

AGENDA

All items are for discussion and possible action.
Perquimans County Board of Commissioners
Meeting Room at Perquimans County Library
August 1, 2022
7:00 p.m.

I. Call to Order

II. Prayer & Pledge

III. Approval of Agenda

IV. Consent Agenda

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

A. Approval of Minutes July 5, 2022 Regular Meeting and July 18, 2022 Work Session (cancelled)

B. Tax Refund Approvals

C. Personnel Matters

1. Appointment: IMC I Working Toward IMC II – Family & Children's Medicaid
2. Appointment: IMC I Working Toward IMC II – FNS Unit
3. Appointment: Data Entry Manager/Senior Center Assistant
4. Appointment: Non-Certified Deputy
5. Promotion: IMC III – Family & Children's Medicaid
6. Job Reclassification: Part-Time/Fill-In Building Inspector
7. Job Reclassification: Part-Time/Fill-In Certified Telecommunicator
8. Leave Without Pay Request: IMC II
9. Salary Correction: Elections Deputy Director
10. Retirement: Part-Time/Fill-In Certified Telecommunicator
11. Resignation: Part-Time/Fill-In Certified Telecommunicator
12. Resignation: Permanent Part-Time Certified Telecommunicator

D. Step Increases

1. EMS (2)
2. Sheriff (1)

E. Budget Amendment Nos. 9 - 11

F. Board Reappointment/Resignation

1. Resignation: Local Library Board
2. Appointment: County Attorney

G. Miscellaneous Documents

1. Proclamation for August Child Support Month – August, 2022

V. Presentations & Introduction of New Employees

A. Presentations

1. Recognition of Service

B. Introduction of New Employees

1. Jackie Greene, Board of Elections
2. Jonathan Nixon, Emergency Services

VI. Scheduled Appointments

A. Nick Lories, Water Department Supervisor

B. Beverly Gregory, Senior Center Coordinator

7:00 p.m.

7:05 p.m.

VII. Commissioner's Concerns/Committee Reports

A.

B.

VIII. Old Business

A. Updates from County Manager

B. Response: Smith Acres Road Additions

C.

ACTION
REQUIRED

NO
ACTION
REQUIRED

ACTION
REQUIRED

NO
ACTION
REQUIRED

- ACTION REQUIRED**
- IX. New Business**
- A.
 - 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:

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DEPARTMENT HEAD REPORT:

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

COMMITTEE WRITTEN REPORTS:

➤

NOTES FROM THE COUNTY MANAGER

August 1, 2022

7:00 p.m.

IV. **Enclosures:** Items included on the Consent Agenda are enclosed. *If you wish to discuss any of these items, please make that request during the meeting.*

V. The following presentations and introduction of new employees will be done:

A. **Presentations**

1. **Recognition of Employees' Years of Service with the County:** Beginning June 1, 2022, the Board will be recognizing the employees who have been working with the County for 5, 10, 15, 20, etc. years. This month, we will be recognizing the following employees for their years of service with the County:

Employee Name	Department	Employee Job Title	No. of Years	Effective Date
Sharon Cooper	Inspections	Office Manager	5 yrs.	08/01/2022
Brian Baker	Sheriff's Office	Animal Control Officer	5 yrs.	08/01/2022
Damon Sizemore	Sheriff's Office	Certified Deputy	5 yrs.	08/01/2022
Howard Williams	Recreation	Recreation Director	15 yrs.	08/01/2022
Kay Hall	Social Services	Social Worker II	20 yrs.	08/01/2022
Valerie Price	Water Department	Water Clerk	40 yrs.	08/01/2022

B. **Introduction of New Employees:**

1. **Jackie Greene:** Jackie Greene, Elections Director, will introduce Eric Critcher, Elections Deputy Director (appointed 7/1/2022).
2. **Jonathan Nixon:** Jonathan Nixon, Emergency Services Director, will introduce Zackery Hudgins, promoted to Full-Time Paramedic, Heather Miller, promoted to Paramedic Shift Supervisor, and Sean Tripp, appointed Full-Time Paramedic, effective 7/1/2022.

VI.A. **Enclosure:** Nick Lories, Water Department Supervisor, will present the enclosed Resolution, which the County and use to move forward with their participation in the Viable Utility Program and designation as a distressed unit should the Board decide to do so. Board action is being requested.

VI.B. Beverly Gregory, Senior Citizens Coordinator, will provide a report on the activities at the Senior Center.

VIII.A. County Manager Heath will present several updates to the Board.

VIII.B. **Enclosure.** On January 3, 2022, the Board approved to forward a request to add roads in Smith Acres to the State NCDOT Maintenance System. We received notification from NCDOT that, on July 11, 2022, Smith Acres Road (SR 1133) and Mullen Court (SR 1134) in Smith Acres Subdivision were approved to be added to the State Highway System. No action is required. This is for information purposes only.

CONSENT AGENDA NOTES

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

- A. **Enclosures:** Approval of Minutes July 5, 2022 Regular Meeting, July 18, 2022 Work Session (cancelled)
- B. **Enclosure:** Tax Refund Approvals – see attached listing.
- C. **Enclosure:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Tiffany Maupin	IMC I Working Toward IMC II (Family & Children's Medicaid)	Appointment	61/3	\$32,321	08/01/2022
Corinne Brinkley	IMC I Working Toward IMC II (FNC Unit)	Appointment	61/3	\$32,321	08/01/2022
LuRee Sawyer	Data Entry Mgr./Senior Center Ass't.	Appointment	n/g	\$17.00/hr.	07/01/2022
William T. Wright	Non-Certified Deputy	Appointment	64/1	\$35,127	08/01/2022
Julie Shreckengast	IMC III – Lead Worker (Family & Children's Medicaid)	Promotion	65/1	\$36,707	08/01/2022
Glenn Cunningham	Part-Time/Fill-In Building Inspector	Job Reclassification	67/6	\$21.78/hr.	07/01/2022
Lindsey Stevens (Fields)	PT/FI Certified Telecommunicator	Job Reclassification	62/4	\$16.64/hr.	08/17/2022
Sandi Lorenson	IMC II	Leave Without Pay	40 hours		07/01/2022
Erica Critcher	Deputy Director	Salary Correction	58/4	\$29,031	07/01/2022
Anthony Johnson	PT/FI Certified Telecommunicator	Retirement			09/01/2022
Amanda Richardson	PT/FI Certified Telecommunicator	Resignation			11/01/2019
Lindsey Stevens (Fields)	Permanent PT Certified Telecommunicator	Resignation			08/16/2022

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

Department	Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
EMS	Brett Dannon	Part-Time/Fill-In EMT	63/4	\$17.39/hr.	08/01/2022
EMS	Lisa Whidbee	Part-Time/Fill-In AEMT	66/4	\$19.85/hr.	08/01/2022
Sheriff	Damon Sizemore	Deputy Sheriff	65/5	\$40,472	08/01/2022

E. **Enclosures:** Budget Amendment Nos. 9 – 11 are enclosed for your review and action.

F. **Enclosure.** The following board resignation/reappointment were approved by the Board:

Name	Board/Committee	Action Taken	Term	Effective Date
Neal, Robert	Local Library Board	Resignation		07/11/2022
High, Hackney	County Attorney	Reappointment	2 yrs.	09/01/2022

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

1. **Child Support Awareness Month Proclamation – August, 2022:** Susan Chaney, Social Services Director, emailed us stating that Tammy Pearson with young Williams (Child Support Services) is requesting that the Board adopt the enclosed Proclamation for August Child Support Month. Board action is being requested.

**PERQUIMANS COUNTY
CAPITAL PROJECTS ORDINANCE
ARPA FUNDS**

This Capital Projects Ordinance is being authorized for the ARPA Funds.

Section 1: APPROPRIATIONS - The following amounts are hereby appropriated in this ARPA Funds beginning July 1, 2022, and ending June 30, 2023.

<u>Investment Earnings</u>	\$ 2,000
<u>ARPA Funds</u>	1,307,515
TOTAL ARPA Funds	\$ 1,309,515

Section 2: REVENUES - It is estimated that the following revenues will be available for appropriation in the ARPA Funds beginning July 1, 2022, and ending June 30, 2023.

<u>ARPA Carry Forward</u>	\$ 2,000
<u>Transfer to General Fund</u>	1,307,515
TOTAL ARPA Funds	\$ 1,309,515

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

WORK SESSION
June 20, 2022
7:00 p.m.

The Perquimans County Board of Commissioners Work Session on June 20, 2022 was cancelled.

REGULAR MEETING
July 5, 2022
6:45 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Tuesday, July 5, 2022, at 6:45 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 Thelma Finch-Copeland T. Kyle Jones	Fondella A. Leigh, Vice Chair Joseph W. Hoffer Charles Woodard
MEMBERS ABSENT:	None	
OTHERS PRESENT:	Frank Heath, County Manager Mackney High, County Attorney	Mary Hunnicutt, Clerk to the Board

Chairman Nelson called the meeting to order. Commissioner Jones gave the invocation and Chairman Nelson led the Pledge of Allegiance. Mr. Nelson explained that the first item of business was to hold a public hearing.

Rezoning Request No. REZ-22-01, requested by The Moorings of the Albemarle

Chairman Nelson opened the Public Hearing stating that the purpose of this public hearing is to receive citizens' comments to consider: (1) Rezoning Request No. REZ-22-01, requested by The Moorings at Albemarle, LLC to rezone approximately 93.36 acres from RA-15 (CUD), Residential and Agricultural Conditional Use District to RA-15, conventional Residential and Agricultural District. Subject property extends in all directions from the intersection of Muddy Creek Road, Hoyte Jones Road, and Cross Neck Road. Subject property is also known as Tax Parcel Nos. 4-0076-0026, 4-D076-2601-TM1, 4-D076-2602-TM1, 4-D076-2603-TM1, 4-D076-2604-TM1. (2) Preliminary Plat review of Major Modification of The Moorings at Albemarle. There were eighteen (18) people present. Rhonda Repanshek, Planner, presented the following overview of their request:

Re-Zoning: Thank you, Chairman Nelson. Let me clarify the agenda. The Public Hearing is only for the rezoning request part. The public has the right to speak about the rezoning. Preliminary Plat review is administrative and therefore should not be discussed in depth until after the rezoning is actually voted on.

Re-zoning is a legislative decision, so although Commissioners have discretion in the decision-making, such land use decisions must be reasonable, grounded in land use considerations, and in keeping with the statutory purposes of development regulations.

Landowners within 150 feet of the project boundary were notified via postal mail, and the general public was notified via local newspaper notice 2 consecutive weeks and signs were posted on-site in accordance with County Zoning Ordinance section 302 and State General Statutes. The Planning Office had two general requests for additional information from the public, but no specific opinions were expressed.

History and WHY the Re-zoning is Needed: County Commissioners zoned this project RA-15 (CUD) in January of 2011. It has a list of special conditions that go with it in the form of a Special Use Permit that is recorded in Register

of Deeds. A couple of the conditions in that permit are: #1) that it allows up to 140 lots and #2) that it requires the installation and operation of a community sewer collection system and treatment and disposal facilities. Almost 5 years ago, in September, 2017, County Commissioners approved a preliminary plat for this project that proposed 108 lots. The new proposal is for approximately 46 residential lots ranging in size from ¾ acre to almost 18 acres and using individual septic systems on each lot. Therefore, that is a substantial modification and the conditions in the Special Use Permit need to be changed, which requires the same legislative public hearing process as is required for a rezoning. So it was decided that a conventional zone would be the simplest approach based on proposed ideas.

General Info: The current proposal is being designed to have a total of approximately 46 residential lots out of the whole 93 acres. West of the subject property is a neighborhood established in 1961 called Longbeach Estate, which is zoned RA-25, a residential zone. All other surrounding properties are zoned RA, which is a rural agriculture zone and are predominantly row crops and some woodland.

RA-15 zones are established for the principal use of single-family dwellings, duplexes and agricultural uses. The specific intent of these districts is to encourage the construction of single-family houses and prohibit commercial and industrial uses.

Uses allowed in an RA-15 district include athletic fields/pinygrounds, churches by Special Use Permit, duplexes, fire stations, schools by Special Use Permit, libraries, and several other residential related uses that can be found in Zoning Ordinance Article 8 Table of Uses.

RA-15 zones require smaller setbacks than larger numbered residential zones; 5 ft. less on front, 10 ft. less on rear and 3 ft. less on side property lines.

Consistency with Land Use Plan: According to the Projected Future Land Use map on page IX-36 of CAMA's Land Use Plan (LUP) Update, the subject area is zoned *Residential*.

Page IX-28 of the LUP lists appropriate and inappropriate uses for *Residential*, which corresponds to Zoning District RA-15

"The County's goals and policies support the use of land in medium/high density classified areas for single family, mixed-use, and planned unit development where adequate public utilities and roads are available or can be upgraded to support higher residential densities."

Appropriate Uses: Variety of low-density single-family and agricultural uses.

Inappropriate Uses: Commercial and industrial development.

Recommendation Procedure: There is no grid table to read from anymore. You do need to make a statement about the rezoning's consistency with the CAMA Land Use Plan, then you add to that sentence a 'statement of reasonableness' for the rezoning. The statement of reasonableness is where you consider factors such as size, or physical condition of the site, whether it is a benefit or hardship for the neighbors and whether the action taken is in the public interest.

When you vote you will have two (2) motions to make. The first motion can say why the action is consistent or not with the CAMA Land Use Plan and the second part of the first motion can include a statement of reasonableness. Then you have the second motion where you approve or deny the re-zoning.

Planning Board unanimously recommended approval to find the proposed Rezoning to be consistent and in harmony with the county Land Use Plan and they found the rezoning to be reasonable because the overall density and intensity are decreased. They also unanimously recommended approval of the rezoning request to change it from RA-15 (CUD) to conventional RA-15.

Ms. Repanshek stated that the co-owners, Bruce Exum, Sr. and Bruce Exum, Jr. were present along with Tim Newell of Rivers & Associates if the Board had any questions for them.

After her presentation, Chairman Nelson asked if the applicants would like to add anything to her report. He recognized Tim Newell, Rivers & Associates who provided additional information on the project. He stated that he was the representative for The Moorings of the Albemarle and then introduced Bruce Exum, Sr., and Bruce Exum, Jr., owners of The Moorings of the Albemarle. With there being no further comments from the Planning Staff or the owners, Chairman Nelson asked Ms. Hunnicutt if anyone had signed up to speak. Ms. Hunnicutt said that no one had signed up to speak. Mr. Nelson then asked if there was anyone in the public that would like to speak on this request. The following individuals made comments or asked questions:

- > **Ed Bennett:** Mr. Bennett asked if this was going to be multi-family dwellings or single-family dwellings. Mr. Newell said that they would be single-family dwellings.
- > **Bill Ricks:** Mr. Ricks asked if the infrastructure would be available to handle a subdivisions of this size. County Manager Heath stated that, from the county's perspective, there would be adequate water and drainage for this subdivision. These requirements are handled through Planning & Zoning approval process. He also stated that he feels that they are adequate. Mr. Newell answered that, before final plat approval is requested, they have to have this approved by the county and state agencies that oversee these areas.

Chairman Nelson asked if the Board had any questions for any of these witnesses. There being none, he closed the Public Hearing at 7:07 p.m. and proceeded with the Regular Meeting.

AGENDA

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

CONSENT AGENDA

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

1. **Approval of Minutes:** Approval of Minutes for June 6, 2022 Regular Meeting, June 20, 2022 Special Called Meeting, and June 20, 2022 Work Session (cancelled) were approved.

2. **Tax Refund Approvals:**

Estes, Matthew Clayton\$194.44
Vehicle sold; 10-month refund. Account No. 59476609.

Riddick, LuAnn Stallings\$176.19
Vehicle sold; 11-month refund. Account No. 66516447.

Frauchs, William Thomas\$147.17
Vehicle sold; 8-month refund. Account No. 64894843.

Cotterell, Linda McEntee\$261.93
Vehicle sold; 10-month refund. Account No. 66048764.

3. Personnel Matters:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Alyssa Williams	Water Clerk I	Appointment	61/8	\$36,525	08/01/2022
Stacey Laydon	Tourism/Museum Director	Appointment	n/g	\$23,15/hr	07/01/2022
Lindsay Brothers	Part-Time/Fill-In EMT	Appointment	63/1	\$16,16/hr	07/01/2022
LuRee Sawyer	Part-Time Data Entry Mgr./Senior Center Ass't	Appointment	n/g	\$17,00/hr	07/01/2022
Sean Tripp	Full-Time Paramedic	Appointment	68/1	\$20,14/hr	07/01/2022
Jackie Green	Director - Board of Elections	Promotion	67/3	\$42,090	07/01/2022
Kathryn Treiber	Director - Board of Elections	Resignation			07/01/2022
Kathryn Treiber	Board of Elections Fill-In	Appointment	n/g	\$10,54/hr	07/01/2022
Ashley Mikus	PT/PI Certified Telecommunicator	Removed from Roster			06/29/2022
Annamarie Shine	PT/PI Certified Telecommunicator	Removed from Roster			06/26/2022
Carla Godwin	Part-Time/Fill-In Paramedic	Resignation			06/30/2022
Zachary Crowe	Part-Time/Fill-In Paramedic	Removed from Roster			07/01/2022

4. Step Increases:

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Frank Heath	County Manager	83/17	\$119,781	07/01/2022
Mary Hunicutt	Secretary/Clerk to the Board	65/15	\$51,682	07/01/2022
Helen L. Hunter	Finance/Bkr Specialist	61/12	\$42,268	07/01/2022
Tracy Mathews	Finance Officer	72/15	\$70,293	07/01/2022
Charles Lofies	Supervisor - Water Department	74/14	\$74,935	07/01/2022
Jonathan A. Nixon	Emergency Svcs. Director/AEMT	76/18	\$90,222	07/01/2022
Andrea Stoner	911 Shift Supervisor I	68/4	\$45,086	07/01/2022
Krystal Tutwiler	911 Shift Supv. H / Training Off.	68/7	\$48,494	07/01/2022
Marilyn Garcia	Public Information Assistant IV	59/2	\$28,892	07/01/2022
Wayne Jordan	EMS Shift Supervisor (Paramedic)	70/3	\$48,032	07/01/2022
Brian Pendi, Jr.	AEMT	66/3	\$19,37/hr	07/01/2022
Marin Schwartz	Paramedic	68/3	\$21,15/hr	07/01/2022
Julia Solesbee	Ass't. EM/PIO/Grant Mgr./AEMT	70/4	\$49,236	07/01/2022
Mark Symons	EMT	63/5	\$17,82/hr	07/01/2022
Sharon Cooper	Office Manager	62/6	\$26,351	07/01/2022
Erle Solesbee	Assistant Building Inspector	67/2	\$41,089	07/01/2022
John Downum, Jr.	Athletic Program Supervisor	64/3	\$36,882	07/01/2022
Donna Phelps	Assistant Register of Deeds	60/10	\$36,701	07/01/2022
Ray Fesperman, Jr.	Sergeant	67/10	\$49,943	07/01/2022
James Powden	Investigator	68/7	\$48,494	07/01/2022
Kendall Hurrell	Sergeant	67/11	\$51,162	07/01/2022
David Murray	Sergeant of SRO's	67/8	\$47,565	07/01/2022
Dean Polunbo, Jr.	Certified Deputy	65/3	\$38,543	07/01/2022
Thomas Reid	Chief Deputy	72/5	\$55,075	07/01/2022
Lacy Robeson, III	Investigator	68/10	\$52,191	07/01/2022
Jacob Sikes	Certified Deputy	65/2	\$37,626	07/01/2022
Preston Ward, Jr.	Investigator	68/10	\$52,191	07/01/2022
LeAnne Wynne	Office Manager	62/10	\$40,078	07/01/2022
Janel Stallings	Secretary/Technician	61/9	\$37,417	07/01/2022
Kimberly A. Bray	Assistant Tax Administrator	66/13	\$51,407	07/01/2022
Robert Smith	Technician I	58/3	\$28,324	07/01/2022
Bea Spaeth	Fill-In Water Department	64/3	\$17,73/hr	07/01/2022
Frank Heath	County Manager	83/17	\$119,781	07/01/2022

5. Budget Amendments:

BUDGET AMENDMENT NO. 1
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	DSS State Grants	25,200	
10-610-198	DSS - Emergency Assistance	25,200	
EXPLANATION: To amend FY 22/23 budget to correct requested/approved allocation.			

BUDGET AMENDMENT NO. 2
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-014	Foundation Grant EMS	5,000	
10-392-742	EMS - Foundation Grant Expense	5,000	
EXPLANATION: To amend FY 22/23 budget to include the unnumbered FY 21/22 bond sale funds to be used to repair the current bond.			

BUDGET AMENDMENT NO. 3
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	DSS State Grants	1,328	
10-610-338	DSS - APS Essential Services	1,328	
EXPLANATION: To amend FY 22/23 budget to include additional funding for APS Essential Services as awarded through ARPA.			

BUDGET AMENDMENT NO. 4
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	DSS State Grants	38,009	
10-610-204	DSS - Adoption Promotion Fund	38,009	
EXPLANATION: To amend FY 22/23 budget to include additional funding through Adoption Promotion Fund as awarded by the State.			

BUDGET AMENDMENT NO. 5
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-360-005	Opioid Settlement Fund	88,523	
10-392-745	Opioid Settlement Fund	88,523	
EXPLANATION: To amend FY 22/23 budget to include National Opioid Settlement Funds awarded to Perquimans County for FY 22/23.			

BUDGET AMENDMENT NO. 6
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-018	EM - CBC Grant - EPC	323,800	
10-530-344	EM - CBC Grant - EOC	323,800	
EXPLANATION: To amend FY 22/23 budget to include additional EM Fund as awarded through the EM Capacity Building Competitive Grant.			

BUDGET AMENDMENT NO. 7
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-017	EM - DPR Grant	35,823	
10-530-333	EM - DPR Grant	35,823	
EXPLANATION: To amend FY 22/23 budget to include the FY 21/22 unencumbered balance for the DPR Grant.			

BUDGET AMENDMENT NO. 8
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-012	EM - State Grants	22,000	
10-530-333	EM - Performance Grant	22,000	
EXPLANATION: To amend FY 22/23 budget to include the unencumbered FY 21/22 boat sale funds to be used to repair the current boat.			

6. **Enclosures:** The following miscellaneous documents were approved by the Board:
- Senior Nutrition Contract:** This contract is between Perquimans County and Albemarle Commission to handle the Senior Nutrition Program at the Senior Center. The cost is \$12,457.53 for 999 for FY 2022-2023.
 - Home & Community Care Block Grant (HCCBG) Contract:** The County has been approved to receive funds from the Home & Community Care Block Grant (HCCBG). The Board unanimously authorized the Chair and County Staff to sign the required documentation to receive these funds.

PRESENTATIONS & INTRODUCTION OF NEW EMPLOYEES

A. The following presentation was made:

- Recognition of Service:** Beginning last month, the Board recognized employees that have reached their 5th, 10th, 15th, etc. year with the County. Tonight, Mr. Heath recognizes Helen Hunter, Tax/Finance Specialist, who is celebrating her 15th year. The Board thanked Ms. Hunter for her service. Ms. Hunter thanked the Board for the opportunity to work for the County.
- Recognition of Retirement:** County Manager Heath explained that this month we had two employees to retire. They were Kathy Matthews, Water Clerk, who retired on July 1, 2022 after thirty years of service in the Water Department, and Jim Grosjean, EMS Compliance Officer/AEMT, who retired on July 1, 2022 after thirteen years of service in the Emergency Medical Services.

B. Introduction of New Employees: The following new employees were introduced to the Board:

- Susan Chaney, Social Services:** Susan Chaney, Social Services Director, introduced Sarah Ownley, IMC I Working Against IMC II - Adult Medicaid Unit, who was hired on June 1, 2022.
- Shelby White:** Shelby White, Sheriff, introduced Macey Stockwell, Administrative Assistant for the Sheriff's Office, who was hired on June 1, 2022.

Each new employee made a few comments and the Chairman and the Board welcomed them to Perquimans County.

BLAND BAKER, TRILLIUM

Mr. Baker presented a PowerPoint Presentation, which detailed the projects of interest in the mental health field. After his presentation, he asked if the Board had any questions. The following questions were asked:

- **Commissioner Woodard:** Mr. Woodard asked if there was any chance that they will increase the Medicaid age. Mr. Bland said that there is some talk and it would help the consumer but he was not sure what was going to happen with that.
- **Chairman Nelson:** Mr. Nelson wanted to know if Mr. Bland had any per capita figures so that they could compare the surrounding counties to Perquimans County. Mr. Bland said that he did not have them but would be happy to provide them to Mr. Nelson. Mr. Nelson said that he would be interested in seeing them.

There being no further questions from the Board, Chairman Nelson thanked Mr. Baker for coming and proceeded with the rest of the meeting.

BILL JENNINGS, TAX ADMINISTRATOR

Chairman Nelson recognized Bill Jennings who distributed his final collection percentage for FY 2021-2022 which was .9755 and explained about the 2024 Revaluation. They had forward a Request for Bid to three companies. Piner Appraisal was the lowest bidder. County Attorney High has been provided a draft copy of the contract to review. County Manager Heath asked Mr. Jennings to update the Board on the duties of the company that performs our revaluations. Mr. Jennings did so and told the Board that the Piner's bid was \$350,000. The only other bid that we received was from Pearson Appraisal whose bid was \$359,815. On motion made by T. Kyle Jones, seconded by Charles Woodard, the Board unanimously approved to authorize the Chairman and County staff to execute the contract with Piner pending review of County Attorney High.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

There being no commissioner's concerns or committee reports, Chairman Nelson moved forward with the meeting.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following update:

- **Lights at Boat Ramp Site:** Mr. Heath reported that, with the assistance of the Town of Hertford, they were able to install a light at the Boat Ramp Site.

PLANNING BOARD ITEMS

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

➤ Rezoning Request No. REZ-22-01, requested by The Moorings at Albemarle: A Public Hearing was held earlier in the meeting to receive citizens' comments to consider: (1) Rezoning Request No. REZ-22-01, requested by The Moorings at Albemarle, LLC to rezone approximately 93.36 acres from RA-15 (CUD), Residential and Agricultural Conditional Use District to RA-15, conventional Residential and Agricultural District. Subject property extends in all directions from the intersection of Muddy Creek Road, Hoyle Jones Road, and Cross Neck Road. Subject property is also known as Tax Parcel Nos. 4-0076-0026, 4-D076-2601-TM1, 4-D076-2602-TM1, 4-D076-2603-TM1, 4-D076-2604-TM1. After making several personal comments in favor of this request, T. Kyle Jones made a motion to find the proposed Rezoning No. REZ-22-01 to be consistent and in harmony with the county comprehensive Land Use Plan existing development pattern because the proposed area of map Exhibit IX-B, "Projected Future Land Use Unincorporated Portions of Perquimans County", shows the subject area labeled as residential which includes RA-15 zones and that the rezoning is reasonable because the overall density and intensity of the project are decreased by approximately half which decreases the environmental burden on the land and public services. The motion was seconded by Joseph W. Haffler and unanimously approved by the Board. Fondella A. Leigh made a motion to approve Rezoning Request REZ-22-01 to rezone from RA-15 (CUD) Residential and Agriculture District with conditions to RA-15 conventional Residential and Agriculture District for Tax Parcel numbers 4-0076-0026, 4-D076-2601-TM1, 4-D076-2602-TM1, 4-D076-2603-TM1, and 4-D076-2604-TM1. The motion was seconded by Thebna Finch-Copeland and unanimously approved by the Board.

➤ Preliminary Plat Review of Major Modification of The Moorings at Albemarle: Chairman Nelson recognized Rhonda Repanshek, Planner, who presented the following overview of the Preliminary Plat Review request:

SIDE NOTE:

Planning Board is studying Highway Corridor Commercial Building Design standards in the Zoning Ordinance, and they are also reviewing and proposing edits to the Subdivision review process in our Subdivision Regulations. The Planning Department will present proposed amendments at a Commissioner Work Session soon.

Preliminary Plat Review

Thank you, Chairman Nelson, Preliminary plat review is an administrative decision that does not require a public hearing. NC General Statutes Chapter 160D-80 states that decisions on approval or denial of preliminary plats may be made only on the basis of standards explicitly set forth in the subdivision ordinance.

Commissioners should only approve a preliminary plat if they determine that the project will not exceed the County's ability to provide adequate public facilities, including schools and emergency services.

Background: The preliminary plat is for the first 15 lots, 6 of which have waterfront Sound frontage. Total area of lots in phase one is 15.65 acres including 0.7 acre of open space. Minimum lot size is 32,500 square feet and only residential housing is proposed.

A checklist of Section 305.1 requirements is included in your packet to be used to verify compliance with the Subdivision Regulations.

The Water Access requirement in Section 701 is satisfied by a 0.71 acre water access lot between proposed phase one lots 3 and 4. The existing boat ramp is to be filled in and closed, but the shoreline is directly touching the Albemarle Sound and has an existing pier and a well maintained bulkhead.

Technical Review Committee Comments: The Postmaster supplied two documents of the US Postal Service policy and requirements for new subdivisions to be built with centralized delivery. The applicant added a 16-unit Cluster Mailbox to preliminary plat page 2 (serving PH 1) and reflected related information in note #4 on plat page 1.

Albemarle EMC's Manager of Engineering sent the following email, "Albemarle EMC will not have any problems meeting the needs of this development as proposed and thus approves it as is. We would just like to make the developer aware that some of the materials required to provide the power to this development (if underground will be requested as usual) are currently experiencing much longer than normal lead times to obtain, and as such we would encourage them to give plenty of advanced notice prior to being ready for the installation of these facilities. Thanks." The applicant added Note #5 on plat page 1 which states all electrical lines within the subdivision will be underground. The Regional Engineer and Department Head in Washington Regional Office of NC Department of Environmental Quality, in the Division of Energy, Mineral, and Land Resources said that the applicant will need a new Stormwater permit even though the number of lots is being greatly reduced. He also noted that Erosion and Sedimentation Control Permits expire after three years if no activity takes place on site, and they are required prior to any disturbance of greater than one acre. The applicant added notes #6 & #7 to preliminary plat page 1 stating that the previous erosion and sedimentation control permit and the storm drainage narrative will be updated and resubmitted.

Water Department Director sent the following email--"It appears that the preliminary plat for the Moorings Subdivision will total less than half of the lots previously approved for County water, therefore Perquimans County will have no problem servicing the capacity needed for Phase 1."

District Planner for NC Division of Coastal Management emailed that:

- This area has a 75-foot CAMA Area of Environmental Concern (AEC) and would require permitting for the closing off of the existing boat ramp.
- Any filling or grading within 75 feet will also need CAMA permitting, the type would depend on the amount of land to be filled if it's over an acre then a CAMA Major Permit will be needed.
- Work on the bulkheaded area if it exceeds 500 linear feet would also need to go through a CAMA Major Permit.

Applicant added notes #9 through #11 to preliminary plat page 1 in response to these comments and stated that no fill is anticipated except in the existing boat ramp area and the only bulkhead work will be spanning the gap at the existing boat ramp which is less than 20'.

Planning Staff Comments were that some Section 306.7 Plat Requirement Checklists items were not present even though they had old versions from 2017 so they added notes #6, #7 & #8 to the plat and emailed a generic style draft of the covenants.

The Moorings also submitted 15 individual perc. tests from Albemarle Regional Health Services for Phase 1 lots and all but one require "sand line trench system—shallow placement".

Compliance with CAMA Land Use Plan

County Subdivision Regulations require subdivisions to comply with the Land Use Plan.

Future Land Use Compatibility Matrix on page IX-35 of the CAMA Land Use Plan lists 2 residential dwelling units per acre average density as generally consistent for future land use and the Future Land Use Map labels the subject area as residential.

Fondella A. Leigh made a motion to approve the Preliminary Plat and approve the consistency with the County Land Use Plan. The motion was seconded by T. Kyle Jones and unanimously approved by the Board.

PERQUIMANS MARINE INDUSTRIAL PROJECT DOCUMENTATION

Chairman Nixon recognized County Manager Heath to give an update on the Perquimans Marine Industrial Project. He asked that the Board take action on the following items: (1) Resolution to request the \$1,500,000 funds from the Department of Commerce Grant; and (2) Approve the contract with S. J. Hamill Construction Contract to build the Marine Basin at a cost of \$6,979,075. He further asked for a Change Order in the amount of \$1,480,000 to build an additional 75 feet of bulkhead frontage on the basin. This will leave approximately \$400,000 in contingency funds, should we need it. The project will begin in September or October. The following action was taken by the Board:

1. **Resolution:** On motion made by Charles Woodard, seconded by Fondella A. Leigh, the Board unanimously adopted the following Resolution:

RESOLUTION

BE IT RESOLVED, that a grant from the Department of Commerce through the County of Perquimans be made to assist the Perquimans Marine Park Basin project.

BE IT FURTHER RESOLVED, that Perquimans County will administer this grant in accordance with the rules and regulations of the Department of Commerce.

BE IT FURTHER RESOLVED, that the County will administer this grant through the County Finance Office.

BE IT FURTHER RESOLVED, that the grant will be monitored quarterly to assure compliance with this proposal and the Department of Commerce regulations.

BE IT FURTHER RESOLVED, that the amount of the grant application will be \$1,500,000.

ADOPTED this 5th day of July, 2022.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunnicutt, Clerk to Board

- 2. S. J. Hamill Construction Contract: On motion made by Joseph W. Hoffer, seconded by T. Kyle Jones, the Board unanimously approved the contract with S. J. Hamill Construction to construct the Marine Basin at a cost of \$6,979,075. In addition, the motion included the approval of a Change Order in the amount of \$1,480,000 to build an additional 75 feet of bulkhead frontage on the basin and to leave approximately \$400,000 in contingency funds, should we need it. The project will begin in September/October, 2022.

MOTOROLA SOLUTIONS LEASE AGREEMENT

Chairman Nelson recognized County Manager Heath who explained the proposed Lease Agreement #25273 for the acquisition of the Equipment or other personal property described in the Lease between Perquimans County (Lessee) and Motorola Solutions Inc. (Lessor). On motion made by T. Kyle Jones, seconded by Charles Woodard, the Board unanimously approved the following Certified Lessee Resolution and Municipal Lease #25283 with Motorola Solutions Inc. at a cost of \$318,538.84 plus \$42,375.25 interest (\$318,538.84 x 4.25% interest over three to five years).

CERTIFIED LESSEE RESOLUTION

At a duly called meeting of the Governing Body of the Lessee (as defined in the Lease) held on July 5, 2022, the following resolution was introduced and adopted.

BE IT RESOLVED by the Governing Board of Lessee as follows:

- 1. Determination of Need. The Governing Body of Lessee has determined that a true and very real need exists for the acquisition of the Equipment or other personal property described in the Lease between Perquimans County (Lessee) and Motorola Solutions, Inc. (Lessor).
- 2. Approval and Authorization. The Governing body of Lessee has determined that the Lease, substantially in the form presented to this meeting, is in the best interests of the Lessee for the acquisition of such Equipment or other personal property, and the Governing Board hereby approves the entering into of the Lease by the Lessee and hereby designates and authorizes the following person(s) referenced in the Lease to execute and deliver the Lease on Lessee's behalf with such changes thereto as such person deems appropriate, and any related documents, including any escrow agreement, necessary to the consummation of the transactions contemplated by the Lease.
- 3. Adoption of Resolution. The signatures in the Lease from the designated individuals for the Governing Body of the Lessee evidence the adoption by the Governing Body of this Resolution.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunnicutt, Clerk to Board

SEAL.

VOTING DELEGATES

Chairman Nelson stated that they needed to appoint the Voting Delegates for the NCACC Annual Conference on August 11-13, 2022 and the NCACC Legislative Goals Conference on November 16-17, 2022. At this time, Mary Hunnicutt, Clerk to the Board, reported that Commissioners Hoffer, Nelson, and Woodard were planning on attending the NCACC Annual Conference. Mr. Hoffer stated that his travel plans have changed and that he may not be able to attend the Conference. Commissioner Woodard stated that he felt that the Chairman of the Board, Wallace Nelson, should be the Voting Delegate. On motion made by Fondella A. Leigh, seconded by Joseph W. Hoffer, the Board unanimously appointed Wallace Nelson to be the voting delegate and Charles Woodard to be the alternate voting delegate. The Board tabled the appointment of the voting delegate for the NCACC Legislative Conference in November.

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

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

Wallace E. Nelson, Chairman

Clerk to the Board

WORK SESSION
July 18, 2022
7:00 p.m.

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

July 25, 2022

Tax Refunds: (Perquimans County)

Emmett Ronald Stallings \$150.00
Vehicle sold; 10-month refund
Account#: 50954393

Gina Marie Wharton \$243.21
Vehicle sold; 10-month refund
Account#: 64672968

EMPLOYMENT ACTION FORM

DATE SUBMITTED: July 8, 2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Tiffany Maupin
POSITION: IMC II (Family & Children's Medicaid)

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

*** Ms. Maupin is not fully qualified for the IMC II position and therefore is classified as an IMC I working toward the II position for a year.

EMPLOYEE EFFECTIVE DATE: August 1, 2022

GRADE: 61 STEP: 3 SALARY: \$ 32,321.00

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

Suzanne M. Chaney

DATE: July 8, 2022

COUNTY MANAGER APPROVAL

Anaiah Heath

DATE: 7/12/22

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

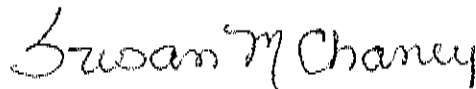
DIRECTOR
Susan M. Chaney

MEMORANDUM

Date: July 8, 2022

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

From: Susan Chaney, Social Services Director



Subject: New Employee

Perquimans County Department of Social Services has offered the position of Income Maintenance II in the Family & Children's unit to Ms. Tiffany Maupin and she has accepted. Ms. Maupin is not fully qualified for the IMC II position and therefore, will be classified as an IMC I working against the IMC II position for a year. She will begin as a Grade 61, Step 3 with a salary of \$ 32,321.00. Her beginning date of employment will be August 1, 2022.

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: July 7, 2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Corinne Brinkley
POSITION: IMC II (FNS Unit)

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

*** Ms. Brinkley is not fully qualified for the IMC II position and therefore is classified as an IMC I working toward the II position for a year.

EMPLOYEE EFFECTIVE DATE: August 1, 2022

GRADE: 61 STEP: 3 SALARY: \$ 32,321.00

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

COUNTY MANAGER APPROVAL

Susan M Chaney

Frank Heath

DATE: July 7, 2022

DATE: 7/12/22

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

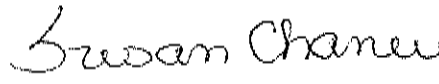
DIRECTOR
Susan M. Chaney

MEMORANDUM

Date: July7, 2022

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

From: Susan Chaney, Social Services Director



Subject: New Employee

Perquimans County Department of Social Services has offered the position of Income Maintenance II in the Food & Nutrition unit to Ms. Corinne Brinkley and she has accepted. Ms. Brinkley is not fully qualified for the IMC II position and therefore, will be classified as an IMC I working against the IMC II position for a year. She will begin as a Grade 61, Step 3 with a salary of \$ 32,321.00. Her beginning date of employment will be August 1, 2022.

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: 6/16/2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: LuRec C. Sawyer SOC. SEC. NO.: _____

POSITION: Data Entry Manager / Senior Center Assistant * PPT DEPT.: Senior Citizens Center

NEW EMPLOYEE EFFECTIVE DATE: July 1 2022

(n/g) GRADE: _____ STEP: _____ SALARY: \$17⁰⁰ per hour 25 hours Weekly

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

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

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

DEPARTMENT RECOMMENDATION
[Signature]
DATE: 6/16/2022

COUNTY MANAGER APPROVAL
[Signature]
DATE: 6/17/22

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 7/25/2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: William Thomas Wright _____

SOC. SEC. NO.: _____

POSITION: Deputy _____

DEPT.: Sheriff's Office _____

NEW EMPLOYEE EFFECTIVE DATE: 8-1-2022 _____

GRADE: 64 STEP: 1 SALARY: \$35,127 _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Sheriff Shelby White

March Heath

DATE: 7/25/2022

DATE: 7/27/22

FINANCE OFFICER

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: July 12, 2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Julie Shreckengast
POSITION: IMC III (Family & Children's Medicaid)
Lead Worker Position

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

EMPLOYEE EFFECTIVE DATE: August 1, 2022

GRADE: 65 STEP: 1 SALARY: \$ 36,707.00

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

Suzan M Chaney

DATE: July 12, 2022

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 7/12/22

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

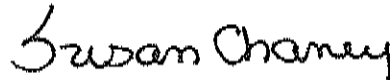
DIRECTOR
Susan M. Chaney

MEMORANDUM

Date: July 12, 2022

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

From: Susan Chaney, Social Services Director



Subject: Family & Children's Medicaid Lead Worker Position

Perquimans County Department of Social Services has offered the position of Income Maintenance Caseworker III, Lead Worker, in the Family & Children's unit to Ms. Julie Shreckengast and she has accepted. Ms. Shreckengast has been with Perquimans Social Services since June, 2020 and continues to demonstrate growth and development within the Department.

Ms. Shreckengast will be classified as a Grade 65, Step 1 with a salary of \$ 36,707.00. The beginning date of her new position will be August 1, 2022.

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: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Gewayne (Glenn) Cunningham

SOC. SEC. NO.: _____

POSITION: Part-Time/Fill-In Building Inspector

DEPT.: Building Inspections

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

7/1/2022 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE JOB RECLASSIFICATION. GRADE: 67 STEP: 6 SALARY: \$21.78

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 7-27-22

[Signature]
DATE: 7/27/22

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: July 27, 2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Lindsey Fields SOC. SEC. NO.: _____

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

NEW EMPLOYEE EFFECTIVE DATE: August 17, 2022
GRADE: 62 STEP: 4 SALARY: \$16.64 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
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.

_____ DATE OF EMPLOYEE RESIGNATION
Date

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

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

DEPARTMENT RECOMMENDATION

DATE: July 27, 2022

COUNTY MANAGER APPROVAL

DATE: 7/27/22

FINANCE OFFICER

DATE: _____

COPY
Revised 7/05

PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES

P.O. BOX 107
Hertford, North Carolina 27944

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

252-426-7373 -- FAX 426-1240

DIRECTOR
Susan M. Chaney

MEMORANDUM

Date: July 15, 2022

To: Frank Heath, County Manager
Tracy Mathews, County Finance
Rebecca Corprew, Fiscal Officer

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

Subject: Employee Request for Leave Without Pay

*Approved
Frank Heath*

Perquimans County Department of Social Services employee, Sandi Lorensen is requesting 40 hours leave without pay from her July, 2022 paycheck. Ms. Lorensen has several doctor's appointment during July and her leave is exhausted.

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.

July 12, 2022

I am writing to request 40 hours of leave without pay to come out my July 2022 paycheck. I have upcoming doctors' appointments in the month of July and August 2022.

Thank You

Sandi M Lorenson

Sandi M Lorenson

EMPLOYMENT ACTION FORM

DATE SUBMITTED: July 1, 2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Erica Critcher

SOC. SEC. NO.:

POSITION: Deputy Director

DEPT.: Board of Elections

X

NEW EMPLOYEE EFFECTIVE DATE:

July 1, 2022

GRADE: 58 STEP: 4 SALARY: \$29,031

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Jackie Greene

Frank Heath

DATE: July 1, 2022

DATE: 7/25/22

FINANCE OFFICER

COPY

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: July 27, 2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Anthony Johnson

SOC. SEC. NO.: _____

POSITION: Certified Telecommunicator PART-TIME FILL-IN

DEPT.: 911 Communications

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

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

9/1/2022 DATE OF EMPLOYEE RESIGNATION *Retirement*
Date

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

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

DEPARTMENT RECOMMENDATION

DATE: July 27, 2022

COUNTY MANAGER APPROVAL

DATE: 7/27/22

FINANCE OFFICER

DATE: _____

COPY

Revised 7/05

Re: Anthony Johnson

ANTHONY JOHNSON <anthonyj3435@yahoo.com>

Fri 7/22/2022 8:39 PM

To: Jonathan Nixon <jnixon@perquimanscountync.gov>

Cc: Tracy Mathews <tracymathews@perquimanscountync.gov>; Casey Winn
<caseywinn@perquimanscountync.gov>; Mary Hunnicutt

<mhunnicutt@perquimanscountync.gov>; **Admin 911**

<admin911@perquimanscountync.gov>; Frank Heath frankheath@perquimanscountync.gov

I Anthony T. Johnson here by requesting for my retirement date to be 9/1/2022. It has been a pleasure serving the community of Perquimans County. I would be willing to come back after my retirement takes effective after 10/1/2022.

Thank you
Sincerely
Anthony T. Johnson

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 7/28/22

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Amanda Richardson SOC. SEC. NO.: _____

POSITION: Part-time Certified Telecommunicator 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. 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.

11-01-2019 DATE OF EMPLOYEE RESIGNATION - Last day worked 07-28-2019

_____ 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

[Signature]
DATE: 7/28/2022

COUNTY MANAGER APPROVAL

[Signature]
DATE: 7/28/22

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: July 27, 2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Lindsey Fields SOC. SEC. NO.: _____

POSITION: Certified Telecommunicator PERMANENT PART-TIME FILL-IN 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
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.

08/16/2022 DATE OF EMPLOYEE RESIGNATION
Date

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

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

DEPARTMENT RECOMMENDATION

[Signature]
DATE: July 27, 2022

COUNTY MANAGER APPROVAL

[Signature]
DATE: 7/27/22

FINANCE OFFICER

DATE: _____

COPY

Lindsey Fields
251 Wildcat Rd.
Edenton, NC 27932
7/23/2022

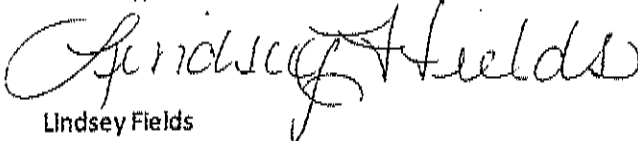
Jonathan Nixon
Emergency Services Director
Perquimans County Emergency Services
159 Creek Drive
Hertford, NC 27944

Dear Jonathan:

It is with regret that I tender my resignation from the permanent part-time position with Perquimans Co. 911 effective 8/16/2022. I am requesting, however, to maintain a fill in part-time position.

I appreciate your understanding in the special circumstances that have led to this decision.

Sincerely,


Lindsey Fields

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 7/1/2022

COUNTY OF PERQUIMANS
PART-TIME EMS/RESCUE EMPLOYEES

NAME: Brett Damron SOC. SEC. NO.: _____

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

NEW EMPLOYEE EFFECTIVE DATE: _____

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

Complete following information only if for new employee.

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBER: _____

X 8/1/22 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE TO
Date CERTIFICATION (~~PER ATTACHED STATE CERTIFICATE OF COMPLETION~~).

GRADE: 63 STEP: 4 SALARY: \$17.39 Hourly

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL

RESCUE SQUAD RECOMMENDATION

[Signature]
DATE: 7/1/22

DATE: _____

COUNTY MANAGER APPROVAL

FINANCE OFFICER

[Signature]
DATE: 7/12/22

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 7/1/2022

COUNTY OF PERQUIMANS
PART-TIME EMS/RESCUE EMPLOYEES

NAME: Lisa Whidbee SOC. SEC. NO.: _____

POSITION: EMS Part-Time, Fill-In ~~AEMU~~ RESCUE: _____

NEW EMPLOYEE EFFECTIVE DATE: _____

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

Complete following information only if for new employee.

ADDRESS: _____

CITY/STATE/ZIP: _____

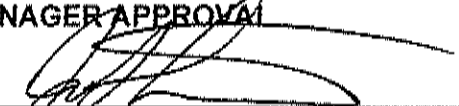
PHONE NUMBER: _____

X 8/1/22 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE RAISE DUE
TO
Date CERTIFICATION (PER ATTACHED STATE CERTIFICATE OF COMPLETION).

GRADE: 66 STEP: 4 SALARY: \$19.85 Hourly

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL

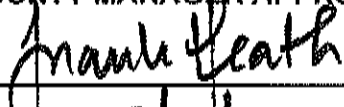
RESCUE SQUAD RECOMMENDATION


DATE: 7/1/22

DATE: _____

COUNTY MANAGER APPROVAL

FINANCE OFFICER


DATE: 7/12/22

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 7/20/22

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Damon Sizemore SOC. SEC. _____

POSITION: Deputy DEPT.: Sheriff's Office

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 65 STEP: 4 SALARY: \$39,509

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

8-1-22 DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS. GRADE: 65 STEP: 5 SALARY: \$40,472

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

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

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

DEPARTMENT RECOMMENDATION

[Signature]

DATE: 7-20-22

COUNTY MANAGER APPROVAL

[Signature]

DATE: 7/25/22

FINANCE OFFICER

DATE: _____

COPY

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
TOURISM DEVELOPMENT FUND
NO. 9

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 1st DAY OF AUGUST, 2022, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2022 - 2023 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
45-385-003	TDA - Local Funds	7,500	
45-682-144	TDA - Local Funds	7,500	

EXPLANATION: To amend the FY 22/23 budget to include the local funds collected (sponsorships and vendor fees) which are to be used for the Indian Summer Festival that is planned for September, 2022.

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 1st DAY OF AUGUST, 2022.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 1st DAY OF AUGUST, 2022.

 Chairman, Board of Commissioners

 Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 10

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 5th DAY OF JULY, 2022, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2022 - 2023 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	DSS - State Grants	21,751	
10-610-202	DSS - Low Income Water Assistance	21,751	
EXPLANATION: To amend FY 22/23 budget to include the additional funds as awarded by the State.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 5th DAY OF JULY, 2022.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 5th DAY OF JULY, 2022.

 Chairman, Board of Commissioners

 Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 11

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 5th DAY OF JULY, 2022, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2022 - 2023 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-018	Emergency Management - 2021 HMEP	20,020	
10-530-345	Emergency Management - 2021 HMEP	20,020	
EXPLANATION: To amend FY 22/23 budget to include the additional funds as awarded for a HazMat Transportation Exercise.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 5th DAY OF JULY, 2022.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 5th DAY OF JULY, 2022.

 Chairman, Board of Commissioners

 Finance Officer

Perquimans County Library Board meeting: Zoom option

Michelle Lawrence <mlawrence@pettigrewlibraries.org>

To: Mary Hunnicutt

Mon 7/11/2022 11:21 AM

Good morning, Mrs. Hunnicutt,

I just received this email from one of our board members. I will be searching for a replacement!

Michele

From: Robert Neal <robert.neal.york@gmail.com>

Sent: Monday, July 11, 2022 11:10 AM

To: Michelle Lawrence <mlawrence@pettigrewlibraries.org>

Subject: Re: Perquimans County Library Board meeting: Zoom option

Hello,

I am sorry to say that I am resigning as board member. Hopefully, you can find a replacement soon.

Thank you for being a good friend.

Robert Neal

Fw: Child Support Awareness Month

From: Susan Chaney <schaney@perqdss.net>

To: Frank Heath; Mary Hunnicutt

Sun 7/17/2022 9:24 AM

Perquimans Child Support Awareness Month Proclamation_2022.pdf
72 KB

Good Morning,

I was approached by Tammy Pearson with Young Williams (Child Support Services) to request the Perquimans County Commissioners adopt the attached proclamation for August Child Support Month. I do not know the process for requesting but would recommend the proclamation be approved. I will be available to present on Aug. 1st if needed.

Please advise of your decision. Thank you for your consideration.

Susan M. Chaney
Director
Perquimans Co. Dept. Social Services
PO Box 107
Hertford, NC 27944
252-426-7373 ext. 128

From: Tammy Pearson <Tammy.Pearson@youngwilliams.com>
Sent: Thursday, June 2, 2022 7:43 AM
To: Susan Chaney <schaney@perqdss.net>
Subject: Child Support Awareness Month

August is approaching quickly, and we wanted to know if it would be possible to have the commissioners read, approve and sign a proclamation for child support awareness month. Once the end of the state fiscal year numbers is out, I will present a draft for you to review and make suggestions on. We would include total amount collected for SFY'22, number of cases, and children served in Perquimans County and any other items you would like added. Also, if you need us to attend, we will be glad too.

Best,
Tammy

Tammy Pearson, MBA | *North Carolina Manager*
Beaufort, Bertie, Camden, Chowan, Craven, Currituck, Dare, Gates, Hertford, Hyde, Martin, New Hanover, Onslow, Pasquotank, and Perquimans Counties
430 Dolphin Drive, Suite 100|Jacksonville NC 28546
YoungWilliams | Office: 910-938-3126 | Fax: 910.938.0044
tammy.pearson@youngwilliams.com | www.youngwilliams.com
<https://www.surveymonkey.com/r/7FS2WGB> (New Hanover)

CONFIDENTIALITY NOTE:

This e-mail and all attachments are intended only for the use of the addressee and may contain information that is CONFIDENTIAL AND PRIVILEGED. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of this e-mail or any attachment is prohibited. If you have received this e-mail in error, please notify us immediately by replying to the sender, and please immediately delete this e-mail, all attachments and your reply from your system.



**PERQUIMANS COUNTY
BOARD OF COMMISSIONERS**

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

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

MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

**State of North Carolina
County of Perquimans
Proclamation Child Support Awareness Month
August, 2022**

WHEREAS Perquimans County is recognizing August as Child Support Awareness Month, and reaffirms its commitment to strengthening Perquimans Counties families by providing child support services to improve the economic stability and well-being of children; and

WHEREAS, in State Fiscal Year 2021-22, more than \$1.1 million in child support was collected from parents of Perquimans Counties children, and

WHEREAS, there are nearly 507 child support orders in place, working to ensure that more than 591 children receive financial support from their parents; and

WHEREAS, the court must order either parent to obtain and maintain medical health insurance coverage for a child if it is actually and currently available to the parent at a reasonable cost.

WHEREAS Child Support Awareness Month salutes the diligent working parents who spend time with their child and who make regular child support payments, to safeguard their children's future; and

WHEREAS, strengthening individuals and families promotes the safety and well-being of children, provides stability, improves the lives of children, and provides opportunities for families to be able to enhance their children's futures; and

WHEREAS, children who do not receive adequate financial and emotional support from their parents may experience greater difficulty in becoming healthy, happy, and productive citizens; and

WHEREAS, many concerned and dedicated judges, district attorneys, clerks of court, sheriffs' personnel, and child support professionals work to establish and enforce child support orders for Perquimans County children, one of our counties most vital resources.

NOW, THEREFORE, We, the Perquimans County Board of Commissioners, do hereby proclaim August 2022, as "CHILD SUPPORT AWARENESS MONTH" in Perquimans County, and commend its observance to all citizens.

IN WITNESS WHEREOF,

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunnicutt, Clerk to Board

SEAL

Perquimans County's Vision:

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



PERQUIMANS COUNTY BOARD OF COMMISSIONERS

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

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

MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

RESOLUTION BY GOVERNING BODY OF APPLICANT

- WHEREAS, Session Law 2020-79 was signed into law on July 1, 2020 to improve viability of the water and wastewater systems of certain units of local government; the Viable Utility Reserve was established in the Water Infrastructure fund to be used for grants to include the study of rates, asset inventory and assessment and/or merger and regionalization options as well as construction projects which may include rehabilitation of existing utility assets, interconnections/extensions to provide regional service, decentralize an existing system, and/or other options deemed feasible to support financial, organizational, and operational viability; and
- WHEREAS, The State Water Infrastructure Authority (SWIA) and the Local Government Commission (LGC) have developed criteria to assess local government units and identify distressed units, and
- WHEREAS, Perquimans County has been identified through the process approved by SWIA and the LGC as being potentially distressed, based on the financial, managerial, and technical challenges faced by Perquimans County and which affect the long-term sustainability of the utility, as supported by the most recent assessment score which is above the designation threshold for the first time, and
- WHEREAS, Perquimans County has need for state grant assistance for study and/or construction project(s), training and education, and other related assistance in support of becoming a viable utility.

NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF PERQUIMANS COUNTY:

- That Perquimans County, if designated as distressed, will complete the viable utility requirements in §159G-45(b) by:
1. Conducting an asset assessment and rate study. (Recently completed asset assessment or rate studies may be sufficient to meet this requirement.)
 2. Participate in a training and educational program.
 3. Develop a short-term and long-term action plan considering all of the following:
 - a. Infrastructure repair, maintenance, and management.
 - b. Continuing education of the governing board and system operating staff.
 - c. Long-term financial management plan.

That Perquimans County acknowledges that the State Water Infrastructure Authority and Local Government Commission can impose specific conditions on grants from the Viable Utility Reserve.

That Perquimans County will provide adequate access to staff, documents, equipment, and other resources pertinent to complete any future Viable Utility Reserve projects, and upon completion of the projects provide good faith effort to implement their short-term and long-term plans to achieve system viability.

That Wallace E. Nelson, Chairman, the Authorized Official, and successors so titled, is hereby authorized to execute and file these materials for consideration on behalf of the Perquimans County with the State of North Carolina for a distressed designation to aid in the completion of projects in support of system viability.

That the Authorized Official and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such process: to make the assurances as contained above; and to execute such other documents as may be required in connection with the designation process.

Perquimans County's Vision:

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

That Perquimans County has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants pertaining thereto.

Adopted this the 1st day of August, 2022, at Perquimans County, North Carolina.

(Signature of Chief Executive Officer)

Chairman, Perquimans County Board of Commissioners
(Title)

CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting Chairman of the Perquimans County Board of Commissioners does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Perquimans County Board of Commissioners duly held on the 1st day of August, 2022; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this --- _____ day of _____, 20 ____.

(Signature of Recording Officer)

(Title of Recording Officer)



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J. ERIC BOYETTE
SECRETARY

July 11, 2022

Herbert T. Mullen, Jr
101 E Elizabeth Street
Elizabeth City, NC 27909

County: Perquimans

Subject: Addition of Roads in Smith Acres
SR 1133 – Smith Acres Road
SR 1134 – Mullen Court

Dear Mr. Mullen,

Your name was listed as the contact person on the received petition for State Maintenance, and we are pleased to inform you that the above roads have been approved for addition to the State Highway System. These additions were approved by the North Carolina Board of Transportation at the Board Meeting on June 8, 2022.

Division of Highways field forces will begin maintaining these roads just as soon as it can be worked into their schedule. Any improvement programmed for these roads must be accomplished within the needs for existing State Maintained Roads located in this county.

Sincerely,

David B. Otts, P.E.
District Engineer

Attachments

Cc: Allen Moran
C. Win Bridgers, PE
Lance Winslow
Frank Heath, County Manager
Dr. Tanya Turner, Superintendent

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
DISTRICT FIELD OFFICE
1929 NORTH ROAD STREET
ELIZABETH CITY, NC 27909

Telephone: (252) 331-4737
Fax: (252) 331-4739
Customer Service: 1-877-368-4968

Website: www.ncdot.gov

Location:
1929 NORTH ROAD STREET
ELIZABETH CITY, NC 27909



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J. ERIC BOYETTE
SECRETARY

DATE: June 16, 2022
TO: C.W. "Win" Bridgers, PE
Division Engineer
Division 1
FROM: Erin Lesh, GISP
Supervisor, Spatial Data Operations Group
Geographic Information Systems Unit
SUBJECT: 2022 District 1 Road System Changes

The GIS Unit's Spatial Data Operations Group has been authorized to make the changes indicated below to the state road system. We request that you update the related maps and files in your offices and install appropriate road number signs, if necessary. If our system changes do not conform to the actual conditions in the field, please return this memorandum with recommendations.

Document Number	County	Approval Date
Perquimans 2022 06 52509	PERQUIMANS	06/08/2022

Questions or comments about changes should be referred to the GIS Help Desk at GISHelp@ncdot.gov.

Thank you for your assistance.

EAL

cc: BSIP
Bridge Maintenance
Division Right of Way
IMG
Pavement Management
Permit Unit
State Road Maintenance
Traffic Engineering
Traffic Surveys

MAILING ADDRESS:
NC DEPARTMENT OF TRANSPORTATION
GEOGRAPHIC INFORMATION SYSTEMS UNIT
1521 MAIL SERVICE CENTER
RALEIGH, NC 27699-1521

Telephone: (919) 707-2165
FAX: 919-707-2210
Customer Service: 1-877-368-4968
Website: www.ncdot.gov

LOCATION:
4101 CAPITAL BLVD.
RALEIGH, NC 27604

2022 Road System Changes

Petition Name: Perquimans_2022_06_52509
Date: 06/08/2022
County: PERQUIMANS

Additions

Route	Street Name	Mileage	Map
SR 1133	SMITH ACRES RD	0.17	
SR 1134	MULLEN CT	0.08	

Deletions

Route	Street Name	Mileage	Map
None			

Reassignments

Existing Route	New Route	Street Name	Mileage	Map
None				

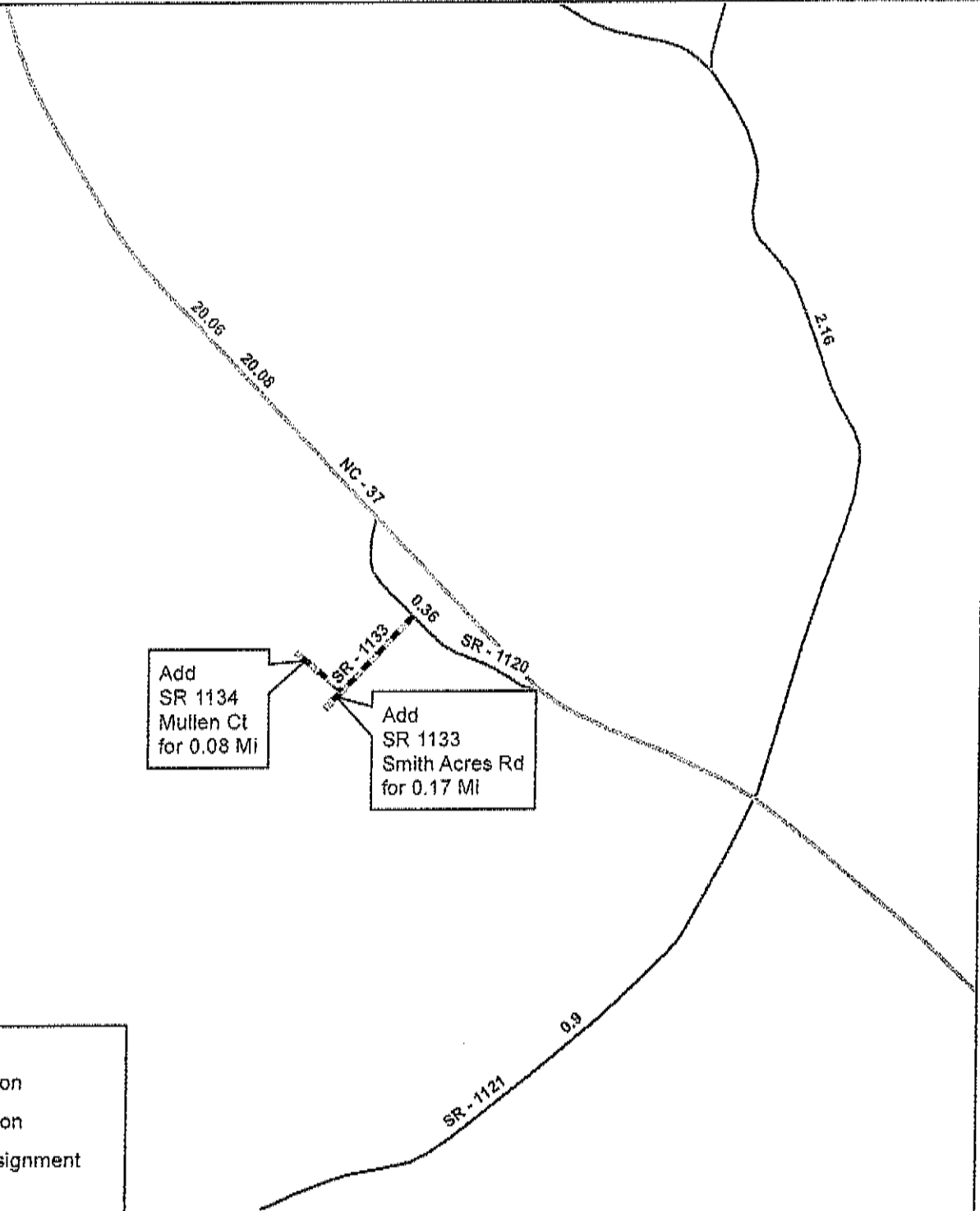
Document Number: Perquimans_2022_06_52509

Route Number(s): 1133
1134

Map Date: 06/16/22

County: Perquimans

Approval Date: 06/08/22



Legend

- Addition
- Deletion
- Reassignment
- SR
- NC
- US
- Interstate
- Ramp
- Non-System
- Obliterated

N

0 600 1,200 2,400 3,600 4,800 Feet

FOR
INFORMATION
ONLY
ITEMS

DEPARTMENT HEAD REPORTS

PLAT REVIEW LOG - PERQUIMANS COUNTY JULY

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
JH MILLER MATT WOODDELL	X	7-1-2022	X	SUBDIVISION OF 3-0038-00020 0.987 ACRES
ET HYMAN EVERETT W LARABEE	X	7-7-2022	X	SUBDIVISION OF 5-0020-0001 50.28 ACRES
JH MILLER JOSHUA S & ABIGAIL B POCIATEK	X	7-7-2022	X	BOUNDARY SURVEY 2-0072-0023 / 6.454 ACRES 2-0061-0007 / 3.650 ACRES
TA STOKELY BERNADINE WELLS BRYANT	X	7-11-2022	X	BOUNDARY SURVEY 2-0060-0002 / 30 ACRES 2-0060-0008 / 8.64 ACRES

Bissell
PO Box 1068
Kitty Hawk, NC 27949
(252) 261-3266

Bowman Consulting
Paul J Toti
131 Main Street
Gatesville, NC 27938
357-1581

Charles E Brown, III
2005 Johnson Road
Elizabeth City, NC 27909
335-0928

S. L. Cardwell Surveying
1206 Francis Street
Elizabeth City, NC 27909
338-6328

E.T. Hyman Surveying
133 US Hwy 158 West Ste E
Camden, NC 27921
335-2913

Eugene Jordan
402 Sign Pine Road
Tyner, NC 27980
221-4795

Pat McDowell
PO Box 391
Elizabeth City, NC 27909
338-4161

McKim & Creed
504 E Elizabeth St Ste 1
Elizabeth City, NC 27909
338-2929

J H Miller Jr.
166 Cottonwood Drive
Hertford, NC 27944
339-6932

Mark Pruden
146 Oak Grove Road
Edenton, NC 27932
482-7804

Gloria Rogers
215 B Street
Camden, NC 27921
338-1415/333-8781

Saunders Surveying
510 Avena Road
Black Mountain, NC 28711
(828) 669-2777

Scott Temple
PO Box 422
Elizabeth City, NC 27907
330-4016

Tony Webb
PO Box 381
Edenton, NC 27932
482-3066



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

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

**PERQUIMANS COUNTY
TAX DEPARTMENT**

Enforced Collections-July 2022

GARNISHMENTS: \$1,669.78

PAYMENT AGREEMENTS: \$7,025.71

DEBT SETOFFS: \$0

2022 QUARTERLY BUILDING INSPECTORS REPORT

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

	COUNTY	HERTFORD	WINFALL	TOTAL PERMITS ISSUED
I. # OF BUILDING PERMITS ISSUED	54	3	2	59.00
II. # OF PLUMBING PERMITS ISSUED	32	1	1	34.00
III. # OF MECHANICAL PERMITS ISSUED	28	5	0	33.00
IV. # OF ELECTRICAL PERMITS ISSUED	64	4	0	68.00
V. # OF INSULATION PERMITS ISSUED	25		1	26.00
VI. # OF MOBILE HOMES PERMITS ISSUED	8	0	0	8.00
# OF FIRE/OTHER ISSUED				0.00
TOTAL NUMBER OF PERMITS ISSUED	211	13	4	228.00

VII. FEES COLLECTED	39746	1393	572	41711
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VIII. # OF INSPECTIONS PERFORMED

667

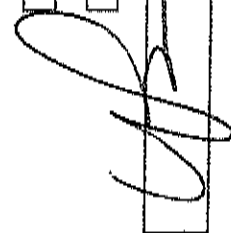
IX. VALUE OF CONSTRUCTION

A. NEW RESIDENTIAL	3974922	1500		3976422.00
B. NEW COMMERCIAL			24965	24965.00
C. ADDITIONS	27474		24000	51474.00
D. REMODELING	123725	43000	6000	172725.00
E. ACCESSORY BUILDING	586534	4000	155000	745534.00
F. MOBILE HOMES	1043413			1043413.00
G. MODULAR HOMES	294424			294424.00
H. OTHER	485664	93620	67900	647184.00

TOTAL VALUE	\$6,536,156.00	\$142,120.00	\$277,865.00	\$6,956,141.00
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GRAND TOTAL VALUE

\$6,956,141.00



SIGNED

PERQUIMANS COUNTY
OFFICIAL REPORT

Date: JULY 2022

Board of Commissioners:
Finance Officer:

I wish to report that during July 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	CREDIT CARD PAYMENT
7/1/2022			\$55						\$55	
7/2/2022									\$0	
7/3/2022									\$0	
7/4/2022									\$0	
7/5/2022		\$250	\$220		\$75	1			\$545	
7/6/2022		\$230	\$170		\$315	2			\$715	
7/7/2022	\$3,026	\$590		\$150			\$10		\$3,776	
7/8/2022	\$825								\$825	
7/9/2022									\$0	
7/10/2022									\$0	
7/11/2022	\$75	\$555			\$150	2			\$780	
7/12/2022	\$1,052	\$180			\$75	1	\$10		\$1,317	
7/13/2022		\$50	\$50		\$225	3			\$325	
7/14/2022	\$985	\$50		\$150	\$75	1			\$1,270	
7/15/2022									\$0	
7/16/2022									\$0	
7/17/2022									\$0	
7/18/2022	\$75	\$30	\$110		\$150	2			\$365	
7/19/2022	\$788		\$100		\$150	2			\$1,039	
7/20/2022		\$50							\$50	
7/21/2022	\$185	\$0							\$185	
7/22/2022									\$0	
7/23/2022									\$0	
7/24/2022									\$0	
7/25/2022		\$704							\$704	
7/26/2022									\$0	
7/27/2022									\$0	
7/28/2022									\$0	
7/29/2022									\$0	
7/30/2022									\$0	
7/31/2022									\$0	
TOTAL	\$7,022	\$2,689	\$705	\$300	\$1,215	14	\$20	\$0	\$11,951	\$0

Signed: _____ Building Inspector



Case Activity Report

7/11/2022 - 7/26/2022

Case Date	Assigned To	Main Status	Violation	Action	Activity Date	Activity Type	Description	Completed Date	Activity Status	Assigned To
7/17/2022	Robert Farrar	Open	Solid waste, address ordinance		7/25/2022	Verbal Warning	spoke with property owner, informed him of the issues, homeowner stated that he is working with Durant Neck FD so they can use the double wide for training. Should be burned later this year. Will monitor for compliance. Property owner was also advised to properly post the address.	7/25/2022	Completed	Robert Farrar
7/20/2022	Robert Farrar	Open	Building without a permit	inspection	7/25/2022	Verbal Warning	Spoke with home owner and informed of permit process. Homeowner will be obtaining proper permit	7/25/2022	Completed	Robert Farrar

7/21/2022	Robert Farrar	Pending	solid waste		7/25/2022	Verbal Warning	soon. will monitor for compliance	7/25/2022	Completed	Robert Farrar
7/21/2022	Robert Farrar	Open	Solid Waste		7/21/2022	Inspection	received complaint from SHPOA ref solid waste on property.	7/21/2022	Completed	Robert Farrar
7/21/2022	Robert Farrar	Pending	solid waste		7/21/2022	Inspection	inspect property , two story residence that has been separated into 3 apartments. appears there is possibly one tenant in the down stairs apartment to the left. large amounts of solid waste all over property. One apartment , windows are broken out , front door has been left open exposing property to weather.	7/21/2022	Assigned	Robert Farrar
7/20/2022	Robert Farrar	Open	Building without a permit		7/20/2022	Inspection	COE Parrish requested an inspection at the property in	7/20/2022	Completed	Robert Farrar

reference to a shed that is being used to sell produce. Upon arrival made contact with adult female and juvenile male. They explained that they have been opened since July 1 and sell produce to the public. They invited me in the shed which has two window unit AC units, lights and receptacles. The shed is being powered by a drop cord from the existing garage built on the property. I asked about the permit and the juvenile said the property was rented by buckwheat (Glen Twine). Juvenile called his mother who came to the location with Mr. Twine. I informed Mr. Twine why I was there and inquired about the permit. Mr. Twine became agitated and

7/20/2022	Robert Farrar	Open	Building without a permit	inspection	7/20/2022	Inspection	Single story residence on stilts , stairs come from the left side and go up to a deck that encompasses the entire front of the residence. Deck and structural supporting piers are being replaced. photos attached to report.	7/20/2022	Completed	Robert Farrar
7/19/2022	Robert Farrar	Open	permit/zoning		7/19/2022	Inspection	inspection of shed near property line. complaint came from neighboring resident. 10x10 shed blue in color appears to be new.	7/19/2022	Assigned	Robert Farrar
7/7/2022	Robert Farrar	Closed	Junked vehicle		7/18/2022	Inspection	vehicle has been removed and property is now in compliance. case closed.	7/18/2022	Completed	Robert Farrar

3/23/2022	Erle Solesbee	Open	junk vehicles	7/18/2022	Inspection	inspection completed , home owner on site (Mr. William White 252-619-2935) permission given to take photos of property. explained violations to Mr. White and how he could remedy them. I advised Mr. White I would give him approximately 30 days and I would re inspect the property. Mr. White was polite and cooperative throughout our interaction. There are multiple vehicles (excess of 7) that violate the ordinance.	7/18/2022	Completed	Robert Farrar
4/4/2022	Erle Solesbee	Open	Burned out house	7/18/2022	Inspection	Spoke with Ms. Askew about possibility of allowing the county to tear the residence down , Ms. Askew said she would speak to her husband and give me a call in the next few days.	7/18/2022	Completed	Robert Farrar
7/1/2022	Robert Farrar	Open	junk vehicles	7/18/2022	Inspection	one more attempt to contact owner ,	7/18/2022	Completed	Robert Farrar

3/14/2022	Erle Solesbee	Open	nuisance vehicles/solid waste	7/15/2022	Inspection	inspection completed, multiple junk vehicles on property, solid waste on property as well. Letter will be prepared and sent to owners.	7/15/2022	Completed	Robert Farrar
7/1/2022	Robert Farrar	Open	junk vehicles	7/15/2022	Inspection	inspection completed from roadway, owner was not home. two vehicles that are not in compliance, one white chevy and a dark SUV that is on cinder blocks in driveway	7/15/2022	Assigned	Robert Farrar
7/8/2022	Robert Farrar	Open	Solid waste / junked vehicles	7/13/2022	Inspection	attempt to make contact with violator, negative contact made at residence.	7/13/2022	Completed	Robert Farrar
7/13/2022	Robert Farrar	Open	solid waste	7/13/2022	Inspection	inspect property at 1384 Woodville road, large amount of solid waste around the residence. Spoke with the homeowner, Mr. Nicholas Stainback, he explained that	7/13/2022	Pending	

1/23/2020	Erle Solesbee	Closed	Nuisance Junk Vehicles #53	7/8/2022	Inspection	Follow up inspection, violator is in compliance with ordinances. No further action required. complaint closed.	7/8/2022	Completed	Robert Farrar
1/24/2020	Erle Solesbee	Closed	junk cars	7/8/2022	Inspection	inspection completed. violator is in compliance with the ordinance. No further action required. Complaint closed	7/8/2022	Assigned	
7/7/2022	Robert Farrar	Closed	Junked vehicle	7/8/2022	Verbal Warning	Spoke with Natasha Brothers , explained her options and rights , Ms. Brothers agreed to have the vehicle removed. I stated that I would give her	7/7/2022	Pending	Robert Farrar

	<p>7/8/2022 Robert Farrar</p>	<p>Open</p>	<p>Solid waste / junked vehicles</p>	<p>7/8/2022</p>	<p>Inspection</p>	<p>Inspection completed. At least seven vehicles on property in poor condition, engine sitting on the ground in the front yard. Trash and related mechanic debris spread out. Trash bags on rear porch.</p>	<p>7/7/2022</p>	<p>Assigned</p>	<p>Robert Farrar</p>	<p>until 07/29/2022 to comply. Ms. Brothers was polite and cooperative throughout our interaction.</p>
	<p>7/8/2022 Robert Farrar</p>	<p>Open</p>	<p>Solid waste / junked vehicles</p>	<p>7/8/2022</p>	<p>Verbal Warning</p>	<p>Att. to make contact with owner of the property, a female subject answered the door and identified herself as the sister of the owner. I stated the reason I was there, and she said she has not seen her brother for a few weeks. I asked her to have her brother contact the office so I could explain the issues further with him.</p>	<p>7/8/2022</p>	<p>Assigned</p>	<p>Robert Farrar</p>	

7/1/2022	Robert Farrar	Open	solid waste	7/8/2022	Inspection	Inspection completed. Negative contact made at residence, two separate violations, Junk vehicles (2 located at rear of property), Large volume of trash located all over the property. Pictures taken.	7/8/2022	Completed	Robert Farrar
7/7/2022	Robert Farrar	Closed	Junked vehicle	7/8/2022	Inspection	inspect property with broken down vehicle , spoke with homeowner Mr. Haney , he stated vehicle belongs to his daughter Ms. Natasha Brothers and has been sitting broken down for over a year. I explained to him the violation , asked for consent to view/photograph scene which was granted. Information for daughter was also obtained.	7/7/2022	Assigned	
7/7/2022	Robert Farrar	Open	Solid waste, address ordinance	7/7/2022	Inspection	Inspection to verify compliance with local ordinances was conducted. Residence on	7/7/2022	Pending	Robert Farrar

10/6/2021	Erle Solesbee	Open	junk vehicles	7/6/2022	Inspection	site (Doublewide) is in poor shape, unprotected from the elements and beyond repair. Driveway leading from New Hope Road, nothing is posted to indicate address and the property is difficult to find as it sits off the road and into the woods.	7/6/2022	Assigned	Robert Farrar
5/2/2022	Erle Solesbee	Closed	solid waste	7/1/2022	Inspection	Property has been cleaned up	7/1/2022	Completed	Erle Solesbee
7/1/2022	Robert Farrar	Open	unsafe house	7/1/2022	Inspection	EMS called to residence, reported tree on property and requested inspections. Virgil responded and inspected property. Found home to be in very poor condition, one of the owners of property was on scene and reported they would like house demoed once current renter moves out in the near future.	7/1/2022	Completed	Robert Farrar

7/1/2022	Robert Farrar	Open	solid waste	7/1/2022	Inspection	Checked property after receiving complaint, 2 or 3 black trash bags by shed in back yard visible from street. No one home at this time.	7/1/2022	Completed	Erle Solesbee
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Total Records: 28

Page: 1 of 1

7/26/2022

COMMITTEE REPORTS