

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

**AGENDA**  
*All items are for discussion and possible action.*  
 Perquimans County Board of Commissioners  
 Meeting Room at Perquimans County Library  
 April 5, 2021  
 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 March 1, 2021 Regular Meeting and March 15, 2021 Regular Work Session
  - B. Tax Refund Approvals
  - C. Personnel Matters
    - 1. Appointment: Part-Time/Fill-In Board of Elections
    - 2. Promotion: IMC III – Lead Worker
    - 3. Promotion: Processing Assistant V
    - 4. Resignation: Director of Elections
    - 5. Resignation: IMC II
  - D. Budget Amendment No. 26
  - E. Board Appointments/Reappointments:
    - 1. Appointments: Agricultural Advisory Board (2)
    - 2. Appointment: Senior Tarheel Regional Legislature Delegate & Advisory Board
    - 3. Resignations: Local Library Board (2)
    - 4. Appointments: Local Library Board (2)
    - 5. Appointment: Senior Citizens Advisory Board
  - F. Juvenile Crime Prevention Council (JCPC) Documentation
    - 1. Certification for FY 2021-2022
    - 2. Inter-Agency Council Appointments for FY 2021-2022
  - G. Miscellaneous Documents
    - 1. Resolution: Surplus Vehicles
    - 2. Proclamation Designating April as "North Carolina 811 Safe Digging Month"
    - 3. FYE 2021 GASB 73 for LEO Special Separation Allowance Contract

ACTION  
REQUIRED

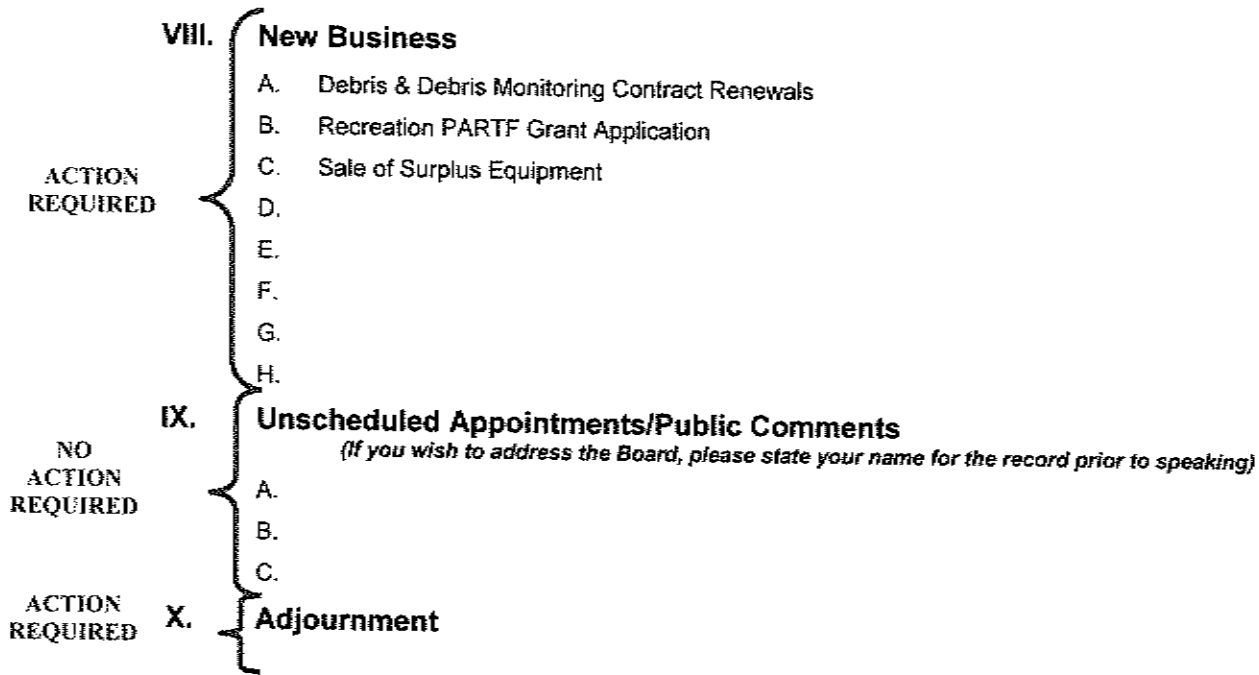
- V. **Scheduled Appointments**
  - A. Judge JC Cole 7:00 p.m.
  - B. Dr. Landon Mason, Executive Director of EIC 7:05 p.m.
  - C. 7:10 p.m.

NO  
ACTION  
REQUIRED

- VI. **Commissioner's Concerns/Committee Reports**
  - A.
  - B.
  - C.

- VII. **Old Business**
  - A. Updates from County Manager
  - B. Monument Work Group
    - 1. Appoint Members & Facilitator
    - 2. Finalize the Charge to the Members
    - 3. Finalize List of Expectation for the Members
  - C.

ACTION  
REQUIRED



**FOR INFORMATION ONLY:**

- COA Community Impact Report – 2019-2020

**DEPARTMENT HEAD REPORT:**

- Plat Log
- Tax Department Report
- Building Inspector's Reports
- Code Enforcement's Report
- Emergency Services Report – February, 2021
- Sheriff's Department

**COMMITTEE WRITTEN REPORTS:**

**NOTES FROM THE COUNTY MANAGER**

**April 5, 2021**

**7:00 p.m.**

- IV. **Enclosures.** Items included on the Consent Agenda are enclosed. *If you wish to discuss any of these items, please make that request during the meeting.*
- V.A. Judge JC Cole will thank the Board for naming the Courtroom in the Old Courthouse Building as the Judge J.C. Cole Courtroom.
- V.B. Dr. Landon Mason will present his annual report from Economic Improvement Council.
- VII.A. County Manager Heath will present several updates to the Board.
- VII.B. At the Work Session, the Board discussed setting up the Monument Work Group to make a recommendation to Board as to what to do with the Monument to the Confederate dead on the Courthouse lawn. As discussed, the Board will need to take action on the member appointments, appointment of facilitator, charge to the members, and list of expectations for the members. Board action is being requested.
- VIII.A. **Enclosures.** Jonathan Nixon, Emergency Services Director, will present the following contract renewals for Board action:
  - 1. Disaster Management & Recovery Monitoring Services Agreement Renewal Contract with Landfall Strategies, LLC
  - 2. Disaster Management & Recovery Monitoring Services Agreement Addendum with Landfall Strategies, LLC
  - 3. Amendment #2 for Contract Extension with Ceres Environmental Services
- VIII.B. **Enclosure.** Howard Williams, Recreation Director, will discuss the application for PARTF Grant in the amount of \$65,600 to expand the recreational park by constructing two all-weather tennis courts. Board action is being requested.
- VIII.C. On March 1, 2021, the County adopted a resolution to proclaim certain County property as surplus items and to proceed to sell them on GovDeals. The bid period for the following surplus item with GovDeals will close on April 5, 2021 at 11:00 a.m. The Board will need to consider the sale of the following items which has been listed with GovDeals:

BUYER	ITEM	DATE SURPLUSED	START BID	SOLD AMOUNT
	13 – RAM Tough Tray Motmts	3/1/2021		
	7 Motorola Handheld Radios & accessories	3/1/2021		

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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 March 1, 2021 Regular Meeting and March 15, 2021 Regular Work Session
- B. **Enclosure.** Tax Refund Approval – See attached listing
- C. **Enclosure.** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Charlotte Jones	Part-Time/Fill-In for Elections	Appointment	n/g	\$9.84/hr.	03/25/2021
Terrance Brown	IMC III – Lead Worker	Promotion	63/2	\$32,166	05/01/2021
Elena Howell	Processing Assistant V	Promotion	61/1	\$28,737	04/01/2021
Holly Hunter	Director of Elections	Resignation			03/04/2021
Lisa Williams	IMC II	Resignation			03/16/2021

- D. **Enclosures.** Budget Amendment No. 26 is enclosed for your review and action.
- E. **Enclosures.** The following Board resignations & appointments will need to be considered for action:

Name	Board/Committee	Action Taken	Term/Expiration Date	Effective Date
Winslow, Edward	Agricultural Advisory Board – Farm Bureau	Appointment	3 yrs.	05/01/2021
Nixon, Nick	Agricultural Advisory Board – Hertford	Appointment	3 yrs.	05/01/2021
Harrell, Darlene *	Senior Tarheel Regional Legislature Delegate	Appointment	Unlimited	04/01/2021
Harrell, Darlene *	Senior Tarheel Regional Legislature Advisory Board	Appointment	06/30/2021	04/01/2021

Name	Board/Committee	Action Taken	Term/Expiration Date	Effective Date
Aples, Archie	Local Library Board	Resignation		03/09/2021
Simmons, Guy	Local Library Board	Resignation		03/22/2021
Martin, Jr., Robert	Local Library Board (complete Guy Simmons' term)	Appointment	06/30/2021	04/01/2021
Spellman, Anisha	Local Library Board (complete Archie Aples' term)	Appointment	06/30/2022	04/01/2021
Bailey, Virginia**	Senior Citizens Advisory Board	Appointment	01/31/2023	04/01/2021
<i>*Ms. Harrell will complete Lillian Hollman's term.</i> <i>**Ms. Bailey will complete Lillian Hollman's term</i>		<i>} Ms. Hollman passed away on 3/14/2021</i>		

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

1. **JCPC Certification:** This is to certify the funding through JCPC for FY 2021-2022.
2. **Inter-Agency Council Appointment for FY 2021-2022:** This is to certify the Inter-Agency Council Members for FY 2021-2022.

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

1. **Resolution:** The Board will need to consider the enclosed Resolution requesting the Board to declare two vehicles in Water Department as surplus vehicles to be sold on GovDeals. Board action is being requested
2. **Proclamation:** The Board will need to consider the enclosed Proclamation proclaiming April as "North Carolina 811 Safe Digging Month". Board action is being requested.
3. **GASB 73 Reporting for Special Separation Allowance:** The Board will need to consider the enclosed 2021 Memorandum of Participation for Separation Allowance Benefit with Cavanaugh Macdonald Consulting to complete the GASB 73 Report. County staff recommends approval. Board action is being requested.

★ Additions to Notes

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REGULAR MEETING

March 1, 2021  
6:25 p.m.

**Special Notice for tonight's meeting:** *The Perquimans County Board of Commissioners' REGULAR MEETING will be held on Monday, March 1, 2021, at 6:25 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, March 1, 2021. 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, March 1, 2021 at 6:25 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 (arrived at 6:45 p.m.)  
Charles Woodard (arrived at 6:40 p.m.)

MEMBERS ABSENT: Alan Lennon

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

Because we did not have a quorum at 6:25 p.m., Chairman Nelson explained that they had been notified that one commissioner was not going to be there and that the other two commissioners were not able to be here by 6:25 p.m. Therefore the meeting came to order at 6:40 p.m. The meeting was called to order by Chairman Nelson. Commissioner Leigh gave the invocation and the Chairman led the Pledge of Allegiance. Mr. Nelson explained that the first item of business was to hold three (3) public hearings.

**PUBLIC HEARINGS**

**Conditional Use Permit No. CUP-21-01, requested by Booth & Associates, LLC**

Chairman Nelson opened the quasi-judicial Public Hearing stating that the purpose of this public hearing is to receive citizens' comments to consider Conditional Use Permit No. CUP-21-01, requested by Booth & Associates, LLC for an AEMC substation on Burnt Mill Road approximately 500 feet from its intersection with Snug Harbor Rd. Subject property is Tax Parcel No. 2-0070-0056E and is zoned Rural Agricultural. There were twenty-eight (28) people present. Rhonda Money, Planner, presented the following overview of their request:

- Neighbors and the general public were notified via mail, local newspaper notice, and sign posting on-site in accordance with County Zoning Ordinance section 2302(a) and State General Statutes.
- Zoning Ordinance section 907.25 applies to Public Utility Substations
- It requires additional setbacks on 3 sides which this site plan meets.
- Setbacks required are 30 ft. from front and side property lines and 60 ft. from rear property lines.
- Vegetation and the 7ft high chainlink security fence topped with barbed wire are allowed in the setbacks.
- No on-site storage will be present.
- Vegetation around the fence perimeter is expected to reach 7 ft. high within 3 years.
- On the Land Use Plan map of Projected Future Land Use the site is zoned as Public/Semi-Public/Religious/Office & Institutional.
- The proposed CUP is based on Alb. Electric's previous substation CUP on Woodville Rd. and on Zoning Ordinance sec 907.25.
- Applicant has 2 years to start construction before needing to request an extension from County Commissioners.
- Planning Board unanimously found proposed CUP-21-01 to be consistent and in harmony with the existing development pattern around 795 Burnt Mill Road and recommended approval of its draft conditional use permit as presented. Planning Staff believes the substation, as proposed may be developed in compliance with Zoning Ordinance Section 907.25.

She stated that, at their February 9, 2021 meeting, the Planning Board found that the project was consistent and in harmony with the existing development pattern around 795 Burnt Mill Road and recommended approval of the draft CUP-21-01. Ms. Money stated that the applicants were present. After her presentation, Chairman Nelson asked if there were any questions or comments from the applicants. Laura Harris, Booth & Associates, LLC, and Kevin Heath, Albemarle Electric Membership Corporation, were present. Mr. Nelson asked if there were any questions for Ms. Money. There being none, he asked if either of the applicants had any comments. Kevin Heath explained the purpose of this project. Chairman Nelson then asked if there any questions for the applicants from the Board. There being none, Mr. Nelson asked if we had anyone sign up to speak from the public. Mary Hunnicutt, Clerk to the Board, stated that there were none. There being no further questions from the Board or public, Chairman Nelson closed the Public Hearing at 6:49 p.m. and proceeded with the second Public Hearing.

**Conditional Use Permit No. CUP-21-02, requested by Pamela Askew**

Chairman Nelson opened the quasi-judicial Public Hearing stating that the purpose of this public hearing is to receive citizens' comments to consider Conditional Use Permit No. CUP-21-02, requested by Pamela Askew to operate a child daycare Home Occupation at 200 Cedarwood Boulevard, a cul de sac approximately 300 feet south of Mulberry Lane. Subject property is Tax Parcel No. 4-D036-1009-CWI and is zoned residential RA-43. There were twenty-eight (28) people present. Rhonda Money, Planner, presented the following overview of their request:

- Neighbors and the general public were notified via mail, local newspaper notice, and sign posting on-site in accordance with County Zoning Ordinance section 2302(a) and State General Statutes.
- The applicant would like to operate a state licensed childcare center in her home for infants up to 12 years old.
- The State is requiring her to obtain a local zoning permit first before they will accept their own application.
- According to the State, all 3 of the following conditions must be met for regulation to be required for child care:
  1. Three or more unrelated children under 13 years of age
  2. Receiving care from a non-relative
  3. Care is on a regular basis, at least once a week for more than four hours per day but less than 24 hours.

*Licensing as a center is required when six or more children are cared for in a residence...Centers will be visited at least annually to make sure they are following the law...Centers located in a residence that are licensed for six to twelve children may care for up to three additional school-age children, depending on the other children in care. When the group has*

children of different ages, staff-child ratios and group size must be met for the youngest child in the group. There are space requirements for indoor and outdoor environments

- 2 County Zoning Ordinance sections apply to this case. One for Day Care Facilities (907.17) and the other for Standard Home Occupations (907.22)
- A 25 ft. square fenced play area that would meet accessory structure setbacks is proposed for the backyard as well as 12'x20' storage shed. Using ordinance calculations, the outside play area size would limit the childcare to a maximum of 8 children.
- Being on a cul de sac will help with traffic flow.
- There will be no signage of any kind.
- On LUP projected Future Land Use Map it's zoned Residential
- summarize three emails inquiring and complaining about the proposal
- Discussion with the developer --- found out the Property Owner Association has not been signed over to the neighborhood yet. The developer is waiting for a specific event and the Architectural Control Committee is the developer's family
- That email letter prompted the Planning Board to add language to the proposed CUP saying the fence must meet criteria of Cedarwood Village covenants/declarations, specifically per R.C.D. book 285 pg. 308 "section 9.8 Fences and Mailboxes"
- The remainder of the proposed CUP is pulled directly from Zoning Ordinance sections 907.17 and 907.22 for Day Care and Home Occupations.
- Planning Board unanimously found proposed CUP-21-02 to be consistent and in harmony with the existing development pattern around 200 Cedarwood Blvd. and recommended approval of its draft conditional use permit with the added condition that the outside play-area fence must meet the criteria of Cedarwood Village covenants, which was added to number 11 on page 3 in the proposed CUP. Planning Staff believes the child daycare Home Occupation, as proposed may be developed in compliance with Zoning Ordinance Sections 907.17 and 907.22.

She stated that, at their February 9, 2021 meeting, the Planning Board found that the project was consistent and in harmony with the existing development pattern around 200 Cedarwood Boulevard, and recommended approval of the draft CUP-21-02 with the addition of Condition No. 11 regarding fence requirements in that it would need to meet the protective covenant requirements. Ms. Money stated that the applicant, Pamela Askew, was present. Also, Ms. Money explained that she had received three (3) e-mail comments on the project. She read the e-mails. One e-mail from Gary Martin, asked that his e-mail become part of the official minutes. After her presentation, Chairman Nelson asked if there were any questions or comments for Ms. Money from the Board. There being none, he asked if there were any comments from the applicant. Ms. Askew presented information on her background and the details of her proposed child daycare facilities. Mr. Nelson asked if there were any questions for Ms. Askew. The following questions were asked from the Board:

- > Commissioner Woodard: Mr. Woodard asked Ms. Askew how many children she planned to have in her facility. Ms. Askew said that she was planning on having eight (8) children.
- > Commissioner Leigh: Ms. Leigh asked if she had any other individuals working with her. Ms. Askew said that she had one assistant who was present tonight and also her husband was on staff.

Chairman Nelson then asked if we had anyone sign up to speak from the public. Mary Hunnicutt, Clerk to the Board, provided a copy of the sign up sheet and the following individuals made comments:

- > Gary C. Martin: Mr. Martin stated that he lives at 111 Oakwood Court, which is behind the development. He expressed his concerns about the large pond and deep stormwater ditch that do not have fencing around them. Currently, the developer has not turned the development over to the Property Owners Association so he was concerned about a liability issue should one of the children fall into the pond or stormwater drainage ditch. He also expressed concerns about the traffic pattern and felt that it will cause issues with deliveries, mail services, EMS Services, and other emergency vehicles. He also mentioned several other violations to the protective covenants within the development which needs to be addressed.
- > John Roland: Mr. Roland stated that he lives at 203 Cedarwood Boulevard which is next to the property. He is also concerned about traffic issues. He also wanted to know if this is just her eight (8) grandchildren or will there be other children coming.

Chairman Nelson asked if the Board had any questions for these two witnesses. There being none, he asked for Simon Copeland to address the Board.

- > Simon Copeland: Mr. Copeland stated that he lives at 192 Cedarwood Boulevard. He also stated that he was a 10-year resident of the development. He expressed his concerns about the traffic problems, ditches, and pond. He feels that it is putting the children at a great risk. He also stated that the protective covenants state that this development would be for residential purposes only and now they have this proposed project and some other businesses operating out of the development. He also discussed his suffering from combat stress syndrome which causes him stress when a lot of strangers are around his property.

Chairman Nelson asked if the Board had any questions for any of these witnesses. There being none, he closed the Public Hearing at 7:14 p.m. and proceeded with the third Public Hearing.

Rezoning Request No. (PUD)REZ-20-01, requested by Albemarle Plantation Holdings II, LLC.

Chairman Nelson opened the legislative & quasi-judicial Public Hearing stating that the purpose of this public hearing is to receive citizens' comments to rezone approximately 54.5 acres from residential RA-15 to PUD(CUD), Planned Unit Development Conditional Use District. Subject property encompasses Tax Parcel Nos. 2-0082-0006 and 2-0082-0027A, also known as the Cole Tract. There were twenty-eight (28) people present. Rhonda Money, Planner, presented the following overview of their request:

- Neighbors and the general public were notified via mail, local newspaper notice, and sign posting on-site in accordance with County Zoning Ordinance section 23B2(b) and State General Statutes.
- To clarify the difference between this public hearing and the 2 earlier this evening were ONLY quasi-judicial public hearings. This one has 2 parts: it has a legislative hearing for the rezoning portion AND a separate quasi-judicial hearing for the Conditional Use Permit part, but both hearings are run simultaneously since both parts, the rezoning and conditional use permit, are discussed at the same time.
- Terms you need to know- Phase 2 was the 1,500 acre PUD that was approved in 2019 that stretches across the street from Alb. Plantation's current main entrance all the way over past Harvey Point Road to the Perquimans River. Phase 3 is the 54 acre Cole Tract we are discussing tonight.
- History of the Cole Tract: The section of land called the Cole Tract is really 2 tax parcels, with one of them being labeled by the Tax Dept. as a residual section of the Randolph tract. Both tax parcels were part of multiple rezoning public hearings in 2006 and 2011. The larger parcel was rezoned from RA, rural agriculture to RA-15 on Sept. 5, 2006. Some concerns of residents in 2006 were negative impacts on water pressure, burdened sewage system, not having enough spatial separation between neighbors and the desire to keep a wooded boundary buffer.
- The smaller parcel was rezoned from RA-25 to RA-15 on May 2, 2011. The main concern of the Technical Review Committee at that time was the need for more than one point of ingress/egress for the neighborhood.
- In March of 2011 the Cole tract sketch plan was called "Waterleaf" and depicted 87 lots with a loop road, an interior road and 2 cul de sacs.
- The current proposal is being designed to have 95 lots comprised of a mix of townhomes, duplexes, reverse frontage lots and conventional lots. Surrounding zoning includes the PUD of phase 2 to the northeast across Holiday Lane, RA-15 in the Belmont section to the northwest across Matthews road, and RA-25 around all other sides. Three ponds, a walking trail and a community mailbox facility are part of the proposed Master Plan. Reverse frontage as it is meant here is different from the reverse frontage definition in our subdivision regulations. Here it's a lot where the front of the home faces a pond or something scenic and the rear is facing the street. All ingress/egress has loops to allow easy flow of traffic and potable water.

- Number of lots proposed are 45 conventional lots, 18 reverse frontage lots, 14 duplexes and 18 townhomes. Smallest allowed lot size in the current zoning ordinance is a 15,000 sq. ft. minimum and the Cole tract proposed lots range in size from 3,640 to 11,250 which is why a PUD zoning is needed.
- A minimum 20 ft. wide perimeter buffer of existing trees is labeled on the preliminary surveys but staff and Planning Board agree that a wider buffer of at least 50 feet or more, is needed next to the Woodside II neighborhood and the developer has been receptive of the idea. From the engineer's discussion at the Planning Board meeting, a 60 ft. buffer should be easily acceptable along Woodside II's west drainage canal near the southern culvert and a 100 ft. buffer could be maintained along the rest of the drainage canal.
- **Wastewater:** Albemarle Utility Company supplied a letter stating:
  - o "Upon approval to construct and operate the wastewater system that will serve this part of the development, Albemarle Utility Company will be willing and able to provide the sanitary sewer utility needs for the above referenced project for 95 dwelling units with a total allocation of 16,150 gallons per day."
- **Drinking Water:** The Proposed Use statement in the application says, "Water distribution mains will be connected to existing water lines on Holiday Island Road and Harvey Point Road and looped through the project to provide potable water service as well as fire protection to the development. Water line sizes will be modeled to confirm the sizes of the maintenance."
 

As stated in the rezoning of Phase 2 (in Nov. 2019), current water capacity was available for only 320 lots in Phase 2 over the next four years; this accounted for new water customers in other areas that would normally occur in a four year period. Water service to more than 320 lots will require changes to our current water system. Phase 3 of the proposed Cole Tract PUD will subtract 95 units of water capacity from the 320 previously noted.

The applicant is reminded that the last PUD allowed the County to set a maximum number of approved lots for each phase depending on water availability and that this will also apply to the new PUD.
- **Stormwater:** Their application says, "The Master Plan shows a series of ponds that will serve as both aesthetic amenities and storm water management facilities, and will be designed to retain and treat at least the first 1.5 inches of storm water runoff from the development, in accordance with regulation promulgated by the Division of Environmental Quality. "This was a hot topic between Alb. Plantation neighbors and the applicant at the Planning Board meeting. Our Technical Review Committee comment from Soil and Water Conservation said "As far as drainage goes, Bissell has a well-developed plan. According to elevations, most of the water will be drained towards the west (Pasquotank Blvd.), as they have depicted. The two 18" culverts underneath Pasquotank Blvd. are sized correctly to drain this area and watershed." He was also curious to know how deep the Storm Water Management Ponds were going to be. Dave Kiebitz, of Bissell Professional Group, responded back. I think the County Commissioners are going to hear about this conversation tonight, so I'll leave it to the residents in the audience and the engineer, Mr. Kiebitz.
- **Traffic:** roads will be looped and will connect in two locations which will help with emergency traffic conditions and potable water.
- **Other TRC Meeting Comments:** Water Dept. had no comments because he'd already discussed this in prior meetings and the PUD of 2019. County Manager comments are about the county controlling developments based on existing water capacity. Power Company, "Albemarle EMC has already been in contact with the developer for this project and as far as it pertains to our ability to serve its needs we are good with it as is." Building Inspections and Emergency Services had no comments. The Fire Marshal checked hydrant spacing and said they were adequate. Division of Coastal Mgmt. had no comment. MCDOT "With this development existing within the limits of the private Albemarle Plantation subdivision, the Department does not have any comments."
- **Consistency with the Land Use Plan:** According to the Projected Future Land Use map the subject area is zoned Residential. For the legislative part of this vote you will have to vote on a consistency statement so I have to explain this a bit. Residential in the LUP list appropriate corresponding zones from our Zoning Ordinance, one of the corresponding zones is a PUD. However we do have a red dotted line on that same map to designate projected future PUDs and that line is not around the Cole Tract. More information can be found in the staff report.
- **Jumping to the Quasi-Judicial part on the Conditional Use Permit:** The template for this permit was the 2019 PUD permit. Staff removed irrelevant sections and reformatted the setback section of A5 and A6. The highlights are A1, the County has the right to limit the number of lots and housing for each section/phase based on water availability. A2, the developer must obtain approval from the Planning Board and BCC for all sections and/or phases. A4 was a change...it requires a minimum 50 foot naturally existing woodland buffer adjacent to Woodside II. Walking trails may be within the buffer. A minimum 20 foot vegetative buffer or berm is required around all other sections of the perimeter. The building setbacks are at A5 and are pulled directly from the master plan and preliminary plan and are comparable to the 2019 phase 2 PUD. A6 keeps the condition of townhome buildings and any lot with less than 10 foot setbacks will require fire protection measures such as fire retardant walls and/or a sprinkler system in consultation with the County Fire Marshal. In the Drainage & Stormwater section a drainage plan shall be presented to the County prior to Final plat approval. All drainage ditches should be protected by easements. A DEQ Stormwater Permit is required prior to Final plat. Applicant shall provide the County with an Erosion and Sedimentation Control Plan approval letter prior to Final plat. Applicant shall provide the County with an Erosion and Sedimentation Control Board's request...it states, "All adjoining drainage ditches should be maintained at all times to ensure adequate flow and minimize stormwater impacts to adjacent property owners. The applicant will consult with Albemarle Plantation Property Owners Association to ensure this condition is met." For the Transportation section no on-street parking is allowed. Each residence requires parking for 2 vehicles. Most of the Utility section is about water lines and hydrants and the Water Dept. said it was still applicable to this PUD, the same as for the previous PUD. Under Plat Approvals at the end of the proposed CUP F4 says, "Prior to end of the proposed CUP F4 says, "Prior to the issuance of the first building permit for construction of any structure in Albemarle Plantation Phase 3 PUD, all infrastructure (roads, water, sewer, drainage, with the exception of asphalt pavement) must be in place for that phase. And lastly, they have 2 years from today to start construction or they will need to formally request an extension be granted by the Board of County Commissioners.
- **Recommendations:** Planning Board voted unanimously that rezoning is consistent and in harmony with the County Comprehensive Land Use Plan existing development pattern. They voted unanimously to recommend approval of Rezoning Request (PUD)REZ-20-01 to rezone from RA-15, Residential & Agricultural to PUD(CUD), Planned Unit Development Conditional Use District. Planning Board voted unanimously to recommend approval of proposed Conditional Use Permit No. (PUD)REZ-20-01, requested by Albemarle Plantation Holdings II, LLC for +/- 54.5 acres encompassing tax parcel numbers 2-0082-0006 and 2-0082-0027A, conditioned upon adding Stormwater condition #8 requiring the applicant to consult with Albemarle Plantation Property Owner's Association to keep the drainage ditches clear for neighboring residents.
 

Planning staff believes the PUD(CUD), as proposed, may be rezoned and developed in compliance with Zoning Ordinance Articles 13, 15 and 23 rules and guidelines if water and wastewater use is approached slowly and cautiously in cooperation with County staff and with good engineering numbers at each step of the way. Staff recommends a minimum 50 foot perimeter buffer of naturally existing woodland on the east side of the property next to the Woodside II housing section since 20 feet is only the width of one Crepe Myrtle or Redbud. Staff reminds the Boards to give a reason "why" the rezoning is or is not consistent and in harmony with the surrounding area.

After her presentation, Chairman Nelson asked if there were any questions or comments for Ms. Money from the Board. Chairman Nelson asked if these new conditions were incorporated in the draft PUD(CUD) presented tonight. Ms. Money stated that they were. Mr. Nelson then asked if there were any comments from the applicant. Mr. Bobby Masters presented some information about the project. After Mr. Masters' comments, Chairman Nelson asked if there were any questions from the Board for Mr. Masters. The following questions were asked:

- **Chairman Nelson:** Mr. Nelson asked about the storm drainage issues. Mr. Masters stated that he would discuss this with the Albemarle Plantation Homeowners' Association as they move forward with the project should it be approved tonight.

Chairman Nelson recognized Dave Kiebitz, the project's professional engineer, who made a few comments about the project. Chairman Nelson asked if there were any questions from the Board for Mr. Kiebitz. The following questions were asked:

- **Commissioner Jones:** Mr. Jones asked if there were other multi-family dwellings within Albemarle Plantation. Mr. Masters said that there were.

Chairman Nelson then asked if we had anyone sign up to speak from the public. Mary Hunicutt, Clerk to the Board, provided a copy of the sign-up sheet and the following individuals made comments:

- > **Carnie Medford:** Ms. Medford stated that she lives at 114 Green Court West and explained that she was addressing the screening issue and also the drainage issues. She feels that the fire protection was okay but did not think it will be sufficient once this project has been developed. She provided pictures of the drainage issue that occurred recently when we had the rain.
- > **Code Holz:** Mr. Holz stated that he lives at 103 Lake Mattamuskeet Loop and is concerned about the drainage issues, low water pressure in several areas of Albemarle Plantation, and fire protection. He said that they have talked with Bethel Fire Department about establishing a substation close to Albemarle Plantation. He also found out that the fire hydrants were mainly used for flushing the water lines and not for fire protection. He feels that there will be inadequate fire protection for the area.
- > **Rolney Mueller:** Mr. Mueller stated that he lives at 161 French Broad Road and is concerned about drainage issues, domestic water, fire protection, and the increase in cost of their homeowners' insurance. Just like Mr. Holz, he knows that there are some areas of Albemarle Plantation that has low water pressure at some times of the day. This would also put their properties at risk due to inadequate water for putting out fires. This would in turn increase their homeowners' insurance premiums.

Chairman Nelson asked if the Board had any questions for any of these witnesses. There being none, he closed the Public Hearing at 7:59 p.m. and proceeded with the Regular Meeting.

**AGENDA**

Chairman Nelson stated that a copy of the Agenda was at their seats tonight. Charles Woodard made a motion to approve the Agenda, as amended. The motion was seconded by Fondella A. Leigh 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. There being none, the following items were considered to be routine and were unanimously approved on motion made Joseph W. Hoffer, seconded by Charles Woodard.

1. **Approval of Minutes:** Approval of Minutes: February 1, 2021 Regular Meeting and February 15, 2021 Special Called Meeting & Work Session.

2. **Tax Refund Approvals:**

- Lassiter, Adam & Hilary ----- \$178.48  
Incorrect assessment caused overpayment by mortgage company. Account No. 117369.
- Baker, Julian ----- \$264.24  
Combine was double listed on farmers account. Account No. 100380.
- Kultunick, Aubrey Alexander ----- \$163.96  
Sold vehicle. 7-month refund. Account No. 53872182.

3. **Personnel Matters:**

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Rhonda Money	Planner	Job Reclassification	72/9	\$56,685	03/01/2021
Nicole Elliott	Administrative Officer I	Extended Leave Without Pay*			02/01/2021

\*Effective 2/1/2021, Ms. Elliott was approved to work up to 6 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
Lacy Roberson, III	Deputy Sheriff (Certified)	03/01/2020	03/01/2021

5. **Budget Amendments:**

**BUDGET AMENDMENT NO. 24  
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-335-001	CARES Relief		449,034
10-420-741	CARES Relief		449,034
10-420-741	CARES Relief		98,718
10-592-020	EMS - Salaries/PT	58,121	
10-592-030	EMS - Salaries/PT	33,165	
10-592-030	EMS - FICA	6,503	
10-592-070	EMS - Retirement	929	

EXPLANATION: To amend FY 2021 budget to reflect the CARES Act funds that were allocated for payroll expenses in FY 19/20 and correct FY 2021 payroll allocations for remaining CARES Funds.

**BUDGET AMENDMENT NO. 25  
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-397-009	ICPTA Transfer to Senior Center	14,359	
10-660-741	Senior Center - Capital Building Renovations	14,359	

EXPLANATION: To amend FY 2021 budget to include the redistribution of ICPTA funds to our Senior Center.

6. **Board Appointment:** The following Board appointment was unanimously approved by the Board:

Name	Board/Committee	Action Taken	Term	Effective Date
Hoffer, Joseph	Historic Hartford, Inc.	Reappointment	2 yrs.	07/01/2020*
Heath, Frank	Albemarle Regional Landfill Authority (alternate)	Reappointment	4 yrs.	02/01/2021

\*Appointment in June, 2020 was overlooked. Confirmed that we needed to reappoint him.

7. **Miscellaneous Documents:** The following miscellaneous documents were unanimously approved by the Board:

- > **Memorandum of Participation - Cavanaugh Macdonald Consulting, LLC:** The Board approved the following contract for Cavanaugh Macdonald Consulting to perform a GASB 75 actuarial valuation of the employer's OPEB Plan:

**2020 MEMORANDUM OF PARTICIPATION (MOP) FOR INTERIM (ROLL-FORWARD)  
GASB 75 REPORT OF THE OTHER POSTEMPLOYMENT BENEFITS (OPEB)**

ENTITY NAME: Perquimans County  
 UNIT'S RETIREMENT SYSTEM (LGERS) I.D. NUMBER(S): 97201  
 MAILING ADDRESS: P.O. Box 45  
 CITY: Hertford ZIP CODE: 27944  
 NAME OF PERSON TO RECEIVE REPORT:  Mr.  Ms. (choose one) Tracy Mathews  
 PHONE #: (252) 426-8484 TITLE: Finance Officer



E-MAIL ADDRESS: tracemathews@perquimanscountync.gov

On behalf of the employer noted above, we have agreed to engage Cavanaugh Macdonald Consulting, LLC to perform a GASB 75 actuarial valuation of the employer's OPEB Plan. I understand that we will be billed directly by Cavanaugh Macdonald Consulting, LLC and a copy of the actuarial report will be e-mailed to the person listed above by Cavanaugh Macdonald Consulting. I understand the fee structure is as follows:

GASB 75 Valuations	
<b>Base Fee</b>	<b>Base Fee</b>
• Less than 20 total active and retired participants	\$5,000
• 20-49 total active and retired participants	\$6,500
• 50-99 total active and retired participants	\$7,800
• 100 or more total active and retired participants	\$8,500
	+ Plus -
<b>Per Participant Fee</b>	
• Less than 50 total active and retired participants	\$5.00
• 50-99 total active and retired participants	\$4.50
• 100-249 total active and retired participants	\$3.25
• 250-499 total active and retired participants	\$2.75
• 500 or more total active and retired participants	\$2.50

Interested employers must return this Memorandum of Participation indicating their desire to participate along with all requested data as outlined on the following page. We need to receive all requested information no later than March 15, 2021.

If (1) your plan is not a single employer, defined benefit plan or (2) if your plan has discreetly presented component units or (3) if your plan has a special funding situation, additional fees may apply. Please contact us for a free quote.

Authorized Signature \_\_\_\_\_

Signed this 1<sup>st</sup> day of March, 2021.

Should you have questions regarding the information requested in this letter, please contact the OPEB Team via email at (NCOPEB@CavMacConsulting.com) or via phone at (678) 388-1700.

**INFORMATION COLLECTION CHECKLIST FOR OPEB REQUEST**

ENTITY NAME: Perquimans County

UNIT'S RETIREMENT SYSTEM ID NUMBER(S): 9720

Please provide a completed copy of this checklist to indicate the items being sent and the work being requested. This will help us verify receipt of all information and to be sure nothing was lost in transit.

1. Indicate the work being requested through this agreement (choose all that apply):

- GASB 75 valuation report which will provide information for June 30, 2021 disclosure. This report will use the 6/30/2019 OPEB valuation prepared by Cavanaugh Macdonald as the basis. Liabilities will be re-measured and rolled forward to 6/30/2020.
- Provide additional information related to a split of the liabilities, OPEB expense or proportionate share amounts for the component units. Additional fees will apply based on our hourly rates.

ii. Check the boxes below to indicate which items are included in this submission. If multiple submissions are needed because some of the information is not immediately available, please provide an updated checklist with each submission.

- Executed 2019 Memorandum of Participation (MOP)
- Have the plan provisions changed since the prior valuation?  Yes  No (choose one) If yes, please provide the new plan provision information detailing the new OPEB Plan benefits. Please note, the roll forward method mentioned above may not be allowed. If this is the case, we will contact you regarding a full valuation. If a plan change has occurred, additional fees may apply.
- Claims and/or premiums paid for the year ending 6/30/2020 for retirees and their dependents, if any (amounts for active employees should not be reported.). We provided a template for your use in collecting this information as an attachment in the data request email. Email us at NCOPEB@CavMacConsulting.com if you need another copy. If the template is not fully completed, additional information may be requested and delays may occur.

Please note OPEB plans may provide both fully-insured and self-insured benefits. If this is the case for your plan, be sure to provide both types of contribution information. This information should be the gross amounts (total of employer and retiree paid) and receipts for retirees and their dependents (do not include amounts for active employees) for the year ending 6/30/2020.

- The calculation of OPEB Expense includes the "Administrative Cost" for the year. The Administrative Cost reported for this item, if you choose to report any, should be those costs not associated with the direct payment of benefits and not paid from an OPEB trust. Administrative Costs may include professional fees (trust fees, audit fees, actuarial fees, etc.), associated with the administration of the OPEB plan. Note that expenses booked elsewhere or paid from the OPEB Trust should not be included below (to avoid double counting of such expenses). What amount should be included in the OPEB expense?

\$ 0 (enter \$0 or the amount we should use - if blank, \$0 will be assumed)

- Does the Employer plan to establish OPEB assets in a qualified GASB OPEB funding vehicle (i.e., a Trust or Trust like arrangement for the sole purpose of providing OPEB benefits for retirees that cannot be used to pay active health care costs or any other benefits) as of June 30, 2021?  Yes  No (choose one)

➤ Submit all information to the OPEB Team via e-mail at (NCOPEB@CavMacConsulting.com).

Employer: \_\_\_\_\_  
 Manufacturer Product: \_\_\_\_\_

Amounts below are NOT paid from the OPEB Trust

Description/Category	Amounts Below Paid From OPEB Trust		
	Pre-Modular	Modular	Total
<b>Medical</b>			
Prescription Drug (if not included above)			
Dental (if not included above)			
Life Insurance Premiums			
TRAPSA Contributions (if not included above)			
Subsidies/allowances of premiums			
Other benefit			
<b>Total</b>			
	<b>RECEIPTS</b>		
	Pre-Modular	Modular	Total
Amount of assets paid for coverage			
Other receipts			
<b>Total</b>			
Net Balance			

Amounts below are NOT paid from the OPEB Trust

Description/Category	Amounts Below Paid From OPEB Trust		
	Pre-Modular	Modular	Total
<b>Medical</b>			
Prescription Drug			
Dental (if not included above)			
Life Insurance Premiums			
TRAPSA Contributions			
Subsidies/allowances of premiums			
Other benefit			
TRAPSA Contributions (if not included above)			
Other benefit			
<b>Total</b>			
	<b>RECEIPTS</b>		
	Pre-Modular	Modular	Total
Amount of assets paid for coverage			
Other receipts			
<b>Total</b>			
Net Balance			

➤ Resolution Honoring Judge J. C. Cole on His Retirement: The Board adopted the following Resolution honoring Judge J.C. Cole on his upcoming retirement:

**RESOLUTION HONORING JUDGE J.C. COLE ON HIS RETIREMENT**

WHEREAS, Judge J.C. Cole moved to Perquimans County in 1983 from New York where he worked as a postal inspector and investigator; and

WHEREAS, Judge Cole attended undergraduate school at Livingstone College where he majored in mathematics; and

WHEREAS, Judge Cole also earned a master's degree in criminal justice and received his law degree from North Carolina Central University School of Law in 1987; and

WHEREAS, Judge Cole practiced law in Perquimans County until his appointment as a District Court Judge in 1994, where he filled out the term of his wife Janice McKenzie Cole who had been appointed United States Attorney; and

WHEREAS, Judge Cole was appointed Superior Court Judge for the 1<sup>st</sup> District of North Carolina in October of 2009; and

WHEREAS, Judge Cole has been continually elected and has faithfully served in the Judicial branch of this State for almost 30 years; and

WHEREAS, Judge Cole has been recognized for his judicial temperament and his ability to work with young people on giving them a second chance at life; and

WHEREAS, Judge Cole has greatly impacted Perquimans County with his exceptional public service and the positive attitude that he shares with all he comes into contact with;

NOW, THEREFORE, BE IT RESOLVED THAT the Perquimans County Board of Commissioners congratulates Judge J.C. Cole on his retirement from public service as a Superior Court Judge and names the Courtroom in the Historic Perquimans County Courthouse the "J. Carlton Cole Courtroom".

Adopted this 1<sup>st</sup> day of March, 2021

Wallace E. Nelson, Chairman  
Perquimans County Board of Commissioners

Attest:

Clerk to the Board

SEAL

- Revised HCCBG Contract: We were notified that part of the allocation to ICPTA for FY 2020-2021 has been redistributed to our Senior Center. The allocation redistribution in this agreement is for \$14,359. The Board authorized the Chairman and County staff to sign the revised HCCBG Contracts.
- Revised Nutrition Contract: With the 3% COLA for the County employees, we need to revise the FY 2020-2021 Nutrition Contract increasing her salary from \$10,749.24 for 999 hours to \$11,628.36 for 999 hours. Board authorized the Chairman and County staff to sign the revised Nutrition Contract.
- Resolution: Surplus Equipment: The Board adopted the following resolution declaring certain items as surplus equipment to be sold on GovDeals:

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

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

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

1. The following described personal property is hereby declared to be surplus to the needs of the County:
  - 13 – RAM Tough Tray Mounts
  - 7 – Motorola Handheld Radios and accessories (see attached list)
2. The County Manager is hereby authorized and directed to proceed on behalf of the Perquimans County Board of Commissioners to sale these surplus items on GovDeals.
3. The County reserves the right to reject any or all bids and decide not to sell the property at any time during this process.
4. The County Manager, in accordance with State law, shall cause a summary of this resolution to be published once in a newspaper having general circulation in the County and place it on the County's website. After not less than ten (10) days from the date of publication, the County Manager is authorized to sell the above-described property to the highest bidder.

Adopted this the 1<sup>st</sup> day of March, 2021.

Wallace E. Nelson, Chairman  
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hinnicut, Clerk to the Board

SEAL

**SURPLUS EQUIPMENT FOR SHERIFF'S DEPARTMENT**

No. Items	Description	Model #	Serial #	Condition
4	A2 Impact Radio Mics (rear pieces)	AT-2		Like New
2	Motorola Lapel Mics No. 1 2Mz No. 2 2Mz	9MVM4027A HMM9032B		Used Used
7	Motorola Handheld Radios No. 1 EX680 XLS Radio (PQ Property #003122) No. 2 DLS80 Radio (PQ Property #003123) No. 3 HT1250 Radio (PQ Property #02182) No. 4 HT1250 Radio (PQ Property #02183) No. 5 HT1250 Radio (PQ Property #02180) No. 6 HT1250 Radio (PQ Property #02181) No. 7 HT1250 Radio (PQ Property #02179)	AAH3450HSDUGM1	004MFG3439 004RHL0528 749TAN2339 749TAN2162 749TAN2359 749TAN2347 749TAN2353	Used Used - needs antenna Used - needs antenna Used Used - needs top buttons replaced Used - needs top buttons replaced
4	Motorola Car Chargers (AC plugs)	HLJ94824R HLJ94824B HLJ94824B RLN602481912		Used Used Used Used
7	Motorola Free Standing Radio Chargers	HTN9000R HTN9000C HTN9000B HTN9000B HTN9000B HTN9000D HTN9000D		Used Used Used Used Used Used - missing AC Adapters Used - missing AC Adapters

JONATHAN NIXON, EMERGENCY SERVICES DIRECTOR

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

TOWN OF HERTFORD

Earnell Brown, Mayor  
Pansela Hurdle, Town Manager  
Jerry Maminsich, Councilman

TOWN OF WINFALL

Fred Yates, Mayor  
Ken Rominger, Councilman

Mr. Nixon asked the Board if they had any questions or comments. There being none, Commissioner Woodard thanked Mr. Nixon and his staff for a job well done. Chairman Nelson also thanked Mr. Nixon especially for the work on the Natural Gas Leak at Wynne Fork Road Bridge. Hertford Mayor Brown thanked them for their assistance with the two gas leaks in the Town of Hertford. Chairman Nelson talked about COVID-19 vaccination clinics. He stated that we are the top county in the state to give both doses to our residents. He commended ARHS, EMS, Emergency Management, Sheriff's Department, CERT Teams, and the National Guard. He also commended the County staff for the handling of the two natural gas leaks.

LAURA ROLLINSON, SENIOR NUTRITION

Ms. Rollinson updated the Board on the number of clients receiving meals in Perquimans County and to see if they would possibly be willing to participate in March for Meals Champions Week. If so, please let her or Beverly Gregory, Senior Center Coordinator, know. She also asked the Board to adopt a Proclamation proclaiming March 2021 as the 19<sup>th</sup> Annual March for Meals Month. On motion made by T. Kyle Jones, seconded by Fondella A. Leigh, the Board unanimously approved the following Proclamation:

· · · · ·  
· MARCH ·  
· FOR ·  
· MEALS ·  
· · · · ·  
MEALS ON WHEELS.

A PROCLAMATION PROCLAIMING MARCH 2021 AS THE  
19<sup>th</sup> ANNUAL MARCH FOR MEALS MONTH

**WHEREAS**, on March 22, 1972, President Richard Nixon signed into law a measure that amended the Older Americans Act of 1965 and established a national nutrition program for seniors 60 years and older; and

**WHEREAS**, Meals on Wheels America established the March for Meals campaign in March 2002 to recognize the historic month, the importance of the Older Americans Act Nutrition Programs, both congregated and home-delivered, and raise awareness about the escalating problem of senior hunger in America; and

**WHEREAS**, the 2021 observance of March for Meals celebrates 19 years of providing an opportunity to support Meals on Wheels programs that deliver vital and critical services by donating, volunteering and raising awareness about senior hunger and isolation; and

**WHEREAS**, Meals on Wheels programs – both congregated and home-delivered, in Perquimans County, North Carolina have served our communities admirably for more than 20 years; and

**WHEREAS**, volunteers for Meals on Wheels programs in Perquimans County, North Carolina are the backbone of the program and they not only deliver nutritious meals to seniors and individuals with disabilities who are at significant risk of hunger and isolation, but also caring concern and attention to their welfare; and

**WHEREAS**, Meals on Wheels programs in Perquimans County, North Carolina provide nutritious meals to seniors that help them maintain their health and independence, thereby preventing unnecessary falls, hospitalizations and/or premature institutionalization; and

**WHEREAS**, Meals on Wheels programs in Perquimans County, North Carolina provide a powerful opportunity for social connection for millions of seniors to help combat the negative health effects and economic consequences of loneliness and isolation; and

**WHEREAS**, Meals on Wheels programs in Perquimans County, North Carolina deserve recognition for the heroic contributions and essential services they have provided amid the COVID-19 pandemic and will continue to provide to local communities, our State and our Nation long after it is over.

**NOW, THEREFORE**, we, as the Board of Commissioners of Perquimans County, North Carolina do hereby proclaim March 2021 as the 19<sup>th</sup> Annual March for Meals Month and urge every citizen to take this month to honor our Meals on Wheels programs, the seniors they serve and the volunteers who care for them. Our recognition of, and involvement in, the national 2021 March for Meals can enrich our entire community and help combat senior hunger and isolation in America.

Dated this 1<sup>st</sup> day of March, 2021.

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

ATTEST:

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

SEAL

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

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

- > **Fondella A. Leigh:** Ms. Leigh reported to the Board that the Albemarle Commission Board of Trustees had elected their officials as follows:

Lloyd Griffin, Pasquotank County..... Chairman  
Jordan Davis, Tyrrell County..... Vice Chair  
Fondella A. Leigh, Perquimans County..... Secretary

- > **Wallace E. Nelson:** Chairman Nelson explained that there were going to be several Waterfront & Community Plan Community and Advisory Committee Meetings to discuss some big changes within the Town of Hertford. He encouraged the public to get involved and, if they have not completed their survey, to do so. The meetings will be held on March 1, 2021 at 6:30 p.m. and on March 3, 2021 at 10:00 a.m. They are being held at the Hertford Community Center on Grubb Street. He also mentioned the floating reception honoring Judge I.C. Cole's retirement on March 27<sup>th</sup> at the Museum of the Albemarle from 12:30 p.m. to 3:30 p.m.

- > **Joseph W. Hoffer:** Mr. Hoffer asked about the discussion on the Confederate Monument. Mr. Nelson explained that it would be discussed during their March Work Session.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > **Mass COVID-19 Vaccine Clinics:** Mr. Heath gave a short report on the COVID-19 Clinics that have been held at the Recreation Center. He thanked all the EMS Staff and the volunteers for all their hard work. He has been very pleased that the National Guard has also been volunteering.

- > **Chowan County Feasibility Study:** Mr. Heath reported that Chowan County had a Feasibility Study prepared for their Water System and invited us to participate also. At some point, there will be a joint meeting with Chowan County and Perquimans County to receive the results of this study. The recommendation is to build a \$50,000,000 reverse osmosis plant. The County is not obligated in any way to participate in the project. This would help the Bethel side of the Water System.
- > **Angler Cove Property:** Mr. Heath notified that Board that a contract for the property adjacent to the Bethel Water Treatment Plant located on Angler Cove Road has been prepared. He had reported that the price was \$26,500. We should closed on the property in March.
- > **Albemarle District Jail Trash Pickup:** Mr. Heath reported that the inmates from Albemarle District Jail will doing a trash pickup for the County. If you know of any secondary roads within Perquimans County that needs to be cleaned up, please let Mr. Heath know so that he can add that street on the list.

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

County Manager Heath explained that, at their November 2, 2020, the Board authorized him to sell the property located at 407 Cox Avenue, Hertford, NC. He further stated that this property was obtained through a foreclosure sale. Property notices were made and the bids were accepted till January 15, 2021 and due to be opened on January 18, 2021. Due to the Martin Luther King, Jr. Holiday, the bids were not opened until January 19, 2021. The highest bidder was Cynthia Sanders with \$8,500 but she withdrew her bid. The next bidder was Mary Curry at \$8,400 so he recommends the acceptance of Mary Curry's bid. On motion made by Fondella A. Leigh, seconded by Joseph W. Hoffer, the Board unanimously accepted Mary Curry's bid of \$8,400 for the 407 Cox Avenue property located in Hertford, NC.

**PLANNING BOARD ITEMS**

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

- > **Conditional Use Permit No. CUP-21-01, requested by Booth & Associates, LLC:** A Public Hearing was held earlier in the meeting to receive citizens' comments to consider Conditional Use Permit No. CUP-21-01, requested by Booth & Associates, LLC for an AEMC substation on Burnt Mill Road approximately 500 feet from its intersection with Saug Harbor Rd. Subject property is Tax Parcel No. 2-0070-0056E and is zoned Rural Agricultural. Fondella A. Leigh made a motion to find the proposed Conditional Use Permit No. CUP-21-01 to be consistent and in harmony with the existing development pattern around 795 Burnt Mill Road, Hertford, NC; and to approve the Conditional Use Permit for the Albemarle Electric Membership Corporation public utility substation; rezoned RA, Rural Agriculture District, also known as Tax Parcel No. 2-0070-0056E as presented and adopting the following Table of Findings to support the motion:
  1. That the CUP will not materially endanger the public health or safety if located according to the plan submitted and approved.
  2. That the use meets the required conditions and specifications.
  3. That the use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity.
  4. That the location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and in general conformity with the Perquimans County Land Use Plan.

The motion was seconded by Charles Woodard. Chairman Nelson asked if there were any questions or comments from the Board. There being none, Chairman Nelson called for a vote. The motion was unanimously approved by the Board. (See Attachment A)

- > **Conditional Use Permit No. CUP-21-02, requested by Pamela Ashew:** A Public Hearing was held earlier in the meeting to receive citizens' comments to consider a Conditional Use Permit No. CUP-21-02, requested by Pamela Ashew to operate a child daycare Home Occupation at 200 Cedarwood Blvd., a cul de sac approximately 300 feet south of Mulberry Lane. Subject property is Tax Parcel No. 4-D036-1009-CWI and is zoned residential RA-43. Chairman Nelson asked the Board if there were any comments or questions.
  - > **Commissioner Hoffer:** Mr. Hoffer stated that he was really concerned about the pool and stormwater drainage ditches not having fencing. Mr. Hoffer agrees with the homeowners surrounding the property.
  - > **Chairman Nelson:** Mr. Nelson asked who enforces the protective covenants. County Attorney High said that it was a private matter between the developer and the homeowners. The Court can overturn whatever the County does tonight. He further explained that what Mr. Hoffer was mentioning tonight could fall under the Finding #4. The request has to pass all four findings in order to be approved.
  - > **Commissioner Jones:** Mr. Jones agrees with Commissioner Hoffer and does not feel that is not in harmony with the area which it will be located in.
  - > **Commissioner Leigh:** Ms. Leigh said that she is looking at the safety issue more so than harmony.
  - > **Chairman Nelson:** Mr. Nelson feels that the County does not have the right to enforce the protective covenants and feels that, if the county approves this request, the court could overturn our action.
  - > **Commissioner Woodard:** Mr. Woodard agrees with the surrounding homeowners' concerns.

T. Kyle Jones made a motion to deny Conditional Use Permit No. CUP-21-02, and adopted the following Table of Findings to support the motion:

1. That the CUP will not materially endanger the public health or safety if located according to the plan submitted and approved.
2. That the use meets the required conditions and specifications.
3. That the use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity.
4. That the location and character of the use, if developed according to the plan as submitted and approved, will not be in harmony with the area in which it is to be located and in general conformity with the Perquimans County Land Use Plan.

The motion was seconded by Joseph W. Hoffer. Chairman Nelson asked if there were any questions or comments from the Board. There being none, Chairman Nelson called for a vote. The motion was unanimously approved by the Board to deny Conditional Use Permit No. CUP-21-02.

- > **Rezoning Request No. (PUD)REZ-20-01, requested by Albemarle Plantation Holdings II, LLC:** A Public Hearing was held earlier in the meeting to receive citizens' comments to rezone approximately 54.5 acres from residential RA-15 to PUD(CUD), Planned Unit Development Conditional Use District. Subject property encompasses Tax Parcel Nos. 2-0082-0006 and 2-0082-0027A, also known as the Coke Tract. There are two parts to this request. Part A is the approval of the rezoning request. Chairman Nelson asked the Board if there were any comments or questions. There being none, Mr. Nelson called for a motion. T. Kyle Jones made a motion to find proposed Rezoning Request No. (PUD) REZ-20-01(a) to be consistent and in harmony with the county comprehensive Land Use Plan existing development pattern because the proposed PUD area of map Exhibit IX-A, "Projected Future Land Use Unincorporated Portions of Perquimans County", shows the parcel as "Residential" and the GAMA Land Use Plan (LUP) Future Land Use Compatibility Matrix on Page IX-35 allows a Planned Unit Development (PUD) to contain "any combination of uses, permitted and conditional" without requiring a minimum lot size. The motion was seconded by Fondella A. Leigh. Chairman Nelson asked if there were any questions on Step A of this process. There being none, the motion to approve the Rezoning Request No. (PUD)REZ-20-01(a) was unanimously approved.

Chairman Nelson asked if there were any comments or questions from the Board. There being none, Chairman Nelson called for a motion. Charles Woodard made a motion to approve the Rezoning Request (PUD)REZ-20-01(a) to rezone from RA-15, Residential & Agricultural to PUD(CUD), Planned Unit Development Conditional Use District, the +/- 54.5 acre property located at Tax Parcel numbers 2-0082-0006 and 2-0082-0027A, adopting the following Policy Guidelines to support the motion:

1. The proposal will place all property similarly situated in the same category, or in appropriate complementary categories.
2. There is convincing demonstration that all uses permitted under the proposed district classification would be in the general public interest and not merely in the interest of an individual or small group.
3. There is convincing demonstration that all uses permitted under the proposed district classification would be appropriate in the area included in the proposed change. (When a new district designation is assigned, any use permitted in the district is allowable, so long as it meets district requirements and not merely uses which applicants state that they intend to make the property involved).
4. There is convincing demonstration that the character of the neighborhood will not be materially or adversely affected by any use permitted in the proposed change.

5. The proposed change is in accord with the Land Use Plan and sound planning principles. The motion was seconded by T. Kyle Jones. Chairman Nelson asked if there were any questions or comments from the Board. The following questions were asked:
- > **Commissioner Woodard:** Mr. Woodard asked if the applicant was going to address the issues presented tonight from the property owners. Chairman Nelson stated that all these conditions listed must be met before the final plat is approved. Mr. Masters said that they would.
  - > **County Manager Heath:** Mr. Heath addressed the water pressure and firefighting issues. He then asked Mr. Masters when he felt that these issues would be corrected. Mr. Masters said that he hoped to have them corrected within three months.

Chairman Nelson asked if there were any further comments or questions. There being none, Mr. Nelson called for a vote. The motion was unanimously approved by the Board to approve the Rezoning Request (PUD)REZ-20-01(a).

- > **Conditional Use Permit No. (PUD)REZ-20-01(b), requested by Albemarle Plantation Holdings II, LLC:** This is Part B to consider the PUD(CUD) Conditional Use Permit No. PUC-REZ-20-01(b) requested by Albemarle Plantation Holdings II, LLC for a Planned Unit Development Conditional Use District, on +/- 54.5 acres located at Tax Parcel number 2-0082-0006 and 2-0082-0027A conditioned upon the conditions included in the Draft Conditional Use Permit, adopting the Findings to support the motion. Chairman Nelson asked if there were any questions or comments from the Board. There being none, Mr. Nelson asked for a motion. Charles Woodard made a motion to approve the Conditional Use Permit No. (PUD)REZ-20-01(b), requested by Albemarle Plantation Holdings II, LLC for a Planned Unit Conditional Use District, on +/- 54.5 acres located at Tax Parcel numbers 2-0082-0006 and 2-0082-0027A conditioned upon the conditions listed in the draft Conditional Use Permit presented tonight adopting the following Findings to support the motion:

1. That the CUP will not materially endanger the public health or safety if located according to the plan submitted and approved.
2. That the use meets the required conditions and specifications.
3. That the use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity.
4. That the location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and in general conformity with the Perquimans County Land Use Plan.

The motion was seconded by T. Kyle Jones. Chairman Nelson asked if there were any questions or comments from the Board. There being none, Chairman Nelson called for a vote. The motion was unanimously approved by the Board to approve Conditional Use Permit No. (PUD)REZ-20-01(b). (see Attachment B)

**FY 2020-2021 AUDIT CONTRACT**

County Manager Heath presented the Audit Contract with Donna Winborne's Office for FY 2020-2021. This contract is to complete the audit for the County and for Tourism Development Authority (TDA). The cost is \$500 more than last year's cost. The staff recommends approval. On motion made by Charles Woodard, seconded by Fondella A. Leigh, the Board unanimously approved the FY 2020-2021 Audit Contract with Donna Winborne's Office at a cost of \$33,500.

**ALBEMARLE COMMISSION – PORT BUILDING LEASE**

County Manager Heath explained that he met with the Michael Ervin, Executive Director of the Albemarle Commission. At that meeting, Mr. Ervin asked about leasing the PORT Building which is about 2900 square feet. Currently, they are paying \$10.50 per square foot. On motion made by T. Kyle Jones, seconded by Fondella A. Leigh, the Board unanimously authorized County Manager Heath to work out the details of the lease agreement with Mr. Ervin for the PORT Building.

**PUBLIC COMMENTS**

The following public comment was made:

- > **Farnell Brown:** Ms. Brown stated that she was coming before the Board not as the Mayor of Hertford but as a private citizen of Hertford. She made a formal request for the County to install lights at the King Street and Grubb Street Basketball Courts. She also said that law enforcement will be doing what they are supposed to do to patrol the area during the time that they are open.

**ADJOURNMENT**

There being no further comments or business to discuss, the Regular Meeting was adjourned at 9:21 p.m. on motion made by Fondella A. Leigh, seconded by Charles Woodard.

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

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

\*\*\*\*\*

**ATTACHMENT A**

Do **NOT** record this page

-Beginning of Proposed Conditional Use Permit CUP-21-01  
to be recorded by Booth & Associates, LLC  
on behalf of AEMC

To Construct a Public Utility Substation  
At 795 Burnt Mill Road

Applicant: Booth & Associates, LLC

Owners: Albemarle Electric Membership Corporation

Per Planning Board meeting Discussion:

1) Spelled out the owner name fully on page 1 of 6

Do **NOT** record this page

**CONDITIONAL USE PERMIT No. CUP-21-01**

**Page 1 of 6**

On the date(s) listed below, the Board of Commissioners for Perquimans County met and held a public hearing to consider the following application:

- Authorized Applicant:** Booth & Associates, LLC  
5811 Glenwood Ave., Suite 109  
Raleigh, NC 27612
- Owner:** Albemarle Electric Membership Corporation  
125 Cooperative Way  
Hertford, NC 27944
- Site Location:** 795 Burnt Mill Road, Hertford NC 27944; On Burnt Mill Road

approximately 500 feet west of its intersection with Snug Harbor Road

**Tax Parcel No:** 2-0070-0056E  
**Zoning District:** RA, Rural Agricultural District

**Proposed Use of Property:** Proposed Use is to construct, operate and maintain an electrical distribution substation known as the Bethel Substation project. See attached letter addressed to the Perquimans County Board of Commissioners.

**Meeting & Hearing Dates:** Planning Board on 2/9/2021 & Board of Commissioners on 3/1/2021.

Having heard all the evidence and argument presented at the hearing(s), the Board of County Commissioners finds that the application is complete, that the application complies with all of the applicable requirements of the Perquimans County Zoning Ordinance for the development proposed, and that therefore the application to make use of the above-described property for the purpose indicated is hereby approved, subject to all applicable provisions of the Zoning Ordinance pertaining to "Public Utility Substations, Transformer Stations, and Other Facilities" (currently Section 907.25 of the Zoning Ordinance) and other conditions, as follows:

#### CONDITIONAL USE PERMIT No. CUP-21-01

##### Page 2 of 6

- (1) Applicant, owners, heirs and assigns shall conduct operations in accordance with the plans and application materials submitted to and approved by the Board of Commissioners (BCC), a copy of which is contained in the County Planning & Zoning Office and filed with Register of Deeds office. Any major modification proposed to the approved plans shall require reapplication and approval by the BCC. "Major Modification" is defined as: "Any significant change in land use, and/or change in the project boundary and/or change that results in an increase in the density or intensity of the project, as shown and described in the approved Conditional Use Permit and Site Plans." However, it is understood that the conceptual layout of the Electrical Distribution Substation as shown on the proposed site plan may require adjustments in the exact locations within the proposed chain link fence. All required site improvements must be made and shall comply with minimum setbacks, and all screening, buffering, and landscaping requirements must be met prior to the County's issuance of Certificate of Zoning Compliance and Certificate of Occupancy, in accordance with applicable sections of the Zoning Ordinance, including section 907.25 "Public Utility Substations, Transformer Stations, and other Facilities".
- (2) The Conditional Use Permit is approved and recorded with the applicant's statement of the nature of the proposed use and conceptual Site Plan, to become the basis for the Zoning Permit issued by the Planning & Zoning Office upon submittal and approval of a final Site Plan. If the Conditional Use Permit is not recorded in the Register of Deeds (ROD) Office by the Applicant within three (3) months from the date of BCC approval, the BCC may revoke the Conditional Use Permit.
- (3) The Electrical Distribution Substation and all related equipment and structures shall maintain standard setbacks if applicable in the zoning district from streets right-of-ways and double (2 times) the standard setbacks from any other property line.
- (4) Any equipment producing noise or sound discernible at the property line shall be set back until it is no longer discernible or one hundred (100) feet, whichever comes first.
- (5) The Electrical Distribution Substation facilities and structures shall be enclosed with a security fence with a minimum height of seven (7) feet and screened with either a minimum three (3) foot wide strip planted with dense evergreen vegetation expected to grow to at least seven (7) feet in height within three (3) years or a twenty (20) foot wide strip of natural wooded area. The vegetated buffer shall be located adjacent to the property line and between the property line and fence as shown on the attached site plan. Transmission line right-of-ways shall be exempt from buffer requirements.

#### CONDITIONAL USE PERMIT No. CUP-21-01

##### Page 3 of 6

- (6) Pursuant to the attached site plan, Albemarle EMC does not anticipate the need for outside storage on the subject property. Any future outdoor storage shall be located as follows:
  - a. In the rear yard;
  - b. Inside the security fence;
  - c. Screened from view from the street and adjoining properties;
  - d. Set back from any property line at least twenty (20) feet; and
  - e. Screened with vegetation and meet the requirements of the three (3) foot wide dense evergreen planting or the twenty (20) foot wide natural wooded or planted strip as described in section 907.25 of the County Zoning Ordinance
- (7) Within 12 months of completion of construction, the applicant shall provide certified 'as built' drawings to the County showing the locations of the electrical distribution substation, transmission lines, equipment, driveways, ditches, vegetative buffers, control house and all related improvements.
- (8) For a period of up to 12 months after the applicant submits the certified 'as built' drawings, County staff may confirm compliance with the specifications determined to be within compliance according to Zoning Ordinance Section 907.25.
- (9) Any impervious surfaces may require the applicant to provide the County with proper permitting to ensure that storm water does not cause problems on the site or on adjacent properties. Albemarle EMC shall coordinate with and obtain approval from Perquimans County Soil & Water Conservation District on all drainage improvements.
- (10) The applicant shall obtain all required permits from other governmental agencies (local, state, and federal) prior to commencing construction or as otherwise required by the applicable laws and regulations.

Building permits shall be obtained from Perquimans County for all components of the project which are required by the North Carolina Building Code.

- (11) During construction of the substation the applicant shall provide the County with annual reports outlining progress to date along with circumstances that may result in delays. In the event construction is delayed beyond March 2023 the applicant shall formally request an extension be granted by the Board of County Commissioners; otherwise the BOC may revoke the Conditional Use Permit.

If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then the permit shall be void and of no effect.

CONDITIONAL USE PERMIT No. CUP-21-01

Page 4 of 6

IN WITNESS WHEREOF, Perquimans County has caused this permit to be issued in its name, and the undersigned, being all the authorized applicants, agents, representatives, or property owners of the property above described, do hereby accept this Conditional Use Permit, together with all its conditions, as binding on them and their successors in interest.

Wallace Nelson, Chair, Board of Commissioners \_\_\_\_\_ Date

Attest:

Mary P. Hunnicutt, Clerk to the Board \_\_\_\_\_ (Seal) Date

CONDITIONAL USE PERMIT No. CUP-21-01

Page 5 of 6

I, (We) \_\_\_\_\_, authorized Applicant(s)/Owner(s), of the above identified property, do hereby acknowledge receipt of this Conditional Use Permit. The undersigned does further acknowledge that no work may be done pursuant to this permit except in accordance with all of its conditions and requirements and that this restriction shall be binding on them and their successors in interest.

Applicant/Owner \_\_\_\_\_ Date

Applicant/Owner \_\_\_\_\_ Date

The State of North Carolina  
Perquimans County

I, \_\_\_\_\_, a Notary Public in and for the said State and County, do hereby certify that \_\_\_\_\_ personally appeared before me this day and acknowledged the due execution of the forgoing instrument.

WITNESS my hand and notarial seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

My Commission expires:

\_\_\_\_\_  
(Not valid until fully executed and recorded)

The State of North Carolina  
Perquimans County

I, \_\_\_\_\_, a Notary Public in and for the said State and County, do hereby certify that \_\_\_\_\_ personally appeared before me this day and acknowledged the due execution of the forgoing instrument.

WITNESS my hand and notarial seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

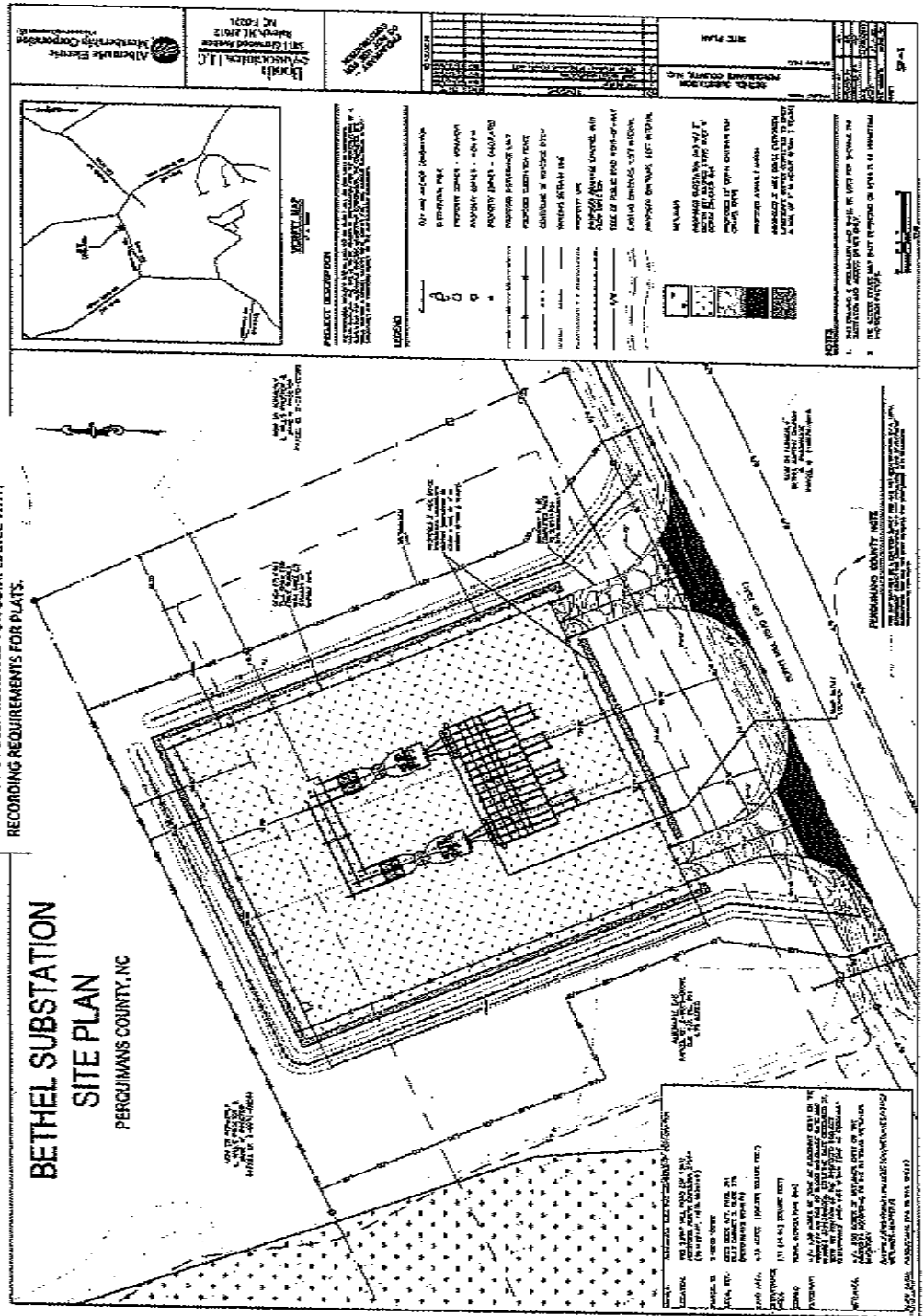
\_\_\_\_\_  
Notary Public

My Commission expires:

\_\_\_\_\_  
(Not valid until fully executed and recorded)

CONDITIONAL USE PERMIT No. CUP-21-01  
Insert Here Site Plan(s) no larger than 8.5" X 14"

THIS MAP MAY NOT BE A CERTIFIED SURVEY AND HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS AND HAS NOT BEEN REVIEWED FOR COMPLIANCE WITH RECORDING REQUIREMENTS FOR PLATS.



Do NOT record this page  
 -Beginning of Proposed Conditional Use Permit CUP-21-01  
 to be recorded by Booth & Associates, LLC  
 on behalf of AEMC  
 To Construct a Public Utility Substation  
 At 795 Burnt Mill Road  
 Applicant: Booth & Associates, LLC  
 Owners: Albemarle Electric Membership Corporation  
 Per Planning Board meeting Discussion:  
 1) Spelled out the owner name fully on page 1 of 6  
 Do NOT record this page



## ATTACHMENT B

Do NOT record this page-Beginning of Proposed Conditional Use Permit No. (PUD) REZ-20-01  
to be recorded by Albemarle Plantation Holdings II, LLC

To

Rezone approximately 54.5 acres, from RA-15 to [PUD(CUD)] Planned Unit Development Conditional Use District. Subject  
property is also known as Tax Parcel Nos. 2-0082-0006 and 2-0082-0027A.

Per Planning Board Discussion &amp; Vote:

- 1) Add # 8 condition to Storm water section
- 2) Remove D(3) Transportation; Per County Zoning Ordinance Section 15B3(e), Points of ingress and egress shall be approved by the Board of County Commissioners and minimize traffic hazards, inconvenience, and congestion.
- 3) Add page numbers

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## CONDITIONAL USE PERMIT No. (PUD) REZ-20-01

Page 1 of 8

On the date(s) listed below, the Board of Commissioners for Perquimans County met and held a public hearing to consider the following application:

**Applicant/Owner:** Albemarle Plantation Holdings II, LLC  
c/o Robert Masters  
11675 Rainwater Drive, Suite 210  
Alpharetta, GA 30009

**Site Location:** Approximately 54.5 acres southeast of Mathews Road, southwest of  
Holiday Lane, and north and east of Pasquotank Blvd.

**Tax Parcel Nos:** 2-0082-0006 and 2-0082-0027A

**Zoning District:** PUD (CUD), Planned Unit Development Conditional Use District

**Proposed Use of Property:** As stated by the Applicant in the CUD Rezoning Request Application Statement of the Nature of the Proposed Use: "To build a community that has a creative design, providing a mix of different residential uses in close proximity to one another, which will include a small section of townhome lots, a section of duplex units, and two styles of single-family detached homes. There will be conventional single-family lots, and also a section of reverse frontage homes, where the rear of the house faces the street, with the front looking out across a large pond or other amenity. There will also be an extensive network of walkways and trails that interconnect the various site features and provide a recreational opportunity."

## CONDITIONAL USE PERMIT No. (PUD) REZ-20-01

Page 2 of 8

**Meeting & Hearing Dates:** Planning Board on 2-9-2021; & Board of County Commissioners on 3-1-2021.

Now therefore be it resolved that the Perquimans County Board of Commissioners approves the application for Albemarle Plantation Holdings II, LLC case number (PUD) REZ-20-01, subject to the following conditions:

Having heard all the evidence and argument presented at the hearing, the Board finds that the application is complete, that the application complies with all of the applicable requirements of the Perquimans County Zoning Ordinance for the development proposed, and that therefore the application to make use of the above-described property for the purpose indicated is hereby approved, subject to all applicable provisions of the Zoning Ordinance pertaining to *Planned Unit Development* and other conditions as follows:

## A. General Land Use:

- 1) Perquimans County (County) has the right to limit the number of lots and housing for each section/phase based on water availability.
- 2) The developer must obtain approval for all sections and/or phases by the Planning Board and Board of Commissioners for approval under the normal review and approval process of the Subdivision Regulations.
- 3) Each section and/or phase must adhere to the current Subdivision Regulations and State Regulations in effect at the time that particular phase is approved, including, among others, subject to any water capacity or availability restrictions that are in place at the time of approval.
- 4) A minimum 50 foot naturally existing woodland buffer is required on properties adjacent to Wonside II. Walking trails may be within the buffer. A minimum 20 foot vegetative buffer or berm is required around all other sections of the perimeter.
- 5) Building Setbacks shall be :
  - 20' setback to right-of-way
  - 20' setback to rear property line
  - 10' setback to corner lot side right-of-way
  - 5' setback to side property line on conventional and reverse frontage lots
  - 0' setback to side property line on duplex and townhome lots
  - 15' separation between townhome buildings

- 6) Townhome buildings and any lot with less than 10 foot setbacks will require fire protection measures such as fire retardant walls and/or a sprinkler system in consultation with the County Fire Marshal.

**CONDITIONAL USE PERMIT No. (PUD) REZ-20-01**

Page 3 of 8

- 7) Maximum number of residential lots shall be 95; as presented on the conceptual Master Plan.
- 8) Per County Zoning Ordinance Section 1503(h), At least 5.447 acres of the development shall be set aside as common area or open space. Of this 5.447, a maximum of 2.72 acres may be areas covered by water. In addition, a maximum of 2.72 acres may be covered by structures clearly ancillary to the recreation or common use area. Such structures may include tennis courts, pro shops, swimming pools, and the like. Common area/open space shall be designated on the development plats as such and be held in separate ownership for the use and benefit of the residents of the PUD.
- 9) No commercial development is proposed at this time. If it is requested in the future, all such uses will be presented to the Planning Board and BCC for final approval.

**B. Drainage/Stormwater Improvements:**

- 1) A topographic survey on one foot contours shall be used for development.
- 2) A drainage plan, predicting surface water elevations occurring throughout the subdivision for various storms shall be presented to the County prior to final plat approvals by Planning Board.
- 3) All living space floor-level elevations should be based on the surface water profile predictions, with special emphasis placed on any slab construction.
- 4) All drainage ditches, and major drain-ways should be protected by easements. Major ditches that are traversing platted areas should have side slopes as determined by county staff, to allow mowing and to prevent landowners from filling and obstructing ditches.
- 5) Prior to Final Plat an engineered drainage plan with one-foot contours, ditch or swale layouts with pipe, and showing the flow rates, shall be provided by Applicant and reviewed by County.
- 6) The Applicant, heirs and assigns shall submit a NC Department of Environmental Quality Stormwater Permit prior to Final Plat approval.
- 7) Applicant heirs and assigns shall provide a NC Department of Environmental Quality letter of approval for an Erosion and Sedimentation Control Plan prior to Final Plat approval.
- 8) All adjoining drainage ditches should be maintained at all times to ensure adequate flow and minimize stormwater impacts to adjacent property owners. The applicant will consult with Albemarle Plantation Property Owners Association to ensure this condition is met.

**CONDITIONAL USE PERMIT No. (PUD) REZ-20-01**

Page 4 of 8

**C. Emergency Services:**

- 1) Alleyways need to meet NC DOT minimum width of an unobstructed 12-14 feet. Residents shall not be allowed to park in alleys; no water utilities shall be located in the alleyways; proper ingress/egress for emergency vehicles shall be designed for, including proper turn-arounds (if not a "thru street") in coordination with County Emergency Services staff.
- 2) Applicant, heirs and assigns shall accommodate and support and hold training sessions for emergency service personnel if requested by the Emergency Services Director with adequate advanced notice.

**D. Transportation:**

- 1) All roads will be designed and constructed in accordance with NCDOT subdivision standards with no road less than 20 feet wide, exclusive of shoulders per NC Fire Code. Fire apparatus access roads must meet weight capacity requirements of NC Fire Code.
- 2) No on-street parking allowed. Each residence will be required to have enough off street parking for at least 2 vehicles.
- 3) Per County Zoning Ordinance Section 1503(f), Parking areas shall have a parking surface meeting the standards of Article XIX "Parking and Loading" and all parking areas and traffic lanes shall be clearly marked.

**E. Utilities:**

- 1) All water lines must be approved by both the State of North Carolina and Perquimans County.
- 2) Hydrant locations shall be every 1,000 feet and no more than 500 feet from any lot. All hydrants must be supplied with a 5 inch storz adapter on the steamer connection or other suitable connection determined after consultation with the local fire department prior to installation.
- 3) The applicant will need to install a water line at least 6 inches in diameter that will supply a minimum of 500 gallons per minute at 20 psi residual pressure to each hydrant. Applicant shall supply a minimum of 1,000 gallons per minute at 20 psi residual for commercial areas, marina areas, and areas with side setbacks less than (ten) 10 feet.

**CONDITIONAL USE PERMIT No. (PUD) REZ-20-01**

Page 5 of 8

- 4) The design and estimated construction cost of any additional elevated water tanks that Perquimans County deems may be needed shall be paid for by the developer prior to final plat approval of additional lots that the elevated tank may service. Construction estimates and actual tank design shall be performed by Perquimans County and in consultation with the developer.
- 5) The existing Perquimans County Water System will be tested and/or modeled by Perquimans County to determine if any upgrades to the water mains or other parts of the existing water system need to be made to provide domestic and fire flow capabilities to Albemarle Plantation Phase 3 planned unit development. Modeling of the proposed water system within Albemarle Plantation Phase 3 will be the responsibility of

the developer and shall be submitted to Perquimans County for approval. All improvements to the existing county water system deemed necessary by Perquimans County, and in consultation with the developer, to provide domestic and fire flow capabilities shall be made by Perquimans County and paid for by the developer.

- 6) Any water distribution system within Albemarle Plantation Phase 3 will be constructed by the developer at the developer's expense in accordance with the approved model described in item 5 above, Perquimans County standard specifications and applicable regulatory agencies. Water will be provided by Perquimans County Water System in accordance with available capacity which is not committed at this time. Any commercial or residential irrigation systems initially or in the future in this Albemarle Plantation Phase 3 PUD shall be constructed in accordance with all applicable North Carolina General Statutes and Perquimans County Policies.
- 7) Wastewater System -- Detailed engineering drawings and an appropriate description of the proposed wastewater collection, treatment and disposal systems will be submitted by the Applicant with the Final Plat for review and approval. Any operational and maintenance agreements with the Developer's or the Homeowners Association's operator or other contracted operator will be submitted for review and approval by the County prior to Final Plat approval. Proof of an appropriate security bond for wastewater infrastructure submitted to the State Utility Commission will be required prior to Final Plat approval.
- 8) Albemarle Plantation Holdings II, LLC/Applicant/Developer will be responsible for the installation of a community sewer collection system and treatment and disposal facilities in accordance with applicable regulatory agencies. Albemarle Utility Company will be responsible for operation and maintenance of the community sewer collection system and treatment and disposal facilities. Any ownership transfer of the system or facilities will be in accordance with applicable regulatory agencies and approved by the Board of County Commissioners.
- 9) Approval/permits as required by NCDEQ for central wastewater treatment plant and disposal system shall be provided.
- 10) All utilities will be underground.

**CONDITIONAL USE PERMIT No. (PUD) REZ-20-01**

Page 6 of 8

**F. Plat Approvals & Master Plan Amendments:**

- 1) Prior to approval of a Final Plat, the Developer shall obtain County Attorney approval of the Articles of Incorporation for the Property Owners Association or Homeowners Association and Restrictive Covenants for Albemarle Plantation Phase 3 PUD. Property Owners Association documents shall include provisions for (a) the organizational and operational structure of the Property Owners Association; (b) that all owners of property within the development share automatic membership rights and assessment obligations for the maintenance of commonly owned areas (including but not limited to common areas, areas for infrastructure, recreation areas, private roads and parking lots). The automatic membership rights and assessment obligations of all property owners within Albemarle Plantation Phase 3 PUD shall be so covered by covenants running with the land and other contractual provisions so as to ensure the property maintenance of all commonly owned areas, and shall include provisions for liens against individual property owners within the development.
- 2) Accompanying an Application for Final Plat approval, the Developer shall make a payment to Perquimans County, in an amount determined to be appropriate by the County Manager, to allow the County to retain professional engineering services to review the adequacy of plans and installation of water system, wastewater system, roads, stormwater drainage and other required infrastructure. Also the Developer shall pay the County a System Development Fee as shown in the Perquimans County fee schedule upon each phase's lot recordation.
- 3) The Property Owners Association shall be established prior to approval of the Final Plat and shall be registered/chartered by the Secretary of State with official Articles of Incorporation. In addition, official Bylaws and the organizational/operational structure shall be recorded simultaneous to the Final Plat.
- 4) Prior to issuance of the first building permit for construction of any structure in Albemarle Plantation Phase 3 PUD, all infrastructure (roads, water, sewer, drainage, with the exception of asphalt pavement) located within the boundaries of a given phase shall be complete and in place.
- 5) Per County Zoning Ordinance Section 1508, Planning Board approval is required for the following: (a) Changes in major infrastructure features referred to the Board of County Commissioners by the Planning Director. (b) Changes to the Master Plan that result in increased density. (c) Significant changes in land use.
- 6) Annual Reports: The Planning Board and Board of County Commissioners hereby acknowledge the Applicant's intent to start construction of the PUD in 2021. 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 start of construction will be delayed beyond March 1, 2023, the Applicant, heirs and assigns shall formally request an extension be granted by the Board of County Commissioners (BCC); otherwise the BCC may revoke the Conditional Use Permit.

If any of the conditions affixed hereto or any part thereof shall be held invalid by a court or void without remedy, then this permit shall be void and of no effect.

**CONDITIONAL USE PERMIT No. (PUD) REZ-20-01**

Page 7 of 8

IN WITNESS WHEREOF, Perquimans County has caused this permit to be issued in its name, and the undersigned, being all the authorized applicants, agents, representatives, or property owners of the property above described, do hereby accept this Conditional Use Permit, together with all its conditions, as binding on them and their successors in interest.

Wallace Nelson, Chair, Board of Commissioners

Date

Attest: Mary P. Hunnicutt, Clerk to the Board Date \_\_\_\_\_ (Seal)

I (We), \_\_\_\_\_, authorized Applicant(s) of the above identified property, do/does hereby acknowledge receipt of this Conditional Use Permit. The undersigned does further acknowledge that no work may be done pursuant to this permit except in accordance with all of its conditions and requirements and that this restriction shall be binding on them and their successors in interest.

Albemarle Plantation Holdings II, LLC Date \_\_\_\_\_  
By: \_\_\_\_\_, Its \_\_\_\_\_

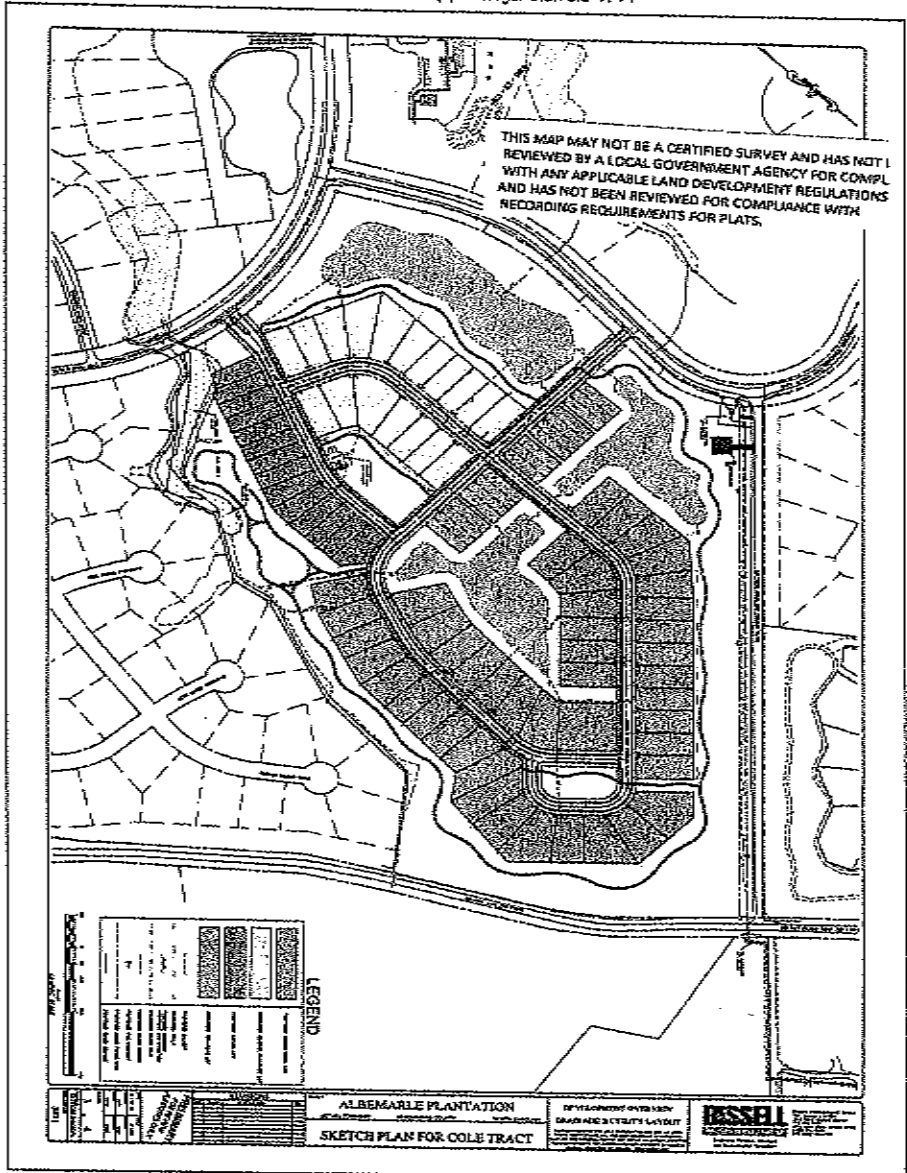
The State of \_\_\_\_\_  
\_\_\_\_\_ County

I, \_\_\_\_\_, a Notary Public in and for the said State and County, do hereby certify that \_\_\_\_\_ personally appeared before me this day and acknowledged the due execution of the forgoing instrument.  
WITNESS my hand and notarial seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My Commission expires: \_\_\_\_\_  
(Not valid until fully executed and recorded)

**CONDITIONAL USE PERMIT No. (PUD) REZ-19-01**  
**Page 8 of 8**

Insert Here Site Plan(s) no larger than 8.5" X 14"



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-Beginning of Proposed Conditional Use Permit No. (PUD)REZ-20-01  
to be recorded by Albemarle Plantation Holdings II, LLC

To

Rezone approximately 54.5 acres, front RA-15 to [PUD(CUD)] Planned Unit Development Conditional Use District. Subject property is also known as Tax Parcel Nos. 2-0082-0006 and 2-0082-0027A.

Per Planning Board Discussion & Vote:

1) Add # 8 condition to Storm water section

2) Remove D(3) Transportation: Per County Zoning Ordinance Section 1503(c), Points of ingress and egress shall be approved by the Board of County Commissioners and minimize traffic hazards, inconvenience, and congestion.

3) Add page numbers

Do NOT record this page

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## WORK SESSION

March 15, 2021

7:00 p.m.

**Special Notice for tonight's meeting:** The Perquimans County Board of Commissioners' WORK SESSION will be held on Monday, March 15, 2021, at 7:00 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. 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 Work Session on Monday, March 15, 2021, 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	Kyria Jones
	Aian Lennon	Charles Woodard
MEMBERS ABSENT:	None	
OTHERS PRESENT:	Frank Heath, County Manager	Mary Hunnicutt, Clerk to the Board
	Hackney High, County Attorney	

Chairman Nelson called the meeting to order. Commissioner Jones gave the invocation and the Chairman led the Pledge of Allegiance. Chairman Nelson explained that tonight is a Work Session where the Board is updated on matters of the County. He appreciated everyone in attendance but public comments will not be made tonight.

### DISCUSSION ON CONFEDERATE MONUMENT

As discussed during their February 15, 2021 Work Session, Chairman Nelson stated that the Board will establish a Monument Work Group to discuss the matter of the Confederate Monument on the Courthouse lawn. Tonight, he is going to present the proposed members of this group and explained the schedule that this group will follow. Tonight, the Board is going to discuss the charge to the work group. In other words, determine what the expected output would be. Their recommendation will not be what the ultimate decision will be because that will rest with the Board of Commissioners once they have met and the Board has held a Public Hearing. Chairman Nelson stated that the County will request the aid of Dr. John B. Stephens who is with the UNC Institute of Government. Mr. Nelson, along with Vice Chair Leigh, has had several discussions with Dr. Stephens and is recommending him for this role. For more information on Dr. Stephens, go to <https://www.sog.unc.edu/about/faculty-and-staff/johnbstephens>. Chairman Nelson and Vice Chair Leigh are recommending the following individuals to be a part of this Monument Work Group: Mr. John Caddy, Ms. Brenda Lassiter, Pastor Gwayland McCleney, Ms. Tammy Miller-White, Mr. Antoine Moore, Ms. Debbie Jean Parker, Mr. A.O. Roberts, and Mr. Keith Throckmorton. Mr. Nelson has talked with each of these members, except Mr. A.O. Roberts, and they have all agreed to serve on this group. They hope to receive word back from Mr. Roberts soon.

The timeline for this group is as follows:

- > April Commissioners' Meeting: vote on Charge, Expectations, & Workgroup Members
- > Mid-April -- Organizational Meeting for the Monument Work Group
- > Early May -- Group Meeting #1
- > Early June -- Group Meeting #2
- > Mid-June -- Group Meeting #3 (if necessary)
- > July Commissioners' Meeting: County Manager Heath will present group's report to Commissioners
- > August Commissioners' Meeting: Public Hearing on the proposal and Commissioners consideration of Task Group recommendations and public comments.

Chairman Nelson explained that these meetings will be public open meetings but there will be no interaction between the group and the audience. Commissioners are welcomed to attend but give no input to the meeting until the Public Hearing which is tentatively scheduled for August. After all his comments, Chairman Nelson asked if there were any comments or questions from the Board. The following comments/questions were made:

- > **Commissioner Jones:** Mr. Jones asked that at the public hearing, the group will present their concept and the Board will approve it. His question was who would determine the cost. County Manager Heath said that his aim was to have the costs available that night to present.
- > **Commissioner Hoffer:** Mr. Hoffer asked if the King Street Monument would be discussed during these meetings. Chairman Nelson said that it may be discussed. Mr. Hoffer said that the King Street Monument is privately owned and the County would have to obtain permission to move it.
- > **Commissioner Woodard:** Mr. Woodard asked what decisions would be made at the April meeting. Mr. Nelson stated that the Board will be approving the Monument Work Group members, the charge to those members, and the expectations of the group.
- > **County Manager Heath:** Mr. Heath discussed Mr. Stephens background in how he has handled previous meetings of this type. He said that Mr. Stephens seems to be focused on the process and not on being partial to one side or the other.

Y Commissioner Leigh: Ms. Leigh wanted to know about when they would hear back from Mr. A.O. Roberts. Chairman Nelson and Mr. Heath said that they hoped it would be soon. If not, they did have some back up members available to contact.

Y Commissioner Jones: Mr. Jones said that the list was impeccable.

Y Commissioner Hoffer: Mr. Hoffer said that he was very pleased with the group members suggested.

There being no further comments or questions on this matter, Chairman Nelson asked if the Board members any new items to discuss. Commissioner Woodard brought up the "Save the Bridge" Committee.

"SAVE THE BRIDGE" COMMITTEE

Commissioner Woodard explained the committee had come to him to present what they are trying to do. He presented drawings of moving the bridge to Missing Mill Park and using it for events. Mr. Woodard said that it would be similar to the one in Chowan County. Because the bridge is so historically important to the Town of Hertford, the Committee is doing everything they can to save it. Mr. Woodard said that the Committee is working with Rep. Goodwin on obtaining financial assistance for this project. Mr. Woodard stated that, as the Board knows, most times the State requires matching funds for any grants they would obtain. He just wanted the Board to be aware of what is being done.

BUDGET WORK SESSION SCHEDULE

County Manager Heath had forwarded the budget work session schedule to the Commissioners. He asked if there was any conflict of problems with the schedule. Commissioner Woodard stated that he may be late for the meetings that start at 5:00 p.m. due to his store not closing until 6:00 p.m. He would try to get someone to fill in for him on those dates. Commissioner Lennon stated that he may have a problem with the May 25<sup>th</sup> date. County Manager Heath stated that they may not even need that meeting if they get it completed before then. Other than those conflicts, the following Budget Work Session schedule will be used:

FY 2021-2022 Budget Meetings with the Board of Commissioners

- April 19<sup>th</sup>: Joint work session with School Board (6:30 pm) at Media Center at Perquimans County High School
- April 28<sup>th</sup>: Departmental budget presentations (EMS Auditorium) 5:00-8:00 pm
- April 29<sup>th</sup>: Departmental budget presentations (EMS Auditorium) 5:00-7:30 pm
- May 13<sup>th</sup>: Social Services (7:00 pm) and Board of Education (8:00 pm) budget presentations (EMS Auditorium)
- May 24<sup>th</sup>: Budget work session (7:00 pm) --At EMS building - Looking at revenues and County Manager recommendations
- May 25<sup>th</sup>: Budget work session at EMS building (7:00 pm)
- June 7<sup>th</sup>: Frank to present budget to the Board with budget ordinance *(wherever the regular Commissioners' meetings are being held - probably at Library)*
- June 21<sup>st</sup>: Budget public hearing and vote *(wherever the regular Commissioners' meetings are being held - probably at Library)*

ADJOURNMENT

There being no further business to discuss, the Chairman adjourned the meeting at 7:30 p.m. on motion made by Charles Woodard, seconded by Fondella A. Leigh, and unanimously approved by the Board.

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

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

\*\*\*\*\*

March 26, 2021

**Tax Refunds: (Perquimans County)**

Asia Hurd ..... \$172.85  
Vehicle traded to dealership; 11 month  
refund  
Account#: 5780647

Jennie Bell Conner ..... \$161.12  
Sold vehicle; 10 month refund  
Account#: 51610587

Brandy Proctor Christian ..... \$118.59  
Sold vehicle; 12 month refund  
Account#: 59498225

**Tax Releases: (Perquimans County)**

Alan & Nora Crouch ..... \$831.14  
Incorrect assessment  
Account#: 263540

EMPLOYMENT ACTION FORM

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

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Charlotte Jones

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

POSITION: Part-Time/Fill-In for Elections

DEPT.: Elections

NEW EMPLOYEE EFFECTIVE DATE: 3/25/2021

GRADE: n/g STEP: \_\_\_\_\_ SALARY: \$9.84 per hour

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

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

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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

\*\*\*\*\*

BOARD OF ELECTIONS RECOMMENDATION

COUNTY MANAGER APPROVAL

Vera R. Merrill

Frank Heath

DATE: 3/23/21

DATE: 3/30/21

FINANCE OFFICER

\_\_\_\_\_

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



EMPLOYMENT ACTION FORM

DATE SUBMITTED: 3/16/21

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Terrance Brown  
POSITION: IMC III

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

Mr. Brown will be an IMC II working against the IMC III position until September 1, 2021.

EMPLOYEE EFFECTIVE DATE:

GRADE:                      STEP:                      SALARY:

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE:                      STEP:                      SALARY:

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date  
GRADE:      STEP:      SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

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

DATE OF EMPLOYEE TERMINATION:

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP RAISE: Worker has been promoted to a Lead Worker Position but is considered a work against until Sept., 2021. This is an interim increase as the job duties and responsibilities have increased.  
Date: May 1, 2021      GRADE: 63      STEP: 2      SALARY: \$ 32,166.00

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

\*\*\*\*\*

DEPARTMENT RECOMMENDATION  
Suzan M Chaney

COUNTY MANAGER APPROVAL  
Frank Heath

DATE: March 16, 2021

DATE: 3/17/2021

FINANCE OFFICER

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

PERQUIMANS COUNTY  
DEPARTMENT OF SOCIAL SERVICES  
P.O. BOX 107  
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD  
Terissa J. Blanchard, Chair  
Brenda Dillard  
Charles Woodard

252-426-7373 – FAX 426-1240

DIRECTOR  
Susan M. Chaney

MEMORANDUM

Date: March 16, 2021

To: Frank Heath, County Manager

From: Susan Chaney *Susan Chaney*

Subject: Income Maintenance III Adult Lead Worker Position

As you are aware, Perquimans Social Services has had an Adult Lead Worker position available for several months. We have advertised several times, but to no avail. We have an employee, Terrance Brown, who is currently an IMC II. Mr. Brown is very knowledgeable with his Income Maintenance position responsibilities and has shown potential in leadership abilities. He only lacks the required amount of time for the lead worker position. He is being promoted to the IMC III Lead Worker position in September, 2021 but will be in a work against position effective May 1, 2021. With this comes more responsibility and therefore I am requesting a step increase to a 63-2. I have a great deal of lapse salary in my line item to cover the costs. I have attached an Employee Action Form for your approval.

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: 3/26/2021

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Elena Howell  
POSITION: Processing Assistant V

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

EMPLOYEE EFFECTIVE DATE: April 1, 2021

GRADE: 61                      STEP: 1                      SALARY: \$ 28,737.00

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE:                      STEP:                      SALARY:

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date  
GRADE:      STEP:      SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

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

DATE OF EMPLOYEE TERMINATION:

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP RAISE:

Date:                      GRADE:                      STEP:                      SALARY: \$

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

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

Suzan M Chaney

DATE: March 26, 2021

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 3/29/21

FINANCE OFFICER

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

PERQUIMANS COUNTY  
DEPARTMENT OF SOCIAL SERVICES

P.O. BOX 107  
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD  
Terissa J. Blanchard, Chair  
Brenda Dillard  
Charles Woodard

252-426-7373 -- FAX 426-1240

DIRECTOR  
Susan M. Chaney

MEMORANDUM

Date: March 26, 2021

To: Frank Heath, County Manager  
Tracy Mathews, County Finance  
Mary Hunnicutt, Clerk to the Board  
Sam Barrow – Human Resources

From: Susan Chaney, Social Services Director *Susan Chaney*

Subject: Processing Assistant V

Perquimans County Department of Social Services has reclassified a position to a Processing Assistant V position per Office of State Human Resources. The position was recruited, offered, and accepted by Elena Howell. This position will be effective April 1, 2021. Attached you will find an Employee Action Form.

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

Thank you.

**Perquimans County's Vision**

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

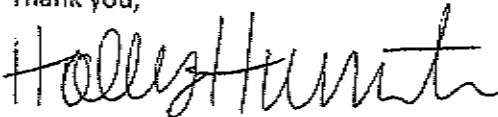
March 4, 2021

To: Perquimans County Board of Elections Board Members  
Perquimans County Manager, Frank Heath

This letter is to inform you that I am resigning as the Director of Board of Elections for Perquimans County, effective immediately.

I would like to take this opportunity to thank Perquimans County Manager, Frank Heath, for the support and help that I have received over the past three years of employment by Perquimans County.

Thank you,

A handwritten signature in black ink that reads "Holly Hunter". The signature is written in a cursive, flowing style.

Holly Hunter

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 3/22/2021

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Lisa Williams  
POSITION: IMC II  
EMPLOYEE EFFECTIVE DATE:

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

GRADE: STEP: SALARY:

ENDING DATE OF PROBATIONARY PERIOD:  
CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND  
Date GRADE: STEP: SALARY: \$

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

XX DATE OF EMPLOYEE RESIGNATION: March 19, 2021

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

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

\*\*\*\*\*

DEPARTMENT RECOMMENDATION  
Suzan M Chaney

COUNTY MANAGER APPROVAL  
Frank Heath

DATE: March 19, 2021

DATE: 3/22/21

FINANCE OFFICER

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

PERQUIMANS COUNTY  
DEPARTMENT OF SOCIAL SERVICES

P.O. BOX 107  
Hertford, North Carolina 27944

252-426-7373 - Fax 426-1240

SOCIAL SERVICES BOARD  
Teresa Blanchard - Chair  
Charles Woodard  
Brenda Dillard

DIRECTOR  
Susan M. Chaney

March 22, 2021

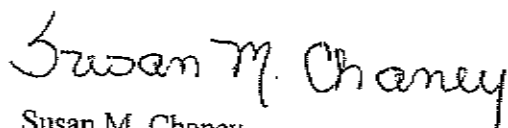
Ms. Lisa Williams  
1714 Edgewood Drive  
Elizabeth City, NC 27909

Dear Ms. Williams,

I received your letter dated March 19, 2021 formally notifying me of your resignation from the Perquimans County Department of Social Services effective 5:00pm, Friday, March 19, 2021

This letter is to formally state that I accept your letter of resignation in the IMC II position.

Sincerely,



Susan M. Chaney  
Director

cc: personnel file

Lisa Williams

March 19,2021

Perquimans DSS

Attn: Susan Chaney/Rebecca Corprew

103 Charles Street

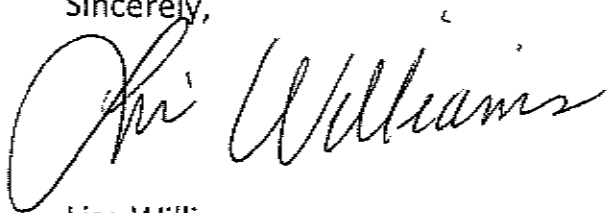
Hertford, NC 27944

RE: LETTER OF RESIGNATION

Please accept this as my notice of resignation. Thank you for affording me the opportunity to work here at Department of Social Services. Due to the lack of training that I have received thus far, doesn't allow me to be productive within the scope of my job.

Unfortunately, an opportunity has presented itself and the position is effective Monday March 22, 2021. My last day will be today March 19,2021.

Sincerely,

A handwritten signature in cursive script that reads "Lisa Williams". The signature is written in black ink and is positioned above the printed name.

Lisa Williams



**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**WATER FUNDS**  
**NO. 26**

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 5th DAY OF APRIL, 2021, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2020 - 2021 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
35-720-333	Water - Radio Read Meters		7,500
35-720-993	Water - Hydraulic Modeling		20,000
35-720-710	Water - Capital Outlay/Land	27,500	
<b>EXPLANATION:</b> To amend FY 20/21 budget to cover expenses associated with the purchase of Anglers Cove Lot.			

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, 5th DAY OF APRIL, 2021.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 5th DAY OF APRIL, 2021.

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

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

**Re: Fw: Agricultural Advisory Board Reappointments**

Teresa Story <teresa\_story@ncsu.edu>

Mon 3/29/2021 11:34 AM

To: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>

On Mon, Mar 29, 2021 at 11:33 AM Teresa Story <teresa\_story@ncsu.edu> wrote:

Change Aubrey Onley - Farm Bureau to Edward Winslow - Farm Bureau  
Change Ed Nixon - Hertford to Nick Nixon - Hertford

On Mon, Mar 29, 2021 at 10:56 AM Mary Hunnicutt <mhunnicutt@perquimanscountync.gov> wrote:

Any updates on these appointments? I need to know if they can be reappointed today so that I can add it to our Agenda packets.

Thanks

Mary

**Re: Senior Tar Heel Legislature**

**Laura Alvarico** <lalvarico@accog.org>

Wed 3/17/2021 2:53 PM

To: Mary Hunnicutt <mhunnicut@perquimanscountync.gov>

Darlene said she'd serve as both. Thanks

Sent from my iPhone

On Mar 17, 2021, at 1:55 PM, Mary Hunnicutt <mhunnicut@perquimanscountync.gov> wrote:

If Darlene is willing to serve, that would be great. If not, we can reach out to Beverly.

Thanks

Mary

**From:** Laura Alvarico <lalvarico@accog.org>

**Sent:** Wednesday, March 17, 2021 11:37 AM

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

**Subject:** RE: Senior Tar Heel Legislature

Yes, an email appointment will be fine.

As far as RAC members, it can be older adults, 60+ or professional in the aging network. Darlene already attends the meetings as a STHL representative. I can reach out to her and ask if she wouldn't mind serving if you want me to. Or, if Beverly knows someone that would be good in that role, that's fine too...

Thanks,

Laura

**From:** Mary Hunnicutt <mhunnicut@perquimanscountync.gov>

**Sent:** Wednesday, March 17, 2021 11:34 AM

**To:** Laura Alvarico <lalvarico@accog.org>

**Subject:** Re: Senior Tar Heel Legislature

Laura, this e-mail will be okay to appoint Darlene as the STHL Delegate to replace Lillian Holman. As far as the Regional Advisory Council member, do you have a recommendation? That helps when we are trying to appoint members. I might talk to Beverly Gregory too.

Thanks

Mary

**From:** Laura Alvarico <lalvarico@accog.org>

**Sent:** Wednesday, March 17, 2021 11:25 AM

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

**Subject:** Senior Tar Heel Legislature

Good morning, Mary.

With the recent passing of Lillian Holman, STHL Delegate, Darlene Harrell has agreed to move from Alternate to Delegate to represent Perquimans County. Please let me know if you need anything else from me to change her appointment.

We will also need a new Regional Advisory Council member to take Ms. Holman's place. No rush on that one...

Thank you in advance for your help!

*Laura Alvarico, MBA, Area Agency on Aging Director*

Albemarle Commission

512 South Church St.

Hertford, NC 27944

(252) 404-7078- Direct Line

(252) 426- 5753- Albemarle Commission

**Board resignations**

Michelle Lawrence <mlawrence@pettigrewlibraries.org>

Mon 3/22/2021 11:30 AM

To: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>

Hi Mrs. Hunnicutt,

I hope you are doing well. I am glad that there is sunshine today.

Two of our board members have resigned: Archie Aples and Guy Simmons. Neither sent an "official" letter of resignation; I do have an email from Mr. Simmons. I will mail that email and the volunteer application from a candidate, Robert Martin. I would highly recommend Mr. Martin for the board. He lives in New Hope, which is a geographic area not currently represented on the board, I believe. He's also been wonderfully supportive of the library. Do you also need the application to our board? I think we also have 2 women "in reserve" - Mrs. Blanchard and Ms. Spellman. They are both from PQ schools. I have two people leaving the board in June, as well, so I'm still looking for great candidates!

Thank you,

Michele

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

## Library Board

Guy Simmons <guysimmons@aol.com>

Tue 3/9/2021 3:36 PM

To: archie.aples@milvets.nc.gov <archie.aples@milvets.nc.gov>; rhondamoney@perquimanscountync.gov <rhondamoney@perquimanscountync.gov>; Michelle Lawrence <mlawrence@pettigrewlibraries.org>; Judy Bugniazet <jbugniazet@pettigrewlibraries.org>

Dear Library Friends,

We will be moving this month to Wilmington, North Carolina, so I will need to resign from the Perquimans County Library board.

It has been an honor and a pleasure to serve with you. You are providing outstanding services for our community!

Best wishes to all,

Guy

MAR 25 2021

**STATEMENT OF INTEREST TO SERVE**

If you are a Perquimans County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Perquimans County Board of Commissioners  
 c/o Clerk to the Board  
 P.O. Box 45  
 Hertford, NC 27944

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

1. LOCAL LIBRARY BOARD
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Your full name ROBERT RANDOLPH MARTIN, JR. (RANDY)

Date of Birth July 23, 1947

Mailing Address 1604 New Hope Road

City and Zip Code Hertford, NC 27944

Home Phone 252-264-5446 Work Phone N/A Cell Phone 252-331-9433

Current Job Title Retired Principal (Gates County High School)

Company or Agency N/A

Email Address randymartin47@hotmail.com

Do you live in the county? Yes  No

Please list the name of your Township NEW HOPE  
 (This information can be obtained from the Tax Office at (252) 426-7010)

Educational Background MASTER'S DEGREE IN EDUCATION - EDUCATIONAL ADMINISTRATION (PRINCIPAL); BACHELOR'S DEGREE IN HISTORY (TEACHER)

Work Experience 23 1/2 years in education (retiring as a Principal)  
17 years in Agriculture Administration - culminating in Southeast Regional Manager with Dean Pickle & Specialty Products.

Prior Board/Committee Experience Greenville Bike Way Committee;  
Showano Solid Waste Board; Board of Directors - Showano Optimist Club,  
Vice-Pres. Showano Optimist Club; Bd. of Directors & President of N.C. Pickle Packers

This "Statement of Interest to Serve" will remain active for two (2) years from date received in the County Manager's Office.

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences as set forth by the by-laws or rules for that Board.

Robert Martin  
 Signature

3-17-21  
 Date

Please feel free to attach a resume or additional information if so desired.

## Recommendation for other board member

Michelle Lawrence <mlawrence@pettigrewlibraries.org>

Fri 3/26/2021 4:20 PM

To: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>

Hi Mrs. Hunnicutt,

I recommend Anisha Spellman to complete the term for the 2nd open position we have on our board. I know we already have someone from the schools on the board currently, but I have her board application (in addition to the county volunteer application), and her library card is up to date - so she has been to the library at some point in the past two years!

Thank you and have a great weekend,  
Michele

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

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE	
5/2/16 3-29-19 Rec'd e-mail Info correct Keep on list	Aples, Archie	1126 W. Grubb Street archieaples@yahoo.com	Hertford	NC	27944	(252) 482-1033 (575) 218-0606	1. Historic Hertford, Inc. 2. Local Library Board 3. Recreation Department 4.	3/29/21	Currently Serving but is Resigning
4/12/17 Rec'd e-mail - 4/11/19 Information correct Keep on list	Rhonda Money	412 Hurdletown Road rhondamoney@perquimanscountync.gov	Hertford	NC	27944	(252) 426-2027	1. Local Library Board 2. 3. 4.	4/12/21	Currently Serving
9/15/16 6-8-2020 - rec'd new application Keep on list	Blanchard, Terissa J.	228 Bethany Church Road tblanchard@pqschools.org	Belvidere	NC	27919	(252) 297-2561 (252) 426-7355 (252) 339-5973	1. Social Services Board 2. Albe Hosp Board of Trustees 3. COA - Board of Trustees 4. Smart Start Board 5. Local Library Board 6. Planning Board	6/8/22  8/26/22	
9/10/19	Vanora B. Brothers	1782 Harvey Point Road mrsv45@centurylink.net	Hertford	NC	27944	(252) 426-5956 (252) 333-0752	1. Local Library Board 2. 3. 4.	9/10/21	
10/3/19	Guy John Simmons	105 Wando Circle guysimmons@aol.com	Hertford	NC	27944	(978) 976-3895	1. Local Library Board 2. 3. 4.	10/3/21	Currently Serving but is Resigning
10/4/19	Cynthia N. Stallings	161 Wiggins Road ray_yaf@yahoo.com	Hertford	NC	27944	(252) 426-5785	1. Local Library Board 2. 3. 4.	10/4/21	
2/27/20	Gary Kurt Kellman	109 Christine Court gkkollmann@gmail.com	Hertford	NC	27944	(201) 693-8968	1. any where we can use him 2. he just wants to help 3. 4.	2/27/22	
5/20/20	Robert Neal	201 Winfall Boulevard neal.robert@mchsi.com	Hertford	NC	27944	(252) 457-5207	1. Albemarle Commission 2. Board of Adjustments 3. Citizens Advisory Board 4. Local Library Board	5/20/22	
5/28/20	Amy Cooper	846 New Hope Road thespouseandi@gmail.com	Hertford	NC	27944	(252) 340-1543	1. Local Library Board 2. 3. 4.	5/28/22	Currently Serving



DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
6/9/20	Rodney D. Lyons, Sr. mailing address	407 King Street P.O. Box 27 rlyons@pqschools.org	Hertford Winfall	NC NC	27944 27985	(252) 426-7166 (252) 339-0671	1. Local Library Board 2. 3. 4.	6/9/22
6/3/20	Debbie Jean Parker	304 Winfall Blvd whedbeedebbie@yahoo.com	Hertford	NC	27944	(252) 619-3132	1. Local Library Board 2. 3. 4.	6/3/22
6/3/20	Anisha N Speilman	113 Smith Acres Road anishaspellman@pqschools.org	Hertford	NC	27944	(252) 426-5778 (252) 339-2548	1. Local Library Board 2. 3. 4.	6/3/22
3/17/21	Robert R. Martin, Jr.	1604 New Hope Road randymartin47@hotmail.com	Hertford	NC	27944	(252) 264-5446 (252) 331-9433	1. Local Library Board 2. 3. 4.	3/17/24

Currently Serving

Member of Library Board that are not on this list & reason why

Ruth McNaught	followed up on expired application - received no response so she was removed from list on 3/29/2019
Douglas Layden	followed up on expired application - received no response - removed from list in July, 2017
Darla Matthews	no application on file

STATEMENT OF INTEREST TO SERVE

If you are a Perquimans County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Perquimans County Board of Commissioners
c/o Clerk to the Board
P.O. Box 45
Hertford, NC 27944

E-mail: mhunnicutti@perquimanscountync.gov

Fax Number: (252) 426-4034

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

- 1. Sr. Citizens Advisory Board Committee
2.
3.
4.

Your full name Virginia Copeland Bailey

Date of Birth 04-06-1954

Mailing Address 234 Dockery Dr

City and Zip Code Hertford, NC 27944

Home Phone (252) 264-2275 Work Phone N/A Cell Phone (252) 339-6462

Current Job Title Retired RN

Company or Agency N/A

Email Address vbailey54@gmail.com

Do you live in the county? Yes [X] No [ ]

Please list the name of your Township Durants Neck

(This information can be obtained from the Tax Office at (252) 426-7010)

Educational Background ADN, RN

Child Health Nursing Assessment/well child Examiner

Adult Health " " Examiner, Communicable Disease

Work Experience RN 40+ years

med. surg. nursing, Pediatrics, Public Health Supervisor

Child Health, Adult Health, Communicable Disease, Sudden Infant Death

Prior Board/Committee Experience Child Fatality Prevention Team, Counselor

Inter-Agency Council, Perquimans/Chowan/Gates Smart

Start (Partnership for Children) Board, Judicial Counsel, Church Finance Committee

Home Owners Association Board

This "Statement of Interest to Serve" will remain active for two (2) years from date received in the County Manager's Office.

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences as set forth by the by-laws or rules for that Board.

Signature Virginia Bailey

Date 03/22/2021

Please feel free to attach a resume or additional information if so desired.

**Juvenile Crime Prevention Council Certification**

Fiscal Year: 2021-2022 \_\_\_\_\_

County: <b>Perquimans</b>	Date: <b>3/11/2021</b>
G.S. 143B-853 allows for a 2-year funding cycle for programs that meet the requirements of the statute and have been awarded funds in a prior funding cycle. Indicate below if the JCPC plans to allow for a 1-year or 2-year funding cycle. <b>(Check 2-year if the JCPC has a mixture of 1-year and 2-year funding.)</b>	
1-Year Funding: FY _____	2-Year Funding: FY 21-22 and FY 22-23 _____

**CERTIFICATION STANDARDS**

**STANDARD #1 - Membership**

- |                                                                                                                                   |            |
|-----------------------------------------------------------------------------------------------------------------------------------|------------|
| A. Have the members of the Juvenile Crime Prevention Council been appointed by county commissioners?                              | <u>YES</u> |
| B. Is the membership list attached?                                                                                               | <u>YES</u> |
| C. Are members appointed for two-year terms and are those terms staggered?                                                        | <u>YES</u> |
| D. Is membership reflective of social-economic and racial diversity of the community?                                             | <u>YES</u> |
| E. Does the membership of the Juvenile Crime Prevention Council reflect the required positions as provided by N.C.G.S. §143B-846? | <u>YES</u> |
| If not, which positions are vacant and why?                                                                                       |            |

**STANDARD #2 - Organization**

- |                                                                                                                                                                                         |            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| A. Does the JCPC have written Bylaws?                                                                                                                                                   | <u>YES</u> |
| B. Bylaws are <input checked="" type="checkbox"/> attached or <input type="checkbox"/> on file (Select one.)                                                                            | <u>YES</u> |
| C. Bylaws contain Conflict of Interest section per JCPC policy and procedure.                                                                                                           | <u>YES</u> |
| D. Does the JCPC have written policies and procedures for funding and review?                                                                                                           | <u>YES</u> |
| E. These policies and procedures <input type="checkbox"/> attached or <input checked="" type="checkbox"/> on file. (Select one.)                                                        | <u>YES</u> |
| F. Does the JCPC have officers and are they elected annually?                                                                                                                           | <u>YES</u> |
| JCPC has: <input checked="" type="checkbox"/> Chair; <input checked="" type="checkbox"/> Vice-Chair; <input checked="" type="checkbox"/> Secretary; <input type="checkbox"/> Treasurer. |            |

**STANDARD #3 - Meetings**

- |                                                                                                                                |            |
|--------------------------------------------------------------------------------------------------------------------------------|------------|
| A. JCPC meetings are considered open and public notice of meetings is provided.                                                | <u>YES</u> |
| B. Is a quorum defined as the majority of membership and required to be present in order to conduct business at JCPC meetings? | <u>YES</u> |
| C. Does the JCPC meet six (6) times a year at a minimum?                                                                       | <u>YES</u> |
| D. Are minutes taken at all official meetings?                                                                                 | <u>YES</u> |
| E. Are minutes distributed prior to or during subsequent meetings?                                                             | <u>YES</u> |

**STANDARD #4 - Planning**

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

**STANDARD #5 - Public Awareness**

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

**STANDARD #6 - No Overdue Tax Debt**

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

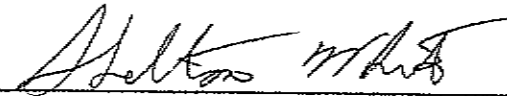
Briefly outline the plan for correcting any areas of standards non-compliance.

Having complied with the Standards as documented herein, the Juvenile Crime Prevention Council may use up to \$15,500 of its annual Juvenile Crime Prevention fund allocation to cover administrative and related costs of the council. Budget pages (sections VI and VII) printed from NCALLIES detailing the expenditure's must be attached to this certification.

The JCPC Certification must be received by DPS by June 30<sup>th</sup> annually.

**JCPC Administrative Funds  
SOURCES OF REVENUE**

DPS JCPC	
Only list requested funds for JCPC Administrative Budget.	\$0.00
<b>Local</b>	
<b>Other</b>	
<b>Total</b>	\$0.00



 3-17-21  
Date

Date

DPS Designated Official

Date

Perquimans

County

FY 2021-2022

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

Specified Members	Name	Title	Designee	Race	Gender
1) School Superintendent or designee	James Bunch	Asst. Superintendent	<input checked="" type="checkbox"/>	W	M
2) Chief of Police or designee	N/A		<input type="checkbox"/>		
3) Local Sheriff or designee	Shelby White	Sheriff	<input type="checkbox"/>	W	M
4) District Attorney or designee	Kyle Jones	ADA	<input checked="" type="checkbox"/>	W	M
5) Chief Court Counselor or designee	Ed Hall	Chief	<input type="checkbox"/>	B	M
6) Director, Local Management Entity/Managed Care Organization (LME/MCO), or designee	Tracey Webster	SOC	<input type="checkbox"/>	B	F
7) Director DSS or designee	Susan Chaney	Director	<input type="checkbox"/>	W	F
8) County Manager or designee	Frank Heath	Manger	<input type="checkbox"/>	W	M
9) Substance Abuse Professional	Tonya Johnson	Uplift		B	F
10) Member of Faith Community	Wonder Lewis	Pastor		B	F
11) County Commissioner	Kyle Jones	Commissioner		W	M
12) Two persons under the age of 21, or one person under the age of 21 and one member of the public representing the interests of families of at-risk juveniles	TBD				
	TBD				
13) Juvenile Defense Attorney	N/A				
14) Chief District Judge or designee	Hon. Meader Harriss	District Court Judge	<input type="checkbox"/>	W	M
15) Member of Business Community					
16) Local Health Director or designee	Qua'Tavia White	Tripe P	<input checked="" type="checkbox"/>	B	F
17) Rep. United Way/other non-profit					
18) Representative/Parks and Rec.	Howard Williams	Director		W	M
19) County Commissioner appointee	Dr. Latonia Johnson	District Social Worker		B	F
20) County Commissioner appointee	Michele Lawrence	Librarian		W	F
21) County Commissioner appointee	Markeeta Littlejohn	Court Counselor		B	F
22) County Commissioner appointee	Eva Anderson	Court Counselor		B	F

IV.F.2. - Page

**Juvenile Crime Prevention Council Certification (cont'd)**

23) County Commissioner appointee	Dr. Kanika Griffin	CAO- Student Services		B	F
24) County Commissioner appointee	Tammy Miller-White	Dean of Students - ALC			
25) County Commissioner appointee					



# PERQUIMANS COUNTY

## BOARD OF COMMISSIONERS

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

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

MARY P. HUNNICUTT  
 CLERK TO BOARD

W. FRANK HEATH, III  
 COUNTY MANAGER

### RESOLUTION AUTHORIZING SALE OF CERTAIN SURPLUS COUNTY PROPERTY

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

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

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

<u>Model Year</u>	<u>Make</u>	<u>Model</u>	<u>VIN</u>
2001	Ford	Ranger	1FTYR10D41PB51272
2008	Ford	F150	1FTRF12228KD27235

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

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

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

Adopted this the 5<sup>th</sup> day of April, 2020.

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

ATTEST:

\_\_\_\_\_  
 Mary P. Hunnicutt, Clerk to the Board





# PERQUIMANS COUNTY

## BOARD OF COMMISSIONERS

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

WALLACE E. NELSON  
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 ALAN LENNON  
 CHARLES WOODARD  
 W. HACKNEY HIGH, JR.  
 COUNTY ATTORNEY

MARY P. HUNNICUTT  
 CLERK TO BOARD

W. FRANK HEATH, III  
 COUNTY MANAGER

### Proclamation

Perquimans County is designating the month of April 2021 as "North Carolina 811 Safe Digging Month."

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

**WHEREAS**, North Carolina 811, a utility service notification center and leader in education celebrates its 43<sup>rd</sup> year of continuous service to the State, is key to preventing injuries and damages when excavating; and

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

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

**WHEREAS**, in 2020, the North Carolina one call system received 2.1 million notification requests and transmitted over 12.2 million requests, providing protection to utility companies infrastructure, their employees, excavators, and customers;

**NOW, THEREFORE, BE IT RESOLVED**, That the Perquimans County Board of Commissioners has designated the month of April 2021 as "North Carolina 811 Safe Digging Month" to encourage all excavators and homeowners of Perquimans County to contact 8-1-1 either by dialing 8-1-1 or contacting NC811 via the webpage of NC811.org at least three working days prior to digging in order to "Know What's Below," avoid injury, protect the environment, prevent millions of dollars in damages and to remind excavators that three working days' notice is the law, for safe digging is no accident, and that more information may be obtained by visiting [www.nc811.org](http://www.nc811.org).

Adopted this the 5<sup>th</sup> day of April, 2021.

ATTEST:

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

\_\_\_\_\_  
 Mary P. Hunnicutt, Clerk to the Board

SEAL

**Perquimans County's Vision:**

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



## Memorandum

**To:** Finance Directors and Human Resource Directors  
**From:** Joseph Walls & Todd Green  
**Date:** March 15, 2021  
**Subject:** **GASB 73 Reporting for Special Separation Allowance**

Cavanaugh Macdonald Consulting, LLC (CMC) is offering local governments the chance to have actuarial studies performed for the Special Separation Allowance for Law Enforcement Officers. The separation allowance is a locally administered benefit provided to certain law enforcement officers upon their departure from service.

CMC is a premier actuarial consulting firm founded solely for the purpose of providing actuarial services to state and local governments. CMC also performs the actuarial valuation for Other Postemployment Benefits (OPEB) in accordance with GASB 74 and 75. A separate data request is issued for OPEB valuations.

GASB Statement No. 73 establishes accounting and financial reporting requirements for pensions that are not within the scope of GASB 68. GASB 68 relates to pension plans that are administered through qualified trusts. **For most units, GASB 73 will apply to the Law Enforcement Officers, Special Separation Allowance (LEOSSA).** *If you currently administer the Special Separation Allowance for Law Enforcement Officers through a qualified trust, please contact Joseph Walls at CMC for the data request related to the preparation of the actuarial valuation report required under GASB Statement 68.*

The reporting date for GASB 73 will be June 30, 2021. The valuation date will be December 31, 2019 and the measurement date will be December 31, 2020. For measurement of the Total Pension Liability and Pension Expense, the December 31, 2019 accrued liability will be rolled forward to the measurement date of December 31, 2020 using standard roll-forward procedures. If alternative valuation or measurement dates are requested for GASB 73 reporting, additional fees will apply.

If your local government participated in the actuarial study in 2020, the retired participant data provided last year will be used for the Fiscal Year 2021 report. The active participant data is provided by the Local Government Employees Retirement System (LGERS). In addition, we are requesting information that will be necessary for Fiscal Year 2022 reporting. Additional information is provided on the following pages.



**NOTE:** You must complete the attached forms in order to participate, even if you participated in previous years. The cost to your local unit of government and the procedures you must follow are outlined below:

- 1) The base fee for all Units will be **\$525** per local unit, plus **\$3.75** per covered employee and retiree. If your local government offers the Separation Allowance benefit to any other employee groups (General Employees, Firefighters, etc.), a base fee of \$525 will apply to each additional employee group, plus \$3.75 per additional covered employee and retiree.
- 2) Units must return the 2021 Memorandum of Participation to Cavanaugh Macdonald Consulting, LLC indicating their desire to participate and the Data Collection Sheet **no later than May 15, 2021** to receive the pricing above. If the forms are received after May 15<sup>th</sup>, the reports will be completed as soon as possible following receipt of the required information. Additional fees may apply if the information is not received by the deadline.
- 3) Units are to receive copies of their actuarial reports by **July 31, 2021** provided the required information is received by the deadline above. Units will be billed directly by Cavanaugh Macdonald Consulting, LLC. **DO NOT PAY CAVANAUGH MACDONALD CONSULTING, LLC IN ADVANCE.**
- 4) Units may negotiate other services with Cavanaugh Macdonald Consulting, LLC outside the scope of the agreement. The hourly rates for consulting services range from \$136 to \$412.
- 5) Additional fees may apply if corrected data collection items are provided after the report is issued and/or time is accrued answering auditor questions.

**Note:** Unless Cavanaugh Macdonald Consulting, LLC has questions, you may not hear from them until you get your copy of the actuarial report.

The main contact persons with Cavanaugh Macdonald Consulting, LLC are Joseph Walls and Todd Green ([NCSSALEO@CavMacConsulting.com](mailto:NCSSALEO@CavMacConsulting.com)). If you have any questions, please contact Joseph at (678) 388-1704 or Todd at (678) 388-1705.

Cavanaugh Macdonald Consulting, LLC  
3550 Busbee Parkway, Suite 250, Kennesaw, GA 30144  
[NCSSALEO@CavMacConsulting.com](mailto:NCSSALEO@CavMacConsulting.com)



## 2021 MEMORANDUM OF PARTICIPATION FOR SEPARATION ALLOWANCE BENEFIT

UNIT: \_\_\_\_\_

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

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

PHONE #: (        ) \_\_\_\_\_

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

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

I have read the terms listed on the cover memorandum that outlines conditions and fees of the contract related to reporting requirements under GASB Statement No. 73. Should my unit of government determine at any point that we do not want to continue our participation in the Actuarial Study Program, we will notify Cavanaugh Macdonald Consulting by letter of our desire to cancel. In order to complete the report in time for Fiscal Year 2021 reporting, CMC will need to receive all requested information no later than May 15<sup>th</sup>, 2021.

I understand that we will be billed directly by Cavanaugh Macdonald Consulting, LLC and copies of the actuarial report will be emailed to our office by Cavanaugh Macdonald Consulting by July 31, 2021. **DO NOT PAY CAVANAUGH MACDONALD CONSULTING, LLC IN ADVANCE.**

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

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(TITLE)

Cavanaugh Macdonald Consulting, LLC  
3550 Busbee Parkway, Suite 250, Kennesaw, GA 30144  
[NCSSALEO@CavMacConsulting.com](mailto:NCSSALEO@CavMacConsulting.com)



**DATA COLLECTIONS SHEET FOR  
SEPARATION ALLOWANCE BENEFIT  
FOR FISCAL YEAR ENDING JUNE 30, 2021  
(Article 12D of Chapter 143 N.C. General Statutes)**

This form should be completed and returned by **May 15, 2021**.

UNIT: \_\_\_\_\_

UNIT'S RETIREMENT SYSTEM (LGERS) I.D. NUMBER (if available): \_\_\_\_\_

- 1) The active participant data as of December 31, 2019 has been provided by the North Carolina Local Government Employees' Retirement System for use in the actuarial study. **Typically, the Separation Allowance benefit is provided only to law enforcement officers (LEO).** Please check the box(es) below if any of the following employee groups have been extended this benefit at the option of the local government. **If only LEO are offered the separation allowance benefit, please skip to #2.**

- Firefighters
- General Employees

- 2) Please provide the total gross separation allowance payments made to all retired members for **Calendar Year 2020 (January 1, 2020 to December 31, 2020)**:

\$ \_\_\_\_\_

- 3) Please provide the administrative expenses\* for **Calendar Year 2020**

**(January 1, 2020 to December 31, 2020):** \_\_\_\_\_

\* Costs incurred by the employer related to the administration of the separation allowance benefit (e.g. actuarial report fees, costs to process separation allowance payments, costs to send annual tax statements, staff time to assist employees in projecting retirement amount, staff time in preparing the data needed for the actuarial report, etc.). **If no amount is provided, \$0 administrative expenses will be assumed for GASB 73 purposes.**

If you have questions about the form, please contact **Joseph Wallis** or **Todd Green** ([NCSSALEO@CavMacConsulting.com](mailto:NCSSALEO@CavMacConsulting.com)) at Cavanaugh Macdonald Consulting at (678) 388-1704 or (678) 388-1705.

**Cavanaugh Macdonald Consulting, LLC  
3550 Busbee Parkway, Suite 250, Kennesaw, GA 30144  
[NCSSALEO@CavMacConsulting.com](mailto:NCSSALEO@CavMacConsulting.com)**



## **SUPPLEMENTAL DATA COLLECTIONS SHEET FOR FISCAL YEAR ENDING JUNE 30, 2022**

In preparation for the **GASB 73** reporting required for Fiscal Year ending **June 30, 2022**, please provide a Microsoft Excel file of any retired employees receiving a separation allowance as of **December 31, 2020**. The file should contain the following information and can be emailed to [NCSSALEO@CavMacConsulting.com](mailto:NCSSALEO@CavMacConsulting.com). Please include the name of the local government in the email. We are enclosing a template to use for providing the retiree information.

- Name
- Separation Allowance Payment Amount **PER PAY PERIOD**  
as of **December 31, 2020**
- Pay Period: Bi-weekly, monthly, semimonthly, weekly, etc.
- Date of Birth (MM/DD/YYYY)
- Gender (Male/Female)
- Date of Retirement (MM/DD/YYYY)

This information will be used for the Fiscal Year 2022 reporting period. We are requesting this information since it may be easier for your unit to provide the retiree information as of December 31, 2020 now instead of producing the information in 2022.

**12/31/2020 Retiree Data**

<b>Enter MUNICIPALITY/UNIT Name:</b>					
Please refer to the Memorandum of Participation for details. Data represents Separation Allowance Retirees as of <u>12/31/2020</u> . Do not include Retirees that terminated or retired after 12/31/2020. Disregard this file if you had no Separation Allowance Retirees as of 12/31/2020.					
<i>i.</i>	<i>ii.</i>	<i>iii.</i>	<i>iv.</i>	<i>v.</i>	<i>vi.</i>
<b>Name</b> ENTER: Last, First (ie: Smith, John)	<b>Allowance AMOUNT</b> Per PAY PERIOD as of 12/31/2020	<b>Pay Period FREQUENCY</b> (Weekly, Biweekly (26 pymts/yr), Monthly, Semimonthly (24 pymts/yr))	<b>Date of Birth</b> (MM/DD/YYYY)	<b>Gender</b> (M/F)	<b>Date of Retirement</b> (MM/DD/YYYY)

# LANDFALL STRATEGIES

DISASTER RECOVERY SERVICES

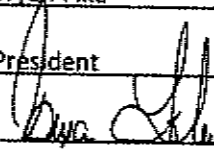
January 22, 2021

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

Re: Renewal of Disaster Management and Recovery Monitoring Services Agreement

To whom it may concern,

Thank you in your interest in renewing the current agreement between Landfall Strategies, LLC, and Perquimans County (including the Town of Hertford, and the Town of Winfall) for Disaster Management and Recovery Monitoring, which is scheduled to expire at the end of June 2021. Landfall Strategies, LLC is agreeable to extend the contract for another one-year period, through June of 2022, according to the renewal terms found in the agreement. If the County and its participating municipalities are likewise agreeable, please sign below to and return this renewal agreement to Landfall Strategies, LLC.

Party:	<u>Perquimans County, NC</u>	<u>Landfall Strategies, LLC</u>
Name:	_____	<u>Bryan Fike</u>
Title:	_____	<u>President</u>
Signature:	_____	
Date:	_____	<u>01/22/2021</u>

Party:	<u>Town of Hertford, NC</u>	<u>Town of Winfall, NC</u>
Name:	_____	_____
Title:	_____	_____
Signature:	_____	_____
Date:	_____	_____

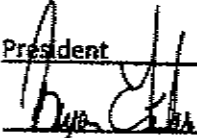


DISASTER MANAGEMENT AND RECOVERY MONITORING SERVICES  
AGREEMENT ADDENDUM

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

**12.11 Debarment and Suspension.** Contractor certifies that it nor its principals are presently debarred, suspended, proposed or debarment, declared ineligible, or voluntarily excluded from entering into this agreement by any federal agency or department, agency, or political subdivision of the State North Carolina. The term "principal" for the purposes of this agreement is defined as an officer, director, owner, partner, key employee, or other person with primary management or supervisory responsibilities or a person who has a critical influence on or substantive control over the operations of the Contractor. The Agreement shall be terminated if Landfall Strategies, LLC were to become debarred with the state or federal agencies, according to the terms of 2 CFR Part 180, and it shall be the responsibility of the Contractor to notify the Client in writing upon the occurrence of such event.

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

Party:	<u>Perquimans County, NC</u>	<u>Landfall Strategies, LLC</u>
Name:	_____	<u>Bryan Fike</u>
Title:	_____	<u>President</u>
Signature:	_____	
Date:	_____	<u>01/22/2021</u>

Party:	<u>Town of Hertford, NC</u>	<u>Town of Winfall, NC</u>
Name:	_____	_____
Title:	_____	_____
Signature:	_____	_____
Date:	_____	_____

Amendment #2 for Contract Extension  
COUNTY OF PERQUIMANS, NORTH CAROLINA  
TOWN OF WINFALL, NORTH CAROLINA  
TOWN OF HERTFORD, NORTH CAROLINA  
AND  
CERES ENVIRONMENTAL SERVICES, INC.

**Contract Title:** Professional Debris Removal Services

**Contract Term:** July 1, 2017- July 1, 2021

**Renewal Number:** 2

**Renewal Period:** July 1, 2021- July 1, 2022

**Contractor:** Ceres Environmental Services Inc.  
6968 Professional Pkwy E  
Sarasota FL 34240.

**Description of Renewal Notice:**

In accordance with the renewal provision included in the original contract, Professional Debris Removal Services, all specifications, terms and conditions are to remain the same during the contract renewal period. Should the Contractor become debarred by a Federal or State agency, this agreement shall be voided. This is the second renewal option to be used. Pursuant to this renewal agreement, the contract is hereby being extended thru to July 1, 2022.

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

CERES ENVIRONMENTAL SERVICES INC.

Sign: \_\_\_\_\_  
Tia Laurie, Corporate Secretary

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

COUNTY OF PERQUIMANS, NORTH CAROLINA

Sign: \_\_\_\_\_  
County Manager:

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

TOWN OF WINFALL, NORTH CAROLINA

Sign: \_\_\_\_\_  
Mayor:

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

TOWN OF HERTFORD, NORTH CAROLINA

Sign: \_\_\_\_\_  
Town Manager:

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

## N.C. Parks and Recreation Trust Fund (PARTF): 2021 Basic Facts and Assurances

Local Government Name: <u>Perquimans County</u>	
Federal Employee I.D. Number: <u>56-6000330</u>	County: <u>Perquimans</u>
<b>Local Government Contact Person for Grant*</b> Name: Mr./Ms. <u>Mr. Howard Williams</u> Title: <u>Director Parks and Recreation</u> Organization: <u>Perquimans County Recreation Dept.</u> Mailing Address: <u>PO Box 538</u> City: <u>Hertford</u> State: <u>NC</u> Zip: <u>27944</u> Telephone: <u>252-426-5695</u> E-mail: <u>hwilliams@perquimanscountync.gov</u> <small>*must be an employee of the sponsoring local government.</small>	<b>Local Government Manager</b> Name: Mr./Ms. <u>Mr. Frank Heath</u> Title: <u>County Manager</u> Organization: <u>Perquimans County</u> Mailing Address: <u>PO Box 45</u> City: <u>Hertford</u> State: <u>NC</u> Zip: <u>27944</u> Telephone: <u>252-426-8484</u> E-mail: <u>frankheath@perquimanscountync.gov</u>
<b>Chief Elected Official</b> Name: Mr./Ms. <u>Mr Wallace Nelson</u> Title: <u>Chairman, Board of Commissioners</u> Mailing Address: <u>PO Box 45</u> City: <u>Hertford</u> State: <u>NC</u> Zip: <u>27944</u>	<b>Type of Project:</b> <input type="checkbox"/> Land Acquisition Only <input checked="" type="checkbox"/> Development Only (construction or renovation) <input type="checkbox"/> Land Acquisition and Development
<b>Site Control (check all that apply):</b> <input checked="" type="checkbox"/> Owned by local government <input type="checkbox"/> To be obtained with this land acquisition project <input type="checkbox"/> Has been obtained for this land acquisition project using an approved waiver that expires on this date: _____ <input type="checkbox"/> Leased by applicant for 25 years or more <input type="checkbox"/> Easement <input type="checkbox"/> Owned by school board	<b>Costs rounded to nearest dollar:</b> PARTF funds requested: \$ <u>65,600</u> .00 Local government's matching funds: \$ <u>65,600</u> .00 Total cost of project: \$ <u>131,200</u> .00
Recreation Resources Service (RRS) regional consultant: <u>Brittany Shipp</u>	
Project Title: <u>Perquimans Recreation Park Tennis Courts</u>	
<b>Brief description of the proposed project:</b> This project will expand recreational opportunities at the park for residents and visitors by constructing two (2) all-weather tennis courts with benches, trash receptacles, sidewalk, and dedicated parking for players and spectators. The courts also will be marked for pickleball, which is growing in popularity. The new facility will be completely handicap-accessible.	
<b>Certification and Approval by Local Governing Board</b> I hereby certify the information contained in the attached application is true and correct and the required dollar-for-dollar matching funds will be available during the project period. This application has been approved by the local governing board.	
<b>Chief Elected Official:</b>  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>Wallace Nelson, Chairman</u>  <small>Print or Type Name</small> </div> <div style="width: 45%;"> <u>Board of Commissioners</u>  <small>Title</small> </div> </div> <div style="display: flex; justify-content: flex-end; margin-top: 10px;"> <div style="width: 45%; text-align: right;"> <small>Signature</small> </div> </div>	
<i>If two local governments are applying together, this form must be completed and signed by each local government. One applicant must be identified by adding "primary sponsor" in the "Local Government Name" section.</i>	
<b>THIS FORM MUST BE COMPLETE IN ITS ENTIRETY FOR YOUR APPLICATION TO BE CONSIDERED</b>	



# PERQUIMANS COUNTY BOARD OF COMMISSIONERS

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

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

MARY P. HUNNICUTT  
CLERK TO BOARD

W. FRANK HEATH, III  
COUNTY MANAGER

## RESOLUTION AUTHORIZING SALE OF CERTAIN SURPLUS COUNTY PROPERTY

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

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

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

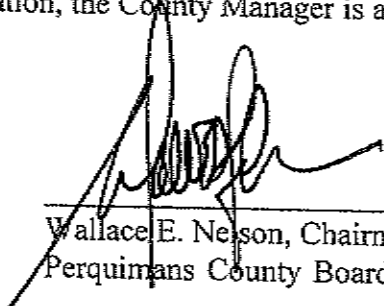
- 13 – RAM Tough Tray Mounts
- 7 – Motorola Handheld Radios and accessories (see attached list)

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

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

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

Adopted this the 1<sup>st</sup> day of March, 2021.

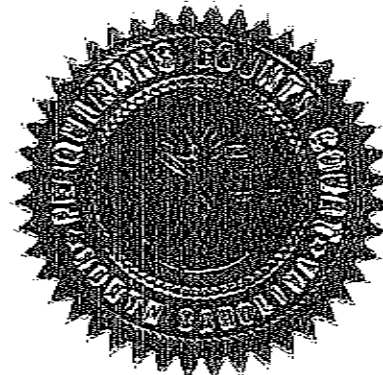


\_\_\_\_\_  
Wallace E. Nelson, Chairman  
Perquimans County Board of Commissioners

ATTEST:



\_\_\_\_\_  
Mary P. Hunnicutt, Clerk to the Board



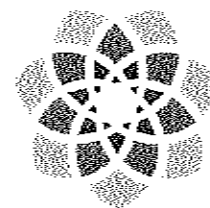
**Perquimans County's Vision:**  
*To be a community of opportunity in which to live, learn, work, prosper and play.*

## SURPLUS EQUIPMENT FOR SHERIFF'S DEPARTMENT

No. Items	Description	Model #	Serial #	Condition
4	A2 Impact Radio Mics (ear pieces)	AT-2		Like New
2	Motorola Lapel Mics No. 1 Mic No. 2 Mic	PMMN4027A HMN9052B		Used Used
7	Motorola Handheld Radios No. 1 EX600 XLS Radio (PQ Property #003124) No. 2 EX500 Radio (PQ Property #003121) No. 3 HT1250 Radio (PQ Property #02182) No. 4 HT1250 Radio (PQ Property #02188) No. 5 HT1250 Radio (PQ Property #02180) No. 6 HT1250 Radio (PQ Property #02181) No. 7 HT1250 Radio (PQ Property #02179)	AAH38SDH9DU6AN	004HFGB439 004HEL0528 749TAN2339 749TDG1162 749TAN3259 749TAN2347 749TAN2353	Used Used - needs antenna Used - needs antenna Used Used Used - needs top buttons replaced Used - needs top buttons replaced
4	Motorola Car Charges (AC plugs)	#RLN4884B #RLN4884B #RLN4884B RLN6434B1912		Used Used Used Used
7	Motorola Free Standing Radio Chargers	HTN9000B HTN9000B HTN9000B HTN9000B HTN9000D HTN9000D		Used Used Used Used Used - missing AC Adapters Used - missing AC Adapters

FOR  
INFORMATION  
ONLY  
ITEMS

Transforming  
Lives in  
Perquimans  
County



COLLEGE OF THE  
ALBEMARLE

Community Impact Report  
2019-2020



# RETURN ON YOUR INVESTMENT

As a community college, COA wouldn't exist without the communities we serve and the investment they make in our facilities, our people and our students. It is our mission - and privilege - to turn that investment into lives transformed through education.

## PERQUIMANS COUNTY Student Success

### Leroya Banks

Leroya Banks graduated from College of The Albemarle's Basic Law Enforcement Training (BLET) program in July 2020. Having already earned a bachelor's degree in psychology from North Carolina Agricultural and Technical State University, Leroya decided to head in a different direction. She had been hired by the Perquimans County Sheriff's Office in October 2019, so the BLET program was the logical next step. "The desire to help and serve the community that I grew up in led me to pursue a career in law enforcement."

The 16-week Basic Law Enforcement Training program at COA provides students with the training necessary to prepare for the rigors of a career in law enforcement. Students participate in multiple practical exams and must successfully complete the Police Officer Physical Abilities Test. Leroya explained that she enjoyed her experience at COA and it gave her an opportunity to network with present and future officers. "My experience at COA was nothing short of amazing. The extensive training I received prepared me with the skills I need to have a successful career."

"My future goals are to continue to be the best I can be by being a positive role model for my daughter while continuing my career in law enforcement with the Perquimans County Sheriff's Office."



### STUDENTS

- 134 Adult Curriculum Students
- 111 Career and College Promise (CCP) Students - Current High Schoolers
- 23 College and Career Readiness Students (Adult High School)



### ACCOMPLISHMENTS

- 54 Students Graduated
- 71 Degrees, Diplomas & Certificates Awarded



### FINANCIALS

- 18 Students Received Scholarships
- \$22,904 Value of Scholarships Awarded
- \$267,720 Estimated Cost Savings for CCP Families\*



### EMPLOYMENT

- 53 Employees Residing in Perquimans County
- \$1,134,361 Salaries Paid

\*Based on the Fall 2019 average cost per credit hours for UNC Schools vs. COA's average, in-service area cost.





## Report from the President

Jack N. Bagwell, PhD

Dear Stakeholder,

I am pleased to provide you with this county specific impact report. This report is new for College of The Albemarle (COA), and we are compiling one for each of the seven counties in our service area. Their purpose is to inform readers about the broad impact COA has in our communities.

The information you see represented in these reports is likely to evolve. Still, we are hopeful that what has been included will demonstrate COA's commitment to your county and our region.

COA is the community's college. We value the support we receive from each of our counties, and we are committed to being the most effective partners we can be in the areas of education and economic development. If you would like to share any thoughts or opportunities with me, please do not hesitate to email me at [president@albemarle.edu](mailto:president@albemarle.edu).

Thank you for your ongoing support of COA.

Sincerely,

Jack Bagwell

## COLLEGE OF THE ALBEMARLE Programs of Study

Agribusiness Technology  
 Associate Degree Nursing  
 Associate in Arts  
 Associate in Engineering  
 Associate in Fine Arts in Theatre  
 Associate in Fine Arts in Visual Arts  
 Associate in General Education  
 Associate in General Education - Nursing  
 Associate in General Occupational Technology  
 Associate in Science  
 Aviation Systems Technology  
 Basic Law Enforcement Training  
 Computer Integrated Machining  
 Computer-Aided Drafting Technology  
 Cosmetology  
 Criminal Justice Technology  
 Culinary Arts  
 Early Childhood Education  
 Emergency Medical Science  
 Fire & Rescue Training  
 General Business Administration  
 Global Business Management  
 Health & Fitness Science  
 Health Information Technology  
 Healthcare Business Informatics  
 High School Equivalency  
 Hospitality & Tourism  
 Human Services Technology  
 HVAC Technology  
 IT: Computer Programming  
 IT: Project Management  
 IT: Systems Administration & Support  
 Manicuring/Nail Technology  
 Marine Diesel Engine Repair  
 Medical Assisting  
 Medical Laboratory Technology  
 Medical Office Administration  
 Motorcycle Safety  
 Nurse Aide  
 Phlebotomy  
 Practical Nursing  
 Professional Crafts: Jewelry  
 Surgical Technology  
 Truck Driver Training  
 Welding Technology



## COMMUNITY SUPPORT

18 Perquimans County Donors to COA Foundation

\$6,083 Total of Donations

\$32,500 Perquimans County Contributions for Operating Expenses

College of The Albemarle  
**Board of Trustees**  
**Perquimans County**  
**Representation**



**Wallace Nelson**

Board Member

A native of Hertford, Wallace Nelson attended College of The Albemarle before transferring to UNC Eshelman School of Pharmacy, graduating in December 1976. His career began in retail pharmacy before joining Chowan Hospital and Bertie Hospital, practicing at both facilities at many levels for more than 40 years, with 36 years as Director of Pharmacy. He continues to practice pharmacy at both facilities. Wallace is currently serving on the North Carolina Board of Pharmacy, a position he also held from 2000-2010. He began his public service after being appointed to the COA Board of Trustees in 1987, where he was a member for 13 years. He has served 16 years on the Perquimans County Board of Education and is in his eleventh year as a member of the Perquimans County Board of Commissioners. In addition, he served or is currently serving on a number of other boards and commissions, at both the state and local levels. In 2010, Wallace was the recipient of the Order of the Long Leaf Pine, awarded by past Governor Bev Perdue, in recognition of his service and commitment to North Carolinians. He and his wife, Freda, a retired educator, have two children and two grandchildren.

**PARTNERING  
 FOR PROGRESS**

For more than 60 years, College of The Albemarle has been committed to meeting the educational needs of our seven county service area. Over time, those needs evolve and COA is once again growing to keep pace. This past year saw the beginning of two new capital projects designed to help us continue transforming lives, families and communities.



Construction of the Currituck Public Safety Center began in early 2020. While the county's emergency services and law enforcement will reside in the new facility, there will be dedicated classroom space for College of The Albemarle to offer instruction in Basic Law Enforcement Training, Emergency Medical Science and Nurse Aide.

*Currituck County Public Safety Center: future home of COA Basic Law Enforcement, Emergency Medical Science and Nurse Aide programs*

The 48,000 square foot building illustrates the collaborative partnership between Currituck County and COA that first began with the construction of COA - Currituck (formerly the Regional Aviation and Technical Training Center). At the groundbreaking ceremony, Dr. Jack Bagwell, COA President, said, "You can judge a community on how it supports a community college and nothing says that better than what we are doing here." This \$18 million project is scheduled for completion in April.



Construction is also underway for the new COA - Dare in Manteo, a 36,000 square foot academic building that will allow the college to consolidate its two current campuses to one physical location.

*New COA - Dare facility: allows for consolidation to one location and provides state-of-the-art facilities for current and future education programs*

A groundbreaking ceremony, hosted by Dare County and COA, was held December 10, 2020 to celebrate the beginning of construction on the state-of-the-art facility. In his remarks, Dr. Bagwell, talked about the opportunities this new building will provide students and the entire county. He also thanked the Dare County Board of Commissioners for their vision and financial commitment to the project. The nearly \$18 million project is scheduled for completion in February 2022.

Also this year, College of The Albemarle Foundation launched an emerging capital campaign to raise funds to outfit both new facilities. Having previously committed \$1.1 million toward the projects, the Foundation is working toward raising an additional \$1.2 million for furniture, fixtures, equipment and emerging programs.



**COA - Currituck**  
 107 College Way  
 Barco, NC 27917  
 252-453-3335

**COA - Dare**  
 132 Russell Hertford Road  
 205 S Business Highway 64/264  
 Manteo, NC 27954  
 252-473-2264

**COA - Edenton-Chowan**  
 118 Blades Street  
 Edenton, NC 27932  
 252-482-7900

**COA - Elizabeth City**  
 1208 N Road Street  
 Elizabeth City, NC 27909  
 252-335-0821

# DEPARTMENT HEAD REPORTS

PLAT REVIEW LOG - PERQUIMANS COUNTY

February

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
MARK PRUDEN HARVEY FUNERAL HOME	X	2-8-2021	X	SURVEY OF EXISTING PARCEL 3-0040-BB329-H
MARK PRUDEN DALE TREMAN WINSLOW	X	2-8-2021	X	SURVEY OF EXISTING PARCEL 1-0011-0036 1.58 ACRES
MARK PRUDEN BATHSHEBA ORMOND	X	2-17-2021	X	SURVEY OF EXISTING PARCEL 5-D032-0082-U
PAUL J TOTI JOSEPH T WHITEHURST	X	2-18-2021	X	SUBDIVISION FOR PARCEL 5-0035-0023 2.00 ACRES
SL CARDWELL ALAN R & KAREN A STUEKERJUERGEN	X	2-19-2021	X	EXISTING PARCEL 5-D052-008A-BB .66 ACRES
JOSIAH A WEBB III MAXINE FERRELL & KAREN MCKELLAN	X	2-24-2021	X	DIVISION OF 4-0045-0001A 102.62 & 193.16 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

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
TIMMON'S GROUP FERRY ROAD ACRES	X	3-11-2021	X	SUBDIVISION FROM 4-045-0001A CREATTING 4 LOTS
TIMMON'S GROUP FERRY ROAD ACRES	X	3-11-2021	X	EXEMPT SUBDIVISION FROM 4-0045-0001A 10.01 ACRES
ALBEMARLE LAND SURVEY MICHAEL & REAGAN MILLER	X	3-17-2021	X	SUBDIVISION FROM 5-0034-0068 7.57 ACRES
TIMMON'S GROUP SICARIO PROPERTIES	X	3-22-2021	X	EXISTING PARCELS SURVEY 5-0052-0035B 2.33AC 5-0052-0035C 2.55AC

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ELIZABETH CITY, NC 27909  
(252) 621-5030

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



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

3/26/2021

Perquimans County Board of Commissioners:

I plan to be present at the meeting on April 5<sup>th</sup>, 2021 with the collection percentage report.

I also want to remind you that the Board of Equalization and Revue will convene during the Commissioner's meeting in May.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Bill Jennings". The signature is written in a cursive style with a large initial "B".

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.*



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

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

**PERQUIMANS COUNTY  
TAX DEPARTMENT**

**Enforced Collections-March 2021**

**GARNISHMENTS: \$5,621.34**

**PAYMENT AGREEMENTS: \$30,230.38**

**DEBT SETOFFS: \$3,467.36**





**PERQUIMANS COUNTY  
OFFICIAL REPORT**

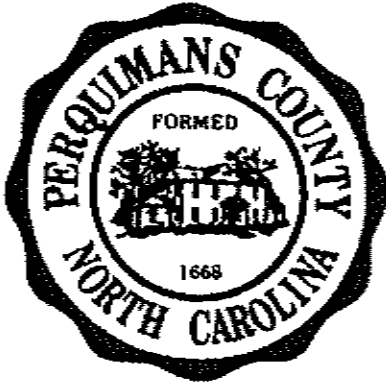
Date: **MARCH 2021**

Board of Commissioners:  
Finance Officer:

I wish to report that during March 2021 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
3/1/2021															\$0
3/2/2021	\$50	1	\$280	3					\$110	1					\$420
3/3/2021			\$191	3					\$55	1					\$246
3/4/2021	\$466	2	\$90	1					\$360	5					\$916
3/5/2021	\$3,575	2			\$80	1	\$50	1							\$3,705
3/6/2021															\$0
3/7/2021															\$0
3/8/2021	\$108	1	\$100	2					\$165	3					\$373
3/9/2021	\$670	2													\$670
3/10/2021	\$876	5	\$196	2	\$120	2									\$992
3/11/2021	\$992	2	\$556	4			\$50	1					\$10		\$1,610
3/12/2021					\$115	1			\$55	1					\$170
3/13/2021															\$0
3/14/2021															\$0
3/15/2021			\$80	2	\$50	1			\$55	1					\$165
3/16/2021			\$30	1											\$30
3/17/2021	\$184	3	\$440	3	\$50	1	\$50	1					\$30		\$754
3/18/2021	\$210	1			\$110	2	\$50	1	\$105	2					\$475
3/19/2021			\$74	1	\$0	1									\$74
3/20/2021															\$0
3/21/2021															\$0
3/22/2021	\$98	1	\$60	2	\$55	1									\$213
3/23/2021									\$165	2					\$165
3/24/2021	\$50	1													\$50
3/25/2021	\$50	1			\$50	1			\$275	4					\$375
3/26/2021	\$1,890	3	\$160	4			\$100	2					\$20		\$2,170
3/27/2021			\$50	1	\$50	1			\$50	1					\$150
3/28/2021															\$0
3/29/2021															\$0
3/30/2021															\$0
3/31/2021															\$0
<b>TOTAL</b>	<b>\$9,019</b>	<b>25</b>	<b>\$2,289</b>	<b>29</b>	<b>\$680</b>	<b>12</b>	<b>\$300</b>	<b>6</b>	<b>\$1,395</b>	<b>21</b>	<b>\$0</b>	<b>0</b>	<b>\$60</b>	<b>\$0</b>	<b>\$13,743</b>

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



## Case Detail Report

3/1/2021 - 3/26/2021

Case #	Case Date	Parcel Address	Violation	Description	Main Status	Assigned To
63	3/19/2021	172 UNION HALL RD	Nuisance vehicle	3 to 4 junk vehicles	Open	Erle Solesbee
62	3/19/2021	730 OLD NECK RD	Nuisance vehicle	multiple junk vehicles	Open	Erle Solesbee
61	3/12/2021	113 OLD US 17 RD	junk vehicles	3 junk vehicles in front yard	Open	Erle Solesbee

Total Records: 3

3/26/2021



## Case Activity Report

3/1/2021 - 3/26/2021

Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
3/23/2021	8	762 WOODVILLE RD	Nuisance Vehicle	Nuisance Vehicle	Inspection	Tenet moved 4 vehicles from property on his own. 4 vehicles were determined to not be in violation of county ordinance. Tow company removed 8 vehicles on this date.
3/19/2021	8	762 WOODVILLE RD	Nuisance Vehicle	Nuisance Vehicle	Inspection	Tagged 16 vehicles for removal
3/16/2021	8	762 WOODVILLE RD	Nuisance Vehicle	Nuisance Vehicle	Inspection	Inspected property with employee from towing company.
3/16/2021	30	883 PENDER RD	Nuisance Vehicles	Nuisance Vehicles	Inspection	Inspected property with tow company to plan for future removal of vehicles.

Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
3/16/2021	35	113 RED BANK RD	solid waste	solid waste	Inspection	Inspected property. Property has been cleaned up. Case closed.
3/16/2021	49	136 RED MAPLE AVE	Unauthorized junkyard	Unauthorized junkyard	Inspection	Inspected Property with tow company to plan for future removal of vehicles. Altercation with property owner, expect problems moving forward. Will need law enforcement during future actions.
3/15/2021	45	731 SWAMP RD	Solid Waste	Solid Waste	Inspection	Inspect property. Property has been cleaned up, case closed.
3/12/2021	49	136 RED MAPLE AVE	Unauthorized junkyard	Unauthorized junkyard	Send Letter	Violation letter sent
3/12/2021	61	113 OLD US 17 RD	junk vehicles	3 junk vehicles in front yard	Send Letter	
3/11/2021	16	114 POPLAR CIR	Nuisance Junk Vehicles #53	nuisance not tagged three vehicles & trash piled up in back of truck	Inspection	Inspected property

Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
3/11/2021	58	118 MAPLE ST	Nuisance vehicle	Nuisance vehicle	Inspection	Inspected property. Vehicles and tires have all been removed, property has been cleaned up. Case closed.
3/5/2021	15	109 TURNPIKE RD	Solid Waste	Solid Waste	Inspection	Inspected Property. Property has been cleaned up. Case closed.
3/2/2021	46	943 HOLIDAY ISLAND RD		excessive trash	Inspection	Property has been cleaned up. Case closed
3/2/2021	41	943 HOLIDAY ISLAND RD	Solid Waste	Solid Waste	Inspection	Inspected property. Property has been cleaned up. Case closed.

Total Records: 14

3/26/2021



## 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 – February 2021*

<b>Call Volume by Department –February 2021</b>			
<b>Department</b>	<b># of Calls</b>	<b>Department</b>	<b># of Calls</b>
<b>911 CALLS RECEIVED</b>	<b>501</b>	NC State Highway Patrol	38
Belvidere Fire Dept.	3	NC Wildlife	1
Bethel Fire Dept.	12	Nightingale	1
Chowan EMS	0	Pasquotank-Camden EMS	1
Durants Neck Fire Dept.	3	Perq. Dept. of Social Services	8
Eastcare	0	Perq. Emergency Management	13
Gates EMS	0	Perq. EMS	214
Hertford Fire Dept.	9	Perq. Fire Marshal	2
Hertford Police Dept.	142	Perq. Sheriff's Office	518
Hertford Public Works	6	Perq. Water Department	1
Inter-County Fire Dept.	13	Perq. Volunteer Water Rescue Team	0
Magistrate	47	Winfall Fire Dept.	6
NC Dept. of Transportation	4	Winfall Police Dept.	1
NC Forestry	0	Winfall Public Works	3
NC Probation	1		

### **Congratulations:**

Nakindra Downing - Transitioned from Part Time to Full Time Telecommunicator

**Successfully completed Emergency Medical Dispatcher Training:**

Nakindra Downing

Sherri Freeman

Logan Hogge

## **March Birthdays**



Jessica Arthur – March 12<sup>th</sup>  
 Nakindra Downing – March 12<sup>th</sup>  
 Caitlyn Colson – March 18<sup>th</sup>  
 Walter Meads – March 21<sup>st</sup>  
 Carla Godwin – March 24<sup>th</sup>  
 Kevin Ayers – March 25<sup>th</sup>  
 Anthony Johnson – March 31<sup>st</sup>

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

- Eastern Healthcare Preparedness Coordination Call – February 1, 2021
- Meeting with Trillium regarding Community Paramedic Program – February 1, 2021
- 3 Telecommunicators attended the initial Emergency Medical Dispatcher Course at COA – February 2-4, 2021
- COVID-19 First Dose Mass Vaccination Clinic – February 2, 2021
- Readmission Task Force Meeting – February 3, 2021
- COVID-19 Second Dose Mass Vaccination Clinic – February 4, 2021
- Conference Call with US Coast Guard regarding Boom Exercise – February 5, 2021
- School Reunification Planning Meeting – February 5, 2021
- Eastern Healthcare Preparedness Coordination Call – February 8, 2021
- COVID-19 Second Dose Mass Vaccination Clinic – February 9, 2021
- North Carolina Healthcare Preparedness Call for Hospitals and EMS – February 11, 2021
- COVID-19 First Dose Vaccination Clinic for Underserved Communities– February 11, 2021
- Standard Operating Guideline Meeting – February 12, 2021
- Assistance to Firefighters Grant Submitted on behalf of Emergency Services and all six Perquimans County Volunteer Fire Departments – February 12, 2021
- Eastern Healthcare Preparedness Coordination Call – February 15, 2021
- COVID-19 Second Dose Mass Vaccination Clinic – February 16, 2021
- Local Emergency Planning Committee Meeting – February 17, 2021
- 911 Telecommunicators Orientation – February 18, 2021
- Eastern Healthcare Preparedness Coalition WebEx Meeting – February 18, 2021
- COVID-19 First Dose Vaccination Clinic for Underserved Communities– February 18, 2021
- Wynne Fork Road Natural Gas Leak After Action Report review with local officials and representatives from Piedmont Natural Gas – February 19, 2021
- Site visit by Dare County EMS – February 23, 2021
- COVID-19 First Dose Mass Vaccination Clinic – February 24, 2021

It has been over a year since Emergency Services Staff began participating in calls regarding COVID-19 and the impacts it could have on our community. The Emergency Operations Center was activated on March 16, 2020, and remains engaged with local, state, and federal officials. We continue to perform Antigen testing for staff which is a measure we have taken to ensure we have public safety personnel available 24/7/365 to respond to the needs of the community.

To date 3,590 first dose and 2,160 second dose vaccinations have been administered in Perquimans County.

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

- Albemarle Plantation CERT, Deep Creek CERT, and the Shores at Lands End CERT continue to be an invaluable resource for the COVID Vaccination Clinics. These volunteer members can be found helping with vaccination preparation, the preregistration process, and post vaccination monitoring, as well as anything else that is needed.

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

- Multiple ARHS First Dose and Second Dose COVID-19 Vaccination Clinics
- Continuity of Operations Plan/Continuity of Government Plan funded through the Emergency Management Performance Grant-Supplemental – Completion anticipated Spring 2021
- Mini Sheltering Exercise funded through the Homeland Security Grant Program – April 9, 2021
- Coast Guard Boom Exercise with Perquimans County Volunteer Water Rescue Team – April 30, 2021
- Hurricane/Tornado Tabletop and Full-Scale Exercise funded through the Homeland Security Grant Program – Spring 2021
- Hazmat Response Exercise funded through the Hazardous Materials Emergency Preparedness Grant – Summer 2021
- Active Shooter Exercise funded through the Homeland Security Grant Program – Winter 2021
- Hazmat Shipping Exercise funded through the Homeland Security Grant Program – Spring/Summer 2022

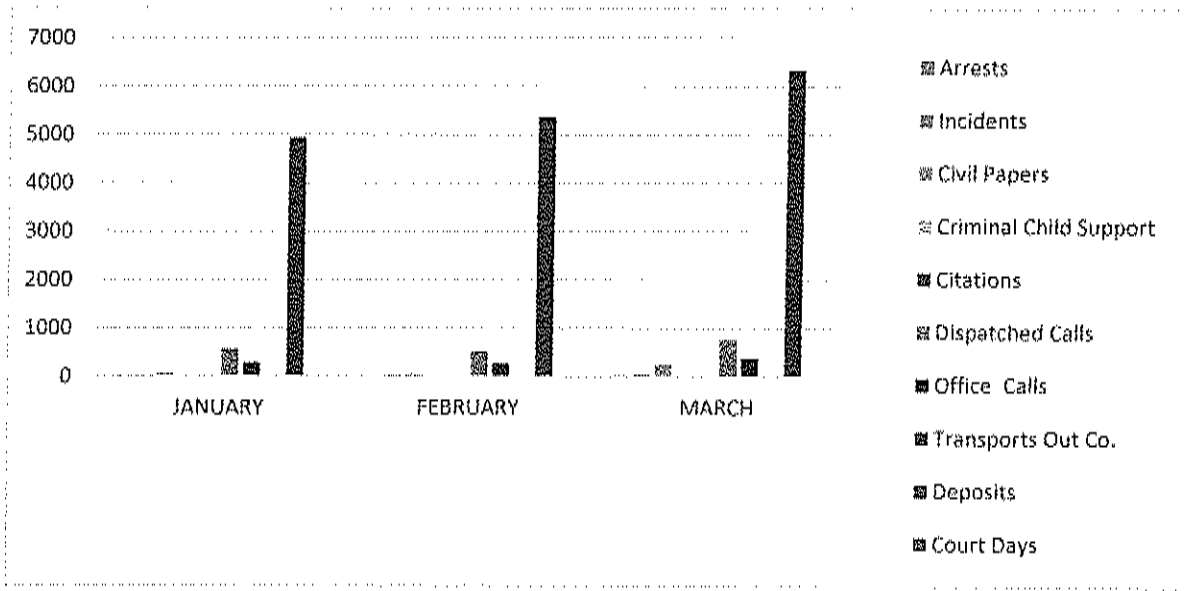
### **Press Releases / Public Service Announcements**

- First Dose COVID-19 Clinic Announcement – February 1, 2021
- Reminder of First Dose COVID-19 Clinic – February 2, 2021
- Birthday Shout Out to staff with January and February Birthdays – February 3, 2021
- Second Dose COVID-19 Clinic Announcement – February 7, 2021
- Ocean Highway Single Vehicle Accident Press Release – February 8, 2021
- Reminder of Second Dose COVID-19 Clinic – February 9, 2021
- Second Dose COVID-19 Clinic Announcement – February 15, 2021
- Monitoring for Potential Flooding – February 18, 2021
- Shared ARHS's post about vaccine shipment delays – February 18, 2021
- First Dose COVID-19 Clinic Announcement – February 23, 2021
- Shared COA Fire & EMS Education post about EMS Officer I Course – February 23, 2021
- Thank You to Perquimans County High School's Interact Club and the Mt. Sinai Baptist Church family for thinking of our staff on Valentine's Day – February 23, 2021
- NCDOT and McLean Contracting announce temporary closure of the S-Bridge – February 26, 2021



**Perquimans County Sheriff's Office --- March 2021 Activity Report**

	Arrests	Incidents	Civil Papers	Criminal Child Support	Citations	Dispatched Calls	Office Calls	Transports Out Co.	Deposits	Court Days
JANUARY	22	26	57	1	9	564	282	3	\$4,925.00	5
FEBRUARY	14	30	46	1	8	518	259	5	\$5,360.00	8
MARCH	24	42	250	2	12	749	375	4	\$6,337.00	13



# COMMITTEE REPORTS