

**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  
May 2, 2022  
7:00 p.m.

**Board of Equalization & Review to meet in Meeting Room at Perquimans County Library at 6:50 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 April 4, 2022 Regular Meeting and April 18, 2022 Joint Work Session with Board of Education & Work Session (cancelled)
  - B. Tax Refund Approval
  - C. Personnel Matters
    - 1. Appointment: Part-Time/Fill-In AEMT (2)
    - 2. Appointment: Part-Time/Fill-In Paramedic
    - 3. Appointment: IMC I working against IMC II
    - 4. Appointment: Business Personal Property Tax Clerk
    - 5. Appointment: Deputy Director of Elections (2)
    - 6. Promotion: EMS Full-Time Compliance Officer/Paramedic
    - 7. Promotion: Permanent Part-Time Certified Telecommunicator
    - 8. Resignation: EMS Shift Supervisor/Paramedic
    - 9. Appointment: Part-Time/Fill-In Paramedic
    - 10. Resignation: Perquimans Field Crops Agent
    - 11. Resignation: Part-Time/Fill Paramedic (2)
    - 12. Resignation: IMC II
  - D. Step Increases
    - 1. Telecommunications (3)
  - E. Budget Amendment Nos. 34 - 35
  - F. Board Reappointments/Resignation/Update
    - 1. Tourism Development Authority Appointment – Industry Representative
- V. Presentation & Introduction of New Employees**
  - A. Presentation to Nicole Elliott
  - B. Introduction of New Employees
    - 1. Social Services (1)
- VI. Scheduled Appointments**
  - A. 7:00 p.m.
  - B. 7:05 p.m.
- VII. Commissioner's Concerns/Committee Reports**
  - A.
  - B.
- VIII. Old Business**
  - A. Updates from County Manager
  - B.
  - C.

**ACTION  
REQUIRED**

**NO  
ACTION  
REQUIRED**

- ACTION REQUIRED IX. { **New Business**
  - A. Economic Development Consultant Resignation
  - B.
  - C.
- NO ACTION REQUIRED X. { **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 XI. { **Adjournment**

**FOR INFORMATION ONLY:**

Y

**DEPARTMENT HEAD REPORT:**

- Y Plat Log
- Y Tax Department Report
- Y Building Inspector's Reports
- Y Code Enforcement Reports
- Y EMS Report – March, 2022

**COMMITTEE WRITTEN REPORTS:**

Y

**NOTES FROM THE COUNTY MANAGER**

**May 2, 2022**

**7:00 p.m.**

***Board of Equalization & Review to meet in Meeting Room at Perquimans County Library at 6:50 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 introduction of new employees will be done:
  - 1. **Presentation to Nicole Elliott:** Chairman Nelson will present a plaque to Nicole Elliott who retired from the Social Services Department after 12+ years effective May 1, 2022.
  - 2. **Susan Chaney:** Ms. Chaney, Social Services Director, will introduce Kanisha Walston, IMC I Working against IMC II (appointed 2/1/2022).
- VIII.A. County Manager Heath will present several updates to the Board.
- IX.A. **Enclosure:** We have received a letter of resignation from Dave Goss, Economic Development Consultant, effective May 31, 2022. County Manager Heath will discuss what the next step would be. Board action is being requested on accepting Mr. Goss' resignation.

\*\*\*\*\*  
**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:** April 4, 2022 Regular Meeting, April 18, 2022 Joint Work Session with Board of Education, and April 18, 2022 Work Session (cancelled)
- B. **Enclosure:** Tax Refund Approval – see attached listing.
- C. **Enclosure:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Kimberly Meads	Part-Time/Fill-In AEMT	Appointment	66/1	\$17.91/hr.	04/01/2022
Kayla Trader	Part-Time/Fill-In AEMT	Appointment	66/1	\$17.91/hr.	04/01/2022
David Jensen	Part-Time/Fill-In Paramedic	Appointment	68/2	\$20.04/hr.	04/01/2022
Marica Basemore	IMC I Working Against IMC II	Appointment	61/3	\$31,380	05/01/2022
Stacey Ward	Business Personal Property Tax Clerk	Appointment	61/1	\$29,886	05/01/2022
Jackie Greene	Deputy Director of Elections	Appointment	58/4	\$28,186	05/01/2022
Erica Critcher	Deputy Director of Elections	Appointment	58/4	\$28,286	07/01/2022
Alyssa Polumbo	EMS Full-Time Compliance Officer/Paramedic	Promotion	69/4	\$45,743	07/01/2022
Lindsey Stevens	Permanent Part-Time Certified Telecommunicator	Promotion	62/4	\$16.16/hr.	04/01/2022
Kathryn Boyles	EMS Shift Supervisor/Paramedic	Resignation			05/06/2022
Kathryn Boyles	Part-Time/Fill-In Paramedic	Appointment	68/2	\$20.04/hr.	05/07/2022
Dylan Lilley	Perquimans Field Crops Agent	Resignation			04/29/2022
Michaela Madden	Part-Time/Fill-In Paramedic	Resignation			04/12/2022
Kevin Ayers	Part-Time/Fill-In Paramedic	Resignation			04/12/2022
Caitlyn Gardner	IMC II	Resignation			05/01/2022

- D. **Enclosures:** During the Budget process, the following step increase was approved for the employee. The following individual is being recommended by her supervisor for step increase:

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Nakintra Downing	Certified Telecommunicator	62/2	\$32,010	06/01/2022
Anna Johnson	Certified PT/FI Telecommunicator	62/4	\$16.16/hr.	02/01/2022
Crystal Wright	Certified Telecommunicator	62/7	\$35,154	03/01/2022

- E. **Enclosures:** Budget Amendment Nos. 34 - 35 are enclosed for your review and action.
- F. **Enclosure.** The following board reappointments/resignation/and update was approved by the Board:

Name	Board/Committee	Action Taken	Term	Effective Date
Mary White	Tourism Development Authority (Industry Rep)	Appointment	2 yrs.	05/01/2022



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**

April 21, 2022

To: Perquimans County Board of Commissioners

I will be present at the May 2, 2022 meeting to ask for a motion to convene the 2022 Board of Equalization and Review.

An affirmation/oath will have to be signed by each of you prior to the meeting.

Thank you,

A handwritten signature in black ink, appearing to read "Bill Jennings". The signature is fluid and cursive, with a large loop at the beginning.

Bill Jennings  
Perquimans County  
Tax Administrator

\*\*\*\*\*  
REGULAR MEETING

April 4, 2022  
7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, April 4, 2022, 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 Fondella A. Leigh, Vice Chair  
Joseph W. Hoffer T. Kyle Jones  
Charles Woodard

MEMBERS ABSENT: None

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

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

AGENDA

Chairman Nelson stated that a copy of the Agenda was at their seats tonight. Joseph W. Hoffer made a motion to approve the Agenda as presented. The motion was seconded by Charles Woodard and unanimously approved by the Board.

CONSENT AGENDA

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

1. Approval of Minutes: March 7, 2022 Regular Meeting, March 21 Special Called Meeting, and March 21 Work Session (cancelled) were approved.

2. Tax Refund Approval:

Matthew Kenneth Price -----\$119.83  
Sold vehicle; 11-month refund. Account #63550116.

Tax Release Approvals:

New Beginnings Church -----\$3,084.09  
Church should have been exempt property. Account #265573 (Year 2021)  
New Beginnings Church -----\$3,241.67  
Church should have been exempt property. Account #265573 (Year 2020)

3. Personnel Matters:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Kristin Lassiter	Income Maintenance Supervisor II	Promotion	67/3	\$40,864	04/01/2022
Rebecca Correw	Administrative Officer I	Promotion	67/10	\$48,488	04/01/2022
Jovnn Ward	Income Maintenance Caseworker III (Lead Worker)	Promotion	65/5	\$39,293	04/01/2022
Fantasia Correw	Certified Telecommunicator	FMLA Request	6-8 weeks		04/13/2022
Alexander Zobel	Part-Time/Fill-In Paramedic	Remove from Roster			03/14/2022
Sharon Twine-Goodwin	Administrative Assistant - Sheriff's Office	Resignation			04/14/2022

4. Step Increases:

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Caitlyn Gardner	IMC II	63/3	\$34,266	04/01/2022
Elena Radcliff-Howell	Processing Assistant V	61/2	\$30,633	04/01/2022
Cody Chappell	Paramedic	68/3	\$20.53/hr.	04/01/2022
Jessica Houdek	Paramedic	68/2	\$20.04/hr.	04/01/2022

5. Budget Amendments:

BUDGET AMENDMENT NO. 31  
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	State Grants - Social Services	5,000	
10-610-202	DSS - Low Income Water Assistance	5,000	

EXPLANATION: To amend FY 21/22 budget to include additional funding for LIHWAP as awarded by the State.

BUDGET AMENDMENT NO. 32  
COUNTY CONSTRUCTION FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
50-348-007	SCIF Basin Grant	4,000,000	
50-000-725	SCIF Basin Grant	4,000,000	

EXPLANATION: To amend FY 21/22 budget to include a SCIF Grant as awarded for the Basin Project NCDPS.

6. Board Reappointments/Resignations/Appointment/Update: The following board reappointments/resignations/appointment/update were approved by the Board:

Name	Board/Committee	Action Taken	Term	Effective Date
Pfennig, Deborah	Community Advisory Committee	Reappointment	3 yrs.	04/01/2022
White, Anne	Community Advisory Committee	Reappointment	3 yrs.	04/01/2022
Correw, Mary	Community Advisory Committee	Resignation		10/14/2021
Updates on Vacancies	Community Advisory Committee	Update		
Yates, Fred	Tourism Development Authority (Winfall appointee)	Resignation	2 yrs.	04/01/2022
White, Preston	Tourism Development Authority (Winfall appointee)	Appointment	1 yr.	04/01/2022
Hazroff, Darlene	Senior Tarheel Regional Legislature & Advisory Board	Reappointment	1 yr.	04/01/2022

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

- a. Proclamation – Older Americans Month 2022: The following Proclamation was approved to proclaim May 2022 as Older Americans Month 2022:



Older Americans Month 2022  
A Proclamation

Whereas, Perquimans County includes a growing number of older Americans who contribute their strength, wisdom, and experience to our community; and

Whereas, communities benefit when people of all ages, abilities, and backgrounds are welcomed, included, and supported; and

Whereas, Perquimans County recognizes our need to create a community that provides the services and supports older Americans need to thrive and live independently for as long as possible; and

Whereas, Perquimans County can work to build an even better community for our older residents by:

- Planning programs that encourage independence.
- Ensuring activities are responsive to individual needs and preferences.
- Increasing access to services that support aging in place.

Now, therefore, we of Perquimans County do hereby proclaim May 2022 to be Older Americans Month. We urge every resident to recognize the contributions of our older citizens, help to create an inclusive society, and join efforts to support older Americans' choices about how they age in their communities.

ADOPTED the 4<sup>th</sup> day of April, 2022.

Wallace E. Nelson, Chairman  
Perquimans County Board of Commissioners

ATTESTED:

Mary P. Hunicutt, Clerk to the Board  
Perquimans County Board of Commissioners

SEAL

- b. Contract – GASB 73 Reporting for Special Separation Allowance: The following contract with Cavanaugh Macdonald Consulting, LLC was approved to complete the GASB 73 Report for 2022:

Memorandum

To: Finance Directors and Human Resources Directors  
From: Joseph Walls & Todd Green  
Date: March 10, 2022  
Subject: GASB 73 Reporting for Special Separation Allowance

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

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

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

The reporting date for GASB 73 will be June 30, 2022. The valuation date will be December 31, 2020 and the measurement date will be December 31, 2021. For measurement of the Total Pension Liability and Pension Expense, the December 31, 2020 accrued liability will be rolled forward to the measurement date of December 31, 2021 using standard roll-forward procedures. If alternative valuation or measurement dates are requested for GASB 73 reporting, additional fees will apply.

If your local government participated in the actuarial study in 2021, the retired participant data provided last year will be used for the Fiscal Year 2022 report. The active participant data is provided by the Local Government Employees Retirement System (LGEERS). In addition, we are requesting information that will be necessary for Fiscal Year 2023 reporting. Additional information is provided on the following pages.

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

- 1) The base fee for all Units will be \$550 per local unit, plus \$3.95 per covered employee and retiree. If your local government offers the Separation Allowance benefit to any other employee groups (General Employees, Firefighters, etc.), a base fee of \$550 will apply to each additional employee group, plus \$3.95 per additional covered employee and retiree.
- 2) Units must return the 2022 Memorandum of Participation to Cavanaugh Macdonald Consulting, LLC indicating their desire to participate and the Data Collection Sheet no later than May 15, 2022 to receive the pricing above. If the forms are received after May 15th, the reports will be completed as soon as possible following receipt of the required information. Additional fees may apply if the information is not received by the deadline.
- 3) Units are to receive copies of their actuarial reports by July 31, 2022 provided the required information is received by the deadline above. Units will be billed directly by Cavanaugh Macdonald Consulting, LLC. **DO NOT PAY CAVANAUGH MACDONALD CONSULTING, LLC IN ADVANCE.**
- 4) Units may negotiate other services with Cavanaugh Macdonald Consulting, LLC outside the scope of the agreement. The hourly rates for consulting services range from \$140 to \$420.
- 5) Additional fees may apply if corrected data collection items are provided after the report is issued and/or time is accrued answering auditor questions.

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

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

Cavanaugh Macdonald Consulting, LLC  
3550 Busbee Parkway, Suite 250, Kennesaw, GA 30144  
NCSSALEO@CavMacConsulting.com

S:\2022\North Carolina LEO Local\2022 Data Requests\2022 Non League GASB 73 Separation Allowance Forms.docx



**2022 MEMORANDUM OF PARTICIPATION  
FOR SEPARATION ALLOWANCE BENEFIT**

UNIT: Perquimans County  
 MAILING ADDRESS: P.O. Box 45  
 CITY: ZIP CODE: Hertford 27944  
 NAME: Frank Heath  
 TITLE: County Manager  
 PHONE #: (252) 426-8454  
 EMAIL ADDRESS: frankheath@perquimanscountync.gov

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

I have read the terms listed on the cover memorandum that outlines conditions and fees of the contract related to reporting requirements under GASB Statement No. 73. Should my unit of government determine at any point that we do not want to continue our participation in the Actuarial Study Program, we will notify Cavanaugh Macdonald Consulting by letter of our desire to cancel. In order to complete the report in time for Fiscal Year 2022 reporting, CMC will need to receive all requested information no later than May 15th, 2022.

I understand that we will be billed directly by Cavanaugh Macdonald Consulting, LLC and copies of the actuarial report will be emailed to our office by Cavanaugh Macdonald Consulting by July 31, 2022.  
**DO NOT PAY CAVANAUGH MACDONALD CONSULTING, LLC IN ADVANCE.**

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

Signed this 4<sup>th</sup> day of April, 2022.

(SIGNATURE)

Chairman, Perquimans County Board of Commissioners  
 (TITLE)

Cavanaugh Macdonald Consulting, LLC  
 3550 Busbee Parkway, Suite 250, Kennesaw, GA 30144  
 NCSSALEO@CavMacConsulting.com



**DATA COLLECTIONS SHEET FOR  
SEPARATION ALLOWANCE BENEFIT  
FOR FISCAL YEAR ENDING JUNE 30, 2022  
(Article 12D of Chapter 143 N.C. General Statutes)**

This form should be completed and returned by May 15, 2022.

UNIT: Perquimans County

UNIT'S RETIREMENT SYSTEM (LERS) ID NUMBER (if available): \_\_\_\_\_

1) The active participant data as of December 31, 2020 has been provided by the North Carolina Local Government Employees' Retirement System for use in the actuarial study. Typically, the Separation Allowance benefit is provided only to law enforcement officers (LEO). Please check the box(es) below if any of the following employee groups have been extended this benefit at the option of the local government. If only LEO are offered the separation allowance benefit, please skip to #2.

- Firefighters  
 General Employees

2) Please provide the total gross separation allowance payments made to all retired members for Calendar Year 2021 (January 1, 2021 to December 31, 2021): \$ \_\_\_\_\_

3) Please provide the administrative expenses\* for Calendar Year 2021 (January 1, 2021 to December 31, 2021): \_\_\_\_\_

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

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

Cavanaugh Macdonald Consulting, LLC  
 3550 Busbee Parkway, Suite 250, Kennesaw, GA 30144  
 NCSSALEO@CavMacConsulting.com

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**SUPPLEMENTAL DATA COLLECTIONS SHEET  
FOR FISCAL YEAR ENDING JUNE 30, 2023**

In preparation for the GASB 73 reporting required for Fiscal Year ending June 30, 2023, please provide a Microsoft Excel file of any retired employees receiving a separation allowance as of December 31, 2021. The file should contain the following information and can be emailed to [NCSSALEO@CaymaxConsulting.com](mailto:NCSSALEO@CaymaxConsulting.com). Please include the name of the local government in the email. We are enclosing a template to use for providing the retiree information.

- > Name
- > Separation Allowance Payment Amount PER PAY PERIOD as of December 31, 2021
- > Pay Period: Bi-weekly, monthly, semimonthly, weekly, etc.
- > Date of Birth (MM/DD/YYYY)
- > Gender (Male/Female)
- > Date of Retirement (MM/DD/YYYY)

This information will be used for the Fiscal Year 2023 reporting period. We are requesting this information since it may be easier for your unit to provide the retiree information as of December 31, 2021 now instead of producing the information in 2023.

c. **Resolutions – Board of Elections:** The following resolutions were presented to the Board for information only from the Board of Elections:



**Perquimans County Board of Elections**  
601 A South Edenton Road Street  
PO Box 206  
Hertford, N.C. 27944  
Phone: 252-426-2500 Fax: 252-426-2068

Perquimans County Board of Elections Resolution #2022-02


WHEREAS, the Perquimans County Board of Elections (BOE) is responsible for causing all absentee ballots to be counted:

BE IT RESOLVED that the Perquimans County Board of Elections shall meet on Tuesday, May 17, 2022, Election Day at 2:00 p.m. at 601 South Edenton Road Street, Hertford to count absentee ballots received by the county board of elections pursuant to G.S. 167-232(b)(1).

BE IT ALSO RESOLVED that the Perquimans County Board of Elections shall meet on Monday, May 16, 2022 at 9:30 p.m. at 601 South Edenton Road Street, Hertford to count absentee ballots received by the county board of elections pursuant to G.S. 167-232(b)(2).

Approved: March 8, 2022

*Ann M. Smith* Board Chair  
*Ed. Kimo Brown* Secretary  
*Victoria Butler* Member  
*Jeffrey J. Allen* Member  
*Shelby White* Member



**Perquimans County Board of Elections**  
601 A South Edenton Road Street  
PO Box 206  
Hertford, N.C. 27944  
Phone: 252-426-2500 Fax: 252-426-2068

Perquimans County Board of Elections Resolution #2022-01

WHEREAS, the Perquimans County Board of Elections (BOE) is responsible through G.S. 163-129(a), to provide a suitable structure in each precinct in which registration and voting may be conducted;

BE IT RESOLVED that the Perquimans County Board of Elections shall cause the voting place in West Hertford Precinct to be the Conference Room in the rear of the Department of Social Services;

BE IT ALSO RESOLVED that this move shall take place beginning with the Primary election of 2023.

Approved: February 1, 2022

*Ann M. Smith* Board Chair  
*Ed. Kimo Brown* Secretary  
*Victoria Butler* Member  
*Jeffrey J. Allen* Member  
*Shelby White* Member

**PRESENTATION & INTRODUCTION OF NEW EMPLOYEES**

1. The following presentation was made to the Perquimans County Telecommunicators:
  - > **Jonathan Nixon, Emergency Services Director:** Mr. Nixon informed the Board that the week of April 10-16, 2022 is National Public Safety Telecommunications Week. He introduced some of his Telecommunicators who were present for the meeting. The Board publicly thanked them for their service and notified them that, because they worked to assist Gates County 911 for two months, the County would like to reward them and give them a stipend in their April payroll checks. The stipend will be as follows:

	STIPEND REQUEST
Full-Time TC's, 911 Supervisors, & Grants Manager	\$500.00
Perm. Part-Time TC's	\$250.00
Part-Time TC's	\$200.00

2. The following employees were introduced to the Board:
  - > **Susan Chaney:** Ms. Chaney, Social Services Director, introduced Denise W. Stallings, Public Information Assistant IV (appointed 2/1/2022), and Christina Turner, IMC I Working Against IMC II (appointed 3/1/2022). Each new employee made a few comments and the Board welcomed them to Perquimans County.

**JARED HARRELL, EXECUTIVE DIRECTOR OF NC COOPERATIVE EXTENSION PERQUIMANS COUNTY OFFICE**

County Manager Heath explained that Mr. Harrell had just been appointed Executive Director for the Perquimans County Office of the NC Cooperative Extension Office. He is replacing Jewel Winslow who retired in August, 2021. He then introduced Mr. Harrell who updated the Board on the events in the Extension Office and explained that the first item on his agenda is to hire a new 4-H Agent to replace Meredith Wood who resigned in July, 2021. They are advertising for the position and hopes to have a replacement soon. He concluded his remarks by stating that he is looking forward to working with the Commissioners and the residents of Perquimans County and understands that he has big shoes to fill following Lewis Smith and Jewel Winslow. The Board congratulated him on his promotion.

**SHELBY WHITE, SHERIFF**

Mr. White updated the Board on things happening in the Sheriff's Office. He explained that they had received all the body cars for his officers on March 14, 2022. The old Commissioners' Room has been made into their new offices and he invited the Commissioners to come and see the transformation. He further explained that this helps to make the Annex Building more secure in the hallways. In addition, they have an evidence room now which they really needed when the Hertford Police Department moved to the Sheriff's Office. They are also holding a raffle to raise money for the shooting range. He explained



that they will need to replace some equipment and some of their vehicles this next fiscal year. Currently, they are handling about 1,000 to 1,200 calls per month. Before moving the Hertford Police Department to the Sheriff's Office, they were handling about 750 to 800 calls per month. County Manager Heath asked Mr. White how are they storing the evidence that they received from the Town of Hertford. Mr. White said that they are storing it electronically in the cloud. There being no further questions or comments, the Board thanked Mr. White for his work in the Sheriff's Office.

### COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

There were no commissioners' concerns or committee reports.

### UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > Joint Work Session with Board of Education: Mr. Heath reminded the Board that there will be a Joint Work Session on April 18, 2022 at the Perquimans County Board of Education Central Office at 6:30 p.m. The purpose of this meeting is to discuss the FY 2022-2023 Budget.
- > Basin Construction: Mr. Heath explained that they are holding a Pre-Bid Conference on April 14, 2022 for the Basin Construction Project. The Board is welcome to come.

### SALE OF SURPLUS EQUIPMENT

County Manager Heath reported that, with the help of the Finance Office and Helen Hunter, we have sold the following surplus item on GovDeals. The highest bid on the item is as follows:

BUYER	ITEM	DATE SURPLUSED	START BID	SOLD AMOUNT
Paul Calantropo	1982 Boston Whaler 25' Board Vessel #M825	9/7/2021	\$10,000	\$24,200
Received no Bids	Siemon 1066 Telephone Punch Panel	3/7/2022	\$25	

With regard to the Siemon 1066 Telephone Punch Panel, GovDeals received no bids so Mr. Heath recommends that we declare it to be functionally outdated and authorize him to dispose of it. On motion made by Fondella A. Leigh, seconded by Charles Woodard, the Board unanimously approved the sale of the 1982 Boston Whaler, the disposing of the Siemon 1066 Telephone Punch Panel, and the following Budget Amendment No. 33:

#### BUDGET AMENDMENT NO. 33 GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-012	State Grants - Emergency Management	24,200	
10-530-333	EM - Performance Grant	24,200	
EXPLANATION: To amend FY 21/22 budget to include additional EMPCI funds from the sale of the boat on GovDeals as discussed and approved at the October 4, 2021 meeting.			

### MONUMENT TO THE CONFEDERATE DEAD

Chairman Nelson reviewed the process that the Board did to come up with the following three recommendations:

1. Moving union monument to courthouse lawn - the owners declined the offer.
2. Prepare language that would explain the monument - they have the recommendations and cost estimates tonight for Board action.
3. Move the Monument to the Confederate Dead off the courthouse lawn - not an option.

County Manager Heath presented a proposal for the costs estimates of \$6,500 for a granite panel with bronze plaque and for the language for the two panels as follows:

#### Panel 1:

Residents of Perquimans County unveiled this monument to the Confederate dead in 1912. The monument was established to honor the memory of local Confederate soldiers who sacrificed their lives in the Civil War. Due to the heavy Quaker influence in the County, many Perquimans residents opposed secession and others enlisted in the Union Army. Consequently, the Union victory in 1865 ended slavery and guaranteed a lasting freedom for millions of people.

#### Panel 2:

Perquimans County is home to one of the few monuments in the nation honoring those African American soldiers who fought for the Union in the Civil War of 1861-1865. The monument, located nearby on the corner of Hyde Park and King Street, was erected in 1910 to honor the bravery of those local troops who fought for the cause of their freedom.

Chairman Nelson opened the floor for Board discussion. The following comments were made:

- > Commissioner Woodard: Mr. Woodard said that Panel #2 was fine but feels that it should be placed at the Monument of the Confederate Dead and the monument at King Street. He said that Panel #2 wording was not acceptable because he felt the reference to the Quakers should be removed. Therefore, he could not support this recommendation.
- > Commissioner Hoffer: Mr. Hoffer said that he could live with the wording but he does not like the location. He feels that it needs to be in a cemetery or on private property. Therefore, he could not agree with this recommendation.
- > Commissioner Jones: Mr. Jones said that he was in the middle. He commends the work that the Chairman, Vice Chair, and County Manager has performed but feels that we need to come to a reasonable compromise.
- > Vice Chair Leigh: Ms. Leigh said that she understands that we cannot please everyone and she feels that this is a great compromise.
- > Chairman Nelson: Mr. Nelson also said that he was in the middle and asked what the pleasure of the Board was and how they wanted the County Manager to proceed.

Joseph W. Hoffer made a motion to leave the signage as presented. T. Kyle Jones seconded the motion. The motion was approved by a vote of four (4) to one (1) with Commissioner Woodard voting against the motion. With regard to the funding for the preparation of these panels, T. Kyle Jones made a motion to spend the money to prepare the panels for the monument. After some discussion, County Manager Heath asked about the placement of the signage. Mr. Jones amended his motion to add to place the signage in accordance of the recommendation of the committee. Mr. Hoffer agreed to the amended motion. Again, after some discussion, the Board was asked if we were to put a cap on the spending. Mr. Jones amended his motion again to add that the costs should be no more than \$7,500. Mr. Hoffer agreed to the amended motion. The amended motion to proceed with the recommended language on the two panels which should be placed at the recommended spots from the committee and to not have the costs

to be more than \$7,600 was made by T. Kyle Jones and seconded by Joseph W. Hoffer. The amended motion passed at a vote of four (4) to one (1) with Commissioner Woodard voting against the motion.

**SWEARING IN OF NEWLY APPOINTED COMMISSIONER THELMA FINCH-COPELAND**

Chairman Nelson explained that former Commissioner Lennon has relocated out of the state and resigned on February 21, 2022. The Board requested letters of intent from the libertarian party and voted to appoint Thelma Finch-Copeland to complete Mr. Lennon's term which expires on December 1, 2022. Mr. Nelson recognized Todd Tiley, Perquimans County Clerk of Court, to administer the oath of office to Ms. Finch-Copeland. The Board welcomed Ms. Finch-Copeland as she took her seat on the Board of Commissioners. The Chairman proceeded with the meeting. County Attorney High left the meeting at 8:00 p.m.

**BOARD APPOINTMENTS VACATED BY COMMISSIONER ALAN LENNON**

Chairman Nelson explained that the following committees/boards were Mr. Lennon's appointments and the Board would need to appoint Ms. Finch-Copeland to these committees/boards:

Committee/Board Name	Term	Appointment Date	Expiration Date
Economic Development Commission - County	2 yrs.	2/1/2021	1/31/2023
Perquimans/Chowan/Gates Landfill Committee	indefinite	2/1/2019	indefinite
Water Committee	unlimited	2/1/2019	unlimited
Tourism Development Authority (Commissioners)*	2 yrs.	4/1/2020	3/31/2022

\* According to the General Statutes, the Board of Commissioners appoints the Chairman of the Tourism Development Authority.

On motion made by T. Kyle Jones, seconded by Joseph W. Hoffer, the Board unanimously voted to appoint Ms. Finch-Copeland to the above Boards/Committees with Charles Woodard being the Interim Chairman of the Tourism Development Authority and Ms. Finch-Copeland filling Mr. Woodard's seat on the Authority Board.

**TOWN OF HERTFORD REQUEST TO EXPAND THE PERQUIMANS RIVER NO-WAKE ZONE**

Chairman Nelson recognized Hertford Town Manager, Janice Cole, who explained that Sarah Winslow would present their request. Ms. Winslow explained the reason for their request and stated that the Hertford Town Council approved it at their March 14, 2022 meeting. Commissioner Hoffer asked Ms. Winslow what a No-Wake Zone is. Ms. Winslow explained that a no-wake zone is an area on the water where vessels are required to travel at a slow speed that creates no wake or waves. Chairman Nelson clarified the location of the no wake zone. According to the Town of Hertford's resolution, the no wake zone would be near the new "S" Bridge north of the Perquimans River Bridge (Bridge No. 8) on US 17 Bypass and extending northeast to 25 yards past USCG Shoal Marker 9 (Green). On motion made by T. Kyle Jones, seconded by Fondella A. Leigh, the Board unanimously approved to forward the Town of Hertford's request to the NC Department of Wildlife for consideration.

**RESOLUTION: RETAINING BOUNDARIES FOR THE NORTHEASTERN LOCAL WORKFORCE DEVELOPMENT AREA**

Chairman Nelson and Vice Chair Leigh presented the resolution to retain the boundaries for the Northeastern Local Workforce Development Area which is what the Albemarle Commission is working on. They are talking about moving their offices to Greenville, NC. The Albemarle Commission Board of Trustees recommends the adoption of this Resolution. On motion made by Fondella A. Leigh, seconded by Joseph W. Hoffer, the Board unanimously approved the following Resolution:

**RESOLUTION OF THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS  
 REQUESTING THE NORTH CAROLINA DEPARTMENT OF COMMERCE, NC  
 WORKS COMMISSION TO RETAIN BOUNDARIES FOR THE NORTHEASTERN  
 LOCAL WORKFORCE DEVELOPMENT AREA**

WHEREAS, the Northeastern Local Workforce Development Area is the designated planning and administrative area for receipt of funds allocated under the Workforce Innovation and Opportunity Act for Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington Counties; and

WHEREAS, the Northeastern Local Workforce Development Board purpose and work is to improve the development area's workforce infrastructure and provide area job seekers and employers with the ability to compete in the global economy; and

WHEREAS, a committee of the North Carolina Works Commission is recommending the realignment of existing Workforce Development Areas "in order to promote alignment with economic development activities in the state" or within Prosperity Zones; and

WHEREAS, Perquimans County is informed that if realigned, the Northeastern Local Workforce Development Area counties will be in a Workforce Development Area that will be administered from Greenville, North Carolina and a Prosperity Zone unfamiliar, dissimilar and remote to Perquimans County's current Workforce Area; and

WHEREAS, Perquimans County has a long-established relationship with the counties in its Workforce Area working cooperatively for decades to resolve regional issues; and

WHEREAS, Perquimans County and its citizens have suffered the loss of effective programs and services when other "realignments" occurred in regional partnerships such as the merger of the Northeast Commission with the Mid-East Commission, the merger of Albemarle Mental Health Agency with Trillium as in those instances the successor agencies lose interest in servicing Northeastern North Carolina; and

WHEREAS, without common community growth patterns anchored by metropolitan and micropolitan statistical areas, shared labor pools, commuting patterns, coordinated economic strategies, and regional alignment with state and federal programs and services it can be expected the value and work of the Northeastern Local Workforce Development Area merged with another Work Area or Prosperity Zone will be insufficient to meet a Work Force Development Area mission.

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

Section 1: Perquimans County does not support any final recommendation from the North Carolina Works Commission which calls for the separation of counties from the Northeastern Workforce Development Area, merges those counties into a larger area or consolidates other Local Workforce Development Areas in the Northeastern Workforce Development Area.

Section 2: The Clerk to the Board of Commissioners is directed to forward a copy of this resolution to the North Carolina Works Commission, Senator Bob Steinburg, Representative Bobby Hanig and the counties comprising the Northeastern Workforce Development Area.

Section 3: This resolution is effective upon its adoption.

This the 4<sup>th</sup> day of April, 2022.

Wallace E. Nelson, Chairman  
 Perquimans County Board of Commissioners

ATTEST:

Mary P. Hannicutt, Clerk to Board

RESOLUTION: COA RESOLUTION IN SUPPORT OF THE NURSING & ALLIED HEALTH SIMULATION FACILITY

Chairman Nelson presented the College of the Albemarle (COA) request for the Board to adopt the Resolution in support of the nursing & allied Health simulation facility. He recommends approval. On motion made by Joseph W. Hoffer, seconded by Fondella A. Leigh, the Board unanimously approved the following resolution:

**RESOLUTION OF THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS REQUESTING THE NORTH CAROLINA DEPARTMENT OF COMMERCE, NC WORKS COMMISSION TO RETAIN BOUNDARIES FOR THE NORTHEASTERN LOCAL WORKFORCE DEVELOPMENT AREA**

WHEREAS, the Northeastern Local Workforce Development Area is the designated planning and administrative area for receipt of funds allocated under the Workforce Innovation and Opportunity Act for Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington Counties; and

WHEREAS, the Northeastern Local Workforce Development Board purpose and work is to improve the development area's workforce infrastructure and provide area job seekers and employers with the ability to compete in the global economy; and

WHEREAS, a committee of the North Carolina Works Commission is recommending the realignment of existing Workforce Development Areas "in order to promote alignment with economic development activities in the state" or within Prosperity Zones; and

WHEREAS, Perquimans County is informed that if realigned, the Northeastern Local Workforce Development Area counties will be in a Workforce Development Area that will be administered from Greenville, North Carolina and a Prosperity Zone unfamiliar, dissimilar and remote to Perquimans County's current Workforce Area; and

WHEREAS, Perquimans County has a long-established relationship with the counties in its Workforce Area working cooperatively for decades to resolve regional issues; and

WHEREAS, Perquimans County and its citizens have suffered the loss of effective programs and services when other "realignments" occurred in regional partnerships such as the merger of the Northeast Commission with the Mid-East Commission, the merger of Albemarle Mental Health Agency with Trillium as in those instances the successor agencies lose interest in servicing Northeastern North Carolina; and

WHEREAS, without common community growth patterns anchored by metropolitan and micropolitan statistical areas, shared labor pools, commuting patterns, coordinated economic strategies, and regional alignment with state and federal programs and services it can be expected the value and work of the Northeastern Local Workforce Development Area merged with another Work Area or Prosperity Zone will be insufficient to meet a Work Force Development Area mission.

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

Section 1: Perquimans County does not support any final recommendation from the North Carolina Works Commission which calls for the separation of counties from the Northeastern Workforce Development Area, merges those counties into a larger area or consolidates other Local Workforce Development Areas in the Northeastern Workforce Development Area.

Section 2: The Clerk to the Board of Commissioners is directed to forward a copy of this resolution to the North Carolina Works Commission, Senator Bob Steinburg, Representative Bobby Hanig and the counties comprising the Northeastern Workforce Development Area.

Section 3: This resolution is effective upon its adoption.

This the 4<sup>th</sup> day of April, 2022.

Wallace E. Nelson, Chairman  
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunicutt, Clerk to Board

FY 2021-2022 AUDIT CONTRACT FOR PERQUIMANS COUNTY & TOURISM DEVELOPMENT AUTHORITY

Chairman Nelson explained that Donna Winborne would no longer be able to handle our annual audit due to staffing issues. He further explained that all boards are having a problem finding auditors. He recognized Tracy Mathews, County Finance Officer, who explained the process. They prepared a request for proposal and advertised on the County's website and Facebook page. They also forwarded copies to recommended audit firms. They only received one proposal and that was from Thompson, Price, Scott, Adams & Co., PA and she and County Manager Heath recommend the approval of this contract. The cost of the contract is \$31,500 for Perquimans County audit and \$3,500 for Tourism Development Authority audit. Mr. Heath stated that this was about \$8,000 more than Donna Winborne. Commissioner Hoffer asked if they checked with the firm's clients to see how well they handle their audits. Ms. Mathews said that it was a large firm and felt that they could handle it. On motion made by Joseph W. Hoffer, seconded by Fondella A. Leigh, the Board unanimously approved the audit contract with Thompson, Price, Scott, Adams & Co., PA.

PUBLIC COMMENTS

The following public comments were made:

- > Terry Swong: Mr. Swong stated that he declined to make his comments.
- > John Long: Mr. Long also declined to make his comments.
- > Kim Brinn: Ms. Brinn made the following comments about an indoor swimming pool at the Recreation Center:

*Good Evening Commissioners, Mr. Heath and Ms. Hunicutt, thank you for the opportunity to speak tonight. As you prepare for your retreat this month, I would like you to consider once again the benefits for our county and our citizens that an indoor swimming pool would bring. Our family was fortunate to have the experience of a neighborhood swimming pool while stationed at Schofield Barracks, Hawaii and while we lived in Northern Virginia. When we moved to Hawaii, our youngest, Luci, was just 5 and started out barely able to swim 25 meters cross the pool, three years later, with swim coach practice Monday through Friday year round, she was on the Gold team and winning races. She later swam on her high school team in Virginia. Swimming is a life long sport benefitting the young and old. Children learn to swim and be confident of their abilities which is especially important for their safety as a community surrounded by water. As members of a swim team they form friendships with their neighbors, peers and older children. Older children were swim coaches and life guards, they mentored the younger children. Families grew closer as they had a central location to meet. Families visited the pool after work and on the weekends. At the county Rec Centers in Virginia, there were private swim clubs and also used the indoor pools for swim meets in the fall and for swim practices year round as their members improved their skills. Many went on to swim for their high schools and later in college. Olympian, Kate Ziegler, was a product of neighborhood swim teams and commercial swim clubs in Fairfax, Virginia. Her net worth is now \$5 million, by the way. Perquimans County High School can proudly say now that they too have a swim team. Five young ladies competed this year in a state level high school swim meet.*

*In addition to children and families benefiting from a pool in our county, we have many senior citizens who would use the pool for a Master's Swim program and water aerobics. The pool could also be used for physical therapy. The YMCA pool in Elizabeth City stays busy day and night with water aerobics being a competitive event to sign up for classes.*

*The pool I envision for Perquimans County would be a 12 lane pool where regional swim meets for the Albemarle could be held in addition to high school meets in our area. A moveable bulkhead would serve to divide the pool into a 25 yard or a 25 meter course which is necessary since summer and winter meets have different requirements. Officials can also walk on this*

bulldozer during the meet. A timing system and spectator seating would be needed. Ideally there would be the ability to raise and lower walls so that the pool could be open to the air in the summer increasing the desirability of using the pool.

The help fund the cost of running the pool, commercial swim clubs, counties other than ours would pay a fee. Perquimans County residents would pay a fee based on income with some not paying a fee at all. Visitors outside the county would pay a higher fee. Mr. Heath researched how to fund the building of the pool. The last estimate, I believe in 2017, was around \$7 million with a yearly cost to run the pool of \$100,000. Parties such as Vidant or Edenton/Chowan County, may be approached to help with funding. A tax increase or a bond would be likely.

So, put on your thinking caps everyone and make an indoor swimming pool a reality and yet another reason that Perquimans County is a wonderful place to live.

➤ **Kim Brinn:** Ms. Brinn also gave the Board a written copy of the following comments regarding the Perquimans County Museum:

Dear Mr. Heath, Ms. Hunnicutt and Commissioners,

I would like to express my thanks for making our new museum a reality! There is so much to look forward to in the years ahead as the museum continues to grow. Tim and I worked our first shifts at the museum this week and have some thoughts for the future I would like to suggest to all of you to consider as you head into your retreat. The first item to consider is hiring a museum curator on a contract basis, someone to actually manage the museum, at least part time. They would be in charge of merchandise acquiring items, coordinating Children's programs, maybe private events at the museum which could be rented, expanding the use of the area behind the building for programs like an (pretend) archeological dig to name a few responsibilities. One of our new town residents, Cheri Sheridan, has already spoken to Stacy about setting up living history programs for children which is what she did for her graduate degree work for her Master's in Education. A museum curator would also oversee the volunteer list and potentially handle a new formed "Friends of the Museum" group. Membership monies would help to buy items for the museum. When the Catfish Hunter Museum was in the Chamber of Commerce building they saw over 5000 visitors a year. Our TDA records indicate that tourism in Perquimans County is up 142% and we still have 4 months to go in the fiscal year!

My second suggestion is to look into moving the inspections and planners to possibly a building in Winfall that is currently for sale for \$169,000 according to Zillow. The address is 333 Winfall Blvd and is the old brick medical office building. The museum could then expand to use the entire building. It is very important for the museum to be centrally located in town. Part of your retreat is likely strategic planning and the location of county offices, courthouse and law enforcement may be something you will be discussing.

Lastly, on one of the Perquimans County web sites I read there were two goals that I am particularly interested in and would like the county to increase their investment in accomplishing these goals. The first is the development of downtown Hertford, our county seat. With the change in leadership for the town, I think the county is now headed in that direction. The second goal is tourism. I believe in the saying that you have to spend money to make money and making our tourism director a full time position, even if she is still only a contractor, would be a wise investment in the county's future. Stacey Layden has so many wonderful ideas combined with her degree in marketing that can move us forward. She already invests 40-50 hours/week in the past few weeks alone and has a love for Perquimans County that I am confident she will be able to share throughout North Carolina and Virginia.

Thank you for all of your support, Kim Brinn, 210 North Front Street, Hertford, NC 27944

**ADJOURNMENT**

There being no further comments or business to discuss, the Regular Meeting was adjourned at 8:16 p.m. on motion made by Charles Woodard, seconded by Joseph W. Hoffer.

Wallace E. Nelson, Chairman

Clerk to the Board

\*\*\*\*\*  
**JOINT WORK SESSION WITH BOARD OF EDUCATION**

April 18, 2022  
6:30 p.m.

The Perquimans County Board of Commissioners met in a Joint Work Session with the Perquimans County Board of Education on Monday, April 18, 2021, at 6:30 p.m. in the Perquimans County Board of Education Central Office located at 411 Edenton Road Street, Hertford, NC 27944.

**BOARD OF COMMISSIONERS:**

MEMBERS PRESENT: Wallace Nelson, Chairman  
Joseph W. Hoffer  
Charles Woodard  
Fondella Leigh, Vice Chair  
Thelma Finch-Copeland

MEMBERS ABSENT: T. Kyle Jones

**BOARD OF EDUCATION:**

MEMBERS PRESENT: Anne White, Chair  
Russell Lassiter Vice Chair  
Leary Winslow  
Amy Spaugh,  
Matthew Peeler  
Arlene Yates

MEMBERS ABSENT: None

**OTHERS PRESENT**

County Staff

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

Board of Education Staff

Tanya Turner, Superintendent  
Rube Blanchard, Chief Finance Officer  
Mary Kaye Peele, Administrative Assistant  
James Bunch, Assistant Superintendent  
Jamie Johnson, Director of Maintenance  
Michelle Maddox, Chief Human Resources Officer

Board of Education Chair Anne White called the meeting to order. Arlene Yates led the pledge and gave the invocation. Dr. White asked for a motion to approve their Agenda. On motion made by Matthew Peeler, seconded by Russell Lassiter, the Agenda for tonight's meeting was unanimously approved by the Board. After approving the Agenda, Dr. White welcomed everyone and made a few remarks. Dr. White then introduced Tanya Turner, School Superintendent.

**SCHOOL FUNDING: 2021-2022**

Ms. Turner made a few opening remarks and then asked James Bunch, Assistant Superintendent, to review the process for applying for ESSER (COVID) funds. After explaining the application process, Mr. Bunch provided a summary of the ESSER grant funds received and how they plan to spend those funds.

Ms. Turner explained that the state and federal government would check to make sure that the expenditures would match up with what they placed on their application.

Mr. Blanchard presented the following 2021-2022 Capital Outlay Funding Sources:

\$235,000	County Appropriation
\$240,000	1/2-Cent Sales Tax (Estimated)
\$137,011	Carry Over Projects
<u>\$612,011</u>	Total

Mr. Blanchard asked Jamie Johnson, Director of Maintenance, to review the capital outlay projects for FY 2021-2022. Once Mr. Johnson completed that list, he presented the Current Expense Requests for FY 2022-2023.

After Mr. Johnson explained the current capital outlay requests, Mr. Blanchard provided the FY 2022-2023 Total Capital Outlay Request as follows:

County appropriation	\$235,000	Capital Outlay request
Sales Tax Revenue (30% of 1/2)	\$240,000	Capital Outlay request
Sales Tax Revenue (30% of 1/2) additional based on CY	\$ 60,000	
Sales Tax Refund (estimated)	\$ 2,398	
Total Capital Outlay Request	<u>\$537,387</u>	
Projected Expenditures:		
Priority 1:	\$395,000	
Technology 1:1 initiative	<u>\$142,387</u>	
Total Capital Outlay Request	<u>\$537,387</u>	

Mr. Blanchard provided some school statistics including ADM, proposed 2022-2023 Budget, Local Revenues, Historical Fund Balance Report, Expenditures Which Impact Our Local Budget, and Expenditures Impacting Local Budget.

After explaining items that will be affecting the local budget, Mr. Blanchard presented the following 2022-2023 Local Current Expense Request:

2021-2022 County Appropriation	\$3,000,000	
Fines & Forfeitures	120,000	
	Total Revenue	<u>\$3,120,000</u>
Regular Budgeted Expenditures	\$3,120,000	
Additional Expenditures:		
Local Cost of increase in Health Insurance (\$7,019 to \$7,460)	27,318	
Local cost of increase in retirement rate (22.89% to 24.19%)	47,373	
Local costs of 2.5% state mandated salary increases	114,681	
Position - Media Coordinator AT PCHS	73,380	
Position - English Teacher at PCHS	73,380	
Position - Maintenance Position that was RIF'd	\$3,604	
10% increase in utility cost (electric, etc.)	\$6,800	
Step increase on applicable salary schedules (all classified staff)	63,681	
Step increase on applicable salary schedules (directors)	<u>13,651</u>	
	Total Expenses	<u>\$3,643,868</u>
Additional appropriated request		<u>523,868</u>
TOTAL LOCAL COUNTY APPROPRIATION REQUESTED		<u>\$3,523,868</u>

*\*\*possibility of additional funding needed pending further information received on the low-revenue funding and Safety grants. The "Additional" items could total approximately \$249,533!*

Tanya Turner explained why they are adding the two positions, Media Coordinator & English Teacher. Jamie Johnson explained why they are adding the one maintenance position, which was deleted when they had a reduction in force several years ago. Michelle Maddox explained the two-step increase on applicable salary schedules. Mr. Blanchard explained that the total of these additional appropriated requests were \$523,868 making a total local county appropriation request amount to be \$3,523,868. County Manager Heath stated that he found it interesting that the biggest chunk of the additional expenditures is the unfunded 2.5% state mandated salary increases of \$114,681. He asked Mr. Blanchard if they had breakdown of this \$114,681 that could be sent to our legislators to show that again a state mandated increase is being pushed to the local government. Ms. Turner said that she had shared that same concern when she recently attended a meeting in Raleigh. Mr. Heath said that this \$114,681 equals to about \$.01 on the tax rate. Ms. Turner explained more on how they determined these figures. Mr. Johnson said that he would like to thank the commissioners for assisting with the capital outlay expenditures over the ESSR funds. He and his whole department appreciates it. Commissioner Hoffer asked about the future of a Shirley Wiggins Track, which has been discussed for several years. Mr. Heath said that this was covered under the ESSR funds. Ms. Turner said that the figure from the ESSR funds would not cover everything that they need. They will need about \$400,000 to \$500,000 more to complete the entire project. She stated that it would be nice to have some fundraisers to get those funds. Mr. Bunch stated that he would have loved to have included those items in the application for ESSR funds but could not include them. They are thankful that they received the funds for the track. Mr. Winslow asked Mr. Hoffer about the fund raising efforts from years past. Mr. Hoffer was not aware of that. Mr. Winslow stated that they went back and saw where Mr. & Mrs. Hoffer met with the Board of Education requesting that the track be named after Shirley Wiggins and that they would work on fund raising for it. Mr. Hoffer said that somehow, the word got out that there was not going to be a track and that is why the fund raising stopped. They will try to see about getting it started again. Mr. Johnson explained where they stand now with the building of the track. County Manager Heath asked if the Capital Outlay prioritized needs were in priority order or just randomly listed. He knows that we have to do the Technology 1:1 initiative but did not know what the priority listing would be for the balance of the needs. Mr. Blanchard and Ms. Turner answered his question. Board of Commissioners Chairman Wallace Nelson made a few comments and asked some questions about the Three Rivers Charter School closing and what happens to the money that they were getting. Mr. Blanchard and Dr. White answered his question. Russell Lassiter made a few comments stating that they are taking into consideration the County's finances and appreciates the support that the County does provide the Perquimans County School System. Mr. Peeler also made comments about creating an environment to encourage people to move to Perquimans County and show them that there is a partnership between the School System and the County. Dr. White thanked the Board of Commissioners and look forward to a great year.

CLOSING REMARKS AND QUESTIONS

Dr. White thanked Ms. Turner, Mr. Johnson, and Mr. Blanchard for their fine job presenting the Board of Education's budget requests for FY 2022-2023. Chairman Nelson thanked the Board of Education for their transparency tonight. This makes things better between the School System and the Board of Commissioners. Dr. White agreed with Mr. Nelson.

ADJOURNMENT

There being no further questions or comments, Dr. White thanked the Board of Education and Board of Commissioners for coming tonight and adjourned the meeting at 7:30 p.m.

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

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

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WORK SESSION

April 18, 2022

7:00 p.m.

The Perquimans County Board of Commissioners Work Session on April 18, 2022 was cancelled.

\*\*\*\*\*

April 21, 2022

**Tax Refunds: (Perquimans County)**

John Michael Hardison ..... \$115.75  
Vehicle licensed in S.C.; 7-month refund  
Account#: 58056195

EMPLOYMENT ACTION FORM

DATE SUBMITTED: April 18, 2022

COUNTY OF PERQUIMANS

~~PART-TIME~~ EMS/RESCUE EMPLOYEES

NAME: Kimberly Meads SOC. SEC. NO.: \_\_\_\_\_

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

**X** NEW EMPLOYEE EFFECTIVE DATE: April 1, 2022

GRADE: 66 STEP: 1 SALARY: \$17.91 per hour

*Complete following information only if for new employee.*

ADDRESS: 411 Dances Bay Road

CITY/STATE/ZIP: Elizabeth City, NC 27909

PHONE NUMBER: 252-337-4732

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

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

\*\*\*\*\*

EMS DEPARTMENT RECOMMENDATION  
MANAGER APPROVAL

[Signature]  
DATE: 4/1/22

RESCUE SQUAD RECOMMENDATION

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

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 4/26/22

FINANCE OFFICER

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

**COPY**



EMPLOYMENT ACTION FORM

DATE SUBMITTED: April 18, 2022

COUNTY OF PERQUIMANS

~~PART-TIME~~ EMS/RESCUE EMPLOYEES

NAME: Kayla Trader SOC. SEC. NO.: \_\_\_\_\_

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

NEW EMPLOYEE EFFECTIVE DATE: April 1, 2022

GRADE: 66 STEP: 1 SALARY: \$17.91 per hour

*Complete following information only if for new employee.*

ADDRESS: 904 Welfield Road

CITY/STATE/ZIP: Elizabeth City, NC 27909

PHONE NUMBER: 252-457-5998

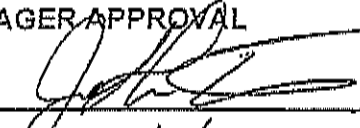
\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO  
Date CERTIFICATION ~~(PER ATTACHED STATE CERTIFICATE OF COMPLETION)~~.

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

\*\*\*\*\*

EMS DEPARTMENT RECOMMENDATION  
MANAGER APPROVAL

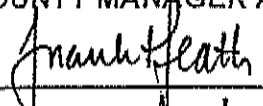
RESCUE SQUAD RECOMMENDATION

  
DATE: 4/1/22

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

COUNTY MANAGER APPROVAL

FINANCE OFFICER

  
DATE: 4/26/22

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

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: April 18, 2022

COUNTY OF PERQUIMANS

~~PART-TIME~~ EMS/RESCUE EMPLOYEES

NAME: David Jensen SOC. SEC. NO.: \_\_\_\_\_

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

NEW EMPLOYEE EFFECTIVE DATE: April 1, 2022

GRADE: 68 STEP: 2 SALARY: \$20.04 per hour

Complete following information only if for new employee.

ADDRESS: 746 Sandy Hook Road

CITY/STATE/ZIP: Shawboro, NC 27973

PHONE NUMBER: 252-722-2028


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

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

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EMS DEPARTMENT RECOMMENDATION  
MANAGER APPROVAL

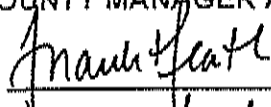
RESCUE SQUAD RECOMMENDATION

  
DATE: 4/11/22

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

COUNTY MANAGER APPROVAL

FINANCE OFFICER

  
DATE: 4/26/22

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

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: April 4, 2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Marica Bazemore  
POSITION: Income Maintenance Caseworker II

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

EMPLOYEE EFFECTIVE DATE: May 2, 2022 – Ms. Bazemore is not fully qualified as and IMC II; therefore is an IMC I working against the II position for a year.

GRADE: 61                      STEP: 3                      SALARY: \$ 31,380.00

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

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date  
GRADE:      STEP:      SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

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

DATE OF EMPLOYEE RESIGNATION:

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP/MERIT RAISE:

Date:                      GRADE:                      STEP:                      SALARY: \$

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

Susan M Chaney

DATE: April 4, 2022

COUNTY MANAGER APPROVAL

Anak Heath  
DATE: 4/5/22

FINANCE OFFICER

DATE:

COPY

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: April 4, 2022

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

From: Susan Chaney, Social Services Director

*Susan Chaney*

Subject: New Employee

Perquimans County Department of Social Services has offered an Income Maintenance Caseworker II position in the Food & Nutrition Services and Energy Programs unit to Ms. Marica Bazemore and she has accepted the position. Ms. Bazemore is not considered fully qualified as an IMC II as she has not completed this work for a year in a DSS, therefore, she will be an Income Maintenance Caseworker I working against the II position. She will be considered a Grade 61, Step 3, with an annual salary of \$ 31,380.00. Her first date of employment will be May 2, 2022.

I have attached an Employment Action Form.

If you have any questions, please do not hesitate to contact me at 426-7373, ext. 128.

**Perquimans County's Vision**

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 4-27-2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: STACEY WARD

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

POSITION: BUSINESS PERSONAL PROPERTY

DEPT.: TAX

NEW EMPLOYEE EFFECTIVE DATE: 5-2-2022

GRADE: 61 STEP: 1 SALARY: 29,886

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.  
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

Bill Jennings  
DATE: 4-27-22

Frank Heath  
DATE: 4/27/22

FINANCE OFFICER

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

**COPY**

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 4/26/22

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Jackie Greene

SOC. SEC. NO.:

POSITION: Deputy Director

DEPT.: Board of Elections

NEW EMPLOYEE EFFECTIVE DATE: May 2, 2022  
GRADE: 58 STEP: P 4 SALARY: \$28,186  
ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

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

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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

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

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

\_\_\_\_\_ 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.

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DEPARTMENT RECOMMENDATION  
\_\_\_\_\_  
DATE: \_\_\_\_\_

COUNTY MANAGER APPROVAL  
Frank Heath  
DATE: 4/26/22

FINANCE OFFICER  
\_\_\_\_\_  
DATE: \_\_\_\_\_

**COPY**

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 4/26/22

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Erica Critcher

SOC. SEC. NO.:

POSITION: Deputy Director

DEPT.: Board of Elections

NEW EMPLOYEE EFFECTIVE DATE: July 1, 2022  
GRADE: 58 STEP: 4 SALARY: \$28,186  
ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

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

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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

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

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

\_\_\_\_\_ 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.

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DEPARTMENT RECOMMENDATION  
\_\_\_\_\_  
DATE: \_\_\_\_\_

COUNTY MANAGER APPROVAL  
Frank Heath  
DATE: 4/26/22

FINANCE OFFICER  
\_\_\_\_\_  
DATE: \_\_\_\_\_

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 4/21/2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Alyssa Polumbo SOC. SEC. NO.:

POSITION: EMS Full-Time Compliance Officer DEPT.: EMS

X NEW EMPLOYEE EFFECTIVE DATE: July 1, 2022

GRADE: 69 STEP: 4 SALARY: \$45,743

ENDING DATE OF PROBATIONARY PERIOD: July 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.

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DEPARTMENT RECOMMENDATION DATE: 4/21/22

COUNTY MANAGER APPROVAL DATE: 4/21/22

FINANCE OFFICER DATE:

COPY



EMPLOYMENT ACTION FORM

DATE SUBMITTED: April 12, 2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Lindsey Stevens

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

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

STATUS CHANGE EFFECTIVE DATE: 04/01/2022

GRADE: 62 STEP: 4 SALARY: \$16.16 per hour

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

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

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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

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

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

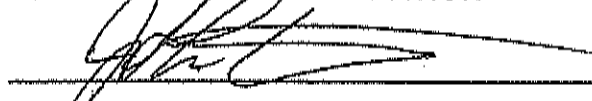
\_\_\_\_\_ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

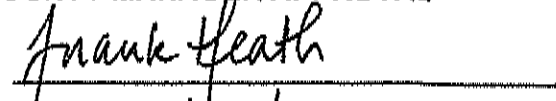
THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

  
DATE: 4-1-2022

  
DATE: 4/25/22

FINANCE OFFICER

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

**COPY**

Kathryn Boyles  
115 Schwarzkopf Drive  
Elizabeth City, NC 27909  
252-619-2737  
[kboyles@perquimanscountync.gov](mailto:kboyles@perquimanscountync.gov)  
[kboyles616@gmail.com](mailto:kboyles616@gmail.com)

April 18, 2021

Jonathan Nixon, Director  
Perquimans County Emergency Services  
159 Creek Drive  
Hertford, NC 27944

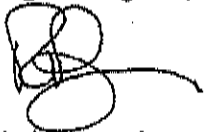
Dear Jonathan,

I am writing to announce my resignation as Shift Supervisor with Perquimans County Emergency Services, effective May 6, 2022. I have been offered an Occupational Health position with Nucor Steel which I recently accepted. I would like to remain employed with Perquimans County Emergency Services Emergency Medical Services division as a paramedic on a part time basis should that meet with your approval.

Thank you for the many opportunities for professional growth and development that you have provided me with in this position. My time in this position has been an incredibly rewarding experience and I am very grateful to have had the opportunity to be part of your administration team. I have greatly enjoyed working for you and alongside talented personnel dedicated to providing outstanding patient care to the citizens of this county.

I wish you and the rest of the Perquimans County Emergency Services administration team continued success. As we discussed, I will be happy to continue working as the Agency Coordinator on the RACE-CARS Trial until you find a suitable replacement for the project. If I can be of any assistance to facilitate the seamless passing of my responsibilities to my successor, please let me know.

Highest regards,



Kathryn Boyles

COUNTY OF PERQUIMANS  
PART-TIME EMS/RESCUE EMPLOYEES

NAME: Kathryn Boyles SOC. SEC. NO.: \_\_\_\_\_

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

NEW EMPLOYEE EFFECTIVE DATE: May 7, 2022

GRADE: 68 STEP: 2 SALARY: \$20.04 per hour

*Complete following information only if for new employee.*

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

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

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

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

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

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EMS DEPARTMENT RECOMMENDATION  
MANAGER APPROVAL

RESCUE SQUAD RECOMMENDATION

[Signature]  
DATE: 4/19/22

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

COUNTY MANAGER APPROVAL

FINANCE OFFICER

[Signature: Frank Heath]  
DATE: 4/19/22

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

COPY

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



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

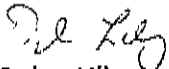
April 20, 2022

Mr. Frank Heath & Perquimans County Commissioners,

I am reaching out to let you know my last day as the Perquimans Field Crops Agent will be April 29th. I will remain with Extension, but will now be working as the Hertford County Extension Director and Agriculture Agent.

I wanted to let you know how fortunate I feel to have worked in Perquimans County. It has been an absolute pleasure and one that I will miss. I really appreciate the support that you showed the office and myself. If there is anything I can do between now and then, please let me know.

All the best,

  
Dylan Lilley





Re: Resignation

Jonathan Nixon <jnixon@perquimanscountync.gov>

Tue 4/12/2022 12:01 PM

To: juniorpasq@hotmail.com <juniorpasq@hotmail.com>

Cc: Frank Heath <frankheath@perquimanscountync.gov>; Casey Winn <caseywinn@perquimanscountync.gov>; Tracy Mathews <tracymathews@perquimanscountync.gov>; Mary Hunnicutt <mhunnicut@perquimanscountync.gov>; AdminEMS <adminems@perquimanscountync.gov>

Kevin,

We are in receipt of your resignation and by way of this email I am forwarding to HR and Payroll. Thanks for your many years of service to the citizens and visitors 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  
252-426-9817 Cell

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

On Apr 12, 2022, at 11:44 AM, Kevin Ayers <juniorpasq@hotmail.com> wrote:

Effective 1200 April 12th 2022 I resign my position at Perquimans EMS.

Kevin Ayers

EMPLOYMENT ACTION FORM

DATE SUBMITTED: April 12, 2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Caitlyn Gardner  
POSITION: Income Maintenance Caseworker II

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

EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY: \$

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date  
GRADE: STEP: SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

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

DATE OF EMPLOYEE RESIGNATION: May 1, 2022

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP/MERIT RAISE:

Date: GRADE: STEP: SALARY: \$

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Suzanne M Chaney

Frank Heath

DATE: April 12, 2022

DATE: 4/13/22

FINANCE OFFICER

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

COPY

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: April 12, 2022

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

From: Susan Chaney, Social Services Director

*Susan Chaney*

Subject: Employee Resignation

Perquimans County Department of Social Services has received a letter of resignation from Ms. Caitlyn Gardner, who is an Income Maintenance Caseworker II in the Food & Nutrition Services unit. Her last day of employment will be April 29, 2022. I have attached an Employment Action Form and a copy of her resignation letter.

If you have any questions, please do not hesitate to contact me at 426-7373, ext. 128.

**Perquimans County's Vision**

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



EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 1, 2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Nakindra Downing

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

POSITION: Certified Telecommunicator FULL-TIME

DEPT.: 911 Communications

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

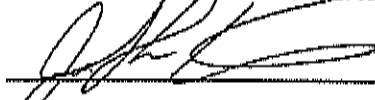
06-01-2022 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date      GRADE: 62      STEP: 2      SALARY: \$32,010 per year

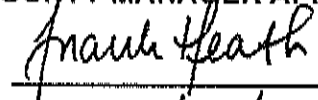
THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: \_\_\_\_\_ PER THE COUNTY PERSONNEL POLICY.

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DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

  
DATE: 5-1-2022

  
DATE: 4/25/22

FINANCE OFFICER

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: April 19, 2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Anna Johnson

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

POSITION: Certified Telecommunicator PART-TIME FILL IN

DEPT.: 911 Communications

STATUS CHANGE EFFECTIVE DATE: \_\_\_\_\_

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

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

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

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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

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

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


02/01/2022 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date      GRADE: 62      STEP: 4      SALARY: \$16.16 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: 4-19-2022

  
DATE: 4/25/22

FINANCE OFFICER

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

EMPLOYMENT ACTION FORM

DATE SUBMITTED: April 12, 2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Crystal Wright

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

POSITION: Certified Telecommunicator

DEPT.: 911 Communicatians

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

3-1-22 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date      GRADE: 62      STEP: 7      SALARY: \$36,154

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: 04-12-2022

COUNTY MANAGER APPROVAL

[Signature]  
DATE: 4/25/22

FINANCE OFFICER

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

**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**GENERAL FUNDS**  
**NO. 34**

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

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-335-000	Miscellaneous Revenue	800	
10-500-150	Buildng - Maintenance/Repair	800	
<b>EXPLANATION:</b> To amend FY 21/22 budget to include funds for monument repairs.			

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, 2ND DAY OF MAY, 2022.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 2ND DAY OF MAY, 2022.

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

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

**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**GENERAL FUNDS**  
**NO. 35**

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 2ND DAY OF MAY, 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	3,814	
10-610-192	DSS - Crisis Intervention	3,814	

**EXPLANATION:** To amend FY 21/22 budget to include addiitonal funding for Crisis Intervention as awaded 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, 2ND DAY OF MAY, 2022.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 2ND DAY OF MAY, 2022.

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

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

PRESENTED  
TO  
NICOLE ELLIOTT  
IN  
RECOGNITION OF HER TWELVE  
YEARS OF SERVICE IN THE  
PERQUIMANS COUNTY SOCIAL SERVICES DEPARTMENT  
BY PERQUIMANS COUNTY BOARD OF COMMISSIONERS  
EFFECTIVE APRIL 30, 2022



**PERQUIMANS COUNTY**  
Economic Development

Post Office Box 45  
Hertford, NC 27944

Tel: (252) 312-5314  
Fax: (252) 426-4034

**April 9, 2022**

**Frank Heath  
Perquimans County Manager  
128 N. Church St.  
Hertford, NC 27944**

**Dear Frank,**

**At long last I have finally sold my house and will be moving to Charlotte in early June. Hence, I need to officially terminate my employment as Economic Development Consultant some time before that time.**

**I have a couple of obligations in May for the NC Task Force for Offshore Wind Economic Resource Strategies. I am going to determine whether I can stay on the Task Force until its first report is issued sometime later this year. I think it is important for someone to represent NENC on the Task Force that is familiar with the issues. It would be great if someone from Perquimans County could be recommended to replace me on the Task Force later this year. Otherwise, I need to start recruiting a potential replacement from the region.**

**I feel bad that I will not be around to see the Phase 1 Inner Basin become a reality. Keep me posted on progress and maybe I can get back for a "Grand Opening". I will prepare a file box containing what I think are the most important files for the next person that will fill this position. Filling this position**

is important since once the Basin is reality, I think there will be a lot of interest in companies locating within the Marine Industrial Park.

I want to express my sincere thanks and appreciation to you and the Board of Commissioners for the support that has been provided to me for the past 15 years. I enjoyed the challenges that rural economic development has presented and I wish Perquimans County great success in its future economic development efforts.

Sincerely,

A handwritten signature in cursive script that reads "Dave".

David Goss



FOR  
INFORMATION  
ONLY  
ITEMS

# DEPARTMENT HEAD REPORTS

PLAT REVIEW LOG - PERQUIMANS COUNTY

MARCH

Page 1

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
JOSIAH A WEBB III ALVIN RAY COPELAND, JR	X	3-3-2022	X	SUBDIVISION & RECOMBINATION 1-0029-0035K & 1-0029-0035B PARCEL 1/ 1.82 ACRES PARCEL 2 / 3.75 ACRES
PAUL J TOTI JUSTIN ROBERSON	X	3-14-2022	X	SUBDIVISION OF 1-0016-0009A / 2.00 ACRES
JOSIAH A WEBB III JONATHA D WARD & JOHN H CORPREW	X	3-16-2022	X	SUBDIVISION OF 5-D051-0007-RC & RECOMBINED WITH 5- D051-0006-RC & 5-D051-0008-RC
ALBEMARLE LAND MICHAEL & KIMBERLY OWENS	X	3-17-2022	X	SUBDIVISION OF 4-0053-0037 / 2.84 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
BOWMAN CONSULTING PAUL J TOTI 131 MAIN STREET GATESVILLE, NC 279 357-1581	EUGENE JORDAN 402 SIGN PINE ROAD TYNER, NC 27980 221-4795	MARK PRUDEN 146 OAK GROVE ROAD EDENTON, NC 27932 482-7804		GORIA ROGERS 215 B STRET CAMDEN, NC 27921 338-1415/333-8781
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		SCOTT TEMPLE PO BOX 422 ELIZABETH CITY, NC 27907 303-4016
				SL CARDWELL SURVEYING 1206 FRANCIS STREET ELIZABETH CITY, NC 27909 338-6328
				TIMMONS GROUP 1805 W CITY DR UNIT E ELIZABETH CITY, NC 27909 (252)621-5030







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-April 2022**

**GARNISHMENTS: \$1,828.47**

**PAYMENT AGREEMENTS: \$13,032.62**

**DEBT SETOFFS: \$827.74**

PERQUIMANS COUNTY  
OFFICIAL REPORT

Board of Commissioners:  
Finance Officer:

Date: April 2022

I wish to report that during April 2022 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
4/1/2022															\$0
4/2/2022															\$0
4/3/2022															\$0
4/4/2022	\$730	3	\$90	2	\$290	1	\$75	1	\$185	1					\$1,370
4/5/2022	\$300	1													\$300
4/6/2022															\$360
4/7/2022	\$240	1	\$50	1	\$50				\$310	3					\$290
4/8/2022															\$0
4/9/2022															\$0
4/10/2022															\$0
4/11/2022	\$100	1	\$220	3											\$395
4/12/2022			\$530	1	\$65	1			\$75	1					\$0
4/13/2022			\$518	1											\$385
4/14/2022			\$450	3										\$50	\$645
4/15/2022															\$518
4/16/2022															\$460
4/17/2022															\$0
4/18/2022	\$80	1	\$330	2	\$220	1									\$0
4/19/2022	\$6,787	9	\$250	5											\$0
4/20/2022	\$953	2			\$55	1	\$450	6							\$630
4/21/2022	\$161	1	\$50	1	\$50	1	\$75	1					\$60	\$450	\$1,997
4/22/2022	\$268	2	\$723	2					\$130	2			\$10		\$1,093
4/23/2022															\$391
4/24/2022															\$1,066
4/25/2022															\$0
4/26/2022															\$0
4/27/2022															\$0
4/28/2022															\$0
4/29/2022															\$0
4/30/2022															\$0
<b>TOTAL</b>	<b>\$9,519</b>	<b>21</b>	<b>\$3,211</b>	<b>21</b>	<b>\$730</b>	<b>6</b>	<b>\$675</b>	<b>9</b>	<b>\$700</b>	<b>7</b>	<b>\$0</b>	<b>0</b>	<b>\$70</b>	<b>\$500</b>	<b>\$15,505</b>

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



## Case Activity Report

4/1/2022 - 4/26/2022

Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
4/26/2022	89	184 BAGLEY SWAMP RD	abandoned house	abandoned house	Inspection	Spoke with property owner by phone. She has agreed to have the property demolished. Will forward forms to her.
4/19/2022	89	184 BAGLEY SWAMP RD	abandoned house	abandoned house	Send Letter	Sent letter regarding property
4/19/2022	92	129 WILDWOOD DR	abandoned home	burned out house	Send Letter	Sent letter regarding property
4/19/2022	12	1308 NEW HOPE RD	other-unsafe house	house falling in on itself	Send Letter	Sent letter regarding property
4/19/2022	95	117 POPLAR ST	Burned out house	Burned out house	Send Letter	Sent letter regarding property to owner.
4/18/2022	93	1347 CENTER HILL HWY	abandoned home	abandoned home, past repair	Inspection	House has been torn down, debris still on site at this time.
4/14/2022	74	248 MUDDY CREEK RD	junk vehicles	junk vehicles	Inspection	Still several junk vehicles on property



Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
4/14/2022	75	332 MUDDY CREEK RD	junk vehicles	junk vehicles	Inspection	No change to property, will send second letter
4/13/2022	76	112 BUCK HORN CT	junk vehicles	junk vehicles	Inspection	Single vehicle still on lot
4/5/2022	95	117 POPLAR ST	Burned out house	Burned out house	Inspection	Property is a home that was badly damaged by fire over a year ago. Nothing has been done to the structure since and it appears to be beyond repair.
4/4/2022	94	1444 OCEAN HWY N	Abandoned Mobile Home	Abandoned Mobile Home	Inspection	Property is an abandoned double wide, appears to be beyond repair.
4/1/2022	93	1347 CENTER HILL HWY	abandoned home	abandoned home, past repair	Inspection	Spoke with new property owners about building, they stated they intend to clear the lot this spring. House is beyond repair

Total Records: 12

4/26/2022



## Case Detail Report

4/1/2022 - 4/26/2022

Case #	Case Date	Parcel Address	Violation	Description	Main Status	Assigned To
95	4/4/2022	117 POPLAR ST	Burned out house	Burned out house	Open	Erle Solesbee
94	4/4/2022	1444 OCEAN HWY N	Abandoned Mobile Home	Abandoned Mobile Home	Open	Erle Solesbee
93	4/1/2022	1347 CENTER HILL HWY	abandoned home	abandoned home, past repair	Open	Erle Solesbee
92	4/6/2022	129 WILDWOOD DR	abandoned home	burned out house	Open	Erle Solesbee

Total Records: 4

4/26/2022



## PERQUIMANS COUNTY EMERGENCY SERVICES

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

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

Jonathan A. Nixon, Director

### *Emergency Services Update - March 2022*

<i>Call Volume by Department - March 2022</i>			
<i>Department</i>	<i># of Calls</i>	<i>Department</i>	<i># of Calls</i>
<i>911 CALLS RECEIVED</i>	<i>588</i>	<i>NC State Highway Patrol</i>	<i>40</i>
<i>Belvidere Fire Dept.</i>	<i>10</i>	<i>NC Wildlife</i>	<i>0</i>
<i>Bethel Fire Dept.</i>	<i>12</i>	<i>Nightingale</i>	<i>0</i>
<i>Chowan EMS</i>	<i>2</i>	<i>Pasquotank-Camden EMS</i>	<i>2</i>
<i>Durants Neck Fire Dept.</i>	<i>6</i>	<i>Perq. Dept. of Social Services</i>	<i>4</i>
<i>Eastcare</i>	<i>1</i>	<i>Perq. Emergency Management</i>	<i>16</i>
<i>Gates EMS</i>	<i>0</i>	<i>Perq. EMS</i>	<i>236</i>
<i>Hertford Fire Dept.</i>	<i>26</i>	<i>Perq. Fire Marshal</i>	<i>0</i>
<i>Hertford Public Works</i>	<i>1</i>	<i>Perq. Sheriff's Office</i>	<i>1,209</i>
<i>Inter-County Fire Dept.</i>	<i>18</i>	<i>Perq. Water Department</i>	<i>0</i>
<i>Magistrate</i>	<i>76</i>	<i>Perq. Volunteer Water Rescue Team</i>	<i>1</i>
<i>NC Dept. of Transportation</i>	<i>3</i>	<i>Winfall Fire Dept.</i>	<i>12</i>
<i>NC Forestry</i>	<i>8</i>	<i>Winfall Police Dept.</i>	<i>3</i>
<i>NC Probation</i>	<i>0</i>	<i>Winfall Public Works</i>	<i>1</i>

### Welcome

Kendall Miller – Part-time Non-Certified Telecommunicator

### April Birthdays



Lisa Whidbee – April 1<sup>st</sup>

Brian Brown – April 6<sup>th</sup>

Jared Turner – April 7<sup>th</sup>

Amy Bojo – April 11<sup>th</sup>

John vonRosenberg – April 19

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

- Water Response Sonar Rodeo and Workshop sponsored by NCEM – March 2-3, 2022
- EMS Crews to the Senior Center - March 2, 2022
- Pediatric Advanced Life Support Class – March 4, 2022
- Severe Weather Preparedness Week – March 6-12, 2022
- Visit with Dr. Tripp Winslow (NCOEMS Medical Director) and NCOEMS Staff – March 8, 2022
- Disaster Awareness Workgroup Meeting – March 10, 2022
- SAMC Stroke Meeting - March 11, 2022
- Meeting with “Bunsen” the Therapy Dog and Cheri Sheridan - March 11, 2022
- LEPC Executive Committee Meeting – March 15, 2022
- RACE-CARS Meeting – March 15, 2022
- Sentara Readmissions Meeting – March 16, 2022
- Vidant Chowan Hospital Service Line Meeting – March 22, 2022
- Business Security and Preparedness Workshop hosted by Perquimans Sheriff’s Office and Emergency Services – March 22, 2022
- Cycle NC Meeting – March 24, 2022
- Continuing Medical Education - March 28, 2022
- Albemarle Region Stakeholder Meeting – March 30, 2022
- HazMat Shipping Exercise Planning Meeting – March 30, 2022
- Special Events Planning Committee Meeting – March 31, 2022

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

- On-Shift Training with the Landings of Albemarle Staff – April 12, 2022
- First Responders Easter Egg Hunt - April 14, 2022
- Spring Fling at Perquimans Central School – April 14, 2022
- Community Emergency Response Team Training – April 21-22, 2022
- Fire Alarm Training at The Landings of Albemarle – May 5, 2022
- “4” Life Training sponsored by the Town of Hertford – May 10, 2022
- Hazmat Shipping Exercise funded through the Homeland Security Grant Program – June 4, 2022
- LEPC sponsored Two Vehicle HazMat Response Exercise – July/August/September 2022

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

- Press Release – Hertford Fire District Improves Insurance Rating – March 1, 2022
- Water Response Sonar Rodeo - March 2, 2022
- Coast Guard Demonstration for Water Response Workshop – March 3, 2022
- 2022 Severe Weather Preparedness Week – March 6 – 12, 2022
- Business Security and Preparedness Workshop Flyer – March 8, 2022
- Natural Gas Line struck on Church Street – March 8, 2022
- Severe Weather Briefing – March 11 - 12, 2022
- Daylight Savings Time – March 12, 2022

# COMMITTEE REPORTS