

# AGENDA

All items are for discussion and possible action.  
Perquimans County Board of Commissioners  
Commissioners' Room - Courthouse Annex Building  
January 6, 2020  
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: December 2, 2019 Regular Meeting & December 18, 2019 Work Session cancelled
    - B. Tax Refund & Release Approvals
    - C. Personnel Matters
      - 1. Appointment: Part-time/Fill-In Paramedic
      - 2. Promotion: Full-Time Shift Supervisor
      - 3. Certification: From Part-Time/Fill-In EMT to Part-Time/Fill-In AEMT
    - D. Merit/Step Increases
      - 1. Department Heads (1)
      - 2. EMS (2)
      - 3. Maintenance (2)
      - 4. Sheriff's Department (2)
    - E. Resolution
      - 1. 100<sup>th</sup> Anniversary of the 19<sup>th</sup> Amendment
    - F. Board Appointments/Reappointment
      - 1. Reappointment: Agricultural Advisory Board
      - 2. Tax Assessor/Tax Collector
    - G. Miscellaneous Documents
      - 1. Economic Improvement Council – Community Services Block Grant 2020 Application
      - 2. Janitorial Contract - Library
  - V. **Presentation & Introduction of New Employees/Staff**
    - A. Introduction of New Employees & Staff
      - 1. Social Services Department (1)
      - 2. Maintenance Department (1)
      - 3. Tax Department (2)
  - VI. **Scheduled Appointments**
    - A. Bill Jennings, Tax Administrator 7:00 p.m.
    - B. Susan Chaney, Social Services Director 7:05 p.m.
    - C. 7:10 p.m.
    - D. 7:15 p.m.
  - VII. **Commissioner's Concerns/Committee Reports**
    - A.
    - B.
    - C.
  - VIII. **Old Business**
    - A. Updates from County Manager
    - B. Appointments: Community Advisory Committee
    - C. Update on Albemarle Hospital Board of Trustees
- ACTION REQUIRED**
- NO ACTION REQUIRED**

- ACTION REQUIRED**

**IX. New Business**

  - A. Board Resignations & Appointments: Ed Muzzulin Committees
    - 1. Board Trustees for Bethel Fire Department
    - 2. Board of Adjustment
  - B. Introduction of New College of the Albemarle President
  - C. Planning Item: The Moorings at Albemarle – Request for Preliminary Plat Extension
  - D. Commissioners' Board Appointments
  - E.
  - F.
  - G.
- NO ACTION REQUIRED**

**X. Unscheduled Appointments/Public Comments**  
*(If you wish to address the Board, please state your name for the record prior to speaking. Comments are usually limited to three (3) minutes.)*

  - A.
  - B.
  - C.
- ACTION REQUIRED**

**XI. Closed Session: Per NCGS #143-318-11(3) – Consult with Attorney regarding Acquisition of Real Property & Closed Session Minutes**
- XII. Adjournment**

**FOR INFORMATION ONLY:**

- Ribbon Cutting – The Hertford Hub

**DEPARTMENT HEAD REPORT:**

- Plat Log
- Sheriff's Report – November, 2019
- Building Inspector's Report
- Code Enforcement's Report

**COMMITTEE WRITTEN REPORTS:**

-

**NOTES FROM THE COUNTY MANAGER**

**January 6, 2020**

**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 introductions will be made:
  - **Susan Chaney:** Ms. Chaney, Social Services Director, will introduce Cheryl Banks who was appointed effective December 1, 2019 as IMC II - Family & Children's Medicaid.
  - **Robin Trueblood:** Mr. Trueblood, Maintenance Supervisor, will introduce Christophe Prince who was appointed effective January 1, 2020 as Custodian.
  - **Bill Jennings:** Mr. Jennings, Tax Administrator, will introduce Lisa Ambrose who was appointed effective November 1, 2019 as Tax Clerk – DMV and Katelyn Moody who was appointed effective November 1, 2019 as Seasonal Tax Lister.
- VI.A. **Enclosures.** Bill Jennings, Tax Administrator, will present his monthly report.
- VI.B. Susan Chaney, Social Services Director, will present her monthly report.
- VIII.A. County Manager Heath will present several updates to the Board.
- VIII.B. **Enclosure.** We have readvertised for the Community Advisory Committee vacancies. Mary Hunnicutt, Clerk to the Board, received a letter from Jasmine Wilson stating that Anne White has started her training for this appointment. Once her training is completed, the Board will be able to appoint her to this committee. That will leave two vacancies. Board direction is being requested.
- VIII.C. **Enclosure.** We have enclosed the update on the disbandment of Albemarle Hospital Board of Trustees. No action is necessary at this time.
- IX.A. **Enclosure.** Enclosed is an e-mail from Ed Muzzulin explaining that, due to health reasons, he had to move to Colorado and will no longer be able to serve on committees in Perquimans County. Therefore, we will need to seek replacements for the following Boards:
  - Board of Adjustments – term expires 11/30/2021
  - Board of Trustee Bethel Fire Department – term expires 9/30/2020
 A copy of the Volunteer Applicants listing is enclosed for your review.
- IX.B. Chairman Nelson will update information on the College of the Albemarle and introduce their new president, Jack Bagwell.
- IX.C. **Enclosure.** Attached is a letter from Rivers & Associates requesting a two-year extension for the preliminary plat approval for The Mooring at Albemarle. Board action is being requested.
- IX.D. **Enclosure.** Enclosed is a copy of the Board/Committee listing for the Commissioners. This is the time that the Board can reorganize these appointments. If you wish to make changes, please let Chairman Nelson know at the meeting so that we can make the adjustments. Board action is being requested.
- XI. **Enclosure.** Pursuant to NC General Statute 143-318.11(3), the Board will need to go into Closed Session to consult with their attorney regarding a legal matter and to approve Closed Session Minutes.

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**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 – December 2, 2019 Regular Meeting & December 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 |
|--------------------|----------------------------|-----------------|-------------|-------------|----------------|
| Zachary Crowe      | PT/PI Paramedic            | Appointment     | 68/1        | \$18.25/hr. | 01/01/2020     |
| Bethany Buttram    | Full-Time Shift Supervisor | Promotion       | 70/2        | \$42,498    | 01/01/2020     |
| Madeline Lighthill | PT/PI AEMT                 | Certification   | 66/1        | \$16.72/hr. | 01/01/2020     |

- 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 |
|----------------|--------------------|-------------|-------------|----------------|
| Charles Lohies | Water Supervisor   | 74/13       | \$66,259    | 01/01/2020     |
| Walter Meads   | PT/PI Paramedic    | 68/5        | \$20.12/hr. | 01/01/2020     |

| Employee Name   | Employee Job Title               | Grade/ Step | New Salary | Effective Date |
|-----------------|----------------------------------|-------------|------------|----------------|
| Heather Vanscoy | Paramedic                        | 68/5        | \$41,859   | 01/01/2020     |
| Ester White     | Housekeeping Assistant           | 54/8        | \$24,327   | 01/01/2020     |
| Tammy White     | Housekeeping Assistant           | 54/10       | \$25,543   | 01/01/2020     |
| Kevin Lane      | Certified Deputy Sheriff         | 65/5        | \$36,682   | 01/01/2020     |
| Faran Sawyer    | Deputy Sheriff / SRO (Certified) | 65/5        | \$36,682   | 01/01/2020     |

E. **Enclosure:** The North Carolina Association of County Commissioners (NCACC) has requested that the Board consider adopting the enclosed resolution since March has been designated as Women's History Month. NCACC's goal is to get all 100 counties for 100 years so that they may present them during their commemoration ceremony in March. Board action is being requested.

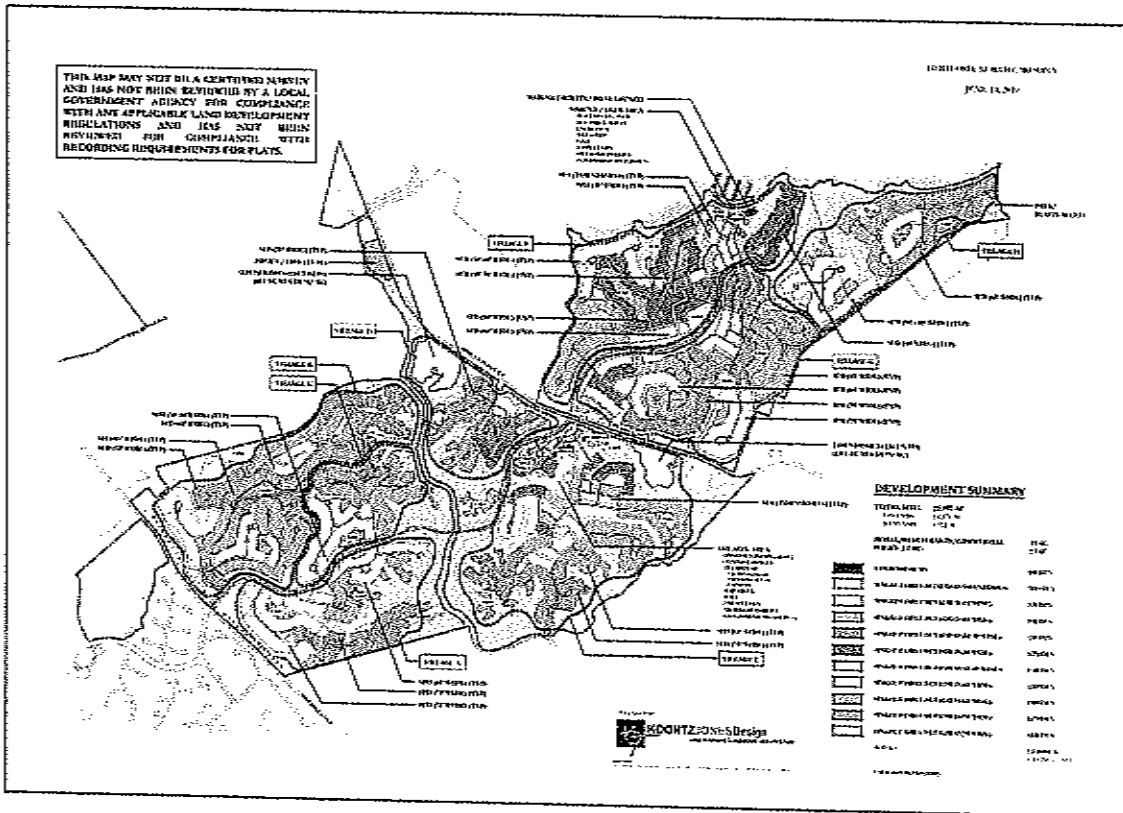
F. The following Board reappointments will need to be considered for action:

| Name              | Board/Committee             | Term   | Appt.    | Expire    |
|-------------------|-----------------------------|--------|----------|-----------|
| Smith, Lewis      | Agricultural Advisory Board | 3 yrs. | 2/1/2017 | 1/31/2020 |
| Jennings, William | Tax Assessor/Tax Collector  | 4 yrs. | 2/1/2016 | 1/31/2020 |

G. **Enclosures:** The following miscellaneous documents will need Board consideration:

1. **Economic Improvement Council – Community Services Block Grant 2020 Application:** The State requires that Economic Improvement Council (EIC) present their Community Services Block Grant Application to each County within their jurisdiction and request that the Clerk sign the attached Documentation of Submission. *A copy of the entire application (100+ pages) was sent to the Board members in an earlier e-mail and will be available for review in the Clerk to the Board's Office.* A copy of the application will be available at Monday's meeting.
2. **Library Janitorial Contract:** With the retirement of Theresa Stallings, Housekeeper at Library, the Board will need to consider the attached contract for janitorial services at the Perquimans County Library.

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



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- 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 Commissioners meeting.*

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

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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.

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REGULAR MEETING  
December 2, 2019  
7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, December 2, at 7:00 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

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

MEMBERS ABSENT: None  
 OTHERS PRESENT: Frank Heath, County Manager Mary Hunnicutt, Clerk to the Board  
 Hackney High, County Attorney

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

**AGENDA**

Chairman Nelson said that a copy of the amended Agenda was at their seats tonight. 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 Joseph W. Hoffer.

1. **Approval of Minutes:** November 4, 2019 Regular Meeting & November 18, 2019 Work Session (meeting cancelled)
2. **Tax Release Approvals:**

**PERQUIMANS COUNTY TAX RELEASES:**

Arnold, Daren & Jennifer ----- \$236.00  
 Incorrect assessment on parcel 2-D082-C022-HL Account Number 265259.

**PERQUIMANS COUNTY TAX REFUNDS:**

Robinson, Jonathan G. ----- \$134.89  
 Traded vehicle at dealership; 11 month refund. Account No. 58272410  
 Hayes, Lashell ----- \$122.54  
 Vehicle was totaled; 10 month refund. Account Number 0042269250-2018-2018-0006.

3. **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     |

4. **Step/Merit Increases:**

| Employee Name   | Employee Job Title                 | Grade /Step | New Salary   | Effective Date |
|-----------------|------------------------------------|-------------|--------------|----------------|
| Ashley Mikus    | Certified Telecommunicator Full-In | 62/3        | \$14,711/yr. | 12/01/19       |
| Courtney Shadle | 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)   | 65/5        | \$34,934     | 12/01/19       |

5. **Budget Amendments:**

**BUDGET AMENDMENT NO. 8  
 GENERAL FUND**

| CODE NUMBER                                                                                                                                                         | DESCRIPTION OF CODE | AMOUNT   |            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------|------------|
|                                                                                                                                                                     |                     | INCREASE | DECREASE   |
| 10-351-001                                                                                                                                                          | Sheriff - Grants    |          |            |
| 10-510-420                                                                                                                                                          | Sheriff - Grants    | 2,400    | 10-351-001 |
| 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). |                     |          |            |

6. **Resolutions:** The Board approved the following Proclamation proclaiming January, 2020 as National Radon Action Month in Perquimans County.

**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 Commissioners, 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 2<sup>nd</sup> day of December, 2019.

Wallace E. Nelson, Chairman  
 Perquimans County Board of Commissioners

ATTESTED:

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

SEAL

**7. Board Reappointments:** The following LEPC roster was unanimously approved by the Board:

| NAME                 | SPECIALTY          | NAME            | SPECIALTY              |
|----------------------|--------------------|-----------------|------------------------|
| Bass, Billy          | Fire               | Nelson, Wallace | Local Elected Official |
| Bonnes, Greg         | Elected Official   | Nixon, Jonathan | EM/EMS/911             |
| Brintingham, Richard | EM/Fire/RR1-1      | Oversman, Barry | Fire                   |
| Carpenter, Roy       | CERT (Lands End)   | Palmer, CordeH  | EM/LE                  |
| Carrwright, Michael  | Fire               | Parnell, Brian  | NCEM                   |
| Chaney, Susan        | DSS                | Peri SO Rep     | Law                    |
| Chowan SO Rep        | Law                | Ponte, Tom      | EM                     |
| Coburn, Andy         | CERT (Albemarle)   | Smith, Lewis    | Owner/Operator         |
| Gay, Aaron           | Fire (NC Forestry) | Sotesbee, Julie | EM/Press               |
| Hollowell, Ralph     | Environmental      | Spruill, Mary   | Hospital               |
| Layton, Miles        | Press              | Stoop, Ashley   | Health Dept.           |
| Layton, Nicole       | Press              | Ward, Paul      | NCEM (Environmental)   |
| NCHP Rep             | Law                | Winslow, Jarvis | EM                     |

**8. Miscellaneous Document - Maximus Contract:** The Maximus three-year contract was unanimously approved by the Board. The purpose of the Maximus Contract is to develop a central services allocation plan. The cost of the contract is \$2,900 per year.

**PRESENTATION & INTRODUCTION OF NEW EMPLOYEES/STAFF**

The following presentation was made:

1. **Cheryl Downing:** County Manager Heath & Robin Truesblood, Maintenance Supervisor, presented a plaque to Cheryl Downing who retired on November 1, 2019 after 21 years of service in the Maintenance Department.

The following employees were introduced to the Board:

1. **Nick Lories:** Mr. Lories, Water Department Supervisor, introduced Steven Stallings who was appointed Water Plant Operator on October 1, 2019. Mr. Stallings made a few comments and Chairman Nelson welcomed him to Perquimans County.
2. **Shelby White:** Sheriff Shelby White introduced Leroya Banks who was appointed as an Uncertified Deputy/SRO Officer on October 1, 2019. Ms. Banks made a few comments and Chairman Nelson welcomed her to Perquimans County.
3. **Viral Parrish:** Mr. Parrish, Chief Building Inspector, introduced Eric Sotesbee who was appointed as the Code Enforcement Officer on November 1, 2019. Mr. Sotesbee made a few comments and Chairman Nelson welcomed him to Perquimans County.

On behalf of the Commissioners, Chairman Nelson congratulated Ms. Downing and welcomed the new employees to Perquimans County.

**PRESENTATION OF FY 2018-19 AUDIT**

Chairman Nelson recognized Donna Winborne, Auditor. Ms. Winborne distributed hard copies of the Audit with the understanding that she would have to request them back until they receive Local Government Commissioner's (LGC) approval. She reviewed the audit and asked if there were any questions. She also thanked Frank Heath, County Manager, and Tracy Mathews, Finance Officer, for their assistance in preparing the audit. County Manager Heath made a few comments and commended Tracy Mathews, Finance Officer, and her staff for a job well done. There being no further questions or comments, Chairman Nelson asked for a motion to accept the FY 2018-19 Audit as presented, pending LGC approval. On motion made by Charles Woodard, Alan Lennon, the FY 2018-19 Audit was unanimously approved as presented, pending LGC approval.

**BRIAN WRENN, ECONOSYSTEMS BRANCH SUPERVISOR, NCDENR**

Chairman Nelson explained that a couple of months ago, the Board adopted a resolution requesting assistance with determining the reason why there were so many ALS cases in Perquimans County. Mr. Nelson stated that County Manager Heath and himself had met with several individuals and have requested Mr. Wrenn to come present information on the algae plants. Leigh Stevenson, NC Division of Water Resources, Kennedy Holt, Division of Public Health, and Brian Wrenn, NC Division of Water Resources presented a PowerPoint Presentation about the algae plants that grow in the Albemarle Sound, Perquimans River, and Chowan River. Several questions and comments were made from the public and from the Board:

**COMMISSIONER'S CONCERNS/COMMITTEE REPORTS**

There were no commissioner's concerns/committee reports.

**UPDATES FROM COUNTY MANAGER**

County Manager Heath presented the following updates:

- > **Wellness Center:** Mr. Heath and Chairman Nelson met with Vidant Hospital on November 15<sup>th</sup> to discuss the possibility of adding a wellness center as Phase II of the Recreation Center. More updates as things move forward.
- > **Walk-Through Schools:** Mr. Heath reminded the Board about the Walk-Through for the county schools on December 11<sup>th</sup> & 12<sup>th</sup> from 5:00 p.m. to 7:00 p.m.
- > **Single Family Rehab Grant:** Mr. Heath explained that The Wooten Company were bowing out of the administration of the Single Family Rehab Grant, should the County apply for the funds. He has talked with Melody Wilkins, Executive Director of Albemarle Commission, and they would be happy to handle it for the County.
- > **ALS Support Group:** Mr. Heath and Ashley Stoop of Albemarle Regional Health Services met with the ALS Support Group on November 18-2019. A Joint Task ALS Force is scheduled to meet on January 13, 2020 at the Perquimans County Library. The purpose of this Task Force is to determine why we have a high number of ALS cases within Perquimans County.
- > **Hertford Grand Illumination:** Mr. Heath reminded the Board that the Hertford Grand Illumination is scheduled for Friday, December 6<sup>th</sup>, at 7:00 p.m.

**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 received no phone calls about the Community Advisory Committee. We will advertise on website & Facebook page again. They asked Mr. Layton of The Perquimans Weekly to mention it in the paper.

**ELECTION OF CHAIRMAN/VICE CHAIR**

Hackney High, County Attorney, acting as Temporary Chairman of the meeting, opened the floor for nominations for Chairman of the Board. In the interest of time and efficiency, Commissioner Jones

asked County Attorney High if it would be proper procedure to nominate the current Chairman and Vice Chair and handle it as one motion. Mr. High said that the Board could handle it that way. T. Kyle Jones made a motion to nominate Wallace E. Nelson, Chairman, and Fondella A. Leigh, Vice Chair. The motion was seconded by Charles Woodard and unanimously approved by the Board. County Attorney High congratulated Mr. Nelson and Ms. Leigh on their election. Mr. Nelson thanked the Board for their support.

REAPPOINTMENT: ALBEMARLE HOSPITAL BOARD OF TRUSTEES

Chairman Nelson explained that 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. Mr. Nelson recognized Charles Woodard who explained that, due to the fact that this Board meets before 5:30 p.m., he is unable to attend the meetings. Per his conversation with Mary Hunnicutt, he found out that Ms. Keyes notified Ms. Hunnicutt that this Board is scheduled to be disbanded in December or January. It was the consensus of the Board to leave Mr. Woodard on the Albemarle Hospital Board of Trustees until their Board decides to disband. If they decide not to disband, the Board will revisit the matter and possibly appoint another Commissioner to this Board. They asked County Manager Heath to find out more information about the Board disbanding.

SALE OF SURPLUS EQUIPMENT

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

| BUYER       | ITEM                                          | DATE SURPLUSED | START BID | SOLD AMOUNT |
|-------------|-----------------------------------------------|----------------|-----------|-------------|
| Hong Nguyen | 2011 Dodge Charger,<br>VIN #2B3CL2CF5B1579342 | 11/4/19        | \$500     | \$1,200.00  |

Mr. Heath recommends the sale of this item. On motion made by Charles Woodard, seconded by Fondella A. Leigh, the Board unanimously approved the sale of this vehicle on GovDeals.

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 8:20 p.m. on motion made by Charles Woodard, seconded by Alan Lennon.

\_\_\_\_\_  
Wallace E. Nelson, Chairman

\_\_\_\_\_  
Clerk to the Board

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WORK SESSION  
December 16, 2019  
7:00 p.m.

Due to a lack of business to discuss, the Perquimans County Board of Commissioners Work Session on December 16, 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

December 30, 2019

### Tax Refunds: (Perquimans County)

|                                                                                                |          |
|------------------------------------------------------------------------------------------------|----------|
| Russell Lowery Cartwright<br>Sold vehicle to dealership; 11 month refund<br>Account#: 50238659 | \$154.79 |
| Robert Herschel Dempsey<br>Vehicle was totaled; 8 month refund<br>Account#: 47665817           | \$101.27 |

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: December 23, 2019

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Zachery Crowe

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Part-Time Paramedic

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: January 1, 2020

GRADE: 68 STEP: 1 SALARY: \$18.25 per hour

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.  
Date      GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

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

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.  
Date

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

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

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]

[Signature]

DATE: 12/19/19

DATE: 12/27/19

FINANCE OFFICER

\_\_\_\_\_  
DATE: \_\_\_\_\_

EMPLOYMENT ACTION FORM

DATE SUBMITTED: December 20, 2019

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Bethany Buttram

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Full Time Shift Supervisor

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: January 1, 2020

GRADE: 70 STEP: 2 SALARY: \$42,498.00 Annual Salary

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.

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL





DATE: 12/19/19

DATE: 12/27/19

FINANCE OFFICER

\_\_\_\_\_

DATE: \_\_\_\_\_

EMPLOYMENT ACTION FORM

DATE SUBMITTED: December 2, 2019

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Madeline Lighthill

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Part-Time AEMT

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: \_\_\_\_\_

GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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

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

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.  
Date

**X** 12/1/2019 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date      GRADE: 66      STEP: 1      SALARY: \$16.72 per hour

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

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL



\_\_\_\_\_

DATE: 12/2/19

DATE: \_\_\_\_\_

FINANCE OFFICER

\_\_\_\_\_

DATE: \_\_\_\_\_

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 12-27-19

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Charles N. Lollies SOC. SEC. NO.: \_\_\_\_\_

POSITION: Water Supervisor DEPT.: Water Department

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

CURRENT: GRADE: 74 STEP: 12 SALARY: \$64,681

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.

1/1/20 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: 74 STEP: 13 SALARY: \$66,259

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.

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

\_\_\_\_\_

Frank Heath

DATE: \_\_\_\_\_

DATE: 12/27/19

FINANCE OFFICER

\_\_\_\_\_

DATE: \_\_\_\_\_

EMPLOYMENT ACTION FORM

DATE SUBMITTED: \_\_\_\_\_

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Walter Meads SOC. SEC. NO.: \_\_\_\_\_

POSITION: Part-Time, Fill-in, Paramedic DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: \_\_\_\_\_

GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \$ \_\_\_\_\_ Per hour

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.


**X** 1/1/2020 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: 68 STEP: 5 SALARY: \$20.12 per hour

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

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

  
DATE: 12/30/19

\_\_\_\_\_  
DATE: \_\_\_\_\_

FINANCE OFFICER

\_\_\_\_\_  
DATE: \_\_\_\_\_

EMPLOYMENT ACTION FORM

DATE SUBMITTED: \_\_\_\_\_

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Heather Vanscoy SOC. SEC. NO.: \_\_\_\_\_

POSITION: Paramedic(Fulltime) DEPT.: EMS

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

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.  
Date

**X** 1/1/2020 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: 68 STEP: 5 SALARY: 41,859

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: 12/30/19

DATE: \_\_\_\_\_

FINANCE OFFICER

DATE: \_\_\_\_\_

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 12-30-19

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Ester White

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Custodian / janitor

DEPT.: Maintenance Dept

NEW EMPLOYEE EFFECTIVE DATE: \_\_\_\_\_

GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: 54 STEP: 7 SALARY: 23,733.<sup>00</sup>/<sub>xx</sub>

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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

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

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.  
Date

1-1-20 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date      GRADE: 54 STEP: 8 SALARY: 24,327.<sup>00</sup>/<sub>xx</sub>

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: 12-30-18 PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]

\_\_\_\_\_

DATE: 12-30-19

DATE: \_\_\_\_\_

FINANCE OFFICER

\_\_\_\_\_

DATE: \_\_\_\_\_



EMPLOYMENT ACTION FORM

DATE SUBMITTED: 12-30-19

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Tammy White

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Custodian / janitor

DEPT.: Maintenance Dept.

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

CURRENT: GRADE: 54, STEP: 9 SALARY: 24,919.00  
xx

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.  
Date

1-1-20 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: 54 STEP: 10 SALARY: 25,543.00  
xx

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: 12-30-18 PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]

DATE: 12-30-19

\_\_\_\_\_  
DATE: \_\_\_\_\_

FINANCE OFFICER

\_\_\_\_\_  
DATE: \_\_\_\_\_

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 12-13-19

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: KEVIN LANE  
POSITION: DEPUTY

SOC. SEC. NO.: \_\_\_\_\_  
DEPT.: SHERIFF'S OFFICE

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

CURRENT: GRADE: 65      STEP: 4      SALARY: \$35,809

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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

1-1-20 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP  
Date RAISE. (YEAR      2      3      4)  
GRADE: 65      STEP: 5      SALARY: \$36,682

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBA-  
Date TIONARY 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.

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DEPARTMENT RECOMMENDATION

*Shelby White*

DATE: 12-13-19

COUNTY MANAGER APPROVAL

*Frank Heath*

DATE: 12/27/19

FINANCE OFFICER

\_\_\_\_\_

DATE: \_\_\_\_\_

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 12-13-19

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: FARAN SAWYER  
POSITION: DEPUTY/SRO

SOC. SEC. NO.: \_\_\_\_\_  
DEPT.: SHERIFF'S OFFICE

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

CURRENT: GRADE: 65      STEP: 4      SALARY: \$35,809

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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

1-1-20 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP  
Date RAISE. (YEAR      2      3      4)  
GRADE: 65      STEP: 5      SALARY: \$36,682

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBA-  
Date TIONARY 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.

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DEPARTMENT RECOMMENDATION

*[Signature]*  
DATE: 12-13-19

COUNTY MANAGER APPROVAL

*[Signature]*  
DATE: 12/27/19

FINANCE OFFICER

\_\_\_\_\_  
DATE: \_\_\_\_\_



# PERQUIMANS COUNTY

## BOARD OF COMMISSIONERS

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

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

MARY P. HUNNICUTT  
 CLERK TO BOARD

W. FRANK HEATH, III  
 COUNTY MANAGER

### RESOLUTION IN CELEBRATION OF THE 100<sup>TH</sup> ANNIVERSARY OF THE PASSAGE OF THE NINETHEENTH AMENDMENT TO THE CONSTITUTION OF THE UNITED STATES

Whereas: an organized movement to enfranchise women began in July, 1848, at a convention in Seneca Falls, NY;  
 Whereas: through the efforts of brave and courageous women referred to as suffragists who sacrificed family, their personal life and their financial resources for over seventy years to gain equal rights for women, especially the right to vote;  
 Whereas: women and men, black and white, supported the woman's suffrage movement for women to gain the constitutional right of having a voice in making the laws that govern them;  
 Whereas: the woman's suffrage movement led to the passage of the 19<sup>th</sup> Amendment to the Constitution of the United States in 1919; with ratification by the states by the summer of 1920;  
 Whereas: the National Woman's Suffrage Association dissolved in 1920 to create the League of Women Voters of the US to register voters and educate all voters;  
 Whereas: the League of Women Voters of North Carolina was launched on October 7, 1920, on the steps of the Guilford County Courthouse by Gertrude Weil, a politically active and tireless young woman from Goldsboro, NC;  
 Whereas: More than 120,000 women were registered to vote in North Carolina by 1920;  
 Whereas: women today constitute a majority vote in our state and the US and are running for office in higher numbers and more active in the election process than ever before in history;  
 BE IT RESOLVED that the 100<sup>th</sup> anniversary of women gaining the right to vote and the founding of the League of Women Voters in the United States and in North Carolina is recognized for the impact these historic accomplishments have on citizen engagement and the civic life of the community, the state and the nation.

*The Constitution of the United State of America, Amendment XIX  
 Women's Suffrage*

*The right of the citizens of the United States to vote shall not be denied or abridged by the United States or by any State on account of sex.*

*Congress shall have the power to enforce this article by appropriate legislation*

ADOPTED the 3<sup>rd</sup> day of June, 2019.

Wallace E. Nelson, Chairman  
 Perquimans County Board of Commissioners

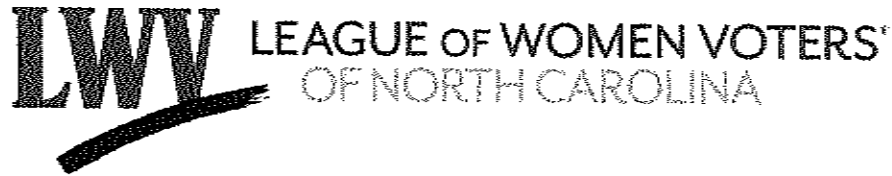
ATTESTED:

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

(SEAL)

**Perquimans County's Vision:**

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



August 23, 2019

Dear Commissioner,

Thank you for your service to the people of your county, the state and yes, our nation. The League of Women Voters, a non-partisan organization that includes women and men, founded in February, 1920, has as its mission "Empowering Voters. Defending Democracy". We strongly advocated then and now for full participation in the voting process and educating voters on the issues.

This year marks the one hundredth anniversary of the passage of the 19<sup>th</sup> Amendment to the US Constitution giving women the vote. As you are aware, it had to be ratified by two-thirds of the states and this was not accomplished until August 18, 1920, when Tennessee cast its vote of support. Tennessee was the last of 36 states to ratify and had it not been for a young East Tennessee lawyer member of the House of Representatives, who after receiving a letter from his widowed mother imploring him to vote for suffrage, changed his vote on the third reading of the bill, the 19<sup>th</sup> amendment would not have been ratified at that time. This is but one historic example of the importance of one vote; one elected official who dared to be courageous and do that which is just and right.

Leagues across the country, along with numerous other organizations, will be commemorating this 100<sup>th</sup> anniversary throughout 2020. The League of Women Voters of North Carolina invites you to be a part of this most important commemoration specifically through the passage of the attached resolution. We believe this action will raise awareness of the importance of voting and increase understanding that the vote did not come easily to many. Your action will also provide the opportunity to enhance civic education as well as reminding all of us of the privilege we enjoy from living in a Democracy.

Your vote on the resolution may occur at a time of your choosing. We suggest that it be done in early 2020. If possible, please let me know when the vote will take place or if you need additional information as soon as possible. We will urge League members and friends in your surrounding area to be there at the time of your board's vote. Thank you for your consideration of our request to pass this important resolution.

Yours truly,

Mary Klenz, 100<sup>th</sup> Anniversary Committee  
[lwvklenzm@gmail.com](mailto:lwvklenzm@gmail.com); 704-968-0664

Committee: Jo Nicholas, President, LWVNC, Willie Taylor, Vicki Boyer, Dorsey Harris

OFFICE of  
ECONOMIC OPPORTUNITY

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

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

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

Agency Name: \_\_\_\_\_

County: \_\_\_\_\_

Date of Application Submission: \_\_\_\_\_

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

Clerk to the Board should initial all items below.

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

\_\_\_\_\_  
Clerk to the Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Date

Rebecca T Corprew  
111 Yeopim Drive  
Hertford NC 27944  
EIN 26-0149203

December 6, 2019

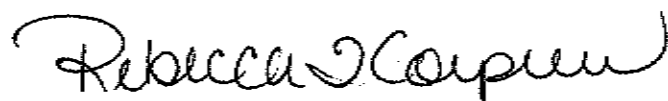
To Mr. Frank Heath and Mr. Robin Trueblood:

Please accept this as my written bid for custodial services at Perquimans County Library, located at 514 S. Church St, Hertford NC. I am submitting a bid for \$ 14,400.00 annually, payable in monthly installments of \$ 1,200.00. This averages approximately \$45 per day @ 26 working days per month. I have made several visits to the facility prior to putting in my bid. This building will require two people daily. I am positive that I can provide custodial services with little to no complaints from those that work in the space. I truly believe that a clean building increases productivity.

This building is slightly over 14,000 sq. feet, all of which is used on a regular basis. The library is open to the public for 46 hours per week, including Saturdays. Three days per week, they are open until 7 p.m. The large conference room is being used for classes including crafting, painting, gardening, and other various activities and educational meetings regularly. There are several computers (30+) available for public use, all which need to be cleaned and disinfected weekly. The "tot room" is full of games, toys, chairs, and tables that will need to be disinfected on a regular schedule. The floor space is open and quite large. Although food and drink are not allowed in the main area of the library, the facility does have a kitchen and will allow food in the large conference room. The shelving systems need to be dusted weekly as well as the counter space, conference rooms, and research areas. There is some catch up cleaning to be done.

Perquimans County has invested time, energy, and funding into this new beautiful building. Let's commit to giving the attention needed to keep our building in pristine condition for years to come. If you have any questions or would like to discuss the bid, please feel free to call me at 252-562-5579. I look forward to providing excellent service at the Perquimans County Library.

A clean building makes a clear difference!



**JANITORIAL SERVICES AGREEMENT**  
**PERQUIMANS COUNTY LIBRARY BUILDING**

THIS AGREEMENT executed this 1<sup>st</sup> day of January, 2020, between PERQUIMANS COUNTY, NC, Post Office Box 45, Hertford, NC 27944, hereinafter referred to as OWNER and REBECCA T. CORPREW, 111 Yeopim Drive, Hertford, NC 27944, hereinafter referred to as CONTRACTOR, in consideration of the mutual covenants and conditions contained herein, OWNER and CONTRACTOR contract and agree as follows:

1. **SCOPE OF WORK:** CONTRACTOR shall provide services as outlined in the attached Exhibit "A". These services encompass all janitorial needs for the Perquimans County Library, located at 514 S. Church Street, Hertford, NC.
2. **COMPENSATION:** The OWNER agrees to pay the CONTRACTOR a total of \$1200.00 per month. The OWNER agrees to pay the CONTRACTOR monthly. This monthly charge is based on the CONTRACTOR providing all supervision, labor, cleaning equipment and cleaning chemicals and no consumables (the following is supplied by the OWNER: toilet tissue, multi-fold paper towels, trash can liners and hand soap) as required to satisfactorily perform the janitorial services described in the stated cleaning specifications. The contractor will provide cleaning services for four hours each day, Monday through Friday excluding State holidays.
3. **RISK:** All work performed by CONTRACTOR under this agreement shall be performed entirely at the CONTRACTOR's risk. CONTRACTOR shall indemnify OWNER for any and all liability, loss, claim, or demand arising out of or resulting from the CONTRACTOR's performance under this agreement.
4. **INDEPENDENT CONTRACTOR:** The OWNER and CONTRACTOR intend that an Independent Contractor relationship is created by this agreement. CONTRACTOR shall not be considered an agent or employee of the OWNER, for any purpose, and the OWNER shall not be liable to carry unemployment compensation insurance or worker's compensation insurance on the CONTRACTOR or his employees. The CONTRACTOR will obtain a workers compensation and personal liability policy for themselves in coordination with requirements determined by the Perquimans County Manager. The OWNER shall not withhold any taxes or Social Security from compensation paid to the CONTRACTOR. The OWNER shall not use the CONTRACTOR exclusively and the CONTRACTOR shall be free to contract with other persons for similar or other services while under contract with the OWNER.
5. **TERM:** This agreement shall continue for a period of one year, and may be automatically renewed in successive one year periods. However, this agreement may be terminated by either party by giving 30 days written notice to the other party. In the event the OWNER becomes dissatisfied with the work of the CONTRACTOR, ten (10) days written notice of the deficiencies shall be given to the CONTRACTOR. If not correct after the ten (10) day notice, the OWNER may terminate this agreement at any time thereafter.

Being duly executed this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Perquimans County  
Wallace Nelson, Chairman  
OWNER

Rebecca T. Corprew  
CONTRACTOR

\_\_\_\_\_



"Exhibit A"

## CLEANING SPECIFICATIONS FOR PERQUIMANS COUNTY LIBRARY

DAILYOffices, Open Areas and Meeting Rooms

- Clean inside/outside of glass doors, partitions and wipe frames
- Sweep outside walkways
- Vacuum/sweep/mop walk off mats
- Empty all trash containers replacing liners as necessary
- Clean and sanitize drinking fountains
- Dust mop and spot mop all VCT, ceramic tile or hard surface floors
- Spot vacuum all carpeted areas
- Dust and spot clean furniture and horizontal surfaces

Restrooms and Kitchens

- Clean and disinfect all fixtures. (seats, sinks, toilets, urinals, dispensers)
- Empty trash containers and replace liners
- Re-stock paper products and hand soaps
- Clean mirrors
- Spot clean doors, walls and partitions
- Dust/damp wipe horizontal surfaces and partition tops
- Sweep/ dust mop floors then wet mop with a disinfectant cleaner
- Disinfect/ sanitize door handles and push plates.

WEEKLYOffices, Open Areas and Meeting Rooms

- Extensively clean VCT, ceramic tile and hard surface floors
- Sweep exterior entrances and porch canopies for dirt, dust, bugs and cobwebs
- Detail and power vacuum all carpeted areas
- Dust pictures, furniture (including all book shelves and stacks) and office equipment
- Spot clean desks and counter tops
- Remove all cobwebs
- Spot clean walls
- Dust desks, file cabinet and credenzas/ bookshelves...move pictures and nicknacks (5 rule)
- Clean door frames, kick plates, light switches, fire extinguisher cabinets and like items
- Dust under phones and around computers. Do not move wires or move stacks of papers or files
- Wipe down ventilation grills
- Wipe down chair railings and baseboards
- Dust blinds



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**

I will be introducing two new employees.

The office staff has been incredibly busy with taking payments and listing personal property.

Thank you,  
Bill Jennings  
Tax Administrator

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



107 N. Front Street  
Post Office Box 7  
Hertford, NC 27944

Phone: (252) 426-7010  
(252) 426-5564  
Fax: (252) 426-3624

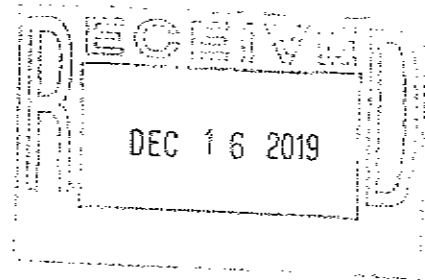
**PERQUIMANS COUNTY  
TAX DEPARTMENT**

**Enforced Collections- December 2019**

**GARNISHMENTS: \$1,685.86**

**PAYMENT AGREEMENTS: \$13,337.27**

**DEBT SETOFFS: \$0.00**



December 12, 2019

CAMDEN

CHOWAN

Anne White  
201 Ballahack Road  
Hertford, NC 27944

CURRITUCK

DARE

Dear Ms. White,

GATES

The Region R Ombudsman Program welcomes your interest and/or application to the **Perquimans County Joint Community Advisory Committee**.

HYDE

PASQUOTANK

The Regional Ombudsman, Brandi Jordan holds the responsibility of training newly appointed committee members prior to their assuming active committee responsibilities. Our next new member training is scheduled for **January 23, 2020** at the Albemarle Commission in Hertford from 9:00 AM to 5:00 PM. Please let me know as soon as possible if this date is not convenient for you.

PERQUIMANS

TYRRELL

WASHINGTON

COLUMBIA

Enclosed you will find copies of the *Resident Bill of Rights* and the *Community Advisory Committee Program Overview and Job Description*. I ask that you read over the materials.

CRESWELL

DUCK

EDENTON

Once you have completed all of the required trainings you will become an appointed member. We look forward to helping you complete this process and thank you for your willingness to serve! If you have additional questions, please feel free to contact me at (252) 426-8244.

ELIZABETH CITY

GATESVILLE

HERTFORD

Sincerely,

KILL DEVIL HILLS

KITTY HAWK

Jasmine S. Wilson  
Aging Program & Contracts Specialist  
Region R LTC Ombudsman CAC Program Assistant

MANTEO

NAGS HEAD

PLYMOUTH

ROPER

cc: Perquimans County Clerk to the Board

SOUTHERN SHORES

WINFALL

**From:** Mary Hunnicutt [mailto:mhunnicut@perquimanscountync.gov]  
**Sent:** Friday, December 27, 2019 4:44 PM  
**To:** 'Mary Anne Keyes'  
**Subject:** RE: [External] Re: [External] Re: [External] Re: Albemarle Hospital Board of Trustess

Thanks for the update.

Mary

**From:** Mary Anne Keyes [mailto:makkeyes@gmail.com]  
**Sent:** Friday, December 27, 2019 3:45 PM  
**To:** Mary Hunnicutt  
**Subject:** [External] Re: [External] Re: [External] Re: Albemarle Hospital Board of Trustess

I think there is an unofficial decision. The county attorney is working on the steps that need to be taken to make it happen. My guess is by the end of the next quarter they will sort through the process to make it happen.

Mary Ann Keyes

On Fri, Dec 27, 2019 at 2:47 PM Mary Hunnicutt <[mhunnicut@perquimanscountync.gov](mailto:mhunnicut@perquimanscountync.gov)> wrote:

Ms. Keyes, has there been a decision on the disbandment of this Board? I am preparing my agenda for the January meeting and wanted to update the Board on this.

Hope you had a very Merry Christmas and will have a wonderful New Year!

Mary

**Mary Hunnicutt**

---

**From:** Ed Muzzulin <emuzzulin@gmail.com>  
**Sent:** Friday, December 06, 2019 7:43 PM  
**To:** Mary Hunnicutt  
**Subject:** [External] Resignation for boards.

Mary - I am writing to advise the Perquimans County Board of Commissioners that I am no longer living in the county and don't qualify for the positions in which I have been appointed.

I really enjoyed my time living in Perquimans County and serving the residents of Perquimans County. But since my healthcare needs out weights my public service needs. So we are now living in a CCRC (Continuing Care Retirement Community) in Denver. Our choice of Denver was because of it's health care which is mainly because of it's affiliation with the University of Colorado. Which is a great supporter of the Parkinsons Program. While I living in Hertford I was traveling up to ODU twice a week for PT and ST which took 3 hours of travel each day for two one hour sessions and when I was done very exhausted. And now it is being brought in house. I am hopeful that this will bring an improvement to my future needs.

In closing I would say the Perquimans County and the region has make great strides in improving its Heath care needs but not enough for my needs at this time.

LIST OF VOLUNTEER APPLICATIONS

12/27/201

| DATE OF APPLICATION                                                                                      | NAME                  | ADDRESS                                                        | CITY      | STATE | ZIP   | PHONE                                              | COMMITTEES                                                                                                       | EXPIRATION DATE |
|----------------------------------------------------------------------------------------------------------|-----------------------|----------------------------------------------------------------|-----------|-------|-------|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-----------------|
| 9/23/15<br>2-27-19 Rec'd an updated application<br>keep on file                                          | Layden, Dianne M.     | 177 Perrys Bridge Road<br>diannelayden@hughes.net              | Belvidere | NC    | 27919 | (252) 297-2596                                     | 1. Board of Elections<br>2. Social Services Board<br>3. Board of Adjustment<br>4. Northern Reg Adv Bd - Trillium | 2/27/21         |
| 11/16/15<br>3-29-19 Rec'd an updated application<br>keep on file                                         | Mathis, Lynn W.       | 178 Sue Lane<br>mahitabell@gmail.com<br>lynn.mathis@ncdenr.gov | Hertford  | NC    | 27944 | (252) 264-3901<br>(252) 333-6619                   | 1. Planning Board<br>2. RC&D<br>3. Albemarle Commission<br>4.                                                    | 3/29/21         |
| 5/2/16<br>3-29-19 Rec'd e-mail<br>Info correct<br>Keep on list                                           | Aples, Archie         | 1126 W. Grubb Street<br>archieaples@yahoo.com                  | Hertford  | NC    | 27944 | (252) 482-1033<br>(575) 218-0606                   | 1. Historic Hertford, Inc.<br>2. Local Library Board<br>3. Recreation Department<br>4.                           | 3/29/21         |
| 7/30/14<br>Rec'd call/info correct/keep on file<br>2/25/19                                               | Burket, Stephen G.    | 111 Shady Circle<br>sburket@ix.netcom.com                      | Hertford  | NC    | 27944 | (252) 426-3817<br>(252) 337-4303                   | 1. Sr Citizen Adv. Board<br>2.<br>3.<br>4.                                                                       | 2/25/21         |
| 7/18/16<br>Came by/ info correct/keep on file<br>2/19/19                                                 | Simpson, Ernestine E. | 398 Chapanoke Road<br>ernestine_simpson@yahoo.com              | Hertford  | NC    | 27944 | (252) 264-3284<br>(252) 435-7769                   | 1. Comm. Adv. Committee<br>2. Planning Board<br>3. Citizen Advisory Board<br>4. Sr Citizen Adv. Board            | 2/19/21         |
| 8/1/16<br>Rec'd updated application<br>2/15/19                                                           | Harrell, Darlene G.   | 384 Woodland Church Rd.<br>leneharrell@yahoo.com               | Hertford  | NC    | 27944 | (252) 340-0880                                     | 1. Sr Tarheel Del. Leg.<br>2.<br>3.<br>4.                                                                        | 2/15/21         |
| 9/4/16<br>Rec'd call/info correct/keep on file<br>2/25/19                                                | Roberts, III, A.O.    | 1632 New Hope Road<br>eureseedfarms@yahoo.com                  | Hertford  | NC    | 27944 | (252) 464-2037<br>(252) 264-3326<br>(252) 333-9575 | 1. Planning Board<br>2. Vol Ag District Committee<br>3. Water Mgmt Committee<br>4.                               | 2/25/21         |
| 9/5/16<br>Rec'd updated application<br>2/22/19                                                           | Lassiter, Brenda      | 725 Sandy Cross Road<br>blassiter@pqschools.org                | Belvidere | NC    | 27919 | (252) 297-2740                                     | 1. Planning Board<br>2. Board of Commissioners<br>3.<br>4.                                                       | 2/22/21         |
| 9/15/16<br>Rec'd ltr 3/27/19<br>Info correct<br>Cannot do after dark driving & primarily desk activities | Lacefield, Charles    | 234 Beech Point Blvd.<br>cwlacefield@earthlink.net             | Hertford  | NC    | 27944 | (252) 426-4851<br>(252) 619-4256                   | 1. COA - Board of Trustees<br>2. Chowan Hospital Board<br>3. Bd of Comm Facilitator<br>4.                        | 3/27/21         |
| 8/30/12<br>Rec'd ltr 3/27/19<br>chg e-mail address<br>keep on list                                       | Winslow, III, Lynwood | 1209 Belvidere Road<br>lcwiii63@gmail.com                      | Belvidere | NC    | 27919 | (252) 297-6532                                     | 1. Planning Board<br>2. Board of Adjustments<br>3.<br>4.                                                         | 3/27/21         |

LIST OF VOLUNTEER APPLICATIONS

12/27/201

| DATE OF APPLICATION                                                                                              | NAME                  | ADDRESS                                                      | CITY       | STATE | ZIP   | PHONE                                              | COMMITTEES                                                                                                       | EXPIRATION DATE |
|------------------------------------------------------------------------------------------------------------------|-----------------------|--------------------------------------------------------------|------------|-------|-------|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-----------------|
| 9/15/16<br>3-29-19 Rec'd e-mail<br>Info correct<br>Keep on list                                                  | Blanchard, Terissa J. | 228 Bethany Church Road<br>tblanchard@pcs.k12.nc.us          | Belvidere  | NC    | 27919 | (252) 297-2561<br>(252) 426-7355<br>(252) 339-5973 | 1. Social Services Board<br>2. Albe Hosp Board of Trustees<br>3. COA - Board of Trustees<br>4. Smart Start Board | 3/29/21         |
| 9/24/16<br>Rec'd call - 3/26/19<br>Info correct<br>Keep on list                                                  | Page, Frank           | 147 Explorer Arch<br>page3@embarqmail.com                    | Hertford   | NC    | 27944 | (252) 426-1149<br>(757) 376-2001                   | 1. Minzies Creek Utility District<br>2.<br>3.<br>4.                                                              | 3/26/21         |
| 8/26/14<br>Rec'd call - 2/19/19<br>Info correct<br>Keep on list                                                  | Knight, Marshall      | 751 Body Road<br>marshallknight751@centurylink.net           | Hertford   | NC    | 27944 | (252) 264-3201                                     | 1. Board of Adjustments<br>2. Planning Board<br>3.<br>4.                                                         | 2/19/21         |
| 4/28/17<br>3/29/19 - Rec'd e-mail<br>Info correct<br>continue to serve - only on COA Board when W Nelson resigns | McMullan, Philip      | 111 W. Camp Perry Road<br>psmir@hughes.net                   | Hertford   | NC    | 27944 | (252) 264-2021                                     | 1. COA - Board of Trustees<br>2. County Historians<br>3.<br>4.                                                   | 3/29/21         |
| 10/12/16<br>3-29-19 Rec'd updated application<br>Info correct<br>Keep on list                                    | Antoine J. Moore      | 116 Sydni Street<br>ajavonmoore@gmail.com                    | Hertford   | NC    | 27944 | (252) 335-0582<br>(252) 339-1505                   | 1. Planning Board<br>2.<br>3.<br>4.                                                                              | 3/29/21         |
| 12/18/14<br>Updated<br>2/18/19                                                                                   | Smith, Jr., Lewis W.  | 127 Smith Cove Road<br>lewis_smith@ncsu.edu                  | Hertford   | NC    | 27944 | (252) 426-7347<br>(252) 426-7164<br>(252) 331-3362 | 1. Planning Board<br>2. Agri Adv Board<br>3.<br>4.                                                               | 2/18/21         |
| 2/2/17<br>Rec'd call - 2/27/19<br>Info correct<br>Keep on list                                                   | Reed, Deborah S.      | 1488 Center Hill Hwy<br>deborahreed74@gmail.com              | Hertford   | NC    | 27944 | (252) 331-5426                                     | 1. Board of Adjustment<br>2. Recreation Adv Board<br>3.<br>4.                                                    | 2/27/21         |
| 2/14/17<br>Rec'd call - 4/1/19<br>updated information<br>Keep on list                                            | Juanita T. Bailey     | P.O. Box 3057                                                | Eliz. City | NC    | 27906 | (252) 562-3049                                     | 1. Sr Citizen Adv. Board<br>2.<br>3.<br>4.                                                                       | 4/1/21          |
| 4/12/17<br>Rec'd e-mail - 4/11/19<br>Information correct<br>Keep on list                                         | Rhonda Money          | 412 Hurdletown Road<br>rhondamoney@perquimanscountync.gov    | Hertford   | NC    | 27944 | (252) 426-2027                                     | 1. Local Library Board<br>2.<br>3.<br>4.                                                                         | 4/12/21         |
| 6/5/17<br>Rec'd e-mail - 6/19/19<br>Information correct<br>Keep on list                                          | April Smith           | 800 Lake Road<br>aasmith12@gmail.com<br>aasmit10@sentara.com | Hertford   | NC    | 27944 | (252) 426-3182<br>(252) 384-4977<br>(252) 312-7959 | 1. Recreation Adv Board<br>2.<br>3.<br>4.                                                                        | 6/19/21         |



LIST OF VOLUNTEER APPLICATIONS

12/27/201

| DATE OF APPLICATION | NAME               | ADDRESS                                                                                      | CITY     | STATE | ZIP   | PHONE                            | COMMITTEES                                                                                                 | EXPIRATION DATE |
|---------------------|--------------------|----------------------------------------------------------------------------------------------|----------|-------|-------|----------------------------------|------------------------------------------------------------------------------------------------------------|-----------------|
| 12/19/18            | Martina McClenney  | 212 Crescent Drive                                                                           | Hertford | NC    | 27944 | (252) 340-6999                   | 1. Recreation Adv Board<br>2.<br>3.<br>4.                                                                  | 12/19/20        |
| 12/28/18            | Lillian Holman     | 712 W. Grubb Street                                                                          | Hertford | NC    | 27944 | (252) 333-5056                   | 1. Senior Citizens Adv. Board<br>2.<br>3.<br>4.                                                            | 12/28/20        |
| 2/19/19             | Freda Kaye Bonner  | 431 Ballhack Road<br><a href="mailto:fbonner@paschools.org">fbonner@paschools.org</a>        | Hertford | NC    | 27944 | (252) 426-5332<br>(252) 339-7060 | 1. Northern Reg Adv Bd - Trillium<br>2.<br>3.<br>4.                                                        | 2/19/21         |
| 8/27/19             | Sandra Sheehan     | 168 Highland Pony Road<br><a href="mailto:sheeselz@aol.com">sheeselz@aol.com</a>             | Hertford | NC    | 27944 | (540) 903-1871                   | 1. Tourism Development Authority<br>2.<br>3.<br>4.                                                         | 8/27/21         |
| 8/28/19             | Deborah Black      | 100 Brace Avenue Apt 04                                                                      | Hertford | NC    | 27944 | (252) 455-4820                   | 1. Community Advisory Comm.<br>2. Economic Improvement<br>3. Smart Start Board<br>4. Social Services Board | 8/28/21         |
| 9/10/19             | Vanora B. Brothers | 1782 Harvey Point Road<br><a href="mailto:mrsv45@centurylink.net">mrsv45@centurylink.net</a> | Hertford | NC    | 27944 | (252) 426-5956<br>(252) 333-0752 | 1. Local Library Board<br>2.<br>3.<br>4.                                                                   | 9/10/21         |
| 10/3/19             | Guy John Simmons   | 105 Wando Circle<br><a href="mailto:guysimmons@aol.com">guysimmons@aol.com</a>               | Hertford | NC    | 27944 | (978) 976-3895                   | 1. Local Library Board<br>2.<br>3.<br>4.                                                                   | 10/3/21         |
| 10/4/19             | Cynthia Stallings  | 161 Wiggins Road                                                                             | Hertford | NC    | 27944 | (252) 426-5785                   | 1. Local Library Board<br>2.<br>3.<br>4.                                                                   | 10/4/21         |



ENGINEERS

PLANNERS

SURVEYORS

LANDSCAPE ARCHITECTS

November 12, 2019

Frank Heath  
Perquimans County Manager  
Planning and Zoning  
P.O. Box 45 / 104 Dobbs St  
Hertford, NC 27944

**Re: The Moorings at Albemarle – Request for Preliminary Plat Extension**

Dear Mr. Heath:

On behalf of my client, The Moorings at Albemarle, LLC, I am requesting that the approved preliminary plat for "The Moorings at Albemarle" be extended two years. Since the approval of the Non-Discharge Wastewater System Permit Approval in January of this year the Moorings at Albemarle, LLC are developing a marketing plan to facilitate the phasing and construction of this development. The extension will allow this development to move forward with the approved plans.

Please advise me of the available schedule and any submittal requirements necessary to extend the approval of the preliminary plat. Please feel free to give me a call me at (252)-752-4135 with any questions. You can also reach me on my mobile phone at (252)-714-3002.

Sincerely;

*J. S. Janowski*

J. Stephen Janowski, PE

Cc: Bruce Exum, Sr.  
Bruce Exum, Jr.

**COMMISSIONERS' APPOINTMENTS  
12-31-2019**

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

**§ 143-318.11. Closed sessions.**

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

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

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

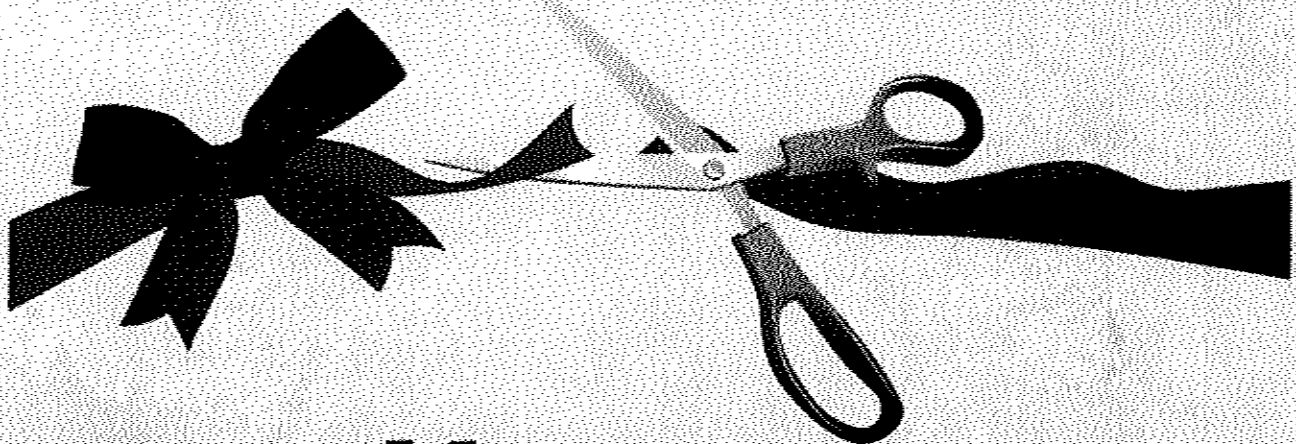
(c) **Calling a Closed Session.** - A public body may hold a closed session only upon a motion duly made and adopted at an open meeting. Every motion to close a meeting shall cite one or more of the permissible purposes listed in subsection (a) of this section. A motion based on subdivision (a)(1) of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

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

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INFORMATION  
ONLY  
ITEMS

# THE HERTFORD HUB

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OFFICE SUPPLIES · MAILBOXES  
NOTARY · COPIES AND MORE...



## *Ribbon Cutting*

FOR NEW LOCAL BUSINESS DOWNTOWN HERTFORD  
127 N CHURCH ST.

ON JANUARY 9, 2020

RIBBON WILL BE CUT AT 5PM.

EVENT LAST ALL DAY. STOP BY TO REGISTER TO WIN A  
GIFT FROM THE CHAMBER. DOORS OPEN AT 8:30 AM TO  
8PM. DRAWING FOR PRIZE WILL BE AFTER RIBBON  
CUTTING CEREMONY.

OWL FEED YA FOOD TRUCK WILL BE SERVING LUNCH  
11AM TO 2PM AND DINER 4PM TO 7PM ON CHURCH ST.



# DEPARTMENT HEAD REPORTS

PLAT REVIEW LOG - PERQUIMANS COUNTY

Dec

| SURVEYOR'S NAME<br>PLAT TITLE                    | SURVEYOR'S PHONE #<br>ADDRESS | DATE IN<br>DATE OUT | APPROVAL<br>YES/NO | COMMENTS                                                                   |
|--------------------------------------------------|-------------------------------|---------------------|--------------------|----------------------------------------------------------------------------|
| Bissell Professional Group<br>Perquimans Dev LLC | ✓                             | 12-11-19            | ✓                  | Planned Development 1st<br>2-0073-0022 & 2-0073-0021 many others           |
| Bissell Professional Group<br>Perquimans Dev LLC | ✓                             | 12-16-19            | ✓                  | Extend Subdivision & Recombination<br>2-0082-0012, 2-0173-0021 many others |
| Thomas Stokely<br>John Wallace Hobbs             | ✓                             | 12-17-19            | ✓                  | Boundary Line 2-0070-0034<br>24.73 ac                                      |
| Mark Pruden<br>Louise Robert Skiff III           | ✓                             | 12-18-19            | ✓                  | Recombination Plat 1 on 1-2015-1007-DBE<br>1-2015-1008-DBE 16.97 & 4.29    |
| Bissell Pro Group<br>Perquimans Dev LLC          | ✓                             | 12-19-19            | ✓                  | 3rd Recording of R436E R443<br>correction                                  |
|                                                  |                               |                     |                    |                                                                            |
|                                                  |                               |                     |                    |                                                                            |
|                                                  |                               |                     |                    |                                                                            |
|                                                  |                               |                     |                    |                                                                            |
|                                                  |                               |                     |                    |                                                                            |

|                                                                                         |                                                                          |                                                                                       |                                                                                        |                                                                    |
|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| BISSELL<br>PO BOX 1068<br>KITTY HAWK, NC 27949<br>(252)261-3266                         | J H MILLER JR.<br>166 COTTONWOOD DRIVE<br>HERTFORD, NC 27944<br>339-6932 | PAT MCDOWELL<br>PO BOX 391<br>ELIZABETH CITY, NC 27909<br>338-4161                    | GLORIA ROGERS<br>215 B STREET<br>CAMDEN, NC 27921<br>338-1415/333-8781                 | SCOTT TEMPLE<br>PO BOX 422<br>ELIZABETH CITY, NC 27907<br>330-4016 |
| BOWMAN CONSULTING<br>PAUL J TOTI<br>131 MAIN STREET<br>GATESVILLE, NC 27938<br>357-1581 | EUGENE JORDAN<br>402 SIGN PINE ROAD<br>TYNER, NC 27980<br>221-4795       | MCKIM & CREED<br>504 E ELIZABETH ST STE1<br>ELIZABETH CITY, NC 27909<br>338-2929      | SAUNDERS SURVEYING<br>510 AVENA ROAD<br>BLACK MOUNTAIN, NC 28711<br>(828)669-2777      | TONY WEBB<br>PO BOX 381<br>EDENTON, NC 27932<br>482-3066           |
| CHARLES B BROWN, III<br>2005 JOHNSON ROAD<br>ELIZABETH CITY, NC 27909<br>335-0928       | MARK PRUDEN<br>146 OAK GROVE ROAD<br>EDENTON, NC 27932<br>482-7804       | RACKLEY SURVEYING<br>1015 MACEY JO COURT<br>ELIZABETH CITY, NC 27909<br>(252)679-7670 | S.L. CARDWELL SURVEYING<br>1206 FRANCIS STREET<br>ELIZABETH CITY, NC 27907<br>338-6328 | ROBEY<br>150 US HWY 158 W EAST<br>CAMDEN, NC 27921<br>335-1888     |

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



PLAT REVIEW LOG - PERQUIMANS COUNTY

Nov

| SURVEYOR'S NAME<br>PLAT TITLE      | SURVEYOR'S PHONE #<br>ADDRESS | DATE IN<br>DATE OUT | APPROVAL<br>YES/NO | COMMENTS                                                       |
|------------------------------------|-------------------------------|---------------------|--------------------|----------------------------------------------------------------|
| JH Moore<br>Mark Debarch Williams  | ✓                             | 11/8/19             | ✓                  | Boundary Survey for<br>2-0071-0032 227.0690                    |
| Josiah Webb II<br>Sandra Byrum     | ✓                             | 11-13-19            | ✓                  | Recombination Survey<br>5-0032-0018                            |
| JH Miller Jr.<br>Mollie Custon     | ✓                             | 11-14-19            | ✓                  | Boundary Survey for<br>2-0201-0014                             |
| Kny Webb<br>Philip & Luanna Biddle | ✓                             | 11-14-19            | ✓                  | Recombination Survey 12/188 from<br>1-0006-0038 to 1-0006-0039 |
| John Whidbee                       |                               | 11-26-19            | ✓                  | Boundary Line<br>5-0034-0039                                   |
|                                    |                               |                     |                    |                                                                |
|                                    |                               |                     |                    |                                                                |
|                                    |                               |                     |                    |                                                                |
|                                    |                               |                     |                    |                                                                |
|                                    |                               |                     |                    |                                                                |

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ELIZABETH CITY, NC 27909  
338-2929

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

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482-7804

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

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ELIZABETH CITY, NC 27907  
338-6328

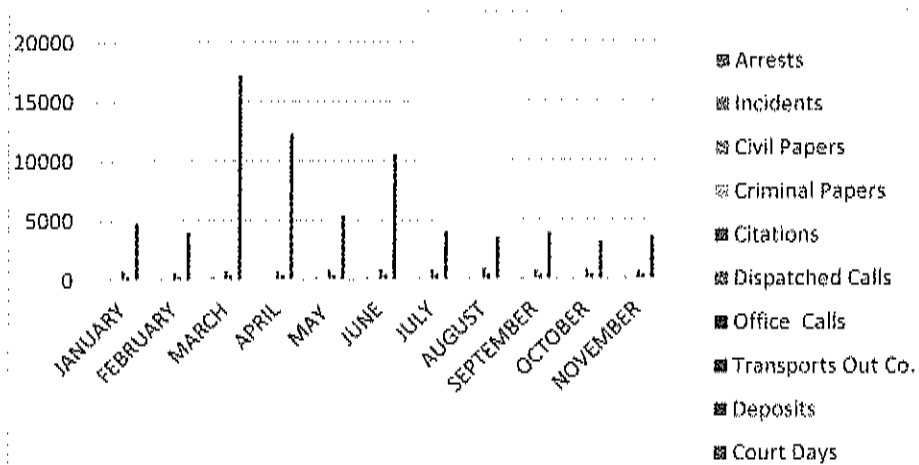
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150 US HWY 168 W EAST  
CAMDEN, NC 27921  
335-1888

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

DHR-1 - Page 2

**Perquimans County Sheriff's Office --- Nov 2019 Activity Report**

|           | Arrests | Incidents | Civil Papers | Criminal Papers | Citations | Dispatched Calls | Office Calls | Transports Out Co. | Deposits    | Court Days |
|-----------|---------|-----------|--------------|-----------------|-----------|------------------|--------------|--------------------|-------------|------------|
| JANUARY   | 27      | 33        | 166          | 30              | 15        | 736              | 368          | 4                  | \$4,734.00  | 9          |
| FEBRUARY  | 33      | 41        | 132          | 25              | 8         | 640              | 320          | 2                  | \$3,986.09  | 7          |
| MARCH     | 24      | 30        | 228          | 24              | 19        | 796              | 398          | 1                  | \$17,226.68 | 11         |
| APRIL     | 24      | 27        | 105          | 15              | 16        | 740              | 370          | 4                  | \$12,270.21 | 7          |
| MAY       | 37      | 30        | 178          | 28              | 10        | 794              | 397          | 7                  | \$5,380.58  | 10         |
| JUNE      | 28      | 25        | 202          | 11              | 11        | 843              | 422          | 4                  | \$10,528.78 | 6          |
| JULY      | 29      | 30        | 151          | 42              | 6         | 826              | 413          | 7                  | \$3,957.82  | 11         |
| AUGUST    | 24      | 29        | 173          | 23              | 15        | 905              | 453          | 3                  | \$3,534.00  | 7          |
| SEPTEMBER | 28      | 33        | 172          | 14              | 12        | 751              | 376          | 5                  | \$3,883.13  | 10         |
| OCTOBER   | 32      | 34        | 96           | 40              | 15        | 818              | 409          | 7                  | \$3,176.35  | 10         |
| NOVEMBER  | 17      | 22        | 173          | 25              | 22        | 705              | 353          | 2                  | \$3,575.73  | 6          |



## Permit Report

12/1/2019 - 12/30/2019

| Permit Type | Permit # | Permit Date | Applicant Name                       | Description                 | Type of Improvement | Project Cost | Total Fees | Parcel Address           |
|-------------|----------|-------------|--------------------------------------|-----------------------------|---------------------|--------------|------------|--------------------------|
| Building    | 266      | 12/23/2019  | Down East Preservation               | renovate house              | Repair, replacement | 90,000       | \$316.00   | 398 NEW HOPE RD          |
| Electrical  | 265      | 12/23/2019  | J & N Electric                       | new dwelling                | New Building        | 0            | \$455.00   | 2963 NEW HOPE RD         |
| Electrical  | 264      | 12/23/2019  | Thomas Dale                          | add service to grain bins   | Other               | 1,000        | \$180.00   | 986 TURNPIKE RD          |
| Building    | 263      | 12/23/2019  | Elton Baccus                         | add on bedroom              | Addition            | 14,600       | \$140.00   | 106 CEDAR STRETCH RD     |
| Mechanical  | 262      | 12/20/2019  | George & Company                     | HVAC Change out             | Repair, replacement | 5,900        | \$55.00    | 110 SAILWAY CT           |
| Building    | 261      | 12/20/2019  | Returned ck & ck charge              |                             |                     | 0            | \$170.00   |                          |
| Building    | 260      | 12/20/2019  | Eure & Sons Const Co.                | New Dwelling                | New Building        | 495,785      | \$1,280.00 | 339 Suttons Landing Road |
| Building    | 259      | 12/20/2019  | Joseph Edward Stone IV               | New Dwelling                | New Building        | 50,500       | \$578.00   | 281 BOAT RAMP RD         |
| Building    | 258      | 12/20/2019  | Randy Lassiter                       | New Dwelling                | New Building        | 269,000      | \$1,466.00 | 135 LOWES LN             |
| Fire        | 257      | 12/19/2019  | Lillian Brothers Family Care home    | Fire Inspection             |                     | 0            | \$75.00    |                          |
| Electrical  | 256      | 12/19/2019  | I-A Electric, LLC                    | power to ups pole 100 amp   |                     | 1,000        | \$50.00    |                          |
| Electrical  | 255      | 12/18/2019  | Pierce Electrical Solutions          | wiring accessory building   | New Building        | 1,500        | \$50.00    | 346 HOPEWELL RD          |
| Mechanical  | 254      | 12/18/2019  | Armstrong & Sons                     | HVAC Change out             |                     | 3,800        | \$55.00    | 110 BENNETTS CREEK DR    |
| Mechanical  | 253      | 12/18/2019  | Armstrong & Sons                     | HVAC Change out             |                     | 3,500        | \$55.00    | 389 SUTTONS LANDING RD   |
| Mechanical  | 252      | 12/18/2019  | Armstrong & Sons                     | HVAC Change out             |                     | 5,800        | \$55.00    | 101 SMITH COVE RD        |
| Building    | 251      | 12/18/2019  | Angus Gordon                         | Build a deck                |                     | 12,000       | \$120.00   | 114 SHADY CIR            |
| Mechanical  | 250      | 12/18/2019  | George & Company                     | HVAC c/o                    | Repair, replacement | 5,550        | \$55.00    | 133 MAIN ST              |
| Electrical  | 249      | 12/17/2019  | Nor'easter Electric                  |                             | Repair, replacement | 10,000       |            | 398 NEW HOPE RD          |
| Electrical  | 248      | 12/17/2019  | Garrett Electric                     | change service cable        |                     | 500          | \$50.00    | 215 MARKET ST            |
| Plumbing    | 247      | 12/16/2019  | Standard Plumbing Sewer & Drain Inc. | 12 fixtures and plumb house |                     | 5,572        | \$110.00   | 1185 OCEAN HWY           |
| Building    | 246      | 12/16/2019  | Ricky Cornelissson                   | 48x45 garage stick built    | New Building        | 30,000       | \$806.00   | 115 PIRATE LNDG          |
| Fire        | 245      | 12/16/2019  | Drew Ravenscraft                     | foster home fire inspection |                     | 0            | \$50.00    | 214 MATTHEWS ACRES RD    |
| Building    | 244      | 12/16/2019  | Anthony D. Henderson                 | storage shed 14x32          | New Building        | 8,900        | \$112.00   | 149 Red Maple Avenue     |

|            |     |            |                                            |                                                             |                        |         |          |                         |
|------------|-----|------------|--------------------------------------------|-------------------------------------------------------------|------------------------|---------|----------|-------------------------|
| Electrical | 243 | 12/16/2019 | Wire For U<br>Electrical, Inc.             | moving a<br>panel & adding<br>a generator by<br>pass switch | Repair,<br>replacement | 4,000   | \$120.00 | 231 HALSEY<br>BAY RD    |
| Electrical | 242 | 12/13/2019 | Dean-Austin C.<br>Corprew                  | hook up<br>electrical on<br>s/w                             | New Building           | 150     | \$50.00  | 159<br>RIVERVIEW<br>DR  |
| Mechanical | 241 | 12/13/2019 | Dean-Austin C.<br>Corprew                  | hvac hook up                                                | New Building           | 150     | \$50.00  | 159<br>RIVERVIEW<br>DR  |
| Plumbing   | 240 | 12/13/2019 | Dean-Austin C.<br>Corprew                  | plumbing<br>single wide<br>trailer                          | New Building           | 300     | \$50.00  | 159<br>RIVERVIEW<br>DR  |
| Plumbing   | 239 | 12/12/2019 | Randy Lassiter                             | plumb house<br>w' 9 fixtures                                | New Building           | 8,000   | \$95.00  | 827 SANDY<br>CROSS RD   |
| Mechanical | 238 | 12/11/2019 | B&M<br>Contractors                         | 2 hvac change<br>outs                                       | Repair,<br>replacement | 15,474  | \$110.00 | 162 LEVI<br>CREECY RD   |
| Building   | 237 | 12/11/2019 | Adam Lassiter                              | New Dwelling                                                | New Building           | 110,000 | \$412.00 | 827 SANDY<br>CROSS RD   |
| Plumbing   | 236 | 12/10/2019 | Crossroads                                 | One gas<br>outlet, run<br>lines and hook<br>up              | Other                  | 600     | \$55.00  | 108<br>MAGNOLIA<br>TRL  |
| Plumbing   | 235 | 12/9/2019  | Brian Rollinson                            | 3 fixtures and<br>water heater                              | New Building           | 1,500   | \$65.00  | 129 NIXON ST            |
| Building   | 234 | 12/9/2019  | Brian Rollinson                            | 26x40 garage                                                | New Building           | 10,000  | \$260.00 | 129 NIXON ST            |
| Electrical | 233 | 12/9/2019  | Steve Jordan                               | moving outlets<br>around in<br>kitchen                      | Alteration             | 300     | \$50.00  | 102 KENYON<br>DR        |
| Mechanical | 232 | 12/6/2019  | Norris<br>Mechanical<br>LLC                | (2) hvac<br>change outs                                     |                        | 19,600  | \$110.00 | 218 FRONT ST            |
| Mechanical | 231 | 12/6/2019  | Heath<br>Chappell's<br>Heating/Coolin<br>g | new trailer<br>hvac set<br>condensor and<br>coil on top     |                        | 3,400   | \$50.00  | 266 BAY<br>BRANCH RD    |
| Electrical | 230 | 12/6/2019  | Heath<br>Chappell's<br>Heating/Coolin<br>g | Hooking up<br>meter base<br>and wire to<br>the panel        |                        | 1,200   | \$60.00  | 266 BAY<br>BRANCH RD    |
| Mechanical | 229 | 12/6/2019  | Eastern<br>Heating &<br>Cooling            | Hvac change<br>out with duct<br>work<br>modification        |                        | 6,000   | \$55.00  | 106 CEDAR<br>STRETCH RD |
| Mechanical | 228 | 12/6/2019  | Armstrong &<br>Sons                        | HVAC Change<br>out                                          | Other                  | 5,800   | \$55.00  | 101 SMITH<br>COVE RD    |
| Building   | 227 | 12/5/2019  | Southeastern<br>Pools                      | 16x32 built in<br>swimming pool                             | Other                  | 32,255  | \$50.00  | 215 MARKET<br>ST        |
| Fire       | 226 | 12/5/2019  | Warden<br>Enterprise                       | Fire Alarm<br>System<br>installation                        | New Building           | 0       | \$50.00  |                         |
| Fire       | 225 | 12/5/2019  | Johnson<br>Controls                        | Kitchen<br>suppression<br>system                            | New Building           | 0       | \$50.00  |                         |
| Building   | 224 | 12/5/2019  | Andrew J.<br>Mascotti                      | steel garage                                                | Addition               | 14,600  | \$133.00 | 112 HOPI TRL            |
| Plumbing   | 223 | 12/4/2019  | McPherson<br>Enterprizes                   | remodel<br>bathroom                                         | Alteration             | 7,225   | \$75.00  | 102 KENYON<br>DR        |

|            |     |           |                              |                                                               |                        |                  |                   |                        |
|------------|-----|-----------|------------------------------|---------------------------------------------------------------|------------------------|------------------|-------------------|------------------------|
| Plumbing   | 221 | 12/4/2019 | Tim Thompson<br>Plumbing     | Plumbing 2<br>fixtures<br>washing<br>maching &<br>laundry tub | Other                  | 900              | \$60.00           | 141 BRAYDEN<br>DR      |
| Building   | 220 | 12/4/2019 | Trimworks<br>Custom<br>Homes | remodel<br>kitchen & two<br>bathrooms                         | Repair,<br>replacement | 52,300           | \$110.00          | 102 KENYON<br>DR       |
|            | 219 | 12/3/2019 | PEG                          |                                                               |                        | 0                | \$25.00           |                        |
| Mechanical | 218 | 12/3/2019 | Armstrong &<br>Sons          | HVAC New 4<br>ton & mini split                                | Other                  | 8,400            | \$110.00          | 2963 NEW<br>HOPE RD    |
| Mechanical | 217 | 12/3/2019 | Armstrong &<br>Sons          | 2 hvac<br>systems                                             |                        | 7,200            | \$110.00          | 289<br>SANDPIPER<br>DR |
| Mechanical | 216 | 12/3/2019 | B&M<br>Contractors           | HVAC change<br>out                                            | Repair,<br>replacement | 3,545            | \$55.00           | 105 ARABIAN<br>WAY     |
| Electrical | 215 | 12/3/2019 | George &<br>Company          | bathroom<br>exhaust fan                                       | Repair,<br>replacement | 800              | \$50.00           | 369 FOWLER<br>FORK RD  |
| Building   | 214 | 12/3/2019 | Dean-Austin C.<br>Corprew    | set up single<br>wide trailer                                 | New Building           | 20,000           | \$150.00          | 159<br>RIVERVIEW<br>DR |
| Electrical | 213 | 12/2/2019 | James R.<br>Young            | wiring new<br>house 200<br>amp &<br>disconnect for<br>hot tub |                        | 11,000           | \$350.00          | 289<br>SANDPIPER<br>DR |
| Mechanical | 212 | 12/2/2019 | George &<br>Company          | HVAC Change<br>out                                            |                        | 7,150            | \$55.00           | 266 BLUE<br>HERON BLVD |
| Electrical | 211 | 12/2/2019 | George &<br>Company          | 100 amp sub<br>panel                                          |                        | 2,000            | \$86.00           | 141 BRAYDEN<br>DR      |
| Mechanical | 210 | 12/2/2019 | George &<br>Company          | HVAC change<br>out                                            |                        | 4,300            | \$55.00           | 141 BRAYDEN<br>DR      |
| Mechanical | 209 | 12/2/2019 | B&M<br>Contractors           | HVAC Change<br>out                                            | Repair,<br>replacement | 3,587            | \$55.00           | 119 CASHIE<br>DR       |
| Electrical | 208 | 12/2/2019 | Anthony Evans<br>Electric    | wiring the 116<br>Granby Street<br>office                     | Other                  | 500              | \$50.00           | 116 GRANBY<br>ST       |
| Mechanical | 195 | 12/3/2019 | Armstrong &<br>Sons          | 4 ton HVAC &<br>duct work                                     | Other                  | 8,000            | \$55.00           | 216 HOG<br>NECK RD     |
|            |     |           |                              |                                                               |                        | <b>1,385,143</b> | <b>\$9,664.00</b> |                        |

Total Records: 58

12/30/2019



# Case Detail Report

8/1/2019 - 12/1/2019

| 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 | Closed      | 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

12/30/2019

# COMMITTEE REPORTS