

A G E N D A
All items are for discussion and possible action.
 Perquimans County Board of Commissioners
 Meeting Room at Perquimans County Library
 August 2, 2021
 7:00 p.m.

Permanent meeting
location

I. Call to Order

II. Prayer & Pledge

III. Approval of Agenda

IV. Consent Agenda

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

- A. Approval of Minutes: July 6, 2021 Regular Meeting; July 13, 2021 Joint Meeting with Planning Board, and July 19, 2021 Work Session (cancelled)
- B. Tax Refund Approvals
- C. Personnel Matters
 - 1. Appointment: Business Personal Property Clerk
 - 2. Promotion: Investigator
 - 3. Resignation: IMC J – Family & Children’s Medicaid
 - 4. Resignation: 4-H Extension Agent
 - 5. Retirement: Extension Director
 - 6. Certification: Part-Time/Fill-In Telecommunicator
 - 7. Appointment: Non-Certified Part-Time/Fill-In Telecommunicator (2)
- D. Step/Merit Increases
 - 1. EMS (1)
 - 2. Senior Center (1)
 - 3. Sheriff Department (3)
- E. Budget Amendment Nos. 2 - 3
- F. Miscellaneous Documents:
 - 1. Resolution: Removal of Certain Public Record Books
 - 2. Additional Funding for Senior Nutrition Documentation
 - 3. County Cooperative Agreement with N.C. Forest Service
- G. Board Resignation
 - 1. Tourism Development Authority – Industrial Representative

**ACTION
REQUIRED**

V. Introduction of New Employees

- 1. Social Services Department (2)
- 2. EMS (1)
- 3. Sheriff’s Department (2)

VI. Scheduled Appointments

- A. ATMC
- B.
- C.

7:00 p.m.
 7:10 p.m.
 7:10 p.m.

**NO
ACTION
REQUIRED**

VII. Commissioner’s Concerns/Committee Reports

- A.
- B.

VIII. Old Business

- A. Updates from County Manager
- B. Board Appointment: Trillium Northern Regional Advisory Board

IX. New Business

- A. Board of Adjustments

**ACTION
REQUIRED**

- X. Unscheduled Appointments/Public Comments**
(If you wish to address the Board, please state your name for the record prior to speaking)
- NO ACTION REQUIRED
- A. }
 B. }
 C. }
- XI. Adjournment**
- ACTION REQUIRED

FOR INFORMATION ONLY:

- Albemarle Hopeline Letter

DEPARTMENT HEAD REPORT:

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

COMMITTEE WRITTEN REPORTS:

-

NOTES FROM THE COUNTY MANAGER

August 2, 2021

7:00 p.m.

- IV. **Enclosures.** Items included on the Consent Agenda are enclosed. *If you wish to discuss any of these items, please make that request during the meeting.*
- V. The following new employees will be introduced to the Commissioners:
1. **Susan Chaney:** Ms. Chaney, Social Services Director, will introduce Marquitta Foreman, Public Information Assistant IV (hired 6/21/2021), and Marlene Garcia, Public Information Assistant IV (hired on 7/1/2021).
 2. **Jonathan Nixon:** Jonathan Nixon, Emergency Services Director, will introduce Wayne Jordan who was promoted to EMS Shift Supervisor (Paramedic) on 7/1/2021.
 3. **Sheriff Shelby White:** Mr. White will introduce Dean Polambo, Jr. & Jacob Silkes, Certified Deputies, who were hired on July 2, 2021.
- V.I.A. A representative from ATMC will present their plan for Broadband to the Board.
- VIII.A. County Manager Heath will present several updates to the Board.
- VIII.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.
- IX.A. Due to the 160D changes discussed at the July 13th Joint Work Session with the Planning Board, the Board will discuss the reconfiguration of the Board of Adjustment.

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 July 6, 2021 Regular Meeting, July 13, 2021 Joint Meeting with Planning Board, and July 19, 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
Casey Forward	Business Personal Property Tax Clerk	Appointment	61/3	\$31,380	08/01/2021
Lacy Robeson, III	Investigator	Promotion	68/5	\$44,839	08/01/2021
Meredith Wood	4-H Extension Agent	Resignation			07/30/2021
Sharell Kennedy	TMC II -- Family & Children's Medicaid Extension Director	Resignation			07/30/2021
Jennifer Ayers	Certified Part-Time/Fill-in Telecommunicator	Retirement			08/31/2021
Kelly Johnson	Non-Certified Part-Time/Fill-in Telecommunicator	Certification	62/1	\$14,02/hr.	11/01/2020
William Ward	Non-Certified Part-Time/Fill-in Telecommunicator	Appointment	60/1	\$13,75/hr.	07/01/2021
		Appointment	60/1	\$13,75/hr.	07/01/2021

- 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
Sonia Davenport	AEMT	66/9	45,269	08/01/21
Nettie Gordon	Secretary - Senior Center	56/6	13,01	08/01/21
Leroy Banks	Certified Deputy/SRO Officer	65/2	36,531	08/01/21
Brian Gregory	Deputy Sheriff	65/5	18,89	08/01/21
Damon Sizemore	Deputy Sheriff (Certified)	65/4	38,358	08/01/21

- E. **Enclosures.** Budget Amendment Nos. 2-3 are enclosed for your review and action.
- F. **Enclosures:** The following miscellaneous documents will need Board consideration:
 1. **Resolution for Removal of Certain Public Record Books:** Jacqueline Frierson, Register of Deeds, is requesting the adoption of the enclosed resolution to remove certain Public Record Books for repair, restoration, and rebinding. Board action is being requested.
 2. **Additional Grant Funding for Senior Nutrition Program:** The enclosed documentation is being presented for Board consideration and action to accept the additional funding for the Senior Nutrition Program. Board will need to authorize Chairman and County staff to sign the documents. Board action is being requested.
 3. **County Cooperative Agreement with the N.C. Forest Service:** The enclosed 2021-2022 County Cooperative Agreement with the Division of Forest Resources is being presented for Board consideration and action. Board action is being requested.
- G. **Enclosure:** The following board resignation will need consideration:
 - I. **Tourism Development Authority -- Industrial Representative:** Sandi Sheehan resigned effective August 31, 2021. Board action is being requested.



Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Howard Williams	Director	7B/11	56,684	07/01/2021
Aussela Jordan	Social Work Supervisor III	73/6	57,274	07/01/2021
Tessa Reafield-Hilton	BMC III	65/4	38,358	07/01/2021
Julie Soltesze	PIOW Grant Manager/ADMIN	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	36,633	07/01/2021
John Doveum, Jr.	Athletic Program Supervisor	64/2	34,956	07/01/2021
Ray Ferguson, Jr.	Sergeant	67/8	46,180	07/01/2021
Kendall Harrell	Sergeant	67/10	48,488	07/01/2021
Quinn Jordan, Jr.	Deputy Sheriff	65/11	45,487	07/01/2021
Thomas Reid	Chief Deputy	70/6	59,198	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 Speech	File-In Water Department	64/2	16,81	07/01/2021
Arnold White	Fuckhoe Operator	65/11	45,487	07/01/2021

5. Budget Amendment:

BUDGET AMENDMENT NO. 1
ARPA FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
62-529-000	Investment Earning		5,000
62-548-000	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).

6. Enclosures: The following miscellaneous documents were approved by the Board:
- Senior Nutrition Contract: This contract is between Perquimans County and Albemarle Commission to handle the Senior Nutrition Program at the Senior Center. The cost is \$1,097,89 for 999 for FY 2021-2022.
 - Register of Deaths Notices Regarding Recording Hours: The Board approved the following notice adjusting the Register of Deaths' hours for recording:

NOTICE REGARDING RECORDING HOURS

Pursuant to House Bill 314, effective August 1, 2021, the Register of Deaths office will no longer end recordings before 5:00 PM. The office of the Register of Deaths 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.

Jacqueline S. Pritner, Register of Deaths
 - Home & Community Care Block Grant (HCCBG) Contract: The County has been approved to receive funds from the Home & Community Care Block Grant (HCCBG). The Board unanimously authorized the Chair and County Staff to sign the required documentation to receive these funds.
 - Economic Development Consultant Contract: With the FY 2021-2022 Budget, the Board approved the contract between Perquimans County and Dave Goss to handle economic development matters on a month-to-month basis.

TAMERON KUGLER CURRITUCK TRAVEL & TOURISM DIRECTOR

Chairman Nelson introduced Ms. Kugler who gave a presentation on the African American Experience of Northeast North Carolina. She explained that it is a digital tour of the African American Heritage & History Trail. Our Cobred Soldiers' monument is one stop along this trail. After her presentation, she asked if there were any questions or comments. The following matters were discussed:

- Commissioner Hoffer: Mr. Hoffer thanked Ms. Kugler for her committee and their efforts to make the world more aware of the African American Heritage in Northeast North Carolina. Ms. Kugler thanked him for his comments and said that they are looking for a couple of commissioners from each county to serve on their committee.
- Commissioner Leigh: Ms. Leigh asked about the Cartwright Memorial located in Dare County. Ms. Kugler responded to her question.

There being no further questions or comments from the Board, Chairman Nelson explained that Ms. Kugler had requested that the Board adopt a Resolution supporting their efforts. A copy of that Resolution was included in their packets. On motion made by Alan Lennon, seconded by Fandelia A. Leigh, the Board unanimously approved the following Resolution:

**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.

ATTEST:

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

Macy Hunicutt, Clerk to the Board

(COUNTY SEAL)

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

There were no commissioner's concerns/committee reports given.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > Perquimans County's Boy's Baseball Team: Mr. Heath congratulated the Perquimans County High School Baseball Team for winning the NCHSAA State Championship. He said that he hoped to do something special for the team later on in the year.
- > Joint Planning Work Session: Mr. Heath reminded the Board about the joint Work Session with the Planning Board on July 13th to review the proposed 16182 planning changes.
- > Memorandum to the Confidentiality Committee Meeting: Mr. Heath had forwarded a memo to the Board giving them a breakdown of the Committee's Work Sessions. He said that the Board will now proceed with the nonmanagement Public Hearing on August 16, 2021 at 7:00 p.m. The location will be determined later.

BOARD APPOINTMENT: TRILLIUM NORTHERN REGION ADVISORY BOARD

Chairman Nelson explained that the Board needed to appoint a replacement for Freida Bonner for the Trillium Northern Region Advisory Board. No action was taken at this time.

CONVEYANCE OF PROPERTY TO EAST COAST STEEL FABRICATION

Chairman Nelson explained that the Board held a public hearing earlier in the meeting to receive public comments on this conveyance of a 10-acre parcel to East Coast Marine Properties for \$100,000. On motion made by Charles Woodard, seconded by Alan Lennon, the Board unanimously authorized County Manager Heath to proceed with the sale of the 10-acre parcel to East Coast Marine Properties for \$100,000.

VOTING DELEGATE TO NCACC'S 114TH ANNUAL CONFERENCE – AUGUST 12-14, 2021

The NCACC Annual Conference will be held on August 12-14, 2021. Currently, Wallace Nelson, Joseph Hoffer, and Charles Woodard are planning on attending the Conference. On motion made by Joseph W. Hoffer, seconded by Charles Woodard, the Board unanimously approved Wallace Nelson as their Voting Delegate. On motion made by Alan Lennon, seconded by Joseph W. Hoffer, the Board unanimously appointed Charles Woodard as the Alternate Delegate.

SALE OF SURPLUS EQUIPMENT

County Manager Heath reported that we received the following bids for these surplus vehicles:

BUYER	ITEM	DATE	SURPLUSED BID	START BID AMOUNT	SOLD AMOUNT
Scott Pommer	2014 Dodge Durango VIN 1CARDJF0ECC81140	6/7/2021	\$500	\$500	\$5,006.25
Lannie Strange	2004 Pontiac Grand Prix VIN 2G2WR544041334358	6/7/2021	\$500	\$500	\$815.62
Henry Brown	2002 Infiniti VNJNKDA31A32T029200	6/7/2021	\$500	\$500	\$562.50

On motion made by Alan Lennon, seconded by Charles Woodard, the Board unanimously approved to proceed with the sale of these vehicles.

DONATION FROM ELIZABETH CITY PASQUOTANK SCHOOLS

County Manager Heath explained that the Pasquotank Elizabeth City school system has transferred the title to a bus to Perquimans County EMS for their Mobile Command Center at a cost of \$35,000. On motion made by Charles Woodard, seconded by Joseph W. Hoffer, the Board unanimously accepted the property on behalf of Perquimans County EMS.

RELOCATION OF THE COMMISSIONER MEETINGS

Chairman Nelson explained 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. On motion made by Alan Lennon, seconded by Fondella A. Leigh, the Board adopted the following Resolution relocating the Commissioner meetings to the Meeting Room at the Perquimans County Library:

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, item, 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.

ATTEST:

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

Mary P. Hainiscult
Clerk to the Board of Commissioners

(SEAL)

American Rescue Plan Act (ARPA FUNDS)

County Manager Heath explained that 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. He further explained that the County Manager will be designated as the agent to facilitate the use of these funds. He has not budgeted the funds yet because we still need some clarifications on how the money can be used. On motion made by T. Kyle Jones, seconded by Fondella A. Leigh, the Board unanimously formally accepted the ARPA funds that we have already received and the funds that we are due to receive.

PUBLIC COMMENTS

The following public comments were made:

- > Rod Bowman: Mr. Bowman came before the Board tonight as a resident of Perquimans County to discuss the Monument. He just moved here about five years ago. He is formerly a US Army Officer and the father of a dead soldier. He talked about his son and how he died serving this country. He buried his son in Ohio and is fortunate enough to have a place to go visit the son. He understands that the monument has many feelings toward it but we need to remember why this monument was erected. Many of the Confederate soldiers did not return home and there was no place for their families to visit them. He said that one day the Vietnam Memorial may be torn down because it is offensive to someone. We just never know what the future holds. He asked the Board to consider this when they make the decision about the monument.
- > Pete Perry: Mr. Perry read the following letter to the County Board of Commissioners:
To the County Board of Commissioners
Mr. Wallace Nelson, Chairman
Subject: Soldiers Memorial of 1865
We like and recognize in this letter wish to present a petition from the residents of this county. The petition will be presented at the August 2nd meeting of this Board. For this, we request a scheduled appointment. If you would approve an appointment, it would be much appreciated.
Mr. Perry said that this petition was signed by many residents of the County and would appreciate the Board allowing them more than three minutes to speak.
- > Terry Swope: Mr. Swope read the following statement:

My name is Terry Swope and I live in Perquimans County. I attended all of the Work Group sessions concerning the Monument to Confederate War Dead in their entirety.

While never expressed by the facilitator nor Mr. Heath, the Work Group did spend all four sessions working towards a goal of "Doing something" about the Monument. Ideas flew to and fro and ranged from destroy it or to move it or to join with other monuments, but it was never actually discussed about leaving it as is, where it is.

To my recollection, on the very first day they were doing a round about brain storm, with ideas coming fast from around the table. As people ran out of ideas rather quickly, one member simply shrugged and said "We could do nothing" and then a couple other ideas came about. That was it for all four sessions.

Never again was "Leave it alone" presented or discussed. The Group seemed to feel as though they were obligated to recommend "Doing something". I feel this is not necessary. I also feel the Group never took the time to even consider leaving it alone as they erroneously felt they were charged with a need to do something to it, and to do nothing isn't viewed as doing something.

Several members of the Work Group expressed how moving the Monument would not change anything in race relations, yet still all of them pressed on to change it somehow. It's as though, "We can make changes to stone, but nothing good will actually come about by those changes, we just should do something though for the sake of doing something."

I ask "Why?" The vast majority of people in this County do not seem to want a change. Even those charged with this task do not believe this will heal any wounds, perceived or real. Then why do anything? Why are we stirring a pot instead of actually solving problems?

Terry

- > Danby Private: Mr. Private is also a resident of Perquimans County and had attended the Monument Commission meetings. He agrees with Mr. Swope that the one thing that stands out in his mind came from the first meeting. The attorney stated that it was against the law to move or deface a monument. He believes that if it is against the law then it is against the law and we should not do anything to the monument. He said that was all of his statement. He read a letter that Mr. Wade asked him to read into the record. It is as follows:



United Daughters of the Confederacy®
 North Carolina Division, Inc.

Sara N. Powell, President
 9701 Fourville Road
 Wake Forest, NC 27587
 919-604-5759
 ncqvcs@ncudc.org

Mr. Wallace Nelson
 Perquimans County Manager

Re: Perquimans County Confederate Monument

Dear Mr. Nelson:

This letter is related to the Perquimans County Confederate Monument. The North Carolina Division of the United Daughters of the Confederacy believes that we as Americans, and in particular, North Carolinians, have a duty to preserve the history of our nation and of our state.

There is pending litigation brought forth by the North Carolina Sons of Confederate Veterans, Inc. ("NC SCV") and the William E. Martin Camp (#521 Sons of Confederate Veterans ("Camp #521") related to the application of N.C. Gen. Stat. § 100-2.3 ("Monument Protection Act"). This relates to the Vance Monument in the city of Asheville. As you may be aware, on June 4, 2021, the North Carolina Court of Appeals stayed any action by the City and Blountsboro County that would further demolish, destroy or cause the removal of the Vance Monument from Oak Square Park in downtown Asheville. This is true as the Court of Appeals recognizes that the operation of whether the Monument Protection Act applies to political subdivisions of the state of North Carolina is in a state of flux.

We understand there are those who believe that the monument protection law does not apply to property owned by a political subdivision of the state of North Carolina, we like the NC Sons of Confederate Veterans, believe that such opinion is at odds with state law, and is certainly cast in doubt by the action of the Court of Appeals. Thus, our goal is to not only follow state law, but to ensure that the Monument Protection Act is enforced.

The Perquimans County Confederate Monument was a gift from our organization in 1912. Please understand that this monument in essence is a headstone to those buried in mass graves or unmarked resting places on battlefields in North Carolina, Virginia, Tennessee and elsewhere.

In light of this, we respectfully request that Perquimans County consider our proposal to preserve some semblance of the status quo due to the NC SCV's pending litigation. Also, if it is determined by the North Carolina Supreme Court or the North Carolina Court of Appeals, that the Monument Protection Act does not apply, our position will likely be more accommodating at that time.

Sincerely,

Sara N. Powell
 President, North Carolina Division
 United Daughters of the Confederacy

Do not remove the ancient landmark which your fathers have set.

— Proverbs 22:28

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 8:00 p.m. on motion made by Charles Woodard, seconded by Fondella A. Leigh.

Clerk to the Board

Wallace E. Nelson, Chairman

 JOINT WORK SESSION
 July 13, 2021
 7:00 p.m.

Special Notice for tonight's meeting: The Perquimans County Board of Commissioners' JOINT WORK SESSION will be held on Tuesday, July 13, 2021, at 7:00 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944. Because this is considered an essential meeting, the public will be able to attend but social distancing will be required. If you have any questions, please contact the County Manager's Office at (252) 426-8484.

The Perquimans County Board of Commissioners met in a JOINT WORK SESSION with the Perquimans County Planning Board on Tuesday, July 13, 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. The purpose of this Joint Work Session is to review the proposed 180D planning changes.

COMMISSIONERS PRESENT:

Wallace E. Nelson, Chairman
 Joseph W. Hoffer
 Alan Lennon

Fondella A. Leigh, Vice Chair
 Kyle Jones

COMMISSIONERS ABSENT:

Charles Woodard

PLANNING BOARD PRESENT:

Antoine (A.J.) Moore, Chal
Teresa Blanchard

Lewis Smith, Vice Chair

PLANNING BOARD ABSENT:

A.O. Roberts

John Skinner

OTHERS PRESENT:

Frank Heath, County Manager/Deputy Clerk to the Board
Rhonda Repanshek, Planner
Dale Holland, Insight Planning & Development
Cindy Anderson, Insight Planning & Development

Chairman Nelson called the meeting to order. Commissioner Jones gave the invocation and the Chairman led the Pledge of Allegiance.

The Boards heard the proposed changes and discussed how the NC General Statutes Chapter 160-D would affect our Manufactured Home Park Ordinance, Subdivision Regulations, and Zoning Ordinance.

ADJOURNMENT

There being no further comments or business to discuss, the Joint Work Session was adjourned.

Deputy Clerk to the Board

Wallace E. Nelson, Chairman

WORK SESSION

July 19, 2021

7:00 p.m.

The Perquimans County Board of Commissioners Work Session on July 19, 2021 was cancelled.

July 26, 2021

Tax Refunds: (Perquimans County)

John Darden Christensen \$100.18
Vehicle sold; 8-month refund
Account#: 52448317

Edgar Earle Salvo, Jr \$113.52
Sold vehicle; tag turned in to transfer
Handicapped plate from a different
vehicle. 12-month refund
Account#: 59923391

Joseph Anthony Easterwood \$638.50
Sold vehicle to dealership; 10-month refund
Account#: 54611935

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 7/21/21

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: CASEY FORWARD

SOC. SEC. NO. _____

POSITION: BUSINESS PERSONAL PROPERTY CLERK

DEPT.: TAX

NEW EMPLOYEE EFFECTIVE DATE: 8/1/21

GRADE: 61 STEP: 3 SALARY: \$ 34,300

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR	1	2	3	4	(CIRCLE)
<input type="checkbox"/>					

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.
 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

Bill Forward
 DATE: 7/21/21

COUNTY MANAGER APPROVAL

Maureen Heath
 DATE: 7/26/21

FINANCE OFFICER

 DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 7-19-21

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Lacy Robeson III

SOC. SEC. NO.:

POSITION: Investigator

DEPT.: Sheriff's office

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 65 STEP: 8 SALARY: \$42,288

JOB PERFORMANCE EVALUATION

YEAR	1	2	3	4	(CIRCLE)
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Date

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

8-1-21
Date

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)
GRADE: 68 STEP: 5 SALARY: \$44,839

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

COUNTY MANAGER APPROVAL

Shelton M. Holt

Mark Heath

DATE: 7-19-21

DATE: 7/26/21

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: July 19, 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 Resignation

Perquimans County Department of Social Services Income Maintenance Caseworker (Family & Children's Medicaid), Sharell Kennedy has submitted a letter of resignation. Ms. Kennedy's last day of work will be Friday, July 30, 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.

Resignation Letter

Sharell Kennedy <skennedy@perqdss.net>

Fri 7/16/2021 8:38 AM

To: Diane Murray <dmurray@perqdss.net>

Cc: Susan Chaney <schaney@perqdss.net>

7/16/2021

Department of Social Service
103 Charles St
Hertford, NC 27944

Please accept this letter as formal notice of my resignation as IMC II at Department of Social Services, effective two weeks from today 7/16/2021.

I appreciate the opportunities I have been given during my time with Department of Social Services, as well as your professional guidance and support.

If I can be of any assistance during the transition, please let me know.

Very Sincerely,

Sharell Kennedy

Perquimans County
Department of Social Services
P.O Box 107

Hertford, NC 27944

Email: Skennedy@perdss.net

252-426-7373 ext. 131

252-426-1240 (Fax)

N.C. Cooperative Extension
Perquimans County Center
perquimans.ces.ncsu.edu

601-A South Edenton Road Street
PO Box 87, Hertford, NC 27944
F: 252-426-5428



July 14, 2021

TO: Jewel Winslow
County Extension Director
North Carolina Cooperative Extension -- Perquimans County
P.O. Box 87
Hertford, NC 27944

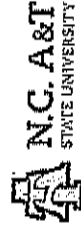
RE: Letter of Resignation

Please accept this letter as notice of my resignation from my position as the Perquimans County 4-H Extension Agent. My last day of employment will be July 30, 2021.

It has been a pleasure working with you and the staff in Perquimans County. Thank you for the opportunity to grow as a professional and the ability to influence the lives of young people. It has been my greatest honor to serve such a wonderful community and I look forward to using my experiences in my future endeavors.

Sincerely,

Meredith Wood
4-H Agent, Perquimans County
mjwindsa@ncsu.edu
252-426-7697



N.C. Cooperative Extension
Perquimans County Center
perquimans.ces.ncsu.edu
PO Box 87
601-A South Edenton Road Street
Hertford, NC 27944
Phone: 252-426-5428



July 22, 2021

Mr. Art Bradley
NE District Director
Box 7604-NCSU
Raleigh, NC 27695-7604

Mr. Frank Heath
Perquimans County Manager
P.O. Box 45
Hertford, NC 27944

Subject: Retirement

Dear Art and Frank,

Thank you for supporting me during my tenure as Perquimans County Extension Director.
My last day will be August 31, 2021.

Sincerely,

A handwritten signature in cursive script that reads "Jewel L. Winslow".

Jewel L. Winslow
Perquimans County Extension Director, FCS

CC: Steve Norris (HR)



EMPLOYMENT ACTION FORM DATE SUBMITTED: July 29, 2021

COUNTY OF PERQUIMANS
STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Jennifer Ayers SOC. SEC. NO.:

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

STATUS CHANGE EFFECTIVE DATE: November 1, 2020

GRADE: 62 STEP: 1 SALARY: \$14.02 per hour

ENDING DATE OF PROBATIONARY PERIOD: November 1, 2021

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.

Date RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
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: 7-29-2021 DATE:

FINANCE OFFICER

DATE:

EMPLOYMENT ACTION FORM DATE SUBMITTED: July 29, 2021

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

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

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

NEW EMPLOYEE EFFECTIVE DATE: July 1, 2021

GRADE: 60 STEP: 1 SALARY: \$13.75 per hour

ENDING DATE OF PROBATIONARY PERIOD: July 1, 2022

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR	1	2	3	4	(CIRCLE)
<input type="checkbox"/>					

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 *Frank Heath*
DATE: 7-29-2021 DATE: 7/30/21

FINANCE OFFICER _____
DATE: _____

EMPLOYMENT ACTION FORM DATE SUBMITTED: July 29, 2021

COUNTY OF PERQUIMANS
STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: William Ward SOC. SEC. NO.: _____

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

NEW EMPLOYEE EFFECTIVE DATE: July 1, 2021

GRADE: 60 STEP: 1 SALARY: \$13.75 per hour

ENDING DATE OF PROBATIONARY PERIOD: July 1, 2022

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.

_____ Date _____
RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
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 *Frank Heath*
DATE: 7-29-2021 DATE: 7/30/21

FINANCE OFFICER _____
DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: July 15, 2021

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Sonia Davenport SOC. SEC. NO.: _____

POSITION: EMS Full-Time AEMI 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)
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_____ 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.

X 8/1/2021 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
 Date GRADE: 66 STEP: 9 SALARY: \$21.76

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: 7/15/21

[Signature]
 DATE: 7/26/21

FINANCE OFFICER _____

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 7/20/21

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Nethie Gordon

SOC. SEC. NO.:

POSITION: Assistant Secretary

DEPT.: Senior Citizens Center

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)
<input type="checkbox"/>					

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)
Date _____ GRADE: _____ STEP: _____ SALARY: _____

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

7/20/21 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date _____ GRADE: 56 STEP: 6 SALARY: 13.01 hourly

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: 12.4.20 PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]

[Signature]

DATE: 7/20/21

DATE: 7/20/21

FINANCE OFFICER

DATE: _____

DATE SUBMITTED: 7-19-21

EMPLOYMENT ACTION FORM

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Leroxa Banks
POSITION: Deputy / SBO

SOC. SEC. NO.: _____
DEPT.: Sheriff's Office

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 65 STEP: I SALARY: 35,638

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)
Date: 8-1-21
GRADE: 65 STEP: 2 SALARY: 36,531

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

Milton M. Hoff

Maurh Heath

DATE: 7-16-21

DATE: 7/26/21

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 7-19-21

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Brian Gregory

SOC. SEC. NO.:

POSITION: Deputy (CPT)

DEPT: Sheriff's Office

NEW EMPLOYEE EFFECTIVE DATE:

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 65 STEP: 4 SALARY: 18,44 per hour

JOB PERFORMANCE EVALUATION

YEAR	1	2	3	4	(CIRCLE)
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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)
 Date: 8-1-21
 GRADE: 65 STEP: 5 SALARY: 18,89 per hour

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 Whit

Frank Heath

DATE: 7-16-21

DATE: 7/26/21

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 7-19-21

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Damon Sizemore SOC. SEC. NO.: _____
POSITION: Deputy DEPT.: Sheriff's Office

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

CURRENT: GRADE: 65 STEP: 3 SALARY: 37,921

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)
Date: 8-1-21 GRADE: 65 STEP: 4 SALARY: 38,358

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 Whit Frank Heath
DATE: 7-16-21 DATE: 7/26/21

FINANCE OFFICER _____

DATE: _____

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS

NO. 2

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 2nd DAY OF AUGUST, 2021, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2021 - 2022 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-014	EMS Foundation Grant	6,050	
10-592-742	EMS Foundation Grant Expense	6,050	
EXPLANATION: To amend FY 21/22 budget to include Vidant Health Foundation Grant.			

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 2nd DAY OF AUGUST, 2021.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 2nd DAY OF AUGUST, 2021.

 Chairman, Board of Commissioners

 Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS

NO. 3

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 2nd DAY OF AUGUST, 2021, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2021 - 2022 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-360-003	ARHS Community Response	6,400	
10-592-743	ARHS Community Response	6,400	
EXPLANATION: To amend FY 21/22 budget to include ARHS Community Response Funds to be used to off-set EMS salary lines as they relate to PORT calls.			

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 2nd DAY OF AUGUST, 2021.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 2nd DAY OF AUGUST, 2021.

 Chairman, Board of Commissioners

 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

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

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

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

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

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

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

Vital Statistics Marriage Licenses 1899-1902

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

Section 3. This resolution is effective upon its adoption.

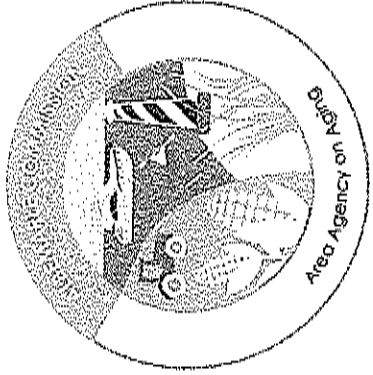
ADOPTED the ____ day of _____, 2021

ATTEST:

Wallace Nelson, Chairman
Board of Commissioners

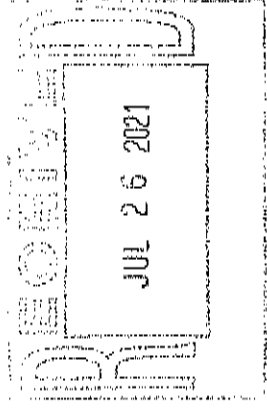
Mary P. Hunnicutt, Clerk to the Board

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



July 21, 2021

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



- CAMDEN
- CHOWAN
- CURRITUCK
- DARE
- GATES
- HYDE
- PASQUOTANK
- PERQUIMANS

Dear Ms. Mathews:

Congress has supported the safety and independence of older adults during the COVID-19 pandemic through emergency funding for home-delivered, congregate, and supplemental nutrition services included in the Consolidated Appropriations Act, 2021, Supplemental Nutrition Funding (Supplemental 5-HDC5). We have received additional funding from the NC Division of Aging and Adult Services, so that we can continue to provide home delivered meals to your county. There is **absolutely no** county match for this award.

- TYRRELL
- WASHINGTON
- COLUMBIA
- CRESWELL
- DIXON
- EDENTON

Enclosed are two copies of the Provider Services Summary (DAAS-732-COVID) & Consolidated Appropriations Act, 2021, Supplemental Nutrition Funding (Supplemental 5-HDC5) Agreement (DAAS-735-COVID/HDC5) which needs to be completed and signed by the Board Chair. Please have the Chair sign these forms, keeping a copy for the county and return the other copy to me at the address listed below. Should you have any questions, please feel free to contact me at 252-426-8244.

ELIZABETH CITY

Thank you for your assistance.

- GATESVILLE
- HERTFORD

Sincerely,

- KILL DEVIL HILLS
- KITY HAWK

Jasmine S. Wilson
Aging Program and Contract Specialist

MANTEO

NAGS HEAD

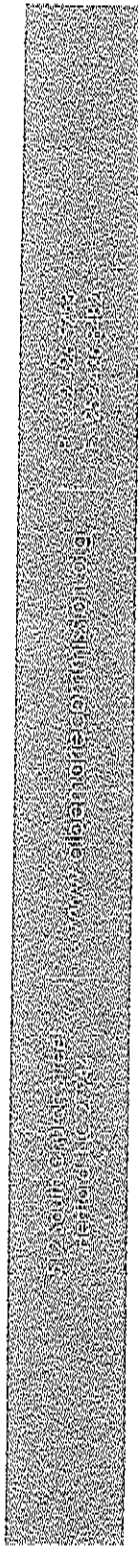
Enclosures

PLYMOUTH

ROPER

SOUTHERN SHORES

WINFALL



July 1, 2021 through September 30, 2022
Consolidated Appropriations Act, 2021
Supplemental Nutrition Funding (Supplemental 5-HDC5)
Agreement for the Provision of Aging Services

This Agreement, entered into as of this 1st day of July, 2021, by and between **County of Perquimans** (hereinafter referred to as the "PROVIDER") and the **Albemarle Commission Area Agency on Aging**, (hereinafter referred to as the "AREA AGENCY").

Witnesseth That:

WHEREAS, Congress supported the safety and independence of older adults during the COVID-19 pandemic through emergency funding for home-delivered, congregate, and supplemental nutrition services included in the **Consolidated Appropriations Act, 2021, Supplemental Nutrition Funding (Supplemental 5-HDC5)**, and

WHEREAS, funding expended from **Supplemental 5-HDC5** must be used to respond to the coronavirus emergency by providing Older Americans Act services related to the response, and

WHEREAS, funds must be expended on allowable Older Americans Act activities as defined by the Older Americans Act and state and local policy, and

WHEREAS, the AREA AGENCY and the PROVIDER agree to the terms and conditions for provision of aging services in connection with activities financed in part by Older Americans Act grant funds, provided to the Area Agency from the United States Department of Health and Human Services through the North Carolina Division of Aging and Adult Services (DAAS) and state appropriations made available to the AREA AGENCY through the North Carolina Division of Aging and Adult Services, as set forth in (e) this document, (b) related administrative letters on the federal disaster grants issued by the Division of Aging and Adult Services to convey the flexibilities, requirements for allowable expenditures and documentation of service delivery, and other applicable flexibilities and waivers permitted under **Supplemental 5-HDC5**, (c) the Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, (d) the Division of Aging and Adult Services Service Standards, and, (e) the Division of Aging and Adult Services Community Service Providers Monitoring Guidelines.

NOW THEREFORE, in consideration of these premises, and mutual covenants and agreements hereinafter contained, the parties hereto agree as follows:

1. The PROVIDER shall be those specified on the Provider Services Summary (DAAS-732-COVID) for the period stated above as deemed necessary for a prompt and efficient response under the Major Disaster Declaration.
2. Availability of Funds. The terms set forth in this Agreement for payment are contingent upon the receipt of **Supplemental 5-HDC5** funding by the AREA AGENCY.

3. Grant Administration. The grant administrator for the AREA AGENCY shall be: **Laura Alvarico, Albemarle Commission Area Agency on Agency Director.**
The grant administrator for the PROVIDER shall be: **Frank Heath, County Manager**
It is understood and agreed that the grant administrator for the PROVIDER shall represent the PROVIDER in the performance of this Agreement. The PROVIDER shall notify the AREA AGENCY in writing if the administrator changes during the grant period. Specific responsibilities of the grant administrator for the PROVIDER are provided in paragraph seven (7) of this Agreement.
4. Services authorized under this agreement or those identified as necessary to provide timely and necessary response to the COVID-19 pandemic, provided they are among those services allowable under Title III-C of the Older Americans Act, as specified on the Provider Services Summary format (DAAS-732-COVID) are to commence no later than July 1, 2021 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, 2022.
5. Assignability and Contracting. The PROVIDER shall not assign all or any portion of its interest in this Agreement. Any purchase of services with **Supplemental 5-HDC5** funding shall be carried out in accordance with the procurement and contracting policy of the 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, except for those services purchased in response to, and during the active period of the Major Disaster Declaration for North Carolina due to the COVID-19 pandemic, as declared by the President of the United States on March 25, 2020, effective January 20, 2020 and continuing. 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 PROVIDER. The PROVIDER 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 PROVIDER under this Agreement may not exceed the grand total of applicable COVID-19 funding, as specified on the Provider Services Summary format (DAAS-732-COVID).
 - a. Reimbursement of Service Costs
The PROVIDER must have a method of projecting service costs based on estimated revenues and expenses, in order to receive adequate reimbursement as well as show reasonable and justifiable costs. Reimbursement of service costs will be based on the DAAS-732-A-COVID Service Cost Computation Worksheet and the DAAS 732-A-1-COVID Labor Distribution Form or comparable formats to develop unit and non-unit costs.
 - b. Payment of Administration on Aging Nutrition Services Incentive Program (NSIP) Subsidy

NSIP subsidy for congregate and home delivered meals is not allowable under the **Supplemental 5-HDC5** funding.

7. Collection of Non-Federal Matching Resources. There is no match requirement for services delivered by the PROVIDER through **Supplemental 5-HDC5** funding.
8. Budget revisions. Unless PROVIDER has been given the capacity to enter data into the Aging Resources Management System (ARMS), the AREA AGENCY is responsible for entering amended service data into the DAAS 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. During the active period of the Major Disaster Declaration due to the COVID-19 pandemic, the Administration for Community Living (ACL) has granted flexibility as to the use of certain funds. This PROVIDER may use **Supplemental 5-HDC5** funding not only for Title III-C2 home-delivered meals, but also for Title III-C1 congregate nutrition services. If the Major Disaster Declaration ends during the project period, unobligated funding may only be used for home-delivered nutrition. Prior approval is not required for transfers between home-delivered and congregate nutrition budgets while the Major Disaster Declaration is in effect.
9. Reallocation of Funds. Any reallocation of **Supplemental 5-HDC5** funding between PROVIDERS shall be effective only for the period of the Agreement. The reallocation of **Supplemental 5-HDC5** funds will not affect the allocation of future funding to the PROVIDER. If during the performance period of the Agreement, the AREA AGENCY determines that a portion of the **Supplemental 5-HDC5** funding will not be expended, the grant administrator for the PROVIDER shall be notified in writing by the AREA AGENCY and given the opportunity to make funds available for reallocation to other PROVIDERS in the Planning and Service Area or elsewhere in the state.
Because this **Supplemental 5-HDC5** funding is meant to provide additional meals to older adults in response to the COVID-19 pandemic, it is understood that PROVIDER is responsible for expenditures that support service delivery during the project period. If applicable, AREA AGENCY should discuss any potential underutilization of funds after 50% of the project period has lapsed. When 75% of the project period has lapsed, the AREA AGENCY is authorized to initiate transfer of unobligated funds identified as unlikely to be utilized to other PROVIDERS and counties.
10. Monitoring. This Agreement will be monitored to assure that services are being provided as stated in this agreement and as outlined in administrative letters on the **Supplemental 5-HDC5** grants issued by the Division of Aging and Adult Services to convey the requirements for allowable expenditures and documentation of service delivery to eligible older adults.
The monitoring of services provided under this Agreement shall be carried out by the AREA AGENCY in accordance with its Assessment Plan and as specified in Sec. 308 of the AAA Policies and Procedures Manual. The PROVIDER 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 PROVIDER.
11. 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.

DAAS-735-COVID/HDCS

In accordance with Lead Regional Organization (LRO) policy, a written decision shall be promptly furnished to the designated grants administrator for the PROVIDER.

The decision of the LRO is final unless within twenty (20) days of receipt of such decision the grant administrator for the PROVIDER 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 grant administrator for the PROVIDER 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

12. Termination for Cause. If through any cause, the PROVIDER shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or the PROVIDER 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 PROVIDER written notice of such termination no fewer than fifteen (15) days prior to the 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 PROVIDER shall be entitled to receive just and equitable compensation for any work satisfactorily performed under this Agreement.
13. Audit. The PROVIDER 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 Any PROVIDER that is not a unit of local government or otherwise subject to the audit and other reporting requirements of the Local Government Commission is 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. 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 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.
<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.

14. 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 PROVIDER shall promptly repay such funds to the AREA AGENCY once any final appeal is exhausted in accordance with paragraph eleven (11).

The AREA AGENCY can recoup any required payback from the PROVIDER in the event that payback is due to PROVIDER'S failure to meet OMB Uniform Guidance CFR 2 Part 200, 45 CFR Part 1321, or state eligibility requirements as specified in policy.

15. Indemnity. The PROVIDER 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 PROVIDER.
16. Equal Employment Opportunity and Americans With Disabilities Act Compliance. The PROVIDER shall comply with all federal and state laws relating to equal employment opportunity and accommodation for disability.
17. Data to be Furnished to the PROVIDER. 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 PROVIDER shall be furnished to the PROVIDER without charge by the AREA AGENCY. The AREA AGENCY, its agents and employees, shall fully cooperate with the PROVIDER in the performance of the PROVIDER'S duties under this Agreement.
18. Rights in Documents, Materials and Data Produced. The PROVIDER agrees 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 PROVIDER 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 PROVIDER.
19. Interest of the Governing Board. The Governing Board covenants that neither the Governing Board 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.
20. 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.
21. 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.
22. 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

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

23. 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 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.
 24. 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/records-management-tools/fag#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.

25. 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 PROVIDER have executed this Agreement as of the day first written above.

PROVIDER

Attest:

_____ By: _____

Authorized Official & Title

AREA AGENCY

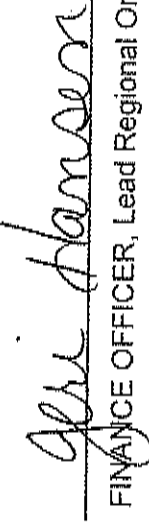
Attest: 

Area Agency Director

By: 

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



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



Steven W. Troxler
Commissioner

Scott Bissette
Assistant Commissioner

N. C. Forest Service
861 Berea Church Road
Elizabeth City, NC 27909

July 28, 2021

Mr. Frank Heath
Perquimans County Manager
PO Box 45
Hertford, NC 27944

Dear Mr. Heath,

Enclosed you will find three copies of the 2021-2022 County Cooperative Agreement with the North Carolina Forest Service. Please sign all three copies and return them in the enclosed self-addressed stamped envelope.

We will forward them to the NCDA&CS Chief Deputy Commissioner, David Smith. After he has signed them, a copy will be mailed to you for your records.

Thank you for your cooperation.

Sincerely,

Michael Petrucio
District Forester

Enclosures

MP/se

STATE OF NORTH CAROLINA
 Department of
 Agriculture and Consumer Services

\$ 169,315.00
 Total Cooperative Appropriation

 \$ 110,055.00 State

 \$ 59,260.00 County

AGREEMENT FOR THE PROTECTION, DEVELOPMENT AND IMPROVEMENT
 OF FOREST LANDS IN PERQUIMANS COUNTY NORTH CAROLINA

THIS AGREEMENT is made under the authority of Chapter 106, Article 75, of the North Carolina General Statutes, including N.C. Gen. Stat. § 106-906, titled "Cooperation between counties and State in forest protection and development," by and between the North Carolina Department of Agriculture and Consumer Services (hereinafter called the Department), party of the first part, and the Board of Commissioners of PERQUIMANS COUNTY in the State of North Carolina (hereinafter called the Board), party of the second part.

WHEREAS, the Board recognizing the need for active forest protection, development, reforestation, management and improvement in PERQUIMANS COUNTY has accepted the offer of the Department for cooperation in accomplishing this object; and

NOW, THEREFORE, in consideration of the mutual covenants hereinafter set forth, the parties contract and agree to maintain a legally appointed and equipped Forest Service office to support said county at the joint cost of the State and County, insofar as the joint funds will permit, as follows:

Part I. THE DEPARTMENT AGREES:

1. To select and employ permanent and temporary position(s) in order to successfully execute the mission of the NC Forest Service and to support the forestry program in said county. These positions include:
 - A) 0.5 County/Area Ranger(s) assigned for the purposes of controlling forest fires in said County; for detecting and extinguishing fires that break out; for investigating the origin of forest, woodland, and field fires; for enforcing the State's forest fire laws; for taking such preventive measures, educational and otherwise, to prevent forest fires; for developing and improving the forests through reforestation, promotion, and practice of Forest Management practices; and for protection of forests from insects and diseases.
 - B) 0.5 Assistant County Ranger(s) for the purposes of assisting under the direction, supervision, and/or oversight of the County/Area Ranger in controlling forest fires in said County; for detecting and extinguishing fires that break out; for investigating the origin of forest, woodland, and field fires; for enforcing the State's forest fire laws; for taking such preventive measures, educational and otherwise, to prevent forest fires; for developing and improving the forests through reforestation, promotion, and practice of Forest Management practices; and for protection of forests from insects and diseases.

- C) 0.11 Forestry Management Clerk for purposes of providing administrative support, serving as the back-up administrative contact for the assigned district, counties within the district, or unit, and serving as the primary contact for forest management administrative business within the assigned district.
 - D) 0.5 Forest Fire Equipment Operator(s) for purposes of establishing fire suppression control lines in assigned work areas and in other areas as needed using equipment, including crawler tractors (fire dozers), with various attachments, such as a fire plow, hurricane blades, etc., and operate and maintain all types of heavy site preparation equipment.
 - E) Temporary position(s) on an as-needed basis.
2. To furnish position(s) so employed a badge of office, stationery and report forms, instructional posters for use in the County, leaflets for distributing to landowners and others; to purchase necessary equipment, communication systems, and other Forestry improvements insofar as the joint funds will permit.
 3. To pay the identified position(s) for all official services rendered at a fair rate of pay. Rates of pay are to be established by the Department in accordance with existing State salary administration policy.
 4. To direct, supervise, instruct, and inspect, through its agents, the work and conduct of each position, to discipline and, when necessary, discharge such position(s).
 5. To submit to the Board monthly, or at other mutually satisfactory intervals, an itemized statement of all monies to be paid by the County and those paid by the Department for the work conducted pursuant to this Agreement within said County.
- State Funding
6. To make available annually from State, Federal, and other funds allotted to it, the sum of ONE HUNDRED TEN THOUSAND FIFTY-FIVE DOLLARS (\$110,055.00) as its share of an annual budget of ONE HUNDRED SIXTY-NINE THOUSAND THREE HUNDRED FIFTEEN DOLLARS (\$169,315.00) for carrying on the above listed work in said County.

Part II. THE BOARD AGREES:

7. To pay the Department 35.% of the total cost of the salary of position(s) specified in Part I.1 above and expenses and other proper expenditures made in connection with the overall forestry program in said County, upon receipt and consequent approval of the periodic statements submitted by the Department.

County Funding

8. To appropriate annually the sum of FIFTY-NINE THOUSAND TWO HUNDRED SIXTY DOLLARS (\$59,260.00), which sum shall be available for expenditure under the terms of this Agreement, and shall represent the County's share of the annual budget for carrying on work listed in this Agreement in said County.

Part III. IT IS EXPRESSLY AGREED AND UNDERSTOOD BY BOTH PARTIES:

9. That this Agreement becomes effective July 1, 2021, and lasts through June 30, 2022.

10. Payments made for services rendered in a prior contract period will apply toward the contract period in which the services were rendered and not toward the contract period when the payments are made.

That the annual appropriations as set forth above may be revised in writing by mutual agreement between the Department and the Board, based on the amount of annual appropriation desirable for the proper conduct of the Forestry work. Such revision shall become effective at the beginning of the stated Fiscal Year. A Fiscal Year begins on July 1 and ends on June 30. Any unused balance of County funds remaining at the end of a Fiscal Year shall revert to said County unless otherwise mutually agreed upon by both parties.
11. That this Agreement may be modified only in writing and upon execution by both parties.
12. That the Board reimburse the Department as provided in Part II of this Agreement by forwarding a county voucher drawn in favor of the Department for the amount of the County's share of expenditures as set forth in the Department's monthly statement to the Board. That such payments be made by the Board within thirty days following receipt of the Department's billing.
13. The title to all improvements and equipment purchased and/or constructed in connection with this Agreement will rest with the Department; such materials or their equivalent will remain in the County as long as this Agreement is in effect, or as long as they are needed by the Department for the proper conduct of the work therein.
14. That the County/Area Ranger periodically or at the request of the Board, shall present to the Board statements of the work being done within the County, so that said Board may be always informed regarding the Forestry finances and activities within the County.

IN WITNESS WHEREOF, the said parties do hereunto affix their names and seals upon the date herein below specified.

For the Board of County Commissioners of PERQUIMANS COUNTY

Date _____ County Manager

Provisions for the payment of the monies to fall due under this Agreement have been made by appropriation duly made or by bonds or notes duly authorized and this Agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act

Date _____ County Finance Officer

For the North Carolina Department of Agriculture and Consumer Services

Date _____ Signature

N. David Smith
Chief Deputy Commissioner

Re: TDA Appointment - Industry Representative

Sandi Sheehan <sheesetz@aol.com>
Mon 7/26/2021 4:09 PM
To: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>
Cc: Alan Lennon <lennon4pq@gmail.com>

I do not. Thank goodness out for reaching out but I cannot as my mother has had several strokes and we no longer will leave her by herself. My husband is very active on a number of committees and attends several meetings weekly.

Thank you,

Sandi

Sent from my iPhone

On Jul 26, 2021, at 2:09 PM, Mary Hunnicutt <mhunnicutt@perquimanscountync.gov> wrote:

Ms. Sheehan,

Your appointment to the TDA as our Industry Representative will expire on August 31, 2021. I am contacting for two reasons:

1. Do you wish to remain on the TDA for another two-year term?
2. Your volunteer application expires on August 27, 2021. Please review the attached application and let me know if you are willing to keep the application on file for another two years and if there are any changes in your information on the application.

Please let me know before August 2nd so that I can place it on the Board's Agenda.

Thank you for serving and I am looking forward to hearing from you soon.

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

Perquimans County's Vision:

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

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.

LIST OF VOLUNTEER APPLICATIONS

by Expiration Date

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
8/28/19	Deborah Black	100 Brace Avenue Apt 04	Hertford	NC	27944	(252) 455-4820	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	Hertford	NC	27944	(252) 426-5956 (252) 333-0752	1. Local Library Board	9/10/21
10/3/19	Guy John Simmons	105 Wando Circle	Hertford	NC	27944	(978) 976-3895	1. Local Library Board	10/3/21
10/4/19	Cynthia N. Stallings	161 Wiggins Road	Hertford	NC	27944	(252) 426-5785	1. Local Library Board	10/4/21
2/27/20	Gary Kurt Kellman	109 Christine Court	Hertford	NC	27944	(201) 693-8968	1. any where we can use him 2. he just wants to help	2/27/22
3/31/20	Dean Engelhardt	113 Christine Court	Hertford	NC	27944	(571) 319-2275	1. Community Advisory Comm.	3/31/22
5/20/20	Robert Neal	201 Wintall Boulevard	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	Hertford	NC	27944	(252) 340-1543	1. Local Library Board	5/28/22
6/3/20	Debbie Jean Parker	304 Wintall Blvd	Hertford	NC	27944	(252) 619-3132	1. Local Library Board	6/3/22

LIST OF VOLUNTEER APPLICATIONS
by Expiration Date

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
6/3/20	Anisha N Spellman	113 Smith Acres Road	Hertford	NC	27944	(252) 426-5778 (252) 339-2548	1. Local Library Board	6/3/22
9/15/16	Blanchard, Tenssa J.	228 Bethany Church Road	Belvidere	NC	27919	(252) 297-2561 (252) 426-7355 (252) 339-5973	1. Social Services Board 2. Albe Hosp Board of Trustees 3. COA - Board of Trustees 4. Smart Start Board 5. Local Library Board 6. Planning Board	6/8/22 8/26/22
6/9/20	Rodney D. Lyons, Sr.	407 King Street P.O. Box 27	Hertford	NC	27944	(252) 426-7166 (252) 339-0671	1. Local Library Board	6/9/22
7/27/20	George W. Long, Jr.	436 Pender Road	Hertford	NC	27944	(252) 333-5125	1. Recreation Advisory Board	7/27/22
12/23/20	Connie T. Brothers	1782 Harvey Point Road	Hertford	NC	27944	(252) 333-8959	1. Albemarle Commission 2. Economic Development Commission 3. Senior Citizens Advisory Board 4. Northeastern Workforce	12/23/22
12/19/18	Martina McClenny	212 Crescent Drive	Hertford	NC	27944	(252) 340-6999	1. Recreation Adv Board	1/8/23
8/1/16	Harrell, Darlene G.	384 Woodland Church Rd.	Hertford	NC	27944	(252) 340-0880	1. Sr Tarheel Del. Leg.	2/19/23
12/18/14	Smith, Jr., Lewis W.	127 Smith Cove Road	Hertford	NC	27944	(252) 426-7347 (252) 426-7164 (252) 331-3362	1. Planning Board 2. Agri Adv Board	2/18/23
7/18/16	Simpson, Ernestine E.	398 Chapanoke Road	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

LIST OF VOLUNTEER APPLICATIONS

by Expiration Date

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
8/26/14	Knight, Marshall	751 Body Road	Hertford	NC	27944	(252) 264-3201	1 Board of Adjustments	2/16/23
							2 Planning Board	
							3	
							4	
9/5/16	Lassiter, Brenda	725 Sandy Cross Road	Belvidere	NC	27919	(252) 297-2740	1 Planning Board	2/22/23
							2 Board of Commissioners	
							3	
							4	
9/4/16	Roberts, III, A.O.	1632 New Hope Road	Hertford	NC	27944	(252) 464-2037	1 Planning Board	2/25/23
							2 Vol Ag District Committee	
							3 Water Mgmt Committee	
							4	
7/30/14	Burket, Stephen G.	111 Shady Circle	Hertford	NC	27944	(252) 426-3817	1 Sr Citizen Adv. Board	2/25/23
							2	
							3	
							4	
2/21/17	Reed, Deborah S.	P.O. Box 144	Hertford	NC	27944	(252) 331-5426	1 Board of Adjustment	2/27/23
							2 Recreation Adv Board	
							3	
							4	
Change of Address								
Keep on list								
2/22/21								
9/23/15	Layden, Dianne M.	177 Ferrys Bridge Road	Belvidere	NC	27919	(252) 297-2596	1 Board of Elections	2/27/23
							2 Social Services Board	
							3 Board of Adjustment	
							4 Northern Reg Adv Bd - Tillium	
11/16/15	Mathis, Lynn W.	178 Sue Lane	Hertford	NC	27944	(252) 264-3901	1 Planning Board	3/1/23
							2 RC&D	
							3 Albemarle Commission	
							4	
3/17/21	Robert R. Martin, Jr.	1604 New Hope Road	Hertford	NC	27944	(252) 264-5446	1 Local Library Board	3/17/24
							2	
							3	
							4	
9/24/16	Page, Frank	147 Explorer Arch	Hertford	NC	27944	(252) 426-1149	1 Minzies Creek Utility District	3/26/23
							2	
							3	
							4	
Rec'd call - 3/26/19								
Info correct								
tu 5-21-2021								

by Expiration Date

LIST OF VOLUNTEER APPLICATIONS

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
8/30/12	Winslow, III, Lynwood	1209 Belvidere Road	Belvidere	NC	27919	(252) 297-6532	1. Planning Board 2. Board of Adjustments	3/27/23
10/12/16	Antoine J. Moore	518 Woodville Road	Hertford	NC	27944	(252) 335-0582	1. Planning Board	3/29/23
4/28/21	Drew Woodard	1596 Center Hill Highway	Hertford	NC	27944	(252) 404-5019	1. Any and all boards	4/1/23
2/14/17	Juanita T. Bailey	P.O. Box 3057	Eliz. City	NC	27906	(252) 562-3049	1. Sr Citizen Adv. Board	6/1/23
6/5/17	April Smith	800 Lake Road	Hertford	NC	27944	(252) 426-3182	1. Recreation Adv Board	6/16/23

cd e-mail 3/25/2021
info correct
Keep on list

10/12/16
Rec'd e-mail 5-24-2021
Wishes to stay and send
verified address

4/28/21

2/14/17
Rec'd call - 6/1/2021
info same
Keep on list

6/5/17
Rec'd e-mail - 6/19/19
information correct
Keep on list

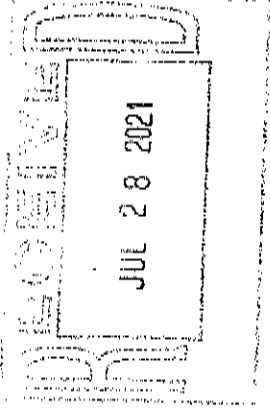
FOR
INFORMATION
ONLY
ITEMS



Albemarle Hopeline, Inc.
P.O. Box 2064
Elizabeth City, NC 27906-2064
Main Office: (252) 338-5338
Fax: (252) 338-2952
24 Hour Crisis Line: (252) 338-3011

Perquimans County Board of Commissioners
P.O. Box 45
Hertford, NC 27944

July 23, 2021



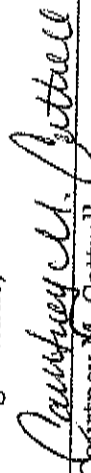
Dear Commissioners,

On behalf of the survivors we serve, Albemarle Hopeline would like to formally thank the Perquimans County Board of Commissioners for increasing our agency's appropriation for the 2021-22 fiscal year. We understand that the Board had a lot of difficult decisions to make this year due to the broad financial impact of COVID-19, and we greatly appreciate that the County saw the value and necessity of our services as you prepared this year's budget.

When we made our initial request, I shared that the number of crisis calls coming into our agency had doubled in the second half of 2020. I wanted to share with the Commissioners that for the first six months of 2021, that number has now *tripled*. So we will certainly put this increase in funding to excellent use as we work to bring victims of domestic violence and sexual assault to safety, and help them to heal from their abuse.

Thank you very much for your willingness to support us in this important work.

With gratitude,


Courtney M. Cottrell
Executive Director

www.albemarlehopeline.org

Camden • Chowan • Currituck • Gates • Pasquotank • Perquimans

Serving victims of domestic violence and sexual assault since 1981

DEPARTMENT HEAD REPORTS

2020 REAL ESTATE COLLECTIONS

MONTH	COLLECTIONS	RELEASES	DEBITS	CREDITS	ENDING BALANCE
July	-38,855.49			-15249.82	-54,105.31
August	-49,553.52		9,001,116.62	-62,965.57	8,834,492.22
September	-1,340,473.96	-379.35	1,068.07	-18.99	7,494,687.99
October	-998,915.45	-1,631.36	349,470.76	-8.52	6,843,603.42
November	-1,726,639.64	-1,558.31	4,534.20	-5.53	5,119,934.14
December	-3,790,011.72	-647.23	115.26		1,329,390.45
January	-800,296.77				529,093.68
February	-149,988.07	-84.08			379,021.53
March	-83,379.87		2,994.46		298,636.12
April	-35,599.43	-775.73	280.00		262,540.96
May	-21,736.08	-42.21	2,079.16		242,841.83
June	-26,999.58		629.66		216,471.91
Total	-9,062,449.58	-5,118.27	9,362,288.19	-78,248.43	216,471.91

.9768



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-July 2021

GARNISHMENTS: \$13,325.72

PAYMENT AGREEMENTS: \$9,790.70

DEBT SETOFFS: \$0

2021 QUARTERLY BUILDING INSPECTORS REPORT

July, Aug, Sept
 Oct, Nov, Dec
 Jan, Feb, March
 April, May, June

COUNTY	HERTFORD	WINFALL	TOTAL
PERMITS ISSUED			8194

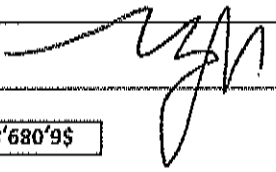
53	4	4	58.00
30	4	1	35.00
40	2	1	43.00
88	6	1	75.00
18	1	0	19.00
7			7.00
216	17	4	237.00

7629	535	130	8194
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584

4054100.00	0	0	4054100.00
0	0	0	0.00
160520	14915	0	175435.00
135175	26800	0	160975.00
327083	214271	0	541354.00
589426	0	0	589426.00
0	0	0	0.00
512375	33869	22350	568594.00

\$5,778,679.00	\$288,855.00	\$22,350.00	\$6,089,884.00
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 SIGNED

\$6,089,884.00

A. NEW RESIDENTIAL
 B. NEW COMMERCIAL
 C. ADDITIONS
 D. REMODELING
 E. ACCESSORY BUILDING
 F. MOBILE HOMES
 G. MODULAR HOMES
 H. OTHER

I. # OF BUILDING PERMITS ISSUED
 II. # OF PLUMBING PERMITS ISSUED
 III. # OF MECHANICAL PERMITS ISSUED
 IV. # OF ELECTRICAL PERMITS ISSUED
 V. # OF INSULATION PERMITS ISSUED
 VI. # OF MOBILE HOMES PERMITS ISSUED
 # OF FIRE/OTHER ISSUED
 TOTAL NUMBER OF PERMITS ISSUED
 VII. FEES COLLECTED
 VIII. # OF INSPECTIONS PERFORMED
 IX. VALUE OF CONSTRUCTION

PERQUIMANS COUNTY
OFFICIAL REPORT

Date: July 2021

Board of Commissioners:
Finance Officer:

I wish to report that during July 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
7/1/2021	\$400	1	\$160	2	\$50	1	\$75	1	\$75	1				\$0
7/11/2021														\$0
7/12/2021	\$607	3	\$383	2	\$150	2					\$10			\$1,130
7/3/2021														\$0
7/4/2021														\$0
7/6/2021														\$0
7/6/2021	\$50	1	\$50	1	\$225	2								\$275
7/7/2021	\$2,875	2	\$328	2	\$140	1	\$150	2						\$70
7/8/2021	\$75	1	\$180	2	\$810	4			\$390	4				\$3,494
7/8/2021														\$1,455
7/10/2021														\$0
7/11/2021	\$400	1	\$160	2	\$50	1	\$75	1	\$75	1				\$0
7/12/2021	\$685													\$0
7/13/2021	\$273	1			\$75	1								\$0
7/14/2021	\$125	2			\$60	1	\$75	1						\$0
7/15/2021	\$375	2	\$150	3	\$110	1	\$75	1						\$0
7/16/2021														\$0
7/17/2021														\$0
7/18/2021														\$0
7/19/2021	\$273	1			\$75	1								\$0
7/19/2021	\$354	2	\$350	5	\$75	1								\$0
7/20/2021	\$1,345	1	\$50	1			\$130	1						\$1,585
7/22/2021	\$150	1										\$10		\$160
7/23/2021	\$72	1	\$195	2										\$267
7/24/2021														\$0
7/25/2021														\$0
7/26/2021	\$759	3	\$50	1			\$55	1						\$864
7/27/2021														\$0
7/28/2021														\$0
7/30/2021														\$0
7/31/2021														\$0
TOTAL	\$6,652	17	\$2,859	24	\$1,415	11	\$575	8	\$1,025	11	\$0	\$40	\$0	\$12,566



Case Detail Report

7/1/2021 - 7/27/2021

Case #	Case Date	Parcel Address	Violation	Description	Main Status	Assigned To
72	7/12/2021	116 ILILDA DR	solid waste	solid waste	Open	Erle Solesbee
71	7/26/2021	105 N CHEROKEE DR	Nuisance vehicle	Nuisance vehicle	Open	Erle Solesbee

Total Records: 2

7/27/2021



Case Activity Report

7/1/2021 - 7/27/2021

Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
7/26/2021	61	113 OLD US 17 RD	junk vehicles	3 junk vehicles in front yard	Inspection	Property appears to be getting more junk vehicles added. Will send 2nd letter.
7/26/2021	67	219 MUDDY CREEK RD	Abandoned Mobile Home	Abandoned Mobile Home	Re-Inspection	Property scheduled for demo in August
7/26/2021	68	1136 BELVIDERE RD	Abandoned Mobile Home	Abandoned Mobile Home	Re-Inspection	Property scheduled for demo in August
7/26/2021	25	1034 SNUG HARBOR RD	Solid Waste/AMH	Solid Waste/AMH	Re-Inspection	Will work with owner and county contractor to try and get trailer demo completed
7/20/2021	69	406 BELVIDERE RD	Abandoned Mobile Home	Abandoned Mobile Home	Re-Inspection	Property scheduled for demo in August
7/20/2021	70	410 BELVIDERE RD	Abandoned Mobile Home	Abandoned Mobile Home	Re-Inspection	Property scheduled for demo in August
7/16/2021	49	136 RED MAPLE AVE	Unauthorized junkyard	Unauthorized junkyard	Inspection	Vehicles continue to be removed from property

Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
7/13/2021	72	116 ILILDA DR	solid waste	solid waste	Inspection	Inspected property. There is a small amount of various items on the rear of the property, only visible by looking from Ainsley Road, and then still very difficult to see. Will speak to property owner.

Total Records: 8

7/27/2021

COMMITTEE REPORTS