

AGENDA

All items are for discussion and possible action.
Perquimans County Board of Commissioners
Meeting Room at Perquimans County Library
January 3, 2022
7:00 p.m.

- I. Call to Order
 - II. Prayer & Pledge
 - III. Approval of Agenda
 - IV. Consent Agenda
(Consent items as follows will be adopted with a single motion, second and vote, unless a request for removal of an item or items is made from a Commissioner or Commissioners.)
 - A. Approval of Minutes December 6, 2021 Regular Meeting and December 20, 2021 Work Session (cancelled)
 - B. Tax Refund & Release Approvals
 - C. Personnel Matters
 - 1. Appointments: Part-Time/Fill-In Non-Certified Telecommunicators
 - 2. Appointment: Part-Time/Fill-In Certified Telecommunicator
 - 3. Promotion: Certified Permanent Part-Time Telecommunicator
 - 4. Certifications: Part-Time/Fill-In Paramedics (5)
 - 5. Appointment: Permanent Part-Time Nutrition Site Manager
 - 6. Appointment: Fill-In Senior Center
 - 7. Appointment: Water Technician I
 - 8. Resignation: Part-Time/Fill-In Non-Certified Telecommunicator
 - 9. Resignation: IMC I working against IMC II
 - D. Step/Merit Increases
 - 1. Social Services (1)
 - 2. EMS (1)
 - 3. Maintenance (1)
 - 4. Recreation (1)
 - 5. Tax (1)
 - E. Budget Amendment Nos. 14 - 16
 - F. Miscellaneous Documents:
 - 1. Economic Improvement Council – Community Services Block Grant 2022 Application
 - V. Introduction of New Employees
 - A. Sheriff's Office
 - B.
 - C.
 - VI. Scheduled Appointments
 - A. Moffatt & Nichol Engineering 7:00 p.m.
 - B. 7:20 p.m.
 - C. 7:25 p.m.
 - VII. Old Business
 - A. Updates from County Manager
 - B.
 - C.
 - VIII. New Business
 - A. Commissioners' Board Appointments
 - B. Petition: Riverfront Drive – Smith Acres Subdivision
 - C. Resolution Supporting the Relocation & Preservation of the S-Bridge Truss
- ACTION REQUIRED**
- NO ACTION REQUIRED**
- ACTION REQUIRED**

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

FOR INFORMATION ONLY:



DEPARTMENT HEAD REPORT:

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

COMMITTEE WRITTEN REPORTS:

NOTES FROM THE COUNTY MANAGER
January 3, 2022
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. **Sheriff Shelby White:** Sheriff White will introduce William Phillip Lane, III who was appointed tonight as a Certified Deputy at Grade 65/Step 5 effective 12/1/2021.
- VI.A. Moffatt & Nichol Engineering will come to discuss an agreement for professional engineering services for the Marine Park basin project. County Manager Heath will supply copies of the proposal to the Commissioners at the meeting.
- VII.A. County Manager Heath will present several updates to the Board.
- VIII.A. **Enclosure.** Enclosed is a copy of the Board/Committee listing for the Commissioners. This is the time that the Board can reorganize these appointments. If you wish to make changes, please let Chairman Nelson know at tonight's meeting so that we can make the adjustments and prepare a revised listing for action next month.
- VIII.B. **Enclosure.** Herbert T. Mullen, Jr., Attorney for the Smith Acres Subdivision has presented the enclosed petition to request that NCDOT add Smith Acres Road and Mullen Court to the NC Highway System. Board action is being requested.
- VIII.C. **Enclosure.** The enclosed Resolution is presented for Board consideration to support the Town of Hertford's grant request to NCDOT to relocate and preserve the S-Bridge truss. Board action is being requested

CONSENT AGENDA NOTES

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

- A. **Enclosures:** Approval of Minutes December 6, 2021 Regular Meeting and December 20, 2021 Work Session (cancelled)
- B. **Enclosure:** Tax Refund & Release Approvals – see attached listing.
- C. **Enclosure:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Kendall Miller	Non-Certified Part-Time/Fill-In Telecommunicator	Appointment	60/1	\$13.75/hr.	12/01/2021
Kylie Felton	Certified Part-Time/Fill-In Telecommunicator	Appointment	62/2	\$15.39/hr.	12/01/2021
Logan Hogge	Certified Permanent Part-Time Telecommunicator	Promotion	62/1	\$15.01/hr.	12/01/2021
Amy Bojo	Part-Time/Fill-In Paramedic	Certification	68/1	\$19.55/hr.	01/01/2022
Celia M. McLennan	Part-Time/Fill-In Paramedic	Certification	68/1	\$19.55/hr.	01/01/2022
Derek Blake	Part-Time/Fill-In Paramedic	Certification	68/1	\$19.55/hr.	01/01/2022
Dustin Winslow	Part-Time/Fill-In Paramedic	Certification	68/1	\$19.55/hr.	01/01/2022
Zachery Hudgins	Part-Time/Fill-In Paramedic	Certification	68/1	\$19.55/hr.	01/01/2022
Jennifer Coppersmith	Permanent Part-Time Nutrition Site Manager	Appointment	n/g	\$12.11/hr.	01/01/2022
Frances Myers	Fill-In – Senior Center	Appointment	n/g	\$12.11/hr.	01/01/2022
Vincent Bockelman	Water Technician I	Appointment	58/2	\$26,845	01/01/2022
Kelly Johnson	Part-Time/Fill-In Non-Certified Telecommunicator	Resignation			12/16/2021
Alyssa Sylvester	IMC I Working Toward IMC II	Resignation			12/31/2021

- D. **Enclosures:** During the Budget process, the following step or merit increases were approved for the employees. 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
Gwen Hudson	IMC Investigator III	65/11	\$45,487	01/01/2022
Bethany Buttram	EMS Full-Time Paramedic	70/3	\$22.42/hr.	01/01/2022
Christopher Prince	Custodian	56/4	\$25,812	01/01/2022
Louis Eason	Groundskeeper	54/9	\$26,683	01/01/2022
Wilma Robbins	Tax Clerk	58/8	\$31,076	01/01/2022

- E. **Enclosures:** Budget Amendment Nos. 14 - 16 are enclosed for your review and action.
- F. **Enclosure:** The State requires that Economic Improvement Council (EIC) present their Community Services Block Grant Application to each County within their jurisdiction and request that the Clerk sign the attached Documentation of Submission. ***A copy of the entire application (100+ pages) will be available for Board review in the Clerk to the Board's Office.*** A copy of the application will be available at Monday's meeting.

REGULAR MEETING
 December 6, 2021
 7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, December 6, 2021, at 7:00 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944.

MEMBERS PRESENT: Wallace E. Nelson, Chairman
 Joseph W. Hoffer
 Alan Lennon
 Fondelia A. Leigh, Vice Chair
 T. Kyle Jones
 Charles Woodard

MEMBERS ABSENT: None

OTHERS PRESENT: Frank Heath, County Manager
 Will Crowe, County Attorney
 Mary Hunnicutt, Clerk to the Board

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

AGENDA

Chairman Nelson explained that there was one item on the Consent Agenda that needs to be removed from the Agenda completely. County Manager Heath explained that item IV.G. - Reduction in Sheriff's Salary Due To Election should be removed. He further explained that the reason was that, according to General Statute 153A.92, "The board of commissioners shall by resolution give notice of intention to make the reduction no later than 14 days" prior to the closing date for filing for office. This year, the closing date is December 17, 2021. With today being December 6, 2021, the resolution would be adopted 11 days prior to the closing date for filing for office. Therefore, we will remove this item from the agenda. On motion made by Joseph W. Hoffer, seconded by Charles Woodard, the Agenda was unanimously approved as amended with removing item IV.G. - Reduction in Sheriff's Salary Due to Election.

CONSENT AGENDA

Chairman Nelson asked if there were any items that the Board wished to remove from the Consent Agenda to discuss other than item IV.G. There being none, the following items were considered to be routine and were unanimously approved on motion made by Joseph W. Hoffer, seconded by Alan Lennon.

- Approval of Minutes:** November 1, 2021 Regular Meeting and November 15, 2021 Special Called Meeting & November 15, 2021 Work Session (cancelled) were approved.
- Tax Refund (Perquimans County) Approval:**
 Gregory, Chelsi Diana \$142.74
 Vehicle sold; 7-month refund. Account No. 60883956.

3. Personnel Matters:

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Parvyn Fowler	Part-Time/Fill-In Paramedic	Certification	68/1	\$19.55/hr.	11/01/2021
William Philip Lane, III	Certified Deputy	Appointment	65/6	\$40,276	12/01/2021
Vivian Long	PT/FT Certified Telecommunicator	Appointment	62/6	\$16.97/hr.	09/01/2021
Deborah Davis	Seasonal Tax Lister	Appointment	n/a	\$15.00/hr.	12/06/2021
Amanarie Shine	Permanent PT Certified Telecommunicator	Resigned			12/01/2021
Amanarie Shine	PT/FT Certified Telecommunicator	Reclassification	62/2	\$15.39/hr.	12/01/2021
Tiffany Haynes	Part-Time/Fill-In AEMT	Removed from Roster			11/09/2021
Arnold White	Backhoe Operator	Retirement			03/01/2022
Marquita Foreman	Public Information Assistant IV	Terminated			11/04/2021

4. Step/Merit Increases:

Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Susan Chaney	Director	79/10	\$82,235	12/01/2021
Beverly Gregory	Senior Citizen Coordinator	63/11	\$41,653	12/01/2021
Robert Farrar	Deputy Sheriff	65/9	\$43,319	12/01/2021
Brian Watson	Deputy Sheriff / SRO (Certified)	65/4	\$38,358	12/01/2021

5. Budget Amendment:

**BUDGET AMENDMENT NO. 12
 GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	State Grants - Social Services	25,643	
10-610-202	Low Income Water Assistance (LIHWAP)	25,643	
EXPLANATION: To amend FY 21/22 budget to include additional funds for Low Income Water Assistance as approved by the State.			

**BUDGET AMENDMENT NO. 13
 GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-017	Emergency Management - DPR Grant	71,647	
10-530-343	DPR Grant	71,647	
EXPLANATION: To amend FY 21/22 budget to include additional funds awarded with DPR Grant (Disaster Preparedness Region Grant) for UTV project.			

6. The following board appointment was approved by the Board:

Name	Board/Committee	Action Taken	Term	Effective Date
Muthis, Lynn	Tribun Northern Regional Advisory Board	Appointment	Unlimited	12/01/2021

The Board approved the following Board appointments/reappointments for the Chowan/Perquimans LEPC 2022 Roster:

NAME	SPECIALTY	NAME	SPECIALTY
Bnes, Billy	Fire	Nelson, Wallace	Elected Official (Perquimans)
Branchboard, Leslie	Press	Nixon, Jonathan	EM/EMS/911
Brewster, Sue	CERT (Shores at L.E)	Overman, Barry	Fire
Brittingham, Richard	EM/Fire/RR-1	Palmer, Cordell	EM/LE
Cartwright, Michael	Fire	Perquimans SO Rep.	Law
Chaney, Susan	DSS	Pante, Tom	EM
Chowan SO Rep	Law	Smith, Lewis	Owner/Operator (Parkway Ag)
Hollowell, Ralph	Environmental	Solesbee, Julie	EM/Press
Kel Hayes, Alex	Elected Official (Chowan)	Sprull, Mary	Volunteer
Lafon, David	Fire/Law	Stoop, Ashley	Health Dept.
Levine, Miki	CERT (Albemarle)	Ward, Paul	NCDA (Environmental)
Long, Rick	Fire (NC Forestry)	Williams, Tonya	Hospital
McKeever, Jim	CERT (Deep Creek)	Winn, Billy	NCEM
NCHP Rep	Law	Winslow, Jarvis	EM

7. Mr. Robert Lacy, Area Ranger, provided a written FY 2020-2021 Annual Report for NC Forest Services.

INTRODUCTION OF NEW EMPLOYEES

The following employee was introduced to the Board:

1. **Rhonda Repanshek:** Rhonda Repanshek, Planner, introduced Trevor Miles, Planning Assistant, who was hired on November 1, 2021. After Ms. Repanshek made a few comments, Mr. Miles thanked the Board for giving him the opportunity to work with Perquimans County. The Chairman and Board welcomed Mr. Miles to Perquimans County.

PRESENTATION OF FY 2020-2021 AUDIT

Chairman Nelson recognized Donna Winborne, Auditor. Ms. Winborne distributed hard copies of the Audit and explained that they were able to keep their copies this year because the Local Government Commission (LGC) had approved it. She reviewed the audit and explained that there were some things that she needed to report. This year, LGC looked at their Financial Performance Indicators. She explained to the Board what the Financial Performance Indicators were. She explained that the only response letter that the County has been requested to write has to do with the Water Fund and it needed to address what the County is doing to correct this problem. Ms. Winborne and Mr. Heath explained that the Board had already taken measures in this year's budget to remedy this situation. That is why they increased the water rates for FY 2021-2022. This will rectify this problem for next year's audit. After answering several questions, Ms. Winborne thanked Frank Heath, County Manager, Tracy Mathews, Finance Officer, and County Staff for their assistance in preparing the audit. There being no further questions or comments, Chairman Nelson asked for a motion to accept the FY 2020-2021 Audit as presented. On motion made by T. Kyle Jones, seconded by Fondella A. Leigh, the FY 2020-2021 Audit was unanimously approved as presented.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

The following commissioners' concerns and committee reports were provided:

- > **Commissioner Lennon:** Mr. Lennon updated the Board on the Tourism Development Authority (TDA). He stated that Ms. Layden is doing a great job and that they are still looking for members to serve on the TDA. He asked County Manager Heath to provide an update on the renovations for the Perquimans County Museum. Mr. Heath explained that they had completed the exterior painting, the new flooring came in today, and they hope to get it installed this week. He is going to be working with Ms. Layden to hold an Open House once the renovations are completed. He felt that it would probably be sometime in January.
- > **Chairman Nelson:** Mr. Nelson explained that the Board is operating under an abbreviated Rules & Procedures. He mentioned that he was wondering if the Board would be interested in revisiting the current Rules & Procedures and consider adopting them every year, especially in the years that there is an election of new commissioners. He mentioned the UNC Publication entitled, "Suggested Rules of Procedure for the Board of County Commissioners" by Trey Allen, and asked if the Board members had a copy of this publication. The Board said that it might be beneficial to revisit them. The Chairman asked Ms. Hunicutt to order a copy of the publication and forward a copy of our current Rules & Procedures for the Board to review.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > **Senior Center:** Mr. Heath explained that they have finished the conversion of the Cole Law Office Suite at the Senior Center allowing an additional area for them to hold their Zumba, etc. classes leaving the other area available for other events. He encouraged the Board to go out to the Senior Center and check out this renovation.
- > **Grant Funding Updates:**
 - **Atlantic Telephone Membership Corporation (ATMC) Grant Application:** Mr. Heath updated the Board on the ATMC grant application to extend broadband services to residents of Perquimans County concentrating on the Helvidere and New Hope areas. He stated that they have not received the final decision but have been receiving questions regarding the application. He said that he would keep the Board informed.
 - **Perquimans County Marine Basin Project:** Mr. Heath reported that the \$4 million funding for this project has been included in the State Budget. He will keep the Board informed of the progress.
 - **Town of Hertford Harbor Town Ferry Project:** County Manager Heath explained that Rep. Goodwin said that the Ferry project had received \$3 million in the budget for the establishment of this ferry system that includes a stop in the Town of Hertford. He also mentioned that we were still working with Rep. Goodwin on the 3-bridge truss preservation and relocation and that Rep. Goodwin told Mr. Heath that the funds had been designated for that activity as well.
- > **Monument of the Confederate Dead Update:** Mr. Heath explained Chairman Nelson, Vice Chair Leigh and he have continued to hold meetings and they are still gathering information to assist the Board in making their decision.

ELECTION OF CHAIRMAN/VICE CHAIR

Will Crowe, County Attorney, acting as Temporary Chairman of the meeting, opened the floor for nominations for Chair/Chairman of the Board. Fondella A. Leigh nominated Wallace E. Nelson as Chairman. Charles Woodard seconded the nomination. Mr. Crowe asked if there were any other nominations. There being none, Mr. Crowe called for a vote. The Board unanimously appointed Wallace E. Nelson as Chairman. Mr. Crowe opened the floor for nominations for Vice Chair/Chairman of the Board. Joseph W. Hoffer nominated Fondella A. Leigh as Vice Chair. T. Kyle Jones seconded the nomination. There being none, Mr. Crowe called for a vote. The Board unanimously appointed Fondella A. Leigh as Vice Chair. Mr. Crowe turned the meeting over to the newly re-elected Chairman, Wallace E. Nelson.

BELVIDERE CONVENIENCE SITE LEASE AGREEMENT & MEMORANDUM OF LEASE

The County currently leases the Belvidere Convenience site property from L. Clinton Winslow, Jr. and Catherine Goodwin Winslow who are now deceased. The heirs of the property, Lynwood Winslow and Anna E. Winslow Sanders are willing to continue this lease agreement. On motion made by Fondella A. Leigh, seconded by Charles Woodard, the Board unanimously approved the following Lease Agreement and Memorandum of Lease for the Belvidere Convenience Site:

NORTH CAROLINA

LEASE AGREEMENT

PERQUIMANS COUNTY

THIS AGREEMENT, made this the 6th day of December, 2021, by and between Lynwood Winslow and Anna E. Winslow Sanders, with an address of 1209 Belvidere Road, Belvidere, NC 27919, Lessor and PERQUIMANS COUNTY, a body politic and corporate of the State of North Carolina, whose address is PO Box 45, Hertford, NC 27944, lessee;

WITNESSETH

THAT WHEREAS, the Lessor is the owner of the property hereinafter described and wishes to lease said property to the Lessee as a site for a Solid Waste Collection and Recycling Center; and

WHEREAS, this site is located in Belvidere Township, Perquimans County, North Carolina and is to be made available for the collection of solid waste at such times as the Lessee shall deem appropriate; and

WHEREAS, Perquimans County plans to build and maintain the same, including, but not limited to, the addition of marl, cement slabs for roll-off containers and compactors, fencing with green stripping and the planting of shrubbery along the perimeter of the fence for screening purposes only, except at the entrance along the road and where screening is deemed to be unnecessary by the Lessee.

NOW THEREFORE, the Lessor, subject to the terms and conditions hereinafter set forth, does hereby let and lease unto the Lessee, the following described property in Belvidere Township, Perquimans County, North Carolina.

- 1) The 28,383,5898 square foot lot shown on the plat of Edward T. Hyman, Jr., Reg. surveyor, entitled "Property Being Conveyed to Perquimans County, Belvidere Township, Perquimans County, Belvidere Township, Perquimans County, NC," dated March 26, 1993, a copy of which is recorded at Book 151 Page 5 of the Perquimans County Registry.
- 2) A right of way 30 feet in width extending from the western edge of the right of way of Sandy Cross Road (S.R. 1001) to the eastern boundary of the above-described lot and being shown on the aforesaid plat as "30' R/W (15' on Center). This right of way shall be for the benefit of the Lessee, its agents, assigns and such other persons as the Lessee shall allow to use it. The Lessors shall retain the right to use the 15 foot wide area in the front of, that is, on the eastern side of the Solid Waste Center site for the purpose of ingress and egress to the property adjoining said site and the lessors shall have right to enter their property through the 30 foot wide right of way referred to above.

The terms and conditions of this lease are as follows:

1. **TERMS.** The term of this lease shall be for 10 years, beginning December 1, 2021 and extending through December 1, 2031.
2. **RENT.** The lessee shall pay to the Lessor as rent for the above described lot the sum of \$1,562.50 per year on December 1 of each year of this lease beginning December 1, 2021. The first year's rent under this agreement has already been advanced to the Lessor on 10-8-2021.
3. **CONSTRUCTION.** The Lessee shall maintain a fence at least 6 feet high with green stripping and shall plant shrubbery, as screening, around the outer perimeter of the fence, except at the road entrance or entrances and where the Lessee deems screening unnecessary. The Lessee shall have the right to install marl or asphalt of depth deemed sufficient by the Lessee for traffic usage, to install cement pads as it deems appropriate and install or construct all other facilities, structures and equipment which it deems necessary or appropriate in order to operate and maintain a Solid Waste Collection and Recycling Center.
4. **PURPOSE.** The lessee shall use the above described tract only as a site for Solid Waste Collection and Recycling Materials Collection. All items above will be taken to a permanent disposal or recycling site.
5. **OPERATION AND AVAILABILITY.** The Lessee shall have the right to operate or cause to be operated by a third party contractor the aforesaid Solid Waste Collection and Recycling Center and to make it available to such persons, upon such terms and at such hours as the Lessee deems appropriate.
6. **MAINTENANCE.** The Lessee shall provide all maintenance required in order to keep said site in a presentable condition.
7. **TERMINATION.** The Lessor shall have the right to terminate this lease if the lessee defaults as to any of the terms of this agreement and if written notice is given to the Lessee of the Lessee's default under the terms of this agreement and the Lessee does not cure the default within 90 days immediately after such notice. The Lessee shall have the right to terminate this lease upon 90 days written notice to the Lessor and upon such termination shall have no obligation to pay rent for additional years remaining on the lease.
8. **OPTION TO EXTEND.** The Lessee shall have the option to extend the lease granted herein for an additional term of 10 years upon the same terms as set out herein, except there shall be no option to extend beyond the additional term and except for the amount of rent which shall be \$1,953.13 per year for each year of the additional term. This option may be exercised by the payment of the first year's rent under the extended term, by written notice to the Lessee of such exercise prior to the end of any term or by continuing to operate the center following the end of a term.
9. **RETURN OF PROPERTY.** If the Lessor shall within the 30 days immediately following the termination of the lease granted herein or within 30 days of the termination of any extension thereof, deliver to the Lessee a written request to restore the property described above to approximately the same condition in which it was received at the beginning of this lease, the Lessee shall, within 120 days immediately after receipt of such written request of the Lessor, comply with such request. If such request is not made within the 30 day period immediately following the termination of the lease or of an extension thereof, the lessor shall be deemed to have waived their rights to have the property returned to the said condition. No such request may be made while the lease or any extension thereof is in effect.
10. **LIABILITY.** The Lessee shall indemnify and hold the Lessor harmless of and from all liability for property damage and personal injury arising from the acts of the lessee, its agents or employees, at the above-described site.
11. **NOTICES.** All notices and correspondence between the Lessor and the lessee shall be deemed sufficient if addressed as follows:
 - A. To the Lessor:
1209 Belvidere Road
Belvidere, NC 27919
 - B. To the Lessee:
County Manager
PO Box 45
Hertford, NC 27944
12. **PARTIES.** This agreement shall be binding and shall inure to the benefit of the Lessor, the Lessee and their heirs, successors and assigns.

IN WITNESS WHEREOF, the Lessor and the Lessee have caused this instrument to be executed by duplicate, originals, one of which shall be retained by the Lessor and one of which shall be retained by the Lessee.

Lynwood Winslow, Lessor

Anna E. Winslow Sanders, Lessor

Perquimans County, Lessee

Chairman, Board of Commissioners
Of Perquimans County

Clerk to the Board of Commissioners

STATE OF NORTH CAROLINA
COUNTY OF _____

I, _____, a Notary Public of the County and State aforesaid, certify that _____ personally appeared before me this day and acknowledged the execution of the foregoing instrument.

Witness my hand and official stamp or seal, this _____ day of _____, 202_____.

Notary Public

My Commission Expires: _____

STATE OF NORTH CAROLINA
COUNTY OF _____

I, _____, a Notary Public of the County and State aforesaid, certify that _____ personally appeared before me this day and acknowledged that she is Clerk to the Board of the Commissioners of Perquimans County, and that by authority duly given and as the act of said Board, the foregoing instrument was signed and its name by its Chairman, sealed with the corporate seal and attested by her as its Clerk.

Witness my hand and official stamp or seal, this _____ day of _____, 202_____.

Notary Public

My Commission Expires: _____

Memorandum of Lease

This Memorandum of Lease is entered into by and between Lynwood Winslow and Anna E. Winslow Sanders, with an address of 1209 Belvidere Road, Belvidere, NC 27919, Lessor and PERQUIMANS COUNTY, a body politic and corporate of the State of North Carolina, whose address is PO Box 45, Hertford, NC 27944, Lessee;

DEMISE. By a certain lease dated 12/6/2021 (the "Lease") between Lessor and Lessee, Lessor has leased to Lessee, and Lessee has leased from lessor, the Premises describe as follows:

1) The 28,383,38899 square foot lot shown on the plat of Edward T. Hymen, Jr., Reg. surveyor, entitled "Property Being Conveyed to Perquimans County, Belvidere Township, Perquimans County, Belvidere Township, Perquimans County, NC," dated March 26, 1993, a copy of which is recorded at Book 151 Page 5 of the Perquimans County Registry.

2) A right of way 30 feet in width extending from the western edge of the right of way of Sandy Cross Road (S.R. 1001) to the eastern boundary of the above-described lot and being shown on the aforesaid plat as "30' R/W (15' on Center). This right of way shall be for the benefit of the Lessee, its agents, assigns and such other persons as the Lessee shall allow to use it. The Lessors shall retain the right to use the 15 foot wide area in the front of, that is, on the eastern side of the Solid Waste Center site for the purpose of ingress and egress to the property adjoining said site and the Lessors shall have right to enter their property through the 30 foot wide right of way referred to above.

All provisions of the Lease are incorporated herein by reference.

1. TERM. The term of the Lease is for a period of ten years, commencing on December 1, 2021 and ending on December 1, 2031.

2. OPTION TO RENEW. Upon the expiration of the initial term, Lessee has the right and option to renew the lease. If so renewed by lessee, the lease term shall extend to December 1, 2041.

IN WITNESS WHEREOF, this Memorandum of Lease is executed under seal on the _____ day of _____.

LESSOR

(Seal)
Lynwood Winslow

(Seal)
Anna E. Winslow Sanders

ATTEST: _____

Clerk to the Board of Commissioners of
Perquimans County, North Carolina

LESSEE
Perquimans County

(Seal)
Chairman, Board of
Commissioners of Perquimans
County, North Carolina

STATE OF _____
COUNTY OF _____

In _____, on the _____ day of _____, _____ before me, a Notary Public in and for the above state and county, personally appeared _____, known to me or proved to be the person named in and who executed the foregoing instrument, and being first duly sworn, such person acknowledged that he or she is executed said instrument for the purposes therein contained as his or her free and voluntary act and deed.

NOTARY PUBLIC

My Commission Expires: _____

(SEAL)

BANK RESOLUTION & SIGNATURE STAMP

Due to no change in Chairman, the Board was not required to approve a Resolution and Agreement for Deposit Account and Bank/Corporate Services.

PUBLIC COMMENTS

There were no public comments.

CLOSED SESSION: TO DISCUSS AN ECONOMIC DEVELOPMENT MATTER, CONSULT WITH OUR ATTORNEY, AND CLOSED SESSION MINUTES

Chairman Nelson stated that, pursuant to NC General Statute 143-318.11(3)(4), the Board went into Closed Session to discuss an economic development matter, consult with our attorney, and closed session minute approval. On motion made by Fondella A. Leigh, seconded by Alan Lennon, the Board unanimously voted to go into Closed Session.

The Closed Session was adjourned and the Regular Called Meeting reconvened on motion made by Charles Woodard, seconded by Fondella A. Leigh, and unanimously approved by the Board.

No action was required from the Closed Session.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 9:10 p.m. on motion made by Alan Lennon, seconded by Charles Woodard.

Wallace E. Nelson, Chairman

Clerk to the Board

WORK SESSION
December 20, 2021
7:00 p.m.

The Perquimans County Board of Commissioners Work Session on December 20, 2021 was cancelled.

December 28, 2021

Tax Refunds: (Perquimans County)

Joseph Lee McCaslin \$103.01
Vehicle sold; 9-month refund
Account#: 56557495

Lisa Bryan Wagamon \$176.05
Sold vehicle to dealership, 9-month
refund.
Account#: 62294173

Robert Tony Wyatt \$109.17
Vehicle sold. 5-month refund.
Account#: 60936294

Gerald Andrew Sharrow \$167.17
Vehicle sold. 5-month refund.
Account#: 58810666

Tax Releases: (Perquimans County)

Christopher Lee \$246.98
Moved to Florida. No longer in County.
Account#: 265081

Christopher Lee \$217.78
Moved to Florida. No longer in County.
Account#: 265081

EMPLOYMENT ACTION FORM

DATE SUBMITTED: December 8, 2021

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kendall Miller SOC. SEC. NO.: _____

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

STATUS CHANGE EFFECTIVE DATE: December 1, 2021

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

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 12-8-2021

[Signature]
DATE: 12/13/21

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: December 8, 2021

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kylie Felton SOC. SEC. NO.: _____

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

STATUS CHANGE EFFECTIVE DATE: December 1, 2021

GRADE: 62 STEP: 2 SALARY: \$15.39 per hour

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

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

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

DEPARTMENT RECOMMENDATION

[Signature]
DATE: 12-8-2021

COUNTY MANAGER APPROVAL

[Signature]
DATE: 12/13/21

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: December 8, 2021

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Logan Hogge

SOC. SEC. NO.: _____

POSITION: Certified Telecommunicator PERMANENT PART-TIME DEPT.: 911 Communications

STATUS CHANGE EFFECTIVE DATE: December 1, 2021

GRADE: 62 STEP: 1 SALARY: \$15.01 per hour

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

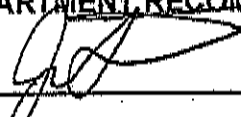
_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

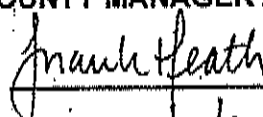
_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: _____ STEP: _____ SALARY: _____

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL


DATE: 12-8-2021


DATE: 12/13/21

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 12/20/2021

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

NAME: Amy Bojo

SOC. SEC. NO.: _____

POSITION: EMS Part-Time, Fill-in Paramedic

RESCUE: _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: STEP: SALARY: \$ per hour

Complete following information only if for new employee.

ADDRESS: _____

CITY/STATE/ZIP: _____

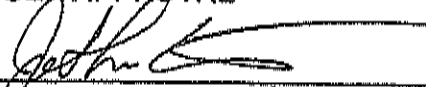
PHONE NUMBER: _____

X 1/1/2022 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO
Date CERTIFICATION ~~(PER ATTACHED STATE CERTIFICATE OF COMPLETION)~~.

GRADE: 68 STEP: 1 SALARY: \$19.55 / Hour

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL

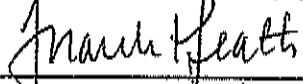
RESCUE SQUAD RECOMMENDATION


DATE: 12/20/21

DATE: _____

COUNTY MANAGER APPROVAL

FINANCE OFFICER


DATE: 12/22/21

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 12/20/2021

COUNTY OF PERQUIMANS

PART-TIME EMS/RESCUE EMPLOYEES

NAME: Celia M. McLennan

SOC. SEC. NO.: _____

POSITION: EMS Part-Time, Fill-In Paramedic

RESCUE: _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: \$ per hour _____

Complete following information only if for new employee.

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBER: _____

X 1/1/2022 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO
Date CERTIFICATION (PER ATTACHED STATE CERTIFICATE OF COMPLETION).

GRADE: 68 STEP: 1 SALARY: \$19.55 / Hour

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL

[Signature]
DATE: 12/20/21

RESCUE SQUAD RECOMMENDATION

DATE: _____

COUNTY MANAGER APPROVAL

[Signature]
DATE: 12/22/21

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS
PART-TIME EMS/RESCUE EMPLOYEES

NAME: Dustin A. Winslow SOC. SEC. NO.: _____

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

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: \$ _____ per hour

Complete following information only if for new employee.

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBER: _____

X 1/1/2022 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO
Date CERTIFICATION ~~(PER ATTACHED STATE CERTIFICATE OF COMPLETION)~~.

GRADE: 68 STEP: 1 SALARY: \$19.55 / Hour

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL

[Signature]
DATE: 12/20/21

RESCUE SQUAD RECOMMENDATION

DATE: _____

COUNTY MANAGER APPROVAL

[Signature]
DATE: 12/22/21

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 12/20/2021

COUNTY OF PERQUIMANS

~~PART-TIME~~ EMS/RESCUE EMPLOYEES

NAME: Zachery B. Hudgins SOC. SEC. NO. _____

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

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: STEP: SALARY: \$ per hour

Complete following information only if for new employee.

ADDRESS: _____

CITY/STATE/ZIP: _____

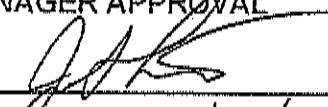
PHONE NUMBER: _____

X 1/1/2022 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO CERTIFICATION (PER ATTACHED STATE CERTIFICATE OF COMPLETION).

Date

GRADE: 68 STEP: 1 SALARY: \$19.55 / Hour

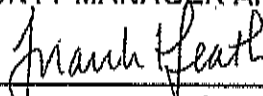
EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL


DATE: 12/20/21

RESCUE SQUAD RECOMMENDATION

DATE: _____

COUNTY MANAGER APPROVAL


DATE: 12/22/21

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 10/15/21

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Jennifer T. Coppersmith SOC. SEC. NO.: _____

POSITION: Permanent P/T Nutrition Site Manager DEPT.: Senior Citizens Center

NEW EMPLOYEE EFFECTIVE DATE: January 1 2022

GRADE: _____ STEP: _____ SALARY: \$12.11 Hourly

ENDING DATE OF PROBATIONARY PERIOD: January 1, 2023

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

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

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

DEPARTMENT RECOMMENDATION
Beverly Gregory
DATE: 10/15/2021

COUNTY MANAGER APPROVAL
Frank Heath
DATE: 10-18-21

FINANCE OFFICER
Frank Heath
DATE: 10/15/2021

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 12/16/2021

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Frances Faye Myers

SOC. SEC. NO.: _____

POSITION: Fill-In

DEPT.: Nutrition / Senior Citizens Center

NEW EMPLOYEE EFFECTIVE DATE: 1-1-2022

GRADE: _____ STEP: _____ SALARY: \$12.11 hourly

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ 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

Bevly Gregory
DATE: 12/16/2021

Frank Heath
DATE: 12/28/21

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 12/28/2021

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Vincent Bockelman

SOC. SEC. NO.: _____

POSITION: Water Tech I

DEPT.: Water

NEW EMPLOYEE EFFECTIVE DATE: 1/3/2022

GRADE: 58 STEP: 2 SALARY: \$26,845

ENDING DATE OF PROBATIONARY PERIOD: 1/3/2023

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]

[Signature]

DATE: 12/28/2021

DATE: 12/28/21

FINANCE OFFICER

DATE: _____

COPY

RE: Resignation

Jonathan Nixon <jnixon@perquimanscountync.gov>

Fri 12/17/2021 10:19 AM

To: Kelly Johnson <kellylass@hotmail.com>

Cc: Frank Heath <frankheath@perquimanscountync.gov>; Tracy Mathews <tracymathews@perquimanscountync.gov>; Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>; Casey Winn <caseywinn@perquimanscountync.gov>; Admin 911 <admin911@perquimanscountync.gov>

Ms. Johnson,

We are in receipt of your resignation and wish you the best in your future endeavors. Thanks for your past service to the visitors and citizens of Perquimans County.

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

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

-----Original Message-----

From: Kelly Johnson <kellylass@hotmail.com>
Sent: Friday, December 17, 2021 9:57 AM
To: Jonathan Nixon <jnixon@perquimanscountync.gov>
Subject: Resignation

Please accept this letter as my official resignation as of December 16, 2021. Thank you for the opportunity to learn a very important side to EMS.

Cordially,
Kelly Johnson

Sent from my iPhone

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

SOCIAL SERVICES BOARD
Teresa Blanchard - Chair
Charles Woodard
Brenda Dillard

252-426-7373 - Fax 426-1240

DIRECTOR
Susan M. Chaney

December 21, 2021

Ms. Alyssa Sylvester
124 B NC Hwy 42 West
Ahoskie, NC 27910

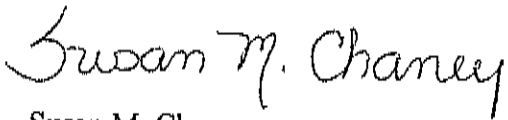
Dear Ms. Sylvester,

I received your email dated December 17, 2021 formally notifying me of your resignation from the Perquimans County Department of Social Services effective 5:00pm, Friday, December 31, 2021.

This letter is to officially state that I accept your letter of resignation in the IMC II position in the Adult Medicaid unit.

On behalf of the Perquimans County Department of Social Services, I wish you all the best in your future.

Sincerely,



Susan M. Chaney
Director

cc: personnel file

Resignation Letter

Alyssa Sylvester <asylvester@perqdss.net>

Fri 12/17/2021 8:07 AM

To: Pam Midgett <pmidgett@perqdss.net>; Susan Chaney <schaney@perqdss.net>

Pam and Susan,

It has been an absolute pleasure working at the Perquimans Department of Social Services. I love the work we do here and I love engaging with the community to help them in their time of need. When I relocated to North Carolina, your office was willing to offer me a position working with you and I will always be grateful for that.

As you know, there have been personal complications in my life that have been weighing on me. With much consideration, I have decided to resign my position effective December 31st.

Please accept this as my formal resignation.

Thank you for the opportunity and the experience,

Alyssa Sylvester

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Gwendolyn Hudson
POSITION: IMC Investigator III

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

EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY:
THIS IS A PART TIME TEMPORARY POSITION.

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date
GRADE: STEP: SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

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

DATE OF EMPLOYEE RESIGNATION:

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP/MERIT RAISE:
Date: 1/1/2022 GRADE: 65 STEP: 11 SALARY: \$ 45,487.00

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Suzan Chamey

Frank Heath

DATE: December 28, 2021

DATE: 12/29/21

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Bethany Buttram SOC. SEC. NO.: _____

POSITION: EMS Full-Time Paramedic DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

X 1/1/2022 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 70 STEP: 3 SALARY: \$22.42 Per Hour

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: 12/26/21

DATE: 12/26/21

FINANCE OFFICER

COPY

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Christopher Prince

SOC. SEC. NO.: _____

POSITION: Custodian

DEPT.: Buildings & Grounds

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 56 STEP: 3 SALARY: \$25,182

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

1/1/2022 RECOMMENDATION AND EFFECTIVE DATE FOR JOB RECLASSIFICATION.
Date GRADE: 56 STEP: 4 SALARY: \$25,812

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Frank Heath

DATE: _____

DATE: 12/22/21

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Louis Eason

SOC. SEC. NO.: _____

POSITION: Groundskeeper

DEPT.: Recreation

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 54 STEP: 8 SALARY: \$26,059

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

1/1/2022 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: 54 STEP: 9 SALARY: \$26,693

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

Howard Wells
DATE: 12/29/21

Frank Heath
DATE: 12/29/21

FINANCE OFFICER

DATE: _____

COPY

Revised 7/05

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 12-29-2021

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Wilma Robbins

SOC. SEC. NO.: _____

POSITION: Tax Clerk

DEPT.: Tax Department

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 58 STEP: 7 SALARY: \$30,319

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

1/1/2022 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 58 STEP: 8 SALARY: \$31,076

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Bill Jennings

Frank Heath

DATE: 12-29-2021

DATE: 12-29-21

FINANCE OFFICER

DATE: _____

COPY

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

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 3rd DAY OF JANUARY, 2022, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2021 - 2022 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	State Grants - Social Services	359	
10-610-198	Low Income Energy Assistance (LIEAP)	359	
EXPLANATION: To amend FY 21/22 budget to include additional funds for LIEAP as approved by the State.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 3rd DAY OF JANUARY, 2022.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 3rd DAY OF JANUARY, 2022.

 Chairman, Board of Commissioners

 Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 15

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 3rd DAY OF JANUARY, 2022, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2021 - 2022 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-351-001	Sheriff - Grants	23,177	
10-510-420	Sheriff - Grants	23,177	
EXPLANATION: To amend FY 21/22 budget to include additional grant funding to be used to purchase and install 11 mobile radios for sheriff vehicles.			

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 3rd DAY OF JANUARY, 2022.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 3rd DAY OF JANUARY, 2022.

 Chairman, Board of Commissioners

 Finance Officer

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

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 3rd DAY OF JANUARY, 2022, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2021 - 2022 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	State Grants - Social Services	99,577	
10-610-203	DSS - LIEAP - ARPA	99,577	
EXPLANATION: To amend FY 21/22 budget to include additional LIEAP/ARPA funding.			

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 3rd DAY OF JANUARY, 2022.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 3rd DAY OF JANUARY, 2022.

 Chairman, Board of Commissioners

 Finance Officer

CSBG: Community Services Block Grant Program 2022-23 Application for Funding

Reta Blair <Reta.Blair@eicca.org>

Tue 12/14/2021 5:20 PM

To: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>

Cc: Dr. Landon B. Mason <Dr.Landon.Mason@eicca.org>

📎 2 attachments (2 MB)

CSBG FY 2022-23 Application for Funding - PART I.pdf; CSBG FY 2022-23 CSBG Application for Funding - PART II.pdf;

Good Afternoon Ms. Hunnicutt,

Hope your day is going well. Attached you will find the Economic Improvement Council, Inc.'s – Community Service Block Grant FY 2022-23 Application for Funding for review. After review by the **Perquimans County Commissioners** please submit any questions to me at your earliest convenience as the deadline for submission is Friday, January 14, 2022.

Please complete the attached Community Services Block Grant Documentation of Submission to County Commissioners form to include notarization in adherence to our guidelines.

Thank you in advance for your continued support of the many years. We look forward to continued collaboration with you in serving each of our counties in the Northeast Region as we empower families together to rise above the Federal Poverty Guidelines.

Sincerely, *Mrs. Blair***RETA BLAIR**

Community Service Block Grant Director

Economic Improvement Council, Inc.

712 Virginia Road | PO Box 549 | Edenton, NC 27932

Phone: (252) 482-4458 x 142 | **Fax:** (252) 482-8227**Email:** reta.blair@eicca.org | www.eicca.org

Notice of Confidentiality:

The information in this email is confidential and may be legally privileged access to this email by anyone other than the intended addressee is unauthorized. If you are not the intended recipient of this message, any review, disclosure, copying distribution, retention, or any action taken or omitted to be taken in reliance on it is prohibited and may be unlawful. If you are not the intended recipient, please reply to or forward a copy of this message to the sender and delete the message, any attachments, and any copies thereof from your system.

**Community Services Block Grant Program
Fiscal Year 2022-23 Application for Funding
Certification and Assurances**

Public Hearing on the Initial Plan

We herein certify that a public hearing as required by 10A NCAC 97B .0402 Citizen Participation in the Application Process occurred on November 16-18, 2021 for the initial planning process for the agency's current project plan and the agency has maintained documentation to confirm the process of the public hearing.

For multi-county providers, indicate the date and the county the hearing was held.

Date	County	Date	County
November 16, 2021	Camden	November 17, 2021	Chowan
November 16, 2021	Currituck	November 17, 2021	Gates
November 16, 2021	Dare	November 18, 2021	Washington
November 17, 2021	Pasquotank	November 18, 2021	Tyrrell
November 17, 2021	Perquimans	November 18, 2021	Hyde

County Commissioners' Review

We herein certify that the application for this project period was submitted to the Board of County Commissioners for review and comment on December 14, 2021 as required by 10A NCAC 97C .0111 and 10A NCAC 97C .0307(9).

For multi-county providers, indicate the county and date the application for funding was presented to the Board of County Commissioners as required by 10A NCAC 97C .0111(B).

Date	County	Date	County
December 14, 2021	Camden	December 14, 2021	Hyde
December 14, 2021	Chowan	December 14, 2021	Pasquotank
December 14, 2021	Currituck	December 14, 2021	Perquimans
December 14, 2021	Dare	December 14, 2021	Tyrrell
December 14, 2021	Gates	December 14, 2021	Washington

Board of Directors Approval of the Application

I hereby certify that the information contained in the attached application is true and the Board of Directors has reviewed and approved this application for the Community Services Block Grant Program.

Date of Board Approval: _____

Board Chairperson: _____
(Signature)

(Date)

Finance Committee Chairperson: _____
(Signature)

(Date)

BOARD LISTING

Name	Board/Committee	Term	Appt.	Expire
JOSEPH HOFFLER				
Hoffler, Joseph	Albemarle Regional Landfill Authority	4 yrs.	2/1/2021	1/31/2025
Hoffler, Joseph	Communications Advisory Board - County	2 yrs.	2/1/2021	1/31/2023
Hoffler, Joseph	Court Security Committee	unlimited	2/1/2017	unlimited
Hoffler, Joseph	Historic Hertford, Inc.	3 yrs.	7/1/2020	6/31/2023
Hoffler, Joseph	Home & Community Care Block Grant	unlimited	12/3/2012	unlimited
Hoffler, Joseph	Perquimans/Chowan/Gates Landfill Committee	indefinite	2/1/2017	indefinite
KYLE JONES				
Jones, Kyle	Albemarle District Jail Commission	2 yrs.	2/1/2021	1/31/2023
Jones, Kyle	Court Security Committee	unlimited	1/5/2015	unlimited
Jones, Kyle	Inter-Agency Council - Commissioner	1 yr.	7/1/2021	6/30/2022
Jones, Kyle	RPO Transportation Advisory Committee	2 yrs.	2/1/2021	1/31/2023
Jones, Kyle	Water Committee	unlimited	2/1/2019	unlimited
FONDELLA LEIGH				
Leigh, Fondella	Albemarle Commission	unlimited	1/1/2015	unlimited
Leigh, Fondella	Economic Development Commission - County	2 yrs.	2/1/2021	1/31/2023
Leigh, Fondella	Housing Committee Chairman	unlimited	1/5/2015	unlimited
Leigh, Fondella	Recreation Advisory Committee - Commissioner	3 yrs.	7/1/2020	6/30/2023
Leigh, Fondella	Senior Citizens Advisory Board	2 yrs.	2/1/2021	1/31/2023
Leigh, Fondella	Water Committee	unlimited	1/5/2015	unlimited
Leigh, Fondella	Northeastern Workforce Development Consortium	unlimited	2/1/2015	unlimited
ALAN LENNON				
Lennon, Alan	Economic Development Commission - County	2 yrs.	2/1/2021	1/31/2023
Lennon, Alan	Perquimans/Chowan/Gates Landfill Committee	indefinite	2/1/2019	indefinite
Lennon, Alan	Water Committee	unlimited	2/1/2019	unlimited
Lennon, Alan (Chairman)	Tourism Development Authority (Commissioners)	2 yrs.	4/1/2020	3/31/2022
WALLACE NELSON				
Nelson, Wallace	Albemarle Commission (<i>alternate</i>)	unlimited	9/1/2018	unlimited
Nelson, Wallace	Albemarle Regional Health Services	indefinite	1/5/2015	unlimited
Nelson, Wallace	Chowan/Perquimans Multi-County LEPC	1 yr.	1/1/2021	12/31/2021
Nelson, Wallace	COA - Board of Trustees	4 yrs.	7/1/2021	6/30/2025
Nelson, Wallace	Economic Development Commission - County	2 yrs.	2/1/2021	1/31/2023
Nelson, Wallace	EMS Advisory Board	2 yrs.	2/1/2021	1/31/2023
Nelson, Wallace	Trillium Northern Region Advisory Board	unlimited	5/4/2015	unlimited
CHARLES WOODARD				
Woodard, Charles	Agricultural Advisory Board - Commissioner	3 yrs.	2/1/2021	1/31/2024
Woodard, Charles	Chamber of Commerce Board	unlimited	2/7/2011	unlimited
Woodard, Charles	Social Services Board (<i>as long as Commissioner</i>)	3 yrs.	7/1/2019	6/30/2022
Woodard, Charles	Tourism Development Authority (Commissioners)	2 yrs.	2/1/2021	1/31/2023
Woodard, Charles	Tri-County Shelter Advisory Committee Board	unlimited	2/1/2013	unlimited

BOARD LISTING

Name	Board/Committee	Term	Appt.	Expire
FRANK HEATH				
Heath, Frank	Chowan/Perquimans Smart Start Partnership	unlimited	unlimited	unlimited
Heath, Frank	Coastal Resources Advisory Council	2 yrs.	2/1/2020	6/30/2022
Heath, Frank	Highway 17/64 Association Board of Trustees	Review Every Yr	12/1/2021	11/30/2022
Heath, Frank	Home & Community Care Block Grant	unlimited	11/1/2006	unlimited
Heath, Frank	Inter-Agency Council - County Manager	1 yr.	7/1/2021	6/30/2022
Heath, Frank	RPO Rural Technical Coordinating Committee		4/5/2010	unlimited
Heath, Frank	RPO Transportation Advisory Committee - Alternate	2 yrs.	12/1/2020	11/30/2022
Heath, Frank (alternate)	Albemarle Regional Landfill Authority	4 yrs.	2/1/2021	1/31/2025
Heath, Frank (ex officio)	Economic Development Commission	<i>Appointed by County</i>		
Heath, Frank W.	Senior Citizens Advisory Board	2 yrs.	2/1/2021	1/31/2023

**NORTH CAROLINA STATE DEPARTMENT OF TRANSPORTATION
REQUEST FOR ADDITION TO STATE MAINTAINED SECONDARY ROAD SYSTEM**

North Carolina

County of Perquimans

Road Description Roads within the Smith Acres Subdivision – Smith Acres
Road & Mullen Court

WHEREAS, the attached petition has been filed with the Board of County Commissioners of the County of Perquimans requesting that the above described road, the location of which has been indicated in red on the attached map, be added to the Secondary Road System; and

WHEREAS, the Board of County Commissioners is of the opinion that the above described road should be added to the Secondary Road System, if the road meets minimum standards and criteria established by the Division of Highways of the Department of Transportation for the addition of roads to the System.

NOW, THEREFORE, be it resolved by the Board of County Commissioners of the County of Perquimans that the Division of Highways is hereby requested to review the above described road, and to take over the road for maintenance if it meets established standards and criteria.

CERTIFICATE

The foregoing resolution was duly adopted by the Board of Commissioners of the County of Perquimans at a meeting on the 3rd day of January, 2022.

WITNESS my hand and official seal this the 3rd day of January, 2022.

Clerk, Board of Commissioners
County of Perquimans

Form SR-2 (7-77)

PLEASE NOTE:

Forward direct with request to the Division Engineer, Division of Highways

HERBERT T. MULLEN, JR.

Attorney at Law

101 East Elizabeth Street
Elizabeth City, NC 27909
Telephone: (252)335-5442
Facsimile: (252)335-2788

December 10, 2021

MR FRANK HEATH
PERQUIMANS CO MANAGER
P O BOX 45
HERTFORD, NC 27944

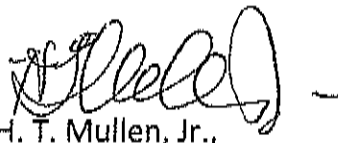
RE: Smith Acres Subdivision

Dear Mr. Heath:

Enclosed please find Petition for Road Addition for Smith Acres Subdivision, for the addition of Smith Acres Road and Mullen Court to the NC Highway System. I would thank you to deliver this to the Perquimans County Clerk to the Board of County Commissioners, so that it may be added to the agenda for the next meeting. Please contact me should you have any questions.

With kindest regards, I remain

Sincerely yours,


H. T. Mullen, Jr.,
Attorney at Law

HTM:mhs

Enclosure

cc: Paul Smith

**North Carolina Department of Transportation
Division of Highways
Petition for Road Addition**

ROADWAY INFORMATION: (Please Print/Type)

County: Perquimans Road Name: Mullen Court & Smith Acres Road
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: Smith Acres Length (feet): 895 feet
(feet) Smith Acres Road
425 feet
Mullen Court

Number of occupied homes having street frontage: _____ Located (miles): _____

miles N S E W of the intersection of Route _____ and Route _____
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of Smith Acres in Perquimans County, do hereby request the Division of Highways to add the above described road.

CONTACT PERSON: Name and Address of First Petitioner. (Please Print/Type)

Name: H. T. Mullen, Jr. Phone Number: 252 335-5442

Street Address: 101 E Elizabeth St, Elizabeth City, NC 27909

Mailing Address: 101 E Elizabeth St, Elizabeth City, NC 27909

PROPERTY OWNERS

<u>Name</u>	<u>Mailing Address</u>	<u>Telephone</u>
<u>Jennifer Davis & Fred Williams & Patricia Davis</u>	<u>117 Mullen Ct, Hertford, NC</u>	
<u>Trevor Schott & Evelyn Van Derbeck</u>	<u>115 Mullen Ct, Hertford, NC</u>	
<u>Anthony & Gwendolyn Walton</u>	<u>136 Smith Acres Rd, Hertford, NC</u>	
<u>Kay M. Rodgers</u>	<u>137 Smith Acres Rd, Hertford, NC</u>	
<u>Sylvia R. Hare</u>	<u>131 Smith Acres Rd, Hertford, NC</u>	
<u>John & Sarah Languel</u>	<u>121 Smith Acres Rd, Hertford, NC</u>	
<u>John William Bradley, III</u>	<u>117 Smith Acres Rd, Hertford, NC</u>	

****see attachment****

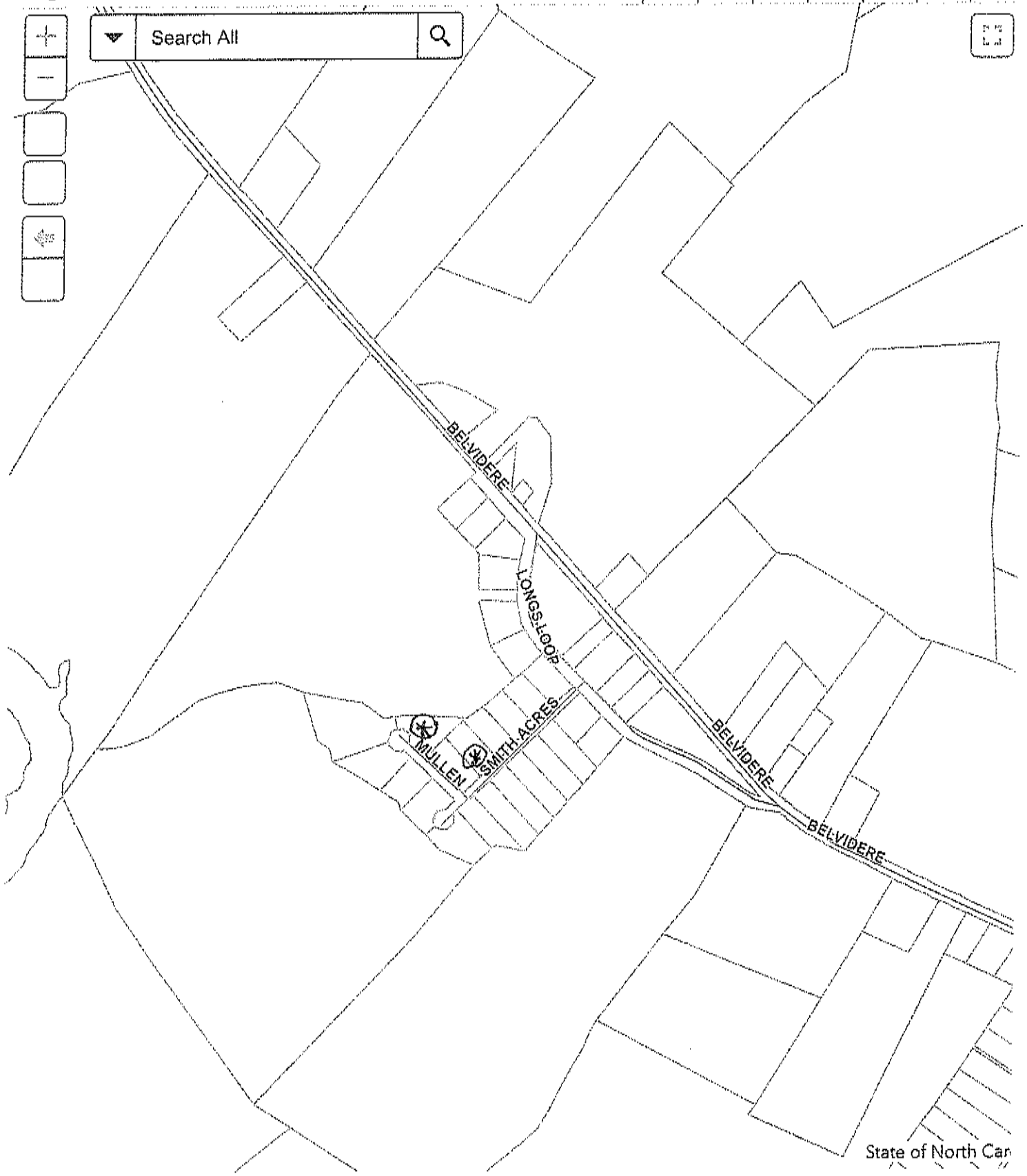
Name	PROPERTY OWNERS Mailing Address	Telephone
Anisha Spellman	113 Smith Acres Rd, Hertford, NC	
Victoria & Timothy Blount, Jr.	109 Smith Acres Rd, Hertford, NC	
Maria Hurtado	102 Smith Acres Rd, Hertford, NC	
Daniel & Sarah Story	108 Smith Acres Rd, Hertford, NC	
Sherri Price	112 Smith Acres Rd, Hertford, NC	
James & Diane Brinn	116 Smith Acres Rd, Hertford, NC	
Jonathan Christian	120 Smith Acres Rd, Hertford, NC	



Perquimans Parcel Viewer



▼ Search All 🔍



State of North Car



PERQUIMANS COUNTY BOARD OF COMMISSIONERS

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

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

MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

RESOLUTION IN SUPPORT OF FUNDING TO NCDOT FOR THE RELOCATION AND PRESERVATION OF THE HISTORIC S-BRIDGE TRUSS

WHEREAS, the Perquimans County S-Bridge was constructed in 1929; and

WHEREAS, due to functional obsolescence, the bridge is currently being replaced; and

WHEREAS, the bridge has served as a center piece of our county, even appearing on Town and County logos throughout the years; and

WHEREAS, recently the Town of Hertford approved a waterfront revitalization plan along the Perquimans River with the S-Bridge truss being incorporated as a focal point; and

WHEREAS, the S-Bridge truss would be located in the Missing Mill Park area as an integral part of the bike and pedestrian paths on the water; and

WHEREAS, this relocation and preservation would accentuate the proposed commercial and residential development along the waterfront and around the bridge.

NOW THEREFORE, BE IT RESOLVED, that the Perquimans County Board of Commissioners requests that the funding for NCDOT to save this important piece of history be granted.

ADOPTED this 3rd day of January, 2022.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

(SEAL)

Mary P. Hunnicutt
Clerk to the Board of Commissioners



PERQUIMANS COUNTY

Office of the Manager

P.O. BOX 45

HERTFORD, NORTH CAROLINA 27944

TELEPHONE: 252-426-8484

www.perquimanscountync.gov

W. FRANK HEATH, III
COUNTY MANAGER

December 14, 2021

Sterling Baker, P.E.
Division Engineer
North Carolina Department of Transportation

Re: S-Bridge in Hertford, Perquimans County, NC

Dear Sterling:

Please accept this letter of support from Perquimans County for the submission of a request to secure the funds from the NC General Assembly for the relocation and preservation, by NCDOT, of the truss from the Historic S-Bridge located in Hertford, Perquimans County, North Carolina.

Since the bridge was constructed in 1929, it has served as the center piece of our County, even appearing on Town and County logos throughout the years. Recently, the Town of Hertford has approved a waterfront revitalization plan along the Perquimans River with the S-Bridge truss again being incorporated as a focal point. In this plan, the S-bridge truss would be located in the Missing Mill Park area as an integral part of the bike and pedestrian paths on the water. This relocation and preservation would accentuate the proposed commercial and residential development along the waterfront and around the bridge.

Perquimans County sincerely requests that the funding for the saving of this important piece of history be granted. If I may provide further information, please let me know.

Respectfully Submitted,

W. Frank Heath, III MPA
Perquimans County Manager

Perquimans County's Vision:

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

FOR
INFORMATION
ONLY
ITEMS

DEPARTMENT HEAD REPORTS

DECEMBER

PLAT REVIEW LOG - PERQUIMANS COUNTY

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
JOSIAH A WEBB THE RAY RANDOLPH FAMILY TRUST	X	12-1-2021	X	RECOMBINATION & MINOR SUBDIVISION 2-0081-0003A 2.93 ACRES PARCEL 2 2-0081-0003 2.42 ACRES PARCEL 1
CHARLES E BROWN III CAROLE W BAKER, RICHARD M & WILLIAM D WHITE	X	12-8-2021	X	SUBDIVISION OF 1-0022-0074 2 PARCELS 2.53 ACRES & 3.31 ACRES
CHARLES E BROWN III LEROY LIGHTFOOT	X	12-8-2021	X	RECOMBINATION OF .15 ACRES 3-0040-YY103-H & 3-0040-YY108-H
T.A. STOKLEY, PLLC LINDSEY L & RONALD M CAMPBELL	X	12-8-2021	X	BOUNDARY SURVEY 3-0038-00128 10.43 ACRES
MATRIX EAST, PLLC ENVIRONMENTAL BANC & EXCHANGE, LLC	X	12-13-2021	X	CONSERVATION EASEMENT / 75.995 ACRES 4-0054-0005, 0069,0071,0072&0073
RACKLEY LAND SURVEY MICHAEL&KIMBERLY OWENS	X	12-17-2021	X	SUBDIVISION 4-053-0037 3.00 ACRES
RACKLEY LAND SURVEY WILLIAM R WHITEHURST, SR	X	12-20-2021	X	RECOMBINATION 4-0053-0038 & 4-0053-0037 .64 ACRES

BISSELL SURVEYING PO BOX 168 KITTY HAWK, NC 27949 (252)261-3266	J H MILLER JR, 166 COTTONWOOD DRIVE HERTFORD, NC 27944 339-6932	MCKIM & CREED 504 E ELIZABETH ST STE 1 ELIZABETH CITY, NC 2790 338-2929	ROBEY 215 B STREET CAMDEN, NC 27921 335-1888	SCOTT TEMPLE PO BOX 422 ELIZABETH CITY, NC 27907 303-4016
BOWMAN CONSULTING PAUL J TOTI 131 MAIN STREET GATESVILLE, NC 279 357-1581	EUGENE JORDAN 402 SIGN PINE ROAD TYNER, NC 27980 221-4795	MARK PRUDEN 146 OAK GROVE ROAD EDENTON, NC 27932 482-7804	GORIA ROGERS 215 B STREET CAMDEN, NC 27921 338-1415/333-8781	SL CARDWELL SURVEYING 1206 FRANCIS STREET ELIZABETH CITY, NC 27909 338-6328
CHARLES E BROWN, III 2005 JOHNSON ROAD ELIZABETH CITY, NC 27909 335-0928	PAT MCDOWELL PO BOX 391 ELIZABETH CITY, NC 27909 338-4161	RACKLEY SURVEYING 1015 MACEY JO COURT ELIZABETH CITY, NC 27909 (252)679-7670	SAUNDERS SURVEYING 510 AVENURE ROAD BLACK MOUNTAIN, NC 28711 (828) 689-2777	TIMMONS GROUP 1805 W CITY DR UNIT E ELIZABETH CITY, NC 27909 1252)621-5030
TONY WEBB PO BOX 381 EDENTON, NC 27932 (252)482-3066				

17/07/2021



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

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

**PERQUIMANS COUNTY
TAX DEPARTMENT**

Enforced Collections-December 2021

GARNISHMENTS: \$917.44

PAYMENT AGREEMENTS: \$6,970.03

DEBT SETOFFS: \$482.93

PERQUIMANS COUNTY
OFFICIAL REPORT

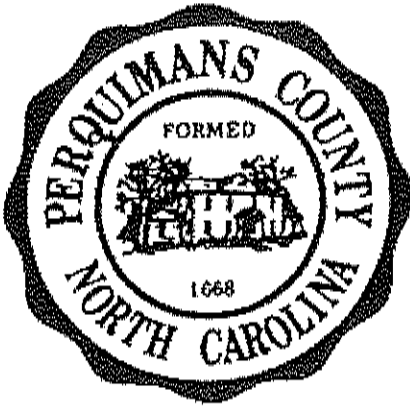
Board of Commissioners:
Finance Officer:

Date: DECEMBER 2021

I wish to report that during December 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
12/1/2021									
12/2/2021		\$50	550		\$75	1			\$75
12/3/2021	\$583	\$100	\$110		\$130	2			\$290
12/4/2021				\$75	\$150	2			\$1,018
12/5/2021									\$0
12/6/2021	\$487	\$230							\$0
12/7/2021	\$495								\$717
12/8/2021	\$75	\$100			\$450	6			\$945
12/9/2021		\$442	\$80						\$175
12/10/2021									\$532
12/11/2021									\$0
12/12/2021									\$0
12/13/2021		\$206							\$0
12/14/2021	\$210	\$929		\$75					\$206
12/15/2021	\$2,780	\$50	\$440	\$75	\$130	1			\$1,214
12/16/2021	\$100	\$80							\$3,485
12/17/2021		\$50	\$60		\$100	2			\$190
12/18/2021									\$230
12/19/2021									\$0
12/20/2021									\$0
12/21/2021	\$291	\$280			\$300	4			\$0
12/22/2021									\$0
12/23/2021									\$881
12/24/2021									\$0
12/25/2021									\$0
12/26/2021									\$0
12/27/2021									\$0
12/28/2021									\$0
12/29/2021									\$0
12/30/2021									\$0
12/31/2021									\$0
TOTAL	\$5,031	\$2,527	\$740	\$225	\$1,365	18	\$0	\$0	\$9,886

Signed: _____ Building Inspector



Case Activity Report

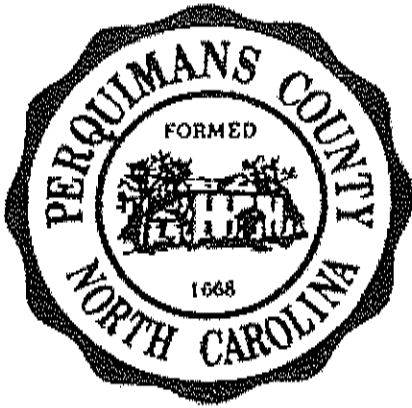
12/1/2021 - 12/28/2021

Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
12/20/2021	17	113 LEVI CREECY RD	junk cars	3 junk cars in yard	Inspection	Several vehicles have been removed. Still 2 junk vehicles on property
12/16/2021	49	136 RED MAPLE AVE	Unauthorized junkyard	Unauthorized junkyard	Inspection	More vehicles have been removed
12/14/2021	76	112 BUCK HORN CT	junk vehicles	junk vehicles	Inspection	Junk vehicles still on property, 30 day notice now expired
12/9/2021	79	249 DOGWOOD DR	Solid Waste	Solid Waste	Inspection	Few bags of trash in yard by front steps.
12/8/2021	80	371 WOODLAND CHURCH RD	Abandoned house	Abandoned house	Inspection	Owners got permit to move electric service from house to temp pole, they intend to build new home on existing foundation.

Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
12/7/2021	78	348 CHINQUAPIN RD	Abandoned house	Abandoned house	Inspection	House has been removed. Case closed.

Total Records: 6

12/28/2021



Case Detail Report

12/1/2021 - 12/28/2021

Case #	Case Date	Parcel Address	Violation	Description	Main Status	Assigned To
80	12/3/2021	371 WOODLAND CHURCH RD	Abandoned house	Abandoned house	Open	Erle Solesbee
79	12/3/2021	249 DOGWOOD DR	Solid Waste	Solid Waste	Open	Erle Solesbee
78	12/1/2021	348 CHINQUAPIN RD	Abandoned house	Abandoned house	Closed	Erle Solesbee

Total Records: 3

12/28/2021

COMMITTEE REPORTS