

AGENDA

All items are for discussion and possible action.
Perquimans County Board of Commissioners
Commissioners' Room - Courthouse Annex Building
December 2, 2019
7:00 p.m.

I. Call to Order

II. Prayer & Pledge

III. Approval of Agenda

IV. 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: November 4, 2019 Regular Meeting & November 18, 2019 Work Session
- B. Tax Refund & Release Approvals
- C. Personnel Matters
 - 1. Appointment: Income Maintenance Technician (2)
 - 2. Appointment: IMC II – Family & Children's Medicaid Unit
 - 3. Appointment: Custodian
- D. Merit/Step Increases
 - 1. Telecommunications (1)
 - 2. Social Services (1)
 - 3. Sheriff's Department (2)
- E. Budget Amendment No.8
- F. Resolution
 - 1. Proclamation: National Radon Action Month in Perquimans County
- G. Board Appointments/Reappointment
 - 1. Chowan/Perquimans LEPC 2019 Roster
- H. Miscellaneous Documents
 - 1. Maximus Contract

ACTION
REQUIRED

V. Presentation & Introduction of New Employees/Staff

- A. Presentation: Plaque for Retiring Housekeeper
- B. Introduction of New Employees & Staff
 - 1. Water Department (1)
 - 2. Sheriff's Department (1)
 - 3. Inspection's Department (1)

NO
ACTION
REQUIRED

VII. Scheduled Appointments

- A. Donna Winborne, Auditor
- B. Brian L. Wrenn, Ecosystems Branch Supervisor, NCDENR
- C. Susan Chaney, Social Services Director
- D.

7:00 p.m.

7:10 p.m.

7:30 p.m.

7:35 p.m.

VIII. Commissioner's Concerns/Committee Reports

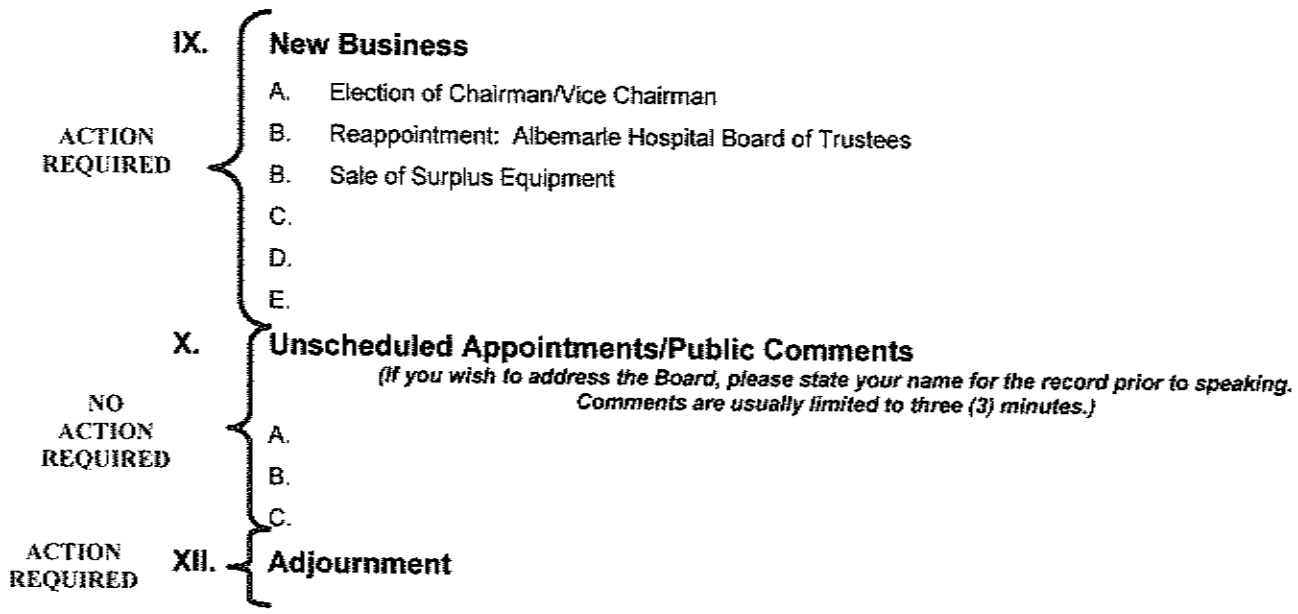
- A.
- B.
- C.

NO
ACTION
REQUIRED

IX. Old Business

- A. Updates from County Manager
- B. Appointments: Community Advisory Committee

NO
ACTION
REQUIRED



FOR INFORMATION ONLY:

- NC Department of Health & Human Services November 5, 2019 Letter

DEPARTMENT HEAD REPORT:

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

COMMITTEE WRITTEN REPORTS:

- Peer Review Meeting Minutes – October 24, 2019 *(e-mailed to Commissioners 11-25-19)*

NOTES FROM THE COUNTY MANAGER
December 2, 2019
7:00 p.m.

- IV. **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.*
- V. **Enclosure:** The following presentations and introductions will be made:
- **Robin Trueblood:** Mr. Trueblood, Maintenance Supervisor, will present a plaque to Cheryl Downing for her 21 years of service with Perquimans County as a Housekeeper.
 - **Nick Lollies:** Mr. Lollies, Water Department Supervisor, will introduce Steven Stallings who was appointed effective October 1, 2019 as a Water Plant Operator.
 - **Shelby White:** Mr. White, Sheriff, will introduce Leroya Banks who was appointed effective October 1, 2019 as an Uncertified Deputy/SRO Officer.
 - **Virell Parrish:** Mr. Parrish, Chief Building Inspector, will introduce Erle Solesbee who was appointed effective November 1, 2019 as Code Enforcement Officer.
- VI.A. Donna Winborne, Auditor, will present the FY 2018-2019 Audit. Board action will be requested.
- VI.B. Brian S. Wrenn, Ecosystems Branch Supervisor of NC Department of Environment & Natural Resources, will present a PowerPoint presentation in response to the Board's Resolution on ALS that was adopted in October, 2019.
- VI.C. Susan Chaney, Social Services Director, will present her monthly report.
- VIII.A. County Manager Heath will present several updates to the Board.
- VIII.B. We have readvertised for the Community Advisory Committee vacancies but have not received any applications. Board direction is being requested.
- IX.A. **Enclosure.** County Attorney, acting as Temporary Chairman, will hold the election of the Chairman and the Vice Chairman of the Board of Commissioners.
- IX.B. **Enclosure.** The reappointment of Charles Woodard to the Albemarle Hospital Board of Trustees is scheduled for this month. Mary Hunnicutt, Clerk to the Board, contacted Mary Anne Keyes of the Albemarle Hospital Board of Trustees regarding the reappointment of Charles Woodard. As you will note in her e-mail, it is a possibility that this Board will be disbanded in December or January. We have asked Commissioner Woodard to speak about this appointment.
- IX.C. On November 4, 2019, the County adopted a resolution to proclaim certain County property as surplus items and to proceed to sell them on GovDeals. The bid period for the following surplus item with GovDeals will close on December 2, 2019 at 11:00 a.m. The Board will need to consider the sale of the following item which has been listed with GovDeals:

BUYER	ITEM	DATE SURPLUSED	START BID	SOLD AMOUNT
	2011 Dodge Charger, VIN #2B3CL2CT5BH579342	11/4/19	\$500	

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 – November 4, 2019 Regular Meeting & November 18, 2019 Work Session (cancelled)
- B. **Enclosure:** Tax Refunds & Releases – See attached listings
- C. **Enclosures:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Denise Stallings	PT/Temporary Income Maintenance Technician	Appointment	59	\$10.00/hr.	11/18/2019
Shirley Shaffer	PT/Temporary Income Maintenance Technician	Appointment	59	\$10.00/hr.	11/18/2019
Cheryl Banks	IMC II – Family & Children's Medicaid	Appointment	63/1	\$30,466	12/01/2019
Christopher Prince	Custodian	Appointment	56/3	\$23,508	01/01/2019

- 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
Ashley Mikus	Certified Telecommunicator Fill-In	62/3	\$14,711/hr.	12/01/19
Courtney Shadte	Office Assistant III	57/2	\$23,981	12/01/19
David Murray	Sergeant of SRO's	67/5	\$40,056	12/01/19
Brian Watson	Deputy Sheriff / SRO (Certified)	65/3	\$34,934	12/01/19

- E. **Enclosures:** Budget Amendment No. 8 is presented for Board action.
- F. **Enclosure:** The Board will need to consider the enclosed Proclamation proclaiming January, 2020 as National Radon Action Month in Perquimans County.
- G. **Enclosure:** The Board will need to consider the following Board appointments/reappointment for the Chowan/Perquimans LEPC 2019 Roster:

NAME	SPECIALTY	NAME	SPECIALTY
Bass, Bitley	Fire	Nelson, Wallace	Local Elected Official
Bonner, Greg	Elected Official	Nixon, Jonathan	EM/EMS/911
Brittingham, Richard	EM/Fire/RRT-1	Overman, Barry	Fire
Carpenter, Roy	CERT (Lands End)	Palmer, Cordell	EM/LE
Cartwright, Michael	Fire	Parnell, Brian	NCEM
Chaney, Susan	DSS	Perq SO Rep	Law
Chowan SO Rep	Law	Ponte, Tom	EM
Coburn, Andy	CERT (Albemarle)	Smith, Lewis	Owner/Operator
Gay, Aaron	Fire (NC Forestry)	Solesbee, Julie	EM/Press
Hollowell, Ralph	Environmental	Spruill, Mary	Hospital
Layton, Miles	Press	Stoop, Ashley	Health Dept.
Layton, Nicole	Press	Ward, Paul	NCDA (Environmental)
NCHP Rep	Law	Winslow, Jarvis	EM

- H. **Enclosure:** The Board will need to consider the enclosed three-year contract with Maximus to develop a central services cost allocation plan at \$2,900 per year.

REGULAR MEETING

November 4, 2019

6:30 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, November 4, at 6:30 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

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

MEMBERS ABSENT: None

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

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

PUBLIC HEARING**Rezoning Request No. (PUD) REZ-19-01, requested by Perquimans Development, LLC**

Chairman Nelson opened the Public Hearing restating that the purpose of this public hearing 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. Mr. Nelson recognized Rhonda Money, Planner/GIS, who provided the following overview of the project:

(PUD)REZ-19-01 Summary to READ ALOUD
(at BCC Legislative & Quasi-judicial Public Hearing)

Thank you Chairman Nelson. We are here tonight 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, 2-0073-0020, 2-0082-0012, 2-0082-0013BBB, 2-0082-0013AAA, 2-0082-0013A, and 2-0082-0014A.

A slide of the Conceptual Master Plan is on the screen in the corner.

A word about terminology: Phase 1 is the current Albemarle Plantation and Phase 2 is the proposed PUD in today's application.

The proposed Planned Unit Development was previously designated a PUD at the March 2005 County Commissioner meeting, however due to lack of progress the project's vested rights expired. The current proposal is being designed to have approximately 2,400 residential units which include townhomes, condominiums and detached single family dwellings. Also proposed are a boutique hotel, some commercial space, a fire station and a police station.

Lot sizes and buffer widths:

The smallest allowed lot size in our current zoning ordinance is RA-15 which has a minimum width of 90 feet. Currently proposed lots are much narrower and range from 35 ft. wide to 75 ft. wide, therefore the developer is asking for side setbacks in the 5 to 7 foot range versus the 12 foot minimum currently allowed. Emergency Services believes that to be potential safety issue so the County Fire Marshal offered alternative ideas that could increase safety if reduced setbacks were approved. This topic is covered in conditions in the draft CUP.

Buffer widths are not defined in the application and our zoning ordinance only requires a minimum 20 foot permanent vegetated buffer between the PUD and residential districts, plus a vegetated buffer abutting public streets and at each entrance. This buffer was wider in the 2005 approval and has been made wider in conditions in today's draft CUP.

Wastewater:

The existing wastewater treatment plant will be upgraded to provide additional treatment for Phase 2. The hydro-geological site evaluation shows 611,000 gallons per day of wastewater can be safely disposed on the site. This 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 and the remaining build-out 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; an alternative plan calls for an additional elevated water tank near the main subdivision entrance off Harvey Point Road.

Storm water:

Ponds will collect and treat 1 1/2" of storm water run-off in accordance with NCDEQ regulations.

Roads:

Two different Traffic Impact Analyses (TIA) were completed. The first one had proposed traffic count numbers based on young families with school age children and homeowners with full time jobs. The second one decreased traffic count numbers based on a predominately retiree or second home market. Six potential access points were evaluated. Turn lanes are proposed in both versions. A roundabout is proposed on Harvey Point Road where access crosses both sides of the road. Traffic signals may or may not be necessary depending on which traffic count numbers are used.

Harvey Point Road, from Highway 17 to Church Lane, which is 6.1 miles, is already scheduled to be resurfaced and have pavement widened in the NC DOT fiscal year 2020 to 2021. That's independent of this requested rezoning.

Technical Review Committee Comments:

At the TRC meeting our Water Department director submitted a report by a consulting engineer with Diehl & Phillips stating that current water capacity is available for only 320 lots in Phase 2 over the next 4 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.

An Emergency Services comment recommended minimum 10 foot side setbacks for a total of 20 feet between properties.

A note to point out is that walking trails were discussed in early meetings but none are shown on the Master Plan.

In regards to Consistency with the 2015 CAMA Land Use Plan Update: According to the Projected Future Land Use map, the subject area is zoned Residential and designated a Planned Unit Development area.

Recommendations:

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.

I'd like to paraphrase a few conditions in the draft CUP.

General Land Use:

A1) Perquimans County has the right to limit the number of lots and housing for each section based on water availability.

A2) County may limit lots less than 15,000 square feet based on the conceptual Master Plan as presented in this application. For example...the applicant can have no more than 39 lots that are 35 ft wide, no more than 92 lots that are 40 ft wide, etc.

A5) Up to 80 rooms will be allowed in the hotel, which shall have a maximum height of 35 feet and/or 3 stories.

A7) Setbacks on lots less than 15,000 square feet or less than 50 feet wide shall be 15 feet front and rear yards and 10 feet side yards. Exceptions allowing 5 foot side yard setbacks may be made on lots 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.

Emergency Services:

C6) If a bridge is built over Minnie's Creek it shall be constructed to DOT standards and shall accommodate fire trucks.

Transportation:

NOTE: DOT already has a copy of the traffic impact analysis but has not finished their review yet. And the local DOT is sending the TIA to Raleigh for their comments also.

D1) A traffic impact analysis shall be reviewed by NCDOT and a report provided to be considered by the County Commissioners prior to Preliminary Plat Approval.

Utilities:

E4) Design and construction cost of any additional elevated water tank will be paid for by the developer.

E5) All improvements to the existing county water system to provide domestic and fire flow capabilities shall be made by the County but paid for by the developer.

E6) Any water distribution system within Alb. Plantation Phase 2 will be constructed by the developer at the developer's expense. Water will be provided by Perquimans County Water System in accordance with available capacity which is not committed at this time.

Plat Approvals & Master Plan Amendments:

F6) If the start of construction is delayed beyond December 31, 2021, the applicant shall formerly request an extension be granted by the Board of County Commissioners.

And finally, Planning Board members asked to add that last condition which states "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."

A PUD is a conditional use District.

In the usual conditional use district rezoning process, the owner applies for a conditional use permit for a particular project at the same time the rezoning is requested. The two decisions 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 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.

When you start voting....Staff reminds the Board to give a reason 'why' the rezoning is or is not consistent and in harmony with the surrounding area and remember you have 2 other motions to vote on after that.

If there are no questions from the Board, the applicant, Mr. Masters, is available to speak.

Bobby Masters, Applicant/Developer, made a few comments on the Rezoning Request REZ-19-01. During those comments, he further explained what they were planning on providing on these parcels.

Julie Phelps, 118 Halsey Bay Road, Hertford, NC presented the following statement which disagrees with the rezoning of these parcels:

My name is Julie Phelps. I am here with my husband Mark Phelps. We live at 118 Halsey Bay Rd, known as the Edmund Blount Skinner House, a historic property, which is across Harvey Point Rd from the PUD/rezoning.

I am the GIS Manager for Pasquotank County. Government infrastructure, rezonings, working with developers, all this has been my world for 20 years. I know what is accepted practice in development. I am against this development because I do not think it is good for Perquimans County.

Thank you for the consideration that we be consulted on what goes at the corner of Harvey Point Rd and Church Ln, but this commercial zoning is still completely out of character with the surrounding area. This commercial zoning is also next to one of the oldest black churches in the state. I ask that this area be reserved for a park.

Of my other concerns, the first is that Harvey Point Rd is a dangerous road, with frequent accidents and fatalities. The Traffic Impact Analysis, which does not mention the high accident rate, or the repetitive flooding on the road, shows the "Level of Service" going from a grade of "A" currently, to an "F". Harvey Point Rd CAN NOT, as it is currently configured, handle the amount of traffic that this project will add. The tractor trailers, dump trucks and heavy equipment that go in and out of the base will have to drive through what will become a residential area with a speed limit of 35 miles/hour with multiple stops.

There is no water for this project. The PUD calls for nearly 2500 units plus a hotel. The water report says there is enough water for 455 houses. If 455 houses are built, it will literally take every drop of water that Perquimans can make and/or has access to, leaving none for any other development.

All of the current footprint of Albemarle Plantation and this PUD are outside any fire districts, as is my house. The County Fire Marshall stated at the Planning Board meeting that if a house in this area catches on fire, it is going to burn down. And that his concern is that with the small setbacks that are proposed that all the houses will catch on fire. I suggest that the proposed fire house be built and equipped by the developer before any construction begins.

My fear is that this will be just another in a long line of failed developments. The Shores at Lands End is a waste land. It can't be farmed, and nearly all the lots are bank owned. I would propose that if this PUD is approved that any construction is not

allowed to until 80% of AP Phase 1 and The Shores at Lands End are developed. And that each phase of this development should reach 80% capacity before another phase can be started.

Chuck Payin, member of the New Haven Baptist Church, came to find out what was going to be happening around his church. He further stated that he did not want any liquor store or commercial properties around their church. He also agreed with a number of things that Ms. Phelps mentioned in her comments.

Mattie Payin, pastor of New Haven Baptist Church, spoke on the church's behalf and agreed with a number of things that Ms. Phelps had mentioned. She concluded her remarks with the fact that she hopes the Board would consider the comments made tonight and do the right thing.

James Blackman, a resident of Albemarle Plantation, feels that this would be a great thing for the county with regard to tax revenue and services provided. Therefore, he supported their request.

There being no further comments or questions, Chairman Nelson closed the public hearing at 7:00 p.m. and proceeded with the regular meeting.

AGENDA

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

CONSENT AGENDA

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

1. **Approval of Minutes:** October 7, 2019 Regular Meeting & October 21, 2019 Work Session
2. **Tax Release Approvals:**

PERQUIMANS COUNTY TAX RELEASES:

Chappell, Wilmer & Christine House was added to this parcel in error. Should have been added to parcel 1-0016-0089C. Account Number 102960. -----\$759.92
 Shallings, Faye S. Available discount was not calculated. Account No. 356958. -----\$302.97

3. **Personnel Matters:**

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Katelyn Moody	Seasonal Tax Lister	Appointment	11/6	\$13,000/yr.	11/01/2019
Lisa Ambrose	Tax Clerk - DMV	Appointment	38/3	\$25,673	11/01/2019
Efe 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			10/23/2019
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 Thresher	Part-Time/Fill-In Paramedic	Removed from Roster			10/25/2019
Jennifer Ayers	PT/FT Non-Certified Telecommunicator	Appointment	60/1	\$12.94/hr.	11/01/2019

4. **Step/Merit Increases:**

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Syretta Cullins	IMC II	63/2	\$31,229	11/05/2019

5. **Budget Amendments:**

**BUDGET AMENDMENT NO. 5
GENERAL FUND**

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).			

**BUDGET AMENDMENT NO. 6
GENERAL FUNDS**

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

**BUDGET AMENDMENT NO. 7
GENERAL FUND**

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.			

6. **Board Reappointments:** The following Board reappointments were unanimously approved by the Board:

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

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

> Surplus Vehicle: The Board adopted the following resolution declaring certain items as surplus equipment to be sold on GovDeals:

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.

ATTEST:

Wallace E. Nelson, Chairman

Mary P. Humnicutt, Clerk to the Board

INTRODUCTION OF NEW EMPLOYEES/STAFF

The following employees were introduced to the Board/Staff:

- > **Susana Chaney:** Ms. Chaney, Social Services Director, introduced 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.
- > **Michelle Lawrence:** Ms. Lawrence, Librarian, introduced 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.

Chairman Nelson welcomed them to Perquimans County.

SUSAN CHANEY, SOCIAL SERVICES DIRECTOR

Ms. Chaney presented her monthly report.

ALLISON PLATT, DESIGN CONCEPT FOR DOWNTOWN HERTFORD WATERFRONT

Pamela Olivera introduced Ms. Platt who presented a PowerPoint presentation on the design concept for downtown Hertford Waterfront. After her presentation, she asked the Commissioners to adopt a resolution supporting the design concept for downtown Hertford Waterfront. Commissioner Jones stated that Resolutions are usually for legislative matters. Ms. Platt stated that this was mainly for applications for grant funding. On motion made by Alan Lennon, seconded by Charles Woodard, the Board unanimously approved the following Resolution:

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.

ATTESTED:

Wallace E. Nelson, Chairman
 Perquimans County Board of Commissioners

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

SEAL

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

There were no commissioner's concerns/committee reports.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > **ALS Resolution:** Mr. Heath explained that, at their previous meeting, the Board adopted a Resolution requesting that the State research the large number of cases of ALS in Perquimans County. As a result of this Resolution, we have had contact with several individuals from the State in the Genealogy Department, Zack Moore and Ken Gates. The next step will be to have Ashley Stoop of ARHS and himself to update the ALS Chapter meeting on November 18, 2019. This may result in an ALS Task Force comprised of members from Perquimans County, Albemarle Regional Health Services, and the local ALS Chapter in the State of North Carolina so that we can keep them informed of their findings.

- > Census Complete County Committee: Mr. Heath reported that Committee held it's training on October 11, 2019. The County will work with this Committee to make sure that all the individuals in Perquimans County are counted for the census and to get the word out on the upcoming Census.
- > Multi-Mobile Transportation Meeting: Mr. Heath reported that this group, which consists of professors from NC State, officials from NCDOT, and Perquimans County representatives, came and toured the Marine Park on October 23, 2019. They made several good contacts from this meeting to assist with getting the Marine Park started.
- > State Public Assistance Meeting for Hurricane Dorian: Mr. Heath met with individuals on October 30, 2019 to discuss financial assistance for personal time spent and property damage from Hurricane Dorian. Board will be asked to approve documentation later in the meeting to apply for these funds.
- > Meeting with Dave Goss, Senator Tillis, and Mr. Heath: Mr. Heath reported that he and Dave Goss met with a representative from Senator Tillis' Office last Friday to discuss the flooding for the Marine Park from the federal level of government.
- > Marine Park/Basin: Mr. Heath reported that the CAMA permits for the Marine Park Basin expire at the end of this year. The County has prepared documents to transfer the property back to Perquimans County and applied for the extension of these permits.
- > Benefit for Bill Jennings: Mr. Heath explained that they are holding a "Battle for Bill Benefit" tomorrow from 11:00 a.m. through 7:00 p.m. This is to assist with medical bills for Bill Jennings, Tax Administrator, who is battling cancer. He encouraged the Board and public to participate in this event. It will be fried pork chop plates and they can be picked up at the Winfall Ballpark or at Gibson Service Station by Little Caesar's parking lot in Elizabeth City.

APPOINTMENTS: COMMUNITY ADVISORY COMMITTEE

Chairman Nelson asked Mary Hunnicutt, Clerk to the Board, if we had received any applications for these two vacancies on this Committee. Ms. Hunnicutt reported that she only had one phone call about it and it was from a county employee. She sent the employee information about the Committee but has not heard back from her. It was the consensus of the Board to have Ms. Hunnicutt readvertise for these vacancies.

PLANNING ITEM: REZONING REQUEST NO. (PUD) REZ-19-01, REQUESTED BY PERQUIMANS DEVELOPMENT, LLC

Chairman Nelson reported that the Public Hearing was held earlier in the meeting for the Rezoning Request No. (PUD) REZ-19-01, requested Perquimans Development, LLC. Mr. Nelson explained that there are several steps to the approval this request. The first step is to approve or deny the rezoning request. County Manager Heath explained that we first needed to find that the proposed rezoning request is or is not consistent and in harmony with the county comprehensive Land Use Plan existing development pattern and state why it is or is not consistent and in harmony. This part is legislative procedure of the approval. Mr. Heath further explained that, when the Board goes to approve the Conditional Use Permit part of the request, we would need to follow quasi-judicial procedures. Chairman Nelson stated that language for the part of the request that commercial property would not be adjacent to the historic home and church needs to be provided for the motion. Chairman Nelson opened it up for some discussion and we will need a motion to approve or deny the request. T. Kyle Jones made a motion to find that the proposed Rezoning No. (PUD) REZ-19-01 is consistent and in harmony with the county comprehensive Land Use Plan existing development pattern and stated that he needed the wording for the part the Chairman Nelson mentioned. County Manager Heath and County Attorney High stated that the item regarding the historic home and church will be part of the conditions of the Conditional Use Permit part of this request and would not need to be voted on it at this time. What Mr. Jones needs to include is the reason why this request is consistent and in harmony with the CAMA Land Use Plan. He added the following to his motion: this request is consistent and in harmony because the proposed PUD area of 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 conditional consistent in the Future Land Use Compatibility Matrix on Page IX-35. The motion was seconded by Alan Lennon. Chairman Nelson asked if there were any questions or comments on the rezoning. County Manager Heath reminded them that the motion on the floor was for the consistency and in harmony with the Land Use Plan. The rezoning approval will come later. County Attorney High stated that he wanted to Board to understand that this is a two part process tonight. County Manager Heath stated that there will be three motions made on this tonight. Mr. High concurred. With all that said, Chairman Nelson asked if there was any discussion on the consistency statement of this request. Commissioner Jones stated that the Board recently approved Dollar General for that area which is similar to this request but not as built up as this will be. Chairman Nelson stated that the land around this parcel is residential (Albemarle Plantation & Holiday Island) and on one side it is agricultural (farmland) so this will be consistent and in harmony with the Land Use Plan. There being no further questions or discussion, the Board unanimously approved the motion.

Chairman Nelson moved to the Rezoning Approval of the Rezoning Request No. (PUD) REZ-19-01. County Attorney High explained the procedure as to how the Board needed to move forward with taking action on this request. This will require two motions. The Board will need to have a rational basis for approving the motion. Mr. Heath explained that the first motion is a legislative procedure, but the second motion will be a quasi-judicial procedure. The individual making the motion will need to site the findings. Alan Lennon made a motion to approve the Rezoning Request (PUD) REZ-19-01(a) to rezone from RA, Rural Agricultural to PUD(CU), Planned Unit Development Conditional Use District, the +/- 1.497 acre property located at Tax Parcel Numbers 2-0073-0022, 2-0073-0003C, 2-0073-0001, 1-0073-0021, 2-0073-0020B, 2-0073-0020A, 2-0073-0020, 2-0082-0012, 2-0082-0013BBB, 2-0082-0013AAA, 3-0083-0013A, and 2-0082-014A, incorporating the Table of Findings as listed below to support the motion:

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

The motion was seconded by Joseph W. Hoffer. Chairman Nelson asked the Board if there were any questions or comments about this Rezoning Request. County Attorney High asked if anyone had any specific reasons as to why this would be beneficial to the County. The following comments were made:

- > **Alan Lennon:** Mr. Lennon said that there would be more availability of housing and it would contribute to our economic development.
- > **Wallace Nelson:** Mr. Nelson stated that it would grow the residential area.

County Attorney High asked if anyone had any specific reasons as to why this would not be beneficial to the County. The following comment was made:

- > **Wallace Nelson:** Mr. Nelson stated that we already have some commercial development there and the PUD had already been approved before but had expired. He does not foresee any problems with the approval.

County Attorney High then asked if any of the Commissioners felt that this rezoning would adversely affect the neighborhood. The following comments were made:

- > **Alan Lennon:** Mr. Lennon said that, according to the application, it would be in harmony with the surrounding areas.
- > **Wallace Nelson:** Mr. Nelson said that, in his opinion, it would be complimentary to the land.

County Attorney High said that they had already had a discussion about it being in accordance with the Perquimans County Land Use Plan. Mr. High said that, having all the Commissioners present at this time, the Chairman could call for a vote. Mr. Nelson asked if there were any further comments or questions. Commissioner Jones asked Mr. High when is the appropriate time to ask about the water capacity in that area with the addition of this PUD. Mr. High explained to Mr. Jones that this was a good time to ask it since we are in an informal setting. Mr. Jones asked Mr. Heath how many units our current water system will handle. Mr. Heath said that is it 120 lots right now. He further explained that a simple change of connection in the Belvidere area could increase it by another 150 real quick. Mr. Jones asked if this was everywhere or just there. Mr. Heath explained that we have two plants -- Winfall and Bethel. This would be service from the Bethel Plant. Mr. Jones wanted to clarify that this will be a gradual increase. It will not be all the lots at one time. Mr. Heath stated that this plan would give the County ample time to obtain water capacity as this project develops. Commissioner Woodard restated the information just to make sure they knew that we would have ample time to provide water to these lots as they progress through their development. Mr. Heath stated that is why they placed a condition in the Conditional Use Permit to allow the County time to provide the water at each phase. Chairman Nelson explained that, after the initial approval of the Albemarle Plantation plan, each expansion had to be brought before the Board for approval in sections. The second concern that Commissioner Jones had was the road situation. While Janice Coie was Chair of the Board, we asked NC Department of Transportation (NCDOT) to look at reducing the speed limit along Harvey Point Road due to the number of accidents. County Manager Heath stated that NCDOT did agree to place that road into the STIP (Secondary Transportation Improvement Program) so the funding of the modernization of Harvey Point Road has been accomplished at least for the six mile point from Church's Lane. This is assuming that the NCDOT will obtain more funding. There being no further questions or discussion, the Board unanimously approved the motion.

Chairman Nelson moved to the CUP approval which should be handled as a quasi-judicial procedure. County Attorney High stated that, since this is a more formal setting, we would need to obtain sworn testimony. Chairman Nelson swore in the applicant's witnesses that would give testimony on the following Table of Findings:

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

Commissioner Jones asked if a commissioner could waive the swearing in requirements and incorporate all the testimony for this purpose tonight. Mr. High stated that, should this matter be appealed in court, there would be a problem. The following individuals were sworn in: Bobby Masters, Developer/Applicant and Dave Klebitz, Engineer. Bobby Masters presented his testimony as follows:

- > **Bobby Masters:** After thanking the Commissioners for allowing him to be here tonight to present this request, he began to respond to the five (5) findings as follows:
 - With regards to materially endangering the public health & safety, he submits that they have complied with this requirement with the extensive review with the County Planner, County Manager, Technical Review Committee, and the Planning Board. They have complied with the comments and suggestions which they considered and incorporated those requests into the Conditional Use Permit. The Planning Board approved their request October 8, 2019.
 - With regards to the required conditions and specifications, Mr. Masters addressed several items that they had concerns about: (1) Water Capacity – they understood the problem with the water capacity and worked out a plan with the County on phasing in the project; (2) Sanitary/Sewer – they worked out a contract with an Albemarle Utility Company to provide sewer service to the project and have proposed plans to expand their system for future growth; (3) Stormwater – they obtained all the engineering permits for stormwater, runoff, and retention issues for this area. As they move forward, they will be required to obtain technical permits from the State and the County before actually starting the project; (4) Fire & Safety – They have had a long discussion with the Fire Marshal regarding setbacks and worked through that hurdle; work with Fire Marshal regarding institute construction procedures; talked about residential sprinkler systems; (5) Roadways - their interior roads are designed to allow proper circulation throughout the project (egress & ingress); (6) Environment -- they are well aware of weapons out on the property hand have a JD (Jurisdictional Weapon Delineation) for the US Army Corp of Engineers which requires them to adhere to all the rules & regulations of the Corp as well as the State & CAMA.
 - On value of adjoining or abutting properties, Mr. Masters said that they feel that what they are planning on doing here will enhance the value of the surrounding properties. They will be spending a significant amount of money in marketing to get the word out about this development.
 - With regard to the community being in harmony with the Perquimans County Land Use Plan, they feel that this community is an extension of the current Albemarle Plantation property and this will just enhance the value of the property.

- * He provided a brief description and provided information about their company and how they want to preserve the land area and facilities.
- > After his comments, he asked if there were any questions or comments regarding his testimony. Mr. High said that this was proper and allowed in the quasi-judicial hearing.
 - * **Alan Lennon:** Mr. Lennon stated that, on previous CUP applications, they had property appraisals from a licensed appraiser. He asked if they had one tonight for their property. County Attorney High explained that Dave Owens of the School of Government addressed that question several years ago when the Board was asking for assistance with the Wind Farm request. He basically told the Board that, since Perquimans County has always been more laid back than other counties, we could be relaxed on some of these matters. They could ask Mr. Masters how things worked with previous projects.
 - * **Joseph Hoffer:** Mr. Hoffer asked that, since they were going to spend a significant amount of money marketing this project, had they considered changing the name since the name Albemarle Plantation could be offensive to some people. Mr. Masters stated that this project is a separate project from Albemarle Plantation even though it is considered Phase II of Albemarle Plantation. This phase will have its own property owners association. Our residents will have access to the amenities of Albemarle Plantation but it will be a separate project. He further stated that they have thought about changing the name of the project to Albemarle Preserve.
 - * **Bobby Masters:** To answer Commissioner Lennon's question, Mr. Masters stated that, in his experience with projects similar to this, he has seen a great increase in the residential values of surrounding properties but could not testify for the agricultural values. He feels that it may go up since we are taking some of the agricultural property out of the mix which would increase the supply and demand. Because people hear about the project, they may come to look and fall in love with the area and might want to purchase another type of property in Perquimans County.
 - * **Charles Woodard:** Mr. Woodard asked how the property values have changed with the Albemarle Plantation Phase I properties. Mr. Masters stated that, even before their phase begins, they will be putting money into marketing the properties that they own in Phase I Albemarle Plantation. He also feels that things are picking up in Phase I.
 - * **Frank Heath:** Mr. Heath stated that Albemarle Plantation property owners comprise about 16% of the total tax value of Perquimans County. This shows how a similar development can potentially affect the tax value of the County.

Chairman Nelson asked if there were any further comments or questions for Mr. Masters. There being none, he recognized Dave Klebitz, Engineer. Chairman Nelson asked if Mr. Klebitz had anything else to add to Mr. Masters comments. Mr. Klebitz stated that he was here to answer any questions regarding the conditions and to make sure that they are doing everything in accordance with the County's ordinance. He also was here in case Mr. Masters could not answer any technical questions from the Board. County Attorney High stated that Mr. Klebitz could talk about working with Rhonda Money, Planner/GIS Mapper, who presented the items of concerns that they had. Since Ms. Money was not sworn in, the Board could chose to swear her in to testify to how they worked out the issues on this application. After this short discussion, Mr. Klebitz began his testimony.

- > **Dave Klebitz:** After reviewing his experience and training, Mr. Klebitz stated, before and after the Planning Board meeting, he along with Mr. Heath reviewed each of the conditions in the Conditional Use Permit which was presented to them tonight in their Agenda Packet. They discussed issues like water, traffic, septic system, and setbacks. He will not review them any further and feel that the County and his client are in agreement they are in accordance with the County's ordinances. This is a Master Plan so they can only talk generally and preliminarily. Each section will be brought back to the Board of Commissioners for approval and, at that time, they could talk more specifics. This concluded Mr. Klebitz's comments and there were no questions/comments from the Board.

County Attorney High stated that, to make sure the circle is complete, he was going to ask Rhonda Money to be sworn in to briefly repeat some of her comments regarding conditions and specifications, under oath. Chairman Nelson swore Ms. Money in and she made the following comments:

- > **Rhonda Money:** As far as meeting the requirements, the best thing she could say was that she had spent months and months going over rule and regulation pages of documents. It took about three different tries to get all the information into the conditional use permit to comply with the County's ordinance. Mr. Heath asked Ms. Money if the application is potentially complete and that it complies with the County's ordinance. Ms. Money said that it was and that it complies with the ordinance.

Chairman Nelson asked if she had anything else to add. Ms. Money said that she did not. Mr. Nelson said that, at this point, the Board can consider a motion to make a recommendation on the Rezoning Request (PUD) REZ-19-01(a) based on the four findings listed above. T. Kyle Jones made a 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, 2-082-0013AAA, 2-0082-1013A, and 2-0082-0014A, conditioned upon the conditions listed in the Conditional Use Permit changing Condition #7 to read as follows:

- 7) *No commercial development is allowed on the parcels adjoining the intersection of Church Lane and Harvey Point Road, specifically adjacent to the New Haven Baptist Church and any historical properties located adjacent.*

and adopting the following Policy Guidelines to support the motion:

1. That the PUD will not materially endanger the public health or safety if developed according to the plan submitted and recommended; *Commissioner Lennon - adding fire and police protection and their infrastructure additions; Chairman Nelson - he agreed with Mr. Lennon; Frank Heath - Staff and TRC approved it.*
2. That all uses approved meet the required conditions and specifications; *County Attorney High stated that, with the testimonies of Mr. Masters, Mr. Klebitz, and Ms. Money, this requirement has been satisfied.*
3. That the PUD will not substantially injure the value of adjoining or abutting properties, or that the approved uses are public necessities; and *Mr. Masters' testimony satisfied this requirement and there were no other testimony against this guideline. County Attorney High stated that, with the weight of the evidence presented, this guideline was satisfied.*
4. That the location and character of the PUD if developed according to the plan will be in harmony with the area in which it is to be located and in general conformity with the Perquimans County Land Use Plan. *Chairman Nelson stated that the Land Use Plan already allows it; it is in conformity; it is in harmony with Albemarle Plantation - Phase I and with the Holiday Island developments; Commissioner Lennon stated that this project had already been approved but had expired before development was started.*

The motion was seconded by Alan Lennon. County Attorney High asked that, even though it may be redundant, the Board should go through each guideline and state why they feel that this project is in compliance. The Board discussed the guidelines and their comments are in red above. Chairman Nelson asked if there were any further questions or comments. There being none, the Board unanimously approved the Rezoning Request (PUD) REZ-19-01(a) (See Attachment A).

HURRICANE DORIAN DOCUMENTATION

Chairman Nelson recognized County Manager Heath who presented the two documents for Board approval. Mr. Heath stated that he had mentioned earlier in the meeting that they would have documentation to approve to obtain reimbursement funds from Hurricane Dorian. The purpose of the Resolution is to Designate Applicant's Agent to appoint individuals to complete paperwork and applications for these funds. The Applicant Disaster Assistance Agreement is the State Agreement providing the requirements to apply for these funds. On motion made by Alan Lennon, seconded by Charles Woodard, the two documents for Hurricane Dorian Reimbursement funds were unanimously approved by the Board.

PUBLIC COMMENTS

There were no public comments.

CLOSED SESSION: CONSULT WITH ATTORNEY REGARDING ACQUISITION OF REAL PROPERTY & CLOSED SESSION MINUTES

Pursuant to NC General Statute 143-318.11(3), Fondella A. Leigh made a motion to go into Closed Session to consult with attorney regarding acquisition of real property and to approve closed session minutes. The motion was seconded by Charles Woodard and unanimously approved by the Board.

The Closed Session was adjourned and the Regular Meeting reconvened on motion made by Fondella A. Leigh, seconded by Charles Woodard, and unanimously approved by the Board.

SCHOOL WALK THROUGH

County Manager Heath stated that the Board had discussed doing a walk-through of all the schools in the school system. The Board of Education has provided December 9th and 11th as dates to have the walk-through. He asked the Board members to check their calendars to see if these dates would be okay. They will be from 5:00 p.m. to 7:00 p.m. each evening. They will walk through two schools a night. He asked the Board to let him know as soon as possible.

ACTION FROM CLOSED SESSION

On motion made by Charles Woodard, seconded by Joseph W. Hoffer, the Board authorized County Manager Heath to negotiate with Trillium to purchase the Albemarle Mental Health Building located behind the Albemarle Commission Building.

ADJOURNMENT

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

Wallace E. Nelson, Chairman

Clerk to the Board

ATTACHMENT A

Do NOT record this page

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

To

Rezzone 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, 2-0082-0052, 2-0082-0013BBB, 2-0082-0013AAA, 2-0082-0013A, and 2-0082-0014A.

This document reflects changes made at the October 8, 2019 Planning Board meeting, comments made by the applicant, and changes made at the November 4, 2019 Board of County Commissioner meeting.

16 acres northwest of Church Ln/Harvey Point Rd intersection were 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

CONDITIONAL USE PERMIT No. (PUD) REZ-19-01
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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.

CONDITIONAL USE PERMIT No. (PUD) REZ-19-01

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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 upstream 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.

CONDITIONAL USE PERMIT No. (PUD) REZ-19-01

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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.

CONDITIONAL USE PERMIT No. (PUD) REZ-19-01
Page 5 of 10

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.

CONDITIONAL USE PERMIT No. (PUD) REZ-19-01
Page 6 of 10

- 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.

CONDITIONAL USE PERMIT No. (PUD) REZ-19-01
Page 7 of 10

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.

CONDITIONAL USE PERMIT No. (PUD) REZ-19-01
Page 8 of 10

- 7) No commercial development is allowed on the parcels adjoining the intersection of Church Lane and Harvey Point Road, specifically adjacent to the New Haven Baptist Church and any historical properties located adjacent.

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

CONDITIONAL USE PERMIT No. (PUD) REZ-19-01
Page 9 of 10

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

Wallace Nelson, Chair, Board of Commissioners _____ Date _____

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

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

Perquimans 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.

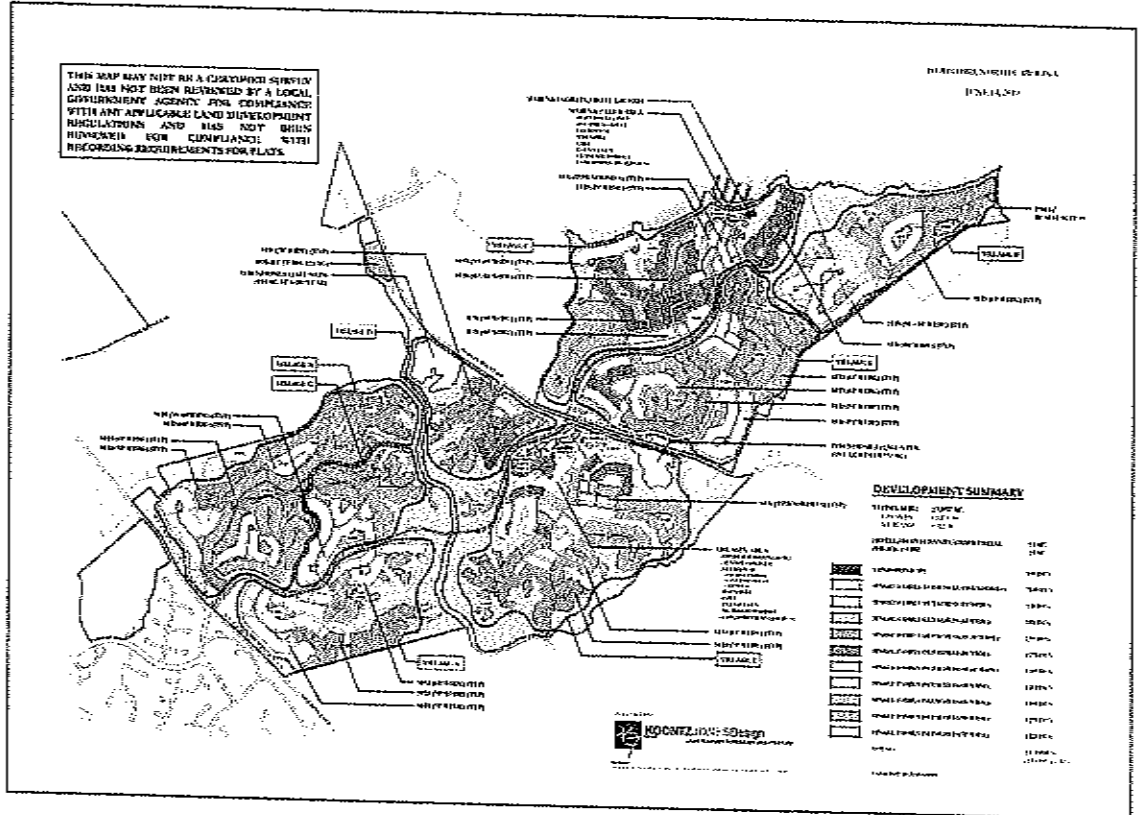
WITNESS my hand and notarial seal, this the _____ day of _____, 20_____.

Notary Public

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

The balance of this page was intentionally left blank.

CONDITIONAL USE PERMIT No. (PUD) REZ-19-01
Page 10 of 10



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 document reflects changes made at the October 8, 2019 Planning Board meeting, comments made by the applicant, and changes made at the November 4, 2019 Board of County Commissioner meeting.

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

Do **NOT** record this page

WORK SESSION
November 18, 2019
7:00 p.m.

Due to a lack of business to discuss, the Perquimans County Board of Commissioners Work Session on November 18, 2019 was cancelled.

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



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

PERQUIMANS COUNTY TAX DEPARTMENT

November 25, 2019

Tax Releases: (Perquimans County)

Daren & Jennifer Arnold \$236.00
Incorrect assessment on parcel 2-D082-C022-HI
Account#: 265259

Tax Refunds: (Perquimans County)

Jonathan G. Robinson \$134.89
Trade vehicle at dealership; 11 month refund
Account#: 50272410

Lushell Hayes \$122.84
Vehicle was totaled; 10 month refund
Account#: 0042269250-2018-2018-0000

Perquimans County's Vision:

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: Nov 13, 2019

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Denise Stallings
POSITION: Income Maintenance Technician

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

EMPLOYEE EFFECTIVE DATE: November 18, 2019

GRADE: 59 STEP: SALARY: \$ 10.00 per hour
THIS IS A PART TIME, TEMPORARY POSITION FROM NOVEMBER 18, 2019 THROUGH
JANUARY 17, 2020

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date
GRADE: STEP: SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

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

DATE OF EMPLOYEE TERMINATION:

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE GRADE/STEP RAISE:

Date: GRADE: STEP: SALARY: \$

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Susan M Chaney

Frank Heath

DATE: November 13, 2019

DATE: 11/15/19

FINANCE OFFICER

DATE: _____

**PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES**

P.O. BOX 107
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD

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

252-426-7373 – FAX 426-1240

DIRECTOR
Susan M. Chaney

MEMORANDUM

Date: November 15, 2019

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

From: Susan Chaney – DSS Director *Susan Chaney*

Subject: Income Maintenance Technician

Perquimans County Department of Social Services has offered one of the part time, temporary, Income Maintenance Technician positions to Ms. Denise Stallings and she has accepted. This position will determine eligibility for the Low Income Energy Program and the Crisis Intervention Program. Ms. Stallings will be employed from November 18, 2019 through January 17, 2020 and her hours are Monday – Friday, 8:00am until 3:00pm.

If you have any questions, please don't hesitate to contact me at 426-7373 ext. 128.

Perquimans County's Vision

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: Nov 13, 2019

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Shirley Shaffer
POSITION: Income Maintenance Technician

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

EMPLOYEE EFFECTIVE DATE: November 18, 2019

GRADE: 59 STEP: 1 SALARY: \$ 10.00 per hour
THIS IS A PART TIME, TEMPORARY POSITION FROM NOVEMBER 18, 2019 THROUGH JANUARY 17, 2020.

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date
GRADE: STEP: SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

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

DATE OF EMPLOYEE TERMINATION:

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE GRADE/STEP RAISE:

Date: GRADE: STEP: SALARY: \$

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

DEPARTMENT RECOMMENDATION

Suzan M Chaney

DATE: November 13, 2019

COUNTY MANAGER APPROVAL

Frank Feeth

DATE: 11/15/19

FINANCE OFFICER

**PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES**

P.O. BOX 107
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD

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

252-426-7373 – FAX 426-1240

DIRECTOR
Susan M. Chaney

MEMORANDUM

Date: November 15, 2019

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

From: Susan Chaney – DSS Director *Susan Chaney*

Subject: Income Maintenance Technician

Perquimans County Department of Social Services has offered one of the part time, temporary, Income Maintenance Technician positions to Ms. Shirley Shaffer and she has accepted. This position will determine eligibility for the Low Income Energy Program and the Crisis Intervention Program. Ms. Shaffer will be employed from November 18, 2019 through January 17, 2020 and her hours are Monday – Friday, 8:00am until 3:00pm.

If you have any questions, please don't hesitate to contact me at 426-7373 ext. 128.

Perquimans County's Vision

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: November 7, 2019

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Cheryl Banks
POSITION: IMC II

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

EMPLOYEE EFFECTIVE DATE: December 1, 2019

GRADE: 63 STEP: 1 SALARY: \$ 30,466.00

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date
GRADE: STEP: SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

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

DATE OF EMPLOYEE TERMINATION:

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE GRADE/STEP RAISE:

Date: GRADE: STEP: SALARY: \$

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Susan M Chaney

Frank Heath

DATE: November 7, 2019

DATE: 11/12/19

FINANCE OFFICER

DATE: _____

**PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES**

P.O. BOX 107
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD

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

252-426-7373 – FAX 426-1240

DIRECTOR
Susan M. Chaney

MEMORANDUM

Date: November 7, 2019

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

From: Susan Chaney – DSS Director *Susan Chaney*

Subject: Perquimans Social Services Employee

Ms. Cheryl Banks was selected and has accepted the position of Income Maintenance Caseworker II (Family & Children's Medicaid) with the Perquimans County Department of Social Services. Ms. Banks is fully qualified for the IMC II position and her employment will begin December 1, 2019. An Employment Action Form is attached.

If you have any questions, please don't hesitate to contact me at 426-7373 ext. 128.

Perquimans County's Vision

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Christopher Prince

SOC. SEC. NO.: _____

POSITION: Custodian

DEPT.: Buildings & Grounds

NEW EMPLOYEE EFFECTIVE DATE: January 1, 2020

GRADE: 56 STEP: 3 SALARY: \$23,508

ENDING DATE OF PROBATIONARY PERIOD: January 1, 2021

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

DATE: _____

COUNTY MANAGER APPROVAL
Frank Heath

DATE: 11/25/19

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: November 20, 2019

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Ashley Mikus

SOC. SEC. NO.: _____

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

STATUS CHANGE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)


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

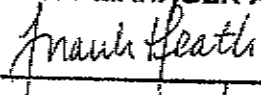
_____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

12-1-19 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: 62 STEP: 2 SALARY: \$14.37

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

DEPARTMENT RECOMMENDATION

DATE: 11-20-19

COUNTY MANAGER APPROVAL

DATE: 11/25/19

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: Nov 18, 2019

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Courtney Shadle
POSITION: Office Assistant III

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

EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY: \$

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date
GRADE: STEP: SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

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

DATE OF EMPLOYEE TERMINATION:

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE GRADE/STEP RAISE:

Date: 12-1-2019 GRADE: 57 STEP: 2 SALARY: \$ 23,981.00

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: November 18, 2019

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 11/18/19

FINANCE OFFICER

DATE: _____

**PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES**
P.O. BOX 107
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD

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

252-426-7373 – FAX 426-1240

DIRECTOR
Susan M. Chaney

MEMORANDUM

Date: November 18, 2019

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

From: Susan Chaney – DSS Director *Susan Chaney*

Subject: Employee Step Raise

Attached please find an Employee Action Form for Perquimans County Department of Social Services Employee, Courtney Shadle. I am recommending her for a step raise effective the month of December, 2019.

If you have any questions, please don't hesitate to contact me at 426-7373 ext. 128.

Perquimans County's Vision

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 11-12-19

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: DAVID MURRAY _____

SOC. SEC. NO.: _____

POSITION: SERGEANT _____

DEPT.: SHERIFF'S OFFICE _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 67 _____ STEP: 4 _____ SALARY: 39,104 _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

X 12/1/19 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)
Date

GRADE: 67 _____ STEP: 5 _____ SALARY: 40,056 _____

_____ 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

Shelton White

DATE: 11-12-19

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 11/25/19

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 11-12-19

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: BRIAN WATSON _____ SOC. SEC. NO.: _____

POSITION: DEPUTY _____ DEPT.: SHERIFF'S OFFICE _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 65 _____ STEP: 2 _____ SALARY: 34,102 _____

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: _____

X 12/1/19 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP
Date RAISE. (YEAR 2 3 4)
GRADE: 65 _____ STEP: 3 _____ SALARY: 34,934 _____

_____ 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

Brian Watson

Frank Heath

DATE: 11-12-19

DATE: 11/25/19

FINANCE OFFICER

DATE: _____

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 8

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 2nd DAY OF DECEMBER, 2019, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2019 - 2020 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-351-001	Sheriff - Grants	2,400	
10-510-420	Sheriff - Grants	2,400	
EXPLANATION: To amend FY 19/20 budget to include a grant award to the Sheriff's Department to be used for building security upgrades (additional key fobs/cameras).			

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 2nd DAY OF DECEMBER, 2019.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 2nd DAY OF DECEMBER, 2019.

Chairman, Board of Commissioners

Finance Officer



PERQUIMANS COUNTY BOARD OF COMMISSIONERS

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

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

MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

PROCLAMATION IN SUPPORT OF NATIONAL RADON ACTION MONTH IN PERQUIMANS COUNTY

WHEREAS, radon is a colorless, odorless, radioactive gas that may threaten the health of our citizens and their families;

WHEREAS, radon is the second leading cause of lung cancer in the U.S. and is the leading cause of lung cancer in non-smokers;

WHEREAS, the National Academy of Sciences estimates that up to 21,000 lung cancer deaths occur in the United States each year;

WHEREAS, radon is found in one in 15 homes across the U.S. have elevated radon levels;

WHEREAS, any home may have elevated levels of radon, even if neighboring homes do not, and living in a home with an average radon level of 4 picocuries per liter of air poses a similar risk of developing lung cancer as smoking half a pack of cigarettes a day; and

WHEREAS, testing for radon is simple and inexpensive and radon problems can be fixed;

WHEREAS, Perquimans County Board of Commissioner, the U.S. Surgeon General, the U.S. Environmental Protection Agency, the NC Department of Health and Human Services' NC Radon Program and the North Carolina Advisory Committee on Cancer Coordination and Control support efforts to encourage homeowners to test their homes for radon, have elevated levels of radon reduced;

WHEREAS, many residents in Perquimans County don't know about radon, yet need to know, for the safety and health of their families and a proclamation of National Radon Action Month is an opportunity to educate individuals on the available measures to reduce radon;

NOW, THEREFORE, Perquimans County Board of Commissioners do hereby proclaim:

JANUARY 2020 as National Radon Action Month In Perquimans County North Carolina

Adopted this 3rd day of December, 2018.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTESTED:

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

SEAL

From: "Gibson, Phillip" <Phillip.Gibson@dhhs.nc.gov>
To: "Gibson, Phillip" <Phillip.Gibson@dhhs.nc.gov>
Sent: 11/18/2019 2:45 PM
Subject: [External] Proclamation Request

Hello,

I am writing to ask if your County Board of Commissioners would consider issuing a Proclamation to recognize January 2020 as Radon Action Month. We are asking all one hundred county commissions to participate and hope you will join this mass education event.

Each year January is nationally recognized as National Radon Action Month by the Environmental Protection Agency. Your county's health department has assisted us in the past with distributing free radon test kits during National Radon Action Month. And many NC Cooperative Extension Service agents continue to provide educational programs on radon in their counties each January.

Radon is a natural result of uranium decaying in our rock and soil. Radon is undetectable without radon testing. Radon has no smell and is a colorless naturally occurring radioactive element. Radon is the leading cause of lung cancer among non-smokers and is responsible for more than 20,000 deaths annually in the United States.

The NC Radon Program will be providing 3,000 free radon test kits through our website (www.ncradon.org) beginning the first week of January 2020. We are also working with the NC Cooperative Extension Service and a number of other partners in providing four free webinars on radon during National Radon Action Month.

A proclamation from your Board of Commission would help raise public awareness of this national health risk and could lead to saving thousands of lives.

Attached is a sample proclamation drawn up for this purpose. Also attached is a radon fact sheet created in partnership with a number of entities including the NC Real Estate Commission and the NC Advisory Committee on Cancer Coordination and Control. Here is the link to additional information: <https://publichealth.nc.gov/chronicdiseaseandinjury/cancerpreventionandcontrol/acccc.htm>

I am available to answer any questions, provide more information, and even meet with your Board of Commissioners if that would be helpful in deciding about issuing a Proclamation for Radon Action Month. Even though it doesn't occur until January an early issuance would be greatly appreciated.

Thank you for your consideration. Please let me know when a decision has been made or when more information would be useful.

With appreciation,

Phillip Ray Gibson

NC Radon Program Coordinator

Division of Health Service Regulation, Radiation Protection Section

North Carolina Department of Health and Human Services

828 712 0972 mobile

phillip.gibson@dhhs.nc.gov

5505 Creedmoor Rd, Suite 100, Raleigh, NC 27612

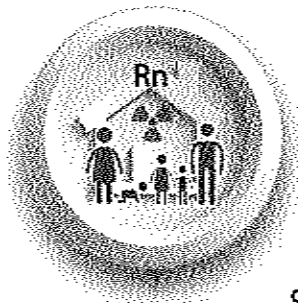
1645 MSC, Raleigh NC 27699-1645

Email correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.

Safe at Home: Preventing Lung Cancer

BY REDUCING RADON IN THE HOME

What is radon? Radon is a gas that you cannot see, smell or taste. It comes from the decay of radioactive elements (such as uranium, thorium and radium) in soil and groundwater.



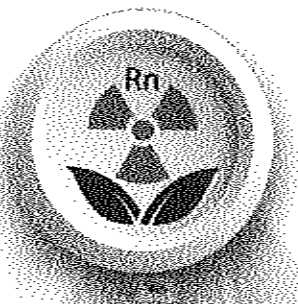
Why should I be concerned about radon?

Breathing in radon is the second leading cause of lung cancer after smoking. Radon is the likely cause of more than 21,000 lung cancer deaths each year in the U.S. In 2015, lung cancer was the leading cause of cancer deaths in N.C.

What are your chances for getting lung cancer from radon?

Each one of the following influences your risk:

1. Level of radon in your home;
2. The amount of time you spend in your home;
3. If you are a smoker of tobacco or have ever smoked tobacco; and
4. If you are exposed to secondhand smoke.



How does radon cause lung cancer?

Radon gas decays into radioactive particles that can get trapped in your lungs when you breathe. These particles break down and release small bursts of energy. This can damage lung tissue and lead to lung cancer over the course of your lifetime. Not everyone exposed to high levels of radon will develop lung cancer, however the risk for lung cancer is increased.

How does radon get into a home?

Radon can rise from the rocks in the ground, through the soil, and to the air above. It comes into your home through cracks and holes in the foundation. The radon becomes trapped in your home. This can happen in new and old homes, homes with or without basements, and in high-rise and multi-family buildings. Underground well water can transport radon from the soil into the house.



Where is radon found in N.C.?

Nearly one out of every 15 homes in the U.S. is likely to have a high level of radon. Homes in all 100 counties of N.C. have tested at high levels for radon. The only way to know if your home has a radon problem is to test it. (continued)

Is radon only measured in homes?

No. Radon can get into any type of building. You and your family are most likely to be exposed at home because you spend most of your time there.

What is considered a high level of radon in the home?

The amount of radon in the air is measured in "picocuries per liter of air," or "pCi/L." A radon level in the home between 2 and 4 pCi/L is considered moderate risk and over 4 pCi/L is considered high risk for your health.

I am buying/selling a home. How do I get a property tested for radon?

There are no laws in N.C. regarding radon testing. The N.C. Radon Program recommends that you hire a certified radon contractor. This will give you reliable test results quickly. If you get your water from a well, you can test your groundwater for radon with a certified laboratory. Visit www.ncradon.org to find a certified radon tester.

What if the radon levels are high in my home? Can my home be fixed?

The EPA (U.S. Environmental Protection Agency) recommends fixing homes that have an average radon level over 4 pCi/L. The EPA suggests you consider fixing your home if it tests between 2 and 4 pCi/L. Most homes can easily be fixed to bring the radon levels below 4 pCi/L. Lowering high radon levels requires special knowledge and skills. Pick a contractor who is trained to fix radon problems. The National Radon Proficiency Program or the National Radon Safety Board certifies trained contractors. Visit www.ncradon.org for links.

How do I fix my home if the test shows there is a high level of radon in water?

The N.C. Division of Public Health recommends testing well water for radon. Its experts say you should fix well water that tests high for radon. If the radon level is high in the well water, a second test for other types of radioactive particles like uranium and radium should be done. Select a contractor who is trained to fix radon problems. Contact your county health department's environmental health program for more information.

What will fixing my home cost me?

In 2017, the average cost for fixing a radon problem in an existing home was \$1,500. The average cost to include a radon reduction system when building a new home was \$800. The cost for a private well water radon treatment system ranges between \$1,500 - \$5,000. Visit www.ncradon.org to learn more about building Radon Resistant New Construction.

Will a radon reduction system impact the sale of my home?

Radon reduction systems have been installed in homes across N.C. since 1996. It is commonplace for national home building companies to install Radon Resistant New Construction in their new homes. Having a radon system in your home has not caused any problems for home sales.



NORTH CAROLINA
Advisory Committee
on Cancer Coordination and Control



NC Risk Estimation Commission



NORTH CAROLINA
RADIATION PROTECTION



North Carolina
Cancer Prevention
and Control Branch



PERQUIMANS COUNTY EMERGENCY SERVICES

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

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

Jonathan A. Nixon, Director

To: Mary Hunnicutt
Clerk to the Board

From: Jonathan A. Nixon
Emergency Services Director

Date: November 25, 2019

Re: Chowan/Perquimans LEPC 2019 Roster

Please add this roster to the December 2019 Perquimans County Commissioner's Meeting Agenda for Board reappointment of the Chowan/Perquimans Local Emergency Planning Committee.

NAME	SPECIALITY
Bass, Billy	Fire
Bonner, Greg	Elected Official
Brittingham, Richard	EM/Fire/RRT-1
Carpenter, Roy	CERT (Lands End)
Cartwright, Michael	Fire
Chaney, Susan	DSS
Chowan SO Rep	Law
Coburn, Andy	CERT (Albemarle)
Gay, Aaron	Fire (NC Forestry)
Hollowell, Ralph	Environmental
Layton, Miles	Press
Layton, Nicole	Press
NCHP Rep	Law
Nelson, Wallace	Local Elected Official
Nixon, Jonathan	EM/EMS/911
Overman, Barry	Fire
Palmer, Cordell	EM/LE
Parnell, Brian	NCEM
Perq SO Rep	Law
Ponte, Tom	EM
Smith, Lewis	Owner/Operator
Solesbee, Julie	EM/Press
Spruill, Mary	Hospital
Stoop, Ashley	Health Dept
Ward, Paul	NCEM (Environmental)
Winslow, Jarvis	EM

November 4, 2019

Ms. Tracy Mathews
Perquimans County Finance
128 N. Church St.
Hertford, NC 27944

Dear Ms. Mathews:

MAXIMUS Consulting Services, Inc. is pleased to submit the attached contract. You may return the contract by e-mail or USPS. Instructions for both are provided below.

E-mail Return

Scan the signed contract to FSC-Operations@MAXIMUS.com. We will return a fully executed scan to the e-mail address from which it was received or an alternate provided by the County.

USPS

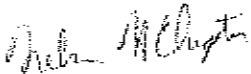
If you require an original hard copy of the fully executed contract sign and return via regular mail to:

MAXIMUS Consulting Services, Inc.
Shared Services Center
CONTRACTS
808 Moorefield Park Drive, Suite 205
Richmond, VA 23236

MAXIMUS will return the document to the address noted in the contract unless otherwise instructed. Please provide a contact name to receive the package.

We look forward to continuing our work with Perquimans County.

Sincerely,



Nelson H. Clugston
Vice President
MAXIMUS Consulting Services, Inc.

NHC/tmb

Attachment - Contract

AGREEMENT TO PROVIDE PROFESSIONAL CONSULTING SERVICES

THIS AGREEMENT ("Agreement") is entered into by and between MAXIMUS Consulting Services, Inc. ("Consultant") and Perquimans County, North Carolina ("Client"), individually a "party" and collectively the "parties." In consideration of mutual promises and covenants, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Scope of Services. Consultant shall perform the services detailed in Exhibit A, attached and incorporated by reference as if fully set forth herein (the "Services"), in a professional and workmanlike manner consistent with the typical standards of the industry.
2. Term. This Agreement shall commence on November 11, 2019 ("Effective Date") and shall remain in effect until June 30, 2022, or until completion of, and payment in full for, the Services specified in Exhibit A, whichever occurs last. The parties may mutually agree to extend this Agreement for two additional one year periods, pursuant to an amendment duly signed by both parties.
3. Compensation. Client shall pay Consultant a fee for services rendered as set forth in Exhibit B, attached and incorporated by reference as if fully set forth herein.
4. Termination.
 - a. Termination for Cause. Upon material breach of the terms of this Agreement, the non-breaching party shall provide written notice to the breaching party specifying the nature of the default. The breaching party shall have a minimum of 30 days from the date of receipt to cure any such default prior to the effective date of termination.
 - b. Termination for Convenience. Either party may terminate this Agreement without cause upon 60 days' prior written notice to the other.
 - c. Rights Upon Termination. Upon termination for whatever reason and regardless of the nature of the default (if any), Client agrees to pay Consultant in full for all Services provided to Client under this Agreement, or any amendment thereto, as of the effective date of termination of the Agreement.
5. Data Accuracy. Consultant shall provide guidance to the Client in determining the data required. The Client represents that all financial and statistical information provided to Consultant by Client, its employees and/or agents is accurate and complete to the best of Client's knowledge. The Client further acknowledges and agrees that Consultant shall be entitled to rely upon the accuracy and completeness of the data to perform the Services. Client shall provide all such data in a timely manner sufficient to allow Consultant to provide the Services. Consultant shall have no liability to Client whatsoever if Client provides incomplete or inaccurate data or provides data in an untimely manner.
6. Records and Inspections. Consultant shall maintain full and accurate records with respect to all matters covered under this Agreement for 6 years after the completion of the Services. During such period, Client shall have the right to examine and audit the records and to make transcripts therefrom. Client shall provide 30 days' prior written notice of its intent to inspect or audit any such records and shall conduct such inspection or audit only during Consultant's normal business hours and no more than once every six months. Any employee, consultant, subcontractor or agent of Client granted access to such records shall execute a non-disclosure agreement prior to being granted access.

7. Copyright for Consultant's Proprietary Software. To the extent that the Services provided by Consultant are generated by Consultant's proprietary software, nothing contained herein is intended nor shall it be construed to require Consultant to provide such software to Client. Client agrees that it has no claims of ownership, including copyright, patents or other intellectual property rights to Consultant's software. Nothing in this Agreement shall be construed to grant Client any rights to Consultant's materials created prior to the execution of this Agreement. All of the deliverables under this Agreement are specifically set out in Exhibit A.
8. Insurance. Consultant shall maintain customary general liability insurance in the amounts of \$1,000,000 per occurrence / \$2,000,000 annual aggregate, workers' compensation insurance including employer's liability in the amount of \$1,000,000, automobile liability insurance in the amount of \$1,000,000, and professional liability insurance in the amount of \$1,000,000.
9. Limitation of Liability. Client agrees that Consultant's total liability to Client for any and all damages whatsoever arising out of, or in any way related to, this Agreement from any cause, including but not limited to negligence, errors, omissions, strict liability, breach of contract or breach of warranty shall not, in the aggregate, exceed \$8,700.

In no event shall Consultant be liable for indirect, special, incidental, economic, consequential or punitive damages, including but not limited to lost revenue, lost profits, replacement goods, loss of technology rights or services, loss of data, or interruption or loss of use of software or any portion thereof regardless of the legal theory under which such damages are sought even if Consultant has been advised of the likelihood of such damages, and notwithstanding any failure of essential purpose of any limited remedy.

To the extent allowed by law, any claim by Client against Consultant relating to this Agreement must be made in writing and presented to Consultant within one (1) year after the date on which Consultant completes performance of the Services specified in this Agreement.

10. Consultant Liability if Audited. Consultant shall, upon notice of audit, make work papers and other records available to the auditors. Consultant's sole responsibility under an audit shall be to provide reasonable assistance to Client through the audit and to make changes to the work product required as a result of the audit. Consultant shall not be liable for any audit disallowances or any missed or lost revenue associated with, or related to, the Services, regardless of cause.
11. Notices. Any notice of default, in accordance with section 4(a) of this Agreement, shall be delivered by certified mail or overnight courier. Any other notices, bills, invoices, or reports required by this Agreement shall be sufficient if sent by the parties via email or in the United States mail, postage paid, to the address noted below:

Agency: Perquimans County
 Address: 128 N. Church St., Hertford, NC 27944
 Phone: 252.426.8484
 Email: tracymathews@perquimanscountync.gov

MAXIMUS Consulting Services, Inc.
 808 Moorefield Park Drive, Suite 205
 Richmond, VA 23236
 804-323-3535
fsc-operations@maximus.com

Such notice shall be deemed delivered same day if sent via email or 5 days after deposit in the U.S. mailbox.

12. Changes. The terms and conditions of this Agreement, including all attached and incorporated Exhibits, may be changed only by written agreement signed by both parties.

13. Miscellaneous.

- a. If Consultant is requested by Client to produce Consultant deliverables, documents, records, working papers, or personnel for testimony or interviews with respect to this Agreement or any services provided hereunder for any third party matter, litigation or otherwise, then Client and Consultant shall execute a change order or new services agreement for the sole purpose of setting forth any payment and the terms associated with Consultant's response and related to the reasonable fees of Consultant in responding. The foregoing does not: (1) diminish or negate Consultant's obligation to negotiate and defend all cost allocation plans and State mandated cost claims as specifically provided for under this Agreement; or (2) apply in the event Consultant is compelled by subpoena from a third party to provide Consultant deliverables, documents, records, working papers, or personnel for testimony or interviews.
- b. Consultant specifically disclaims all warranties, express or implied, including, but not limited to, the warranties of merchantability and fitness for a particular purpose.
- c. Consultant reserves the right to subcontract the Services. Consultant agrees to notify Client in writing of any such subcontracts.
- d. There are no third-party beneficiaries to this Agreement and nothing in this Agreement shall be construed to provide any rights or benefits to any third-party.
- e. The parties intend that Consultant, in performing the Services specified in this Agreement shall act as an independent contractor and shall have full control of the work and the manner in which it is performed. Consultant and its employees are not to be considered agents or employees of Client for any purpose.
- f. In the event that any provision of this Agreement is held to be invalid, illegal or unenforceable for any reason, this Agreement will continue in full force and effect without said provision, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby, and this Agreement will be interpreted to reflect the original intent of the parties insofar as possible.
- g. The titles of the sections, subsections, and paragraphs set forth in this Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of the provisions of this Agreement.
- h. This Agreement and any additional or supplementary document or documents incorporated by specific reference contain all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto. This shall include any purchase order submitted or provided by Client, whether prior to or upon execution of this Agreement, which shall be for Client's internal purposes only. Consultant rejects, and in the future is deemed to have rejected, any purchase order's terms to the extent they add to or conflict in any way with this Agreement or the applicable Scope of Services, and such additional or conflicting terms will have no effect.
- i. Neither party shall be liable by reason of any failure or delay in the performance of its obligations on account of strikes, shortages, riots, insurrection, fires, flood, storm, explosions, earthquakes, acts of God, war, governmental action, labor conditions, material shortages or any other cause which is beyond the reasonable control of such party.
- j. Each individual signing this Agreement certifies that (i) he or she is authorized to sign this Agreement on behalf of his or her respective organization, (ii) such organization has

obtained all necessary approvals to enter into this Agreement, including but not limited to the approval of its governing board, and (iii) when executed, this Agreement is a valid and enforceable obligation of such organization.

- k. Waiver by either party of a breach of any provision of this Agreement or the failure by either party to exercise any right will not operate or be construed as a waiver of any subsequent breach of that provision or as a waiver of that right.

IN WITNESS WHEREOF, Client and the Consultant have executed this Agreement as of the date last written below.

Perquimans County, North Carolina

By: _____

Name: _____

Title: _____

Date: _____

MAXIMUS Consulting Services, Inc.

By: _____

Name: _____

Title: _____

Date: _____

EXHIBIT A
Scope of Services
NC CO Perquimans CAP 18-20

Description of Services:

- a) Development of a central services cost allocation plan, which identifies the various cost incurred by the client to support and administer programs that provide services directly to citizens. This plan will contain a determination of the allowable cost of providing each supporting services such as purchasing, legal counsel, disbursement processing, etc.
- b) Prepare indirect cost proposals for federal grants as necessary.
- c) Negotiation, of the completed cost allocation plan, with the representatives of the State or federal government, whichever is applicable.

EXHIBIT B
Compensation
NC CO Perquimans CAP 18-20

For Services provided as set forth in Exhibit A, Client agrees to pay Consultant compensation in the amount of Eight Thousand Seven Hundred Dollars (\$8,700). Consultant will render to Client one or more invoices for the fees specified herein, with payment due thirty (30) days after the invoice date.

The fee breakdown is as follows:

Fiscal Year 2018	\$2,900
Fiscal Year 2019	\$2,900
Fiscal Year 2020	\$2,900

PRESENTED
TO
CHERYL DOWNING
IN
RECOGNITION OF HER TWENTY-ONE YEARS
OF SERVICE WITH
PERQUIMANS COUNTY MAINTENANCE DEPARTMENT
BY PERQUIMANS COUNTY BOARD OF COMMISSIONERS
DECEMBER 2, 2019

ELECTION – CHAIRMAN/VICE CHAIR

- 1. Open the floor for nominations for Chair/Chairman of the Board:**

_____ nominated _____

_____ nominated _____

- 2. Ask for a motion and a second to close the nominations for Chair/Chairman.**
- 3. Call for a vote for Chair/Chairman.**

- 1. Open the floor for nominations for Vice Chair/Chairman of the Board:**

_____ nominated _____

_____ nominated _____

- 2. Ask for a motion and a second to close the nominations for Vice Chair/Vice Chairman.**
- 3. Call for a vote for Vice Chair/Vice Chairman.**

Mary Hunnicutt

Subject:

FW: [External] Re: Albemarle Hospital Board of Trustess

From: Mary Anne Keyes [<mailto:makkeyes@gmail.com>]

Sent: Wednesday, November 13, 2019 11:23 AM

To: Mary Hunnicutt

Subject: [External] Re: Albemarle Hospital Board of Trustess

My understanding is that the county representatives to the board are appointed annually. In any event my expectation is that the Albemarle Hospital Authority will soon be disbanded, maybe by the end of the year or shortly after that. We will likely have one more meeting to approve the disbanding.

On Wed, Nov 13, 2019 at 11:08 AM Mary Hunnicutt <mhunnicutt@perquimanscountync.gov> wrote:

Ms. Keyes,

I was looking ahead to my December Board appointments and I see that Charles Woodard was appointed in January, 2019 to replace Edward Muzzulin who did not seek re-election. In one place, I have that Charles Woodard was completing Edward Muzzulin's term which is due to expire on December 31, 2019 and, in another place, I have that Charles Woodard was appointed for a 3-year term which expires on December 31, 2022. To make sure my records are the same as your records, can you please let me know when Mr. Woodard's term on the Albemarle Hospital Board of Trustees is due to expire?

Thanks.

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

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

FOR
INFORMATION
ONLY
ITEMS

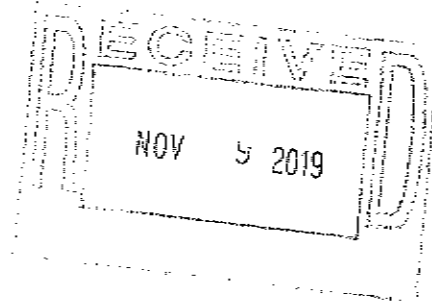


**NC DEPARTMENT OF
HEALTH AND
HUMAN SERVICES**
Division of Health Service Regulation

ROY COOPER - Governor
MANDY COHEN, MD, MPH - Secretary
MARK PAYNE - Director

November 5, 2019

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



Dear Mr. Heath:

The North Carolina Office of Emergency Medical Services (OEMS) of the North Carolina Department of Health and Human Services will be conducting a site visit at Vidant Medical Center to consider its application for renewal designation as a Level I trauma center. This visit will be conducted at the hospital, in conjunction with the American College of Surgeons, on January 19-20, 2020.

Pursuant to state rule 10A NCAC 13P .0905 (b)(1), this letter serves to apprise your Board of County Commissioners, whose county is either completely or partially in Vidant Medical Center's primary trauma catchment area, of this process. The purpose of this notification is to seek local input of any concerns relating to the hospital's trauma care or related services prior to making a recommendation on the renewal.

If your county has specific concerns regarding any aspect of Vidant Medical Center's trauma program or related delivery of care, please advise me in writing no later than December 31, 2019. Any concerns submitted to us will be shared with the survey team members and followed up during the site visit. Should we not receive any correspondence from you by this date we will assume there are no particular concerns.

If you or your staff should have any questions, please feel free to contact me at (919) 855-3953.

Sincerely,

Amy Douglas, RN, Trauma Systems Manager
North Carolina Office of Emergency Medical Services

Cc: Tom Mitchell, Chief
Chuck Lewis, Assistant Chief
Allen Johnson, Regional Manager

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF HEALTH SERVICE REGULATION

OFFICE OF EMERGENCY MEDICAL SERVICES

LOCATION: 1201 Umstead Drive, Wright Building, Raleigh, NC 27603

MAILING ADDRESS: 2707 Mail Service Center, Raleigh, NC 27699-2707

<https://info.ncdhhs.gov/dhsr/> • TEL: 919-855-3936 • FAX: 919-733-7021

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

DEPARTMENT HEAD REPORTS

PLAT REVIEW LOG - PERQUIMANS COUNTY

NOV

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
JH Miller Mark & Deborah Williams	✓	11/8/19	✓	Boundary Survey for 2-0071-0032 227.0000
Josiah Webb II Sandra Bynum	✓	11-13-19	✓	Recombination Survey 5-0032-0018
JH Miller Jr. Mollie Custer	✓	11-14-19	✓	Boundary Survey for 2-0201-0014
Tony Webb Philip & Luanna Biddick	✓	11-14-19	✓	Recombination Survey 12/18/18 1-0006-0038 to 1-0006-0039

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
357-1581

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

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

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

TONY WEBB
PO BOX 381
EDENTON, NC 27932
482-3086

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

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

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

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

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

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

PERQUIMANS COUNTY
OFFICIAL REPORT

Date: NOVEMBER 2019

Board of Commissioners:
Finance Officer:

I wish to report that during November 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
11/1/2019	\$1,708	3	\$80	2			\$50	1					\$10		\$1,848
11/2/2019															\$0
11/3/2019															\$0
11/4/2019			\$100	2											\$100
11/5/2019															\$0
11/6/2019	\$150	1			\$638	4			\$50	1					\$838
11/7/2019	\$690	2	\$50	1			\$50	1					\$10		\$800
11/8/2019															\$0
11/9/2019															\$0
11/10/2019															\$0
11/11/2019															\$0
11/12/2019	\$437	3	\$50	1	\$75	1	\$100	2	\$165	3			\$10		\$837
11/13/2019			\$180	1	\$65	1			\$55	1					\$300
11/14/2019															\$0
11/15/2019			\$269	2											\$269
11/16/2019															\$0
11/17/2019															\$0
11/18/2019	\$50	1			\$60	1	\$50	1					\$10		\$170
11/19/2019			\$60	1					\$110	2					\$170
11/20/2019	\$290	1	\$90	1					\$165	2					\$545
11/21/2019															\$0
11/22/2019					\$195	3			\$55	1					\$250
11/23/2019															\$0
11/24/2019															\$0
11/25/2019															\$0
11/26/2019															\$0
11/27/2019															\$0
11/28/2019															\$0
11/29/2019															\$0
11/30/2019															\$0
															\$0
TOTAL	\$3,325	11	\$879	11	\$1,033	10	\$250	5	\$600	10	\$0	0	\$40	\$0	\$6,127

Signed: _____ Building Inspector

Permit Report

11/1/2019 - 11/22/2019

Permit Type	Permit #	Permit Date	Applicant Name	Description	Type of Improvement	Project Cost	Total Fees	Parcel Address
Plumbing	201	11/22/2019	Crossroads Fuel	gas hookup 4 connectors		4,600	\$70.00	289 Sandpiper Drive
Plumbing	200	11/22/2019	Crossroads Fuel	gas hookups 4 connections		4,000	\$70.00	113 SHAWNEE TRL
Plumbing	199	11/22/2019	Crossroads Fuel	generator hookup		2,800	\$55.00	110 RIVERWOOD CIR
Mechanical	198	11/21/2019	Allstar Heating and Cooling LLC	HVAC 2.5 c/o	Repair, replacement	4,400	\$55.00	186 FOREMAN BUNDY RD
Electrical	197	11/20/2019	Garrett Electric	T-Pole	Other	200	\$30.00	317 N. Front Street
Building	196	11/20/2019	Dale Miller	20x20 carport not closed in & 32x30 garage with slab and closed in no electric no water either	Other	10,000	\$290.00	110 NORMA DR
Mechanical	195	11/20/2019	Armstrong & Sons	4 ton HVAC & duct work	Other	8,000	\$55.00	216 HOG NECK RD
Electrical	194	11/20/2019	George & Company	upgrade to 200 amp from 100 and install bathroom fan & 2 mini splits hvac systems	Alteration	6,250	\$200.00	167 WIGGINS RD
Mechanical	193	11/19/2019	Dean O'Banion			0	\$55.00	409 TWO MILE DESERT RD
Electrical	192	11/19/2019	Edward Winn	100 amp from pole to 200 amp	Repair, replacement	315	\$60.00	164 EXPLORER ARCH
Mechanical	191	11/19/2019	Armstrong & Son Heating & Air LLC	new HVAC and Duct work	Other	7,700	\$55.00	113 SHAWNEE TRL
Plumbing	190	11/18/2019	Standard Plumbing Sewer & Drain Inc.	gas lines to two fixtures		1,116	\$60.00	127 CHURCH ST
Building	189	11/18/2019	Swimme and Son	5x11 bathroom remodel	Alteration	24,863	\$110.00	113 CAMP PERRY RD
Electrical	187	11/15/2019	Garrett Electric		Repair, replacement	2,000	\$199.00	241 BAGLEY SWAMP RD
Building	186	11/15/2019						
Building	185	11/13/2019	Nixon Plumbing, Inc.	plumbing	Alteration	800	\$65.00	241 BAGLEY SWAMP RD
Electrical	184	11/13/2019	Jeffrey Baker	200 amp service	Other	1,100	\$180.00	112 IOWA TRL
Mechanical	182	11/13/2019	Delaney Jethro	HVAC c/o	Repair, replacement	5,200	\$55.00	404 FRONT ST

Building	181	11/12/2019	Wesley's Housing Center	single wide	New Building	47,364	\$150.00	266 BAY BRANCH RD
Building	180	11/12/2019	East Coast Marine Properties, LLC	12x20 office	New Building	8,000	\$110.00	116 GRANBY ST
Mechanical	179	11/12/2019	Carolina East Heating, Cooling and Electrical	hvac install		4,000	\$55.00	469 Woodland Church Road
Mechanical	178	11/12/2019	Heath Chappell	HVAC c/o	Repair, replacement	3,800	\$55.00	241 BAGLEY SWAMP RD
Mechanical	177	11/12/2019	B&M Contractors	c/o Hvac	Repair, replacement	5,662	\$55.00	138 SEE VIEW LN
Plumbing	176	11/12/2019	Jernigan Oil	gas lines	Other	800	\$75.00	774 HICKORY CROSS RD
Electrical	175	11/8/2019	George and Company	rewiring house, upgrade to 200amp service	Repair, replacement	10,000	\$120.00	101 CAROLINA AVE
Building	174	11/8/2019	Suncoast Builders, Inc.	garage 9x14 26x30	New Building	48,942	\$287.00	476 BURNT MILL RD
Electrical	173	11/7/2019	J.C.W.M. Electric		Other	5,000	\$50.00	303 OCEAN HWY
Building	172	11/7/2019	Superior Sign Services	Sign for McDonalds	Other	5,000	\$100.00	303 OCEAN HWY
Plumbing	171	11/6/2019	S.E. Brabble & Son	plumbing with 3 fixtures	New Building	1,800	\$65.00	760 SANDY CROSS RD
Plumbing	170	11/6/2019	McPherson Enterprizes	plumb & six fixtures	Repair, replacement	2,700	\$80.00	409 TWO MILE DESERT RD
Plumbing	169	11/6/2019	McPherson Enterprizes	plumb & 15 fixtures	Repair, replacement	7,225	\$125.00	289 Sand Piper Ct.
Building	168	11/8/2019	Tidewater Custom Modular Homes, Inc.	Modular new dwelling	New Building	221,400	\$650.00	203 SEE VIEW LN
Mechanical	167	11/6/2019	Soloman Maryland	mobile home switch out	Repair, replacement	6,000	\$50.00	1704 SANDY CROSS RD
Building	166	11/6/2019	Noah Cohee	15x40 bldg attached to existing bldg	Addition	2,000	\$150.00	534 PERRYS BRIDGE RD
Building	165	11/5/2019	Michael White	12x20 shed	New Building	0	\$0.00	760 SANDY CROSS RD
Building	164	11/5/2019	Jason R. Landing	metal garage	New Building	33,080	\$368.00	211 GOODWIN MILL RD
Plumbing	163	11/4/2019	Eastern Utilities	plumbing swmh	New Building	1,000	\$50.00	469 Woodland Church Road
Electrical	162	11/4/2019	Eastern Utilities	wiring swmh	New Building	1,000	\$50.00	469 Woodland Church Road
Building	161	11/1/2019	Suncoast Builders, Inc.	New Dwelling		218,809	\$650.00	346 HOPEWELL RD
Building	160	11/1/2019	Nathan R. Tarkington	16x24 bldg.	New Building	12,000	\$96.00	346 HOPEWELL RD
Electrical	159	11/1/2019	Steve Jordan	wiring for pump	Other	500	\$50.00	760 SANDY CROSS RD
Building	158	11/1/2019	Tri B Construction	New Dwelling	New Building	325,000	\$1,052.00	2963 NEW HOPE RD



Case Detail Report

11/1/2019 - 11/22/2019

Case #	Case Date	Assigned To	Main Status	Violation	Parcel Address
9	11/22/2019	Erle Solesbee	Closed	Solid Waste	115 LITTLE RIVER RUN RD
8	11/22/2019	Erle Solesbee	Open	Nuisance Vehicle	762 WOODVILLE RD
7	11/4/2019	Erle Solesbee	Open	Solid Waste	249 DOGWOOD DR
6	11/14/2019	Erle Solesbee	Open	Solid Waste/Nuisance Vehicle	251 CREECYS LN
5	11/14/2019	Erle Solesbee	Closed	Solid Waste	262 CREECYS LN
4	11/7/2019	Erle Solesbee	Closed	Solid Waste	213 CYPRESS ST
3	11/12/2019	Erle Solesbee	Closed	other	110 HURON TRL
2	11/6/2019	Erle Solesbee	Open	solid waste/nuisance vehicle	109 TREASURE LN

Total Records: 8

11/22/2019



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- November 2019

GARNISHMENTS: \$2,833.73

PAYMENT AGREEMENTS: \$9,777.62

DEBT SETOFFS: \$0.00

COMMITTEE REPORTS