fabricate connections and mounts for the ramp used at graduation (safety)
Asbestos removal HGS	\$110,000	Phase 1 of 2 for removal of last 2 areas with asbestos filling
Roof repairs Maintenance building	\$20,000	Roof leaks in the maintenance building
Install heater in Transportation	\$14,000	Install heater due to no heat in 2 work bays
Engineering Fees	\$10,000	
Subtotal	\$473,500	
CATEGORY II - FURNITURE & EQUIPMENT		
Blowher System PCMS	\$30,000.00	Replace aged and damaged blowher system (safety)
Replace aged risers PCS	\$10,000	Replace the aged risers (safety)
Subtotal	\$40,000	
CATEGORY III - VEHICLES		
Vehicle Replacement	\$40,000	Replace 1 maintenance truck and 1 removal office car
Fire Truck (4 year lease)	\$7,000	3rd of 6 Lease Payments
Paint Activity Bus	\$8,500	2004 Activity bus
Activity Bus Replacement 30 Passenger (5 year lease)	\$15,000	Replace 1997 mid activity bus with over 120,000 miles
Activity Bus Replacement 72 Passenger		Replace 2007 activity bus with over 120,000 miles
Subtotal	\$90,500	
SUB-TOTAL	\$604,000	
1-to-1 Technology Initiative	\$160,000	Sustainability Plan for 1:1 Grant
GRAND TOTAL	\$764,000	

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Capital Outlay Activity since July 1, 2019		Date	Name	Open FY	Income FY				
Expected Revenue for Capital Outlay budgeted to be received for FY 2019-2020:									
6	2250	000	000	000	00	SALES TAX REFUND			
6	4110	000	000	000	00	QUALITY APPROPRIATION			(37,896.59)
6	4160	007	000	000	00	100 SALES TAX (000% 00			(320,000.00)
									(340,000.00)
						DONATION FOR ELECTRICITY TO FIELDHOUSE			(1,850.00)
6	4180	000	000	000	00	ANTICIPATED INSURANCE PROCEEDS			(27,241.69)
						APPROPRIATED C.O. FUND BALANCE			(513,940.90)
						TOTAL EXPECTED CAPITAL OUTLAY REVENUE			(940,818.19)
Capital Outlay (Athletic Complex):									
6	5301	802	021	318	00	2019-08-31 BROWNS LANDSCAPING	Electrical work for fieldhouse	\$1,825.00	
6	6001	822	021	518	00	2019-09-00 CAPITAL ELECTRIC	Supplies for electric panel in scoreboard		21,222.82
6	6001	802	021	318	00	2019-08-31 CARRA-GION	Aluminum Double-sided sign		\$942.56
6	6321	802	021	318	00	2019-08-12 EURE & SON'S CONSTRUCTION CO	Built Block & brick sign mount for sign		\$5,025.00
6	6351	802	021	318	00	2019-08-08 BROWNS LAND DEVELOPPNG, INC.	Equipment & Labor Install Scoreboard & Time Clock		\$2,830.00
6	6384	800	021	318	00	2019-07-30 BROWNS LAND DEVELOPPNG, INC.	Memo 3 sets of bleachers		\$1,000.00
6	6001	802	021	318	00	2019-07-30 BROWNS LAND DEVELOPPNG, INC.	Installation of two Glass Pan at PCHS		\$2,740.00
								\$1,825.00	\$48,840.38
									\$50,665.38
Capital Outlay (Other):									
6	3126	801	041	318	00	2019-06-13 BSM CONTRACTORS INC.	Emergency HVAC pump: PCB/Ethanolizer	\$23,899.00	
6	3115	801	041	318	00	2019-06-10 CHYLITH	Central School HVAC Line Replacement	\$47,201.27	
6	3110	801	341	000	00	2019-08-26 WFL Resources LLC	ChromeBook Lease Payments		\$18,128.12
6	3111	801	323	026	00	2019-08-16 PFD WINDOW, INC.	Truck & Panel Repair under 5' Brick Bldg		\$27,863.00
6	3114	801	323	026	00	2019-08-16 BSM CONTRACTORS INC.	PCB Replacement of HP 17		\$5,043.00
6	3113	801	321	000	00	2019-08-08 WFL Resources LLC	ChromeBook Lease Payments		\$13,128.12
6	3103	801	341	000	00	2019-07-32 WFL Resources LLC	ChromeBook Lease Payments	\$121,281.17	
6	3114	801	041	318	00	2019-07-02 CHYLITH	Replace failed VFD condenser fan on Circuit 1, 2	\$14,354.00	
								\$121,281.17	\$22,725.24
									\$244,006.41
									\$268,671.82
									\$268,671.82
									\$268,671.82
									\$268,671.82

Worksheet for FY 2019 Capital Outlay/Capital Outlay Expenses paid through September 30, 2019 for commissions meeting (Sept 30 2019)

After reviewing the above documents, Ms. Turner explained that the Board of Education is asking for \$105,000 in lottery funds to handle some of the projects that they included in their Capital Outlay FY 2019-20. She asked if any of the Board members had any questions. The following questions were asked:

- > Kyle Jones: Commissioner Jones stated that, even though he had not approved other earlier requests, he will approve this one.
- > Wallace Nelson: Chairman Nelson stated that, since Ms. Turner has been Superintendent, they have been very transparent and recommends that the Board of Education and the Board of Commissioners take time to tour all the schools to witness for themselves the items that need to be repaired/replaced. Ms. Turner said that she would be happy to arrange that.
- > Frank Heath: County Manager Heath informed the Board that the Lottery Fund balance is \$232,000 and that, after this \$105,000, the balance would be \$127,000.

There being no further questions from the Board, T. Kyle Jones made a motion to approve their application for \$105,000 Lottery Funds to upgrade DDC controls (Direct Digital Control System). The motion was seconded by Fondella A. Leigh. The following Lottery Application was unanimously approved by the Board:

APPLICATION PUBLIC SCHOOL BUILDING CAPITAL FUND NORTH CAROLINA EDUCATION LOTTERY

Approved: _____ Date: _____

County: PERQUIMANS Contact Person: James Davison

LEA: 720 Perquimans County Title: Director of Maintenance

Address: P.O. Box 337 Hertford, NC 27944 Phone: (252) 426-2511

Project Title: HVAC DDC Control Upgrades Phase I

Location: Perquimans County High School, Perquimans Central School and Central Office

Type of Facility: Educational

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-566.2 (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: Upgrading DDC controls (Direct Digital Control System)

Estimated Costs:

Purchase of Land	_____	\$	_____
Planning and Design Services	_____		_____
New Construction	_____		210,000.00
Additions / Renovations	_____		_____
Repair	_____		_____
Debt Service / Bond Payment	_____		_____
TOTAL	_____	\$	210,000.00

Estimated Project Beginning Date: 11/1/2019

Est. Project Completion Date: 05/01/2020

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 \$ ~~105,000.00~~ 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-346.

 (Signature – Chair, County Commissioners) 10/07/2019
(Date)
 Anne White
 (Signature – Chair, Board of Education) 09/23/2019
(Date)

NCDOT DISASTER RELATED DEBRIS REMOVAL AGREEMENT ID #8943

County Manager Heath presented the Disaster Related Debris Removal Agreement ID #8943 with North Carolina Department of Transportation (NCDOT). He explained that this is the renewal of the existing agreement and recommends approval. On motion made by Alan Lennon, seconded by Charles Woodard, the Disaster Related Debris Removal Agreement ID #8943 with NCDOT was unanimously approved by the Board.

SALE OF SURPLUS EQUIPMENT

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

BUYER	ITEM	DATE SURPLUSED	START BID	SOLD AMOUNT
Wendy Leonard	4 sets of Brown & Green Wooden Bleachers	9/3/19	\$50	\$400.00
Johnny Nichols	2008 Ford Explorer, VIN #8600	3/4/19	\$500	\$1,001.00

Mr. Heath recommends the sale of this item. On motion made by Charles Woodard, seconded by Joseph W. Hoffer, the Board unanimously approved the sale of these items on GovDeals.

SALARY STUDY AGREEMENT WITH THE MAPS GROUP

County Manager Heath explained that, during the Budget Work Sessions, the Board discussed and approved doing a Salary Study for this fiscal year. He presented the Agreement with the Maps Group and recommended it for approval. On motion made by Fondella A. Leigh, seconded by Charles Woodard, the Board unanimously approved the Agreement with the Maps Group at a cost of \$15,800.

BOARD APPOINTMENTS

County Manager Heath explained that we have the following vacancies on our Boards/Committees:

- Local Library Board:** Last month, Peter LeRoy and Lula Eason resigned from the Local Library Board. Michele Lawrence, Librarian, recommends the appointment of Guy Simmons and Cynthia Stallings to replace them on the Local Library Board for a four-year term effective October 1, 2019. On motion made by T. Kyle Jones, seconded by Joseph W. Hoffer, the Board unanimously approved the appointment of Guy Simmons and Cynthia Stallings to the Local Library Board for a four-year term.
- Community Advisory Committee Vacancies:** Earlier in tonight's meeting, Delphine Madre and Gloria Cartwright wished not to be reappointed on October 1, 2019. Therefore, we have two vacancies on this Committee. Usually this committee is difficult to replace their members. It was the consensus of the Board to advertise again for individuals to this Committee. Ms. Huntrent will place ad in paper and on the County website and Facebook page.

RESOLUTION REQUESTING ACTION ON ALS IN PERQUIMANS COUNTY

County Manager Heath explained that, last month, Tommy Harrell presented information on the number of cases of ALS in Perquimans County compared to the national average and requested that the Board consider adopting a resolution to encourage the NC Division of Public Health and NC Department of Environmental Quality to research this problem. On motion made by Alan Lennon, seconded by T. Kyle Jones, the Board unanimously approved the following Resolution:

RESOLUTION REQUESTING ACTION ON ALS IN PERQUIMANS COUNTY

WHEREAS, as of August 26, 2019, Perquimans County had four living people diagnosed with ALS; and
 WHEREAS, as of August 27th, that number became three with the death of Billy Williams, who did much to benefit Perquimans County; and
 WHEREAS, the national incidence of ALS is 2-4 per 100,000 people, and Perquimans' rate of ALS is much higher than the national average do to our population being about 13,500 people; and
 WHEREAS, the attached map shows the high concentration of ALS in Perquimans County, specifically in the Bear Swamp area; and
 WHEREAS, there exists research that there could be a link between ALS and algal blooms which contain cyanobacteria, and that such algal blooms are common in Perquimans County;
NOW THEREFORE BE IT RESOLVED, that the Perquimans County Board of Commissioners requests that the North Carolina Division of Public Health and the North Carolina Department of Environmental Quality examine the case of Perquimans County, and investigate as to why the incidence of ALS is so high in our County. Perquimans County also requests that the State of North Carolina commit funds to support this effort for the benefit of the citizens of Perquimans County and the Albemarle region.
BE IT FURTHER KNOWN AND RESOLVED, that the Perquimans County Commissioners voted _____ in support of the above information with further action being taken by the North Carolina Division of Public Health and the North Carolina Department of Environmental Quality to resolve this concern.
ADOPTED this 7th day of October, 2019.

 Wallace E. Nelson, Chairman
 Perquimans County Board of Commissioners

Attest:

 Clerk to the Board

PUBLIC COMMENTS

The following public comment was 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. Chairman Nelson referred her question to the County Attorney. County Attorney High stated that he was awaiting information from the Department of Insurance and that he would follow up with them and send Ms. Simpson a letter.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 8:02 p.m. on motion made by Fondella A. Leigh, seconded by Charles Woodard.

Wallace E. Nelson, Chairman

Clerk to the Board

WORK SESSION

October 21, 2019

7:00 p.m.

The Perquimans County Board of Commissioners met in a Work Session on Monday, October 21, 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 T. Kyle Jones
Alan Lennon

MEMBERS ABSENT: Charles Woodard

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

Chairman Nelson called the meeting to order. Commissioner Lennon gave the invocation and the Chairman led the Pledge of Allegiance. The following matters were discussed during the Work Session:

ECONOMIC DEVELOPMENT POSITION

Chairman Nelson recognized County Manager Heath who explained the situation with our Economic Development Contractor, Dave Goss. During the Budget Work Sessions, the Board became aware that Mr. Goss was not going to renew his annual contract but would work on a month to month basis until the Board decided how to proceed with this position. Mr. Heath stated that there were four (4) options: (1) keep Dave Goss on as Economic Development Consultant on a month-to-month basis; (2) inform Mr. Goss to stop and to allow County Manager Heath to handle the economic development business; (3) advertise for a part-time Economic Developer, or (4) advertise for a full-time Economic Developer. Commissioner Lennon stated that he is leaning toward advertising for a part-time position. Commissioner Jones is flexible either way but feels that the government should be limited to zoning and that his least favorite of the four choices is the hiring of a full-time Economic Developer. His most favorable choice is to keep Mr. Goss on a month-to-month basis until FY 2020-21 budget time. Commissioner Hoffer stated that he feels that we should keep Mr. Goss on until FY 2020-21 budget. Chairman Nelson stated that we need to find sources of revenue to keep the government programs going. After much discussion, it was the consensus of the Board to have Mr. Heath talk to Mr. Goss to see if he would be willing to stay on a month-to-month basis until FY 2020-21.

MENTAL HEALTH BUILDING

Mr. Heath stated that he had one other item that he wanted to make the Board aware of. Sandra Boyd of Trillium met with Mr. Heath to let him know that they want to sell the old Mental Health Building located between the Health Department Building and the Albemarle Commission Building. Mr. Heath explained that the County donated the land to Albemarle Mental Health so that they could build this building. It was built in 1998. Former Chair, Janice Cole, tried to get the building transferred to Perquimans County when Trillium took over Albemarle Mental Health but was not successful at that time. They have not formally advertised the building for sale. The Town of Hertford had approached them about purchasing the building for their police department. Ms. Boyd explained that they wanted to let the County have an opportunity to purchase it since they donated the land. Mr. Heath showed the Board pictures of the building and explained the possible repairs that needed to be done. He feels that the County could purchase it without borrowing the money. The Board discussed it and asked Mr. Heath to move forward with looking at the purchase and hold a closed session in November to discuss the matter further.

TOURISM DEVELOPMENT AUTHORITY

Commissioner Lennon updated the Board on the funding for Tourism Development from the Town of Hertford. Sharon Smith, Tourism Director, was instructed to discuss the matter with Pam Hurdle, Hertford Town Manager. Ms. Hurdle suggested for them to wait until after the election to ask for the funding, which Ms. Smith will do.

TOWN OF HERTFORD 911 FEES

Mr. Heath explained that Chairman Nelson, Hackney High, Fondella Leigh and himself are scheduled to meet with Pam Hurdle, Horace Reid, Hertford's attorney, and Gracie Felton tomorrow to discuss the 911 fees that the Town of Hertford has been billed for.

ADJOURNMENT

There being no further comments or business to discuss, the Work Session was adjourned at 7:45 p.m.

Wallace E. Nelson, Chairman

Clerk to the Board

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



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

PERQUIMANS COUNTY TAX DEPARTMENT

October 29, 2019

Tax Releases: (Perquimans County)

Wilmer & Christine Chappell \$759.92
House was added to this parcel in error.
Should have been added to parcel 1-0016-0009C.
Account#: 102960

Faye S. Stallings \$302.97
Available discount was not calculated.
Account#: 356958

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 10-28-19

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: KATELYN MOODY

SOC. SEC. NO.: _____

POSITION: SEASONAL TAX LISTER

DEPT.: TAX

NEW EMPLOYEE EFFECTIVE DATE: 11-1-19

GRADE: _____ STEP: _____ SALARY: \$ 13.00 HOUR

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Bill Jemurray

Frank Heath

DATE: 10-28-19

DATE: 10/30/19

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 10-28-19

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: LISA AMBROSE

SOC. SEC. NO.: _____

POSITION: DMV/TAX CLERK

DEPT.: TAX

NEW EMPLOYEE EFFECTIVE DATE: 11-1-19

GRADE: 5B STEP: 3 SALARY: \$ 25,671

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Bill Jennings

Frank Heath

DATE: 10-28-19

DATE: 10/30/19

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 10/29/19

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: ERLE SOLESBEE

SOC. SEC. NO.: _____

POSITION: CODE ENFORCEMENT OFFICER

DEPT.: INSPECTORS

NEW EMPLOYEE EFFECTIVE DATE: Nov 1, 2019

GRADE: G1 STEP: 12 SALARY: 36,497.00

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 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]

COUNTY MANAGER APPROVAL
[Signature]

DATE: 10-29-19

DATE: 10/29/19

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: October 29, 2019

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: John C. Wilson

SOC. SEC. NO.: _____

POSITION: Part-Time Paramedic

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: November 1, 2019

GRADE: 68 STEP: 1 SALARY: \$18.25 Per Hour

ENDING DATE OF PROBATIONARY PERIOD: November 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

COUNTY MANAGER APPROVAL

[Signature]
DATE: 10/29/19

[Signature]
DATE: 10/30/19

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 10-28-19

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: AMY WARD

SOC. SEC. NO.: _____

POSITION: BUSINESS PERSONAL PROPERTY CLERK

DEPT.: TAX

-CURRENTLY DMV/TAX CLERK 58/3 \$25,671

NEW EMPLOYEE EFFECTIVE DATE: 11-1-19

GRADE: 61 STEP: 1 SALARY: \$27,900

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

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

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

DEPARTMENT RECOMMENDATION
Bill Jennings
DATE: 10-28-19

COUNTY MANAGER APPROVAL
Frank Heath
DATE: 10/30/19

FINANCE OFFICER

DATE: _____

October 11, 2019

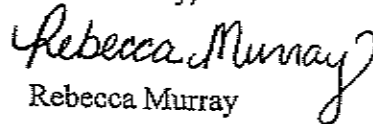
Mr. Bill Jennings
Perquimans County Tax Administrator
107 N. Front Street
Hertford, NC 27944

Dear Bill,

As we discussed this morning, please consider this letter to be the written announcement of my resignation from the Perquimans County Tax Department. My last day of employment will be October 25, 2019.

I am very thankful for the opportunity to work for Perquimans County. If I can do anything to assist in this transition, please let me know.

Sincerely,


Rebecca Murray

October 10, 2019

Matt Leicester
216 Riverwood Dr.
Hertford, NC 27944

Jonathan Nixon
Emergency Services Director
Perquimans County Emergency Services
159 Creek Dr.
Hertford, NC 27944

Dear Mr. Nixon:

Over the past two years, I have had the distinct pleasure of being an EMS Shift Supervisor and Training Officer for Perquimans County Emergency Services. During this time, we have accomplished many great things, not the least of which is taking the department from the AEMT to Paramedic level. While this path had its ups and downs, ultimately this has been a tremendously positive experience.

It is with a sense of pride and also a bit of sadness that I submit this letter of resignation from full-time employment as EMS Shift Supervisor/Training Officer with Perquimans County Emergency Services, effective after the completion of my shift on November 10, 2019.

I have accepted a non-EMS position that is going to provide myself, and my family, with better hours and more financial stability/flexibility, which we feel is important for us at this time. Additionally, I feel as though personally and professionally, it is time for me to let go of EMS as my full-time employer. Given calls and events in recent years, I feel that now is the best time for me to move on and make a change that will be healthy and beneficial for myself and my family, while also giving you the opportunity to find someone who can commit to this agency long-term and provide the stability and leadership you desire.

It is my hope that I may continue with Perquimans County Emergency Services in a part-time Paramedic capacity, as I do not want to completely give up EMS and walk away forever. I still

love helping patients and seeing the positive change that I can have in their lives, but I want to do that back where it all started, and that's riding an ambulance.

I will spend my remaining time ensuring that all departmental training needs are addressed and planned for in the foreseeable future, and I am more than willing to continue to help you in any way during this transition. If I am needed to help cover the nights on Zone 1 when I was scheduled in November, I am willing to do so. If I need to help you continue to provide training until someone else assumes this position, I would be more than happy to help.

I want to thank you for giving me the opportunity to come back home, to the place where my career in EMS began, and have the opportunity to help usher in such a historic transition. I am truly blessed to have been a part of this, and I will treasure fondly all that we have accomplished here.

Respectfully,

A handwritten signature in black ink, appearing to read "Matt Leicester". The signature is stylized with a large initial "M" and a long horizontal stroke at the end.

Matt Leicester

EMPLOYMENT ACTION FORM

DATE SUBMITTED: October 21, 2019

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: James Leicester

SOC. SEC. NO.: _____

POSITION: Part-Time Paramedic

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: November 11, 2019

GRADE: 6B STEP: 1 SALARY: \$18.25

ENDING DATE OF PROBATIONARY PERIOD: November 11, 2020

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 10-21-19

[Signature]
DATE: 10/30/19

FINANCE OFFICER

DATE: _____

Mary Hunnicutt

From: Jonathan Nixon <jnixon@perquimanscountync.gov>
Sent: Wednesday, October 16, 2019 6:30 AM
To: edanahart@aol.com; Frank Heath; Tracy Mathews; Mary Hunnicutt
Cc: admin911@perquimanscountync.gov
Subject: Re: [External] Resignation of employment

By way of this email I am forwarding your resignation letter to Human Resources. Thanks for your service to our community and we wish you all the best in your future endeavors. Don't forget to coordinate the return of your key fob, uniform shirts, uniform coat and headset with Krystal or Anthony.

Sincerely,

Jonathan A. Nixon, Director, Emergency Services Director
Perquimans County Emergency Services
911 Communications - EMS - Emergency Management
159 Creek Drive - PO Box 563
Hertford, NC. 27944
252-426-5646 ext 105
252-426-1875 Fax
252-331-9817 Cell

On Oct 14, 2019, at 4:58 PM, "edanahart@aol.com" <edanahart@aol.com> wrote:

October 14, 2019

Dear Jonathan Nixon,

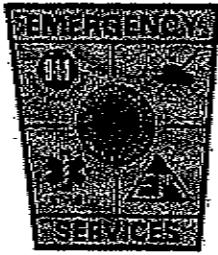
Please accept this letter as my formal resignation from my role as a 911 Telecommunicator. My last day will be November 30, 2019.

I would like to take this opportunity to thank you for the knowledge and experience I have gained by working here.

Sincerely,

Edana N. Hart

Sent from my iPhone



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

Richard Thrasher
142 Tip Toe Road
Edenton, NC 27932

October 25, 2019

Mr. Thrasher,

This letter is to inform you that according to employee expectations as outlined in SOG 114 you have not followed the following:

Section 2. Scheduling

E. Part-time staff members are an integral and important component of the Perquimans EMS System. For this reason, part-time staff are required to work a minimum of 6 shifts every 90 days. Some of these shifts can be substituted for volunteer work with the Perquimans Water Rescue Dive Team or other volunteer opportunities as approved by the Emergency Services Director.

According to our records you have not submitted any time for scheduling in our organization in over a year. Since you have failed to communicate with us regarding your intentions, we are removing you from Perquimans EMS System Roster. Your past service to the community is appreciated however, you are no longer affiliated with Perquimans County Emergency Services and all uniform items should be returned immediately.

Regards,

A handwritten signature in black ink, appearing to read "Jonathan Nixon", is written over a horizontal line.

Jonathan Nixon, Director
Perquimans Emergency Services

- c. Frank Heath, County Manager
EMS Shift Supervisors/Compliance Officer
Mary Hunnicutt, Human Resources

EMPLOYMENT ACTION FORM

DATE SUBMITTED: October 4, 2019

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Jennifer Ayers SOC. SEC. NO.: _____

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

NEW EMPLOYEE EFFECTIVE DATE: November 1, 2019
GRADE: 60 STEP: 1 SALARY: \$12.84 per hour
ENDING DATE OF PROBATIONARY PERIOD: November 1, 2020

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

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

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

DEPARTMENT RECOMMENDATION
[Signature]
DATE: 10-4-19

COUNTY MANAGER APPROVAL
[Signature]
DATE: 10/31/19

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 10/21/19

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Syreeta Cullins
POSITION: IMC II

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: 12-1-2019 GRADE: 63 STEP: 2 SALARY: \$ 31,229.00

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

DEPARTMENT RECOMMENDATION

Susan M Chaney

DATE: October 21, 2019

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 10/22/19

FINANCE OFFICER

DATE: _____

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 5

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 4th DAY OF NOVEMBER, 2019, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2019 - 2020 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-017	State Grant - EM/MERT	31,211	
10-530-340	HSGP Grant - MERT	31,211	
EXPLANATION: To amend FY 19/20 budget to include HSGP Grant Award for a MERT (Multiple Event Response Trailer).			

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 4th DAY OF NOVEMBER, 2019.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 4th DAY OF NOVEMBER, 2019.

 Chairman, Board of Commissioners

 Finance Officer

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

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 4th DAY OF NOVEMBER, 2019, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2019 - 2020 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-033	Senior Medicare	645	
10-615-146	SHIIP	645	
EXPLANATION: To amend FY 19/20 budget to show the total SHIIP amount as approved by the State. (Total SHIIP Award = \$3,645 (\$3,000 already budgeted for FY 19/20).			

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 4th DAY OF NOVEMBER, 2019.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 4th DAY OF NOVEMBER, 2019.

 Chairman, Board of Commissioners

 Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 7

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 4th DAY OF NOVEMBER, 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	5,391	
10-610-192	Crisis Intervention	5,391	
EXPLANATION: To amend FY 19/20 budget to include additional funds in the crisis intervention line as allocated by the State.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 4th DAY OF NOVEMBER, 2019.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 4th DAY OF NOVEMBER, 2019.

 Chairman, Board of Commissioners

 Finance Officer

From: Rhonda Money [mailto:rhondamoney@perquimanscountync.gov]
Sent: Wednesday, October 23, 2019 10:02 AM
To: 'Mary Hunnicutt'
Subject: RE: Planning Board Reappointments
Importance: High

Mr. Moore and Mr. Smith have both agreed to serve another term on the Planning Board.

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

From: Mary Hunnicutt [mailto:mhunnicut@perquimanscountync.gov]
Sent: Wednesday, October 23, 2019 9:59 AM
To: Rhonda Money
Subject: FW: Planning Board Reappointments

Rhonda, any update on these reappointments?

Thanks
 Mary

From: Mary Hunnicutt [mailto:mhunnicut@perquimanscountync.gov]
Sent: Wednesday, October 09, 2019 9:50 AM
To: Rhonda Money (rhondamoney@perquimanscountync.gov)
Subject: Planning Board Reappointments

Rhonda,

I was looking ahead to our November Commissioners' meeting and see that the following Planning Board appointments need to be made in November:

Name	Board/Committee	Mbrs	Term	Appt.	Expire
Moore, Antoine	Planning Board, Chairman (1st term)	5	3 yrs.	12/1/2016	11/30/2019
Smith, Lewis	Planning Board, Vice Chairman (1st full term)	5	3 yrs.	12/1/2016	11/30/2019

Just let me know if these individuals are still eligible and if they are still interested in serving by October 29th.

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.



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:

<u>Model Year</u>	<u>Make</u>	<u>Model</u>	<u>VIN</u>
2011	Dodge	Charger	9342

2. The County Manager is hereby authorized and directed to proceed on behalf of the Perquimans County Board of Commissioners to sale this surplus vehicle 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 published once in a newspaper having general circulation in the County and place it on the County's website. After not less than ten (10) days from the date of publication, the County Manager is authorized to sell the above-described property to the highest bidder.

Adopted this the 4th day of November, 2019.

 Wallace E. Nelson, Chairman

ATTEST:

 Mary P. Hunnicutt, Clerk to the Board



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 SUPPORTING A DESIGN CONCEPT FOR THE HERTFORD DOWNTOWN WATERFRONT

WHEREAS, the 2019 Electricities Strategic Plan for the Town of Hertford identified “the need to leverage the location and beauty of the downtown waterfront” as one of the four major goals in its Strategic Plan Summary; and

WHEREAS, the waterfront was first on the list of Hertford’s identified strengths in the SWOT analysis contained in the Strategic Plan; and

WHEREAS, the strategy for leveraging Hertford’s waterfront in the Strategic Plan called for a combination of public and private investment; and

WHEREAS, Allison Platt, Senior Landscape Architect, Project Manager for Rivers and Associates was engaged to identify and propose a plan in concept to address the highest and best use of the Town’s underutilized assets in support of the Strategic Plan; and

WHEREAS, Allison Platt subsequently identified Hertford’s waterfront as one of the Town’s most underutilized assets and developed a plan in concept which would create a joint venture between public (the Town) and private investment which addresses potential use by citizens of Hertford as well as visitors, as suggested in the Strategic Plan; and

WHEREAS, the plan as developed by Allison Platt for the waterfront has been presented to the Perquimans County Board of Commissioners; and

WHEREAS, the Perquimans County Board of Commissioners supports the resolution as passed by the Town Council of Hertford, a copy of which is attached; and

NOW, THEREFORE, BE IT RESOLVED THAT: The Perquimans County Board of Commissioners supports all efforts to implement the plan in concept as developed and presented by Allison Platt.

Adopted this 4th day of November, 2019.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTESTED:

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

SEAL

A RESOLUTION SUPPORTING A DESIGN CONCEPT FOR THE HERTFORD DOWNTOWN WATERFRONT
10.14.2019-3

WHEREAS, The 2019 Electricities Strategic Plan for the town of Hertford identified "the need to leverage the location and beauty of the downtown waterfront" as one of four major goals in its Strategic Plan Summary. And

WHEREAS, The waterfront was first on the list of Hertford's identified strengths in the SWOT analysis contained in the Strategic Plan. And

WHEREAS, The strategy for leveraging Hertford's waterfront in the Strategic Plan called for a combination of public and private investment. And

WHEREAS, Allison Platt, Sr Landscape Architect, Project Manager, Rivers and Associates services were engaged to identify and propose a plan in concept to address the highest and best use of the town's underutilized assets in support of the Strategic Plan. And

WHEREAS, Allison Platt subsequently identified Hertford's waterfront as one of the town's most underutilized assets and developed a plan in concept which would create a joint venture between public and private investment which addresses potential use by citizens of Hertford as well as visitors, as suggested in the Strategic Plan. And

WHEREAS, The plan developed by Allison Platt for the waterfront has been presented to the members of the Town Council of Hertford. And

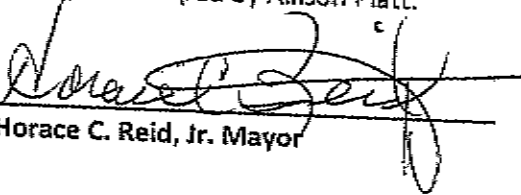
WHEREAS, the Town Council understands that some properties owned by the town of Hertford may be impacted by the plan. And

WHEREAS, The Town Council reserves the right to make any changes it deems necessary prior to any final decisions that involve, or that will impact properties owned by the Town of Hertford. And

WHEREAS, The Town Council of Hertford will require a formal presentation and vote of approval of the plan before implementation begins. And

WHEREAS, The Town Council of Hertford understands that it will bear no financial responsibility for the private investment projects that become part of the plan. And

NOW, THEREFORE, BE IT RESOLVED THAT: The Town Council of Hertford supports all efforts to implement the plan in concept developed by Allison Platt.


Horace C. Reid, Jr. Mayor

ATTEST


Shoniqua Powell, Clerk



At a meeting of the Town Council of Hertford, NC on October 14, 2019, the Town Council on a motion
by Mayor Pro Tem Jackson and seconded by Councilwoman Felton the following resolution was adopted by a vote of
5 to 0:

- | | |
|----------------------------|--|
| Mayor Horace Reid | <input checked="" type="checkbox"/> Yea <input type="checkbox"/> Nay |
| Councilman Quentin Jackson | <input checked="" type="checkbox"/> Yea <input type="checkbox"/> Nay |
| Councilman Sid Eley | <input checked="" type="checkbox"/> Yea <input type="checkbox"/> Nay |
| Councilwoman Gracie Felton | <input checked="" type="checkbox"/> Yea <input type="checkbox"/> Nay |
| Councilman Frank Norman | <input checked="" type="checkbox"/> Yea <input type="checkbox"/> Nay |

the wording and a few redundant conditions were removed. Minimum setbacks were established for all lots, with additional restrictions being added to lots with side setbacks less than 10 feet. A minimum buffer width of 50 feet was also established around the entire PUD except at road fronts, where it will be less. **One member was absent, but of the 4 present, Planning Board members voted unanimously to advise approval of (PUD) REZ-19-01 with conditions as written in the attached proposed conditional use permit. Planning Board also found it to be consistent and in harmony with the surrounding area and County Land Use Plan.**

Planning staff believes the PUD(CU), as proposed, may be rezoned and developed in compliance with Zoning Ordinance Articles 13,15 and 23 rules and guidelines if the above mentioned issues are addressed. Staff reminds the Boards to give a reason 'why' the rezoning is or is not consistent and in harmony with the surrounding area.

Suggested Motions for Part a:

The BCC is requested to consider using one of the following sets of scripts to form the desired motion for approval or denial of Rezoning Request (PUD) REZ-19-01, as follows:

Step 1: PUD(CU) Zoning Map Amendment

1) **Motion to find proposed Rezoning No. (PUD) REZ-19-01(a) to be consistent and in harmony with the county comprehensive Land Use Plan existing development pattern because (*explain why*);**

Example why consistent: The proposed PUD area of map Exhibit IX-B, 'Projected Future Land Use Unincorporated Portions of Perquimans County', shows a dotted red PUD line surrounding the parcels in question and the CAMA Land Use Plan (LUP) allows a Planned Unit Development (PUD) to contain "any combination of uses, permitted and conditional" plus shows *Commercial* as well as *Public/Semi-Public/Religious* as conditionally consistent in the Future Land Use Compatibility Matrix on page IX-35.

Example why NOT consistent: The proposed PUD area of map Exhibit IX-B, 'Projected Future Land Use Unincorporated Portions of Perquimans County', shows the land use classification as "Residential", which list commercial development as an inappropriate use and list a minimum lot size of 15,000 square feet.

2) **Motion to approve Rezoning Request (PUD)REZ-19-01(a), to rezone from RA, Rural Agriculture to PUD(CU), Planned Unit Development Conditional Use District, the +/- 1,497 acre property located at Tax Parcel numbers 2-0073-0022, 2-0073-0029, 2-0073-0003C, 2-0073-0001, 2-0073-0021, 2-0073-0020B, 2-0073-0020A, 2-0073-0020, 2-0082-0012, 2-0082-0013BBB, 2-0082-0013AAA, 2-0082-0013A, and 2-0082-0014A , incorporating Policy Guidelines to support the motion (see Table, below).**

Two (2) suggested actions to RECOMMEND DENIAL: Motions to recommend denial to the Board of County Commissioners for Rezoning No.(PUD) REZ-19-01(a), and adopting Policy Guidelines to support the motion (see Table, below) would utilize both of the above-noted motions stated in the negative tense.

TABLE OF SECTION 1302 POLICY GUIDELINES Proposed Rezoning Request No. (PUD)REZ-19-01 Albemarle Plantation Phase 2, Planned Unit Development	
Motion to recommend approval finds:	Motion to recommend denial finds:
1) The proposal <u>will</u> place all property similarly situated in the same category, or in appropriate complementary categories.	1) The proposal will <u>NOT</u> place all property similarly situated in the same category, or in appropriate complementary categories.
2) There <u>is</u> convincing demonstration that all uses permitted under the proposed district classification would be in the general public interest and not merely in the interest of an individual or small group.	2) There is <u>NOT</u> convincing demonstration that all uses permitted under the proposed district classification would be in the general public interest and not merely in the interest of an individual or small group.
3) There <u>is</u> convincing demonstration that all uses permitted under the proposed district classification would be appropriate in the area included in the proposed change. (When a new district designation is assigned, any use permitted in the district is allowable, so long as it meets district requirements and not merely uses which applicants state that they intend to make the property involved).	3) There is <u>NOT</u> convincing demonstration that all uses permitted under the proposed district classification would be appropriate in the area included in the proposed change. (When a new district designation is assigned, any use permitted in the district is allowable, so long as it meets district requirements and not merely uses which applicants state that they intend to make the property involved).
4) There <u>is</u> convincing demonstration that the character of the neighborhood will not be materially or adversely affected by any use permitted in the proposed change.	4) There is <u>NOT</u> convincing demonstration that the character of the neighborhood will not be materially or adversely affected by any use permitted in the proposed change.
5) The proposed change <u>is</u> in accord with the Land Use Plan and sound planning principles.	5) The proposed change is <u>NOT</u> in accord with the Land Use Plan and sound planning principles.

Suggested Motion for Part b:

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:

Step 2: PUD(CU) Conditional Use Permit

1) **Motion to recommend to the Board of County Commissioners approval of Conditional Use Permit No. (PUD)REZ-19-01(b), to Perquimans Development, LLC for a Planned Unit Development Conditional Use, on +/- 1,497 acres located at Tax Parcel numbers 2-0073-0022, 2-0073-0029, 2-0073-0003C, 2-0073-0001, 2-0073-0021, 2-0073-0020B, 2-0073-0020A, 2-0073-0020, 2-0082-0012, 2-0082-0013BBB, 2-0082-0013AAA, 2-0082-0013A, and 2-0082-0014A, 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).**

Suggested action to RECOMMEND DENIAL: Motion to recommend denial to the Board of County Commissioners for CUP No. (PUD)REZ-19-01(b), and adopting Findings to support the motion would utilize the above-noted motion stated in the negative tense.

Per County Zoning Ordinance Article 15: Planned Unit Developments (PUDs)

**TABLE OF FINDINGS for Proposed CUP No. (PUD)REZ-19-01:
Albemarle Plantation Phase 2, Planned Unit Development**

Motion to recommend approval finds:	Motion to recommend denial finds:
1) That the PUD will <u>not</u> materially endanger the public health or safety if developed according to the plan submitted and recommended.	1) That the PUD <u>will</u> materially endanger the public health or safety if developed according to the plan submitted.
2) That all uses approved <u>meet</u> the required conditions and specifications.	2) That all uses do <u>not</u> meet the required conditions and specifications.
3) That the PUD will <u>not</u> substantially injure the value of adjoining or abutting properties, or that the approved uses are public necessities.	3) That the PUD <u>will</u> substantially injure the value of adjoining or abutting properties, or that the uses are not public necessities.
4) That the location and character of the PUD, if developed according to the plan, <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 PUD, if developed according to the plan, <u>will not</u> be in harmony with the area in which it is to be located and may not be in general conformity with the Perquimans County Land Use Plan.

ATTACHMENTS: 1) Applicant's CUD Application including Master Plan;
2) Draft Conditional Use Permit No. (PUD) REZ-19-01

**RESOLUTION
DESIGNATION OF APPLICANT'S AGENT**

North Carolina Division of Emergency Management

Organization Name (hereafter named Organization) Perquimans County Disaster Number: FEMA 4465-DR-NC
 Applicant's State Cognizant Agency for Single Audit purposes (If Cognizant Agency is not assigned, please indicate):

Applicant's Fiscal Year (FY) Start Month: July Day: 1st

Applicant's Federal Employer's Identification Number
56-6000330

Applicant's Federal Information Processing Standards (FIPS) Number

PRIMARY AGENT	SECONDARY AGENT
Agent's Name <u>Julie Solesbee</u>	Agent's Name <u>Jonathan Nixon</u>
Organization <u>Perquimans County Emergency Ser.</u>	Organization <u>Perquimans County Emerg. Ser.</u>
Official Position <u>Grants Manager</u>	Official Position <u>Emergency Services Director</u>
Mailing Address <u>PO Box 563</u>	Mailing Address <u>PO Box 563</u>
City, State, Zip <u>Hertford, NC 27944</u>	City, State, Zip <u>Hertford, NC 27944</u>
Daytime Telephone <u>252-426-5646</u>	Daytime Telephone <u>252-426-5646</u>
Facsimile Number <u>252-426-1875</u>	Facsimile Number <u>252-426-1875</u>
Pager or Cellular Number <u>252-331-3958</u>	Pager or Cellular Number <u>252-331-9817</u>

BE IT RESOLVED BY the governing body of the Organization (a public entity duly organized under the laws of the State of North Carolina) that the above-named Primary and Secondary Agents are hereby authorized to execute and file applications for federal and/or state assistance on behalf of the Organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act, (Public Law 93-288 as amended) or as otherwise available. BE IT FURTHER RESOLVED that the above-named agents are authorized to represent and act for the Organization in all dealings with the State of North Carolina and the Federal Emergency Management Agency for all matters pertaining to such disaster assistance required by the grant agreements and the assurances printed on the reverse side hereof. BE IT FINALLY RESOLVED THAT the above-named agents are authorized to act severally. PASSED AND APPROVED this day of , 20 .

GOVERNING BODY	CERTIFYING OFFICIAL
Name and Title <u>Wallace Nelson - Chair - BEC</u>	Name <u>Frank Heath</u>
Name and Title	Official Position <u>County Manager</u>
Name and Title	Daytime Telephone <u>252-426-8484</u>

CERTIFICATION

I, _____, (Name) duly appointed and _____ (Title) of the Governing Body, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Governing Body of _____ (Organization) on the _____ day of _____, 20 .

Date: _____ Signature: _____

APPLICANT ASSURANCES

The applicant hereby assures and certifies that it will comply with the FEMA regulations, policies, guidelines and requirements including OMB's Circulars No. A-95 and A-102, and FMC 74-4, as they relate to the application, acceptance and use of Federal funds for this Federally assisted project. Also, the Applicant gives assurance and certifies with respect to and as a condition for the grant that:

1. It possesses legal authority to apply for the grant, and to finance and construct the proposed facilities; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with the provisions of Executive Order 11988, relating to Floodplain Management and Executive Order 11990, relating to Protection of Wetlands.
3. It will have sufficient funds available to meet the non-Federal share of the cost for construction projects. Sufficient funds will be available when construction is completed to assure effective operation and maintenance of the facility for the purpose constructed.
4. It will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the grant program(s) have been met.
5. It will provide and maintain competent and adequate architectural engineering supervision and inspection at the construction site to insure that the completed work conforms with the approved plans and specifications; that it will furnish progress reports and such other information as the Federal grantor agency may need.
6. It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable Federal, State and local agencies for the maintenance and operation of such facilities.
7. It will give the grantor agency and the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
8. It will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by the Physically Handicapped," Number A117.1-1961, as modified (41 CFR 101-17-7031). The applicant will be responsible for conducting inspections to insure compliance with these specifications by the contractor.
9. It will cause work on the project to be commenced within a reasonable time after receipt of notification from the approving Federal agency that funds have been approved and will see that work on the project will be prosecuted to completion with reasonable diligence.
10. It will not dispose of or encumber its title or other interests in the site and facilities during the period of Federal interest or while the Government holds bonds, whichever is the longer.
11. It agrees to comply with Section 31 f, P.L. 93-288 and with Title VI of the Civil Rights Act of 1964 (P.L. 83-362) and in accordance with Title VI of the Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement. If any real property or structure is provided or improved with the aid of Federal financial assistance extended to the Applicant, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.
12. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
13. It will comply with the requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-648) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally assisted programs.
14. It will comply with all requirements imposed by the Federal grantor agency concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with OMB Circular A-102, P.L. 93-288 as amended, and applicable Federal Regulations.
15. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
16. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.
17. (To the best of his/her knowledge and belief) the disaster relief work described on each Federal Emergency Management Agency (FEMA) Project Application for which Federal Financial assistance is requested is eligible in accordance with the criteria contained in 44 Code of Federal Regulations, Part 206, and applicable FEMA Handbooks.
18. The emergency or disaster relief work therein described for which Federal Assistance is requested hereunder does not or will not duplicate benefits received for the same loss from another source.
19. It will (1) provide without cost to the United States all lands, easements and rights-of-way necessary for accomplishments of the approved work; (2) hold and save the United States free from damages due to the approved work or Federal funding.
20. This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, reimbursements, advances, contracts, property, discounts of other Federal financial assistance extended after the date hereof to the Applicant by FEMA, that such Federal Financial assistance will be extended in reliance on the representations and agreements made in this assurance and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear on the reverse as authorized to sign this assurance on behalf of the applicant.
21. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1973. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Director, Federal Emergency Management Agency as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
22. It will comply with the insurance requirements of Section 314, PL 93-288, to obtain and maintain any other insurance as may be reasonable, adequate, and necessary to protect against further loss to any property which was replaced, restored, repaired, or constructed with this assistance.
23. It will defer funding of any projects involving flexible funding until FEMA makes a favorable environmental clearance, if this is required.
24. It will assist the Federal grantor agency in its compliance with Section 108 of the National Historic Preservation Act of 1966, as amended, (16 U.S.C. 470), Executive Order 11650, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 489a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
25. It will, for any repairs or construction financed herewith, comply with applicable standards of safety, decency and sanitation and in conformity with applicable codes, specifications and standards; and, will evaluate the natural hazards in areas in which the proceeds of the grant or loan are to be used and take appropriate action to mitigate such hazards, including safe land use and construction practices.

STATE ASSURANCES

The State agrees to take any necessary action within State capabilities to require compliance with these assurances and agreements by the applicant or to assume responsibility to the Federal government for any deficiencies not resolved to the satisfaction of the Regional Director.



**North Carolina Department of Public Safety
Division of Emergency Management**

APPLICANT: Perquimans County DISASTER: Hurricane Dorian
FEMA- 4465 -DR-NC

PUBLIC ASSISTANCE CFDA# 97.036

STATE – APPLICANT DISASTER ASSISTANCE AGREEMENT

This Agreement made by and between the State of North Carolina, Dept. of Public Safety, Division of Emergency Management (“the State”) and Perquimans County (“the Applicant”) shall be effective on the date signed by the State and the Applicant. It shall apply to all disaster assistance funds provided by or through the State to the Applicant as a result of the disaster called Hurricane Dorian, and pursuant to the Disaster Declaration made by the President of the United States numbered FEMA - 4465 - DR-NC.

The designated representative of the Applicant (Applicant’s Agent) certifies that:

1. He/She has legal authority to apply for assistance on behalf of the Applicant pursuant to a resolution duly adopted or passed by the Applicant’s governing body.
2. The Applicant shall provide all necessary financial and managerial resources to meet the terms and conditions of receiving Federal and State disaster grant assistance.
3. The applicant shall use disaster assistance funds solely for the purpose for which these funds are provided and as approved by the Governor’s Authorized Representative (GAR).
4. The Applicant is aware of and shall comply with cost-sharing requirements of Federal and State disaster assistance: specifically that Federal assistance is limited to 75% of eligible expenditures, and that State assistance is limited to 25% of the eligible costs. Alternate projects selected by the Applicant may be eligible for only 75% of the approved Federal share of estimated eligible costs.
5. The Applicant shall provide the following completed documentation to the State:
 - Designation of Applicant’s Agent;
 - State-Applicant Disaster Assistance Agreement
 - Private Non-Profit Organization Certification (if required);
 - Summary of Documentation Form itemizing actual costs expended for large project payment requests;
 - Monthly Progress Reports;
 - Copies of Single Audit Reports as applicable.

If the Applicant fails to provide any of the above documentation, the State will be under no obligation to reimburse the Applicant for eligible expenses.

6. The Applicant shall establish and maintain a proper accounting system to record expenditures of disaster assistance funds in accordance with generally accepted accounting principals or as directed by the Governor's Authorized Representative. If applicable, the Applicant shall conduct audit(s) pursuant to the Single Audit Act of 1984, 31 U.S.C. §7501 *et. seq.*, 44 C.F.R. Part 14, OMB Circular A-133, "Audits of States, Local Governments and Non-profit Organizations," and applicable North Carolina laws, rules and regulations.
7. The Applicant shall provide to the State monthly Progress Reports for all open large projects funded by State and Federal disaster assistance grants. The first Progress Report will be due on the 10th day of the first month following initiation of the project and subsequent Progress Reports will be due on the 10th day of each and every month thereafter until project completion. Forms and reporting requirements will be provided by the Governor's Authorized Representative.
8. The Applicant, its employees and agents, including consultants, contractors and subcontractors to be paid with funds provided under this Agreement, shall give State and Federal agencies designated by the Governor's Authorized Representative, full access to and the right to examine all records and documents related to the use of disaster assistance funds.
9. The Applicant shall return to the State, within thirty (30) days of a request by the Governor's Authorized Representative, any funds advanced to the Applicant that are not supported by audit or other Federal or State review of documentation maintained by the Applicant.
10. The Applicant shall comply with all applicable codes and standards in the completion of eligible work to repair or replace damaged public facilities.
11. The Applicant shall comply with all applicable provisions of Federal and State statutes, rules and regulations regarding the procurement of goods and services and regarding contracts for the repair and restoration of public facilities.
12. The Applicant shall begin and complete all items of work within the time limits established by the Governor's Authorized Representative and in accordance with applicable Federal and State statutes, rules and regulations.
13. The Applicant shall request a final inspection within ninety (90) days after completion of each and every large project funded under this Agreement, or within ninety (90) days after the expiration of the time limit established for each project under Paragraph 12 above, whichever occurs first. Applicant shall present all supporting documentation to State and/or Federal inspectors at the time of final inspection. **The State, as Grantee, reserves the right to conduct a final inspection of any large project after expiration of the ninety- (90) day period and to reimburse Applicant only for costs documented at the time of final inspection.**

14. The Applicant shall comply with all applicable Federal and State statutes, rules and regulations for publicly financed or assisted contracts including, but not limited to, non-discrimination, labor standard, and access by the physically handicapped.
15. The Applicant's Designated Agent shall execute and comply with the Lobbying Prohibition document incorporated herein as Attachment A.
16. The Applicant's Designated Agent shall execute and comply with the Statement of Assurances (SF 424D) document incorporated herein as Attachment B.
17. The Applicant shall not enter into cost-plus-percentage-of-cost contracts for debris removal, emergency protective measures, or completion of disaster restoration or repair work.
18. The Applicant shall not enter into contracts for which payment is contingent upon receipt of State or Federal funds.
19. The Applicant shall not enter into any contract with any entity that is debarred or suspended from participation in Federal Assistance. The State and/or FEMA will not be under any obligation to reimburse Applicant for payments made to a debarred or suspended contractor. Applicant may search for debarred or suspended contractors on the "Excluded Parties List System" (EPLS) at the following website: www.sam.gov.
20. The Applicant shall comply with the provisions of 42 U.S.C. §5155 (Section 312 of the Stafford Act) which prohibits duplication of benefits. Applicant shall notify State immediately if any other source of funds is available to offset disaster assistance provided pursuant to this Agreement. Applicant agrees that eligible costs under this Agreement will be reduced by duplicate benefits received from any other source.
21. The Applicant shall comply with all uniform grant administration requirements required by State and Federal statutes, rules and regulations, including but not limited to, the Robert T. Stafford Disaster Relief and Emergency assistance Act, Public Law 93-288, as amended, Title 44 of the Code of Federal Regulations, applicable OMB Circulars, and policy guidance issued by the Federal Emergency Management Agency (FEMA).
22. If the Applicant pays contractors, subcontractors or consultants with funds provided through this Agreement then the Applicant shall include language in all contracts that binds the contractor, subcontractor or consultant to the terms and conditions of this Agreement with the State. Contractual arrangements with contractors, subcontractors or consultants shall in no way relieve the Applicant of its responsibilities to ensure that all funds provided through this Agreement are administered in accordance with all State and Federal requirements.

10/30/19
Date

56-6000330
Applicant's Federal Tax I.D.
Number (required)

Date

FOR THE APPLICANT:

BY: _____
Signature

Typed Name

Title

FOR THE STATE:

BY: _____
Signature

Typed Name

Title

ATTACHMENT A

LOBBYING PROHIBITION

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence either directly or indirectly an officer or employee of any State or Federal agency, a member of the N.C. Legislature, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-L, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all recipients of funds under this Agreement shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

Name of Applicant

BY: _____
Signature of Applicant's Designated Agent

ATTACHMENT B-1

ASSURANCES-CONSTRUCTION PROGRAMS

OMB Approval No. 0348-0042

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington DC 20503

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of the project costs) to ensure proper planning, management and completion of the project described in this application
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply by the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-2763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended relating to nondiscrimination in the sale, rental, or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

ATTACHMENT B-2

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S. C. §§276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L.93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of under ground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

§ 143-318.11. Closed sessions.

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

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

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

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

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

FOR
INFORMATION
ONLY
ITEMS

Tri-County Animal Shelter Advisory Board Meeting
October 24, 2019

AWARE Update

1. In July 2019, AWARE began offering FREE spay/neuter procedures to low-income pet owners. Since October 2013, when AWARE first began to participate in the state's low-income program, through the 2nd quarter of 2019, we have received 100% reimbursement* from the state totaling \$39,417.49. To date, in total, our low-income programs have paid for 589 dog and cat procedures, including those paid from our general funds while the state reimbursement program was unavailable.

*To clarify, we have received 100% of the state's allowance. AWARE makes up the difference in what we pay to the vet clinics, which is a small amount.

2. Since we began our regular programs in July 2009, AWARE has contributed to the spay/neuter of 2,241 cats and dogs.
3. AWARE has recently made a donation to Perquimans EMS for a dog manikin for training animal CPR. Also, Perquimans EMS has applied for pet oxygen masks from Invisible Fence. Invisible Fence provides a limited number of masks to Fire and EMS Departments across the country at no charge. AWARE has committed to providing any additional oxygen masks that may be needed. Donations are being made in honor of our deceased board member, Trish Signor.

We would be pleased to provide a manikin and pet oxygen masks to Chowan and Gates if requested.

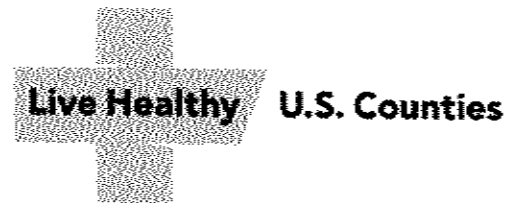
4. AWARE received a spay/neuter grant from Bissell Pet Foundation for \$1,525 and we appreciate the match from the county. We are still in the running for a grant from the Doris Day Foundation, they are just running very far behind.
5. "Jack's Large Playground" at the shelter is in the works and should be completed soon. The project will fence in the entire rear of the shelter and prevent dog escapees from getting loose in the cotton fields! The area will also provide a place for volunteers to walk dogs. Jack has donated \$10,000 for this project.
6. Jack has also provided funds for a "wrap" for the shelter's new van. The wrap will have Jack's photo along with advertising for the shelter and AWARE's spay/neuter programs.
7. AWARE held its semi-annual Rabies Clinic on October 12th and vaccinated 102 dogs and cats. We appreciate Perquimans County paying for the ads for our Fall clinic. The ads for our Spring clinic are paid for by Albemarle Regional Health.

Submitted by Barbara Yates
President, AWARE

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NACo Live Healthy Prescription Discount Program



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PRESCRIPTION, DENTAL AND HEALTH DISCOUNT PROGRAMS FOR RESIDENTS

PERQUIMANS COUNTY, NC

	PLAN	% OF PLAN TOTAL PRICED	% OF RETAIL PRICED	% OF RETAIL PRICED	MEMBER COST	AVERAGE MEMBER COST	RETAIL PRICE	AVERAGE RETAIL PRICE	AVERAGE PRICE SAVINGS	% OF PRICE SAVINGS	TOTAL UTILIZERS	
2019												
JUNE	4	1 25.00%	3 75.00%		\$ 59.26	\$ 14.82	\$ 67.18	\$ 16.80	\$ 7.92	\$ 1.98	11.79%	2
MARCH	2	0 0.00%	2 100.00%		\$ 34.00	\$ 17.00	\$ 34.00	\$ 17.00	\$ 0.00	\$ 0.00	0.00%	1
2018												
DECEMBER	1	0 0.00%	1 100.00%		\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 0.00	\$ 0.00	0.00%	1
SEPTEMBER	1	0 0.00%	1 100.00%		\$ 41.55	\$ 41.55	\$ 41.55	\$ 41.55	\$ 0.00	\$ 0.00	0.00%	1
JUNE	2	0 0.00%	2 100.00%		\$ 51.55	\$ 25.78	\$ 51.55	\$ 25.78	\$ 0.00	\$ 0.00	0.00%	1
MARCH	2	0 0.00%	2 100.00%		\$ 51.55	\$ 25.78	\$ 51.55	\$ 25.78	\$ 0.00	\$ 0.00	0.00%	1
2017												
DECEMBER	2	0 0.00%	2 100.00%		\$ 51.55	\$ 25.78	\$ 51.55	\$ 25.78	\$ 0.00	\$ 0.00	0.00%	1
SEPTEMBER	2	0 0.00%	2 100.00%		\$ 51.55	\$ 25.78	\$ 51.55	\$ 25.78	\$ 0.00	\$ 0.00	0.00%	1
JUNE	2	0 0.00%	2 100.00%		\$ 51.55	\$ 25.78	\$ 51.55	\$ 25.78	\$ 0.00	\$ 0.00	0.00%	1
MAY	1	0 0.00%	1 100.00%		\$ 8.00	\$ 8.00	\$ 8.00	\$ 8.00	\$ 0.00	\$ 0.00	0.00%	1
MARCH	3	1 33.00%	2 66.00%		\$ 88.46	\$ 29.49	\$ 93.90	\$ 31.30	\$ 5.44	\$ 1.81	5.00%	1
JANUARY	2	1 50.00%	1 50.00%		\$ 70.80	\$ 35.40	\$ 86.28	\$ 43.14	\$ 15.48	\$ 7.74	17.00%	1
2016												
DECEMBER	2	1 50.00%	1 50.00%		\$ 57.24	\$ 28.62	\$ 77.14	\$ 38.57	\$ 19.90	\$ 9.95	25.00%	2
SEPTEMBER	2	0 0.00%	2 100.00%		\$ 49.55	\$ 24.78	\$ 49.55	\$ 24.78	\$ 0.00	\$ 0.00	0.00%	1
AUGUST	1	0 0.00%	1 100.00%		\$ 7.33	\$ 7.33	\$ 13.69	\$ 13.69	\$ 6.36	\$ 6.36	46.00%	1
JULY	3	2 66.00%	1 33.00%		\$ 53.24	\$ 17.75	\$ 91.05	\$ 30.35	\$ 37.81	\$ 12.60	41.00%	2
JUNE	2	0 0.00%	2 100.00%		\$ 49.55	\$ 24.78	\$ 49.55	\$ 24.78	\$ 0.00	\$ 0.00	0.00%	1
MAY	1	0 0.00%	1 100.00%		\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 0.00	\$ 0.00	0.00%	1
APRIL	1	1 100.00%	0 0.00%		\$ 30.00	\$ 30.00	\$ 41.09	\$ 41.09	\$ 11.09	\$ 11.09	26.00%	1
FEBRUARY	3	1 33.00%	2 66.00%		\$ 84.56	\$ 28.19	\$ 86.25	\$ 28.75	\$ 1.69	\$ 0.56	1.00%	2
2015												
OCTOBER	4	1 25.00%	3 75.00%		\$ 90.42	\$ 22.61	\$ 127.54	\$ 31.89	\$ 37.12	\$ 9.28	29.00%	2
SEPTEMBER	2	0 0.00%	2 100.00%		\$ 47.93	\$ 23.97	\$ 47.93	\$ 23.97	\$ 0.00	\$ 0.00	0.00%	1
JUNE	5	1 20.00%	4 80.00%		\$ 78.06	\$ 15.61	\$ 101.18	\$ 20.24	\$ 23.12	\$ 4.62	22.00%	1
MAY	1	1 100.00%	0 0.00%		\$ 9.60	\$ 9.60	\$ 13.93	\$ 13.93	\$ 4.33	\$ 4.33	31.00%	1
APRIL	1	1 100.00%	0 0.00%		\$ 28.71	\$ 28.71	\$ 34.09	\$ 34.09	\$ 5.38	\$ 5.38	15.00%	1
MARCH	4	1 25.00%	3 75.00%		\$ 74.37	\$ 18.59	\$ 85.13	\$ 21.28	\$ 10.76	\$ 2.69	12.00%	3
JANUARY	5	4 80.00%	1 20.00%		\$ 104.75	\$ 20.95	\$ 201.94	\$ 40.39	\$ 97.19	\$ 19.44	48.00%	3
2014												
DECEMBER	9	7 77.00%	2 22.00%		\$ 172.04	\$ 19.12	\$ 267.10	\$ 29.68	\$ 95.06	\$ 10.56	35.00%	3
NOVEMBER	12	10 83.00%	2 16.00%		\$ 392.68	\$ 32.72	\$ 815.33	\$ 67.94	\$ 422.65	\$ 35.22	51.00%	5
OCTOBER	7	6 85.00%	1 14.00%		\$ 200.55	\$ 28.65	\$ 419.24	\$ 59.89	\$ 218.69	\$ 31.24	52.00%	4
SEPTEMBER	4	4 100.00%	0 0.00%		\$ 75.50	\$ 18.88	\$ 159.07	\$ 39.77	\$ 83.57	\$ 20.89	52.00%	3
AUGUST	12	8 66.00%	4 33.00%		\$ 436.48	\$ 36.37	\$ 789.55	\$ 65.80	\$ 353.07	\$ 29.42	44.00%	5
JULY	8	4 50.00%	4 50.00%		\$ 141.44	\$ 17.68	\$ 315.63	\$ 39.45	\$ 174.19	\$ 21.77	55.00%	5
JUNE	11	5 45.00%	6 54.00%		\$ 154.19	\$ 14.02	\$ 200.87	\$ 18.26	\$ 46.68	\$ 4.24	23.00%	5
MAY	10	6 60.00%	4 40.00%		\$ 388.80	\$ 38.88	\$ 692.10	\$ 69.21	\$ 303.30	\$ 30.33	43.00%	6
APRIL	11	6 54.00%	5 45.00%		\$ 260.41	\$ 23.67	\$ 437.49	\$ 39.77	\$ 177.08	\$ 16.10	40.00%	6
MARCH	13	8 61.00%	5 38.00%		\$ 454.73	\$ 34.98	\$ 621.46	\$ 47.80	\$ 166.73	\$ 12.83	26.00%	7
FEBRUARY	7	4 57.00%	3 42.00%		\$ 269.48	\$ 38.50	\$ 540.19	\$ 77.17	\$ 270.71	\$ 38.67	50.00%	4
JANUARY	12	8 66.00%	4 33.00%		\$ 249.29	\$ 20.77	\$ 410.01	\$ 34.17	\$ 160.72	\$ 13.39	39.00%	6
2013												
DECEMBER	13	10 76.00%	3 23.00%		\$ 285.55	\$ 21.97	\$ 640.79	\$ 49.29	\$ 355.24	\$ 27.33	55.00%	5
NOVEMBER	9	5 55.00%	4 44.00%		\$ 254.72	\$ 28.30	\$ 579.18	\$ 64.35	\$ 324.46	\$ 36.05	56.00%	3
OCTOBER	11	6 54.00%	5 45.00%		\$ 294.94	\$ 26.81	\$ 444.01	\$ 40.36	\$ 149.07	\$ 13.55	33.00%	7
SEPTEMBER	8	5 62.00%	3 37.00%		\$ 259.86	\$ 32.48	\$ 424.60	\$ 53.08	\$ 164.74	\$ 20.59	38.00%	4
AUGUST	12	7 58.00%	5 41.00%		\$ 355.30	\$ 29.61	\$ 780.04	\$ 65.00	\$ 424.74	\$ 35.40	54.00%	6

<u>JULY</u>	11	8	72.00%	3	27.00%	\$ 240.23	\$ 21.84	\$ 407.28	\$ 37.03	\$ 167.05	\$ 15.19	41.00%	6
<u>JUNE</u>	7	1	14.00%	6	85.00%	\$ 44.33	\$ 6.33	\$ 89.23	\$ 12.75	\$ 44.90	\$ 6.41	50.00%	3
<u>MAY</u>	14	10	71.00%	4	28.00%	\$ 453.90	\$ 32.42	\$ 796.58	\$ 56.90	\$ 342.68	\$ 24.48	43.00%	6
<u>APRIL</u>	14	5	35.00%	9	64.00%	\$ 229.20	\$ 16.37	\$ 316.32	\$ 22.59	\$ 87.12	\$ 6.22	27.00%	6
<u>MARCH</u>	5	2	40.00%	3	60.00%	\$ 51.84	\$ 10.37	\$ 89.03	\$ 17.81	\$ 37.19	\$ 7.44	41.00%	3
<u>FEBRUARY</u>	5	3	60.00%	2	40.00%	\$ 58.31	\$ 11.66	\$ 100.07	\$ 20.01	\$ 41.76	\$ 8.35	41.00%	4
<u>JANUARY</u>	7	4	57.00%	3	42.00%	\$ 147.57	\$ 21.08	\$ 273.13	\$ 39.02	\$ 125.56	\$ 17.94	45.00%	3
2012													
<u>DECEMBER</u>	5	2	40.00%	3	60.00%	\$ 63.00	\$ 12.60	\$ 131.13	\$ 26.23	\$ 68.13	\$ 13.63	51.00%	3
<u>NOVEMBER</u>	5	3	60.00%	2	40.00%	\$ 105.77	\$ 21.15	\$ 233.12	\$ 46.62	\$ 127.35	\$ 25.47	54.00%	4
<u>OCTOBER</u>	11	7	63.00%	4	36.00%	\$ 245.45	\$ 22.31	\$ 434.45	\$ 39.50	\$ 189.00	\$ 17.18	43.00%	6
<u>SEPTEMBER</u>	12	6	50.00%	6	50.00%	\$ 172.31	\$ 14.36	\$ 260.06	\$ 21.67	\$ 87.75	\$ 7.31	33.00%	6
<u>AUGUST</u>	11	6	54.00%	5	45.00%	\$ 196.81	\$ 17.89	\$ 334.76	\$ 30.43	\$ 137.95	\$ 12.54	41.00%	5
<u>JULY</u>	21	8	38.00%	13	61.00%	\$ 432.01	\$ 20.57	\$ 602.24	\$ 28.68	\$ 170.23	\$ 8.11	28.00%	5
<u>JUNE</u>	18	7	38.00%	11	61.00%	\$ 274.32	\$ 15.24	\$ 526.71	\$ 29.26	\$ 252.39	\$ 14.02	47.00%	8
<u>MAY</u>	16	6	37.00%	10	62.00%	\$ 203.93	\$ 12.75	\$ 278.78	\$ 17.42	\$ 74.85	\$ 4.68	26.00%	6
<u>APRIL</u>	15	6	40.00%	9	60.00%	\$ 196.88	\$ 13.13	\$ 297.28	\$ 19.82	\$ 100.40	\$ 6.69	33.00%	5
<u>MARCH</u>	17	11	64.00%	6	35.00%	\$ 324.49	\$ 19.09	\$ 681.36	\$ 40.08	\$ 356.87	\$ 20.99	52.00%	8
<u>FEBRUARY</u>	17	10	58.00%	7	41.00%	\$ 653.21	\$ 38.42	\$ 1,271.77	\$ 74.81	\$ 618.56	\$ 36.39	48.00%	5
<u>JANUARY</u>	15	7	46.00%	8	53.00%	\$ 296.17	\$ 19.74	\$ 388.23	\$ 25.88	\$ 92.06	\$ 6.14	23.00%	5
2011													
<u>DECEMBER</u>	24	15	62.00%	9	37.00%	\$ 444.97	\$ 18.54	\$ 677.97	\$ 28.25	\$ 233.00	\$ 9.71	34.00%	7
<u>NOVEMBER</u>	26	15	57.00%	11	42.00%	\$ 650.19	\$ 25.01	\$ 1,059.27	\$ 40.74	\$ 409.08	\$ 15.73	38.00%	7
<u>OCTOBER</u>	22	10	45.00%	12	54.00%	\$ 360.54	\$ 16.39	\$ 548.26	\$ 24.92	\$ 187.72	\$ 8.53	34.00%	6
<u>SEPTEMBER</u>	14	10	71.00%	4	28.00%	\$ 533.07	\$ 38.08	\$ 833.62	\$ 59.54	\$ 300.55	\$ 21.47	36.00%	8
<u>AUGUST</u>	10	7	70.00%	3	30.00%	\$ 179.61	\$ 17.96	\$ 328.27	\$ 32.83	\$ 148.66	\$ 14.87	45.00%	5
<u>JULY</u>	12	9	75.00%	3	25.00%	\$ 357.78	\$ 29.82	\$ 588.34	\$ 49.03	\$ 230.56	\$ 19.21	39.00%	7
<u>JUNE</u>	16	7	43.00%	9	56.00%	\$ 444.85	\$ 27.80	\$ 598.37	\$ 37.40	\$ 153.52	\$ 9.60	25.00%	9
<u>MAY</u>	23	13	56.00%	10	43.00%	\$ 302.25	\$ 13.14	\$ 546.03	\$ 23.74	\$ 243.78	\$ 10.60	44.00%	10
<u>APRIL</u>	34	20	58.00%	14	41.00%	\$	\$ 39.75	\$ 1,653.09	\$ 48.62	\$ 301.55	\$ 8.87	18.00%	7
<u>MARCH</u>	24	16	66.00%	8	33.00%	\$ 863.78	\$ 35.99	\$ 1,269.41	\$ 52.89	\$ 405.63	\$ 16.90	31.00%	9
<u>FEBRUARY</u>	15	11	73.00%	4	26.00%	\$ 468.52	\$ 31.23	\$ 653.27	\$ 43.55	\$ 184.75	\$ 12.32	28.00%	8
<u>JANUARY</u>	23	18	78.00%	5	21.00%	\$ 971.94	\$ 42.26	\$ 1,440.98	\$ 62.65	\$ 469.04	\$ 20.39	32.00%	11
2010													
<u>DECEMBER</u>	25	16	64.00%	9	36.00%	\$ 918.07	\$ 36.72	\$ 1,252.64	\$ 50.11	\$ 334.57	\$ 13.38	26.00%	12
<u>NOVEMBER</u>	25	19	76.00%	6	24.00%	\$	\$ 49.68	\$ 1,707.72	\$ 68.31	\$ 465.83	\$ 18.63	27.00%	14
<u>OCTOBER</u>	23	17	73.00%	6	26.00%	\$	\$ 43.72	\$ 1,272.23	\$ 55.31	\$ 266.73	\$ 11.60	20.00%	11
<u>SEPTEMBER</u>	36	19	52.00%	17	47.00%	\$	\$ 28.47	\$ 1,346.45	\$ 37.40	\$ 321.60	\$ 8.93	23.00%	14
<u>AUGUST</u>	32	22	68.00%	10	31.00%	\$	\$ 34.81	\$ 1,462.53	\$ 45.70	\$ 348.56	\$ 10.89	23.00%	12
<u>JULY</u>	31	20	64.00%	11	35.00%	\$	\$ 35.30	\$ 1,481.76	\$ 47.80	\$ 387.31	\$ 12.49	26.00%	15
<u>JUNE</u>	32	22	68.00%	10	31.00%	\$ 885.45	\$ 27.67	\$ 1,257.48	\$ 39.30	\$ 372.03	\$ 11.63	29.00%	15
<u>MAY</u>	25	18	72.00%	7	28.00%	\$	\$ 41.74	\$ 1,442.16	\$ 57.69	\$ 398.76	\$ 15.95	27.00%	14
<u>APRIL</u>	29	17	58.00%	12	41.00%	\$ 695.70	\$ 23.99	\$ 983.67	\$ 33.92	\$ 287.97	\$ 9.93	29.00%	12
<u>MARCH</u>	23	19	82.00%	4	17.00%	\$ 832.14	\$ 36.18	\$ 1,189.55	\$ 51.72	\$ 357.41	\$ 15.54	30.00%	9
<u>FEBRUARY</u>	15	13	86.00%	2	13.00%	\$ 429.41	\$ 28.63	\$ 594.23	\$ 39.62	\$ 164.82	\$ 10.99	27.00%	8
<u>JANUARY</u>	23	16	69.00%	7	30.00%	\$ 701.41	\$ 30.50	\$ 906.21	\$ 39.40	\$ 204.80	\$ 8.90	22.00%	13
2009													
<u>DECEMBER</u>	44	27	61.00%	17	38.00%	\$	\$ 29.46	\$ 1,588.69	\$ 36.11	\$ 292.51	\$ 6.65	18.00%	13
<u>NOVEMBER</u>	34	25	73.00%	9	26.00%	\$	\$ 42.69	\$ 1,789.48	\$ 52.63	\$ 337.97	\$ 9.94	18.00%	13
<u>OCTOBER</u>	41	27	65.00%	14	34.00%	\$	\$ 26.29	\$ 1,329.32	\$ 32.42	\$ 251.44	\$ 6.13	18.00%	14
<u>SEPTEMBER</u>	43	29	67.00%	14	32.00%	\$	\$ 27.94	\$ 1,581.39	\$ 36.78	\$ 380.06	\$ 8.84	24.00%	9
<u>AUGUST</u>	22	10	45.00%	12	54.00%	\$	\$ 50.09	\$ 1,449.33	\$ 65.88	\$ 347.36	\$ 15.79	23.00%	12
<u>JULY</u>	40	25	62.00%	15	37.00%	\$	\$ 30.51	\$ 1,525.98	\$ 38.15	\$ 305.50	\$ 7.64	20.00%	15
<u>JUNE</u>	43	25	58.00%	18	41.00%	\$	\$ 39.24	\$ 2,005.31	\$ 46.64	\$ 318.00	\$ 7.40	15.00%	12
<u>MAY</u>	27	18	66.00%	9	33.00%	\$ 505.00	\$ 18.70	\$ 676.07	\$ 25.04	\$ 171.07	\$ 6.34	25.00%	12
<u>APRIL</u>	21	12	57.00%	9	42.00%	\$ 818.43	\$ 38.97	\$ 1,001.85	\$ 47.71	\$ 183.42	\$ 8.73	18.00%	10
<u>MARCH</u>	19	16	84.00%	3	15.00%	\$ 489.88	\$ 25.78	\$ 677.12	\$ 35.64	\$ 187.24	\$ 9.85	27.00%	10
<u>FEBRUARY</u>	24	20	83.00%	4	16.00%	\$	\$ 46.14	\$ 1,433.51	\$ 59.73	\$ 326.23	\$ 13.59	22.00%	12
<u>JANUARY</u>	25	20	80.00%	5	20.00%	\$ 756.68	\$ 30.27	\$ 990.03	\$ 39.60	\$ 233.35	\$ 9.33	23.00%	9

2008													
DECEMBER	18	13	72.00%	5	27.00%	\$ 406.29	\$ 22.57	\$ 565.36	\$ 31.41	\$ 159.07	\$ 8.84	28.00%	8
NOVEMBER	14	11	78.00%	3	21.00%	\$ 282.75	\$ 20.20	\$ 388.32	\$ 27.74	\$ 105.57	\$ 7.54	27.00%	8
OCTOBER	1	1	100.00%	0	0.00%	\$ 37.45	\$ 37.45	\$ 52.25	\$ 52.25	\$ 14.80	\$ 14.80	28.00%	1

Perquimans, NC	TOTAL	PLAN	% PLAN	RETAIL	% RETAIL	MEMBER	AVERAGE	RETAIL	AVERAGE	PRICE	AVERAGE	% PRICE	TOTAL
	PRICE	PRICE	PRICE	PRICE	PRICE	COST	MEMBERS	SUBMITTED	RETAIL	SAVINGS	PRICE	SAVINGS	UTILIZERS
TOTALS:	1,434	886	61.79%	548	38.21%	\$ 41,744.52	\$ 29.11	\$ 59,832.43	\$ 41.72	\$ 18,087.91	\$ 12.61	30.23%	618.00

Column Headers from left to right:

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

DEPARTMENT HEAD REPORTS

PLAT REVIEW LOG - PERQUIMANS COUNTY

Oct

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
Cecil James	✓	Oct 1/19	✓	Family Subdivision outside 4-0044-0030 Created 3 ac. residential 2.04 ac
SL Cardwell	✓	Oct 7/19	✓	Boundary Survey for Parcel # 4-0053-0037
Harold H.S. Jackson	✓	Oct 18/19	✓	Recombination Survey 4-0054-0053
Hyman & Roberts	✓	Oct 14/19	✓	4-0054-0053 Elevation Revision 4-2003-2002-GP
JA Stokely John & Stokely BNC&K	✓	Oct 24/19	✓	Boundary Survey 2-2082-6042-HI
Paul J Toti Lowther	✓			
Richard L. Adams	✓			
J H Miller Jr	✓			

BISSELL PO BOX 1068 KITTY HAWK, NC 27949 (252)261-3266	J H MILLER JR. 166 COTTONWOOD DRIVE HERTFORD, NC 27944 339-6932	PAT MCDOWELL PO BOX 391 ELIZABETH CITY, NC 27909 338-4161	GLORIA ROGERS 215 B STREET CAMDEN, NC 27921 338-1415/333-8781	SCOTT TEMPLE PO BOX 422 ELIZABETH CITY, NC 27907 330-4016
BOWMAN CONSULTING PAUL J TOTI 131 MAIN STREET GATESVILLE, NC 27938 357-1561	EUGENE JORDAN 402 SIGN PINE ROAD TYNER, NC 27980 221-4795	MCKIM & CREED 504 E ELIZABETH ST STE 1 ELIZABETH CITY, NC 27909 338-2929	SAUNDERS SURVEYING 510 AVENA ROAD BLACK MOUNTAIN, NC 28711 (828)689-2777	TONY WEBB PO BOX 381 EDENTON, NC 27932 482-3066
CHARLES E BROWN, III 2005 JOHNSON ROAD ELIZABETH CITY, NC 27909 335-0928	MARK PRUDEN 146 OAK GROVE ROAD EDENTON, NC 27932 482-7804	RACKLEY SURVEYING 1015 MACY JO COURT ELIZABETH CITY, NC 27909 (252)679-7670	S.L. CARDWELL SURVEYING 1208 FRANCIS STREET ELIZABETH CITY, NC 27907 338-6328	ROBEY 150 US HWY 158 W EAST CAMDEN, NC 27921 335-1888
TIMMONS GROUP 1805 WEST CITY DRIVE ELIZABETH CITY, NC 27909 (252)621-6030				

October 29, 2019

To:
Board of Commissioners

From: Virgil Parrish, Chief Building Inspector

Re: Perquimans County Inspection Department transition

- Fire Marshal Barry Overman prioritizing inspections; (public schools are complete). Continue to prioritize and complete the list of inspections needed in county.
- Continuing new iworq system that manages all aspects of permitting, inspections, code enforcement, fire inspections
- No longer running both old permitting & iworq systems as we did in August & September for permitting and inspections. As stated in prior communication we were able to start in October strictly using iworq. Continue to use prior reporting practices for monthly and quarterly for now but have included a iworq report for you to review. (Expected date to utilize only iworq reporting January 1, 2020).
- 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
- Hired a Code Enforcement Officer to start November
- November plan to have Administrative Assistant to train Code Enforcement to use iworq

Permit Report

10/1/2019 - 10/29/2019

Permit Type	Permit #	Permit Date	Applicant Name	Description	Type of Improvement	Project Cost	Total Fees	Parcel Address
Mechanical	150	10/28/2019	Smith Heating & Air, LLC	HVAC c/o	Repair, replacement	4,000	\$55.00	258 WASHINGTON DR
Electrical	149	10/28/2019	Copeland Electrical	100 amp service @ camp site Holiday Island	Other	1,200	\$50.00	147 E. Hidden Valley Trail
Electrical	148	10/28/2019	Chris Carver	electrical for s/w mobile home	Other	500	\$50.00	264 WOODLAND CHURCH RD
Electrical	147	10/25/2019	Roy Keith Chappell Jr.	30x40 bldg		46,096	\$120.00	292 Snug Harbor Road
Electrical	146	10/25/2019	Clay Estes	upgrading exterior service 200 to 400 amp	Repair, replacement	300	\$50.00	517 WEIGHT STATION RD
Building	145	10/25/2019	Trimworks Custom Homes LLP	remodel kitchen, bathroom, laundry room	Repair, replacement	20,170	\$288.00	409 TWO MILE DESERT RD
Building	144	10/25/2019	PEG Alternative Energy, Inc.	Solar Panel on sigle family home	Addition	18,317	\$170.00	123 OTTER WAY
Plumbing	143	10/24/2019	Talmadge Meads Jr.	HVAC C/O		3,000	\$55.00	264 WOODLAND CHURCH RD
Mechanical	142	10/24/2019	Armstrong & Son		Repair, replacement	3,800	\$55.00	296 WINFALL BLVD
Building	141	10/24/2019	Robert W. Hurdle	set up doublewide 28x70	New Building	32,000	\$185.00	595 CRANEY ISLAND RD
Building	140	10/24/2019	Michael Steven Harris	16x10 deck on front of house	Other	2,500	\$50.00	2095 HARVEY POINT RD
Mechanical	139	10/24/2019	Armstrong & Son		Repair, replacement	2,000	\$30.00	656 NEW HOPE RD
Building	138	10/22/2019	Chowan Grafx	Sign for Dollar General Holiday Island Rd.	Other	4,000	\$50.00	
Mechanical	137	10/22/2019	Armstrong & Son		Repair, replacement	2,000	\$55.00	309 STOKES ST
Electrical	136	10/21/2019	T.L. Riggs	200 amp & repair/rerouting wires	Other	6,000	\$90.00	257 CAMP CALE RD
Building	135	10/21/2019	James Miller	demolition	Other	0	\$50.00	205 BELVIDERE ST
Plumbing	134	10/21/2019	Cross Roads	one gas outlet hookup	Other	400	\$55.00	121 WHITETAIL CT
Building	133	10/21/2019	Michael Steven Harris	Deck & Metal Garage	Other	15,000	\$288.00	2095 HARVEY POINT RD
Building	132	10/18/2019	CMH Clayton	covered 8x8 porch & 5x5 porch	Other	6,300	\$50.00	811 A. Ocean Hwy N
Electrical	131	10/18/2019	Douglas Brickhouse	T-Pole	Other	500	\$30.00	104 BRANCH BAY CT

Mechanical	130	10/17/2019	Doug Williams-Rick Gilbert Refrig	HVAC c/o	Repair, replacement	4,500	\$55.00	202 SOUNDWARD LN
Electrical	129	10/17/2019	Anthony Evans Electric, Inc.	600 amp service		20,000	\$230.00	N. Granby Street
Plumbing	128	10/17/2019	Donald Nixon Plumbing, LLC	Plumbing double wide	Other	1,500	\$50.00	811 OCEAN HWY
Building	127	10/16/2019	Oakwood Homes	single wide	New Building	64,272	\$150.00	469 Woodland Church Road
Electrical	126	10/16/2019	Steve Jordan Electrical	wiring for inground pool	Other	250	\$50.00	306 ARTIE ST
Plumbing	125	10/16/2019	S.E. Brabble & Sons Plumbing Co.	replumbing w' 9 fixtures	Repair, replacement	6,000	\$95.00	612 HOLIDAY ISLAND RD
Building	124	10/16/2019	Routten Remodeling	12x20 deck	Other	9,600	\$60.00	158 CAMP PERRY RD
Building	123	10/16/2019	T&R Pools	14x30 swimming pool	Other	35,475	\$50.00	760 SANDY CROSS RD
Electrical	122	10/16/2019	Chris Garrett Electric	Generator	Other	8,000	\$60.00	121 WHITETAIL CT
Building	121	10/15/2019	Sarah Downing	10x12 wheel chair ramp	Addition	1,400	\$50.00	
Building	120	10/14/2019	Patrick Morris	remodel	Alteration	29,600	\$199.00	241 BAGLEY SWAMP RD
Electrical	119	10/10/2019	Clark Harris	ck electric on old bldg before moving in	Other	100	\$50.00	400 W. Grubb Street
Building	118	10/10/2019	SBA Network Services, LLC	Cell Tower		18,000	\$150.00	
Plumbing	117	10/10/2019	Reed Oil Company	gas outlet 1	Other	500	\$55.00	138 PERRYS BRIDGE RD
Mechanical	116	10/10/2019	B&M Contractors, Inc.	HVAC C/O	Repair, replacement	6,326	\$55.00	403 MORGAN DR
Mechanical	115	10/8/2019	Allstar Heating & Cooling	HVAC c/o	Repair, replacement	4,500	\$55.00	214 HARRIS LANDING RD
Mechanical	114	10/8/2019	Heath Chappell	HVAC c/o	Repair, replacement	4,200	\$55.00	328 GRUBB ST
Building	113	10/7/2019	Michael Wichmann	25x10 deck	Addition	3,400	\$50.00	649 TURNPIKE RD
Electrical	112	10/7/2019	Carolina Electrical & Mechanical	Fix service riser	Repair, replacement	500	\$50.00	109 Sassafras Drive
Electrical	111	10/4/2019	Ricky Trueblood	panel box ck		100	\$50.00	1880 Centerhill Hwy.
Building	110	10/3/2019	Swimme & Son Building Contractors, Inc.	patio & deck	Addition	89,224	\$88.00	258 Godwin Mill Road
Building	109	10/3/2019	Frankie Lloyd Meads Jr.	family room	Addition	50,500	\$248.00	141 Brayden Drive
Building	108	10/2/2019	Christopher Dykes	build 12x20 storage shed		4,500	\$50.00	131 Patrick Drive
Plumbing	107	10/1/2019	REED OIL	gas to two outlets	Other	1,500	\$60.00	374 Swamp Road
						582,030	\$3,897.00	

Total Records: 44

10/29/2019

PERQUIMANS COUNTY
OFFICIAL REPORT

Date: OCTOBER 2019

Board of Commissioners:
Finance Officer:

I wish to report that during October 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
10/1/2019			\$60						\$60
10/2/2019	\$50								\$50
10/3/2019	\$266			\$50	\$55		\$20		\$391
10/4/2019		\$50							\$50
10/5/2019									\$0
10/6/2019	\$50	\$50							\$0
10/8/2019									\$100
10/9/2019	\$150	\$50	\$55		\$55				\$55
10/10/2019					\$55				\$310
10/11/2019									\$0
10/12/2019									\$0
10/13/2019									\$0
10/14/2019	\$199								\$0
10/15/2019	\$50								\$0
10/16/2019	\$260	\$110	\$95						\$199
10/17/2019		\$230	\$50						\$50
10/18/2019	\$50	\$30			\$55				\$465
10/19/2019									\$335
10/20/2019									\$80
10/21/2019	\$398	\$90	\$55						\$0
10/22/2019	\$50								\$483
10/23/2019									\$50
10/24/2019	\$235	\$170			\$195				\$0
10/25/2019	\$458								\$430
10/26/2019									\$628
10/27/2019									\$0
10/28/2019		\$100			\$55				\$0
10/29/2019									\$0
10/30/2019									\$155
10/31/2019									\$0
TOTAL	\$2,156	\$880	\$315	\$50	\$470	9	\$20	\$0	\$3,891

Signed: _____ Building Inspector



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- October 2019

GARNISHMENTS: \$1,026.93

PAYMENT AGREEMENTS: \$20,280.98

DEBT SETOFFS: \$60.00

COMMITTEE REPORTS

Albemarle RC&D

RESOURCE
CONSERVATION
& DEVELOPMENT



Pasquotank River Boardwalk Trail

Pasquotank County renovated 750 ft. of boardwalk trail along the river and behind the College of the Albemarle (COA) with an \$80,000 grant from the Public Beach and Coastal Waterfront Access Program, and \$8,500 from the COA Foundation. The ARC&D provided design, grant writing and technical support.



2018 - 2019 Annual Report

The Albemarle Resource Conservation and Development Council, Inc. (ARC&D) is a 501c3 non-profit organization that assists local governments and community groups in northeast NC with projects that protect land and water resources while promoting economic development.

Since 1972, ARC&D has partnered with our 10 counties to complete over 500 projects that continue to make the Albemarle Region a great place to live and work.

Each \$1.00 invested by local governments or communities in ARCD-assisted projects has returned an average \$4.80 in value!

The ARC&D proudly serves the people of Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell & Washington Counties.

Partnership to Improve Water Access and Nature Tourism

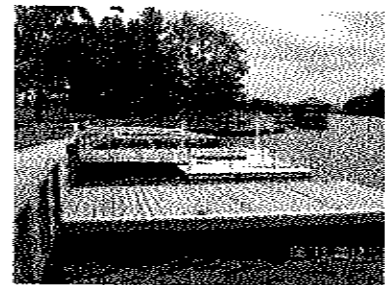
The ARC&D and Town of Plymouth have partnered for many years to increase public water access and nature tourism along the town's waterfront on the beautiful Roanoke River. Projects over the past 30 years include:

- Roanoke River Maritime Heritage Trails System constructed in 2003
- Two over-water boardwalk systems on the west and east ends of the waterfront constructed in the 1980's and then renovated in 2009 and 2012
- Nine-slip marina to serve transient boaters completed in 2013
- A 40-year-old public dock adjacent to Riverfront Park renovated in 2014
- Riverfront Park renovated in 2015
- Bear Track Landing on Conaby Creek constructed in 2019
- Extension of Riverfront Park underway.

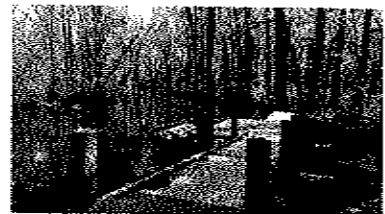
Public access to the waterfront along the Roanoke River sets Plymouth apart from many other waterfront communities that have experienced over-development of commercial waterfronts.



Riverfront Park.



Renovated boardwalks, boat slips and new kayak launch.



Bear Track Landing on Conaby Creek completed 2019.

For more information on Albemarle RC&D Council programs and services:

www.albemarleacd.org – albemarlercandd@yahoo.com – facebook.com/albemarleacd – (252)-482-4127 x3266

Snapshots of 2018-2019 Albemarle RC&D Council Projects

Wisely Conserving Natural Resources and Creating Opportunities for Positive Economic & Community Development.

On-Going Projects

Washington County – Town of Plymouth Riverfront Renovation Phase IV, Public Beach and Coastal Waterfront Access Program, \$119,444

Pasquotank County – Pasquotank River Public Access Improvement Phase II, Public Beach and Coastal Waterfront Access Program, \$93,335

Gates County – Town of Gatesville Bennett's Creek Park Renovation, Public Beach and Coastal Waterfront Access Program, \$41,000

Albemarle Water Quality Protection and Water Management Planning, CWMTF & Albemarle Commission, \$67,500

Currituck County Northwest River Paddle Camping Platforms, Est. \$35,000

Projects in Development

Pasquotank County – Pasquotank River Public Access Improvement Phase III, \$88,611

Pasquotank and Perquimans Counties - Little River Watershed Restoration In-Stream Wetland Phase III, Est. \$158,000

Tyrrell County, Scuppernon River Park Renovation Phase III, Est. \$79,711

2018-2019 Financial Summary

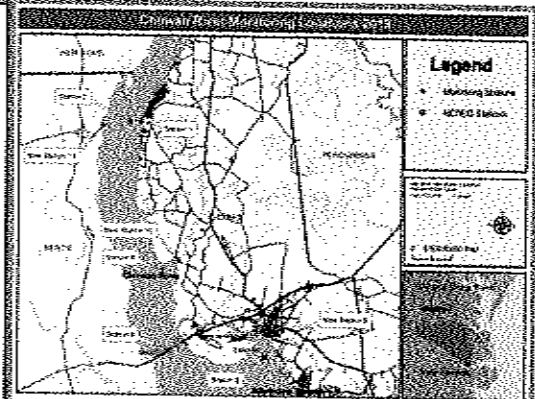
Total Revenue: \$162,633
Total Expenses: \$103,603
Ending Balance: \$59,028

Studying Algal Blooms in Albemarle Waters

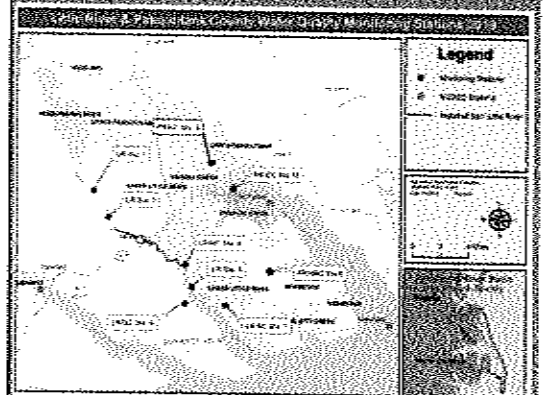
The ARC&D is collaborating with the Albemarle Commission, Chowan-Edenton Environmental Group (CEEG), Green Saves Green Little River Keepers, Soil and Water Conservation Districts (SWCD), local governments, and UNC Institute of Marine Sciences to monitor water quality in rivers and creeks in the region. Citizen scientists are collecting water samples from key locations on the Chowan River, Potecasi Creek, Edenton Bay, and the Little River, and sending them to labs for analysis. Identifying nutrient hotspots and their sources are key steps for developing an effective program to combat algal blooms.

This regional effort is funded by grants from the Clean Water Management Trust Fund, Albemarle Commission, Pasquotank County, Pasquotank SWCD, and the many volunteer citizen scientists who are donating their time.

Visit the ARC&D web page on fighting algal blooms for more information.

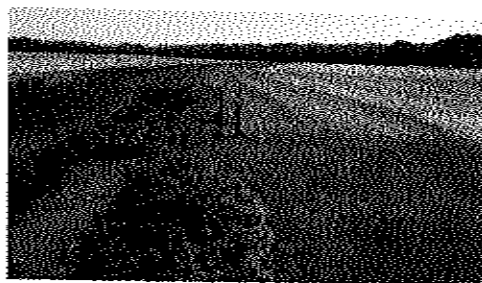


2019 monitoring sites on the Chowan River & Edenton Bay



2019 monitoring sites on the Little River and creeks in Pasquotank County

Partnership to Restore the Little River Watershed



2,000 ft. in-stream wetland and buffers in the watershed just above the impaired section of river.

To improve water quality, farmers, ARC&D, Soil and Water Conservation Districts, and Perquimans and Pasquotank counties used grants from Clean Water Management Trust Fund, US Fish and Wildlife Service, and EPA 319 to construct 8,900 ft. of in-stream wetlands on main drainage canals above the impaired section of the Little River. [Click here to read more about the watershed project.](#)