

Please note the change  
in location:  
159 Creek Drive  
Hertford, NC 27944

**AGENDA**  
*All items are for discussion and possible action.*  
 Perquimans County Board of Commissioners  
 Auditorium at Emergency Services Building  
 May 4, 2020  
 7:00 p.m.

*Board of Equalization & Review to meet in Commissioners' Room at 6:50 p.m.  
 (See information under Department Head Reports)*

- 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: April 6, 2020 Regular Meeting & April 20, 2020 Work Session
  - B. Personnel Matters
    - 1. Paramedic – Leave of Absence
    - 2. AEMT – Removed from Roster
    - 3. Paramedic – Removed from Roster
    - 4. IMC III – Lead Worker – Promotion
    - 5. IMS II / Interim Fiscal Administrative Officer – Temporary Promotion
  - C. Step Increase
    - 1. Water (1)
    - 2. Telecommunications (3)
  - D. Budget Amendment No. 16
  - E. Proclamation
    - 1. Older Americans Month 2020
  - F. Miscellaneous Documents
    - 1. Additional Audit Requirements
    - 2. Lease Agreement With Board of Education – King Street Basketball Courts
- V. **Scheduled Appointments**
  - A. 7:00 p.m.
  - B. 7:05 p.m.
  - C. 7:10 p.m.
- VI. **Commissioner's Concerns/Committee Reports**
  - A.
  - B.
  - C.
- VII. **Old Business**
  - A. Updates from County Manager
  - B.
- VIII. **New Business**
  - A.
  - B.
  - C.

ACTION  
REQUIRED

NO  
ACTION  
REQUIRED

ACTION  
REQUIRED

- NO ACTION REQUIRED IX. { **Unscheduled Appointments/Public Comments**  
*(If you wish to address the Board, your comments can be made in person or in writing. If you are addressing the Board in person, please state your name for the record prior to speaking. Comments are usually limited to three (3) minutes. If you wish to send something in writing, you may fax it to (252) 426-4034 or e-mail mhunnicuttt@perquimanscountync.gov.)*
  - A.
  - B.
  - C.
- ACTION REQUIRED X. { **Adjournment**

**FOR INFORMATION ONLY:**

- Update of Community Advisory Committee Appointments

**DEPARTMENT HEAD REPORT:**

- Plat Log
- Building Inspector's Report
- Code Enforcement's Report
- Fire Marshal's Report – March & April, 2020
- Information on Board of Equalization & Review
- Tax Department Report

**COMMITTEE WRITTEN REPORTS:**

- 2020 Albemarle RC&D Spring E-News (e-mailed on 4/21/2020)

**NOTES FROM THE COUNTY MANAGER**

**May 4, 2020**

**7:00 p.m.**

**Board of Equalization & Review to meet in Auditorium at EMS Building at 6:50 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.*
- VI.A. County Manager Heath will present several updates to the Board
- IX. *If you wish to address the Board, your comments can be made in person or in writing. If you are addressing the Board in person, please state your name for the record prior to speaking. Comments are usually limited to three (3) minutes. If you wish to send something in writing, you may fax it to (252) 426-4034 or e-mail mhunnicutt@perquimanscountync.gov.*

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**CONSENT AGENDA NOTES**

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

- A. **Enclosures:** Approval of Minutes – April 6, 2020 Regular Meeting, April 20, 2020 Joint Work Session with Board of Education, April 20, 2020 Regular Work Session (Cancelled), and Budget Presentations, April 29-30, 2020
- B. **Enclosures:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Matt Leicester	Paramedic	Leave of Absence		90 days	04/10/2020
John Jones	AEMC	Removed from Roster			04/06/2020
Cody Cornelius	Paramedic	Removed from Roster			04/06/2020
Kristin Lassiter	IMC III Lead Worker	Promotion	65/5	\$36,682	05/01/2020
Rebecca Corprew	IMC II/Interim Fiscal Administrator	Promotion*	67/9	\$44,162	05/01/2020

*\*This is an interim position until Administrative Officer is released to come back to work.*

- C. **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
Robert Elliott	Technician I	58/7	\$28,304	05/01/2020
Anna Johnson	Certified F/T Telecommunicator	62/3	\$30,611	05/01/2020
Zeb Daneker	Certified Telecommunicator	62/6	\$15.62/hr.	05/01/2020
Steven Pyle	Certified P/T Telecommunicator	62/6	\$15.62/hr.	05/01/2020

- D. **Enclosure:** The Board will need to take action of the enclosed Budget Amendment No. 16.
- E. **Enclosure:** The Board will need to consider the enclosed Proclamation proclaiming May as Older Americans Month.
- F. **Enclosures:** The Board will need to consider the enclosed miscellaneous items:
  1. **Additional Audit Requirements:** Per the attached letter from Donna Winborne, Auditor, they are going to perform an additional part of our audit at a cost of \$3,700. Board action is being requested.
  2. **Lease Agreement Extension with Board of Education – King Street Basketball Courts:** Per the attached lease agreement, this extends the current lease agreement for 20 years effective June 1, 2020. The lease will expire on May, 2040. Board action is being requested.

Chairman Nelson asked Susan Chaney, Social Services Director, if she had anything to add to what their department is doing:

- Susan Chaney, Social Services Director: Ms. Chaney informed the Board that the Social Services Department has implemented these safety measures. They are looking at the need to wash their hands often and thoroughly. They have been asked to handle their business via telework. She is keeping track of how many people actually come into the center. They have set up a drop box in the foyer with a statement that says, if you are sick, please do not come into the building but drop your paperwork in the drop box. Go back to your car and call us and they will have their person talk to them. The boxes are checked several hours a day. Keeping everything clean as much as possible. Most training throughout the state has been cancelled. Child protective services have to go on. They have to keep in touch with the foster care children. That is now being handled via phone calls. She discussed the situations with the nursing and rest home monitoring. Food & Nutrition are asking if they have emergency food stamps. They have extended their six to twelve months depending on cases. They are looking for waivers for hot foods. Looking into having supplements for their children out of school. Other policies are becoming a little more flexible. Currently they are in some federal audits. Once these current cases have been completed, they will be suspending the audits but no time given as to when they will begin again. More direction from the State will be coming in the next day or two.

Chairman Nelson asked if Mayor Earnell Brown or Mayor Fred Yates had any comments to make. Mr. Yates stated that they have implemented what the Control Group talked about yesterday. Ms. Brown gave a synopsis of how they are sterilizing their facilities. Pam Hurdle, Town Manager, said that they had been notified by the NC DMV that they will need to monitor the number of people in the building. If they get more than they are allowed, they will be asked to leave their paperwork, return to their cars and wait for our call. She said that they did not experience that today. They are proceeding with training of their employees on how to handle sterilization of their work space, etc.

Chairman Nelson asked the Board if they had any questions. He further stated that if they have any questions or needs any assistance, please let County Manager Heath or himself and they will try to assist you in any way. Commissioner Woodard complimented Julie Solesbee for her one call last night.

**ADJOURNMENT**

There being no further comments or business to discuss, the Regular Meeting was adjourned at 8:10 p.m. on motion made by Joseph W. Hoffler, seconded by Charles Woodard.

Wallace E. Nelson, Chairman

Clerk to the Board

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**REGULAR MEETING**  
 April 6, 2020  
 7:00 p.m.

Special Notice for tonight's meeting: Due to the Governor's Order No. 121, the Perquimans County Board of Commissioners' **REGULAR CALLED MEETING** on Monday, April 6, 2020, at 7:00 p.m. has been moved to the Courtroom located in the Old Courthouse Building, 128 N. Church Street, Hertford, NC. This is done to allow the members to maintain social distancing of at least six (6) feet from another person. Because the Governor's Executive Order defined mass gatherings of any event or convening that brings together more than ten (10) persons in a single room, attendance is limited to ten (10) people, including Commissioners, County Manager, and Clerk to the Board. In addition, public comments will need to be in writing and provided to the Clerk to the Board prior to 5:00 p.m. on Monday, April 6, 2020. You may deliver them to her via fax [(252) 426-4034] or e-mail at [mhunnicutt@perquimanscountync.gov](mailto:mhunnicutt@perquimanscountync.gov).

The Perquimans County Board of Commissioners met in a regular meeting on Monday, April 6, 2020 at 7:00 p.m. in the Courtroom of the old Courthouse located on the first floor of the Perquimans County Courthouse. The meeting was moved from Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

- MEMBERS PRESENT:** Wallace E. Nelson, Chairman      Fondella A. Leigh, Vice Chair  
 Joseph W. Hoffler      T. Kyle Jones  
 Alan Lennon      Charles Woodard
- MEMBERS ABSENT:** None
- OTHERS PRESENT:** Frank Heath, County Manager      Mary Hunnicutt, Clerk to the Board

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

**AGENDA**

Chairman Nelson stated that a copy of the amended Agenda was at their seats tonight. Fondella A. Leigh made a motion to approve the Agenda, as amended. The motion was seconded by Charles Woodard and unanimously approved by the Board.

**CONSENT AGENDA**

The following items were considered to be routine and were unanimously approved on motion made by Joseph W. Hoffler, seconded by Charles Woodard.

1. **Approval of Minutes:** March 2, 2020 Regular Meeting; March 16, 2020 Work Session Minutes (meeting cancelled); and March 17, 2020 Emergency Called Meeting Minutes.
2. **Personnel Matters:**

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Avan Ward	BMC III - Food & Nutrition Services	Promotion (delayed from 4/1/2020)	63/8	\$36,151	05/01/2020
Cheryl Banks	IMC II	Termination			03/19/2020

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Deanne Smith	IMC II	Resignation			04/13/2020
Robin Trueblood	Maintenance Supervisor	Resignation			03/13/2020

3. **Step/Merit Increases:**

Employee Name	Employee Job Title	Grade /Step	New Salary	Effective Date
Sue Ann Cestaro	Certified Telecommunicator	62/4	\$31,376	04/01/2020
Annamarie Shine	Certified Telecommunicator Fill-In	62/2	\$14,377/yr.	04/01/2020
Carlyn Gardner	IMC II	63/2	\$31,229	04/01/2020
Cody Caspell	Paramedic	68/2	\$38,916	04/01/2020

4. **Budget Amendment:**

BUDGET AMENDMENT NO. 15  
GENERAL FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-359-000	EMS/AMB. Service Franchise	3,000	
10-592-312	EMS/AMB. Service Franchise	3,000	
EXPLANATION: To amend FY 2019-2020 budget funds to include an agreement between Perquimans and Bertie County regarding transport service.			

5. **Resolution: Spring Litter Sweep 2020:** The Board adopted the following Resolution proclaiming April 11 - April 25, 2020 as Spring Litter Sweep in Perquimans County:

RESOLUTION  
LITTER SWEEP SPRING 2020  
IN PERQUIMANS COUNTY

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

WHEREAS, the Spring 2020 "Litter Sweep" roadside cleanup will take place April 11 - April 25, 2020, and encourages local governments and communities, civic and professional groups, businesses, churches, schools, families and individual citizens to participate in the Department of Transportation cleanup by sponsoring and organizing local roadside cleanups; and

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

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

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

WHEREAS, the 2020 LITTER SWEEP cleanup will celebrate the 32<sup>nd</sup> Anniversary of the North Carolina Adopt-A-Highway program and its over 5,760 volunteer groups that donate their labor and time year round to keep our roadsides clean.

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

NOW, THEREFORE, BE IT RESOLVED that the Perquimans County Board of Commissioners do hereby proclaim April 11 - April 25, 2020, as "SPRING LITTER SWEEP" time in Perquimans County and encourage its citizens to take an active role in making our community cleaner and more beautiful.

ADOPTED the 6<sup>th</sup> day of April, 2020.

Wallace E. Nelson, Chairman  
Perquimans County Board of Commissioners

ATTEST:

Clerk to the Board

SEAL

6. **Miscellaneous Documents:**

- a. **2020 Memorandum of Participation for Separation Allowance Benefit:** The following Memorandum of Participation for Separation Allowance Benefit was approved by the Board:

2020 MEMORANDUM OF PARTICIPATION  
FOR SEPARATION ALLOWANCE BENEFIT



UNIT: Perquimans County  
 MAILING ADDRESS: P.O. Box 45  
 CITY: Hertford ZIP CODE: 27944  
 NAME: Frank Heath  
 TITLE: County Manager  
 PHONE #: ( 252 ) 426-8484  
 EMAIL ADDRESS: frankheath@perquimanscountync.gov

On behalf of the unit government noted above, we agree to engage Cavanaugh Macdonald Consulting, LLC to prepare the disclosures required under GASB Statement No. 73 for the Special Separation Allowance for Law Enforcement Officers.

I have read the terms listed on the cover memorandum that outlines conditions and fees of the contract related to reporting requirements under GASB Statement No. 73. Should my unit of government determine at any point that we do not want to continue our participation in the Actuarial Study Program, we will notify Cavanaugh Macdonald Consulting by letter of our desire to cancel. In order to complete the report in time for Fiscal Year 2019 reporting, CMC will need to receive all requested information no later than May 15<sup>th</sup>, 2020.

I understand that we will be billed directly by Cavanaugh Macdonald Consulting, LLC and copies of the actuarial report will be emailed to our office by Cavanaugh Macdonald Consulting by July 31, 2020. **DO NOT PAY CAVANAUGH MACDONALD CONSULTING, LLC IN ADVANCE.**

By signing this document I have accepted the terms and conditions outlined in the cover memorandum and agree to pay Cavanaugh Macdonald Consulting upon the completion of all work.

Signed this 6<sup>th</sup> day of April, 2020.

(SIGNATURE)

Wallace E. Nelson, Chairman  
Perquimans County Board of Commissioners

(TITLE)

Cavanaugh Macdonald Consulting, LLC  
3550 Busbee Parkway, Suite 250, Kennesaw, GA 30144  
NCSSALEO@CavMacConsulting.com

- b. **Albemarle Plantation Fireworks:** Albemarle Plantation had provided a request for permission to shoot fireworks on July 6, 2020 for July 4<sup>th</sup> Festivities. The Board unanimously approved their request under the Consent Agenda.
- c. **Tritillum Annual Report:** Bland Baker of Tritillum forwarded a copy of his annual report presentation which will become part of the April 6, 2020 Minutes.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

There were no commissioners' concerns/committee reports presented.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > **Coronavirus Update:** Mr. Heath provided the following update on the coronavirus pandemic:
  - Things have really been busy during this time especially in our Emergency Services Center. He further stated that he was very proud and honored to see how hard the staff is working trying to keep everything going through this pandemic. This includes Jonathan Nixon, Director; Julie Solesbee, Public Information Officer; EMS Staff; Telecommunications Staff; Senior Center Workers; and School System.
  - **Latest Statistical Report:** State Cases – 28,079 throughout 89 counties; 270 hospitalizations; 33 deaths. These numbers are similar to what is going on in Virginia. Over 40,000 tests for COVID-19 have been completed; and currently two confirmed cases in Perquimans County.
  - **Emergency Medical Services:** EMS is starting the process to set up a 2<sup>nd</sup> EMS Station in the Senior Center Workout Room to omit co-mingling of EMS workers as much as possible.
  - **Concerns:** One of their concerns is the lack of PPE's (Personal Protective Equipment) throughout the county, state, and entire United States. They have made multiple requests but have not received them yet. There have been some donations made from the citizens and businesses in the County.
  - **Social Media:** We have been continuing to update our social media pages – County Website & County Facebook -- to keep the public informed of the situations.
  - **Closings Throughout County:** He discussed several county closings. He notified the Board that the Hertford PNC Branch has closed and, if the County needs to make deposits, they have to travel to Edenton. He said that he would like to construct a letter from the Chairman to request that they reopen the branch, not just for us but for our county residents. He has contacted people all the way up the chain of command but has not received a favorable response. Commissioner Woodard also stated that he had contacted them too but no one was responsive to his request. Chairman Nelson stated that maybe the county might think about moving their account to another bank. Mr. Heath said that they have thought about that in the past but it would be a difficult process to move the account because we are so ingrained with them (on-line banking; direct deposits; automatic draft). Some of our restaurants have closed down. He had heard today that one of our insurance agencies might be shutting down during the crisis. It is definitely having an effect on the economy which he will discuss later.
  - **COOP Plan:** Mr. Heath explained that they had to establish a COOP Plan (Continuity of Operation Plan). This basically establishes a plan to follow should the County Manager, Emergency Services Director, or any other key personnel come down with the virus. Mr. Heath wrote up a plan that, should he become incapacitated, the Finance Officer and Clerk to the Board under the direction of the Chairman will perform duties to continue the County's operation. With regard to the Emergency Services Director, he has some infrastructure within his departments that would shift some of those duties and responsibilities to the Shift Supervisors.
  - **FY 2020-2021 Budget:** Mr. Heath said that he hated to bring it up so soon but due to these current conditions, it will be a very difficult budget year. He said that we will need to be austere with the recommendations that we make because a big factor of the budget is our revenues. If people cannot pay their taxes at the same percentage that we are having now, then we will not have the funds to spend on things that we normally would.
  - **Assistance for Pandemic Crisis:** The County Staff has been attending virtual meetings to prepare for applying for assistance to recoup our losses during this crisis. Julie Solesbee, Public Information Officer/Crest Manager, has already begun the process. We will be applying for this assistance once the application process opens up.

Once Mr. Heath completed his remarks, he asked Jonathan Nixon if he had any brief comments to add to his report.

JONATHAN NIXON, EMERGENCY SERVICES DIRECTOR

Mr. Nixon expounded on items that Mr. Heath reported. One item was that many of their volunteers also work as full-time staff at Chowan County and Pasquotank County EMS and they have informed the employees that they will no longer be able to do volunteer work at Perquimans County EMS because they are needed at their agencies. Mr. Heath and Mr. Nixon stated that we are still fully staff to fill the shifts needed. This will result in overtime for some of their personnel. Mr. Heath stated that he has forwarded FEMA Reimbursement Forms to all department heads so that they can list any expenses that they incur due to COVID-19. This can include overtime pay, supplies, etc. Right now they are only reimbursing overtime pay but there is some talk that it may include other items in the future. It is better to start keeping the records now rather than trying to complete it later. They have locked down the 911 Center. No one but staff will be entering into the center in order to keep their staff safe. Each Telecommunications employee is tested prior to entering the 911 center. The Emergency Services Staff must wear a mask when inside the building. Mr. Heath said that, because of these restrictions, the April 20<sup>th</sup> Joint Work Session may be moved to another location. He will keep the Board posted. EMS is being cleaned every day including weekends. Mr. Heath thanked Jonathan and his staff for their hard work. Chairman Nelson also thanked Mr. Nixon and his staff for a job well done. Mr. Nixon thanked the County Manager and the Commissioners for their continued support. It boosts the morale of the employees to see the County Manager and Chairman present at their meetings.

SALE OF SURPLUS EQUIPMENT

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

BUYER	ITEM	DATE SURPLUSED	START BID	SOLD AMOUNT
Fred Taylor	22 - Nortel/Norstar Model T316E Telephones	3/2/2020	\$50	\$50.00
Fred Taylor	24 - Grandstream Networks Telephones	3/2/2020	\$50	\$700.00
Fred Taylor	35 - Avaya Telephones	3/2/2020	\$100	\$776.00

Mr. Heath recommends the sale of these items. On motion made by Joseph W. Hoffler, seconded by Alan Lennon, the Board unanimously approved the sale of this equipment on GovDeals.

**PUBLIC COMMENTS**

Because of Governor Cooper's Order No. 121, public comments had to be made in writing and provided to the Clerk to the Board prior to 5:00 p.m. on Monday, April 6, 2020. They could deliver them to her via fax [(252) 426-4034] or e-mail at [mhunnicult@perquimanscountync.gov](mailto:mhunnicult@perquimanscountync.gov). No public comments were received.

**ADJOURNMENT**

There being no further comments or business to discuss, the Regular Meeting was adjourned at 7:24 p.m. on motion made by Charles Woodard, seconded by Joseph W. Hoffler.

Wallace E. Nelson, Chairman

Clerk to the Board

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**JOINT WORK SESSION**

April 20, 2020

7:00 p.m.

*Special Notice for tonight's meeting: Due to the Governor's Order No. 121, the Perquimans County Board of Commissioners' JOINT WORK SESSION with the Board of Education on Monday, April 20, 2020, at 7:00 p.m. will be done through ZOOM. The Board of Commissioners will meet in the Conference Room of the Emergency Services Building located at 411 S. Edenton Road Street, Hertford, NC 27944. The purpose of this Joint Work Session is to discuss the FY 2020-2021 budget. If you would like to join their meeting via ZOOM, contact County Manager Heath at (252) 426-8484 or [frankheath@perquimanscountync.gov](mailto:frankheath@perquimanscountync.gov) to obtain the log-in information to the meeting. The public will be able to hear the meeting but will not be able to ask questions. If you have any questions, please contact the County Manager's Office at (252) 426-8484.*

The Perquimans County Board of Commissioners met in a Joint Work Session with the Perquimans County Board of Education on Monday, April 20, 2020, at 7:00 p.m. The Board of Education was at their Central Office located at 411 Edenton Road Street, Hertford, NC 27944 and the Board of Commissioners were at the EMS Building located at 159 Creek Drive, Hertford, NC.

**BOARD OF COMMISSIONERS:** Located at EMS Building located at 159 Creek Drive, Hertford, NC.

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

MEMBERS ABSENT: None

**BOARD OF EDUCATION:** Located at Central Office at 411 Edenton Road Street, Hertford, NC or via Zoom

MEMBERS PRESENT: Anne White, Chair (via Zoom)  
 Russell Lassiter  
 Leary Winslow (via Zoom)  
 Amy Spough, Vice Chair (via Zoom)  
 Matthew Peeter  
 Arlene Yates (via Zoom)

MEMBERS ABSENT: None

**OTHERS PRESENT**

Frank Heath, County Manager  
 Tracy Mathews, County Finance Officer  
 James Bunch, Assistant Superintendent  
 Michelle Maddox, Chief Human Resources Officer  
 Mary Kaye Peele, Administrative Assistant  
 Mary Hunnicutt, Clerk to the Board  
 Tanya Turner, Superintendent  
 Rube Blanchard, Finance Officer  
 Jamie Johnson, Director of Maintenance  
 Martha Nixon - Chief Technology Officer

Board of Education Chair Anne White called the meeting to order. Matthew Peeter led the pledge and Vice Chair Spough gave the invocation. Dr. White had Ms. Peele call the roll. The above individuals were present either via Zoom or in the Board Room at the Central Office. After approving the Agenda, Dr. White welcomed everyone and then turned the meeting over to Superintendent Tanya Turner.

**BUDGET FOR FY 2020-2021**

Ms. Turner presented the following spreadsheets:

Capital Outlay Budget Highlights FY 2019-2020	FY 2019-2020 Capital Outlay Funding Sources
A Review of Their Capital Outlay	Pictures of their repairs
A List of Projects to be Completed by June 30 <sup>th</sup>	FY 2020-2021 Capital Outlay Budget Needs
FY 2020-2021 Capital Outlay Prioritized Needs	Pictures of the FY 2020-2021 Needs
FY 2020-2021 Technology Request/Need	

Mr. Blanchard presented the following Current Expense Requests for FY 2020-2021:

Chart of Projected ADM No. of Students for FY 2020-2021	Budget Comparisons for 2019-2020 & 2020-2021
Local Revenues from FY 2013 through FY 2020	Historical Fund Balance Report
Additional Expenditures for FY 2020-2021	Retirement Contributions Increase 1.64%
Hospitalization Costs -- increase of \$341/employee	Bridge Closures

Mr. Bunch presented the following information on SRO Officers for FY 2020-2021:

FY 2019-2020 SRO Expenses	FY 2019-2020 Additional Law Enforcement Expenses
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Ms. Maddox presented the information on personnel matters for FY 2020-2021 along with their final recommendation of funding for FY 2020-2021 as follows:

**2020-2021 Local Current Expense Request**

2019-2020 County Appropriation:	\$2,900,000
Additional Expenditures	594,272
Reductions in Personnel	-320,535
Current Expenses Request:	<u>\$3,173,737</u>
Increase from Last Year's Appropriation	\$273,737

**2020-2021 Total Budget Summary of Requests**

Capital Outlay Requests:		
Priority 1:	\$569,744	
Priority 2:	74,990	
Priority 3:	534,515	
Priority 4:	<u>288,067</u>	
Total (Priorities 1-4)		\$1,467,316
Technology Request		\$142,387
Current Expense Request		<u>\$3,173,737</u>

**CLOSING REMARKS AND QUESTIONS**

Ms. Turner said that this concluded their budget presentation and thanked the County for their continued support of the School System. She asked if there were any questions from the Boards. The following questions were asked:

- > **Commissioner Lennon:** Mr. Lennon referred to the pie charts showing Budget Comparisons and it showed a reduction in Federal funding. Could they explain why this happened? Mr. Blanchard answered his question.
- > **County Manager Heath:** Mr. Heath asked if the schools being physically out of session affected this year's budget in any way. Mr. Blanchard explained that he is still working on those figures. They may not know the final figures until June. Mr. Heath asked several other questions regarding this year's budget and if Ms. Turner had heard anything from the State about assistance for schools. He also asked if there were any protocols in place for next year. Mr. Blanchard and Ms. Turner answered his questions. Mr. Heath also thanked Ms. Turner in her work in conjunction with our Emergency Management Program in distributing meals. This has really been a good thing for the County residents and a great success. He said thank you to the schools for their hard work in that program.
- > **Chairman Nelson:** Mr. Nelson asked if the capital outlay priority lists included all the items that the Board discussed during their tour of the four schools. Ms. Turner said that it did in addition to items from last year's list that has not been done yet. She also said that they eliminated some of the items from last year's list. Mr. Heath asked about the kitchen items. Ms. Turner stated that those items were budgeted to complete by June 30<sup>th</sup> of this year but, due to the reduction in Sales Tax Revenues, they will have to move those items to Priority 1 and Priority 2 lists for next year.

Mr. Heath asked Mary Kaye Peele and Ms. Turner to provide him with a copy of their presentation and he would distribute it to the Board. They said that they would e-mail it to him tomorrow. Mr. Nelson asked if they would update the list of priorities as soon as they can to include the items that were not completed by June 30<sup>th</sup>. Ms. Turner said that it would be about \$15,000 additional costs. The other item that was listed to be completed by June 30<sup>th</sup> was the ramp for the graduation which was \$7,500. She further explained that they had applied for a \$25,000 kitchen grant but have not been awarded the funds. Ms. Turner thanked the County again for their continued support of the School System.

**ADJOURNMENT**

There being no further questions or comments, Chairman Nelson expressed his appreciation to Superintendent Turner, the Board of Education, and the School System administration and staff for their transparency in their presentation tonight and thanked them for their hard work. Chair White made closing comments and asked that, during this time in our country, she would like to give the group an opportunity to salute local heroes. She first of all stated that she thanked the Board and the County staff for all their work during this COVID-19 Pandemic. She said that she cannot name them all but did want to mention a few. In addition to the usual individuals in leadership, she would like to salute Mr. Charles Woodard as one of our hometown heroes. At risk to himself, he has been at his store every day to make sure our residents have their medications. In addition, she would like to salute our superintendent who has gone over and beyond her duties during this time. She did everything possible to make sure that our students would maintain a good education and all of our teachers who have gone out and interacted with their students and cited the example of delivering the "Senior Graduate Signs" to the graduating seniors. She asked if there were any other comments. After her comments, she adjourned the meeting at 8:05 p.m.

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

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

\*\*\*\*\*

WORK SESSION  
April 20, 2019  
7:00 p.m.

The Perquimans County Board of Commissioners Work Session on April 20, 2020 was cancelled to allow more time for the Board of Education to present their budget information.

\*\*\*\*\*

DEPARTMENTAL BUDGET PRESENTATIONS  
April 29, 2020  
5:00 p.m.

The Perquimans County Board of Commissioners met to receive the Departmental Budget Presentations on Monday, April 29, 2020, at 5:00 p.m. in the Auditorium located in the Emergency Services Building.

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

MEMBERS ABSENT: Charles Woodard

OTHERS PRESENT: Frank Heath, County Manager/Deputy Clerk to the Board  
Tracy Mathews, Finance Officer

**DEPARTMENTAL BUDGET PRESENTATIONS**

The following department supervisors presented their budget requests for FY 2020-2021:

- > 5:00 p.m. – Bill Jennings - Tax Department
- > 5:30 p.m. – Jacob Peele – Soil Conservation
- > 6:00 p.m. – Nick Lohies – Water Department
- > 6:30 p.m. – Holly Hunter – Board of Elections
- > 7:00 p.m. – Virgil Parrish – Inspections
- > 7:30 p.m. – Beverly Gregory – Senior Center

**ADJOURNMENT**

After the last Departmental Budget Presentation, the meeting was adjourned.

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

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

\*\*\*\*\*

**DEPARTMENTAL BUDGET PRESENTATIONS**

April 30, 2020

5:00 p.m.

The Perquimans County Board of Commissioners met to receive the Departmental Budget Presentations on Monday, April 30, 2020, at 5:00 p.m. in the Auditorium located in the Emergency Services Building.

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

MEMBERS ABSENT: None

OTHERS PRESENT: Frank Heath, County Manager/Deputy Clerk to the Board  
Tracy Mathews, Finance Officer

**DEPARTMENTAL BUDGET PRESENTATIONS**

The following department supervisors presented their budget requests for FY 2020-2021:

- > 5:00 p.m. – Howard Williams – Recreation Department
- > 5:30 p.m. – Jewel Winslow – Cooperative Extension
- > 6:00 p.m. – Shelby White – Sheriff's Department
- > 6:30 p.m. – Jackie Frierson – Register of Deeds
- > 7:00 p.m. – Jonathan Nixon – EMS/Emergency Management/Communications

**ADJOURNMENT**

After the last Departmental Budget Presentation, the meeting was adjourned.

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

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

\*\*\*\*\*

**From:** Matt Leicester [mailto:mleicester23@gmail.com]  
**Sent:** Friday, April 10, 2020 11:28 AM  
**To:** jnixon@perquimanscountync.gov  
**Cc:** adminems@perquimanscountync.gov; frankheath@perquimanscountync.gov; mhunnicutt@perquimanscountync.gov; tracymathews@perquimanscountync.gov  
**Subject:** [External] Re: [External] Leave of Absence

Will do, and I'll be sure to supply a return to work form prior to being cleared.

On Fri, Apr 10, 2020 at 11:26 AM <jnixon@perquimanscountync.gov> wrote:

Matt,

Thanks for formalizing this request and hope your treatment/recovery is short-lived. Your leave of absence is approved through July 15<sup>th</sup>. Please keep us posted on your progress.

Thanks,

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

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

**From:** Matt Leicester <mleicester23@gmail.com>  
**Sent:** Friday, April 10, 2020 9:19 AM  
**To:** Jonathan <jnixon@perquimanscountync.gov>  
**Subject:** [External] Leave of Absence

Good morning Jonathan.

I am requesting a leave of absence from Perquimans County Emergency Services, beginning April 8, 2020, and continuing for at least 90 days.

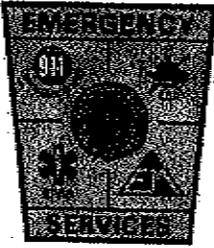
As we previously discussed, given the current status of the Covid-19 situation and the likely need for me to go dedicate more time and limit my exposure outside of my primary employer, we had already determined that I would be removed from the schedule for my shifts in April and I did not submit time for May due to not knowing if I would truly be available to work shifts at that point.

Since our discussion, I've also been placed in a walking boot due to a probable torn ligament in my right ankle. I will be in that boot for at least 6 weeks, and surgery is possible. While surgery is possible, it unknown for sure at this time if it will be needed, or when I would even be able to get the surgery performed because of the Covid-19 outbreak.

In light of these circumstances, I feel it best for me to be on a formal leave of absence in order to prevent myself from failing to meet the employee expectations policy specifically regarding availability and required hours/shifts worked.

Thank you for your time and consideration.

Matt Leicester, MBA, Paramedic



**PERQUIMANS COUNTY EMERGENCY SERVICES**

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

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

**Jonathan A. Nixon, Emergency Services Director**

April 6/2020

John Jones  
1245 Macedonia Road  
Edenton, NC 27932

RE: Removal From EMS Roster

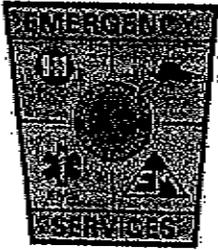
Mr. Jones,

On April 4 2020, Emergency Services staff were notified of the need to don a surgical / earloop mask at all times while at the station. After a discussion you reported that if you had to wear a mask you would just go home. You clocked out of your shift at 21:00 and left the station, knowing the shift would be short staffed.

During this global pandemic the need to keep our employees safe is paramount and there is no room for an individual to ignore a directive and walk away. With that said, you are being removed from our EMS roster immediately. You are no longer affiliated with Perquimans County Emergency Services and all uniform items and key fob must be returned immediately.

  
Jonathan A. Nixon, Director  
Perquimans County Emergency Services

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



**PERQUIMANS COUNTY EMERGENCY SERVICES**

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

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

**Jonathan A. Nixon, Emergency Services Director**

---

Cody Cornelius  
311 Reggie Owens Drive  
Harbinger, NC 27941

April 6, 2020

Mr. Cornelius,

This is a follow-up letter regarding the letter dated March 10, 2020. You should have received a letter requesting you contact the Perquimans Emergency Services Director with your intentions with continued employment in our system and since you have failed to communicate with the Director regarding your intentions, we are removing you from Perquimans EMS System Roster.

Your past service to the community is appreciated. At this time, you are no longer affiliated with Perquimans County Emergency Services and all uniform items and key fob should be returned immediately.

Regards,

  
Jonathan Nixon, Director  
Perquimans Emergency Services

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

EMPLOYMENT ACTION FORM

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

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kristin Lassiter  
POSITION: IMC III *Lead Worker*

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

EMPLOYEE EFFECTIVE DATE: May 1, 2020

GRADE: 65                      STEP: 5                      SALARY: \$ 36,682.

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE:                      STEP:                      SALARY:

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date  
GRADE:      STEP:      SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

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

DATE OF EMPLOYEE TERMINATION:

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP RAISE:

Date:                      GRADE:                      STEP:                      SALARY: \$

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

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

*Suzan M Chaney*

DATE: April 29, 2020 \_\_\_\_\_

COUNTY MANAGER APPROVAL

*Frank Heath*

DATE: 4/30/20

FINANCE OFFICER

\_\_\_\_\_

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

PERQUIMANS COUNTY  
DEPARTMENT OF SOCIAL SERVICES

P.O. BOX 107  
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD

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

252-426-7373 – FAX 426-1240

DIRECTOR  
Susan M. Chaney

MEMORANDUM

Date: April 29, 2020

To: Frank Heath, County Manager  
Tracy Mathews, County Finance  
Mary Hunnicutt, Clerk to the Board

From: Susan Chaney *Susan Chaney*

Subject: Kristin Lassiter

Enclosed please find an Employee Action Form for Kristin Lassiter. I am promoting Ms. Lassiter to the Lead Worker position in the Food & Nutrition, Energy, and Program Integrity unit. She has been assisting her supervisor in some duties that would be considered lead worker responsibilities for the past year. This was a position that was budgeted in the current 2019-2020 fiscal year.

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

**Perquimans County's Vision**

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

EMPLOYMENT ACTION FORM

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

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Rebecca Corprew SOC.: SEC. NO.:  
POSITION: IMS II / Interim Fiscal Administrative DEPT.: Social Services  
Officer

EMPLOYEE EFFECTIVE DATE: May 1, 2020

GRADE: 67 STEP: 9 SALARY: \$ 44,162.

\*\*This is an Interim position until the Administrative Officer is released to come back to work.

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date  
GRADE: STEP: SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

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

DATE OF EMPLOYEE TERMINATION:

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP RAISE:

Date: GRADE: STEP: SALARY: \$

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

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Susan M Chaney

Frank Heath

DATE: April 29, 2020 \_\_\_\_\_

DATE: 4/30/20 \_\_\_\_\_

FINANCE OFFICER

\_\_\_\_\_

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

**PERQUIMANS COUNTY  
DEPARTMENT OF SOCIAL SERVICES**

P.O. BOX 107  
Hertford, North Carolina 27944

**SOCIAL SERVICES BOARD**

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

252-426-7373 – FAX 426-1240

**DIRECTOR**  
Susan M. Chaney

**MEMORANDUM**

Date: April 29, 2020

To: Frank Heath, County Manager  
Tracy Mathews, County Finance  
Mary Hunnicutt, Clerk to the Board

From: Susan Chaney *Susan Chaney*

Subject: Rebecca Corprew

Enclosed please find an Employee Action Form for Rebecca Corprew. Due to the current medical leave of Ms. Elliott, I am appointing Ms. Corprew as an Interim Fiscal Officer. Ms. Corprew will continue the oversight of the Food & Nutrition, Energy, and Program Integrity unit with the assistance of the lead worker, and will absorb some added responsibilities and fiscal duties. Ms. Corprew has been assisting with some of the workload but not in an official capacity and without compensation. Upon the return of Ms. Elliott, Ms. Corprew will return to her current capacity and pay within the agency. Thank you for the opportunity to allow this Interim position to relieve some of the work of two positions from me.

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

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 4/30/2020

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Robert Elliott

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

POSITION: Water Tech I

DEPT.: Water

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

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

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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

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

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

4/30/20 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date      GRADE: 58 STEP: 7 SALARY: \$28,304

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: 4/30/2020

Frank Heath  
DATE: 4/30/2020

FINANCE OFFICER

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 1, 2020

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Anna Johnson 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.

5-1-20 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

Date GRADE: 62 STEP: 3 SALARY: \$30,611 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: 5-1-2020

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 5/1/2020

FINANCE OFFICER

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 1, 2020

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Zeb Daneker SOC. SEC. NO.: \_\_\_\_\_

POSITION: Certified Part-Time PERMANENT 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: 6 SALARY: \$15.84 / 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: 5-1-2020

COUNTY MANAGER APPROVAL  
[Signature]  
DATE: 5/1/2020

FINANCE OFFICER  
\_\_\_\_\_  
DATE: \_\_\_\_\_

EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 1, 2020

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Steve Pyle SOC. SEC. NO.: \_\_\_\_\_

POSITION: Certified Part-Time PERMANENT 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: 6 SALARY: \$15.84 / 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

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 5-1-2020

[Signature: Frank Heath]  
DATE: 5/1/2020

FINANCE OFFICER

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

**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**GENERAL FUNDS**  
**NO. 16**

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

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-530-020	Fire Marshall - Salary		8,309
10-530-140	Travel	109	
10-530-160	Maintenance/Repair Equipment - FM	1,700	
10-530-161	Maintenance/Repair Equipment - EM	2,000	
10-530-171	Maintenance/Repair Vehicles	4,500	
<b>EXPLANATION:</b> To amend FY 18/20 budget to add funds to cover expenses.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 4th DAY OF MAY, 2020.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 4th DAY OF MAY, 2020.

\_\_\_\_\_  
 Chairman, Board of Commissioners

\_\_\_\_\_  
 Finance Officer



MARY P. HUNNICUTT  
CLERK TO BOARD

W. FRANK HEATH, III  
COUNTY MANAGER

# 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

### Older Americans Month 2020 A PROCLAMATION

Whereas, Perquimans County includes a growing number of older Americans who make countless contributions to our community every day includes a growing number of older Americans who enrich and strengthen our community; and

Whereas, Perquimans County is stronger when people of all ages, abilities, and backgrounds are included and encouraged to make their mark; and

Whereas, Perquimans County recognizes the importance of the physical, mental, social, and emotional well-being of its citizens; and

Whereas, Perquimans County can support our community members by:

- promoting independence, inclusion, and participation;
- engaging older adults through education, recreation, and service; and
- connecting people with opportunities to share their time, experience, and talents.

Now therefore, we, the Perquimans County Board of Commissioner, do hereby proclaim May 2020 to be Older Americans Month. The Perquimans County Board of Commissioners urges every resident to recognize older adults and the people who support them as essential members of our community.

ADOPTED the 4<sup>th</sup> day of May, 2020.

\_\_\_\_\_  
Wallace E. Nelson, Chairman  
Perquimans County Board of Commissioners

ATTESTED:

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

(SEAL)

**Perquimans County's Vision:**

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

**Mary Hunnicutt**

---

**From:** Laura Alvarico <lalvarico@accog.org>  
**Sent:** Friday, April 24, 2020 4:18 PM  
**To:** kdavis@camdencountync.gov; Leeann.Walton@currituckcountync.gov;  
 cheryl.anby@darenc.com; susanne.stallings@chowan.nc.gov;  
 miawrence@gatescountync.gov; rjohnson@hydecourtync.gov; Lynn Scott;  
 mhunnicutt@perquimanscountync.gov; jbenett@washconc.org; pennyowe  
**Cc:** Laura Alvarico  
**Subject:** [External] Older American's Month Proclamation  
**Attachments:** Proclamation- OAM20.docx

Good afternoon. I hope this email finds you all well.

Every May, the Administration for Community Living leads our nation's observance of Older Americans Month.

This year's theme, Make Your Mark, was selected to encourage and celebrate countless contributions that older adults make to our communities. Their time, experience, and talents benefit family, peers, and neighbors every day. Communities, organizations, and individuals of all ages are also making their marks. This year's theme highlights the difference everyone can make – in the lives of older adults, in support of caregivers, and to strengthen communities.

With all that is currently going on in our world today, I think this theme is most appropriate. I hope that your county will join us in celebrating the contribution of older adults and those who are serving older adults throughout our community!

Attached is a sample proclamation. Please let me know when it is scheduled to be on the agenda and if you have any questions or concerns.

Thank you for all that you do.

Regards,

*Laura Alvarico, MBA*  
 Director, Area Agency on Aging  
 Albemarle Commission  
 512 South Church St.  
 Hertford, NC 27944  
 252-426-5753 ext 7078  
 Direct Line- 252-404-7078  
[lalvarico@accog.org](mailto:lalvarico@accog.org)

\*\* Please note my new direct phone number and extension \*\*



April 13, 2020

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

Ladies and Gentlemen:

I am pleased to confirm our understanding of the services I am to provide for Perquimans County.

We will examine the census data and related underlying payroll records of Perquimans County as of December 31, 2019.

The objective of my examination is to express an opinion as to whether your employee census data reported to the Department of State Treasurer's Retirement Systems Division presents complete and accurate employee census data, in all material respects, in conformity with the criteria set forth by the Retirement System's Handbook, revised January 2019.

My examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Accordingly, it will include examining, on a test basis, your records and other procedures to obtain evidence necessary to enable us to express my opinion. I will issue a written report upon completion of my examination. My report will be addressed to the Board of Commissioners of Perquimans County. I cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for me to modify my opinion. If my opinion is other than unmodified, I will discuss the reasons with you in advance. If, for any reason, I am unable to complete the examination or are unable to form or have not formed an opinion, I may decline to express an opinion or may withdraw from this engagement.

Because of the inherent limitations of an examination engagement, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected, even though the examination is properly planned and performed in accordance with the attestation standards.

Because the subject matter is measured against criteria that are only appropriate for or available to certain parties, my report is intended solely for the information and use of Perquimans County, the North Carolina Department of State Treasurer, and the North Carolina Office of the State Auditor. It is not intended to be and should not be used by anyone other than these specified parties.

I will plan and perform the examination to obtain reasonable assurance about whether employee census data and related underlying payroll records are in accordance with criteria set forth by the Retirement System's Handbook revised January 2019. My engagement will not include a detailed inspection of every transaction and cannot be relied on to disclose all material errors, or known and suspected fraud or noncompliance with laws or regulations, or internal control deficiencies that may exist. However, I will inform you of any known and suspected fraud and noncompliance with laws or regulations, internal control deficiencies identified during the engagement, and uncorrected misstatements that come to my attention unless clearly trivial.

I understand that you will provide me with the information required for my examination and that you are

You are responsible for the presentation of the employee census data and related underlying payroll records in accordance with criteria set forth by the Retirement System's Handbook revised January 2019; and for selecting the criteria and determining that such criteria are appropriate for your purposes. You are responsible for, and agree to provide me with, a written assertion about whether the employee census data and underlying payroll records are complete and accurate based on the criteria set by the Retirement System's Handbook revised January 2019. Failure to provide such an assertion will result in my withdrawal from the engagement. You are also responsible for providing me with (1) access to all information of which you are aware that is relevant to the measurement, evaluation, or disclosure of the subject matter; (2) additional information that I may request for the purpose of the examination; and (3) unrestricted access to persons within the entity from whom I determine it necessary to obtain evidence.

At the conclusion of the engagement, you agree to provide me with certain written representations in the form of a representation letter.

Donna H. Winborne is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

I estimate that my fees for these services will be \$3,700. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the examination. If significant additional time is necessary, I will discuss it with you and arrive at a new fee estimate before I incur the additional costs. 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 will not be resumed until your account is paid in full. If I elect to terminate our services for nonpayment, my engagement will be deemed to have been completed upon written notification of termination, even if I have not completed my report. You will be obligated to compensate me for all time expended and to reimburse me for all out-of-pocket expenditures through the date of termination.

I appreciate the opportunity to be of service to you 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 my 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.

Governance Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Management Signature: \_\_\_\_\_

Date: \_\_\_\_\_

NORTH CAROLINA

PERQUIMANS COUNTY

LEASE AGREEMENT

THIS LEASE AGREEMENT, made this the 4<sup>th</sup> day of May, 2020, by and between the PERQUIMANS COUNTY BOARD OF EDUCATION, whose address is P. O. Box 337, Hertford, NC, Lessor and PERQUIMANS COUNTY, a body politic and corporate of the State of North Carolina whose address is P. O. Box 45, Hertford, NC 27944, Lessee;

WITNESSETH:

THAT subject to the terms and conditions hereinafter set forth, said Lessor does hereby let and lease unto Lessee and said Lessee does hereby accept as Lessee of Lessor a certain parcel of land lying and being in the Town of Hertford, Hertford Township, Perquimans County, North Carolina, more particularly described as follows:

Beginning at a set PK nail at the southern edge of the right-of-way of King Street, said PK nail being easterly 182.50 feet from the intersection of the southern edge of the right-of-way of King Street with the eastern edge of the right-of-way of Edenton Road Street, thence south 79°00' 00" east 125 feet to a 4-inch iron pipe, thence south 11° 00' 00" west 75 feet to a set iron pin, thence north 79° 00' 00" west 125 feet to a set iron pin, thence north 11° 00' 00" east 75 feet to a set PK nail, the place of beginning. This tract contains 9,375 square feet and is shown on the map entitled "A SURVEY AND PLAT FOR PERQUIMANS COUNTY (KING STREET BASKETBALL COURT)" prepared by Josiah A. Webb, III, Registered Surveyor, L-2989, attached hereto and made a part hereof. This lot is a portion of the old King Street School property.

THE TERMS AND CONDITIONS ABOVE REFERRED TO ARE AS FOLLOWS:

1. TERM. This lease shall begin as of 1 June 2020 and shall exist and continue until and including the 31st day of May 2040.
2. RENTAL. As rental for said premises Lessee shall pay being the total consideration for the entire twenty year term hereof.

3. IMPROVEMENTS BY LESSEE. Lessee shall at all times during the term of this lease have the right to construct and maintain a basketball court and all of the usual, appropriate, and necessary accessories pertaining thereto. The Lessee shall also have the right to install a fence around the premises and to maintain the same.

4. USE OF PREMISES. It is expressly agreed that the leased premises shall during the term of this lease be used exclusively for a public basketball court to be used at such times by the public as Lessee shall deem appropriate.

5. ASSIGNMENT AND SUBLETTING. Lessee shall not assign this lease or sublet any part of the leased property without the written consent of the Lessor.

6. LIABILITY. Lessee shall indemnify the Lessor and hold the Lessor harmless of and from all liability for personal injury and property damage relating to the premises during the term of this lease.

7. TRASH. Lessee will Monday through Friday of each week pick up all paper and trash on said property and outside said property within twenty feet of the perimeter of said property and will place the same in a trash container to be provided by the Lessee and located upon the property. Lessee will dispose of the contents of this container once a week or more often if needed.

8. SECURITY. Lessee will make a request to the Town of Hertford Police Department that the Department regularly patrol this area, especially in the evening after the facility is closed.

IN TESTIMONY WHEREOF, the Perquimans County Board of Education has caused this instrument to be signed by its Chairman, attested by its Secretary and has caused the official seal of the Perquimans County Board of Education to be affixed hereto and Perquimans County, through its Board of Commissioners, has caused this instrument to be signed by the Chairman of said Board, attested by the Clerk of said Board and has caused the official seal of the County to be affixed hereto the day and year first above written.

LESSOR:  
PERQUIMANS COUNTY BOARD  
OF EDUCATION

By: \_\_\_\_\_  
Chairman, Perquimans County  
Board of Education

ATTEST:

\_\_\_\_\_  
Secretary to the Perquimans  
County Board of Education

LESSEE:  
PERQUIMANS COUNTY

By: \_\_\_\_\_  
Chairman, Board of Commissioners of  
Perquimans County

ATTEST:

\_\_\_\_\_  
Clerk to the Board of  
Commissioners of Perquimans County

STATE OF NORTH CAROLINA  
COUNTY OF PERQUIMANS

I, \_\_\_\_\_, a Notary Public of the County and State  
aforesaid, certify that \_\_\_\_\_, personally came before me this day and  
acknowledged that he is Secretary of the Perquimans County Board of Education, and that by authority  
duly given and as the act of said Board, the foregoing instrument was signed in its name by its Chairman,  
sealed with its corporate seal and attested by her as its Clerk.

Witness my hand and official stamp or seal, this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

STATE OF NORTH CAROLINA  
COUNTY OF PERQUIMANS

I, \_\_\_\_\_, a Notary Public of the County and State  
aforesaid, certify that \_\_\_\_\_, personally came before me this day and  
acknowledged that she is Clerk to the Board of Commissioners of Perquimans County, and that by  
authority duly given and as the act of said Board, the foregoing instrument was signed in its name by its  
Chairman, sealed with its corporate seal and attested by her as its Clerk.

Witness my hand and official stamp or seal, this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Notary Public

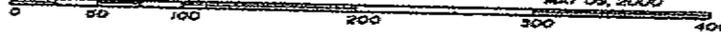
My commission expires: \_\_\_\_\_

A SURVEY AND PLAT FOR  
**PERQUIMANS COUNTY**

( KING STREET BASKETBALL COURT )  
 HERTFORD TOWNSHIP

PERQUIMANS COUNTY, NORTH CAROLINA

SCALE : 1" = 100'

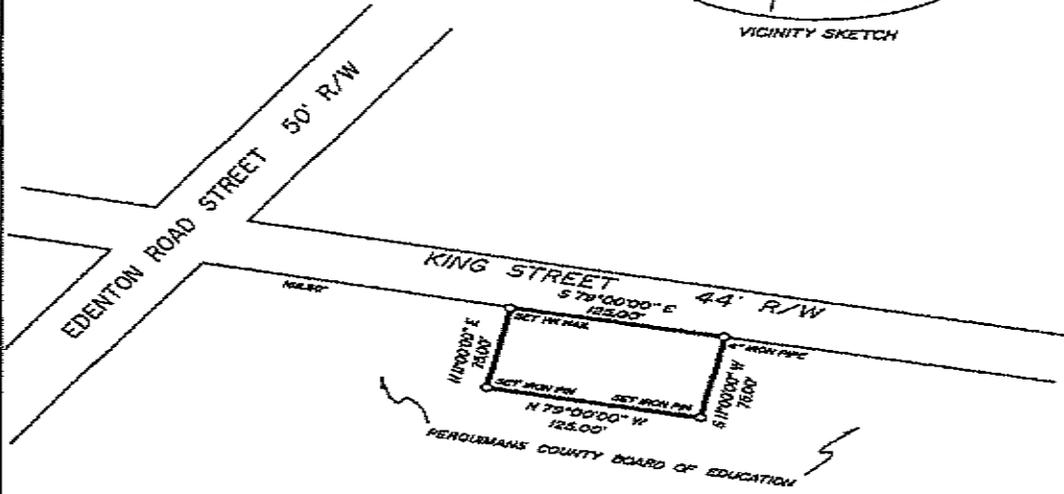
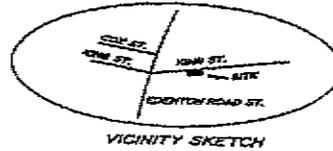
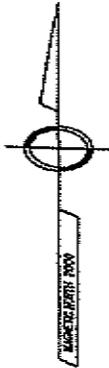


MAY 09, 2000

THIS SURVEY IS FOR LEASE PURPOSES, AND IS THEREFORE AN EXCEPTION TO THE TOWN OF HERTFORD SUBDIVISION ORDINANCE.

*JOSIAH A. WEBB III*

AREA BY COORDINATES = 9,375 SQUARE FEET



NORTH CAROLINA  
 CHOWAN COUNTY

I, JOSIAH A. WEBB III, CERTIFY THAT THIS PLAT WAS DRAWN FROM AN ACTUAL SURVEY CONDUCTED BY ME, THAT THE ERROR OF CLOSURE AS CALCULATED BY LATITUDES AND DEPARTURES IS 1 : 10,000.  
 WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL, THIS 12th DAY OF MAY, 2000.

*JOSIAH A. WEBB III*  
 JOSIAH A. WEBB III      L-2989      EDENTON, N. C.



FOR  
INFORMATION  
ONLY  
ITEMS



# 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

### MEMORANDUM

**TO:** Perquimans County Board of Commissioners

**FROM:** Mary P. Hunnicutt, Clerk to the Board *Mary*

**DATE:** May 4, 2020

**RE:** **COMMUNITY ADVISORY COMMITTEE APPOINTMENTS**

As reported to you during our March, 2020 meeting, we currently have four (4) vacancies on this Committee. At this time, Dr. Anne White is completing her training. Once that is completed, Brandi Jordan, Regional R Long-Term Care Ombudsman, will send a recommendation to officially appoint her to this committee for a one-year initial term. Following her first term, she will be eligible to be reappointed for a three-year term.

Also in March, 2020, we received an application from Gary Kollmann who stated that he would be willing to serve where needed. Per your instructions, I contacted Mr. Kollmann to see if he was interested in serving on this committee and who to contact if he was interested. He informed me this month that he had been in contact with Jasmine Wilson of Albemarle Commission and that they were trying to set him up for his training.

On April 6<sup>th</sup>, we received an application from Dean Engelhardt stating that he was interested in serving on this Committee. I informed him to contact Brandi Jordan or Jasmine Wilson at Albemarle Commission. In addition, I forwarded a copy of his Statement of Interest to Service to Brandi and Jasmine. No new information is available at this time. I have followed up with them.

If all three of these individuals are recommended to serve, that will leave us with one vacancy. I may have to readvertise for this vacancy if I do not hear from anyone that would be interested. Should you know of someone that I should contact, please let me know.

Thanks.

**Perquimans County's Vision:**

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

# DEPARTMENT HEAD REPORTS

PLAT REVIEW LOG - PERQUIMANS COUNTY

April

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
JOSIAH WEBB	X	4-3-2020	X	RECOMBINATION PLAT .08AC CONVEYED
RALPH & COLLEEN MILLER				TO 4-0065-0072B FROM 4-0065-0072
PAUL J TOTI	X	4-6-2020	X	BOUNDRY & RECOMBINATION SURVEY
ADAM LASSITER				1-011-0040/1-0011-004A
RACKLEY LAND SURVEY	X	4-8-2020	X	EXEMPT SUBDIVISIOIN 1-0008-0001
				60.61
TONY WEBB	X	4-9-2020	X	RECOMBINATION PLAT PARCELS
LAIRD & TONI FENTRESS				5-D040-0270-W & 5-0051-021A-W
J H MILLER	X	4-9-2020	X	SUBDIVISION PLAT FOR 1-0017-0045 &
MARK BAKER				1-0017-0046-68.06AC & 8.81AC
J H MILLER	X	4-23-2020	X	RECOMBINATION SURVEY FOR LOTS
MAURICE & KAREN MANLEY				28,29 & 30 SECTION B HOLIDAY ISLAND
MARK PRUDEN	X	4-24-2020	X	SUBDIVISION PLAT FOR 1-0011-0060
PERCY L WINSLOW				CREATES 26.04 ACRES PARCEL
JOSIAH WEBB	X	4-27-2020	X	RECOMBINATION PLAT 2.3AC PORTION OF
JOSHUA SKINNER				5-0051-010C BEING MERGED W 5-0051-0010B

BISELL  
PO BOX 1068  
KITTY HAWK, NC 27949  
(252) 261-3266

J H MILLER JR  
166 COTTONWOOD DRIVE  
HERTFORD, NC 27944  
339-6932

MCKIM & CREED  
504 E ELIZABETH ST STE 1  
ELIZABETH CITY, NC 27909  
338-2929

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

SCOTT TEMPLE  
PO BOX 422  
ELIZABETH CITY, NC 27907  
330-4016

BOWMAN CONSULTING  
PAUL J TOTI  
131 MAIN STREET  
GATESVILLE, NC 27909  
357-1581

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

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

GLORIA ROGERS  
215 B STREET  
CAMDEN, NC 27921  
338-1415/333-8781

SL CARDWELL SURVEYING  
1206 FRANCIS STREET  
ELIZABETH CITY, NC 27909  
338-6328

CHARLES E BROWN, III  
2005 JOHNSON ROAD  
ELIZABETH CITY, NC 27909  
335-00928

PAT MCDOWELL  
PO BOX 391  
ELIZABETH CITY, NC 27909  
338-4161

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

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

TIMMONS GROUP  
1805 W CITY DR UNIT E  
ELIZABETH CITY, NC 27909  
(252) 621-5030

TONY WEBB PO BOX 381 EDENTON, NC 27932 (252) 482-3066

PERQUIMANS COUNTY  
OFFICIAL REPORT

Date: April 2020

Board of Commissioners:  
Finance Officer:

I wish to report that during April 2020 I received the following funds which were duly deposited in the County's depository on the dates and in the amounts as shown:

DATE	BUILDING PERMITS	#	ELECTRICAL PERMITS	#	PLUMBING PERMITS	#	INSULATION PERMITS	#	MECHANICAL PERMITS	#	MOBILE HOME	#	STATE TAX	MISC	TOTAL DEPOSITED
4/1/2020														\$305	\$305
4/2/2020															\$0
4/3/2020									\$55	1				\$50	\$105
4/4/2020															\$0
4/5/2020															\$0
4/6/2020	\$50	1	\$60	1	\$0	2			\$385	2					\$495
4/7/2020									\$55	1					\$55
4/8/2020	\$112	1					\$50	1	\$110	2			\$10		\$282
4/9/2020									\$110	2					\$110
4/10/2020															\$0
4/11/2020															\$0
4/12/2020			\$60	1	\$50	1			\$55	1					\$165
4/13/2020					\$65	1			\$55	1					\$120
4/14/2020	\$1,865	4													\$1,865
4/15/2020	\$674	1	\$82	1					\$55	1					\$811
4/16/2020															\$0
4/17/2020															\$0
4/18/2020															\$0
4/19/2020															\$0
4/20/2020			\$70	1					\$55	1				\$50	\$175
4/21/2020	\$50	1	\$130	2											\$180
4/22/2020															\$0
4/23/2020									\$165	3				\$75	\$240
4/24/2020			\$110	2					\$110	2					\$220
4/25/2020															\$0
4/26/2020															\$0
4/27/2020			\$142	1											\$142
4/28/2020															\$0
4/29/2020															\$0
4/30/2020															\$0
															\$0
<b>TOTAL</b>	<b>\$2,751</b>	<b>8</b>	<b>\$654</b>	<b>9</b>	<b>\$115</b>	<b>4</b>	<b>\$50</b>	<b>1</b>	<b>\$1,210</b>	<b>17</b>	<b>\$0</b>	<b>0</b>	<b>\$10</b>	<b>\$480</b>	<b>\$5,270</b>

Signed: \_\_\_\_\_ Building Inspector

MARCH 2020

ROW REFERENCE	NEW COMMERCIAL			ADDITIONS			TRADE			ACCESSORY BUILDING			AGRICULTURE			RESIDENTIAL			OTHERS		DAILY TRL				
	County	Ward	Ward	County	Hertford	Ward	County	Hertford	Ward	County	Hertford	Ward	County	Hertford	Ward	County	Hertford	Ward	County	Hertford		Ward			
4/1/2020																						\$ 7,300.00	\$ 7,300.00		
4/2/2020																							\$ -	\$ -	
4/3/2020																							\$ -	\$ -	
4/4/2020																							\$ -	\$ -	
4/5/2020																							\$ -	\$ -	
4/8/2020														\$ 4,000.00								\$ 61,600.00	\$ 45,000.00	\$ 14,000.00	\$ 125,600.00
4/7/2020																						\$ 4,835.00	\$ 4,835.00		
4/8/2020							\$ 27,050.00															\$ 10,259.00	\$ 37,309.00		
4/8/2020																						\$ 5,422.00	\$ 5,295.00	\$ 10,717.00	
4/10/2020																							\$ -	\$ -	
4/11/2020																							\$ -	\$ -	
4/11/2020																							\$ -	\$ -	
4/13/2020																							\$ 8,000.00	\$ 8,000.00	
4/14/2020	\$ 345,900.00						\$ 19,500.00						\$ 17,500.00										\$ -	\$ 378,900.00	
4/14/2020																			\$ 156,000.00				\$ 9,500.00	\$ 165,500.00	
4/16/2020																							\$ 3,600.00	\$ 15,644.00	
4/17/2020																							\$ -	\$ -	
4/18/2020																							\$ -	\$ -	
4/19/2020																							\$ -	\$ -	
4/20/2020																							\$ 5,252.00	\$ 5,252.00	
4/21/2020																							\$ 16,400.00	\$ 16,400.00	
4/22/2020																							\$ -	\$ -	
4/23/2020																							\$ 33,388.00	\$ 33,388.00	
4/24/2020																							\$ 15,239.00	\$ 2,825.00	\$ 18,164.00
4/25/2020																							\$ -	\$ -	
4/26/2020																							\$ -	\$ -	
4/27/2020																							\$ 142.00	\$ 142.00	
4/28/2020																							\$ -	\$ -	
4/29/2020																							\$ -	\$ -	
4/30/2020																							\$ -	\$ -	
	\$ 345,900.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,550.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,500.00	\$ 4,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 177,236.00	\$ 52,395.00	\$ 32,409.00	\$ 824,950.00

# Case Detail Report

4/1/2020 - 4/27/2020

Case #	Case Date	Assigned To	Main Status	Violation	Parcel Address
36	4/24/2020	Erle Solesbee	Open	junk vehicle	483 DEEP CREEK RD
35	4/24/2020	Erle Solesbee	Open	solid waste	113 RED BANK RD
34	4/24/2020	Erle Solesbee	Open	abandoned house	125 MARTIN LN

Total Records: 3

Page: 1 of 1

4/27/20



Perquimans County  
 Fire Marshal's Office  
 104 Dobbs Street  
 Hertford NC, 27944  
 Telephone 252-426-8283

### **Fire Inspections**

- Perquimans County Senior Center
- Final inspection at Landings of the Albemarle
- Foster home – 718 Whedbee Drive
- Foster home – 118 Brayden Drive
- Daycare – The Learning Center
- Daycare – Faith Child Care
- Camp Cale Sprinkler inspection

### **Plans Reviews**

- Camp Cale – Fire Sprinkler System

### **Illegal burns**

- Grassy Point subdivision

### **Asbestos Inspections for Fire Department Live Burns**

- 1138 Woodville Road (Control burn)

### **Fire Investigations**

- Structure Fire, 272 Joppa Road, Hobbsville

### **Miscellaneous**

- Installed bed cover on Fire Marshal vehicle
- Completed NC Certified Fire Investigator re-certification
- Revised Special Events policy
- Created files for all existing County businesses
- Picked up supplies for vehicle (jumper cables, investigative tools, etc.)
- Assisted building inspections with walk-ins
- Prepared office to be safe for customers and staff regarding Covid-19
- Created fire fee schedule for budget presentation
- Completed fire marshal budget proposal
- Completed law enforcement continuing education training hours
- Delivered Meals on Wheels
- Picked up truck parts from Truck Accessory Center in Moyock

- Picked up investigation supplies from Lowes
- Checked in at Perquimans EOC
- Worked with Elizabeth City and Pasquotank Fire Marshal's Office to develop similar fees and fire inspection software, etc.
- Cleaned out old fire file cabinet, disposed of obsolete files and information

Respectfully submitted,

Barry A Overman, Fire Marshal



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

4/27/2020

Re: Agenda Packet Information

To: County Commissioners

From: Bill Jennings  
Tax Administrator

County Commissioners:

The Board of Equalization and Review will need to convene at the May 4<sup>th</sup> meeting. I will have the Oath's of Office prepared for your signature prior to the meeting. I have no scheduled appointments at this time. The Board of Equalization and Review is expected to adjourn on June 1, 2020.

I spoke with the Director of The Local Tax Division at The Department of Revenue to see if other Counties were postponing the Board of Equalization of Review meetings. He stated that since the proper dates were advertised according to Statute and that I had scheduled appeals, I would be fine to follow through with the meeting.

Thank you,  
Bill Jennings  
Tax Administrator  
Perquimans County



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- April 2020**

**GARNISHMENTS: \$2845.09**

**PAYMENT AGREEMENTS: \$12,499.49**

**DEBT SETOFFS: \$315.60**

# COMMITTEE REPORTS