

AGENDA
All items are for discussion and possible action.
 Perquimans County Board of Commissioners
 Commissioners' Room - Courthouse Annex Building
March 2, 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: February 3, 2020 Regular Meeting & February 17, 2020 Work Session
 - B. Tax Release & Refund Approvals
 - C. Personnel Matters
 - 1. Resignation: Certified Deputy
 - 2. Retirement: IMC II
 - 3. Remove from Roster – Bailiff
 - 4. Appointment: Certified Deputy
 - D. Merit/Step Increases
 - 1. Telecommunications (3)
 - 2. EMS (1)
 - 3. Sheriff (1)
 - E. Budget Amendment Nos. 12 - 14
 - F. Board Reappointments
 - 1. Tourism Development Board – Commissioner
 - 2. Tourism Development Board – Town of Winfall Representative
 - 3. Albemarle Resource Conservation & Development Council
 - G. Resolutions & Proclamation
 - 1. Proclamation: North Carolina 811 Safe Digging Month
 - 2. Resolution: Supporting NC State Consumer & Family Advisory Committee
 - 3. Resolution: Surplus Equipment
- V. **Scheduled Appointments**
 - A. Tanya Turner, Superintendent of Schools 7:00 p.m.
 - B. Steve Lane, Inteliport 7:05 p.m.
 - C. Shelby White, Sheriff 7:10 p.m.
 - D. Bill Jennings, Tax Administrator 7:15 p.m.
 - E. Susan Chaney, Social Services Director 7:20 p.m.
 - F. 7:25 p.m.
- VI. **Commissioner's Concerns/Committee Reports**
 - A.
 - B.
 - C.
- VII. **Old Business**
 - A. Updates from County Manager
 - B. Board Appointment Updates
 - 1. Community Advisory Committee
 - 2. Board of Adjustment
 - 3. Albemarle Hospital Board of Trustees

**ACTION
REQUIRED**

**NO
ACTION
REQUIRED**

- VIII. New Business**
 - A. 2nd Amendment Resolution
 - B. FY 2019-2020 Audit Contract
 - C. Amendment Lease #4 – USDA Offices
 - D.
 - E.
 - F.
 - G.
 - H.
 - I.
 - IX. 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.
 - X. Adjournment**
- ACTION REQUIRED** (applies to VIII)
- NO ACTION REQUIRED** (applies to IX)
- ACTION REQUIRED** (applies to X)

FOR INFORMATION ONLY:

- Extension Advisory Luncheon Invitation
- Save the Date – March 2020 – March for Meals

DEPARTMENT HEAD REPORT:

- Plat Log
- Building Inspector's Report
- Code Enforcement's Report
- EMS Report – January, 2020
- Sheriff's Report – January, 2020

COMMITTEE WRITTEN REPORTS:

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NOTES FROM THE COUNTY MANAGER

March 2, 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.A. **Enclosure.** Superintendent Turner will bring a Resolution to appropriate sufficient funds to the Board of Education to fund the contractual obligations. Board action is being requested.
- V.B. **Enclosure.** Steve Lane, IntelliPort, will requesting support for their Fiber to the X project which will be deployed throughout the county with funds obtained from USDA. Board action is being requested.
- V.C. Shelby White, Sheriff, will request the Board's approval to apply for the Community Policing Grant that could possibly provide the Sheriff's Department an \$200,000 for community policing projects and grant writing. Board action is being requested.
- V.D. **Enclosure.** Bill Jennings, Tax Administrator, will present his monthly report.
- V.E. Susan Chaney, Social Services Director, will present her monthly report.
- VII.B. **Enclosures:** Updates on the following Boards (Volunteer Listing is enclosed):
 1. Community Advisory Committee: Still no one to appoint for this Committee. Board direction is being requested.
 2. Board of Adjustment: Still no one to appoint for this Committee. Board action is being requested.
 3. Albemarle Hospital Board of Trustees: Still no action on disbanding this Board.
- VIII.A. **Enclosure.** At their Work Session in February, the Board discussed the proposed 2nd Amendment Resolution. Board action is being requested.
- VIII.B. **Enclosure.** County Manager Heath and Finance Officer, Tracy Mathews, are recommending the FY 2019-20 Audit Contract with Donna Winborne in the amount of \$33,000. Last year the cost was \$32,500. Board action is being requested.
- VIII.C. **Enclosure.** USDA Service Center wishes to extend their lease from January 1, 2020 through December 31, 2020 for the offices at the Albemarle Commission Building. All other conditions remain the same. Board action is being requested.

CONSENT AGENDA NOTES

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

- A. **Enclosures:** Approval of Minutes – February 3, 2020 Regular Meeting & February 17, 2020 Work Session
- B. **Enclosure:** Tax Release & Refund Approvals – See attached listing
- C. **Enclosures:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Kevin Lane	Certified Deputy	Resignation			02/16/2020
Robin Gieseke	IMC II	Retirement			06/01/2020
Paul Loughlin	Bailiff	Removed from Roster			02/11/2020
Lacy Roberson, III	Certified Deputy	Appointment	65/8	\$39,477	03/01/2020

- 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
Lindsey Ford	Part-Time/Fill-In Certified Telecommunicator	62/3	\$15,084/yr.	02/01/2020
Keely Cartwright	Certified Telecommunicator	62/5	\$32,143	03/01/2020
Andrea Stoner	Certified Telecommunicator	62/2	\$29,882	03/01/2020
Jessica Velvin	Paramedic	68/3	\$39,865	03/01/2020
James Fowden	Investigator	68/4	\$40,863	03/01/2020

- E. **Enclosure:** The Board will need to take action of the enclosed Budget Amendment Nos. 12 - 14.
- F. The following reappointments will need to be considered for action:

Name	Board/Committee	Term	Appt.	Expire
Lennon, Alan (Chairman)	Tourism Development Authority (Commissioners)	2 yrs.	4/1/2018	3/31/2020
Yates, Fred	Tourism Development Authority (Winfall appointee)	2 yrs.	4/1/2018	3/31/2020
Mathis, Lynn W.	Albemarle Resource Conservation & Development Council	4 yrs.	4/1/2016	3/31/2020

G. **Enclosures:** The following Resolutions/Proclamation will need Board consideration:

1. **Proclamation:** North Carolina 811 is requesting that the Board consider adopting the enclosed Proclamation to designate April as "North Carolina 811 Safe Digging Month". Board action is being requested.
2. **Resolution - Supporting NC State Consumer & Family Advisory Committee (SCFAC):** The SCFAC has requested that the County adopted the enclosed resolution supporting the SDFAC Committee. Board action is being requested.
3. **Resolution:** The Board will need to consider the enclosed Resolution requesting the Board to declare telephones as surplus to be sold on GovDeals. Board action is being requested

calendars, it was decided to have it on March 20th starting at noon and going until with a possible break for dinner. It was the consensus of the Board to use Neil Emory of NCACC to facilitate the meeting if he is available. Chairman Nelson asked that, if any of the Commissioners have any long range plans that they would like to discuss, let him or County Manager Heath know so that we can place it on the Agenda.

MISCELLANEOUS ITEMS

Commissioner Lennon said that he has a short-range plan that he would like to discuss. At the awards banquet at Inter-County Fire Department, he said that Chief Bobby Swayne expressed a concern that they are having a difficult time to get responders for daylight hours. Because businesses are now moving from a mom and pop store to larger chains, their owners are not as willing to let the first responders off to go to a fire call. Mr. Lennon asked if there was some kind of Resolution that the Board could adopt to show support and encourage people to volunteer and let them know that the Board supports their efforts. He feels that the volunteer fire departments would appreciate this. County Manager Heath asked if Mr. Lennon could provide him with some language to use. Mr. Lennon said that maybe Jonathan Nixon could assist with that better than he could.

Commissioner Hoffer mentioned about the architect coming Thursday to look at the Civil War Monument that is located on the corner of King and Hyde Park Streets to see what he can do to improve it. Commissioner Lennon stated that he would like to be on the February Agenda to update the Board on the Tourism Development Authority (TDA) activities.

Commissioner Leigh reported that Melody Wilkins, Executive Director of Albemarle Commission, submitted her resignation to take another job. They are looking for an interim Director at this time. She is sure that the Board will be hearing more about this later.

Clerk to the Board, Mary Hunnicutt, reported that she had sent out an e-mail to her ClerkNet regarding the notation of an open session after the closed session. A majority of the responses said that their Agendas are similar to our Agenda when going into a Closed Session. They mentioned that, when they are going into to Closed Session, sometimes the Chairman notifies the public that action may be taken after the Closed Session adjourns. She just wanted to update the Board on what she found out.

ADJOURNMENT

There being no further business to discuss, the Chairman adjourned the meeting at 7:40 p.m.

Wallace E. Nelson, Chairman

Clerk to the Board

REGULAR MEETING
February 3, 2020
7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, February 3, 2020 at 7:00 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

- MEMBERS PRESENT: Fondeña A. Leigh, Vice Chair Joseph W. Hoffer
T. Kyle Jones Alan Lennon
- MEMBERS ABSENT: Wallace E. Nelson, Chairman Charles Woodard
- OTHERS PRESENT: Frank Heath, County Manager Mary Hunnicutt, Clerk to the Board
Hackney High, County Attorney

The meeting was called to order by Vice Chair Leigh. Commissioner Jones gave the invocation and the Vice Chair led the Pledge of Allegiance.

AGENDA

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

CONSENT AGENDA

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

1. Approval of Minutes: January 6, 2020 Regular Meeting & January 21, 2020 Work Session
2. Tax Refund Approval:

PERQUIMANS COUNTY TAX REFUND:

Elliott, William & Joyce _____ \$1,598.31
Mr. & Mrs. Elliott were billed incorrectly. Their grandson's new house was added to his parcel in error. Corrections have been made and new house has been added to correct parcel. Account No. 306240.

3. Personnel Matters:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Branden Meffion	PT/FT Certified Telecommunicator	Certification	62/1	\$14,02/hr.	02/01/2020
Devin Wieder	PTF Assistant Supervisor - Board of Elections	Appointment	n/g	\$9,55/hr.	02/01/2020

4. Step/Merit Increases:

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Tracy Mathews	Finance Officer	72/1	\$57,785	02/01/2020

Employee Name	Employee Job Title	Grade /Step	New Salary	Effective Date
Shelton White	Sheriff	75/13	\$69,241	02/01/2020
Nicole Elliott	Administrative Officer I	67/12	\$47,528	02/01/2020
Natalie Verner	JMC III Lead Worker - F&C Medicaid	65/3	\$34,934	02/01/2020
Holly Hunter	Board of Elections Supervisor	64/5	\$35,101	02/01/2020

5. Budget Amendment:

BUDGET AMENDMENT NO. 11
GENERAL FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	DSS - State Grants		
10-610-198	DSS - LEAP	1,175	
EXPLANATION: To amend FY 19/20 budget to include additional LIEAP (Low Income Energy Assistance Program) funds allocated by the State.		1,175	

6. Board Appointment & Resignations: The following appointment and resignations were unanimously approved by the Board:

Name	Board/Committee	Action	Term	Effective Date
Walker Rayburn	Community Advisory Committee	Resignation		03/31/2020
Stevw Congdon	Recreation Advisory Board - Town of Winfall	Resignation		02/01/2020
Virginia P. Harvey	Recreation Advisory Board - Town of Winfall	Appointment	*	02/01/2020

*Ms. Harvey will complete Stevw Congdon's term which expires on 7/1/2022

7. Resolution - Requesting Removal of Certain Record Books for Repair: The Board adopted the following Resolution requesting the removal of certain record books for repair:

RESOLUTION AUTHORIZING
REMOVAL OF CERTAIN PUBLIC RECORD BOOKS
KEPT BY THE REGISTER OF DEED FOR
THE PURPOSE OF REPAIR, RESTORATION
AND REBINDING

WHEREAS, NCGS 132-7 provides that books of public records should be copied or repaired, renovated or rebound, if worn, mutilated, damaged or difficult to read; and

WHEREAS, there is identified certain books of public records maintained by the Register of Deeds in need of repair, restoration and rebinding; and

WHEREAS, Kofile Technologies is under contract to provide repair, restoration and rebinding of these certain books of public records.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS FOR PERQUIMANS COUNTY, NORTH CAROLINA, that:

Section 1. The Register of Deeds is authorized to remove or cause to be removed to the care and custody of Kofile Technologies for repair, restoration and rebinding the following books of public records:

Index to Vital Statistics #1

Section 2. The books of public records listed in Section 1 of this resolution may remain in the care and custody of Kofile Technologies for the length of time required to repair, restore and rebind them.

Section 3. This resolution is effective upon its adoption.

ADOPTED the 3rd day of February, 2020.

Wallace Nelson, Chairman
Board of Commissioners

ATTEST:

Mary P. Hennicutt, Clerk to the Board

BOARD PRESENTATION & INTRODUCTION OF NEW EMPLOYEE

Introduction of New Employee:

1. **Jonathan Nixon:** Mr. Nixon, Emergency Services Supervisor, introduced Bethany Buttram who was promoted to Full-Time Shift Supervisor effective January 1, 2020. She made a few comments.

On behalf of the Commissioners, Vice Chair Leigh welcomed her to Perquimans County.

Board Presentation:

Vice Chair Leigh recognized Frank Heath, County Manager, who presented a copy of a letter and certificate that was received from Camp Buehring in Kuwait. The flag was sent to us by our Planner, Sam Barrow, who is deployed there. This flag had been flown at Camp Buehring Kuwait in January. He is sending this to the Commissioners for his deepest gratitude for their continued support of his military service. He has been there since the Iran situation has been going on. He said that, even though he has been busy over there, his mind is still on northeast North Carolina. He is looking forward to the day that he can return to the Planning Department of Perquimans County. Mr. Heath presented it to the Board and stated that he will try to display the flag somewhere in the Commissioners' Room.

BILL JENNINGS, TAX ADMINISTRATOR

Mr. Jennings presented his monthly report.

SUSAN CHANEY, SOCIAL SERVICES DIRECTOR

Ms. Chaney presented her monthly report.

JONATHAN NIXON, EMERGENCY SERVICES DIRECTOR

Mr. Nixon presented his annual Public Officials Conference to the Board of Commissioners and to the following public officials from the Towns of Hertford and Winfall:

TOWN OF HERTFORD
Eamell Brown, Mayor
Pamela Hurdie, Town Manager
Jerry Mimsitsch, Councilman

TOWN OF WINFALL
Fred Yales, Mayor
Ken Rominger, Councilman
Amelia Oulton, Councilman
Virginia Harvey, Councilman
Carol Cooper, Councilman

Mr. Nixon asked the Board if they had any questions or comments. There being none, Vice Chair Leigh thanked Mr. Nixon and his staff for all their hard work and again asked if there were any questions or comments from the Board. Commissioner Lennon asked Mr. Nixon if all the staff had the overdose drug, Narcan. Mr. Nixon said that they do not. Some have taken part in the community Narcan program and some have chosen not to. He further stated that they can continue to administer Narcan as long as they have a supply available. They had received grant funding for the purchase of Narcan. This was in cooperation with Trillium. Mr. Nixon further explained that the volunteer fire departments, sheriff's department and emergency management staff have this drug available to them. In addition, he said that if they have it available, they have provided some to the family members of individuals who have overdosed. If they have it available, the EMS staff will provide it to the family members and train them on how to use it. Mr. Lennon said that he was more concerned with the staff having some available for themselves in case something goes wrong for themselves. Mr. Nixon said that it is optional and that is why they have provided it to the fire departments and other emergency departments.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

The following commissioner's concerns/committee reports were given:

- > **Alan Lennon:** Mr. Lennon wanted to give the Board an update on the activities with the Tourism Development Authority (TDA). He reported the following items:
 - * Jerry Mimitisch, Hertford Town Councilman, has been appointed to serve on the TDA as the Town of Hertford Representative.
 - * Mr. Lennon showed the Board a cap with the TDA logo. It is a P with a fish hook by it. The logo is called "Phook". These caps will be available for sale. It was gifted by one of their Board members and all they are asking was for the Board to maintain that trademark for three years and he feels that the TDA will be able to do that.
 - * One of the goals for the TDA is to go after more grants to increase some of the awareness of the County. The grant that Mr. Lennon is really excited about is the grant for the African American Cultural Heritage Fund from National Trust & Preservation. It is specifically being used for restoration of the monument in memory of the colored union soldiers located in Hertford. Sharon Smith, Tourism Development Director, has done a great job applying for this grant and they are hoping to receive \$50,000. The cost of this project would be \$60,000. This is to restore and clean up the monument that is located at the corner of King Street and Hyde Park Street. Their hope is to get more tourists here to see the monument since they are very rare in the United States.
- > **Joseph Hoffer:** Mr. Hoffer reported that the monument is one out of two in the entire country that was built for colored soldiers who fought with the Union during the Civil War. After County Manager Heath and Commissioner Hoffer assessed the status of the monument, they noticed that there has been a lot of wear and tear on the monument. He has engaged a contractor who was very highly recommended to do repairs to the monument in steps. Last week, the contractors came down and began tearing away some of the cement that had been added around the bottom of the monument. While they were there, a number of people stopped by questioning what they were doing with the monument. They were concerned that the County was going to tear down the monument. Mr. Hoffer reassured that they were not tearing it down but restoring it. A professional crew will be coming back to begin the restoration and clean up on the monument in a couple of months. Commissioner Hoffer expressed his personal interest in having this monument restored. It was placed there in 1920 and his great grandfather, Esther Woods, was the one of the four women that financed the monument. On Mr. Hoffer's father's side, his great-great-grandfather, Sergeant John Gordon, fought in the Union Army and is buried in Perquimans County. Mr. Hoffer along with other family members decided that they were going to find his grave. They went to the Gordon farm and asked the guy that was there if he had seen any tombstones on the property. He pointed them out to Mr. Hoffer and they found Mr. Gordon's tombstone which says Sergeant John Gordon, USCT (United States Colored Troop). It was a very touching moment for all his family. This is why he is so personally involved in the restoration of this monument. Also, the NAACP is going to donate \$200.00 and the American Legion Post 322 will be offering to donate some funds toward the project.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > **2020 Census Complete Count Committee:** Mr. Heath stated that last week they had the second meeting of the Census Complete Count Committee. Throughout the month of March and April, you may see some people that are knocking on doors to begin the work on the 2020 Census. We have materials available on the County's Website and the County's Facebook Page that promote the census and provide information about the questionnaires that the public will need to complete to be a part of the 2020 Census.
- > **County's Website:** Mr. Heath explained that we are in the process of updating our County's website. Once he adds some more pictures to the website, it will be completed. As soon as that is completed, we will have the website go live.
- > **AIS Task Force Meeting:** Last month, they held another meeting and this time State Senator Steinberg and State Rep. Goodwin attended the meeting. We also had some representation from the State and local community. He will keep the Board posted on future meetings.
- > **County Summer Intern:** Mr. Heath found out last week that Perquimans County was selected to host a State Employees' Credit Union Public Fellowes Intern through East Carolina University. So during this summer, we will get an intern from East Carolina to work in various departments and work on some personal matters with Mary Hunnicutt. We made this connection with Keith Wheeler who heads up Economic Development with East Carolina. Perquimans County is beginning to have a relationship with East Carolina University.
- > **Extension Luncheon:** Mr. Heath wanted to remind the Board about the Extension Luncheon on March 17th at noon to meet the new district director.
- > **Board Retreat:** Mr. Heath reminded the Board about the Board Retreat on March 20th. It is going to be led by Neil Emory of North Carolina Association of County Commissioners (NCACC) who did their last retreat.
- > **Purchase of the Old Mental Health Building:** Mr. Heath updated the Board on the purchase of the old Mental Health Building located between Albemarle Commission Building and the Perquimans Health Department Building. It is currently owned by Trillium. County Manager Heath explained that the County is going to acquire the building and that it was on land that was given to Albemarle Mental Health to build that building. The Board has been discussing the various uses of the building which includes the possibility of moving the Board of Elections to that building. The deed has been prepared but not recorded as of yet. County Attorney High and Trillium's attorney are working to complete the transaction.
- > **Salary Study:** Mr. Heath stated that, some months back, the County Manager's Office and the Emergency Services Departments sent a letter to NCDOT asking them to study the flooding that is happening in the community of Woodville and Chapinook. It is the County's feeling that the roadways needed some kind of repair. NCDOT studied it and we received a letter from them which indicates that the flooding had more to do with the topography of the property which means that they are in the flood zones.

BOARD APPOINTMENTS

County Manager Heath stated that, unless the Board has any changes or recommendations for appointment, there is no action necessary at this time. The following updates were provided for the following Committee vacancies:

- > **Community Advisory Committee:** Earlier in the meeting, the Board approved the resignation of Walker Rayburn from the Community Advisory Committee. This makes a total of four (4) vacancies. As reported at last month's meeting, Ms. Anne White is taking the training required to serve on this committee. Mary Hunnicutt, Clerk to the Board, has not received any letters or phone calls from individuals wishing to serve on this Board since last month's meeting. Ms. Hunnicutt will place the notices on the website and Facebook page and encouraged the Board and the public to let Mary Hunnicutt know if there is anyone willing to serve on this Committee. No action necessary.
- > **Board of Adjustment:** At the January meeting, County Manager Heath reported that Ed Muzzalin moved out of town and had to resign from his Board of Adjustment appointment. The Board had no recommendation for appointment this month. Therefore, the matter was tabled until next month.

- > Commissioners' Board Appointments: As instructed at the January meeting, Mary Hunicutt provided the Board with the current Commissioners' Board Appointments. The Board was asked to review the listing and let the Chairman know if there needed to be any changes. At this time, no Board member requested a change in their appointments. Therefore, the Board appointments will remain the same. No action necessary at this time.

LEASE PURCHASE AGREEMENT: NATIONWIDE CAPITAL, LLC

County Manager Heath reported that a revised agreement was placed at their seats tonight. This agreement is a lease purchase agreement for voting equipment for the Perquimans County Board of Elections. The Board of Elections is recommending the approval of the attached lease purchase agreement with Nationwide Capital, LLC for election equipment. The term of the lease is five years at a cost of \$40,000 per year. This was included in the budget for FY 2019-20 and County Attorney High has reviewed the Agreement. Mr. High has made some corrections and those corrections are included in the document at your seats tonight. On motion made by Joseph W. Hoffer, seconded by Alan Lennon, the motion was unanimously approved by the Board.

RESOLUTION SUPPORTING FIREFIGHTERS RESPONDING TO FIRES DURING WORK HOURS

County Manager Heath explained that he went ahead and prepared the enclosed Resolution supporting firefighters responding to fires during work hours. This was brought up by Commissioner Lennon at the Work Session after he attended the Inter-County Fire Banquet. During his attendance, he heard from the chief and other staff members about the problem that they are experiencing due to firefighters not being allowed to leave work to fight fires. If approved, County Manager Heath said that he would be sharing the Resolution with the volunteer fire departments in Perquimans County. Vice Chair Leigh concurred with what Mr. Lennon had said because she received the same comments when she attended the banquet. On motion made by Joseph W. Hoffer, seconded by Alan Lennon, the Board unanimously approved the following Resolution:

RESOLUTION ENCOURAGING BUSINESSES TO ALLOW VOLUNTEER FIREFIGHTERS TO RESPOND TO EMERGENCY CALLS DURING WORKING HOURS

WHEREAS, Perquimans County relies on volunteer fire departments for fire protection throughout the County; and

WHEREAS, a majority of volunteer firefighters in Perquimans County work during normal business hours; and

WHEREAS, because of the work responsibilities of the County's volunteer firefighters, there are shortages of those who are able to respond to calls; and

WHEREAS, these shortages cause other departments to mutual aid at a high frequency; and

WHEREAS, businesses allowing volunteer firefighters to respond to calls when possible during working hours would increase the public safety for all County citizens;

NOW THEREFORE BE IT RESOLVED, that the Perquimans County Board of Commissioners encourages all Perquimans County and regional businesses to allow members of their workforces who are volunteer firefighters to respond to emergency calls while they are working when practicable and possible for the business.

BE IT FURTHER KNOWN AND RESOLVED, that the Perquimans County Commissioners voted four (4) to zero (0) in support of the above information.

ADOPTED this 3rd day of February, 2020.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

Attest:

Clerk to the Board

SEAL

PERSONNEL MATTER: RETIREMENT – IMC II

County Manager Heath explained that this personnel matter came to our office after the Agenda had been forwarded to the Commissioners so it could not be added to Consent Agenda. On motion made by Alan Lennon, seconded by Joseph W. Hoffer, the Board unanimously approved the retirement of Joanne Avery, IMC II, effective April 1, 2020.

PUBLIC COMMENTS

Vice Chair Leigh stated that the only public comment request was from Terry Swope so she called Mr. Swope to come forward:

- > Terry Swope: Mr. Swope stated that, for the past five weeks, he has visited the Senior Center and it is his nature to evaluate things and he found an extraordinary center there. They do a fantastic job and the facility is great. He just wanted to thank the Board and let them know that they do not take it for granted. He has talked to several of the participants up to age 80 that they told him that they just really enjoy coming out there and engaging with other people of their age. It's clean, vibrant, staffed by a group of ladies that works really hard to engage the "seasoned" population we have in Perquimans County. He just wanted to say thank you to the Board. Vice Chair Leigh and County Manager Heath thanked Mr. Swope for his nice comments. County Manager Heath stated that, if anyone is 55 years or older, they can join the Senior Center and have a great time networking with each other.

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

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

The Closed Session was adjourned and the Regular Meeting reconvened on motion made by Alan Lennon, seconded by Joseph W. Hoffer, and unanimously approved by the Board.

ACTION FROM CLOSED SESSION

County Manager Heath said that the Board will need to make a motion to accept Bertie County's offer to handle non-emergency transports including that the contract will be for one year and request copies of their financials and to amend our fee schedule for Ordinance No. 100 accordingly. On motion made by T. Kyle Jones, seconded by Alan Lennon, the Board unanimously approved the motion as stated by County Manager Heath.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 8:35 p.m. on motion made by Joseph W. Hoffer, seconded by Alan Lennon.

Fondella A. Leigh, Vice Chair

Clerk to the Board

WORK SESSION

February 17, 2020

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular Work Session on Monday, February 17, 2020, at 7:00 p.m. in the Commissioners' Room located on the first floor of the Perquimans County Courthouse Annex.

MEMBERS PRESENT: Wallace Nelson, Chairman Fondella Leigh, Vice Chair
Joseph W. Hoffer Alan Lennon
Charles Woodard

MEMBERS ABSENT: T. Kyle Jones

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

After the Chairman called the meeting to order, Commissioner Lennon gave the invocation and the Chairman led the Pledge of Allegiance. The following matters were discussed.

SHELBY WHITE, SHERIFF

Chairman Nelson recognized Shelby White, Sheriff, to discuss the Community Policing Grant application that he wishes to prepare. This is a micro-grant that has requirements similar to the COPS Grant but does not require the employee to be a sworn police officer. These grants are pushing community policing. This micro-grant is for \$100,000 which can be extended for two years. He was told that the County could actually apply for two of these grants possibly getting \$200,000. Community Policing is growing and these grants will assist in improving this program. This grant will be used for a Community Policing/Grant Manager Position. Mr. White distributed a copy of the job description for this position. Not only will this individual be in charge of community policing but he/she will be responsible for writing and managing grants. He has an individual in mind for the position that has helped them write several successful grant applications. Community Policing is assisting with community programs like local food drives, help with the food pantry, assist local churches and schools, etc. In order to move forward with the application, he needed the Commissioners approval. He further stated that it is a no-match grant. After his presentation, he asked if there were any comments or questions from the Board. The following questions were asked:

- > Commissioner Lennon: Mr. Lennon wanted to clarify that this grant would cover this employee's salary. Mr. White said that this grant can be used for the salary and any equipment needed for this person to perform his/her job as long as you can prove that it was used for the Community Policing program.
- > Commissioner Woodard: Mr. Woodard asked, if after the two years is up, would the county need to reapply or is this a one-shot deal. Mr. White said that he thought that it could be applied for again but he feels that, after the two years, they would probably expect the county to pick up the position. Mr. White feels that, once this position is approved, the County would probably see that it would be beneficial to the county.
- > Commissioner Lennon: Mr. Lennon asked if Mr. White was planning on applying for two grants. Mr. White said that he was. Mr. Lennon also asked if there is a requirement for the county to pick up anything at the end of the grant. Mr. White said that it was not.
- > Commissioner Hoffer: Mr. Hoffer asked if it was a state or federal grant. Mr. White said that it is a federal grant through the COPS program.
- > Chairman Nelson: Mr. Nelson asked if the COPS grant required the county to take over after the position after grant period had ended. Mr. White said that the three-year grant program does but not the micro-grant that he is applying for.

Mr. White expressed his feelings that, once this individual was hired and worked for a year, he was confident that the Board would see how beneficial this position was. He further stated that, when he first became Sheriff, he tried applying for grants and found that he was out of his league and also he did not have sufficient amount of time to complete the application and manage it. County Manager Heath explained that the Board is not approving the grant tonight but authorizing Mr. White to apply for it. It was the consensus of the Board to allow Mr. White to proceed with the application.

2nd AMENDMENT RESOLUTION

Chairman Nelson explained that the County has received some requests wanting the Board to adopt a 2nd Amendment Resolution. County Attorney High and County Manager Heath prepared the draft resolution that was included in the Board's Agenda Packet. The Board will need to let County Manager Heath know they want to proceed with this matter. Several of the commissioners stated that they had been approached by residents about adopting one or not adopting one. After giving some background as to why this is being considered, County Attorney High explained his concerns about this matter. Mr. High stated that some of the Resolutions that have been passed went as far to say that the Resolution was adopted by duly elected County Commissioners who swore on the Bible that they would uphold the laws of the State of North Carolina. Some of the Resolutions went far enough to say that, if it infringes on the 2nd Amendment in any way, the Commissioners were not going to follow the laws of North Carolina. That would be a problem with their oath and cause the Commissioners individual problems. It could also open them up to liability. Some of them also went to the point where they said we are not going to force any laws passed by North Carolina and that they were going to offer sanctuary to people who want to come to North Carolina and exercise their rights. As lawyers, they have to look at the worse scenario in any given situation. The way some of them were worded could be opening up the County to some legal liability and financial liability if someone were injured by a gun here and by a gun incident that could have been prevented if we were following the law but chose not to follow it. There were some concerns about how some Resolutions were worded and the one he and Mr. Heath prepared

states a general support for the 2nd Amendment but does not go as far to say that we are not going to follow the laws of the State of North Carolina. Mr. High further stated that some of the board members may want the more stringent Resolution but he has to warn you of the possible liabilities involved. It is the Board's decision to make. He is there to advise them and hopes that the Board would keep his advice in mind when taking action on this Resolution. No individual from the county has asked to speak on behalf of this Resolution but he understands that a couple of the Commissioners have received comments from the public. County Manager Heath stated that we did have one citizen contact him to enact a Resolution.

Commissioner Hoffer expressed his concerns. He stated that he is pro-2nd Amendment and pro-firearms protection. He does feel that a background check should be done before you are given a weapon. Most of the people want a background check. This does not infringe on anyone purchasing a weapon. Mr. Hoffer stated that he would like to read the proposed Resolution prior to taking action on it. Mr. High, Mr. Heath, and Ms. Hunnicutt explained that the draft Resolution was included in the Commissioners' Agenda Packet. Mr. Hoffer said that he had trouble with his internet and did not have the opportunity to review it. Mr. High provided Mr. Hoffer with a copy of the draft Resolution. No action will be taken tonight. We just wanted to share it with the Board so that the issues could be discussed. County Manager Heath said that he just wanted the Board to be aware and not walk into a meeting with 300 people there to discuss this Resolution. After further discussion regarding the language of the Resolution, it was the consensus of the Board to place the Resolution on the March agenda for action.

MISCELLANEOUS ITEMS

Chairman Nelson stated that he was at the NCAC Board of Trustees meeting last week and provided information on the following matters for information only:

- > **Federal Grants:** Mr. Nelson explained that the Commerce Centre Park is not included in the opportunity zone which scores a lot of points for federal grants. Hertford is an opportunity zone but it does not cover areas on the south side of US Highway 17 which is where our Commerce Centre Park is. He has talked to Congressman Greg Murphy's representative in Edenton about having Dr. Murphy come to Hertford to tour the Commerce Centre area the next time he is in Edenton to see if we could get the Commerce Centre Park in the opportunity zone.
- > **Onfoid Litigation Settlement:** Mr. Nelson said that this is moving along. There has been a proposed settlement made in this case. A committee of five county attorneys, five county commissioners, and five other individuals was set up to review the proposed settlement. The settlement is for \$16 billion dollars (\$1 million per year for 16 years). County Manager Heath explained that this was for the State Department of Justice litigation not private litigation. This would include all the non-litigation counties as well and, at some point, the County would probably need to sign some paper to participate in the settlement and that possible financial payment may have to be given. It would not be like a Golden Leaf item but it will be funds given directly to the counties to combat the opioid epidemic. He further explained what programs this could be used for.
- > **1st District NCACC & Albemarle Commission Meeting:** They are having a Manager/Chairman meeting for each county represented by Albemarle Commission. They have had about three already. What they discuss are issues important to the counties. At the last meeting, they had representatives from the volunteer fire department program.
- > **Town of Hertford Meeting:** Mr. Nelson and Mr. Heath met with Emsell Brown, Hertford Mayor, and Pam Hurdle, Hertford Town Manager, to keep the discussion going about the 911 fees. County Manager Heath stated that it was a re-education meeting.
- > **Commissioners' Retreat:** Mr. Nelson reminded everyone about the Commissioners' Retreat on March 20th from noon until finished. If any of the Commissioners have items that they wish to discuss, please give them to him or to Mr. Heath.

ADJOURNMENT

There being no further business to discuss, the Chairman adjourned the meeting at 7:40 p.m.

Wallace E. Nelson, Chairman

Clerk to the Board

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



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

PERQUIMANS COUNTY TAX DEPARTMENT

February 25, 2020

Tax Refunds: (Perquimans County)

Kay & Clinton Ray Winslow \$172.28
Single wide on property had been removed for the entire
2019 year.
Account#: 356092

Charles Philip Madre \$159.58
Sold vehicle to dealership.
Account#: 46018158

Tax Releases: (Perquimans County)

William Nowadnick \$106.39
Boat and trailer sold 4/27/2018. Should not have been billed
for 2020.
Account#: 420805

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

January 31st 2020

Shelby White
Sheriff
Perquimans County Sheriff's Office
110 Church Road Street
Hertford, NC 27944

Dear Sheriff Shelby White,

Please accept this letter as notification of my resignation from my role as part of the Perquimans County Sheriff's Office. My last day with the Sheriff's Office will be February 16, 2020. Multiple reasons have caused my family to look into relocating; better opportunities for schools for our child, more advancement in pay with jobs for my spouse and I, etc.

You have been a great Sheriff and I wish nothing but the best for you and the Office. Thank you for the opportunity to work with the Perquimans County Sheriff's Office and I will use the experiences I have learned for years to come. I know changes are not easy for the Office with my absence. I do not want to weigh down on anyone else in the Office after my departure so if anyone in the Sheriff's Office has any questions they can contact me anytime.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kevin Lane', with a long horizontal flourish extending to the right.

Kevin Lane
Deputy Sheriff

**PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES**

P.O. BOX 107
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD

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

252-426-7373 – FAX 426-1240

DIRECTOR

Susan M. Chaney

MEMORANDUM

Date: February 24, 2020

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

From: Susan Chaney – DSS Director *Susan Chaney*

Subject: Retirement of Social Services Employee

Perquimans County Department of Social Services employee, Robin Gieseke has submitted a letter of retirement effective June 1, 2020. Her last day of employment with the county will be May 29, 2020. Ms. Gieseke has been with Perquimans Social Services since December, 2002 and has been a very dedicated employee.

It is with mixed emotions that I accept her letter of retirement.

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

Perquimans County's Vision

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

PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES

P.O. BOX 107
Hertford, North Carolina 27944

252-426-7373 - Fax 426-1240

SOCIAL SERVICES BOARD
Dianne M. Layden, Chair
Brenda Dillard
Charles Woodard

DIRECTOR
Susan M. Chaney

February 24, 2020

Ms. Robin Geiseke
423 Yeopim Road
Edenton, NC 27932

Dear Ms. Geiseke,

I received your letter formally notifying me of your retirement from the Perquimans County Department of Social Services effective June 1, 2020. According to your letter and our conversation, your last working day at Perquimans Social Services will be Friday, May 29, 2020.

It is with mixed emotions that I accept your letter of retirement as an Income Maintenance Caseworker in Family & Children's Medicaid. The county, your clients, and the agency will be losing a very dedicated human services worker. On behalf of the Perquimans County Department of Social Services, we wish you all the best in the next chapter of your life's journey.

Sincerely,



Susan M. Chaney
Director

PERQUIMANS COUNTY DEPARTMENT OF SOCIAL SERVICES

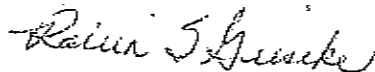
PO BOX 107

HERTFORD NC, 27944

DIRECTOR SUSAN CHANEY,

I WOULD LIKE TO NOTIFY YOU OF MY PLANS FOR RETIREMENT, ON MAY 31 2020. I HAVE ENJOYED WORKING WITH THE COUNTY AS WELL AS THE DEPARTMENT OF SOCIAL SERVICES. THANKYOU FOR ALL THE BENEFITS AND CONSIDERATION GIVEN TO COUNTY EMPLOYEES.

SINCERELY,



ROBIN S GIESEKE



PERQUIMANS COUNTY SHERIFF'S OFFICE
SHERIFF SHELBY WHITE

110 NORTH CHURCH STREET
P. O. BOX 31
HERTFORD NC 27944
(252) 426-5615 Fax (252) 426-4019

February 11, 2020

Memo

Reference: Paul Loughlin

Effective February 11, 2020 Paul Loughlin has been removed from Perquimans Sheriff's Office as an employee. Please remove him from the payroll list as well. Paul Loughlin has not worked as a bailiff for over 3 years.

Thank you,

A handwritten signature in black ink, appearing to read "Shelby White".

Sheriff Shelby White

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 2/19/2020

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Lacy McNair Robeson III _____

SOC. SEC. NO.: _____

POSITION: Deputy _____

DEPT.: Sheriff's Office _____

NEW EMPLOYEE EFFECTIVE DATE: March 1, 2020

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

ENDING DATE OF PROBATIONARY PERIOD: March 1, 2021

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

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

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

DEPARTMENT RECOMMENDATION
[Signature]
DATE: 2-19-2020

COUNTY MANAGER APPROVAL
[Signature]
DATE: 2/25/2020

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: February 1, 2020

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Lindsey Ford SOC. SEC. NO.: _____

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

STATUS CHANGE EFFECTIVE DATE: _____
GRADE: _____ STEP: _____ SALARY: _____
ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

2-1-20 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 62 STEP: 3 SALARY: \$15.08 per hour

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

DEPARTMENT RECOMMENDATION

[Signature]
DATE: 2-1-2020

COUNTY MANAGER APPROVAL

[Signature]
DATE: 2/25/2020

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: March 1, 2020

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Keely Cartwright SOC. SEC. NO.: _____

POSITION: Certified Telecommunicator DEPT.: 911 Communications

STATUS CHANGE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

3-1-20 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: 62 STEP: 5 SALARY: \$32,143 per year

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

DEPARTMENT RECOMMENDATION

[Signature]
DATE: 3-1-2020

COUNTY MANAGER APPROVAL

[Signature]
DATE: 2/25/2020

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: March 1, 2020

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Andrea Stoner SOC. SEC. NO.: _____

POSITION: Certified Telecommunicator DEPT.: 911 Communications

STATUS CHANGE EFFECTIVE DATE: _____
GRADE: _____ STEP: _____ SALARY: _____
ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
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.

3-1-20 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 62 STEP: 2 SALARY: \$29,882 per year

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 3-1-2020

[Signature]
DATE: 2/25/2020

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Jessica Velvin

SOC. SEC. NO.: _____

POSITION: Paramedic

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

X 3/1/2020 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: 68 STEP: 3 SALARY: \$39,865

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: 2/24/2020

DATE: 2/25/2020

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 2/17/2020

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: JAMES FOWDEN _____

SOC. SEC. NO.: _____

POSITION: INVESTIGATOR _____

DEPT.: SHERIFF _____

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

CURRENT: GRADE: 68 _____ STEP: 3 _____ SALARY: \$39,865 _____

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: _____

3/1/2020 _____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)
GRADE: 68 _____ STEP: 4 _____ SALARY: \$40,863 _____

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Shelby Whit
DATE: 2-17-2020

2/25/2020
DATE: _____

FINANCE OFFICER

DATE: _____

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 12

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

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-351-001	Sheriff - Grants	24,470	
10-510-420	Sheriff - Grants	24,470	
EXPLANATION: To budget grant funds to be awarded thru the Courthouse Security Enhancement Project for FY 2019-2020.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 2nd DAY OF MARCH, 2020.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 2nd DAY OF MARCH, 2020.

Chairman, Board of Commissioners

Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
COUNTY CONSTRUCTION FUNDS
NO. 13

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

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-012	Grants - Emergency Management	4,600	
10-530-333	EM - Performance Grant	2,600	
10-530-461	EM - Water Rescue	2,000	

EXPLANATION: To budget grant/donation funds received from Albemarle Community Trust (\$2,000) to be used for Water Rescue and from Farm Bureau (\$2,600) to be used to purchase a grain bin tube and auger in FY 2019-2020.

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 2nd DAY OF MARCH, 2020.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 2nd DAY OF MARCH, 2020.

 Chairman, Board of Commissioners

 Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUND
NO. 14

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

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-301-000	Ad Valorem Taxes - Budget Year	47,305	
10-610-191	DSS - Nutritional Prog. Aged	47,305	
EXPLANATION: To budget funds for the NPA program for FY 2019-2020.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 2nd DAY OF MARCH, 2020.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 2nd DAY OF MARCH, 2020.

Chairman, Board of Commissioners

Finance Officer



Town of Winfall

Frederick L. Yates, Mayor
Valerie Jackson, Clerk

Post Office Box 275
Winfall, North Carolina 27985
Telephone: (252) 426-5015
Fax: (252) 426-1763
Email: valeriejackson275@gmail.com

Town Council
Kenneth Rominger - Mayor Pro-Tem
Virginia P. Harvey
Carol Cooper
Arietta Ormond

February 24, 2020

Mary P. Hunnicutt
Clerk to the Board
Perquimans County
P.O. Box 45
Hertford, NC 27944

Re: TDA Reappointment

Dear Mary,

This letter is to inform you that on Monday, February 10, 2020 the Town Council of Winfall re-appointed Mayor Fred Yates to serve on the Tourism Development Authority for another 2 year Term. If you have questions please call me at 252-426-5015.

Sincerely,

Valerie Jackson
Valerie Jackson, Town Clerk

From: albemarlercandd@yahoo.com [mailto:albemarlercandd@yahoo.com]
Sent: Monday, February 24, 2020 6:46 PM
To: mhunnicuttt@perquimanscountync.gov
Subject: [External] RE: [External] RE: [External] Appointment to ARC&D Council

Mary,

I heard from Lynn Mathis and she would like to serve another term as the commissioners' representative on the ARCD Council.

Thank you.

Mark



PERQUIMANS COUNTY

BOARD OF COMMISSIONERS

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

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

MARY P. HUNNICUTT
 CLERK TO BOARD

W. FRANK HEATH, III
 COUNTY MANAGER

Proclamation

Perquimans County is designating the month of April 2020 as "North Carolina 811 Safe Digging Month."

WHEREAS, as utility owners, excavators, designers, and homeowners work to keep pace with North Carolina's economic development, it is important to minimize damages to underground utility lines, danger to workers and the general public, environmental impact, and loss of utility services to the citizens of North Carolina; and

WHEREAS, North Carolina 811, a utility service notification center and leader in education celebrates its 42nd year of continuous service to the State, is key to preventing injuries and damages when excavating; and

WHEREAS, this unique service provides easy, one-call notification about construction and excavation projects that may endanger workers and jeopardize utility lines while promoting workplace and public safety, reducing underground utility damage, minimizing utility service interruptions and protecting the environment; and

WHEREAS, this vital service, which began in 1978 serves the citizens of North Carolina from the mountains to the coast, educates stakeholders about the need for excavation safety whether the project is as small as planting a tree to designing and beginning construction on a new interstate; and

WHEREAS, in 2019, the North Carolina one call system received 2.2 million notification requests and transmitted over 12.2 million requests, providing protection to utility companies infrastructure, their employees, excavators, and customers;

NOW, THEREFORE, BE IT RESOLVED, That the Perquimans County Board of Commissioners has designated the month of April 2020 as "North Carolina 811 Safe Digging Month" to encourage all excavators and homeowners of Perquimans County to contact 8-1-1 either by dialing 8-1-1 or contacting NC811 via the webpage of NC811.org at least three working days prior to digging in order to "Know What's Below," avoid injury, protect the environment, prevent millions of dollars in damages and to remind excavators that three working days' notice is the law, for safe digging is no accident, and that more information may be obtained by visiting www.nc811.org.

ADOPTED this 2nd day of March, 2020.

 Wallace E. Nelson, Chairman
 Perquimans County Board of Commissioners

Attest:

 Clerk to the Board

SEAL

Perquimans County's Vision:

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

From: Howard Corey [mailto:howard@nc811.org]
Sent: Wednesday, February 19, 2020 11:02 AM
To: mhunnicutt@perquimanscountync.gov
Cc: Howard Corey
Subject: [External] Proclamation Request

Hello Mary,

On behalf of North Carolina 811, I am requesting a proclamation to designate the month of April as "North Carolina 811 Safe Digging Month".

The North Carolina One Call System (NC811), a utility notification and education center that celebrates its 42nd year of service to the citizens of North Carolina, is a vital part of preventing damages and injuries when excavating. This vital notification service started in 1978 reaching an all-time high of 2.2 million locate requests from excavators to homeowners in 2019. North Carolina law requires that anyone engaging in demolition or excavation activities contact NC811 at least three days prior to beginning the work by calling or clicking 811.

This proclamation is needed prior to April 1, 2020. You can email the Proclamation to me at howard@nc811.org or mail to North Carolina 811, Inc., 5009 High Point, Road, Greensboro, NC, 27407. I have attached a template for your use.

If you have any questions, please call me at 336-317-5999. North Carolina 811 greatly appreciates your support.

Howard Corey

Education Liaison | North Carolina 811

Cell: 336-317-5999 | Office: 336-855-5760
howard@nc811.org | www.nc811.org

[Facebook](#) | [Twitter](#)



***This is an EXTERNAL email. Please do not click on a link or open any attachments unless you are confident it is from a trusted source.

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PERQUIMANS COUNTY

BOARD OF COMMISSIONERS

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

WALLACE E. NELSON
CHAIRMAN
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VICE CHAIR
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COUNTY ATTORNEY

MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

Resolution in Support Of NC State Consumer & Family Advisory Committee (SCFAC)

WHEREAS, North Carolina's 100 counties experience on a daily basis; short falls in treatment of its residents in resources to treat, support and sustain life and health;

WHEREAS, NC counties are challenged with the decision to spend tax dollars for needed services for those experiencing Mental Health/Intellectual Developmental Disabilities/Substance Use Disorder/Traumatic Brain Injury (MH/IDD/SUD/TBI) challenges;

WHEREAS, the NC State CFAC is tasked with seven (7) statutory mandates to advise the NC Department of Health and Human Services (DHHS) and the legislature;

- *Review, comment on, and monitor the implementation of the State Plan for Mental Health, Developmental Disabilities, and Substance Abuse Services*
- *Identify service gaps and underserved populations*
- *Make recommendations regarding the service array and monitor the development of different services*
- *Review and comment on the State budget for mental health, developmental disabilities, and substance abuse services*
- *Participate in all quality improvement measures and performance indicators*
- *Receive the findings and recommendations by local CFAC's regarding ways to improve the delivery of mental health, developmental disabilities, and substance abuse services*
- *Provide technical assistance to local CFACs in implementing their duties*

THEREFORE, the NC State CFAC in its efforts to address the needs of MH/IDD/SUD/TBI individuals, their families and the larger community; requests county support for the engagement of:

- Systems Advocacy;
- Improved Service Delivery;
- Ensurance of Quality Services and
- Cultivation of Community Engagement.

BE IT FURTHER RESOLVED that NC State CFAC is endorsed by Perquimans County Board of Commissioners to represent the needs of Perquimans County disability population, etc.

Adopted this the 2nd day of March, 2020.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Clerk to the Board

SEAL

Perquimans County's Vision:

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

From: SRS0=HMqf=4]=warrencountync.gov=angelenakdunlap@securence.com
[mailto:clerks@listserv.unc.edu]
Sent: Friday, February 21, 2020 4:50 PM
To: City and County Clerks
Cc: benita purcell
Subject: [External] [clerks] State Consumer & Family Advisory Committee (Draft Resolution)

To Clerk Network

The State Consumer & Family Advisory Committee (S-CFAC) has composed a draft resolution asking each of NC's 100 counties to consider adoption showing support for the SCFAC as the members meet on May 19th with our legislators. The goal is to inform law makers of the needs associated with treatment and services for Mental Health (MH), Substance Use Disorder (SUD) and Intellectual Developmental Disabilities (IDD).

The draft resolution is attached. SCFAC request the resolution be added to your next meeting agenda for your boards consideration? Forward the adopted resolution to Benita Purcell, SCFAC Chairperson at benitapurcell@hotmail.com

Thanks, Angelena

You currently are subscribed to clerks.

To unsubscribe send email to listserv@unc.edu with the

Subject Line: **unsubscribe clerks** .

Other inquiries on list issues can be sent to listmgr@sog.unc.edu.



**PERQUIMANS COUNTY
BOARD OF COMMISSIONERS**

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VICE CHAIR
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W. HACKNEY HIGH, JR.
COUNTY ATTORNEY

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

MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

**RESOLUTION AUTHORIZING SALE
OF CERTAIN SURPLUS COUNTY PROPERTY**

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

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

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

- 22 – Nortel/Norstar Model T316E Telephones – taken out of service November, 2019
- 24 – Grandstream Networks Telephones – taken out of service in 2017
- 35 – Avaya Telephones – taken out of service November, 2019

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

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

4. The County Manager, in accordance with State law, shall cause a summary of this resolution to be published once in a newspaper having general circulation in the County and place it on the County’s website. After not less than ten (10) days from the date of publication, the County Manager is authorized to sell the above-described property to the highest bidder.

Adopted this the 2nd day of March, 2020.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunnicutt, Clerk to the Board



PERQUIMANS COUNTY BOARD OF COMMISSIONERS

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

WALLACE E. NELSON
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COUNTY ATTORNEY

MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

RESOLUTION

PERQUIMANS COUNTY BOARD OF COMMISSIONERS

WHEREAS, the Perquimans County Board of Education wishes to enter into a continuing contract for capital outlay under N.C. Gen. Stat. § 115C-528 with Trinity3, LLC dba Trinity3 Financial Services for the acquisition of certain computer hardware, software, and/or related equipment to be used for public school purposes; and

WHEREAS, the contract will require the Perquimans County Board of Education to pay to lessor monthly lease charges of \$10,725.00 plus taxes over 48 months, which totals to \$128,700 plus taxes per year and \$514,800 plus taxes over four (4) years, as reflected in more detail on the proposed contract; and

WHEREAS, the contract is considered a continuing contract for capital outlay subject to the provisions of N.C. Gen. Stat. § 115C-441(c1) and 115C-528; and

WHEREAS, the Perquimans County Board of Commissioners intends to fund the above acquisition.

NOW, THEREFORE, BE IT RESOLVED, that the Perquimans County Board of Commissioners agrees to appropriate sufficient funds to the Perquimans County Board of Education in the ensuing fiscal years to fund the contractual obligations set forth above, so long as the amount the Perquimans County Board of Education shall be obligated to pay under the contract shall not exceed the amounts recited above.

Resolved, this 2nd day of March, 2020, by the Perquimans County Board of Commissioners.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

Attest:

Clerk to the Board

SEAL

Perquimans County's Vision:

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



Thursday, February 13, 2020

Frank Heath
County Manager
P.O. Box 45 / 128 N. Church Street
Hertford, NC 27944

Re: County Support for Great Grant and USDA Reconnect Funds

Dear Mr. Heath, IntelPort Inc. is respectfully submitting this request for a in person meeting with the Perquimans County board of commissioners at your next upcoming meeting in March.

Our request is to seek support for our Fiber to the X (The X stands for premise, pole, building, business and home) project which will be deployed throughout the county with funds obtained from USDA.

Our Great Grant request is very small and will only take a couple of minutes to cover.

Overall we would like to request a 10-20 minute time slot for both.

Sincerely,

Stephen M. Lane

Stephen M. Lane
President \ Founder





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- February 2020

GARNISHMENTS: \$834.09

PAYMENT AGREEMENTS: \$26,378.19

DEBT SETOFFS: \$0.00

LIST OF VOLUNTEER APPLICATIONS

2/25/2020

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

LIST OF VOLUNTEER APPLICATIONS

2/25/2020

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

LIST OF VOLUNTEER APPLICATIONS

2/25/2020

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 2. 3. 4.	12/19/20
12/28/18	Lillian Holman	712 W. Grubb Street	Hertford	NC	27944	(252) 333-5056	1. Senior Citizens Adv. Board 2. 3. 4.	12/28/20
2/19/19	Freda Kaye Bonner	431 Ballahack Road fbonner@pschools.org	Hertford	NC	27944	(252) 426-5332 (252) 339-7060	1. Northern Reg Adv Bd - Trillium 2. 3. 4.	2/19/21
8/27/19	Sandra Sheehan	168 Highland Pony Road sheeseiz@aol.com	Hertford	NC	27944	(540) 903-1871	1. Tourism Development Authority 2. 3. 4.	8/27/21
8/28/19	Deborah Black	100 Brace Avenue Apt 04	Hertford	NC	27944	(252) 455-4820	1. Community Advisory Comm. 2. Economic Improvement 3. Smart Start Board 4. Social Services Board	8/28/21
9/10/19	Vanora B. Brothers	1782 Harvey Point Road mrsv45@centurylink.net	Hertford	NC	27944	(252) 426-5956 (252) 333-0752	1. Local Library Board 2. 3. 4.	9/10/21
10/3/19	Guy John Simmons	105 Wando Circle guysimmons@aol.com	Hertford	NC	27944	(978) 976-3895	1. Local Library Board 2. 3. 4.	10/3/21
10/4/19	Cynthia Stallings	161 Wiggins Road	Hertford	NC	27944	(252) 426-5785	1. Local Library Board 2. 3. 4.	10/4/21



PERQUIMANS COUNTY BOARD OF COMMISSIONERS

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

WALLACE E. NELSON
CHAIRMAN
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VICE CHAIR
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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 OF THE PERQUIMANS COUNTY, NORTH CAROLINA BOARD OF COMMISSIONERS IN SUPPORT OF THE SECOND AMENDMENT TO THE UNITED STATES CONSTITUTION

WHEREAS, the Perquimans County Board of Commissioners supports the United States Bill of Rights and its guarantees of individual rights; and

WHEREAS, the Second Amendment to the United States Constitution and Article 1, Section 30 of the Constitution of North Carolina provide in part that "...the right of the people to keep and bear arms shall not be infringed."; and

WHEREAS, in *District of Columbia v. Heller*, 554 U.S. 570 (2008) the United States Supreme Court held that the Second Amendment protects an individual right to possess a firearm unconnected with service in a militia and to use that firearm for traditionally lawful purposes; and

WHEREAS, in *McDonald v. City of Chicago*, 561 U.S. 742 (2010) the United States Supreme Court held that the rights of an individual to keep and bear arms are protected by the Second Amendment; and

WHEREAS, the Perquimans County Board of Commissioners is concerned about any effort of the North Carolina General Assembly or the United States Congress to enact legislation which infringes upon the Second Amendment rights of its citizens to possess a firearm and to use a firearm for traditionally lawful purposes; and

WHEREAS, the Perquimans County Board of Commissioners supports the decisions of the United States Supreme Court that interpret the Second Amendment as providing individuals the right to bear arms and use firearms for traditionally lawful purposes; and

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

Section 1. The Perquimans County Board of Commissioners supports the Second Amendment right of its citizens to possess firearms and to use firearms for traditionally lawful purposes.

Section 2. The Perquimans County Board of Commissioners is opposed to the enactment of any legislation which infringes upon the right of its citizens to bear firearms and to use firearms for traditionally lawful purposes.

ADOPTED the 2nd day of March, 2020.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

Attest:

SEAL

Clerk to the Board

Perquimans County's Vision:

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

DONNA H. WINBORNE CPA, P.C.
CERTIFIED PUBLIC ACCOUNTANT

January 31, 2020

Perquimans County
PO Box 45
Hertford, North Carolina 27944

FEB 7 2020

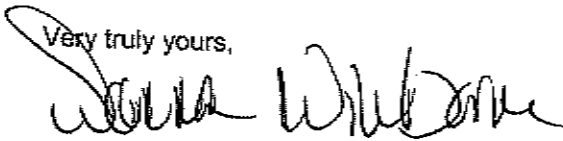
Dear Tracy,

Enclosed you will find 2 copies each of the engagement letter and contract for the 2020 audit. The engagement letter and contract should be signed and dated where indicated on both copies. In addition, the date the Board approved the contract and the preaudit date should be input in the appropriate spaces on both contract copies. Please note that the engagement letter and the contract require your signature in addition to the signature of the board chair and the contract requires separate signatures for the Perquimans County Tourism Development Authority on the last page.

Please keep one copy for your records and return the other copy to us. We will file them electronically with Fiscal Management.

If you have any questions, please feel free to call me. I look forward to working with you in the upcoming season.

Very truly yours,



Donna H. Winborne
Certified Public Accountant

DONNA H. WINBORNE CPA, P.C.

CERTIFIED PUBLIC ACCOUNTANT

January 31, 2020

To the Board of Commissioners
Perquimans County
PO Box 45
Hertford, NC 27944

Ladies and Gentlemen:

I am pleased to confirm my understanding of the services I am to provide Perquimans County for the year ended June 30, 2020. I will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of Perquimans County as of and for the year ended June 30, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Perquimans County's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of my engagement, we will apply certain limited procedures to Perquimans County's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during my audit of the basic financial statements. I will not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Schedule of County's Proportionate Share of the Net Pension Liability (Asset) (LGERS)
3. Schedule of County's Contributions (LGERS)
4. Schedule of County's Proportionate Share of Net Pension Liability (Asset) (ROD)
5. Schedule of County's Contributions (ROD)
6. Schedule of Total Pension Liability (LEOSSA)
7. Schedule of Total Pension Liability as a Percentage of Covered Payroll (LEOSSA)
8. Schedule of Changes in the Total OPEB Liability and Related Ratios

I have also been engaged to report on supplementary information other than RSI that accompanies Perquimans County's financial statements. I will subject the following supplementary information to the auditing procedures applied in my audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and I will provide an opinion on it in relation to the financial statements as a whole, in a report combined with my auditor's report on the financial statements:

1. Schedule of expenditures of federal and state awards
2. Combining and individual fund statements
3. Budgetary schedules
4. Other schedules

Audit Objectives

The objective of my audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

My audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. I will issue written reports upon completion of our single audit. My reports will be addressed to the Members of the Board of Perquimans County. I cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for me to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If my opinions are other than unmodified, I will discuss the reasons with you in advance. If, for any reason, I am unable to complete the audit or are unable to form or have not formed opinions, I may decline to express opinions or issue reports, or I may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, my audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. I will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because I will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, I will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to my attention. I will also inform the appropriate level of management of any violations of laws or governmental regulations that come to my attention, unless clearly inconsequential, and of any material abuse that comes to my attention. I will include such matters in the reports required for a single audit. My responsibility as auditor is limited to the period covered by my audit and does not extend to any later periods for which I am not engaged as auditor.

My procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. I will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of my audit, I will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal and state awards; federal and state award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

My audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that I consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. My tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in my report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, I will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, my tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in my report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, I will express no such opinion. However, during the audit, I will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, I will perform tests of Perquimans County's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and I will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that I also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal and state statutes, regulations, and the terms and conditions of federal and state awards applicable to major programs. My procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Perquimans County's major programs. For federal programs that are included in the 2020 Compliance Supplement, my compliance and internal control procedures will relate to the compliance requirements that the 2020 Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on Perquimans County's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

I will also assist in preparing the financial statements, schedule of expenditures of federal and state awards, and related notes of Perquimans County in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. I will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal and state awards, and related notes services previously defined. I, in my sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal and state awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal and state awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal and state statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to me and for the accuracy and completeness of that information. You are also responsible for providing me with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that I may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom I determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to me in the management representation letter that the effects of any uncorrected misstatements aggregated by me during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing me about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing me of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that I report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal and state statutes, regulations, and the terms and conditions of federal and state awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal and state awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal and state awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include my report on the schedule of expenditures of federal and state awards in any document that contains and indicates that I have reported on the schedule of expenditures of federal and state awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal and state awards. Your responsibilities include acknowledging to me in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal and state awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal and state awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to me any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal and state awards.

You are also responsible for the preparation of the other supplementary information, which I have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include my report on the supplementary information in any document that contains, and indicates that I have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes my report on them. Your responsibilities include acknowledging to me in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to me any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to me corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on my current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal and state awards, and related notes, and any other nonaudit services I provide. You will be required to acknowledge in the management representation letter my assistance with preparation of the financial statements, schedule of expenditures of federal and state awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal and state awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

I understand that your employees will prepare all cash, accounts receivable, or other confirmations I request and will locate any documents selected by me for testing.

At the conclusion of the engagement, I will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal and state awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. I will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

I will provide copies of our reports to the Board of Commissioners; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Donna H. Winborne, CPA, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. I will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Donna H. Winborne, CPA, P.C. personnel. Furthermore, upon request, I may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Local Government Commission of North Carolina. If I am aware that a federal or state awarding agency, pass-through entity, or auditee is contesting an audit finding, I will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

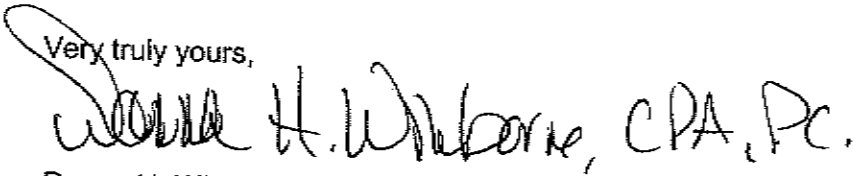
I expect to begin my audit on approximately July 1, 2020 and to issue my reports no later than October 31, 2020. Donna H. Winborne is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

My fee for these services will be \$33,000. My invoices for these fees will be rendered as work progresses and are payable on presentation. In accordance with my firm policies, work may be suspended if your account becomes 14 days or more overdue and may not be resumed until your account is paid in full. If I elect to terminate my services for nonpayment, my engagement will be deemed to have been completed upon written notification of termination, even if I have not completed our report(s). You will be obligated to compensate me for all time expended and to reimburse me for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, I will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

My audit engagement ends on delivery of my audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

I appreciate the opportunity to be of service to Perquimans County and believe this letter accurately summarizes the significant terms of my engagement. If you have any questions, please let me know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to me.

Very truly yours,



Donna H. Winborne, CPA, P.C.

RESPONSE:

This letter correctly sets forth the understanding of Perquimans County.

Management Signature: _____

Title: _____

Date: _____

Governance Signature: _____

Title: _____

Date: _____

LGC-205

CONTRACT TO AUDIT ACCOUNTS

Rev. 9/2019

The	Governing Board Board of Commissioners
	Primary Government Unit (or charter holder) Perquimans County
of	
and	Discretely Presented Component Unit (DPCU) (if applicable) Perquimans County Tourism Development Authority

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

and	Auditor Name Donna H. Winborne, CPA, P.C.
	Auditor Address P.O Box 567 Edenton, NC 27932

Hereinafter referred to as Auditor

for	Fiscal Year Ending 06/30/20	Audit Report Due Date 10/31/20
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Must be within four months of FYE

hereby agree as follows:

- The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
- At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit performed under the requirements found in Subpart F of the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

CONTRACT TO AUDIT ACCOUNTS

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Accounting Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC staff within four months of fiscal year end. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay shall be submitted to the Secretary of the LGC for approval.

7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's (Units') records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.

9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to

CONTRACT TO AUDIT ACCOUNTS

the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.

10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).
11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.
12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.
13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.
14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC along with an Audit Report Reissued Form (available on the Department of State Treasurer website). These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC staff.
15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the

CONTRACT TO AUDIT ACCOUNTS

Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to charter schools or hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 28 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.
18. Special provisions should be limited. Please list any special provisions in an attachment.
19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the parent government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.
20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to charter schools or hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.
21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.
23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.
24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.
25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

CONTRACT TO AUDIT ACCOUNTS

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and Governmental Auditing Standards, 2018 Revision (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. Applicable to charter school contracts only: No indebtedness of any kind incurred or created by the charter school shall constitute an indebtedness of the State or its political subdivisions, and no indebtedness of the charter school shall involve or be secured by the faith, credit, or taxing power of the State or its political subdivisions.

29. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 16 for clarification).

30. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>.

31. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

32. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

CONTRACT TO AUDIT ACCOUNTS

FEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Governmental Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved.

Financial statements were prepared by: Auditor Governmental Unit Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name:

Title and Unit / Company:

Email Address:

Tracy Mathews

Finance Officer

tracymathews@perquimanscountync.nc

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees below. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year billings. Should the 75% cap provided below conflict with the cap calculated by LGC staff based on the prior year billings on file with the LGC, the LGC calculation prevails. All invoices for services rendered in an audit engagement as defined in 20 NCAC 3 .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

PRIMARY GOVERNMENT FEES

Primary Government Unit	Perquimans County
Audit Fee	\$ 24,500
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$ NA
Writing Financial Statements	\$ 7,000
All Other Non-Attest Services	\$ NA
75% Cap for Interim Invoice Approval <i>(not applicable to hospital contracts)</i>	\$ 23,625.00

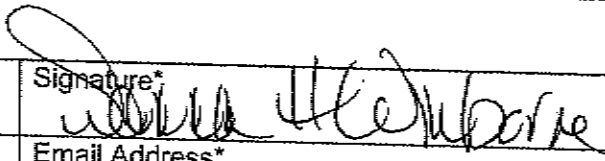
DPCU FEES (if applicable)

Discretely Presented Component Unit	Perquimans County Tourism Development Authority
Audit Fee	\$ 1,500
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$ NA
Writing Financial Statements	\$ NA
All Other Non-Attest Services	\$ NA
75% Cap for Interim Invoice Approval <i>(not applicable to hospital contracts)</i>	\$ 1,125.00

CONTRACT TO AUDIT ACCOUNTS

SIGNATURE PAGE

AUDIT FIRM

Audit Firm*	
Donna H. Winborne, CPA, P.C.	
Authorized Firm Representative (typed or printed)*	Signature*
Donna H. Winborne	
Date*	Email Address*
01/31/20	donna@winbornecpa.com

GOVERNMENTAL UNIT

Governmental Unit*	
Perquimans County	
Date Primary Government Unit Governing Board Approved Audit Contract* (G.S.159-34(a) or G.S.115C-447(a))	
Mayor/Chairperson (typed or printed)*	Signature*
Wallace Nelson	
Date	Email Address
	wallacenelson@perquimanscountync.gov

Chair of Audit Committee (typed or printed, or "NA")	Signature
NA	
Date	Email Address
	NA

GOVERNMENTAL UNIT - PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

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

Primary Governmental Unit Finance Officer* (typed or printed)	Signature*
Tracy Mathews	
Date of Pre-Audit Certificate*	Email Address*
	tracymathews@perquimanscountync.gov

CONTRACT TO AUDIT ACCOUNTS

SIGNATURE PAGE – DPCU
(complete only if applicable)

DISCRETELY PRESENTED COMPONENT UNIT

DPCU*	
Perquimans County Tourism Development Authority	
Date DPCU Governing Board Approved Audit Contract* (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
NA	
Date	Email Address
	NA

DPCU – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

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

DPCU Finance Officer (typed or printed)*	Signature*
Tracy Mathews	
Date of Pre-Audit Certificate*	Email Address*
	tracymathews@perquimanscountync.gov

Remember to print this form, and obtain all
required signatures prior to submission.

PRINT



Bernard Robinson & Company, L.L.P.

Report on the Firm's System of Quality Control

December 17, 2018

To the Partner of Donna H. Winborne, CPA, P.C.
and the Peer Review Committee of the North Carolina Society of CPA's

We have reviewed the system of quality control for the accounting and auditing practice of Donna H. Winborne, CPA, P.C. (the firm) in effect for the year ended August 31, 2018. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included an engagement performed under *Government Auditing Standards*, including compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Donna H. Winborne, CPA, P.C. in effect for the year ended August 31, 2018, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Donna H. Winborne, CPA, P.C. has received a peer review rating of *pass*.

Bernard Robinson & Company, L.L.P.

BERNARD ROBINSON & COMPANY, L.L.P.

1501 Highwoods Blvd., Ste. 300 (27410)

P.O. Box 19608 | Greensboro, NC 27419

P: 336-294-4494 • F: 336-294-4495

brccpa.com

GENERAL SERVICES ADMINISTRATION PUBLIC BUILDINGS SERVICE LEASE AMENDMENT	LEASE AMENDMENT No. 4
	TO LEASE NO. <u>Perquimans County, NC USDA Service Center</u>
ADDRESS OF PREMISES 512 S. Church Street Hertford, NC 27944	PDN Number: N/A

THIS AMENDMENT is made and entered into between **County of Perquimans**

whose address is: **P.O. Box 45, Hertford, NC 27944**

hereinafter called the Lessor, and the **UNITED STATES OF AMERICA**, hereinafter called the Government:

WHEREAS, the parties hereto desire to amend the above Lease to extend lease term.

NOW THEREFORE, these parties for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, covenant and agree that the said Lease is amended, effective upon execution by the Government as follows:

1. Effective upon execution by the Government, the lease period of the above described premises will be extended from **January 1st, 2020** through **December 31st, 2022**.
2. The Government will pay the Lessor annual rent of **\$22,165.50** payable at the rate of **\$1,847.13*** per month (representing **\$10.50** per square foot for 2,111 net usable square feet) in arrears. (*Rates may be rounded.)
3. The Lessor must have an active/updated registration in the System for Award Management (SAM) System (<https://www.sam.gov>) upon receipt of this lease Amendment. The Government will not process rent payments to Lessors without an active/updated SAM Registration.

This Lease Amendment contains 1 pages.

All other terms and conditions of the lease shall remain in force and effect.
IN WITNESS WHEREOF, the parties subscribed their names as of the below date.

FOR THE LESSOR:

FOR THE GOVERNMENT:

Signature: _____
 Name: _____
 Title: _____
 Entity Name: _____
 Date: _____

Signature: _____
 Name: _____
 Title: Lease Contracting Officer, USDA
 Date: _____

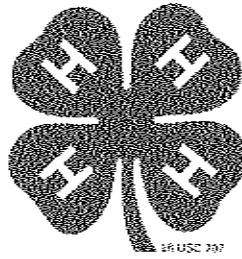
WITNESSED FOR THE LESSOR BY:

Signature: _____
 Name: _____
 Title: _____
 Date: _____

FOR
INFORMATION
ONLY
ITEMS

Thanks for being a part of our Extension Family!

We're lucky to have you...



Please join us for our

March 17, 2020

Advisory Luncheon

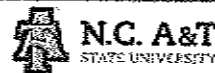
12 Noon

Perquimans Extension Center
Hertford, NC

This gathering will not be your typical
Report to the People... instead...we're
Showcasing Perquimans Extension...

Jeopardy Style 😊

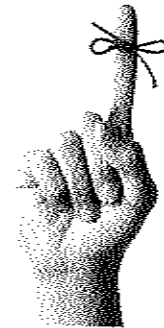
Come join us.



R.S.V.P. 252-426-5428 by March 13



Save the Date



Albemarle Commission Area Agency on Aging Senior Nutrition Program would be honored if you choose to participate in the March for Meals campaign by helping deliver meals to our elderly, home-bound clients in your county during the month of March 2020.

In doing so, you can connect with your constituents in the community and help the Senior Nutrition Program bring awareness to the issue of senior hunger and isolation.

Opportunities are available Monday -Friday throughout the month of March beginning at 10:45 am.

Each route takes about an hour to complete.

Please contact Laura Rollinson, Administrative & Volunteer Coordinator at (252)404-7091 or lrollinson@accog.org to reserve your date.

DEPARTMENT HEAD REPORTS

PLAT REVIEW LOG - PERQUIMANS COUNTY

Jan

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
MARK PRUDEN	X	1-9-2020	X	SUBDIVISION PARCEL# 1-D015-1008-DBC
LOUIS R STALLINGS				CREATES LOT 1 & 2
STEPHEN L CARDWELL	X	1-13-2020	X	PLAT OF EXISTING PARCEL FOR
GLEN B LEISENRING				2-D085-M127-SH
T A STOKELY	X	1-13-2020	X	RE-COMBINATION SURVEY
LOIS M SAUNDERS				2-0071-0030, 0030D & 0030A
J H MILLER	X	1-14-2020	X	RE-COMBINATION SURVEY
CYNTHIA A & SERGIO				5-0032-0011A & 5-0024-0064
J H MILLER	X	1-15-2020	X	SUBDIVISION OUT OF
GEORGE E NOWELL JR				1-0023-0049
J H MILLER JR	X	1-24-2020	X	SUBDIVISION OUT 5-0026-0031
CARL W LEWIS				1.19
J H MILLER JR	X	1-29-2020	X	ABBREV SUBDIVISION FOR
JANICE S LINER				BETH BARLETT 1-0017-0049

McKim & Creed
504 E. Elizabeth Street, Ste 1
Elizabeth City, NC 27909
338-2929

Gloria J. Rogers
215 B Street
Camden, NC 27921
338-1415 / 333-8781

Eugene Jordan
402 Sign Pine Road
Tyner, NC 27980
221-4795

Mark Pruden
146 Oak Grove Road
Edenton, NC 27932
482-7804

Tony Webb
P.O. Box 381
Edenton, NC 27932
482-3066

Bissell
P.O. Box 1068
Kitty, Hawk, NC 27949
(252) 261-3266

Pat McDowell
P.O. Box 391
Elizabeth City, NC 27909
338-4161

Hyman & Robey
150 U.S. 158 East
Camden, NC 27921
335-1888

S.L. Cardwell Surveying
1206 Francis Street
Elizabeth City, NC 27909
338-6328

Paul J. Toti
131 Main Street
Gatesville, NC 27938
357-1581

Hersey A. Kight
1523 Jones Drive
Elizabeth City, NC 27909
330-4040

Saunders Surveying
510 Avena Road
Black Mountain, NC 28711
(828) 669-2777

Charles E. Brown, III
2005 Johnson Road
Elizabeth City, NC 27909
335-0928

Scott L. Temple
P.O. Box 522
Elizabeth City, NC 27907
330-4016

FEBRUARY 2020

Date	NEW RESIDENCE			NEW COMMERCIAL			ADDITIONAL			RENOVATE			ACCESSORY BUILDING			MOBILE HOMES			MODULAR HOMES			OTHERS			DAILY TTL			
	County	Hertford	Wolfe	County	Hertford	Wolfe	County	Hertford	Wolfe	County	Hertford	Wolfe	County	Hertford	Wolfe	County	Hertford	Wolfe	County	Hertford	Wolfe	County	Hertford	Wolfe				
2/1/2020																												
2/2/2020																												
2/3/2020	\$ 188,164.00																											
2/4/2020																												
2/5/2020																												
2/6/2020																												
2/7/2020																												
2/8/2020																												
2/9/2020																												
2/10/2020																												
2/11/2020																												
2/12/2020																												
2/13/2020	\$ 244,500.00																											
2/14/2020																												
2/15/2020																												
2/16/2020																												
2/17/2020																												
2/18/2020																												
2/19/2020																												
2/20/2020	\$ 445,064.00																											
2/21/2020																												
2/22/2020																												
2/23/2020																												
2/24/2020																												
	\$ 875,728.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57,107.00	\$ 8,100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 87,871.00	\$ 26,375.00	\$ 20,000.00	\$ 1,088,481.00

Permit Report

2/1/2020 - 2/24/2020

Permit Type	Permit #	Permit Date	Applicant Name	Description	Type of Improvement	Project Cost	Total Fees	Parcel Address
Mechanical	397	2/24/2020	Heath Chappell's Heating/Cooling	2 HVAC Change out	Repair, replacement	6,200	\$110.00	102 COMMUNITY BUILDING RD
Mechanical	396	2/24/2020	Armstrong & Sons	(2) HVAC units for New dwelling	New Building	10,400	\$110.00	203 SEE VIEW LN
Electrical	395	2/24/2020	Garrett Electric	upgrade from 100amp to 200amp	Other	1,500	\$110.00	321 FRONT ST
Building	394	2/20/2020	Oceanside Contractors	New Dwelling	New Building	445,064	\$1,156.00	116 South Fork Court
Building	393	2/20/2020	David Eves	add deck & enclosed porch	Addition	13,000	\$125.00	112 CHEROKEE TRL
Electrical	392	2/20/2020	Jimmy Wallace Electric	200 amp electrical for modular	New Building	925	\$60.00	432 OLD NECK RD
Electrical	391	2/19/2020	Bill's Electrical Service	upgrade 100 to 200 with outside disconnect	Repair, replacement	2,275	\$70.00	315 DOBBS ST
Mechanical	390	2/17/2020	George & Company	HVAC. 1 unit for new construction		7,500	\$55.00	346 HOPEWELL RD
Building	387	2/14/2020	McDonald's Corporation	Insulation permit only	Alteration	0	\$50.00	303 OCEAN HWY
Building	386	2/14/2020	Swimme & Son	8x16 sunroom on existing porch	Addition	19,107	\$110.00	137 THOROUGHBRID WAY
Mechanical	385	2/13/2020	Coreys Heating & Air Conditioning & Plumbing, Inc.	HVAC Change out	Repair, replacement	1,100	\$55.00	271 HALSEY BAY RD
Building	384	2/13/2020	Steve Jordan	New Dwelling	New Building	244,500	\$1,002.00	158 COLSON LN
Plumbing	383	2/12/2020	Nixon Plumbing	plumbing bathroom and water lines Open door day care	Other	10,000	\$80.00	1891 OCEAN HWY
Mechanical	382	2/12/2020	Eastern Heating and Cooling	HVAC 3 ton gas furnace w' duct work	Other	7,800	\$55.00	317 N. Front Street
Plumbing	381	2/11/2020	Vaughan's Plumbing, LLC	relocating two toilets and two sinks in bathrooms of mcdonalds	Alteration	4,500	\$70.00	303 OCEAN HWY
Electrical	380	2/11/2020	Chris Garrett	replace meter base and put wires underground from above ground	Repair, replacement	400	\$50.00	100-A Rivershore Drive

Mechanical	379	2/11/2020	George & Company	HVAC Change out	Repair, replacement	3,950	\$55.00	707 WOODVILLE RD
Building	378	2/11/2020	Derek Waters Construction	garage	New Building	25,000	\$276.00	179 PIRATE COVE WAY
Plumbing	377	2/10/2020	Sandbar Gas Services	gas lines to two fireplaces, grill, generator and two water heaters	New Building	1,500	\$80.00	218 BALD EAGLE POINTE DR
Electrical	376	2/10/2020	John Walton Electric	Modular electric set up		2,500	\$110.00	203 SEE VIEW LN
Plumbing	375	2/10/2020	Standard Plumbing Sewer and Drain, Inc.	plumbing new dwelling	New Building	4,187	\$125.00	167 MULBERRY LN
Mechanical	374	2/10/2020	B&M Contractors	HVAC Change out	Repair, replacement	3,587	\$55.00	132 ISLAND TRL
Electrical	373	2/7/2020	T B S Electric	wiring lobby and drive thru		12,000	\$215.00	303 OCEAN HWY
Building	372	2/7/2020	Andrea Gonzalez	replace roof and repair porch	Repair, replacement	10,000	\$50.00	118 MILLER ST
Building	371	2/7/2020	Water's Edge Construction	added 88 sq ft to permit #338	Addition	10,000	\$50.00	103 NIXON ST
Fire	370	2/6/2020	Life Incorporated	Fire Inspection for a group home		75	\$75.00	142 RIVERWOOD DR
Plumbing	369	2/6/2020	Jesse Ryan Joseph	under ground gas line one hook up	Other	700	\$55.00	595 CRANEY ISLAND RD
Building	368	2/6/2020	Murielle Harmon	utility room added to back of house	Addition	8,100	\$100.00	317 N. Front Street
Plumbing	367	2/5/2020	Crossroads Fuel	7 outlets in new construction		2,700	\$85.00	122 COTTONWOOD DR
Plumbing	366	2/5/2020	Crossroads	4 outlets in new construction		3,500	\$70.00	120 PERQUIMANS CT
Mechanical	365	2/4/2020	B&M Contractors	HVAC c/o	Repair, replacement	5,347	\$55.00	1313 OCEAN HWY
Electrical	364	2/4/2020	Electric Lee of E.C.	change service cable	Repair, replacement	500	\$50.00	1326 NEW HOPE RD
Electrical	363	2/4/2020	East Carolina Petroleum Services	Replaced fuel line under the ground to two tanks	Repair, replacement	5,000	\$100.00	1208 SANDY CROSS RD
Mechanical	362	2/4/2020	East Carolina Petroleum Services	Replaced fuel line under the ground to two tanks	Repair, replacement	5,000	\$100.00	1208 SANDY CROSS RD
Fire	361	2/3/2020	Geological Resources, Inc.	to remove the gas tanks at winstons store	Other	5,800	\$200.00	1208 SANDY CROSS RD
Building	360	2/3/2020	Mitchell Homes, Inc.	New Dwelling	New Building	186,164	\$685.00	119 BRANCH BAY CT
Electrical	359	2/3/2020	River City Electric	wire new dwelling		18,000	\$492.00	122 COTTONWOOD DR

Electrical	358	2/3/2020	Garrett Electric	replace meter base	Repair, replacement	300	\$50.00	203 EVERGREEN DR
Electrical	357	2/3/2020	Garrett Electric	changing panel box out	Repair, replacement	300	\$50.00	204 Meads Circle
						1,088,481	\$6,451.00	

Total Records: 39

2/24/2020



Case Detail Report

1/1/2019 - 2/1/2020

Case #	Parcel Address	Violation	Description	Action
2	109 TREASURE LN	solid waste/nuisance vehicle	Solid Waste/Nuisance Vehicle	
3	110 HURON TRL	other	right-of-way violation	
4	213 CYPRESS ST	Solid Waste	Solid Waste	
5	262 CREECYS LN	Solid Waste	Solid Waste	
6	251 CREECYS LN	Solid Waste/Nuisance Vehicle	Solid Waste/Nuisance Vehicle	
7	249 DOGWOOD DR	Solid Waste	Solid Waste	
8	762 WOODVILLE RD	Nuisance Vehicle	Nuisance Vehicle	
9	115 LITTLE RIVER RUN RD	Solid Waste	Solid Waste	
10	174 SUNSET CIR	Nuisance Vehicle	Nuisance Vehicle	
11	339 HOLIDAY LN		Nuisance Vehicle	Nuisance Vehicle
12	1308 NEW HOPE RD	other-unsafe house	house falling in on itself	
13	943 HOLIDAY ISLAND RD	Solid Waste	Solid Waste	
14	251 DOGWOOD DR	Solid Waste	Solid Waste	
15	109 TURNPIKE RD	Solid Waste	Solid Waste	
16	114 POPLAR CIR	Nuisance Junk Vehicles #53	nuisance not tagged three vehicles & trash piled up in back of truck	
17	113 LEVI CREECY RD	junk cars	3 junk cars in yard	
18	107 LEVI CREECY RD	junk cars	junk vehicles	
19	117 LEVI CREECY RD	solid waste	trash pile in yard	
20	121 LEVI CREECY RD	junk cars , solid waste	foreclosed property	

Total Records: 19

2/24/2020



PERQUIMANS COUNTY EMERGENCY SERVICES

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

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

Jonathan A. Nixon, Director

Emergency Services Update – January 2020

Call Volume by Department – January 2020			
Department	# of Calls	Department	# of Calls
911 CALLS RECEIVED	551	NC Forestry	4
Belvidere FD	7	NC Probation	5
Bethel FD	13	NCSHP	28
Chowan EMS		NC Wildlife	1
Durants Neck FD	6	Nightingale	3
Eastcare		Pasquotank-Camden EMS	
Perquimans EM	10	Perquimans DSS	5
Perquimans FM	1	Perquimans EMS	197
Gates EMS		Perquimans SO	812
Hertford FD	20	Perquimans Water	
Hertford PD	435	Perquimans Water Rescue	
Hertford Public Works	5	Winfall FD	17
Inter-County FD	13	Winfall PD	14
Magistrate	60	Winfall Public Works	1
NCDOT	3		

Personnel Updates:

Welcome :

Bethany Buttram – EMS Shift Supervisor
Zach Crowe – Part Time Paramedic

Completed Projects / Trainings / Community Preparedness Activities

- EMS employees attend Crisis Intervention Training in Gates County – January 7th – 9th
- Community CPR Training hosted by Holiday Island Civic League – January 7th
- 911 Staff Meeting and Training – January 8th
- Post Overdose Response Team Meeting – January 9th
- ALS Taskforce meeting – January 13th
- EMS crews visit the Senior Center for blood pressure checks – January 15th
- COA EMS Education Committee Meeting – January 16th
- Northeast Regional EMS Administrators Meeting – January 16th
- Caregivers Day Out Board Meeting – January 16th
- Grain Bin Training through the NC Agromedical Institute – January 17th & 18th
- Emergency Management Forum – January 21st
- Data Sharing Workshop Program for Area 1 – January 22nd
- EMS Peer Review Meeting – January 23rd
- 911 Communications Advisory Board Meeting – January 23rd
- All Hazards Finance/ Administration Section Chief Class – January 21st – 24th
- Special Events Planning Meeting – January 27th
- DCI Training – January 27th
- EMS Staff Meeting and Continuing Monthly Education – January 27th

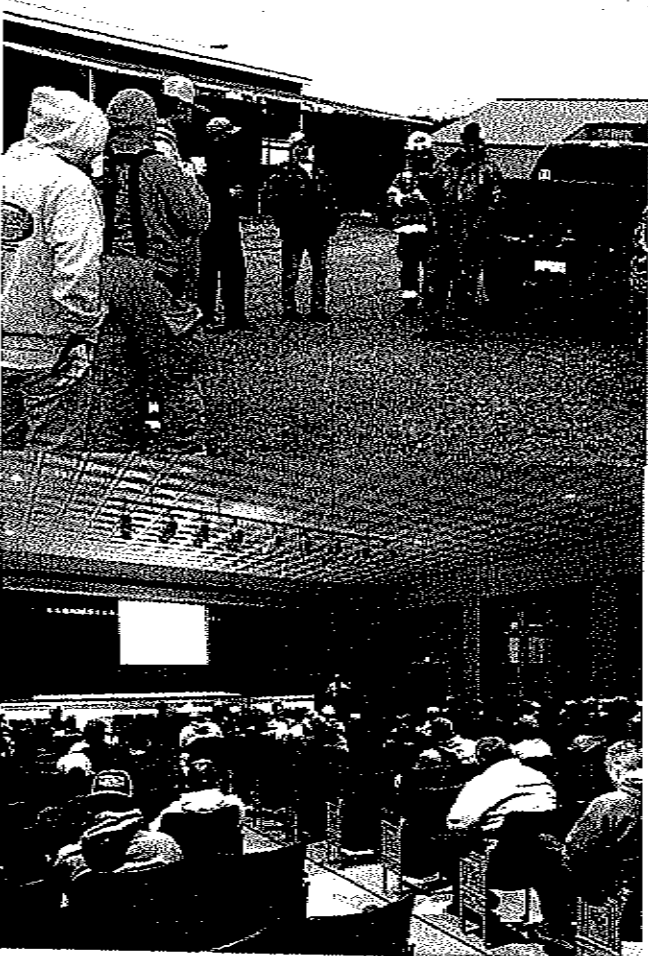
Pending Projects / Trainings / Community Preparedness Activities

- Grain Bin Exercise funded through the Homeland Security Grant Program – February 29th, 2020
- Web EOC Training - March 17th, 2019
- Orion Damage Assessment Training – May 6th, 2020
- Chowan-Perquimans Local Emergency Planning Committee awarded Exercise Grant through the Hazardous Material Emergency Preparedness Grant Program – Summer 2020
- Active Shooter Exercise funded through the Homeland Security Grant Program - 2020
- Water Search and Rescue Exercise funded through the Homeland Security Grant Program – Fall 2020
- Active Shooter Exercise funded through the Homeland Security Grant Program - 2021

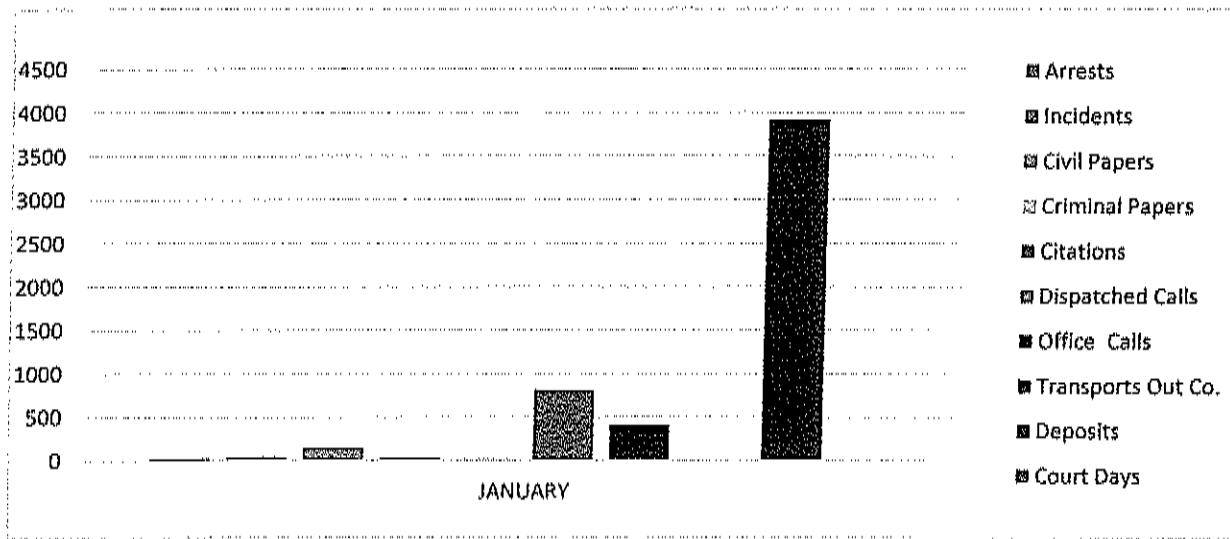
Press Releases / Public Service Announcements

- Happy New Year – January 1st
- New Year's Resolution, Check out our 6 Volunteer Fire Departments – January 1st
- Albemarle Community Trust grants funds to repair Water Rescue 2 – January 2nd
- Law Enforcement Appreciation Day – January 9th
- Holiday Island Civic League host Hands Only CPR Training – January 10th
- Severe Thunderstorm Watch – January 12th
- ALS Awareness & Local Action in Perquimans County and NENC – January 14th
- Grain Bin Training – January 20th





Perquimans County Sheriff's Office --- January 2020 Activity Report										
	Arrests	Incidents	Civil Papers	Criminal Papers	Citations	Dispatched Calls	Office Calls	Transports Out Co.	Deposits	Court Days
JANUARY	22	45	145	36	13	812	406	4	\$3,918.00	9



COMMITTEE REPORTS