

AGENDA
All items are for discussion and possible action.
Perquimans County Board of Commissioners
Meeting Room at Perquimans County Library
July 6, 2021
6:55 p.m.

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

Note that the meeting will be held on Tuesday, July 6, 2021 due to holiday on Monday.

I. Call to Order

II. Prayer & Pledge

III. Public Hearing

A. Conveyance of Property to East Coast Steel Fabrication..... 6:55 p.m.

> To receive public comments on the conveyance of property within the Perquimans County Commerce Center to East Coast Steel Fabrication. Said property is the 10 acres directly adjacent and south-west of the 9.88-acre parcel owned by East Coast Marine Properties as recorded in Deed Book 489, Page 591, Perquimans County Registry. The property to be conveyed has an estimated value of \$100,000 and the consideration paid for the property will be \$100,000.

IV. Approval of Agenda

V. Consent Agenda

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

A. Approval of Minutes: June 7, 2021 Regular Meeting; June 21, 2021 Special Called Meeting; and June 21, 2021 Work Session (cancelled)

B. Tax Refund Approvals

C. Personnel Matters

1. Appointment: Part-Time/Fill-In EMT
2. Appointment: Public Information Assistant IV
3. Appointment: Part-Time/Fill-In AEMT
4. Appointment: IMC I Working Against the IMC II Position
5. Appointment: Certified Deputy
6. Appointment: Certified Deputy
7. Promotion: IMC I Working Against the IMC II Position
8. Promotion: EMS Shift Supervisor (Paramedic)
9. Promotion: Full-Time Animal Control Officer
10. Promotion: 911 Communications Shift Supervisor I
11. Re-Classification: Part-Time/Fill-In Certified Telecommunicator
12. Retirement: EMS Compliance Officer
13. Retirement Rescinded: Social Worker III

D. Step/Merit Increases

1. County Manager (3)
2. Department Heads (3)
3. Social Services (2)
4. EMS (2)
5. Inspections (1)
6. Recreation (1)
7. Sheriff's Department (4)
8. Tax Department (1)
9. Water Department (5)

E. Budget Amendment No.

F. Miscellaneous Documents:

1. Senior Nutrition Contract
2. Register of Deeds Notice Regarding Recording Hours
3. Home & Community Care Block Grant (HCCBG) Documentation

VI. Scheduled Appointments

A. Tameron Kugler, Currituck Travel & Tourism Director

B.

C.

7:00 p.m.

7:05 p.m.

7:10 p.m.

ACTION
TAKEN
LATER

ACTION
REQUIRED

ACTION
REQUIRED

- NO ACTION REQUIRED
 - VII. Commissioner's Concerns/Committee Reports
 - A.
 - B.
- ACTION REQUIRED
 - IX. Old Business
 - A. Updates from County Manager
 - B. Board Appointment: Trillium Northern Regional Advisory Board
 - X. New Business
 - A. Conveyance of Property to East Coast Steel Fabrication
 - B. Voting Delegate to NCACC Annual Conference
 - C. Sale of Surplus Vehicles
 - D. Donation from Elizabeth City Pasquotank Schools
 - E. Relocation of the Commissioner Meetings
 - F. ARPA Funds
 - G.
 - H.
 - I.
- NO ACTION REQUIRED
 - XI. **Unscheduled Appointments/Public Comments**
(If you wish to address the Board, please state your name for the record prior to speaking)
 - A.
 - B.
 - C.
- ACTION REQUIRED
 - XII. **Adjournment**

FOR INFORMATION ONLY:

- ARHS 2020 Annual Child Fatality Prevention Team Report

DEPARTMENT HEAD REPORT:

- Plat Log
- Tax Department Reports
- Building Inspector's Reports
- Code Enforcement's Report
- Sheriff's Report

COMMITTEE WRITTEN REPORTS:

- EMS Peer Review Committee
- 911 Communications Division Advisory Board
- CFS By Department Report – 1/1/2021 thru 3/31/2021
- CFS By Department Report – 10/1/2020 thru 12/31/2021

NOTES FROM THE COUNTY MANAGER

July 6, 2021

6:55 p.m.

- III. **Enclosures:** Public Hearing is being held regarding the following matter:
- A. **Conveyance of Property to East Coast Steel Fabrication**.....6:55 p.m.
- To receive public comments on the conveyance of property within the Perquimans County Commerce Center to East Coast Steel Fabrication. Said property is the 10 acres directly adjacent and south-west of the 9.88-acre parcel owned by East Coast Marine Properties as recorded in Deed Book 489, Page 591, Perquimans County Registry. The property to be conveyed has an estimated value of \$100,000 and the consideration paid for the property will be \$100,000.
- V. **Enclosures.** Items included on the Consent Agenda are enclosed. *If you wish to discuss any of these items, please make that request during the meeting.*
- VI.A. **Enclosure.** Tameron Kugler, Currituck Travel & Tourism Director, will discuss the African American Experience of Northeastern North Carolina and request that the Board adopt the enclosed Resolution supporting their efforts.
- IX.A. County Manager Heath will present several updates to the Board.
- IX.B. **Enclosure.** Last month, we accepted the resignation of Freda Bonner to the Trillium Northern Regional Advisory Board. The Board will need to appoint her replacement. A copy of the Volunteer List and the committee requirements is enclosed for your review. Board action is being requested.
- X.A. The public hearing was held earlier in the meeting to discuss the sale a 10-acre parcel to East Coast Marine Properties. Board action is being request to proceed with the sale of this property for \$100,000.
- X.B. **Enclosure.** The 114th NCACC Annual Conference is being held on August 12-14, 2021 in New Hanover County. Currently, Chairman Nelson and Commissioners Hoffer and Woodard are planning on attending. The Board will need to appoint a Voting Delegate to the Annual Conference. Board action is being requested.
- X.C. The County has adopted a resolution proclaiming the following 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 July 6, 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
	2014 Dodge Durango VIN 1C4RDJFG1EC391140	6/7/2021	\$500	
	2004 Pontiac Grand Prix VIN 2G2WR544041334358	6/7/2021	\$500	
	2002 Infinity VIN JNKDA31A52T029209	6/7/2021	\$500	

- X.D. **Enclosure.** The Pasquotank Elizabeth City school system has transferred the title to a bus to Perquimans County EMS for their Mobile Command Center for a cost of \$35.00. Board action requested to accept the donation of the bus.
- X.E. **Enclosure.** County Manager Heath believes that having our Board meetings in the Library Community Room has been beneficial to County business as it is a much nicer, larger space. The Board has had several discussions regarding making this location our permanent meeting spot. With the expansion of the Sheriff's duties, it has become necessary to examine the possibility of turning the current Commissioners Room in the Annex into the main entrance desk/lobby/administrative area. Board action is requested to make the library meeting room our permanent meeting spot.
- X.F. The Board needs to formally accept the receipt of the ARPA funds per federal grant requirements. The County has already received \$1.3 million of the \$2.6 million total that we are due to receive. The County Manager will be designated as the agent to facilitate the use of these funds. Board action is requested.

CONSENT AGENDA NOTES

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

- A. **Enclosures.** Approval of Minutes June 7, 2021 Regular Meeting, June 21, 2021 Special Called Meeting, and June 21, 2021 Work Session (cancelled)

B. **Enclosure:** Tax Refund Approvals – see attached listing.

C. **Enclosure.** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Tara Fowler	Part-Time/Fill-In EMT	Appointment	63/1	\$15.09/hr.	06/01/2021
Marleny Garcia	Public Information Assistant IV	Appointment	59/1	\$26,315	07/01/2021
Zackery Hudgins	Part-Time/Fill-In AEMT	Appointment	66/1	\$17.22/hr.	06/01/2021
Alyssa Sylvester	IMC I Working Against the IMC II Position	Appointment	61/3	\$30,173	07/01/2021
Jacob Sikes	Certified Deputy	Appointment	65/1	\$35,638	07/01/2021
Dean Polumbo, Jr.	Certified Deputy	Appointment	65/2	\$36,531	07/01/2021
Krystal Dozier-Bass	IMC I Working Against the IMC II Position	Promotion	61/3	\$30,173	07/01/2021
Gary Wayne Jordan	EMS Shift Supervisor (Paramedic)	Promotion	70/2	\$21,899/hr.	07/01/2021
Brian Baker	Full-Time Animal Control Officer	Promotion	62/5	\$34,432	07/01/2021
Andrea Stoner	911 Communications Shift Supervisor I	Promotion	65/3	\$37,421	07/01/2021
Anthony Johnson	Part-Time/Fill-In Certified Telecommunicator	Re-Classification	62/6	\$16,32/hr.	06/12/2021
Jim Grosjean	EMS Compliance Officer	Retirement			06/30/2022
Joe Ann White	Social Worker III	Retirement Rescinded			09/01/2021

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

Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Mary Humicutt	Secretary/Clerk to the Board/Personnel Officer	65/13	47,761	07/01/2021
Helen L. Hunter	Finance/HR Specialist	61/10	37,237	07/01/2021
Tracy Mathews	Finance Officer	72/13	64,995	07/01/2021
Virgil Parrish	Chief Inspector	71/17	68,574	07/01/2021
Shelton White	Sheriff	76/16	83,422	07/01/2021
Howard Williams	Director	70/11	56,684	07/01/2021
Angela Jordan	Social Work Supervisor III	73/6	57,274	07/01/2021
Tiara Riddick-Hinton	IMC III	65/4	38,358	07/01/2021
Julie Solesbee	PIO/Grant Manager/AEMT	67/8	46,180	07/01/2021
Kathryn Thomas	EMS Shift Supervisor (Paramedic)	70/5	48,966	07/01/2021
Sharon Cooper	Secretary	61/2	30,633	07/01/2021
John Downum, Jr.	Athletic Program Supervisor	64/2	34,956	07/01/2021
Ray Fesperman, Jr.	Sergeant	67/8	46,180	07/01/2021
Kendall Harrell	Sergeant	67/10	48,488	07/01/2021
Quinton Jordan, Jr.	Deputy Sheriff	65/11	45,487	07/01/2021
Thomas Reid	Chief Deputy	70/6	50,190	07/01/2021
Kimberly A. Bray	Assistant Tax Administrator	66/8	44,192	07/01/2021
Tracy Hunter	Technician II	60/8	33,937	07/01/2021
Kathy Matthews	Water Clerk	61/11	38,143	07/01/2021
Robert Smith	Technician I	58/2	26,845	07/01/2021
Bea Spaeth	Fill-In Water Department	64/2	16,81	07/01/2021
Arnold White	Backhoe Operator	65/11	45,487	07/01/2021

D. **Enclosures.** Budget Amendment No. 1 is enclosed for your review and action.

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

1. **Senior Nutrition Contract:** This contract is between Perquimans County and Albemarle Commission to handle the Senior Nutrition Program at the Senior Center. The costs will be \$12,097.89 for 999 hours. Board action is being requested.
2. **Register of Deeds Notice Regarding Recording Hours:** Jacqueline Frierson, Register of Deeds, is provided the enclosed notice to provide updated information on their hours to record document.
3. **Home & Community Care Block Grant (HCCBG) Documentation:** The enclosed contracts for the HCCBG Grant Program are being presented for Board consideration and action.



MARY P. HUNNICUTT
CLERK TO BOARD
W. FRANK HEATH, III
COUNTY MANAGER

PERQUIMANS COUNTY BOARD OF COMMISSIONERS

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

III. - Page 1

WALLACE E. NELS
CHAIRMAN
FONDELLA A. LEIC
VICE CHAIR
JOSEPH W. HOFFLE
T. KYLE JONES
ALAN LENNON
CHARLES WOODARI
W. HACKNEY HIGH, J.
COUNTY ATTORNEY

PUBLIC NOTICE

Perquimans County will hold a public hearing at the Perquimans County Library located at 512 S. Church Street, Hertford, NC 27944 on July 6, 2021, at 6:55 p.m. to receive public comments on the conveyance of property within the Perquimans County Commerce Center to East Coast Steel Fabrication. Said property is the 10 acres directly adjacent and south-west of the 9.88-acre parcel owned by East Coast Marine Properties as recorded in Deed Book 439, Page 591, Perquimans County Registry. The property to be conveyed has an estimated value of \$100,000 and the consideration paid for the property will be \$100,000. It is the intention of the Perquimans County Board of Commissioners to approve the conveyance of the property pending the public hearing on July 6, 2021 at 6:55 p.m.

Posted: June 17, 2021

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

Deputy Clerk to the Board

Wallace E. Nelson, Chairman

WORK SESSION

May 17, 2021
 7:00 p.m.

The Perquimans County Board of Commissioners Work Session on May 17, 2021 was cancelled.

REGULAR MEETING

June 7, 2021
 7:00 p.m.

Special Notice for tonight's meeting: The Perquimans County Board of Commissioners' **REGULAR MEETING** will be held on Monday, June 7, 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. 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, June 7, 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, June 7, 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
 Joseph W. Hoffer
 Alan Lennon
 Nones
 Frank Heath, County Manager
 Hackney High, County Attorney
- MEMBERS ABSENT:** Fondella A. Leigh, Vice Chair
 T. Kyle Jones
 Charles Woodard
- OTHERS PRESENT:** Mary Hunnicutt, Clerk to the Board

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

AGENDA

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

CONSENT AGENDA

Chairman Nelson asked if there were any items that the Board wished to remove from the Consent Agenda to discuss. Commissioner Jones stated that the only reason that he was voting no on the Consent Agenda was Item G.1. He did not want to remove it and discuss it but he would be voting no on the Consent Agenda. There being no further comments, Joseph W. Hoffer made a motion to approve the following items which were considered to be routine. Charles Woodard seconded the motion and the motion was approved by a vote of four (4) to two (2) with Commissioners Jones and Lennon voting against the motion.

1. **Approval of Minutes:**

- > Approval of Minutes: April 5, 2021 Regular Meeting and April 19, 2021 Joint Work Session, Special Called Meeting & Regular Work Session (cancelled) were approved.
- > Correction on March 1, 2021 Minutes: Upon reviewing the March 1, 2021 Minutes, Rhonda (Money) Repanshek, Planning Director, discovered that the approval of the Preliminary Plat for the Albemarle Plantation Cole Tract was not included in the Minutes. Therefore, the following correction was made on the March 1, 2021 Minutes & approved by Board:
- Preliminary Plat of Albemarle Plantation Cole Tract: Ms. Money gave an overview of the Preliminary Plat and explained that the Planning Board unanimously approved the preliminary plat as presented tonight. By meeting the Section 305.1 and 306.7 checklists of the Subdivision Regulations, Ms. Money recommends the approval of this Preliminary Plat. Rodney Mueller made a few comments. On motion made by T. Kyle Jones, seconded by Charles Woodard, the Board unanimously approved the Preliminary Plat of Albemarle Plantation Cole Tract as presented.

2. **Tax Refund Approvals:**

- Muir, III, Robert Condit
 Vehicle sold; 10-month refund. Account No. 25135196

3. **Personnel Matters:**

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Aleca S. Miller	EMS PT/PI AEMT	Appointment	66/1	\$17,22/hour	06/01/2021
Sarah W. Hickman	EMS PT/PI AEMT	Appointment	66/1	\$17,22/hour	06/01/2021
Marquita Foreman	Public Information Officer IV	Appointment	59/1	\$26,315	06/01/2021
Nakindra Downing	Full-Time Certified Telecommunicator	Certification	62/1	\$30,030	06/01/2021
Sharrell Kennedy	IMC II	Promotion	63/1	\$31,380	06/01/2021
Julie Shreckengast	IMC II	Promotion	63/1	\$31,380	06/01/2021
Nicole Elliott	Administrative Office I	Return to Work FT			06/01/2021
Gwen Hudson	IMC Investigator II	Leave Without Pay			05/10/2021
Terrance Brown	IMC III	Resignation		2 weeks	06/07/2021
Matt Leicester	PT/PI Paramedic	Resignation			05/13/2021
James Davenport	PT/PI Paramedic	Resignation			05/14/2021
Sam Barrow	Human Resources Officer	Resignation			05/27/2021
Sherri Freeman	PT/PI Non-Certified Telecommunicator	Resignation			05/14/2021
Anthony Johnson	Certified E-911 Shift Supervisor I	Resignation			05/25/2021

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Amy Ward	Business Personal Property Tax Clerk	Resignation			
Joe Ann White	Social Worker III	Retirement			06/04/2021
Karen Danes	PI/FI Board of Elections	Termination			09/01/2021

4. End of Probationary Period & Added to Retirement System

Employee Name	Employee Job Title	Hire Date	Effective Date
Sharell Kennedy	IMC II	06/01/2020	06/01/2021
Julie Shreckengast	IMC II	06/01/2020	06/01/2021

5. Budget Amendments:

BUDGET AMENDMENT NO. 30
GENERAL FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-360-001	EMS Donations	2,880	
10-592-311	EMS Donations	2,880	
EXPLANATION: To amend FY 20/21 budget to include donations received for EMS.			

BUDGET AMENDMENT NO. 31
GENERAL FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-660-741	Senior Center - Capital Outlay - Bldg Renov.		1,541
10-660-330	Senior Center - Supplies	1,541	
EXPLANATION: To amend FY 20/21 budget to include donations received for EMS.			

BUDGET AMENDMENT NO. 32
GENERAL FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	State Grants - Social Services	16,372	
10-610-198	Low Income Energy Ass't (LIEAP)	16,372	
EXPLANATION: To amend FY 20/21 budget to include LIEAP funds awarded by the State.			

BUDGET AMENDMENT NO. 33
WATER FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
35-720-740	Water - Capital Outlay	4,278	
35-720-160	Water - Maintenance/Repair Equipment	4,278	
EXPLANATION: To amend FY 20/21 budget to cover FY20/21 expenses.			

BUDGET AMENDMENT NO. 34
ECONOMIC DEVELOPMENT FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
40-335-001	Economic Development - Economic Incentive	190,000	
40-660-720	Economic Development - Matching Funds	190,000	
EXPLANATION: To amend FY 20/21 budget to include building re-use funds granted to East Coast Steel.			

BUDGET AMENDMENT NO. 35
GENERAL FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-335-006	HAVA Funds - Board of Elections	5,868	
10-430-034	HAVA Funds - Board of Elections	5,868	
EXPLANATION: To amend FY 20/21 budget to include additional HAVA Funds available to Board of Elections office for security upgrades and emergency preparedness.			

6. Board Appointments: The following Board reappointments/resignations/appointments were approved by the Board:

Name	Board/Committee	Action Taken	Term	Effective Date
Nelson, Wallace	COA - Board of Trustees	Appointment	4 yrs.	07/01/2021
Money, Rhonda	Local Library Board	Resignation		07/01/2021
Matthews, Darla	Local Library Board	Resignation		07/01/2021
Woodard, Drew	Local Library Board	Appointment	3 yrs.	07/01/2021
Neal, Robert	Local Library Board	Appointment	3 yrs.	07/01/2021
Wheeler, Kathryn	Recreation Advisory Committee - At Large	Reappointment	3 yrs.	07/01/2021
White, Pete	Recreation Advisory Committee - At Large	Reappointment	3 yrs.	07/01/2021
Nixon, Chad	Recreation Advisory Committee - New Hope	Reappointment	3 yrs.	07/01/2021
Dillard, Brenda	Social Services Board	Reappointment	3 yrs.	07/01/2021
Bonner, Freda	Trillium Northern Region Advisory Board	Resignation		03/26/2021

7. Enclosures: The following miscellaneous documents were approved by the Board:

➤ Resolution Supporting a Change in the Body Camera Law: The Board approved the following Resolution supporting a change in the body camera law (G.S. 132-1.4A - Law Enforcement Agency Recording) to ensure transparency:

RESOLUTION OF THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS SUPPORTING A CHANGE IN THE BODY CAMERA LAW (G.S. 132-1.4A - LAW ENFORCEMENT AGENCY RECORDINGS) TO ENSURE TRANSPARENCY

WHEREAS, N.C. Gen. Stat. §132-1.4A is an onerous law that does not allow local law enforcement agencies to release body camera or any other law enforcement agency recordings in a timely manner to ensure transparency to the public; and WHEREAS, nationally, states are taking action to enact laws that provide for a timelier release of body camera recordings for transparency; and

WHEREAS, on April 21, 2021, Andrew Brown Jr. died tragically in an officer involved shooting involving Pasquotank County Sheriff's Office deputies; and

WHEREAS, the North Carolina General Statute §132-1.4A prevents timely public release of body camera footage in the Brown case; and

WHEREAS, the "Body Camera Law" is causing cities and counties to expend a tremendous amount of taxpayer funds for the significant law enforcement resources necessary to maintain public safety and the financial impact of the law is overwhelming, especially in smaller rural counties.

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

- Section 1. Perquimans County requests that the North Carolina Legislature act in a bipartisan effort to change N.C. Gen. Stat. §132-1.4A to ensure transparency for the public.
- Section 2. The Clerk to the Board of Commissioners is directed to forward a copy of this resolution to all North Carolina counties and municipalities.
- Section 3. This resolution is effective upon its adoption.

ADOPTED this 7th day of June, 2021.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunnicutt
Clerk to the Board of Commissioners

(SEAL)

- > **Cleaning Contract:** The Board approved the cleaning contract between Perquimans County and FK & Associates, LLC for custodial cleaning services at Albemarle Commission, 101 ARPDC Street, at a cost of \$585.00 for cleaning the facilities five times per week.
- > **Resolution:** The Board approved the following Resolution requesting the Board to declare vehicles from the Sheriff's Office as surplus 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 vehicles are hereby declared to be surplus to the needs of the County:

Model Year	Make	Model	VIN
2014	Dodge	Durango	1C4RDJFG1EC391140
2004	Pontiac	Grand Prix	2G2WR544041334358
2002	Infiniti		JNKDA31A52T029209

- 2. The County Manager is hereby authorized and directed to proceed on behalf of the Perquimans County Board of Commissioners to sell these vehicles on GovDeals.
- 3. The County reserves the right to reject any or all bids and decide not to sell the vehicles at any time during this process.
- 4. The County Manager, in accordance with State law, shall cause a summary of this resolution to be posted on bulletin board at Courthouse and place it on the County's website and Facebook page. 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 7th day of June, 2021.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunnicutt, Clerk to the Board

SEAL

INTRODUCTION OF NEW EMPLOYEES

The following employees were introduced to the Board:

- 1. **Susan Chaney:** Ms. Chaney introduced Sharell Kennedy (hired on 6/1/2020), Tiara Riddick-Hinton (hired on 7/1/2020), and Sandi Lorenson (hired on 10/1/2020). These individuals were hired as IMC I working toward IMC II. They have all reached IMC II as of tonight. Neither one made any comments.
- 2. **Jonathan Nixon:** Jonathan Nixon, Emergency Services Director, introduced NaKindra Downing, now full-time Certified Telecommunicator, who was hired on 3/1/2021. Ms. Downing said thank you and Jonathan stated that she needed to head back to work till midnight.
- 3. **Vera Murrill:** Ms. Murrill, Chair of Board of Elections, introduced Kathryn Treiber, Director of Elections, who was hired on May 10, 2021. Ms. Treiber made a few comments to the Board.

On behalf of the Commissioners, Chairman Nelson welcomed the new employees to Perquimans County.

ASHLEY HODGES, HERTFORD TOWN COUNCIL

Mr. Hodges, Mayor Pro Tem of Hertford Town Council, presented information regarding Town of Hertford Police consolidation. After presented the results of a study that they conducted, Mr. Hodges stated that they came to the conclusion that it would be the best interest of the Town of Hertford to allow the Sheriff's Department to take over the duties of the Town of Hertford Police Department. Chairman Nelson thanked Mr. Hodges for his presentation and asked if the Board had any questions or comments. The following questions and comments were made from the Board:

- > **Commissioner Lennon:** Mr. Lennon asked Mr. Hodges what was the annual cost of operation for the Hertford Police Department. Mr. Hodges stated that it was \$786,000 last year and presented a brief history of the Police Department expenses. Mr. Lennon was concerned that the cost of the contract was not enough to cover their expenditures. Chairman Nelson stated that some of those matters were discussed during their Budget Work Sessions. He then asked Sheriff White to make some comments.
- > **Sheriff White:** Mr. White explained that they will be adding four deputies designated for the Hertford town limits, 1 investigator, and one administrative staff positions. Mr. Hodges explained further how they determined the cost of \$350,000. He further stated that they are including the equipment used by the Town of Hertford Police Department. The Town Council has voted on the agreement and approved it by a vote of three (3) to two (2).
- > **Commissioner Jones:** Mr. Jones stated that, during his presentation during their Budget Work Session, it was presented that the County will break even under this contract.

- > **Commissioner Woodard:** Mr. Woodard asked Mr. White if this additional staff will be sufficient to cover the Town of Hertford. Mr. White stated that he would have liked to of hired more but this would be adequate.
- > **Commissioner Lennon:** Mr. Lennon asked Mr. White if he had looked at the equipment that is proposed to be given to the Sheriff's Department. Mr. White stated that he should be receiving an inventory list by June 15th.

There being no further questions or comments from the Board, Chairman Nelson proceeded with the meeting. He further explained that action on the proposed contract would be taken later in the meeting where they would be able to have more discussion

PRESENTATION OF FY 2021-2022 BUDGET

County Manager Heath presented the following FY 2021-2022 Budget Message:

June 7, 2021

To: The Honorable Chair, Board of Commissioners, and taxpayers of Perquimans County

I respectfully submit the proposed budget for Perquimans County for the Fiscal Year 2021-2022. The budget has been prepared in accordance with the North Carolina Local Government Budget and Fiscal Control Act. The budget identifies the estimated revenues and expenditures for the Fiscal Year 2021-2022.

Proposed Tax Rate

As in years past, the County's budget process calls for department heads and other agencies to submit budget requests to the County Manager. In total, the requests amounted to approximately \$22.8 million. That's over \$6 million dollars more than anticipated revenues for the upcoming fiscal year. The tax rate would have to be 45 cents higher to fully fund all requests of Perquimans County for the next year.

In FY 20/21, Perquimans County implemented austerity measures that ensured the fiscal health of the County due to COVID-19. These measures included a freeze on all major capital purchases (capped at \$10,000 total per department), no initial salary adjustments (we gave a 3% increase at mid-year), no step increases, and no merit increases for employees. Fortunately, Perquimans County weathered the storm and will be able to enhance the services it provides its citizens and will be able to offer additional incentives to County employees to make our government a competitive place to work.

Total taxable value increased from \$1,351,508,515 to \$1,370,420,692, or 1.38%. This is the second highest percentage growth in ad valorem taxable value in 12 years. Sales tax revenues are expected to increase by \$425,000 from last year's budgeted amount. Another positive note is that I project that we're not going to use any of the \$1,030,000 budgeted fund balance appropriation from fiscal year 2021's budget. This gives us the flexibility to rely on fund balance again to offset the substantial capital investments we must make this year. The proposed budget allocates \$1,092,889 out of fund balance.

Despite the fact that our revenue picture continues to improve, Perquimans County must make substantial investments in capital projects for EMS and Law Enforcement, school spending and personnel. The tax rate for fiscal year 21-22 will increase to 61 cents per hundred dollars of value.

When compared to other Counties in the region, Perquimans' tax rate will remain among the lowest in eastern North Carolina:

Perquimans-	61 cents per hundred
Gates-	79 cents per hundred
Camden-	74 cents per hundred (and they will be increasing at least 10 cents)
Chowan-	75.5 cents per hundred
Pasquotank-	77 cents per hundred

General Fund Budget Summary

The General Fund budget is \$17,629,474 for 2021-2022, an increase of \$1,039,831 from the current year's amended budget of \$16,589,643.

General Fund Revenues

Property taxes account for the vast majority of general fund revenues, and I've already mentioned the conditions as it relates to real property taxation.

Sales tax revenues are the second largest source of County general fund revenues. Based on increased local shopping, sales tax revenues are projected to increase by a total of \$425,000 compared to last year's budgeted amount, for a total of \$1,950,000.

\$440,000 is forecast to be added to Perquimans' sales tax allocation to reflect the additional services taxed by the General Assembly in 2016. This is an increase of \$90,000 from last fiscal year. Medicaid hold harmless payments from the State, which are tied directly to sales tax calculations, are projected at \$350,000 this year, an increase of \$75,000. Expected Land Transfer Tax revenues in FY 2021-22 are \$550,000, and increase of \$170,000.

General Fund Expenses

Most of the departmental operating budgets remain similar to the current budget year. By way of comparison, the largest General Fund expenses by department or agency are as follows:

<u>Department/Agency</u>	<u>Proposed FY 21-22</u>	<u>% of Total GF Budget</u>
Perquimans County Schools	\$4,311,603	24.4%
Social Services	\$2,571,437	14.6%
Sheriff Department	\$2,084,782	11.8%
Emergency Medical Services	\$1,969,498	11.2%

School Funding

As presented by the Board of Education and school staff earlier this spring, the Perquimans County School System has requested \$3,103,236 for school current expense, an increase of \$203,236 over last year's County appropriation of \$2,900,000. This represents a 7% requested increase from the previous fiscal year's budget allocation. The local current expense requested increase centers mostly around additional benefit costs and higher transportation costs due to the closure of the S-Bridge.

The proposed FY 2021-22 County budget increases the local current expense budget to \$3,000,000. This continues a significant commitment by the County Board of Commissioners to fund instructional services, support services, athletics, maintenance and utilities. The school capital outlay budget remains \$475,000.

Building and Facility Initiatives/Capital Outlay

Perquimans will invest in building and capital initiatives this year since such activities were frozen last fiscal year due to COVID-19. Such expenditures include:

- **Sheriff:** Two SUV's for the Sheriff and Chief Deputy, body cameras for deputies, office computers, ballistic vest, taser and evidence scanner.
- **Emergency Services:** New Ambulance (\$267,000), replacement power stretcher, commercial gate opener, oxygen cylinder lift, 3 garage doors for the back building, enclosure of the equipment shelter, re-purposed hook mobile from Pasquotank for a mobile command center, turnout gear for the fire marshal, 911 Center tower modifications.
- **Senior Center:** Modification of the former Janice Cole offices into a large activity room.
- **Recreation:** Shades for the left side of the gymnasium, a triple soft bugger, metal storage shed and a tractor. If the PARTF grant for the new tennis courts is awarded, we may do a later budget amendment to provide the match for that project.

Personnel

The proposed FY 2021-22 budget contains a 4% adjustment to the salary schedule based on information gleaned from the salary study performed by the MAPS group last year. In that study, they found that our schedules were 10-15 percent under market. With the mid-year

adjustment of 3% earlier this fiscal year, this shows a good faith effort by the County in paying our employees a fair market rate. Steps and merits are re-instituted for this budget as well.

Included is a 1% 401k match for employees which was instituted several years ago.

Perquimans County participates in the State Health plan, and health insurance rates are projected to cost \$607 per employee per month. The rate of \$607 monthly includes a projected 5% increase in rates and \$25 per month per employee that the State charges employees for the base 70-30 plan. The health benefit alone adds a value of over \$7200 to each employee's compensation package, so it remains a significant benefit to County workers.

The North Carolina Local Government Employees Retirement System employers' contribution will increase to 11.42% from 10.23% for FY 21-22.

This budget includes several new positions. The Sheriff's office budget includes two new deputies for County service, and with the anticipated consolidation of the Hertford Police Department, includes 4 deputy positions, an Investigator and an Administrative Assistant. The Sheriff will also receive additional salary for added administrative duties, going to Grade 76 Step 16 \$83,422. In return for these dedicated law enforcement services, the Town agrees to pay \$350,000 annually under a three-year contract, and agrees to transfer its personal property used for law enforcement, including vehicles, to the County. This will help to defray some of the capital costs to the County for its new deputies.

Also included is the conversion of the part-time animal control officer to full-time. EMS will receive two full-time paramedic positions as the County tries to become less dependent upon part-time employees who work full-time for other agencies. Perquimans County will begin to contract out GIS services to Atlas Geodata in Wilmington, NC. A full-time Planning Office Assistant position will be created to assist our Planner with office duties so she may concentrate on planning work.

Other Noteworthy Items

- Funding for the County Fire Departments increases to \$77,500 each, up \$2500 from last year.
- Funding for the Perquimans County Library increases to \$191,212. This is an increase of \$3712.
- \$30,000 for code enforcement/house removal. This is an increase of \$10,000 from last year.
- Albemarle District Jail remains a considerable expenditure, at \$660,793.

Water Fund

Perquimans continues to make significant investment in its overall ability to provide water to its customers. Perquimans will continue to purchase 150,000 gallons of reverse osmosis water from Pasquotank County that services customers on the Winfall plant side. The bulk water rate that Pasquotank County charges is expected to remain \$6.00 per thousand gallons.

Water rates will increase to a \$17.50 minimum bill and \$9 per thousand after the first thousand. There is a total decrease in the budget projected of \$73,660. My estimate is that we will use \$266,361 of fund balance in the FY 2021 budget to balance costs; thus, the increase in rates. I've included \$90,000 for additional radio read meters and a \$93,000 allocation for water tank maintenance. I've also included \$120,000 for the Woodville Road betterment costs. This will not be a recurring expense. Other capital expenditures include the rehab of the Hurdle well in Winfall (\$100k), replace softener media at the Winfall plant (\$60k), a new 1/2 ton truck (\$32k) and permits, designs and plans for the discharge relocation for the Winfall plant (\$10k). We are adding a full-time Water Clerk and also an Equipment Operator to prepare for the retirement of two current staff members.

The total water fund budget for the Fiscal Year 2021-22 is \$2,504,716.

Solid Waste Fund

The proposed solid waste fee for FY 21-22 is \$150, a \$10 increase from last fiscal year. This fee covers the cost of operating the five Convenience Site locations, the County's portion of the Perquimans-Chowan-Gates Transfer Station operating cost, and the tipping fee for the County's solid waste at the private landfill in Bertie County. All of these operational costs have increased over the past couple of years. We've made significant capital improvements to our sites, including additional compactors. The total solid waste fund budget is projected at \$1,031,900.

Conclusion

I'd like to thank the Department Heads for their stewardship in this budget process. I would also like to thank the Board of Commissioners for your involvement in the budget discussions and for making difficult, but important decisions on behalf of the citizens of Perquimans County. Finally, I'd like to thank County staff: Tracy Mathews- Finance Officer, Mary Hunnicutt- Clerk to the Board, and Bill Jennings and Kim Bryn of the Tax Office, for their assistance and guidance in this process.

I thank each of you for your consideration of this proposal and welcome any changes the Board deems appropriate.

At the request of the Chairman and Board of Commissioners, a public hearing has been scheduled for Monday, June 21, 2021, at 7:00 p.m. in the Perquimans County Library for public comment and to consider adoption of the budget.

Submitted by:

W. Frank Heath, III
County Manager/Budget Officer

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

The following commissioner concerns/committee report was given:

- **Chairman Lennon:** Mr. Lennon explained that he had received a letter regarding a survey for Broadband services for the county at his seat tonight and he had already received it at home. He is glad to see that someone is moving forward with this to assist rural areas with better internet service. He encouraged all the residents of Perquimans County to complete the survey so that we can be part of this program. County Manager Heath made a few comments about this matter.

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

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- **Monument to the Confederate Dead Committee Meeting:** The final meeting of this committee is scheduled for June 16, 2021 at 5:30 p.m. in the Meeting Room of the Perquimans County Library.
- **American Rescue Plan (ARPA):** Mr. Heath explained that the county had received one-half of the ARPA funds but they were not included in the FY 2021-2022 budget presented tonight.
- **Joint Planning Work Session:** A joint Work Session with the Planning Board is scheduled for Tuesday, July 13th, to review the proposed 160D planning changes.

AGREEMENTS WITH THE TOWN OF HERTFORD

County Manager Heath presented several draft Agreements to perform services for the Town of Hertford for Board review and action. The following action was taken:

1. **Tax Collection Agreement:** Mr. Heath explained that, with the amount of work involved with the collection of the Town of Hertford taxes, he recommends an increase in the rate for collection. Therefore, he presented the proposed draft of the Tax Collection Agreement between Perquimans County and the Town of Hertford. He reported that County Attorney High has reviewed and approved the proposed Agreement so it is his recommendation to increase the collection rate from 2% to 3% of real estate taxes collected. On motion made by

T. Kyle Jones, seconded by Alan Lennon, the Board approved the following agreement with the Town of Hertford to collect their real estate taxes at a rate of 3% of collected taxes:

**TAX COLLECTION AGREEMENT BETWEEN PERQUIMANS
COUNTY AND THE TOWN OF HERTFORD**

NORTH CAROLINA
PERQUIMANS COUNTY

THIS AGREEMENT, made and entered in this the _____ day of _____, by and between PERQUIMANS COUNTY (herein referred to as the County), and the TOWN OF HERTFORD (hereinafter referred to as the Town):

WITNESSETH:

That whereas the County and the Town wish to provide for a centralized system for the collection of property taxes in Perquimans County and the Town of Hertford which will benefit each unit of government both in cost and information services;

NOW, THEREFORE the County and the Town, pursuant to the authority contained in Article 20, Chapter 1.60A of the North Carolina General Statutes contract and agree as follows:

I. The County shall perform for itself and the Town all of the tax collection functions prescribed in Subchapter 11 of Chapter 105 of the North Carolina General Statutes (hereinafter referred to as the Machinery Act). This activity shall hereinafter be referred to as the joint tax collection system.

II. The Town shall provide, to the County, notification of all newly annexed property within one work week of the effective date of the annexation. This information will be incorporated into the County's records for proper program and billing sequence.

III. Effective July 1, 2021, the County Tax Collector shall be the Tax Collector for the County and the Town. Reference in this agreement to "Tax Collector" shall hereinafter refer to the County Tax Collector. The Tax Collector, Deputy Tax Collector, and Assistant Tax Collectors shall be appointed by the County Board of Commissioners.

IV. Effective with the tax levy for the fiscal year beginning July 1, 2021 and each fiscal year thereafter so long as this contract is in effect, the governing bodies of the County and the Town shall adopt an order pursuant to North Carolina General Statute 105-321(b) directing the Tax Collector to collect the taxes charged in the tax records and receipts. A copy of this order shall be delivered to the Tax Collector. Thereafter, the Tax Collector shall deliver a copy of the Town's Tax "Scroll" to the Town.

The Annual Settlement of the Tax Collector as detailed in Sections 105-352 and 105-373 of the North Carolina General Statutes shall be made to the governing body of the County.

V. The Perquimans County Board of Commissioners shall have the sole and absolute authority to make any and all elections, determinations and decisions for the County and the Town that the governing bodies of the County and the Town are authorized to make pursuant to Articles 21, 26, 27, 28 and all other ad valorem tax collection related articles of Chapter 105 of the North Carolina General Statutes.

VI. When taxes are paid in full, tax receipts will be provided upon request by the taxpayer after verification of the transaction. Partial payments may be made and partial payment receipts will be provided upon request. Any such partial payment shall be identified where appropriate as to a particular parcel or tract of land and credited as prescribed by law as to collection expenses, interest, penalty and principal. Payments will be applied to the oldest year first unless specific payment application is directed by the taxpayer. Each government shall be credited by the Tax Collector with a fraction as hereinafter set out by the amount owed to each government. The numerator of the fraction shall be the amount paid and the denominator of the fraction shall be the total amount owed to both governments. All tax payments mailed to the Town shall be forwarded along with the postmarked envelope to the County for processing.

VII. All tax collections that are made pursuant to the joint tax collection system shall be deposited daily in an account specified by the County Finance Officer. Each unit's share of the daily collection shall be determined by computer distribution of all payments.

The County Finance Officer will provide payments and distribution information to the Town Finance Officer on a monthly basis. Interest on Town taxes collected will be computed on an average monthly balance at the same interest rate afforded with County and paid at the end of each month. All taxes collected for the Town by the County will be remitted to the Town Finance officer plus interest. Interest on Town taxes collected will be computed on an average monthly balance at the same interest rate afforded the County and paid at the end of each month. All taxes collected for the Town by the County will be remitted to the Town Finance Officer plus interest minus the 3.0% fee hereafter set forth by the 10th of the following month. Additionally, monthly reports will be provided which include a listing of any changes to the levy such as discoveries and taxes released, refunded, compromised or in any other way affected by actions of the County Board of Commissioners, Tax Collector or Tax Assessor.

VIII. The County shall receive as compensation from the Town for operation of this joint tax collection system an amount equal to 3.0% of the Town taxes collected. The County will deduct the 3.0% charge from the Town payment at the end of each month. In addition, the County shall be entitled to reimbursement for all costs incurred in the enforced collection solely of Town taxes, including, but not limited to, the costs of attachment and garnishment, costs of levies on personal property and the costs of in rem or attorney-led foreclosures and the County shall be entitled to reimbursement for all advertising costs and expenses incurred with regard to the collection for delinquent Town taxes for 2021 and subsequent years; this shall include but not be limited to the costs of selling property that is foreclosed on solely for Town taxes. All reimbursement from the Town shall be due within 30 days after billing by the County. Any special audit of the joint tax collection system requested by the Town shall be directed to the County Finance Officer and shall be paid for by the Town through a supplemental billing from the County.

IX. Collection of all delinquent taxes on the effective date of this agreement and all taxes becoming delinquent thereafter shall be the sole responsibility of the County. The County will use the same diligence and effort to collect taxes owed to the Town as it does to collect taxes owed to the County. The County may elect to buy property at foreclosure on the basis of sound business considerations. If the purchase is made to collect Town taxes, then the Town collections shall be reduced by the cost of the purchase. If the purchase is made to collect joint Town and County taxes, each shall bear the cost and purchase price is proportion to the taxes due. Nothing in this section or agreement requires the County to purchase property at foreclosure or otherwise the situations where the market value of the property does not exceed the cost of extinguishing all liens on the property at time of sale, all as determined by the County Tax Collector.

X. This agreement may be terminated at the conclusion of any fiscal year. The governmental unit wishing to terminate the agreement may do so only after giving the other unit of government written notice of its decision to do so four (4) months prior to the end of the then current fiscal year.

XI. This agreement shall become effective when property executed by all parties pursuant to resolutions adopted by the governing boards of each.

IN TESTIMONY WHEREOF, the parties hereto have caused this agreement to be executed in duplicate originals by their proper officials and their respective corporate seals affixed and attested by their clerks, all by authority of their boards duly given, this the day and year first written above.

ATTEST:

Chairman

Clerk

TOWN:

Mayor

ATTEST:

Clerk

PRE-AUDIT CERTIFICATION:

This instrument has been pre-audited in the manner required by the Local Government budget and Fiscal Control Act.

County Finance Officer

This instrument has been pre-audited in the manner required by the Local Government budget and Fiscal Control Act.

Town Finance Officer

2. **Police Coverage:** Chairman Nelson recognized County Manager Heath who presented a summary of the proposed police agreement with the Town of Hertford that Hertford Mayor Pro Tem Hodges discussed earlier in the meeting:

- This is a three-year agreement;
- Will hire four deputies, one investigator, and one administrative assistant;
- Paid on a quarterly basis; we are breaking even -- making no money from this agreement;
- Sheriff will retain his powers;
- Mutual Aid Component included;
- The budget he presented tonight factored in these figures.

Mr. Heath recommends the approval of the Agreement. Chairman Nelson asked if the Board had any comments or questions. The following comments were made:

- **Commissioner Lennon:** Mr. Lennon expressed his concerns about the value of the equipment that will be given to the Sheriff's Department but he fully understands the importance of this agreement.
- **Commissioner Woodard:** Mr. Woodard asked what would happen if the costs of the services supplied to the Town of Hertford exceeds the \$350,000? Mr. Heath said that this is a three-year agreement so we can adjust as the time goes along.
- **Commissioner Hoffer:** Mr. Hoffer asked that, from what he saw in Mr. Hodges' presentation, do we have any choice? He also asked if there were safeguards placed in the agreement if payment is not made as scheduled.
- **Commissioner Jones:** Mr. Jones agrees with Commissioner Hoffer. He has discussed this with Sheriff White and with County Manager Heath.

On motion made by Joseph W. Hoffer, seconded by T. Kyle Jones, the Board unanimously approved the following Interlocal Agreement between the Town of Hertford and Perquimans County Sheriff's Office to provide law enforcement services within its corporate boundaries:

State of North Carolina
County of Perquimans

Interlocal Agreement

This Interlocal Agreement entered into on this the ____ day of June 2021 pursuant to N.C. Gen. Stat. § 160A-46i by and between the Town of Hertford, a North Carolina municipal corporation, hereinafter referred to as the "Town" and the Perquimans County Sheriff's Office, hereinafter referred to as "PCSO" as follows:

WITNESSETH:

WHEREAS, the Town has a desire and a need to provide law enforcement services within its corporate boundaries in order to keep the peace, to enforce criminal laws of the State of North Carolina, to enforce the criminal ordinances established by the County and Town and to maintain the general peace and welfare of the Town; and

WHEREAS, the PCSO already provides certain law enforcement services within the Town limits; and

WHEREAS, the Town Council desires to contract with the PCSO to provide law enforcement services to the Town as enumerated in Section 2 of this agreement; and

WHEREAS, the PCSO is willing and agreeable to provide the law enforcement services to the Town as described in this agreement commencing July 1, 2021, including employing, training, assigning and supervising additional and supplemental law enforcement officers to the Town pursuant to the Agreement.

NOW THEREFORE, THE PARTIES HERETO AGREE as follows:

1. The Town agrees:

A. To pay The PCSO as provided in section 4 below.

B. As part of the consideration for this agreement, to turn over equipment and assets currently possessed by it that are needed by PCSO for Law Enforcement purposes on or before July 1, 2021, the date of the implementation of this agreement. All such equipment and assets shall become the property of Perquimans County. Any equipment and assets not required by the PCSO shall be retained by the Town. The equipment and assets shall be listed on a tentative inventory to be provided to the PCSO by the Town no later than June 14, 2021. The Town will provide a final inventory with serial numbers no later than the close of business on June 18, 2021.

C. To maintain all current contracts related to the Hertford Police Department (HPD), including but not limited to, vehicle leases, software licenses, cloud storage and other contracts; until leases and contracts can be assigned to the PCSO. If the leases cannot be assigned, and the goods and/or services are necessary to the PCSO to provide the services detailed in this Agreement, the Town will be responsible for the leases until the Town can cancel the leases, and the PCSO will either i) obtain the goods and/or services through another lease or contract or ii) Reimburse the Town for its' costs to lease the equipment used by the PCSO. The costs of any leases or contracts assigned to the PCSO shall be absorbed by the PCSO as of July 1, 2021. PCSO has the final determination as to the assignment of any contracts or leases.

D. The Town will also provide an inventory of all evidence in its possession to the PCSO prior to July 1, 2021. The PCSO may participate in an audit of the evidence and/or request the support of the North Carolina State Bureau of Investigation and/or District Attorney's office to assist in providing such audit.

E. Should the Town or PCSO request an amendment to this Agreement to assign a deputy to duties not listed in section 2 below, such duties shall be listed specifically and shall be compensated by the Town to the PCSO as agreed upon by the parties.

F. To provide, at its own cost, a designated staff member to work with the PCSO and counterpart in the PCSO to facilitate a smooth contract transition. These liaisons shall be appointed by the respective parties and shall begin work immediately and continue until such time as both parties agree that the transition is completed.

G. To appropriate sufficient funds each budget year to cover the cost of this contract as provided in section 4 below for the full three-year term of this contract.

2. PCSO agrees:

A. To provide fully equipped and fully trained law enforcement officers for duty in the Town to perform its duties under this agreement, with the assignment to be made under the direction and full control of the Sheriff of Perquimans County as to what days and hours of scheduling. Such deployment shall begin on July 1, 2021, or as soon as practicable to allow time for hiring of new employees.

B. PCSO deputies assigned to work under the terms of this agreement will be responsible for performing law enforcement duties within the Town to include, but not limited to: patrolling, answering calls for service, conducting general security checks, providing information and education to the public within The Town, traffic enforcement and otherwise interact with and assist residents, businesses, and visitors. The PCSO will provide Deputies to conduct routine patrols throughout Town on an as needed basis. If warranted by either statistical trends monitored by the PCSO or an increase in crime in the Town, the Sheriff will assign additional Deputies, at their discretion, for surveillance, investigation and law enforcement.

C. The PCSO will provide security and traffic control for the special events in the Town per the discretion of the Sheriff.

D. The PCSO will allocate 4 deputies, 1 Investigator and 1 Administrative Assistant to provide law enforcement duties within and for the Town with the details of scheduling being determined at the discretion of the Sheriff. These employees will be dedicated to working full-time within the Town of Hertford, with the exception of mutual aid situations in the County at large as needed by the PCSO. PCSO resources spent providing School Resource Officer service at the schools and bailiff or other Courthouse security services shall not be counted toward the dedicated manpower under this agreement.

E. To provide to The Town on a quarterly basis, customary reports and statistical information relevant to the activities within the corporate limits of The Town. To the extent possible, subject to the limitations of the software currently used by the department, the Sheriff's Office shall provide the following information on a quarterly basis:

- * Summary of incidents within Town limits including total count and category of call / offense.
- * Average response time defined as the time between a citizen's initial request for assistance and the time a Sheriff's Deputy arrives on the scene.

F. To provide the necessary Law Enforcement Liability Insurance to protect the County and the PCSO.

G. To provide, at its own cost, a liaison to work with the Town and counterpart in the Hertford Police Department to facilitate a smooth contract transition under the same conditions as set forth in paragraph 1F above.

3. The Parties Agree:

A. That the Deputies assigned to the Town pursuant to this agreement remain employees of the Perquimans County Sheriff at all times during the term of this agreement. The Sheriff is an independent contractor of the Town. The Town and Town Council will have no role in hiring, firing, disciplining, supervising, training or directing the PCSO and its employees.

B. Deputies assigned to the Town under this agreement will not perform any duties that are commonly referred to as code enforcement matters, including but not limited to the enforcement of the Town's Zoning Ordinance, Sign Ordinance, Public Nuisance Ordinances or Open Burning Ordinance, or other matters that commonly fall outside the scope of law enforcement duties, or duties that are not listed above.

C. Notwithstanding the above, the parties understand and agree that the PCSO's primary responsibility at all times is law enforcement and safety within all of Perquimans County and that circumstance may arise wherein the Sheriff determines it necessary to temporarily reassign officers from the Town during mutual aid situations in order to meet that primary responsibility.

D. In the event the PCSO must provide additional coverage to the Town before July 1, 2021, the Town will reimburse PCSO according to existing contractual agreements.

E. The Town shall retain all buildings, fixtures, furnishings, decorations, copiers and other large office equipment used by the Police Department.

4. Method of Payment of Reimbursable Expenses

A. The Town shall pay the total sum of \$350,000.00 per year for the services provided to the Town under this agreement. Payments will be made on a quarterly basis, beginning on the July 1, 2021 commencement of this Agreement.

B. The parties agree that PCSO, through the Perquimans County Manager's Office, will invoice the Town on a quarterly basis for 25% of the costs of this agreement which shall be \$87,500 per quarter.

C. The Town agrees to make payment of an invoice within thirty days of receipt of such invoice from The County. If not paid timely, a 5% charge for each month delinquent will be added to the invoice due the PCSO.

D. In the event a breach as defined in section 7, B (2) (ii) is not cured, and the Town fails to make payments, this Agreement shall become null and void after 60 days, with the PCSO having no further obligations under this Agreement. This article does not limit the ability of the PCSO, through the Perquimans County Manager's office, to seek legal action for reimbursement for the costs associated with additional staff hired to fulfill this agreement.

5. Term of Agreement

A. The term of this agreement is three years commencing on July 1, 2021 and ending on June 30, 2024. Should either party intend not to renew, they shall give at least 120 days in advance written notice.

B. The agreement may be extended for additional and successive terms only upon consent and an Agreement signed by all parties below.

6. Amendment to the Agreement

The agreement may be amended or modified only by agreement of all parties upon consent and in writing signed by all parties.

7. Termination of the Agreement

A. Neither party may terminate this agreement except for cause within the first two years of this agreement's execution. In the third year, the Town may terminate the agreement by giving 180 days' notice in writing to the County. The Town agrees to reimburse the County for any and all expenses incurred under the terms and conditions of this agreement up to the date of termination.

B. This Agreement may be terminated on sixty days' notice in the event of breach of this Agreement. Breach is defined in the sub-sections below. The sixty days' notice is comprised of two periods:

- 1) In the event that there is a breach, the non-breaching party shall give the other party(ies) thirty days' written notice.
- 2) If the breaching party does not cure the breach in thirty days, the adverse party may terminate this Agreement on the sixty-first day from the date of the first notice. The elements of breach include but are not limited to:
 - i. The Town fails to make a quarterly payment within 30 days of the due date; or
 - ii. The Town fails to provide any of the information required of it under this agreement; or
 - iii. The PCSO fails to provide the staff listed in Section 2, D of this agreement; or
 - iv. The PCSO otherwise fails to perform its duties under this agreement.

8. Miscellaneous Terms

A. NOTICES: All notices permitted or required to be given by one party to the other party shall be sent via first class mail, courier service or delivery addressed and delivered in writing as follows:

For the Town:
Town Manager
Hertford Town Hall
114 W Grubb St
Hertford, NC 27944

With a copy to:
Hertford Town Attorney
Hornthal, Riley, Ellis & MaJand, LLP
2502 S. Croatan Highway
Nags Head, NC 27959

For the PCSO:
 Perquimans County Sheriff
 P.O. Box 31
 Hertford, NC 27944

With a copy to:
 Perquimans County Attorney
 High & Crowe LLP
 102 E Queen St
 Edenton, NC 27932

- B. COUNTERPARTS: This Agreement may be executed in multiple counterparts, each of which constitutes a completed Agreement.
- C. SEVERABILITY. If any section of this Agreement is deemed to be illegal or otherwise unenforceable, it is the intent of the parties hereto that all other provisions of this Agreement shall remain in full force and effect.
- D. GOVERNING LAW. This Agreement is to be governed by and interpreted in accordance with the laws of the State of North Carolina, with the exception that conflicts of laws provisions shall not apply.

IN WITNESS WHEREOF the hereto the parties have executed this agreement the date and year first written above.

Perquimans County Sheriff's Office

By: _____
 Sheriff

Date: _____

Perquimans County Manager's Office

ATTEST

By: _____
 County Manager
 Town of Hertford

 Mary Hunnicutt, Clerk to the Board, Perquimans County (Seal)

By: _____
 Mayor

Date: _____

ATTEST

 Olga Simpson, Town Clerk (Seal)

PRE-AUDIT CERTIFICATION

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

 Brian Lewis, Finance Officer

PRE-AUDIT CERTIFICATION

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

 Tracy Matthews, Perquimans County Finance Officer

SALE OF SURPLUS EQUIPMENT

County Manager Heath reported that we received no bids on the following surplus items:

ITEM	DATE SURPLUSED	SOLD AMOUNT
ViewSonic LED Model VS1543 Computer Monitor - Serial #TST14055148	5/3/2021	No bids
ViewSonic LED Model VS1543 Computer Monitor - Serial #TST14055149	5/3/2021	No bids

Therefore, these items need to be declared "Disposable Items" and direct County Manager Heath to dispose of them. On motion made by Alan Lennon, seconded by Charles Woodard, the Board unanimously approved to declare these items as "Disposable Items" and to dispose of them.

BOARD APPOINTMENT: TRILLIUM NORTHERN REGION ADVISORY BOARD

Chairman Nelson began by explaining that since COVID-19, it has been difficult for him to attend these meetings. He asked the Board if there was anyone that was interested in filling his spot on this Board. After County Manager Heath explained that this was for a replacement for Freida Bonner whose resignation was just approved by the Board, Chairman Nelson explained that he thought this was for his replacement and was still interested in knowing if someone would be interested in taking his place too. Mary Hunnicutt, Clerk to the Board, explained that those appointments usually are changed in January or February. Mr. Heath explained that no action was required tonight but we just wanted them to be aware of this vacancy and asked for the Board to review the Volunteer Listing that was included in their packets along with the following requirements for this appointment per NC General Statute 122C-118.1:

Board Requirements

- (1) At least one member who is a current county commissioner.
- (2) The chair of the local Consumer and Family Advisory Committee (CFAC) or the chair's designee.
- (3) At least one family member of the local CFAC, as recommended by the local CFAC, representing the interests of the following:
 - a. Individuals with mental illness.
 - b. Individuals in recovery from addiction.
 - c. Individuals with intellectual or other developmental disabilities.
- (4) At least one openly declared consumer member of the local CFAC, as recommended by the local CFAC, representing the interests of the following:
 - a. Individuals with mental illness.
 - b. Individuals with intellectual or other developmental disabilities.
 - c. Individuals in recovery from addiction.

- (5) An individual with health care expertise and experience in the fields of mental health, intellectual or other developmental disabilities, or substance abuse services.
- (6) An individual with health care administration expertise consistent with the scale and nature of the managed care organization.
- (7) An individual with financial expertise consistent with the scale and nature of the managed care organization.
- (8) An individual with insurance expertise consistent with the scale and nature of the managed care organization.
- (9) An individual with social services expertise and experience in the fields of mental health, intellectual or other developmental disabilities, or substance abuse services.
- (10) An attorney with health care expertise.
- (11) A member who represents the general public and who is not employed by or affiliated with the Department of Health and Human Services, as appointed by the Secretary.
- (12) The President of the LME/MCO Provider Council or the President's designee to serve as a nonvoting member who shall participate only in Board activities that are open to the public.
- (13) An administrator of a hospital providing mental health, developmental disabilities, and substance abuse emergency services to serve as a nonvoting member who shall participate only in Board activities that are open to the public.

Chairman Nelson stated that we may need to review the method of appointing replacements for our committees and boards. No action is required at this time.

PLANNING BOARD ITEMS

Chairman Nelson recognized Rhonda Repanshek, GIS/County Planner, who presented the following information on the two flag lot requests:

Since these 2 cases are so similar I'm going to try to cover both at the same time but the Board can still vote on each separately.

- Our Subdivision Regulations say one flag lot may be approved by staff, but after the first one they must be approved by the Boards. Both Boards will decide if it meets objective standards. There's no public hearing, either the surveys meet the criteria or they don't.
- Both cases tonight are deed of gifts to children and grandchildren.
- Per our Subdivision Regulations [section 701 (c)] the deed of gift to the child shall include specific wording regarding future compliance with Subdivision Regulations, including a paved access road and utility improvements. [That wording is included in your packet with the application form]
- Douglas Chappell (wife Rita) -- Off Whitehat Road (New Hope) -- Two Flag Lots- One gifted to each of 2 children, approx. 1.5 acres each out of 8 acres leaves approximately 5 ac residual.
- On Belvidere Road we have Wilmer Chappell/ Justin and Meagan Roberson (Justin is Wilmer's grandson) -- give his grandson, Justin Roberson, 2 acres of the approximately 36 acres parcel to live on.
- Surveys of both are in your BCC agenda packet along with their GIS location maps.
- The main difference is how their accesses are set up.
- The objective criteria that you are deciding whether the surveys meet or not is as follows:

Criteria: Per Subdivision Regulation 402(B)(9) flag lot requirements are as follows:

Criteria (a) Access shall be provided from the public road or an approved private road to the flag lot by means of an easement with a minimum width of 25 feet along the "pole." Mr. Doug Chappell's is an existing 45-foot wide private easement going to both lots, Justin Roberson's is an existing 31-foot-wide private easement.

Criteria (b) The area inside the "Flag" portion of the lot must satisfy the minimum lot area requirements for a conventional development within the underlying zoning district. (That sentence is redundant and addressed in letter D below). The area considered the "Flag Pole" consists of that area from the road right-of-way to the "Flag" portion of the lot and shall not exceed 1,000 feet. Mr. Doug Chappell's is approximately 770 feet in length. Justin Roberson's is approximately 740 feet in length.

Criteria (c) is about the access so I'll come back to that.

Criteria (d) The flag portion of the flag lot must satisfy the minimum yard requirements of the applicable zoning district. The "building setback line" for the Front Yard runs parallel to the street and is measured from within the "Flag" part of the lot, not the "pole" part.

All proposed lots in both cases are in the RA rural agriculture zoning district which has a minimum lot size of 43,000 square feet and minimum width of 125 and minimum depth of 150 ft. Both lots exceed 43,000 sq. ft. (0.98 acre vs. 1.5 to 2 acres) and have greater widths and depths. Regardless of which direction any of the houses face, a 30 ft. setback should be easy to accommodate due to all lots ranging from 1.5 to 2 acres.

Per Zoning Ordinance section 704, the minimum lot size for an RA district is 43,000 square feet with minimum width of 125 ft. and minimum depth of 150 ft. Minimum Yard Setbacks are 30 ft. for front and rear and 15 ft. for the sides.

Criteria (e) Where applicable, a Driveway Permit shall be required from NCDOT. Failure to obtain a driveway permit shall result in denial of the flag lot. I contacted NCDOT and they reported via email April 27th that no driveway permit is needed at this time for either case presented tonight.

Criteria (f) The minimum separation between the flagpole portion of the lot and that of another flag lot shall be guided by the minimum design standards governing lots. This does not appear to be applicable since all lots are sharing their access.

Back to Criteria (c) Use of a single driveway to serve a flag lot and an adjoining conventional lot is permitted provided that a Shared Access Agreement is recorded in the Register of Deeds Office on the plat or in a separate document. In order to acknowledge the conditions under which the shared access will operate. The preferred location for the driveway is in the flagpole easement, with the Flag Lot granted an access easement over the flagpole. An adjoining conventional lot does use the same access. A Shared Access Agreement has not been formerly written but staff researched previous versions and they are all different and address individual specific situations of previous cases.

Doug Chappell NOTE: two-inch water main is proposed to be paid for by the applicant and be maintained by the County. Water Department will need a 20-foot-wide utility easement within the 45-foot-wide access easement to allow placement and maintenance of the new water main.

Justin Roberson NOTE: A statement requiring a County water main to be installed at the owner(s)' expense prior to any further subdivisions of this parent parcel needs to be added to the survey and deed. The Water Dept. has stated that this is the last water meter allowed at Belvidere Rd.

Planning Board unanimously found both surveys to meet all criteria except 'c' and advised approval with the condition that a Shared Access Agreement be drafted, signed and recorded in Register of Deeds. They advised language to be included in each deed stating if one of the gift lots was sold then road improvements must be made to meet NCDOT standards, including paving.

After the above comments. Ms. Repanshek asked if there were any comments or questions. There being none, Chairman Nelson asked for a motion. T. Kyle Jones made a motion that the

Perquimans County Board of Commissioners finds that the proposed two flag lots for Doug Chappell and Wilmer Chappell meets the requirements "a" through "f" with the exception of "c" of the Subdivision Regulations 402(B)(9) and approves its subdivision with the condition that a Shared Access Agreement is recorded in the Register of Deeds Office simultaneously with plat recordation. The motion was seconded by Charles Woodard and unanimously approved by the Board.

PUBLIC COMMENTS

The following public comments were made:

- > **Pete Perry:** Mr. Perry asked if the \$350,000 costs for the County to take over the Hertford Police Department included just man hours or did it include all their other benefits. He understood that they could not answer that question tonight but if that is true, the County will be in the hole within one year.
- > **Terry Swove:** Mr. Swove read the following statement:

My name is Terry Swove and I live in Perquimans County. I wanted to tell the Commissioners that I DO NOT wish to see the Monument to Confederate War Dead removed, changed, defaced, or altered in any way. This Monument to brave men from Perquimans County who fought and died is every bit as sacred as any war memorial anywhere in America.

The War between the States was the most trying and costly war in our history. These men answered their COUNTRY's call to arms 160 years ago and made the ultimate sacrifice. It is simply not right for a few people or groups to hold such sway over this Board to warrant consideration of such a vile act of altering their memorial.

This advisory "Work Group" that was hand selected by senior leadership of this board has shown no intention of preserving this Monument in its current form. How can it be that this group of 8 citizens can be so removed from the views of the people I see and speak to everyday? How is it possible that all 8 of these people believe the Monument is NOT a memorial to soldiers as it says, but that it contains some hidden message that glorifies slavery?

In 1912, the newspaper described the dedication of the Monument with:

"Hertford and Perquimans County are to be congratulated that such a monument stands on the courthouse green. It stands there as a tribute from the Daughters of the Confederacy, and it will prove an object lesson to all who gaze upon it, showing that patriotism and love of country are things which do not pass from the minds of men...." Taken from The Farmer and the Mechanic (newspaper) June 18th, 1912.

No message of slavery there – Patriotism and love of Country. You would fault these men for that?

Everyone on this "Work Group" seems to be a party to the race bait trap that this is a racist monument and something should be done about it. They completely ignore the fact that Whites, Blacks, and no less than 4 major tribes of Indians fought for the Confederacy. I have asked multiple times what was required to serve as a member of the "Work Group" and never received a response. The ONLY known requirement was that it needed to be 4 White representatives and 4 African American representatives. This quota system adds to the illusion that this is a "White vs Black" issue.

Perquimans County sent her sons to fight and some died answering that call. It is simply wrong to now put those men on trial 160 years later to see if they deserve the Monument they have had for 109 years.

Please read the Monument, there is no derogatory or offensive message there, simply a war memorial honoring brave soldiers going above and beyond what was asked of them, buried who knows where, but with this Monument, not forgotten.

I urge the Commissioners to do nothing to this Monument, no moving it, no altering it, nothing! It is exactly what it says it is, a tribute to "OUR SOLDIERS 1861-1865"

Thank you for your consideration.

- > **Martha Borders:** Ms. Borders wanted to speak about the Police Department Resolution. Along with other residents in the Town of Hertford, she agrees with this agreement and feels that it will be beneficial to the County and to the Town of Hertford. She thanked the County and Sheriff White for their continued support keeping our town safe.
- > **Clifford Jackson Perry:** This was Pete Perry again so the Chairman stated that he could not speak again so that we could give everyone an opportunity to speak.
- > **Tim Brinn:** Mr. Brinn thanked the County for lending a hand to the Town of Hertford to assist with all the programs they have and are planning on doing from collecting taxes, housing & code enforcement, and law enforcement.
- > **Edrith Galling, Jr.:** Edrith Galling, Jr.'s father introduced his son and explained that he was invited to participate in the Hawaii Tiki Bowl in Honolulu, Hawaii in December, 2021. Edrith read the following statement to the Board and the Board made congratulated him and asked several questions:

April 11th, 2021

Edrith Galling J.R.
126 Martin Lane
Hertford, NC 27844



Dear All,

My name is Edrith Galling J.R. and I am an athlete at Perquimans County High School. I have been invited to participate in the Hawaii Tiki Bowl in Honolulu, Hawaii from December 18-23, 2021.

I consider it an honor to have the opportunity to represent my school and community in this event. During this event I will be coached by college football coaches. I will also be given the opportunity to interact with players from all across the USA. My teammates and I will also be learning the culture of the Hawaiian people.

In order to participate in this once in a lifetime event, I need your help. I am requesting sponsorship from individuals and businesses to help defray the costs of this trip. Of course I am not asking you for the entire amount, but I am asking that you consider a generous donation.

Please feel free to contact me if you should have any further questions. My cell phone number is 252-665-3403 and my home address is 126 Martin Lane Hertford, NC 27844. I will be glad to talk with you regarding this experience.

I want to thank you in advance for your help in this life changing event. Sincerely,

Edrith Galling J.R.
Perquimans County
Class of 2022

Chairman Nelson asked if there were any questions or comments about the FY 2020-2021 Year-End Budget Amendments. There being none, Fondella A. Leigh made a motion to approve the following Year-End Amendments. The motion was seconded by Joseph W. Hoffler and unanimously approved by the Board.

BUDGET AMENDMENT NO. 36
GENERAL FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-301-000	Ad Valorem Taxes - Budget Year	14,201	
10-420-041	County Manager - Tower Consultant Fees	4,000	
10-420-331	County Manager - Bank Fees	6,600	
10-420-110	County Manager - Telephone/Postage	3,600	
10-420-741	County Manager - CARES	1	
10-450-061	Tax - Tax Lister		2,000
10-450-140	Tax - Travel		3,000
10-450-020	Tax - Salaries	5,000	
10-348-029	Management Entity Funds	1,200	
10-450-430	Tax - Management Entity Fees	1,300	
10-480-061	ROD - Retirees Hospitalization		1,000
10-480-020	ROD - Salaries	1,000	
10-356-000	ROD Fees	82,021	
10-480-340	ROD - Record Preservation	4,171	
10-480-452	ROD - Conveyance Tax	75,000	
10-480-431	ROD - Domestic Violence	200	
10-480-433	ROD - Floodplain Mapping Fee	1,300	
10-480-434	ROD - Senate Bill 202	650	
10-480-455	ROD - Archives Mgmt. Fee	700	
10-500-020	Public Buildings - Salaries		25,000
10-500-150	Public Buildings - Maintenance/Buildings	10,000	
10-500-130	Public Buildings - Utilities	10,000	
10-500-031	Public Buildings - Contract Work	5,000	
10-301-000	Ad Valorem Taxes - Budget Year	46,000	
10-510-020	Sheriff - Salaries	46,000	
10-351-000	Officer - Sheriff Fees	14,000	
10-510-450	Sheriff - Concealed Permits	14,000	
10-301-000	Ad Valorem Taxes - Budget Year	46,582	
10-511-020	Dispatch - Salaries	30,000	
10-511-030	Dispatch - PT Salaries	8,000	
10-511-050	Dispatch - FICA	2,500	
10-511-741	Dispatch - Capital 911 Equipment	6,082	
10-607-320	Veterans - Inventory Item		110
10-607-020	Veterans - Salaries	110	
10-301-000	Ad Valorem Taxes - Budget Year	1,766	
10-510-335	In Home II & III	1,766	
10-345-000	Local Option Sales Tax 1%	7,000	
10-615-050	Extension - FICA		2,000
10-615-060	Extension - Group Insurance		2,000
10-615-020	Extension - Salaries	5,000	
10-615-070	Extension - Retirement	6,000	
10-660-031	Senior Center - Contract Work		1,442
10-660-020	Senior Center - FT Salaries		1,130
10-660-030	Senior Center - PT Salaries	1,130	
10-660-740	Senior Center - Capital Outlay	1,442	
10-670-140	Soil and Water - Travel		488
10-670-020	Soil and Water - Salaries	488	
10-345-001	Local Option 1/2% A	90,001	
10-682-020	Capital Outlay (30% 1/2)	90,000	
10-681-000	School Current Expense	1	
10-685-031	Recreation - Contract Services		2,100
10-685-020	Recreation - Salaries	2,100	
10-301-011	DMV Taxes - Current Year	18,000	
10-690-920	Juvenile Detention	18,000	
10-348-006	Electronic Recycling Fees	1,717	
10-690-931	Health Department - Electronic Fees	1,717	
10-301-002	Ad Valorem Taxes - Prior Year	6,000	
10-690-933	Health Department - T/ST/WG	6,000	
10-347-000	ABC Bottle Rehab	1,000	
10-690-941	Mental Health - Alcohol Rehab	1,000	
10-345-000	Local Option Sales Tax 1%	15,000	
10-600-040	Medical Examiner - Professional Services	15,000	
10-345-000	Local Option Sales Tax 1%	14,450	
10-530-161	EM - Maintenance/Equipment	2,255	
10-530-051	EM - FICA	195	
10-530-333	EM - Performance Grant	10,000	
10-530-336	EM - Street Signs	2,000	

EXPLANATION: General Fund year-end entry

BUDGET AMENDMENT NO. 37
SOLID WASTE FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
38-301-000	Landfill - Budget Year	15,000	
38-301-001	Landfill - Prior Year	17,000	
38-399-000	Landfill - Fund Balance Appropriated	48,700	
38-750-910	SW - Health Department/Landfill	80,000	
38-750-031	SW - Contract Work	700	

EXPLANATION: Solid Waste Fund year-end entry

BUDGET AMENDMENT NO. 38
COURT FACILITIES FUND

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
55-348-000	Fines & Forfeiture Fees	14,000	
55-745-452	Fines & Forfeitures	14,000	

EXPLANATION: Court Facilities Fund year-end entry

FY 2020-2021 BUDGET

County Manager Heath explained that, after the Budget Work Session, the presentation of the Budget Message on June 7, 2021, and the Budget Public Hearing tonight, he presents the FY 2021-2022 Budget for Board consideration. A copy of the Budget Ordinance was included in the Board's Agenda Packets. Alan Lennon made a motion to approve the FY 2021-2022 Budget as presented. The motion was seconded by Fondella A. Leigh. Chairman Nelson asked if there were any questions or comments. There being no comments or questions, Chairman Nelson asked for a vote. The motion passed by a vote of six (6) to zero (0). (see Attachment A)

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > Broadband Cooperative: Mr Heath explained that he had been contacted by Atlantic Telephone Membership Cooperative (ATMC) regarding their desire to apply for the MTI Grant. There is no match unless you want to score a higher score on the application. ATMC plans on using the funds to assist rural areas to obtain better broadband service. The total project will cost \$21,000,000. ATMC will provide the \$2.1 million match. The application is due by August 17, 2021. ATMC will be the lead applicant and Perquimans County and Chowan County will be the secondary applicant. Again there would be no county match required. They are planning on coming to the August 2, 2021 meeting to present their program. If this does not work out, Mr. Heath has other possible funding.
- > Monument to the Confederate Dead Committee Meeting: Mr. Heath reported that he had not received Dr. Stephens final report yet but the Committee's preliminary findings have two recommendations: (1) Place signage around the Monument to the Confederate Dead explaining the purpose of the monument; and (2) ask the Board to approach the church to see if they would be willing to have the Monument to the Colored Soldiers moved to the Courthouse Lawn. Mr. Heath will have Dr. Stephens full report for the July meeting where he will read the committee's findings. A public hearing will be held sometime around August 16th Work Session. No action will be taken on this matter until after the public hearing is held.

ADJOURNMENT

There being no further comments or business to discuss, the Special Called Meeting was adjourned at 7:15 p.m. on motion made by Charles Woodard, seconded by Joseph W. Hoffer. Chairman Nelson stated that the Regular Work Session scheduled for tonight was cancelled.

Wallace E. Nelson, Chairman

Clerk to the Board

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ATTACHMENT A

**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2021-2022**

BE IT ORDAINED THIS 21st DAY OF JUNE, 2021, BY THE BOARD OF COMMISSIONERS OF PERQUIMANS COUNTY, NORTH CAROLINA:

I. GENERAL FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the General Fund for the operation of the County Government and its activities for the fiscal year beginning July 1, 2021, and ending June 30, 2022, in accordance with the chart of account heretofore established of this County:

Governing Body	\$ 67,800
County Manager/Finance/Planning	669,284
Elections	197,644
Tax Department	477,567
Legal	25,000
Register of Deeds	300,914
Public Buildings	795,616
Albemarle Commission	9,618
Sheriff	2,084,782
Communications	642,234
Jail - Operations	448,000
Jail - Debt Service	212,793
Jury Commission	1,758
Fire Departments/Emergency Management	690,717
Medical Examiner	5,000
Inspections	270,491
Forestry Services	59,260
Emergency Medical Services	1,969,498
Natural Resource Conservation Service	62,411
NRCS - Cost Share Program	16,800
Extension Services	224,497
Veterans Services	9,794
Social Services	2,571,437
Albemarle Regional Health Services	55,533
Mental Health	30,406
Schools - Current Expense	3,000,000
Schools - Capital Outlay	475,000
Schools - Debt Service	836,603
Inter County Public Transportation Authority	6,437
Pettigrew Regional Library	191,212
Recreation	347,905
Albemarle RC&D	750
Various Non-Profit Contributions	44,616
Revaluation Reserve	25,000
Transportation/Scrap Tires/White Goods	16,000
Emergency Services Building Debt Service	48,310
Aquatic Weed Control	3,500
Albemarle Regional Planning	2,248
Education - OJJ Programs	74,768
College of the Albemarle	32,500
Senior Citizens	206,227
Animal Shelter Operations	65,412
Economic Development	30,000
County Drainage Study	15,000
Library Debt Service	289,132
Tourism Development Authority Contribution	20,000
TOTAL GENERAL FUND	\$ 17,629,474

PERQUIMANS COUNTY

BUDGET ORDINANCE

FY 2021-2022

Section 2: REVENUES - It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022:

Ad Valorem Taxes:

Budget Year	\$	9,115,108
Current Year		255,000
Prior Years Summary		70,500
Penalties & Interest		75,000

Other Taxes & Licenses:

Wine & Beer License	\$	500
Local Option Sales Tax		575,000
Local Option Sales Tax		950,000
Local Option Sales Tax		425,000
Local Option Sales Tax		440,000

Unrestricted Intergovernmental:

Tax Collections - Municipalities	\$	22,500
ABC Bottle Revenue		3,500
Beer & Wine		45,000
Utility Franchise Distribution		15,000
Medicaid Hold Harmless		350,000

Restricted Intergovernmental:

State Grants:

Social Services	\$	1,624,093
Soil Conservation - Operating		3,600
Soil Conservation - Technician		20,000
Management Entity Funds		6,000
OJJ		74,768
Register of Deeds - A.E. & P.F.		29,841
Health Department - T/ST/WG		14,000
School Resource Officer - Board of Education		105,000
Senior Programs		3,505
Electronic Recycling Fees		1,500
Drainage Fees		8,300
Emergency Management Grant		59,260
DWI - DMV License Revocation		1,000
Nutrition		11,500
Floodplain Mapping - Register of Deeds		6,000
Register of Deeds - Dept. of Cultural Resources		2,750
Register of Deeds - State General Fund		2,000
CARES Relief		2,084

Permits & Fees:

Building Permits	\$	110,000
Register of Deeds		175,000
Recreation Fees		12,000
Ambulance Fees		600,000

**PERQUIMANS COUNTY
BUDGET ORDINANCE
FY 2021-2022**

Sales & Services:

Sale of Commerce Center Lots	\$	100,000
Officer-Sheriff Fees		50,000
Jail Fees		8,000
Rents:		
Farm		16,000
Tower		14,400
Building Leases		90,941
Recreation/Senior Center		5,000
Investment Earnings		20,000
Miscellaneous		5,000
Subdivision Fees		1,500
Zoning Fees		3,000
Tower Consulting Fees		2,000
Veterans Monument Contributions		100
State Funds - Drug Tax		26,035
Sheriff's Grants		38,125
Federal Drug Funds		14,925
Recreation Concessions		1,200
Local Funds - Sheriff / Canine		50
Range Management / Improvements		3,000
EMS Donations		1,000
Town of Hertford Police		350,000

Transfer from Other Funds:

Water System	\$	100,000
Municipal Dispatch Fees		22,000
Other Revenues:		
Land Transfer Tax Proceeds		450,000

Fund Balance Appropriated	\$	1,092,899
TOTAL GENERAL FUND:	\$	17,629,484

II. WATER DEPARTMENT

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Water System Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022.

Administration & Operations	\$	2,224,434
Loan Principal		161,632
Loan Interest		18,750
Contribution to General Fund		100,000

TOTAL WATER SYSTEM FUND	\$	2,504,816
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Section 2: REVENUES - It is estimated that the following revenues will be available in the Water System Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022.

Investment Earnings	\$	5,000
Sale of Water		2,400,000
Taps & Connections		57,316
Reconnections		3,000
Penalties & Interest		30,000
Rent: Towers		5,400
Miscellaneous		2,000
Water Improvement Fund		2,000
Fund Balance Appropriated		0

TOTAL WATER SYSTEM FUND	\$	2,504,716
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PERQUIMANS COUNTY

BUDGET ORDINANCE

FY 2021-2022

III. SOLID WASTE FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Solid Waste Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022.

Administration & Operations	\$ 1,023,900
Recycling Centers Maintenance	5,000
Solid Waste Refunds	3,000
TOTAL SOLID WASTE FUND	\$ 1,031,900

Section 2: REVENUES - (Solid Waste Fee: \$150.00 per Household). It is estimated that the following revenues will be available in the Solid Waste Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022.

Solid Waste Fees	\$ 1,025,000
Investment Earnings	400
Disposal Tax	6,500
Fund Balance Appropriated	0
TOTAL SOLID WASTE FUND	\$ 1,031,900

IV. REVALUATION RESERVE FUND

1. **Section 1: APPROPRIATIONS** - The following amounts are hereby appropriated in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022.

Reserve for Revaluation	\$ 25,150
TOTAL REVALUATION FUND	\$ 25,150

2. **Section 2: REVENUES** - It is estimated that the following revenues will be available in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022.

Investment Earnings	\$ 150
Transfer from General Fund	25,000
TOTAL REVALUATION FUND	\$ 25,150

V. COURT FACILITIES FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Court Facilities Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022.

Public Defenders Office Expense	\$ 4,300
Administration & Maintenance	17,500
District Attorney Office Expense	9,840
Fine & Forfeitures	65,000
TOTAL COURT FACILITIES	\$ 96,640

PERQUIMANS COUNTY

BUDGET ORDINANCE
FY 2021-2022

Section 2: REVENUES - It is estimated that the following revenues will be available in the Court Facilities Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022.

Investment Earnings	\$ 0
Facility Fees	30,000
Fines & Forfeiture Fees	65,000
Fund Balance Appropriated	1,640
TOTAL COURT FACILITIES	\$ 96,640

VI. ECONOMIC DEVELOPMENT FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Economic Development Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022.

Professional Services & Expenses	\$ 30,050
TOTAL ECONOMIC DEVELOPMENT	\$ 30,050

Section 2: REVENUES - It is estimated that the following revenues will be available in the Economic Development Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Transfer from General Fund	\$ 30,000
Investment Earnings	50
TOTAL ECONOMIC DEVELOPMENT	\$ 30,050

VII. TOURISM DEVELOPMENT FUND - OCCUPANCY TAX

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Tourism Development Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022.

Promotions, Marketing, Operating Expenses	\$ 35,050
TOTAL TOURISM DEVELOPMENT	\$ 35,050

Section 2: REVENUES - It is estimated that the following revenues will be available in the Tourism Development Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Transfer from General Fund	\$ 20,000
Occupancy Tax	15,000
Interest	50
TOTAL TOURISM DEVELOPMENT	\$ 35,050

PERQUIMANS COUNTY

BUDGET ORDINANCE

FY 2021-2022

VIII. EMERGENCY TELEPHONE FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the Emergency Telephone Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022.

Operating Expenses	\$	262,000
TOTAL EMERGENCY TELEPHONE FUND	\$	262,000

Section 2: REVENUES - It is estimated that the following revenues will be available in the Emergency Telephone Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

State Grants	\$	0
Emergency 911 Fee		162,062
Fund Balance		99,938
TOTAL EMERGENCY TELEPHONE FUND	\$	262,000

IX. COUNTY CONSTRUCTION FUND

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in the County Construction Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022.

Capital - Basin	\$	2,830,660
Capital - Contingency		30,340
TOTAL COUNTY CONSTRUCTION FUND	\$	2,861,000

Section 2: REVENUES - It is estimated that the following revenues will be available in the County Construction Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Perquimans Marine Park Basin	\$	2,850,000
Fund Balance Appropriated		11,000
TOTAL COUNTY CONSTRUCTION FUND	\$	2,861,000

X. OTHER PROVISIONS

Section 1: The Budget Officer is hereby authorized to transfer appropriations within a fund contained herein under the following conditions:

- a) The Budget Officer may transfer amounts between objects of expenditures within a department except salary amounts without limitation.
- b) The Budget Officer may not transfer any amount between funds nor from any contingency appropriations within any fund.

Section 2: The Board of Commissioners hereby authorizes the attached Fee Schedule for FY 2021-2022.

PERQUIMANS COUNTY

BUDGET ORDINANCE

FY 2021-2022

XI. TAX LEVY

Section 1: There is hereby levied a tax at the rate of 61¢ (sixty-one cents) per one hundred dollars (\$100) valuation of property listed for taxes as of January 1, 2021 for the purpose of raising the revenue listed as "Budget Year's Taxes" in the General Fund - Part I, Section 2 of this Ordinance.

Section 2: This rate of tax is based on an estimated total valuation of property for the purpose of taxation of \$1,434,867,132 and an estimated collection rate of 97%.

This Budget was approved with a vote of six (6) to zero (0) on June 21, 2021, by a quorum of the Perquimans County Board of Commissioners being present and all present casting a vote.

Wallace E. Nelson, Chairman
Perquimans Co. Board of Commissioners

FEE SCHEDULE

FY 2021-2022

There is hereby established, for the fiscal year beginning July 1, 2021, and ending June 30, 2022, the following fees for services as indicated:

Building InspectionsConstruction Fees

Square Foot	\$.25/SF
Minimum Fee	\$75.00
State Fee	\$10.00
In-ground pool (Residential)	\$100.00
In-ground pool (Commercial)	\$125.00
Carports (open all 4 sides)	\$.125/SF
Large Metal Buildings	\$.125/SF
Daycare & ABC	\$75.00
Group/ Foster Homes	\$50.00
Storage Building 12 x 12 or less	\$25.00

Electrical Fees

Minimum Fee	\$50.00
Square Foot	\$.10/SF
Temporary Service	\$50.00
Service Repair	\$50.00
Service Charge	\$.30/amp
Swimming Pools	\$30.00
Sub panel	\$20.00
Generators	\$50.00
Baseboard Heat (per thermostat)	\$10.00
Photovoltaic/Solar	\$5 per string

Plumbing Fees

Minimum Fee	\$50.00
Per Fixture	\$10.00
Sprinklers	\$50.00
Per Head	\$10.00

Mechanical Fees

Central Heating/Air Conditioning	\$75.00
Central - Additional Unit	\$55.00
Minimum Fee	\$50.00
Hood System	\$50.00
Mini Split system	\$75.00

Additional head(s)	\$25.00
<u>Insulation Fees</u>	
Insulation	\$75.00
<u>L.P. & Natural Gas Fees</u>	
Minimum Fee	\$50.00
Per Gas Outlet	\$5.00
<u>Sign Fees</u>	
Free Standing	\$50.00
<u>Renovation Fees</u>	
1/2 New Construction	
<u>Manufactured Homes</u>	
Single Section	\$150.00
Multi Section	\$185.00
Electrical	\$50.00
Mechanical	\$50.00
Plumbing	\$50.00
<u>Modular Homes</u>	
All set-up	\$.25/SF
Electrical	\$.30/amp
Plumbing	\$50.00
Mechanical	\$55.00
<u>Administrative, Negligence & Reinspections</u>	
Administrative	\$50.00
Negligence	\$50.00
2nd Negligence	\$100.00
Re-Inspection	\$50.00
Certificate of Occupancy/ Certificate of Completion	\$100.00
<u>Junk Car & Trash Administration</u>	\$75.00
<u>Sheriff Department Fees</u>	
Fingerprints	\$5.00/card
Gun Purchase Permits	\$5.00 each
Concealed Handgun Permits	\$90.00
Concealed Handgun Permit Renewals	\$75.00
Service Fees (civil papers)	\$30.00/service
Out of State Service Fees (civil papers)	\$100.00
Notary	\$5 per signature
<u>EMS Fees</u>	
ALS-I Emergency A0427	\$561.55
ALS-II Emergency A0433	\$812.76
ALS-I or II Treatment / No Transport A0999 (including Helo)	\$300.00
ALS-I Non Emergency A0426	\$354.67
BLS-Emergency A0429	\$472.88
BLS-Non Emergency A0428	\$295.56
Transports to Funeral Homes	\$250.00
Ambulance Crew Standby - 1st 2 hours	\$140.00
Ambulance Crew Standby - additional hours	\$60.00
Zone Car Standby- per hour	\$50
Attorney's Fees (patient's records)	\$25.00
Ground Mileage - ALS or BLS	\$14.33/Loaded Mileage
Specialty Care A0434	\$960.54
*Ambulance fee schedule will be adjusted January of each year at 130% minimum when updated by Medicare	
<u>Recreation Fees</u>	
<u>Rental Fees:</u>	
Meeting Room/Kitchen	\$60.00/hr (3 hr minimum)
Gymnasium (1/2 day)	\$250.00
Gymnasium (full day)	\$400.00
Tennis Courts (1/2 day)	\$50.00
Tennis Courts (full day)	\$100.00
Outside Basketball (1/2 day)	\$50.00
Outside Basketball (full day)	\$100.00
Field Rental (1/2 day)	\$75.00/field
Field Rental (full day)	\$150.00/field

Lights additional	\$25.00/hour
Field Rental for practices	
Non Rec. teams	\$15.00/hour
with lights	\$25.00/hour

Deposit in addition to any rental fees. All fees are refundable if cancelled at least 72 hrs before scheduled rental day.

Registration Fees

Youth Soccer	\$20.00
Youth Basketball	\$20.00
Volleyball	\$20.00
Softball (9-16)	\$20.00
Babe Ruth (13-15)	\$20.00
Football	\$30.00
Cheerleading	\$20.00
T-Ball (4-6)	\$20.00
Coach Pitch (7-8)	\$20.00
Adult Softball	\$200.00/team
Adult Basketball	\$200.00/team
Open Gym	No charge
Skate Park	No charge

There is a maximum of \$50 per family for each activity.

Register of DeedsAll Instruments (Except Deeds of Trust)

Pages 1-15	\$26.00
Each additional page thereafter	\$4.00
Multi-instrument	\$10.00

Deed of Trust 1st thru 35th Page

Each additional page	\$64.00
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UCC

1 to 2 pages	\$38.00
3 to 10 pages	\$45.00
Over 10 pages (<i>Plus \$2 per page over 10</i>)	
Search per name	\$30.00
<i>Copy per page</i>	\$2.00

Plats

1st page	\$21.00
Each additional page	\$21.00

DOT Highway Maps

1st page	\$21.00
Each additional page thereafter	\$5.00

Copies

Plat copies	\$3.00 each
Regular copies (per page)	\$0.25

Certified copies (instruments & plats)

1st page	\$5.00
Each additional page	\$2.00

Notary

Oath	\$10.00
Commission verification	\$5.00

Marriage License

Issuance of license	\$60.00
---------------------	---------

Vital Records

Certified copy (birth, death, marriage)	\$10.00
Delayed birth applications	\$20.00
Amendments	\$15.00
Records search from Vital Records	\$24.00
Plus payable to Vital Records	\$24.00
Legitimations	\$15.00
Plus payable to Vital Records	\$15.00

Tax Department

Copies	\$0.25
Non-aerial maps	\$0.50
Aerial maps	\$1.20

GIS Mapping Price List

Plotter

Size	Black & White	Image Color
8.5 x 11	\$1.00	\$2.00
11 x 17	\$2.00	\$3.00
16 x 20	\$3.00	\$5.00
22 x 34	\$5.00	\$8.00
34 x 46	\$8.00	\$10.00

Desk printer

Size	Black & White	Image Color
8.5 x 11	\$0.50	\$1.25
8.5 x 14	\$0.75	\$1.50
11 x 17	\$1.00	\$1.75

Data Layers

Entire County parcels with aerial images and ownership information <i>(Available on CD & ZIP drive)</i>	\$200.00
Individual Layers	\$50.00 first layer \$25.00 each additional layer

Individual Plotter Maps

Township & Municipality Street Maps	Price based on size/color
Zoning Maps per Township/Municipality	Price based on size/color
Full County Zoning Map	\$12.00
County street maps, subdivision maps, and other maps created without image and little color same as listed under Plotter Black & White	
Flood maps, soil maps, census maps and others created with full color same as listed under Plotter Image/Color	

Availability

Requests can be made Monday through Friday from 8 am to 5 pm except holidays. All efforts will be made to provide information within 5 working days

Payment

Payment is required prior to preparation of CD's, extensive copying requests, maps to be sent by mail and ftp uploads

Custom Work

A fee of \$25.00 per hour will be charged for requests for maps that we do not have the data layers for. For instance, having to go on the internet to download information.

County Manager

Zoning Ordinance	\$15.00
Subdivision Ordinance	\$10.00
Junk Ordinance	\$10.00
Junkyard Ordinance	\$10.00
Manufactured Home Park Ordinance	\$5.00
Minimum charge for copy of any other Ordinance	\$5.00
Copies	\$.25

Water Department

Rate Schedule

WATER RATES- There is a min. charge of \$17.50 for the first 1000 gallons; each additional thousand gallons will be \$9.00/1000 gal.

Tap-on Fees

Size Meter	Cost of Tap
¾"	\$1,500.00
1"	\$2,500.00
2"	\$5,000.00
Late Payment Charge	10% of bill
Renter's Deposit	\$75.00
Reconnection Fee	\$25.00
Water Meter Test Fee	\$100.00

Water System Development Fee

\$500 per lot for up to and including four lots on main roads, 6 lots on secondary roads
 \$2,500 per lot for any lots over four on main roads, 6 lots on secondary roads
 System Development Fee must be paid before the Final Subdivision Plat is recorded
 in the Perquimans County Register of Deeds' Office.

Planning/Zoning

Zoning Permit (Residential/Home Occupation)	\$0.00
Zoning Permit (for Commercial/Industrial)	\$100.00
Certificate of Compliance (after first site visit)	\$100.00
Sign Permit	\$50.00
Certificate of Compliance (after first site visit)	\$50.00
Zoning Map Change (Re-Zoning)	\$450.00
Zoning Text Change	\$500.00
Planned Unit Development	\$600.00 + atty. & eng. Fees, i/a
Conditional Use Permit/District	\$300.00 + atty. & eng. Fees, i/a
Appeal or Interpretation	\$300.00
Zoning Variance Request	\$300.00
Variance to Subdivision Regulations	\$100.00
Subdivision Sketch Plat	\$100.00
Minor or Abbreviated Subdivision Plan	\$50.00
Preliminary Plat	\$100.00 + \$15.00 per lot
Final Plat	\$100.00 + \$15.00 per lot
Wireless Telecommunication Facility	\$500.00 County fee
	+Minimum consultant cost of \$6,500.00
	+Certificate of Zoning Compliance (after first visit): \$100.00
Wireless Telecommunication Facility	County fee of \$500.00
<small>(eligible facilities request applications processed per NCGS 153A-349.53)</small>	+Minimum consultant cost of \$1000.00
	+Certificate of Zoning Compliance (after first visit): \$100.00 County Fee
	+Certificate of Zoning Compliance (Consultant fee for verification): \$3,000.00
Wind Energy Facilities	County Zoning Permit Fee of \$500.00
	+Certificate of Zoning Compliance (after first visit) \$100.00
	+Initial Escrow Deposit (Medium Facility) \$50,000.00
	+Initial Escrow Deposit (Large Facility) \$50,000.00

Effective 1-04-16, Zoning Permit Fees and Escrow Deposits to be paid at the time Zoning Permit Application, Fees and detailed Site Plans are submitted for review. If Escrow Account drops below \$10,000, Applicant shall replenish to the original amount before any further action or consideration is taken on any County Permit. Remaining balance will be refunded upon Applicant receiving approval of As-Built Drawings or if Applicant fails to complete project.

**Fees denoted for a given application do not include fees for subsequent applications and stages of review. Separate fees will apply for building and other permits.*

Fire Marshal's Office

Construction Permits

Automatic Fire Sprinkler System (new)	\$50.00
-Plus per sprinkler head	\$1.00
Automatic Fire Sprinkler System Renovation	\$25.00
-Existing	
Compressed Gas	\$25.00
Emergency Responder Radio Coverage System	\$50.00
Fire alarm and detection systems (new)	\$50.00
-Existing	\$25.00
Fire flow test	\$50.00
Fixed fire suppression system (new)	\$50.00
-Existing	\$25.00
Standpipe systems	\$50.00
-Existing	\$25.00
Flammable and Combustible liquids	\$50.00
Hazardous materials	\$75.00
LP Gas (bulk facilities)	\$50.00
Storage tanks	
New installation (per tank)	\$100.00
Removal (per tank)	\$50.00
Temporary membrane structures (tents)	\$25.00
Group Homes/Foster Care Homes	\$0.00

Daycare, Nursing Homes		\$0.00
**All other fire construction permits not listed		\$50.00
Fireworks Initial Inspection Fee		\$50.00
Fireworks Standby Fees	1st 2 Hours	\$100.00
	Each Additional Hour	\$50.00
<u>Administrative Fees</u>		
Starting work without a permit		\$50.00
Re-inspection fees		

There shall be no initial fee for fire inspection of Level I, II, or III properties required under the NC State Fire Code mandatory inspection schedule. Thirty (30) days following the initial fire inspection, a re-inspection shall be conducted by the fire official. If all violations of the fire code have been corrected, no fee shall be imposed. If all violations of the fire code have not been corrected (or a reasonable attempt to correct has not been made), a second notice to comply shall be issued and a fee of \$50.00 shall be imposed. Seven (7) days following the issuance of the second order to comply, the fire official shall return for a re-inspection. If all violations have not been corrected, a final notice shall be issued and an additional fee of \$100.00 shall be imposed. Seven (7) days following the issuance of the final notice, the fire official shall return for a re-inspection. If all violations have not been corrected, and/or all fees have not been paid, the inspector shall issue a one hundred dollar (\$100.00) fee and issue a final notice to comply. After seven (7) additional days, if violations and fees have not been satisfied, the fire inspector shall initiate criminal proceedings, if necessary, in order to bring the establishment into compliance with the NC Fire Code.

**PERQUIMANS COUNTY
CAPITAL PROJECTS RESERVE ORDINANCE
LAND TRANSFER TAX
FOR
CAPITAL PROJECTS**

This Capital Projects Ordinance is being authorized to provide a portion of the required funds needed for the School Construction Project and for the other Capital Projects deemed appropriate by the Board of Commissioners.

The following appropriations are being made with revenues, as listed, being available for this fund.

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in this Capital Projects Ordinance beginning July 1, 2021, and ending June 30, 2022

<u>Reserve for Capital Projects</u>	<u>\$ 101,700</u>
<u>Transfer to General Fund</u>	<u>450,000</u>
TOTAL CAPITAL RESERVE/LAND TRANSFER TAX	<u>\$ 551,700</u>

Section 2: REVENUES - It is estimated that the following revenues will be available for appropriation in the Capital Projects Reserve Ordinance beginning July 1, 2021, and ending June 30, 2022.

<u>Land Transfer Tax</u>	<u>\$ 550,000</u>
<u>Investment Earnings</u>	<u>1,700</u>
<u>Fund Balance Appropriated</u>	<u>0</u>
TOTAL CAPITAL RESERVE/LAND TRANSFER TAX	<u>\$ 551,700</u>

Wallace E. Nelson, Chairman
Perquimans Co. Board of Commissioners

WORK SESSION
June 21, 2021
7:00 p.m.

The Perquimans County Board of Commissioners Work Session on June 21, 2021 was cancelled.

June 29, 2021

PERQUIMANS COUNTY TAX REFUNDS:

Monds, Alvah Price Vehicle was sold; 11 month refund. Account#: 47943470	\$165.98
Elliot, Henry Mathew Jr Vehicle was sold; 10 month refund. Account#: 53218415	\$115.98

EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 17, 2021

COUNTY OF PERQUIMANS

~~PART-TIME~~ EMS/RESCUE EMPLOYEES

NAME: Tara Fowler SOC. SEC. NO.: _____

POSITION: EMS Part-Time, Fill-In EMT RESCUE: _____

X NEW EMPLOYEE EFFECTIVE DATE: 6/1/2021

GRADE: 63 STEP: 1 SALARY: \$15.09 per hour

Complete following information only if for new employee.

ADDRESS: 208 Bethney Church Road

CITY/STATE/ZIP: Cofield, North Carolina 27922

PHONE NUMBER: 252-209-1954

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

GRADE: _____ STEP: _____ SALARY: _____

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL

[Signature]
DATE: May 17th 2021

RESCUE SQUAD RECOMMENDATION

DATE: _____

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6/28/21

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: Susan Chamey

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Marleny Garcia
POSITION: Public Information Assistant IV

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

EMPLOYEE EFFECTIVE DATE: July 1, 2021

GRADE: 59 STEP: 1 SALARY: \$ 26,315.00

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 GRADE AND SALARY LISTED ABOVE BASED ON HER COMPLETION OF THE WORK AGAINST REQUIREMENT PER OFFICE OF STATE HUMAN RESOURCES. SHE IS FULLY QUALIFIED AS AN INCOME MAINTENANCE CASEWORKER II.

DEPARTMENT RECOMMENDATION

Susan M Chamey

DATE: June 16, 2021

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 6/16/21

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: June 16, 2021

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

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

Subject: Public Information Assistant IV

The Perquimans County Department of Social Services has offered the Public Information Assistant IV position to Ms. Marleny Garcia, and she has accepted the position. Ms. Garcia will be a Grade 59 / Step 1 with an annual salary of \$ 26,315.00 and will begin employment on July 1, 2021.

If you have any questions, please don't 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: May 17, 2021

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

NAME: Zackery B. Huggins SOC. SEC. NO.: _____

POSITION: EMS Part-Time, Fill-In AEMT RESCUE: _____

NEW EMPLOYEE EFFECTIVE DATE: 6/1/2021

GRADE: 66 STEP: 1 SALARY: \$ 17.22 per hour

Complete following information only if for new employee.

ADDRESS: 521 Sandy Cross

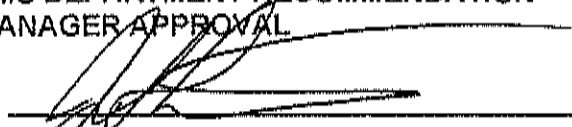
CITY/STATE/ZIP: Hobbsville NC, 27946

PHONE NUMBER: 252-814-0892

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

GRADE: _____ STEP: _____ SALARY: _____

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL

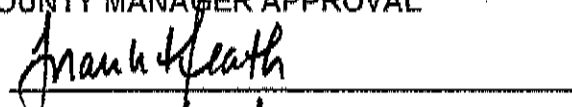


DATE: May 17 2021

RESCUE SQUAD RECOMMENDATION

DATE: _____

COUNTY MANAGER APPROVAL



DATE: 6/20/21

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 8, 2021

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Alyssa Sylvester
POSITION: Income Maintenance Caseworker II

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

EMPLOYEE EFFECTIVE DATE: July 1, 2021

GRADE: 61 STEP: 3 SALARY: \$ 30,173.00

Ms. Sylvester is not fully qualified for the IMC II position (Grade 63) and will be an IMC I (Grade 61) working against the IMC II position for a year

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 GRADE AND SALARY LISTED ABOVE BASED ON HER COMPLETION OF THE WORK AGAINST REQUIREMENT PER OFFICE OF STATE HUMAN RESOURCES. SHE IS FULLY QUALIFIED AS AN INCOME MAINTENANCE CASEWORKER II.

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Suzanne M. Chamey

Frank Heath

DATE: June 8, 2021

DATE: 6/16/21

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: June 15, 2021

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

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

Subject: Correct Employee Action Form

Last week I sent you an Employment Action Form for Alyssa Sylvester who has accepted the Adult Medicaid position with Social Services. However, I put an incorrect starting date. It should be July 1, 2021. Enclosed please find a corrected form. The memorandum has the correct date.

If you have any questions, please don't 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: 6-28-21

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Jacob Sikes

SOC. SEC. NO.: _____

POSITION: Deputy

DEPT.: Sheriff's Office

NEW EMPLOYEE EFFECTIVE DATE: July 1, 2021

GRADE: 65 STEP: 1 SALARY: \$35,638

ENDING DATE OF PROBATIONARY PERIOD: June 30, 2021

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

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

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

DEPARTMENT RECOMMENDATION

Shelton Whit

DATE: 6-28-21

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 6/28/21

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6-28-21

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Dean E. Polumbo Jr

SOC. SEC. NO.: _____

POSITION: Deputy

DEPT.: Sherriff's Office

NEW EMPLOYEE EFFECTIVE DATE: July 1, 2021

GRADE: 65 STEP: 2 SALARY: \$36,531

ENDING DATE OF PROBATIONARY PERIOD: June 30, 2022

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Shelton White

Frank Heath

DATE: 6-25-21

DATE: 6/28/21

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6/15/21

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Krystal Dozier-Bass
POSITION: Income Maintenance Caseworker II

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

EMPLOYEE EFFECTIVE DATE: July 1, 2021

GRADE: 61 STEP: 3 SALARY: \$ 30,173.00

Ms. Dozier-Bass is not fully qualified for the IMC II position (Grade 63) and will be an IMC I (Grade 61) working against the IMC II position for a year

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 GRADE AND SALARY LISTED ABOVE BASED ON HER COMPLETION OF THE WORK AGAINST REQUIREMENT PER OFFICE OF STATE HUMAN RESOURCES. SHE IS FULLY QUALIFIED AS AN INCOME MAINTENANCE CASEWORKER II.

DEPARTMENT RECOMMENDATION

Suzanne M Chaney

DATE: June 15, 2021

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 6/28/21

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: June 15, 2021

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

From: Susan Chaney, Social Services Director

Susan M Chaney

Subject: Social Services Position

Current Perquimans County Department of Social Services employee, Krystal Dozier-Bass was offered and has accepted the Income Maintenance II Position in the Food & Nutrition unit of the Department. As she is not fully qualified, she will be considered an IMC I (Grade 61) working against the IMC II position (Grade 63) for a year. She will begin as a Grade 61 / Step 3 with a beginning annual salary of \$ 30,173.00 and her new position will begin on July 1, 2021.

If you have any questions, please don't 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: June 9, 2021

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Gary Wayne Jordan

SOC. SEC. NO.: _____

POSITION: EMS Full-Time Paramedic

DEPT.: EMS

X NEW EMPLOYEE EFFECTIVE DATE: July 1, 2021

GRADE: 70 STEP: 2 SALARY: \$21.89 per hour

ENDING DATE OF PROBATIONARY PERIOD: July 1, 2022

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: 6/22/21

DATE: 6/28/21

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6-22-2021

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Brian Baker _____

SOC. SEC. NO.: _____

POSITION: Animal Control _____

DEPT.: Sheriff's Office _____

◆ NEW EMPLOYEE EFFECTIVE DATE: July 1, 2021

GRADE: 62 _ STEP: 5 _ SALARY: \$34,432

ENDING DATE OF PROBATIONARY PERIOD: June 30, 2022

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

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

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

DEPARTMENT RECOMMENDATION

Shelton White

DATE: 6-22-21

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 6/28/21

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 22, 2021

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Andrea Stoner

SOC. SEC. NO.: _____

POSITION: 911 Shift Supervisor I

DEPT.: 911 Communications



STATUS CHANGE EFFECTIVE DATE: July 1, 2021

GRADE: 65 STEP: 3 SALARY: \$37,421 per year

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____



JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)



Date

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

GRADE: _____ STEP: _____ SALARY: _____



Date

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

GRADE: _____ STEP: _____ SALARY: _____



Date

DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.



RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

Date

GRADE: _____ STEP: _____ SALARY: _____

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

DEPARTMENT RECOMMENDATION



DATE: 6-22-2021

COUNTY MANAGER APPROVAL



DATE: 6/28/21

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 8, 2021

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Anthony Johnson SOC. SEC. NO.: _____

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

NEW EMPLOYEE EFFECTIVE DATE: June 12, 2021

GRADE: 62 STEP: 6 SALARY: \$16.32 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. GRADE: _____ STEP: _____ SALARY: _____
Date

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

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

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

John B. 22
DATE: June 8, 2021

Frank Heath
DATE: 6/20/21

FINANCE OFFICER

DATE:

June 7, 2021

Jonathan Nixon
Emergency Services Director
Perquimans County EMS
Hertford, NC 27944

Jonathan:

This letter is my official notification to you, Frank and Mary that my tentative last day of work at Perquimans County EMS will be June 30, 2022. On that day, I plan to retire.


I am excited about my impending retirement but wanted to take this opportunity to thank you for all the opportunities that I have experienced working for Perquimans County EMS & Rescue. I have genuinely enjoyed my employment and experience as an EMT Technician, Training Officer and Compliance Officer. I thank you for the confidence you have shown in my abilities to perform as an officer with Perquimans Emergency Services.

Please let me know what I can do to help you with the transition of my work to another employee. I plan to work up until my retirement date and will be happy to help you make a smooth transition.

Again, I have truly enjoyed working at Perquimans County EMS and will miss the workplace. I wish you and the station nothing but the best for the future.

Please feel free to contact me if you need any additional information. I will be using the remaining time to finalize the details of my retirement, learn about any benefits that extend beyond retirement, and identify any assistance that I can provide in transitioning my job to another employee.

Sincerely,



Jim Grosjean, Compliance Officer

Cc: Frank Heath, County Manager
Mary Hunnicutt, County HR

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: June 18, 2021

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

From: Susan Chaney, Social Services Director

Susan Chaney

Subject: Employee Retirement

Perquimans County Department of Social Services worker, JoeAnn White, has written a letter dated June 17, 2021, requesting that her letter of intent to retire be rescinded as it was written as a "premature decision". The required forms for retirement have not been completed and signed and I am respectfully honoring Ms. White's request to rescind her original letter. Ms. White will continue as a Social Worker III with the Perquimans County Department of Social Services.

If you have any questions, please don't 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: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Mary P. Hunnicutt

SOC. SEC. NO.: _____

POSITION: Clerk to the Board/Personnel Director

DEPT.: County Manager

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

7/1/21 RECOMMENDATION AND EFFECTIVE DATE FOR JOB RECLASSIFICATION.

Date GRADE: 65 STEP: 13 SALARY: \$47,761

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Frank Heath

DATE: _____

DATE: 6/28/21

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Helen Hunter

SEC. NO.: _____

POSITION: Finance/HR Specialist

DEPT.: County Manager

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

7/1/21 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE PROMOTION.
Date GRADE: 61 STEP: 10 SALARY: \$37,237

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Frank Heath

DATE: _____

DATE: 6/28/21

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Tracy Mathews

SEC. NO.: _____

POSITION: Finance Officer

DEPT.: County Manager's Office

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

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

7/1/21 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
 Date GRADE: 72 STEP: 13 SALARY: \$64,995

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: _____

Frank Heath

DATE: 6/28/21

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Virgil Parrish

SOC. SEC. NO.: _____

POSITION: Chief Building Inspector

DEPT.: Building Inspections

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBA-
Date TIONARY PERIOD.

7/1/21 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE PROMOTION.
GRADE: 71 STEP: 17 SALARY: \$68,574

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: _____

Frank Heath

DATE: 6/28/21

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Shelton R. White, Jr.

SOC. SEC. NO.: _____

POSITION: Sheriff

DEPT.: Sheriff

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

7/1/21 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE PROMOTION.
Date GRADE: 76 STEP: 16 SALARY: \$83,422

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.

CHAIRMAN

COUNTY MANAGER APPROVAL

Frank Heath

DATE: _____

DATE: 6/28/21

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Howard Williams

SOC. SEC. NO.: _____

POSITION: Recreation Director

DEPT.: Recreation

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

7/1/21 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 70 STEP: 11 SALARY: \$56,684

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: _____

Frank Heath

DATE: 6/28/21

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 17, 2021

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Angela Jordan
POSITION: Social Work Supervisor

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

EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY: \$

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date
GRADE: STEP: SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

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

DATE OF EMPLOYEE TERMINATION:

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE:

Date: JULY 1, 2021 GRADE: 73 STEP: 6 SALARY: \$ 55,071.00

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN GRADE AND SALARY LISTED ABOVE BASED ON HER COMPLETION OF THE WORK AGAINST REQUIREMENT PER OFFICE OF STATE HUMAN RESOURCES. SHE IS FULLY QUALIFIED AS AN INCOME MAINTENANCE CASEWORKER II.

DEPARTMENT RECOMMENDATION

Suzan M Chaney

DATE: June 17, 2021

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 6/22/21

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: June 17, 2021

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

From: Susan Chaney, Social Services Director

Susan Chaney

Subject: Merit Raise

Perquimans County Department of Social Services Social Work Supervisor, Angela Jordan is eligible for a merit raise in July, 2021. She will be moving to a Grade 73/Step 6 with an annual salary of \$ 55,071.00.

I am recommending the merit raise.

If you have any questions, please don't 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: June 29, 2021

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Tiara Riddick-Hinton
POSITION: Income Maintenance III (Lead Worker
Family & Children's Medicaid)

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

EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY: \$

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date
GRADE: STEP: SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

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

DATE OF EMPLOYEE TERMINATION:

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE:

Date: JULY 1, 2021 GRADE: 65 STEP: 4 SALARY: \$ 38,358.00

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN GRADE AND SALARY LISTED ABOVE BASED ON HER COMPLETION OF THE WORK AGAINST REQUIREMENT PER OFFICE OF STATE HUMAN RESOURCES. SHE IS FULLY QUALIFIED AS AN INCOME MAINTENANCE CASEWORKER II.

DEPARTMENT RECOMMENDATION

Suzan M. Chaney

DATE: June 29, 2021

COUNTY MANAGER APPROVAL

Annie Heath

DATE: 6/29/21

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: June 29, 2021

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

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

Subject: Employee Step Raise

Perquimans County Department of Social Services worker, Tiara Riddick-Hinton has been employed with Social Services for a year as an IMC III (Lead Worker in the Family & Children's Unit) and therefore, is eligible for a step raise for which I am recommending. Please find the attached Employee Action Form.

If you have any questions, please don't 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: June 28, 2021

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Julie Solesbee SOC. SEC. NO.: _____

POSITION: EMS Full-Time AEMT DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

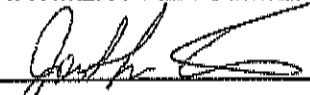
_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.
Date

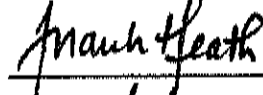
X 7/1/2021 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 67 STEP: 7 SALARY: \$45,053 Annually

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL


DATE: 7/2/21


DATE: 7/2/21

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 28, 2021

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kate Thomas SOC. SEC. NO.: _____

POSITION: EMS Full-Time Paramedic DEPT.: EMS

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

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

X 7/1/2021 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 70 STEP: 5 SALARY: \$23.54 Per Hour

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 7/2/21

[Signature: Frank Heath]
DATE: 7/2/21

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6/28/21

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: JHARON COOPER

SOC. SEC. NO.: _____

POSITION: SECRETARY

DEPT.: INSPECTIONS

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 61 STEP: 1 SALARY: 29,866

JOB PERFORMANCE EVALUATION

YEAR 1 (2) 3 4 (CIRCLE)

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

12/20 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR (2) 3 4) GRADE: _____ STEP: _____ SALARY: _____

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

6/28/21 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. DATE GRADE: 61 STEP: 2 SALARY: 30,633-

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: 12/20 PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6/28/21

[Signature]
DATE: 6/29/21

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6/30/21

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: JOHN A. DOWNUM

SOC. SEC. NO.: _____

POSITION: Athletic Program Supervisor

DEPT.: Recreation

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

CURRENT: GRADE: 64 STEP: 1 SALARY: 34,104

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

6/30/21 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 64 STEP: 2 SALARY: 34,956

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

Howard Wilkins
DATE: 6/30/21

COUNTY MANAGER APPROVAL

Frank Heath
DATE: 7/1/2021

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6-28-21

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Ray Fesperman Jr

SOC. SEC. NO.: _____

POSITION: Sergeant

DEPT.: Sheriff's office

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

7-1-21 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: 67 STEP: 8 SALARY: \$46,180

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Melton W. H. A.
DATE: 6-28-21

Frank Heath
DATE: 6/28/21

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6-28-21

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kendall Harrell

SOC. SEC. NO.: _____

POSITION: Sergeant

DEPT.: Sheriff's Office

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

7-1-21 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 67 STEP: 10 SALARY: \$48,498

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Shelton Whit

Frank Heath

DATE: 6-28-21

DATE: 6/28/21

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6-28-21

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Quinston Jordan Jr

SOC. SEC. NO.: _____

POSITION: Deputy

DEPT.: Sheriff's Office

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

7-1-21 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. GRADE: 65 STEP: 11 SALARY: \$45,487

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Shelton Whit

Frank Heath

DATE: 6-28-21

DATE: 6/28/21

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6-28-21

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Thomas Reid

SOC. SEC. NO.: _____

POSITION: Chief Deputy

DEPT.: Sheriff's office

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

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

7-1-21 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 70 STEP: 6 SALARY: \$50,190

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6-28-21

[Signature]
DATE: 6/28/21

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: JULIE 29, 2021

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: KIMBERLY A. BRAY

SOC. SEC. NO.: _____

POSITION: ASSISTANT TAX ADMINISTRATOR

DEPT.: TAX

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 66 STEP: 7 SALARY: 43,114

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

7/1/21 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: 66 STEP: 8 SALARY: 44,192

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

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

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

DEPARTMENT RECOMMENDATION

Bill Jennings
DATE: 6-29-21

COUNTY MANAGER APPROVAL

Frank Heath
DATE: 7/1/2021

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6/29/21

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Tracy Hunter

SOC. SEC. NO.: _____

POSITION: Water Tech II

DEPT.: Water

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

7/1/21 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 60 STEP: 8 SALARY: 33,937

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: 2019 PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

[Signature]
DATE: 6/29/21

COUNTY MANAGER APPROVAL

[Signature]
DATE: 7/1/2021

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6/29/21

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kathy Mathews

SOC. SEC. NO.: _____

POSITION: Water Clerk

DEPT.: Water

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

7/1/21 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 61 STEP: 11 SALARY: 38,143

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: 2019 PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]

[Signature: Frank Heath]

DATE: 6/29/21

DATE: 7/1/2021

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6/29/21

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Robert Smith

SOC. SEC. NO.: _____

POSITION: Water Tech I

DEPT.: Water

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

7/1/21 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 58 STEP: 2 SALARY: 26,845

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: 2019 PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 6/29/21

[Signature]
DATE: 7/1/2021

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6/29/21

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Beg Spæth

SOC. SEC. NO.: _____

POSITION: Fillin / Water Clerk

DEPT.: Water

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

7/1/21 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 64 STEP: 2 SALARY: \$ 16.81 / HR

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: 2019 PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: 6/29/21

Frank Heath
DATE: 7/1/2021

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 6/29/21

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Arnold White

SOC. SEC. NO.: _____

POSITION: Backhoe Operator

DEPT.: Water

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBA-
Date TIONARY PERIOD.

7/1/21 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 65 STEP: 11 SALARY: 45,487

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: 2019 PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]

[Signature]

DATE: 6/29/21

DATE: 7/1/2021

FINANCE OFFICER

DATE: _____

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
ARPA FUNDS
NO. 1

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 6th DAY OF JULY, 2021, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2021 - 2022 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
62-329-000	Investment Earning	5,000	
62-348-000	ARPA Funds	1,307,515	
62-500-720	ARPA Funds	1,312,515	
EXPLANATION: To amend FY 21/22 budget to include ARPA Funds received (ARPA = American Rescue Plan Act).			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 6th DAY OF JULY, 2021.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 6th DAY OF JULY, 2021.

Chairman, Board of Commissioners

Finance Officer

**ALBEMARLE COMMISSION
SENIOR NUTRITION CONTRACT**

This Agreement entered into as of this first day of July 2021, by and between **PERQUIMANS COUNTY** (hereinafter referred to as Contractor), and the **Albemarle Commission**, (hereinafter referred to as AC), with offices located at 512 South Church St., Hertford, North Carolina, WITNESSETH THAT;

WHEREAS, AC wishes to make available certain services to elderly residents within a service area hereafter described; and,

WHEREAS, the Contractor warrants that it is capable of providing the services hereafter described; and,

WHEREAS, the Contractor desires to assist AC in this endeavor;

NOW, THEREFORE, the parties hereto do agree as follows:

1. Employment of Contractor: AC hereby agrees to engage the Contractor to perform the services hereinafter set forth.
2. Time of Performance: The services of the Contractor are to commence on **July 1, 2021, and shall be completed by June 30, 2022.**
3. Scope and location of Services: The Contractor shall do, perform, and carry out in a satisfactory and proper manner, as determined by AC, the agreements and assurances required in the Request for Proposal and the services specified in No. 35—Special Conditions.
4. Personnel: The Contractor represents that it has, or will secure at its own expenses, all personnel required in performing the services under this Agreement. Such personnel shall not be employees of, or have any contractual relationship with AC. All personnel engaged in the work shall be fully qualified.

It is understood and agreed that **BEVERLY GREGORY** shall represent the Contractor as Project Manager in the performance of this Agreement. Any change in such Project Manager shall be subject to approval of AC.

5. Compensation: The Contractor and AC expressly understand and agree that in no event will the total compensation and reimbursement paid thereunder by the AC exceed the maximum of **Twelve Thousand and Ninety Seven Dollars and Eight Nine Cents (12,097.89)** for 999 hours of Nutrition Service, and shall constitute full and complete compensation for the Contractor's services hereunder.

6. Reimbursement Rate Per Unit of Service: Albemarle Commission will reimburse the Contractor \$12.11 for each hour of Nutrition Service served to eligible clients, such units of service being defined in No. 35 – Special Conditions.
7. Reprogramming of Funds: It is understood and agreed that, in the event that the amount of funds received from the North Carolina Division of Aging is reduced, AC may in turn, decrease the total compensation and reimbursement to be paid hereunder and in accordance with Paragraph 14, changes in the Scope of Services.
8. Change of Reimbursement. At its sole discretion, AC may re-negotiate the reimbursement shown in Paragraph 6 of this Agreement. However, in no case will AC increase the overall amount shown in Paragraph 5.

The parties agree they will consider increasing the reimbursement rate only under two circumstances:

- a) Upon a showing by Contractor that actual costs have increased due to factors beyond Contractor's control (e.g., increases in gasoline costs, union settlement on wages, etc.); or
- b) Upon a showing by Contractor that actual costs have increased due to a sudden increase in client load (e.g., due to a disaster). In the event that the reimbursement rate is increased, the total units of service to be delivered will be correspondingly decreased.

The parties further agree that AC shall have the right to decrease the reimbursement rate under any circumstances which show that actual costs are less than projected; including, but not limited to, circumstances in which:

- a) Overall costs of providing service are shown to be less than forecast in the Contractor's original bid for this service; or
 - b) The Contractor fails to document the required cost-sharing, such that the AC reimbursement rate exceeds 100 percent of service costs. In the event The reimbursement rates are decreased, AC may, at its option, increase The total number of units of service to be delivered.
9. Method of Payment: After the first month, Contractor shall submit a monthly report to AC on the number of service units delivered and capital cost through the end of prior month for reimbursement.
 10. Documentation of Expenses: Contractor shall maintain full and complete documentation of all expenses associated with performing the scope of work under the contract. Expenses documentation shall include: time sheets for AC clients; receipts for any supplies purchased for use on this contract; any applicable

subcontract expenditures; and such other documentation necessary to substantiate overall costs of delivering the contracted service (including Contractor contribution as well as amounts reimbursed by AC).

11. Payment by Service Recipient: No individual receiving services under the terms of this Agreement shall be required to pay any part of the cost of the service. However, recipients shall be given the opportunity by the Contractor to make some contribution for the service in a manner approved by the AC.

Contractor shall post a notice in a conspicuous place, stating that no charge is Made for the service, but that contributions will be accepted. Contractor shall furnish envelopes to all clients for confidential contributions. Contractor shall offer a locked box in a convenient location for confidential deposit of envelopes.

12. Cost Sharing: Cost Sharing is any money received by Contractor as a direct result of contract activity. Contractor shall maintain daily records of activity, Contractor shall maintain daily records of activity. Program income shall be used in the same year it is received to provide additional services.

13. Monitoring, Auditing and Reporting: The Contractor agrees to submit to audit by AC, the State of North Carolina, or the federal government for a three year period following final payment under the terms of this Agreement. The Contractor agrees to permit monitoring by AC, its staff and appropriate representatives, and to comply with such reporting procedures as may be established by AC. The Contractor further agrees that all pertinent financial records shall be made available for copying upon request by AC, the state or federal government, or their agents.

It is understood and agreed that the report procedures established by AC may include, but not be limited to, the names and addresses of individuals receiving services under the terms of this contract, with the understanding that no personal information obtained from any individual will be disclosed by AC in a form which allows identification of the individual, without the written consent of the individual.

It is understood and agreed that the report procedures established by AC may also include actual costs incurred per unit of service including both AC costs and contractor contributions.

It is further understood that the agency is responsible to AC for clarifying any audit exceptions that may arise from AC independent audit, the Department of Human Resources audit, or any federally conducted audit. AC requires the Contractor to send a copy of their audit when received from the independent auditors. In addition, contractors are responsible for paying any governmental funds that may be part of the audit exception.

14. Changes: AC may, from time to time, require changes in the Scope of Services to be performed. Such changes, including any increase or decrease in the amount of the Contractor's compensation which is mutually agreed upon between AC and the Contractor, shall be incorporated in written amendments to this Agreement.
15. Termination of Agreement for Cause: If through any cause the Contractor shall fail to fulfill in timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the covenants, agreements or stipulations of this Agreement, AC shall thereupon have the right to terminate this Agreement by giving written notice to the Contractor of such termination and specifying the effective date thereof. The date of notice shall be at least five (5) days before the AC effective date of such termination.

In the event of termination, such data, studies, surveys, drawings, maps and reports prepared by the Contractor shall, at the option of AC, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. Client files of the agency, developed under this contract shall become the property of the AC upon completion and/or termination of this contract.

Notwithstanding the above, the Contractor shall not be relieved of liability to AC by virtue of any breach of the Agreement by the Contractor, and AC may withhold any payments to the Contractor for the purpose of set-off until such time as the exact amount of damages due AC from the Contractor is determined.

16. Cancellation for Convenience of AC: AC may cancel this Agreement at any time by giving written notice to the Contractor of such cancellation and specifying the effective date of such cancellation. If the Agreement is canceled by AC as provided herein, the Contractor will be paid for work satisfactorily completed.
17. Disputes: Any disputes which arise in the interpretation of this contract shall be resolved in the following manner:
- a) The Contractor shall submit a letter to AC specifying the nature of the dispute asking for resolution of the dispute.
 - b) The Executive Director of the AC will meet with the Contractor to resolve the dispute. The Executive Director of the AC will document the resolution in a letter to the Project Manager.
 - c) If the Contractor is dissatisfied with the resolution of the dispute decided by the AC Executive Director, the Contractor may appeal the Executive Director's decision in writing to the AC Budget and Personnel Committee.

- d) The AC Budget and Personnel Committee will consider the appeal at its next scheduled meeting, which shall occur no less than 10 days following receipt of the written appeal request. The decision of the Budget and Personnel Committee is final.
18. Subcontracting: None of the work or service covered by this Agreement shall be subcontracted without the prior written approval of AC. All approved subcontracts must conform to the applicable requirements set forth in this Agreement and must attach and include by reference Appendix A - Scope of Services.
19. Compliance with Service Standards and Required Procedures: Contractor shall perform the services set forth in this Agreement in compliance with applicable standards and procedures specified in Appendix A – Scope of Services. Contractor further agrees to comply with applicable standards for this service which are, or may be, specified by the North Carolina Division of Aging, any other State of North Carolina agency, the Division of Aging Policy Manual, and the AC Policy Manual.
20. Service Priorities: Contractor shall give priority for service to those older people with the greatest social and economic need. Where the nature of the service allows, Contractor shall make special efforts to serve the moderately impaired, isolated and homebound elderly on a priority basis, as set out in the proposal and as indicated in the service standards established by the Division of Aging.
21. Equal Opportunity and Affirmative Action: In carrying out this contract, Contractor shall deny none of the benefits or services of the program to any eligible recipient on the grounds of age, sex, religion, race, color, handicap, or national origin.

The Contractor also agrees not to discriminate against any employee or applicant for employment because of age, race, color, religion, sex, handicap or national origin. The Contractor shall take affirmative action to insure that applicants are employed, and that employees are treated during employment without regard to their age, race, color, religion, sex, handicap, or national origin. Such action shall include, but not be limited to: employment or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

The Contractor shall, in all solicitations or advertisements for employees placed by, or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, handicap, or national origin.

It is further agreed by the Parties that the Contractor shall take affirmative action to solicit subcontractors with or purchases from minority business enterprises as defined in the Public Works Employment Act of 1977, 42 U.S.C. 6705 (f) (2),

where such subcontracting or purchasing, if any, is or may be undertaken under the terms of this Agreement.

22. Confidentiality: Any reports, recipient information, data, or other materials given to, or prepared or assembled by the Contractor under this Agreement which AC requests to be kept confidential, shall not be made available to any individual or organization by the Contractor without prior written approval of AC.
23. Identification of Documents: All reports, maps, and other documents completed as part of this Agreement, other than documents exclusively for internal use within AC, shall carry the following statement on the front cover, or a title page containing the name of AC.

THE PREPARATION OF THIS (Report, Document, Etc.) WAS FINANCED IN PART THROUGH A FEDERAL GRANT BY THE NORTH CAROLINA DEPARTMENT OF HUMAN RESOURCES, DIVISION OF AGING, UNDER THE PROVISIONS OF TITLE III, OLDER AMERICANS ACT OF 1965, AS AMENDED.

24. Licenses and Permits: Contractor shall maintain all required licenses, permits, bonds, and insurance required for carrying out the services in Appendix A. the Contractor shall notify the AC immediately if any required licenses or other permits are canceled, suspended, or otherwise ineffective. Failure to maintain proper licenses permits, bonds and insurance shall be a basis for AC disallowing all or part of payments under this contract or for termination of this agreement for cause.
25. Insurance: Notwithstanding any other insurance requirements, Contractor shall, within ten (10) days of the effective date of this Agreement, provide AC with a certificate of insurance for public liability insurance in the minimum amount of One Hundred Thousand/Three Hundred Thousand Dollars (\$100,000/\$300,000). If Contractor uses a vehicle in fulfilling its duties under this Agreement, Contractor shall also provide evidence of automobile insurance in the minimum amount of Twenty-Five Thousand/Fifty Thousand Dollars (\$25,000/\$50,000 liability insurance and Fifty Thousand Dollars (\$50,000) property insurance. Failure to provide evidence of insurance shall be deemed an automatic violation of this Agreement and could therefore lead to termination of the Agreement by AC. The Contractor shall hold AC harmless for any damages to the person or property of any individual or organization as the result of the execution of the scope of service to be performed under this Agreement.
26. Conflict of Interest: The Contractor covenants that it presently has no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. The Contractor further covenants that, in the performance of this Agreement, no person having any such interest shall be employed.

27. Interest of Members of AC and Others: No officer, member, or employee of AC and no member of its governing body, and no other public official of the governing body of the locality or localities in which the project is situated or being carried out who exercises any functions or responsibilities in the review or approval of this project, shall participate in any decision relating to this Agreement which affects his or her personal interest or have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
28. Officials not to Benefit: No member of or delegate to Congress, or resident commissioner, shall be admitted to any share or part of this contract, or to any benefit that may arise therefrom.
29. Assignability: The Contract shall not assign, sublet, or transfer all or any portion of its interest in this Agreement without the prior written approval of the Agency's Executive Director or his authorized agent.
30. Resources Development: The Contractor shall investigate other agencies and resources providing services to the elderly and shall coordinate its own services to minimize overlap and duplication.
31. Disaster Assistance: In the event that elderly individuals are endangered by the occurrence of a tornado, fire, flood, severe temperature extremes, or other disaster-related situation, the Contractor shall cooperate with requests for assistance from AC on behalf of the elderly individuals.
32. Attendance at AC Meetings: The Contractor, upon request of AC, shall attend any committee or special meeting relating to the project, or staff development training.
33. Participant Input: The Contractor shall, with the assistance of AC, develop a procedure for providing elderly service recipients with an opportunity to assess and evaluate the program. This assessment shall be performed on a regular basis.
34. Applicable Laws, Rules, and Regulations: This contract shall be deemed to have been executed and performed in the State of North Carolina, and all questions of interpretation and construction shall be construed by the laws of such State. In addition, Contractor shall be governed by all applicable Federal, State, and Local rules, regulations and policies.
35. Special Conditions:

Appendix A- CONGREGATE NUTRITION

Service Definition:

The provision of a meal in a group setting.

Unit of Service:

One hour –four hours daily.

Service Objective:

To promote the health and well being of older people through the provision of nutritious meals and opportunities for social and recreational services and access to other services.

Service Activities:

Prepare specific congregate meal site(s) at least 5 days per week for dining.

- Set up tables, chairs, place settings, and table condiments.
- Clean up after meals, washing non-disposable items and dispose of litter and garbage.
- Welcome participants to site.
- Station staff, both paid and volunteers, to keep attendance records and to encourage donations to program.

Food Service:

- Receive meals from caterer or central kitchen, take and record temperatures of all hot and cold food items.
- Prepare food service line for serving meals.
- Supervise portioning of food onto plate by donated and volunteer staff, take food temperatures again immediately before portioning.
- Provide assistance to participants who have difficulty walking or carrying trays.
- Review and maintain records on food quality and quantity.

Coordinate Services:

- Arrange transportation to site for participants.
- Recruit and train volunteers.
- Provide grocery shopping assistance and/or education at least 2 times per month.
- Provide for nutrition education at least 2 times per month.
- Provide for health and social service information at least once per month.
- Provide an exercise program one time per week.
- Provide activities daily.
- Outreach activities will be conducted to identify and attract health impaired, socially and/or economically need persons in need of nutrition services.

Preferred Target Groups: Persons who are health impaired, and who are in need of nutritional supports or those older persons whose independent living arrangements lack

proper facilities for meal preparation. Those persons who are ambulatory, but lack sufficient health and/or motivation to prepare meals regularly.

Locale of Service:

- At an approved public or private community facility with the following characteristics.
- Has been approved by the local health department.
- Has been inspected by the local fire department and meets all local and state fire codes.
- Has been approved in writing by the Area Agency on Aging prior to opening.
- Is in compliance with 504 Regulations.
- Is located near concentrations of preferred target group persons.
- Must have at least 12-14 square feet per person excluding halls, bathrooms, kitchen areas.
- Must be a facility where all eligible persons feel free to visit and will not offend their cultural and ethnic preferences.
- Must have adequate number of tables and chairs appropriate for older adults.
- Must have at least 2 exits which are unlocked during hours of operation.
- Must have adequate parking.
- Must have a safe and appropriate place to mount and dismount from vans or other group transportation vehicles.
- Must be heated during colder months to at least 72° F. while participants are present.
- There must be a “termination of services” policy on file for each participant.

Access to Services:

- Participants will be referred to service by self, friend, neighbor, or a community resource.

Delivery Characteristics:

- Meals shall be served at least 5 days per week at the site.
 - There shall be a feedback mechanism to obtain information on menu preference of participants, and other issues at site.
 - The approved menu shall be publicized one week in advance at the site and shall be identified as the Nutrition Program for the elderly menu and shall specify serving dates.
 - Each meal shall provide at least 1/3 of the current recommended daily dietary allowances Food and Nutrition boards of the National Research Council and shall meet the following meal pattern when plated for each participant.
- a) 2 ounces cooked edible portion of meat, fish, fowl, eggs; cooked dry beans or cheese may be used for a maximum of 4 times per month as substitute for one ounce of meat; textured vegetable protein may only be used as specified in the Division of Aging Manual.

- b) Two, one-half cup servings of vegetables, fruits, and full strength fruit/vegetable juices. There must be one cold source of Vitamin C which provides at least 1/3 RDA of Vitamin C daily.
- c) One serving enriched or whole grain bread, biscuits, rolls, muffins, sandwich buns, cornbread, other hot breads or enriched or whole grain cereals or cereal products such as rice, macaroni, dumplings, pancakes, and waffles.
- d) One teaspoon of butter or fortified margarine in a packaged chip.
- e) One, one-half cup serving of dessert which may be fruit, full strength fruit juice, pudding, gelatin, ice cream, ice milk, sherbet, cake, pie, cookies and similar foods.
- f) One-half pint of fortified whole, skim, or low-fat milk, buttermilk, yogurt, or cheese (3 ozs.).
- g) Fruit or juice used as a dessert may not be counted toward the two servings of vegetables and fruits.
 - Contractor shall tell the participants about agency procedures for service, confidentiality, waiting lists, service priorities, complaint and grievance, and other matters germane to the participants' decision to accept service, and about his opportunity to make a voluntary contribution to the program.
 - Every effort shall be made to make the dining room and meals attractive.
 - A completed calendar of site activities and programs must be posted at the beginning of the month.
 - Emergency plans must be developed for each site for medical emergencies and to evacuate the site in case of fire or explosion.
 - The contractor shall provide adequate staff to operate the program including a paid contract manager and a paid site manager for the site.
 - The site manager may be paid from Title III funds for no more than 4 hours per day and shall be responsible for site operations.
 - Must be able to work well with older adults.
 - Must be able to keep accurate records.
 - Must be able to supervise volunteers.
 - The contractor must develop a plan to recruit, orient, train, and recognize volunteers.
 - Minimum orientation and training shall include:

Contract Manager: Administrative procedures, record keeping systems, reporting, food safety.

Site Managers: Site procedures, orientation and training for specific volunteer activities.

All Staff: First aid, cardio-pulmonary resuscitation, physiology of aging, fire/disaster evacuation, shall attend all training required for specific staff categories provided by the Division of Aging and/or Area Agency on Aging.

- All foods must be stored, prepared, held and served in a manner to preserve optimum flavor and appearance, while retaining nutrients and food value.
- Staff serving food must use hygienic techniques and practices in all handling of the food.
- Food temperatures must be maintained at safe levels (hot 140° +, cold 45°-) throughout all processes from storage through serving.
- Contractor must abide by food safety practices required in 10NCAC Section of .0400.

Prohibited Services:

- Cannot provide meals to residents of long-term care facilities, guests, handicapped persons under age 60, adult day care participants and paid staff under age 60 without reimbursement of the full cost of the meal.
- Except on emergency basis, nutrition site(s) may not be closed or combined on a temporary or permanent basis without prior written approval from the Area Agency on Aging.
- May not enter into contracts with profit making organizations without prior written approval from the Area Agency on Aging.

Administrative Requirements:

- Adequate records shall be maintained to document program activities and shall include:
 - participants' intake record
 - participants' attendance records
 - meals served records
 - menu served with substitutions, dates, and justification noted
 - meal receipt/delivery slips
 - program income record
 - employment records including affirmative action documentation
- Shall follow general recognized accounting procedures outlined in CRF Part 74 of all funds including participant contributions.
- All participants' records shall be treated as confidential.
- File all required reports on time.
- Train staff to make appropriate referrals.

Home-Delivered

In administering the Home-Delivered Meals Program, Contractor agrees to appoint or employ a person to do the following duties:

- 1) Recruit, maintain, schedule, and supervise volunteers to deliver meals.
- 2) Order, receive, and check meals received.
- 3) Keep daily records, which will include, but not be limited to:
 - a) Daily Nutrition Service Record
 - b) Required Temperature Reports
 - c) Volunteer Hours Reports
- 4) Receive requests for meals from potential clients.
- 5) Collect all project income per the Consumer Contributions Policy and Procedures.
- 6) Report all legitimate complaints to the Albemarle Commission's Home-Delivered Meals Coordinator.

The Albemarle Commission's Home Delivered Meals Coordinator/Volunteer Administrator will be responsible for:

- a) Supervising in the daily operation of home-delivered meals activities.
- b) Providing whatever assistance and support is necessary to recruit and maintain volunteers, i.e., making presentations to civic or community groups, etc., providing printed material, etc.
- c) Processing all requests for meals, determining eligibility, and making all placements to the program.
- d) Revising and updating delivery routes to reflect additions, deletions, or other changes.

IN WITNESS WHEREOF, AC and the Contractor have executed this Agreement as of the date first above written.

(County)

Albemarle Commission

BY: _____
(Authorized Official)

BY: _____
(Executive Director)

DATE: _____

BY: _____
(Area Agency on Aging Director)

DATE: _____

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

(Commission's Finance Officer)



JACQUELINE S. FRIERSON
Register of Deeds, Perquimans County

P.O. Box 74 • Hertford, N.C. 27944 • Phone (252) 426-5660 • Fax (252) 426-7443 • email: jackiefrierson@perquimanscountync.gov

NOTICE REGARDING RECORDING HOURS

Pursuant to House Bill 314, Effective August 1, 2021, the Register of Deeds office will no longer end recordings before 5:00 PM. The office of the Register of Deeds shall be open for business Monday through Friday except for official State holidays, emergencies, exigent circumstances or inclement weather. Instruments and documents presented in due form shall be accepted for recording during office hours.

Jackie S. Frierson, ROD



June 21, 2021

Tracy Mathews, Finance Officer
PO Box 45
Hertford, NC 27944

CAMDEN

CHOWAN

CURRITUCK

DARE

GATES

HYDE

PASQUOTANK

PERQUIMANS

TYRRELL

WASHINGTON

COLUMBIA

CRESWELL

DUCK

EDENTON

ELIZABETH CITY

GATESVILLE

HERTFORD

KILL DEVIL HILLS

KITTY HAWK

MANTEO

NAGS HEAD

PLYMOUTH

ROPER

SOUTHERN SHORES

WINFALL

Dear Ms. Mathews:

The Home and Community Care Block Grant (HCCBG) Planning Committee has determined how funding for FY 2021-2022 would be distributed among the providers.

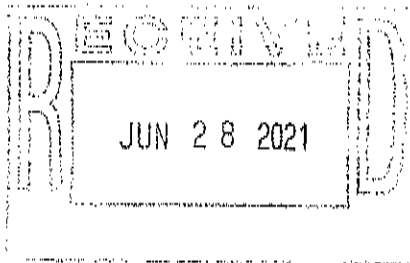
Enclosed are the provider contracts based on their decision. These need to be signed by the Board Chair of the County Commissioners and the Finance Officer where indicated. Enclosed are two copies of the County Funding Plan (form DAAS-731) and the Agreement for the Provision of County-Based Aging Services (form DAAS-735) which need to be completed and signed by the Board Chair and Finance Officer. Please have them sign all forms, keeping a set of copies for the county and return the other set to me at the address below.

Thank you for your assistance.

Sincerely,

Jasmine S. Wilson
Aging Programs and Contract Specialist

Enclosures



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(updated 6-11-21)

It is understood and agreed that the grant administrator for the County shall represent the County in the performance of this Agreement. The County shall notify the Area Agency in writing if the administrator changes during the grant period. Specific responsibilities of the grant administrator for the County are provided in paragraph seven (7) of this Agreement.

4. Services authorized through the County Funding Plan, as specified on the Provider Services Summary format(s) (DAAS-732) are to commence no later than July 1 of the state fiscal year and shall be undertaken and pursued in such sequence as to assure their expeditious completion. All services required hereunder shall be completed on or before the end of the Agreement period, June 30 of the state fiscal year.
5. Assignability and Contracting. The County shall not assign all or any portion of its interest in this Agreement. Any purchase of services with Home and Community Care Block Grant for Older Adults funding shall be carried out in accordance with the procurement and contracting policy of the community services provider or, where applicable, the Area Agency, which does not conflict with procurement and contracting requirements contained in 45 CFR Part 75, Subpart D-Post Federal Award Requirements, Procurement Standards. Federal funds shall not be awarded to any subrecipients who have been suspended or debarred by the Federal government. In addition, Federal funds may not be used to purchase goods or services costing over \$100,000 from a vendor that has been suspended or debarred from Federal grant programs.
6. Compensation and Payments to the County. The County shall be compensated for the work and services actually performed under this Agreement by payments to be made monthly by the Area Agency. Total reimbursement to the community service providers under this Agreement may not exceed the grand total of Block Grant funding, as specified on the Provider Services Summary format (DAAS-732).
 - a. Interim Payments to the County

Upon receipt of a written request from the County, the Division of Aging and Adult Services, through the Area Agency, will provide the County Finance Officer with an interim payment equivalent to seventy percent (70%) of one-twelfth (1/12) of the County's Home and Community Care Block Grant allocation by the 22nd of each month.

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b. Reimbursement of Service Costs

Reimbursement of service costs are carried out as provided in Section 3 of the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, revised February 17, 1997.

c. Role of the County Finance Director

The County Finance Director shall be responsible for disbursing Home and Community Care Block Grant Funding to Community Service Providers in accordance with procedures specified in the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Manual for Community Service Providers, revised February 17, 1997.

d. Payment of Administration on Aging Nutrition Services Incentive Program (NSIP) Subsidy

NSIP subsidy for congregate and home delivered meals will be disbursed by the Division of Aging and Adult Services through the Area Agency to the County on a monthly basis, subject to the availability of funds as specified in Section 3 of the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Services Providers.

If through the U.S. Department of Agriculture Area Agency on Aging Elections Project, the County elects to receive a portion of its USDA entitlement in the form of surplus commodity foods in lieu of cash, the Area Agency will notify the County in writing of its community valuation upon notification from the Division of Aging and Adult Services. The delivery of commodity and bonus foods is subject to availability. The County will not receive cash entitlement in lieu of commodities that are unavailable or undelivered during the Agreement period.

7. Reallocation of Funds and Budget Revisions. Any reallocation of Block Grant funding between counties shall be voluntary on the part of the County and shall be effective only for the period of the Agreement. The reallocation of Block Grant funds between counties will not affect the allocation of future funding to the County. If during the performance period of the Agreement, the Area Agency determines that a portion of the Block Grant will not be expended, the grant administrator for the County shall be notified in writing by the Area Agency and given the opportunity to make funds available for reallocation to other counties in the Planning and Service Area or elsewhere in the state.

The County may authorize community service providers to implement budget revisions which do not cause the County to fall below minimum budgeting requirements for access, in-home, congregate, and home delivered meals services, as specified in Division of Aging and Adult Services budget instructions issued to the County. If a budget revision will cause the County to fall below minimum budgeting requirements for any of the aforementioned services, as specified in Division of Aging and Adult Services budgeting instructions issued to the County, the grants administrator for the County shall obtain written approval for the revision from the

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Area Agency prior to implementation by the community service provider, so as to assure that regional minimum budgeting requirements for the aforementioned services will be met.

Unless community services providers have been given the capacity to enter data into the Aging Resources Management System (ARMS), Area Agencies on Aging are responsible for entering amended service data into the Division of Aging and Adult Services Management Information System, as specified in the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers.

8. Monitoring. This Agreement will be monitored to assure that services are being provided as stated in the Division of Aging and Adult Service Monitoring Policies and Procedures at <http://www.ncdhhs.gov/aging/monitor/mpolicy.htm>.

The monitoring of services provided under this Agreement shall be carried out by the Area Agency on Aging in accordance with its Assessment Plan and as specified in Sec. 308 of the AAA Policies and Procedures Manual. Counties and community service providers will receive a written report of monitoring findings in accordance with procedures established in Section 308.4. Any areas of non-compliance will be addressed in a written corrective action plan with the community service provider.

9. Disputes and Appeals. Any dispute concerning a question of fact arising under this Agreement shall be identified to the designated grants administrator for the Area Agency. In accordance with Lead Regional Organization (LRO) policy, a written decision shall be promptly furnished to the designated grants administrator for the County.

The decision of the LRO is final unless within twenty (20) days of receipt of such decision the Chairman of the Board of Commissioners furnishes a written request for appeal to the Director of the North Carolina Division of Aging and Adult Services, with a copy sent to the Area Agency. The request for appeal shall state the exact nature of the complaint. The Division of Aging and Adult Services will inform the Chairman of the Board of Commissioners of its appeal procedures and will inform the Area Agency that an appeal has been filed. Procedures thereafter will be determined by the appeals process of the Division of Aging and Adult Services. The state agency address is as follows:

Director
North Carolina Division of Aging and Adult Services
693 Palmer Drive
2101 Mail Service Center
Raleigh, North Carolina 27699-2101

10. Termination for Cause. If through any cause, the County shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or the County has or shall violate any of the covenants, agreements, representations or stipulations of this Agreement, the Area Agency shall have the right to terminate this Agreement by giving the Chairman of the Board of Commissioners written notice of such termination no fewer than fifteen (15) days prior to the

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effective date of termination. In such event, all finished documents and other materials collected or produced under this Agreement shall at the option of the Area Agency, become its property. The County shall be entitled to receive just and equitable compensation for any work satisfactorily performed under this Agreement.

11. Audit. The County agrees to have an annual independent audit in accordance with North Carolina General Statutes, North Carolina Local Government Commission requirements, Division of Aging and Adult Services Program Audit Guide for Aging Services and Federal Office of Budget and Management (OMB) Uniform Guidance 2 CFR Part 200.

Community service providers, as specified in paragraph one (1), who are not units of local government or otherwise subject to the audit and other reporting requirements of the Local Government Commission are subject to audit and fiscal reporting requirements, as stated in NC General Statute 143C-6-22 and 23 and OMB Uniform Guidance CFR 2 Part 200, where applicable. Applicable community service providers must send a copy of their year-end financial statements, and any required audit, to the Area Agency on Aging. Home and Community Care Block Grant providers are not required to submit Activities and Accomplishments Reports. For-profit corporations are not subject to the requirements of OMB Uniform Guidance 2 CFR Part 200, but are subject to NC General Statute 143C-6-22 and 23 and Yellow Book audit requirements, where applicable.

Federal funds may not be used to pay for a **Single or Yellow Book audit** unless it is a federal requirement. **State funds** will not be used to pay for a **Single or Yellow Book audit** if the provider receives less than \$500,000 in state funds. The Department of Health and Human Services will provide confirmation of federal and state expenditures at the close of the state fiscal year. Information on audit and fiscal reporting requirements in accordance with Administrative Code 09 NCAC 03M can be found at <https://www.osbm.nc.gov/stewardship-services/grants/grant-recipients>

The following chart provides a summary of reporting requirements under NCGS 143C-6-22 and 23 and OMB Uniform Guidance 2 CFR Part 200 based upon funding received and expended during the service provider's fiscal year.

Annual Expenditures	Report Required to AAA	Allowable cost for reporting
<ul style="list-style-type: none"> • Less than \$25,000 in state or federal funds 	Certification form and State Grants Compliance Reporting <\$25,000 (Item #11, Activities and Accomplishments) does not have to be completed) OR Audited Financial Statements in compliance with GAO/GAS (i.e., Yellow Book).	N.A.

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(updated 6-11-21)

Annual Expenditures	Report Required to AAA	Allowable cost for reporting
<ul style="list-style-type: none"> Greater than \$25,000 and less than \$500,000 in state funds or \$750,000 in federal funds. 	Certification form and Schedule of Grantee Receipts >\$25,000 and Schedule of Receipts and Expenditures OR Audited Financial Statements in compliance with GAO/GAS (i.e., Yellow Book)	N.A.
<ul style="list-style-type: none"> \$500,000+ in state funds but federal pass through in an amount less than \$750,000. 	Audited Financial Statement in compliance with GAO/GAS (i.e., Yellow Book)	May use state funds, but <u>not</u> federal funds.
<ul style="list-style-type: none"> \$500,000+ in state funds <u>and</u> \$750,000+ in federal pass through funds. 	Audited Financial Statement in compliance with OMB Uniform Guidance 2 CFR Part 200 (i.e., Single Audit)	May use state and federal funds.
<ul style="list-style-type: none"> Less than \$500,000 in state funds <u>and</u> \$750,000+ in federal pass through funds 	Audited Financial Statement in compliance with OMB Uniform Guidance 2 CFR Part 200 (i.e., Single Audit)	May use federal funds, but <u>not</u> state funds.

12. Audit/Assessment Resolutions and Disallowed Cost. It is further understood that the community service providers are responsible to the Area Agency for clarifying any audit exceptions that may arise from any Area Agency assessment, county or community service provider single or financial audit, or audits conducted by the State or Federal Governments. In the event that the Area Agency or the Department of Health and Human Services disallows any expenditure made by the community service provider for any reason, the County shall promptly repay such funds to the Area Agency once any final appeal is exhausted in accordance with paragraph nine (9).

The only exceptions are if the Area Agency on Aging is designated as a community service provider through the County Funding Plan or, if as a part of a procurement process, the Area Agency on Aging enters into a contractual agreement for service provision with a provider which is in addition to the required County Funding Plan formats. In these exceptions, the Area Agency is responsible for any disallowed costs. The County or Area Agency on Aging can recoup any required payback from the community service provider in the event that payback is due to a community service provider's failure to meet OMB Uniform Guidance CFR 2 Part 200, 45 CFR Part 1321 or state eligibility requirements as specified in policy.

13. Indemnity. The County agrees to indemnify and save harmless the Area Agency, its agents, and employees from and against any and all loss, cost, damages, expenses, and liability arising out of performance under this Agreement to the extent of errors or omissions of the County.

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14. Equal Employment Opportunity and Americans With Disabilities Act Compliance. Both the County and community service providers, as identified in paragraph one (1), shall comply with all federal and state laws relating to equal employment opportunity and accommodation for disability.
15. Data to be Furnished to the County. All information which is existing, readily available to the Area Agency without cost and reasonably necessary, as determined by the Area Agency's staff, for the performance of this Agreement by the County shall be furnished to the County and community service providers without charge by the Area Agency. The Area Agency, its agents and employees, shall fully cooperate with the County in the performance of the County's duties under this Agreement.
16. Rights in Documents, Materials and Data Produced. The County and community service providers agree that at the discretion of the Area Agency, all reports and other data prepared by or for it under the terms of this Agreement shall be delivered to, become and remain, the property of the Area Agency upon termination or completion of the work. Both the Area Agency and the County shall have the right to use same without restriction or limitation and without compensation to the other. For the purposes of this Agreement, "data" includes writings, sound recordings, or other graphic representations, and works of similar nature. No reports or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of the County.
17. Interest of the Board of Commissioners. The Board of Commissioners covenants that neither the Board of Commissioners nor its agents or employees presently has an interest, nor shall acquire an interest, direct or indirect, which conflicts in any manner or degree with the performance of its service hereunder, or which would prevent, or tend to prevent, the satisfactory performance of the service hereunder in an impartial and unbiased manner.
18. Interest of Members of the Area Agency, Lead Regional Organization, and Others. No officer, member or employee of the Area Agency or Lead Regional Organization, and no public official of any local government which is affected in any way by the Project, who exercises any function or responsibilities in the review or approval of the Project or any component part thereof, shall participate in any decisions relating to this Agreement which affects his personal interest or the interest of any corporation, partnership or association in which he is, directly or indirectly, interested; nor shall any such persons have any interest, direct or indirect, in this Agreement or the proceeds arising there from.
19. Officials not to Benefit. No member of or delegate to the Congress of the United States of America, resident Commissioner or employee of the United States Government, shall be entitled to any share or part of this Agreement or any benefits to arise here from.
20. Prohibition Against Use of Funds to Influence Legislation. No part of any funds under this Agreement shall be used to pay the salary or expenses of any employee or agent acting on

DAAS-735
(updated 6-11-21)

behalf of the County to engage in any activity designed to influence legislation or appropriations pending before Congress.

21. Confidentiality and Security. Any client information received in connection with the performance of any function of a community service provider or its subcontractors under this Agreement shall be kept confidential. The community service provider acknowledges that in receiving, storing, processing, or otherwise handling any confidential information, the agency and any subcontractors will safeguard and not further disclose the information except as provided in this Agreement and accompanying documents.
22. Record Retention and Disposition. All state and local government agencies, nongovernmental entities, and their subrecipients, including applicable vendors, that administer programs funded by federal sources passed through the NC DHHS and its divisions and offices are expected to maintain compliance with the NC DHHS record retention and disposition schedule (<https://www.ncdhhs.gov/about/administrative-offices/office-controller/records-retention>). In addition, the NC Department of Natural and Cultural Resources has developed a General Records Schedule for Local Government Agencies as well as individual retention and disposition schedules for local government agencies like county social service agencies and local health departments. Those schedules are posted at <https://archives.ncdcr.gov/government/local>.

Retention requirements apply to the community service providers funded under this Agreement to provide Home and Community Care Block Grant services. By funding source and state fiscal year, the NC DHHS record retention schedule lists the earliest date that grant records in any format may be destroyed. The State Archives provides information about destroying confidential data and authorized methods of record destruction (paper and electronic) at <https://archives.ncdcr.gov/government/government-faq#how-can-i-destroy-records?>

The NC DHHS record retention schedule is based on federal and state regulations and pertains to the retention of all financial and programmatic records, supporting documents, statistical records, and all other records supporting the expenditure of a federal grant award. Records legally required for ongoing official proceedings, such as outstanding litigation, claims, audits, or other official actions, must be maintained for the duration of that action, notwithstanding the instructions of the NC DHHS record retention and disposition schedule.

In addition to record retention requirements for records in any format, the long-term and/or permanent preservation of electronic records require additional commitment and active management by agencies. The community service provider will comply with all policies, standards, and best practices published by the Division of Aging and Adult Services regarding the creation and management of electronic records.

DAAS-735
(updated 6-11-21)

- 23. Applicable Law. This Agreement is executed and is to be performed in the State of North Carolina, and all questions of interpretation and construction shall be construed by the laws of such State.

In witness whereof, the Area Agency and the County have executed this Agreement as of the day first written above.

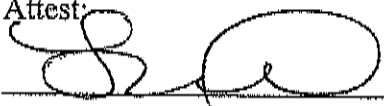
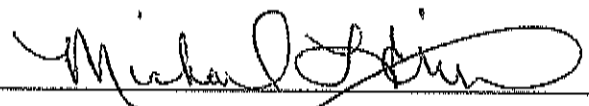
Perquimans County

Attest:

_____ By: _____
 Chairman, Board of Commissioners

Area Agency

Attest:


 _____ By: 
 Area Agency Director Executive Director,
 Lead Regional Organization

Provision for payment of the monies to fall due under this Agreement within the current fiscal year have been made by appropriation duly authorized as required by the Local Government Budget and Fiscal Control Act.

By: 

 FINANCE OFFICER, Lead Regional Organization



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 OF THE BOARD OF COMMISSIONERS FOR PERQUIMANS COUNTY, NORTH CAROLINA IN SUPPORT OF THE AFRICAN AMERICAN EXPERIENCE OF NORTHEASTERN NORTH CAROLINA

WHEREAS, The African American Experience of NENC is a six county initiative encompassing Northeastern North Carolina and includes Camden, Chowan, Currituck, Dare, Pasquotank and Perquimans, and

WHEREAS, the African American Experience celebrates the contribution of African Americans and, encourages a deeper understanding of the significance of the region's cultural heritage and

WHEREAS, the African American Experience will work to build more inclusive communities and

WHEREAS, the African American Experience will inspire exploration and appreciation of African American experience and

WHEREAS, the African American Experience will ultimately drive cultural tourism and economic impact

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

Section 1. It expresses its sincere support for the African American Experience and extends its best wishes for its endeavors.

Section 2. This resolution is effective upon its adoption.

ADOPTED the 6th day of July, 2021.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Mary Hunnicutt, Clerk to the Board

(COUNTY SEAL)

Perquimans County's Vision:

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

General Statue 122C-118.1

Board Requirements

- (1) At least one member who is a current county commissioner.
- (2) The chair of the local Consumer and Family Advisory Committee (CFAC) or the chair's designee.
- (3) At least one family member of the local CFAC, as recommended by the local CFAC, representing the interests of the following:
 - a. Individuals with mental illness.
 - b. Individuals in recovery from addiction.
 - c. Individuals with intellectual or other developmental disabilities.
- (4) At least one openly declared consumer member of the local CFAC, as recommended by the local CFAC, representing the interests of the following:
 - a. Individuals with mental illness.
 - b. Individuals with intellectual or other developmental disabilities.
 - c. Individuals in recovery from addiction.
- (5) An individual with health care expertise and experience in the fields of mental health, intellectual or other developmental disabilities, or substance abuse services.
- (6) An individual with health care administration expertise consistent with the scale and nature of the managed care organization.
- (7) An individual with financial expertise consistent with the scale and nature of the managed care organization.
- (8) An individual with insurance expertise consistent with the scale and nature of the managed care organization.
- (9) An individual with social services expertise and experience in the fields of mental health, intellectual or other developmental disabilities, or substance abuse services.
- (10) An attorney with health care expertise.
- (11) A member who represents the general public and who is not employed by or affiliated with the Department of Health and Human Services, as appointed by the Secretary.
- (12) The President of the LME/MCO Provider Council or the President's designee to serve as a nonvoting member who shall participate only in Board activities that are open to the public.
- (13) An administrator of a hospital providing mental health, developmental disabilities, and substance abuse emergency services to serve as a nonvoting member who shall participate only in Board activities that are open to the public.

LIST OF VOLUNTEER APPLICATIONS
by Expiration Date

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
9/24/16 Rec'd call - 3/26/19 Info correct Keep on list	Page, Frank	147 Explorer Arch page3@embarqmail.com	Hertford	NC	27944	(252) 426-1149 (757) 376-2001	1. Minzies Creek Utility District 2. 3. 4.	3/26/21
2/14/17 Rec'd call - 4/1/19 updated information Keep on list	Juanita T. Bailey	P.O. Box 3057	Eliz. City	NC	27906	(252) 562-3049	1. Sr Citizen Adv. Board 2. 3. 4.	4/1/21
6/5/17 Rec'd e-mail - 6/19/19 Information correct Keep on list	April Smith	800 Lake Road aasmith12@gmail.com aasmit10@sentara.com	Hertford	NC	27944	(252) 426-3182 (252) 384-4977 (252) 312-7959	1. Recreation Adv Board 2. 3. 4.	6/19/21
8/27/19	Sandra Sheehan	168 Highland Pony Road sheeseiz@aol.com	Hertford	NC	27944	(540) 903-1871	1. Tourism Development Authority 2. 3. 4.	8/27/21
8/28/19	Deborah Black	100 Brace Avenue Apt 04	Hertford	NC	27944	(252) 455-4620	1. Community Advisory Comm. 2. Economic Improvement 3. Smart Start Board 4. Social Services Board	8/28/21
9/10/19	Vanora B. Brothers	1782 Harvey Point Road mrsv45@centurylink.net	Hertford	NC	27944	(252) 426-5956 (252) 333-0752	1. Local Library Board 2. 3. 4.	9/10/21
10/3/19	Guy John Simmons	105 Wando Circle guysimmons@aol.com	Hertford	NC	27944	(978) 976-3895	1. Local Library Board 2. 3. 4.	10/3/21
10/4/19	Cynthia 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 gkollmann@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

LIST OF VOLUNTEER APPLICATIONS
by Expiration Date

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
3/31/20	Dean Engelhardt	113 Christine Court dean-engelhardt@gmail.com	Hertford	NC	27944	(571) 319-2275	1. Community Advisory Comm. 2. 3. 4.	3/31/22
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	646 New Hope Road thespouseandii@gmail.com	Hertford	NC	27944	(252) 340-1543	1. Local Library Board 2. 3. 4.	5/28/22
6/3/20	Debbie Jean Parker	304 Winfall Blvd whedbeebbie@yahoo.com	Hertford	NC	27944	(252) 619-3132	1. Local Library Board 2. 3. 4.	6/3/22
6/3/20	Anisha N Spellman	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
9/15/16 6-8-2020 - rec'd new application Keep on list	Blanchard, Terissa J.	228 Bethany Church Road tbianchard@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
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.	8/26/22 6/9/22
7/27/20	George W. Long, Jr.	436 Pender Road george19650401@gmail.com	Hertford	NC	27944	(252) 333-5125	1. Recreation Advisory Board 2. 3. 4.	7/27/22
12/23/20	Connie T. Brothers	1782 Harvey Point Road ctbrothers2003@yahoo.com	Hertford	NC	27944	(252) 333-8959	1. Albemarle Commission 2. Economic Development Commission 3. Senior Citizens Advisory Board 4. Northeastern Workforce	12/23/22

LIST OF VOLUNTEER APPLICATIONS
by Expiration Date

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
12/19/18 Rec'd e-mail info correct 1/8/21	Marlina McClenny	212 Crescent Drive tonyetta_2000@hotmail.com	Hertford	NC	27944	(252) 340-6999	1. Recreation Adv Board 2. 3. 4.	1/8/23
8/1/16 Rec'd e-mail info correct 2/19/21	Harrell, Darlene G.	384 Woodland Church Rd. lenceharrell@yahoo.com	Hertford	NC	27944	(252) 340-0880	1. Sr Tarheel Del. Leg. 2. 3. 4.	2/19/23
12/18/14 Rec'd e-mail 2-16-21 - info still correct	Smith, Jr., Lewis W.	127 Smith Cove Road lewis_smith@ncsu.edu	Hertford	NC	27944	(252) 426-7347 (252) 426-7164 (252) 331-3362	1. Planning Board 2. Agri Adv Board 3. 4.	2/18/23
7/18/16 Rec'd e-mail info correct 2/19/21	Simpson, Ernestine E.	388 Chapanoke Road ernestine_simpson@yahoo.com	Hertford	NC	27944	(252) 264-3284 (252) 435-7769	1. Comm. Adv. Committee 2. Planning Board 3. Citizen Advisory Board 4. Sr Citizen Adv. Board	2/19/23
8/26/14 Rec'd e-mail Info correct 2/16/21	Knight, Marshall	751 Body Road marshallknight751@centurylink.net	Hertford	NC	27944	(252) 264-3201	1. Board of Adjustments 2. Planning Board 3. 4.	2/16/23
9/5/16 Rec'd e-mail info correct 2/19/21	Lassiter, Brenda	726 Sandy Cross Road blassiter@pgschools.org	Belvidere	NC	27919	(252) 297-2740	1. Planning Board 2. Board of Commissioners 3. 4.	2/22/23
9/4/16 Rec'd e-mail correct/keep on file 2/22/21	Roberts, III, A.O.	1632 New Hope Road eureseedfarms@yahoo.com	Hertford	NC	27944	(252) 464-2037 (252) 264-3326 (252) 333-9575	1. Planning Board 2. Vol Ag District Committee 3. Water Mgmt Committee 4.	2/25/23
7/30/14 Rec'd e-mail info correct 2/22/21	Burket, Stephen G.	111 Shady Circle sburket@ix.netcom.com	Hertford	NC	27944	(252) 426-3817 (252) 337-4303	1. Sr Citizen Adv. Board 2. 3. 4.	2/25/23
2/2/17 Change of Address Keep on list 2/22/21	Reed, Deborah S.	P.O. Box 144 deborahreed74@gmail.com	Hertford	NC	27944	(252) 331-5426	1. Board of Adjustment 2. Recreation Adv Board 3. 4.	2/27/23

LIST OF VOLUNTEER APPLICATIONS
by Expiration Date

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
9/23/15 rec'd e-mail info correct 2/19/21	Layden, Dianne M.	177 Perrys Bridge Road diannelayden@hughes.net	Belvidere	NC	27919	(252) 297-2596	1. Board of Elections 2. Social Services Board 3. Board of Adjustment 4. Northern Reg Adv Bd - Trillium	2/27/23
11/16/15 4/14/21 - rec'd new appl. Keep on list	Mathis, Lynn W.	178 Sue Lane mahitabell@gmail.com lynn.mathis@ncdenr.gov	Hertford	NC	27944	(252) 264-3901 (252) 333-6619	1. Planning Board 2. RC&D 3. Albemarle Commission 4.	3/1/23
3/17/21	Robert R. Marlin, 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
8/30/12 c'd e-mail 3/25/2021 info correct keep on list	Winslow, III, Lynwood	1209 Belvidere Road lcwiii63@gmail.com	Belvidere	NC	27919	(252) 297-6532	1. Planning Board 2. Board of Adjustments 3. 4.	3/27/23
10/12/16 Rec'd e-mail 5-24-2021 Wishes to stay and send verified address	Antoine J. Moore	518 Woodville Road ajavonmoore@gmail.com	Hertford	NC	27944	(252) 335-0582 (252) 339-1505	1. Planning Board 2. 3. 4.	3/29/23



Designation of Voting Delegate to NCACC Annual Conference

I, _____, hereby certify that I am the duly designated voting delegate for _____ County at the 114th Annual Conference of the North Carolina Association of County Commissioners to be held during the Annual Business Session on August 14, 2021, at 12:45 p.m. in New Hanover County.

Voting Delegate Name: _____

Title: _____

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

Alternate Voting Delegate Name: _____

Title: _____

Article VI, Section 2 of our Constitution provides:

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

Please return this form to Alisa Cobb via email by Monday, August 9, 2021 close of business:

Email: alisa.cobb@ncacc.org

FBT-06

Resolution Authorizing Sale of Surplus Bookmobile to Perquimans County

Whereas, N.C. Gen Stat. 160A-274 provides that the Board of Education can sell to any other unit of local government any interest in personal property upon such terms as conditions as it deems wise; and

Whereas, the Elizabeth City-Pasquotank Board of Education has deemed to be surplus the 1987 Thomas Bus VIN 1T7A2D670H1559003 (Book Mobile) and would like to offer it to Perquimans County for the cost of transfer; and

NOW THEREFORE IT BE RESOLVED by the Elizabeth City-Pasquotank Board of Education that the above mentioned property previously declared surplus be sold for the amount of thirty five dollars (\$35) to Perquimans County for a mobile command unit.

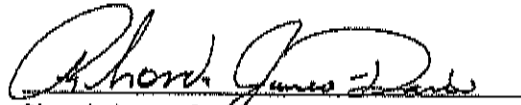
THIS the 28th day of June, 2021.



Sharon Warden, Chair

Elizabeth City-Pasquotank Board of Education

ATTEST:


Rhonda James-Davis, Interim Superintendent

ADMINISTRATION
Rhonda James-Davis
Interim Superintendent

Karen Dameron
Interim Chief Human Resources Officer

Rachael Haines
Chief Finance Officer

Dr. Amy Spencer
Chief Academic Officer



X.D. Page 2
Board of Education
Sharon Warden, Chair
Pam Pureza, Vice-Chair
George Archuleta
Virginia Houston
Daniel Spence
Rodney Walton
Dr. Shella Williams

DATE: June 28, 2021

INVOICE: SURPLUS 2021-001

BILL TO: Perquimans County
Emergency Management Services
Attn: Jonathan Nixon

DESCRIPTION OF ITEM: Sale of Surplus Bookmobile VIN 1T7A2D670H1559003

AMOUNT: \$35.00


Rachael Haines, Chief Finance Officer



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 FOR CHANGING THE LOCATION OF MEETINGS FOR THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS

WHEREAS, prior to the COVID-19 Pandemic, the Perquimans County Board of Commissioners met in the Commissioners' Room located in the Perquimans County Courthouse Annex Building in Hertford, North Carolina, 7:00 P.M. on the first Monday each month (Regular Meeting) and at 7:00 P.M. on the third Monday of each month (Work Session); and

WHEREAS, the Board of Commissioners desires to change this location pursuant to authorization of G. S. §153A-40, and to give notice as required by said statute;

IT IS, THEREFORE, RESOLVED, by action of the Board of Commissioners on the date set forth below, that, beginning with the month of August, 2021, the regular meetings of the Perquimans County Board of Commissioners shall be held in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944 at 7:00 P.M. on the first Monday and third Monday of each month unless the Monday is a holiday and then it will be on the following Tuesday at 7:00 P.M.;

BE IT FURTHER RESOLVED, that the Board of Commissioners reserves the right to schedule public hearings and public concerns on such dates and at such times as the Board may deem appropriate, provided that such scheduling complies with the requirements of the North Carolina Open Meetings Law;

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be posted on the bulletin board located in the foyer of the Courthouse at 128 N. Church Street, and on the door of the Commissioners' Meeting Room at 110 N. Church Street at least ten (10) days before the first meeting to which it applies, and that a copy of this Resolution shall be published on the County's website and Facebook page.

Adopted this the 6th day of July, 2021.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunnicutt
Clerk to the Board of Commissioners

(SEAL)

FOR
INFORMATION
ONLY
ITEMS

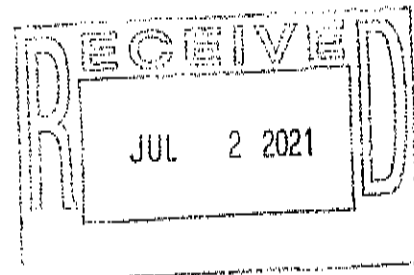


ALBEMARLE REGIONAL HEALTH SERVICES
Partners in Public Health

MEMORANDUM

TO: ARHS County Commissioners and Board of Health
(Bertie, Camden, Chowan, Currituck, Gates, Hertford, Pasquotank, and Perquimans counties)

FROM: Sara Davidson, Bertie County CFPT Chairperson
Sherry East, Camden County CFPT Chairperson
Janette Palumbo, Chowan County CFPT Chairperson
Stephanie Wyche, Currituck County CFPT Chairperson
Karen Riddick, Gates County CFPT Chairperson
Valerie Pearce, Hertford County CFPT Chairperson
Kathleen Foreman, Pasquotank County CFPT Chairperson
Susan Chaney, Perquimans County CFPT Chairperson



Pasquotank

Perquimans

SUBJ: ARHS 2020 Annual Child Fatality Prevention Team Report to the County Commissioners and Board of Health

Camden

DATE: June 30, 2021

Chowan

Currituck

Local Child Fatality Prevention Teams (CFPT) review medical examiner reports, death transcripts, law enforcement reports, and other records for deceased county residents under age 18 whose fatalities are not due to abuse and neglect. Members discuss outcomes of services and circumstances surrounding the child's death and make recommendations as needed.

Bertie

The purposes of the local CFPTs are to:

Gates

- Identify deficiencies in the delivery of services to children and families by public agencies;
- make and carry out recommendations for changes that will prevent future child deaths; and
- promote understanding of the causes of child deaths.

Hertford

The North Carolina statute and the CFPT Agreement Addenda with our local Health Department requires each local to submit in writing recommendations, if any, and advocate for system improvements and needed resources where gaps and deficiencies may exist annually to the board of county commissioners and the local board of health.

Attached for your review is the ARHS 2020 Annual Child Fatality Prevention Team Report to the County Commissioners and Board of Health for your review. Please feel free to contact the chairperson indicated for your respective county should you have any questions regarding this report.

Attachment

- cc:** Juan Vaughn II, Bertie County Manager
Ken Bowman, Camden County Manager
Kevin Howard, Chowan County Manager
Ben Stikeleather, Currituck County Manager
Timothy Wilson, Gates County Manager
David Cotton, Hertford County Manager
Sparty Hammett, Pasquotank County Manager
W. Frank Heath, Perquimans County Manager

\\files\Documents\CFPT\ANNUAL Reporting to CC & BOM\052621 Memo-2020 CFPT Annual Report to BOM & Commz.docx



R. Battle Betts, Jr., MPA, Health Director
P.O. Box 189 • 711 Roanoke Avenue • Elizabeth City, North Carolina 27907-0189
Tel: 252-338-4400 • Fax: 252-338-4449 • www.arhs-nc.org





ALBEMARLE REGIONAL HEALTH SERVICES
Partners in Public Health

**Albemarle Regional Health Services
2020 Annual Child Fatality Prevention Team Report
to the**

Board of Health and County Commissioners

(Bertie, Camden, Chowan, Currituck, Gates, Hertford, Pasquotank, and Perquimans counties)

I. Introduction

In 1993, the North Carolina General Assembly established a network of local Child Fatality Prevention Teams (CFPT) across the state to confidentially review medical examiner reports, death certificates, and other records of deceased residents under age 18. Each local team consists of representatives of public and nonpublic agencies in the community such as Law Enforcement, EMS, Guardian Ad Litem, Department of Social Services, Health Department, Head Start (or daycare), School Superintendent designee, and parent of a deceased child, among others, who provide services to children and their families.

Pasquotank

Perquimans

Camden

Chowan

The purpose of this report is to give a summary of the causes of death, the number of cases reviewed, recommendations for prevention, if any, that have been made, and to share local team activities and accomplishments.

Currituck

II. Role of the County Commissioners and Board of Health

- Receive annual reports, which contain recommendations, and advocate for system improvements and needed resources, if requested.
- Appoint members of the local team as identified by the membership.

Bertie

Gates

III. Child Deaths by Cause, System Problems Identified, Recommendations for Prevention and Proposed Action

In the ARHS district, CFPT teams reviewed twenty child deaths and six held over from 2019. See additional child fatality review information on page 6 of this report.

Hertford

CFPT Activities and Accomplishments

All ARHS Teams

- A report for each child fatality reviewed was completed by the local CFPT Review Team Coordinator and forwarded to the CFPT State Coordinator.
- The 2020 CFPT Focus Topic concentrated on Suicide Prevention and Mental Health Resources for youth.
- Emails received from the State Coordinator regarding webinars, trainings, etc., were forwarded to all CFPT chairpersons and team members. Chairpersons/members viewed webinars as schedules permitted and shared information at CFPT meetings.
- Each CFPT team reviewed the 2020 NC Data Card for their respective county.



Additional individual team information:

Bertie CFPT

- The annual CFPT 2020 Activity Summary was completed and submitted on-line by the date requested (May 6, 2021).
- Bertie CFPT Chairperson submitted information for this 2020 Annual Report to the Board of Health and County Commissioners.
- Due to the COVID Pandemic, meetings were limited. The focus topic was Suicide Prevention and Mental Health Resources. Safe Schools and Healthy Kids are on the Trillium website with tabs for students, parents, and teachers. Integrated Family services offers Crisis Chat for youth. The chat immediately connects youth with a therapist via a mobile number is listed on the Trillium website. Trillium shared a Suicide Prevention Virtual Town Series panel discussion.
- Various members continued partnering with Albemarle Overdose Prevention Coalition.

Pasquotank

Camden CFPT

Perquimans

- The annual CFPT 2020 Activity Summary was completed and submitted on-line by the date requested (May 6, 2021).
- Camden CFPT Chairperson submitted information for this 2020 Annual Report to the Board of Health and County Commissioners.

Camden

Chowan

- The focus topic for 2020 was Suicide Prevention and Mental Health Resources. Members/staff was provided the opportunity to view a Youth Suicide Prevention and Injury and Violence Prevention webinar hosted by Jane Miller on 06/11/2020.

Currituck

- Team discussion was held regarding Safe Schools and Healthy Kids; links are on the Trillium website for students, parents, and teachers. Community partners provided information on parenting programs. Covid-19 Stress Management training was made available in the community. Trillium shared a Suicide Prevention Virtual Town Series panel discussion.

Bertie

Gates

- Face-to-face meetings were not possible with the pandemic and meetings were via conference calls.

Hertford

- Various members continued partnering with Albemarle Overdose Prevention Coalition.

Chowan CFPT

- The annual CFPT 2020 Activity Summary was completed and submitted on-line by the date requested (May 6, 2021).
- Chowan CFPT Chairperson submitted information for this 2020 Annual Report to the Board of Health and County Commissioners.
- Focus topic for 2020 was Suicide Prevention and Mental Health Resources. Staff was provided the opportunity to view a Youth Suicide Prevention and Injury and Violence Prevention webinar presented by Jane Miller.
- Team discussion was held regarding Safe Schools and Healthy Kids; links are on the Trillium website for students, parents, and teachers. Trillium shared a Suicide Prevention Virtual Town Series panel discussion.
- Various members continued partnering with Albemarle Overdose Prevention Coalition.



Currituck CFPT

- The annual CFPT 2020 Activity Summary was completed and submitted on-line by the date requested (May 6, 2021).
- Currituck CFPT Chairperson submitted information for this 2020 Annual Report to the Board of Health and County Commissioners.
- The team continues partnering with North Carolina Public Health Youth Branch and Currituck County School Administrators on Suicide Prevention and Mental Health Resources. Members of the team had the opportunity to view a webinar on Youth Suicide Prevention, Injury and Violence Prevention on 06/11/2020.

Gates CFPT

- The annual CFPT 2020 Activity Summary was completed and submitted on-line by the date requested (May 6, 2021).
- Gates CFPT Chairperson submitted information for this 2020 Annual Report to the Board of Health and County Commissioners.
- Team member Jeremy Wright, Director of Student Services, assisted with provision of Trillium Suicide Prevention and Mental Health Resources into the Gates County School system.
- Jeremy Wright worked with Gates County Schools call down system to notify students and their families about Overdose Prevention Education and available food and nutrition county resources.
- Various members continued partnering with Albemarle Overdose Prevention Coalition.

Pasquotank

Perquimans

Camden

Chowan

Hertford CFPT

- The annual CFPT 2020 Activity Summary was completed and submitted on-line by the date requested (May 6, 2021).
- Hertford CFPT Chairperson submitted information for this 2020 Annual Report to the Board of Health County and Commissioners.
- A letter was sent to Hertford County Commissioners regarding Vaping and the importance of a tobacco cessation program needing to be offered in Hertford County School system.
- Hertford County held a "Drug Take Back Day" on April 4, 2020.
- The 2020 Focus Topic was Suicide Prevention and Mental Health Resources.
- Staff was provided the opportunity to view a Youth Suicide Prevention and Injury and Violence Prevention webinar presented by Jane Miller.
- The team reviewed four child deaths in 2020.
- Due to COVID-19 pandemic only two meetings were held. One meeting was face-to-face and the other was via conference call. The other two meetings were cancelled.

Currituck

Bertie

Gates

Hertford

Pasquotank CFPT

- The annual CFPT 2020 Activity Summary was completed and submitted on-line by the date requested (May 6, 2021).
- Pasquotank CFPT Chairperson submitted information for this annual report to the Board of Health and County Commissioners.



- Meetings were limited due to COVID-19.
- PSA was provided by National Alliance on Mental Illness (N.A.M.I.) on COVID-19 and mental health crisis to the chairperson for sharing.
- A letter was sent to the Mayor, City Council Members, and the County Commissioners with the NC Child Fact Sheet for Pasquotank County (www.ncchild.org).
- The team discussed Trillium's "Safe Schools Healthy Kids" free website focusing on the youth in a school setting; this a program designed for teachers, parents, and students. The team is working toward having Trillium's website added on chrome books for easy access to hundreds of topics and fact sheets for students. Many links are available on Trillium's website including Mobile Crisis Teams information.
- "Mental Health First Aid" is a free training program by Trillium for school personnel. Trillium shared a Suicide Prevention Virtual Town Series panel discussion.
- The team was provided an opportunity to view a Youth Suicide Prevention and Injury and Violence Prevention webinar presented by Jane Miller.

Pasquotank

Perquimans CFPT

Perquimans

- The annual CFPT 2020 Activity Summary was completed and submitted on-line by the date requested (June 11, 2021).

Camden

- Perquimans CFPT Chairperson submitted information for this 2020 Annual Report to the Board of Health and County Commissioners.

Chowan

- Perquimans CFPT Team met March 5, June 4, and September 3, 2020; most meetings were virtual due to the pandemic. There were no child fatalities reviewed in 2020.

Currituck

- The 2020 Focus Project was Suicide Prevention and Mental Health Resources for youth. Providing resources to schools was difficult due to operating on hybrid learning schedules, mostly virtual. The team decided to continue the focus topic project into the 2021 year.

Bertie

Gates

- Team was provided the opportunity to view a Youth Suicide Prevention and Injury and Violence Prevention webinar presented by Jane Miller.

Hertford

- Various members continued partnering with Albemarle Overdose Prevention Coalition.

Conclusion

Thank you to the members of the ARHS Board of Health and County Commissioners for the opportunity to share with you the successes and dedicated work of the local teams as teams continue to review child fatalities, make recommendations, and take actions to prevent future child deaths. All CFPT teams continue to strive for the enhancement of resources and services to improve the lives of children and families in this area. The teams are committed to addressing the issues of safety and at risk concerns which will increase protection and proper care for children.

Please feel free to contact the Health Director or the CFPT Chairperson, respectively, should you have any questions about this report.

Signatures on the following pages:



R. Battle Betts, Jr.

R. Battle Betts, Jr., Health Director
(252) 338-4405; rbetts@arhs-nc.org

6-28-21
Date

Sara Davidson

Sara Davidson, Bertie Chairperson
(252) 784-6228; sdavidson@arhs-nc.org

6-28-21
Date

Shary East

Shary East, Camden Chairperson
(252) 338-4471; shary.east@arhs-nc.org

06.24.2021
Date

Janette Palumbo

Janette Palumbo, Chowan Chairperson
(252) 482-6020; janette.palumbo@arhs-nc.org

6/25/2021
Date

Pasquotank

Stephanie Wyche

Stephanie Wyche, Currituck Chairperson
(252) 232-3083; stephanie.wyche@currituckcountync.gov

6/22/2021
Date

Perquimans

Camden

Karen Riddick

Karen Riddick, Gates Chairperson
(252) 367-1380; karen.riddick@arhs-nc.org

6-18-21
Date

Chowan

Currituck

Valerie Pearce

Valerie Pearce, Hertford Chairperson
(252) 852-4818; valerie.pearce@arhs-nc.org

6/24/2021
Date

Bertie

Gates

Kathleen Foreman

Kathleen Foreman, Pasquotank Chairperson
(252) 331-4755; Kathleen.Foreman@nccourts.org

6/25/21
Date

Hertford

Susan M Chaney

Susan Chaney, Perquimans Chairperson
(252) 426-7373; schaney@perudas.net

6/25/2021
Date



Cause of Death	Bertie	Camden	Chowan	Currituck	Gates	Hertford	Pasquotank	Perquimans
Birth defects, cystic kidney disease, primary atelectasis of newborn					1*			
Disorders of muscle, infantile cerebral palsy, foreign body in respiratory tract, and inhalation of gastric contents			1					
Driver injured in collision with other unspecified motor vehicles in traffic accident					1*			
Infant death syndrome and other viral infections				1*				
Influenza with respiratory manifestations and cystic fibrosis with manifestations						1		
Intentional self-harm by other firearm discharge, open wound of the head					1			
Malignant neoplasm of connective and soft tissue								
Meningitis							1*	
Other ill-defined and unspecified causes of mortality, unknown cause of mortality								
Perinatal condition; bacterial sepsis and respiratory failure of a newborn	1*							
Perinatal condition; extreme immaturity								
Perinatal condition; pulmonary hemorrhage								
Primary atelectasis of a newborn, respiratory failure, and congenital malformation of the heart						1		
Person injured in unspecified motor vehicle traffic accident, multiple injuries						1		
Scoliosis, disorders of the lungs, reduction deformities of brain, respiratory arrest, and unspecified convulsions						1	2	
TOTAL	1	0	1	1	3	4	10	0

Recommendations/Local Actions Taken:

- Bertie** * Fatality held over from 2019. Fourth quarter data was not received in time to review at the fourth quarter meeting. Fatalities were reviewed at first quarter 2020 meeting and closed.
- Currituck** * Fatality held over from 2019. Fourth quarter data was not received in time to review at the fourth quarter meeting. Fatalities were reviewed at first quarter 2020 meeting and closed.
- Gates** * Fatalities held over from 2019. Fourth quarter data was not received in time to review at the fourth quarter meeting. Fatalities were reviewed at first quarter 2020 meeting and closed.
- Pasquotank** * Fatalities held over from 2019. Fourth quarter data was not received in time to review at the fourth quarter meeting. Fatalities were reviewed at first quarter 2020 meeting and closed.

Note: An ongoing identified problem occurs when a child dies out of state (i.e., CHKD), as the team is unable to obtain information across state lines, and in some instances, is unable to review the case, identify any gaps or system problems, and therefore no recommendations are made and no actions taken.

PERQUIMANS COUNTY

NORTH CAROLINA

Child population: 2,311,348
 Percent under age six: 31%
 Number of live births: 118,957

PERQUIMANS

Child population: 2,495
 Percent under age six: 30%
 Number of live births: 121

2020 NC DATA CARD



NC Pathways to Grade-Level Reading whole-child Measure of Success.
 Learn more at: www.buildthefoundation.org/pathways.

NC Child
 The Voice for North Carolina's Children

PERQUIMANS COUNTY

→ HERE'S WHAT IS CHANGING FOR KIDS SINCE THE PANDEMIC STRUCK

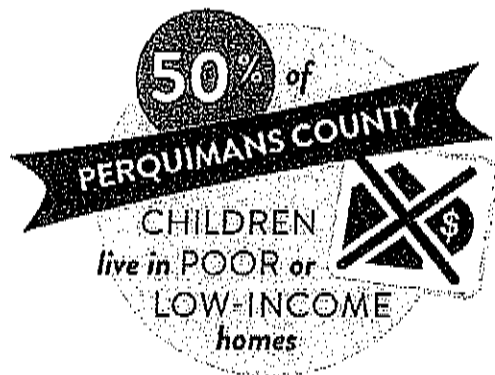
Fallout from the Coronavirus pandemic has meant that many more families are struggling with basic needs. These County Data Cards highlight key indicators of child well-being that elected officials should track, and respond to, in their communities.

- These data benchmarks indicate how North Carolina's children were faring before COVID-19 struck.
- Many families are fighting new and increased stressors like job loss, hunger, untreated health concerns, and isolation away from community support. Traumatic episodes like these are shown to have long-term impacts on children's healthy development.
- Officials should use these data points as a baseline and watch for changes as we move from emergency response into long-term recovery.

QUESTIONS for ELECTED OFFICIALS and CANDIDATES:

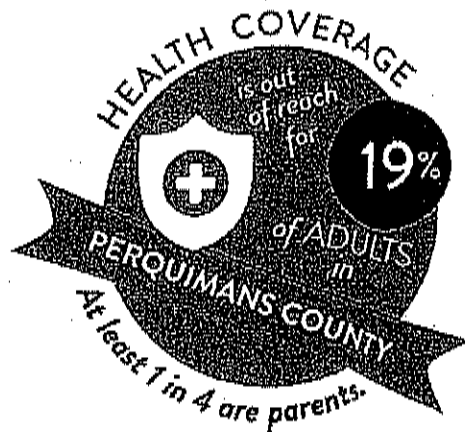
1

Many families are experiencing hunger for the first time. School and child care-based feeding programs have become lifelines in many communities. *What is your plan to ensure families can continue meeting basic needs, like affordable food?*



2

When the emergency period ends, a second crisis will hit many families. Parents and caregivers will have to pay off months of housing, utilities, and other bills that were put on hold. *What policies will you focus on to help families who are financially struggling to make ends meet so they can provide for their children?*



3

Hundreds of thousands of North Carolina families have lost the health insurance they previously received through their jobs. *What is your plan to get affordable health coverage to more parents and caregivers in North Carolina?*

Share this County Data Card with leaders and elected officials in your community!



NC DEPARTMENT OF HEALTH AND HUMAN SERVICES

Division of Mental Health, Developmental Disabilities and Substance Abuse Services

Suicide

PREVENTION

VIRTUAL TOWN HALL SERIES

PANEL DISCUSSION

JULY 1, 2020
3:00 P.M.



VICTOR ARMSTRONG
Director, NC Division of MHDDSAS

Moderator

[CLICK HERE TO JOIN VIA FACEBOOK](#)



POOJA MEHTA
Mental Health Advocate for South Asian Communities and Young Adults



RWENSHAUN MILLER
is an author, motivational speaker, Mental Health Counselor



FONDA BRYANT
Mental Health and Suicide Awareness Advocate



MARTHA SAUCEDO, LCSW
Consultant with the Collaborative Family Healthcare Association and Latinx/Hispanic mental health advocate

NC Division of Mental Health, Developmental Disabilities, and Substance Abuse Services,
Department of Health and Human Services For more information visit:
<https://www.ncdhhs.gov/divisions/mhddsas> or call (919) 733-7011



DRUG TAKE BACK DAY

Turn in your unused and expired medications for safe disposal

Ahoskie Fire Department
301 Dr. Martin Luther King Blvd, Ahoskie

Murfreesboro Police Department
115 E. Broad St., Murfreesboro

SATURDAY, APRIL 4, 2020
9 AM TO 12 PM

Sponsored by
The Ahoskie Alumnae
Chapter of Delta Sigma Theta Sorority, Inc.,
The Ahoskie Police Department,
The Hertford/Northampton Opioid Crisis Prevention Coalition,
The Murfreesboro Police Department, and
The Mount Olive Missionary Baptist Church Health and Wellness Ministry

September 25, 2020

Pasquotank County Commissioner Barry Overman
Commissioner At Large
1023 John White Road
Elizabeth City, NC 27909

Dear Commissioner Overman:

I am chairperson for the Pasquotank County Child Fatality Prevention Team, a federally mandated group that meets quarterly to review child deaths that have occurred in the county. Recently, I received critical information specific to Pasquotank county from NC Child about the present state of families in Pasquotank county. I am enclosing this information for your review.

I am hoping that you will look at this data carefully and rely upon it as you consider new policies that affect children and families in Pasquotank county.

With kindest regards, I am

Sincerely yours,

Kathleen Foreman
Pasquotank County Child Fatality Prevention Team Chairperson

Enclosures

DEPARTMENT HEAD REPORTS

PLAT REVIEW LOG -- PERQUIMANS COUNTY

JUNE

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
TIMMONS GROUP	X	6-01-2021	X	EXEMPT PLAT
JOHNNA G, GARY W & DEBORAH K SKINNER				5-0052-0022 7.18, 1.52, 29.49 & 25.87 ACRES
TIMMONS GROUP	X	06-01-2021	X	EXEMPT SUBDIVISION
UNION HALL FARMS				5-0052-0025 29.87 & 24.88 ACRES
TIMMONS GROUP	X	06-11-221	X	EXISTING PARCELS 2-D085-M126-SH & 2-D085-M125-SH 23,650 & 21,854 SQ FT
ET HYMAN RENEWABLE GREEN INC	X	06-18-2021	X	EXISTING PARCEL OF LAND 4-0064-0032 146.55 & 5.00 ACRES
TIMMONS GROUP	X	06-21-2021	X	RECOMBINATION 2-0035-0040A 25.0 MORE OR LESS
PHYLLIS L N DAVIS				5-0035-0040B 1.55 ACRES
SL CARDWELL CARDWELL GILBERT BACCUS	X	06-28-2021	X	SUBDIVISION PLAT 5-0033-0024B 1.00 ACRE

BISSELL SURVEYING PO BOX 168 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 2790 338-2929	ROBEY 215 B STREET CAMDEN, NC 27921 335-1888	SCOTT TEMPLE PO BOX 422 ELIZABETH CITY, NC 27907 303-4016
BOWMAN CONSULTING PAUL J TOTI 131 MAIN STREET GATESVILLE, NC 279 357-1581	EUGENE JORDAN 402 SIGN PINE ROAD TYNER, NC 27980 221-4795	MARK PRUDEN 146 OAK GROVE ROAD EDENTON, NC 27932 482-7804	GORIA ROGERS 215 B STRET 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 335-0928	PAT MCDOWELL PO BOX 381 ELIZABETH CITY, NC 27909 338-4161	RACKLEY SURVEYING 1015 MACEY JO COURT 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				



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-June 2021

GARNISHMENTS: \$4,531.34

PAYMENT AGREEMENTS: \$19,273.02

DEBT SETOFFS: \$1,118.82

PERQUIMANS COUNTY
OFFICIAL REPORT

Date: MAY 2021

Board of Commissioners:
Finance Officer:

I wish to report that during MAY 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
6/1/2021	\$50	1													\$50
6/2/2021															\$0
6/3/2021	\$835	2	\$30	1											\$865
6/4/2021	\$144	1				\$50	1		\$165	3					\$359
6/5/2021															\$0
6/6/2021															\$0
6/7/2021	\$150	1	\$50	1	\$50	1			\$50	1					\$300
6/8/2021	\$360	1	\$170	2	\$50	1									\$580
6/9/2021			\$50	1					\$50	1					\$100
6/10/2021	\$50	1							\$110	1					\$160
6/11/2021	\$671	1	\$30	1		\$50	1		\$110	2			\$10		\$871
6/12/2021															\$0
6/13/2021															\$0
6/14/2021	\$1,435	2	\$30	1		\$50	1						\$10		\$1,525
6/15/2021	\$84	1	\$50	1					\$105	2					\$239
6/16/2021			\$130	3					\$110	2					\$240
6/17/2021			\$50	1	\$195	3			\$110	1					\$355
6/18/2021															\$0
6/18/2021															\$0
6/20/2021															\$0
6/21/2021			\$608	1	\$65	1									\$0
6/22/2021	\$614	3	\$50	1		\$100	2		\$30	1			\$10		\$673
6/23/2021															\$0
6/24/2021	\$682	2	\$30	1		\$50	1						\$20		\$762
6/25/2021	\$150	2	\$146	2	\$185	2	\$50	1							\$531
6/26/2021															\$0
6/27/2021															\$0
6/28/2021	\$421	1	\$30	1	\$140	1	\$50	1	\$65	1			\$10		\$706
6/29/2021															\$0
6/30/2021															\$0
TOTAL	\$5,646	19	\$1,454	18	\$685	9	\$400	8	\$895	15	\$0	0	\$60	\$0	\$9,140

Signature: _____ Building Inspector



Case Detail Report

6/1/2021 - 6/29/2021

Case #	Case Date	Parcel Address	Violation	Description	Main Status	Assigned To
70	6/1/2021	410 BELVIDERE RD	Abandoned Mobile Home	Abandoned Mobile Home	Open	Erle Solesbee
69	6/1/2021	406 BELVIDERE RD	Abandoned Mobile Home	Abandoned Mobile Home	Open	Erle Solesbee
68	6/1/2021	1136 BELVIDERE RD	Abandoned Mobile Home	Abandoned Mobile Home	Open	Erle Solesbee
67	6/1/2021	219 MUDDY CREEK RD	Abandoned Mobile Home	Abandoned Mobile Home	Open	Erle Solesbee

Total Records: 4

6/29/2021



Case Activity Report

6/1/2021 - 6/29/2021

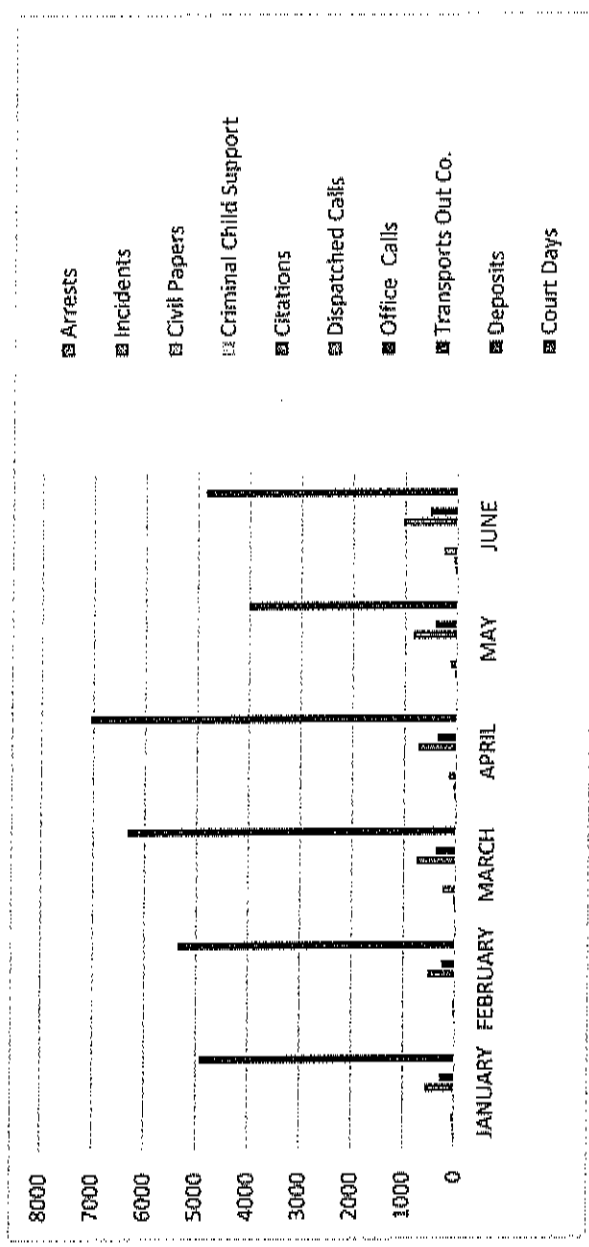
Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
6/25/2021	25	1034 SNUG HARBOR RD	Solid Waste/AMH	Solid Waste/AMH	Inspection	Inspected property with new owner. Trailer is probably beyond repair. Will try to assist with demo of property.
6/21/2021	49	136 RED MAPLE AVE	Unauthorized junkyard	Unauthorized junkyard	Inspection	More vehicles have been removed from site. Spoke with owner of vehicles, price of scrap has been up and he is removing vehicles as fast as he can.
6/17/2021	67	219 MUDDY CREEK RD	Abandoned Mobile Home	Abandoned Mobile Home	Inspection	Inspected property with demo contractor. Scheduled for immediate demo.

Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
6/17/2021	68	1136 BELVIDERE RD	Abandoned Mobile Home	Abandoned Mobile Home	Inspection	Inspected property with demo contractor. Scheduled for immediate demo.
6/17/2021	69	406 BELVIDERE RD	Abandoned Mobile Home	Abandoned Mobile Home	Inspection	Inspected property with demo contractor. Scheduled for immediate demo.
6/17/2021	70	410 BELVIDERE RD	Abandoned Mobile Home	Abandoned Mobile Home	Inspection	Inspected property with demo contractor. Scheduled for immediate demo.
6/15/2021	65	249 DOGWOOD DR	Solid Waste	Solid Waste	Inspection	Inspected property, most trash has been removed. Dryer still on site.

Total Records: 7

6/29/2021

Perquimans County Sheriff's Office --- June 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
APRIL	34	51	155	1	12	735	368	4	\$7,055.25	9
MAY	19	42	142	0	6	842	421	5	\$4,005.00	9
JUNE	50	73	266	0	4	1044	522	2	\$4,849.50	8



COMMITTEE REPORTS

**PERQUIMANS COUNTY EMERGENCY SERVICES**

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

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

EMS Peer Review Committee

Meeting Minutes – April 22, 2021 – 5:00 pm

Those attending: Jonathan Nixon, Jim Grosjean, Krystal Agosto, Julie Solesbee, Frank Heath, Mark Symons, Rob Glover, and William Tutwiler. (Via phone) Elizabeth Cornwell, Tracy Mitchell, Ashley Stoop, and Elaine Grosjean.

The meeting was called to order by Jonathan Nixon at 5:00 pm.

The minutes from the October 22, 2020 meeting were approved motioned by Frank Heath and 2nd by Jim Grosjean.

Welcome two new members: Elizabeth Cornwell and Tracy Mitchell. Approved motion by Jim Grosjean and 2nd by Frank Heath.

The following reports were made:

Dr Wilson – Medical Director

- Absent.

Frank Heath – County Manager

- No report.

Julie Solesbee – Rescue Squad

- Working with a local family that has donated money that is being used for PORT and MIH Teams

Ashley Stoop – Albemarle Regional Health Services

- Transition from Mass Vaccination Clinics to appointments at the Health Department for COVID Vaccines
- COVID Vaccines have reached about 40% of the population
- Replacement hired for Overdose Prevention Program and Behavioral Health Program
- SOGs to be sent out via email

Robert Glover - NCOEMS

- May conference is cancelled, will hold one next year in the Spring
- Unknown if the Administrator's Conference will be held in the Summer
- Released to be back in the field for meetings and inspections
- Compliance rule changes effective July 1, 2021
- 100% of offenses will have to be reported. May not be investigated but must be reported.
- Several rule changes in education that just cleared. Effective either by July 2021 or January 2022. Posted on NCOEMS website.
- Disciplinary Committee will require people to attend an Ethics Course created by NCOEMS.
- Changes with personnel and new hires - announcement to come

Jim Grosjean – Compliance Officer –

- 660 for 2020 4th Quarter

- 675 calls for 2021 1st Quarter
- Increase in calls from the last 90 days compared to last year
- Calls over 3 minutes: 7 calls (2 were 3rd Call/All Page)
 - Numerous 3rd call, 4th calls, 5th calls, Mutual aid, and radio operator error contributed
 - Chute times averaging 1:12
 - Average scene time around 20 minutes
 - Temperature checks still on-going at the courthouse
 - QA calls and coaching forms active
 - 2 Part-Time new hires
 - 1 Full-Time new hire
 - 1 Advancement from EMT to Paramedic
 - No one removed from the EMS roster
 - 1 fulltime EMS employee resigned and moved to part-time, job announcement out for fulltime employment

Krystal Agosto – 911 Training Officer/Shift Supervisor –

- EMD compliance –
 - 4th Quarter 2020 - high compliance at 85%, out of 75 cases
 - 64 calls high compliant
 - 7 calls compliant
 - 2 calls partial compliant
 - 1 calls low complaint
 - 1 call non-compliant
- 1st Quarter 2021 - high compliance at 91%, out of 75 cases
 - 68 calls high compliant
 - 5 calls compliant
 - 2 calls partial compliant
 - 0 calls low complaint
 - 0 call non-compliant
- 1 new hire completely certified (pending NCOEMS reciprocity)
- 2 additional TCs were hired part-time
- Virtual DCI training took place in November 2020.
- Sheriff Standards through COA scheduled for May 2021
- TBD EMD Training

Caitlyn Colson – EMS Training Officer –

- 1 AMET EMS renewal - 4th Quarter 2020
- Trainings active for this quarter
 - CPR, Trauma Emergencies, ACLS, Diabetic Emergencies, HIPAA Update, EMS1 Academy
- 2 Paramedic renewals - 1st Quarter 2021
- Trainings active for this quarter
 - CPR, HIPAA Update, PALS, Fire Rehab Update, Medication Administration, Stroke Care, EMS1 Academy
- 4th Quarter 100% success rate on airway, 100% with BIAD
- 1st Quarter 100% success rate on airway
- Increase in IV success rates
- No medication errors
- No high risks procedures
- STEMI patients
 - 4th Quarter 2020 - 2 Patients
 - 1st Quarter 2021 - 1 Patient
- 100% on FSBS for stroke patients for 4th Quarter 2020 and 1st Quarter 2021

Jonathan Nixon - Emergency Services Director

Pending Projects / Trainings / Community Preparedness Activities

- Mini Sheltering Exercise funded through the Homeland Security Grant Program – April 9, 2021 (Completed)
- Perquimans County Schools Tabletop and Full-Scale Reunification Drills – April and May 2021
- Coast Guard Boom Deployment Exercise – April 30, 2021
- Crop Duster/Transportation Hazmat Response Workshop and Full-Scale Exercise funded through the Hazardous Materials Emergency Preparedness Grant – May 25, 2021 and June 9, 2021
- Hurricane/Tornado Tabletop and Full-Scale Exercise funded through the Homeland Security Grant Program – June 2, 2021 and June 30, 2021
- *Continuity of Operations Plan/Continuity of Government Plan funded through the Emergency Management Performance Grant-Supplemental – Exercise Fall 2021*
- *Active Shooter Exercise funded through the Homeland Security Grant Program – Winter 2021*
- *Hazmat Shipping Exercise funded through the Homeland Security Grant Program – Spring 2022*

PIO Highlights

- Press Releases – 7
- Fire Prevention Week
- Winter Weather Preparedness Week
- National Severe Weather Preparedness Week
- Numerous Severe Weather Briefings
- Numerous Vaccination Clinic Announcements
- Wynne Fork Road Natural Gas Leak
- Shores at Lands End CERT awarded AARP Grant
- Market Street Natural Gas Leak
- Santa BOLO
- Numerous Public Service Announcements regarding S-Bridge Road Closures
- Numerous Public Service Announcements regarding scheduled power outages for the Town of Hertford and Albemarle Electric

Awarded Grants Pending (\$104,357):

- 2020 EMPG – EM Ops \$20,625
- 2019 HMEP – HazMat Response Exercise (Chowan/Perquimans LEPC) \$10,000 – Water Treatment Plant Exercise Completed – Reimbursement Received
- 2019 HSGP #1 – Active Shooter \$10,000 - Exercise Nov/Dec 2021
- 2019 HSGP #2 - Water Rescue Exercise \$11,000 – Exercise Completed – Submitted for Reimbursement
- 2020 HSGP #1 – Mini Sheltering Exercise \$4,550 – Exercise Completed – Finalizing Documentation for Submit for Reimbursement
- 2020 HSGP #2 – Hazmat Shipping Exercise \$10,260 – Exercise April/May 2022
- 2020 HSGP #3 – Hurricane/Tornado Workshop and Tabletop Exercise \$7,475 – Workshop and Exercise scheduled for June 2021
- 2020 HMEP – LEPC Transportation Exercise \$18,000 – Tabletop and Exercise scheduled for May/June 2021
- EMPG-S – COOP/COG and Vulnerable Population \$12,695 – Exercise Fall 2021
- 2020 VCH Foundation – 911 Simulator Device \$4,100 – Received March 2021
- 2021 LEPC Tier II – LEPC Ops \$2,000

Awarded Grant Declined (\$697,525.24):

- 911 PSAP Grant – Upgrade 911 Console Equipment \$697,525.24 – The entire project (nearly \$5M) was required to accept the grant.

Applications Pending (\$1,000,000):

- AFG 2020 – Dual Band Radios for EMS and 6 Fire Depts. \$1,000,000
- 2021 Vidant Chowan Hospital's Community Benefit Grants Program – GETAC Tablet and Cradlepoint for Mobile Integrated Healthcare Provider Vehicle - \$6,049

New Business

- Community Paramedic SOG
- Updated Rehab SOG
 - Motion by Frank Heath to approve the new SOG, and changes to Rehab SOG, 2nd by Julie Solesbee

Quality Assurance – 4th quarter topics will be Patient Refusals.

Additional Comments / Concerns

Next Meeting Schedule – July 22, 2021 starting at 17:00.

Adjournment – There being no further business a motion to dismiss was made and 2nd by, until the next appointed meeting which is scheduled for July 22, 2021 at 5:00 pm.

Respectfully Submitted by Caitlyn Colson, EMS Training Officer and Jonathan Nixon, Emergency Services Director.



PERQUIMANS COUNTY EMERGENCY SERVICES

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

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

911 Communications Division Advisory Board

Thursday, April 22, 2021 – 7:00 P.M. - Perquimans Emergency Services Building

MINUTES

Welcome – Provided by Jonathan Nixon, followed by the blessing by Frank Heath.

Host – Belvidere Volunteer Fire Department

Minutes from October 22, 2020, Meeting – via email.

Introductions (see sign-in sheet for attendance)

Reports:

❖ **911 Communication Division** – Jonathan Nixon provided the following report:

911 Communications Division Advisory Board

- Purpose - The purpose of the 911 Communications Division Advisory Board is to analyze and evaluate community expectations for 911 service delivery, assess and recommend new strategies to improve public safety, identify and advocate for needed resources to achieve public safety objectives, and serve as a communication forum for public safety matters. The 911 Communications Division Advisory Board serves at the pleasure of the Perquimans County Board of Commissioners.
- Members:

<ul style="list-style-type: none"> -County Commissioner -Town of Hertford -Town of Winfall -County Manager -Emergency Services Director -911 Shift Supervisors -EMS Shift Supervisor -Emergency Management -Emergency Services PIO -Fire Marshal -GIS Mapping 	<ul style="list-style-type: none"> -Law Enforcement <ul style="list-style-type: none"> *Sheriff's Office *Hertford PD *Winfall PD -Volunteer Rescue Squad -Fire Service <ul style="list-style-type: none"> *Fire Chief's Association *Bethel Fire Dept *Belvidere Fire Dept *NC Forestry
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- Meeting Schedule - The 911 Communications Division Board meets on the 4th Thursday in January, April, July, and October, unless rescheduled.

- Oversight - The Emergency Services Director is tasked with organizing and conducting the quarterly meetings to include producing an agenda and meeting minutes for each meeting. Meeting correspondence is relayed via email to members.

EQUIPMENT

- Annual maintenance has been scheduled for tower sites
- In the process of ordering Console Furniture for the 4th CAD position
- NC 911 Board Grant
 - Applied for \$4,944,145.24 in July 2020
 - Awarded partial amount of \$697,525.24
 - Rejected partial award, due to the fact that the remaining \$4,246,620.00 would have to be paid out of local funds
- Will be reapplying for the NC 911 Board Grant
 - Priority 2 - End of Life Equipment.
 - Grant Application is due Tuesday, June 1, 2021
 - Replacement Radio Consoles at the 911 Center
 - Replacement VHF Fire Repeater

PERSONNEL & TRAINING

- One new TC completely certified (pending NCOEMS reciprocity)
- Hired two (2) new TCs
- Three (3) staff attended Virtual DCI training (Modules I, II, III) in November 2020
- Three (3) staff attended EMD training in Chowan
- Sheriffs' Standards Telecommunicator Class, hosted by College of the Albemarle – tentatively scheduled for May 2021 In the process of re-purposing old phone server into a Training CAD/MDS server to streamline and organize the CAD training process
- Will begin Sheriffs' Standards TC Continuing Education this quarter with the Sheriff's Office

GIS Mapping - Rhonda Money – No report. Frank Heath, after July 1, 2021, GIS services will be contracted out to Atlas Geographic Data out of Wilmington, NC.

Law Enforcement

- ❖ Sheriff's Office – Absent.
- ❖ Hertford PD – Absent.
- ❖ Winfall PD – Absent.
- ❖ NC Wildlife – Absent.

Volunteer Rescue Squad

- No report.

Fire Departments

- Chief's Association – Training tower at the school is coming along, MOU with FDs that they can come out and use it.
- Bethel Fire Dept – Absent.
- Belvidere Fire Dept – Thank everyone for coming to the Live Burn.
- Durants Neck Fire Dept – No report.
- Hertford Fire Dept – Thank to all the agencies that responded to the Natural Gas Leak. Boat is pretty much ready to go. Waiting on Brad with Wildlife to do some training with them and then he will get up with Jonathan to discuss operations.
- Inter-County Fire Dept – Fundraiser was successful, thanks to everyone who supported it. Have put in for the state grant again this year. Several items have been requested on the grant.
- Winfall Fire Dept – Approached by the USCG, would like to schedule some mutual training with the counties. Discussion with Jonathan to facilitate something.
- NC Forestry – Aiden Owens, started in February, as our Smoke Chaser. Still new to the Forestry service, enjoying the position so far. Thanks for everyone's help during the fire season. June 1st is the target for when they can be involved with the public a little more.

- ❖ Town of Hertford – No report.
- ❖ Town of Winfall – Absent.
- ❖ County Commissioner – Absent.
- ❖ County Manager – Budget coming up.
- ❖ Emergency Services Director – Jonathan Nixon provided the following report: (See attached PowerPoint).
- ❖ Review of Perquimans County website

Old Business: -

- New Business:**
- Review of County Website
 - I Am Responding – Proposal for FDs
 - Wynne Fork Road NG Leak AAR Review - Drew Woodard, Julie Solesbee, & Jonathan Nixon gave an overview
 - 4th Quarter 2020 & 1st Quarter 2021 Report by Agency (via email)
 - Texting Update – Agency Rosters Distributed
 - Additional Comments / Concerns
 - Host for July 22, 2021 – Town of Winfall (FD&PD)

Meeting Schedule: ~~January 21, 2021, April 22, 2021,~~ July 22, 2021, October 21, 2021

Adjournment

Respectfully Submitted – Krystal Agosto, Shift Supervisor & Jonathan Nixon, Emergency Services Director

PERQUIMANS COUNTY COMMUNICATIONS
159 Creek Dr PO Box 112 Hertford , NC 27944

CFS By Department - Select Department By Date
 For *FIRE MUTUAL AID* 1/1/2021 - 3/31/2021

INCIDENT COMMAND	Count	Percent
FIRE STRUCTURE FIRE	2	100.00%
Total Records For *INCIDENT COMMAND*	2 Dept Calls/Total Calls	0.05%
<hr/>		
911 MAINTENANCE	Count	Percent
FIRE STRUCTURE FIRE	1	5.88%
MAINTENANCE REPORT	13	76.47%
POWER OUTAGE/LINES/POLES DOWN (CABLE/POWER/ETC.)	1	5.88%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	1	5.88%
UTILITIES REQUEST (WATER / ELECTRICAL)	1	5.88%
Total Records For 911 MAINTENANCE	17 Dept Calls/Total Calls	0.39%
<hr/>		
BELVIDERE CHAPEL HILL FD	Count	Percent
BREATHING PROBLEMS	1	5.56%
CARBON MONOXIDE/INHALATION/HAZMAT/CBRN	1	5.56%
FIRE ACTIVATED ALARM	1	5.56%
FIRE ELECTRICAL FIRE	1	5.56%
FIRE ILLEGAL BURN	1	5.56%
FIRE MUTUAL AID/OUT OF COUNTY RESPONSE	2	11.11%
FIRE STRUCTURE FIRE	1	5.56%
FIRE TRAINING/TESTING	4	22.22%
PSYCHIATRIC/ABNORMAL BEHAVIOR/SUICIDE ATTEMPT	1	5.56%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	5	27.78%
Total Records For BELVIDERE CHAPEL HILL FD	18 Dept Calls/Total Calls	0.41%
<hr/>		
BETHEL FD	Count	Percent
CARDIAC OR RESPIRATORY ARREST/DEATH	1	4.55%
FALLS	1	4.55%
FIRE ACTIVATED ALARM	1	4.55%
FIRE BRUSH / WOODS FIRE	1	4.55%
FIRE SMELL OF GAS	1	4.55%
FIRE STRUCTURE FIRE	4	18.18%
FIRE TRAINING/TESTING	1	4.55%
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	1	4.55%
TEST	2	9.09%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	7	31.82%
TRAINING	1	4.55%
UNCONSCIOUS/FAINTING (NEAR)	1	4.55%
Total Records For BETHEL FD	22 Dept Calls/Total Calls	0.51%
<hr/>		
DURANTS NECK FD	Count	Percent
CARDIAC OR RESPIRATORY ARREST/DEATH	2	11.11%
FIRE ACTIVATED ALARM	1	5.56%
FIRE BRUSH / WOODS FIRE	1	5.56%

DURANTS NECK FD	Count	Percent
FIRE MISCELLANEOUS FIRE	1	5.56%
FIRE NEAR A STRUCTURE	1	5.56%
FIRE TRAINING/TESTING	6	33.33%
PUBLIC SERVICE CALL	1	5.56%
SPECIAL ASSIGNMENT	1	5.56%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	4	22.22%
Total Records For DURANTS NECK FD	18	Dept Calls/Total Calls 0.41%
EASTCARE HELICOPTER	Count	Percent
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	1	100.00%
Total Records For EASTCARE HELICOPTER	1	Dept Calls/Total Calls 0.02%
EMERGENCY MANAGEMENT	Count	Percent
BOATING INCIDENT	1	2.94%
CARDIAC OR RESPIRATORY ARREST/DEATH	2	5.88%
FIRE NEAR A STRUCTURE	1	2.94%
FIRE SMELL OF GAS	3	8.82%
FIRE STRUCTURE FIRE	5	14.71%
MOTORIST ASSIST / DISABLED MOTORIST	1	2.94%
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	1	2.94%
SPECIAL ASSIGNMENT	16	47.06%
STANDBY BALL GAME	2	5.88%
TRAFFIC STOP	1	2.94%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	1	2.94%
Total Records For EMERGENCY MANAGEMENT	34	Dept Calls/Total Calls 0.78%
HERTFORD FD	Count	Percent
CARBON MONOXIDE/INHALATION/HAZMAT/CBRN	1	2.50%
CARDIAC OR RESPIRATORY ARREST/DEATH	1	2.50%
FALLS	1	2.50%
FIRE ACTIVATED ALARM	3	7.50%
FIRE ELECTRICAL FIRE	2	5.00%
FIRE SMELL OF GAS	4	10.00%
FIRE SMELL OF SMOKE / BURNING	1	2.50%
FIRE STRUCTURE FIRE	5	12.50%
FIRE TRAINING/TESTING	5	12.50%
FIRE VEHICLE FIRE	1	2.50%
FUNERAL ESCORT	1	2.50%
POWER OUTAGE/LINES/POLES DOWN (CABLE/POWER/ETC.)	1	2.50%
PUBLIC SERVICE CALL	1	2.50%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	12	30.00%
TRAINING	1	2.50%
Total Records For HERTFORD FD	40	Dept Calls/Total Calls 0.92%
HERTFORD POLICE	Count	Percent
ABDOMINAL PAIN/PROBLEMS	1	0.20%
ALARM BANK	2	0.41%
ALARM BUSINESS	23	4.67%
ALARM RESIDENTIAL	6	1.22%

HERTFORD POLICE	Count	Percent
ALARM SCHOOL	2	0.41%
ANIMAL CONTROL	5	1.01%
ASSAULT/SEXUAL ASSAULT/STUN GUN	8	1.62%
ASSIST OFFICER	2	0.41%
ASSISTANCE	11	2.23%
B&E (BREAKING&ENTERING) ATTEMPTED / OLD	2	0.41%
B&E (BREAKING&ENTERING) IN PROGRESS	2	0.41%
BREATHING PROBLEMS	4	0.81%
BURNS (SCALDS)/EXPLOSION (BLAST)	1	0.20%
CARBON MONOXIDE/INHALATION/HAZMAT/CBRN	1	0.20%
CARDIAC OR RESPIRATORY ARREST/DEATH	3	0.61%
CARELESS & RECKLESS	11	2.23%
CHAPTER 90 - DRUG ACTIVITY	2	0.41%
CHASE	1	0.20%
CHEST PAIN/CHEST DISCOMFORT (NON-TRAUMATIC)	1	0.20%
CIVIL PROCESS	4	0.81%
CONVULSIONS/SEIZURES	2	0.41%
DAMAGE TO PROPERTY	1	0.20%
DIABETIC PROBLEMS	1	0.20%
DISTURBANCE	23	4.67%
DOMESTIC	12	2.43%
DOMESTIC VIOLENCE ORDER	1	0.20%
ESCORT	13	2.64%
FALLS	5	1.01%
FIGHT	3	0.61%
FIRE ACTIVATED ALARM	3	0.61%
FIRE ELECTRICAL FIRE	1	0.20%
FIRE SMELL OF GAS	2	0.41%
FIRE STRUCTURE FIRE	1	0.20%
FIRE VEHICLE FIRE	1	0.20%
FOLLOW-UP	5	1.01%
FRAUD / SCAM BY ANY MEANS	2	0.41%
FUNERAL ESCORT	5	1.01%
GUNSHOTS REPORTED	5	1.01%
HANG-UP 911 CALL	9	1.83%
HARASSMENT	3	0.61%
HEMORRHAGE/LACERATIONS	2	0.41%
HIT AND RUN	1	0.20%
ILLEGALLY PARKED VEHICLE	2	0.41%
INFO ONLY	1	0.20%
INVESTIGATION	2	0.41%
LARCENY	3	0.61%
MAGISTRATE REQUEST	14	2.84%
MAINTENANCE REPORT	1	0.20%
MISSING PERSON / RUNAWAY	1	0.20%
MOTORIST ASSIST / DISABLED MOTORIST	18	3.65%
NEIGHBORHOOD PATROL	1	0.20%
NOISE COMPLAINT	1	0.20%

HERTFORD POLICE	Count	Percent
ORDINANCE VIOLATION	1	0.20%
OTHER	3	0.61%
OVERDOSE/POISONING (INGESTION)	1	0.20%
POWER OUTAGE/LINES/POLES DOWN (CABLE/POWER/ETC.)	1	0.20%
PSYCHIATRIC/ABNORMAL BEHAVIOR/SUICIDE ATTEMPT	6	1.22%
PUBLIC SERVICE CALL	21	4.26%
REQUEST FOR OFFICER	1	0.20%
SECURITY CHECK	3	0.61%
SERVE PAPERS	5	1.01%
SERVE WARRANTS FOR ARREST	1	0.20%
SERVICE CALL	7	1.42%
SHOP LIFTER	3	0.61%
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	1	0.20%
SPECIAL ASSIGNMENT	4	0.81%
STAB/GUNSHOT/PENETRATING TRAUMA	1	0.20%
STROKE (CVA)/TRANSIENT ISCHEMIC ATTACK (TIA)	1	0.20%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	37	7.51%
THREATS	11	2.23%
TRAFFIC CONTROL	2	0.41%
TRAFFIC ISSUES (SIGNS DOWN / LIGHTS OUT / ETC.)	1	0.20%
TRAFFIC STOP	62	12.58%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	23	4.67%
TRESPASSING	4	0.81%
UNAUTHORIZED USE	2	0.41%
UNCONSCIOUS/FAINTING (NEAR)	1	0.20%
UNKNOWN PROBLEM (PERSON DOWN) - MEDICAL ALARM	3	0.61%
UNLOCK VEHICLE	36	7.30%
VANDALISM	1	0.20%
WELL BEING CHECK	12	2.43%
WRECKER REQUEST	1	0.20%
Total Records For HERTFORD POLICE	493	Dept Calls/Total Calls 11.32%

HERTFORD PUBLIC WORKS	Count	Percent
ALARM WATER DEPT	2	14.29%
MAINTENANCE REPORT	1	7.14%
POWER OUTAGE/LINES/POLES DOWN (CABLE/POWER/ETC.)	2	14.29%
ROAD CLOSURE	1	7.14%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	1	7.14%
UTILITIES REQUEST (WATER / ELECTRICAL)	7	50.00%
Total Records For HERTFORD PUBLIC WORKS	14	Dept Calls/Total Calls 0.32%

INTERCOUNTY FD	Count	Percent
ASSISTANCE	1	2.33%
EMS MUTUAL AID	1	2.33%
FIRE ACTIVATED ALARM	1	2.33%
FIRE BRUSH / WOODS FIRE	2	4.65%
FIRE MUTUAL AID/OUT OF COUNTY RESPONSE	21	48.84%
FIRE NEAR A STRUCTURE	1	2.33%

INTERCOUNTY FD	Count	Percent
FIRE STRUCTURE FIRE	1	2.33%
GUNSHOTS REPORTED	1	2.33%
SPECIAL ASSIGNMENT	3	6.98%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	11	25.58%
Total Records For INTERCOUNTY FD	43	Dept Calls/Total Calls 0.99%
MAGISTRATE OFFICE	Count	Percent
ASSAULT/SEXUAL ASSAULT/STUN GUN	1	0.65%
ASSIST OFFICER	4	2.58%
ASSISTANCE	2	1.29%
B&E (BREAKING&ENTERING) ATTEMPTED / OLD	1	0.65%
DISTURBANCE	2	1.29%
DOMESTIC	5	3.23%
ESCORT	1	0.65%
FOLLOW-UP	1	0.65%
ILLEGALLY PARKED VEHICLE	1	0.65%
INVESTIGATION	2	1.29%
IVC / MENTAL SUBJECT	6	3.87%
LARCENY	1	0.65%
MAGISTRATE REQUEST	96	61.94%
OVERDOSE/POISONING (INGESTION)	1	0.65%
PUBLIC SERVICE CALL	5	3.23%
REQUEST FOR OFFICER	1	0.65%
SEARCH WARRANT	1	0.65%
SERVE WARRANTS FOR ARREST	2	1.29%
SHOP LIFTER	1	0.65%
SPECIAL ASSIGNMENT	2	1.29%
SUBJECT IN CUSTODY	1	0.65%
THREATS	1	0.65%
TRAFFIC STOP	16	10.32%
TRESPASSING	1	0.65%
Total Records For MAGISTRATE OFFICE	155	Dept Calls/Total Calls 3.56%
NC DOT	Count	Percent
DEBRIS IN THE ROADWAY	10	66.67%
POWER OUTAGE/LINES/POLES DOWN (CABLE/POWER/ETC.)	1	6.67%
TRAFFIC ISSUES (SIGNS DOWN / LIGHTS OUT / ETC.)	4	26.67%
Total Records For NC DOT	15	Dept Calls/Total Calls 0.34%
NC FORESTRY	Count	Percent
FIRE BRUSH / WOODS FIRE	6	75.00%
FIRE CONTROLLED BURN	1	12.50%
FIRE NEAR A STRUCTURE	1	12.50%
Total Records For NC FORESTRY	8	Dept Calls/Total Calls 0.18%
NC PROBATION/PAROLE	Count	Percent
SERVE WARRANTS FOR ARREST	1	100.00%
Total Records For NC PROBATION/PAROLE	1	Dept Calls/Total Calls 0.02%
NC SHP	Count	Percent

NC SHP	Count	Percent
ASSIST OFFICER	9	6.47%
CARELESS & RECKLESS	24	17.27%
CHASE	1	0.72%
DEBRIS IN THE ROADWAY	1	0.72%
DOMESTIC	1	0.72%
DRIVERS LICENSE / REGISTRATION	1	0.72%
FIGHT	1	0.72%
GUNSHOTS REPORTED	1	0.72%
HEMORRHAGE/LACERATIONS	1	0.72%
HIT AND RUN	1	0.72%
ILLEGALLY PARKED VEHICLE	1	0.72%
MAGISTRATE REQUEST	5	3.60%
MOTORIST ASSIST / DISABLED MOTORIST	7	5.04%
PSYCHIATRIC/ABNORMAL BEHAVIOR/SUICIDE ATTEMPT	1	0.72%
PUBLIC SERVICE CALL	1	0.72%
SPECIAL ASSIGNMENT	1	0.72%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	2	1.44%
TRAFFIC CONTROL	1	0.72%
TRAFFIC STOP	13	9.35%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	65	46.76%
TRANSFERRED 911 CALL	1	0.72%
Total Records For NC SHP	139	Dept Calls/Total Calls 3.19%
NC WILDLIFE	Count	Percent
WILDLIFE / HUNTING VIOLATION	3	100.00%
Total Records For NC WILDLIFE	3	Dept Calls/Total Calls 0.07%
NIGHTINGALE HELICOPTER	Count	Percent
CHEST PAIN/CHEST DISCOMFORT (NON-TRAUMATIC)	1	16.67%
FALLS	2	33.33%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	3	50.00%
Total Records For NIGHTINGALE HELICOPTER	6	Dept Calls/Total Calls 0.14%
PASQUOTANK-CAMDEN EMS	Count	Percent
BREATHING PROBLEMS	1	100.00%
Total Records For PASQUOTANK-CAMDEN EMS	1	Dept Calls/Total Calls 0.02%
PERQUIMANS CO 911	Count	Percent
ACCIDENTAL 911 CALL	92	12.17%
ALARM BUSINESS	4	0.53%
ALARM RESIDENTIAL	1	0.13%
ANIMAL CONTROL	9	1.19%
ASSISTANCE	1	0.13%
CARELESS & RECKLESS	2	0.26%
CLEAR RADIOS / WEEKLY PAGER TEST	105	13.89%
DAILY/WEEKLY MAINTENANCE	37	4.89%
DCI ENTRY / TRANSACTION	6	0.79%
DOMESTIC	1	0.13%
DRILL (FIRE / TORNADO / ETC.)	1	0.13%
DRIVERS LICENSE / REGISTRATION	1	0.13%

PERQUIMANS CO 911	Count	Percent
DSS / SOCIAL SERVICES REQUEST	2	0.26%
FIRE CONTROLLED BURN	4	0.53%
FIRE MUTUAL AID/OUT OF COUNTY RESPONSE	2	0.26%
FIRE TRAINING/TESTING	1	0.13%
FRAUD / SCAM BY ANY MEANS	2	0.26%
FUNERAL ESCORT	2	0.26%
HANG-UP 911 CALL	145	19.18%
INACCESSIBLE INCIDENT/OTHER ENTRAPMENT (NON-TRAFF)	1	0.13%
INFO ONLY	11	1.46%
INTOXICATED DRIVER	1	0.13%
MAGISTRATE REQUEST	2	0.26%
MAINTENANCE REPORT	4	0.53%
MISUSE OF 911	13	1.72%
OTHER	8	1.06%
PUBLIC SERVICE CALL	6	0.79%
RECOVER PROPERTY	1	0.13%
REPORT	90	11.90%
REPOSESSION	7	0.93%
ROAD CLOSURE	11	1.46%
SERVICE CALL	1	0.13%
TEST	17	2.25%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	1	0.13%
TRANSFERRED 911 CALL	159	21.03%
UTILITIES REQUEST (WATER / ELECTRICAL)	3	0.40%
WANTED / STOLEN INQUIRY	1	0.13%
WELL BEING CHECK	1	0.13%
Total Records For PERQUIMANS CO 911	756	Dept Calls/Total Calls 17.36%

PERQUIMANS CO DSS	Count	Percent
DSS / SOCIAL SERVICES REQUEST	10	58.82%
PUBLIC SERVICE CALL	6	35.29%
SERVICE CALL	1	5.88%
Total Records For PERQUIMANS CO DSS	17	Dept Calls/Total Calls 0.39%

PERQUIMANS CO EMS	Count	Percent
ABDOMINAL PAIN/PROBLEMS	14	2.11%
ALLERGIES (REACTIONS)/ENVENOMATIONS (STINGS/BITES)	5	0.75%
ASSAULT/SEXUAL ASSAULT/STUN GUN	4	0.60%
ASSISTANCE	7	1.05%
B&E (BREAKING&ENTERING) ATTEMPTED / OLD	1	0.15%
BACK PAIN (NON-TRAUMATIC OR NON-RECENT TRAUMA)	11	1.66%
BREATHING PROBLEMS	60	9.04%
BURNS (SCALDS)/EXPLOSION (BLAST)	1	0.15%
CARBON MONOXIDE/INHALATION/HAZMAT/CBRN	2	0.30%
CARDIAC OR RESPIRATORY ARREST/DEATH	11	1.66%
CHEST PAIN/CHEST DISCOMFORT (NON-TRAUMATIC)	27	4.07%
CHOKING	1	0.15%
CONVULSIONS/SEIZURES	25	3.77%

PERQUIMANS CO EMS	Count	Percent
DIABETIC PROBLEMS	13	1.96%
DISTURBANCE	1	0.15%
DOMESTIC	4	0.60%
DSS / SOCIAL SERVICES REQUEST	1	0.15%
EMS MUTUAL AID	4	0.60%
FALLS	91	13.70%
FIRE ACTIVATED ALARM	2	0.30%
FIRE BRUSH / WOODS FIRE	1	0.15%
FIRE ELECTRICAL FIRE	1	0.15%
FIRE NEAR A STRUCTURE	1	0.15%
FIRE SMELL OF GAS	2	0.30%
FIRE SMELL OF SMOKE / BURNING	1	0.15%
FIRE STRUCTURE FIRE	5	0.75%
FIRE TRAINING/TESTING	1	0.15%
FIRE VEHICLE FIRE	2	0.30%
GUNSHOTS REPORTED	1	0.15%
HEADACHE	3	0.45%
HEART PROBLEMS/A.I.C.D	9	1.36%
HEMORRHAGE/LACERATIONS	23	3.46%
MAGISTRATE REQUEST	1	0.15%
MIH FOLLOW-UP	23	3.46%
MUTUAL AID	1	0.15%
OTHER	1	0.15%
OVERDOSE/POISONING (INGESTION)	12	1.81%
PREGNANCY/CHILDBIRTH/MISCARRIAGE	1	0.15%
PSYCHIATRIC/ABNORMAL BEHAVIOR/SUICIDE ATTEMPT	12	1.81%
PUBLIC SERVICE CALL	1	0.15%
SEARCH WARRANT	1	0.15%
SECURITY CHECK	1	0.15%
SERVICE CALL	1	0.15%
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	108	16.27%
SPECIAL ASSIGNMENT	21	3.16%
STAB/GUNSHOT/PENETRATING TRAUMA	3	0.45%
STANDBY BALL GAME	3	0.45%
STROKE (CVA)/TRANSIENT ISCHEMIC ATTACK (TIA)	17	2.56%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	2	0.30%
THREATS	1	0.15%
TRAFFIC STOP	1	0.15%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	39	5.87%
TRAUMATIC INJURIES (SPECIFIC)	6	0.90%
TRESPASSING	1	0.15%
UNCONSCIOUS/FAINTING (NEAR)	32	4.82%
UNKNOWN PROBLEM (PERSON DOWN) - MEDICAL ALARM	21	3.16%
WELL BEING CHECK	19	2.86%
Total Records For PERQUIMANS CO EMS	664	Dept Calls/Total Calls 15.24%

PERQUIMANS CO FIRE MARSHAL	Count	Percent
FIRE ILLEGAL BURN	1	25.00%

PERQUIMANS CO FIRE MARSHAL	Count	Percent
FIRE STRUCTURE FIRE	1	25.00%
PUBLIC SERVICE CALL	1	25.00%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	1	25.00%
Total Records For PERQUIMANS CO FIRE MARSHAL	4 Dept Calls/Total Calls	0.09%

PERQUIMANS CO SO	Count	Percent
ACCIDENTAL 911 CALL	1	0.05%
ALARM BUSINESS	26	1.42%
ALARM RESIDENTIAL	17	0.93%
ALLERGIES (REACTIONS)/ENVENOMATIONS (STINGS/BITES)	1	0.05%
ANIMAL BITES/ATTACKS	3	0.16%
ANIMAL CONTROL	329	17.97%
ASSAULT/SEXUAL ASSAULT/STUN GUN	7	0.38%
ASSIST OFFICER	18	0.98%
ASSIST PROB/PAROLE	1	0.05%
ASSISTANCE	23	1.26%
B&E (BREAKING&ENTERING) ATTEMPTED / OLD	7	0.38%
B&E (BREAKING&ENTERING) IN PROGRESS	2	0.11%
BOATING INCIDENT	1	0.05%
BOLO / ATL (ATTEMPT TO LOCATE)	3	0.16%
BREATHING PROBLEMS	8	0.44%
CARDIAC OR RESPIRATORY ARREST/DEATH	7	0.38%
CARELESS & RECKLESS	30	1.64%
CHAPTER 90 - DRUG ACTIVITY	1	0.05%
CHASE	2	0.11%
CHEST PAIN/CHEST DISCOMFORT (NON-TRAUMATIC)	2	0.11%
CIVIL PROCESS	57	3.11%
CONVULSIONS/SEIZURES	2	0.11%
DAMAGE TO PROPERTY	1	0.05%
DCI ENTRY / TRANSACTION	1	0.05%
DEBRIS IN THE ROADWAY	13	0.71%
DISTURBANCE	27	1.47%
DOMESTIC	33	1.80%
DOMESTIC VIOLENCE ORDER	5	0.27%
DRIVERS LICENSE / REGISTRATION	24	1.31%
DSS / SOCIAL SERVICES REQUEST	3	0.16%
ESCORT	28	1.53%
EVICION	1	0.05%
FALLS	7	0.38%
FIGHT	2	0.11%
FIRE ACTIVATED ALARM	1	0.05%
FIRE BRUSH / WOODS FIRE	4	0.22%
FIRE ELECTRICAL FIRE	1	0.05%
FIRE MISCELLANEOUS FIRE	1	0.05%
FIRE NEAR A STRUCTURE	1	0.05%
FIRE SMELL OF GAS	1	0.05%
FIRE SMELL OF SMOKE / BURNING	1	0.05%
FIRE STRUCTURE FIRE	4	0.22%

PERQUIMANS CO SO	Count	Percent
FIRE TRAINING/TESTING	1	0.05%
FIRE VEHICLE FIRE	1	0.05%
FOLLOW-UP	2	0.11%
FRAUD / SCAM BY ANY MEANS	4	0.22%
FUNERAL ESCORT	17	0.93%
GOKART / ATV / 4-WHEELER ON ROADWAY	2	0.11%
GUNSHOTS REPORTED	9	0.49%
HANG-UP 911 CALL	16	0.87%
HARASSMENT	6	0.33%
HEART PROBLEMS/A.I.C.D	1	0.05%
HEMORRHAGE/LACERATIONS	3	0.16%
HIT AND RUN	2	0.11%
ILLEGALLY PARKED VEHICLE	3	0.16%
INTOXICATED DRIVER	4	0.22%
INVESTIGATION	13	0.71%
IVC / MENTAL SUBJECT	25	1.37%
LARCENY	15	0.82%
LITTERING	1	0.05%
LIVESTOCK (IN THE ROADWAY / YARD)	4	0.22%
MAGISTRATE REQUEST	25	1.37%
MIH FOLLOW-UP	1	0.05%
MISSING PERSON / RUNAWAY	7	0.38%
MISUSE OF 911	1	0.05%
MOTORIST ASSIST / DISABLED MOTORIST	44	2.40%
NEIGHBORHOOD PATROL	7	0.38%
NOISE COMPLAINT	6	0.33%
OTHER	14	0.76%
OVERDOSE/POISONING (INGESTION)	10	0.55%
PROWLER	2	0.11%
PSYCHIATRIC/ABNORMAL BEHAVIOR/SUICIDE ATTEMPT	10	0.55%
PUBLIC SERVICE CALL	103	5.63%
RECOVER PROPERTY	6	0.33%
REPORT	8	0.44%
REQUEST FOR OFFICER	4	0.22%
SEARCH WARRANT	1	0.05%
SECURITY CHECK	59	3.22%
SERVE PAPERS	117	6.39%
SERVE WARRANTS FOR ARREST	10	0.55%
SERVICE CALL	26	1.42%
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	5	0.27%
SPECIAL ASSIGNMENT	43	2.35%
STAB/GUNSHOT/PENETRATING TRAUMA	1	0.05%
STANDBY BALL GAME	30	1.64%
STROKE (CVA)/TRANSIENT ISCHEMIC ATTACK (TIA)	1	0.05%
SUBJECT IN CUSTODY	4	0.22%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	79	4.31%
TEST	1	0.05%
THREATS	11	0.60%

PERQUIMANS CO SO	Count	Percent
TRAFFIC CONTROL	9	0.49%
TRAFFIC STOP	154	8.41%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	77	4.21%
TRAINING	2	0.11%
TRANSPORT SUBJECT	40	2.18%
TRESPASSING	9	0.49%
UNAUTHORIZED USE	1	0.05%
UNCONSCIOUS/FAINTING (NEAR)	3	0.16%
UNKNOWN PROBLEM (PERSON DOWN) - MEDICAL ALARM	5	0.27%
UNLOCK VEHICLE	28	1.53%
UTILITIES REQUEST (WATER / ELECTRICAL)	1	0.05%
VANDALISM	3	0.16%
WANTED / STOLEN INQUIRY	1	0.05%
WELL BEING CHECK	25	1.37%
WILDLIFE / HUNTING VIOLATION	1	0.05%
Total Records For PERQUIMANS CO SO	1831	Dept Calls/Total Calls 42.03%
PERQUIMANS CO WATER	Count	Percent
UTILITIES REQUEST (WATER / ELECTRICAL)	3	100.00%
Total Records For PERQUIMANS CO WATER	3	Dept Calls/Total Calls 0.07%
PERQUIMANS COUNTY EMERGENCY SERVICES	Count	Percent
FIRE SMELL OF GAS	1	10.00%
SPECIAL ASSIGNMENT	9	90.00%
Total Records For PERQUIMANS COUNTY EMERGENCY SERVICES	10	Dept Calls/Total Calls 0.23%
WINFALL FD	Count	Percent
BREATHING PROBLEMS	1	3.70%
CARBON MONOXIDE/INHALATION/HAZMAT/CBRN	1	3.70%
FIRE BRUSH / WOODS FIRE	2	7.41%
FIRE ELECTRICAL FIRE	1	3.70%
FIRE NEAR A STRUCTURE	1	3.70%
FIRE SMELL OF GAS	2	7.41%
FIRE SMELL OF SMOKE / BURNING	1	3.70%
FIRE STRUCTURE FIRE	5	18.52%
FIRE TRAINING/TESTING	4	14.81%
FIRE VEHICLE FIRE	2	7.41%
OTHER	1	3.70%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	6	22.22%
Total Records For WINFALL FD	27	Dept Calls/Total Calls 0.62%
WINFALL PD	Count	Percent
DCI ENTRY / TRANSACTION	1	20.00%
DRIVERS LICENSE / REGISTRATION	1	20.00%
ILLEGALLY PARKED VEHICLE	1	20.00%
MOTORIST ASSIST / DISABLED MOTORIST	1	20.00%
WELL BEING CHECK	1	20.00%
Total Records For WINFALL PD	5	Dept Calls/Total Calls 0.11%
WINFALL PUBLIC WORKS	Count	Percent

WINFALL PUBLIC WORKS	Count	Percent
ALARM WATER DEPT	3	33.33%
HANG-UP 911 CALL	1	11.11%
UTILITIES REQUEST (WATER / ELECTRICAL)	5	55.56%
Total Records For WINFALL PUBLIC WORKS	9	Dept Calls/Total Calls 0.21%
Total Records		4356

PERQUIMANS COUNTY COMMUNICATIONS
159 Creek Dr PO Box 112 Hertford , NC 27944

CFS By Department - Select Department By Date
 For *FIRE MUTUAL AID* 10/1/2020 - 12/31/2020

INCIDENT COMMAND	Count	Percent
FIRE ELECTRICAL FIRE	1	33.33%
FIRE STRUCTURE FIRE	2	66.67%
Total Records For *INCIDENT COMMAND*	3	Dept Calls/Total Calls 0.06%
911 MAINTENANCE	Count	Percent
ANIMAL CONTROL	1	3.57%
FIRE ELECTRICAL FIRE	2	7.14%
MAINTENANCE REPORT	23	82.14%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	1	3.57%
UTILITIES REQUEST (WATER / ELECTRICAL)	1	3.57%
Total Records For 911 MAINTENANCE	28	Dept Calls/Total Calls 0.54%
BELVIDERE CHAPEL HILL FD	Count	Percent
FIRE ACTIVATED ALARM	5	25.00%
FIRE ELECTRICAL FIRE	1	5.00%
FIRE STRUCTURE FIRE	1	5.00%
FIRE TRAINING/TESTING	4	20.00%
FIRE VEHICLE FIRE	2	10.00%
SPECIAL ASSIGNMENT	1	5.00%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	6	30.00%
Total Records For BELVIDERE CHAPEL HILL FD	20	Dept Calls/Total Calls 0.38%
BETHEL FD	Count	Percent
ASSISTANCE	1	3.85%
CARDIAC OR RESPIRATORY ARREST/DEATH	2	7.69%
DISTURBANCE	1	3.85%
FIRE SMELL OF SMOKE / BURNING	1	3.85%
FIRE STRUCTURE FIRE	5	19.23%
FIRE TRAINING/TESTING	3	11.54%
FIRE VEHICLE FIRE	1	3.85%
HIT AND RUN	1	3.85%
PUBLIC SERVICE CALL	2	7.69%
SPECIAL ASSIGNMENT	1	3.85%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	8	30.77%
Total Records For BETHEL FD	26	Dept Calls/Total Calls 0.50%
CHOWAN CO EMS	Count	Percent
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	2	100.00%
Total Records For CHOWAN CO EMS	2	Dept Calls/Total Calls 0.04%
DURANTS NECK FD	Count	Percent
CARDIAC OR RESPIRATORY ARREST/DEATH	1	7.69%
CONVULSIONS/SEIZURES	1	7.69%
FIRE ELECTRICAL FIRE	1	7.69%

DURANTS NECK FD	Count	Percent
FIRE STRUCTURE FIRE	1	7.69%
FIRE TRAINING/TESTING	3	23.08%
FIRE VEHICLE FIRE	1	7.69%
INTOXICATED DRIVER	1	7.69%
OVERDOSE/POISONING (INGESTION)	1	7.69%
PUBLIC SERVICE CALL	1	7.69%
SPECIAL ASSIGNMENT	1	7.69%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	1	7.69%
Total Records For DURANTS NECK FD	13	Dept Calls/Total Calls 0.25%

EASTCARE HELICOPTER	Count	Percent
STAB/GUNSHOT/PENETRATING TRAUMA	1	100.00%
Total Records For EASTCARE HELICOPTER	1	Dept Calls/Total Calls 0.02%

EMERGENCY MANAGEMENT	Count	Percent
ALLERGIES (REACTIONS)/ENVENOMATIONS (STINGS/BITES)	1	2.56%
ANIMAL CONTROL	1	2.56%
BOATING INCIDENT	2	5.13%
BREATHING PROBLEMS	1	2.56%
CARDIAC OR RESPIRATORY ARREST/DEATH	1	2.56%
FALLS	1	2.56%
FIRE BRUSH / WOODS FIRE	1	2.56%
FIRE SMELL OF GAS	1	2.56%
FIRE STRUCTURE FIRE	6	15.38%
FIRE TRAINING/TESTING	2	5.13%
FIRE VEHICLE FIRE	2	5.13%
HIT AND RUN	1	2.56%
MAINTENANCE REPORT	2	5.13%
MOTORIST ASSIST / DISABLED MOTORIST	1	2.56%
SPECIAL ASSIGNMENT	3	7.69%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	1	2.56%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	4	10.26%
TRAINING	1	2.56%
UNKNOWN PROBLEM (PERSON DOWN) - MEDICAL ALARM	1	2.56%
WELL BEING CHECK	6	15.38%
Total Records For EMERGENCY MANAGEMENT	39	Dept Calls/Total Calls 0.75%

HERTFORD FD	Count	Percent
ASSISTANCE	1	2.00%
BOATING INCIDENT	1	2.00%
FIRE ACTIVATED ALARM	5	10.00%
FIRE SMELL OF GAS	3	6.00%
FIRE SMELL OF SMOKE / BURNING	3	6.00%
FIRE STRUCTURE FIRE	6	12.00%
FIRE TRAINING/TESTING	5	10.00%
PUBLIC SERVICE CALL	1	2.00%
SERVICE CALL	1	2.00%
SPECIAL ASSIGNMENT	3	6.00%
TRAFFIC CONTROL	1	2.00%

HERTFORD FD	Count	Percent
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	19	38.00%
TRAINING	1	2.00%
Total Records For HERTFORD FD	50	Dept Calls/Total Calls 0.96%
HERTFORD POLICE	Count	Percent
ALARM BANK	6	0.97%
ALARM BUSINESS	31	5.02%
ALARM RESIDENTIAL	8	1.30%
ALARM SCHOOL	3	0.49%
ALLERGIES (REACTIONS)/ENVENOMATIONS (STINGS/BITES)	2	0.32%
ANIMAL CONTROL	7	1.13%
ASSAULT/SEXUAL ASSAULT/STUN GUN	5	0.81%
ASSIST OFFICER	4	0.65%
ASSISTANCE	1	0.16%
B&E (BREAKING&ENTERING) ATTEMPTED / OLD	4	0.65%
B&E (BREAKING&ENTERING) IN PROGRESS	3	0.49%
BOATING INCIDENT	2	0.32%
BOLO / ATL (ATTEMPT TO LOCATE)	1	0.16%
BREATHING PROBLEMS	3	0.49%
CARELESS & RECKLESS	15	2.43%
CHAPTER 90 - DRUG ACTIVITY	1	0.16%
CHASE	2	0.32%
CIVIL PROCESS	2	0.32%
DAMAGE TO PROPERTY	5	0.81%
DEBRIS IN THE ROADWAY	1	0.16%
DIABETIC PROBLEMS	1	0.16%
DISTURBANCE	21	3.40%
DOMESTIC	15	2.43%
DRIVERS LICENSE / REGISTRATION	2	0.32%
DSS / SOCIAL SERVICES REQUEST	2	0.32%
ESCORT	18	2.92%
FALLS	1	0.16%
FIGHT	4	0.65%
FIRE ACTIVATED ALARM	3	0.49%
FIRE CONTROLLED BURN	1	0.16%
FIRE SMELL OF GAS	3	0.49%
FIRE SMELL OF SMOKE / BURNING	1	0.16%
FIRE STRUCTURE FIRE	3	0.49%
FOLLOW-UP	5	0.81%
FRAUD / SCAM BY ANY MEANS	2	0.32%
FUNERAL ESCORT	8	1.30%
GUNSHOTS REPORTED	9	1.46%
HANG-UP 911 CALL	6	0.97%
HARASSMENT	1	0.16%
HEMORRHAGE/LACERATIONS	3	0.49%
HIT AND RUN	3	0.49%
ILLEGALLY PARKED VEHICLE	2	0.32%
INFO ONLY	3	0.49%

HERTFORD POLICE	Count	Percent
INTOXICATED DRIVER	1	0.16%
INTOXICATED PEDESTRIAN	1	0.16%
INVESTIGATION	6	0.97%
LARCENY	5	0.81%
LITTERING	1	0.16%
MAGISTRATE REQUEST	5	0.81%
MISSING PERSON / RUNAWAY	1	0.16%
MISUSE OF 911	1	0.16%
MOTORIST ASSIST / DISABLED MOTORIST	14	2.27%
NEIGHBORHOOD PATROL	2	0.32%
NOISE COMPLAINT	16	2.59%
OPEN DOOR	2	0.32%
ORDINANCE VIOLATION	2	0.32%
OTHER	7	1.13%
OVERDOSE/POISONING (INGESTION)	3	0.49%
PROWLER	1	0.16%
PSYCHIATRIC/ABNORMAL BEHAVIOR/SUICIDE ATTEMPT	3	0.49%
PUBLIC SERVICE CALL	35	5.67%
RECOVER PROPERTY	1	0.16%
REPORT	2	0.32%
REQUEST FOR OFFICER	5	0.81%
ROAD CLOSURE	1	0.16%
SECURITY CHECK	7	1.13%
SERVE PAPERS	5	0.81%
SERVE WARRANTS FOR ARREST	2	0.32%
SERVICE CALL	4	0.65%
SHOP LIFTER	1	0.16%
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	3	0.49%
SPECIAL ASSIGNMENT	7	1.13%
STAB/GUNSHOT/PENETRATING TRAUMA	2	0.32%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	40	6.48%
THREATS	3	0.49%
TRAFFIC CONTROL	3	0.49%
TRAFFIC ISSUES (SIGNS DOWN / LIGHTS OUT / ETC.)	1	0.16%
TRAFFIC STOP	105	17.02%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	30	4.86%
TRANSFERRED 911 CALL	1	0.16%
TRESPASSING	2	0.32%
UNAUTHORIZED USE	1	0.16%
UNKNOWN PROBLEM (PERSON DOWN) - MEDICAL ALARM	5	0.81%
UNLOCK VEHICLE	50	8.10%
WANTED / STOLEN INQUIRY	1	0.16%
WELL BEING CHECK	6	0.97%
Total Records For HERTFORD POLICE	617	Dept Calls/Total Calls 11.81%
HERTFORD PUBLIC WORKS	Count	Percent
FIRE ELECTRICAL FIRE	1	4.17%
FIRE STRUCTURE FIRE	1	4.17%

HERTFORD PUBLIC WORKS	Count	Percent
ROAD CLOSURE	1	4.17%
TRAFFIC CONTROL	1	4.17%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	1	4.17%
UTILITIES REQUEST (WATER / ELECTRICAL)	19	79.17%
Total Records For HERTFORD PUBLIC WORKS	24	Dept Calls/Total Calls 0.46%
INTERCOUNTY FD	Count	Percent
ALLERGIES (REACTIONS)/ENVENOMATIONS (STINGS/BITES)	1	2.38%
FIRE ACTIVATED ALARM	2	4.76%
FIRE MUTUAL AID/OUT OF COUNTY RESPONSE	22	52.38%
FIRE TRAINING/TESTING	3	7.14%
FIRE VEHICLE FIRE	2	4.76%
SPECIAL ASSIGNMENT	2	4.76%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	7	16.67%
TRAINING	1	2.38%
TRANSFERRED 911 CALL	1	2.38%
UNCONSCIOUS/FAINTING (NEAR)	1	2.38%
Total Records For INTERCOUNTY FD	42	Dept Calls/Total Calls 0.80%
MAGISTRATE OFFICE	Count	Percent
ASSAULT/SEXUAL ASSAULT/STUN GUN	2	1.30%
ASSIST OFFICER	2	1.30%
ASSISTANCE	1	0.65%
BOLO / ATL (ATTEMPT TO LOCATE)	1	0.65%
CARELESS & RECKLESS	4	2.60%
CHAPTER 90 - DRUG ACTIVITY	1	0.65%
CHASE	1	0.65%
DOMESTIC	4	2.60%
ESCORT	3	1.95%
FIGHT	1	0.65%
GUNSHOTS REPORTED	2	1.30%
IVC / MENTAL SUBJECT	2	1.30%
MAGISTRATE REQUEST	81	52.60%
MOTORIST ASSIST / DISABLED MOTORIST	1	0.65%
NOISE COMPLAINT	1	0.65%
OTHER	1	0.65%
PSYCHIATRIC/ABNORMAL BEHAVIOR/SUICIDE ATTEMPT	1	0.65%
PUBLIC SERVICE CALL	11	7.14%
SERVE WARRANTS FOR ARREST	12	7.79%
SHOP LIFTER	1	0.65%
STAB/GUNSHOT/PENETRATING TRAUMA	1	0.65%
SUBJECT IN CUSTODY	2	1.30%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	1	0.65%
TRAFFIC STOP	13	8.44%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	2	1.30%
TRESPASSING	1	0.65%
UNCONSCIOUS/FAINTING (NEAR)	1	0.65%
Total Records For MAGISTRATE OFFICE	154	Dept Calls/Total Calls 2.95%

NC DOT	Count	Percent
DEBRIS IN THE ROADWAY	7	63.64%
TRAFFIC ISSUES (SIGNS DOWN / LIGHTS OUT / ETC.)	2	18.18%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	1	9.09%
WEATHER EVENTS	1	9.09%
Total Records For NC DOT	11	Dept Calls/Total Calls 0.21%
NC FORESTRY	Count	Percent
FIRE VEHICLE FIRE	3	100.00%
Total Records For NC FORESTRY	3	Dept Calls/Total Calls 0.06%
NC PROBATION/PAROLE	Count	Percent
PUBLIC SERVICE CALL	1	100.00%
Total Records For NC PROBATION/PAROLE	1	Dept Calls/Total Calls 0.02%
NC SHP	Count	Percent
ASSIST OFFICER	3	2.01%
CARELESS & RECKLESS	17	11.41%
CHASE	1	0.67%
DRIVERS LICENSE / REGISTRATION	2	1.34%
ESCORT	1	0.67%
FIRE SMELL OF GAS	1	0.67%
GOKART / ATV / 4-WHEELER ON ROADWAY	2	1.34%
HIT AND RUN	2	1.34%
INFO ONLY	1	0.67%
INTOXICATED DRIVER	1	0.67%
MAGISTRATE REQUEST	2	1.34%
MOTORIST ASSIST / DISABLED MOTORIST	2	1.34%
OTHER	1	0.67%
SERVE WARRANTS FOR ARREST	2	1.34%
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	1	0.67%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	2	1.34%
TRAFFIC CONTROL	3	2.01%
TRAFFIC STOP	6	5.37%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	89	59.73%
TRANSFERRED 911 CALL	8	5.37%
Total Records For NC SHP	149	Dept Calls/Total Calls 2.85%
NC WILDLIFE	Count	Percent
ANIMAL CONTROL	1	12.50%
DISTURBANCE	1	12.50%
ESCORT	1	12.50%
GUNSHOTS REPORTED	1	12.50%
PUBLIC SERVICE CALL	1	12.50%
SECURITY CHECK	1	12.50%
WILDLIFE / HUNTING VIOLATION	2	25.00%
Total Records For NC WILDLIFE	8	Dept Calls/Total Calls 0.15%
NIGHTINGALE HELICOPTER	Count	Percent
STAB/GUNSHOT/PENETRATING TRAUMA	1	20.00%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	4	80.00%

Total Records For NIGHTINGALE HELICOPTER		5 Dept Calls/Total Calls	0.10%
PASQUOTANK-CAMDEN EMS		Count	Percent
DIABETIC PROBLEMS	1	33.33%	
HEMORRHAGE/LACERATIONS	1	33.33%	
TRANSFERRED 911 CALL	1	33.33%	
Total Records For PASQUOTANK-CAMDEN EMS		3 Dept Calls/Total Calls	0.06%
PERQUIMANS CO 911		Count	Percent
ACCIDENTAL 911 CALL	93	10.08%	
ALARM BUSINESS	4	0.43%	
ALARM RESIDENTIAL	4	0.43%	
ANIMAL CONTROL	17	1.84%	
ASSISTANCE	1	0.11%	
BOLO / ATL (ATTEMPT TO LOCATE)	1	0.11%	
CARELESS & RECKLESS	6	0.65%	
CLEAR RADIOS / WEEKLY PAGER TEST	106	11.48%	
DAILY/WEEKLY MAINTENANCE	38	4.12%	
DCI ENTRY / TRANSACTION	7	0.76%	
DISTURBANCE	1	0.11%	
DRILL (FIRE / TORNADO / ETC.)	2	0.22%	
DRIVERS LICENSE / REGISTRATION	3	0.33%	
DUPLICATE CALL	1	0.11%	
FALLS	1	0.11%	
FIRE ACTIVATED ALARM	2	0.22%	
FIRE BRUSH / WOODS FIRE	1	0.11%	
FIRE CONTROLLED BURN	1	0.11%	
FIRE MUTUAL AID/OUT OF COUNTY RESPONSE	1	0.11%	
FIRE TRAINING/TESTING	1	0.11%	
FRAUD / SCAM BY ANY MEANS	1	0.11%	
FUNERAL ESCORT	1	0.11%	
HANG-UP 911 CALL	176	19.07%	
INFO ONLY	30	3.25%	
IVC / MENTAL SUBJECT	1	0.11%	
MAGISTRATE REQUEST	2	0.22%	
MAINTENANCE REPORT	6	0.65%	
MISSING PERSON / RUNAWAY	1	0.11%	
MISUSE OF 911	28	3.03%	
MOTORIST ASSIST / DISABLED MOTORIST	1	0.11%	
OTHER	5	0.54%	
OVERDOSE/POISONING (INGESTION)	1	0.11%	
PUBLIC SERVICE CALL	11	1.19%	
RECOVER PROPERTY	1	0.11%	
REPORT	92	9.97%	
REPOSESSION	5	0.54%	
ROAD CLOSURE	9	0.98%	
SERVICE CALL	1	0.11%	
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	1	0.11%	
TEST	34	3.68%	
THREATS	1	0.11%	

PERQUIMANS CO 911	Count	Percent
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	2	0.22%
TRANSFERRED 911 CALL	217	23.51%
UNLOCK VEHICLE	2	0.22%
UTILITIES REQUEST (WATER / ELECTRICAL)	1	0.11%
WEATHER EVENTS	1	0.11%
WELL BEING CHECK	1	0.11%
Total Records For PERQUIMANS CO 911	923	Dept Calls/Total Calls 17.66%
PERQUIMANS CO DSS	Count	Percent
DSS / SOCIAL SERVICES REQUEST	8	44.44%
GUNSHOTS REPORTED	1	5.56%
LARCENY	1	5.56%
OTHER	1	5.56%
PUBLIC SERVICE CALL	6	33.33%
WELL BEING CHECK	1	5.56%
Total Records For PERQUIMANS CO DSS	18	Dept Calls/Total Calls 0.34%
PERQUIMANS CO EMS	Count	Percent
ABDOMINAL PAIN/PROBLEMS	10	1.55%
ALLERGIES (REACTIONS)/ENVENOMATIONS (STINGS/BITES)	9	1.40%
ANIMAL CONTROL	1	0.16%
ASSAULT/SEXUAL ASSAULT/STUN GUN	2	0.31%
ASSIST OFFICER	1	0.16%
ASSISTANCE	3	0.47%
BACK PAIN (NON-TRAUMATIC OR NON-RECENT TRAUMA)	8	1.24%
BOATING INCIDENT	2	0.31%
BREATHING PROBLEMS	68	10.54%
CARDIAC OR RESPIRATORY ARREST/DEATH	6	0.93%
CHEST PAIN/CHEST DISCOMFORT (NON-TRAUMATIC)	38	5.89%
CIVIL PROCESS	1	0.16%
CONVULSIONS/SEIZURES	12	1.86%
DIABETIC PROBLEMS	7	1.09%
DISTURBANCE	2	0.31%
DOMESTIC	1	0.16%
EMS MUTUAL AID	4	0.62%
ESCORT	1	0.16%
FALLS	85	13.18%
FIRE ACTIVATED ALARM	1	0.16%
FIRE SMELL OF GAS	3	0.47%
FIRE SMELL OF SMOKE / BURNING	3	0.47%
FIRE STRUCTURE FIRE	7	1.09%
FIRE VEHICLE FIRE	5	0.78%
FOLLOW-UP	1	0.16%
GUNSHOTS REPORTED	2	0.31%
HANG-UP 911 CALL	1	0.16%
HEART PROBLEMS/A.I.C.D	5	0.78%
HEMORRHAGE/LACERATIONS	24	3.72%
HIT AND RUN	1	0.16%

PERQUIMANS CO EMS	Count	Percent
INACCESSIBLE INCIDENT/OTHER ENTRAPMENT (NON-TRAFF)	1	0.16%
INTOXICATED DRIVER	1	0.16%
INVESTIGATION	1	0.16%
IVC / MENTAL SUBJECT	1	0.16%
MAGISTRATE REQUEST	2	0.31%
MIH FOLLOW-UP	6	0.93%
OTHER	1	0.16%
OVERDOSE/POISONING (INGESTION)	9	1.40%
PREGNANCY/CHILDBIRTH/MISCARRIAGE	1	0.16%
PSYCHIATRIC/ABNORMAL BEHAVIOR/SUICIDE ATTEMPT	11	1.71%
PUBLIC SERVICE CALL	2	0.31%
SERVICE CALL	1	0.16%
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	130	20.16%
SPECIAL ASSIGNMENT	3	0.47%
STAB/GUNSHOT/PENETRATING TRAUMA	3	0.47%
STROKE (CVA)/TRANSIENT ISCHEMIC ATTACK (TIA)	13	2.02%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	2	0.31%
TRAFFIC CONTROL	1	0.16%
TRAFFIC STOP	2	0.31%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	44	6.82%
TRAINING	1	0.16%
TRAUMATIC INJURIES (SPECIFIC)	2	0.31%
UNCONSCIOUS/FAINTING (NEAR)	40	6.20%
UNKNOWN PROBLEM (PERSON DOWN) - MEDICAL ALARM	32	4.96%
WELL BEING CHECK	21	3.26%
Total Records For PERQUIMANS CO EMS	645	Dept Calls/Total Calls 12.34%

PERQUIMANS CO FIRE MARSHAL	Count	Percent
B&E (BREAKING&ENTERING) ATTEMPTED / OLD	1	25.00%
FIRE ACTIVATED ALARM	1	25.00%
FIRE SMELL OF GAS	1	25.00%
FIRE TRAINING/TESTING	1	25.00%
Total Records For PERQUIMANS CO FIRE MARSHAL	4	Dept Calls/Total Calls 0.08%

PERQUIMANS CO SO	Count	Percent
ACCIDENTAL 911 CALL	3	0.13%
ALARM BANK	1	0.04%
ALARM BUSINESS	13	0.55%
ALARM RESIDENTIAL	50	2.10%
ALARM SCHOOL	5	0.21%
ALLERGIES (REACTIONS)/ENVENOMATIONS (STINGS/BITES)	1	0.04%
ANIMAL BITES/ATTACKS	3	0.13%
ANIMAL CONTROL	278	11.67%
ASSAULT/SEXUAL ASSAULT/STUN GUN	10	0.42%
ASSIST OFFICER	13	0.55%
ASSISTANCE	7	0.29%
B&E (BREAKING&ENTERING) ATTEMPTED / OLD	4	0.17%
B&E (BREAKING&ENTERING) IN PROGRESS	5	0.21%

PERQUIMANS CO SO	Count	Percent
BOATING INCIDENT	2	0.08%
BOLO / ATL (ATTEMPT TO LOCATE)	2	0.08%
BREATHING PROBLEMS	3	0.13%
CARDIAC OR RESPIRATORY ARREST/DEATH	6	0.25%
CARELESS & RECKLESS	30	1.26%
CHAPTER 90 - DRUG ACTIVITY	3	0.13%
CHASE	5	0.21%
CHEST PAIN/CHEST DISCOMFORT (NON-TRAUMATIC)	1	0.04%
CIVIL PROCESS	62	2.60%
CONVULSIONS/SEIZURES	3	0.13%
DAMAGE TO PROPERTY	7	0.29%
DEBRIS IN THE ROADWAY	13	0.55%
DISTURBANCE	17	0.71%
DOMESTIC	30	1.26%
DOMESTIC VIOLENCE ORDER	1	0.04%
DRILL (FIRE / TORNADO / ETC)	2	0.08%
DRIVERS LICENSE / REGISTRATION	27	1.13%
DSS / SOCIAL SERVICES REQUEST	1	0.04%
ESCORT	29	1.22%
EVICTON	7	0.29%
FALLS	7	0.29%
FIGHT	6	0.25%
FIRE ACTIVATED ALARM	2	0.08%
FIRE ELECTRICAL FIRE	2	0.08%
FIRE MUTUAL AID/OUT OF COUNTY RESPONSE	1	0.04%
FIRE SMELL OF GAS	1	0.04%
FIRE SMELL OF SMOKE / BURNING	1	0.04%
FIRE STRUCTURE FIRE	6	0.25%
FIRE VEHICLE FIRE	3	0.13%
FOLLOW-UP	1	0.04%
FRAUD / SCAM BY ANY MEANS	7	0.29%
FUNERAL ESCORT	16	0.67%
GOKART / ATV / 4-WHEELER ON ROADWAY	4	0.17%
GUNSHOTS REPORTED	12	0.50%
HANG-UP 911 CALL	22	0.92%
HARASSMENT	2	0.08%
HEMORRHAGE/LACERATIONS	5	0.21%
HIT AND RUN	2	0.08%
ILLEGALLY PARKED VEHICLE	2	0.08%
INACCESSIBLE INCIDENT/OTHER ENTRAPMENT (NON-TRAFF)	1	0.04%
INFO ONLY	7	0.29%
INTOXICATED DRIVER	1	0.04%
INVESTIGATION	22	0.92%
IVC / MENTAL SUBJECT	21	0.88%
LARCENY	13	0.55%
LITTERING	1	0.04%
LIVESTOCK (IN THE ROADWAY / YARD)	5	0.21%

PERQUIMANS CO SO	Count	Percent
MAGISTRATE REQUEST	12	0.50%
MISSING PERSON / RUNAWAY	7	0.29%
MISUSE OF 911	1	0.04%
MOTORIST ASSIST / DISABLED MOTORIST	49	2.06%
NEIGHBORHOOD PATROL	13	0.55%
NOISE COMPLAINT	23	0.97%
ORDINANCE VIOLATION	1	0.04%
OTHER	10	0.42%
OVERDOSE/POISONING (INGESTION)	6	0.25%
PROWLER	2	0.08%
PSYCHIATRIC/ABNORMAL BEHAVIOR/SUICIDE ATTEMPT	14	0.59%
PUBLIC SERVICE CALL	128	5.37%
RECOVER PROPERTY	6	0.25%
REPORT	2	0.08%
REQUEST FOR OFFICER	3	0.13%
SEARCH WARRANT	1	0.04%
SECURITY CHECK	464	19.47%
SERVE PAPERS	193	8.10%
SERVE WARRANTS FOR ARREST	19	0.80%
SERVICE CALL	18	0.76%
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	6	0.25%
SPECIAL ASSIGNMENT	33	1.38%
STAB/GUNSHOT/PENETRATING TRAUMA	3	0.13%
STANDBY BALL GAME	6	0.25%
SUBJECT IN CUSTODY	4	0.17%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	84	3.52%
TEST	1	0.04%
THREATS	11	0.46%
TRAFFIC CONTROL	30	1.26%
TRAFFIC ISSUES (SIGNS DOWN / LIGHTS OUT / ETC.)	1	0.04%
TRAFFIC STOP	191	8.02%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	94	3.94%
TRAINING	1	0.04%
TRANSFERRED 911 CALL	2	0.08%
TRANSPORT SUBJECT	36	1.51%
TRAUMATIC INJURIES (SPECIFIC)	1	0.04%
TRESPASSING	10	0.42%
UNAUTHORIZED USE	1	0.04%
UNCONSCIOUS/FAINTING (NEAR)	4	0.17%
UNKNOWN PROBLEM (PERSON DOWN) - MEDICAL ALARM	13	0.55%
UNLOCK VEHICLE	22	0.92%
UTILITIES REQUEST (WATER / ELECTRICAL)	2	0.08%
VANDALISM	4	0.17%
WANTED / STOLEN INQUIRY	2	0.08%
WELL BEING CHECK	28	1.17%
WILDLIFE / HUNTING VIOLATION	3	0.13%
WRIT OF POSSESSION	1	0.04%
Total Records For PERQUIMANS CO SO	2383	Dept Calls/Total Calls 45.60%

	Count	Percent
PERQUIMANS CO WATER		
UTILITIES REQUEST (WATER / ELECTRICAL)	2	100.00%
Total Records For PERQUIMANS CO WATER	2	Dept Calls/Total Calls 0.04%
PERQUIMANS CO WATER RESCUE TEAM		
BOATING INCIDENT	2	50.00%
SPECIAL ASSIGNMENT	1	25.00%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	1	25.00%
Total Records For PERQUIMANS CO WATER RESCUE TEAM	4	Dept Calls/Total Calls 0.08%
PERQUIMANS COUNTY EMERGENCY SERVICES		
FIRE SMELL OF GAS	1	20.00%
MAINTENANCE REPORT	2	40.00%
SPECIAL ASSIGNMENT	1	20.00%
TRAINING	1	20.00%
Total Records For PERQUIMANS COUNTY EMERGENCY SERVICES	5	Dept Calls/Total Calls 0.10%
RAILROADS		
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	1	50.00%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	1	50.00%
Total Records For RAILROADS	2	Dept Calls/Total Calls 0.04%
WINFALL FD		
BREATHING PROBLEMS	1	2.70%
FIRE ACTIVATED ALARM	4	10.81%
FIRE ELECTRICAL FIRE	1	2.70%
FIRE SMELL OF GAS	4	10.81%
FIRE SMELL OF SMOKE / BURNING	3	8.11%
FIRE STRUCTURE FIRE	6	16.22%
FIRE TRAINING/TESTING	6	16.22%
FIRE VEHICLE FIRE	1	2.70%
INACCESSIBLE INCIDENT/OTHER ENTRAPMENT (NON-TRAFF)	1	2.70%
SPECIAL ASSIGNMENT	1	2.70%
TEST	1	2.70%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	8	21.62%
Total Records For WINFALL FD	37	Dept Calls/Total Calls 0.71%
WINFALL PD		
HANG-UP 911 CALL	1	100.00%
Total Records For WINFALL PD	1	Dept Calls/Total Calls 0.02%
WINFALL PUBLIC WORKS		
ALARM WATER DEPT	2	66.67%
OTHER	1	33.33%
Total Records For WINFALL PUBLIC WORKS	3	Dept Calls/Total Calls 0.06%
Total Records	5226	