

**Please note the change  
 in location:  
 514 S. Church Street  
 Hertford, NC 27944**

**A G E N D A**  
*All items are for discussion and possible action.*  
 Perquimans County Board of Commissioners  
**Meeting Room at Perquimans County Library**  
**December 7, 2020**  
**7:00 p.m.**

**I. Call to Order**

**II. Prayer & Pledge**

**III. Approval of Agenda**

**IV. Consent Agenda**

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

- A. Approval of Minutes November 2, 2020 Regular Meeting and November 16, 2020 Work Session
- B. Tax Release & Refund Approvals
- C. Personnel Matters
  - 1. Job Reclassification – Human Resource Director/Special Projects Coordinator
  - 2. Appointment: Part-Time/Fill-In Paramedic/Supervisor
  - 3. Appointment: Part-Time/Fill-In Paramedic
  - 4. Appointment: Seasonal Part-Time Low Income Energy Assistance Workers (2)
  - 5. Appointment: EMS Full-Time Paramedic
  - 6. Appointment: Part-Time/Fill-In AEMT
  - 7. Appointment: Part-Time/Fill-In EMT
  - 8. Removal from Roster – PT/FI EMT
  - 9. Removal from Roster - Paramedic
  - 10. Resignation – Certified Part-Time Telecommunicator / Appointment – PT/FI Certified Telecommunicator
- D. Budget Amendment Nos. 15 -18
- E. Board Reappointment: Chowan/Perquimans Multi-County LEPC
- F. Reinstatement of Register of Deeds' Salary

**ACTION  
REQUIRED**

**V. PRESENTATION**

- A. Presentation of Plaque to Brenda Lassiter, Planning Board

**VI. Scheduled Appointments**

- A. Ashley Stoop, Albemarle Regional Health Services 7:00 p.m.
- B. Rhonda Money, Planner 7:10 p.m.
- C. James Bunch, Assistant Superintendent of Perquimans County School System 7:20 p.m.
- D. ZLS Tax Services 7:25 p.m.
- E.

**NO  
ACTION  
REQUIRED**

**VII. Commissioner's Concerns/Committee Reports**

- A.
- B.
- C.

**VIII. Old Business**

- A. Updates from County Manager
- B. Appointment: At-Large Representative to Albemarle Commission's Board of Delegates
- C.

**ACTION  
REQUIRED**

**IX. Swearing in of Commissioners Joseph W. Hoffler, T. Kyle Jones, & Charles Woodard**

- ACTION REQUIRED**
  - X. New Business**
    - A. Election of Chairman/Vice Chairman
    - B. Planning Item: Status Report on CUP-19-03 – Perquimans Solar, LLC’s Large Scale Solar Power Generating Facility
    - C. Voting Delegate for Legislative Goals Conference
    - D. Bank Resolution & Signature Stamp, if necessary
    - E.
    - F.
    - G.
- NO ACTION REQUIRED**
  - XI. Unscheduled Appointments/Public Comments**  
*(If you wish to address the Board, please state your name for the record prior to speaking)*
    - A.
    - B.
    - C.
- ACTION REQUIRED**
  - XII. Closed Session: Per NCGS #143-318-11(3) - Consult with County Attorney regarding a legal matter and approve closed session minutes.**  
*(After the Closed Session, the Board is subject to return to Open Session and may take action as needed on any items discussed during the closed session.)*
- XIII. Adjournment**

**FOR INFORMATION ONLY:**



**DEPARTMENT HEAD REPORT:**

- Plat Log
- Building Inspector’s Reports
- Code Enforcement’s Report
- Fire Marshal Report
- Tax Department Report
- Sheriff’s Report – November, 2020
- Sheriff’s Report – October, 2020 *(e-mailed to Commissioners on 11/4/2020)*
- EMS Report – November, 2020
- EMS Report – October, 2020 *(e-mailed to Commissioners on 11/4/2020)*

**COMMITTEE WRITTEN REPORTS:**



**NOTES FROM THE COUNTY MANAGER**  
**December 7, 2020**  
**7:00 p.m.**

- IV. **Enclosures.** Items included on the Consent Agenda are enclosed. *If you wish to discuss any of these items, please make that request during the meeting.*
- V. **Enclosure.** Chairman Nelson will present a plaque to Brenda Lassiter for her fourteen (14) years of service on the Planning Board. She resigned from the Planning Board on October 1, 2020.
- VI.A. Ashley Stoop from the Albemarle Regional Health Services will provide the Board with a COVID-19 Update from ARHS.
- VI.B. **Enclosures.** Rhonda Money, Planner, will present changes in the Planning regulations that the County will need to adopt per new laws enacted by the General Assembly. She has a contractor who would work with her to revise our current planning regulations for Board discussion and action. A Budget Amendment (No. 14) will also need to be approved to cover the cost of this contractor. Board action is being requested.
- VI.C. **Enclosures.** James Bunch, Assistant Superintendent, will present the Perquimans County School System five-year capital outlay plan.
- VI.D. **Enclosure.** ZLS Tax Services will do a presentation on how they can help the County collect and/or foreclose on delinquent tax accounts.
- VIII.A. County Manager Heath will present several updates to the Board.
- VIII.B. **Enclosure.** Last month, County Manager Heath presented an e-mail from Albemarle Commission stating that Perquimans County was eligible to appoint an At-Large representative to the Albemarle Commission Board of Delegates for a two-year term. Board action is being requested.
- IX. Todd Tilley, Clerk to Superior Court, will give the Oath of Office to Commissioners Joseph W. Hoffler, T. Kyle Jones, and Charles Woodard.
- X.A. **Enclosure.** County Attorney, acting as Temporary Chairman, will hold the election of the Chairman and the Vice Chairman of the Board of Commissioners.
- X.B. **Enclosure.** Rhonda Money, GIS/County Planner, will present the following item for Board action:
  - **Status Report on CUP-19-03 – Perquimans Solar, LLC’s Large Scale Solar Power Generating Facility:** Per the enclosed letter, Geenex Solar is requesting a one, preferably two, year CUP extension. Board action is being requested.
- X.C. **Enclosure.** The 2021 Legislative Goals Conference is scheduled for January 14-15, 2021 via virtual format. The Board will need to designate a voting delegate for the conference. At the present time, there is no one registered to attend.
- X.D. If there is a change in Chair(man), the Board would need to authorize the new Chair(man) and County staff to sign the Bank Resolution and to authorize the use of the Chair(man)’s stamp for the PNC Account and the Single-Family Rehab Account. Board action is being requested.
- XII. **Enclosure.** Pursuant to NC General Statute 143-318-11(3), the Board will go into closed session to discuss a legal matter with the County Attorney and approval of closed session minutes.

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**CONSENT AGENDA NOTES**

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

- A. **Enclosure.** Approval of Minutes: November 2, 2020 Regular Meeting and November 16, 2020 Work Session **(Cancelled)**
- B. **Enclosure.** Tax Release & Refund Approvals – See attached listing
- C. **Enclosures.** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Sam Barrow	Human Resource Director/Special Projects Coordinator	Job Reclassification	72/8	\$53,723	01/01/2021
Caitlyn Colson	PT/FI Paramedic / Supervisor	Appointment	70/2	\$20.43/hr.	11/24/2020
Caitlyn Colson	PT/FI Paramedic	Appointment	68/2	\$18.71/hr.	11/24/2020
Robin Gieseke	PT Temporary Low Income Energy Assistance Worker	Appointment	n/g	\$13.00/hr.	11/16/2020
Denise Stallings	PT Temporary Low Income Energy Assistance Worker	Appointment	n/g	\$13.00/hr.	11/16/2020
Jessica Arthur	Full-Time Paramedic	Promotion	68/1	\$37,966	12/01/2020

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Alexander Ross	Part-Time/Fill-In AEMT	Appointment	66/1	\$18.72/hr.	12/01/2020
Rebecca Cullipher	Part-Time/Fill-In EMT	Appointment	63/1	\$14.65/hr.	12/01/2020
Tabitha Martin	Part-Time/Fill-In EMT	Removed from Roster			11/06/2020
Theodore Bowen	Part-Time/Fill-In AEMT	Removed from Roster			11/06/2020
Tiffany Haynes	Certified P/T Telecommunicator	Resignation			11/04/2020
Tiffany Haynes	Certified PT/FI Telecommunicator	Appointment	62/2	\$14.37/hr.	11/04/2020

D. **Enclosure.** Budget Amendment Nos. 15 – 18 are enclosed for your review and action.

E. **Enclosure.** The Board will need to consider the following Board appointments/reappointment for the Chowan/Perquimans LEPC 2021 Roster:

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

F. Following the General Election in which the Register of Deeds ran unopposed, the Board needs to reinstate the Register of Deeds' salary to \$49,196 (Grade 70/Step 8) effective December 1, 2020. This action needs to be taken in compliance with General Statute 153A-92

The County of Perquimans hereby adopts the PSAP Mutual Aid Agreement as of October 5, 2020.

Attest:

\_\_\_\_\_  
Chairperson, Perquimans Board of Commissioners

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

The County of Wilson hereby adopts the PSAP Mutual Aid Agreement as of \_\_\_\_\_.

Attest:

\_\_\_\_\_  
Chairperson, Wilson Board of Commissioners

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

The County of Lincoln hereby adopts the PSAP Mutual Aid Agreement as of \_\_\_\_\_.

Attest:

\_\_\_\_\_  
Chairperson, Lincoln Board of Commissioners

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

The County of Rutherford hereby adopts the PSAP Mutual Aid Agreement as of \_\_\_\_\_.

Attest:

\_\_\_\_\_  
Chairperson, Rutherford Board of Commissioners

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

\*\*\*\*\*  
WORK SESSION  
October 19, 2020  
7:00 p.m.

The Perquimans County Board of Commissioners Regular Work Session scheduled for Monday, October 19, 2020 at 7:00 p.m. has been cancelled.

\*\*\*\*\*  
REGULAR MEETING  
November 2, 2020  
6:40 p.m.

*Special Notice for tonight's meeting: The Perquimans County Board of Commissioners' REGULAR MEETING will be held on Monday, November 2, 2020, at 6:40 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, 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, November 2, 2020. You may deliver them to her via fax [(252) 426-4034] or e-mail at mhunnicut@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, November 2, 2020 at 7:00 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944. 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	T. Kyle Jones
	Alan Lennon	Charles Woodard
MEMBERS ABSENT:	None	
OTHERS PRESENT:	Frank Heath, County Manager	Mary Hunnicutt, Clerk to the Board
	Hackney High, County Attorney	

The meeting was called to order by Chairman Nelson. Commissioner Jones gave the invocation and the Chairman led the Pledge of Allegiance. Afterwards, the Chairman explained that the first item of business was to hold two public hearings to receive citizens' comments to consider (1) Subdivision Variance Request No. NZV-20-02, requested by Marie Ferrell, to subdivide 2.9 acres at 1190 Chaparoke Road, tax parcel 5-0020-0007, into 2 lots with existing nonconformities on one lot; and (2) Subdivision Variance Request No. NZV-20-03, requested by Arland Winslow to convey a two acre flag lot with proposed easement to exceed 1,000 ft. off of Hickory Cross Road, Property being on the south side of Hickory Cross Road approximately one mile east of the Hickory Cross Road intersection with Perrys Bridge Road; tax parcel 1-0010-0060.

**PUBLIC HEARINGS**

Subdivision Variance Request No. NZV-20-02, requested by Marie Ferrell

Chairman Nelson opened the first Public Hearing restating that the purpose of this public hearing is to consider Subdivision Variance Request No. NZV-20-02, requested by Marie Ferrell, to subdivide 2.9 acres at 1190 Chapanoke Road, tax parcel 5-0020-0007. There were nine (9) people present. Mr. Nelson recognized Rhonda Money, Planner/GIS, who provided the following background information:

Good evening Chairman Nelson and Board members. We're here to consider Subdivision Variance Request No. NZV-20-02, requested by Marie Ferrell, to subdivide 2.9 acres at 1190 Chapanoke Rd, tax parcel 5-0020-0007, into 2 lots with existing nonconformities on one lot. You may want to look at the site plan in your agenda packet section IIIA, page 6 (see Attachment A). Notice of this public hearing was provided per quasi-judicial procedures in zoning ordinance section 2302(c) and NC General Statutes. Applicant, Ms. Ferrell, would like to provide a place for her nephew to live beside her in his own home on her 2.9 acre parcel. The problem is that if a one acre lot is subdivided from the north end of the parcel, that one acre will meet subdivision regulations but the residual lot with its existing nonconformity will become a smaller area, which means the residual nonconformity gets worse, because it relates to too many houses being too close together. The proposed section to be subdivided had a shop, which was torn down and has an office which will be moved to the side of the property to be used as a storage building. Water and septic systems are existing, but Albemarle Regional Health Services has administered a repair permit which requires the existing septic system to be removed and a new one installed. The applicant did contact many surveyors several weeks prior to this meeting but they are backlogged and none could survey the property until early November so any motion for approval would need to clarify that the recorded survey should reflect the site plan layout. Also, our CAMA Land Use Plan shows this area is zoned Residential Agricultural. Planning Board recommended approval of this case as presented. Planning staff believes it may be developed in compliance with Subdivision Regulations if the variance is approved subject to completion of a recorded survey that matches the site plan. Suggested motions are in your packets. The applicant is here in the room. Are there any questions?

Chairman Nelson asked if there were any questions or comments from the Board or public. The applicant, Mrs. Ferrell, thanked the Board for listening to her proposal. There being no further questions or comments, Chairman Nelson closed the first Public Hearing at 6:46 p.m.

#### Subdivision Variance Request No. NZV-20-03, requested by Arland Winslow

Chairman Nelson opened the second Public Hearing at 6:50 p.m. restating that the purpose of this public hearing is to consider Subdivision Variance Request No. NZV-20-03, requested by Arland Winslow to convey a two acre flag lot with proposed easement to exceed 1,000 ft. off of Hickory Cross Road. Property being on the south side of Hickory Cross Road approximately one mile east of the Hickory Cross Road intersection with Perrys Bridge Road; tax parcel 1-0010-0060. There were twelve (12) people present. Mr. Nelson recognized Rhonda Money, Planner/GIS, who provided the following background information:

We are here to consider Subdivision Variance Request No. NZV-20-03, requested by Arland Winslow to convey a two acre flag lot with proposed easement to exceed 1,000 ft. off of Hickory Cross Road. Property being on the south side of Hickory Cross Road approximately one mile east of the Hickory Cross Road intersection with Perrys Bridge Road; tax parcel 1-0010-0060. You may want to look at the site plan in your agenda packet section IIIB, page 6 (see Attachment B). Notice of this public hearing was provided per quasi-judicial procedures in zoning ordinance section 2302(c) and NC General Statutes. Applicants, Mr. and Mrs. Winslow, would like to give their grandson, Rusty Stallings, a 2 acre flag lot. The reason it comes to the Board of Commissioners is because the access is over 1,000 ft. long and Subdivision Regulation 402(B)(9)(b) states that the area from the road right-of-way to the flag portion of the lot shall not exceed 1,000 ft. The lot meets dimensional requirements and the access is 45 feet wide which is what was agreed on for a similar case in October 2014 off of Beech Springs Road. Our county Water Dept. has no issue with the site. Water mains are at the paved road and the applicant will be responsible for installing and maintaining the service line to the house. Soil and Water Conservation comments are as follows: this site has adequate existing drainage. It may be beneficial to raise the lot for structural purposes and create some swales/ditches around the perimeter that drain into existing field ditches. Maps show that the lot will drain from north to south. The 45 ft. wide easement leading to the lot should have sufficient drainage since it follows a main field ditch. Our CAMA Land Use Plan shows the area to be zoned residential agricultural. Planning Board recommended approval of this case as presented. Planning staff believes this case may be developed in compliance with Subdivision Regulations if the variance is approved. Again, suggested motions are in your packets. The applicants are here in the room. Are there any questions?

Chairman Nelson asked if there were any questions or comments from the Board or public. There being no questions or comments, Chairman Nelson closed the second Public Hearing at 6:53 p.m.

#### AGENDA

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

#### CONSENT AGENDA

Chairman Nelson asked if there were any items that the Board wished to remove from the Consent Agenda to discuss. Commissioner Lennon requested that the Resolution to change the Register of Deeds office hours be removed for discussion and clarification. This Resolution will be moved to item No. IX.E. under New Business. The following items were considered to be routine and were unanimously approved on motion made Alan Lennon, seconded by Charles Woodard.

1. **Approval of Minutes:** Approval of Minutes: October 5, 2020 Regular Meeting, October 19, 2020 Work Session (cancelled)
2. **Tax Release Approvals:**

CBCM, LLC-----	\$180.54
Correct value did not calculate in computer. Account#: 358242	
Ashia & Diana Iran Peran-----	\$111.25
Sold boat in 2018. Shouldn't have been billed. Account#: 259959	
Johnathan & Elizabeth White-----	\$210.12
Military exemption (LES) now on file. Account#: 538509	
David & Laura Dixon-----	\$147.50
Did not receive senior exemption. Account#: 539760	
BJ Mini Farms-----	\$883.33
Did not receive senior exemption. Account#: 450175	
George Harris-----	\$205.91
Incorrect assessment during reval. Account#: 265170	

**Tax Refund Approvals:**

New Life Pentecostal Holiness-----	\$152.80
Church bus should be exempt. Account#: 0049990887-2079-2079-0000-01	
James Grant Colbert Jr.-----	\$157.77
Sold vehicle; 3 month refund Account#: 51446820	
Diana Hurdle-----	\$151.80
Hasn't been the owner for many years. Account#: 357075	
Nicholas & Judith Handres-----	\$228.74
Over paid in prepayments. Account#: 260243	
Lesley Duke-----	\$578.59
Over paid in prepayments. Account#: 2636770257892	
Michael & Mollie Page-----	\$251.12
Over paid in prepayments. Account#: 420661	

3. Personnel Matters:

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Victor Sulhiban	Certified Deputy/SRO	Appointment	65/1	\$33,269	11/01/2020
Nokandra Downing	Non-Certified PT/FI Telecommunicator	Appointment	60/1	\$12.84/hr.	10/01/2020
Logan Hogge	Non-Certified PT/FI Telecommunicator	Appointment	60/1	\$12.84/hr.	10/01/2020
Katelyn Moody	Non-Certified PT/FI Telecommunicator	Appointment	60/1	\$12.84/hr.	10/01/2020
LaShawnda Graham-Wells	IMC III Lead Worker	Termination			10/07/2020
Courney Shadie	Office Assistant III	Resignation			10/30/2020
Jessica Velvin	Full-Time Paramedic	Resignation			10/31/2020
Nicole Elliott	Administrative Officer I	Extended Leave Without Pay*			10/19/2020

\*Effective 10/19/2020, Ms. Elliott was approved to work up to 4 hours per day until re-evaluated by her physician.

4. End of Probationary Period & Added to Retirement System

Employee Name	Employee Job Title	Hire Date	Effective Date
Erle Salesbee	Code Enforcement Officer	11/01/2019	11/01/2020
Lisa Ambrose	Tax Clerk - DMV	11/01/2019	11/01/2020

5. Budget Amendments:

BUDGET AMENDMENT NO. 12  
GENERAL FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-335-004	CARES Relief - Board of Elections	16,000	
10-430-033	CARES Relief - Board of Elections	16,000	

EXPLANATION: To amend FY 2021 budget to include CARES Relief Funds as approved by the State to be used for election workers/expenses related to November 3rd election.

BUDGET AMENDMENT NO. 13  
GENERAL FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	State Grants - Social Services	3,200	
10-610-073	FC - COVID Stipend	3,200	

EXPLANATION: To amend FY 2021 budget to include CARES Relief Funds as approved by DHHS.

6. Miscellaneous Documents: The following miscellaneous documents were unanimously approved by the Board:
- > **Resolution - Changing Register of Deeds Office Hours:** Moved to new business for discussion and clarification.
  - > **Resolution - Authorizing the Removal of Certain Public Record Books:** The following Resolution to authorize the removal of certain public record books from the Register of Deeds' Office was unanimously approved by the Board:

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

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

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

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

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

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

Vital Statistics Marriage Licenses 1894-1898

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

Section 3. This resolution is effective upon its adoption.

ADOPTED the 2<sup>nd</sup> day of November, 2020.

Wallace Nelson, Chairman  
Board of Commissioners

ATTEST:

Mary P. Hunicutt, Clerk to the Board

- > **NC Forest Service FY 2019-2020 Report:** Jared Tardiff, County Ranger, presented the report under Scheduled Appointments.

- > **Resolution - Support for the Town of Hertford's CDBG-CV Grant:** The following Resolution to support the Town of Hertford's application submitted for the NC CDBG-CV grant was unanimously approved by the Board:

RESOLUTION OF SUPPORT FOR THE TOWN OF HERTFORD'S  
CDBG-CV GRANT

Whereas, the State of North Carolina will provide approximately \$28.5 million in funds received from the US Department of Housing & Urban Development to support North Carolina's COVID-19 response efforts; and

Whereas, this allocation was authorized by the federal CARES Act of 2020, Public Law 116.136; and

Whereas, eligible activities under this grant include subsistence payments to prevent eviction and utility disconnections; and

Whereas, there is a need for these type of subsistence payments, particularly in the Town of Hertford; and

Whereas, the Town of Hertford wishes the County to support and partner on the grant process in coordination with a contracted grant administrator; and

Whereas, the Town of Hertford will retain administrative rights, be the lead agency and be accountable for the grant process.

NOW, THEREFORE, BE IT RESOLVED THAT the Perquimans County Board of Commissioners supports the application to be submitted by the Town of Hertford for the NC CDBG-CV grant and agrees to partner for the benefit of all citizens of Perquimans County.

Wallace E. Nelson, Chairman  
Perquimans County Board of Commissioners

Attest:

Clerk to the Board

SEAL

### JARED TARDIFF, NC FORESTRY SERVICES

Mr. Tardiff, County Ranger, presented the following FY 2019-2020 Annual Report for NC Forest Services:



Steven W. Troxler  
Commissioner

### North Carolina Department of Agriculture and Consumer Services N.C. Forest Service



Scott Blasette  
Assistant Commissioner

September 30, 2020

Dear Perquimans County Commissioners and County Manager Heath:

This letter highlights the North Carolina Forest Service's annual accomplishments in Perquimans County for fiscal year 2019-2020. We met citizens' needs in all program areas and protected our community despite the threat of COVID-19.

#### Fire Control

This past year stayed relatively wet with brief intermittent dry periods, mostly during the fall. The total number of fires reported and wildfires requiring suppression was below average.

The NC Forest Service responded to 19 fire calls in FY19-20. Twelve of these were reportable wildfires, burning 7.74 acres. A field fire that burned into the woods on Beach Springs Road accounted for 4.5 of the 7.74 acres burned. Almost all of our fires were caused by either debris burning, tractor use, or road vehicles. These wildfires did not damage or destroy any structures.

The Volunteer Fire Departments continue to be a tremendous asset in wildfire suppression. Their quick initial attacks minimize fire damage and keep fires small. We also assisted them, as well as the Department of Transportation, in road clearing operations following Hurricane Florence.

#### Forest Management

FY19-20 was a good year for forest management in Perquimans County. We prepared 13 management plans covering 162 acres. These plans help landowners meet financial and personal objectives for their timberland. Typical plans address timber resources, wildlife, aesthetics, water quality, soil protection, and/or recreation opportunities. Through our Forest Development Program, we were able to get landowners \$1734 through cost share.

Using information in their management plans, Perquimans landowners planted 158 acres of woodland.

#### Water Quality Protection

The NCFSS is committed to recommending and practicing environmentally responsible forestry operations. All forestry activities must adhere to Forest Practice Guidelines and Best Management Practices. These laws and regulations protect water quality and enable us to utilize forest resources in a sustainable manner. This past fiscal year we conducted inspections on 22 forest harvesting activities for 1101 acres, and found zero violations.

#### Information and Education

Informational and educational programs are a vital and popular part of our work here in Perquimans. Each year, the NC Forest Service conducts educational programs on the environment, fire safety, fire prevention, tree identification, and forest stewardship. These programs are given to a broad audience, including school children, Ruricans, Future Farmers of America, 4-H groups, and others. Smokey the Bear programs continue to be very popular in the schools. In 2019-2020, we conducted 10 educational programs in the county. Unfortunately, because of COVID-19 restrictions, we were unable to perform any outreach events in the final quarter of the year.

1816 Mill Service Center, Raleigh, North Carolina 27639-1616  
Phone: (919) 857-4801 • FAX: (919) 857-4802 • www.ncforestservice.gov  
An Equal Opportunity Employer

#### Urban Assistance and Pest Control

In FY19-20, we investigated 3 potential pest outbreaks on shade trees, yard trees, and windbreaks. Urban assistance will continue to be a priority as the population increases and more land is developed.

In an effort to protect urban and forested areas, each year we conduct aerial and ground surveys for forest pest outbreaks. We did not find any significant insect activity this past year. We continually work with cooperative agencies, including the NC Department of Agriculture, to monitor forest pest movements.

#### Conclusion

The NC Forest Service had a very successful 2019-2020 here in Perquimans. We provided all Perquimans landowners with expert wildfire control, forest management, water quality protection, information and education, urban assistance, and pest control. We achieved this success with support and cooperation from the Volunteer Fire Departments and many other county agencies. The NC Forest Service will continue to provide the best service possible to all of Perquimans County.

If you have questions, need assistance, or would like to discuss our program in more depth, feel free to contact me at 426-5551 (daytime business) or 337-4352 (nighttime home).

Thank you,

Jared Tardiff

Perquimans County Ranger



**LEE DUNCAN, GENERAL MANAGER OF ALBEMARLE PLANTATION**

After introducing his staff that was present tonight, Mr. Duncan explained that he came tonight to present the proposed Yeopim River and Yeopim Creek Channel Dredging Project. He is asking that the County consider being a sponsor for the grant. He then asked if the Board had any questions. The following questions were asked:

- > **Commissioner Lennon:** Mr. Lennon asked what the county would do as a sponsor. Mr. Duncan said that the state would give the money to the county to administer.
- > **Commissioner Woodard:** Mr. Woodard asked what the timeline was for this application. Mr. Duncan said that they have two windows of opportunity to apply: January 1, 2021 and July 1, 2021.

There being no further questions asked, Chairman Nelson confirmed that what he was asking for tonight was a consensus of the Board to authorize County Manager Heath and Mr. Duncan to meet and prepare documents that needed to be completed and bring back to the Board for any action. County Manager Heath asked that they include Mark Powell of Albemarle RC&D. The Board agreed.

**COMMISSIONER'S CONCERNS/COMMITTEE REPORTS**

The following commissioner concerns/committee report was given:

- > **Commissioner Lennon:** Commissioner Lennon had two items to mention tonight:
  1. Mr. Lennon notified the Board that Sharon Smits, Tourism Director, has resigned effective November 7<sup>th</sup>. He further stated that the Tourism Development Authority (TDA) would like to review the current contract, payments, and duties before posting advertisement to fill this position. He did notify the Board that the Occupancy Taxes are increasing. He asked if it would be possible to send a letter of appreciation to her for the job she did for the TDA. The Board agreed.
  2. Several months ago, Mr. Lennon had mentioned to the Board about revisiting our current Zoning Ordinance and seeing if any changes that Chowan County made to their Zoning Ordinance with regard to the Wind Energy Facilities could possibly be changed in the Perquimans County Zoning Ordinance. He asked if we could place it on the November Work Session to discuss. Chairman Nelson said that they had someone coming to present ways they could help the County collect and/or foreclose on delinquent tax accounts. We will see how it goes but, if we do not do it in November, we might be able to do it in December.

There being no further comments or reports, Mr. Nelson proceeded with the rest of the meeting.

**UPDATES FROM COUNTY MANAGER**

County Manager Heath presented the following updates:

- > **East Coast Steel Fabrication:** As the Board may have read in the newspaper, East Coast Steel Fabrication is planning to moving their facility here which should bring about 28 jobs to the County. In addition, they are planning to do an expansion of their current facility making a \$482,000 investment into the County. Governor Cooper had issued a press release explaining the details. In October, the County approved resolutions supporting their application to the One NC Fund Grant from the State and a building Reuse Grant. The average salary would be \$44,800. This is an annual payroll impact of \$1.26 million.
- > **Marine Basin Bids:** Mr. Heath explained that the County was short in the funds to complete the project. He felt that, after the election, he would try to see if we could get more money and rebid the project in 2021. The current bids expire on November 11<sup>th</sup>. He has notified the current bidders that we will rebid the project next year if we can obtain additional funding.
- > **COVID-19 Update:** The County is continuing to take measures to keep our employees and residents safe from the virus. Currently, Perquimans County has 24 active cases, 233 recovered cases, and 4 deaths.
- > **Zacchaeus Legal Services (ZLS, Inc.):** As Chairman Nelson mentioned earlier in tonight's meeting, Zacchaeus Legal Services will be at our November Work Session to discuss tax foreclosures. Information has already been sent to the Town of Hertford and we are hoping that we can partner with them to use ZLS, Inc. expertise for our tax foreclosures.
- > **Mike Causey, NC Insurance Commissioner:** Mr. Heath explained that, last month, Mr. Causey came to the Hertford Fire Department to present grant checks to all the fire departments to be use for new equipment. He also presented the Northeast Coordinator Year Award to Jewel Winslow for the SHARP Program which helps seniors with their health care insurance needs.
- > **Seniors Albemarle Medical Center:** Mr. Heath explained that Seniors Albemarle Medical Center had contacted him to explain that their officials are going through the Certificate of Needs process for some long range planning and are looking at a replacement for the hospital. They have asked Perquimans County to write a letter of support for that Certificate of Need. He did not see a problem with it and would be willing to prepare the letter of support for this long range planning process.

**PLANNING BOARD ITEMS**

Chairman Nelson stated that it was time to take action on the following Planning Board items:

- > **Subdivision Variance Request No. NZV-20-02, requested by Marie Ferrell:** A Public Hearing was held earlier in the meeting to receive citizens' comments to consider Subdivision Variance Request No. NZV-20-02, requested by Marie Ferrell, to subdivide 2.9 acres at 1190 Chapapeake Road, tax parcel 5-0020-0007, into 2 lots with existing nonconformities on one lot. Alan Lennon made a motion to recommend approval to the Board of County Commissioners for abbreviated subdivision variance request No. NZV-20-02, requested by Marie Ferrell to subdivide 2.9 acres at 1190 Chapapeake Road, tax parcel 5-0020-0007, into 2 lots with existing nonconformities remaining on one lot with approval subject to the completion of a recorded survey that matches the site plan as presented and adopting the findings listed below:
  - 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.
  - 2) That the variance is 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
  - 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.

The motion was seconded by T. Kyle Jones and unanimously approved by the Board.

- > **Subdivision Variance Request No. NZV-20-03, requested by Arland Winslow:** A Public Hearing was held earlier in the meeting to receive citizens' comments to consider Subdivision Variance Request No. NZV-20-03, requested by Arland Winslow to convey a two acre flag lot with proposed easement to exceed 1,000 ft. off of Hickory Cross Road. Property being on the south side of Hickory Cross Road approximately one mile east of the Hickory Cross Road intersection with Perrys Bridge Road; tax parcel 1-0010-0060. T. Kyle Jones made a motion to recommend approval to the Board of County Commissioners for abbreviated subdivision variance request No. NZV-20-03, requested by Arland Winslow to find proposed abbreviated subdivision variance deed of gift request No. NZV-20-03 to be consistent and in harmony with the existing development pattern on Hickory Cross Road, east of Perrys Bridge Road, Hertford, NC and to approve this request by Arland Winslow to convey a two acre flag lot with proposed 45 foot wide easement to exceed 1,000 feet in length off of Hickory Cross Road on tax parcel 1-0010-0060, adopting the findings listed below:
  - 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.
  - 2) That the variance is 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

- 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.

The motion was seconded by Charles Woodard and unanimously approved by the Board.

#### DISPOSAL OF PROPERTY – 407 COX AVENUE, HERTFORD, NC

County Manager Heath explained that this property was obtained through a foreclosure sale. He is seeking permission of the Board to dispose of the property through sealed bid process. We do have some individuals interested in purchasing the property but it should be handled through the sealed bid process. The County will advertise the sale as required by General Statute. On motion made by Fondella A. Leigh, seconded by Charles Woodard, the Board unanimously approved the sale of the property located at 407 Cox Avenue in Hertford, NC through the sealed bid process.

#### PERSONNEL MATTER: RESIGNATION OF EMS SHIFT SUPERVISOR (PARAMEDIC)

County Manager Heath explained that this matter was received after the Agenda Packets were distributed so it could not be included under the consent agenda. On motion made by Joseph W. Hoffer, seconded by Charles Woodard, the resignation of Caitlyn Colson, EMS Shift Supervisor (Paramedic) was unanimously approved effective November 23, 2020.

#### APPOINTMENT: AT-LARGE REPRESENTATIVE TO ALBEMARLE COMMISSION BOARD

County Manager Heath explained that we have received a letter from Albemarle Commission requesting that Perquimans County appoint an at-large representative to the Albemarle Commission Board effective January 1, 2021. This person will serve for two (2) years and the at-large representative cannot be an elected official. He is bringing this before the Board tonight for them to think about who they would like to appoint and the Board will take action on it at their December 7<sup>th</sup> meeting. No action was necessary at this time.

#### RESOLUTION: CHANGING REGISTER OF DEEDS' OFFICE HOURS

This matter was removed from the Consent Agenda for discussion and clarification. Commissioner Lennon needed clarification about the second sentence in the third "Whereas" as follows:

"WHEREAS, traditionally, 5:00 p.m. has been the cutoff time for registering land record instrument into the Consolidated Real Property Index of the land record software recording system. This cutoff time gives the Register of Deeds and staff time to finish the recordation process, balance the daily collections and back up the data system before the ending of the workday at 5 p.m."

Commissioner Lennon feels that the second sentence should be changed to the following:

"WHEREAS, traditionally, 5:00 p.m. has been the cutoff time for registering land record instrument into the Consolidated Real Property Index of the land record software recording system. The proposed new cutoff time gives the Register of Deeds and staff time to finish the recordation process, balance the daily collections and back up the data system before the ending of the workday at 5 p.m."

On motion made by Charles Woodard, seconded by Alan Lennon, the Board unanimously approved the following Resolution changing the Register of Deeds' Office Hours as amended:

#### **RESOLUTION OF THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS REGARDING REGISTER OF DEEDS OFFICE HOURS**

WHEREAS, NCGS 153A-94(b) and NCSG 161-8 requires the Board of Commissioners to set county office workdays and hours, and

WHEREAS, the Perquimans County Board of Commissioners requires the Register of Deeds Office to be open for business, Monday through Friday from 8:00 a.m. until 5:00 p.m. excluding county recognized holidays, and

WHEREAS, traditionally, 5:00 p.m. has been the cutoff time for registering land record instrument into the Consolidated Real Property Index of the land record software recording system. The proposed new cutoff time gives the Register of Deeds and staff time to finish the recordation process, balance the daily collections and back up the data system before the ending of the workday at 5 p.m.

NOW THEREFORE BE IT RESOLVED, the hours for recording documents in the Perquimans County Register of Deeds Office shall be from 8:00 a.m. to 4:45 p.m., Monday through Friday of each week, excluding county recognized holidays, and documents to be registered must be presented no later than 4:45 p.m.

Adopted this the 2<sup>nd</sup> day of November, 2020.

PERQUIMANS COUNTY BOARD OF COMMISSIONERS

BY: \_\_\_\_\_

Wallace E. Nelson, Chairman

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

#### PUBLIC COMMENTS

There were no public comments.

#### CLOSED SESSION: CONSULT WITH ATTORNEY REGARDING A LEGAL MATTER AND CLOSED SESSION MINUTES

Pursuant to NC General Statute 143-318.11(3), the Board will need to go into Closed Session to consult with their attorney regarding a legal matter and closed session minute approval. On motion made by Alan Lennon, seconded by Charles Woodard, the Board unanimously voted to go into Closed Session.

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

No action was required from the Closed Session.

#### ADJOURNMENT

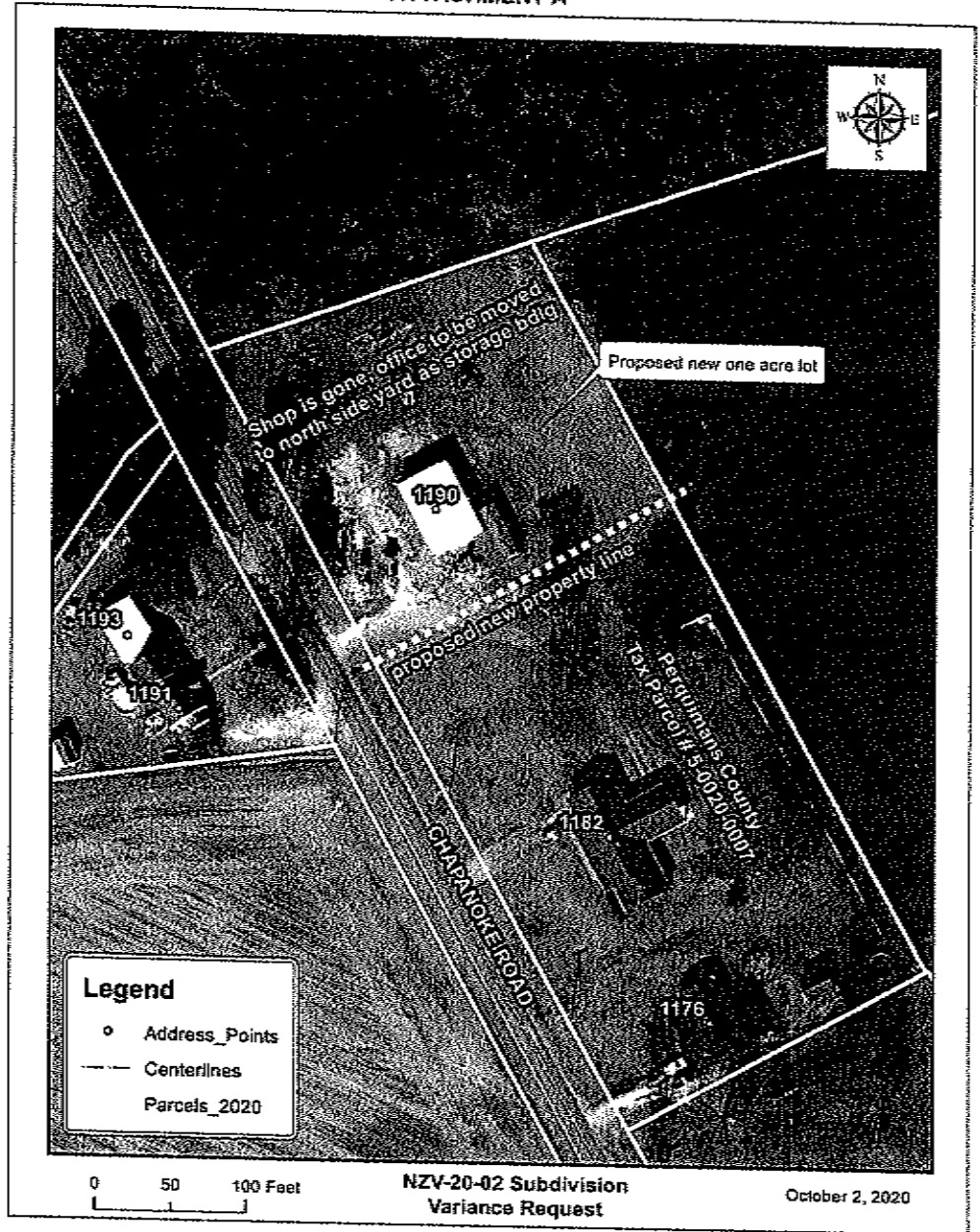
There being no further comments or business to discuss, the Regular Meeting was adjourned at 8:27 p.m. on motion made by Charles Woodard, seconded by Joseph W. Hoffer.

Wallace E. Nelson, Chairman

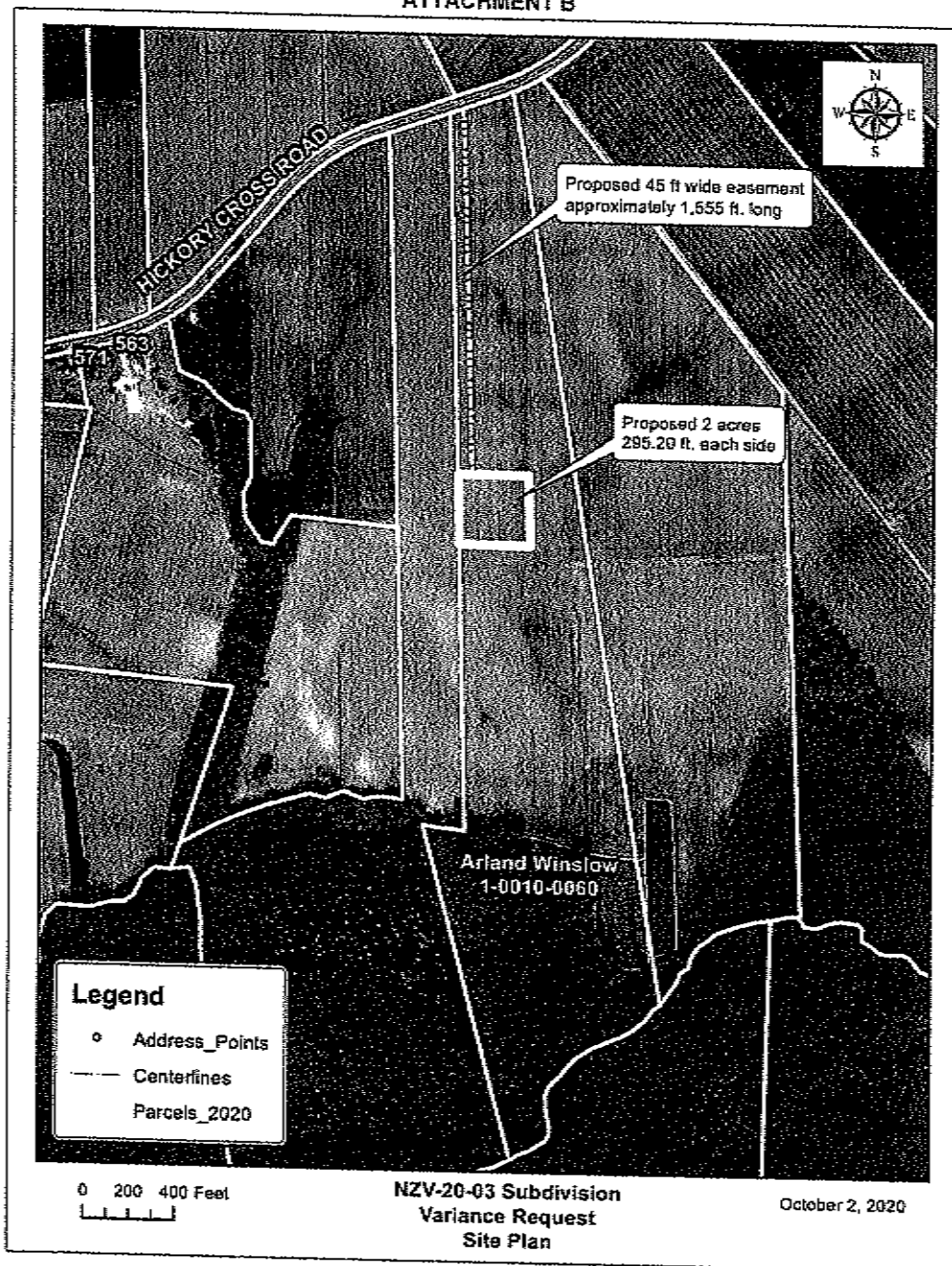
Clerk to the Board

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ATTACHMENT A



ATTACHMENT B



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WORK SESSION  
November 16, 2020  
7:00 p.m.

The Perquimans County Board of Commissioners Regular Work Session scheduled for Monday, November 16, 2020 at 7:00 p.m. has been cancelled.

\*\*\*\*\*

November 30, 2020

**Tax Releases: (Perquimans County)**

Stephen & Phyllis Bowen                      \$147.50  
Disabled exemption  
Account#: 357866

Timothy Bryant                                      \$499.73  
Moved to a lease hold card  
Account#: 117496

**Tax Refunds: (Perquimans County)**

John Christensen                                  \$150.88  
Sold vehicle; 9 month refund  
Account#: 56327859

Reginald Walsh.                                      \$159.46  
Incorrect assessment on boat  
Account#: 265660

EMPLOYMENT ACTION FORM

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

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Sam Barrow

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

Human Resource Director/

POSITION: Special Projects Coordinator

DEPT.: County Manager

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

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

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

CURRENT: GRADE: 72 STEP: 8 SALARY: \$53,723

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

1/1/2021 JOB RECLASSIFICATION FROM PLANNER TO HUMAN RESOURCE DIRECTOR/SPECIAL PROJECTS COORINATOR. GRADE: 72 STEP: 8 SALARY: \$53,723

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: \_\_\_\_\_

Frank Heath  
DATE: 11/18/2020

FINANCE OFFICER

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: November 13, 2020

COUNTY OF PERQUIMANS

~~PART-TIME~~ EMS/RESCUE EMPLOYEES

NAME: Caitlyn Dawn Colson SOC. SEC. NO.: \_\_\_\_\_

POSITION: EMS Temp Part-Time, Fill-In Paramedic / Supervisor RESCUE: \_\_\_\_\_

NEW EMPLOYEE EFFECTIVE DATE: November 24, 2020

GRADE: 70 STEP: 2 SALARY: \$20.43 per hour

*Complete following information only if for new employee.*

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

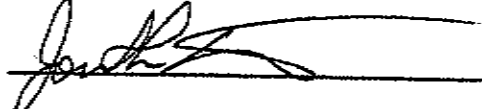
PHONE NUMBER: \_\_\_\_\_

\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO  
Date CERTIFICATION ~~(PER ATTACHED STATE CERTIFICATE OF COMPLETION)~~

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

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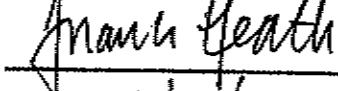
EMS DEPARTMENT RECOMMENDATION  
MANAGER APPROVAL

  
DATE: November 13, 2020

RESCUE SQUAD RECOMMENDATION

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

COUNTY MANAGER APPROVAL

  
DATE: 11/30/2020

FINANCE OFFICER

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: November 13, 2020

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

NAME: Caitlyn Dawn Colson SOC. SEC. NO.: \_\_\_\_\_

POSITION: EMS Part-Time Paramedic RESCUE: \_\_\_\_\_

**X** NEW EMPLOYEE EFFECTIVE DATE: November 24, 2020

GRADE: 68 STEP: 2 SALARY: \$18.71 per hour

Complete following information only if for new employee.

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_


PHONE NUMBER: \_\_\_\_\_

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

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

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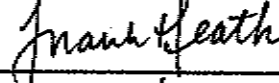
EMS DEPARTMENT RECOMMENDATION  
MANAGER APPROVAL

  
DATE: November 13, 2020

RESCUE SQUAD RECOMMENDATION

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

COUNTY MANAGER APPROVAL

  
DATE: 11/30/2020

FINANCE OFFICER

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



EMPLOYMENT ACTION FORM

DATE SUBMITTED: 11/10/2020

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Robin Gieseke  
POSITION: Income Maintenance Technician  
Energy Programs (LIEAP & CIP)

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

EMPLOYEE EFFECTIVE DATE: November 16, 2020

GRADE: 59                      STEP:                      SALARY: \$ 13.00 per hour  
THIS IS A PART TIME, TEMPORARY POSITION FROM November 16, 2020 THROUGH  
JANUARY 15, 2021.

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: CHANGE IN GRADE AS WORKER COMPLETED IMC I WORKING AGAINST THE IMC II POSITION FOR A YEAR.

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

COUNTY MANAGER APPROVAL  
Frank Heath

DATE: November 10, 2020 \_\_\_\_\_

DATE: 11/16/2020

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: November 10, 2020

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

From: Susan Chaney *Susan Chaney*

Subject: Part Time Temporary Low Income Energy Assistance Workers

As was approved in my 2020 – 2021 budget, the two (2) part time, temporary Low Income Energy Assistance Workers will begin employment on Monday, November 16, 2020 and the last day of their employment will be Friday, January 15, 2021. They will each work six (6) hours a day and the pay is \$ 13.00 per hour. This computes to approximately \$ 3042.00 per person prior to the 50% reimbursement. One worker is retired DSS employee, Robin Gieseke and the other is Denise Stallings, who worked with us last year in the LIEAP program. Both will be an asset to our agency as applications have increased in the FNS/Energy unit, one worker being out due to surgery, and a new worker who began in September.

If you have any questions, please do not hesitate to contact me.

**Perquimans County's Vision**

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 11/10/2020

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Denise Stallings  
POSITION: Income Maintenance Technician  
Energy Programs (LIEAP & CIP)

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

EMPLOYEE EFFECTIVE DATE: November 16, 2020

GRADE: 59 STEP: SALARY: \$ 13.00 per hour  
THIS IS A PART TIME, TEMPORARY POSITION FROM November 16, 2020 THROUGH  
JANUARY 15, 2021.

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: CHANGE IN  
GRADE AS WORKER COMPLETED IMC I WORKING AGAINST THE IMC II POSITION FOR A YEAR.

Date: GRADE: STEP: SALARY: \$

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

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

Suzan M Chaney

DATE: November 10, 2020 \_\_\_\_\_

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 11/16/2020

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: November 10, 2020

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

From: Susan Chaney *Susan Chaney*

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If you have any questions, please do not hesitate to contact me.

**Perquimans County's Vision**

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: November 9, 2020

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Jessica Lynn Arthur SOC. SEC. NO.: \_\_\_\_\_

POSITION: EMS Full-Time Paramedic DEPT.: EMS

**X** NEW EMPLOYEE EFFECTIVE DATE: Tuesday, December 1, 2020

GRADE: 68 STEP: 1 SALARY: \$37,966.00

ENDING DATE OF PROBATIONARY PERIOD: December 1, 2021

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

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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

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

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

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

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

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]

[Signature]

DATE: 11/9/2020

DATE: 11/30/2020

FINANCE OFFICER

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: November 16, 2020

COUNTY OF PERQUIMANS

~~PART TIME~~ EMS/RESCUE EMPLOYEES

NAME: Alexander William Ross SOC. SEC. NO.: \_\_\_\_\_

POSITION: EMS Part-Time, Fill-In AEMT RESCUE: \_\_\_\_\_

**X** NEW EMPLOYEE EFFECTIVE DATE: 12/1/2020

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

*Complete following information only if for new employee.*

ADDRESS: 2168A Colington Road

CITY/STATE/ZIP: Kill Devil Hills, NC 27948

PHONE NUMBER: 252-489-8072

\_\_\_\_\_ 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: 11/17/2020

RESCUE SQUAD RECOMMENDATION

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

COUNTY MANAGER APPROVAL

*[Signature]*  
DATE: 11/30/2020

FINANCE OFFICER

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: November 16, 2020

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

NAME: Rebecca Dawn Cullipher SOC. SEC. NO.: \_\_\_\_\_

POSITION: Part-Time, Fill-In EMT RESCUE: \_\_\_\_\_

**X** NEW EMPLOYEE EFFECTIVE DATE: 12/1/2020

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

*Complete following information only if for new employee.*

ADDRESS: 250 Grabtown Road

CITY/STATE/ZIP: Windsor, NC 27983


PHONE NUMBER: 252-325-6509

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

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

\*\*\*\*\*

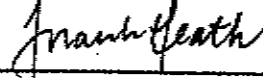
EMS DEPARTMENT RECOMMENDATION  
MANAGER APPROVAL

  
DATE: 11/17/2020

RESCUE SQUAD RECOMMENDATION

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

COUNTY MANAGER APPROVAL

  
DATE: 11/30/2020

FINANCE OFFICER

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



**PERQUIMANS COUNTY EMERGENCY SERVICES**

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

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

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

Tabitha Martin  
1246 Macedonia Road  
Edenton, NC 27932

November 6, 2020

Ms. Martin,


This letter is to inform you that according to employee expectations as outlined in SOG 114 you have not followed the following:

**Section 2. Scheduling**

E. Part-time staff members are an integral and important component of the Perquimans EMS System. For this reason, part-time staff are required to work a minimum of 6 shifts every 90 days. Some of these shifts can be substituted for volunteer work with the Perquimans Water Rescue Dive Team or other volunteer opportunities as approved by the Emergency Services Director.

According to our records you have not submitted any time for scheduling in our organization since June 2020. Since you have failed to communicate with us regarding your intentions, we are removing you from Perquimans EMS System Roster. Your past service to the community is appreciated however, you are no longer affiliated with Perquimans County Emergency Services, all uniform items and key fob should be returned immediately.

Regards,



Jonathan Nixon, Director  
Perquimans Emergency Services

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





**PERQUIMANS COUNTY EMERGENCY SERVICES**

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

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

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

Theodore (Benji) Bowen  
104 Betty Drive  
Elizabeth City, NC 27909

November 6, 2020

Mr. Bowen,


This letter is to inform you that according to employee expectations as outlined in SOG 114 you have not followed the following:

**Section 2. Scheduling**

E. Part-time staff members are an integral and important component of the Perquimans EMS System. For this reason, part-time staff are required to work a minimum of 6 shifts every 90 days. Some of these shifts can be substituted for volunteer work with the Perquimans Water Rescue Dive Team or other volunteer opportunities as approved by the Emergency Services Director.

According to our records you have not submitted any time for scheduling in our organization since July 2020. Since you have failed to communicate with us regarding your intentions, we are removing you from Perquimans EMS System Roster. Your past service to the community is appreciated however, you are no longer affiliated with Perquimans County Emergency Services, all uniform items and key fob should be returned immediately.

Regards,



Jonathan Nixon, Director  
Perquimans Emergency Services

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

## Resignation from Permanent Part-time Telecommunicator

Jonathan Nixon <jnixon@perquimanscountync.gov>

Wed 11/4/2020 4:06 PM

To: tiffanyhaynes2015@gmail.com <tiffanyhaynes2015@gmail.com>

Cc: Admin 911 <admin911@perquimanscountync.gov>; Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>; Frank Heath <frankheath@perquimanscountync.gov>; AdminEMS <adminems@perquimanscountync.gov>

Tiffany,

Congratulations on your full-time employment with Pasquotank/Camden EMS. We will transition you effective November 30, 2020 from Permanent Part-time to Part-time Fill-in Certified Telecommunicator. Thanks for your past commitment to our agency and for agreeing to continue in a part-time capacity in both our EMS and 911 Divisions.

Have a great evening,

**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:** Tiffany Haynes <tiffanyhaynes2015@gmail.com>

**Sent:** Wednesday, November 4, 2020 11:40 AM

**To:** Krystal Agosto <kagosto@perquimanscountync.gov>; Jonathan Nixon <jnixon@perquimanscountync.gov>

**Subject:**

Jonathan, Krystal and Anthony

Thank you for allowing me to be a part of the Perquimans Co 911 team.

I am writing this email to inform you that I have accepted a full time position with Pasquotank/Camden Co EMS

I am asking to stay on part time with Perquimans Co 911 but I am going to have to be removed from the position I am currently in. I want to thank each one of you for letting me grow in this feild and I look forward to still being a part of the Perquimans Co team.

Thank you again

Tiffany Haynes

**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**TOURISM DEVELOPMENT FUND**  
**NO. 15**

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 7th DAY OF DECEMBER, 2020, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2020 - 2021 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
45-385-004	TDA - EDPNC Grant	10,750	
45-682-141	TDA - Promotional Activities	10,750	
<b>EXPLANATION:</b> To amend FY 20/21 budget to include EDPNC Grant funds (EDPNC = Economic Development Partnership of NC).			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 7th DAY OF DECEMBER, 2020.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 7th DAY OF DECEMBER, 2020.

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

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

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

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 7th DAY OF DECEMBER, 2020, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2020 - 2021 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-012	EM - EM Grants	6,000	
10-530-333	EM - Performance Grant	6,000	
	1		
<b>EXPLANATION:</b> To amend FY 20/21 budget to include CERT Team Grant/AARP.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 7th DAY OF DECEMBER, 2020.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 7th DAY OF DECEMBER, 2020.

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

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

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

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 7th DAY OF DECEMBER, 2020, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2020 - 2021 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-351-001	Sheriff - Grants	24,500	
10-510-420	Sheriff - Gov. Crime Commission Grant	24,500	
<b>EXPLANATION:</b> To amend FY 20/21 budget to include a grant from Governors Crime Commission.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 7th DAY OF DECEMBER, 2020.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 7th DAY OF DECEMBER, 2020.

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

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

**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**EMERGENCY TELEPHONE SYSTEM FUND**

**NO. 18**

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 7th DAY OF DECEMBER, 2020, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2020 - 2021 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
78-500-800	E911 - 911 Carry Forward		50,000
78-500-161	E911 - Hardware Maintenance	50,000	
<b>EXPLANATION:</b> To amend FY 20/21 budget to cover expenses for the purchase of a recorder for the 911 Center.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 7th DAY OF DECEMBER, 2020.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 7th DAY OF DECEMBER, 2020.

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

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

**Re: Chowan/Perquimans Multi-County LEPC**

Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>

Mon 10/12/2020 11:43 AM

To: Wallace Nelson <unc.rph@gmail.com>

Thank you!

I will add it to the December Agenda.

Mary

---

**From:** Wallace Nelson <unc.rph@gmail.com>

**Sent:** Monday, October 12, 2020 11:11 AM

**To:** Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>

**Subject:** Re: Chowan/Perquimans Multi-County LEPC

I would be glad to continue to serve.

W

On Mon, Oct 12, 2020 at 11:08 AM Mary Hunnicutt <mhunnicutt@perquimanscountync.gov> wrote:  
Wallace, your term on the above referenced committee is due to expire on December 31, 2020.  
Would you be willing to continue to serve for another 1-year term? Please let me know by the end of this month so that I can set it up as a reappointment for the December Agenda.

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](mailto:mhunnicutt@perquimanscountync.gov)

Perquimans County's Vision:

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

--  
Sent from Gmail Mobile



## PERQUIMANS COUNTY EMERGENCY SERVICES

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

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

Jonathan A. Nixon, Director

To: Mary Hunnicutt  
Clerk to the Board

From: Jonathan A. Nixon  
Emergency Services Director

Date: November 19, 2020

Re: Chowan/Perquimans LEPC 2021 Roster

Please add this roster to the December 2020 Perquimans County Commissioner's Meeting Agenda for Board reappointment of the Chowan/Perquimans Local Emergency Planning Committee.

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



PRESENTED  
TO  
BRENDA LASSITER  
IN  
RECOGNITION OF HER  
FOURTEEN YEARS  
OF OUTSTANDING SERVICE AS A  
MEMBER OF THE PLANNING BOARD  
BY  
PERQUIMANS COUNTY BOARD OF COMMISSIONERS  
2020

**Perquimans County Planning & Zoning Staff Report  
By Rhonda Money, Planner  
For BCC Meeting December 7, 2020**

**SUBJECT: N.C. General Statute Chapter 160D Regulation Update for Perquimans County.**

**Why it is needed**— Chapter 160D consolidates and reorganizes the Articles of Planning & Regulation of Development in current Article 18, Chapter 153A for counties and Article 19, Chapter 160A for municipalities. It also repeals these existing statutes as of January 1, 2021. This reorganization was initiated by the Zoning and Land Use Section of the N.C. Bar Association in 2013. In 2019, after six years of discussions and Senate and House failures, the General Assembly finally adopted a bill that combined the Chapter 160D bill (S.422) with a set of statutory amendments proposed by the N.C. Home Builders Association (S. 355).

**When it is effective** -- The effective date of Chapter 160D has changed several times from Jan 1, 2021 to August 1, 2021 due to COVID-19 uncertainty, then to **June 19, 2020** which is the current **effective date** (S.L. 2020-25). As it stands now, Chapter 160D is in effect if your local regulations have already been updated. The official deadline to update is January 1, 2021, but due to COVID-19, the **General Assembly is allowing local governments an extra six months, to July 1, 2021 to bring their regulations into conformity.**

*“Local governments can enact their amendments now, but they are not required to do so until July 1, 2021.” David Owens, Coates’ Canons Blog: Chapter 160D Now Effective*

**What it encompasses**— Perquimans County’s Manufactured Home Park Ordinance, Subdivision Regulations, and Zoning Ordinance need to be edited for issues such as:

- References to G.S. Chapters 160A or 153A will need to reference appropriate 160D sections
- Terminology must be updated to match 160D terms, such as Conditional Zoning (vs. Conditional Use District) and Special Use Permit (vs. Conditional Use Permit).
- Definitions for *building*, *dwelling*, *dwelling unit*, *bedroom*, and *sleeping unit* must be consistent with definitions in state law.
- New staff conflict-of-interest standards must be incorporated into regulations.
- Must adopt comprehensive plan updates using legislative decision procedures.
- Must reasonably maintain a comprehensive plan.
- Conditional-use-district zoning must be eliminated: existing CUD zoning converts to conditional zoning district on January 1, 2021.
- For a future land use map that is deemed amended, if it is a CAMA plan, then such amendment is not effective until it goes through the CAMA plan-amendment process

- Parties with standing must be allowed to participate fully in an evidentiary hearing, including presenting evidence, cross-examining witnesses, objecting to evidence, and making legal arguments.
- Multi-phase developments must be recognized – long-term projects of at least 25 acres – with vesting up to seven years, except for specified exceptions.
- Be aware that a court *shall* award attorneys' fees if the court finds that a city or county violated a statute or case law setting forth unambiguous limits on its authority.

Now is also the opportune moment to make minor text amendments, such as incorporating 2017 legislation into our subdivision regulations (street maintenance bonds).

**How to implement** — Due to the extensive time required in the nature of the task, more personnel is needed to complete the project by the required deadline.

Subcontractor, Holland Consulting Planners, has submitted a proposal to re-write/update the Perquimans County zoning, subdivision, and manufactured home park ordinances for a proposed fee not to exceed seventeen thousand five hundred dollars (\$17,500). The proposal is based on the following considerations:

- County staff will provide a list of edits/corrections which should be made to the Zoning Ordinance.
- The Subdivision Regulations will be updated to ensure compliance with all NCGS requirements, including NCGS 160D and road maintenance bonds.
- Revisions to the manufactured home park ordinance for compliance with NCGS 160D.
- There will be one (1) meeting with the Planning Board, one (1) work session with the Board of Commissioners, and attendance at a public hearing.
- Landin Holland will be the Project Manager and primary contact.
- Delivery to the County of an electronic copy of all revised ordinances.

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

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 7th DAY OF DECEMBER, 2020, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2020 - 2021 BUDGET.

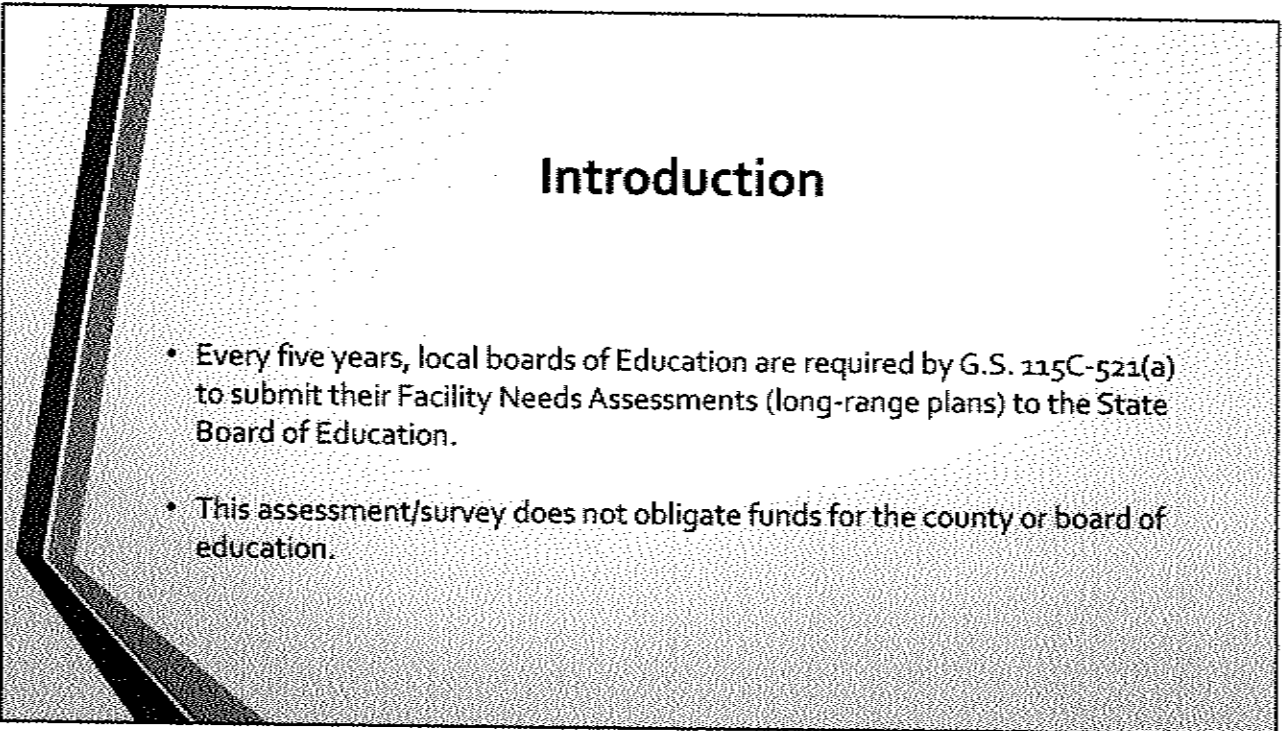
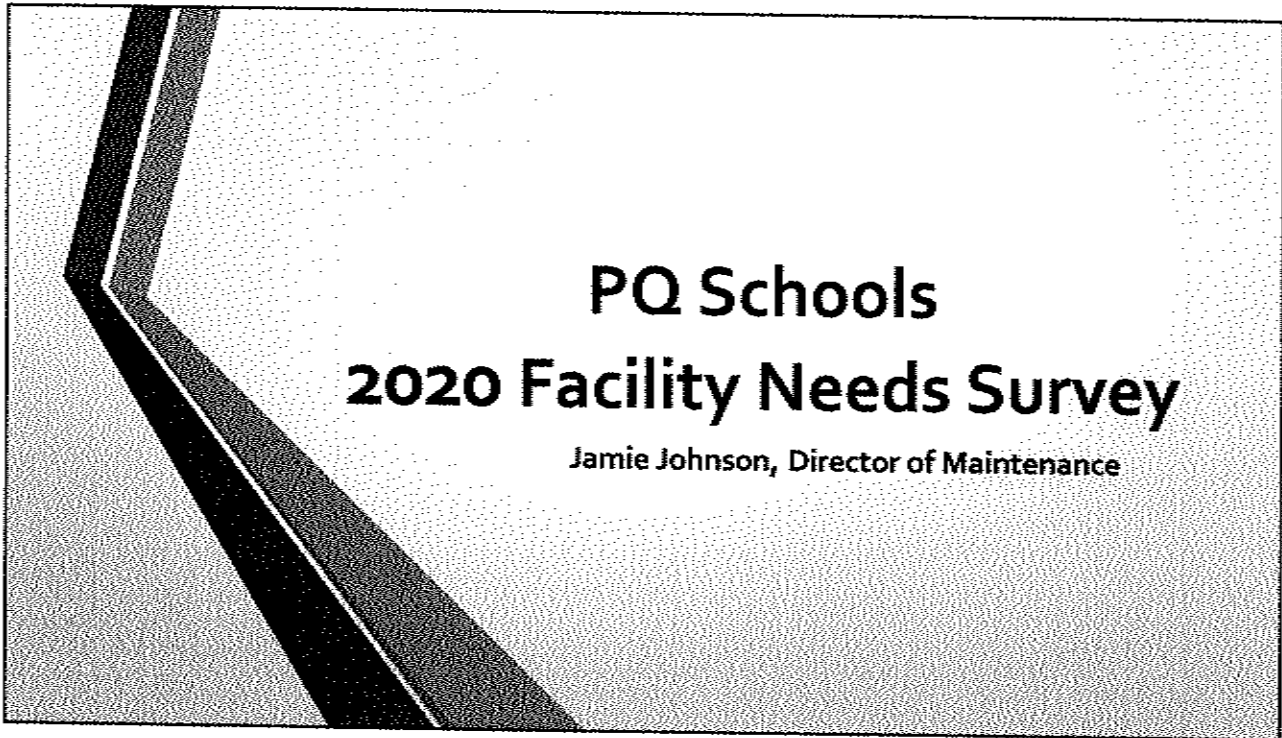
CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-399-000	General Fund Balance Appropriated	17,500	
10-420-040	County Manager - Professional Services	17,500	
<b>EXPLANATION:</b> To amend FY 20/21 budget to include funds to cover expenses as required due to 160D regulation changes/updates.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 7th DAY OF DECEMBER, 2020.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 7th DAY OF DECEMBER, 2020.

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

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



## Facility Needs

- New Schools
- Renovations
- Additions
- Furniture/Equipment
- Land

## PQ Schools 0-5 Year Plan

UNIT - 720	PRIORITY	NEW SCHOOL	ADDITIONS	RENOVATIONS	FURN/EQUIP	LAND	TOTAL
PCS	2	0	0	\$2,312,202	\$160,000	0	\$2,472,202
HGS	2	0	0	\$870,860	\$160,000	0	\$1,030,860
PCHS	1	0	0	\$5,896,635	\$230,000	0	\$6,126,635
PCMS	2	0	0	\$5,117,896	\$210,000	0	\$5,327,896
TOTAL		0	0	\$14,197,593	\$760,000	0	\$14,957,593

PCS: Kitchen equipment, roof replacement, furniture replacement, upgrade fire system, paving.

HGS: Kitchen equipment, lighting upgrade, HVAC upgrade, asbestos abatement, upgrade fire system, paving.

PCHS: Kitchen equipment, paving, roof and window replacement, HVAC upgrade, restroom renovations, upgrade fire system, lighting upgrade.

PCMS: Kitchen equipment, paving, canopy for student pick-up, roof replacement, lighting upgrade, HVAC upgrade, science lab, upgrade fire system.

## PQ Schools 6-10 Year Plan

UNIT 720	PRIORITY	NEW SCHOOL	ADDITIONS	RENOVATIONS	FURN/EQUIP	LAND	TOTAL
PCS	4	0	\$877,500	0	\$73,320	0	\$950,820
HGS	3	0	0	\$193,748	0	0	\$193,748
PCHS	3	0	0	\$177,750	0	0	\$177,750
PCMS	4	0	\$3,944,531	0	\$329,588	0	\$4,274,119
<b>TOTAL</b>		<b>0</b>	<b>\$4,822,031</b>	<b>\$371,498</b>	<b>\$402,908</b>	<b>0</b>	<b>\$5,596,437</b>

PCS: Add 2 (two) new Pre-K classrooms  
 HGS: Replace windows and roof  
 PCHS: Renovate auditorium and science lab  
 PCMS: Replace gymnasium





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**

12/1/2020

Re: December 2020 Meeting

Commissioners:

I will be at the meeting to introduce Mark Bardill from Zacchaeus Law Services. Mr. Bardill plans to hold a short introduction and presentation on services they could provide the County regarding foreclosures.

Bill Jennings  
Perquimans County  
Tax Administrator

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



## Re: Albemarle Commission: At-Large Delegate Appointment

From: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>  
Sent: Monday, November 2, 2020 9:37 AM  
To: Frank Heath <frankheath@perquimanscountync.gov>  
Subject: Fw: Albemarle Commission: At-Large Delegate Appointment

Frank, do you think I should add this to tonight's agenda so that they can think about it and make an appointment at their December meeting?

Thanks  
Mary

---

From: Ashley Stallings <astallings@accog.org>  
Sent: Monday, November 2, 2020 9:32 AM  
To: M Lawrence <mlawrence@gatescountync.gov>; lstotesberry@hydecourtnc.gov <lstotesberry@hydecourtnc.gov>; scottl@co.pasquotank.nc.us <scottl@co.pasquotank.nc.us>; Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>  
Cc: Michael Ervin <mervin@accog.org>  
Subject: Albemarle Commission: At-Large Delegate Appointment

Hello,

For 2021 and 2022, Gates, Hyde, Pasquotank and Perquimans Counties are eligible to have an At-Large member serve on the Albemarle Commission's Board of Delegates. Based on the Commission's bylaws, four counties on a rotating basis appoint an individual as the At-Large representative to serve a two-year term. The At-Large member cannot be an elected official. The elected officials that serve on the Board, serve until they are no longer an elected official or the County appoints another elected official to serve in their place.

Please appoint an At-Large representative from your designated County to serve as the At-Large member. Please notify the Commission by email or a letter of the appointment prior to the first meeting in the new year, if at all possible. The delegates two-year term will begin January 2021 and end December 2022. The first meeting in the new year will be January 21, 2021. The person appointed by your Board will be provided information regarding the Commission at the January 2021 Meeting. Currently, Board members receive a \$50 meeting allowance for each Board meeting they attend, as well as mileage to and from the meetings.

As always, should you have any questions or comments, please do not hesitate to contact me.

Thank you,

*Ashley Stallings*  
Administrative & Benefits Coordinator  
Albemarle Commission  
512 S Church Street  
Hertford, NC 27944  
Main: (252) 426-5753  
Direct: (252) 404-7092

**ELECTION – CHAIRMAN/VICE CHAIR**

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

\_\_\_\_\_ nominated \_\_\_\_\_

\_\_\_\_\_ nominated \_\_\_\_\_

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

\*\*\*\*\*

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

\_\_\_\_\_ nominated \_\_\_\_\_

\_\_\_\_\_ nominated \_\_\_\_\_

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



Perquimans County Planning & Zoning Office

MEMORANDUM

TO: Frank Heath, County Manager

FROM: Rhonda Money, Planner/GIS

DATE: November 4, 2020

RE: Status Report on Perquimans Solar, LLC's Large Scale Solar Power Generating Facility, CUP-19-03

---

Attached is an updated Annual Report by Kara W. Price regarding the status and progress made on Conditional Use Permit No. CUP-19-03 to construct a solar energy system on tax parcel number 2-0061-0076A currently owned by T.A. Newbold Miller, LLC located at the northernmost end of Pender Road, close to Harvey Point Road.

Ms. Price is requesting a one, or preferably two year CUP extension. According to Perquimans County Zoning Ordinance section 309(c) a vested right is established with approval of a CUP and shall remain vested for 2 years. The County may extend the vested term to a maximum of five years.

Background Reference:

Condition 'N' titled 'Annual Reports' in CUP-19-03 in Perquimans County Register of Deeds book 493, page 294 states, "...During construction of the project, the Applicant, heirs and assigns shall provide the County with annual reports outlining progress to date along with circumstances that may result in delays. In the event construction will be delayed beyond December 31, 2020, the Applicant, heirs and assigns shall formally request an extension be granted by the Board of County Commissioners; otherwise the BCC may revoke the Conditional Use Permit."



October 29, 2020

Via USPS and Electronic Mail

Board of County Commissioners  
 c/o Planning Office/County Manager Office  
 Perquimans County  
 PO Box 45  
 Hertford, NC 27944

Re: Perquimans Solar CUP-19-03

Dear Board,

This letter concerns the above reference Conditional Use Permit officially issued to Perquimans Solar, LLC as of the date October 7, 2019 (the "CUP"). Pursuant to Section N of the CUP, Perquimans Solar LLC formally requests an extension of the CUP for at least one year, specifically the time in which to begin construction on the project from December 31, 2020 to, preferably, December 31, 2022.

Perquimans Solar, LLC has diligently prepared to begin and complete construction on the project throughout 2020. Unfortunately, construction has not been able to proceed due to unanticipated interconnection delays with Dominion Energy and will be delayed beyond December 31, 2020. There is a large electric customer in the area that is expected to go offline in late 2021/early 2022. Due to issues with transmission capacity, the project will become fully financially feasible for commercial operation after the large customer has gone off-line. These delays are further compounded by the impacts of the Covid-19 pandemic which has had a negative impact on the underlying conditions for proceeding with the Project such as the conditions for construction as well as impacts to financial markets and financing conditions.

Accordingly, Perquimans Solar, LLC respectfully requests that the Board of County Commissioners, pursuant to Section N of the CUP, grant an extension of the CUP of at least a year or more, and preferably, up to and including December 31, 2022, in which to begin construction. We appreciate your attention to this matter and if the Board requires anything further from, or has questions for, Perquimans Solar, LLC please let us know.

Best regards,

A handwritten signature in cursive script that reads "Kara W. Price".

Kara W. Price  
 Senior Vice President, Permitting & Development  
 Geenex Solar

cc: Rhonda Money, Perquimans County, NC Planner  
 ([rhondamoney@perquimanscountync.gov](mailto:rhondamoney@perquimanscountync.gov))

Phillip A. Harris, Jr., Attorney, Kilpatrick Townsend &  
 ([pharris@kilpatricktownsend.com](mailto:pharris@kilpatricktownsend.com))

Geenex Solar, LLC  
 1930 Abbott Street  
 Suite 402  
 Charlotte, NC 28203  
 980-237-7926  
[info@geenexsolar.com](mailto:info@geenexsolar.com)



## Designation of Voting Delegate to NCACC Legislative Goals Conference

January 14-15, 2021 (Thursday – Friday) | \*VIA VIRTUAL FORMAT

Each Board of County Commissioners is hereby requested to designate a commissioner or other official as a voting delegate for the 2021 Legislative Goals Conference \*(held via Virtual format). Each voting delegate should complete the following statement and return it to the Association no later than Monday, January 11, 2021.

I, \_\_\_\_\_, hereby certify that I am the duly designated voting delegate for \_\_\_\_\_ County at the North Carolina Association of County Commissioners 2021 Legislative Goals Conference.

Voting Delegate Name: \_\_\_\_\_

Title: \_\_\_\_\_

In the event the designated voting delegate is unable to attend, \_\_\_\_\_ has been selected as \_\_\_\_\_ County's alternate voting delegate.

Alternate Voting Delegate Name: \_\_\_\_\_

Title: \_\_\_\_\_

### Article VI, Section of the Association's Constitution provides:

"On all questions, including the election of officers, each county represented shall be entitled to one vote, which shall be the majority expression of the delegates of that county. The vote of any county in good standing may be cast by any one of its County Commissioners who is present at the time the vote is taken; provided, if no commissioner be present, such vote may be cast by another county official, elected or appointed, who holds elective office or an appointed position in the county whose vote is being cast and who is formally designated by the Board of County Commissioners. These provisions shall likewise govern district meetings of the Association. A county in good standing is defined as one which has paid the current year's dues."

Please return this form to Alisa Cobb via email by Monday, January 11, 2021 close of business:

Email: [alisa.cobb@ncacc.org](mailto:alisa.cobb@ncacc.org)

**§ 143-318.11. Closed sessions.**

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

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

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

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

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

FOR  
INFORMATION  
ONLY  
ITEMS

# DEPARTMENT HEAD REPORTS



PLAT REVIEW LOG - PERQUIMANS COUNTY

November

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
J H MILLER, JR LEO D & KATHY A HOY	X	11-5-2020	X	RECOMBINATION OF 3-0059-0000A & 3-0059-00001 1.94 ACRES
TIMMONS GROUP MATTHEW H ELLIOTT, JR	X	11-13-2020	X	SUBDIVISION OF 1.11 ACRES 4-0043-0105E
J H MILLER, JR STEPHEN K & TINA R NIXON	X	11-18-2020	X	SUBDIVISION OF 4-0055-0009E LOT 1R, LOT2, LOT2A
MARK D PRUDEN MARIE B FERRELL	X	11-25-2020	X	SUBDIVISION OF 5-0020-0007 1.11 ACRES
J H MILLER, JR MICHAEL WAYNE HURDLE	X	11-30-2020	X	BOUNDARY SURVEY 1-0015-0030 1.9 ACRES & 1.27 ACRES

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

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

PLAT REVIEW LOG - PERQUIMANS COUNTY

October

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
TIMMONS GROUP TIMOTHY & BRENDA WARDEN	X	10-6-2020	X	RECOMBINATION OF 4-0043-0105C AFTER RECOMBINATION 6.96AC 4-0043-0105F 1.96AC
MARK PRUDEN WILLIAM & JUANITA BAILEY	X	10-6-2020	X	RECOMBINATION OF 5-0035-0036 3.07 ACRES TO 5-0035-0038B
JOSIAH A WEBB III EURE SEED FARMS INC	X	10-20-2020	X	RECOMBINATION OF 4-0053-0007 3.00 ACRES TO 4-0053-0006
JOSIAH A WEBB III THOMAS W CHAPPELL	X	10-14-2020	X	SUBDIVISION OF 1-0015-0010 CREATING 3 LOTS
MARK D PRUDEN PINEY WOODS FRIENDS	X	10-20-2020	X	SUBDIVISION OF 1-0022-0090 CREATING A 1.13 ACRES PARCEL
J H MILLER, JR JEFFERY SWEENEY	X	10-28-2020	X	BOUNDARY SURVEY 1-0022-0061 2.35 ACRES

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PO BOX 1068  
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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  
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ELIZABETH CITY, NC 27907  
330-4016

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357-1581

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(252) 621-5030

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

**PERQUIMANS COUNTY  
OFFICIAL REPORT**

Date: November 2020

Board of Commissioners:  
Finance Officer:

I wish to report that during November 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
11/1/2020															\$0
11/2/2020			\$430	2	\$55	1			\$275	2					\$760
11/3/2020	\$450	2			\$50	1	\$50	1							\$550
11/4/2020			\$100	2	\$100	1									\$200
11/5/2020	\$923	1	\$30	1			\$50	1					\$10		\$1,013
11/6/2020															\$0
11/7/2020															\$0
11/8/2020															\$0
11/9/2020			\$60	1					\$220	4					\$280
11/10/2020	\$54	1	\$80	2											\$134
11/11/2020	\$90	1			\$115	1							\$10		\$215
11/12/2020															\$0
11/13/2020	\$397	3	\$140	1	\$255	2	\$50	1							\$842
11/14/2020															\$0
11/15/2020															\$0
11/16/2020			\$244	1											\$244
11/17/2020			\$795	3					\$220	2					\$1,015
11/18/2020					\$130	2									\$130
11/19/2020					\$150	1			\$55	1					\$205
11/20/2020															\$0
11/21/2020															\$0
11/22/2020															\$0
11/23/2020			\$193	2	\$75	1									\$268
11/24/2020			\$50	1	\$50	1			\$55	1					\$155
11/25/2020	\$1,395	2	\$177	3	\$50	1	\$100	2					\$20		\$1,742
11/26/2020															\$0
11/27/2020															\$0
11/28/2020															\$0
11/29/2020															\$0
11/30/2020	\$693	5	\$60	1					\$55	1					\$808
<b>TOTAL</b>	<b>\$4,002</b>	<b>15</b>	<b>\$2,359</b>	<b>20</b>	<b>\$1,030</b>	<b>12</b>	<b>\$250</b>	<b>5</b>	<b>\$880</b>	<b>11</b>	<b>\$0</b>	<b>0</b>	<b>\$40</b>	<b>\$0</b>	<b>\$8,561</b>

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



## Code Enforcement report

Erle Solesbee <esolesbee@perquimanscountync.gov>

Tue 12/1/2020 2:59 PM

To: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>

Hi Mary,

No new cases for the month of November. Most of the month I was covering the office while Sharon was out.

Thanks,  
Erle



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

## October-November, 2020, Monthly Report

### Fire Inspections

- Brian Center kitchen inspection
- Perquimans Headstart
- Food Lion, false fire alarms follow-up
- Amy Tinsley, After School Daycare final insp
- Whidbee Foster Home
- Social Services – smoke alarm check for homeowner, 171 Sunset Circle
- Starting Point Daycare, hood and fire alarm test
- Starting Point, final inspection
- Brian Center – walk through of renovation
- Venetia George Foster Home
- Starting Point Daycare, 911 dispatch test

### Plans Reviews

-

### Illegal burns

- 1390 Woodville Road
- 584 Woodland Church Road

### Asbestos Inspections for Fire Department Live Burns

- Durant's Neck Fire Dept – live burn for resident @ Winslow Road

### Fire Investigations

- Albemarle Plantation – vacant structure
- 113 Cape Fear Drive – structure fire

- Wind Farm – false alarm
- assisted Hertford Police Department with fire investigation at Meads MH Park

### Miscellaneous

- Met with NC State Commissioner Mike Causey
- Met with Fire Chiefs to deliver State Equipment Grant Checks
- Meeting in Raleigh with NC State Certified Fire Investigators board
- Completed Bloodborne Pathogens training
- Completed Hazardous Materials training
- Purchased additional fire safety grant items
- Inter-County asbestos request for live burn
- Fire Extinguisher class with all local daycare workers
- Met with Hertford Fire Dept – Relief Fund
- Attended 24 hours of Fire Investigation Technician training
- Applied for Community Grant through EMC
- Truck serviced at Colony Tire

\* I continue to respond to requests for inspections and investigations, but plan to begin initiating fire inspections at businesses as soon as current Covid restrictions are lifted.

Respectfully submitted,

Barry A Overman, Fire Marshal



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

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

**PERQUIMANS COUNTY  
TAX DEPARTMENT**

**Enforced Collections- November 2020**

**GARNISHMENTS: \$3,991.30**

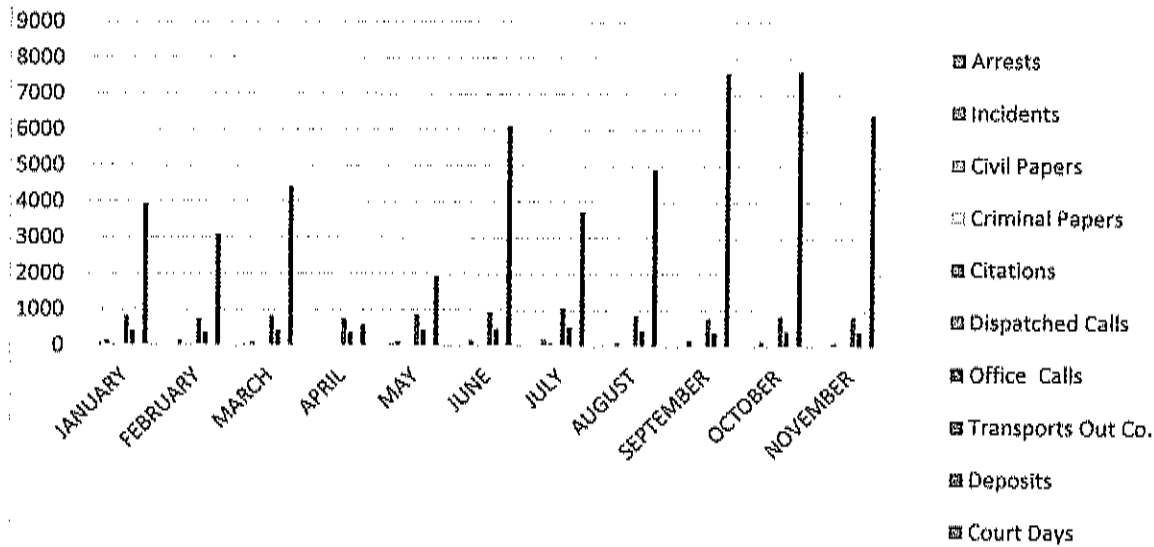
**PAYMENT AGREEMENTS: \$19,641.81**

**DEBT SETOFFS: \$0**



**Perquimans County Sheriff's Office --- November 2020 Activity Report**

	Arrests	Incidents	Civil Papers	Criminal Papers	Citations	Dispatched Calls	Office Calls	Transports Out Co.	Deposits	Court Days
JANUARY	22	45	145	36	13	812	406	4	\$3,918.00	9
FEBRUARY	21	25	143	27	15	727	364	1	\$3,066.84	10
MARCH	17	31	112	17	8	819	410	2	\$4,407.00	7
APRIL	11	25	28	4	6	737	369	1	\$575.00	4
MAY	27	36	121	14	12	869	435	6	\$1,919.50	5
JUNE	27	29	167	24	17	941	470	7	\$6,100.00	6
JULY	32	34	185	74	16	1046	523	5	\$3,744.50	10
AUGUST	29	13	90	21	10	864	432	1	\$4,894.00	8
SEPTEMBER	22	34	168	33	10	786	393	2	\$7,598.50	7
OCTOBER	23	33	155	19	21	848	424	4	\$7,634.50	8
NOVEMBER	17	27	107	19	10	819	410	3	\$6,429.58	7





## PERQUIMANS COUNTY EMERGENCY SERVICES

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

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

Jonathan A. Nixon, Director

### Emergency Services Update – November 2020

<i>Call Volume by Department – November 2020</i>			
<i>Department</i>	<i># of Calls</i>	<i>Department</i>	<i># of Calls</i>
911 CALLS RECEIVED	610	NC State Highway Patrol	45
Belvidere Fire Dept.	5	NC Wildlife	3
Bethel Fire Dept.	6	Nightingale	2
Chowan EMS	1	Pasquotank-Camden EMS	2
Durants Neck Fire Dept.	6	Perq. Dept. of Social Services	6
Eastcare	0	Perq. Emergency Management	10
Gates EMS	0	Perq. EMS	201
Hertford Fire Dept.	10	Perq. Fire Marshal	3
Hertford Police Dept.	227	Perq. Sheriff's Office	818
Hertford Public Works	5	Perq. Water Department	0
Inter-County Fire Dept.	15	Perq. Volunteer Water Rescue Team	0
Magistrate	44	Winfall Fire Dept.	10
NC Dept. of Transportation	7	Winfall Police Dept.	0
NC Forestry	2	Winfall Public Works	0
NC Probation	0		

### Welcome

- Rebecca Cullipher – Part Time Basic
- Alex Ross – Part Time Advanced EMT
- Logan Hogge – Non-Certified Part Time Telecommunicator
- Nakindra Downing – Non-Certified Part Time Telecommunicator

## **Completed Projects / Trainings / Community Preparedness Activities**

- Perquimans County Schools Safety Committee Meeting – November 3, 2020
- ACLS Class – November 6, 2020
- Coastal North Carolina Area Committee Virtual Meeting – November 10, 2020
- NC EMS Advisory Council Quarterly Meeting – November 10, 2020
- Virtual Eastern Healthcare Preparedness Coalition Meeting – November 12, 2020
- Sentara Heart Hospital and Nightingale Webex – November 12, 2020
- COA EMS Education Advisory ZOOM Meeting – November 12, 2020
- Managing Public Records for Local Government Virtual Meeting – November 12, 2020
- Winfall and Bethel Water Plant Walkthroughs for Public Safety Personnel – November 17, 2020
- Disaster Preparedness Region 1 Meeting – November 18, 2020
- Hertford Water Plant Walkthrough for Public Safety Personnel – November 19, 2020
- Virtual Meeting with Albemarle Regional Health Services and Bertie Emergency Services – November 23, 2020
- Vidant Chowan Hospital Emergency Department Virtual Meeting – November 24, 2020
- Eastern Healthcare Preparedness Coalition Coordination Call – November 30, 2020

In January 2020, Emergency Services Staff began participating in calls regarding COVID-19 and the impacts it could have on our community. On March 16, 2020, The Emergency Operations Center was activated and continues to remain engaged with local, state, and federal officials.

## **Community Emergency Response Teams (CERT)**

- Albemarle Plantation CERT, Deep Creek CERT, and the Shores at Lands End CERT all remain active in sharing preparedness information within their communities.
- The Shores at Lands End CERT Team applied for and was awarded a \$6,000 Grant from AARP to purchase equipment and supplies needed for emergency preparedness and response activities. Perquimans County Emergency Services is working closely with them and AARP to procure the requested and necessary supplies that will benefit their team and community.

## **Pending Projects / Trainings / Community Preparedness Activities**

- Hazardous Materials Transportation Exercise grant has been awarded to the Local Emergency Planning Committee by the Hazardous Materials Emergency Preparedness Grant –Water Plant Exercise - December 2, 2020
- Continuity of Operations Plan/Continuity of Government Plan funded through the Emergency Management Performance Grant-Supplemental – Completion anticipated by December 31, 2020
- Mini Sheltering Exercise funded through the Homeland Security Grant Program – Spring 2021
- Hurricane/Tornado Tabletop and Full-Scale Exercise funded through the Homeland Security Grant Program – Spring 2021
- Active Shooter Exercise funded through the Homeland Security Grant Program – Spring/Summer 2021
- Hazmat Response Exercise funded through the Hazardous Materials Emergency Preparedness Grant – Summer 2021

- Hazmat Shipping Exercise funded through the Homeland Security Grant Program – Winter 2021/Spring 2022

### **Press Releases / Public Service Announcements**

- Press Release - Seabreeze Road Structure Fire – November 2, 2020
- Job Announcement for EMS Shift Supervisor – November 4, 2020
- Shared Albemarle Regional Health Services Weekly Case Counts and Outbreaks – November 6, 2020
- Press Release - Harvey Point Road Vehicle Accident – November 6, 2020
- Public Service Announcement – Camp Perry Road Pipe Replacement – November 9, 2020
- Veterans Day Post – November 11, 2020
- Wet Weather with Flooding Potential – November 12, 2020
- World Pneumonia Day – November 12, 2020
- Flooding at Night – November 12, 2020
- World Prematurity Day – November 17, 2020
- ECSU and Albemarle Regional Health Services offer free COVID-19 Testing Clinic – November 17, 2020
- Public Service Announcement – NC DOT and McLean Contracting announce a temporary closure of the S-Bridge – November 18, 2020
- Reminder for COVID-19 Testing Clinic offered by ECSU and Albemarle Regional Health Services – November 19, 2020
- National Family Caregivers Month – November 19, 2020
- Shared Albemarle Regional Health Services COVID-19 Surveillance Report – November 25, 2020
- Shared Albemarle Regional Health Services COVID-19 Weekly Case Counts and Outbreaks – November 25, 2020
- Happy Thanksgiving – November 26, 2020
- Severe Storm Weather Briefing – November 29, 2020
- Severe Storm Weather Briefing – November 30, 2020

# COMMITTEE REPORTS