

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
 June 1, 2020
 6:50 p.m.

Board of Equalization & Review to meet in Commissioners' Room at 6:45 p.m.
(See information under Department Head Reports)

- I. Call to Order
- II. Prayer & Pledge
- III. Public Hearing
 - A. Parent to Child Subdivision, requested by William & Earnestene Howell 6:50 p.m.
 - > To receive citizens' comments to consider a proposed parent-to-child subdivision by William & Earnestene Howell and Jacob Wills to gift deed a 1-acre parcel to daughter/niece Patrice Leigh and husband Andrew, located directly behind 1027 New Hope Road. Proposed lot would be a portion of Tax Parcels 4-0052-0001A and 4-0052-0002.
- IV. Approval of Agenda
- V. Consent Agenda

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

 - A. Approval of Minutes: May 4, 2020 Regular Meeting, Budget Work Sessions May 11, 26, 27, & May 18, 2020 Work Session (cancelled)
 - B. Personnel Matters
 - 1. Appointment: IMC I Working Toward IMC II - Family & Children's Medicaid (2)
 - 2. Appointment: IMC III (Lead Worker)
 - 3. Resignation: IMC III (Lead Worker)
 - 4. Extended Leave Time: Paramedic
 - 5. Appointment: Part-Time/Fill-In EMT (2)
 - 6. Appointment: Part-Time/Fill-In AEMT (1)
 - 7. Appointment: Part-Time/Fill-In Paramedic (2)
 - 8. Resignation: Part-Time/Fill-In AEMT
 - C. Step Increase
 - 1. Social Services (1)
 - 2. EMS (2)
 - 3. Sheriff's Office (2)
 - 4. Tax Department (1)
 - D. Budget Amendment No. 17 - 20
 - E. Juvenile Crime Prevention Council (JCPC) Documentation
 - 1. Certification for FY 2020-2021
 - 2. Inter-Agency Council Appointments for FY 2020-2021
 - F. Board Reappointments/Resignations
 - 1. Reappointment: Coastal Resources Commission
 - 2. Reappointment: Economic Improvement Council
 - 3. Resignations: Local Library Board (2)
 - 4. Reappointments: Recreation Advisory Board (3)
 - 5. Resignation: Recreation Advisory Board (1)
 - 6. Reappointment: Senior Tarheel Regional Advisory Board
 - 7. Reappointment: Tourism Development Authority - Industry Representative
 - G. FY 2019-2020 Budget Ordinance Correction
- VI. Scheduled Appointments
 - A. Susan Chaney, Social Services Director 7:00 p.m.
 - B. 7:05 p.m.
 - C. 7:10 p.m.

ACTION
TAKEN
LATER

ACTION
REQUIRED

NO
ACTION
REQUIRED

- NO ACTION REQUIRED
 - VII. Presentation of FY 2020-2021 Budget
 - VIII. Commissioner's Concerns/Committee Reports
 - A.
 - B.
 - C.
 - IX. Old Business
 - A. Updates from County Manager
 - B.
- ACTION REQUIRED
 - X. New Business
 - A. Planning Board Item: Parent to Child Subdivision – requested by William & Earnestene Howell
 - B. Albemarle Regional Hazard Mitigation Plan Resolution
 - C. Renewal of Debris Removal (CERES) and Debris Monitoring (Landfall Strategies) Contract Agreements
 - D.
 - E.
 - F.
- NO ACTION REQUIRED
 - XI. **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 mhunnicutt@perquimanscountync.gov.)
 - A.
 - B.
 - C.
- ACTION REQUIRED
 - XII. Adjournment

FOR INFORMATION ONLY:

- Letter from Perquimans County Schools Regarding Retirement Systems Division's Contribution-Based Cap Report

DEPARTMENT HEAD REPORT:

- Plat Log (April & May)
- Building Inspector's Report
- Code Enforcement's Report
- Information on Board of Equalization & Review
- Tax Department Report

COMMITTEE WRITTEN REPORTS:

-

NOTES FROM THE COUNTY MANAGER

June 1, 2020

6:50 p.m.

Board of Equalization & Review to meet in Auditorium at EMS Building at 6:45 p.m.

- III. **Enclosures:** Public Hearing is being held regarding the following matter:
 - A. **Parent to Child Subdivision, requested by William & Earnestene Howell**6:50 p.m.
 - To receive citizens' comments to consider a proposed parent-to-child subdivision by William & Earnestene Howell and Jacob Wills to gift deed a 1-acre parcel to daughter/niece Patrice Leigh and husband Andrew, located directly behind 1027 New Hope Road. Proposed lot would be a portion of Tax Parcels 4-0052-0001A and 4-0052-0002.
- V. **Enclosures.** Items included on the Consent Agenda are enclosed. *If you wish to discuss any of these items, please make that request during the meeting.*
- VI.A. Susan Chaney, Social Services Director, will present her monthly report.
- VII. County Manager Heath will present the FY 2020-2021 Budget to the Board and request to set up a Public Hearing for Monday, June 15, 2020. *(A copy of Budget Message will be provided to you on Monday.)*
- VIII.A. County Manager Heath will present several updates to the Board
- IX.A. **Enclosure.** A Public Hearing was held earlier in the meeting. The Board will need to take action on the Parent-to-Child Subdivision requested by William & Earnestene Howell.
- IX.B. **Enclosure.** The Board will need to take action on enclosed Resolution adopting the Albemarle Regional Hazard Mitigation Plan.
- IX.C. **Enclosures.** The Board will need to take action on enclosed Debris Removal (CERES) and Debris Monitoring (Landfall Strategies) Contract Agreements. The Debarment language was the only change in the contract.
- 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.*

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 – May 4, 2020 Regular Meeting, May 11, 2020 Budget Presentation – Board of Education & Social Services, and May 18, 2020 Regular Work Session (Cancelled)
- B. **Enclosures:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Sharell Kenedy	IMC I working against IMC II	Appointment	61/3	\$29,294	06/01/2020
Julie Shreckengast	IMC I working against IMC II	Appointment	61/3	\$29,294	06/01/2020
LaShawnda Graham-Wells	IMC III (Lead Worker)	Appointment	65/2	\$34,102	06/01/2020
Natalie Verner	IMC III (Lead Worker)	Resignation			
C.W. Wilson	Paramedic	Paid Leave of Absence	4 weeks		05/29/2020
Tiffany Haynes	PT/FI EMT	Appointment	63/1	\$14.65/hr.	06/01/2020
Mark Montgomery	PT/FI EMT	Appointment	63/1	\$14.65/hr.	06/01/2020
Katrina Aydelett-White	PT/FI AEMT	Appointment	66/1	\$16.72/hr.	06/01/2020
Nicole Anderson	PT/FI Paramedic	Appointment	68/1	\$18.25/hr.	06/01/2020
Alexander Zobel	PT/FT Paramedic	Appointment	68/1	\$18.25/hr.	06/01/2020
Madeline Lighthill	PT/FI AEMT	Resignation			06/16/2020

- C. **Enclosures:** During the Budget process, the following step/merit increases were approved for the employee. The following individuals are being recommended by their supervisor for step/merit increases:

Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Amy Felton	Social Worker IA&T	70/4	\$44,624	06/01/2020
Faith Broughton	EMS PT/FI – AEMT	66/5	\$18.43/hr.	06/01/2020

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Alyssa Walters	Paramedic	68/2	\$38,916	06/01/2020
Russell Gray, III	Certified Deputy	65/2	\$34,102	06/01/2020
Christopher Murray	Certified Deputy	65/5	\$36,682	06/01/2020
Tashara Gramby	Tax Clerk – Collections	58/4	\$26,312	06/01/2020

D. **Enclosure:** The Board will need to take action of the enclosed Budget Amendment No. 17 - 20.

E. **Enclosures:** The Board will need to consider the enclosed JCPC Documentation::

1. **JCPC Certification:** This is to certify the funding through JCPC for FY 2020-2021.
2. **Inter-Agency Council Appointment for FY 2020-2021:** This is to certify the Inter-Agency Council Members for FY 2020-2021.

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

NAME	BOARD/COMMITTEE	ACTION	TERM	EFFECTIVE DATE
Fleath, Frank	Coastal Resources Advisory Council	Reappointment	2 yrs.	07/01/2020
Lassiter, Brenda	Economic Improvement Council	*See note below		07/01/2020
Staffings, Cynthia	Local Library Board	Resignation**		07/01/2020
Ross, Bill	Local Library Board	Resignation**		07/01/2020
Lassiter, Rodney	Recreation Advisory Committee - Belvidere	Reappointment	3 yrs.	07/01/2020
Proctor, Jeff	Recreation Advisory Committee - Bethel	Resignation**		07/01/2020
Leigh, Fondella	Recreation Advisory Committee - Commissioner	Reappointment	3 yrs.	07/01/2020
Smith, April	Recreation Advisory Committee - Parksville	Reappointment	3 yrs.	07/01/2020
Holman, Lillian	Senior Farheel Regional Advisory Board	Reappointment	1 yr.	07/01/2020
McDonald, Stephen	Tourism Development Authority (Industry Rep)	Reappointment	2 yrs.	07/01/2020

NOTES:

* Dr. Mason of EIC sent an e-mail stating that they had modified their bylaws and will no longer be consulting with County Commissioners for this appointment.

** These individuals have stated they are not interested in being reappointed to these Boards/Committees.

G. **Enclosure:** During the audit preparations, an error on the Budget Ordinance under the Emergency Telephone Fund was discovered. This is to correct that typographical error. Board action is being requested.

PUBLIC NOTICE

The Perquimans County Board of County Commissioners will hold a public hearing on Monday, June 1, 2020 at 6:50 PM in the Emergency Services auditorium room at 159 Creek Drive, Hertford, NC, to consider a proposed parent-to-child subdivision by William & Earnestene Howell and Jacob Wills to gift deed a 1-acre parcel to daughter/niece Patrice Leigh and husband Andrew, located directly behind 1027 New Hope Road. Proposed lot would be a portion of Tax Parcels 4-0052-0001A and 4-0052-0002.

The proposed Deed of gift may be reviewed during normal business hours before the public hearing at the Perquimans County Planning & Zoning Office, at 104 Dobbs Street, Hertford, NC, or call 252-426-2027 or email rhondamoney@perquimanscountync.gov for more information.

Publish in Perquimans Weekly on May 14, 2020

**Perquimans County Planning & Zoning Staff Report
By Rhonda Money, Planner
For BCC Meeting June 1, 2020**

SUBJECT: **Parent-to-Child Subdivision Request No. NZV-20-01** for William and Earnestene Howell to gift deed a one acre flag-lot to their daughter and son-in-law, Patrice and Andrew Leigh. Subject property is a 5.32 acre parcel at 1027 New Hope Road. Proposed acre and access easement is to encompass part of a 5.35 acre parcel at 1023 New Hope Road. Subject property is also known as Tax Parcel No. 4-0052-0001A and 4-0052-0002.

Project Description/ Research & Analysis

Proposed Layout:

Goal:

Applicants are requesting to gift one acre of their 5.32 acre parcel to their daughter so she can put a house directly behind their own home.

Obstacles:

1) Parcel Shape Does Not Meet Minimum Requirements -- Subject property is zoned RA, rural agriculture. Minimum lot size and dimensions in an RA zone are 43,000 sq. ft., 125 ft. wide and 150 ft. deep. The applicants' parcel is less than 125 ft. wide. The newly proposed parcel will be a flag lot where access is the 'pole' and the 'flag' is the part which must meet minimum lot size and dimensions. Subdivision Regulation 402(B)(9)(a) requires a minimum 25 ft. wide access easement along the pole. The applicants' parcel has a house at New Hope Road which takes up most of the width of the land rendering less than 25 feet for an easement.

The proposed lot must recombine with a part of neighboring parcel 4-0052-0002 owned by Mr. Jacob Wills, Mrs. Patrice Leigh's uncle, to gain sufficient dimensions (see attached GIS maps). According to Perquimans County Subdivision Regulations section 701(E), gifts of land that exempt fees are only allowed between parent and child or grandparent and grandchild. Applicants request parent-to-child status since only 20% will be from an uncle.

2) Subdivision Creates 2 Non-conforming Residual Lots, (one in front, one behind) – If the proposed parcel is created behind the existing home, a rear northerly lot is created that becomes landlocked and is too narrow. An additional ingress/egress easement is being proposed to run alongside the west edge of the proposed lot as shown on the attached GIS map. The residual front lot is required to be one acre but that would push the proposed Leigh acre farther into the crop field, disrupting crop production; therefore the applicant requests to leave the front lot of 1027 New Hope Road as its current mowed-yard size of approximately 1/2 acre due to its continuous existence for at least 27 years which has been verified through historic satellite photos.

Extra Thoughts to Consider:

- ❖ Water line for a water meter should be a utility easement in conjunction with an ingress/egress easement on the survey.
- ❖ Drainage easement, as approved by Planning Board and local soil and water staff, should be indicated on the survey to be recorded, by text and graphically if possible.
- ❖ House orientation is requested to be perpendicular to New Hope Road. [Subdivision Regulations section 402(B)(9)(d). ...The “building setback line” for the Front Yard runs parallel to the street and is measured from within the “Flag” part of the lot, not the “pole” part.] Minimum front and rear setbacks for a house are 30 ft. and side setbacks are 15 ft. (Zoning Ordinance section 704).

Regulations and Procedure

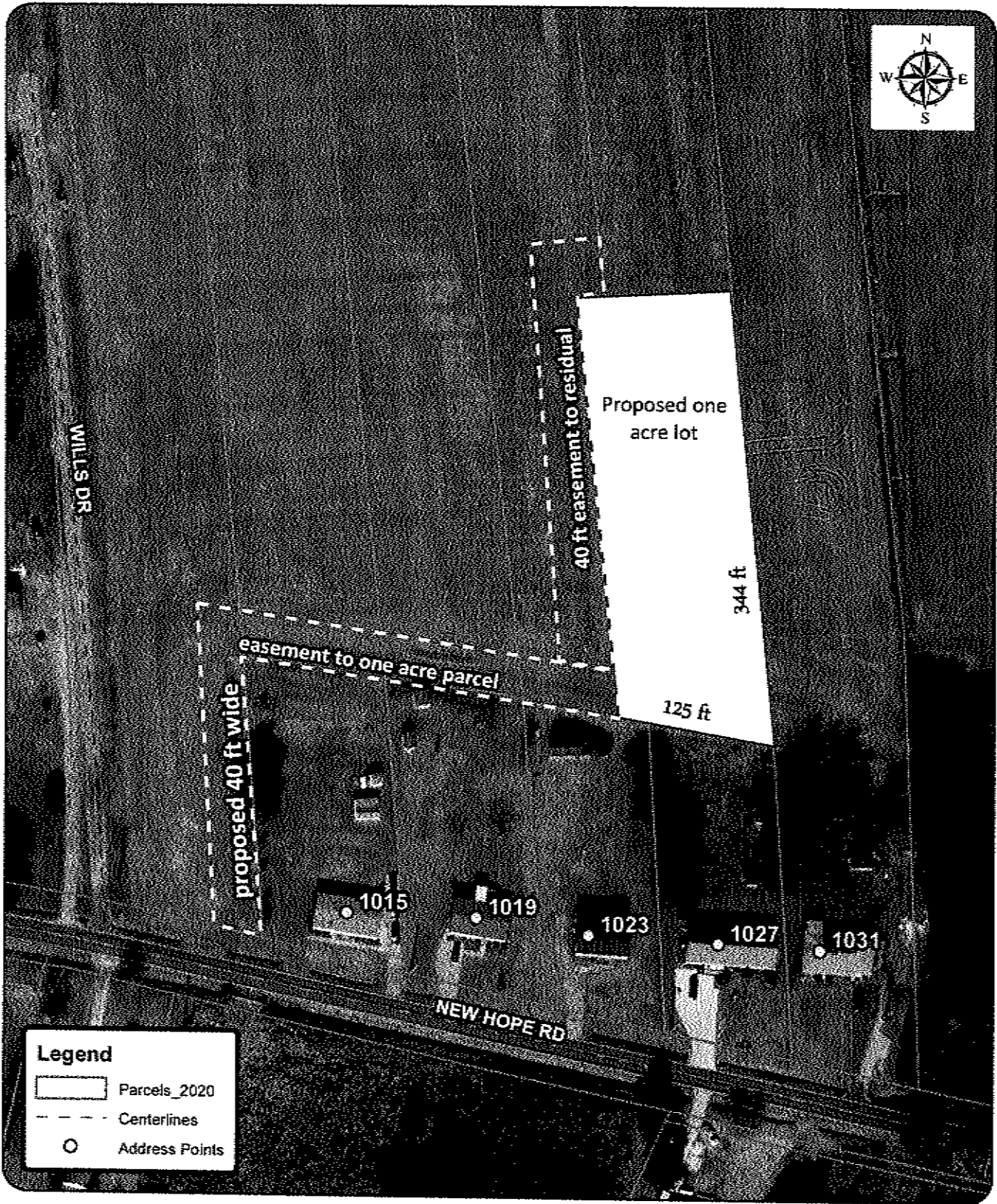
Potential Schedule: Friday, March 20, 2020 the Howell’s Application package was received by the Planning & Zoning Office and was found to be substantially complete as a conceptual plan. A septic system permit was added Monday, March 23rd. Planning Board’s action at the Regular Meeting on April 14th would normally allow the case to be scheduled before the Board of County Commissioners (BCC) on May 4th. Due to Governor Roy Cooper’s COVID-19 coronavirus executive order(s) this case was deferred to June 1st. Notice of hearing was provided per quasi-judicial procedures in zoning ordinance section 2302(e).

Recommendation Procedure: Perquimans County Subdivision Regulation Section 206 provides for the Planning Board to consider the proposed subdivision at a public meeting and to make a recommendation to the BCC. In considering the request, the Planning Board and BCC shall use as a guide Section 206 (a) through (d) of the Subdivision Regulations.

Per county subdivision regulation section 107, proposed subdivisions must comply with the locally adopted Coastal Resource Commission Land Use Plan.

Consistency with 2016 Land Use Plan Update: According to the Projected Future Land Use map Exhibit IX-B, page IX-36 of CAMA’s 2016 Land Use Plan Update, the subject area is zoned **Commercial for the half-acre residual at the road (due to child daycare) and Residential Agricultural for the remainder of the parcel and surrounding parcels.** The Land Use Plan Update may be viewed in its entirety on the County website at www.PerquimansCountyNC.gov (click on “Departments” then “Planning and Zoning” then scroll to the bottom of the page and click on “Perquimans County 2015 Joint CAMA Land Use Plan Update-Recertified 4-26-2017”).

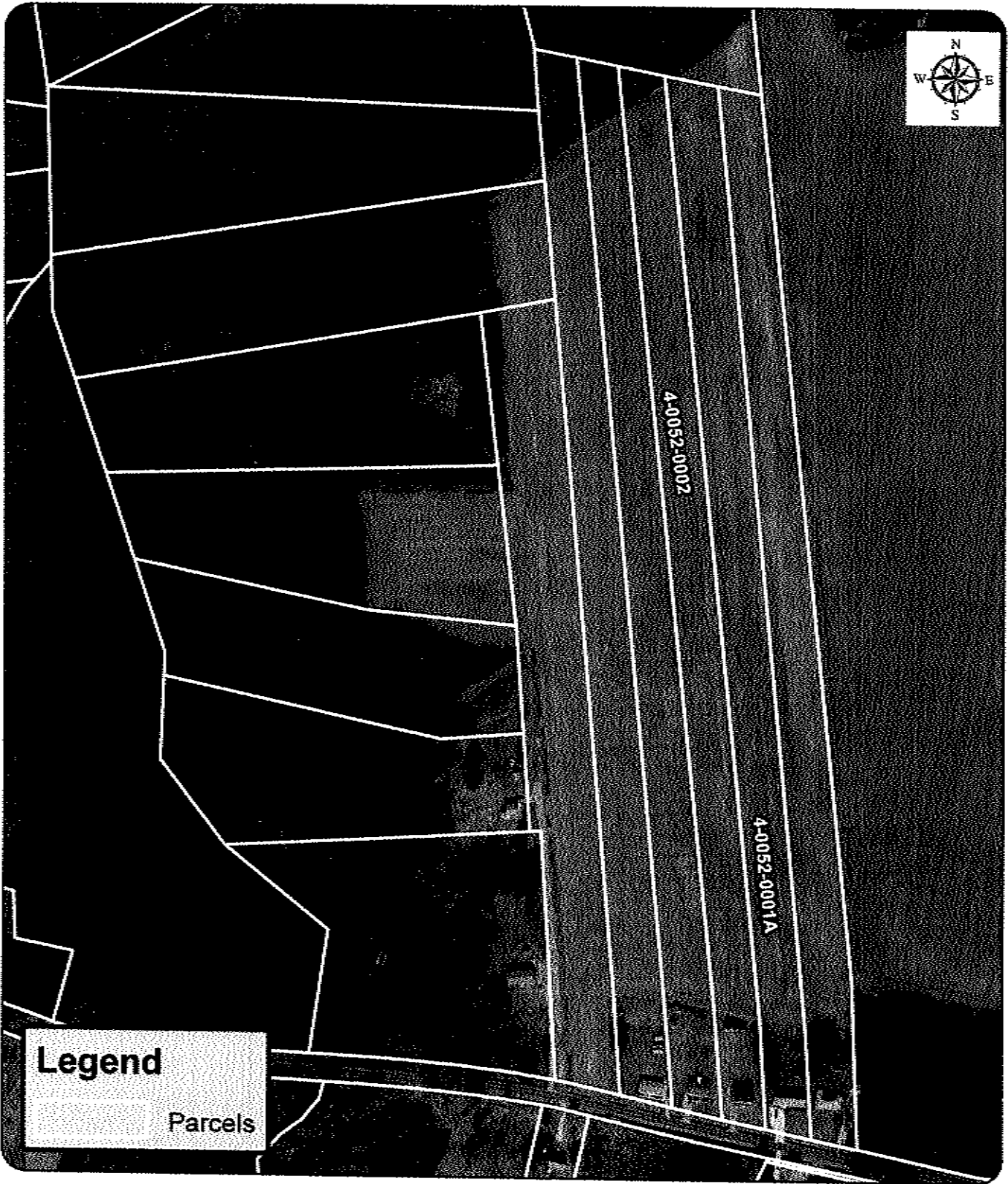
General Land Use Plan Objectives on page II-17 of the CAMA Land Use Plan are stated as follows: *“The land use plan should help the County: preserve its rural character; protect and preserve the natural environment; provide adequate public facilities and services; achieve support and consensus for County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



1 inch equals 106 feet
Map created April 24, 2020

Perquimans County, NC
GIS Department

Disclaimer: Parcel lines are for tax purposes only. This map is NOT a substitute for a land survey or legal document. The County assumes no legal responsibility for the information contained on this map.



1 inch equals 291 feet

Map created March 31, 2020

Perquimans County, NC
GIS Department

Disclaimer: Parcel lines are for tax purposes only. This map is NOT a substitute for a land survey or legal document. The County assumes no legal responsibility for the information contained on this map.

Perquimans County, North Carolina
APPLICATION FOR GIFT OF PROPERTY



This section to be completed by County:

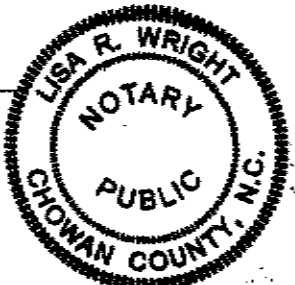
Date Received: 3/20/2020 Received by: FM Date Completed: 3/23/2020
 Confirmed by: _____ Subject Property Tax Map No.: 4-0052-0001A
 Proposed number of lots: 1 Is residual parcel over 10 acres? NO. If no, remind applicant to request ARHS's preliminary approval of residual lot when applying for septic tank permit for proposed lot(s).

Name of Boundary Survey: _____
 Property Owner(s): William & Ernestine Willis Howell
 Mailing Address: 1027 New Hope Rd. - Hertford, N.C. 27944
 Home Phone: (252) 264-3664; Work: same; Cell: (252) 264-2993 Fax: (252) 264-5146

I (We) hereby certify that I (we) am (are) the owner(s) of the property located at 1027 New Hope Rd.. I (We) hereby request a Deed of Gift Subdivision at this location. I (we) acknowledge that this Application is for a single lot to my (our) child or grandchild. Furthermore, I (we) acknowledge that this is the one and only such gift in Perquimans County given to this child or grandchild from me (us) during the last ten (10) year period and that the resultant lot is equal to or exceeds the standards of the County as shown in the Subdivision Regulations and that restrictions are placed pursuant to Section 601(e) of the Perquimans County Subdivision Regulations in the Deed of Gift to the child or grandchild. As the owner(s) of the property, I (we) request approval of the proposed Deed of Gift and related Boundary Survey.

Respectfully yours,
William Howell _____ Date 3/19/2020
 Signature of Owner/Grantor Date
Ernestine Willis Howell _____ Date 03/19/2020
 Signature of Owner/Grantor Date
Ernestine Willis Howell _____

Sworn to and subscribed before me, this the 19 day of March, 2020.
 Notary Public Lisa R Wright County of Perquimans
 State of North Carolina
 My commission expires: 5/1/2022



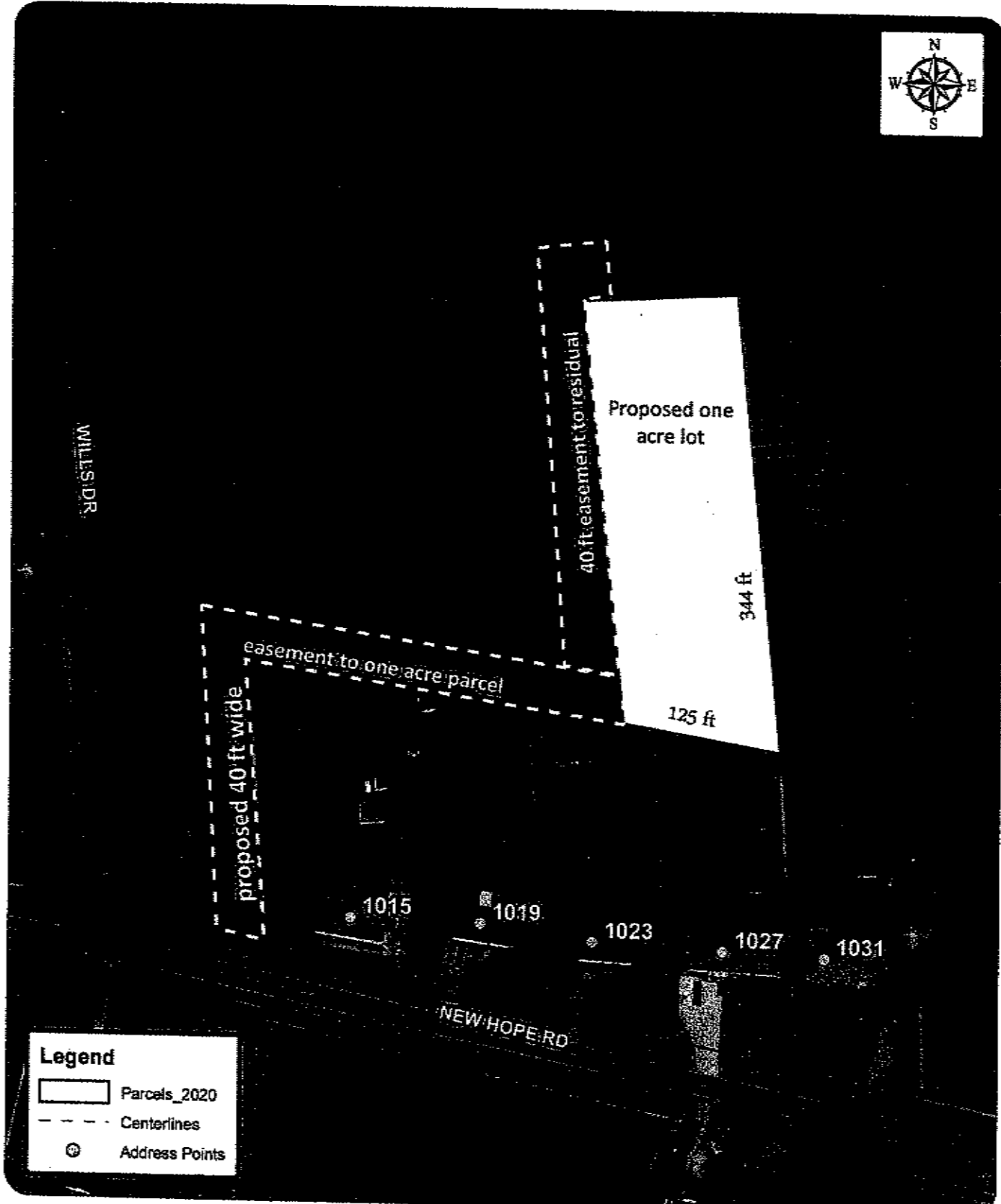
Perquimans County, North Carolina
APPLICATION FOR GIFT OF PROPERTY
CHECKLIST OF INFORMATION AND ITEMS NEEDED PRIOR TO
APPROVAL & RECORDATION OF BOUNDARY SURVEY:

To confirm compliance with Section 701(e) of the Perquimans County Subdivision Regulations, complete and return pages 1 and 2 of this Application for Gift of Property, and provide additional information, as follows:

- Page 1 of Application.
- Copy of proposed Deed of Gift. *not applicable until after BCL, prior to recordation*
- Boundary Survey with Certification Statements and references to residual parcel, if any (see Note #1, below). *after Pin B, prior to BCL mtg*
- Water Availability: County water proposed. *County Planning staff had phone conversations with Water Dept. Director about water meter and waterline placement.*
- Proposed sewage system: in-ground septic (attach ARHS's septic system approval (and Preliminary Approval for residual parcel, if applicable) or letter of availability for public sewer as applicable). *9:08 AM Mr Andrew Leigh brought piece of copy to Planning Office*
- My (our) ownership of parent tract is evidenced by attached deed recorded in Real Estate Book 424, Page 735 OR Will File Number _____.
- My (our) parent tract is known as Township No. 4, Map/Development No. 0052, Parcel No. 000A
- Size of Parent Tract: 5.32 acres.
- Linear footage width (street frontage): 100' and depth 2,322' of parent tract.
- Depth of parent tract: 2,300 plus linear feet.
- Parent tract is zoned: RA. Future Land Use classification: Resident A₂.
- Review and consultation with Soil & Water Conservation staff *received email from technicians April 8, 2020*
- May need to establish drainage easements on the property lines depending upon *To be referenced on survey*
Drainage plan requirements.
- Disclosure statement referencing Section 402 ⁽²⁾⁽⁵⁾ ~~(17)~~, ~~(19)~~ and ~~(20)~~ of the Perquimans County Subdivision Regulations regarding grading, drainage and erosion control.
- Other (specify): _____
- Other (specify): _____

NOTES:

(1) Any lot of less than 10 acres, including any residual parcel, must obtain a certificate from the Albemarle Regional Health Service stating whether or not septic systems may be approved for the lot(s); and (2) There is no fee for this Application.



Legend

- Parcels_2020
- - - - Centerlines
- ⊙ Address Points

1 inch equals 106 feet
 Map created April 24, 2020
Perquimans County, NC
GIS Department

Disclaimer: Parcel lines are for tax purposes only. This map is NOT a substitute for a land survey or legal document. The County assumes no legal responsibility for the information contained on this map.

To Whom It May Concern:

We William Howell and Ernestine Patricia Howell
duly acknowledge and agree to give as a deed of gift one (1)
acre of land to Amber Leigh and Patrice Shionne Leigh

In conjunction with this transaction all parties agree and
concede that this transition is to be void of any legal disputes.

Signed this 2nd day of March, 2020.

Parties to agreement:

Date:

William Howell

3/2/2020

Ernestine Patricia Howell

3/2/2020

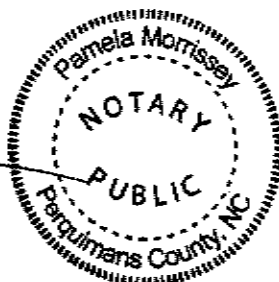
Amber Leigh

3/2/2020

Patrice Shionne Leigh

3/2/2020

[Handwritten signature]



Property Location:

New Hope Road, Hertford, NC 27944

In accordance with any applicable laws, I, Jacob Ides Wills do hereby concede and grant Andrew Leigh and Patrice Shivanne Leigh the rights to establish an ingress and regress driveway lane adjacent to my property. 1023 New Hope Rd.

All maintenance, repairs and or upgrades shall be solely the responsibility of the parties for which the drive land is provided. Property owner shall be excluded from all and any matter of maintenance.

Signed this March day of 2, 2020.

Parties to agreement:

Date:

Jacob Ides Wills

3-2-2020

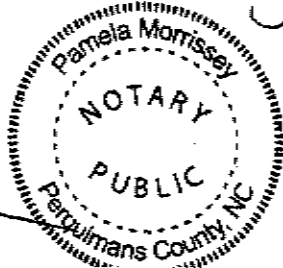
an Leigh

3-2-2020

Patrice Shivanne Leigh

3/2/2020

[Signature]



Submitted by
James Wills

March 18, 2020

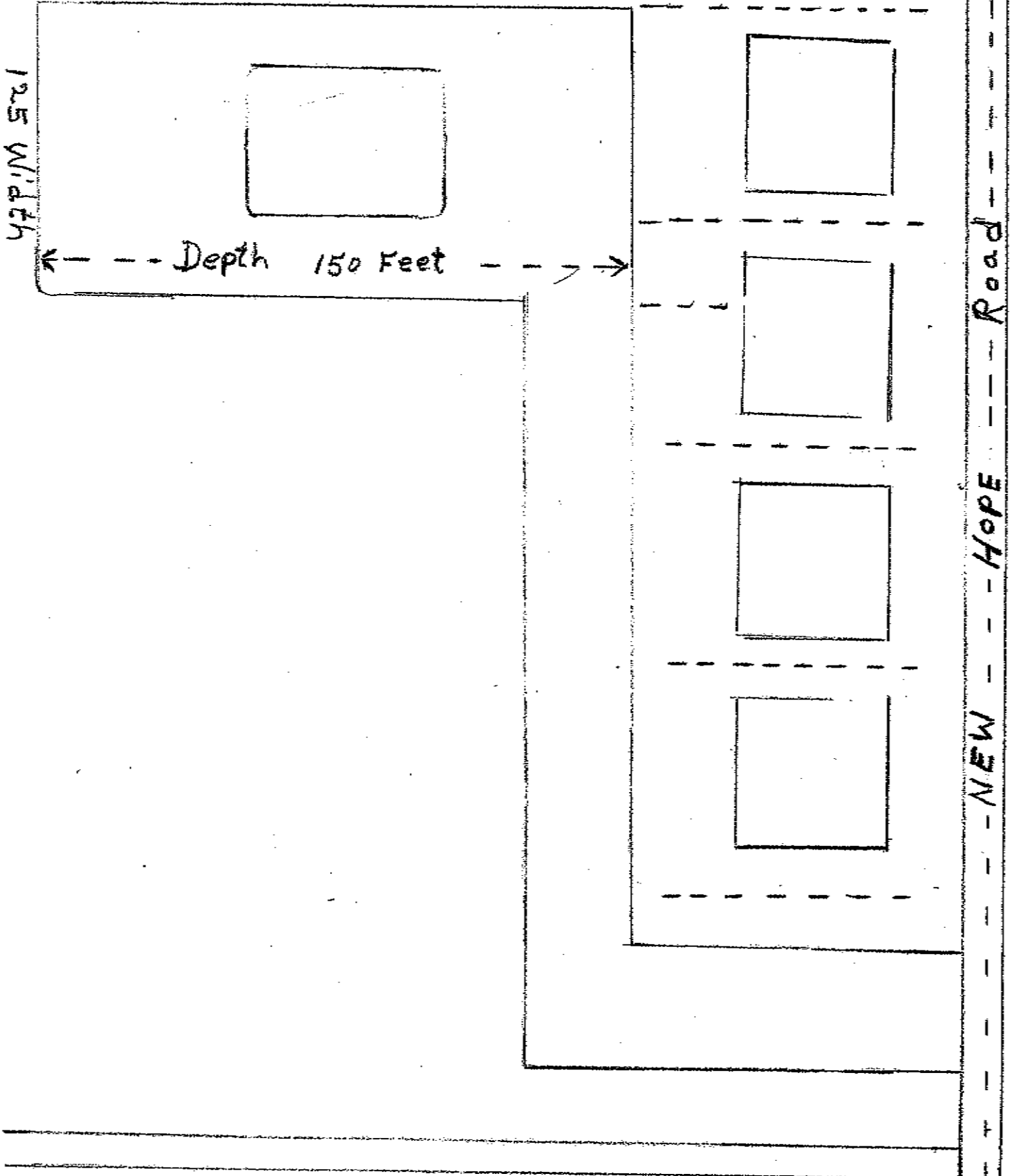
This information is submitted to the Perquimans County Zoning Department.

The homeowners at 1027 New Hope Road wish to give as a Deed of Gift (1) one acre of Land to meet the requirements of Zoning Laws. In doing so, their request is that it will be granted based on a (35) thirty-five year residency and qualification of Grandfathered Clause provisions.

All parties involved in all land extensions will comply with any documents or statements that may be required by the Perquimans County Zoning Department.

Existing Tract Land Lines does not meet zoning width requirements, therefore is deemed inaccessible for sub-division plots. It can only be used for agriculture development.

Submitted by James and
Jacob Wills



Permit: 305487

PIN:

ALBEMARLE REGIONAL HEALTH SERVICES
Partners in Public Health

www.arhs

Perquimans
REPAIR

Owner:
ANDREW JAMES LEIGH
411 LIGHTFOOT MHP LANE
HERTFORD, NC 27944

Applicant:
ANDREW JAMES LEIGH
411 LIGHTFOOT MHP LANE
HERTFORD, NC 27944

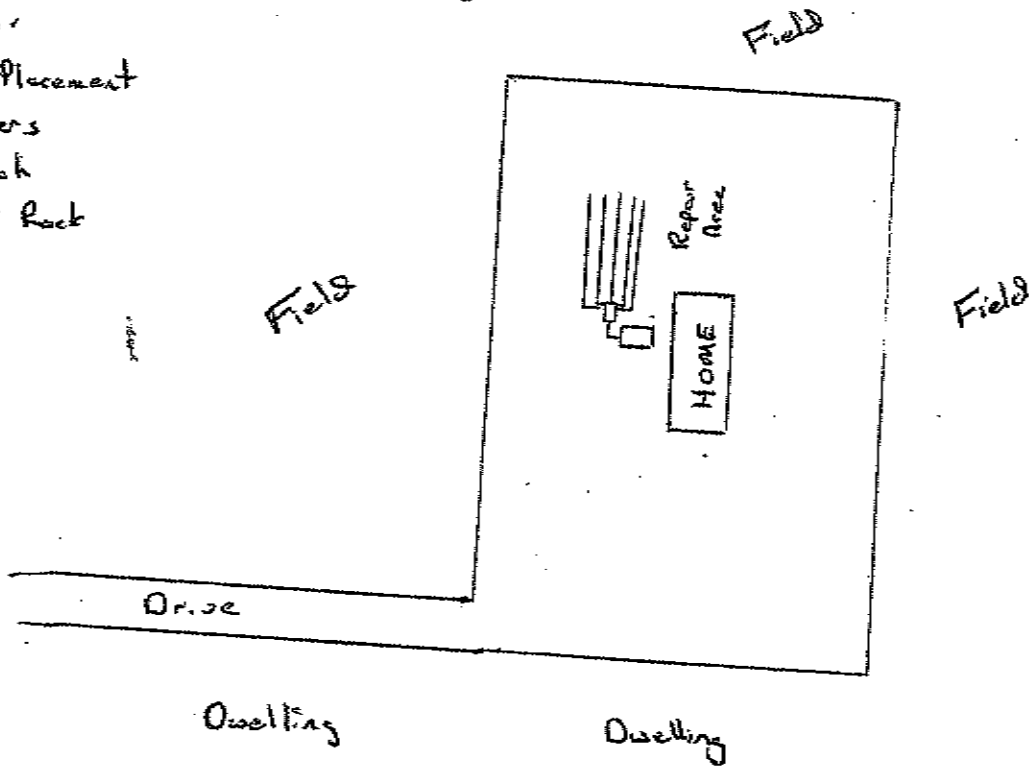
LTAR: 0.300
Water: PUBLIC
TYPE II C.
SINGLE FAMILY
GPD: 480

Location:
BEHIND 1027 NEW HOPE RD

* NOT TO SCALE

- 120 gal Tank
- 2-bar
- 5 lines
- 80' long
- Buck #11 4'
- Shallow Placement
- 10' Centers
- 3' Trench
- 12 inches Rock

- 10' from property line
- 100' from any well
- 5' from any foundation



Authorized Agent:

[Signature]
Hollowell, Ralph

Date: 03/11/2020

Approved:

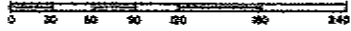
Date: _____

ABREVIATED SUBDIVISION
 PATRICE J. LEIGH
 AND
 ANDREW JAMES LEIGH

PERQUIMANS COUNTY, NORTH CAROLINA
 NEW HOPE TOWNSHIP

BEING A PORTION OF THAT PROPERTY DESCRIBED IN DEED BOOK 404, PAGE 738 AND SHOWN AS LOT 16, 17 OR 18 AS RECORDED IN PLAT C-288 ON SLIDE 1847 STATED "THE EMMA A. WELLS HEIR" - FEBRUARY 14-20, 2018 AND INCLUDING THE EASTERN 25-FOOT PORTION OF LOT 18 AS SHOWN ON THE NORTH REFERENCED MAP.

SCALE 1 INCH = 60 FEET APRIL 27-28, 2020



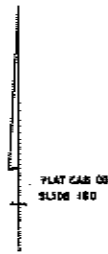
THERE IS NO RECOVERABLE HORIZONTAL CONTROL MEASUREMENT WITHIN 2000 FEET OF THIS SURVEY.

FLOOD ZONE X MODERATE FLOOD RISK FROM 1720 TSS600 12/21/2018

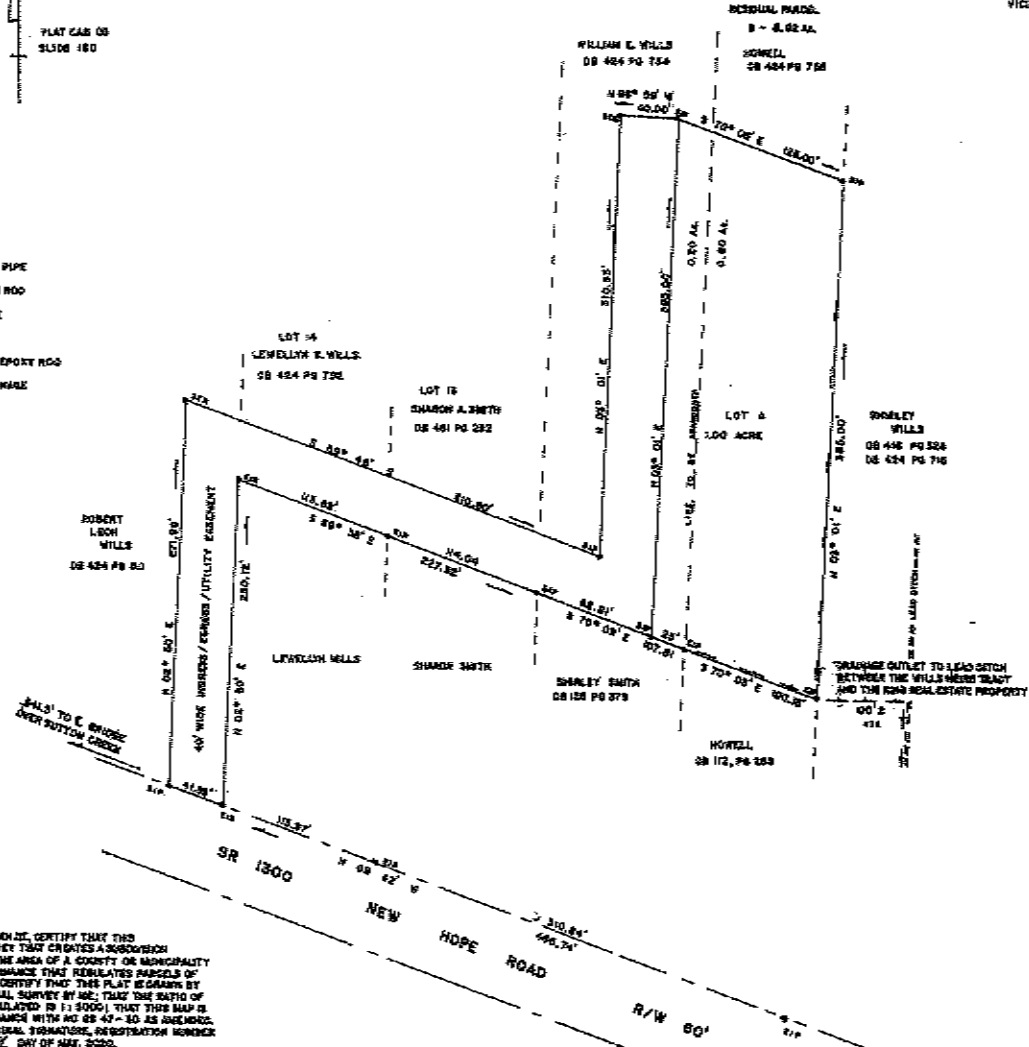
ONE ACRE PARCEL SHALL BE CROWNED AND SMALL DRAINS OR DITCHES SHALL BE CREATED ALONG ITS PERIMETER EXTENDING TO THE NEAREST EXISTING DRAIN TO ALLOW WATER DRAINAGE TO FLOW AROUND ITS PROPERTY BOUNDARIES AND OUT THE CROP FIELD WITHOUT INTERRUPTING DRAINAGE FLOW AROUND EXISTING DRAINS ON NEW HOPE ROAD.

LOT "B" IS A REMAINDER OF A PARCEL TO CHILD SURVIVORSHIP AND HAS NOT BEEN APPROVED BY PERQUIMANS COUNTY BOARD OF COMMISSIONERS. ANY DEVELOPMENT OF SAID LOT, INCLUDING BUILDING OF ZONING OR BUILDING PERMITS, MUST MEET PERQUIMANS COUNTY ZONING AND SURVIVORSHIP REQUIREMENTS FOR APPROVAL.

EASEMENT CONTAINS 0.82 ACRES



- 1.5" 3/4" —
- 1.5" — EXISTING IRON PIPE
- 1.5" — EXISTING IRON ROD
- 1.5" — SET IRON PIPE
- HTS - NOT TO SCALE
- 1.5" — SET ONE HIGH EPOXY ROD
- 1.5" — SURFACE DRAINAGE



I, CHARLES E. BROWN, JR., CERTIFY THAT THIS PLAT IS OF A SURVEY THAT CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND, AND I ALSO CERTIFY THAT THIS PLAT IS DRAWN BY ME FROM AN ACTUAL SURVEY BY ME; THAT THE RATIO OF PARCELS AS DECLARED IS 1:5000; THAT THIS MAP IS DRAWN IN ACCORDANCE WITH NC BS 47 - 20 AS AMENDED; WITNESS MY OFFICIAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS 27th DAY OF APRIL, 2020.

Charles E. Brown, Jr. 2434
 2006 JORDISON RD., ELIZABETH CITY, NC 27809



I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWS HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF PERQUIMANS COUNTY.

 REVIEW OFFICER

 DATE

Perquimans County Planning Board

MINUTES

Tuesday, April 14, 2020

The Perquimans County Planning Board held its regular monthly meeting on Tuesday, April 14, 2020 at 7:00 PM in the Commissioner Meeting Room of the Courthouse Annex Building.

MEMBERS PRESENT: A.J. Moore, Chair
Lewis Smith, Vice Chair
A.O. Roberts
Brenda Lassiter

MEMBERS ABSENT: John Skinner

OTHERS PRESENT: Rhonda Money, Planner/GIS
Applicants

Planning Board Chair, A.J. Moore, called the meeting to order at 7:05 pm and opened with prayer by Lewis Smith.

Agenda Item I, Approval of Agenda: Mr. Smith made a motion, seconded by Ms. Lassiter, to approve the agenda as presented. The motion passed unanimously.

* * * *

Agenda Item II, Consent Agenda/Approval of Draft Minutes of Previous Planning Board Meetings: Attached draft of October 8, 2019 regular meeting minutes.

Mr. A.O. Roberts made a motion, seconded by Ms. Lassiter, to approve minutes of the regular meeting on October 8, 2019. The motion passed unanimously.

* * * *

Agenda Item III, Business Item A: Consideration of abbreviated flag lot subdivision deed of gift request for William and Earnestene Howell to gift a one acre flag lot to their daughter and son-in-law, Patrice and Andrew Leigh. Subject property is a 5.32 acre parcel at 1027 New Hope Road. Proposed acre and access easement is to encompass part of a 5.35 acre parcel at 1023 New Hope Road. Subject property is also known as Tax Parcel No. 4-0052-0001A and 4-0052-0002. Planner Money explained that this Board is advisory and the next Board is an elected officials County Commissioner Board (BCC) which will make the final decision. Normally this would be presented at the May BCC meeting, but due to N.C. Governor Roy Cooper's coronavirus executive order restricting meetings to 10 or fewer people spaced at least 6 feet apart, this will be delayed to the June BCC meeting when hopefully the order will have expired. Planner Money then gave a summary of why the proposed lot did not meet required dimensions and how to bring it up to subdivision standards. She explained how additional lots are inadvertently created and they cannot be landlocked. A stipulation was suggested to put on the face of the survey that refers to the residual 3 acres on the northern end which will not allow it to be developed until it meets subdivision regulation and zoning ordinance minimums. The front lot was existing at the time the zoning ordinance was established and has been continuously lived on for at least 27 years which was verified through historical ortho-photos and satellite imagery. Things to consider were emergency vehicle access relating to easement width and shape, water meter and water line location, drainage easement, and house orientation. Emails were read from the county water department and the local soil & water technician. Perquimans Water Department will only sell them a new tap if they have a "true" documented easement and only one

dwelling is allowed per water meter. The recommendation from the soil & water technician is to build up the land where the house will be and create some small swales/ditches along the property boundaries. Mr. Smith asked about existing drainage around the houses at the road and if neighboring landowners had agreed to allow the easement to cross their property. Mr. Moore added that he felt that 25 feet was not wide enough for the newer fire trucks to maneuver adequately. Ms. Lassiter discussed the need for ingress/egress easement language to be in the deed. Mr. James Wills asked about the possibility of a water utility easement going across the yard of 1027 New Hope Road. Planning Board members felt that was a reasonable request so planner Money agreed to ask the water department about it and report back to the applicants. More discussion ensued regarding access easement width being expanded to 40 feet. Drainage and its importance for the septic system were discussed further.

Ms. Lassiter made a motion, seconded by Mr. Roberts, to recommend to the Board of County Commissioners, approval of an abbreviated flag lot subdivision deed of gift as proposed from William and Earnestene Howell to their daughter and son-in-law Patrice and Andrew Leigh conditioned upon establishing a minimum 40 ft wide ingress/egress access easement, adding language to the survey stating the northerly residual 3+ acre lot is not developable until it meets subdivision regulations and zoning ordinance minimums, and add language to the survey/deed requiring a drainage easement to surround the proposed one acre and continue until water exits the field completely, adopting the Table of Findings 1 through 4 to support the motion. Motion passed unanimously.

* * * *

Agenda Item IV, Other Items A: Status Report on Previous Board Recommendations:

Rezoning Request No. (PUD) REZ-19-01, requested by Perquimans Development, LLC to rezone approximately 1,497 acres from (RA) Rural Agriculture to [PUD(CU)] Planned Unit Development Conditional Use District. Planner Money informed the Board that (PUD) REZ-19-01 was approved at the November 4, 2019 Board of County Commissioner meeting and a recombination survey was recorded that showed a large part labeled 'conservation easement'.

* * * *

Agenda Item IV, Other Items B: Chair's signature on approved minutes.

* * * *

Meeting adjourned at 7:40 p.m.

Minutes approved this _____ day of _____, 2020.

Chairperson

Recorder

Attachments: A (Sign In Sheet);

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 Loties -- 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

REGULAR MEETING

May 4, 2020

7:00 p.m.

Special Notice for tonight's meeting: The Perquimans County Board of Commissioners' REGULAR MEETING will be held on Monday, May 4, 2020, at 7:00 p.m. in the Auditorium of the Emergency Services Building located at 159 Creek Drive, Hertford, NC 27944. Because this is considered an essential meeting, the public will be able to attend but social distancing will be required. In addition, public comments will be made in person or in writing, which need to be provided to the Clerk to the Board prior to 5:00 p.m. on Monday, May 4, 2020. You may deliver them to her via fax [(252) 426-4034] or e-mail at mhunnicuttl@perquimanscountync.gov. 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 regular meeting on Monday, May 4, 2020 at 7:00 p.m. in the Auditorium of the Emergency Services Building. 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. 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

The meeting was called to order by Chairman Nelson. Commissioner Hoffer 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 Alan Lennon, seconded by Charles Woodard.

1. **Approval of Minutes:** 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.

2. **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	EMC III Lead Worker	Promotion	65/5	\$36,682	05/01/2020
Rebecca Coxprew	EMC III/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.

3. **Step/Merit Increases:**

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 P/T Telecommunicator	62/3	\$30,611	05/01/2020
Zeb Daneker	Certified Telecommunicator	62/6	\$15.84/hr.	03/01/2020
Steven Pyle	Certified P/T Telecommunicator	62/6	\$15.84/hr.	03/01/2020

4. **Budget Amendment:**

**BUDGET AMENDMENT NO. 15
GENERAL FUND**

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

5. **Proclamation: Older Americans Month 2020:** The Board adopted the following Resolution proclaiming May, 2020 as Older Americans Month:

**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 Commissioners, 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 4th day of May, 2020.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Clerk to the Board

SEAL

6. **Miscellaneous Documents:**

- a. **Additional Audit Requirements:** The County received a letter from Donna Winborne, Auditor stating that they are going to perform an additional part of our audit at a cost of \$3,700. Board approved the amendment to the Audit Contract.

- b. **Lease Agreement with Board of Education – King Street Basketball Courts:** The Board unanimously approved the renewal of the following lease agreement with the Board of Education:

NORTH CAROLINA
PERQUIMANS COUNTY

LEASE AGREEMENT

THIS LEASE AGREEMENT, made this the 4th 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 Ederston 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 31°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: _____

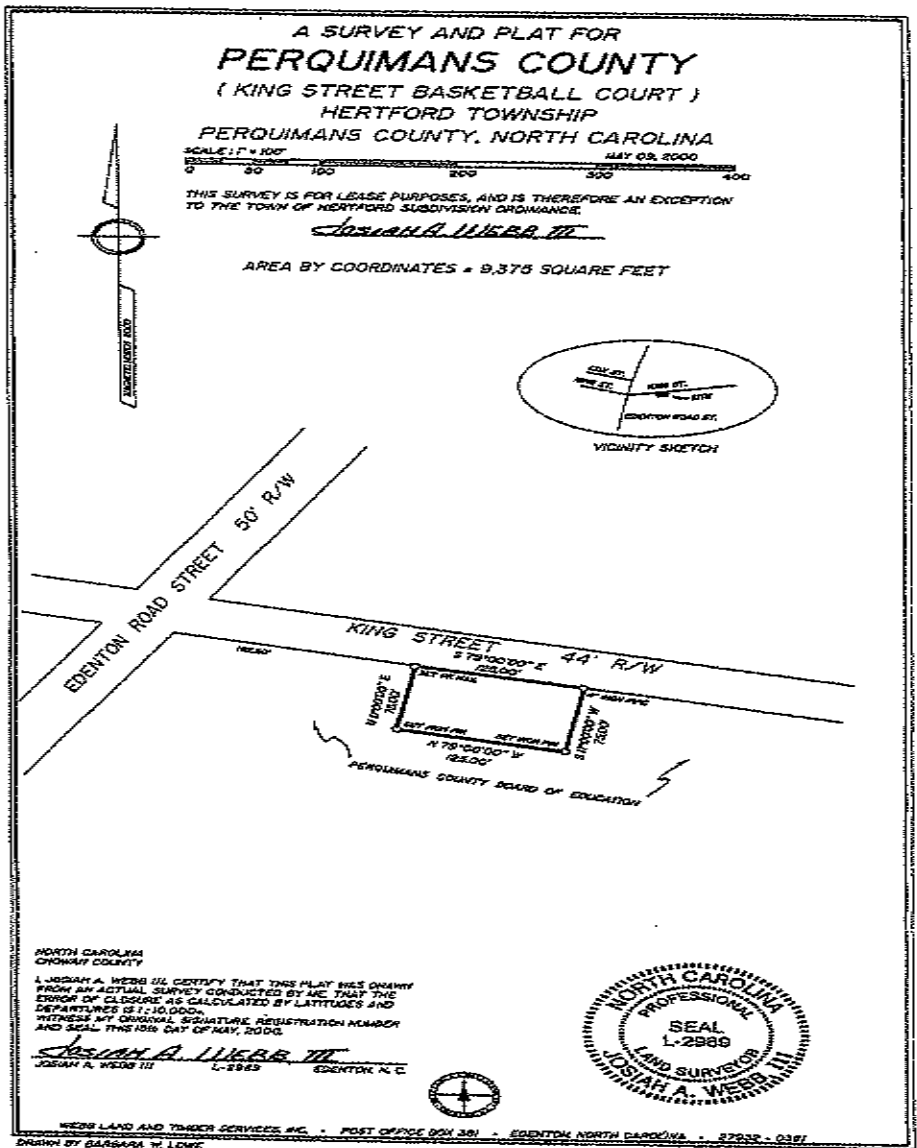
STATE OF NORTH CAROLINA
COUNTY OF PERQUIMANS

I, _____, a Notary Public of the County and State aforesaid, certify that _____ personally came before me this day and acknowledged that 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: _____



COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

There were no commissioners' concerns/committee reports presented.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > **Commissioner Jones:** Mr. Heath notified the Board that Mr. Jones was not present tonight due to the death of his grandmother.
- > **COVID-19 Update:** Mr. Heath explained that we have been handling the COVID-19 response for two months now. The Emergency Operations Center is still open and will remain open until this pandemic has been resolved. He stated that, in Perquimans County, we have had fourteen lab confirmed cases of COVID-19 (5 active cases; 7 recovered cases; and 2 deaths).
- > **Albemarle Regional Health Services (ARHS):** ARHS has notified us that we have had the second COVID-19 death in Perquimans County.
- > **Status of Reopening Facilities:** County Manager Heath stated that we are waiting on Governor Cooper to present his phases to reopen. He may be making the announcement tomorrow or Wednesday. Mr. Heath reviewed the requirements that may be set out in Phase I and what our offices are doing at the present time. Depending on what Governor Cooper says, the County will determine how we will handle reopening our facilities.
- > **Budget Work Sessions:** Mr. Heath reminded the Board that they have a Budget Presentation on May 11th at 7:00 p.m. The Board of Education and Social Services Department will be making their budget presentations. The meeting will be held in the EMS Auditorium.

Chairman Nelson asked Mr. Heath if the county was planning to go along with the Governor's phase reopening. Mr. Heath said that we would follow the Governor's directives. He said that he would gauge what the Governor is doing and what surrounding counties are doing. By the time that we get to Phase III, everything should about be like normal.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

Commissioner Hoffer asked if he could go back to Commissioners' concerns & reports. Chairman Nelson said he could. Mr. Hoffer asked if there had been any update on the Olga Simpson matter. County Attorney High said that there was nothing new to report.

PARTF GRANT APPLICATION - RECREATION TENNIS COURTS

County Manager Heath explained that this matter was discussed during Howard Williams' budget presentation. Because the application date is quickly approaching, Mr. Williams is asking the Board to approve for him to proceed with the PARTF Grant application for tennis courts at the Recreation Center.

The grant will be for \$65,600. Mr. Heath further explained that this would be a matching grant which requires the County to match the \$65,600. On motion made by Charles Woodard, seconded by Joseph W. Hoffer, the Board unanimously approved the following PARTF Grant application:

N.C. Parks and Recreation Trust Fund (PARTF): 2019-20 Basic Facts and Assurances	
Local Government Name: Perquimans County	County: Perquimans
Federal Employer I.D. Number: 56-6000330	
Local Government Contact Person for the Grant: Name: Mr./Ms. Howard Williams Title: Director Organization: Perquimans County Recreation Department Mailing Address: PO Box 538 City/State/Zip: Hertford, NC 27944 Telephone: 252-426-5695 E-mail: hwilliams@perquimanscountync.gov (must be an employee of the sponsoring local government)	Local Government Manager: Name: Mr./Ms. Frank Heath Title: County Manager Mailing Address: PO Box 45 City/State/Zip: Hertford, NC 27944 Telephone: 252-426-8484 E-mail: frankheath@perquimanscountync.gov
Chief Elected Official: Name: Mr./Ms. Wallace Nelson Title: Chairman, Board of Commissioners Mailing Address: PO Box 45 City/State/Zip: Hertford, NC 27944	Type of Project: <input type="checkbox"/> Land Acquisition Only <input type="checkbox"/> Development Only (construction or renovation) <input type="checkbox"/> Land Acquisition and Development
Site Control (check all that apply): <input type="checkbox"/> Owned by local government <input type="checkbox"/> To be obtained with this land acquisition project <input type="checkbox"/> Has been obtained for this land acquisition project using an approval waiver that expires on this date: _____ <input type="checkbox"/> Leased by applicant for 25 years or more <input type="checkbox"/> Equipment <input type="checkbox"/> Owned by school board	Costs rounded to nearest dollar: PARTF funds requested: \$ <u>65,600.00</u> Local government's matching funds: \$ <u>65,600.00</u> Total cost of project \$ <u>131,200.00</u>
Recreation Resources Service (RRS) regional consultant: Brittany Shipp	
Project Title: Perquimans County Park Tennis Courts	
Brief description of the proposed project: This project entails the construction of two (2) all weather tennis courts with approximate overall dimensions of 308' x 120' with benches, trash receptacles and sidewalk.	
Certification and Approval by Local Governing Board I hereby certify the information contained in the attached application is true and correct and the required dollar-for-dollar matching funds will be available during the project period. This application has been approved by the local governing board.	
(Print or Type Name and Title) Wallace E. Nelson, Chairman Perquimans County Board of Commissioners	Chief Elected Official (Signature)
If two local governments are applying together, this form must be completed and signed by each local government. One applicant must be identified by adding "primary sponsor" in the "Local Government Name" section.	

PUBLIC COMMENTS

There were no public comments, orally or written.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 7:15 p.m. on motion made by Charles Woodard, seconded by Joseph W. Hoffer.

Wallace E. Nelson, Chairman

Clerk to the Board

BUDGET WORK SESSION
May 11, 2020
7:00 p.m.

Special Notice for tonight's meeting: The Perquimans County Board of Commissioners' Budget Work Session will be held on Monday, May 11, 2020, at 7:00 p.m. in the Auditorium of the Emergency Services Building located at 159 Creek Drive, Hertford, NC 27944. Because this is considered an essential meeting, the public will be able to attend but social distancing will be required. 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 Budget Work Session on Monday, May 11, 2020, at 7:00 p.m. in the Auditorium of the Emergency Services Building. The meeting was moved from 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	Kyle Jones
	Charles Woodard	

MEMBERS ABSENT: Alan Lennon

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

BUDGET PRESENTATION: SOCIAL SERVICES

At 7:00 p.m., Susan Chaney, Social Services Director, presented the FY 2020-2021 Budget for Board consideration.

BUDGET PRESENTATION: BOARD OF EDUCATION

After Ms. Chaney presented the Social Services Budget, Superintendent Tanya Turner and Rube Blanchard, Finance Officer, presented the FY 2020-21 Budget to the Board.

ADJOURNMENT

There being no further business to discuss, the Chairman adjourned the meeting.

Wallace E. Nelson, Chairman

Deputy Clerk to the Board

WORK SESSION

May 18, 2020

7:00 p.m.

The Perquimans County Board of Commissioners Regular Work Session scheduled for Monday, May 18, at 7:00 p.m. was cancelled.

EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 15, 2020

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Sharell Kennedy SOC.: SEC. NO.:
POSITION: Income Maintenance Caseworker II DEPT.: Social Services
Ms. Kennedy will be an IMC I working against the IMC II position for a year.

EMPLOYEE EFFECTIVE DATE: June 1, 2020

GRADE: 61 STEP: 3 SALARY: \$ 29,294.00.

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date
GRADE: STEP: SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

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

DATE OF EMPLOYEE TERMINATION:

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE 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: May 15, 2020 _____

COUNTY MANAGER APPROVAL

Anaiah Heath

DATE: 5/18/2020

FINANCE OFFICER

**PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES**

P.O. BOX 107
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD

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

252-426-7373 – FAX 426-1240

DIRECTOR

Susan M. Chaney

MEMORANDUM

Date: May 15, 2020

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

From: Susan Chaney – DSS Director *Susan Chaney*

Subject: New Employee

Perquimans County Department of Social Services has offered the position of Income Maintenance II in the Family & Children's Medicaid unit to Ms. Sharell Kennedy and she has accepted. She is not fully qualified for the Income Maintenance Caseworker II and therefore will be an Income Maintenance Caseworker I working against the II position. She will be a Grade 61 and will begin employment as a Step 3 with an annual salary of \$ 29,294.00. Her first date of employment will be June 1, 2020. An Employee Action Form is attached to this memorandum.

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: May 15, 2020

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Julie Shreckengast SOC.: SEC. NO.:
POSITION: Income Maintenance Caseworker II DEPT.: Social Services
Ms. Shreckengast will be an IMC I working against the IMC II position for a year.

EMPLOYEE EFFECTIVE DATE: June 1, 2020

GRADE: 61 STEP: 3 SALARY: \$ 29,294.00.

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date
GRADE: STEP: SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

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

DATE OF EMPLOYEE TERMINATION:

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE 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: May 15, 2020 _____

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 5/18/2020

FINANCE OFFICER

**PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES**

P.O. BOX 107
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD

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

252-426-7373 – FAX 426-1240

DIRECTOR

Susan M. Chaney

MEMORANDUM

Date: May 15, 2020

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

From: Susan Chaney – DSS Director *Susan Chaney*

Subject: New Employee

Perquimans County Department of Social Services has offered the position of Income Maintenance II in the Family & Children's Medicaid unit to Ms. Julie Shreckengast and she has accepted. She is not fully qualified for the Income Maintenance Caseworker II and therefore will be an Income Maintenance Caseworker I working against the II position. She will be a Grade 61 and will begin employment as a Step 3 with an annual salary of \$ 29,294.00. Her first date of employment will be June 1, 2020. An Employee Action Form is attached to this memorandum.

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: 5/14/2020

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: LaShawnda Graham-Wells SOC.: SEC. NO.:
POSITION: Income Maintenance Caseworker III DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE: June 1, 2020

GRADE: 65 STEP: 2 SALARY: \$ 34,102.00.

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date
GRADE: STEP: SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

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

DATE OF EMPLOYEE TERMINATION:

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE 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 Charney

DATE: May 14, 2020 _____

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 5/14/2020 _____

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: May 8, 2020

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

From: Susan Chaney *Susan Chaney*

Subject: Natalie Verner

Ms. Natalie Verner, Lead Worker for Family & Children's Medicaid has submitted her resignation effective June 1, 2020 as her family is moving to Florida. Her last of day of work with Perquimans County Department of Social Services is Friday, May 29, 2020.

Ms. Verner has been an enormous asset to Social Services as well as Perquimans County. She is well respected by her colleagues and her clients.

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.

Natalie Verner
FCMA, IMCIII
Work First Caseworker

May 7, 2020

Susan Chaney
Director
Perquimans County Department of Social Services
103 Charles St.
Hertford, NC 27944

Dear Susan Chaney:

It is with great sadness I submit my resignation from Perquimans County Department of Social Services. My family and I have made the life changing decision to move to Florida. The last few years here have been great. I have enjoyed my time here more so than at any other previous job I have had. You and the agency truly made me feel welcomed and valued. There are no words to convey my appreciation for all you have done for me.

My last day at Perquimans County Department of Social Services will be May 31, 2020. I will be more than happy to help out any way I can to make it the smoothest transition possible.

I wish you and the agency much success and happiness moving forward!

Sincerely,

A handwritten signature in black ink, appearing to be 'N. Verner', with a long horizontal stroke extending to the right.

Natalie Verner
FCMA, IMCIII
Work First Caseworker

From: Jonathan Nixon [mailto:jnixon@perquimanscountync.gov]
Sent: Friday, May 01, 2020 1:55 PM
To: 'CJ Wilson'
Cc: adminems@perquimanscountync.gov; 'Frank Heath'; 'Mary Hunnicutt'; 'Tracy Mathews'
Subject: RE: [External] Leave Time

CJ,

Thanks for stopping in the office today. We will start your leave on Sunday, May 3, 2020 and will be in contact next week to finalize your return date.

Keep us posted!

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: Jonathan Nixon <jnixon@perquimanscountync.gov>
Sent: Tuesday, April 7, 2020 7:57 AM
To: CJ Wilson <hytekrednek86@live.com>
Cc: adminems@perquimanscountync.gov; Frank Heath <frankheath@perquimanscountync.gov>; Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>; Tracy Mathews <tracymathews@perquimanscountync.gov>
Subject: Re: [External] Leave Time

CJ,

Thanks for coming in before shift yesterday to discuss future plans and for the email confirming your intentions. We wish you, Nicki and Bella the very best in health and happiness during this most joyful time for your family!

Congratulations,

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

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

On Apr 6, 2020, at 8:49 PM, CJ Wilson <hytekrednek86@live.com> wrote:

Jonathan,

AS the time grows near for my wife to go into labor, I wanted to get this email out to you and try to make you aware of what my plans were for leave time. She is currently 34wks on this Friday and the Dr is planning induce her at 39 wks. The tentative date would be on May 15th. I plan to be out for 4 weeks with the new baby and my family. If anything changes such as unexpected labor I will notify you ASAP of changes. Thank you for working with us at this precious time.

CJ Wilson
Paramedic
Perquimans EMS
(252) 426-5646 Work
(252) 312-6443 Cell

EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 26, 2020

COUNTY OF PERQUIMANS
PART-TIME EMS/RESCUE EMPLOYEES

NAME: Tiffany A. Haynes SOC. SEC. NO.: _____

POSITION: EMS Part-Time, EMT RESCUE: _____

NEW EMPLOYEE EFFECTIVE DATE: June 1, 2020

GRADE: 63 STEP: 1 SALARY: \$14.65 per hour

Complete following information only if for new employee.

ADDRESS: 110 Hope Drive

CITY/STATE/ZIP: Hertford, NC 27944


PHONE NUMBER: (252)340-7316

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO
Date CERTIFICATION (PER ATTACHED STATE CERTIFICATE OF COMPLETION).

GRADE: _____ STEP: _____ SALARY: _____

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL

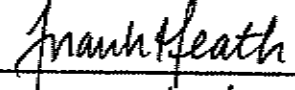
RESCUE SQUAD RECOMMENDATION


DATE: 5-26-2020

DATE: _____

COUNTY MANAGER APPROVAL

FINANCE OFFICER


DATE: 5/27/2020

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 26, 2020

COUNTY OF PERQUIMANS
PART-TIME EMS/RESCUE EMPLOYEES

NAME: Mark E. Montgomery SOC. SEC. NO.: _____

POSITION: EMS Part-Time, EMT RESCUE: _____

NEW EMPLOYEE EFFECTIVE DATE: June 1, 2020

GRADE: 63 STEP: 1 SALARY: \$14.65 per hour

Complete following information only if for new employee.

ADDRESS: 304 Oakridge Drive

CITY/STATE/ZIP: Edenton, NC 27932

PHONE NUMBER: (252)312-5234

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO
Date CERTIFICATION (PER ATTACHED STATE CERTIFICATE OF COMPLETION).

GRADE: _____ STEP: _____ SALARY: _____

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL

[Signature]
DATE: 5-26-20

RESCUE SQUAD RECOMMENDATION

DATE: _____

COUNTY MANAGER APPROVAL

[Signature]
DATE: 5/27/2020

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 26, 2020

COUNTY OF PERQUIMANS
PART-TIME EMS/RESCUE EMPLOYEES

NAME: Katrina M. Aydlett-White SOC. SEC. NO.: _____

POSITION: EMS Part-Time, AEMT RESCUE: _____

NEW EMPLOYEE EFFECTIVE DATE: June 1, 2020

GRADE: 66 STEP: 1 SALARY: \$16.72 per hour

Complete following information only if for new employee.

ADDRESS: 106 Oakwood Lane

CITY/STATE/ZIP: Elizabeth City, NC 27909

PHONE NUMBER: (252)267-4277

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO
Date CERTIFICATION (PER ATTACHED STATE CERTIFICATE OF COMPLETION).

GRADE: _____ STEP: _____ SALARY: _____

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL

RESCUE SQUAD RECOMMENDATION

[Signature]
DATE: 5-26-2020

DATE: _____

COUNTY MANAGER APPROVAL

FINANCE OFFICER

[Signature: Frank Heath]
DATE: 5/27/2020

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 26, 2020

COUNTY OF PERQUIMANS
PART-TIME EMS/RESCUE EMPLOYEES

NAME: Nicole W. Anderson SOC. SEC. NO.: _____

POSITION: EMS Part-Time, Paramedic RESCUE: _____

X NEW EMPLOYEE EFFECTIVE DATE: June 1, 2020

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

Complete following information only if for new employee.

ADDRESS: 1311 West Church Street


CITY/STATE/ZIP: Elizabeth City, NC 27909

PHONE NUMBER: (252)339-3687

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO
Date CERTIFICATION (PER ATTACHED STATE CERTIFICATE OF COMPLETION).

GRADE: _____ STEP: _____ SALARY: _____

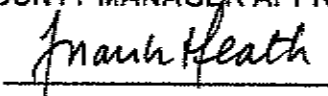
EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL


DATE: 5-26-2020

RESCUE SQUAD RECOMMENDATION

DATE: _____

COUNTY MANAGER APPROVAL


DATE: 5/27/2020

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 26, 2020

COUNTY OF PERQUIMANS
PART-TIME EMS/RESCUE EMPLOYEES

NAME: Alexander D. Zobel SOC. SEC. NO.:

POSITION: EMS Part-Time, Paramedic RESCUE:

X NEW EMPLOYEE EFFECTIVE DATE: June 1, 2020

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

Complete following information only if for new employee.

ADDRESS: 2629 Martha Kaye Drive

CITY/STATE/ZIP: Virginia Beach, VA 23456

PHONE NUMBER: (910)581-2490

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO CERTIFICATION (PER ATTACHED STATE CERTIFICATE OF COMPLETION).

GRADE: STEP: SALARY:

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL

RESCUE SQUAD RECOMMENDATION

DATE: 5-26-2020

DATE:

COUNTY MANAGER APPROVAL

FINANCE OFFICER

DATE: 5/27/2020

DATE:

From: Jonathan Nixon [mailto:jnixon@perquimanscountync.gov]
Sent: Tuesday, May 26, 2020 5:28 PM
To: 'Maddy Lighthill'
Cc: frankheath@perquimanscountync.gov; 'Mary Hunnicutt'; 'Tracy Mathews'; adminems@perquimanscountync.gov
Subject: RE: [External] Last day notice... I don't wanna leave!

Maddy,

Thanks for the kind words and we are sorry to see you leave our area. We have enjoyed watching you grow as an EMS provider and wish you and Christian the best as you make this move. If you are ever back in our area please stop by the station.

Best wishes!

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: Maddy Lighthill <madelinelighthill@yahoo.com>
Sent: Monday, May 25, 2020 11:14 AM
To: Jonathan Nixon <jnixon@perquimanscountync.gov>
Subject: [External] Last day notice... I don't wanna leave!

Hi Jonathan,

I was hoping to speak to you in person today, but I forgot it was a holiday woops! Anyway, I know I had told you that we were going to be transferring this summer and we were trying to figure our dates out. We've come closer and closer to sorting out our exact plans and I now know that my last day I will be able to work is Tuesday June 16. Our movers are scheduled to come the 17, so I'm trying to get in as many shifts as I can before I leave. I am not on the schedule past the 16 so none of my shifts should need to be covered in eschedule.

I am very sad to be leaving this place. Wish it didn't have to be so soon; I've enjoyed working here so much. I really wanted to thank you so much for hiring me as a fresh basic with no experience because I have learned so so much and would never have been able to grow so much as a first responder if you never gave me that chance. I am forever grateful!

If I see you this week I will touch base with you in person, but I just wanted to give you a heads up in writing for now. Thanks for understanding.

Talk soon,
Maddy

Sent from Yahoo Mail for iPhone

EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 14, 2020

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Amy Felton
POSITION: Social Worker I A & T

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

EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY: \$

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

^{Date}
GRADE: STEP: SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

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

DATE OF EMPLOYEE TERMINATION:

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP RAISE:

Date: 6/1/2020 GRADE: 70 STEP: 4 SALARY: \$ 44,624.00

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

DEPARTMENT RECOMMENDATION

Suzan M Chaney

DATE: May 14, 2020 _____

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 5/14/2020 _____

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 4, 2020

COUNTY OF PERQUIMANS
~~PART-TIME~~ EMS/RESCUE EMPLOYEES

NAME: Faith Broughton SOC. SEC. NO.: _____

POSITION: EMS Part-Time - AEMT RESCUE: _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: STEP: SALARY: \$ per hour

Complete following information only if for new employee.

ADDRESS: _____

CITY/STATE/ZIP: _____

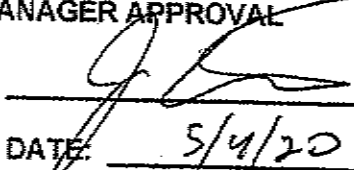
PHONE NUMBER: _____

X 6/1/2020 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO
Date CERTIFICATION ~~(PER ATTACHED STATE CERTIFICATE OF COMPLETION)~~.

GRADE: 66 STEP: 5 SALARY: \$18.43 Per Hour

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL

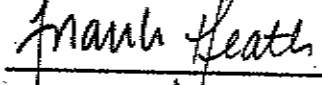
RESCUE SQUAD RECOMMENDATION


DATE: 5/4/20

DATE: _____

COUNTY MANAGER APPROVAL

FINANCE OFFICER


DATE: 5/26/2020

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 4, 2020

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Alyssa Walters

SOC. SEC. NO.: _____

POSITION: EMS Full-Time 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.
Date GRADE: _____ STEP: _____ SALARY: _____

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

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

X 6/1/2020 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 68 STEP: 2 SALARY: \$38,916

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: 5/4/20

DATE: 5/26/2020

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 5/14/2020

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: RUSSELL GRAY, III _____

SOC. SEC. NO.: _____

POSITION: DEPUTY SHERIFF _____

DEPT.: SHERIFF'S OFFICE _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 65 _____ STEP: 1 _____ SALARY: \$33,269 _____

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: _____

6/1/2020 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: 65 _____ STEP: 2 _____ SALARY: \$34,102 _____

_____ 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: 5-14-2020

COUNTY MANAGER APPROVAL

[Signature]

DATE: 5/26/2020

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 5/14/2020

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: CHRISTOPHER MURRAY _____

SOC. SEC. NO.: _____

POSITION: DEPUTY SHERIFF _____

DEPT.: SHERIFF'S OFFICE _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

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

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

6/1/2020 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)
Date GRADE: 65 _____ STEP: 5 _____ SALARY: \$36,682 _____

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

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

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

DEPARTMENT RECOMMENDATION
Alton White
DATE: 5-14-2020

COUNTY MANAGER APPROVAL
Frank Heath
DATE: 5/26/2020

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: MAY 26, 2020

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: TASHARA GRAMBY

SOC. SEC. NO.: _____

POSITION: TAX CLERK - COLLECTIONS

DEPT.: TAX

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 5B STEP: 3 SALARY: \$ 25,168

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: _____

6-1-2020 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: 5B STEP: 4 SALARY: \$ 26,312

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Bill Jennings

Frank Heath

DATE: 5-26-2020

DATE: 5/26/2020

FINANCE OFFICER

DATE: _____

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 17

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 1st DAY OF JUNE, 2020, PASSED THE FOLLOWING AMENDMENT TO THE FY 2019 - 2020 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-335-001	CARES RELIEF	469,047	
10-420-741	CARES RELIEF	469,047	
EXPLANATION: To amend FY 19/20 budget to include CARES RELIEF funds to assist with COVID-19 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, 1st DAY OF JUNE, 2020.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 1st DAY OF JUNE, 2020.

Chairman, Board of Commissioners

Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 18

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 1st DAY OF JUNE, 2020, PASSED THE FOLLOWING AMENDMENT TO THE FY 2019 - 2020 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	Social Services - State Grants	2,324	
10-610-198	LIEAP	2,324	
EXPLANATION: To amend FY 19/20 budget to include additional LIEAP funds as approved by the State.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, 1st DAY OF JUNE, 2020.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 1st DAY OF JUNE, 2020.

 Chairman, Board of Commissioners

 Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 19

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 1st DAY OF JUNE, 2020, PASSED THE FOLLOWING AMENDMENT TO THE FY 2019 - 2020 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	Social Services - State Grants	6,000	
10-610-040	DSS - Professional Services		6,640
10-610-150	Maintenance/Repair Building	12,640	
EXPLANATION: To amend FY 19/20 budget to include funds in the DSS - Maintenance/Repair Building expense line to cover maintenance and repair of building/lawn care as we were made aware of ability to claim a percentage of the expense for reimbursement.			

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, 1st DAY OF JUNE, 2020.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 1st DAY OF JUNE, 2020.

Chairman, Board of Commissioners

Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 20

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 1st DAY OF JUNE, 2020, PASSED THE FOLLOWING AMENDMENT TO THE FY 2019 - 2020 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-033	Senior Medicare	1,054	
10-615-146	SHIIP	1,054	
EXPLANATION: To amend FY 19/20 budget to include SHIIP funding as awarded by Department of Insurance.			

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, 1st DAY OF JUNE, 2020.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 1st DAY OF JUNE, 2020.

Chairman, Board of Commissioners

Finance Officer



**NC Department of Public Safety
Juvenile Crime Prevention Council Certification**

Fiscal Year: 2020 - 2021

County: Perquimans	Date: 5/4/2020
---------------------------	-----------------------

CERTIFICATION STANDARDS

STANDARD #1 - Membership

- A. Have the members of the Juvenile Crime Prevention Council been appointed by county commissioners? yes _____
- B. Is the membership list attached? yes _____
- C. Are members appointed for two year terms and are those terms staggered? yes _____
- D. Is membership reflective of social-economic and racial diversity of the community? yes _____
- E. Does the membership of the Juvenile Crime Prevention Council reflect the required positions as provided by N.C.G.S. §143B-846? yes _____

If not, which positions are vacant and why?

No students; defense attorney and police chief are vacant as well; will continue to try to fill these positions. DA and Commissioner slots held by the same person.

STANDARD #2 - Organization

- A. Does the JCPC have written Bylaws? yes _____
- B. Bylaws are attached or on file (Select one.) _____
- C. Bylaws contain Conflict of Interest section per JCPC policy and procedure. yes _____
- D. Does the JCPC have written policies and procedures for funding and review? yes _____
- E. These policies and procedures attached or on file. (Select one.) _____
- F. Does the JCPC have officers and are they elected annually? yes _____
 JCPC has: Chair; Vice-Chair; Secretary; Treasurer.

STANDARD #3 - Meetings

- A. JCPC meetings are considered open and public notice of meetings is provided. yes _____
- B. Is a quorum defined as the majority of membership and required to be present in order to conduct business at JCPC meetings? yes _____
- C. Does the JCPC meet bi-monthly at a minimum? yes _____
- D. Are minutes taken at all official meetings? yes _____
- E. Are minutes distributed prior to or during subsequent meetings? yes _____

STANDARD #4 - Planning

- A. Does the JCPC conduct an annual planning process which includes a needs assessment, monitoring of programs and funding allocation process? yes _____
- B. Is this Annual Plan presented to the Board of County Commissioners and to DPS? yes _____
- C. Is the Funding Plan approved by the full council and submitted to Commissioners for their approval? yes _____

Juvenile Crime Prevention Council Certification (cont'd)

STANDARD #5 - Public Awareness

- A. Does the JCPC communicate the availability of funds to all public and private non-profit agencies which serve children or their families and to other interested community members? (RFP, distribution list, and article attached) _____ yes
- B. Does the JCPC complete an annual needs assessment and make that information available to agencies which serve children or their families, and to interested community members? _____ yes

STANDARD #6 - No Overdue Tax Debt

- A. As recipient of the county DPS JCPC allocation, does the County certify that it has no overdue tax debts, as defined by N.C.G.S. §105-243.1, at the Federal, State, or local level? _____ yes

Briefly outline the plan for correcting any areas of standards non-compliance.

Will work to meet all requirements in the coming year; JCPC is managed under the Inter-Agency Council.

Having complied with the Standards as documented herein, the Juvenile Crime Prevention Council may use up to \$15,500 of its annual Juvenile Crime Prevention fund allocation to cover administrative and related costs of the council. *Form JCPC/OP 002 (b) JCPC Certification Budget Pages* detailing the expenditure budget must be attached to this certification.
 The JCPC Certification must be received by June 30, 2020.

**JCPC Administrative Funds
SOURCES OF REVENUE**

DPS JCPC	
<small>Only list requested funds for JCPC Administrative Budget.</small>	
Local	_____ 0
Other	_____
Total	_____ 0



 JCPC Chairperson

5-8-2020

 Date

Chairman, Board of County Commissioners _____ Date

DPS Designated Official _____ Date

Juvenile Crime Prevention Council Certification (cont'd)

Perquimans

County

FY 2020-2021

Instructions: N.C.G.S. § 143B-846 specifies suggested members be appointed by county commissioners to serve on local Juvenile Crime Prevention Councils. In certain categories, a designee may be appointed to serve. Please indicate the person appointed to serve in each category and his/her title. Indicate appointed members who are designees for named positions. Indicate race and gender for all appointments.

Specified Members	Name	Title	Designee	Race	Gender
1) School Superintendent or designee	James Bunch	Asst. Superintendent	<input type="checkbox"/>	w	m
2) Chief of Police	n/a		<input type="checkbox"/>		
3) Local Sheriff or designee	Shelby White	Sheriff	<input type="checkbox"/>	w	m
4) District Attorney or designee	Kyle Jones	ADA	<input type="checkbox"/>	w	m
5) Chief Court Counselor or designee	Ed Hall	Chief	<input type="checkbox"/>	b	m
6) Director, AMH/DD/SA, or designee	Tracey Webster	SOC Coord	<input type="checkbox"/>	b	f
7) Director DSS or designee	Susan Chaney	Director	<input type="checkbox"/>	w	f
8) County Manager or designee	Frank Heath	Manager	<input type="checkbox"/>	w	m
9) Substance Abuse Professional	Tonya Johnson	Uplift	<input type="checkbox"/>	b	f
10) Member of Faith Community	Wonder Lewis	Pastor	<input type="checkbox"/>	b	f
11) County Commissioner	Kyle Jones	Commissioner and Asst DA	<input type="checkbox"/>	w	m
12) Two Persons under age 18 (State Youth Council Representative, if available)	TBD		<input type="checkbox"/>		
	TBD		<input type="checkbox"/>		
13) Juvenile Defense Attorney	n/a		<input type="checkbox"/>		
14) Chief District Judge or designee	Hon. Meader Harriss	District Court Judge	<input type="checkbox"/>	w	m
15) Member of Business Community			<input type="checkbox"/>	w	f
16) Local Health Director or designee	Rebecca Cook	Triple P	<input type="checkbox"/>	w	f
17) Rep. United Way/other non-profit	Gail White	Dir. Housing	<input type="checkbox"/>	w	f
18) Representative/Parks and Rec.	Howard Williams	Director	<input type="checkbox"/>	w	m
19) County Commissioner appointee	Starr Gordon	District Social Worker	<input type="checkbox"/>	b	f
20) County Commissioner appointee			<input type="checkbox"/>	b	f
21) County Commissioner appointee	Michelle Lawrence	Librarian	<input type="checkbox"/>	w	f
22) County Commissioner appointee	Shatasha Leary	Youth Dev. Program Coord.	<input type="checkbox"/>	b	f
23) County Commissioner appointee	Markeeta Littlejohn	Court Counselor	<input type="checkbox"/>	b	f
24) County Commissioner appointee	Eva Anderson	Court Counselor Supervisor	<input type="checkbox"/>	b	f
25) County Commissioner appointee	Ashley Waters	MH Specialist	<input type="checkbox"/>	w	f

From: Gregory Rudolph [mailto:grudolph@carteretcountync.gov]
Sent: Thursday, May 07, 2020 4:38 PM
To: Mary Hunnicutt
Cc: Govoni, Daniel; 'Mike.Lopazanski@ncdenr.gov'
Subject: [External] RE: Coastal Resources Advisory Council Members

Hi Mary,

Great to hear from you and friends in Perquimans County. I'm carbon copying Daniel and Mike at the N.C. Division of Coastal Management as they kind of serve as staff for the Coastal Resources Advisory Council (CRAC) so they can correct me if I'm wrong, but ultimately the Coastal Resources Commission (CRC) appoints and re-appoints members of the CRAC. Of course with the COVID-19 precautions still in place, I'm not sure when we will all meet again, but regardless we make sure CRAC appointments/re-appointments are on their (the CRC's) agenda. I don't think Frank will have to submit anything for a re-appointment.

Thank you for reaching out to us and be safe. Cheers -rudi

Greg "rudi" Rudolph, Carteret County Shore Protection Office
P.O. Box 4297
Emerald Isle, N.C. 28594
252 222-5835
252 241-3264 (cell)
252 222-5826 (fax)
www.protectthebeach.com

From: Mary Hunnicutt [mailto:mhunnicut@perquimanscountync.gov]
Sent: Thursday, May 07, 2020 3:14 PM
To: Gregory Rudolph <grudolph@carteretcountync.gov>
Subject: Coastal Resources Advisory Council Members

Mr. Rudolph,

Currently, Frank Heath is serving on the above referenced Council. His term is due to expire on June 30, 2020. I was not sure who I needed to contact with regard to his reappointment. Is he eligible to be reappointed and who should I be talking with regarding this reappointment? I thought I would start with you to see if you could direct me to the proper individual.

Thank you for your assistance in this matter.

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

Perquimans County's Vision:

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

From: Landon Mason [mailto:edlbmason@gmail.com]
Sent: Tuesday, May 12, 2020 11:25 PM
To: Mary Hunnicutt
Cc: Landon Mason
Subject: [External] Re: Economic Improvement Council

Greetings Ms. Hunnicutt,

Thanks for reaching out and I appreciate your concern. We are doing well in COVID-19 and I trust that you are doing well under the circumstances. EIC has modified their bylaws to align with the CSBG model with board composition, therefore we will not be consulting with the County Commissioners for this appointment. If you have any questions, please feel free to contact me.

Please Note: My email address has change to dr.landon.mason@eicca.org.

Kind Regards and stay safe,

Dr. Landon B. Mason Sr., NCRT, CCAP
President, North Carolina Community Action Association
Executive Director
Economic Improvement Council, Inc.
P.O. Box 549
712 Virginia Road
Edenton, NC 27932
(252) 482- 4458 - Ext. 137
Facsimile -- (252) 482-0328
Cell-(252) 337-4575
www.eicca.org
E-mail - dr.landon.mason@eicca.org

He has a right to criticize, who has a heart to help. - Abraham Lincoln

On May 7, 2020, at 2:22 PM, Mary Hunnicutt <mhunnicutt@perquimanscountync.gov> wrote:

Dr. Mason,

Hope all is well with you. Upon checking my board listing, Brenda Lassiter was appointed to the above referenced commission on July 1, 2017 for a three-year term which is due to expire on June 30, 2020. Is she still eligible to serve and should we reappointment him at our June 1, 2020 meeting?

Thanks.

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

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Mary Hunnicutt

From: mlawrence@pettigrewlibraries.org
Sent: Monday, May 11, 2020 3:08 PM
To: Mary Hunnicutt
Subject: [External] Perquimans County Library Board

Hi Mrs. Hunnicutt,

I hope you had a nice Mother's Day weekend.

Sadly, Ms. Stallings and Bill both are unable to serve another term on our board. I'm going to post an advertisement looking for new members.

Our staff is scheduled to return Monday the 18th - it keeps getting pushed back, but we are eager to come back. We are planning to start curbside pick up service next week, too.

Take care,
Michele

Michele Lawrence
Librarian
Perquimans County Library
514 S Church Street
Hertford, NC 27944
252-426-5319
FAX 252-426-1556

Mary Hunnicutt

From: Amanda Layden <alayden@perquimanscountync.gov>
Sent: Thursday, May 14, 2020 12:33 PM
To: 'Mary Hunnicutt'
Cc: hwilliams@perquimanscountync.gov
Subject: RE: Recreation Advisory Committee

Mary,
 All members would like to continue to be on the board, except for Jeff Proctor. He said we can find someone else to represent Bethel.
 Thank you,
 Mandy

From: Mary Hunnicutt [<mailto:mhunnicutt@perquimanscountync.gov>]
Sent: Thursday, May 7, 2020 2:31 PM
To: Amanda Layden; Howard Williams
Subject: Recreation Advisory Committee

Howard & Mandy,

Hope all is well with you. Upon checking my board listing, the following individuals were appointed as listed. As you will notice, these individual's terms are due to expire on June 30, 2020. Are these individuals eligible to serve and are willing to continue to serve. If so, please send me an e-mail stating that you recommend their reappointment effective July 1, 2020.

Name	Board/Committee	Mbrs	Term	Appt.	Expire
Lassiter, Rodney	Recreation Advisory Committee - Belvidere	10	3 yrs.	7/1/2017	6/30/2020
Proctor, Jeff	Recreation Advisory Committee - Bethel	10	3 yrs.	7/1/2017	6/30/2020
Leigh, Fondella	Recreation Advisory Committee - Commissioner	10	3 yrs.	7/1/2017	6/30/2020
Smith, April	Recreation Advisory Committee - Parksville	10	3 yrs.	7/1/2017	6/30/2020

Thanks.

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

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From: Jasmine Wilson [mailto:jwilson@accog.org]
Sent: Monday, May 11, 2020 8:34 AM
To: Mary Hunnicutt
Subject: [External] Fw: Senior Tarheel Regional Advisory Board

Good Morning Ms. Mary,

I have been in contact with Ms. Holman and she would love to be reappointed as the Senior Tar Heel Legislature (STHL)/ Regional Advisory Board!

Would you like for me to type a formal letter or will this email suffice?

Thank you,
Jasmine S. Wilson

From: Laura Alvarico
Sent: Thursday, May 7, 2020 6:25 PM
To: Jasmine Wilson
Subject: FW: Senior Tarheel Regional Advisory Board

Will you reach out to Lillian to see if she is willing to continue to serve?

Thanks!

From: Mary Hunnicutt <mhunnicut@perquimanscountync.gov>
Sent: Thursday, May 07, 2020 2:33 PM
To: Laura Alvarico <lalvarico@accog.org>
Subject: Senior Tarheel Regional Advisory Board

CAUTION: This message originated from an email address outside the agency. Please do not click any links or open any attachments unless verified. Send all suspicious email as an attachment to [redacted]
Laura,

Hope all is well with you. Upon checking my board listing, Lillian Holman was appointed to the above referenced commission on July 1, 2020 for a one-year term which is due to expire on June 30, 2020. Is she still eligible to serve and should we reappointment her at our June 1, 2020 meeting?

Thanks.

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

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Mary Hunnicutt

From: Sharon Smith <tourismdirector@visitperquimans.com>
Sent: Tuesday, May 26, 2020 12:13 PM
To: Mary Hunnicutt
Cc: Alan Lennon; Alan Lennon
Subject: [External] Re: [External] Re: Tourism Development Authority (Industry Rep)

I'm sorry Mary, I forgot to let you know. Steve does want to continue on the TDA Board.

On May 26, 2020, at 12:03 PM, Mary Hunnicutt <mhunnicutt@perquimanscountync.gov> wrote:

Still waiting on the recommendation for this reappointment. Do you have anything new?

Thanks
Mary

From: Sharon Smith [<mailto:tourismdirector@visitperquimans.com>]
Sent: Thursday, May 07, 2020 3:39 PM
To: Mary Hunnicutt
Cc: Alan Lennon
Subject: [External] Re: Tourism Development Authority (Industry Rep)

Thanks Mary.
Alan, would you like me to check and see if Steve still wants to serve on the board?

On May 7, 2020, at 2:39 PM, Mary Hunnicutt <mhunnicutt@perquimanscountync.gov> wrote:

Alan & Sharon,

Hope all is well with you both. Upon checking my board listing, Stephen McDonald was appointed to the above referenced Authority on July 1, 2018 for a two-year term which is due to expire on June 30, 2020. Is he still eligible to serve and should we reappointment him at our June 1, 2020 meeting?

Thanks.

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

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**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2019-2020**

VIII. EMERGENCY TELEPHONE FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Emergency Telephone Fund for the fiscal year beginning July 1, 2019, and ending June 30, 2020.

	<u>Incorrect Amt.</u>	<u>Correct Amt.</u>
Operating Expenses	\$ 297,051	\$ 297,051
TOTAL EMERGENCY TELEPHONE FUND	<u>\$ 297,051</u>	<u>\$ 297,051</u>

Section 2: REVENUES - It is estimated that the following revenues will be available in the Emergency Telephone Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

State Grants	\$ 0	\$ 0
Emergency 911 Fee	279,041	297,041
Investment Earnings	10	10
TOTAL EMERGENCY TELEPHONE FUND	<u>\$ 279,051</u>	<u>\$ 297,051</u>

Recommendations

Planning Staff believes the parent-to-child flag lot subdivision, as proposed, may be developed in compliance with Subdivision Regulations with additions approved by Planning Board.

Planning Board recommended approval of the abbreviated flag lot subdivision deed of gift as proposed from William and Earnestene Howell to their daughter and son-in-law Patrice and Andrew Leigh conditioned upon establishing a minimum 40 foot wide ingress/egress access easement, adding language to the survey stating the northerly residual 3+ acre lot is not developable until it meets subdivision regulations and zoning ordinance minimums, and add language to the survey and/or deed requiring a drainage easement to surround the proposed one acre and continue until water exits the field completely, adopting the Table of Findings 1 through 4 to support the motion. Four members were present and the motion passed unanimously.

Non-development language and drainage language and graphics are now on the preliminary survey. Board members may choose to discuss house orientation.

Suggested Motions – Recommendations – Actions:

The BCC is requested to consider using one of the following sets of scripts to form the desired motion for approval or denial of the subdivision, as follows:

1. **Motion to find proposed Parent-to-Child subdivision request No. NZV-20-01 to be consistent and in harmony with the existing development pattern** around 1027 New Hope Road, Hertford, NC;
2. **MOTION TO RECOMMEND APPROVAL:** Motion to approve parent-to-child subdivision from William and Earnestene Howell to their daughter and son-in-law Patrice and Andrew Leigh conditioned upon establishing a minimum 40 foot wide ingress/egress/utility easement, keeping language on the survey stating the northerly residual 3 acre lot is not developable until it meets subdivision regulations and zoning ordinance minimums, and keep language on the survey requiring a drainage easement to surround the proposed one acre and continue until water exits the crop field completely...*extra provisions as discussed during meeting...*, adopting Findings to support the motion (*see Table, below*).

TWO SUGGESTED ACTIONS TO RECOMMEND DENIAL: Motions to recommend denial to subdivision deed of gift as proposed from William and Earnestene Howell to their daughter and son-in-law Patrice and Andrew Leigh would utilize both of the above-noted motions stated in the negative tense and adopting Findings to support the motion (*see Table, below*).

TABLE OF FINDINGS for Proposed Parent-to-Child Subdivision NZV-20-01

Motion to recommend approval finds:	Motion to recommend denial finds:
1) That there are special circumstances or conditions affecting said property such that the strict application of the provisions of this ordinance would deprive the applicant of the reasonable use of his land.	1) That there are <u>NOT</u> special circumstances or conditions affecting said property such that the strict application of the provisions of this ordinance would deprive the applicant of the reasonable use of his land.
2) That the variance is necessary for the preservation and enjoyment of a substantial property right of the petitioner.	2) That the variance is <u>NOT</u> necessary for the preservation and enjoyment of a substantial property right of the petitioner.
3) That the circumstances giving rise to the need for the variance are peculiar to the parcel and are not generally characteristic of other parcels in the jurisdiction of this ordinance, and	3) That the circumstances giving rise to the need for the variance are <u>NOT</u> peculiar to the parcel and <u>ARE</u> generally characteristic of other parcels in the jurisdiction of this ordinance, and
4) That the granting of the variance will not be detrimental to the public health, safety, and welfare or injurious to other property in the territory in which said property is situated.	4) That the granting of the variance <u>WILL</u> be detrimental to the public health, safety, and welfare or injurious to other property in the territory in which said property is situated.

- ATTACHMENTS: 1) 2 GIS maps of subject parcels
 2) Applicant's Application and Site Plan with septic system permit
 3) Preliminary survey



PERQUIMANS COUNTY BOARD OF COMMISSIONERS

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

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

MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

RESOLUTION ADOPTING THE ALBEMARLE REGIONAL HAZARD MITIGATION PLAN

WHEREAS, the Perquimans County is vulnerable to an array of natural hazards that can cause loss of life and damages to public and private property; and

WHEREAS, the County and participating municipal jurisdictions desire to seek ways to mitigate situations that may aggravate such circumstances; and

WHEREAS, the development and implementation of a hazard mitigation plan can result in actions that reduce the long-term risk to life and property from natural hazards; and

WHEREAS, it is the intent of the Perquimans County Board of Commissioners to protect its citizens and property from the effects of natural hazards by preparing and maintaining a local hazard mitigation plan; and

WHEREAS, it is also the intent of the Perquimans County Board of Commissioners to fulfill its obligation under North Carolina General Statutes, Chapter 166A: North Carolina Emergency Management Act and Section 322: Mitigation Planning of the Robert T. Stafford Disaster Relief and Emergency Assistance Act to remain eligible to receive state and federal assistance in the event of a declared disaster affecting the Perquimans County; and

WHEREAS, the Perquimans County actively participated in the planning process for the Albemarle Regional Hazard Mitigation Plan and has prepared a regional hazard mitigation plan update with input from the appropriate local and state officials; and

WHEREAS, the North Carolina Division of Emergency Management and the Federal Emergency Management Agency have reviewed the Albemarle Regional Hazard Mitigation Plan for legislative compliance and have approved the plan pending the completion of local adoption procedures;

NOW, THEREFORE, be it resolved that the Board of Commissioners of Perquimans County hereby:

1. Adopts the Albemarle Regional Hazard Mitigation Plan; and
2. Vests the Emergency Management with the responsibility, authority, and the means to:
 - (a) Inform all concerned parties of this action.
 - (b) Cooperate with Federal, State and local agencies and private firms which undertake to study, survey, map, and identify floodplain or flood-related erosion areas, and cooperate with neighboring communities with respect to management of adjoining floodplain and/or flood-related erosion areas in order to prevent aggravation of existing hazards.
3. Appoints the Emergency Management to assure that, in cooperation with the other participating jurisdictions, the Hazard Mitigation Plan is reviewed annually and every five years as specified in the Plan to assure that the Plan is in compliance with all State and Federal regulations and that any needed revisions or amendments to the Plan are developed and presented to the Perquimans County Board of Commissioners for consideration.

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4. Agrees to take such other official action as may be reasonably necessary to carry out the objectives of the 2020 Albemarle Regional Hazard Mitigation Plan.

Adopted this 1st day of June, 2020.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Clerk to the Board

SEAL

Mary Hunnicutt

From: Julie Solesbee <jsolesbee@perquimanscountync.gov>
Sent: Tuesday, May 26, 2020 3:06 PM
To: 'Mary Hunnicutt'; frankheath@perquimanscountync.gov;
manager@townofhertfordnc.com; fred@inteliport.net; fredyates1936@gmail.com;
valeriejackson275@gmail.com
Cc: Jonathan Nixon
Subject: Action Needed
Attachments: Landfall Debarment Clause rev.pdf; Landfall Strategies contract renewal rev -
Perquimans County.pdf; Amendment #1 Perquimans Winfall Hertford exp 7-1-21.pdf

Good Afternoon,

Attached is an updated Debris Removal (CERES) and Debris Monitoring (Landfall Strategies) contract agreement since our current contract is expiring in the near future. We ask that you please add this to your upcoming board agenda for approval. At our request, both companies have updated our agreement to reflect that the contract can be terminated if they were to become debarred. A debarred company would have prohibited us from being able to seek reimbursement for these expenses which prompted the change.

Please let us know if you have any questions.
Respectfully,

Julie M. Solesbee, Public Information Officer/ Grants Manager/ AEMT
Perquimans County Emergency Services
911 Communications - EMS - Emergency Management
159 Creek Drive - PO Box 563
Hertford, NC 27944
252-426-5646
252-426-1875 Fax
252-331-3958 Cell

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

Amendment #1 for Contract Extension
COUNTY OF PERQUIMANS, NORTH CAROLINA
TOWN OF WINFALL, NORTH CAROLINA
TOWN OF HERTFORD, NORTH CAROLINA
AND
CERES ENVIRONMENTAL SERVICES, INC.

Contract Title: Professional Debris Removal Services

Contract Term: July 1, 2017- July 1, 2020

Renewal Number: 1

Renewal Period: July 1, 2020- July 1, 2021

Contractor: Ceres Environmental Services Inc.
696B Professional Pkwy E
Sarasota FL 34240

Description of Renewal Notice:

In accordance with the renewal provision included in the original contract, Professional Debris Removal Services, all specifications, terms and conditions are to remain the same during the contract renewal period. Should the Contractor become debarred by a Federal or State agency, this agreement shall be voided. This is the first renewal option to be used. Pursuant to this renewal agreement, the contract is hereby being extended thru to July 1, 2021.

Accepted by the following authorized representatives on behalf of the County of Perquimans and Towns of Winfall & Hertford, and the Contractor, Ceres Environmental Services Inc.

CERES ENVIRONMENTAL SERVICES INC.

Sign: Tia Laurie
Tia Laurie, Corporate Secretary

Date: 5/15/2020

COUNTY OF PERQUIMANS, NORTH CAROLINA

Sign: _____
County Manager:

Date: _____

TOWN OF WINFALL, NORTH CAROLINA

Sign: _____
Mayor:

Date: _____

TOWN OF HERTFORD, NORTH CAROLINA

Sign: _____
Town Manager:

Date: _____



DISASTER RECOVERY SERVICES

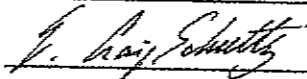
May 18, 2020

Perquimans County Emergency Services
159 Creek Drive - PO Box 563
Hertford, NC 27944

Re: Renewal of Disaster Management and Recovery Monitoring Services Agreement

To whom it may concern,

Thank you for your interest in renewing the current agreement between Landfall Strategies, LLC and Perquimans County (including the Town of Hertford, and the Town of Winfall) for Disaster Management and Recovery Monitoring, which is scheduled to expire at the end of June 2020. Landfall Strategies, LLC is agreeable to extend the contract for another one-year period, through June of 2021, according to the renewal terms found in the agreement. If the County and its participating municipalities are likewise agreeable, please sign below to and return this renewal agreement to Landfall Strategies, LLC.

Party:	<u>PERQUIMANS COUNTY, NC</u>	<u>LANDFALL STRATEGIES, LLC</u>
Name:	<u></u>	<u>Craig Schultz</u>
Title:	<u></u>	<u>President</u>
Signature:	<u></u>	<u></u>
Date:	<u></u>	<u>May 19, 2020</u>
Party:	<u>TOWN OF HERTFORD, NC</u>	<u>TOWN OF WINFALL, NC</u>
Name:	<u></u>	<u></u>
Title:	<u></u>	<u></u>
Signature:	<u></u>	<u></u>
Date:	<u></u>	<u></u>

**DISASTER MANAGEMENT AND RECOVERY MONITORING SERVICES
AGREEMENT ADDENDUM**

Landfall Strategies, LLC and Perquimans County are parties to an agreement for Landfall Strategies, LLC to provide "Disaster Management and Recovery Monitoring Services" to the County (including the Town of Hertford and the Town of Winfall). The Parties to the Agreement, by having signed this addendum to the Agreement below, agree to amend the Agreement to include the following General Provision:

12.11 **Debarment and Suspension.** Contractor certifies, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from entering into this agreement by any federal agency or department, agency or political subdivision of the State North Carolina. The term "principal" for the purposes of this agreement is defined as an officer, director, owner, partner, key employee, or other person with primary management or supervisory responsibilities or a person who has a critical influence on or substantive control over the operations of the Contractor. The Agreement shall be terminated if Landfall Strategies, LLC were to become debarred with state or federal agencies, according to the terms of 2 CFR Part 180, and it shall be the responsibility of the Contractor to notify the Client in writing upon the occurrence of such event.

IN WITNESS WHEREOF, the Parties have agreed to and executed this Contract Addendum, which shall become part of the Agreement.

Party:	<u>PERQUIMANS COUNTY, NC</u>	<u>LANDFALL STRATEGIES, LLC</u>
Name:	_____	<u>Craig Schultz</u>
Title:	_____	<u>President</u>
Signature:	_____	<u><i>C. Craig Schultz</i></u>
Date:	_____	<u>May 19, 2020</u>

Party:	<u>TOWN OF HERTFORD, NC</u>	<u>TOWN OF WINFALL, NC</u>
Name:	_____	_____
Title:	_____	_____
Signature:	_____	_____
Date:	_____	_____

FOR
INFORMATION
ONLY
ITEMS

Tanya Turner
Superintendent

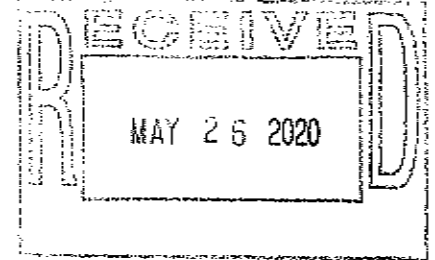
Perquimans County Schools
P. O. Box 337
Hertford, North Carolina 27944



Board of Education
Dr. Anne White, Chair
Amy Spough, Vice-Chair
Russell Lassiter
Matt Peeler
Leary Winslow
Arfene Yates

May 19, 2020

Mr. Wallace Nelson, Chair
Perquimans County Board of Commissioners
PO Box 45
Hertford, NC 27944



Re: Retirement Systems Division's Contribution-Based Benefit Cap Report

Dear Chairman Nelson,

As the Finance Director for Perquimans County Schools, I am required by G.S. 115C-436 (c) to notify the Perquimans County Board of Commissioners that a report has been provided to Perquimans County Schools by the Teachers' and State Employees' Retirement System (TSERS).

The TSERS Contribution-Based Benefit Cap Report, dated April 16, 2020, estimates there is one (1) employee of Perquimans County Schools who: (1) is most likely to require an additional employer contribution should the employee retire in the following 12 months; (2) may be eligible to retire in the next 13 months; and, (3) have an annual salary of \$95,000 or greater based on the employee's most recent annual benefits statement.

Notably, TSERS has prepared this report utilizing a statutory formula that assists TSERS in determining the likelihood that the retirement allowance of a member might exceed the contribution-based benefit cap (CBBC). The report does not, however, consider relevant variables that ultimately determine the actual employer's retirement contribution, such as: an employee's discretionary participation in a particular financial plan; whether the member will actually retire in the next 13 months; the member's average final compensation and age at retirement; membership service; whether the member will become employed by another NC school system prior to retirement; and other factors. The actual employer retirement contribution will vary depending on the relevant facts and circumstances at the effective date of each employee's retirement.

This letter fulfills the reporting obligations to the Perquimans County Board of Commissioners as stated in G.S. 115C-436(c).

Sincerely,

Rube F. Blanchard
Finance Director

CC: Tanya Turner, Superintendent
Dr. Anne White, Chair, Perquimans County Board of Education

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 SUBDIVISION 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

1/27/2020

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
PAUL J TOTI	X	4-29-2020	X	SUBDIVISION FOR PARCEL 4-0036-0124F
BRITT & STEPHANIE MONTGOMERY				CREATING 5.053AC PARCEL

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

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221-4795

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482-7804

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CAMDEN, NC 27921
338-1415/333-8781

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338-6328

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1015 MACEY JO CT

SAUNDERS SURVEYING
510 AVENUE ROAD

TIMMONS GROUP
1805 W CITY DR UNIT E

PLAT REVIEW LOG - PERQUIMANS COUNTY

May

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
JH MILLER WILLIAM WELCH	X	5-6-2020	X	SUBDIVISION PLAT FOR PARCEL# 3-0038-00068 4A1 - 4-A2
TONY WEBB WILLIAM&ROBERTA HEATH	X	5-8-2020	X	RECOMBINATION & MINOR SUBDIVISION 1-0075-0001 & 4-0075-0004A
MARK PRUDEN GARLAND & CYNTHIA JENNINGS	X	5-13-2020		EXCEPTION TO COUNTY SUBDIVISION 2-0068-0007A 55.92 ACRES
MARK PRUDEN DAVID & HOPE SWINNEY	X	5-13-2020		EXCEPTION TO COUNTY SUBDIVISION PARENT PARCEL 2-0068-0007A PULLING OUT 10.02 AC
SL CARDWELL NICOLAS LEE FORBES	X	5-15-2020		EXISTING PARCEL OF LAND 4-D055-5001-TC
TONY WEBB THE BELVIDERE CHAPPEL HILL VOLUNTEER FIRE DEPT	X	5-22-2020		RECOMBINATION PLAT TAKING 4.21AC FROM 1-0021-0011 & ADDING TO 1-0021-0011A

BISSELL
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

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CAMDEN, NC 27921
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330-4016

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GATESVILLE, NC 27909

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PLAT REVIEW LOG - PERQUIMANS COUNTY

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ELIZABETH CITY, NC 27909
(252) 621-5030

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

PERQUIMANS COUNTY
OFFICIAL REPORT

Date: May 2020

Board of Commissioners:
Finance Officer:

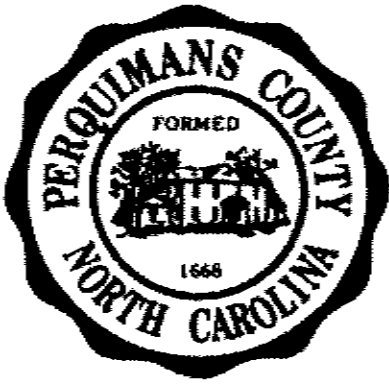
I wish to report that during May 2020 I received the following funds which were duly deposited in the County's depository on the dates and in the amounts as shown:

DATE	BUILDING PERMITS	#	ELECTRICAL PERMITS	#	PLUMBING PERMITS	#	INSULATION PERMITS	#	MECHANICAL PERMITS	#	MOBILE HOME	#	STATE TAX	MISC	TOTAL DEPOSITED
5/1/2020	\$150	1													\$150
5/2/2020															\$0
5/3/2020															\$0
5/4/2020	\$124	1							\$110	1					\$234
5/5/2020			\$30	1											\$30
5/6/2020															\$0
5/7/2020															\$0
5/8/2020	\$50	1												\$75	\$125
5/9/2020															\$0
5/10/2020															\$0
5/11/2020					\$60	1									\$60
5/12/2020									\$110	2					\$110
5/13/2020	\$907	1	\$30	1	\$195	3	\$50	1	\$55	1					\$1,237
5/14/2020	\$286	1	\$725	2											\$1,011
5/15/2020									\$55	1					\$55
5/16/2020															\$0
5/17/2020															\$0
5/18/2020					\$170	2									\$170
5/19/2020									\$55	1					\$55
5/20/2020	\$2,560	2					\$50	1							\$2,610
5/21/2020	\$50	1	\$211	2	\$110	1									\$371
5/22/2020															\$0
5/23/2020															\$0
5/24/2020															\$0
5/25/2020															\$0
5/26/2020															\$0
5/27/2020															\$0
5/28/2020															\$0
5/29/2020															\$0
5/30/2020															\$0
5/31/2020															\$0
TOTAL	\$4,127	8	\$996	6	\$535	7	\$100	2	\$385	6	\$0	0	\$0	\$75	\$6,218

Signed: _____ Building Inspector

MAY 2020

Date	NEW RESIDENCE			RMW COMMERCIAL			ADDITIONS			REMODEL			ACCESSORY BUILDING			MOBILE HOMES			MODULAR HOMES			OTHERS			DAILY Ttl	
	County	Hertford	Winfall	County	Hertford	Winfall	County	Hertford	Winfall	County	Hertford	Winfall	County	Hertford	Winfall	County	Hertford	Winfall	County	Hertford	Winfall	County	Hertford	Winfall		
5/1/2020																									\$ 1,000.00	
5/2/2020																										\$ -
5/3/2020																										\$ -
5/4/2020																										\$ -
5/6/2020																									\$ 4,830.00	
5/8/2020																									\$ 400.00	
5/11/2020																									\$ -	
5/12/2020																									\$ -	
5/13/2020																									\$ 500.00	
5/14/2020																									\$ -	
5/15/2020																									\$ -	
5/16/2020																									\$ 1,000.00	
5/17/2020																									\$ 15,134.00	
5/18/2020																									\$ 5,675.00	
5/19/2020																									\$ 38,000.00	
5/20/2020																									\$ -	
5/21/2020																									\$ -	
5/22/2020																									\$ 20,475.00	
5/23/2020																									\$ 600.00	
5/24/2020																									\$ 5,578.00	
5/25/2020																									\$ 518,000.00	
5/26/2020																									\$ 4,300.00	
5/27/2020																									\$ 14,000.00	
5/28/2020																									\$ -	
5/29/2020																									\$ -	
5/30/2020																									\$ -	
5/31/2020																									\$ -	
	\$ 80,800.00	\$ -	\$ -	\$ 518,000.00	\$ -	\$ -	\$ -	\$ 14,000.00	\$ -	\$ -	\$ -	\$ -	\$ 47,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,802.00
																									\$ 600.00	
																										\$ -
																										\$ 765,552.00



Case Detail Report

5/1/2020 - 5/22/2020

Case #	Case Date	Assigned To	Main Status	Violation	Parcel Address
40	5/22/2020	Erle Solesbee	Open	unsafe residence	118 HAYWOOD SMITH RD
39	5/22/2020	Erle Solesbee	Open	solid waste	221 WHITEHAT RD
38	5/22/2020	Erle Solesbee	Open	junk vehicle/AMH	207 UNION HALL RD
37	5/18/2020	Erle Solesbee	Open	Junk vehicles	233 JACOCKS LN

Total Records: 4

5/22/2020



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**

5/26/2020

Re: Agenda Packet Information

To: County Commissioners

From: Bill Jennings
Tax Administrator

County Commissioners:

The Board of Equalization and Review will need to reconvene at the June 1st meeting. Everyone except Commissioner Jones, who was absent at the last meeting, has signed the Oath of Office.

I have no scheduled appointments and expect the 2020 Board of Equalization to adjourn at the meeting.

Thank you,

Bill Jennings
Tax Administrator
Perquimans County

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



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Hertford, NC 27944

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**PERQUIMANS COUNTY
TAX DEPARTMENT**

Enforced Collections- May 2020

GARNISHMENTS: \$1,848.39

PAYMENT AGREEMENTS: \$24,229.77

DEBT SETOFFS: \$0

COMMITTEE REPORTS