

A G E N D A

All items are for discussion and possible action.
Perquimans County Board of Commissioners
Meeting Room at Perquimans County Library
December 5, 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 November 7, 2022 Regular Meeting and November 21, 2022 Regular Work Session (meeting cancelled)

B. Personnel Matters

1. Promotion: Full-Time Certified Telecommunicator
2. Retirement: Clerk to the Board
3. Retirement: Deputy/Code Enforcement Officer
4. Resignation: Deputy
5. Resignation: 911 Shift Supervisor
6. Appointment: Part-Time/Fill-In Certified Telecommunicator Shift Supervisor
7. Resignation: Part-Time/Fill-In Certified Telecommunicator (1)
8. Resignation: Part-Time/Fill-In AEMT (1)
9. Resignation: Part-Time/Fill-In Paramedic (1)
10. Removed from Roster: Non-Certified Part-Time/Fill-In Telecommunicator (3)
11. Promotion: 911 Shift Supervisor

C. Step Increases/Merit Increase

1. Telecommunications (2)
2. EMS (9)
3. Sheriff (1)

D. Board Reappointment

1. Reappointment: Extraterritorial Representative – Town of Hertford

E. Miscellaneous Documents

1. Revised Resolution for No-Wake Zone Extension Request from Town of Hertford
2. Resolution to Sale Vehicle on GovDeals
3. Resolution: Approval of the Performance Bond for Sheriff

V. Introduction of New Employees

- A. Recognition of December Retirees
- B. Introduction of New Employees
 1. Jonathan Nixon, Emergency Services

VI. Scheduled Appointments

- A. Representative from Thompson Price Scott Adams & Co., PA, Auditor, Presentation of FY 2021-2022 Audit (*virtual presentation*)
- B. Solar Representatives for Pender Road Solar Farm

7:00 p.m.

7:20 p.m.

VII. Commissioner's Concerns/Committee Reports

- A.
- B.

VIII. Old Business

- A. Updates from County Manager
- B. Amendment to FY 2021-2022 Audit Contract
- C. Marine Park Memorandum of Understanding
- D. Pender Road Solar Farm Special Use Permit Extension Request (SUP-19-03)

ACTION
REQUIRED

NO
ACTION
REQUIRED

ACTION
REQUIRED
OR TAKEN
LATER

NO
ACTION
REQUIRED

ACTION
REQUIRED

- | | | |
|--------------------------|-------|---|
| NO
ACTION
REQUIRED | IX. | Presentation of Plaques to Outgoing Commissioners – Fondella A. Leigh & Thelma Finch-Copeland |
| | X. | Swearing in of Commissioners Wallace E. Nelson, Timothy J. Corprew, James W. Ward |
| ACTION
REQUIRED | XI. | New Business
A. Election of Chairman/Vice Chairman
B. Bank Resolution & Signature Stamp, if necessary
C.
D. |
| NO
ACTION
REQUIRED | XII. | Unscheduled Appointments/Public Comments
<i>(If you wish to address the Board, please state your name for the record prior to speaking)</i>
A.
B.
C. |
| ACTION
REQUIRED | XIII. | 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.
<i>(After the Closed Session, the Board is subject to return to Open Session and may take action as needed on any items discussed <u>during the closed session.</u>)</i> |
| | XIV. | Adjournment |

FOR INFORMATION ONLY:



DEPARTMENT HEAD REPORT:

- Plat Log
- Tax Department Report
- Building Inspector's Reports
- CFS Report for Quarter Ending September 30, 2022
- Sheriff's Report

COMMITTEE WRITTEN REPORTS:

- 911 Communications Division Advisory Board Minutes

NOTES FROM THE COUNTY MANAGER
December 5, 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.A. The following employees retired this month an plaques were presented at their retirement celebrations: Valerie Price, Water Clerk & Joe Ann White, Social Worker III.
- V.B. The following new employees will be introduced to the Commissioners:
 - I. **Jonathan Nixon:** Jonathan Nixon, Emergency Services Director, will introduce Robert Watkins, Full-Time Paramedic, and Jared Turner, Full-Time AEMT, who were hired on September 1, 2022.
- VI.A. The Auditor will present the FY 2021-2022 Audit. Board action will be requested. *An electronic copy of the audit should be forwarded to you prior to Monday Night's meeting.*
- VI.B. Two solar farm representative from the Pender Road Solar Farm will present a slide show about the Pender Road Solar Farm extension request. Board action will be taken later.
- VIII.A. County Manager Heath will present several updates to the Board.
- VIII.B. **Enclosure:** We have been notified by our auditors, Thompson Price Scott Adams & Co., PA, that the Local Government Commission (LGC) have asked that we amend our FY 2021-2022 contracts to show the Medicaid fee. Board action is being requested.
- VIII.C. **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 (NCMIPA). On September 6, 2022, the Board approved the MOU between Perquimans County and the North Carolina Marine Industrial Park Authority to assist with marketing our Marine Park pending review and pending approval of the attorney for each entity. Both entity attorneys have reviewed the MOU and will presented the revised MOU for Board approval.
- VIII.D. **Enclosures:** Earlier in the meeting, representatives from the Perquimans Solar, LLC's Large Scale Solar Power Generating Facility, SUP-19-03 requested a two-year SUP extension. Board action is being requested.
- IX. **Enclosures:** Chairman Nelson will present a plaque to outgoing Commissioners Fondella A. Leigh and Thelma Finch-Copeland for their service on the Board of Commissioners.
- X. Todd Tilley, Clerk to Superior Court, will give the Oath of Office to Commissioners Wallace E. Nelson, Timothy J. Corprew, and James W. Ward.
- XI.A. **Enclosure.** County Attorney, acting as Temporary Chairman, will hold the election of the Chairman and the Vice Chairman of the Board of Commissioners.
- XI.C. If there is a change in Chair(man), the Board would need to authorize the new Chair(man) and County staff to sign the Bank Resolution and to authorize the use of the Chair(man)'s stamp for the PNC Account. Board action is being requested, if necessary.
- XIII. **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.

(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.)

CONSENT AGENDA NOTES

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

- A. **Enclosures:** Approval of Minutes November 7, 2022 Regular Meeting and November 21, 2022 Work Session (cancelled)
- B. **Enclosure:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Lindsey Fields	Full-Time Certified Telecommunicator	Promotion	62/4	\$34,618	11/01/2022
Mary P. Hunnicutt	Clerk to the Board	Retirement			03/01/2023
Robert Farrar	Deputy / Code Enforcement Officer	Retirement			02/20/2023

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Phillip Lane, III	Deputy	Resignation			11/21/2022
Krystal Tutwiler	911 Certified Telecommunicator Shift Supervisor	Resignation			11/30/2022
Krystal Tutwiler	Part-Time/Fill-In Certified Telecommunicator & Shift Supervisor	Reclassification	68/7	\$23.31/hr.	12/01/2022
Brandon Melton	Part-Time/Fill-In Telecommunicator	Resignation			11/18/2022
Codi Griggs	Part-Time/Fill-In AEMT	Retirement			11/20/2022
Kimberly Macias	Part-Time/Fill-In Paramedic	Resignation			11/17/2022
Jennifer Felner	Part-Time/Fill-in Non-Certified Telecommunicator	Removed from Roster			11/14/2022
Samuel Spear	Part-Time/Fill-in Non-Certified Telecommunicator	Removed from Roster			11/14/2022
Cheyenne Umphlette	Part-Time/Fill-in Non-Certified Telecommunicator	Removed from Roster			11/14/2022
Na'Kindra Downing	911 Shift Supervisor	Promotion	67/2	\$41,089	12/01/2022

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

Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Kylie Felton	Part-Time Certified Telecommunicator	62/3	\$16.84 per hr.	12/01/2022
Logan Hogge	Permanent Part-Time Certified Telecommunicator	62/2	\$15.85 per hr.	12/01/2022
Clifton Beaman, Jr.	Paramedic	68/2	\$20.64 per hr.	12/01/2022
Amy Bojo	Paramedic	68/2	\$20.64 per hr.	12/01/2022
Tantina Copeland	AEMT	66/2	\$18.90 per hr.	12/01/2022
Logan, Hogge	EMT	63/2	\$16.57 per hr.	12/01/2022
Heidi Russell	EMT	63/2	\$16.57 per hr.	12/01/2022
Martin Surface	Paramedic	68/2	\$20.64 per hr.	12/01/2022
Dana Wavra	EMT	63/2	\$16.57 per hr.	12/01/2022
Dustin Winslow	Paramedic	68/2	\$20.64 per hr.	12/01/2022
Jessica White	Paramedic	68/2	\$42,938	12/01/2022
Brian Watson	Deputy Sheriff / SRO (Certified)	65/5	\$40,472	12/01/2022

D. **Enclosures:** The following Board reappointment will need Board consideration and action:

Name	Board/Committee	Action Taken	Term	Effective Date
Joe Towe White	Town of Hertford Extra-Territorial Representative	Reappointment	3 yrs.	01/01/2023

E. **Enclosure.** The following documents are presented for Board consideration and action:

1. **Revised Resolution for No-Wake Zone Extension Request from Town of Hertford:** For information purposes, we are presenting the revised resolution which was recommended by NC Wildlife to extend the Town of Hertford's No-Wake Zone.
2. **Resolution to Sale Vehicle on GovDeals:** The Board will need to consider the enclosed Resolution requesting the Board to declare a vehicle in Emergency Services Department as surplus vehicles to be sold on GovDeals. Board action is being requested.
3. **Resolution to Approve the Performance Bond for Sheriff:** NC General Statute #162-8 requires that the Board of County Commissioners provide a performance bond in the amount not to exceed \$25,000. The attached resolution approved the \$10,000 performance bond with Western Surety Company effective December 3, 2022 through December 3, 2026. Board action is being requested.

REGULAR MEETING

November 7, 2022
7:00 p.m.

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

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

MEMBERS ABSENT: T. Kyle Jones

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

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. Chairman Nelson said that A.O. Roberts could not be here tonight. Mr. Heath said that, if it is okay with the Board, he would personally deliver the plaque to him. 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 Charles Woodard, seconded by Joseph W. Hoffer.

1. **Approval of Minutes:** October 3, 2022 Regular Meeting, October 17, 2022 Joint Work Session with Planning Board, and October 17, 2022 Work Session (cancelled) were approved.

2. **Tax Refund Approvals:**

Christina, Michael -----\$191.13
Vehicle sold; 8-month refund. Account No. 64668774.
Miller, Christopher -----\$220.00
Over payment of prepaid taxes. Account No. 233952.
Empire Equipment LLC Co. -----\$349.50
Over payment of prepaid taxes. Account No. 265379.

Tax Release Approval:

Alpha Value Solar LLC -----\$27,989.80
Did not receive 80% discount. Account No. 358517.

3. **Personnel Matters:**

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Jesse Howard	Part-Time/Fill-In Non-Certified Telecommunicator	Appointment	60/1	\$14.16/hr.	10/01/2022
Samuel Spear	Part-Time/Fill-In Non-Certified Telecommunicator	Appointment	60/1	\$14.16/hr.	10/01/2022
Kimberly Maeias	Part-Time/Fill-In Paramedic	Appointment	68/1	\$20.14/hr.	10/01/2022
Denise Stallings	Public Information Assistant IV / Energy	Job Reclassification*	59/7	\$32,630	11/01/2022

*this salary will be for a period of three (3) months (November, December, & January).

4. **Step Increases:**

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Trevor Miles	Planning Assistant	61/3	\$32,321	11/01/2022
Derek Blake	Paramedic	68/2	\$20,64/hr.	11/01/2022
Ryan Cappel	Certified Deputy	65/3	\$38,543	11/01/2022
Victor Sullivan	Certified Deputy/SRO Officer	65/3	\$38,543	11/01/2022
Spencer Wentz	Certified Deputy	65/2	\$37,626	11/01/2022
Lisa Layden	Tax Clerk - DMV	58/5	\$29,741	11/01/2022

5. **Budget Amendments:**

BUDGET AMENDMENT NO. 22
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-034	Extension - 4H Grant	900	
10-613-143	Extension - 4H Grant	900	
EXPLANATION: To amend FY 21/22 budget to include a 4-H grant for Extension as awarded by Albemarle Community Trust.			

6. **Board Reappointments/Appointment:** The following board reappointments/appointment were approved by the Board:

Name	Board/Committee	Action Taken	Term	Effective Date
Heath, Frank	Highway 17/64 Association Board of Trustees	Reappointment	1 yr.	12/01/2022
Moore, Anjelue	Planning Board, Chairman	Reappointment	3 yrs.	12/01/2022
Smith, Lewis	Planning Board, Vice Chairman	Reappointment	3 yrs.	12/01/2022
Heath, Frank	RPO Transportation Advisory Committee - Alternate	Reappointment	2 yrs.	12/01/2022
Hutto, Jo-Ellen Robinson	Senior Tarheel Regional Legislature & Advisory Board	Appointment	1 yr.	12/01/2022
Nelson, Wallace	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	12/01/2022

The Board also approved the following Board appointments/reappointments for the Chowan/Perquimans LEPC 2023 Roster:

NAME	SPECIALTY	NAME	SPECIALTY
Bass, Billy	Fire	Nelson, Wallace	Elected Official (Perquimans)
Brewster, Sue	CBRT (Shores at LE)	Newman, Tyler	Press

NAME	SPECIALTY	NAME	SPECIALTY
Brittingham, Richard	EM/Fire/RRT-I	Nixon, Jonathan	EM/EMS/911
Cartwright, Michael	Fire	Overman, Barry	Fire
Chaney, Susan	DSS	Palmer, Cordell	EM/LE
Chowan SO Rep	Law	Perquimans SO Rep	Law
Hollowell, Ralph	Environmental	Ponte, Tom	EM
Kehaves, Alex	Elected Official (Chowan)	Smith, Lewis	Owner/Operator (Parkway Ag)
LaFon, Anita	Health Dept.	Solgsbee, Julie	EM/Press
LaFon, David	Fire/Law	Spruill, Mary	Volunteer
Leyne, Mike	CERT (Albemarle)	Ward, Paul	NCDA (Environmental)
Long, Rick	Fire (NC Forestry)	Williams, Tonya	Hospital
McKeever, Jim	CERT (Deep Creek)	Winn, Billy	NCCEM
NCHP Rep	Law	Winslow, Jarvis	EM

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

- a. Resolution - Removal of Certain Public Record Books from Register of Deeds' Office: The Board approved the following Resolution as presented:

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

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

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

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

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

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

Vital Statistics Marriage Licenses 1903 - 1906

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

Section 3. This resolution is effective upon its adoption.

ADOPTED the 7th day of November, 2022.

Wallace Nelson, Chairman
Board of Commissioners

ATTEST:

Mary P. Hunnicutt, Clerk to the Board

RALPH HOLLOWELL, ALBEMARLE REGIONAL HEALTH SERVICES

Mr. Hollowell explained that he was here on behalf of the PCG Solid Waste Board concerning the PCG Landfill Hauling Contract. Republic Services owns and operates the Landfill in Bertie County. They take all our trash and incorporate it in the Albemarle Regional Solid Waste Authority (ARSWA) and within that, we have the PCG Landfill which oversees the PCG Landfill on Pery's Bridge Road and all the Convenience Sites in these three counties which includes the five sites in Perquimans County. During this time, Republic has seen a major impact on what they are making in transporting our trash. Republic has come to Mr. Hollowell who met with them individually and then with the PCG Landfill Board. Tonight, he wanted to update the Board on what they are discussing. Basically, the current contract we have is based on a per mile charge and what Republic wants to do is to go to a per hour/per minute charge. Our contract is the only one in the Mid-Atlantic Region that uses this per mile structure. The per hour/per minute contract covers the driver's wages, truck operating costs, fuel costs, insurance expense, maintenance expense, and several other factors. Right now, with our current contract, our fuel surcharge has a language included in the contract that says, when the price of diesel fuel surpluses \$3.00 per gallon, the Authority would have to pay the difference. The rates have not kept up with the inflationary cycle for Republic Services. Some of the reasons for this is that they are having problems hiring drivers and the price of diesel fuel. Basically, Republic Services has not charged the Authority anything over the past few months for this increase in fuel charge. Now, they have come to the Authority to request that we make a change. Right now from January through October, there is a \$43,000 charge for Perquimans County that is due to Republic Services. They have said that they would be willing to credit it to us if we would be willing to look into going to the per hour/per minute contract. Perquimans County has five sites: US 17 North, US 17 South, Bevidere, Hertford Center Hill, and New Hope. He provided the following hauling rate figures: North US 17 Site - \$102.54/actual costs \$126.10 negative impact of \$23.56; Hertford Center Hill Site - \$131.25/actual costs \$179.63 negative impact of \$48.38. For the rest of this fiscal year, the County is looking at approximately \$50,000. We have been discussing this with Republic and the Board has asked them to look into what it would cost the Authority to get into the hauling business. This is something the counties can look at but he does know that it going to be extremely expensive to get into the trucking business. Getting drivers and purchasing new trucks will be very expensive but he would be willing to do the research and provide the counties with those costs. The decision on the contract needs to be made as soon as possible. They wanted to start the new contract by November 1, 2022. Mr. Hollowell asked Mr. Heath if he had any further comments. After Mr. Heath listened to what Republic explained to the PCG Landfill Board, his view is that we need to hold Republic to the current contract and renegotiate for next budget cycle. Mr. Hollowell and Mr. Heath agreed that we will probably need at least three drivers plus standby drivers at a minimum rate of \$25 per hour plus benefits. Mr. Hollowell said that the Authority would have to pay at least \$120,000 back fuel surcharges or \$40,000 per county (Chowan, Gates, &

Perquimans). Mr. Heath said that Perquimans County may have to pay more since we have one extra convenience site. Chairman Nelson asked what the other counties are doing. Mr. Heath said that they are doing the same thing we are doing tonight. Taking this information back to the Board of Commissioners and getting recommendations from them. Mr. Hollowell asked Commissioner Hoffer if he had any further comments. Mr. Hoffer said that Mr. Heath explained it well. Chairman Nelson asked that, when he comes back to the Board, have an itemized list of what we are paying now and what the proposed costs would be if we change to the per hour/per minute charge. Commissioner Leigh asked when the current contract with Republic is due to expire. Mr. Hollowell said that he thought it was in 2024. Chairman Nelson said that he felt that keeping the same is the best because we should not negotiate new contracts during the fiscal year. Mr. Heath asked Mr. Hollowell if the PCG Landfill Board would be meeting in December to discuss what the Commissioners had recommended. Mr. Hollowell said that they would have to. They were also waiting for the auditor to finish their audit. Chairman Nelson asked if these drivers would be employees of the Landfill Authority or Albemarle Regional Health Services (ARHS). Mr. Hollowell said that they would be employees of ARHS. The Board asked about how many trucks they would need. Mr. Hollowell said that they would probably need at least four trucks including one for standby. Chairman Nelson asked who owns the equipment at the current convenience sites. Mr. Hollowell said that everything that is at the sites belongs to ARHS. We just do not own the trucks to haul. Chairman Nelson asked about the maintenance of that equipment. Mr. Hollowell said that they include capital improvements within each county landfill budgets. The Board thanked Mr. Hollowell for his attendance and report tonight.

JARED HARRELL, NC COOPERATIVE EXTENSION

Mr. Harrell, Executive Director of NC Cooperative Extension, presented his annual report to the people. In addition to his annual report, he introduced Sarah Sowders who started as our FCS Agent today, November 7, 2022. He then presented a video to show all they have done this year. Ms. Sowders made a few comments and thanked the Board for the opportunity to work with Perquimans County residents.

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

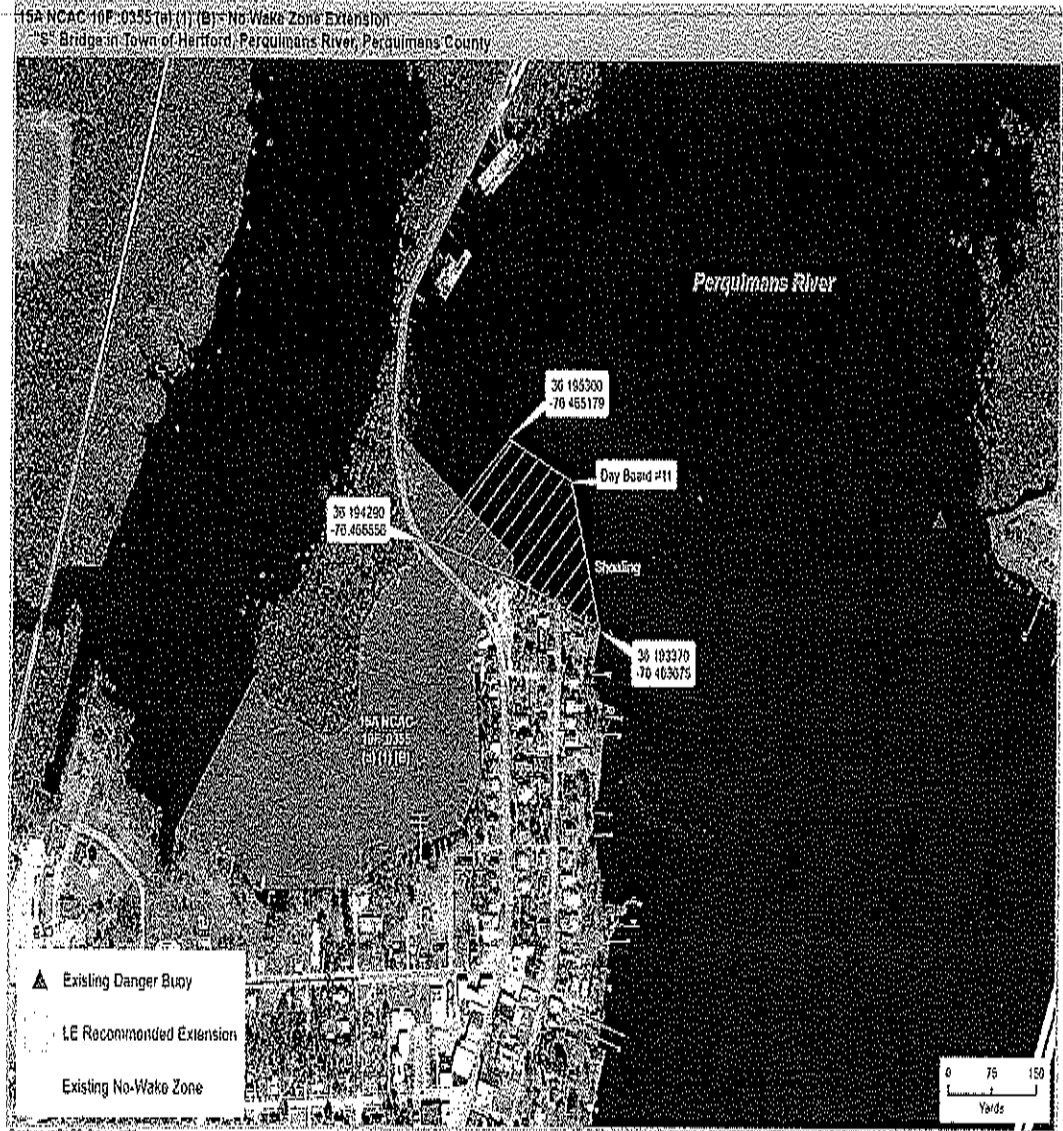
County Manager Heath presented the following updates:

- > Marine Park Basin Construction Update: Mr. Heath reported that the project is going strong and making good progress.
- > Tennis Court Construction Update: Mr. Heath reported that they would begin construction of the tennis courts at the Recreation Center pretty soon.
- > Opioid Settlement Update: Mr. Heath reported that he attended a meeting with the NC Attorney General on October 19, 2022 who discussed the programs and that they were going to focus on the post-overdose response programs.
- > Mock Trial – October 20, 2022: On October 20, 2022, the County held a Mock Trial, which was a by-product of the Active Shooter Exercise at the High School. It was a good exercise in that it assisted county personnel with learning how to handle testifying in court. Judge Janice Cole was the judge for the trial. County Attorney High served on one side and Commissioner Jones served on the other side. Mr. High said that it was a good experience for all that attended.
- > Leadership Training: With the assistance of Sheriff Shelby White, Mr. Heath was able to obtain Paul Butler of South Carolina who held a leadership training for all county employees. Mr. Heath said that he had received good comments from those that attended. Sheriff White made a few comments.
- > Radio Station: Mr. Heath reported that on November 18, 2022 at 7:00 a.m. Brew 2 Rescue will have Henry Hinton present to do a live broadcast of his talk show on 103.7 out of Greenville. He invited the Board members to come down and visit.
- > Christmas Activities: Mr. Heath presented the following Christmas activities: Christmas Parade – December 3rd, Grand Illumination Activities – December 2nd, and the Festival of Lights will start on December 2nd and continue throughout the month of December.

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

County Manager Heath stated that, on April 4, 2022, the Board approved to forward the Town of Hertford's request to extend the No-Wake Zone to NC Wildlife. He reported that we have received a response stating that NC Wildlife is requesting that, for safety reasons, the No-Wake Zone should be larger than what the Town of Hertford requested. The revised resolution requesting the extension of the No-Wake Zone was forwarded to the Town of Hertford to request a larger No-Wake Zone so that the Hertford Town Council would approve the NC Wildlife recommendation. Once we receive the adopted resolution, we will forward that one to NC Wildlife for action at their December, 2022 meeting. A copy of the revised map of the proposed No-Wake Zone extension is included as part of these Minutes:

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Mr. Heath also reported that the Town of Hertford will purchase the buoys and the County will maintain them. Further action may be taken next month.

SALE OF SURPLUS MOTORCYCLE

County Manager Heath reported that the Board adopted a resolution in October proclaiming the following motorcycle as surplus equipment and to proceed to sell it on GovDeals. The bid period for the following surplus items with GovDeals closed today at 11:00 a.m. On motion made by Fondella A. Leigh, seconded by Charles Woodard, the Board approved the following sale of the surplus motorcycle:

BUYER	ITEM	DATE SURPLUSED	START BID	SOLD AMOUNT
Salvatore Oliveto	2004 Harley Davidson Motorcycle, VIN #3668	10/03/2022	\$300	\$1,155.00

VOTING DELEGATE FOR NCACC LEGISLATIVE CONFERENCE

Currently, we have no other Commissioner attending this conference on November 16 – 18, 2022 except Chairman Nelson. On motion made by Fondella A. Leigh, seconded by Joseph W. Hoffer, the Board unanimously appointed Wallace E. Nelson to be the County's voting delegate to the NCACC Legislative Conference.

PUBLIC COMMENTS

The following public comment was made:

- > **Pete Perry:** Mr. Perry discussed the medical expenses for incarcerated people. He was against it and felt that the Board should be doing something about it.

CLOSED SESSION: TO CONSULT WITH OUR ATTORNEY REGARDING REAL PROPERTY AND CLOSED SESSION MINUTES

Chairman Nelson stated that, pursuant to NC General Statute 143-318.11(5), the Board went into Closed Session to consult with our attorney regarding real property and to approve closed session minutes. On motion made by Charles Woodard, seconded by Joseph W. Hoffer, the Board unanimously voted to go into Closed Session.

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

No action was required from the Closed Session

ADJOURNMENT

Prior to adjourning the meeting, Commissioner Woodard asked about honoring the Perquimans County High School Girls' Volleyball Team who came in second place for the State Championship. It was the consensus of the Board to send a note to the school congratulating the girls for their win. County Manager Heath will check into this and handle it. There being no further comments or business to discuss, the Regular Meeting was adjourned at 8:15 p.m. on motion made by Joseph W. Hoffer, seconded by Charles Woodard.

Wallace E. Nelson, Chairman

Clerk to the Board

WORK SESSION

November 21, 2022

7:00 p.m.

The Perquimans County Board of Commissioners Work Session on November 21, 2022 was cancelled.

EMPLOYMENT ACTION FORM DATE SUBMITTED: October 18, 2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

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

POSITION: Certified Telecommunicator FULL-TIME DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE: November 1, 2022

GRADE: 62 STEP: 4 SALARY: \$34,618 per year

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

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

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

_____ DATE OF EMPLOYEE RESIGNATION
Date

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

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: October 18, 2022

COUNTY MANAGER APPROVAL
[Signature]
DATE: 11/9/22

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Mary P. Hunnicutt

SOC. SEC. NO.: _____

POSITION: Clerk to the Board

DEPT.: County Manager

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

CURRENT: GRADE: 65 STEP: 15 SALARY: \$51,562

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: _____

3/1/23 DATE OF EMPLOYEE RETIREMENT.

_____ RECOMMENDATION AND EFFECTIVE DATE FOR JOB RECLASSIFICATION.
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: _____

Annie Heath

DATE: 11/17/22

FINANCE OFFICER

DATE: _____

COPY

203 Bembury Road
Hertford, NC 27944
November 15, 2022

To the Perquimans Board of Commissioners
and County Manager Heath

After twenty-five years of service with Perquimans County, I am notifying you of my intent to retire as your full-time Clerk to the Board and Secretary to the County Manager effective March 1, 2022. During these twenty-five years, I have had the privilege to work with some wonderful employees and counted it an honor to serve Perquimans County in this capacity.

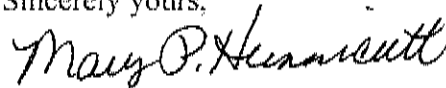
In addition to working with some wonderful employees, I have had the opportunity to make acquaintances with fellow Clerks to the Board throughout North Carolina. I have learned a great deal from these individuals. Perquimans County has a number of wonderful citizens whom I have had the pleasure to get to know and maybe some that I would not want to get to know more. The world is full of different people and Perquimans County is no exception.

I have counted it a great honor to represent Perquimans County whenever I attended meetings or conferences. I am proud of Perquimans County and look forward to seeing great things happen in the future within our County.

To assist with the transition for a new Clerk to the Board, I have agreed to serve as a part-time Clerk to the Board effective April 1, 2022 until a replacement can be found. This will give me the opportunity to work with my replacement and try to impart the things that I have learned in the past twenty-five years.

Again, thank you for taking a chance on hiring me and giving me the opportunity to work for Perquimans County and for all the things that you have afforded me to participate in.

Sincerely yours,



Mary P. Hunnicutt

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 11/22/22

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Robert James Farrar _____

SOC. SEC. NO.: _____

POSITION: Deputy Code Enforcement _____

DEPT.: Sheriff's Office _____

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

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

X 2/20/23 DATE OF EMPLOYEE RESIGNATION / RETIREMENT.
Date

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

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

DEPARTMENT RECOMMENDATION

[Signature]
DATE: 11-21-22

COUNTY MANAGER APPROVAL

[Signature]
DATE: 11/21/22

FINANCE OFFICER

COPY

DATE: _____



Perquimans County, North
Carolina

Code Enforcement Office

104 Dobbs St , Hertford NC 27944 Phone: (252)-426-8283 Fax: (252)
426-1850

Sheriff White,

First, I want to thank Perquimans County for the opportunity to serve the county and our community for the past ten years. I write this letter to regretfully inform you of my intent to officially medically retire. Due to ongoing medical complications, I am unable to fulfill my requirements that this position requires and the tax paying citizens deserve. I am requesting my retirement date to be effective Feb 20 , 2023.

Respectfully yours,

Deputy Robert J. Farrar / 129

Robert J. Farrar 11-21-22

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED:

11-8-22

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: William Phillip Lane III

SOC. SEC. NO.:

POSITION: Deputy

DEPT.: Sheriff's Office

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

CURRENT: GRADE: 65 STEP: 6 SALARY: \$41,484.00 (annual)

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.

X 11-21-22 DATE OF EMPLOYEE RESIGNATION / RETIREMENT.

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]

[Signature]

DATE: 11-8-22

DATE: 11/8/22

FINANCE OFFICER

COPY

DATE:

4 November 2022

To Whom it may Concern,

It is with a heavy heart that I hereby tender my written resignation from the Perquimans County Sheriff's Office, with my last day effective 20 November 2022. It was a great honor to serve and protect the citizens of Hertford and Perquimans County, as I go forward onto the next endeavor, I will carry the lessons learned and experiences gained through working with some of the finest men and women in Law enforcement. I was blessed to have such an excellent and engaged command staff, through them my time at the Sheriff's Office was one of the best workplace environments I have ever had the privilege of working in. I would like to thank Sherriff White and Chief Reid for making me feel welcome and making sure I had all the tools I needed to succeed. I would also like to thank Deputy Jordan, Sgt. Fesperman and Investigator Fowden for all the help they gave me, as well as all the other Deputies and Admin staff. Because of their hard work I am proud to be a Perquimans County native and had been a small part of the Sherriff's Office, however brief. In closing thank you for creating such a great place to be a part of.

Sincerely,

W. Phillip Lane

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: November 10, 2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Krystal Tutwiler

SOC. SEC. NO.: _____

POSITION: 911 Shift Supervisor

DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

11/30/2022 DATE OF EMPLOYEE RESIGNATION
Date

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

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

DEPARTMENT RECOMMENDATION
[Signature]
DATE: 11/10/22

COUNTY MANAGER APPROVAL
[Signature]
DATE: 11/15/22

FINANCE OFFICER

DATE: _____

COPY

November 10, 2022

Director Nixon,

Please accept this letter as my formal resignation from the position of full-time 911 Shift Supervisor, effective November 30, 2022.

If acceptable, I would like to return December 1, 2022, as a part-time employee.

I have valued my time here as a supervisor and appreciate everything that I have learned during this time.

Thank you,

A handwritten signature in cursive script that reads "Krystal R. Tutwiler".

Krystal R. Tutwiler

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Krystal Tutwiler

SOC. SEC. NO.: _____

POSITION: Certified Telecommunicator/Fill-In Shift Supervisor - PART-TIME

DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: 68 STEP: 7 SALARY: \$23.31 per hour

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ DATE OF EMPLOYEE RESIGNATION
Date

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

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

DEPARTMENT RECOMMENDATION
[Signature]
DATE: 11/10/22

COUNTY MANAGER APPROVAL
[Signature]
DATE: 11/15/22

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM DATE SUBMITTED: November 18, 2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Brandon Melton SOC. SEC. NO.:

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

NEW EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY:

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

11/18/2022 DATE OF EMPLOYEE RESIGNATION

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: 11/18/22

DATE: 11/18/22

FINANCE OFFICER

DATE:

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 11/09/2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Codi Griggs

SOC. SEC. NO.: 8811

POSITION: PT/FI AEMT

DEPT.: EMS

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

CURRENT: GRADE: 66 STEP: 2 SALARY: 18.90 / hr

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.

X 11/20/22 DATE OF EMPLOYEE RESIGNATION / RETIREMENT.
Date

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 11/9/22

[Signature]
DATE: 11/9/22

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 11/18/2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kimberly Macias

SOC. SEC. NO.:

POSITION: Paramedic- Part Time

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.

X 11/17/2022 DATE OF EMPLOYEE RESIGNATION

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Signature and date 11/18/22

Signature Frank Heath and date 11/18/22

FINANCE OFFICER

DATE:

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: November 14, 2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Jennifer Feltner

SOC. SEC. NO.:

POSITION: Non-Certified Telecommunicator PT - Fill-In

DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY:

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

11/14/2022 DATE OF EMPLOYEE RESIGNATION (REMOVAL FROM ROSTER)

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: 11/16/22

DATE: 11/17/22

FINANCE OFFICER

DATE:

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: November 14, 2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Samuel Spear

SOC. SEC. NO.:

POSITION: Non-Certified Telecommunicator PT - Fill-In

DEPT.: 911 Communications

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

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

11/14/2022 DATE OF EMPLOYEE RESIGNATION (REMOVAL FROM ROSTER)

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: 11/16/22

DATE: 11/17/22

FINANCE OFFICER

DATE:

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: November 14, 2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Cheyenne Umphlette

SOC. SEC. NO.: _____

POSITION: Non-Certified Telecommunicator PT - Fill-In

DEPT.: 911 Communications

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

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

11/14/2022 DATE OF EMPLOYEE RESIGNATION (REMOVAL FROM ROSTER)
Date

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

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

DEPARTMENT RECOMMENDATION

[Signature]
DATE: 11/16/22

COUNTY MANAGER APPROVAL

[Signature]
DATE: 11/17/22

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: December 2, 2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Na'Kindra Downing SOC. SEC. NO.: XXX-XX-

POSITION: 911 Shift Supervisor DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE: December 1, 2022

GRADE: 67 STEP: 2 SALARY: \$41,089

ENDING DATE OF PROBATIONARY PERIOD: 12-01-2022

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: 12/2/2022

[Signature]
DATE: 12/2/22

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 29, 2022 10.08.22

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kylie Fellon

SOC. SEC. NO.: _____

POSITION: Certified Telecommunicator PART-TIME

DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS. 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

12/01/2022 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: 62 STEP: 3 SALARY: \$16.24 per hour

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

DEPARTMENT RECOMMENDATION

[Signature]
DATE: 10/7/22

COUNTY MANAGER APPROVAL

[Signature]
DATE: 10/7/22

FINANCE OFFICER

DATE: _____

COPY

Revised 7/05

EMPLOYMENT ACTION FORM

DATE SUBMITTED: June 29, 2022 10.08.22

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Logan Hogge

SOC. SEC. NO.: _____

POSITION: Certified Telecommunicator PERM PART-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

12/01/2022 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 62 STEP: 2 SALARY: \$15.85 per hour

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

DEPARTMENT RECOMMENDATION _____

DATE: 10/7/22

COUNTY MANAGER APPROVAL _____

DATE: 11/7/22

FINANCE OFFICER _____

DATE: _____

COPY

Revised 7/05

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 11/1/2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Cliff Beamon

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 12/1/2022 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: 11/10/22

[Signature]
DATE: 11/10/22

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 11/1/2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Amy Boio

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 12/1/2022 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: 11/10/22

[Signature] DATE: 11/10/22

FINANCE OFFICER

DATE:

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 11/1/2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Tantina Copeland

SOC. SEC. NO.:

POSITION: AEMT

DEPT.: EMT

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 12/1/2022 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: 66 STEP: 2 SALARY: \$18.90 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: 11/10/22

DATE: 11/20/22

FINANCE OFFICER

DATE:

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 11/1/2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Logan Hogge

SOC. SEC. NO.:

POSITION: EMT

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 12/1/2022 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: 63 STEP: 2 SALARY: \$16.57 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: 11/10/22

[Signature: Frank Heath]
DATE: 11/10/22

FINANCE OFFICER

COPY

DATE:

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 11/1/2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Heidi Russell

SOC. SEC. NO.:

POSITION: EMT

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 12/1/2022 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: 63 STEP: 2 SALARY: \$16.67 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 11/10/22

Signature and date 11/10/22

FINANCE OFFICER

DATE:

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 11/1/2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Martin Surface

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 12/1/2022 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: 11/10/22

[Signature] DATE: 11/10/22

FINANCE OFFICER

DATE:

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 11/1/2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Dana Wavra

SOC. SEC. NO.:

POSITION: EMT

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 12/1/2022 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: 63 STEP: 2 SALARY: \$16.57 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 11/10/22

Signature and date 11/10/22

FINANCE OFFICER

DATE:

COPY

EMPLOYMENT ACTION FORM DATE SUBMITTED: 11/1/2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Dustin Winslow 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 12/1/2022 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 and DATE: 11/10/22

Signature: Frank Heath and DATE: 11/10/22

FINANCE OFFICER

DATE:

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 11/1/2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Jessica White

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 12/1/2022 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 and date 11/2/22

Signature and date 11/10/22

FINANCE OFFICER

DATE:

COPY

EMPLOYMENT ACTION FORM DATE SUBMITTED: 11-7-2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Brian Watson SOC. SEC. NO.:

POSITION: Deputy DEPT.: Sheriff's Office

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

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

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:

12-1-2022 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: 65 STEP: 5 SALARY: \$40,472

DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

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

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

DEPARTMENT RECOMMENDATION [Signature] DATE: 11-7-22

COUNTY MANAGER APPROVAL [Signature] DATE: 11/8/22

FINANCE OFFICER DATE:

COPY

RE: Joe Towe White

From: Mary White

Tue 11/29/2022 11:52 AM

To: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>

Hey Mrs. Hunnicutt, I just talked to Joe and he said "yes, he would be glad to continue to serve another term."

Mary White

From: Mary Hunnicutt mhunnicutt@perquimanscountync.gov

Sent: Monday, November 28, 2022 4:10 PM

To: Mary White

Subject: Joe Towe White

Importance: High

Mary, I hated to e-mail you at work but your husband's term as the Town of Hertford Extra-Territorial District Representative is due to expire on 12/31/2022. Interim Town Manager, Janice Cole, said that they are willing for him to continue to serve if he is willing to service. The term will be for three years. Since I had no e-mail address for him, I thought I would ask you to see if he is still willing to serve and let me know something before Thursday.

My contact info is below. 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.

Re: Extraterritorial Rep - Town of Hertford Appointment

Janice Cole <hertfordmanager@gmail.com>

Tue 10/18/2022 2:12 PM

To: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>; Town Admin
<townadmin@townofhertfordnc.com>

Thanks Mary,

The Town of Hertford is amenable to Joe Towe White's appointment if he is willing to continue to serve.

Janice McKenzie Cole

Interim Town Manager

Town of Hertford

114 W. Grubb Street, PO Box 32

Hertford, North Carolina 27944

P(252) 426-1969 ~ F(252) 426-7060

Cell (252) 435-8549

HertfordManager@gmail.com

www.townofhertfordnc.com

Re: Extraterritorial Rep - Town of Hertford Appointment

Janice Cole <hertfordmanager@gmail.com>

Tue 10/18/2022 2:12 PM

To: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>; Town Admin
<townadmin@townofhertfordnc.com>

Thanks Mary,

The Town of Hertford is amenable to Joe Towe White's appointment if he is willing to continue to serve.

Janice McKenzie Cole

Interim Town Manager

Town of Hertford

114 W. Grubb Street, PO Box 32

Hertford, North Carolina 27944

P(252) 426-1969 ~ F(252) 426-7060

Cell (252) 435-8549

HertfordManager@gmail.comwww.townofhertfordnc.com

On Tue, Oct 18, 2022 at 10:41 AM Mary Hunnicutt <mhunnicutt@perquimanscountync.gov> wrote:

Janice, just wanted to be a step ahead so that you can take it before the Hertford Town Council. Joe Towe White was reappointed as the Extra-Territorial Represented for the Town of Hertford effective January 1, 2019 for a 3-year term. The Perquimans County Board of Commissioners confirmed his reappointment at their January 7, 2019 meeting. His term is due to expire on December 31, 2022. Can you please place this on the Hertford Town Council Agenda to see if they wanted to reappoint him and notify me so that I can place it on our Agenda for confirmation. I have not contacted him to see if he is willing to continue to serve but I will if you want me to.

Thank you and hope you are doing well.

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.*

RESOLUTION REQUESTING THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS TO APPLY TO THE NORTH CAROLINA WILDLIFE RESOURCE COMMISSION TO EXPAND THE PERQUIMANS RIVER NO-WAKE ZONE

Resolution No. 2022-11-14

WHEREAS under authority of North Carolina General Statute § 75A-15(b) any subdivision of the State of North Carolina may make formal application to the North Carolina Wildlife Resources Commission for rules pertaining to the safe and reasonable operation of vessels on waters within the subdivision's territorial limits; and

WHEREAS, under authority of 15A NCAC 10F.0355(d) the Board of Commissioners of Perquimans County shall be designated for placement of markers implementing this Rule; and

WHEREAS, the Perquimans River in and around the Town of Hertford is within the territorial limits of Perquimans County; and

WHEREAS, the Wildlife Enforcement Division of the Wildlife Resources Commission has completed an assessment of several hazards that exist in the Town of Hertford, near the S shaped bridge north and east of the current no-wake zone and determined that the flow of boat traffic in the area as the result of the new bridge is hazardous because of insufficient water depth and shoaling.

NOW THEREFORE, BE IT RESOLVED that the Hertford Town Council requests that the Perquimans County Board of Commissioners submit an application for rulemaking to the North Carolina Wildlife Resources Commission to expand the no-wake zone per the attached map as needed for boater safety as determined by the Wildlife Enforcement Division.

Adopted this 14th day of November 2022



Earnell Brown, Mayor

ATTEST:



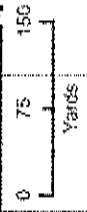
Gina Durante, Town Clerk



15A NCAC 10F 0355 (a) (1)(B) - No Wake Zone Extension
"S" Bridge in Town of Hertford, Perquimans River, Perquimans County



- ▲ Existing Danger Buoy
- ▨ LE Recommended Extension
- ▨ Existing No-Wake Zone





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
CHAIRMAN

FONDELLA A. LEIGH
VICE CHAIR

THELMA FINCH-
COPELAND

JOSEPH W. HOFFLER

T. KYLE JONES

CHARLES WOODARD

W. HACKNEY HIGH, JR.
COUNTY ATTORNEY

RESOLUTION AUTHORIZING SALE OF CERTAIN SURPLUS COUNTY PROPERTY

WHEREAS, the Perquimans County Board of Commissioners desires to dispose of certain surplus property of the County:

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

1. The following described vehicle is hereby declared to be surplus to the needs of the County:

<u>Model Year</u>	<u>Make</u>	<u>Model</u>	<u>VIN</u>
2007	Ford	E-350 AEV Ambulance	1FDWE35P77DA87719

2. The County Manager is hereby authorized and directed to proceed on behalf of the Perquimans County Board of Commissioners to sell these vehicles on GovDeals.

3. The County reserves the right to reject any or all bids and decide not to sell the vehicles at any time during this process.

4. The County Manager, in accordance with State law, shall cause a summary of this resolution to be posted on bulletin board at Courthouse and place it on the County's website and Facebook page. After not less than ten (10) days from the date of publication, the County Manager is authorized to sell the above-described property to the highest bidder.

Adopted this the 5th day of December, 2022.

Chairman
Perquimans County Board of Commissioners

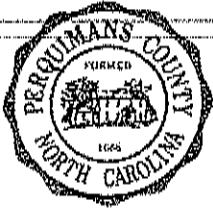
ATTEST:

Mary P. Hunnicutt, Clerk to the Board

SEAL

Perquimans County's Vision:

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



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
CHAIRMAN

FONDELLA A. LEIGH
VICE CHAIR

THELMA FINCH-
COPELAND

JOSEPH W. HOFFLER

T. KYLE JONES

CHARLES WOODARD

W. HACKNEY HIGH, JR.
COUNTY ATTORNEY

**RESOLUTION TO APPROVE THE BONDING
OF SHERIFF**

WHEREAS, North Carolina General Statutes §105-349(c) requires a Sheriff to provide a performance bond in such amount as the governing body may prescribe;

WHEREAS, North Carolina General Statutes §159-29(b) requires each officer, employee or agent of a local government who handles or has in his custody more than one hundred dollars (\$100) of the unit's funds at any one time to provide a performance bond in an amount to be determined by the Governing Board;

WHEREAS, North Carolina General Statutes §162-8 requires the Sheriff to provide a performance bond in an amount determined by the Board of County Commissioners but shall not exceed \$25,000;

WHEREAS, North Carolina General Statutes §58-72-55 requires the Clerk to the Board of Commissioners to record in the proceedings the names of those Commissioners who are present at the time of approval of the official bonds and who voted for such approval; and

WHEREAS, North Carolina General Statutes §58-72-55 further provides that any Commissioner may cause their written dissent to an official bond to be entered into the records of the Board.

NOW, THEREFORE, the Board of Commissioners of Perquimans County hereby resolves as follows:

1. That is Board hereby unanimously accepts and approves bonds for the Sheriff as follows:

Shelton Ray White, Jr., Sheriff, \$10,000 with Western Surety Company

2. That pursuant to North Carolina General Statutes §58-72-55, the Clerk is hereby instructed to record the names of all Commissioners present at this meeting and who voted in favor of this resolution.
3. That pursuant to North Carolina General Statutes §58-72-55, any Commissioner who votes against this resolution may cause their written dissent to be entered into the record of the Board.
4. All acts and doings of officers, employees and agents of the County, whether taken prior to, on, or after the date of this Resolution that are in conformity with and in the furtherance of the purposes and intents of this Resolution as described above shall be, and the same hereby are, in all respects ratified, approved and confirmed.
5. Any prior resolutions or parts thereof of the Board in conflict with the provision herein contained are, to the extent of such conflict, hereby superseded and repealed.
6. That this resolution is effective upon adoption.

ADOPTED this the 5th day of December, 2022.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hunnicutt, Clerk to the Board

SEAL

Perquimans County's Vision:

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



Western Surety Company

CONTINUATION CERTIFICATE

Western Surety Company hereby continues in force Bond No. 72097732 briefly described as SHERIFF COUNTY OF PEROUIMANS

for SHELTON RAY WHITE, JR., as Principal,

in the sum of \$ TEN THOUSAND AND NO/100 Dollars, for the term beginning December 03, 2022, and ending December 03, 2026, subject to all the covenants and conditions of the original bond referred to above.

This continuation is issued upon the express condition that the liability of Western Surety Company under said Bond and this and all continuations thereof shall not be cumulative and shall in no event exceed the total sum above written.

Dated this 8th day of August, 2022.



WESTERN SURETY COMPANY

By Paul T. Bruffat
Paul T. Bruffat, Vice President

THIS "Continuation Certificate" MUST BE FILED WITH THE ABOVE BOND.

Whereas	Primary Government Unit Perquimans County
and	Discretely Presented Component Unit (DPCU) (if applicable)
and	Auditor Thompson Price Scott Adams & Co., PA

entered into a contract in which the Auditor agreed to audit the accounts of the Primary Government Unit and DPCU (if applicable)

for	Fiscal Year Ending	and originally due on	Audit Report Due Date
	06/30/22		10/31/22

hereby agree that it is now necessary that the contract be modified as follows.

<input type="checkbox"/> Modification to date	Original due date 10/31/22	Modified due date
<input checked="" type="checkbox"/> Modification to fee	Original fee \$ 44,500.00	Modified fee \$ 47,500.00

Primary (choose 1) Other (choose 0-2)

Reason(s) for Contract Amendment

- Change in scope
- Issue with unit staff/turnover
- Issue with auditor staff/workload
- Third-party financial statements not prepared by agreed-upon date
- Unit did not have bank reconciliations complete for the audit period
- Unit did not have reconciliations between subsidiary ledgers and general ledger complete
- Unit did not post previous years adjusting journal entries resulting in incorrect beginning balances in the general ledger
- Unit did not have information required for audit complete by the agreed-upon time
- Delay in component unit reports
- Software - implementation issue
- Software - system failure
- Software - ransomware/cyberattack
- Natural or other disaster
- Other (please explain)

Plan to Prevent Future Late Submissions

If the amendment is submitted to extend the due date, please indicate the steps the unit and auditor will take to prevent late filing of audits in subsequent years. Indicate NA if this is an amendment due to a change in cost only.

Additional Information

Please provide any additional explanation or details regarding the contract modification.

Medicaid compliance testing fee of \$3000.00 added

By their signatures on the following pages, the Auditor, the Primary Government Unit, and the DPCU (if applicable), agree to these modified terms.

SIGNATURE PAGE

AUDIT FIRM

Audit Firm*	
Thompson Price Scott Adams & Co., PA	
Authorized Firm Representative* (typed or printed)	Signature*
Gregory S Adams, CPA	
Date*	Email Address
	gadams@tpsacpas.com

GOVERNMENTAL UNIT

Governmental Unit*	
Perquimans County	
Date Primary Government Unit Governing Board Approved Amended Audit Contract* (If required by governing board policy)	
Mayor/Chairperson* (typed or printed)	Signature*
Wallace Nelson, Chairman	
Date	Email Address
	wallacenelson@perquimanscountync.gov

Chair of Audit Committee (typed or printed, or "NA")	Signature
NA	
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT

(Pre-audit certificate not required for hospitals)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Primary Governmental Unit Finance Officer*	Signature*
Tracy Mathews, Finance Officer	
Date of Pre-Audit Certificate*	Email Address*
	tmathews@perquimanscountync.gov

**SIGNATURE PAGE – DPCU
(complete only if applicable)**

DISCRETELY PRESENTED COMPONENT UNIT

DPCU	
Date DPCU Governing Board Approved Amended Audit Contract (if required by governing board policy)	
DPCU Chairperson (typed or printed)	Signature
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA") NA	Signature
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE
ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT
(Pre-audit certificate not required for hospitals)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

DPCU Finance Officer (typed or printed)	Signature
Date of Pre-Audit Certificate	Email Address

MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING ("MOU") is entered into as of the last date set forth in the signature blocks below by and between PERQUIMANS COUNTY, a body politic of the State of North Carolina (hereinafter the "County") and the NORTH CAROLINA MARINE INDUSTRIAL PARK AUTHORITY, an entity created and existing pursuant to Article 23C of Chapter 113 of the North Carolina General Statutes, (hereinafter the "Authority");

WITNESSETH:

THAT WHEREAS, pursuant to Chapter § 113-315.28 of the North Carolina General Statutes, the Authority was created for purposes that include fostering and stimulating the growth of marine-related industries in the State of North Carolina, encouraging and developing the general maritime and marine-related industries and activities at or in the vicinity of marine industrial parks, performing any act or function which may tend to be useful toward the development and improvement of such parks in the State of North Carolina, and increasing the movement of waterborne marine commerce, foreign and domestic, to, through and from marine industrial parks; and

WHEREAS, the Authority has the power to enter into contracts and agreements in order to carry out the purposes set forth in Chapter § 113-315.28 of the North Carolina General Statutes; and

WHEREAS, the County owns that certain parcel or tract of land (the "Property") lying and being in Bethel Township, Perquimans County, North Carolina, containing 71.64 acres, more or less, and being more particularly described in a deed dated April 17, 2018, recorded in Book 476, Page 110, Perquimans County Registry; and

WHEREAS, the County intends to develop the Property into a marine-related industrial park, hereinafter referred to as the Perquimans Marine Industrial Park or the "PMIP"; and

WHEREAS, the Authority has previously assisted in obtaining permits needed for the construction of a basin on the Property for the PMIP; and

WHEREAS, the County has requested that the Authority further assist in the development, operational planning and growth of the PMIP; and

WHEREAS, the Authority has agreed to provide such assistance on the terms and conditions set forth in this MOU; and

WHEREAS, at a meeting held in Wanchese, North Carolina, on the ____ day of _____ 2022, the Board of the Authority approved the execution of this MOU for the purposes set forth herein; and

WHEREAS, at a meeting held in Hertford, North Carolina, on the ____ day of _____ 2022, the County's Board of the Commissioners approved the execution of this MOU for the purposes set forth herein.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants contained herein the County and the Authority agree as follows:

1. The recitals stated above are substantive and are incorporated in full by this reference.
2. Subject to the availability of staff and other resources to the Authority for these purposes, if requested by the County, the Authority agrees to:
 - a. Provide advice to County officials and staff on the general design and construction of the PMIP basin.
 - b. Provide advice to County officials and staff on the general development, management and operational strategies for the PMIP, including, without limitation, site planning, shared basin access, parcel and basin maintenance, rate structures for rentals and sales, restrictive covenants, policies, rules and regulations.
 - c. Cooperate with County officials and staff in their efforts to market and promote the development, occupancy and growth of the PMIP. By way of example, such cooperation may include assisting in the design of advertising, pursuing potential tenants, participating in site visits with prospective companies and attending trade shows.
3. The Authority shall not be required to incur any out of pocket cost or expense in connection with any advice, cooperation or assistance provided to the County pursuant to this MOU. Notwithstanding the foregoing, the County agrees to reimburse the Authority for any costs and expenses the Authority may incur in fulfilling its commitments under this MOU. Any travel expenses for the assistance provided by Authority personnel hereunder are subject to travel policies governing employees of the State of North Carolina. The County agrees that upon written request and the receipt of all necessary documentation required for local government financial accountability it will reimburse the Authority for all reasonable expenses incurred by the Authority pursuant to this MOU.
4. To the extent covered by any insurance policy, the County agrees to save the Authority harmless from and against any and all loss, damage, claim, demand, liability, or expense, including reasonable attorney fees, which may arise or be claimed to have arisen out of or as a result of this MOU, except where such loss or damage arises from the willful or negligent misconduct of the Authority its agents or employees. No provision hereof shall be construed as constituting a waiver of the County's or the Authority's sovereign, governmental, or statutory immunity or any other legal or equitable defense otherwise available pursuant to law.

[signatures on following page]

PERQUIMANS COUNTY

By: _____

Print Name: _____

Title: _____

Date: _____

NCMIPA:

NORTH CAROLINA MARINE INDUSTRIAL PARK AUTHORITY

By: _____

Edward Lee Mann, Chair

ATTEST:

(CORPORATE SEAL)

Print Name: _____

Title: _____

Date: _____



Perquimans County Planning & Zoning Office

MEMORANDUM

TO: Frank Heath, County Manager

FROM: Rhonda Repanshek, Planner

DATE: November 8, 2022

RE: Status Report on Perquimans Solar, LLC's Large Scale Solar Power Generating Facility, SUP-19-03

Attached is an updated Annual Report by Julianne Wooten regarding the status and progress made on Special Use Permit No. SUP-19-03 to construct a solar energy system on tax parcel number 2-0061-0076A currently owned by T.A. Newbold Miller, LLC located at the northernmost end of Pender Road, close to Harvey Point Road.

Ms. Wooten is requesting a two-year SUP extension. According to Perquimans County Zoning Ordinance section 309(c)(1) a vested right is established with approval of a site specific vesting plan and shall remain vested for up to, but not exceeding five years. The County extended the expiration of SUP-19-03 from December 31, 2020 to December 31, 2022 previously. If this two-year extension is approved then the five year vested period would be complete.

Background Reference:

Condition 'N' titled 'Annual Reports' in SUP-19-03 in Perquimans County Register of Deeds book 493, page 294 states, "*...During construction of the project, the Applicant, heirs and assigns shall provide the County with annual reports outlining progress to date along with circumstances that may result in delays. In the event construction will be delayed beyond December 31, 2020, the Applicant, heirs and assigns shall formally request an extension be granted by the Board of County Commissioners; otherwise the BCC may revoke the Conditional Use Permit.*"



November 2, 2022

Sent via Email and USPS

ATTN: Rhonda Repanshek
Board of County Commissioners
c/o Planning Office/County Manager Office
Perquimans County
PO Box 45
Hertford, NC 27944
RhondaRep@perquimanscountync.gov

Perquimans Solar SUP-19-03

Dear Board,

This letter concerns the above referenced Special Use Permit officially issued to Perquimans Solar, LLC on October 7, 2019 (the "SUP"). Pursuant to Section N of the SUP, Perquimans Solar LLC formally requests an extension of the SUP for 2 years, specifically the time in which to begin construction on the project by December 31, 2024.

Perquimans Solar, LLC has diligently prepared to begin construction on the project throughout 2022. Unfortunately, construction has not been able to proceed due to interconnection delays with Dominion Energy that will push beyond December 31, 2022. There is a large-load electric customer in the area that is expected to go offline in Q1 2023. Due to issues with transmission capacity, the project will not become fully financially feasible for commercial operation until this large customer has gone off-line. These delays are further compounded by the impacts of the Covid-19 pandemic which has had a negative impact on the underlying conditions for proceeding with the Project, such as the impacts on financial markets and supply chain constraints.

Accordingly, Perquimans Solar, LLC respectfully requests that the Board of County Commissioners, pursuant to Section N of the SUP, grant a 2 year extension of the SUP to December 31, 2024. We appreciate your attention to this matter, and if the Board requires anything further from, or has questions for Perquimans Solar, LLC, please reach out to the Development Project Manager, Mikala Newsom, at 828-232-6471 or mnewsom@pgrenewables.com.

Respectfully,

Perquimans Solar, LLC

By: 

Name: Julianne Wooten

Title: Authorized Person

PRESENTED
TO
FONDELLA A. LEIGH
IN
RECOGNITION OF HER
EIGHT YEARS
OF OUTSTANDING SERVICE AS
COUNTY COMMISSIONER
BY
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
ON
MONDAY, DECEMBER 5, 2022

PRESENTED
TO
THELMA FINCH-COPELAND
IN
RECOGNITION OF HER
OUTSTANDING SERVICE IN COMPLETING
A TERM AS A COMMISSIONER
IN 2022.
PRESENTED BY
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
ON
MONDAY, DECEMBER 5, 2022

ELECTION – CHAIRMAN/VICE CHAIR

1. Open the floor for nominations for Chair/Chairman of the Board:

_____ nominated _____

_____ nominated _____

2. Ask for a motion and a second to close the nominations for Chair/Chairman.

3. Call for a vote for Chair/Chairman.

1. Open the floor for nominations for Vice Chair/Chairman of the Board:

_____ nominated _____

_____ nominated _____

2. Ask for a motion and a second to close the nominations for Vice Chair/Vice Chairman.

3. Call for a vote for Vice Chair/Vice Chairman.

§ 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

DEPARTMENT HEAD REPORTS

PLAT REVIEW LOG - PERQUIMANS COUNTY NOVEMBER

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
RACKLEY LAND SURVEY KEVIN W & KELLY J CAMPBELL	X	11-19-2022	X	RECOMBINATION OF 4-D056-A001-LR 44 ACRES & 4-D056-6003-B 1.78 ACRES
JOSIAH A WEBB II MITCHELL V HARRIS	X	11-14-2022	X	SUBDIVISION OF 1-0010-0049 5.00 ACRES
TIMMONS GROUP OAKOLA CRES	X	11-16-2022	X	SUBDIVISION OF 4-0065-0066 5 LOTS WITH 1.00 ACRE EACH
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 391 Elizabeth City, NC 27909 338-4161		Mark Pruden 146 Oak Grove Road Edenton, NC 27932 482-7804
Bowman Consulting Paul J Toft 131 Main Street Gatesville, NC 27938 367-1581	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
Charles E Brown, III 2005 Johnson Road Elizabeth City, NC 27909 335-0928	Eugene Jordan 402 Sign Pine Road Tyner, NC 27980 221-4795	J H Miller Jr. 166 Cottonwood Drive Hertford, NC 27944 339-6932		Robey 150 US Hwy 158 W East Camden, NC 27921 335-1888
TIMMONS GROUP, 1805 WEST CITY DRIVE ELIZABETH CITY, NC 27909 (252)621-5030				Saunders Surveying 510 Avena Road Black Mountain, NC 28711 (828) 669-2777
				Scott Temple PO Box 422 Elizabeth City, NC 27907 330-4016
				Tony Webb PO Box 381 Edenton, NC 27932 482-3066

11/29/2022



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

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

**PERQUIMANS COUNTY
TAX DEPARTMENT**

Enforced Collections-November 2022

GARNISHMENTS: \$2,093.38

PAYMENT AGREEMENTS: \$8,098.24

DEBT SETOFFS: \$0

PERQUIMANS COUNTY
OFFICIAL REPORT

Date: NOVEMBER 2022

Board of Commissioners:
Finance Officer:

I wish to report that during November 2022 I received the following funds which were duly deposited in the County's depository on the dates and in the amounts as shown:

DATE	BUILDING PERMITS #	ELECTRICAL PERMITS #	PLUMBING PERMITS #	INSULATION PERMITS #	MECHANICAL PERMITS #	MOBILE HOME #	STATE TAX #	MISC	TOTAL DEPOSITED	CREDIT CARD PAYMENTS
11/1/2022		\$390			\$205				\$595	\$75
11/2/2022			\$50						\$125	\$75
11/3/2022	\$80	\$562	\$210		\$75				\$927	\$365
11/4/2022			\$50		\$205				\$255	\$50
11/5/2022									\$0	
11/6/2022									\$0	
11/7/2022									\$75	
11/8/2022	\$920	\$200	\$140				\$10		\$1,270	\$425
11/9/2022	\$150								\$150	
11/10/2022					\$275				\$275	\$200
11/11/2022									\$0	
11/12/2022									\$0	
11/13/2022									\$0	
11/14/2022	\$750	\$912	\$170						\$1,832	\$405
11/15/2022		\$915	\$150						\$1,065	\$200
11/16/2022	\$1,151	\$170	\$55	\$75			\$10		\$1,461	\$351
11/17/2022	\$688		\$220	\$75	\$130		\$10		\$1,023	
11/18/2022	\$75		\$50		\$130				\$255	\$125
11/19/2022									\$0	
11/20/2022									\$0	
11/21/2022	\$1,146	\$390	\$160	\$75	\$225				\$1,996	\$425
11/22/2022		\$147			\$410				\$557	
11/23/2022		\$50			\$130				\$180	
11/24/2022									\$0	
11/25/2022									\$0	
11/26/2022									\$0	
11/27/2022									\$0	
11/28/2022	\$500	\$200	\$285	\$75	\$110				\$1,170	
11/29/2022									\$0	
11/30/2022									\$0	
TOTAL	\$5,360	\$3,935	\$1,540	\$900	\$2,045	\$0	\$30	\$0	\$13,211	\$2,695

Signed: _____ Building Inspector

PERQUIMANS COUNTY COMMUNICATIONS

159 Creek Dr PO Box 112 Hertford , NC 27944

CFS By Department - Select Department By Date

For *FIRE MUTUAL AID* 7/1/2022 - 9/30/2022

FIRE MUTUAL AID	Count	Percent
FIRE VEHICLE FIRE	1	100.00%
Total Records For *FIRE MUTUAL AID*	1 Dept Calls/Total Calls	0.02%
INCIDENT COMMAND	Count	Percent
FIRE STRUCTURE FIRE	1	100.00%
Total Records For *INCIDENT COMMAND*	1 Dept Calls/Total Calls	0.02%
911 MAINTENANCE	Count	Percent
ALARM WATER DEPT	1	5.00%
INFO ONLY	1	5.00%
MAINTENANCE REPORT	12	60.00%
PUBLIC SERVICE CALL	1	5.00%
TRAFFIC ISSUES (SIGNS DOWN / LIGHTS OUT / ETC.)	1	5.00%
TRANSFERRED (911) CALL	1	5.00%
UTILITIES REQUEST (WATER / ELECTRICAL)	3	15.00%
Total Records For 911 MAINTENANCE	20 Dept Calls/Total Calls	0.36%
CHOWAN CO EMS	Count	Percent
CHEST PAIN/CHEST DISCOMFORT (NON-TRAUMATIC)	2	40.00%
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	2	40.00%
UNCONSCIOUS/FAINTING (NEAR)	1	20.00%
Total Records For CHOWAN CO EMS	5 Dept Calls/Total Calls	0.09%
EASTCARE HELICOPTER	Count	Percent
CARDIAC OR RESPIRATORY ARREST/DEATH	1	50.00%
UNCONSCIOUS/FAINTING (NEAR)	1	50.00%
Total Records For EASTCARE HELICOPTER	2 Dept Calls/Total Calls	0.04%
EMERGENCY MANAGEMENT	Count	Percent
BOATING INCIDENT	4	8.70%
CARBON MONOXIDE/INHALATION/HAZMAT/CBRN	1	2.17%
CARDIAC OR RESPIRATORY ARREST/DEATH	1	2.17%
CLEAR RADIOS / WEEKLY PAGER TEST	1	2.17%
DIABETIC PROBLEMS	1	2.17%
DRILL (FIRE / TORNADO / ETC.)	1	2.17%
DROWNING/NEAR DROWNING/DIVING/SCUBA ACCIDENT	1	2.17%
FALLS	2	4.35%
FIRE ACTIVATED ALARM	1	2.17%
FIRE MISCELLANEOUS FIRE	1	2.17%
FIRE STRUCTURE FIRE	3	6.52%
FIRE VEHICLE FIRE	1	2.17%
HANG-UP 911 CALL	1	2.17%
MAINTENANCE REPORT	1	2.17%
MOTORIST ASSIST / DISABLED MOTORIST	3	6.52%

EMERGENCY MANAGEMENT	Count	Percent
OTHER	1	2.17%
SERVICE CALL	1	2.17%
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	2	4.35%
SPECIAL ASSIGNMENT	4	8.70%
STAB/GUNSHOT/PENETRATING TRAUMA	1	2.17%
STANDBY BALL GAME	9	19.57%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	4	8.70%
UNKNOWN PROBLEM (PERSON DOWN) - MEDICAL ALARM	1	2.17%
Total Records For EMERGENCY MANAGEMENT	46	Dept Calls/Total Calls 0.84%

HERTFORD PUBLIC WORKS	Count	Percent
DIABETIC PROBLEMS	1	5.88%
FIRE MISCELLANEOUS FIRE	1	5.88%
POWER OUTAGE/LINES/POLES DOWN (CABLE/POWER/ETC.)	3	17.65%
ROAD CLOSURE	4	23.53%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	1	5.88%
UTILITIES REQUEST (WATER / ELECTRICAL)	7	41.18%
Total Records For HERTFORD PUBLIC WORKS	17	Dept Calls/Total Calls 0.31%

MAGISTRATE OFFICE	Count	Percent
B&E (BREAKING&ENTERING) ATTEMPTED / OLD	1	0.56%
B&E (BREAKING&ENTERING) IN PROGRESS	2	1.13%
BOATING INCIDENT	1	0.56%
DAMAGE TO PROPERTY	1	0.56%
DISTURBANCE	3	1.69%
DOMESTIC	10	5.65%
DOMESTIC VIOLENCE ORDER	1	0.56%
ESCORT	1	0.56%
GOKART / ATV / 4-WHEELER ON ROADWAY	1	0.56%
GUNSHOTS REPORTED	1	0.56%
INTOXICATED DRIVER	1	0.56%
INVESTIGATION	1	0.56%
IVC / MENTAL SUBJECT	8	4.52%
MAGISTRATE REQUEST	86	48.59%
MOTORIST ASSIST / DISABLED MOTORIST	2	1.13%
NOISE COMPLAINT	1	0.56%
OTHER	2	1.13%
PSYCHIATRIC/ABNORMAL BEHAVIOR/SUICIDE ATTEMPT	2	1.13%
PUBLIC SERVICE CALL	7	3.95%
REQUEST FOR OFFICER	1	0.56%
SERVE WARRANTS FOR ARREST	17	9.60%
SHOP LIFTER	2	1.13%
SUBJECT IN CUSTODY	10	5.65%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	1	0.56%
TRAFFIC STOP	9	5.08%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	1	0.56%
TRANSPORT SUBJECT	2	1.13%
VANDALISM	1	0.56%

MAGISTRATE OFFICE	Count	Percent
WELL BEING CHECK	1	0.56%
Total Records For MAGISTRATE OFFICE	177	Dept Calls/Total Calls 3.22%
NC DOT	Count	Percent
DEBRIS IN THE ROADWAY	9	47.37%
INFO ONLY	1	5.26%
LIVESTOCK (IN THE ROADWAY / YARD)	1	5.26%
OTHER	1	5.26%
PUBLIC SERVICE CALL	2	10.53%
SPECIAL ASSIGNMENT	1	5.26%
TRAFFIC ISSUES (SIGNS DOWN / LIGHTS OUT / ETC.)	4	21.05%
Total Records For NC DOT	19	Dept Calls/Total Calls 0.35%
NC FORESTRY	Count	Percent
FIRE BRUSH / WOODS FIRE	8	88.89%
FIRE MISCELLANEOUS FIRE	1	11.11%
Total Records For NC FORESTRY	9	Dept Calls/Total Calls 0.16%
NC PROBATION/PAROLE	Count	Percent
INTOXICATED DRIVER	1	33.33%
MAGISTRATE REQUEST	1	33.33%
PUBLIC SERVICE CALL	1	33.33%
Total Records For NC PROBATION/PAROLE	3	Dept Calls/Total Calls 0.05%
NC SHP	Count	Percent
ASSAULT/SEXUAL ASSAULT/STUN GUN	1	0.84%
ASSIST OFFICER	2	1.68%
CARELESS & RECKLESS	27	22.69%
DAMAGE TO PROPERTY	1	0.84%
DIABETIC PROBLEMS	1	0.84%
DRILL (FIRE / TORNADO / ETC.)	1	0.84%
DRIVERS LICENSE / REGISTRATION	3	2.52%
FIRE VEHICLE FIRE	1	0.84%
HANG-UP 911 CALL	1	0.84%
HIT AND RUN	2	1.68%
INTOXICATED DRIVER	1	0.84%
MAGISTRATE REQUEST	4	3.36%
MOTORIST ASSIST / DISABLED MOTORIST	6	5.04%
PUBLIC SERVICE CALL	1	0.84%
REPORT	1	0.84%
TRAFFIC CONTROL	1	0.84%
TRAFFIC STOP	4	3.36%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	58	48.74%
TRANSFERRED (911) CALL	1	0.84%
UNCONSCIOUS/FAINTING (NEAR)	1	0.84%
WELL BEING CHECK	1	0.84%
Total Records For NC SHP	119	Dept Calls/Total Calls 2.17%
NC WILDLIFE	Count	Percent
BOATING INCIDENT	2	15.38%

NC WILDLIFE	Count	Percent
DEBRIS IN THE ROADWAY	1	7.69%
DROWNING/NEAR DROWNING/DIVING/SCUBA ACCIDENT	1	7.69%
GUNSHOTS REPORTED	1	7.69%
NOISE COMPLAINT	1	7.69%
OTHER	1	7.69%
PUBLIC SERVICE CALL	1	7.69%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	1	7.69%
WILDLIFE / HUNTING VIOLATION	4	30.77%
Total Records For NC WILDLIFE	13	Dept Calls/Total Calls 0.24%
NIGHTINGALE HELICOPTER	Count	Percent
STAB/GUNSHOT/PENETRATING TRAUMA	1	33.33%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	2	66.67%
Total Records For NIGHTINGALE HELICOPTER	3	Dept Calls/Total Calls 0.05%
PASQUOTANK-CAMDEN EMS	Count	Percent
CHOKING	1	33.33%
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	1	33.33%
UNCONSCIOUS/FAINTING (NEAR)	1	33.33%
Total Records For PASQUOTANK-CAMDEN EMS	3	Dept Calls/Total Calls 0.05%
PERQUIMANS CO 911	Count	Percent
ACCIDENTAL 911 CALL	104	15.41%
ALARM RESIDENTIAL	1	0.15%
ANIMAL CONTROL	4	0.59%
B&E (BREAKING&ENTERING) IN PROGRESS	1	0.15%
BOLO / ATL (ATTEMPT TO LOCATE)	1	0.15%
CARELESS & RECKLESS	3	0.44%
CLEAR RADIOS / WEEKLY PAGER TEST	101	14.96%
CONVULSIONS/SEIZURES	1	0.15%
DAILY/WEEKLY MAINTENANCE	32	4.74%
DCI ENTRY / TRANSACTION	14	2.07%
DOMESTIC	1	0.15%
DRILL (FIRE / TORNADO / ETC.)	2	0.30%
DRIVERS LICENSE / REGISTRATION	3	0.44%
DUPLICATE CALL	2	0.30%
FIRE CONTROLLED BURN	3	0.44%
FIRE MISCELLANEOUS FIRE	1	0.15%
FIRE MUTUAL AID/OUT OF COUNTY RESPONSE	3	0.44%
GUNSHOTS REPORTED	1	0.15%
HANG-UP 911 CALL	131	19.41%
INFO ONLY	21	3.11%
IVC / MENTAL SUBJECT	3	0.44%
MAGISTRATE REQUEST	4	0.59%
MAINTENANCE REPORT	8	1.19%
MISSING PERSON / RUNAWAY	2	0.30%
MISUSE OF 911	14	2.07%
MOTORIST ASSIST / DISABLED MOTORIST	1	0.15%
NOISE COMPLAINT	1	0.15%

PERQUIMANS CO 911	Count	Percent
OTHER	4	0.59%
PUBLIC SERVICE CALL	5	0.74%
REPOSESSION	5	0.74%
ROAD CLOSURE	7	1.04%
SERVICE CALL	2	0.30%
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	5	0.74%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	1	0.15%
TEST	14	2.07%
TRAFFIC ISSUES (SIGNS DOWN / LIGHTS OUT / ETC.)	1	0.15%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	2	0.30%
TRANSFERRED (911) CALL	165	24.44%
UTILITIES REQUEST (WATER / ELECTRICAL)	1	0.15%
Total Records For PERQUIMANS CO 911	675	Dept Calls/Total Calls 12.29%

PERQUIMANS CO DSS	Count	Percent
DISTURBANCE	1	12.50%
DSS / SOCIAL SERVICES REQUEST	2	25.00%
IVC / MENTAL SUBJECT	1	12.50%
PUBLIC SERVICE CALL	4	50.00%
Total Records For PERQUIMANS CO DSS	8	Dept Calls/Total Calls 0.15%

PERQUIMANS CO EMS	Count	Percent
ABDOMINAL PAIN/PROBLEMS	20	2.89%
ALLERGIES (REACTIONS)/ENVENOMATIONS (STINGS/BITES)	5	0.72%
ANIMAL BITES/ATTACKS	1	0.14%
ASSAULT/SEXUAL ASSAULT/STUN GUN	5	0.72%
B&E (BREAKING&ENTERING) IN PROGRESS	1	0.14%
BACK PAIN (NON-TRAUMATIC OR NON-RECENT TRAUMA)	7	1.01%
BOATING INCIDENT	2	0.29%
BREATHING PROBLEMS	72	10.40%
BURNS (SCALDS)/EXPLOSION (BLAST)	1	0.14%
CARBON MONOXIDE/INHALATION/HAZMAT/CBRN	1	0.14%
CARDIAC OR RESPIRATORY ARREST/DEATH	10	1.45%
CHASE	1	0.14%
CHEST PAIN/CHEST DISCOMFORT (NON-TRAUMATIC)	50	7.23%
CHOKING	3	0.43%
CONVULSIONS/SEIZURES	22	3.18%
DIABETIC PROBLEMS	14	2.02%
DISTURBANCE	2	0.29%
DOMESTIC	6	0.87%
DRILL (FIRE / TORNADO / ETC.)	1	0.14%
DROWNING/NEAR DROWNING/DIVING/SCUBA ACCIDENT	1	0.14%
EYE PROBLEMS/INJURIES	1	0.14%
FALLS	84	12.14%
FIGHT	1	0.14%
FIRE ACTIVATED ALARM	1	0.14%
FIRE MISCELLANEOUS FIRE	1	0.14%
FIRE SMELL OF GAS	1	0.14%

PERQUIMANS CO EMS	Count	Percent
FIRE STRUCTURE FIRE	4	0.58%
FIRE TRAINING/TESTING	1	0.14%
FIRE VEHICLE FIRE	1	0.14%
HEADACHE	2	0.29%
HEART PROBLEMS/A.I.C.D	13	1.88%
HEAT/COLD EXPOSURE	2	0.29%
HEMORRHAGE/LACERATIONS	13	1.88%
IVC / MENTAL SUBJECT	1	0.14%
MAGISTRATE REQUEST	1	0.14%
MIH FOLLOW-UP	4	0.58%
MISSING PERSON / RUNAWAY	1	0.14%
MOTORIST ASSIST / DISABLED MOTORIST	2	0.29%
MUTUAL AID	1	0.14%
OVERDOSE/POISONING (INGESTION)	6	0.87%
PREGNANCY/CHILDBIRTH/MISCARRIAGE	3	0.43%
PSYCHIATRIC/ABNORMAL BEHAVIOR/SUICIDE ATTEMPT	17	2.46%
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	167	24.13%
SPECIAL ASSIGNMENT	8	1.16%
STAB/GUNSHOT/PENETRATING TRAUMA	2	0.29%
STANDBY BALL GAME	10	1.45%
STROKE (CVA)/TRANSIENT ISCHEMIC ATTACK (TIA)	14	2.02%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	3	0.43%
TRAFFIC STOP	1	0.14%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	28	4.05%
TRAUMATIC INJURIES (SPECIFIC)	6	0.87%
UNCONSCIOUS/FAINTING (NEAR)	41	5.92%
UNKNOWN PROBLEM (PERSON DOWN) - MEDICAL ALARM	19	2.75%
WELL BEING CHECK	7	1.01%
Total Records For PERQUIMANS CO EMS	692 Dept Calls/Total Calls	12.60%

PERQUIMANS CO SO	Count	Percent
ACCIDENTAL 911 CALL	3	0.09%
ALARM BANK	3	0.09%
ALARM BUSINESS	31	0.89%
ALARM RESIDENTIAL	27	0.78%
ALARM SCHOOL	19	0.55%
ALLERGIES (REACTIONS)/ENVENOMATIONS (STINGS/BITES)	1	0.03%
ANIMAL BITES/ATTACKS	9	0.26%
ANIMAL CONTROL	221	6.35%
ARMED PERSON	1	0.03%
ASSAULT/SEXUAL ASSAULT/STUN GUN	6	0.17%
ASSIST OFFICER	5	0.14%
ASSISTANCE	4	0.11%
B&E (BREAKING&ENTERING) ATTEMPTED / OLD	12	0.34%
B&E (BREAKING&ENTERING) IN PROGRESS	11	0.32%
BOATING INCIDENT	3	0.09%
BOLO / ATL (ATTEMPT TO LOCATE)	5	0.14%
BREATHING PROBLEMS	4	0.11%

PERQUIMANS CO SO	Count	Percent
BURNS (SCALDS)/EXPLOSION (BLAST)	1	0.03%
CARDIAC OR RESPIRATORY ARREST/DEATH	10	0.29%
CARELESS & RECKLESS	47	1.35%
CHAPTER 90 - DRUG ACTIVITY	1	0.03%
CHASE	2	0.06%
CHEST PAIN/CHEST DISCOMFORT (NON-TRAUMATIC)	6	0.17%
CIVIL PROCESS	197	5.66%
CONVULSIONS/SEIZURES	5	0.14%
CRIMINAL SUMMONS	2	0.06%
DAMAGE TO PROPERTY	15	0.43%
DEBRIS IN THE ROADWAY	17	0.49%
DIABETIC PROBLEMS	2	0.06%
DISTURBANCE	58	1.67%
DOMESTIC	49	1.41%
DOMESTIC VIOLENCE ORDER	14	0.40%
DRILL (FIRE / TORNADO / ETC.)	4	0.11%
DRIVERS LICENSE / REGISTRATION	62	1.78%
DROWNING/NEAR DROWNING/DIVING/SCUBA ACCIDENT	1	0.03%
DSS / SOCIAL SERVICES REQUEST	1	0.03%
ESCORT	54	1.55%
EVICTON	3	0.09%
FALLS	9	0.26%
FIGHT	8	0.23%
FIRE ACTIVATED ALARM	7	0.20%
FIRE BRUSH / WOODS FIRE	7	0.20%
FIRE ELECTRICAL FIRE	2	0.06%
FIRE MISCELLANEOUS FIRE	2	0.06%
FIRE SMELL OF GAS	1	0.03%
FIRE SMELL OF SMOKE / BURNING	1	0.03%
FIRE STRUCTURE FIRE	4	0.11%
FIRE TRAINING/TESTING	1	0.03%
FIRE VEHICLE FIRE	3	0.09%
FOLLOW-UP	6	0.17%
FOOT PATROL	100	2.87%
FRAUD / SCAM BY ANY MEANS	6	0.17%
FUNERAL ESCORT	14	0.40%
GOKART / ATV / 4-WHEELER ON ROADWAY	16	0.46%
GUNSHOTS REPORTED	26	0.75%
HANG-UP 911 CALL	24	0.69%
HARASSMENT	2	0.06%
HEMORRHAGE/LACERATIONS	3	0.09%
HIT AND RUN	6	0.17%
ILLEGALLY PARKED VEHICLE	7	0.20%
INFO ONLY	8	0.23%
INTOXICATED DRIVER	10	0.29%
INTOXICATED PEDESTRIAN	2	0.06%
INVESTIGATION	28	0.80%
IVC / MENTAL SUBJECT	31	0.89%

PERQUIMANS CO SO	Count	Percent
LARCENY	25	0.72%
LIVESTOCK (IN THE ROADWAY / YARD)	2	0.06%
LOITERING	1	0.03%
MAGISTRATE REQUEST	28	0.80%
MISSING PERSON / RUNAWAY	8	0.23%
MOTORIST ASSIST / DISABLED MOTORIST	61	1.75%
NEIGHBORHOOD PATROL	1	0.03%
NOISE COMPLAINT	24	0.69%
OPEN DOOR	12	0.34%
OTHER	45	1.29%
OVERDOSE/POISONING (INGESTION)	3	0.09%
PROWLER	1	0.03%
PSYCHIATRIC/ABNORMAL BEHAVIOR/SUICIDE ATTEMPT	19	0.55%
PUBLIC SERVICE CALL	157	4.51%
RECOVER PROPERTY	9	0.26%
REPORT	6	0.23%
REQUEST FOR OFFICER	17	0.49%
ROAD CLOSURE	1	0.03%
SEARCH WARRANT	1	0.03%
SECURITY CHECK	742	21.33%
SERVE PAPERS	106	3.05%
SERVE WARRANTS FOR ARREST	48	1.38%
SERVICE CALL	27	0.78%
SHOP LIFTER	6	0.17%
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	10	0.29%
SOLICITATION	2	0.06%
SPECIAL ASSIGNMENT	16	0.46%
STAB/GUNSHOT/PENETRATING TRAUMA	2	0.06%
STANDBY BALL GAME	26	0.75%
SUBJECT IN CUSTODY	16	0.46%
SUSPICIOUS ACTIVITY (VEHICLE / PERSON)	152	4.37%
TEST	3	0.09%
THREATS	9	0.26%
TRAFFIC CONTROL	4	0.11%
TRAFFIC ISSUES (SIGNS DOWN / LIGHTS OUT / ETC.)	2	0.06%
TRAFFIC STOP	364	10.46%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	69	1.98%
TRAINING	3	0.09%
TRANSPORT SUBJECT	47	1.35%
TRAUMATIC INJURIES (SPECIFIC)	1	0.03%
TRESPASSING	13	0.37%
UNCONSCIOUS/FAINTING (NEAR)	9	0.26%
UNKNOWN PROBLEM (PERSON DOWN) - MEDICAL ALARM	11	0.32%
UNLOCK VEHICLE/HOUSE	59	1.70%
UTILITIES REQUEST (WATER / ELECTRICAL)	1	0.03%
VANDALISM	4	0.11%
WANTED / STOLEN INQUIRY	4	0.11%
WELL BEING CHECK	49	1.41%

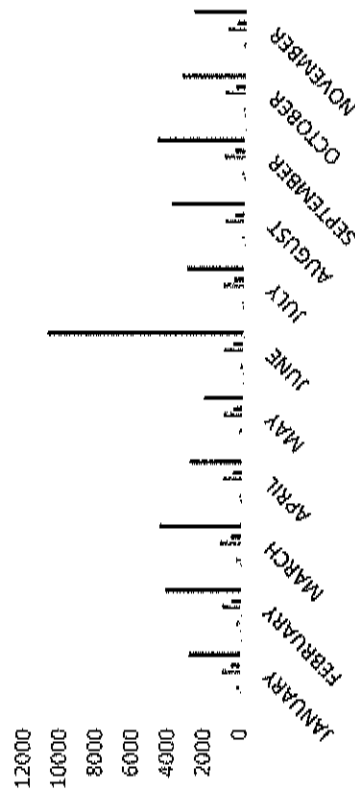
PERQUIMANS CO SO	Count	Percent
WILDLIFE / HUNTING VIOLATION	1	0.03%
Total Records For PERQUIMANS CO SO	3479	Dept Calls/Total Calls 83.38%
PERQUIMANS CO WATER	Count	Percent
BOATING INCIDENT	1	25.00%
UTILITIES REQUEST (WATER / ELECTRICAL)	3	75.00%
Total Records For PERQUIMANS CO WATER	4	Dept Calls/Total Calls 0.07%
PERQUIMANS CO WATER RESCUE TEAM	Count	Percent
BOATING INCIDENT	4	57.14%
DROWNING/NEAR DROWNING/DIVING/SCUBA ACCIDENT	1	14.29%
MOTORIST ASSIST / DISABLED MOTORIST	1	14.29%
SPECIAL ASSIGNMENT	1	14.29%
Total Records For PERQUIMANS CO WATER RESCUE TEAM	7	Dept Calls/Total Calls 0.13%
RAILROADS	Count	Percent
TRAFFIC ISSUES (SIGNS DOWN / LIGHTS OUT / ETC.)	1	100.00%
Total Records For RAILROADS	1	Dept Calls/Total Calls 0.02%
STATION 2 - BETHEL FD	Count	Percent
BOATING INCIDENT	1	3.85%
CARDIAC OR RESPIRATORY ARREST/DEATH	3	11.54%
CONVULSIONS/SEIZURES	1	3.85%
DRILL (FIRE / TORNADO / ETC.)	1	3.85%
DROWNING/NEAR DROWNING/DIVING/SCUBA ACCIDENT	1	3.85%
FALLS	1	3.85%
FIRE ACTIVATED ALARM	2	7.69%
FIRE MISCELLANEOUS FIRE	1	3.85%
FIRE SMELL OF SMOKE / BURNING	1	3.85%
FIRE STRUCTURE FIRE	1	3.85%
FIRE TRAINING/TESTING	2	7.69%
SPECIAL ASSIGNMENT	2	7.69%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	9	34.62%
Total Records For STATION 2 - BETHEL FD	26	Dept Calls/Total Calls 0.47%
STATION 3 - HERTFORD FD	Count	Percent
BOATING INCIDENT	2	3.92%
CHASE	1	1.96%
CONVULSIONS/SEIZURES	1	1.96%
DIABETIC PROBLEMS	1	1.96%
DRILL (FIRE / TORNADO / ETC.)	1	1.96%
DROWNING/NEAR DROWNING/DIVING/SCUBA ACCIDENT	1	1.96%
FALLS	1	1.96%
FIRE ACTIVATED ALARM	9	17.65%
FIRE ELECTRICAL FIRE	1	1.96%
FIRE MISCELLANEOUS FIRE	2	3.92%
FIRE SMELL OF GAS	1	1.96%
FIRE SMELL OF SMOKE / BURNING	1	1.96%
FIRE STRUCTURE FIRE	5	9.80%
FIRE TRAINING/TESTING	6	11.76%

STATION 3 - HERTFORD FD	Count	Percent
FIRE VEHICLE FIRE	3	5.88%
SPECIAL ASSIGNMENT	3	5.88%
STAB/GUNSHOT/PENETRATING TRAUMA	1	1.96%
STANDBY BALL GAME	3	5.88%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	6	11.76%
TRAINING	1	1.96%
UNCONSCIOUS/FAINTING (NEAR)	1	1.96%
Total Records For STATION 3 - HERTFORD FD	51	Dept Calls/Total Calls 0.93%
STATION 4 - BELVIDERE CHAPEL HILL FD	Count	Percent
CARDIAC OR RESPIRATORY ARREST/DEATH	2	8.00%
CONVULSIONS/SEIZURES	1	4.00%
DEBRIS IN THE ROADWAY	1	4.00%
DRILL (FIRE / TORNADO / ETC.)	1	4.00%
FALLS	2	8.00%
FIRE ACTIVATED ALARM	1	4.00%
FIRE BRUSH / WOODS FIRE	3	12.00%
FIRE MISCELLANEOUS FIRE	1	4.00%
FIRE MUTUAL AID/OUT OF COUNTY RESPONSE	1	4.00%
FIRE STRUCTURE FIRE	4	16.00%
FIRE TRAINING/TESTING	4	16.00%
PUBLIC SERVICE CALL	1	4.00%
SPECIAL ASSIGNMENT	1	4.00%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	2	8.00%
Total Records For STATION 4 - BELVIDERE CHAPEL HILL FD	25	Dept Calls/Total Calls 0.46%
STATION 6 - WINFALL FD	Count	Percent
DRILL (FIRE / TORNADO / ETC.)	1	3.23%
FIRE ACTIVATED ALARM	3	9.68%
FIRE BRUSH / WOODS FIRE	3	9.68%
FIRE MISCELLANEOUS FIRE	1	3.23%
FIRE SMELL OF GAS	1	3.23%
FIRE SMELL OF SMOKE / BURNING	1	3.23%
FIRE STRUCTURE FIRE	5	16.13%
FIRE TRAINING/TESTING	8	25.81%
PUBLIC SERVICE CALL	1	3.23%
SPECIAL ASSIGNMENT	3	9.68%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	3	9.68%
UNCONSCIOUS/FAINTING (NEAR)	1	3.23%
Total Records For STATION 6 - WINFALL FD	31	Dept Calls/Total Calls 0.56%
STATION 7 - INTERCOUNTY FD	Count	Percent
BREATHING PROBLEMS	1	2.86%
DRILL (FIRE / TORNADO / ETC.)	1	2.86%
FIRE BRUSH / WOODS FIRE	1	2.86%
FIRE ELECTRICAL FIRE	1	2.86%
FIRE MISCELLANEOUS FIRE	2	5.71%
FIRE MUTUAL AID/OUT OF COUNTY RESPONSE	18	51.43%
FIRE TRAINING/TESTING	4	11.43%

STATION 7 - INTERCOUNTY FD	Count	Percent
PUBLIC SERVICE CALL	1	2.86%
SICK PERSON (SPECIFIC DIAGNOSIS) (MISC ILLNESS)	1	2.86%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	5	14.29%
Total Records For STATION 7 - INTERCOUNTY FD	35	Dept Calls/Total Calls 0.64%
STATION 8 - DURANTS NECK FD	Count	Percent
CARBON MONOXIDE/INHALATION/HAZMAT/CBRN	1	5.88%
CARDIAC OR RESPIRATORY ARREST/DEATH	1	5.88%
DRILL (FIRE / TORNADO / ETC.)	1	5.88%
FIRE ACTIVATED ALARM	1	5.88%
FIRE BRUSH / WOODS FIRE	2	11.76%
FIRE TRAINING/TESTING	4	23.53%
FIRE VEHICLE FIRE	1	5.88%
SPECIAL ASSIGNMENT	1	5.88%
TRAFFIC/TRANSPORTATION INCIDENTS (ACCIDENT)	4	23.53%
UNCONSCIOUS/FAINTING (NEAR)	1	5.88%
Total Records For STATION 8 - DURANTS NECK FD	17	Dept Calls/Total Calls 0.31%
WINFALL PUBLIC WORKS	Count	Percent
ALARM WATER DEPT	1	50.00%
ROAD CLOSURE	1	50.00%
Total Records For WINFALL PUBLIC WORKS	2	Dept Calls/Total Calls 0.04%
Total Records		5491

Perquimans County Sheriff's Office --- November 2022 Activity Report										
Arrests	Incidents	Civil Papers	Criminal Child Support	Citations	Dispatched Calls	Office Calls	Transports Out Co.	Deposits	Court Days	
JANUARY	17	64	231	1	8	1037	8	\$2,885.00	8	
FEBRUARY	39	58	232	0	13	1031	2	\$4,205.50	9	
MARCH	43	72	328	3	9	1210	8	\$4,555.00	9	
APRIL	34	69	143	0	9	1059	4	\$2,948.50	9	
MAY	22	58	224	0	9	1109	5	\$2,165.00	8	
JUNE	27	54	190	2	14	1117	1	\$10,916.00	8	
JULY	33	76	104	1	11	1157	6	\$3,195.50	7	
AUGUST	30	58	164	0	38	1111	3	\$4,098.90	7	
SEPTEMBER	35	72	196	2	32	1203	4	\$4,879.60	7	
OCTOBER	36	72	135	2	25	1147	3	\$3,549.50	10	
NOVEMBER	26	56	163	1	21	1044	1	\$2,925.00	7	

- Arrests
- Incidents
- Civil Papers
- Criminal Child Support Citations
- Dispatched Calls
- Office Calls
- Transports Out Co.
- Deposits
- Court Days



COMMITTEE REPORTS



PERQUIMANS COUNTY EMERGENCY SERVICES

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

(252) 426-5646 Phone - (252) 426-3306 Fax

911 Communications Division Advisory Board

Thursday, October 27, 2022 – 7:00 P.M. - Perquimans Emergency Services Building

MINUTES

Welcome – Provided by Jonathan Nixon, followed by the blessing by Wallace Nelson.

Host – Perquimans County Emergency Services

Minutes from July 28, 2022 Meeting – via email.

Introductions (see sign-in sheet for attendance)

Presentation – Sam Mickey, SSC Sam’s Safety Consulting – AAR Facility & Vehicle HazMat Exercises (reports previously sent via email)

Reports:

❖ **911 Communication Division** – Jonathan Nixon provided the following report:

911 Communications Division Advisory Board

- Purpose - The purpose of the 911 Communications Division Advisory Board is to analyze and evaluate community expectations for 911 service delivery, assess and recommend new strategies to improve public safety, identify and advocate for needed resources to achieve public safety objectives, and serve as a communication forum for public safety matters. The 911 Communications Division Advisory Board serves at the pleasure of the Perquimans County Board of Commissioners.
- Members:

<ul style="list-style-type: none"> -County Commissioner -Town of Hertford -Town of Winfall -County Manager -Emergency Services Director -911 Shift Supervisors -EMS Shift Supervisor -Emergency Management -Emergency Services PIO -Fire Marshal -Law Enforcement *Sheriff’s Office *Winfall PD 	<ul style="list-style-type: none"> -Volunteer Rescue Squad -Fire Service *Fire Chief’s Association *Bethel Fire Dept *Belvidere Fire Dept *Durants Neck *Hertford Fire Dept *Inter-County Fire Dept *Winfall Fire Dept *NC Forestry
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- Meeting Schedule - The 911 Communications Division Board meets on the 4th Thursday in January, April, July, and October, unless rescheduled.

- Oversight - The Emergency Services Director is tasked with organizing and conducting the quarterly meetings to include producing an agenda and meeting minutes for each meeting. Meeting correspondence is relayed via email to members.

EQUIPMENT

- CAD Workstation computers have been replaced in the primary PSAP in Perquimans and at the back-up PSAP in Chowan
- Within the next 2 weeks, flooring contractor hope to being replacing the carpet in the halls/offices throughout the building
- Working with RapidSOS and Prepared Live to begin receiving MMS and Video Messages through a portal – this will take a couple of months of training and has the potential to really change the intel received in the 911 Center
- Contacted our Tower Vendor regarding completing Phase 2 of the Grounding Project at the 911 Center Tower Site

PERSONNEL & TRAINING

- 2 Part-time TCs hired, one will be fully certified pending Sheriffs' Standards Telecommunicator Class
- 7 TCs (5 full-time and 2 part-time) completed DCI Module 6 on September 13th
- Communications Training Officer class was postponed due to potential for bad weather – re-scheduled for December 16th – December 18th
- NC Sheriffs' Standards Telecommunicator Course scheduled at College of the Albemarle for November 13th – November 18th

Law Enforcement

- ❖ Sheriff's Office – One (1) position open, had four (4) applicants. Upcoming Trunk or Treat downtown and at the Central School. There will also be an increase in traffic due to Grand Illumination. Bike drive is still ongoing, and will be participating in the Toys for Tots drive. Recruitment video was done, looks great!
- ❖ Winfall PD – Chief Spellman retired. No replacement as of right now.
- ❖ N.C. Wildlife – Absent.

Volunteer Rescue Squad - No report.

Fire Departments

- Chief's Association – No report.
- Bethel Fire Dept – Absent.
- Belvidere Fire Dept – When a FD is dispatched with EMS and an Air Ambulance is also enroute, have TCs advise FD, and they should switch to the appropriate channel. A message has already been put in the CAD message center to the TCs. Working with Gates regarding a call that was in our County. Turkey shoots every Saturday in November. Belvidere Day is Saturday, 10/29/2022. There will also be a fireman's competition, and they will be participating in several events. Also, the FD has purchased 5-inch hose.
- Durants Neck Fire Dept – Officer changes, introduced Assistant Chief, Dave Fennell. Annual BBQ Pork Supper December 3rd. Santa will be at the Station on Dec. 11th from 2p-4p. Santa will also be riding around the neighborhoods in December. Live Burn on a double-wide and single-wide trailer sometime in November – no dates set yet.
- Hertford Fire Dept – Thank everyone for coming out to the gun raffle. Live scope was put on the boat week before last.
- Inter-County Fire Dept – Inspection due 11/28/2022; working on that. Hope to decrease to a 5 from a 6/9. State Grant equipment except for turnout gear. New CGI meter was received on State Grant, still training on it, but will be available fairly soon. Then they will have two (2) meters available if anyone needs it, a 4-gas and 2-gas meter.
- Winfall Fire Dept – Absent. The pancakes and sausage were delicious!

- N.C. Forestry – Assistant ranger and smoke chaser have resigned; a new smoke chaser has been hired. The job posting for an assistant ranger has closed, hope to have one hired soon. The Camden tractor has been moved to the District Office. Rotation is between Chowan and Perquimans.
- ❖ Town of Hertford – Absent.
- ❖ Town of Winfall – Absent.
- ❖ County Commissioner – No report. Thank you for everything you do.
- ❖ County Manager – No report.
- ❖ Emergency Services Director – Jonathan Nixon provided the following report: (See attached PowerPoint).

Old Business: * Public Safety Radio System Updates

- Continuing to explore options for expanding our VIPER Coverage by adding 2 new tower sites
- Initiated conversations with a landowner regarding the procurement of a 1-acre track of land for a new radio tower site off Holiday Island Road

New Business: 3rd Quarter 2022 Report by Agency (via email)
 Texting Update - Agency Rosters Distributed
 RACE-CARS (Perq Co Website) – Reviewed AED Map.
 Proposal to move to Semi-Annual Meetings – agreed to move to three (3) a year.
 Additional Comments / Concerns
 Host for January 26, 2023 – Perquimans County Manager
 Knox boxes for County Buildings – proposed by Chief Woodard.

Meeting Schedule: January 26, 2023, May 25, 2023, September 28, 2023

Adjournment

Adjournment Respectfully Submitted – Krystal Tutwiler, Shift Supervisor & Jonathan Nixon, Emergency Services Director

Perquimans County 911 Communications Division Advisory Board Meeting



Thursday, October 27, 2022 - 7PM

911 Communications Division Advisory Board

- **Purpose:** The purpose of the 911 Communications Division Advisory Board is to analyze and evaluate community expectations for 911 service delivery, assess and recommend new strategies to improve public safety, identify and advocate for needed resources to achieve public safety objectives, and serve as a communication forum for public safety matters. The 911 Communications Division Advisory Board serves at the pleasure of the Perquimans County Board of Commissioners.

911 Communications Division Advisory Board

- **Meeting Schedule:** The 911 Communications Division Advisory Board meets on the 4th Thursday in the months of January, April, July, and October, unless rescheduled.
- **Oversight:** The Emergency Services Director is tasked with organizing and conducting the quarterly meetings to include producing an agenda and meeting minutes for each meeting. Meeting correspondence is relayed via email to members.

911 Communications Division Advisory Board

- Members:**
- County Commissioner
 - Town of Hertford
 - Town of Winfall
 - County Manager
 - Emergency Services Director
 - 911 Shift Supervisors
 - EMS Shift Supervisor
 - Emergency Management
 - Emergency Services PIO
 - Fire Marshal
 - Law Enforcement
 - *Sheriff's Office
 - *Winfall PD
 - *NC Wildlife
 - Volunteer Rescue Squad
 - Fire Service
 - *Fire Chief's Association
 - *Bethel Fire Dept
 - *Belvidere Fire Dept
 - *Durants Neck Fire Dept
 - *Hertford Fire Dept
 - *Intercounty Fire Dept
 - *Winfall Fire Department
 - *NC Forestry

Reports – 911 Communications

GENERAL INFO, EQUIPMENT, & SOFTWARE

- CAD Workstation computers have been replaced in the primary PSAP in Perquimans and at the back-up PSAP in Chowan
- Within the next 2 weeks, flooring contractor hope to being replacing the carpet in the halls/offices throughout the building
- Working with RapidSOS and Prepared Live to begin receiving MMS and Video Messages through a portal – this will take a couple of months of training and has the potential to really change the intel received in the 911 Center
- Contacted our Tower Vendor regarding completing Phase 2 of the Grounding Project at the 911 Center Tower Site

After Action Report Reviews

- 2 Facility HazMat Exercise
- 2 Vehicle HazMat Exercise
- Sam Mickey – Sam’s Safety Consultants

Reports – 911 Communications

PERSONNEL & TRAINING

- 2 Part-time TCs hired, one will be fully certified pending Sheriff's Standards Telecommunicator Class
- 7 TCs (5 full-time and 2 part-time) completed DCI Module 6 on September 13th
- Communications Training Officer class was postponed due to potential for bad weather – re-scheduled for December 16th – December 18th
- NC Sheriff's Standards Telecommunicator Course scheduled at College of the Albemarle for November 13th -- November 18th

REPORTS

- | | |
|---------------------------|------------------------------|
| -911 Center | -NC Forestry |
| -Law Enforcement | -Town of Hertford |
| *Sheriff's Office | -Town of Winfall |
| *Winfall PD | -County Commissioner |
| -Volunteer Rescue Squad | -County Manager |
| -Fire Departments | -Emergency Services Director |
| *Fire Chief's Association | |
| *Bethel Fire Dept | |
| *Belvidere Fire Dept | |
| *Durant's Neck Fire Dept | |
| *Hertford Fire Dept | |
| *Intercounty Fire Dept | |
| *Winfall Fire Dept | |

Emergency Services Report**Completed Projects/Trainings/Community Preparedness Activities**

- ES Staff visit The Landings of the Albemarle for Parking lot Parade – July 1, 2022
- EMS Crews visit the Senior Center – July 6, 2022
- 911 Sheriff's 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 Russian 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/NEHA Workshop on Approved Use of Funds – July 29, 2022

Emergency Services Report**Completed Projects/Trainings/Community Preparedness Activities**

- All-County Disaster Prevention Coalition – August 2, 2022
- National High Out – August 2, 2022
- ECU Health Chowan Hospital Community Benefit Grant Program – August 2, 2022
- Two Vehicle Transportation Hazard Exercise – August 3, 2022
- Meeting with Duke Endowment Staff and ECU Student Health – August 4, 2022
- CPR Class – August 5, 2022
- CPR Class for Foster and Adoptive parents through DSS – August 9, 2022
- North Carolina Emergency Management Summer Forum – August 10, 2022
- Department of Defense Summit – August 10, 2022
- First Responders and Perquimans Schools Athletic Training Collaboration – August 11, 2022
- Community Day at Hertford Fire Department – August 11, 2022
- "4" Life Training at the Perquimans County Library – August 15, 2022
- Albemarle Regional Stakeholder Meeting – August 15, 2022
- "2" Life Training at Mt. River Friends Church – August 17, 2022
- "4" Life Training at New Hope United Methodist Church – August 18, 2022
- Command Post Workshop – August 19, 2022
- Perquimans County Schools Convention – August 22, 2022
- CAD to CAD Webinar – August 23, 2022
- Two Vehicle Full Scale Hazard Exercise – August 23, 2022
- Public Safety Answering Point Manager's Meeting – August 25 – 26, 2022
- "4" Life Training at Parade of Success – August 25, 2022
- Hertford District Community Day – August 26, 2022
- Disaster Preparedness Workshop Meeting – August 29, 2022
- Mental Health Science Discussion – August 30, 2022
- SAP Virtual Fireline Chat – August 30, 2022
- Meeting with the Salvation Army – August 30, 2022
- Meeting with Non-Profit Organizations Active in Disaster for Mass Feeding Plan – August 30, 2022
- ES Admin Team Meeting – August 31, 2022
- Albemarle Stakeholder Meeting – August 31, 2022

Emergency Services Report**Completed Projects/Trainings/Community Preparedness Activities**

- Duke Endowment Site Visit at ECU Health – September 1, 2022
- Companion Animal Mobile Equipment Trailer Training – September 6, 2022
- Special Events Planning Meeting – September 7, 2022
- EMS Orientation – September 9, 2022
- Indian Summer Festival – September 9-10, 2022
- BCI Module 6 Class – September 13, 2022
- Town of Hertford Storm Planning Workshop – September 13, 2022
- RACE-CARS Trial: EMS Survivor Follow-Up Training – September 14, 2022
- Perquimans County High School Intern "Interviews" – September 14, 2022
- The Landings of Albemarle Block Party – September 14, 2022
- Telecommunicator Orientation – September 19, 2022
- NCSR Cyber Security Review Training – September 20, 2022
- Local Emergency Planning Committee Executive Meeting – September 23, 2022
- RACE-CARS Meeting – September 22, 2022
- Community Resource Fair at Perquimans County Library – September 22, 2022
- Meeting with ECSU EM Faculty – September 23, 2022
- Live Burn Standby – September 24, 2022
- Community Paramedic Workgroup – September 26, 2022
- CPR Training at the Landings of the Albemarle – September 27, 2022
- NCEM Hurricane Ian Status Calls – September 28-29, 2022
- Perquimans County High School Intern Orientation – September 28, 2022
- National Weather Service Conference Calls – September 28-30, 2022
- SAMC Readmission Task Force – September 28, 2022

Emergency Services Report**Pending Projects/Trainings/Community Preparedness Activities**

- "4" Life Training at Mt. Sinai Baptist Church – October 6, 2022
- Albemarle Regatta – October 7-9, 2022
- Disabled Veteran – Wounded Warrior Fishing Jamboree – October 8, 2022
- Bethel Fire Department Community Day – October 9, 2022
- The Open Door of Perquimans County Walk for Hunger – October 15, 2022
- Mock Court Trial – October 20, 2022
- Snug Harbor Public Safety Day – October 22, 2022
- Downtown Trunk or Treat – October 28, 2022
- Perquimans Central Trunk or Treat – October 28, 2022
- 10th Annual Belvidere Day – October 29, 2022
- APCO CTO Class – October 30 – November 2, 2022
- PALS Class – November 4, 2022
- "4" Life Training at ES Building – November 4, 2022
- "4" Life Training at America Legion – November 7, 2022
- "4" Life Training – SAMC Explorer Post Meeting
- Grand Illumination – December 2, 2022
- Perquimans County 2022 Christmas Parade – December 3, 2022

Emergency Services Report Active Grants & Alternate Funding Streams FY 22-23

Emergency Services Active Grants and Alternate Funding Streams for FY 22-23

Grants and Alternate Funding Streams	Managing Division/Office	Total Amount	Notes
2022 ARHS Community Response Funding	EMS/BO	\$4,000	Overdose Funding from ARHS - Purchase replacement AED pads
ECU Health Community Benefits Grant Program	EMS	\$5,000	To support payroll and other funding needs for Community Outreach/Education
RACE CARS Trial	EMS Division	\$6,600	7 Year Trial - funding based on completing grant task -Community Outreach/Education
2020 HSGP #2 (Homeland Security Grant Program)	EM Division	\$10,260	Hazmat Shipping Exercise SCHEDULE -Planning Feb/Mar 2022 -Exercise June 4, 2022 -Finalize June 2022

Emergency Services Report Active Grants & Alternate Funding Streams FY 22-23

2021 Assistance to Firefighters Grant	EMS Division	\$100,217	Local match \$R 045,860 (repackaged) 22 dual band portables 5 dual band radios 2 radios awarded 16 dual band portables 9 dual band radios 2 radios
2021 Homeland Security Grant Program	EM Division	\$71,947	Utility Terrain Vehicle with a stretcher and tie suspension pump, including enclosed trailer -DPR Project
2021 HMEP (Hazardous Materials Emergency Preparedness)	EM Division	\$20,020	Two Truck Hazmat Response Exercise
2022 EMMPG (Emergency Management Performance Grant)	EM Division	\$20,225	EMMPG funds are used to support comprehensive emergency management at the state and local levels. -The grant requires 100% match
2022 NC Tier II Non-Competitive Grant Program	Chowan/Perquimans LEPC (HOUSED IN CHOWAN THIS YEAR)	\$2,000	2022 Tier II Non-competitive - LEPC Activities

Emergency Services Report Active Grants & Alternate Funding Streams FY 22-23

Capacity Building Competitive Grant (CBCG)	EM Division	\$393,833	Upgrades to ECC and MCC. Permit with Trailer, 3/10ton Truck, 10 portable dual band radios
Q2 2022 Firehouse Subs Foundation Grant	EMS & Sheriff's Office	\$24,100	12 L-topak AED's for new deputies Initial application for 532,003 - reduced due to current market pricing
FY2023 PSAP Funding Reconciliation	911 Division	\$228,100	Recorder License, 7 CAD Workstations, 7 Console Chairs, Net Clock, Increase in Motorola and Shoshin maintenance costs, 10 Mbps grant from primary to backup

Emergency Services Report Active Grants & Alternate Funding Streams FY 22-23

FY2023 PSAP Grant	911 Division	\$244,833	Tell Project - \$1,101,430.00 Prepaska - upgrade bascom equipment in the 911 Center; upgrade to MDC2500E in the backup tower; move and add antennas on the Chowan County tower; add 9 new 500MHz repeaters; Windy tower; upgrade lighting on the Windy tower and tower load study
Opied Settlement Fund		\$84,522	Funding to support: -treating spinal cord disorder (CUB) -Other goals such as supporting EMS responders, training and cross-system collaborative efforts, smaller research
TOTAL AWARDED		\$1,078,406	
TOTAL INVOICING		\$837,957	

Emergency Services Report
 EMS Division Updates

- o New Stryker Cot has arrived
- o Waiting on 2 Stryker Power Load Systems to arrive – contractor on standby for installation
- o New Jump Bags have been ordered for all 6 EMS Units – we will repurpose the bags that can remain in service for the support vehicles so our bag systems will
- o New EMS Unit 161 is FINALLY in Service
- o Contractor screening and recoating the EMS Bay floor (May 22nd we celebrated our 10th year at this facility)
- o Within the next 2 weeks, flooring contractor hope to being replacing the carpet in the halls/offices throughout the building
- o New dual-band 7/800 & VHF portable radios have been ordered – joint project with the Sheriff's Office – Multi-Year Lease/Purchase

REPORTS

- 911 Center
- Law Enforcement
 - *Sheriff's Office
 - *Hertford PD
 - *Winfall PD
 - *NC Wildlife
- Volunteer Rescue Squad
- Fire Departments
 - *Fire Chief's Association
 - *Bethel Fire Dept
 - *Belvidere Fire Dept
 - *Durant's Neck Fire Dept
 - *Hertford Fire Dept
 - *Intercounty Fire Dept
 - *Winfall Fire Dept
- NC Forestry
- Town of Hertford
- Town of Winfall
- County Commissioner
- County Manager
- Emergency Services Director

Quarter 2/1/22 Call Volume Report

• Chowan EMS	5	• Perq EMS	692
• Eastcare	2	• Perq FM	0
• Perq EM	46	• Perq SO	3479
• Gates EMS	0	• Perq Water	4
• Hertford PubWks	17	• Perq WaterRescue	7
• Magistrate	177	• Station 2 - Bethel FD	26
• NC DOT	19	• Station 3 - Hertford FD	51
• NC Forestry	9	• Station 4 - Belvidere FD	25
• NC Probation	3	• Station 6 - Winfall FD	31
• NC SHP	119	• Station 7 - Inter-County FD	35
• NC Wildlife	13	• Station 8 - Durants Neck	17
• Nightingale	3	• Winfall PD	0
• Pasq EMS	3	• Winfall PubWks	2
• Perq DSS	8		

Schedule for Hosting Agencies

- ~~October 24, 2019 - Perquimans County Manager~~
- ~~January 23, 2020 - Inter-County VFD~~
- ~~April 23, 2020 - CANCELED~~
- ~~July 23, 2020 - Durant's Neck VFD~~
- ~~October 23, 2020 - Bethel VFD~~
- ~~January 21, 2021 - CANCELED~~
- ~~April 23, 2021 - Belvidere VFD~~
- ~~July 23, 2021 - Town of Winfall (FD&PD)~~
- ~~October 21, 2021 - CANCELED~~
- ~~January 27, 2022 - Town of Hertford (FD)~~
- ~~April 28, 2022 - CANCELED~~
- ~~July 28, 2022 - Perquimans Sheriff's Office~~
- ~~October 27, 2022 - Perquimans County Emergency Services~~
- January 26, 2023 - Perquimans County Manager

AGENDA

Old Business:

- Public Safety Radio System Updates
 - Continuing to explore options for expanding our VIPER Coverage by adding 2 new tower sites
 - Initiated conversations with a landowner regarding procurement of a 1-acre tract of land for a new radio tower site off Holiday Island Road

New Business:

- 3rd Quarter 2022 Report by Agency (via email)
- Texting Update - Agency Rosters Distributed
- RACE-CARS (Perq Co Website)
- Proposal to move to Semi-Annual Meetings
- Additional Comments / Concerns
- Host for January 26, 2023 – Perquimans County Manager

Meeting Schedule:

January 26, 2023 April 27, 2023 July 27, 2023 October 26, 2023

Adjournment

911 Communications Division Advisory Board

- Meeting Schedule:** The 911 Communications Division Advisory Board meets on the 4th Thursday in the months of January, April, July, and October, unless rescheduled. Propose changing to January & July (or April & October) starting in 2023.
- Oversight:** The Emergency Services Director is tasked with organizing and conducting the quarterly meetings to include producing an agenda and meeting minutes for each meeting. Meeting correspondence is relayed via email to members.

