

AGENDA

All items are for discussion and possible action.
Perquimans County Board of Commissioners
Meeting Room at Perquimans County Library
September 6, 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 August 1, 2022 Regular Meeting and August 15, 2022 Work Session

B. Tax Refund Approvals

C. Personnel Matters

1. Appointment: Part-Time/Fill-In EMT (4)
2. Appointment: Full-Time Paramedic
3. Appointment: IMC I Working Against IMC II (2)
4. Promotion: Full-Time AEMT

D. Step Increases

1. County Manager (1)
2. Telecommunications (1)
3. Social Services (2)
4. EMS (4)
5. Register of Deeds (1)

E. Budget Amendment No. 13

F. Board Reappointment

1. Animal Control Board – SPCA Representative

G. Miscellaneous Documents

1. MOU for Fire House Subs Public Safety Grant & Budget Amendment No. 14
2. Fall Litter Sweep, 2022 Resolution

V. Presentations & Introduction of New Employees

A. Introduction of New Employees

1. Susan Chaney, Social Services
2. Shelby White, Sheriff
3. Jared Harreit, Extension Office

VI. Scheduled Appointments

A. Bill Jennings, Tax Administrator

B.

VII. Commissioner's Concerns/Committee Reports

A.

B.

VIII. Old Business

A. Updates from County Manager

B. Marine Park Memorandum of Understanding

C. Board of Commissioners Rules of Procedure

D. Requests from Beverly Gregory, Senior Citizens Coordinator

E. Board Vacancy: Northern Regional Advisory Board

ACTION
REQUIRED

NO
ACTION
REQUIRED

NO
ACTION
REQUIRED

ACTION
REQUIRED

7:00 p.m.

7:05 p.m.

- ACTION REQUIRED**

IX. New Business

 - F. Request for Contribution for Perquimans County HS Baseball Team's Championship Rings
 - 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. Closed Session: Per NCGS #143-318-11(5) - The purpose of the Closed Session is to consult with attorney regarding real property and to approve Closed Session Minutes.
(After the Closed Session, the Board is subject to return to Open Session and may take action as needed on any items discussed during the closed session.)
- XII. Adjournment**

FOR INFORMATION ONLY:

- Perquimans County Arts League Letter – August 29, 2022

DEPARTMENT HEAD REPORT:

- Plat Log
- Tax Department Report
- Building Inspector's Reports
- Code Enforcement Reports
- Sheriff's Report
- EMS Report for July, 2022

COMMITTEE WRITTEN REPORTS:

-

NOTES FROM THE COUNTY MANAGER

September 6, 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 introduction of new employees will be done:
 - A. **Introduction of New Employees:**
 1. **Susan Chaney:** Susan Chaney, Social Services Director, will introduce Tiffany Maupin, IMC I Working Toward IMC II (Family & Children's Medicaid) and Corinne Brinkley, IMC I Working Toward IMC II (PNC Unit). Both were appointed effective August 1, 2022.
 2. **Shelby White:** Shelby White, Sheriff, will introduce William Wright, Non-Certified Deputy, appointed August 1, 2022.
 3. **Jared Harrell:** Jared Harrell, Extension Director, will introduce Asheton Smith, 4-H Agent, who began work on July 1, 2022.
 - VI.A. **Enclosure:** Bill Jennings, Tax Administrator, will introduce Ms. Renee McGinnis who will be acting Project Manager for Piner Appraisal during the 2024 County revaluation.
 - VIII.A. County Manager Heath will present several updates to the Board.
 - VIII.B. **Enclosure:** At their August 15, 2022 Work Session, County Manager Heath presented the Marine Park Memorandum of Understanding (MOU) between Perquimans County and the North Carolina Marine Industrial Park Authority. He asked the Board to review the MOU for action tonight. Board action is being requested.
 - VIII.C. **Enclosures.** At their August 15, 2022 Work Session, County Manager Heath presented the proposed changes to the Board Rules of Procedure. He asked that the Board review them and present any additions or corrections at tonight's meeting. Board action is being requested.
 - VIII.D. **Enclosure.** At the Board's August 1, 2022 meeting, Beverly Gregory, Senior Citizens Coordinator, requested that the Board discuss the following matters: (1) changing the age limit from 55+ to 50+; and (2) changing the name, Senior Citizens. During the August 15, 2022 Work Session, the Board was presented a list of proposed names (copy enclosed). Mr. Heath and Ms. Gregory narrowed the list down to the following two: Perquimans County 50+ Activity Center or Center for Active Living. County Manager Heath asked the Board to review the list and make possible additions to list. Tonight, the Board is asked to make their choice so re-branding can begin.
 - VIII.E. **Enclosure:** We received an e-mail from Bland Baker of Trillium stating that we are still in need of a non-commissioner appointee from Perquimans County on the Northern Regional Advisory Board. Board recommendations are being requested.
 - VIII.F. The Perquimans County High School Baseball Team won their second championship. County Manager Heath & Chairman Nelson have been approached about helping with the purchase of their championship rings this year. The Board did donate money toward their rings last year. Board action is being requested.
 - XI. **Enclosure.** Pursuant to NC General Statute 143-318-11(5), the Board will go into closed session to negotiate with county attorney regarding real property and to approve Closed Session Minutes.

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:** August 1, 2022 Regular Meeting and August 15, 2022 Work Session
- 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 |
|-----------------------|------------------------------|-----------------|------------|-------------|----------------|
| Kerry Lahr | Part-Time/Fill-In EMT | Appointment | 63/1 | \$16.16/hr. | 09/01/2022 |
| Sophia Wright | Part-Time/Fill-In EMT | Appointment | 63/1 | \$16.16/hr. | 09/01/2022 |
| Tabitha Martin | Part-Time/Fill-In EMT | Appointment | 63/1 | \$16.16/hr. | 09/01/2022 |
| Emily Sawyer | Part-Time/Fill-In EMT | Appointment | 63/1 | \$16.16/hr. | 09/01/2022 |
| Robert Martin Watkins | Full-Time Paramedic | Appointment | 68/2 | \$20.64/hr. | 09/01/2022 |
| Kaitlyn Brower | IMC I Working Against IMC II | Appointment | 61/3 | \$32,321 | 09/01/2022 |
| Cayla Butler | IMC I Working Against IMC II | Appointment | 61/3 | \$32,321 | 09/01/2022 |
| Jared Turner | Full-Time AEMT | Promotion | 66/3 | \$19.37/hr. | 09/01/2022 |

- 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 |
|----------------|-------------------|---|-------------|-------------|----------------|
| County Manager | Casey Winn | Human Resources Technician -- Administrative Assistant. | 61/2 | \$31,552 | 09/01/22 |
| Disp | William Ward | Certified Telecommunicator | 62/2 | \$32,970 | 09/01/22 |
| DSS | Kathleen Conner | Social Worker III - Adult Services | 69/4 | \$47,115 | 09/01/22 |
| DSS | Samantha Farrar | IMC II | 63/3 | \$35,294 | 09/01/22 |
| EMS | Nicole Anderson | Paramedic | 68/3 | \$43,985 | 09/01/22 |
| EMS | Rebecca Callipher | Paramedic | 68/2 | \$42,938 | 09/01/22 |
| EMS | C J Wilson | Paramedic | 68/6 | \$47,339 | 09/01/22 |
| EMS | Brett Dameron | EMT | 63/3 | \$16,97/hr. | 09/01/22 |
| ROD | Kristen Myers | Deputy Register of Deeds | 58/5 | \$29,741 | 09/01/22 |

E. **Enclosures:** Budget Amendment Nos. 13 is enclosed for your review and action.

F. **Enclosure.** The following board reappointment was presented for Board action:

| Name | Board/Committee | Action Taken | Term | Effective Date |
|-------------------|--|---------------|-------|----------------|
| Thompson, Bethany | Animal Control Board (SPCA Representative) | Reappointment | 1 yr. | 10/01/2022 |

G. **Enclosures:** The following miscellaneous document will need Board consideration and action:

1. **MOU for Fire House Subs Public Safety Grant & Budget Amendment No. 14:** Emergency Services has been awarded the Fire House Subs Public Safety Grant in the amount of \$24,103.60. The Board will need to take action on the Memorandum of Understanding and Budget Amendment No. 14. Board action is being requested.
2. **Resolution: Litter Sweep Fall 2022:** The Board will need to consider the enclosed Resolution proclaiming September 10 - 24, 2022 as Fall Litter Sweep in Perquimans County. For more information, you can go to <https://www.ncdot.gov/initiatives-policies/environmental/litter-management/Pages/litter-sweep.aspx>.

REGULAR MEETING

August 1, 2022
7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, August 1, 2022, at 7:00 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944.

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

MEMBERS ABSENT: Thelma Finch-Copeland

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

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

AGENDA

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

CONSENT AGENDA

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

1. **Approval of Minutes:** Minutes July 5, 2022 Regular Meeting, July 18, 2022 Work Session (cancelled) were approved.

2. **Tax Refund Approvals:**

Statlugs, Emmett Ronald -----\$150.00
Vehicle sold; 10-month refund. Account No. 50954393.

Wharton, Gina Marie -----\$202.67
Vehicle sold; 10-month refund. Account No. 64672968.

3. **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'l. | Appointment | n/g | \$17,80/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 |
| Glen Cunningham | Part-Time/Fill-In Building Inspector | Job Reclassification | 67/6 | \$21,79/hr. | 07/01/2022 |
| Lindsey Stevens | PT/FI Certified Telecommunicator | Job Reclassification | 62/4 | \$16,64/hr. | 08/17/2022 |
| Sandi Lorenson | IMC II | Leave Without Pay | 40 hrs. | | 07/01/2022 |
| Erica Critcher | Deputy Director | Salary Correction | \$84 | \$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 | Permanent PT Certified Telecommunicator | Resignation | | | 08/16/2022 |

4. **Step Increases:**

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

5. **Budget Amendments:**

**BUDGET AMENDMENT NO. 9
TOURISM DEVELOPMENT FUNDS**

| 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. | | | |

**BUDGET AMENDMENT NO. 10
GENERAL FUNDS**

| 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. | | | |

**BUDGET AMENDMENT NO. 11
GENERAL FUNDS**

| CODE NUMBER | DESCRIPTION OF CODE | AMOUNT | |
|--|----------------------------------|----------|----------|
| | | INCREASE | DECREASE |
| 10-348-007 | 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. | | | |

6. **Board Reappointment/Resignation:** The following board reappointment and resignation was 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 |

7. **Enclosures:** The following miscellaneous document was approved by the Board:

- a. **Proclamation:** The following Proclamation for August Child Support Month – August, 2022 was presented and approved by the Board:

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 391 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

PRESENTATIONS & INTRODUCTION OF NEW EMPLOYEES

- A. The following presentation was made:

1. **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 recognized the following individuals:

| Employee Name | Department | Employee Job Title | No. of Years | Effective Date |
|----------------|------------------|--------------------|--------------|----------------|
| Sharon Cooper | Inspections | Office Manager | 5 yrs. | 08/01/2022 |
| Damon Sizemore | Sheriff's Office | Certified Deputy | 5 yrs. | 08/01/2022 |
| Valerie Price | Water Department | Water Clerk | 40 yrs. | 08/01/2022 |

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

1. **Jackie Greene:** Jackie Greene, Elections Director, introduced Eriq Critcher, Elections Deputy Director (appointed 7/1/2022). Ms. Critcher made a few comments to the Board thanking them for the opportunity to work in Perquimans County.
2. **Jonathan Nixon:** Jonathan Nixon, Emergency Services Director, introduced 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. Each one of the new employees made comments to the Board and thanked them for the opportunity to work for Perquimans County.

Chairman Nelson and the Board welcomed them to Perquimans County.

NICK LOLIES, WATER DEPARTMENT SUPERVISOR

Mr. Lolies presented the following Resolution by Governing Body of Applicant for Board action. He explained to the Board what "distressed county" meant within the Resolution. What this resolution allows the State to do is to add Perquimans County onto the State list of distressed water systems. What this permits the State to do is to make more grant funds available to Perquimans County. Mr. Lolies also stated that the County Water System will probably be added to that list automatically next year but this allows for us to be added this year and have grant funds available earlier. He recommends approval. County Manager Heath also made a few comments and recommended the approval of the following Resolution:

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 services, 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-43(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.

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 Clerk to the Board 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 -- 1st -- day of August, 2022.

(Signature of Recording Officer)

Clerk to the Board

(Title of Recording Officer)

On motion made by T. Kyle Jones, seconded by Fondella A. Leigh, the Board unanimously approved the Resolution By Governing Body of Applicant.

BEVERLY GREGORY, SENIOR CITIZENS COORDINATOR

After Ms. Gregory introduced Penny Trueblood, Assistant Senior Citizen Coordinator, Ms. Gregory allowed a couple of the Seniors to demonstrate an exercise routine and then she presented a PowerPoint that presented pictures of all their activities over the last year. After her presentations, Ms. Gregory thanked the Board for all that they do for the Senior Citizens and requested that they consider the following two items:

1. Ms. Gregory explained that, currently the Senior Games included participants of the age of 50+ and many of the surrounding Senior Citizens groups are for 50+ years of age. She is requesting that the Board consider lowering the eligibility age at Perquimans County Senior Center from 55+ to 50+ years of age.
2. Her second request comes from the Senior Citizen participants. They are asking if the Board would consider having their name changed from Senior Citizens. Commissioner Hoffer asked what name they wanted to change it to. Ms. Gregory provided a few samples. She also explained that she thought that it would be a good idea to have the members of the center to give suggestions to the Board with the Board making the final selection.

It was the consensus of the Board to consider the items and present it for Board action in the near future.

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:

- > **GREAT Grant:** Mr. Heath explained that recently it was reported in the newspaper that two of our surrounding counties (Bertie & Chowan Counties) had received funding from the GREAT Grant to extend broadband services in their rural areas. He stated that this was the grant that the County had three companies apply for on our behalf. The awarding of these funds does not mean that Perquimans County will not get any grant funds. Because we had three companies applying for it on our behalf, the decision for our award will come at a later date. He will keep the Board posted.
- > **Joint Work Session with Planning Board:** Mr. Heath reported that the Planning Board would like to have a joint work session with the Board on September 19, 2022 during our usually Work Session. There have several text amendments that they want to talk about including the highway corridor and the changes that the Board has asked them to look at.
- > **August Work Session:** Mr. Heath reported that, at their August 15, 2022 Work Session, they will need to review the proposed Memorandum of Understanding (MOU) with the NC Seafood Industrial Park at Wanchese to assist Perquimans County in marketing our Marine Park. A copy of the draft MOU was sent to Bob Poole, Executive Director of the NC Seafood Industrial Park, for review. The Chairman and Mr. Heath have discussed this and will have a copy available for review on August 15th.
- > **Board Rules of Procedure:** The Board requested that the Chairman, Vice Chairman, and County Manager review our current Board Rules of Procedure. They were to look at them to see if they are current and to make sure that we have items to safeguard and insure proper conduct of members making public comments during our meetings. A draft has been forwarded to County Attorney Hight and will be provided to the members prior to the August 15th meeting.
- > **Monument to the Confederate Dead:** Mr. Heath said that the two granite tablets that are to be placed at the Monument to the Confederate Dead has been ordered and they should be received within three to six months.
- > **National Night Out:** Mr. Heath invited the Board and the public to attend that National Night Out on August 2nd from 5:00 p.m. to 8:00 p.m. This is an event where the public can meet the first responders and enjoy some great food, fun, and fellowship.

RESPONSE – SMITH ACRES ROAD ADDITIONS

In January, 2022, 2017, the Board approved to forward a request to add the Smith Acres Road and Mullen Court to the State NCDOT Maintenance System. We received notification from NCDOT that, on June 8, 2022, their NCDOT Board approved their request. This is for information purposes only so no action is required by the Board.

PETTIGREW REGIONAL LIBRARY 2022 REGIONAL AGREEMENT

County Manager Heath presented this 2022 Regional Agreement between Pettigrew Regional Library System and Perquimans County. This is a ten-year agreement. He recommends the approval of the Agreement. On motion made by T. Kyle Jones, seconded by Charles Woodard, the Board unanimously approved the following Pettigrew Regional Library 2022 Regional Agreement with Perquimans County:

PETTIGREW REGIONAL LIBRARY
Plymouth, North Carolina 27962
REGIONAL AGREEMENT

The Boards of County Commissioners of Chowan, Perquimans, Tyrrell and Washington Counties, pursuant to G.S. 153A-270 and G.S. 160A, Article 20, Part 1, hereby enter into this Agreement for the joint operation of the Pettigrew Regional Library, a multicounty library system, to provide public library service to the residents of said counties by unifying the administration of the participating libraries, providing professional library specialists, cooperating in the selection of books and other materials and crossing county lines for the benefit of all.

Pursuant to resolutions duly adopted by their governing boards, the participating counties identified below renew their commitment to the Pettigrew Regional Library based upon the terms set forth below for a term extending from July 1, 2022 through June 30, 2032.

Participating Counties

The Pettigrew Regional Library will operate the following county libraries:

| | |
|--|-------------------|
| Shepard-Pruden Memorial Library, Edenton | Chowan County |
| Perquimans County Library, Hertford | Perquimans County |
| Tyrrell County Public Library, Columbia | Tyrrell County |
| Washington County Library, Plymouth | Washington County |

Board of Trustees

The Pettigrew Regional Library will be governed by a library board of trustees composed of twelve members, three from each participating county.

Members of the Pettigrew Regional Library Board will be appointed from the membership of the local advisory library boards by each Board of County Commissioners.

Members will be appointed in staggered terms to promote consistency as well as to accommodate change. No member will be appointed to more than two consecutive terms, and no single term will be longer than six years.

Trustees missing three consecutive board meetings without reasons acceptable to Board of Trustees will be considered to have resigned and will be replaced. Vacancies on the board of trustees will be filled by appointment from the local library board in the county from which the vacancies occur.

Powers and Duties of the Board

The Boards of County Commissioners hereby delegate to the Regional Library Board of Trustees the following powers and duties:

- 1) to adopt such bylaws and rules for its own governance as may be necessary and in conformity with the law;
- 2) to adopt policies for the regional library system's administration and operation;
- 3) to appoint a Regional Library Director. Such Library Director will have a valid North Carolina Public Librarian Certificate. The Board will delegate to the Library Director executive powers and all library personnel will be under the administration of the Library Director;
- 4) to designate a Regional Library Finance Officer to serve as prescribed by G.S. 159-24. Such Finance Officer may be a person or a firm and will report to the Regional Director and the Regional Library Board of Trustees. The Finance Officer will ensure expenditure of funds consistent with the budget adopted by the Board;
- 5) to prepare the annual budget of the Regional Library in line with the needs of each unit and the grants anticipated from the State Aid to Public Libraries Funds, and to present such budgets for approval and to be included in the budgets of the participating local governmental units;
- 6) to have its accounts audited as soon as possible after the close of each fiscal year as prescribed by G.S. 159-34. Copies of this audit will be submitted to the State Library and to the four county managers when accepted by the North Carolina Local Government Commission;
- 7) to assure compliance with all applicable State and Federal law and eligibility requirements for the receipt of State and Federal funds.
- 8) to make recommendations to the Boards of Commissioners of the counties concerning the construction and improvement of physical facilities of the libraries in the region;
- 9) to report quarterly to the participating counties and to report annually to the State Library as required by G.S. 125-3.

Finances

Monies from both State and local governments paid into the Pettigrew Regional Library as a public authority will be administered in compliance with provisions of the Local Government Finance Act (G.S. 159).

Each county will pay into the Regional Library account the amount of money necessary for operation of its facilities, including, but not limited to rent, utilities, custodial services, maintenance and repair of building interiors and exteriors, parking lots, grounds, and landscaping unless otherwise furnished; for salaries and employer share of benefits for personnel working exclusively in the county; and for materials or equipment exclusively for that county. Each county may also contribute to joint operations as mutually agreed on.

All State funds will be used according to current Rules and Regulations for the allocation of State Aid to Public Libraries as issued by the North Carolina Department of Cultural Resources. The Finance Officer will account for all expenditures by source of funds.

Property Ownership

All buildings, grounds, facilities, furniture, equipment, books, materials, technology, resources, or other library assets owned or purchased by or for each participating county will remain the property of that county.

All furniture, equipment, books, materials, technology, resources or other library assets directly paid for or purchased with State, Federal or shared local funds will remain the joint property of the Pettigrew Regional Library, as included under G.S. 160A, Article 20, Part 1. No real property will be owned by or titled in the name of the Pettigrew Regional Library. Regional Library offices will be located at a site suitable to the Regional Board of Trustees and by mutual agreement of the Boards of County Commissioners; the benefits of the proximity of the Regional staff will be deemed proper compensation.

If one county should withdraw from the Regional Library, it forfeits any rights to the joint property except as set out under the Provisions for Withdrawal and Dissolution. If the Agreement is terminated, the joint property will be divided equitably or sold and the receipts divided equitably among the counties.

Insurance and Indemnification

Each county will maintain insurance coverage for the building and grounds and other library facilities located within that county and for the contents of said building and library facilities.

Pettigrew Regional Library will maintain insurance coverage for the Regional Office and vehicles used to provide service.

The Pettigrew Regional Library will, to the extent legally permissible, indemnify each person who may serve or who has served at any time as an officer, director, board member, or employee against all expenses and liabilities, including, without limitation, counsel fees, judgments, fines, excise taxes, penalties and settlement payments, reasonably incurred by or imposed upon such person in connection with any threatened,

pending or completed action, suit or proceeding in which he or she may become involved by reason of his or her service in such capacity; provided that no indemnification will be provided for any such person with respect to any matter as to which he or she will have been finally adjudicated in any proceeding not to have acted in good faith or in the reasonable belief that such action was in the best interests of the Pettigrew Regional Library and further provided that any compromise or settlement payment will be approved by a majority vote of a quorum of directors who are not at that time parties to the proceeding.

Provisions for Withdrawal and Dissolution

If any county, or counties, participating in the Regional Library wishes to withdraw from the Region, it must give written notice on or before July 1 to the Regional Library Board, the other participating counties and the State Library of North Carolina that it wishes to withdraw from the Regional Library on June 30 of the following year. If the withdrawal does not result in the dissolution of the Regional Library, the Regional Library Board will give the withdrawing library its portion of books and other materials when the loss of these materials to the Region will not impoverish the regional collection. The Library Director's opinion may be used to determine which materials can be spared.

If the withdrawal results in dissolution of the Regional Library or the Regional Agreement is otherwise terminated for any reason, the books and other materials purchased jointly by the Region will be divided equitably among the counties. All other property, such as vehicles and equipment, will be sold by sealed bids and the proceeds equitably divided among the counties.

Provisions for Amendment

This Agreement may be amended by resolution of each Board of County Commissioners and recorded in its minutes. The amendment will be in effect after the last county has approved it, or at the time specified in the amendment. Requests for amendment may come from either a Board of County Commissioners or from the Regional Library Board of Trustees.

Disagreements related to this Agreement will be resolved by a committee of representatives from each county and the Pettigrew Regional Library.

Provisions for Termination

This Agreement will become effective on _____, 2012 and continue to be in effect for a period of ten (10) years unless sooner terminated as set forth in this section.

The participating counties may, either by amendment to this Agreement or by approval of a new interlocal agreement, extend the term of this Agreement for such period as they may mutually agree upon.

The Agreement may be terminated if reasonable cause is presented in writing by a participating county to other members of the region, the Pettigrew Regional Library Board and the State Library of North Carolina.

Effective dates for termination will be the same as a withdrawal from the Pettigrew Regional Library.

If the Agreement terminates, and no successor agreement is to be executed, the Pettigrew Regional Library will be dissolved and joint assets distributed as described under Provisions for Withdrawal and Dissolution.

IN WITNESS WHEREOF, this Agreement has been executed by the principal official of the governing body of each party hereto, pursuant to authority of each respective governing body.

Attest:

CHOWAN COUNTY

Clerk to the Board Board of Commissioners, Chair Date
PERQUIMANS COUNTY

Clerk to the Board Board of Commissioners, Chair Date
TYRRELL COUNTY

Clerk to the Board Board of Commissioners, Chair Date
WASHINGTON COUNTY

Clerk to the Board Board of Commissioners, Chair Date

In addition to the above Agreement, the following list of seven attachments was included in the Agreement: (1) Pettigrew Regional Library Grants History; (2) E-Rate; (3) Other Benefits of Having a Regional Library; (4) Awards; (5) Poverty Rate for each library in the Pettigrew Regional Library System; (6) Pettigrew Regional Library Outline of Services for 2022; list of Pettigrew Regional Library Services; Pie Charts of Pettigrew Regional Library; Pettigrew Regional Library Fund Balances for last seven years; and PRL Board Windows 10/Server Replacement Project for Pettigrew Regional Library March 2021.

RECREATION ADVISORY BOARD - TOWN OF WINFALL REPRESENTATIVE APPOINTMENT

County Manager Heath explained that this matter came after the Agenda Packets were distributed. The Town Council of Winfall is recommending the appointment of Valery McDonald to serve as their representative on the Recreation Advisory Board. She will be replacing Virginia Harvey. Her term will be for three years effective July 1, 2022. On motion made by Fondella A. Leigh, seconded by Joseph W. Hoffer, the Board unanimously confirmed the appointment of Valery McDonald to the

BUDGET AMENDMENT NO. 12

County Manager Heath explained that this item also was received after the Agenda Packets were distributed. He explained that this was for additional funds received in the Emergency Telephone System Fund. Mr. Heath also asked Jonathan Nixon, Emergency Services Director, to make comments. There is no county match required. On motion made by Joseph W. Hoffer, seconded by Charles Woodard, the Board unanimously approved the following Budget Amendment No. 12:

**BUDGET AMENDMENT NO. 12
EMERGENCY TELEPHONE SYSTEM FUNDS**

| CODE NUMBER | DESCRIPTION OF CODE | AMOUNT | |
|---|-------------------------------|----------|----------|
| | | INCREASE | DECREASE |
| 78-350-001 | Emergency 911 Fees | 151,556 | |
| 78-500-110 | E-911 - Telephone & Furniture | 23,198 | |
| 78-500-160 | E-911 - Software Maintenance | 88,065 | |
| 78-500-161 | E-911 - Hardware Maintenance | 40,293 | |
| EXPLANATION: To amend FY 22/23 budget to include the additional funds in the Emergency Telephone System Fund as awarded with the funding reconsideration. | | | |

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

Chairman Nelson said that he failed to give this report under Commissioner's Concern/Committee Reports. As everyone was aware, Battle Betts resigned as Director of Albemarle Regional Health Services (ARHS) on July 29, 2022. They have appointed Ashley Stoop as his replacement. We are

very proud of Ms. Stoop and look forward to working with her. Ms. Stoop is a Perquimans County resident.

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 7:45 p.m. on motion made by Charles Woodard, seconded by Joseph W. Hoffler.

Wallace E. Nelson, Chairman

Clerk to the Board

WORK SESSION

August 15, 2022

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular Work Session on Monday, August 15, 2022, at 7:00 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944.

MEMBERS PRESENT: Wallace E. Nelson, Chairman (by phone) Fondella A. Leigh, Vice Chair
Thelma Finch-Copeland Joseph W. Hoffler
T. Kyle Jones Charles Woodard

MEMBERS ABSENT: None

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

After Vice Chair Leigh called the meeting to order, Commissioner Hoffler gave the invocation and they recited the Pledge of Allegiance. Vice Chair Leigh explained that Chairman Nelson was attending via phone. The following matters were discussed.

MARINE PARK MEMORANDUM OF UNDERSTANDING

Vice Chair Leigh recognized County Manager Heath who presented the following draft Memorandum of Understanding (MOU):

Memorandum of Understanding

The parties to this Memorandum of Understanding ("MOU") are Perquimans County, a body politic of the State of North Carolina ("Perquimans County") and the North Carolina Marine Industrial Park Authority ("NCMIPA"). As listed in General Statute § 113-315.28 (3), one of the purposes of the NCMIPA is to foster and stimulate the growth of marine-related industries in the State of North Carolina. The purpose of this MOU is to establish a partnership in ensuring the growth and success of the Perquimans Marine Industrial Park ("PMIP").

Under this MOU, NCMIPA would agree to:

- 1) Advise, as needed and requested, Perquimans County officials and staff on the general design and construction of the PMIP basin.
- 2) Advise, as needed and requested, Perquimans County officials and staff on general management strategies for the PMIP, including but not limited to the rental/sale rate structure, restrictive covenants, parcel layouts, parking, shared basin access, and parcel and basin maintenance.
- 3) Participate directly, in cooperation with Perquimans County officials and staff, on marketing efforts to promote the development, occupancy and growth of the PMIP. Marketing efforts may include, but are not limited to, the design of ads, pursuing clients, assisting in visits by companies and attending trade shows if necessary.

Under this MOU, Perquimans County would agree to:

- 1) Reimburse the NCMIPA for any costs associated with efforts in marketing the PMIP, including mileage costs for the Director of the NCMIPA.

PERQUIMANS COUNTY

Name (Printed): Wallace E. Nelson

Title: Chairman, Board of Commissioners

Signature: _____

Date: _____

**NC MARINE INDUSTRIAL
PARK AUTHORITY**

Name (Printed): _____

Title: _____

Signature: _____

Date: _____

Mr. Heath explained that Chairman Nelson had asked him to present information on the conversations that Mr. Nelson had with the NC Marine Industrial Park Authority (NCMIPA) about the possibility of trying to form a relationship with that body with the purpose of them providing their expertise in marketing the Perquimans Marine Industrial Park (PMIP) to aid in its growth and development. Mr. Heath continued to say that he had provided a copy of the above MOU to the Board for their review prior to this meeting. This MOU basically provides what the County will do and what NCMIPA will do. He read and explained the following items from the MOU:

NC Marine Industrial Park Authority will:

- 1) Advise, as needed and requested, Perquimans County officials and staff on the general design and construction of the PMIP basin. (Mr. Heath said that Bob Peele of NCMIPA attended the pre-construction meeting today for the Marine Park Basin. Mr. Peele was a key person in obtaining the CAMA Permits for this project.)

- 2) Advise, as needed and requested, Perquimans County officials and staff on general management strategies for the PMIP, including but not limited to the rental/sale rate structure, restrictive covenants, parcel layouts, parking, shared basin access, and parcel and basin maintenance.
- 3) Participate directly, in cooperation with Perquimans County officials and staff, on marketing efforts to promote the development, occupancy and growth of the PMIP. Marketing efforts may include, but are not limited to, the design of ads, pursuing clients, assisting in visits by companies and attending trade shows if necessary.

Mr. Heath further stated that their assistance will only happen if we ask them to assist. He then read the following items that Perquimans County would do:

Perquimans County will:

- 1) Reimburse the NCMIPA for any costs associated with efforts in marketing the PMIP, including mileage costs for the Director of the NCMIPA. (Mr. Heath explained that the County will reimburse NCMIPA for any costs associated with their efforts in marketing the PMIP. With regard to the Director, we would reimburse them for the mileage that they had driven. As it is written now, there is no direct payment only a reimbursement of expenses incurred in their efforts.)

At the NCMIPA meeting in Wanchese on August 3, 2022, their Board gave an enthusiastic report on this MQL. NCMIPA attorney and County Attorney High are in the process of reviewing the MOU and we are awaiting their recommendations. Chairman Nelson agreed with what Mr. Heath had said. NCMIPA was excited about assisting Perquimans County in marketing our PMIP. County Manager Heath asked the Board if they had any questions. There being none, Mr. Heath said that they will await comments from the attorneys and bring this back to the Board to take action on the MOU.

REQUESTS FROM BEVERLY GREGORY, SENIOR CITIZENS COORDINATOR

Vice Chair Leigh recognized County Manager Heath and Ms. Gregory to explain the Senior Citizens requests. Ms. Gregory distributed a list of proposed names for the Senior Center. Mr. Heath explained that, at the Board's August 1, 2022 meeting, Ms. Gregory requested that the Board consider the following items:

1. Ms. Gregory requested that the Board consider lowering the eligibility age at Perquimans County Senior Center from 55+ to 50+ years of age.
2. Her second request was for the Board to consider changing their name from Senior Citizens. Mr. Heath stated that the list Ms. Gregory provided included a list of proposed names that has been recommended by the Senior Center staff. Those proposed names are: (1) Perquimans County 50+ Activity Center; (2) Adult Activity Center; (3) Community Life Center; (4) Center for 50+ Active Living; (5) Community Senior Center; (6) Community Center; (7) Adult Community Center; and (8) Social Center. Mr. Heath asked the Board to review the list of proposed names, possibly recommend other names, and let Mr. Heath know their feelings. They are wanting to narrow it down to two names. After they have narrowed it down, they will take those two names back to the Center to get input from the participants. The two that Mr. Heath and Ms. Gregory has narrowed it down to are Perquimans County 50+ Activity Center or Center for 50+ Active Living. Each one of these proposed names would have Perquimans County in front of it to designate which county it was in. He also said that we could use the 50+ or not use the 50+. They are not asking for action tonight but they want the Board to review it and let Mr. Heath or Ms. Gregory know so that we can place the two recommendations on the September Agenda to allow them to receive the feedback from the Senior Center participants and place it on the December Agenda for final action. Ms. Gregory made a few comments on the Center.

County Manager Heath also explained that they are planning on painting the inside of the Senior Center sometime in the next two weeks.

RULES OF PROCEDURES

Vice Chair Leigh recognized County Manager Heath who explained that, during the Board Retreat, the Board discussed the possibility of strengthening the Rules of Procedures for the Board of Commissioners. It was recommended that the Chairman, Vice Chair, and County Manager meet to review the Rules of Procedures and recommend whatever changes they felt would be necessary and then have County Attorney High review them. This process resulted in the recommendation to make the following proposed changes:

1. Add the following sentence to the end of Section I Rule 1: *In case of any conflict or inconsistency between these rules and the statutes of the State of North Carolina, no decision made by the Perquimans County Board of Commissioners based on these rules shall be invalidated. In addition, if any of the provisions of these rules are deemed unenforceable then the remaining provisions herein shall remain in full force and effect.*
2. Replace Section VI, Rule 12 item (b) with the following: *To determine whether a speaker or Board member has become disruptive or has gone beyond the reasonable standards of courtesy in his or her remarks and/or behavior.*
3. Add the following to Section VI, Rule 12 item(s) (c) & (f):
 - (c) *In the case of any member of the public who becomes so disruptive that the ability to conduct a meeting is impaired or whose behavior has gone beyond the reasonable standards of courtesy in his or her remarks and/or behavior, the Chair shall have the authority to ask the member of the public to vacate the premises. In the event the offending member of the general public refuses to vacate the premises, the Chair shall have the authority to request law enforcement to assist in removing the offending member of the public from the premises.*
 - (f) *In the case of any Board member who becomes so disruptive that the ability to conduct a meeting is impaired or whose behavior has gone beyond the reasonable standards of courtesy in his or her remarks and/or behavior, the Chair shall first remind the offending Board member of the rules of debate; explain to the offending Board member which aspects of his remarks and/or behavior are deemed so disruptive that the ability to conduct the meeting is impaired and/or have gone beyond the reasonable standards of courtesy and request the offending Board member to cease and desist in engaging in such remarks and/or behavior. In the event the offending Board member does not cease and desist in engaging in such remarks and/or behavior which have been deemed by the Chair to be so disruptive that the ability to conduct the meeting is impaired or which have gone beyond the reasonable standards of courtesy, the Chair shall have the authority to request a motion and second on the question of whether the offending Board member shall be asked to vacate the premises. In the event the Board votes in the affirmative to have the offending Board member vacate the premises, the Chair shall first ask the offending Board member to vacate the premises and if the offending Board member refuses to do so, the Chair shall have the authority to request law enforcement to assist in removing the offending Board member from the premises.*
4. Add the following to Section VI, Rule 14(u):

Rule 14(u). To Limit or Close Debate

A motion to limit or close debate may be made to limit debate to a specified time frame after a reasonable amount of time has already been spent on a specific topic. Provided, however, such a motion shall require a 2/3 thirds vote in order to pass.
5. Add the following to Section VI, Rule 35:

Rule 35. Code of Ethics

The Perquimans County Board of Commissioners follows the NACCO Code of Ethics which is on file with the Clerk to the Board of Commissioners. The NACCO Code of Ethics is made a part hereof the same as if it were set forth verbatim.

County Manager Heath asked the Board if they had any questions or comments. Chairman Nelson asked whether or not we should add the following to Section VI, Rule 14(a): 2/3 thirds vote of members present in order to pass. County Attorney High said that we could add that to clarify it more. County Manager Heath explained that we have to have two-thirds of the members present in order to have a quorum. It was the consensus to add this to Section VI, Rule 14(a). There being no further questions or comments on this matter, Vice Chair Leigh asked if there was any other items of discussion. County Manager Heath said that had a couple of matters he wanted to bring up to the Board.

COUNTY MANAGER UPDATES

County Manager Heath presented the following updates to the Board:

- > Perquimans County High School Baseball Team: Mr. Heath explained that the Perquimans County Baseball Team are the 1A N.C. High School Athletic Association's state champions again this year. This makes them back to back champions. Chairman Nelson and Mr. Heath have been approached again by members in the community wondering if the County could make a donation like they did last year to assist with the purchasing of their championship rings. He just wanted to present this to the Board so that they could take action on it in September. Mr. Heath explained that last year the school raised some funds and the County gave them \$5,000. They have received a quote for the costs this year to be \$7,500. It was the consensus of the Board to proceed with taking action at the September meeting.
- > Joint Work Session with Planning Board: Mr. Heath explained that at the September 19, 2022 Work Session, we will hold a Joint Meeting with the Planning Board to talk about the work that they have been doing on several text amendments.

ADJOURNMENT

Vice Chair Leigh asked if there were any other items to discuss. The following items were discussed:

- > Commissioner Hoffer asked why a deputy is present tonight. He said that he has noticed that they have been present at the last couple of meetings. County Manager Heath explained that he and Sheriff White decided to have them present. We had them present in the past but, during COVID, we stopped it. County Attorney High stated that every public meeting that he has attended has had law enforcement present.
- > Commissioner Hoffer said that in a recent Perquimans Weekly article, Vice Chair Fondella A. Leigh was named to the NC African-American Heritage Commission. Mr. Hoffer wanted to congratulate her and make this a part of our Board's records. The Board congratulated her for this appointment.
- > Commissioner Woodard said that at the NCACC Annual Conference last week, Chairman Nelson was elected 2nd Vice President of the NCACC Board. After serving three years as 2nd Vice President, he will become the President of NCACC Board. It is Mr. Woodard's understanding that Perquimans County has never had a president on the NCACC Board of Trustees. Mr. Heath agreed. The Board congratulated Mr. Nelson. Chairman Nelson made a few comments.

There being no further comments or business to discuss, the Regular Meeting was adjourned at 7:30 p.m.

Fondella A. Leigh, Vice Chair

Clerk to the Board

August 29, 2022

Tax Refunds: (Perquimans County)

Laura Jeanette Huber \$276.99
Vehicle sold; 10-month refund
Account#: 60920107

Clarice Smith \$106.39
Vehicle sold; 8-month refund
Account#: 60680487

Wendy Leanna Bunch \$128.39
Vehicle sold; 7-month refund
Account#: 52354648

Robert Arlan Yerger \$144.16
Vehicle sold; 9-month refund
Account#: 37416194control

EMPLOYMENT ACTION FORM

DATE SUBMITTED: July 27, 2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kerry Lahr

SOC. SEC. NO.: _____

POSITION: EMT - Part Time

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: September 1 2022

GRADE: 63 STEP: 1 SALARY: \$16.16 Hourly

ENDING DATE OF PROBATIONARY PERIOD: September 1 2023

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ 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

COUNTY MANAGER APPROVAL

[Signature]
DATE: 7/27/22

Frank Heath
DATE: 8/3/22

FINANCE OFFICER

DATE: _____

COPY

Revised 7/05

nh

EMPLOYMENT ACTION FORM

DATE SUBMITTED: July 27, 2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Sophia Wright

SOC. SEC. NO.: _____

POSITION: EMT- Part Time

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: September 1 2022

GRADE: 63 STEP: 1 SALARY: 16.16 Hourly

ENDING DATE OF PROBATIONARY PERIOD: September 1 2023

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ 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

COUNTY MANAGER APPROVAL

[Signature]
DATE: 7/27/22

Frank Heath
DATE: 8/3/22

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: August 29, 2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Tabitha Martin

SOC. SEC. NO.: _____

POSITION: Part Time EMT

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: 9/1/2022

GRADE: 63 STEP: 1 SALARY: \$16.16 Hourly

ENDING DATE OF PROBATIONARY PERIOD: September 1, 2023

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ 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

COUNTY MANAGER APPROVAL

[Signature]
DATE: 8/29/22

[Signature]
DATE: 8/29/22

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: August 29, 2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Emily Sawyer

SOC. SEC. NO.:

POSITION: Part-Time EMT

DEPT.:

X NEW EMPLOYEE EFFECTIVE DATE: 9/1/2022

GRADE: 63 STEP: 1 SALARY: \$16.16 Hourly

ENDING DATE OF PROBATIONARY PERIOD: September 1 2023

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

DATE OF EMPLOYEE RESIGNATION

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Signature and date 8/29/22

Signature and date 8/29/22

FINANCE OFFICER

DATE:

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: Aug 2, 2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kaitlyn Brower SOC.: SEC. NO.
POSITION: IMC II (Food & Nutrition Services) DEPT.: Social Services
***Ms. Brower is not fully qualified for the Income Maintenance Caseworker II position and will be an IMC I working against the II position for a year.

EMPLOYEE EFFECTIVE DATE: September 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

Susan Chaney

DATE: July 21, 2022

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 8/3/22

FINANCE OFFICER

DATE:

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: Aug 2, 2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Cayla Butler SOC.: SEC. NO.:
POSITION: IMC II (Family & Children's Medicaid) DEPT.: Social Services
***Ms. Butler is not fully qualified for the Income Maintenance Caseworker II position and will be an IMC I working against the II position for a year.

EMPLOYEE EFFECTIVE DATE: September 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 Chaney
DATE: July 21, 2022

COUNTY MANAGER APPROVAL
Frank Heath
DATE: 8/3/22

FINANCE OFFICER

DATE: **COPY**

EMPLOYMENT ACTION FORM

DATE SUBMITTED: July 28, 2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Jared Turner SOC. SEC. NO.:

POSITION: Full Time AEMT DEPT.:

X NEW EMPLOYEE EFFECTIVE DATE: September 1 2022

GRADE: 66 STEP: 3 SALARY: \$19.37 Hourly

ENDING DATE OF PROBATIONARY PERIOD: September 1 2023

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

DATE OF EMPLOYEE RESIGNATION

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature] DATE: 7/29/2022

[Signature] DATE: 8/3/22

FINANCE OFFICER

DATE:

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Casey Winn

SOC. SEC. NO.: _____

Administrative Assistant /

POSITION: Human Resource Tech

DEPT.: County Manager

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 61 STEP: 1 SALARY: \$30,783

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

9/01/2022 DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS.
Date GRADE: 61 STEP: 2 SALARY: \$31,552

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

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

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: _____

Frank Heath

DATE: 8/29/22

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 29, 2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: William Matthew Ward

SOC. SEC. NO.: _____

POSITION: Certified Telecommunicator FULL-TIME

DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
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

09/01/2022 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 62 STEP: 2 SALARY: \$32,970 per year

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

DEPARTMENT RECOMMENDATION

[Signature]
DATE: 8/16/22

COUNTY MANAGER APPROVAL

[Signature]
DATE: 8/19/22

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: August 3, 2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Samantha Farrar
POSITION: Income Maintenance Caseworker II
(Family & Children's Medicaid)

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

EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY: \$

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date
GRADE: STEP: SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

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

DATE OF EMPLOYEE RESIGNATION:

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP/MERIT RAISE:

Date: 9/1/2022 GRADE: 63 STEP: 3 SALARY: \$ 35,294.00

DEPARTMENT RECOMMENDATION

Suzanne M Chaney

DATE: August 3, 2022

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 8/8/22

FINANCE OFFICER

DATE:

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 8/1/2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Nicole Anderson

SOC. SEC. NO.:

POSITION: Paramedic

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY:

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

DATE OF EMPLOYEE RESIGNATION

X 9/1/2022 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

Date GRADE: 68 STEP: 3 SALARY: \$21.15 Hourly

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 and date 8/16/22

Signature Frank Heath and date 8/29/22

FINANCE OFFICER

DATE:

COPY

Revised 7/05

inc.

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 8/1/2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Rebecca Cullipher

SOC. SEC. NO.: _____

POSITION: Paramedic

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ DATE OF EMPLOYEE RESIGNATION
Date

X 9/1/2022 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 68 STEP: 2 SALARY: \$20.64 Hourly

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: 8/16/22

[Signature]
DATE: 8/29/22

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 8/1/2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Carl Wilson

SOC. SEC. NO.:

POSITION: Paramedic

DEPT.: EMS

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

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

DATE OF EMPLOYEE RESIGNATION

X 9/1/2022 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. GRADE: 68 STEP: 6 SALARY: \$22.76 Hourly

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: 8/16/22

DATE: 8/29/22

FINANCE OFFICER

DATE:

COPY

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: 3 SALARY: \$16.97 Hourly

EMS DEPARTMENT RECOMMENDATION
MANAGER APPROVAL

RESCUE SQUAD RECOMMENDATION

[Signature]
DATE: 8/16/22

DATE: _____

COUNTY MANAGER APPROVAL

FINANCE OFFICER

[Signature]
DATE: 8/16/22

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: August 1, 2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kristen S. Myers

SOC. SEC. NO.:

POSITION: Deputy

DEPT.: Register of Deeds

NEW EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY:

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: 59 STEP: 4 SALARY: \$29,031

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. 9-1-2022 GRADE: 58 STEP: 5 SALARY: \$29,741

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: 12/21 PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Handwritten signature of Jacquelin S. Freese and date August 1, 2022

Handwritten signature of Frank Heath and date 8/29/22

FINANCE OFFICER

DATE:

COPY

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 13

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 6th DAY OF SEPTEMBER, 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 | 2,904 | |
| 10-610-192 | DSS - Crisis Intervention | 2,904 | |
| | | | |
| | | | |
| | | | |
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| | | | |
| EXPLANATION: To amend FY 22/23 budget to include the additional funds as awarded by the State for DSS/Crisis Intervention. | | | |

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 6th DAY OF SEPTEMBER, 2022.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 6th DAY OF SEPTEMBER, 2022.

 Chairman, Board of Commissioners

 Finance Officer

Re: Animal Control Board (SPCA Representative)
Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>
Tue 8/2/2022 5:03 PM
To: LeAnne Wynne <lwynne@perquimanscountync.gov>

Thank you.
Mary

From: LeAnne Wynne <lwynne@perquimanscountync.gov>
Sent: Tuesday, August 2, 2022 4:53 PM
To: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>; Shelby White <swhite@perquimanscountync.gov>
Subject: Re: Animal Control Board (SPCA Representative)

Mary, I contacted Bethany Thompson's husband Arnold and he stated she will be willing to continue to serve on the Animal Control Board.

LeAnne Wynne 123
Perquimans County Sheriff's Office
110 N. Church Street
P. O. Box 31
Hertford NC 27944
(252) 426-5615 Fax: (252) 426-4019
NC0720000

From: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>
Sent: Tuesday, August 2, 2022 3:14 PM
To: Shelby White <swhite@perquimanscountync.gov>; LeAnne Wynne <lwynne@perquimanscountync.gov>
Subject: Animal Control Board (SPCA Representative)

Shelby & LeAnne,

It is time to reappoint Bethany Thompson to the above referenced Board for a one-year term. Her current term will expire on September 30, 2022. Please let me now if she is eligible to be reappointed and if she is willing to continue to serve. Please e-mail me stating that she will or will not continue to serve by August 30, 2022 at 9:00 a.m. Her contact information is as follows:

Bethany Thompson
110 Huron Trail
Hertford, NC 27944
Phone: (252) 426-5005

I do not have an e-mail address for her.

Thank you for your assistance in this matter.

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

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

Add to BOCC Agenda - Your Firehouse Subs Public Safety Foundation Grant Award- Perquimans County EMS Q3 '22

Julie Solesbee <jsolesbee@perquimanscountync.gov>
Tue 8/23/2022 12:16 PM

To: Tracy Mathews tracymathews@perquimanscountync.gov
cc: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>; Jonathan Nixon
<jnixon@perquimanscountync.gov>

3 attachments (437 KB)

- Final Approved Quote- AED- Stryker- Perquimans County Emergency Services.pdf;
- REVISED MOU- Perquimans County, on behalf of Perquimans County Emergency Services.pdf;
- ACH-Credit Authorization- Firehouse Subs Public Safety Foundation.pdf;

Good Afternoon,

We have received a grant award of \$24,103.60 from Firehouse Subs to purchase 13 AEDs. Can this be added to the meeting agenda for the Board of Commissioners so that we can go ahead and start the purchase process?

Tracy, can you please send the budget line info so that once this is approved, we can get a PO submitted to you?

Thank you both!!!

Julie M. Solesbee, Public Information Officer/ Grants Manager/ AEMT
Perquimans County Emergency Services
911 Communications – EMS – Emergency Management
159 Creek Drive – PO Box 563
Hertford, NC 27944
252-426-5646
252-426-1875 Fax
252-331-3958 Cell

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



Firehouse Subs Public Safety Foundation, Inc.

12735 Gran Bay Pkwy., Suite 150, Jacksonville, Florida 32258

MEMO OF UNDERSTANDING- FUNDING AGREEMENT

August 9, 2022

Failure to adhere to the requirements of this Funding Agreement will jeopardize your grant award.
All purchases must match the quantities and equipment approved in the original grant request and approved quote.

Firehouse Subs Public Safety Foundation Responsibilities

- Firehouse Subs Public Safety Foundation will award funding to **Perquimans County, on behalf of Perquimans County Emergency Services, Hertford, NC** for \$24,103.60 to be used toward the direct purchase of **Twelve Stryker LifePak CR2 AEDs & Accessories; One LifePak 1000 with Graphical Display & Accessories.**

Perquimans County, on behalf of Perquimans County Emergency Services Responsibilities

1. An ACH transfer will be remitted to the organization name as stated in this memo of understanding and **must** match the EIN number submitted on the grant request and bank account information listed on the ACH Authorization. If there is a change in either information, you must submit a W-9.
1. **Purchase** the equipment on Approved Quote #10426438 from Stryker
 - o NOTE: DO NOT PREPAY for the equipment order at the time of purchase
2. **Confirm Receipt of ACH Transfer** by emailing procurementfoundation@firehousesubs.com
3. **Verify Purchase and Delivery** by providing Firehouse Subs Public Safety Foundation with the following:
 - o All signed and dated packing slips
 - o Copies of paid invoices, verifying your organization's name as the customer and matching the vendor quote(s)
 - o A copy of the cleared check(s), verifying the payee and payment amount matches the vendor quote(s)
4. In the event that the purchased equipment costs less than the dollar amount awarded, all excess funds must be returned to Firehouse Subs Public Safety Foundation.
 - o Email procurementfoundation@firehousesubs.com with notification of excess funds within 30 days of purchase
 - o Return Excess Funds within 30 days of receipt of excess funds invoice to Firehouse Subs Public Safety Foundation, Attention: Gina Brown, 12735 Gran Bay Parkway, Suite 150, Jacksonville, . 32258
5. If purchases exceed funding, **Perquimans County, on behalf of Perquimans County Emergency Services** is responsible for the additional amount.

VERY IMPORTANT: Deadline for submitted documentation is December 31, 2022.

| | |
|--|------|
| Firehouse Subs Public Safety Foundation | Date |
| Perquimans County, on behalf of Perquimans County Emergency Services Representative (Signature) | Date |
| Perquimans County, on behalf of Perquimans County Emergency Services Representative Name (Print) | Date |

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

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 6th DAY OF SEPTEMBER, 2022, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2022 - 2023 BUDGET.

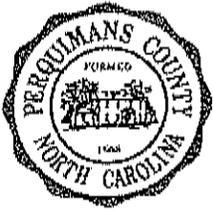
| CODE NUMBER | DESCRIPTION OF CODE | AMOUNT | |
|--|--------------------------|----------|----------|
| | | INCREASE | DECREASE |
| 10-348-007 | Fire House Sub Grant/EMS | 24,103 | |
| 10-592-746 | Fire House Sub Grant/EMS | 24,103 | |
| | | | |
| | | | |
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| | | | |
| | | | |
| EXPLANATION: To amend FY 22/23 budget to include the additional funds as awarded by the Fire House Sub Grant to purchase 13 AEDs. | | | |

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 6th DAY OF SEPTEMBER, 2022.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 6th DAY OF SEPTEMBER, 2022.

 Chairman, Board of Commissioners

 Finance Officer



**PERQUIMANS COUNTY
BOARD OF COMMISSIONERS**

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

MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

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

**LITTER SWEEP FALL 2022
IN PERQUIMANS COUNTY**

WHEREAS, the North Carolina Department of Transportation organizes an annual Fall statewide roadside cleanup to ensure clean and beautiful roads in North Carolina; and

WHEREAS, the Fall 2022 "Litter Sweep" roadside cleanup will take place September 10 - 24, 2022, and encourages local governments and communities, civic and professional groups, businesses, churches, schools, families and individual citizens to participate in the Department of Transportation cleanup by sponsoring and organizing local roadside cleanups; and

WHEREAS, Adopt-A-Highway volunteers, Department of Transportation employees, Department of Correction inmates and community service workers, local government agencies, community leaders, civic and community organizations, businesses, churches, schools, and environmentally concerned citizens conduct annual local cleanups during "Litter Sweep" and may receive certificates of appreciation for their participation; and

WHEREAS, the great natural beauty of our State and a clean environment are sources of great pride for all North Carolinians, attracting tourists and aiding in recruiting new industries; and

WHEREAS, the cleanup will increase awareness of the need for cleaner roadsides, emphasize the importance of not littering, and encourage recycling of solid wastes; and

WHEREAS, the 2022 LITTER SWEEP cleanup will celebrate the 34th Anniversary of the North Carolina Adopt-A-Highway program and its approximate 120,000 participants that donate their labor and time year round to keep our roadsides clean.

WHEREAS, the LITTER SWEEP cleanup will be a part of educating the children of this Great State regarding the importance of a clean environment to the quality of life in North Carolina;

NOW, THEREFORE, BE IT RESOLVED that the Perquimans County Board of Commissioners do hereby proclaim September 10 - 24, 2022, as "FALL LITTER SWEEP" time in Perquimans County and encourage its citizens to take an active role in making our community cleaner and more beautiful.

ADOPTED the 6th day of September, 2022.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTESTED:

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

(SEAL)

COPY



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**

August 29, 2022

I will be present at the August 6 meeting to introduce Ms. Renee McGinnis.
Ms. McGinnis will be the acting Project Manager for Piner Appraisal during the 2024 County revaluation.

Thank you,

Bill Jennings
Perquimans County
Tax Administrator

Memorandum of Understanding

The parties to this Memorandum of Understanding ("MOU") are Perquimans County, a body politic of the State of North Carolina ("Perquimans County") and the North Carolina Marine Industrial Park Authority ("NCMIPA"). As listed in General Statute § 113-315.28 (3), one of the purposes of the NCMIPA is to foster and stimulate the growth of marine-related industries in the State of North Carolina. The purpose of this MOU is to establish a partnership in ensuring the growth and success of the Perquimans Marine Industrial Park ("PMIP").

Under this MOU, NCMIPA would agree to:

- 1) Advise, as needed and requested, Perquimans County officials and staff on the general design and construction of the PMIP basin.
- 2) Advise, as needed and requested, Perquimans County officials and staff on general management strategies for the PMIP, including but not limited to the rental/sale rate structure, restrictive covenants, parcel layouts, parking, shared basin access, and parcel and basin maintenance.
- 3) Participate directly, in cooperation with Perquimans County officials and staff, on marketing efforts to promote the development, occupancy and growth of the PMIP. Marketing efforts may include, but are not limited to, the design of ads, pursuing clients, assisting in visits by companies and attending trade shows if necessary.

Under this MOU, Perquimans County would agree to;

- 1) Reimburse the NCMIPA for any costs associated with efforts in marketing the PMIP, including mileage costs for the Director of the NCMIPA.

PERQUIMANS COUNTY

Name (Printed):

Wallace E. Nelson

Title:

Perquimans County Board of
Commissioners

Signature:

Date:

September 6, 2022

NC MARINE INDUSTRIAL

PARK AUTHORITY

Name (Printed):

Title:

Signature:

Date:



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

Recommended Changes to the Board Rules of Procedures

It was recommended that the Chairman, Vice Chair, and County Manager meet to review the Rules of Procedures and recommend whatever changes they felt would be necessary and then have County Attorney High review them. This process resulted in the recommendation to make the following proposed changes:

1. Add the following sentence to the end of Section I Rule 1: *In case of any conflict or inconsistency between these rules and the statutes of the State of North Carolina, no decision made by the Perquimans County Board of Commissioners based on these rules shall be invalidated. In addition, if any of the provisions of these rules are deemed unenforceable then the remaining provisions herein shall remain in full force and effect.*
2. Replace Section VI. Rule 12 Item (b) with the following: *To determine whether a speaker or Board member has become disruptive or has gone beyond the reasonable standards of courtesy in his or her remarks and/or behavior.*
3. Add the following to Section VI. Rule 12 Item(s) (c) & (l):
 - (e) *In the case of any member of the public who becomes so disruptive that the ability to conduct a meeting is impaired or whose behavior has gone beyond the reasonable standards of courtesy in his or her remarks and/or behavior, the Chair shall have the authority to ask the member of the public to vacate the premises. In the event the offending member of the general public refuses to vacate the premises, the Chair shall have the authority to request law enforcement to assist in removing the offending member of the public from the premises.*
 - (f) *In the case of any Board member who becomes so disruptive that the ability to conduct a meeting is impaired or whose behavior has gone beyond the reasonable standards of courtesy in his or her remarks and/or behavior, the Chair shall first remind the offending Board member of the rules of debate; explain to the offending Board member which aspects of his remarks and/or behavior are deemed so disruptive that the ability to conduct the meeting is impaired and/or have gone beyond the reasonable standards of courtesy; and request the offending Board member to cease and desist in engaging in such remarks and/or behavior. In the event the offending Board member does not cease and desist in engaging in such remarks and/or behavior which have been deemed by the Chair to be so disruptive that the ability to conduct the meeting is impaired or which have gone beyond the reasonable standards of courtesy, the Chair shall have the authority to request a motion and second on the question of whether the offending Board member shall be asked to vacate the premises. In the event the Board votes in the affirmative to have the offending Board member vacate the premises, the Chair shall first ask the offending Board member to vacate the premises and if the offending Board member refuses to do so, the Chair shall have the authority to request law enforcement to assist in removing the offending Board member from the premises.*
4. Add the following to Section VI. Rule 14(a):

Rule 14(a). To Limit or Close Debate

A motion to limit or close debate may be made to limit debate to a specified time frame after a reasonable amount of time has already been spent on a specific topic. Provided, however, such a motion shall require a 2/3 thirds vote of members present in order to pass.
5. Add the following to Section VI. Rule 35:

Rule 35. Code of Ethics

The Perquimans County Board of Commissioners follows the NACO Code of Ethics which is on file with the Clerk to the Board of Commissioners. The NACO Code of Ethics is made a part hereof the same as if it were set forth verbatim.

Added at 8/15/2022
Work Session.

Perquimans County's Vision:

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

RULES OF PROCEDURE FOR THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS

I. APPLICABILITY

Rule 1. Applicability of Rules

These rules apply to all meetings of the Board of Commissioners of Perquimans County at which the board is empowered to exercise any of the executive, quasi-judicial, administrative, or legislative powers conferred on it by law. They are intended to be consistent with all North Carolina law. Any rules that are mandated by law cannot be suspended by vote of the board. If a conflict or inconsistency arises between these rules and the law of the State of North Carolina then the North Carolina law shall control. In case of any conflict or inconsistency between these rules and the statutes of the State of North Carolina, no decision made by the Perquimans County Board of Commissioners based on these rules shall be invalidated. In addition, if any of the provisions of these rules are deemed unenforceable then the remaining provisions herein shall remain in full force and effect.



II. OPEN MEETINGS

Rule 2. Meetings to be open.

- (a) The public policy of North Carolina and of Perquimans County is that the hearings, deliberations, and actions of this board and its committees be conducted openly.
- (b) Except as otherwise provided in these rules and in accordance with applicable law, each official meeting of the Perquimans County Board of Commissioners shall be open to the public, and any person may attend.
- (c) For the purposes of the provisions of these rules concerning open meetings, an official meeting of the board is defined as any gathering together at any time or place or the simultaneous communication by conference telephone or other electronic means of a majority of board members for the purpose of conducting hearings, participating in deliberations, or voting upon or otherwise transacting public business within the jurisdiction, real or apparent, of the board.

Rule 3. Closed Sessions

- (a) Notwithstanding the provisions of Rule 2, the Board may hold a closed session and exclude the public, but only upon the following circumstances:
 - (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this state or of the United States, or not considered a

public record within the meaning of Chapter 132 of the General Statutes (N.C.G.S.143-318.11(a) (1)).

- (2) To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award (N.C.G.S. 143-318.11(a) (2)).
 - (3) To consult with an attorney employed or retained by the Board of Commissioners in order to preserve the attorney-client privilege between the attorney and the Board of Commissioners. (N.C. Gen Stat 143-318.11(a) (3)).
 - (4) To discuss matters relating to the location or expansion of industries or other businesses in the county. (N.C. Gen Stat 143-318.11(a) (4)).
 - (5) To consider and take action with respect to the position to be taken by the county in negotiating the price or other material terms of an agreement for the acquisition or lease of real property. (N.C. Gen Stat 143-318.11(a) (5)).
 - (6) To consider and take action with respect to the position to be taken by the county in negotiating the amount of compensation or other material terms of an employment contract. (N.C. Gen Stat 143-318.11(a) (5)).
 - (7) To consider initial employment or appointment of an individual to any office or position, other than a vacancy in the board of county commissioners or any other public body, and to consider the qualifications, competence, performance, character, and fitness of any public officer or employee, other than a member of the board of commissioners or some other public body. (N.C.G.S. 143-318.11(a) (6)).
 - (8) To hear or investigate a charge or complaint by or against an individual, public officer or employee. (N.C.G.S. 143-318.11(a) (6)).
 - (9) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct. (N.C.G.S. 143-318.11(a) (7)).
 - (10) To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity. (N.C.G.S. 143-318.11(a) (9)).
- (b) The Board may hold a closed session only upon a motion duly made and adopted at an open meeting. Every motion to close a meeting shall cite one or more of the permissible purposes listed in subsection (a) of this rule. In addition, a motion to go into closed session pursuant to Rule 3(a)(1) must state the name or citation of the law that renders the information to be discussed privileged or confidential, and a motion to go into closed session pursuant to Rule 3(a)(2) must identify the parties in each existing lawsuit, if any, concerning which the Board expects to receive advice during the closed session.

- (c) Unless the motion to go into closed session provides otherwise, the county manager, county attorney, and clerk to the board may attend the closed session. No other person may attend the closed session unless specifically invited by majority vote of the board.

III. ORGANIZATION OF THE BOARD

Rule 4. Organizational Meeting.

- (a) Even numbered Years. The board shall hold an organizational meeting at its regular time and place on the first Monday in December of each even-numbered year. The present chairman shall call the meeting to order and the present Board, including retiring members, shall approve the minutes of the previous meeting(s) followed by recognition of outgoing members. Newly elected members of the Board shall take and subscribe the oath of office and be inducted into office, if they have not already been sworn. The county attorney shall then preside until a chairman is elected from its members. The Board shall approve the bonds of the sheriff and register of deeds.

Rule 5. Election of the Chair

The chair and vice-chair of the board shall be elected annually by a majority of the votes cast for a term of one year and shall not be removed from the office of chair or vice-chair during the term unless he or she becomes disqualified to serve as a board member.

IV. REGULAR AND SPECIAL MEETINGS

Rule 6. Regular and Special Meetings.

- (a) Regular Meetings. The board shall hold regular meetings pursuant to a schedule adopted and published pursuant to applicable North Carolina General Statutes. Regular meetings shall be held in the Courthouse Annex. The board may change the place or time of a particular regular meeting or of all regular meetings within a specified period by resolution adopted, posted and noticed at least seven days before the change takes effect. Such a resolution shall be filed with the clerk to the board and posted at or near the regular meeting place, on the county website and copies shall be sent to all persons who have requested notice of special meetings of the board by regular United States mail or by email.
- (b) Special Meetings. The chair or a majority of board members may at any time call a special meeting of the board by signing a notice stating the time and place of the meeting and the subjects to be considered. The person or persons calling the meeting shall cause the notice to be posted on the principal bulletin board of the county or the door of the regular meeting place if there is no principal bulletin board and delivered to the chair and all other board members or left at the usual dwelling place of each member or emailed at least forty-eight hours before the

meeting and posted on the county website. In addition, the notice shall be mailed, emailed or delivered to individual persons and news organizations having requested such notice as provided in subsection (e) below at least forty-eight hours before the meeting. Only items of business specified in the notice may be transacted at a special meeting, unless all members are present or those not present have signed waivers.

- (c) **Emergency Meetings.** If a special meeting is called to deal with an unexpected circumstance requiring immediate consideration, the notice requirements of this rule do not apply. However, the person or persons calling an emergency meeting shall take reasonable action to inform the other members and the public of the meeting, including posting on the county website. Local news organizations having requested notice of special meetings as provided in subsection (e), below, shall be notified of such emergency meeting either by e-mail, by telephone, or by the same method used to notify board members and shall be given immediately after notice has been given to the board members. Only business connected with the emergency may be discussed at the meeting.
- (d) **Work Sessions and Committee Meetings.** The board may schedule work sessions, committee meetings, or other informal meetings of the board or of a majority of its members at such times and concerning such subjects as may be established by resolution or order of the board. A schedule of any such meetings held regularly shall be filed in the same place and manner as the schedule of regular meetings. Work sessions and other informal official meetings not held regularly are subject to the same notice requirements as special board meetings.
- (e) **Sunshine List.** Any individual and any newspaper, wire service, radio station, and televisions station may file a written request with the clerk to the board of commissioners for notice of all special meetings of the board. Requests by individuals must be renewed by the last day of each calendar year and are subject to a \$10.00 nonrefundable annual fee; requests by news organizations must be renewed annually by December 31 and are not subject to any fee.

Rule 7. All Meetings within the County.

All meetings shall be held within the boundaries of Perquimans County except as otherwise provided herein:

- (a) A joint meeting with the governing board of any other political subdivision of this or any other state may be held within the boundaries of either subdivision as may be specified in the call of the meeting. At any such joint meeting, this board reserves the right to vote separately on all matters coming before the joint meeting.
- (b) A special meeting called for considering and acting on an order or resolution requesting members of the General Assembly representing all or any portion of this county to support or oppose any bill pending in the General Assembly or proposed for introduction therein may be held in Raleigh or other such place as stated in the call of meeting.

Rule 8. Broadcasting and Recording of Meetings.

Except as provided in this rule, any media organization may broadcast all or any part of an official board meeting required to be open to the public. Any person may photograph, film, tape-record, or otherwise reproduce any part of a meeting that is required to be open.

V. AGENDA

Rule 9. Agenda.

- (a) The clerk to the board in cooperation with the county manager and chair shall prepare the agenda for each regular, special, and emergency meeting. A request to have an item of business placed on the agenda for a regular meeting must be received at least two working days before the meeting. Any board member may, by timely request, prior to distribution of the agenda have an item placed on the agenda.
- (b) The agenda packet shall include the agenda document, any proposed ordinances or amendments to ordinances, and supporting documentation and background information relevant to items on the agenda. A copy of the agenda packet shall be delivered to each board member at least seventy-two hours before the meeting and available for public inspection at the county manager's office, the library and the county website. Documents in the agenda packet, if not previously available for public inspection, shall become so when packets have been delivered to each board member or left at his or her usual dwelling or e-mailed.
- (c) The board may, by majority vote, add an item not on the agenda on findings by the majority of the board that such items could not have reasonably been placed on the agenda pursuant to normal procedures and it is essential that such business be considered at the meeting.

Rule 10. Public Address.

The clerk to the board shall include on the agenda of each regular meeting a period of no more than thirty minutes for comments from the public in attendance. The chair will first recognize individuals or groups having signed the register to be heard, and then may recognize others, subject to available time. Each speaker shall be limited to three (3) minutes of public address, unless allowed additional time by the chair. When the time set aside for informal public comments has expired, the chair will recognize further speakers only upon motion duly made and adopted.

Rule 11. Order of business.

At regular meetings, the board shall proceed to business in the following order:

- (a) Call to order and welcome.

- (b) Invocation.
- (c) Pledge of allegiance.
- (d) Scheduled Public Hearings
- (e) Adoption of agenda.
- (f) Adoption of consent agenda
- (g) Appointments/Scheduled speakers.
- (h) Commissioner Comments/Concerns
- (i) County Manager Update
- (j) Old Business
- (k) New business
- (l) Public Comment
- (m) Adjournment.

Without objection, the chair may call items in any order most convenient for the dispatch of business.

VI. CONDUCT OF DEBATE

Rule 12. Powers of the Chair

The chair shall preside at all board meetings. To address the board, a member must be recognized by the chair. The chair shall have the following powers; however in exercising these powers the chair's decision is subject to appeal and review by the full board on the motion of any member:

- (a) The rule on points of parliamentary procedure, including the right to rule out of order any motion offered for patently obstructive or dilatory purposes;
- (b) To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;  (Replace with) To determine whether a speaker or Board member has become disruptive or has gone beyond the reasonable standards of courtesy in his or her remarks and/or behavior.
- (c) To call a brief recess at any time;
- (d) To adjourn in an emergency.
-  (e) In the case of any member of the public who becomes so disruptive that the ability to conduct a meeting is impaired or whose behavior has gone beyond the reasonable standards of courtesy in his or her remarks and/or behavior, the Chair shall have the authority to ask the member of the public to vacate the premises. In the event the offending member of the general public refuses to vacate the premises, the Chair shall have the authority to request law enforcement to assist in removing the offending member of the public from the premises.
-  (f) In the case of any Board member who becomes so disruptive that the ability to conduct a meeting is impaired or whose behavior has gone beyond the reasonable



standards of courtesy in his or her remarks and/or behavior, the Chair shall first remind the offending Board member of the rules of debate; explain to the offending Board member which aspects of his remarks and/or behavior are deemed so disruptive that the ability to conduct the meeting is impaired and/or have gone beyond the reasonable standards of courtesy and request the offending Board member to cease and desist in engaging in such remarks and/or behavior. In the event the offending Board member does not cease and desist in engaging in such remarks and/or behavior which have been deemed by the Chair to be so disruptive that the ability to conduct the meeting is impaired or which have gone beyond the reasonable standards of courtesy, the Chair shall have the authority to request a motion and second on the question of whether the offending Board member shall be asked to vacate the premises. In the event the Board votes in the affirmative to have the offending Board member vacate the premises, the Chair shall first ask the offending Board member to vacate the premises and if the offending Board member refuses to do so, the Chair shall have the authority to request law enforcement to assist in removing the offending Board member from the premises.

Rule 13. Action by the Board

The board shall proceed by motion. Any member, including the chair, may make a motion.

Rule 14. Second Required

A motion shall require a second in order to be debated and acted on by the board.



Rule 14(a). To Limit or Close Debate

A motion to limit or close debate may be made to limit debate to a specified time frame after a reasonable amount of time has already been spent on a specific topic. Provided, however, such a motion shall require a 2/3 thirds vote of members present in order to pass.

Added at August 15, 2022
Work Session.

Rule 15. One Motion at a Time.

A member may make only one motion at a time.

Rule 16. Substantive Motion

A substantive motion is out of order while another substantive motion is pending.

Rule 17. Adopted by Majority Vote

A motion shall be adopted if approved by a majority of the votes cast, a quorum being present, unless otherwise required by these rules or North Carolina laws. Any member

of the Board who doubts the result of a vote may request that the Board be polled by roll call vote. The Clerk shall call the roll in alphabetical order, provided that for each subsequent roll call vote conducted within a calendar year the Clerk shall rotate the roll so that voting will begin with the next Board member on the roll. The chair of the Board has the privilege of voting last on all such votes. A member is not allowed to pass when polled during a roll call vote unless that member has been excused from voting as provided in Rule 23.

Rule 18. Debate

The chair shall state the motion and then open the floor for debate.

Rule 19. Procedural Motions.

- (a) In addition to substantive proposals, the procedural motions listed in subsection (b) of this rule, and no others, shall be in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority vote for adoption.
- (b) In order of priority (if applicable), the procedural motions are:
 - (1) To Adjourn. The motion may be made only at the conclusion of action on a pending matter; it may not interrupt deliberation of a pending matter. A motion to adjourn is not debatable and may not be amended.
 - (2) To Take a Recess. (Note under Rule 12 the chair also has the power to call a brief recess).
 - (3) To Call to Follow the Agenda. The motion must be made at the first reasonable opportunity or it is waived.
 - (4) To Suspend the Rules. The motion requires a vote equal to a quorum.
 - (5) To Divide a Complex Motion and Consider it by Paragraph.
 - (6) To Defer (Table) Consideration. A substantive motion whose consideration has been deferred expires one hundred days thereafter, unless a motion to revive consideration is adopted.
 - (7) To call the Previous Question. The motion is not in order until there has been at least fifteen minutes of debate and every member has had one opportunity to speak.
 - (8) To Postpone to a Certain Time or Day.
 - (9) To Refer to Committee. Sixty days after a motion has been referred to committee, the introducer may compel consideration of the measure by the entire board, regardless of whether the committee has reported the matter back to the board.

- (10) To Amend. An amendment to a motion must be germane to the subject of the motion, but it may not achieve the opposite effect of the motion. There may be an amendment to the motion and an amendment to an amendment, but no further amendments. Any amendments to a proposed ordinance shall be reduced to writing.
- (11) To Revive Consideration. The motion is in order at any time within one hundred days of a vote deferring consideration. A substantive motion on which consideration has been deferred expires one hundred days after the deferral, unless a motion to revive consideration is adopted.
- (12) To Reconsider. The motion must be made at the same meeting where the original vote was taken, and by a member who voted with the prevailing side. It cannot interrupt deliberation on a pending matter but is in order any time before adjournment.
- (13) To Prevent Reconsideration for Six Months. The motion shall be in order only immediately following the defeat of a substantive motion. It requires a vote equal to a quorum and is valid for six months or until the next regular election of county commissioners, whichever occurs first.

Rule 20. Renewal of Motion

A defeated motion may not be renewed at the same meeting.

Rule 21. Withdrawal of Motion

A motion may be withdrawn by the introducer at any time before the chair puts the motion to a vote.

Rule 22. Duty to Vote

It is the duty of each member to vote unless excused by a majority vote according to law. The Board may excuse a member from voting, but only upon questions involving their own financial interest or official conduct. A member wishing to be excused from voting shall so inform the chair, who shall take a vote of the remaining members. A member who fails to vote, not having been excused, shall be recorded as voting in the affirmative.

Rule 23. Prohibition of Secret Voting

No vote may be taken by secret ballot. If the board decides to vote by written ballot, each member shall sign his or her ballot and the minutes shall record the vote of each member. These ballots shall be retained and made available for public inspection until the minutes of that meeting have been approved, when they may be destroyed.

Rule 24. Action by Reference

The board shall not deliberate, vote, or otherwise act on any matter by reference to an agenda or document number unless copies of the agenda or documents being referenced are available for public inspection at the meeting and are so worded that people at the meeting can understand what is being discussed or acted on.

Rule 25. Introduction of Ordinances, Resolutions, and Orders

A proposed ordinance shall be deemed introduced at the first meeting where it is on the agenda and a motion for its adoption or approval is made by a member of the board; its introduction shall be recorded in the minutes.

Rule 26. Adoption, Amendment, or Repeal of Ordinances

To be adopted at the meeting at which it is first introduced, an ordinance or any action having the effect of an ordinance (except the budget ordinance, any bond order, or any other ordinance on which a public hearing must be held before the ordinance may be adopted) must receive the approval of all the members of the board of commissioners. If the ordinance is approved by a majority those voting but not by all the members of the board, or if the ordinance is not voted on at that meeting, it shall be considered at the next regular meeting of the board. If it then or at any time thereafter within 100 days of its introduction receives a majority of the votes cast, a quorum being present, the ordinance is adopted. This rule is consistent with and identical to N.C.G.S. § 153A-45 and shall be deemed amended by any legislative amendment to N.C.G.S. § 153A-45.

Rule 27. Budget Requests

New request for expenditures made outside the budget process cannot be approved at the first meeting where it is requested.

Rule 28. Quorum

A majority of the board membership shall constitute a quorum. The number required for a quorum is not affected by the vacancies. If a member has withdrawn from a meeting without being excused by majority vote of the remaining members, he or she shall be counted as present for the purposes of determining whether a quorum is present. The board may compel the attendance of an absent member by ordering the sheriff to take the member into custody. This rule is consistent with and identical to N.C.G.S. § 153A-43 and shall be deemed amended by any legislative amendment to N.C.G.S. § 153A-43.

Rule 29. Public Hearings

Public hearings may be required by law or deemed advisable by the board. The Board shall impose rules regarding the length of time allotted to each speaker and designating representatives to speak for large groups. At the appointed time, the chair shall call the hearing to order and preside over it. When the allotted time expires, the chair may briefly extend the time, may declare the hearing ended and the board shall resume the regular order of business, or may continue further comment until later in the agenda.

Rule 30. Quorum at Public Hearings

A quorum of the board must be present at all public hearings required by law.

Rule 31. Minutes

Minutes shall be kept of all board meetings.

Rule 32. Appointments

The board shall use the following procedure to make appointments to fill vacancies in the board itself or in other boards and public offices over which the board has power of appointment. Appointments may be placed on the consent agenda; however, should the item be placed on the regular agenda, or any Board member removes an appointment from this section of the agenda for placement on the regular agenda, the following procedure will be followed:

The chair shall open the floor to nominations, whereupon the members shall put forward and debate names of possible appointees. After the debate, the chair shall call the roll of the members, and each member shall vote. The votes shall be tallied until each member has voted. Each vote shall be decided by a majority of the valid ballots cast (a majority is determined by dividing the number of valid ballots cast by two and taking the next highest whole number). It is the duty of each member to vote for as many appointees as there are appointments to be made, but failure to do so does not invalidate that member's ballot.

Rule 33. Quasi-Judicial Proceedings

- (a) Chair (designee or County Attorney) presiding
 - (1) Calls the Meeting to Order
 - (2) Establishes that there is a quorum
 - (3) Announces the case to be heard
 - (4) Informs those present of the methods used to notify the parties and the public of the hearing and request for representatives.
 - NOTE: The notice to the parties shall include that those who plan to be represented by counsel or a designated representative of their group notify or have their counsel notify the County Attorney.
 - (5) Explains the procedure that will be followed

- (b) After being sworn, the Planning Director summarizes the case
- (c) Chair will swear applicant and applicant's witnesses
- (d) The Chair in his/her discretion may allow opening statements. If the Chair in his/her discretion allows opening statements, the Chair in his/her discretion may limit the time that each party may have to present their opening statement. An opening statement may only be given by parties who intend to present evidence at the quasi-judicial hearing and shall be limited in scope to statements as to what each party believes their evidence will show.
- (e) Applicants' witnesses will testify. Following each witnesses' testimony, the opposing parties through their designated attorney(s) or representative(s) will be given the opportunity to question the witness, followed by the County Attorney and Board Members. The Chair in his/her discretion shall have the right to limit repetitive questions asked of the witness.
- (f) The opposing parties, through their designated attorney(s) or representative(s) will then have their witnesses sworn and give testimony. Following each witnesses' testimony the applicant will be given an opportunity to question the witness, followed by the County Attorney and Board members.
- (g) Chair asks if any parties, who have not testified as witnesses and not committed to be represented by the designated attorney(s) or representative(s) wish to be sworn and testify. The Chair in his/her discretion may limit testimony of the parties if their testimony becomes repetitious.
- (h) At the Chair's discretion, Applicant may present its rebuttal testimony. Following each witnesses' testimony the opposing parties through their designated attorney(s) or representative(s) will be given an opportunity to question the witness, followed by the County Attorney and Board Members. The Chair in his/her discretion shall have the right to limit repetitive questions asked of the witness.
- (i) The Chair in his/her discretion may allow the opposing parties, or their designated attorney(s) or representative(s) to make a closing statement. If the Chair in his/her discretion allows closing statements, the Chair in his/her discretion may limit the time that each party may have to present their closing statement. A closing statement may only be given by parties who have presented evidence at the quasi-judicial hearing and shall be limited in scope to statements as to inferences, findings and conclusions as to what each party believes their evidence has shown.
- (j) The Chair summarizes the evidence presented (Written findings of fact are required). However, in the case of a lengthy hearing and numerous witnesses, the Board may choose to table its decision to allow time for the findings of fact to be drafted. NOTE: This is the last opportunity for the applicant to request a continuance or to withdraw their application.

- (k) When the Board resumes the hearing on this case, the Chair asks the Board for a Motion on the findings of fact. It can be approved, or denied or continued. A denial can be followed by another motion from the Board.
- (l) If an application is approved, the Board will state any conditions of the application, if needed.

Rule 34. Reference to Robert's Rules of Order

Reference to Robert's Rules of Order. To the extent not provided for in and not conflicting with the spirit of these rules, the chair shall refer to Robert's Rules of Order to resolve procedural questions.

★ Rule 35. Code of Ethics

The Perquimans County Board of Commissioners follows the NACO Code of Ethics which is on file with the Clerk to the Board of Commissioners. The NACO Code of Ethics is made a part hereof the same as if it were set forth verbatim.

Amended by the Board of Commissioners this the ___ day of _____, 2022.

Wallace E. Nelson, Chairman

Mary P. Hunnicutt
Clerk to the Board of Commissioners



MARY P. HUNNICUTT
CLERK TO BOARD

W. FRANK HEATH, III
COUNTY MANAGER

PERQUIMANS COUNTY BOARD OF COMMISSIONERS

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

WALLACE E. NELSON
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COUNTY ATTORNEY

PROPOSED LIST OF NAMES FOR SENIOR CENTER As of August 15, 2022

- (1) Perquimans County 50+ Activity Center
- (2) Perquimans Adult Activity Center
- (3) Perquimans Community Life Center
- (4) Perquimans Center for 50+ Active Living
- (5) Perquimans Community Senior Center
- (6) Perquimans Community Center
- (7) Perquimans Adult Community Center
- (8) Perquimans Social Center

County Manager Heath and Beverly Gregory, Senior
Citizens Coordinator liked the following names:

- Perquimans County 50+ Activity Center
- Perquimans Center for 50+ Active Living

Perquimans County's Vision:

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

From: Bland Baker <Bland.Baker@trilliumnc.org>
Sent: Tuesday, August 2, 2022 3:23 PM
To: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>
Subject: Northern Regional Advisory Board

Hey Mary,

Hope you are doing well. Just wanted to reach out as a friendly reminder that we are still in need of a non-commissioner appointee from Perquimans County. I realize how hard it is to get people to serve on boards and committees these days. I just wanted to add if I may, that when you are looking for someone, if you could focus on their willingness and interest in serving on the board. At times we struggle with not having a quorum and as you know that prevents any real action from the board. It is also very important for Perquimans County to have a voice at the table.

Just wanted to add these thoughts as you continue to look for someone. I have attached the criteria again for your convenience.

Thanks so much for your help.

Bland

Bland Baker, BA
Northern Regional Director
Trillium Health Resources
www.trilliumhealthresources.org
Bland.Baker@trilliumnc.org
1-866-998-2597

24-hour Access to Care Line
1-877-685-2415

Like us on Facebook
Trillium Health Resources
Trillium Direct Connect Recovery
Trillium Direct Connect Enrichment

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§ 143-318.11. Closed sessions.

(a) Permitted Purposes. - It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required:

- (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.
- (2) To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award.
- (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.
- (4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations. The action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.
- (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.
- (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.
- (7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
- (8) To formulate plans by a local board of education relating to emergency response to incidents of school violence or to formulate and adopt the school safety components of school improvement plans by a local board of education or a school improvement team.
- (9) To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.

(b) Repealed by Session Laws 1991, c. 694, s. 4.

(c) Calling a Closed Session. - A public body may hold a closed session only upon a motion duly made and adopted at an open meeting. Every motion to close a meeting shall cite one or more of the permissible purposes listed in subsection (a) of this section. A motion based on subdivision (a)(1) of this section shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on subdivision (a)(3) of this section shall identify the parties in each existing lawsuit concerning which the public body expects to receive advice during the closed session.

(d) Repealed by Session Laws 1993 (Reg. Sess., 1994), c. 570, s. 2. (1979, c. 655, s. 1; 1981, c. 831; 1985 (Reg. Sess., 1986), c. 932, s. 5; 1991, c. 694, ss. 3, 4; 1993 (Reg. Sess., 1994), c. 570, s. 2; 1995, c. 509, s. 84; 1997-222, s. 2; 1997-290, s. 2; 2001-500, s. 2; 2003-180, s. 2; 2013-360, s. 8.41(b).)

FOR
INFORMATION
ONLY
ITEMS



PERQUIMANS ARTS LEAGUE

<http://www.perquimansarts.org>
PO Box 134 - 133 N. Church Street - Hertford, NC 27944
Telephone: 252-426-3041

August 29, 2022

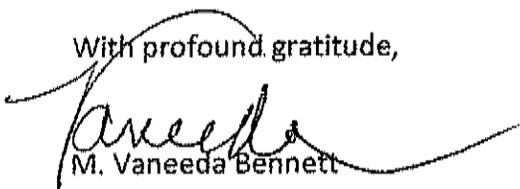
Perquimans County Board of Commissioners
PO Box 45
Hertford, NC 27944

Dear Board of Commissioners:

The Perquimans Arts League (PAL) received your generous gift of \$7,500 on August 24, 2022. Thank you very much for your continued support of PAL. This donation demonstrates your appreciation of the work of our local artisans and the commerce your gallery brings to the area.

Perquimans County's financial contribution enables PAL to offer more exciting exhibits and art education programs that appeal to our diverse community. Your partnership is crucial as we continue to maintain and grow your new gallery.

With profound gratitude,

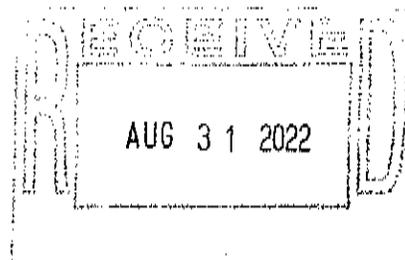


M. Vaneeda Bennett

President

Perquimans Arts League

Perquimans Arts League is a 501 (c) (3) nonprofit organization and acknowledges that no goods or services were provided to you in return for your contribution.



North
Carolina
Arts
Council
*Fifty years
of leadership*

The Perquimans Arts League is supported by a grant from the North Carolina Arts Council, a division of the Department of Natural and Cultural Resources.

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 WOODSELL | 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 |
| SL CARDWELL JOHN W HEATH, JR | X | 7-27-2022 | X | EXISTING PARCEL 4-D064-7802-CP / 2.74 ACRES |
| ALBEMARLE LAND TODD WINSLOW | X | 7-29-2022 | | SUBDIVISION OF 1-0011-0016B / 1.48 ACRES |

| | | | | |
|---|---|--|--|--|
| Bissell PO Box 1068 Kitty Hawk, NC 27949 (252) 261-3266 | S. L. Cardwell Surveying 1206 Francis Street Elizabeth City, NC 27909 338-6328 | Pat McDowell PO Box 381 Elizabeth City, NC 27909 338-4161 | Mark Pruden 146 Oak Grove Road Edenton, NC 27932 482-7804 | Saunders Surveying 510 Avena Road Black Mountain, NC 28711 (828) 669-2777 |
| Bowman Consulting Paul J Toti 131 Main Street Gatesville, NC 27938 357-1581 | E.T. Hyman Surveying 133 US Hwy 158 West Ste E Camden, NC 27921 335-2913 | McKim & Creed 504 E Elizabeth St Ste1 Elizabeth City, NC 27909 338-2929 | Gloria Rogers 215 B Street Camden, NC 27921 338-1415/333-8781 | Scott Temple PO Box 422 Elizabeth City, NC 27907 330-4016 |
| Charles E Brown, III 2005 Johnson Road Elizabeth City, NC 27909 335-0928 | Eugens Jordan 402 Sign Pine Road Tyner, NC 27980 221-4795 | J H Miller Jr. 156 Cottonwood Drive Hertford, NC 27944 339-6932 | Robey 150 US Hwy 158 W East Camden, NC 27921 335-1888 | Tony Webb PO Box 381 Edenton, NC 27932 482-3066 |
| TIMMONS GROUP 1805 WEST CITY DRIVE ELIZABETH CITY, NC 27909 (252)621-5030 | | | | |



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

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

**PERQUIMANS COUNTY
TAX DEPARTMENT**

Enforced Collections-August 2022

GARNISHMENTS: \$1,773.80

PAYMENT AGREEMENTS: \$12,472.53

DEBT SETOFFS: \$258.25

**PERQUIMANS COUNTY
OFFICIAL REPORT**

Board of Commissioners:
Finance Officer:

Date: July 2019

I wish to report that during July 2019 I received the following funds which were duly deposited in the County's depository on the dates and in the amounts as shown:

| DATE | BUILDING PERMITS # | ELECTRICAL PERMITS # | PLUMBING PERMITS # | INSULATION PERMITS # | MECHANICAL PERMITS # | MOBILE HOME # | STATE TAX | MISC | TOTAL DEPOSITED |
|-----------|--------------------|----------------------|--------------------|----------------------|----------------------|---------------|-----------|------|-----------------|
| 7/1/2019 | \$264 | 4 | | | | | | | \$424 |
| 7/2/2019 | \$50 | 1 | \$115 | 1 | \$160 | 3 | | | \$512 |
| 7/3/2019 | | | | | \$347 | 6 | | | \$594 |
| 7/4/2019 | | | | | \$110 | 2 | | | \$0 |
| 7/5/2019 | \$100 | 2 | \$50 | 1 | \$220 | 3 | | | \$510 |
| 7/6/2019 | | | | | | | | | \$0 |
| 7/7/2019 | | | | | | | | | \$0 |
| 7/8/2019 | | | | | | | | | \$0 |
| 7/9/2019 | | | | | | | | | \$0 |
| 7/10/2019 | | | | | | | | | \$0 |
| 7/11/2019 | \$2,375 | 2 | | | \$140 | 3 | | | \$2,575 |
| 7/12/2019 | | | | | | | | | \$310 |
| 7/13/2019 | | | | | | | | | \$0 |
| 7/14/2019 | | | | | | | | | \$0 |
| 7/15/2019 | | | | | | | | | \$0 |
| 7/16/2019 | \$50 | 1 | \$135 | 2 | \$55 | 1 | | | \$250 |
| 7/17/2019 | \$480 | 1 | \$110 | 1 | | | | | \$1,300 |
| 7/18/2019 | | | \$120 | 1 | | | | | \$720 |
| 7/19/2019 | \$150 | 1 | | | \$55 | 1 | | | \$0 |
| 7/20/2019 | | | | | | | | | \$370 |
| 7/21/2019 | | | | | | | | | \$0 |
| 7/22/2019 | | | | | | | | | \$0 |
| 7/23/2019 | | | | | | | | | \$0 |
| 7/24/2019 | | | \$45 | 1 | \$125 | 2 | | | \$823 |
| 7/25/2019 | \$350 | 2 | \$105 | 1 | | | | | \$0 |
| 7/26/2019 | \$753 | 1 | \$40 | 1 | | | | | \$580 |
| 7/27/2019 | | | | | | | | | \$863 |
| 7/28/2019 | | | | | | | | | \$0 |
| 7/29/2019 | | | | | | | | | \$0 |

**PERQUIMANS COUNTY
OFFICIAL REPORT**

Board of Commissioners:
Finance Officer:

Date: July 2019

I wish to report that during July 2019 I received the following funds which were duty deposited in the County's depository on the dates and in the amounts as shown:

| DATE | BUILDING PERMITS # | ELECTRICAL PERMITS # | PLUMBING PERMITS # | INSULATION PERMITS # | MECHANICAL PERMITS # | MOBILE HOME # | STATE TAX | MISC | TOTAL DEPOSITED |
|--------------|--------------------|----------------------|--------------------|----------------------|----------------------|---------------|------------|----------|-----------------|
| 7/30/2019 | \$80 | 1 | | | \$55 | 1 | | | \$330 |
| 7/31/2019 | \$100 | 1 | \$213 | 2 | \$50 | 1 | | | \$473 |
| | | | | | | | | | |
| TOTAL | \$4,752 | 17 | \$3,540 | 21 | \$965 | 12 | \$0 | 0 | \$10,634 |

Signed: _____ Building Inspector



Case Detail Report

8/1/2022 - 8/30/2022

| Case # | Case Date | Parcel Address | Violation | Description | Main Status | Assigned To |
|--------|-----------|-----------------------|-----------------------------------|--|-------------|---------------|
| 124 | 8/26/2022 | 145 WILDWOOD DR | | trash all over on porch sometimes piled up and vehicle parking overnight in road | Open | Robert Farrar |
| 123 | 8/22/2022 | 311 UNION HALL RD | Solid Waste (abandoned structure) | | Open | Robert Farrar |
| 122 | 8/17/2022 | 455 WINSLOW RD | Building permit | metal building | Pending | Robert Farrar |
| 121 | 8/17/2022 | 424 SNUG HARBOR RD | Solid waste | | Pending | Robert Farrar |
| 120 | 8/16/2022 | 141 RED MAPLE AVE | multiple | junkyard | Open | Robert Farrar |
| 119 | 8/9/2022 | 430 MUDDY CREEK RD | Solid Waste | Solid waste/junk | Open | Robert Farrar |
| 118 | 8/3/2022 | 1348 SNUG HARBOR RD | unsafe structure | single story building | Closed | Robert Farrar |
| 117 | 8/2/2022 | 398 NEW HOPE RD | Building without a permit | | Closed | Robert Farrar |
| 116 | 8/1/2022 | 1358 PERRYS BRIDGE RD | Solid Waste | Solid Waste (trash) | Open | Robert Farrar |

Total Records: 9

8/30/2022



Case Activity Report

8/1/2022 - 8/30/2022

| Activity Date | Case # | Parcel Address | Violation | Description | Activity Type | Description |
|---------------|--------|----------------------|------------------------------|------------------------------|---------------|---|
| 8/26/2022 | 93 | 1347 CENTER HILL HWY | abandoned home | abandoned home, past repair | Re-Inspection | re inspect property for solid waste after demo of trailer. Property has been cleaned up. case closed. |
| 8/26/2022 | 102 | 142 HEMLOCK ST | junk vehicles | junk vehicles in yard | Re-Inspection | re inspection , one vehicle removed , one remaining. will continue to monitor |
| 8/26/2022 | 118 | 1348 SNUG HARBOR RD | unsafe structure | single story building | Re-Inspection | re-inspect and made contact with property owner. See notes for further. will monitor future progress. |
| 8/26/2022 | 119 | 430 MUDDY CREEK RD | Solid Waste | Solid waste/junk | Send Letter | Notice of Violation |
| 8/26/2022 | 120 | 141 RED MAPLE AVE | multiple | junkyard | Send Letter | Notice of violation |
| 8/24/2022 | 26 | 715 SNUG HARBOR RD | Solid Waste/Nuisance Vehicle | Solid Waste/Nuisance Vehicle | Inspection | re-inspection |

| Activity Date | Case # | Parcel Address | Violation | Description | Activity Type | Description |
|---------------|--------|--------------------|-----------------------------------|------------------------------|---------------|---|
| 8/24/2022 | 63 | 172 UNION HALL RD | Nuisance vehicle | 3 to 4 junk vehicles | Phone Contact | spoke to property owner by phone. see notes for further. |
| 8/22/2022 | 63 | 172 UNION HALL RD | Nuisance vehicle | 3 to 4 junk vehicles | Re-Inspection | re inspection based off previous complaint. Violations still outstanding. |
| 8/22/2022 | 123 | 311 UNION HALL RD | Solid Waste (abandoned structure) | | Inspection | Inspection of single story abandoned structure, roof caving in, door open. |
| 8/17/2022 | 121 | 424 SNUG HARBOR RD | Solid waste | | Inspection | Solid waste (large pile of rocks on edge of roadway) |
| 8/17/2022 | 122 | 455 WINSLOW RD | Building permit | metal building | Inspection | Building permit violation , metal building (dirt floor) used for storage. |
| 8/17/2022 | 27 | 710 SNUG HARBOR RD | Solid Waste/Nuisance Vehicle | Solid Waste/Nuisance Vehicle | Inspection | re-inspection based off original complaint. Solid waste / junk vehicle ordinance. |
| 8/17/2022 | 28 | 710 SNUG HARBOR RD | Solid Waste/Nuisance Vehicle | Solid Waste/Nuisance Vehicle | Re-Inspection | re-inspection based off original complaint. Solid waste / junk vehicle ordinance. |

| Activity Date | Case # | Parcel Address | Violation | Description | Activity Type | Description |
|---------------|--------|--------------------|------------------------------|----------------------------------|----------------|--|
| 8/17/2022 | 29 | 696 SNUG HARBOR RD | Solid Waste/Nuisance Vehicle | Solid Waste/Nuisance Vehicle | Re-Inspection | re-inspection based off original complaint. Solid waste / junk vehicle ordinance. |
| 8/16/2022 | 120 | 141 RED MAPLE AVE | multiple | junkyard | Inspection | Inspection completed , Solid Waste , Junked vehicles , zoning violation all observed. |
| 8/12/2022 | 87 | 627 SANDY CROSS RD | junk vehicles | junk vehicles | Inspection | re-inspection , progress being made , will continue to monitor |
| 8/11/2022 | 113 | 107 FLYWAY DR | Building without a permit | building second floor deck | Verbal Warning | permit obtained, case closed. |
| 8/11/2022 | 114 | 143 WOODVILLE RD | solid waste | trash spread throughout property | Re-Inspection | inspection completed. solid waste cleaned up. case closed. |
| 8/10/2022 | 30 | 883 PENDER RD | Nuisance Vehicles | Nuisance Vehicles | Inspection | inspection completed. 4 junked vehicles visible from roadway. house is over grown. pictures taken. will be sending violation letter to property owner. |

| Activity Date | Case # | Parcel Address | Violation | Description | Activity Type | Description |
|---------------|--------|--------------------|--------------------------------|--|---------------|---|
| 8/10/2022 | 72 | 116 ILILDA DR | solid waste | solid waste | Inspection | re inspection, property appears to be within ordinance. case closed. |
| 8/10/2022 | 77 | 720 OLD NECK RD | junk vehicles | junk vehicles | Inspection | several vehicles on property , do not fit definition of junk or nuisance vehicle. Zoning issue with side auto business, verbal warning, will monitor for future compliance. |
| 8/9/2022 | 110 | 1384 WOODVILLE RD | solid waste | solid waste on the ground , front porch and bed of truck | Inspection | re inspection for compliance , property has been cleaned up. Case closed. |
| 8/9/2022 | 105 | 1959 NEW HOPE RD | Solid waste, address ordinance | | Inspection | property posted properly , residences set to be burned by fire dept at end of the year. Case closed. |
| 8/9/2022 | 108 | 332 MUDDY CREEK RD | Solid waste / junked vehicles | Multiple junked vehicles / solid waste on property | Inspection | inspection completed , zero compliance gained , drafting NOH to be sent to violator. |

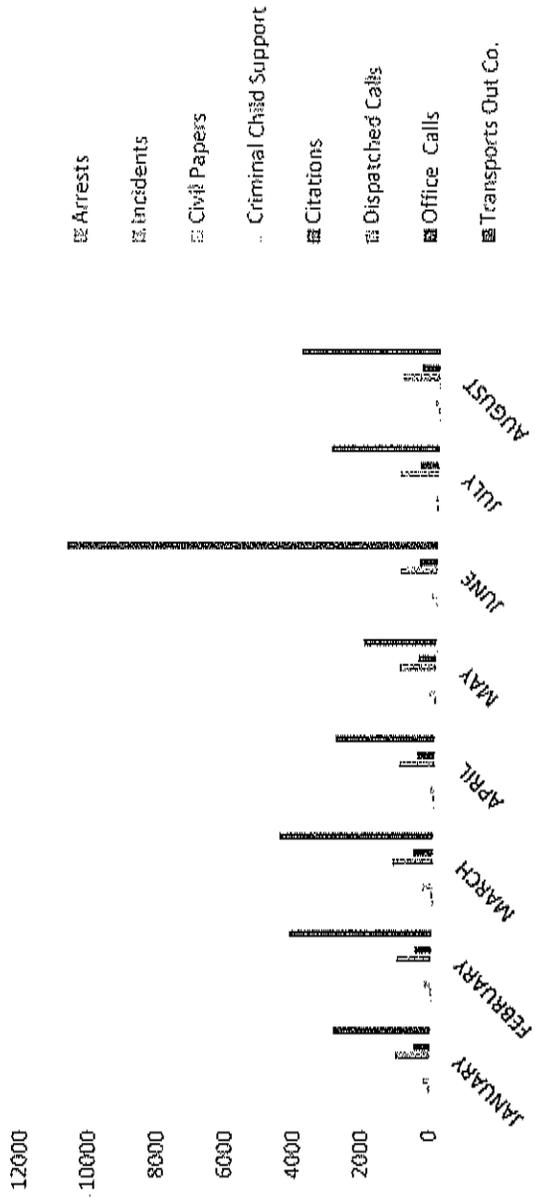
| Activity Date | Case # | Parcel Address | Violation | Description | Activity Type | Description |
|---------------|--------|-----------------------|-------------------------------|--|---------------|---|
| 8/9/2022 | 119 | 430 MUDDY CREEK RD | Solid Waste | Solid waste/junk | Inspection | Inspection completed , residence appears vacant , various large bulky items left through out property |
| 8/8/2022 | 85 | 546 WHITEHAT RD | nuisance vehicles/solid waste | junk vehicles/cam per/fridge | Inspection | inspection, property still is out of compliance, preparing letter. |
| 8/3/2022 | 118 | 1348 SNUG HARBOR RD | unsafe structure | single story building | Inspection | single story structure previously used as marina. Structure windows and doors are open |
| 8/2/2022 | 117 | 398 NEW HOPE RD | Building without a permit | | Inspection | inspect property for unpermitted work |
| 8/1/2022 | 116 | 1358 PERRYS BRIDGE RD | Solid Waste | Solid Waste (trash) | Inspection | Complete inspection and spoke with home owner |
| 8/1/2022 | 110 | 1384 WOODVILLE RD | solid waste | solid waste on the ground , front porch and bed of truck | Inspection | follow up inspection , progress being made to clean property up. will be monitoring. |
| 8/1/2022 | 88 | 143 BAGLEY SWAMP RD | junk vehicles | junk vehicles | Inspection | Inspection completed. Solid waste and junked vehicles on property |

| Activity Date | Case # | Parcel Address | Violation | Description | Activity Type | Description |
|---------------|--------|----------------|-------------|--------------------|---------------|---|
| 8/1/2022 | 104 | 138 SPENCE DR | solid waste | trash in back yard | Inspection | re-inspection. Subject is making progress cleaning property up. Will monitor for further. |
| | | | | | | |

Total Records: 32

8/30/2022

| Perquimans County Sheriff's Office -- August 2022 Activity Report | | | | | | | | | | | | |
|---|---------|-----------|--------|---------------|---------------|---------|-----------|------------|-------------|------------|----------|-------|
| | Arrests | Incidents | Civil | | Criminal | | Citations | Dispatched | Office | Transports | Deposits | Court |
| | | | Papers | Child Support | Child Support | Out Co. | | | | | | |
| JANUARY | 17 | 64 | 231 | 1 | 8 | 1037 | 519 | 8 | \$2,885.00 | 8 | | |
| FEBRUARY | 39 | 58 | 232 | 0 | 13 | 1031 | 516 | 2 | \$4,205.50 | 9 | | |
| MARCH | 43 | 72 | 328 | 3 | 9 | 1210 | 605 | 8 | \$4,555.00 | 9 | | |
| APRIL | 34 | 69 | 143 | 0 | 9 | 1059 | 530 | 4 | \$2,948.50 | 9 | | |
| MAY | 22 | 58 | 224 | 0 | 9 | 1109 | 555 | 5 | \$2,165.00 | 8 | | |
| JUNE | 27 | 54 | 190 | 2 | 14 | 1117 | 559 | 1 | \$10,916.00 | 8 | | |
| JULY | 33 | 76 | 104 | 1 | 11 | 1157 | 579 | 6 | \$3,195.50 | 7 | | |
| AUGUST | 30 | 58 | 164 | 0 | 38 | 1111 | 556 | 3 | \$4,098.90 | 7 | | |





PERQUIMANS COUNTY EMERGENCY SERVICES

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

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

Jonathan A. Nixon, Director

Emergency Services Update - July 2022

| <i>Call Volume by Department - July 2022</i> | | | |
|--|-------------------|--|-------------------|
| <i>Department</i> | <i># of Calls</i> | <i>Department</i> | <i># of Calls</i> |
| <i>911 CALLS RECEIVED</i> | <i>665</i> | <i>NC State Highway Patrol</i> | <i>43</i> |
| <i>Belvidere Fire Dept.</i> | <i>5</i> | <i>NC Wildlife</i> | <i>2</i> |
| <i>Bethel Fire Dept.</i> | <i>9</i> | <i>Nightingale</i> | <i>2</i> |
| <i>Chowan EMS</i> | <i>4</i> | <i>Pasquotank-Camden EMS</i> | <i>2</i> |
| <i>Durants Neck Fire Dept.</i> | <i>3</i> | <i>Perq. Dept. of Social Services</i> | <i>3</i> |
| <i>Eastcare</i> | <i>0</i> | <i>Perq. Emergency Management</i> | <i>13</i> |
| <i>Gates EMS</i> | <i>0</i> | <i>Perq. EMS</i> | <i>249</i> |
| <i>Hertford Fire Dept.</i> | <i>16</i> | <i>Perq. Fire Marshal</i> | <i>0</i> |
| <i>Hertford Public Works</i> | <i>3</i> | <i>Perq. Sheriff's Office</i> | <i>1,157</i> |
| <i>Inter-County Fire Dept.</i> | <i>11</i> | <i>Perq. Water Department</i> | <i>1</i> |
| <i>Magistrate</i> | <i>66</i> | <i>Perq. Volunteer Water Rescue Team</i> | <i>3</i> |
| <i>NC Dept. of Transportation</i> | <i>8</i> | <i>Winfall Fire Dept.</i> | <i>9</i> |
| <i>NC Forestry</i> | <i>1</i> | <i>Winfall Police Dept.</i> | <i>0</i> |
| <i>NC Probation</i> | <i>1</i> | <i>Winfall Public Works</i> | <i>0</i> |

Welcome

Lindsay Brothers – Part-Time EMT

Congratulations

Alyssa Polumbo – Promoted to EMS Compliance Officer

August Birthdays

Alex Ross – August 1st

CJ Wilson – August 4th

John Glancy – August 12th

Maria Schwartz – August 14th

Sarah Hickman – August 14th
 Tantina Copeland – August 17th
 Faith Broughton – August 19th
 Clif Beamon – August 27th
 Lindsay Winslow – August 27th
 Aleca Miller – August 28th

Completed Projects / Trainings / Community Preparedness Activities

- ES Staff visit The Landings of Albemarle for Parking Lot Parade - July 1, 2022
- EMS crews visit the Senior Center – July 6, 2022
- 911 Sheriffs' Standards In-Service – July 13, 2022
- Perquimans County High School Armed Intruder Drill – July 14, 2022
- New Hope Methodist Church Visit – July 16, 2022
- Ice Cream Social at Forestburg Ruritan Club – July 16, 2022
- ARHS Community Response Meeting – July 19, 2022
- Training at Bethel Fire Department – July 19, 2022
- FY23 Public Safety Answering Point Grant 911 Board Presentation – July 20, 2022
- Northeast Regional EMS Administrators Meeting – July 21, 2022
- Disaster Awareness Work Group Meeting – July 21, 2022
- NC 911 Board Funding Meeting – July 21, 2022
- "4" Life Training at the Perquimans County Senior Center – July 25, 2022
- NC Community Paramedic Workgroup – July 25, 2022
- Local Emergency Planning Committee Meeting – July 26, 2022
- "4" Life Training at Winfall Fire Department – July 26, 2022
- Winfall Fire Department CPR Training – July 26, 2022
- COA EMS Advisory Meeting – July 27, 2022
- RACE-CARS Survivor Celebration – July 27, 2022
- EMS Peer Review Meeting – July 28, 2022
- 911 Communications Advisory Board Meeting – July 28, 2022
- APCO/NENA Workshop on Approved Use of Funds – July 29, 2022

CERT Trainings/Preparedness Activities

- Participated in the Perquimans County High School Armed Intruder Drill – July 14, 2022

Pending Projects / Trainings / Community Preparedness Activities

- National Night Out – August 2, 2022 / Rain Date – August 16, 2022
- EMS and Athletic Training at Perquimans County High School – August 11, 2022
- "4" Life Training at the Perquimans County Library – August 15, 2022
- "4" Life Training at New Hope United Methodist Church – Young at Heart – August 18, 2022
- Incident Command Post Class – August 19, 2022
- HazMat Propane Exercise funded through the Hazardous Materials Emergency Preparedness Grant – August 23, 2022
- Indian Summer Festival – September 9 – 10, 2022

Press Releases / Public Service Announcements

- COA offering AEMT Course – July 1, 2022
- Use Fireworks responsibly – July 2, 2022
- Come Join Our Team – July 2, 2022
- National Weather Service Briefing – July 2, 2022
- Happy July 4th – July 4, 2022
- National Weather Service Briefing – July 5 – 6, 2022
- Job Announcement for the Perquimans County Sheriff's Office – July 5, 2022
- Press Release – Drowning in the Snug Harbor Community – July 6, 2022
- Come Join Our Team reminder – July 8, 2022
- National Night Out Flyer – July 8, 2022
- Press Release – Perquimans County High School Armed Intruder Exercise – July 12, 2022
- Breast Cancer Awareness Fundraiser – July 20, 2022
- National Weather Service Briefing – July 20 - 21, 2022
- Power Outage in Perquimans County – July 22, 2022
- 911 Administrative Lines are down – July 22, 2022
- Hands-Only CPR Community Training at Winfall Fire Department – July 26, 2022
- College of the Albemarle is offering multiple medical first responder courses – July 26, 2022
- Temporary Power Outage scheduled by Albemarle Electric – July 27, 2022
- 911 Administrative Lines are down – July 29, 2022
- Job Announcement for the 911 Communications Center – July 29, 2022
- Reminder of National Night Out of Tuesday, August 2nd – July 29, 2022

COMMITTEE REPORTS