

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
January 3, 2023
6:40 p.m.

I. Call to Order

II. Prayer & Pledge

III. Public Hearing

A. Amendments to Ordinance No. 103 – Subdivision Regulations & Ordinance No. 104 – Zoning Ordinance 6:40 p.m.

➤ To receive citizens' comments and discuss amendments to Ordinance No. 103-Subdivision Regulations, and Ordinance No. 104-Zoning Ordinance. Various proposed amendments will be reviewed including NCGS law updates, exception added regarding accessory buildings, exception added regarding natural disaster hardship, solar farm vegetative buffer standard to be more dense, proposed commercial architectural design standards, addition of the definition of Accessory Dwelling Unit (ADU), edits to the Major Subdivision Review procedure, consolidation of subdivision review checklists, and certificate edits among other small edits and typographical errors. All interested citizens are encouraged to attend and may sign-up to make public comments.

ACTION TO BE TAKEN LATER

IV. Approval of Agenda

V. Consent Agenda

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

- A. Approval of Minutes December 5, 2022 Regular Meeting and December 19, 2022 Regular Work Session (meeting cancelled)
- B. Tax Refund & Tax Release Approvals
- C. Personnel Matters
 - 1. Appointments
 - 2. Revised Salary Classification Sheet
 - 3. Telecommunication Personnel Salary Changes
- D. Step Increases/Merit Increases
 - 1. EMS (1)
 - 2. Maintenance (2)
 - 3. Sheriff (1)
 - 4. Tax (1)
 - 5. Water (1)
- E. Budget Amendment Nos. 23 - 24
- F. Board Reappointment
 - 1. Reappointment: Agricultural Advisory Board (1)
 - 2. Senior Citizens Advisory Board (5)
- G. Miscellaneous Documents
 - 1. Economic Improvement Council – Community Services Block Grant 2023 Application
 - 2. Response: Town of Hertford Request to Expand the Perquimans River No-Wake Zone

ACTION REQUIRED

VI. Recognition of Retirees and Employees' Years of Service

- A. Recognition of Retirees
- B. Recognition of Employees' Years of Service

VII. Scheduled Appointments

- A. Jonathan Nixon, Emergency Services Director 7:00 p.m.
 - 1. Renewal of our StormReady designation by the NWS
 - 2. EMS Collection Agency Contract Addendum
 - 3. Updated Emergency Operations Plan
- B. 7:20 p.m.

NO ACTION REQUIRED

- NO ACTION REQUIRED**
- VIII. Commissioner's Concerns/Committee Reports
 - A.
 - B.
 - IX. Old Business
 - A. Updates from County Manager
 - B.
-
- ACTION REQUIRED**
- X. New Business
 - A. Planning Items
 - 1. Double Flag Lots Requested by Victor Passwaters, Jr. and Charles 'Casey' and Crystal Stork.
 - 2. Amendments to Ordinance No. 103 – Subdivision Regulations & Ordinance No. 104 – Zoning Ordinance
 - B. Sale of Surplus Equipment
 - C. Commissioners' Board Appointments
 - D.
 - E.
 - F.
 - XI. Unscheduled Appointments/Public Comments

(If you wish to address the Board, please state your name for the record prior to speaking)

 - A.
 - B.
 - C.
 - XII. Closed Session: Per NCGS #143-318-11(5) - The purpose of the Closed Session is to consult with attorney regarding real property and to approve Closed Session Minutes.

(After the Closed Session, the Board is subject to return to Open Session and may take action as needed on any items discussed during the closed session.)
 - XIII. Adjournment

FOR INFORMATION ONLY:

DEPARTMENT HEAD REPORT:

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

COMMITTEE WRITTEN REPORTS:

➤

NOTES FROM THE COUNTY MANAGER
January 3, 2022
6:40 p.m.

III. **Enclosures:** Public Hearing are being held regarding the following matters:

A. **Amendments to Ordinance No. 103 – Subdivision Regulations & Ordinance No. 104 – Zoning Ordinance..... 6:40 p.m.**

- To receive citizens' comments and discuss amendments to Ordinance No. 103-Subdivision Regulations, and Ordinance No. 104-Zoning Ordinance. Various proposed amendments will be reviewed including NCGS law updates, exception added regarding accessory buildings, exception added regarding natural disaster hardship, solar farm vegetative buffer standard to be more dense, proposed commercial architectural design standards, addition of the definition of Accessory Dwelling Unit (ADU), edits to the Major Subdivision Review procedure, consolidation of subdivision review checklists, and certificate edits among other small edits and typographical errors. All interested citizens are encouraged to attend and may sign-up to make public comments.

V. **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.*

VI.A. **Enclosure:** A plaque will be presented to Susan Chaney, Social Services Director, who retired effective January 1, 2023, after 30 years of service. In addition, Joe Ann White was presented with a plaque at her retirement party in December for her retirement effective January 1, 2023, after 26 years of service.

VI.B. The following presentations will be done:

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

Employee Name	Department	Employee Job Title	No. of Years	Effective Date
Kathleen Conner	Social Services	Social Worker III - Adult Services	5 yrs.	01/01/2023
Wilma Robbins	Tax Department	Tax Clerk - Land Records	5 yrs.	10/01/2022

VII.A. **Enclosures:** Jonathan Nixon, Emergency Services Director, will present the following items for Board information and action:

1. **Renewal of our StormReady designation by the NWS:** For Board information. Mr. Nixon will present a letter from US Department of Commerce renewing our StormReady designation by the National Weather Service through November 9, 2026. No action required.
2. **EMS Collection Agency Contract Addendum:** For Board information. Mr. Nixon will present an addendum to Applied Business Service's current contract with Perquimans County EMS, dated February 22, 2016. This addendum in increasing their compensation for its services from the County to 420%. No action is required.
3. **Updated Emergency Operations Plan:** Mr. Nixon will present the updated Emergency Operations Plan to the Board of Commissioners and to the Towns of Hertford and Wintfall. The Towns' leadership will be invited to this presentation. The Board will need to approve the plan as presented. Board action is being requested.

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

X.A. **Enclosures:** The following Planning items will need Board consideration and action:

1. **Double Flag Lots Requested by Victor Passwaters, Jr. and Charles 'Casey' & Crystal Stork:** Victor Passwaters, Jr. and Charles 'Casey' and Crystal Stork have requested a double flag lot review for Tax Parcel # 5-0034-0089A and the recombination of Tax Parcel # 5-0034-0089B and 5-0034-0089C with access over 5-0034-0112G. Both flag lots are dependent on each other to exist and meet subdivision requirements. Current parcels exist only for agricultural purposes as noted in deeds. The Planning Board approved their request. Board action is being requested.
2. **Amendments to Ordinance No. 103 – Subdivision Regulations & Ordinance No. 104 – Zoning Ordinance:** A Public Hearing was held earlier in the meeting to receive public comments and to discuss the amendments to Ordinance No. 103-Subdivision Regulations and Ordinance No. 104-Zoning Ordinance. The Planning Board approved the amendments as presented. Board action is being requested.

X.B. The County has adopted a resolution proclaiming the following vehicle as surplus equipment and to proceed to sell it on GovDeals. The bid period for the following surplus items with GovDeals will close on January 3, 2023 at 11:00 a.m. The Board will need to consider the sale of the following item that has been listed with GovDeals:

BUYER	ITEM	DATE SURPLUSED	START BID	SOLD AMOUNT
	2007 Ford E-350 AEV Ambulance, VIN #7719	12/5/2022	\$5,000	

X.C. **Enclosure.** Enclosed is a copy of the Board/Committee listing for the Commissioners. With the election of two new commissioners, the Chairman has reorganized these appointments. If any Board member has any corrections or comments, please let Chairman Nelson know at tonight's meeting so that we can make the adjustments and prepare a revised listing for action next month.

XII. **Enclosure.** Pursuant to NC General Statute 143-318-11(5), the Board will go into closed session to consult 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 December 5, 2022 Regular Meeting and December 19, 2022 Work Session (cancelled)
- B. **Enclosure:** Tax Refund & Tax Release Approvals – see attached listing
- C. **Enclosure:** Personnel Matters
1. Personnel Salary Changes

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Shellie Dickson	Seasonal Tax Lister	Appointment	N/G	\$15.00/hr.	12/12/2022
Leroya Banks	Certified Deputy	Reclassification	65/2	\$37,626	01/01/2023

2. Salary Classification Sheet Reclassifications
3. Telecommunication Personnel Salary Changes:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Cartwright, Keely	TC-II	Reclassification	65/5	\$40,472	01/01/2023
Sue Ann Cestaro	TC-II	Reclassification	65/4	\$39,509	01/01/2023
Zeb Dancker	Permanent Part-Time TC-I	Reclassification	65/6	\$19.94/hr.	01/01/2023
Kylie Felton	Permanent Part-Time TC-II	Reclassification	65/3	\$18.53/hr.	01/01/2023
Lindsey Fields	TC-I	Reclassification	63/4	\$36,179	01/01/2023
Emily Harrell	Part-Time/Fill-In TC-II	Reclassification	65/7	\$20,43/hr.	01/01/2023
Logan Hogge	Permanent Part-Time TC-I	Reclassification	63/2	\$16.57/hr.	01/01/2023
Anna Johnson	Part-Time/Fill-In TC-I	Reclassification	63/4	\$17.39/hr.	01/01/2023
Vivian Long	Part-Time/Fill-In TC-I	Reclassification	63/6	\$18.26/hr.	01/01/2023
Steven Pyle	Permanent Part-Time TC-I	Reclassification	63/6	\$18.26/hr.	01/01/2023
Fantasia Saunders	Part-Time/Fill-In TC-I	Reclassification	63/2	\$16.57/hr.	01/01/2023
Andrea Stoner	911 Shift Supervisor II	Reclassification	69/4	\$47,115	01/01/2023
Amanda Ward	Part-Time/Fill-In TC-I	Reclassification	63/4	\$17.39/hr.	01/01/2023
William Ward	TC-I	Reclassification	63/2	\$34,456	01/01/2023
Crystal M. Wright	TC-II	Reclassification	65/7	\$42,495	01/01/2023

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

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Bethany Buttram	EMS Shift Supervisor (Paramedic)	70/5	\$50,435	01/01/2023
Christopher Prince	Custodian	56/5	\$27,236	01/01/2023
Tammy White	Housekeeping Assistant	54/11	\$28,870	01/01/2023
Faran Sawyer	Deputy Sheriff / SRO (Certified)	65/6	\$41,484	01/01/2023
Wilma Robbins	Land Records Clerk	56/9	\$30,027	01/01/2023
Vincent Bockelman	Water Technician I	58/3	\$28,324	01/01/2023

- E. **Enclosures:** Budget Amendment No. 23 - 24 is enclosed for your review and action.
- F. **Enclosures:** The following Board reappointments will need Board consideration and action:

Name	Board/Committee	Action Taken	Term	Effective Date
Smith, Lewis	Agricultural Advisory Board	Reappointment	2/1/2020	1/31/2023
Bailey, Juanita	Senior Citizens Advisory Board	Reappointment	2/1/2021	1/31/2023
Heath, Frank W.	Senior Citizens Advisory Board	Reappointment	2/1/2021	1/31/2023
Burket, Stephen	Senior Citizens Advisory Board	Reappointment	2/1/2021	1/31/2023
Bailey, Virginia	Senior Citizens Advisory Board	Reappointment	4/1/2021	1/31/2023

- G. **Enclosures.** The following documents are presented for Board consideration and action:
- Economic Improvement Council (EIC) Community Services Block Grant (CSBG) Application for 2023:** The State requires that Economic Improvement Council (EIC) present their CSBG Application to each County within their jurisdiction and request that the Clerk sign the attached Documentation of Submission. The Clerk forwarded a copy via e-mail to the Board on December 15, 2022. *A hard copy of the entire application (100+ pages) will be available for Board review in the Clerk to the Board's Office.* A copy of the application will be available at Tuesday's meeting.
 - Response – Town of Hertford Request to Expand the Perquimans River No-Wake Zone:** For information purposes, the Wildlife Resources Commission, at its business meeting on December 8, 2022, voted to begin the rulemaking process required by the Town of Hertford, to extend the no-wake zone to the northeast of the Hertford S-bridge, to include the navigation channel and the area in front of the town shoreline where the large shoal is located. The map is included below.

NOTICE OF PUBLIC HEARING ON AMENDMENT
OF PERQUIMANS COUNTY'S LAND DEVELOPMENT REGULATIONS

Perquimans County Board of Commissioners will conduct a legislative public hearing on Tuesday, January 3, 2023, at 6:40 p.m., in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC, to receive public comment and discuss amendments to Ordinance No. 103-Subdivision Regulations, and Ordinance No. 104-Zoning Ordinance. Various proposed amendments will be reviewed including NCGS law updates, exception added regarding accessory buildings, exception added regarding natural disaster hardship, solar farm vegetative buffer standard to be more dense, proposed commercial architectural design standards, addition of the definition of Accessory Dwelling Unit (ADU), edits to the Major Subdivision Review procedure, consolidation of subdivision review checklists, and certificate edits among other small edits and typographical errors. All interested citizens are encouraged to attend and may sign-up to make public comments.

Copies of the amended land development regulations are available for public review at the Planning and Zoning Office, 104 Dobbs Street, Hertford, NC, during regular office hours. For additional information, contact the Planning Office at (252) 426-2027.

Publish in December 15th and December 22, 2022 Perquimans Weekly editions.

**Perquimans County Planning & Zoning Staff Report
by Rhonda Repanshek, Planner
For January 3, 2023 County Commissioner Meeting**

Review of TXT-22-01, Proposed Text Amendments to County Zoning Ordinance and Subdivision Regulations including proposed commercial architectural design standards, NCGS law updates, exception added regarding accessory buildings, exception added regarding natural disaster hardship, solar farm vegetative buffer standard to be more dense, addition of the definition of Accessory Dwelling Unit (ADU), edits to the Major Subdivision Review procedure, consolidation of subdivision review checklists, and certificate edits among other small edits and typographical errors.

PROJECT REVIEW

Where to Look: Attached Subdivision Regulations, and attached Zoning Ordinance. Underlined red font are additions and strikethroughs are deletions. A chart attached to this staff report summarizes the proposed changes.

CAMA Land Use Plan (LUP) Comparison: Chapter 2 of our County LUP states the County will develop and amend ordinances as necessary to ensure and encourage desirable economic development through planned growth. Chapter 2 goes on to state that the continuation of the County's present physical appearance and form is important-if not critical- to the County if it is to maintain its unique character among jurisdictions in the region. The zoning ordinance is a tool that may help the County slow down the proliferation of strip development and help achieve its desired physical appearance and form and preserve its rural character.

PROCEDURAL ISSUES

Schedule for Review and Public Hearing: Planning Board action at the regular public meeting December 13th allowed a public hearing notice to be published in accordance with Section 301 of the County's Zoning Ordinance and NC General Statutes (NCGS) Chapter 160D-601(a). Public notice was published in the Perquimans Weekly on December 15th and December 22nd. Pursuant to zoning ordinance section 211(b), County Commissioners may now act in a legislative capacity, conduct a **legislative** public hearing and review the case on January 3, 2023.

Recommendation Rules and Procedure: As stated in zoning ordinance sections 304 and 305 and NCGS 160D-605, Planning Board shall advise and comment on whether a proposed zoning text is consistent with any comprehensive plan that has been adopted. Board of Commissioners (BCC) is not bound by the recommendations of the Planning Board. When adopting or rejecting a zoning text amendment, the BCC shall approve a brief statement describing whether its action is consistent with the CAMA Land Use Plan.

Recommendations

Planning Board found proposed Text Amendment TXT-22-01 to be consistent and in harmony with the County comprehensive Land Use Plan existing development pattern because the proposed text amendments encourage the fill of vacant lots, preservation of open space, and encourage rural agricultural aesthetics in commercial building design. Planning Board also recommended approval of Text Amendment TXT-22-01 and incorporating attorney comments and other changes noted with double asterisks in the attached Table of Proposed Changes. Staff reminds the Boards to give a reason why the proposed text amendments *are* or *are not* consistent with the CAMA Land Use Plan. Also, **remember to add any changes** you may want to make regarding **1)** which Commercial Building facades require windows or doors every 20 feet and **2)** whether a non-conforming single-wide manufactured home can be replaced by another single-wide.

Suggested Motions

Board of Commissioners is requested to consider using one of the following sets of scripts to form the desired motion for approval or denial of Text Amendment TXT-22-01, as follows:

1) Motion to find proposed Text Amendment No. TXT-22-01 to be consistent and in harmony with the county comprehensive Land Use Plan existing development pattern because (*explain why*);

Example why consistent: The proposed text amendments encourage fill of vacant lots, preservation of open space, and encourage rural agricultural aesthetics in commercial building design.

Example why NOT consistent: *Board member must describe *

2) Motion to approve Text Amendment No. TXT-22-01 , as presented, to edit County Zoning Ordinance and Subdivision Regulations including proposed commercial architectural design standards, NCGS law updates, exception added regarding accessory buildings, exception added regarding natural disaster hardship, solar farm vegetative buffer standard to be more dense, addition of the definition of Accessory Dwelling Unit (ADU), edits to the Major Subdivision Review procedure, consolidation of subdivision review checklists, and certificate edits among other small edits and typographical errors. (*With the condition that*)

Suggested actions to deny: A motion to deny Text Amendment No. TXT-22-01 would utilize the above-noted motion stated in the negative tense.

ATTACHMENTS:

- 1) Table of Proposed Changes
- 2) Zoning Ordinance pages with proposed changes
- 3) Subdivision Regulation pages with proposed changes
- 4) Major Subdivision Review Process Flowchart

NOTE: lines with double asterisks ** signify changes made since Dec. 2022 Planning Board Meeting and Oct. 17, 2022 Joint Work Session

Zoning Ordinance, Text Amendments

SECTION	TITLE	EDIT
Article 4	Enforcement	
section 405 **	Complaints Regarding Violations	add specific penalties for MOVs (reinsert some sections from last zon. Ord. version) clarify that the 10 business days is from the date of the receipt of the report of alleged violation **
section 406 **	Civil Penalties	add sentence to the end of the first paragraph, "The imposition of a fine or fines pursuant to this section does not prevent the County from pursuing all other remedies authorized by this Zoning Ordinance." **
section 515	Manufactured Home Skirting Required	masonry skirting requirement eliminated for manufactured home on leased land per 160D-910(g) new law
Article 8, Table of Uses	Table of Uses	add 'section 506' reference to the USES block for Additional Dwelling
Article 8, Table of Uses	Table of Uses	Mini-Warehouse/Storage Facilities, add an "S" to the CR zone
section 908	Change in Special Use Permit	give County Manager and planning staff authority to approve minor changes that do not increase intensity or density of use
section 911.25 (A)	Mini-Warehouse (self-storage)	add CR as zoning district also
section 911.29	Solar Farm (Large scale, ground-mounted Solar Power Energy System)	add third staggered row of vegetative buffer and make overall vegetative buffer wider and more dense tree spacing; require certified landscape architect to sign off on veg. buffer plans including veg. type
section 911.29(B)(3)(a) **	Screening	add that prior to Planning Board, County staff will forward a required certified landscape plan to an NC State Extension designee to review its appropriateness for solar farm vegetative buffers **
Article 11	Exceptions and Modifications	create section 1108 as Accessory Building or Garage on Vacant Lot for Residential Storage Use
Article 11	Exceptions and Modifications	create section 1109 as Manufactured Home or Travel Trailer as Temporary Residence After Natural Disaster Hardship
Article 11	Exceptions and Modifications	create section 1110 as exception for Single Family Dwelling in CH/HCOD zone if it is a major subdivision with restrictive covenants approved prior to July 1, 2002; list the 3 specific major subdivisions
section 1204 (e)(2)	Extension or Enlargement of Nonconforming Situations	let a nicer sw replace an existing sw, rather than having to increase size to a dw
section 1204 (e)(2) **	Extension or Enlargement of Nonconforming Situations	replace manufactured home year reference with the condition that it have a HUD label and proper wind rating **
section 1506(b)	Parking Lot Surfaces	discusses perimeter of parking lot -- change shall to may... when deemed necessary for safety, harmony, or environmental stewardship

Perquimans County Zoning Ordinance and Subdivision Regulation Table of Proposed Changes

REV 12-20-2022

section 1507 (a-c) section 1607	Mobile Home and Trailer Parking and Storage Prohibited Signs	Update all <i>Mobile Home</i> terms to <i>Manufactured Home</i> and all <i>trailer</i> terms to <i>travel trailer</i> . Add stipulation/clarify that any travel trailer parked on a lot must be in relation to a currently inhabited principal residential dwelling, not by itself unless it's in a designated campground.
Proposed Article 19 proposed section 1902(a)(5)(i)(2) **	Commercial Districts Architectural Design Standards	add (g) signs with <i>obscene language</i> or <i>obscene gestures</i> or <i>profanity</i>
proposed section 1902 (a)(6) **	Facade Design	add new article about design of commercial structures in CH, CR, and CN districts; possibly make it Article 19 and change the definitions to Article 20
new Article 20	Fenestration	add /change minimum 18 inch depth in façade to 24 inch depth **
new Article 20	Definitions and Word Interpretations	front façade (vs. all facades) visible from streets need windows or doors every 20 feet **
new Article 20	Definitions and Word Interpretations	add Accessory Dwelling Unit (ADU) definition and specific criteria add <i>Campsite, Primitive</i> definition
new Article 20	Definitions and Word Interpretations	add <i>Campsite, Developed</i> definition
new Article 20	Definitions and Word Interpretations	add clarification sentence to Dwelling, Duplex about sharing a common wall add definition to Dwelling, Resumed Single Family
new Article 20	Definitions and Word Interpretations	add definition <i>Modification, Major</i> (note: its counterpart in Subdiv. Regs., minor/major changes are described at section 306.6. Approval of Amended Subdivision Map)

Subdivision Regulations

SECTION	TITLE	EDIT
section 106	Transfer of Lots in Unapproved Subdivision Plats	(a) changed criminal part to "is subject to a civil penalty, court action or other remedy as referenced in Section 204"
section 204	Penalties for Violation	in first paragraph changed criminal misdemeanor to "is subject to a civil penalty, court action or other remedy as referenced in sections 204.1 through 204.4 including withholding development approvals and revoking development approvals (per authority given by NCGS 153A-123).
section 204.1 **	Penalty	raise civil penalty amount from \$100 to \$200 **
section 304	Major Subdivision Requirements	many additions and subtractions that lead into the section that follows it
section 305	Preliminary Plat Review	Remove individual criteria and reference a summary table instead, add Construction Plan section
section 305 **	Preliminary Plat Review	add condition C) if no sewer then ARHS evaluations are needed per ARHS rules (which is per lot) **
section 306.3	Final Plat Requirements	Remove individual criteria and reference a summary table instead
section 306.7	Table of Map Requirements	replace whole checklist with more recent comprehensive version
section 307	Technical Review Committee	next to last paragraph says Co. Mgr and Planning can elect to use group emails
section 308	Certificates	Remove the 2 that ARHS would have signed and remove the Planning Board Approval certificate
section 801	Definition of a Subdivision	(A)(6) added "as approved by the Subdivision Review Officer" just to clarify the point for surveyors

section 801	Definition of a Subdivision	correct (8) second paragraph, about deed of combination forms and subsection references
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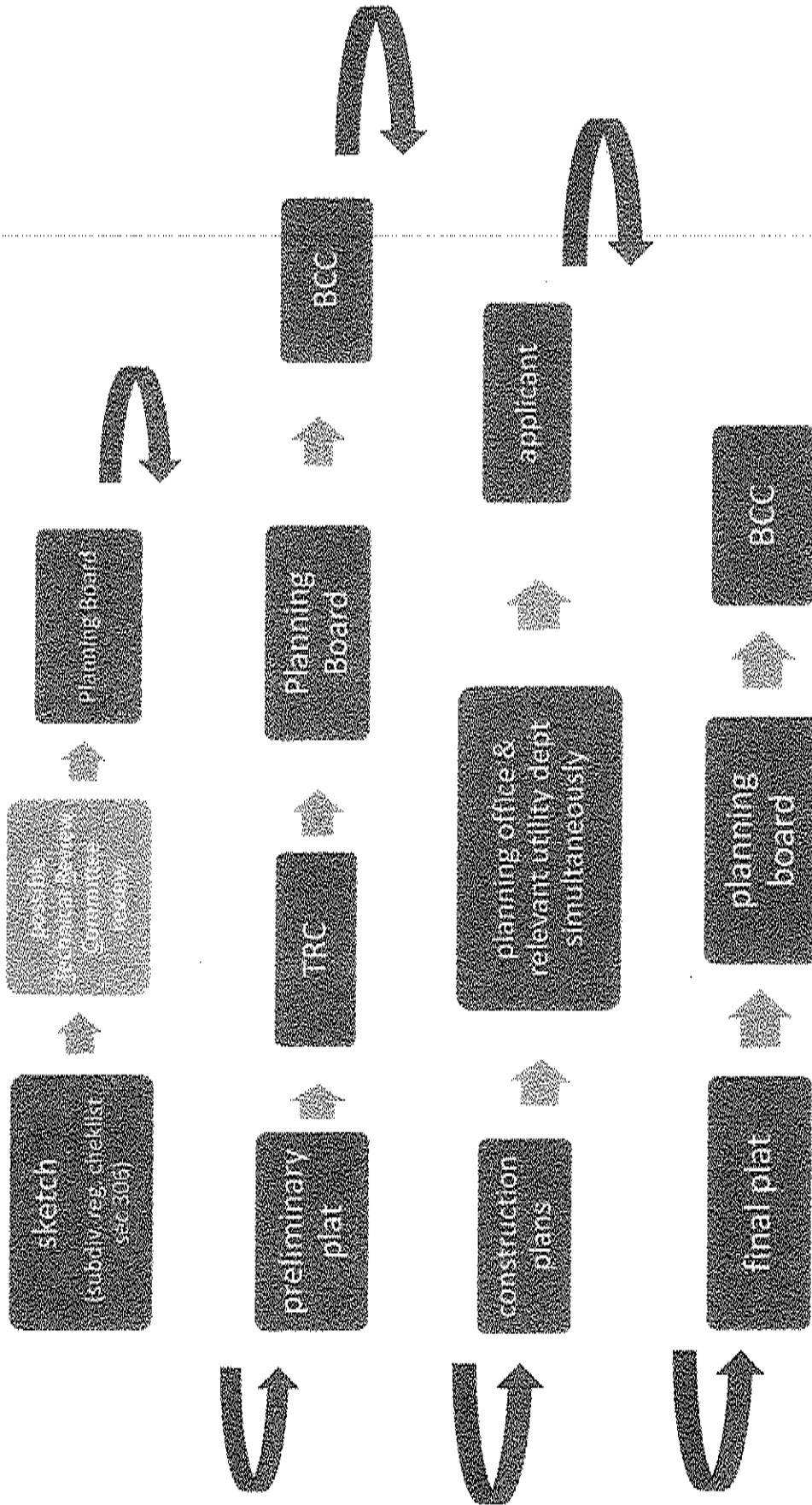
Zoning Ordinance, Typos & minor clerical issues

SECTION	TITLE	EDIT
section 302(a)	Notice of Hearing on Proposed Zoning Map Amendments	6th line down, <i>addressed</i> should be <i>address</i>
section 302(b)	Notice of Hearing on Proposed Zoning Map Amendments	8th line down, <i>on-half</i> should be <i>one-half</i>
section 309 (c)(2) & (d)	Types and Duration of Statutory Vested Right	c 2 = <i>which</i> should be <i>with</i> , d = <i>of</i> should be <i>or</i>
section 404 (a)	Remedies	reference to NCGS 160A-175 should be NCGS 153A-123
section 511	Development Permits	added ' /Zoning Permits ' to title
article 8 Table	Table of Uses	Telecommunications Infrastructure reference should be Table 1805-B , not 2205-B
section 911.14 (B)(4)	Campground, Public and Private (including Recreational Vehicle Park)	add words <i>or and by</i>
section 1626 (b),(c),and(e)	Signs Permitted in the CH Highway Commercial District	b = <i>sing</i> should be <i>sign</i> , c = <i>are</i> should be <i>area</i> , e = <i>all</i> should be <i>allow</i>
section 1808(d)(1)	Permit (Level III) New Non-Concealed Towers	remove parenthesis before "For example", change <i>plus</i> to <i>or</i> , add "whichever is greater" to the end and remove the last parenthesis
new article 20	Definitions and Word Interpretations	Development Approval definition -- 4th line 'development permits ' should be 'zoning permits ' to match NCGS
new article 20	Definitions and Word Interpretations	Development Permit definition -- add ' /Zoning Permit ' beside Development Permit for clarification
new article 20	Definitions and Word Interpretations	Sign, Height -- <i>sign</i> should be <i>sign</i>
new article 20	Definitions and Word Interpretations	Tower definition should reference section 1816 , not 1815

Subdiv Ord Typos & minor clerical issues

SECTION	TITLE	EDIT
section 301	Plat Shall Be Required on Any Subdivision of Land	G.S. reference was wrong- now 160D-801
section 601 (A)	General Requirements	Article V in last line should be Article VI
section 402(B)(9)(f)	Flag Lots	add 4 words to add clarification to its purpose

Major Subdivision Review Process



DRAFT

Perquimans County Planning Board
MINUTES

Tuesday, December 13, 2022

The Perquimans County Planning Board held its regular monthly meeting on Tuesday, December 13, 2022 at 7:00 PM in the Community Meeting Room of the Perquimans County Library.

MEMBERS PRESENT: Antoine (A.J.) Moore, Chair
Lewis Smith, Vice Chair
John Skinner
Teresa Blanchard
Thelma Finch-Copeland

MEMBERS ABSENT: None

OTHERS PRESENT: Rhonda Repanshek, Planner
Trevor Miles, Planning and Zoning Technician
Victor Passwaters, Jr., Applicant

Planning Board Chair, Antoine Moore, called the meeting to order at 7:00 pm and opened with prayer by Lewis Smith.

Agenda Item I, Approval of Agenda:

Mr. Smith made a motion to approve the agenda as presented, which was seconded by Mr. Skinner. The motion passed unanimously.

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Agenda Item II, Consent Agenda/Approval of Draft Minutes of Previous Planning Board Meetings: *Attached draft of September 13, 2022, Regular Meeting minutes and draft Joint Work Session Minutes of October 17, 2022.*

Mr. Smith made a motion to approve the consent agenda as presented, which was seconded by Mrs. Blanchard. The motion passed unanimously.

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Agenda Item III, Business Item A: Double flag lot review for Tax Parcel #5-0034-0089A and the recombination of Tax Parcel #5-0034-0089B and 5-0034-0089C with access over 5-0034-0112G, requested by Victor Passwaters, Jr. and Casey and Crystal Stork. Both flag lots are dependent on each other to exist and meet subdivision requirements. Current parcels exist only for agricultural purposes as noted in deeds.

Planner Repanshek presented the staff report regarding the flag lots of Victor Passwaters, Jr. and Casey and Crystal Stork, giving background as to why the recombination and access agreement were necessary, and what caused the situation that the Passwaters' and Storks' found themselves in. She presented the findings and suggestions of the Soil and Water Conservation technician Jacob Peele, as well as explaining the documentation that the Storks' and Passwaters' already possessed.

Mr. Skinner made a motion to find proposed two flag lots to be consistent with subdivision requirements and recommend approval to the Board of County Commissioners of double flag lot review for Tax Parcel # 5-0034-0089A and the recombination of Tax Parcel # 5-0034-0089B and 5-0034-0089C with access over 5-0034-0112G. This motion was seconded by Mr. Smith and passed unanimously.

DRAFT

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Agenda Item III, Business Item B: TXT-22-01, Proposed text amendments to County Zoning Ordinance and Subdivision Regulations including proposed commercial architectural design standards, NCGS law updates, exception added regarding accessory buildings, exception added regarding natural disaster hardship, solar farm vegetative buffer standard to be dense, addition of the definition of Accessory Dwelling Unit (ADU), edits to the Major Subdivision Review procedure, consolidation of subdivision review checklists, and certificate edits among other small edits and typographical errors.

Planner Repanshek presented the various edits and changes to both the Subdivision Regulations and Zoning Ordinance, including the suggested wording by the county attorney. There was discussion of the proposed commercial architectural design standards, and whether the minimum depth of the projections and recesses for commercial structures should be increased from 18 inch to 24 inch. It was then agreed that the minimum depth should be increased to 24 inch.

Mr. Smith made a motion to find proposed Text Amendment No. TXT-22-01 to be consistent and in harmony with the county comprehensive Land Use Plan existing development pattern because the proposed text amendments encourage in-fill of vacant lots, preservation of open space, and encourage rural agricultural aesthetics in commercial building design. The motion was seconded by Mr. Skinner and passed unanimously.

Mr. Skinner made a motion to recommend to the Board of County Commissioners approval of Text Amendment No. TXT-22-01, as presented, to edit County Zoning Ordinance and Subdivision Regulations including proposed commercial architectural design standards, NCGS law updates, exception added regarding accessory buildings, exception added regarding natural disaster hardship, solar farm vegetative buffer standard to be more dense, addition of the definition of Accessory Dwelling Unit (ADU), edits to the Major Subdivision Review procedure, consolidation of subdivision review checklists, and certificate edits among other small edits and typographical errors and incorporating attorney suggestions as discussed and reflected in the Table of Proposed Changes and incorporating solar farm landscape plan review by NC State Extension designee as listed in attached Table of Proposed Changes. The motion was seconded by Mrs. Blanchard and passed unanimously.

* * * *

Agenda Item IV, Other Items A: Status Report on Previous Board Recommendations:

Review newly requested private access name of Elliott Lane for parent Tax Parcel #2-0069-0054

Planner Repanshek and Technician Miles explained that the addresses on Elliott Lane had been changed, and that a representative from Clayton Homes had already called in reference to placing a manufactured home at 163 Elliott Lane.

* * * *

Agenda Item IV, Other Items B: Chair's signature on approved minutes.

* * * *

Meeting adjourned at 8:30 p.m.

Minutes approved this _____ day of _____, 2023.

Chairperson

Recorder

- Attachments: A) Sign-In Sheet
B) Table of Proposed Changes

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.

REGULAR MEETING

December 5, 2022

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, December 5, 2022, at 7:00 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27844.

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

MEMBERS ABSENT: None

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

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

AGENDA

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

CONSENT AGENDA

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

1. **Approval of Minutes:** November 7, 2022 Regular Meeting, November 21, 2022 Work Session (cancelled) were approved.
2. **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
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 Feltner	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 Umphlett	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

3. **Step Increases:**

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Kylie Felton	Part-Time Certified Telecommunicator	62/3	\$16.24 per hr.	12/01/2022
Logan Hogg	Permanent Part-Time Certified Telecommunicator	62/2	\$15.85 per hr.	12/01/2022
Clifton Bennett, Jr.	Paramedic	68/2	\$20.64 per hr.	12/01/2022

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Andy Bolo	Paramedic	68/2	\$20.64 per hr.	12/01/2022
Tantina Copeland	AEMT	66/2	\$18.90 per hr.	12/01/2022
Logan Hoage	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
Kylie Felton	Part-Time Certified Telecommunicator	62/3	\$16.24 per hr.	12/01/2022

4. **Board Reappointment:** The following board reappointment was approved by the Board:

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

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

- a. Revised Resolution for No-Wake Zone Extension Request from Town of Hertford: The Board approved the following revised Resolution and map as presented:

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 § 76A-15(b) any subdivision of the State of North Carolina may make formal application to the North Carolina Wildlife Resource 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.0358(a) the Board of Commissioners of Perquimans County shall be designated for placement of markers implementing the 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 Resource 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.

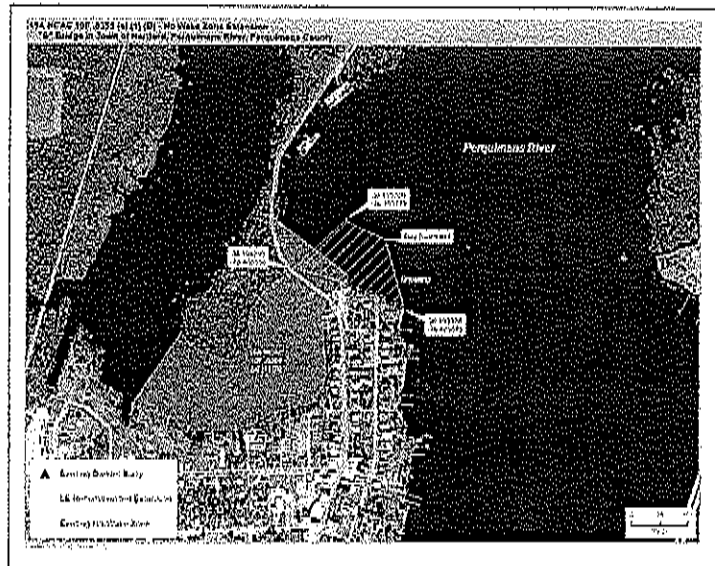
NOW THEREFORE, BE IT RESOLVED that the Hertford Town Council requests that the Perquimans County Board of Commissioners submit an application for rulemaking to the North Carolina Wildlife Resource Commission to expand the no-wake zone per the attached map as needed for boater safety as determined by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

Adopted this 14th day of November 2022

Garnell Brown
Garnell Brown, Mayor

ATTEST:

Gina Durante
Gina Durante, Town Clerk



- b. Resolution to Sale Vehicle on GovDeals: The Board approved the following Resolution to declare ambulance as surplus equipment and sell on GovDeals:

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:

Model Year	Make	Model	VIN
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 3rd day of December, 2022.

 Chairman
 Perquimans County Board of Commissioners

ATTEST:

SEAL

 Mary P. Hunnicutt, Clerk to the Board

- c. **Resolution – Approval of 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 following resolution was approved to authorize the \$10,000 performance bond with Western Surety Company effective December 3, 2022 through December 3, 2026. This bond will remain in the Clerk of Superior Court's Office:

**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 3rd day of December, 2022.

 Wallace E. Nelson, Chairman
 Perquimans County Board of Commissioners

ATTEST:

SEAL

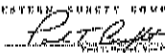
 Mary P. Hunnicutt, Clerk to the Board


Western Surety Company
 CONTINUATION CERTIFICATE

Western Surety Company hereby certifies to have issued No. 22022 on 12/03/22 for Shelton Ray White, Jr., Sheriff in the amount of \$10,000.00 for PERFORMANCE BOND for 2022-2026 with Western Surety Company in the sum of \$10,000.00 and ending 12/03/26 on the terms and conditions of the original bond referred to above.

The continuation is filed upon the request of the obligee of Western Surety Company and shall not be construed as an endorsement and shall in no way cause the rating of this company.

Made this 03 day of December, 2022.

WESTERN SURETY COMPANY


THIS CERTIFICATE IS VALID ONLY WHEN FILED WITH THE ABOVE BOND.

RECOGNITION OF DECEMBER RETIREES, INTRODUCTION OF NEW EMPLOYEES

A. Recognition of December Retirees:

1. Valerie Price, Water Department: County Manager Heath presented a picture of Valerie Price receiving her plaque for retiring from the Water Department after 40 years of service.
2. Joe Anne White, Social Services: Mr. Heath stated that Joe Anne White will be having her retirement party on Wednesday, December 7th, at which time Mr. Heath will present her plaque honoring her after 26 years of service in the Social Services Department.

B. The following new employee were introduced to the Board:

1. Jonathan Nixon, Emergency Services Director: Mr. Nixon introduced Robert M. Watkins, Full-Time Paramedic, who was hired on September 1, 2022. After providing personal information on Mr. Watkins, the Mr. Watkins thanked the Board for the opportunity to work in his local county. The Board congratulated Mr. Watkins and welcomed him to the County.

THOMPSON, PRICE, SCOTT, ADAMS & CO., PA. AUDITOR

Chairman Nelson explained that Austin Eubanks of Thompson, Price, Scott, Adams & Co., PA will present a virtual report on the FY 2021-2022 Audit. After Mr. Eubanks presented an overview of the audit, he explained the findings that they found which were as follows:

Federal Award Finding:

- US Department of Health & Human Services passed through the NC Department of Health & Human Services - Program Name was Medical Assistance Program (Medicaid: Title XIX) CFDA #93.778.

Significant Deficiency/Noncompliance

Finding: 2022 - 001

Eligibility

- **Criteria:** Medicaid for Aged, Blind and Disabled case records should contain documentation that verifications were done in preparation of the application/recertification and these items will agree to reports in the NC FAST system. In this process, documentation should be present and agree back to the records in the NC FAST system. Any items discovered in the process should be considered in regards to a specific eligibility requirement and explained within the documentation.
- **Condition:** There were twenty-two (22) technical errors discovered during our procedures that verifications in the county documentation and the representative data contained in NC FAST were not the same amounts or files containing policy requirements were not properly documented to be considered in compliance with program control requirements. The errors were as follows: Two (2) failed to run the Work Number income verification for all individuals with the potential of earned income, One (1) was improperly forced with no supporting documentation, Two (2) had self-attestation evidence incorrectly input into NC FAST, Three (3) lacked evidence/filer consent resulting in a lack of online verifications for some participants, Eight (8) did not have accurate resource calculations, and Six (6) did not have accurate budget calculations in NC FAST.
- **Questioned Costs:** There was no affect to eligibility and there were no questioned costs.
- **Context:** We examined 60 Medicaid applicants to re-determine eligibility and determined one applicant received assistance for which they were not eligible. These findings were disclosed in a separately issued spreadsheet to the North Carolina Department of Health and Human Services and are being reported with the financial statement audit as it relates to Medicaid administrative cost compliance audit.
- **Effect:** For those certifications/re-certifications there was a chance that information was not properly documented and reconciled to NC FAST which affected countable resource and a participant could have been approved for benefits that they were not eligible.
- **Cause:** Ineffective record keeping and ineffective case review process, incomplete documentation, and incorrect application of rules for purposes of determining eligibility.
- **Recommendation:** Files should be reviewed internally to ensure proper documentation is in place for eligibility. Workers should be retrained on what files should contain and the importance of complete and accurate record keeping. We recommend that all files include online verifications, documented resources of income and those amounts agree to information in NC FAST.
- **Views of responsible officials and planned corrective actions:** The County agrees with the finding. Supervisors will perform second party reviews to ensure proper documentation is contained in files to support eligibility determinations. Workers will be retrained on what information should be maintained in case files, the importance of complete and accurate record keeping, and reserve calculations. The County finance office will also participating in the review process.

- US Department of Health and Human Services passed through the NC Dept. of Health and Human Services - Program Name was Medical Assistance Program (Medicaid: Title XIX) CFDA # 93.778

Significant Deficiency/Noncompliance

Finding: 2022 - 002

Eligibility

- **Criteria:** Medicaid for Aged, Blind and Disabled case records should contain documentation that verifications were done in preparation of the application/recertification and these items will agree to reports in the NC FAST system. In this process, documentation should be present and agree back to the records in the NC FAST system. Any items discovered in the process should be considered in regards to a specific eligibility requirement and explained within the documentation.
- **Condition:** There were twenty-two (22) technical errors discovered during our procedures that verifications in the county documentation and the representative data contained in NC FAST were not the same amounts or files containing policy requirements were not properly documented to be considered in compliance with program control requirements. The errors were as follows: Two (2) failed to run the Work Number income verification for all individuals with the potential of earned income, One (1) was improperly forced with no supporting documentation, Two (2) had self-attestation evidence incorrectly input into NC FAST, Three (3) lacked evidence/filer consent resulting in a lack of online verifications for some participants, Eight (8) did not have accurate resource calculations, and Six (6) did not have accurate budget calculations in NC FAST.
- **Questioned Costs:** There was no affect to eligibility and there were no questioned costs.
- **Context:** We examined 60 Medicaid applicants to re-determine eligibility and determined one applicant received assistance for which they were not eligible. These findings were disclosed in a separately issued spreadsheet to the North Carolina Department of Health and Human Services and are being reported with the financial statement audit as it relates to Medicaid administrative cost compliance audit.
- **Effect:** For those certifications/re-certifications there was a chance that information was not properly documented and reconciled to NC FAST which affected countable resource and a participant could have been approved for benefits that they were not eligible.
- **Cause:** Ineffective record keeping and ineffective case review process, incomplete documentation, and incorrect application of rules for purposes of determining eligibility.
- **Recommendation:** Files should be reviewed internally to ensure proper documentation is in place for eligibility. Workers should be retrained on what files should contain and the importance of complete and accurate record keeping. We recommend that all files include online verifications, documented resources of income and those amounts agree to information in NC FAST.
- **Views of responsible officials and planned corrective actions:** The County agrees with the finding. Supervisors will perform second party reviews to ensure proper documentation is contained in files to support eligibility determinations. Workers will be retrained on what information should be maintained in case files, the importance of complete and accurate record keeping, and reserve calculations. The County finance office will also participating in the review process.

Financial Statement Findings:

- 2022 - 003 Restatement of previously issued financial statements to reflect the correction of a misstatement. Significant Deficiency

- **Criteria:** Within the General Fund EMS receivable and corresponding allowance for doubtful accounts were not recorded resulting in a prior period adjustment.
- **Condition:** The balance sheet of the General Fund was not properly presented.

- Effect: Fund Balance was understated for those receivables in prior years.
- Cause: Condition was created due to various conditions and interpretation of how management selected to report those items.
- Recommendation: The County will consider new methods of determining how receivables are analyzed.
- Views of responsible officials and planned corrective actions: The County agrees with this finding and will address this issue.

Mr. Eubanks concluded by saying that this was their first year of performing the audit and the staff felt that the County staff was doing a good job and that the audit was good. After his presentation, Chairman Nelson asked if the Board had any questions or comments. The following comments were made:

- **County Manager Heath:** Mr. Heath asked Mr. Eubanks if he had the amount of the Social Services error that he mentioned in the audit. He did not have the exact figure. Mr. Heath said that the amount of the above deficiencies in the Social Services Department involved one eligibility error in the amount of \$422.78. He further stated that all the findings have been addressed and has been discussed with the supervisor.
- **Chairman Nelson:** Mr. Nelson thanked the firm for their timely audit. Mr. Nelson encouraged the Board to take time to review the audit and, should they have any questions or comments, please let Mr. Heath know and he will try to get the answer for them.

There being no further comments or questions, Chairman Nelson asked for a motion to accept the FY 2021-2022 Audit as presented by Mr. Eubanks. On motion made by T. Kyle Jones, seconded by Joseph W. Hoffer, the FY 2021-2022 audit was unanimously approved by the Board.

SOLAR REPRESENTATIVES FOR PENDER ROAD SOLAR FARM

Chairman Nelson recognized Rhonda Repanshek who explained that the only remaining uninstalled large scaled solar farm is permitted on the north end of Pender Road. They originally obtained a special use permit in September, 2019 with a construction deadline of December 31, 2020 (year one). They received a two-year extension in December 2020 to go through December 31, 2022 (year three). Tonight they are requesting another two-year extension. Should the Board of Commissioners approve their request tonight, their five-year invested interest will be completed the end of this extension. Ms. Repanshek introduced Julianne Wooten and Mikala Newsom, representatives from Pinegate Renewables, who presented a PowerPoint presentation which provided an update on the Pender Road Solar Farm #SUP-19-03. The last slide that Ms. Newsom was about the vegetative screening of the solar farm. After her Ms. Newsom's presentation, she explained that they are requesting a two year extension to the Pender Road Solar Farm #SUP-19-03. She then asked if there were any questions or comments from the Board. County Manager Heath asked that, should the vegetative screening for the solar farm fail, the County will be contacting them promptly. Ms. Newsom said that they understand that and she has talked with Rhonda to find out what screening works best in this area and they will be using that type of vegetation to screen this solar farm. Mr. Heath and Chairman Nelson asked them to check out the screening at the Belvidere Road site. Their screening seems to be working. Mr. Heath also asked, once they start the project, what is the anticipated completion date. She said that it will be about nine months. Six months of that time will be the upgrades that Dominion has requested them to do. They are looking at the first quarter of 2024. On motion made by T. Kyle Jones, seconded by Joseph W. Hoffer, the Board unanimously approved the two-year extension of the #SUP-19-03.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

The following comment was made:

- **Commissioner Hoffer:** Mr. Hoffer said that he has some concerns but that will be delayed for a couple of months. Tonight is a night to honor Commissioner Leigh and Commissioner Finch-Copeland. He thanked Ms. Finch-Copeland for standing in as a commissioner when Commissioner Leimon resigned and moved away. She has served with grace and dignity. He also thanked Commissioner Leigh for taking him under her wings and helped him learn as a new commissioner. She knew everyone in the County. She also has a commitment to her duty. Last but not least, he also said that Ms. Leigh's negotiating skills to cross the lines will be missed.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- **Hertford Christmas Parade:** Mr. Heath said that the parade last Saturday was a success. They had a great turnout even with the threat of bad weather.
- **The Festival of Lights:** Mr. Heath said that the Festival of Lights began on Friday night after the Grand Illumination. He has had many positive responses for the event. It will continue through December each night between 5:00 and 10:00 p.m.
- **Tennis Court Construction Update:** Mr. Heath reported that site work on the tennis courts at the Recreation Center has begun.
- **Marine Basin Construction Update:** Mr. Heath stated that the construction of the Marine Basin continues to progress. He shared several pictures of the site. There may be a little slow down in the construction when the cold weather comes in. There have been some questions about shoreline stabilization adjacent to the basin construction. There will be fill raft along the sides of the basin construction.
- **Clerk to the Board:** As reported in the Consent Agenda, our Clerk to the Board, Mary Hunicutt, is retiring on March 1, 2023 but will continue to work part-time until a permanent replacement can be made. More information will be reported later as the time nears her retirement date. Chairman Nelson thanked Ms. Hunicutt for all she does and for agreeing to continue to work with the Board until her replacement has been found.

AMENDMENT TO FY 2021-2022 AUDIT CONTRACT

County Manager Heath reported that the County has been notified by our auditors, Thompson, Price, Scott, Adams & Co., PA, which the Local Government Commission (LGC) asked that our FY 2021-2022 contracts be amended to show the additional Medicaid fee of \$3,000. The original fee was \$44,500 which is being amended to \$47,500. County staff recommends the approval of this amendment. On motion made by Fondella A. Leigh, seconded by Charles Woodard, the Amendment to Contract to Audit Accounts (See Attachment A) was unanimously approved by the Board.

MARINE PARK MEMORANDUM OF UNDERSTANDING

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 NCMIPA to assist with marketing our Marine Park pending review and approval of the attorney for each entity. County Attorney High said that there was only one provision

that Mr. High and Mr. Heath consulted with the Authority's attorney and that was a paragraph in the MOU that states that we, the County, is responsible for any expenses incurred by their consultants or representatives that at first glance caused them some concerns. The Authority has offered their consultants or representatives' help whenever they can assist the County. Their expenses (travel) which would not be a runaway expense would be covered. Should there be any other expenses that they incur with the marketing and other items like that, it would have to be by our agreement and by our request. Therefore, we dug a little deeper and had that discussion with the Authority's attorney and we no longer have that concern because any expenses will be at our request. We would know what they were and would be approving them to prevent any surprises. The County staff is recommending the approval of this MOA. On motion made by T. Kyle Jones, seconded by Joseph W. Hoffer, the following MOU between Perquimans County and NCMIPA was unanimously approved:

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 Bediel 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 5th day of December, 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: Wallace E. Nelson

Title: Perquimans County Board of Commissioners

Date: December 5, 2022

NCMIPA:

NORTH CAROLINA MARINE INDUSTRIAL PARK AUTHORITY

By: _____

Edward Lee Mann, Chair

ATTEST:

(CORPORATE SEAL)

Print Name: _____

Title: _____

Date: _____

PRESENTATION OF PLAQUES: FONDELLA A. LEIGH & THELMA FINCH-COPELAND

Chairman Nelson presented a plaque to Thelma Finch-Copeland thanking her for stepping up to the plate to complete Commissioner Lannon's term. Ms. Finch-Copeland thanked the Board and said that it was her pleasure to serve in this capacity. The following comments were made from the Commissioners:

- **Commissioner Jones:** "For the first time since I've been on the Board, we had the unique opportunity to fill an open seat. And I can tell you that this Board's goal in filling that seat was not helping out any potential-candidate's political ambitions, but instead doing what was best for the County. And that's what we did. When a 30-year veteran of the classroom, with County-wide name recognition, universal respect, and an insightful mind is willing to step up and serve - clearly without an ounce of selfish ambition - and then allow the residents of this County to pick who fills the seat on a permanent basis... that's a deal I'll take all day every day. Thelma has served honorably, faithfully, and been a valued member of this Board, both behind the scenes and at meetings, and our Retreat. I know that she's ready to go back to spending more time with her husband, grandson and granddaughter, and maybe her sons. And so Thelma, for your time and effort these past eight months, we thank you."
- **Commissioner Woodard:** He said that he enjoyed sitting next to her since she has been on the Board. It is great to have these two ladies try to keep him straight. She has done a good job and she will be missed. He further stated that he served on several other committees with her and she did a wonderful job. He feels that the Board made a good choice in appointing her.
- **Commissioner Leigh:** She thanked her for her willingness and eagerness to serve and for her commitment to the Board. She continued to say that it was good to have another woman to come sit on the Board and keep her and Ms. Mary company. She continued to say that she was glad that she sat next to Commissioner Woodard so she and Ms. Hunicutt could help keep him straight and keep Ms. Harriett informed as to what was going on.
- **Chairman Nelson:** Mr. Nelson thanked her for stepping up and serving on the Board of Commissioners for the past eight months and said that she was a wonderful person and did a great job.
- **Commissioner Hoffer:** Mr. Hoffer made his comments under Commissioners Concerns.

Chairman Nelson presented the plaque to Fondella A. Leigh. The following comments were made from the Commissioners:

- **Chairman Nelson:** Mr. Nelson said that he was happy and privileged to serve with Fondella. He continued his comments by saying that he had the honor of serving sixteen years with her father, Walter Leigh, on the Board of Education. He considered Mr. Leigh to be an unbelievable man and a wonderful person to serve with and he meant a lot to him. Mr. Nelson felt that he had a good working relationship with Mr. Leigh. He continued saying that he has found so many qualities in Fondella that he saw in Mr. Leigh. She was solid, even keel, very insightful, thoughtful and looked at the big picture and she came up with good decisions. As he continued, he said that it was easy to work with her just like her dad. Ms. Leigh said that she was not sure about that. Mr. Nelson said that he considered Mr. Leigh a wonderful friend and feels that he can now call Fondella a wonderful friend.
- **Commissioner Jones:** "Fondella has listened to me before drone on about how I feel about her personally, how we have family friendships that go back generations, how proud I am that she is the officiant's name on my marriage license, etc., but tonight I wanted to make sure the public knows what I know about her. For eight years, I have served alongside Fondella, my fellow New Hope commissioner. The casual observer of this Board would notice that Fondella is one of the more quiet Commissioners. This could easily be mistaken as her not having a strong opinion on matters. But spend five minutes paying attention to national or state politics, and you will find that there aren't many quiet people. Not coincidentally, both national and state politics are characterized by partisan gridlock, backstabbing, a lack of compromise, and certainly no shortage of vocalized, strong opinions. In contrast, this Board with Fondella Leigh as a member has remained for eight years cordial, collegial, and characterized by getting things done. She shows up prepared, knowledgeable about the business at hand, and as Frank, Mary, and every Board member she's served with can tell you, she's never seen a "reply all" button on her email that she didn't click on. She never puts anyone down, and has the most unimpeachable character, and the purest motives of any person I have ever served on a board or committee with. She has earned, and kept, the trust of her colleagues on this Board, as evidenced by the fact that she has been our Vice Chair for six consecutive years. It is obvious to anyone that knows her, that she is not in this for herself. She has been here these last eight years because she loves Perquimans County, and I, both as a Commissioner and as a County resident, am grateful for the selfless service, and personally the ongoing friendship, of Fondella Leigh".
- **Commissioner Finch-Copeland:** She thanked the Board for their confidence in her to appoint her to this position and thanked Fondella, Kyle, Charles, Wallace, and Joe for their guidance while she served on the Board. She was a little reluctant in serving but Fondella and Kyle helped her in many ways. She thanked the Board for supporting her and making her feel a part of this team.
- **Commissioner Woodard:** He said that he enjoyed working with her and sitting between her and Mary at the meetings but then she became Vice Chair and they moved her away from him. She could not handle me so they moved her to the head table. She gave up on him. Fondella said that she hadn't given up on him. She listens to both sides and makes the right decision when the time comes.
- **Commissioner Hoffer:** The tempo of this Board revolved around Fondella. She was always cool and calm. She respected each of the commissioners. He will miss her for obvious reasons.

SWEARING-IN

Todd Tilley, Clerk of Superior Court, gave the Oath of Office to newly elected Commissioners Timothy J. Corprew and James W. Ward and re-elected Wallace E. Nelson.

ELECTION OF CHAIRMAN/VICE CHAIR

Hackney High, County Attorney, acting as Temporary Chairman of the meeting, opened the floor for nominations for Chair/Chairman of the Board. Charles Woodard nominated Wallace E. Nelson as Chairman. There being no other nominations, Mr. High closed the nominations and would entertain a motion and second for election of Wallace E. Nelson as Chairman. Joseph W. Hoffer made a motion to approve the election of Wallace E. Nelson as the Board Chairman. The motion was seconded by James W. Ward and unanimously approved by the Board. Mr. High, opened the floor for nominations for Vice Chairman of the Board. Joseph W. Hoffer nominated Charles Woodard as Vice Chairman. There being no other nominations, Mr. High closed the nominations and would entertain a motion and a second for election of Charles Woodard as Vice Chairman. T. Kyle Jones made a motion to elect Charles Woodard as the Board Vice Chairman. The motion was seconded by Timothy J. Corprew and unanimously approved by the Board. Mr. High turned the meeting back over to Chairman Nelson.

INTRODUCTION OF NEW EMPLOYEES

Earlier in the meeting, Jonathan Nixon, Emergency Services Director, was scheduled to introduce a new employee, Jared Turner. Mr. Turner was out on a call and just arrived at the meeting. Therefore, Chairman Nelson asked Mr. Nixon to introduce Jared Turner who was appointed as a Paramedic in the Emergency Medical Services Department on September 1, 2022. Mr. Turner thanked the Board for allowing him to work for Perquimans County and the Board welcomed him to Perquimans County.

PUBLIC COMMENTS

The following public comments were made:

- **Paul Gregory:** Mr. Gregory congratulated Charles Woodard on being elected Vice Chairman. He further said that Mr. Woodard usually makes the Vice Chairman when he knows that the Chairman is not going anywhere. Mr. Gregory began his remarks by saying that the Board has had a number of positive things tonight but he wanted them to take this as positive even though it will have some negative words in it. He fully realized that times change and that he may be in a minority in the issue he was about

to speak on. However, to respect our past and gentlemen you have really messed up our historic courthouse or have allowed it to be messed up. He does not know if the Board had a hand in it or if someone else did it but you have allowed it to happen. During the Christmas season here, he feels like he has a right to speak on this issue as he was the second County Manager and he served for over 18 years. At the direction of the County Commissioners back then, he typically preserved the courthouse as it was for fifty generations. This Christmas lighting of the courthouse as it has been done this year is a travesty. It degrades the historical value of the courthouse that the county board of commissioners preserved in the past. It should not have been turned into a circus or a carnival as it has been. The courthouse in the past made it simple - lights in the windows, large wreaths on the doors, flood lights on the building. It was seen as an historic building in downtown Hertford that was built in the early 1800's that we could all be proud of. We can still be proud of that building if it is kept unless there is some things that need to be done on the inside or he asked Frank if it had been done. Mr. Heath asked Mr. Gregory to be more specific. The front of the courthouse just about looks like it did back in the 1800's. It hasn't changed. The changes in the courthouse which needed to be done have added to the court system and added to the Register of Deeds. These changes were done to help to give the public better services. He just wanted to give his opinion on the lighting and asked that it be turned down a little bit. He thanked the Board for allowing him to say what he needed to say about the lighting and hopes that something is done about it and that maybe next year this is not done this way. Thank you.

* **Pat Perry:** Mr. Perry agreed with the previous comments about the lighting being a travesty. Otherwise, not willing to get heartburn over the season of good will, he wished everyone a Merry Christmas and a Happy New Year.

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 Joseph W. Hoffer and unanimously approved by the Board.

No action was required from the Closed Session

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 8:45 p.m. on motion made by Charles Woodard, seconded by Timothy J. Corprew.

Wallace E. Nelson, Chairman

Clerk to the Board

ATTACHMENT A

LFC-205 Amendment **AMENDMENT TO CONTRACT TO AUDIT ACCOUNTS** Rev. 10/2021

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
	10/31/22		10/31/22

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

<input type="checkbox"/> Modification to date	Original due date	Modified due date
	10/31/22	
<input checked="" type="checkbox"/> Modification to fee	Original fee	Modified fee
	\$ 41,500.00	\$ 42,500.00

Primary Other (choose 1)(choose 6-8)

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
	gadamis@tpsacpa.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
	waln@ccclan@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. 150-20(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 Matthews, Finance Officer	
Date of Pre-Audit Certificate*	Email Address*
	tmathew@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")	Signature
NA	
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. 150-20(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

WORK SESSION

December 19, 2022

7:00 p.m.

The Perquimans County Board of Commissioners Work Session on December 19, 2022 was cancelled.

December 21, 2022

Tax Refunds: (Perquimans County)

Donia Dee Winslow \$395.20
Incorrect assessment 2021
Account#: 263399

Donia Dee Winslow \$395.20
Incorrect assessment 2020
Account#: 263399

Thomas & Judith Lampley \$454.79
Boat kept and taxed in Virginia
Account. #: 259958

Tax Releases: (Perquimans County)

Donia Dee Winslow \$555.28
Incorrect assessment 2021
Account#: 263399

Robert & Cindy Mackey \$2025.20
House had been put on wrong parcel.
Account#: 260392

EMPLOYMENT ACTION FORM DATE SUBMITTED: 12-9-22

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: SHELLIE DICKSON SOC. SEC. NO.: _____

POSITION: SEASONAL TAX LISTER DEPT.: TAX

NEW EMPLOYEE EFFECTIVE DATE: 12-12-22

GRADE: _____ STEP: _____ SALARY: \$15.00 PER HOUR

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. 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
Bell Jennings
DATE: 12-9-22

COUNTY MANAGER APPROVAL
Paul Heath
DATE: 12/9/22

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Leroya Brendel Banks _____

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: 2 _____ SALARY: \$18.09 hour _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

1-2-2023 DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS. GRADE: 65 STEP: 2 SALARY: \$37,626

_____ 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 / RETIREMENT.

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

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

DEPARTMENT RECOMMENDATION

[Signature]

DATE: 12-29-22

COUNTY MANAGER APPROVAL

[Signature]

DATE: 12/29/2022

FINANCE OFFICER

DATE: _____

COPY

PERQUIMANS COUNTY

SALARY CLASSIFICATIONS

POSITION	GRADE
County Manager Positions:	
County Manager	83
Secretary/Clerk to the Board	65
Finance Officer	72
Finance/HR Specialist	61
Human Resource Technician/Administrative Assistant	61
Planner	72
Planning & Zoning Technician	61
Board of Elections Positions:	
Director of Elections	64
Deputy Elections Director	58
Emergency Services Positions	
Emergency Services Director	76
911 Communications Division:	
Non-Certified Telecommunicator	60
Telecommunicator I	63
Telecommunicator II	65
911 Communications Shift Supervisor I	67
911 Communications Shift Supervisor II	69
EMS Division:	
Emergency Medical Responder (EMR)	56
Emergency Medical Technician (EMT)	63
Advanced EMT (AEMT)	66
Paramedic	68
EMS Compliance Officer (AEMT)	68
EMS Compliance Officer (Paramedic)	69
EMS Shift Supervisor (Paramedic)	70
Emergency Management Division:	
Assistant EM Coordinator/PIO Grants Manager	70
Fire Marshal Division:	
Fire Marshal I - Level I Inspector	67
Fire Marshal II - Level II Inspector	68
Fire Marshal III - Level III Inspector	70
Building Inspector Positions:	
Chief Inspector	71
Assistant Building Inspector	67
Code Enforcement Officer	61
Administrative Assistant	61
Recreation Department Positions:	
Recreation Director	70
Athletic Program Supervisor	64
Administrative Assistant	58
Groundskeeper	54

SALARY CLASSIFICATIONS

POSITION	GRADE
Senior Citizens Positions:	
Senior Citizens Coordinator	63
Assistant Senior Citizens Coordinator	60
Secretary - Senior Citizens (Part-Time)	56
Fill-In - Senior Center	56
Permanent/Part-Time Nutrition Site Manager	n/g
Register of Deeds Positions:	
Register of Deeds	70
Assistant Register of Deeds	60
Deputy Register of Deeds	58
Part-Time/Fill-In - Register of Deeds	n/g
Sheriff's Department Employees:	
Sheriff	76
Chief Deputy	70
Deputy - Investigator	68
Patrol Sergeant	67
Sergeant of SRO's	67
School Resource Officer (SRO)	65
Deputy - Code Enforcement Officer	65
Deputy	65
Deputy - Uncertified	64
Animal Control	62
Office Manager	62
Administrative Assistant	60
Animal Control Assistant	58
Baliff	54
Tax Department Positions:	
Tax Administrator	72
Assistant Tax Administrator	66
Business Personal Property Clerk	61
Seasonal Tax Lister	n/g
Fill-In - Tax Office	n/g
Water Department Positions:	
Water Supervisor	74
Water Technician III	68
Water Plant Operator	64
Fill-In - Water Billing/Collections Office	64
Billing/Collection Clerk	61
Water Technician II	60
Water Tehcnician I	58
Equipment Operator	58
Part-Time/Fill-In - Water Technician III	n/g
Buildings & Grounds Positions:	

SALARY CLASSIFICATIONS

POSITION	GRADE
Maintenance Supervisor	65
Custodian	56
Housekeepers	54
All other Secretaries with the County	57
Social Services Positions - According to State Grades:	
Director	79
Social Work Supervisor III	73
Social Worker/IA&T	70
Social Worker III	69
Social Worker II	67
Income Maintenance Supervisor (IMS) II	67
Administrative Officer I	67
Income Maintenance Caseworker (IMC) III - Lead Worker	67
Income Maintenance Caseworker (IMC) Investigator II	65
Income Maintenance Caseworker (IMC) II	63
IMC I working toward IMC II	61
Processing Assistant V	61
Public Information Assistant IV	59

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Keely Cartwright

SOC. SEC. NO.: _____

POSITION: Full-time Telecommunicator II

DEPT.: Emergency Services - 911 Division

★ NEW EMPLOYEE EFFECTIVE DATE: January 1, 2023

GRADE: 65 STEP: 5 SALARY: \$40,472

ENDING DATE OF PROBATIONARY PERIOD: December 31, 2023

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ DATE OF EMPLOYEE RESIGNATION

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

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

DEPARTMENT RECOMMENDATION

[Signature]
DATE: December 27, 2022

COUNTY MANAGER APPROVAL

[Signature]
DATE: 12/29/2022

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Sue Ann Cestaro

SOC. SEC. NO.: _____

POSITION: Full-time Telecommunicator II

DEPT.: Emergency Services - 911 Division

★ NEW EMPLOYEE EFFECTIVE DATE: January 1, 2023

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

ENDING DATE OF PROBATIONARY PERIOD: December 31, 2023

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ DATE OF EMPLOYEE RESIGNATION

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

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

DEPARTMENT RECOMMENDATION

[Signature]

DATE: December 27, 2022

COUNTY MANAGER APPROVAL

[Signature]

DATE: 12/29/2022

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Zeb Daneker

SOC. SEC. NO.: _____

POSITION: Permanent Part-time Telecommunicator II

DEPT.: Emergency Services - 911 Division

★ NEW EMPLOYEE EFFECTIVE DATE: January 1, 2023

GRADE: 65 STEP: 6 SALARY: \$ 19.94

ENDING DATE OF PROBATIONARY PERIOD: December 31, 2023

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ DATE OF EMPLOYEE RESIGNATION

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

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

DEPARTMENT RECOMMENDATION
[Signature]
DATE: December 28, 2022

COUNTY MANAGER APPROVAL
[Signature]
DATE: 12/29/2022

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Kyle Felton

SOC. SEC. NO.: _____

POSITION: Part-time Telecommunicator II

DEPT.: Emergency Services - 911 Division

★ NEW EMPLOYEE EFFECTIVE DATE: January 1, 2023

GRADE: 65 STEP: 3 SALARY: \$18,53

ENDING DATE OF PROBATIONARY PERIOD: December 31, 2023

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ DATE OF EMPLOYEE RESIGNATION

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

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

DEPARTMENT RECOMMENDATION

DATE: December 28, 2022

COUNTY MANAGER APPROVAL
Frank Heath
DATE: 12/29/2022

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Lindsey Fields

SOC. SEC. NO.: _____

POSITION: Full-time Telecommunicator I

DEPT.: Emergency Services - 911 Division

★ NEW EMPLOYEE EFFECTIVE DATE: January 1, 2023

GRADE: 63 STEP: 4 SALARY: \$36,179

ENDING DATE OF PROBATIONARY PERIOD: December 31, 2023

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ DATE OF EMPLOYEE RESIGNATION

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

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

DEPARTMENT RECOMMENDATION
[Signature]
DATE: December 28, 2022

COUNTY MANAGER APPROVAL
[Signature]
DATE: 12/29/2022

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Emily Harrell

SOC. SEC. NO.: _____

POSITION: Part-time Telecommunicator II

DEPT.: Emergency Services - 911 Division

★ NEW EMPLOYEE EFFECTIVE DATE: January 1, 2023

GRADE: 65 STEP: 7 SALARY: \$20.43

ENDING DATE OF PROBATIONARY PERIOD: December 31, 2023

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ DATE OF EMPLOYEE RESIGNATION

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: December 28, 2022

[Signature]
DATE: 12/29/2022

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Logan Hogge

SOC. SEC. NO.: _____

POSITION: Permanent Part-time Telecommunicator I

DEPT.: Emergency Services - 911 Division

★ NEW EMPLOYEE EFFECTIVE DATE: January 1, 2023

GRADE: 63 STEP: 2 SALARY: \$16.57

ENDING DATE OF PROBATIONARY PERIOD: December 31, 2023

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ DATE OF EMPLOYEE RESIGNATION

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

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

DEPARTMENT RECOMMENDATION

DATE: December 28, 2022

COUNTY MANAGER APPROVAL

Frank Heath
DATE: 12/29/2022

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Anna Johnson

SOC. SEC. NO.: _____

POSITION: Part-time Telecommunicator I

DEPT.: Emergency Services - 911 Division

★ NEW EMPLOYEE EFFECTIVE DATE: January 1, 2023

GRADE: 63 STEP: 4 SALARY: \$17.39

ENDING DATE OF PROBATIONARY PERIOD: December 31, 2023

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ DATE OF EMPLOYEE RESIGNATION

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: December 28, 2022

[Signature: Frank Heath]
DATE: 12/29/2022

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Vivian Long

SOC. SEC. NO.: _____

POSITION: Part-time Telecommunicator I

DEPT.: Emergency Services - 911 Division

★ NEW EMPLOYEE EFFECTIVE DATE: January 1, 2023

GRADE: 63 STEP: 6 SALARY: \$18.26

ENDING DATE OF PROBATIONARY PERIOD: December 31, 2023

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ DATE OF EMPLOYEE RESIGNATION
Date

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

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

DEPARTMENT RECOMMENDATION

[Signature]
DATE: December 28, 2022

COUNTY MANAGER APPROVAL

[Signature]
DATE: 12/29/2022

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Steven Pyle

SOC. SEC. NO.: _____

POSITION: Permanent Part-time Telecommunicator I

DEPT.: Emergency Services - 911 Division

★ NEW EMPLOYEE EFFECTIVE DATE: January 1, 2023

GRADE: 63 STEP: 6 SALARY: \$18.26

ENDING DATE OF PROBATIONARY PERIOD: December 31, 2023

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ DATE OF EMPLOYEE RESIGNATION
Date

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

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

DEPARTMENT RECOMMENDATION
[Signature]
DATE: December 28, 2022

COUNTY MANAGER APPROVAL
[Signature]
DATE: 12/29/2022

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Fantasia Saunders

SOC. SEC. NO.: _____

POSITION: Part-time Telecommunicator I

DEPT.: Emergency Services - 911 Division

★ NEW EMPLOYEE EFFECTIVE DATE: January 1, 2023

GRADE: 63 STEP: 2 SALARY: \$16.57

ENDING DATE OF PROBATIONARY PERIOD: December 31, 2023

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ DATE OF EMPLOYEE RESIGNATION
Date

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

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

DEPARTMENT RECOMMENDATION
[Signature]
DATE: December 28, 2022

COUNTY MANAGER APPROVAL
[Signature]
DATE: 12/29/2022

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Andrea Stoner

SOC. SEC. NO.: _____

POSITION: 911 Shift Supervisor II

DEPT.: Emergency Services - 911 Division

★ NEW EMPLOYEE EFFECTIVE DATE: January 1, 2023

GRADE: 69 STEP: 4 SALARY: \$47,115

ENDING DATE OF PROBATIONARY PERIOD: December 31, 2023

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ DATE OF EMPLOYEE RESIGNATION
Date

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

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

DEPARTMENT RECOMMENDATION

[Signature]
DATE: December 28, 2022

COUNTY MANAGER APPROVAL

[Signature]
DATE: 12/29/2022

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Amanda Ward

SOC. SEC. NO.: _____

POSITION: Permanent Part-time Telecommunicator I

DEPT.: Emergency Services - 911 Division

★ NEW EMPLOYEE EFFECTIVE DATE: January 1, 2023

GRADE: 63 STEP: 4 SALARY: \$17.39

ENDING DATE OF PROBATIONARY PERIOD: December 31, 2023

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ DATE OF EMPLOYEE RESIGNATION
Date

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

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

DEPARTMENT RECOMMENDATION

[Signature]
DATE: December 28, 2022

COUNTY MANAGER APPROVAL

[Signature]
DATE: 12/29/2022

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: William Ward

SOC. SEC. NO.: _____

POSITION: Full-time Telecommunicator I

DEPT.: Emergency Services - 911 Division

★ NEW EMPLOYEE EFFECTIVE DATE: January 1, 2023

GRADE: 63 STEP: 2 SALARY: \$34,456

ENDING DATE OF PROBATIONARY PERIOD: December 31, 2023

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ DATE OF EMPLOYEE RESIGNATION

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

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

DEPARTMENT RECOMMENDATION

[Signature]
DATE: December 28, 2022

COUNTY MANAGER APPROVAL

[Signature]
DATE: 12/29/2022

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Crystal Wright

SOC. SEC. NO.: _____

POSITION: Full-time Telecommunicator II

DEPT.: Emergency Services - 911 Division

★ NEW EMPLOYEE EFFECTIVE DATE: January 1, 2023

GRADE: 65 STEP: 7 SALARY: \$42,495

ENDING DATE OF PROBATIONARY PERIOD: December 31, 2023

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ DATE OF EMPLOYEE RESIGNATION

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: December 27, 2022

[Signature]
DATE: 12/29/2022

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 12/1/2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Bethany Buttram

SOC. SEC. NO.:

POSITION: Paramedic/ Supervisor

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 1/1/2023 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: 70 STEP: 5 SALARY: \$24.25 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: 12/19/2022

[Signature] DATE: 12/20/22

FINANCE OFFICER

DATE:

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Christopher Prince

SOC. SEC. NO.: _____

POSITION: Custodian

DEPT.: Buildings & Grounds

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 56 STEP: 4 SALARY: \$26,587

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.

1/1/2023 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 56 STEP: 5 SALARY: \$27,236

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: _____

Frank Heath

DATE: 12/22/22

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Tammy White

SOC. SEC. NO.: _____

POSITION: Housekeeping Assistant

DEPT.: Buildings & Grounds

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 54 STEP: 10 SALARY: \$28,183

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/RESIGNATION
Date

1/01/23 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 54 STEP: 11 SALARY: \$28,870

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: _____

Frank Heath

DATE: 12/22/22

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Faran Sawyer _____

SOC. SEC. NO.: _____

POSITION: Deputy/SRO _____

DEPT.: Sheriff _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 65 _____ STEP: 5 _____ SALARY: \$40,472 _____

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: _____

X 1-1-2023 _____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)
Date GRADE: 65 _____ STEP: 6 _____ SALARY: \$41,484 _____

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

_____ 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

Melton

Anne Heath

DATE: 12-9-22

DATE: 12/9/22

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 12-22-22

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: WILMA ROBBINS

SOC. SEC. NO.: _____

POSITION: LAND RECORDS CLERK

DEPT.: TAX

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 56 STEP: 8 SALARY: \$29,314

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

1/1/23 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. GRADE: 56 STEP: 9 SALARY: \$30,027

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Bill Jennings

Frank Heath

DATE: 12-22-22

DATE: 12-22-22

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 12/15/2022

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Vincent Bockelman

SOC. SEC. NO.:

POSITION: Water Tech I

DEPT.: Water

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

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

1/13/23 DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS. GRADE: 58 STEP: 3 SALARY: \$28,324

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

DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 12/15/2022

Frank Heath
DATE: 12/19/22

FINANCE OFFICER

DATE:

COPY

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 23

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

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-420-110	County Manager - Telephone/Postage (meter)		802
10-420-160	County Manager - Maint/Repair (copier)		1,638
10-430-160	BOE - Maint/Repair (copier)		1,638
10-430-740	BOE - Capital Outlay (voting machines)		40,600
10-450-110	Tax - Telephone/Postage (meter)		834
10-450-160	Tax - Maint/Repair (copier)		3,907
10-592-160	EMS - Maint/Repair (copier)		1,638
10-511-160	Dispatch - Maint/Repair (copier)		1,638
10-540-160	Inspections Maint/Repair (copier)		1,638
10-610-160	DSS - Maint/Repair (postage meter)		1,241
10-610-740	DSS - Capital Outlay (printers; copier)		8,438
10-615-160	Extension - Maint/Repair (copier)		1,638
10-660-160	Senior Center - Maint/Repair (copier)		1,638
10-685-160	Recreation - Maint/Repair (copier)		1,638
10-850-852	Debt Service Payment - Lease Payments	68,926	
35-720-160	Water Maint/Repair (copier)		1,637
35-720-852	Debt Service Payment - Lease Payments	1,637	
EXPLANATION: To amend FY 22/23 budget to move the lease payments to a debt service payment expenditure line instead of each departmental expenditure as instructed by auditors per LGC.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 1st DAY OF JANUARY, 2023.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 1st DAY OF JANUARY, 2023.

Chairman, Board of Commissioners

Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 24

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

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	DSS - State Grants	1,705	
10-610-202	DSS - Low Income Water Assistance	1,705	
EXPLANATION: To amend FY 22/23 budget to include additional funding as awarded by the State.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 1st DAY OF JANUARY, 2023.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 1st DAY OF JANUARY, 2023.

 Chairman, Board of Commissioners

 Finance Officer

Re: Agricultural Advisory Committee

Teresa Story <teresa_story@ncsu.edu>

Thu 12/22/2022 10:11 AM

To: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>

Lewis said he would do it for another term.

Thanks and have a Merry Christmas

--

Teresa S. Story, County Administrative Assistant
North Carolina State University
College of Agriculture and Life Sciences
North Carolina Cooperative Extension
Perquimans County Center
601-A South Edenton Road Street
PO Box 87
Hertford, NC 27944
Phone: 252-426-5428
Fax: 252-426-1646
Email: teresa_story@ncsu.edu
Internet: www.perquimans.ces.ncsu.edu

On Wed, Dec 21, 2022 at 11:17 AM Mary Hunnicutt <mhunnicutt@perquimanscountync.gov> wrote:

According to my records, Lewis Smith's term on the above referenced Committee is due to expire on January 31, 2023. Can you please check to see if he is still eligible to serve and if he is willing to continue to serve. I will need this information as soon as possible. Sorry for the delay in reminding you. I will be preparing my January Agenda Packet on December 28th when I return from the Christmas holidays.

Thanks.

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: Senior Citizens Advisory Board

Wed 12/21/2022 2:27 PM

To: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>

Virginia Bailey will also be back with us! All is good. Thank you.

Beverly Gregory, Coordinator
 Perquimans County Senior Citizens Center
 1072 Harvey Point Road; PO Box 615
 Hertford, NC 27944

Telephone: 252-426-5404

Fax: 252-426-1296

Email: seniorcenteroffice@perquimanscountync.gov

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

Sr. Center Office <seniorcenteroffice@perquimanscountync.gov>

Wed 12/21/2022 1:17 PM

To: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>

Juanita Bailey, Frank W Heath and Stephen Burket are all eligible and will continue to serve. I am waiting to hear from Virginia. I am so going to miss Fondella. She was a joy to work with. Do I need to complete a form?

Beverly Gregory, Coordinator
 Perquimans County Senior Citizens Center
 1072 Harvey Point Road; PO Box 615
 Hertford, NC 27944
 Telephone: 252-426-5404
 Fax: 252-426-1296
 Email: seniorcenteroffice@perquimanscountync.gov

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

From: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>

Sent: Wednesday, December 21, 2022 11:26 AM

To: Sr. Center Office <seniorcenteroffice@perquimanscountync.gov>

Subject: Senior Citizens Advisory Board

According to my records, the following individuals' term on the above referenced Committee is due to expire on January 31, 2023:

Name	Term	Appt Date	Expire Date
Bailey, Juanita	2 yrs.	2/1/2021	1/31/2023
Leigh, Fondella	2 yrs.	2/1/2021	1/31/2023
Heath, Frank W.	2 yrs.	2/1/2021	1/31/2023
Burket, Stephen	2 yrs.	2/1/2021	1/31/2023
Bailey, Virginia	2 yrs.	4/1/2021	1/31/2023

Fondella's replacement will be made by the Board of Commissioner probably in February. The other 4 would need to be recommended by you. Can you please check to see if they are still eligible to serve and if they are willing to continue to serve. I will need this information as soon as possible. Sorry for the delay in reminding you. I will be preparing my January Agenda Packet on December 28th when I return from the Christmas holidays.

Thanks.

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.

Community Services Block Grant (CSBG)
Documentation of Submission to County Commissioners

Background: The North Carolina Administrative Code [10A NCAC 97C.0111 (b)(1)(A)] requires that each CSBG grant recipient submit its Community Anti-Poverty Plan [grant application] to each County Commissioner Board that it serves.

Instructions: This form is to be completed and notarized by the Clerk to the Board.

Agency Name: _____

County: _____

Date of Application Submission: _____

[Note: This application should be submitted to the County Commissioners at least thirty (30) days prior to application submission to the Office of Economic Opportunity (OEO). The grant application is due to OEO January 13, 2023.

Clerk to the Board should initial all items below.

_____ The agency submitted a complete grant application for Commissioner review.

_____ The Clerk to the Board will be responsible for assuring that the application is distributed to the Commissioners.

_____ Commissioners' comments provided those to the agency. (If applicable)

Clerk to the Board

Date

Notary

Date

Wildlife Resources Commission Approves Beginning Rulemaking to Extend No-Wake Zone Northeast of the Hertford S-Bridge in the Town of Hertford, Perquimans County

Haywood, Betsy <betsy.haywood@ncwildlife.org>


Fri 12/9/2022 1:51 PM

To: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>; Janice Cole <hertfordmanager@gmail.com>

Cc: Meyer, Ben J <ben.meyer@ncwildlife.org>; Crump, Monty <citymanager@gorockingham.com>; Coley,

John T. <coley@bpropnc.com>; Davis, Kelly <kelly.davis@ncwildlife.org>; Cole, James C

<jc.cole@ncwildlife.org>

 1 attachments (476 KB)

Perquimans Town of Hertford 15A NCAC 10F 0355 - S-Bridge NWZ Extension LE Recommendation MAP.pdf;

Dear Ms. Hunnicutt and Mrs. Cole,

The Wildlife Resources Commission, in its business meeting on December 8, 2022, voted to begin the rulemaking process requested by the Town of Hertford, to extend the no-wake zone to the northeast of the Hertford S-bridge, to include the navigation channel and the area in front of the town shoreline where the large shoal is located. I have attached a map of the area to show the proposed no-wake zone extension.

The Notice of Rule Text will be published in the January 17, 2023 *North Carolina Register*, at which time the open comment period will begin. A virtual public hearing in Raleigh will be held on February 9, 2023, also to receive comments from interested persons. The Wildlife Resources Commission will then consider final adoption of the Rule at a meeting next spring.

I'll be happy to keep you informed of progress on this Rule proposal. In the meantime if I can answer questions or concerns please let me know.

Best regards, Betsy

Betsy Haywood
Water Safety Rulemaking Coordinator
Law Enforcement Division
(919)707-0013

Email correspondence to and from this sender is subject to the N.C. Public Records Law and may be disclosed to third parties.

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

Perquimans River

36.195300
-76.465179

Day Board #11

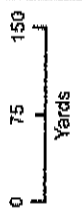
Shoaling

36.193370
-76.463675

36.194290
-76.466556

15A NCAC
10F 0355
(a) (1) (B)

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



PRESENTED
TO
SUSAN CHANEY
IN
RECOGNITION OF HER THIRTY
YEARS OF SERVICE IN THE
PERQUIMANS COUNTY SOCIAL SERVICES
DEPARTMENT
BY PERQUIMANS COUNTY BOARD OF COMMISSIONERS
EFFECTIVE JANUARY 1, 2023



U.S. DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL WEATHER SERVICE

National Weather Service Office
10009 General Mahone Hwy.
Wakefield, VA. 23888-2742
December 8, 2022

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

Dear Jonathan,

It is with great pleasure that NOAA's National Weather Service (NWS) office in Wakefield VA officially renews Perquimans County designation as a StormReady community through November 9, 2026. This recognition clearly shows your dedication to providing the citizens of, and visitors to, Perquimans County the best possible emergency management and preparedness operation. Your ability to monitor weather conditions, and receive NWS watches and warnings is excellent, and I feel the citizens of Perquimans County are well served by these capabilities. Also, the investments and innovations you showed with the new mobile command center will also be beneficial to the community during numerous events aiding not only in preparedness and education for weather impacts, but also to help relay impacts of coming weather during events. Please know that our office appreciates the work you and your staff have done to make Perquimans County a StormReady community. NWS Wakefield will continue assist you in any way possible with any future improvements you wish to make.

Congratulations again, and our office looks forward to continuing to work closely with you and your staff in future preparedness endeavors.

Sincerely,

Eric Seymour
Warning Coordination Meteorologist
WFO Wakefield, VA
eric.seymour@noaa.gov
757-899-5732



Applied Business Services, Inc.

617 Soundside Road
 Edenton, North Carolina 27932
 (252) 482-7666
 N.C Department of Insurance Permit NO. 100580
 Company #: 119501682

As an addendum to Applied Business Service's current contract with Perquimans County EMS, dated February 22, 2016:

6. **COMPENSATION:** For collection of accounts under the Standard Debt Recovery Program, AGENCY shall receive as compensation for its services from CLIENT, 20% as its fee on all placed accounts regardless of the source of payment, where or how payment is made. (i.e. debtors, debtor's attorney(s) or agents, lending institutions, insurance settlements, etc.) Repossessions, returned merchandise and/or sums paid directly to CLIENT are moneys collected pursuant to this Agreement. CLIENT agrees that AGENCY shall be compensated on a NET basis, whereby AGENCY automatically deducts its compensation from monthly collection payments. If a balance remains after automatic deduction, CLIENT will pay said balance within fifteen (15) days of notification.

Client:

Perquimans County EMS

By: 

Title: Emergency Services Director

Date: 11/18/2022

Agency:

Applied Business Services, Inc.

By: 

Title: President

Date: November 18, 2022



Perquimans County, NC

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

Letter of Promulgation

To: Perquimans County Government
Perquimans County Partner Agencies
Town of Hertford Government
Town of Winfall Government
Perquimans County Residents

By virtue of the powers and authority vested in me as the Chairman of the Board of County Commissioners, I hereby promulgate and issue the Emergency Operations Plan for Perquimans County dated January 3, 2023, as a regulation and guidance to provide for the protection of life and property.

The Emergency Operations Plan outlines the coordinated actions to be taken by county, municipal, public safety officials, non-governmental organizations, and partner agencies to protect lives and property during natural or manmade disasters. Through this plan, manpower and other resources are identified to help prevent, minimize, and recover from injury, loss of life, and destruction of property.

This plan should be used as a tool for county-wide emergency planning. It should be implemented as necessary for any significant incident, event, or disaster, and when the county issues a State of Emergency (SOE). The Emergency Management Division of Perquimans County Emergency Services is responsible for maintaining and updating the plan, as required by changes to ordinance or state/federal regulations coordinated with the appropriate agencies and units of government. Minor, documented technical changes made by the Emergency Management Division shall not require re-approval, provided a copy of the changed section(s) is provided to all parties identified on the distribution list.

The adoption of the 2023 Emergency Operations Plan rescinds all previous versions of the Perquimans County Emergency Operations Plan and shall remain in effect until a proper replacement plan has been implemented.

Wallace Nelson, Chair
Perquimans County Board of County Commissioners

Perquimans County Planning & Zoning Staff Report
By Rhonda Repanshek, Planner
For January 3, 2023 County Commissioner Meeting

SUBJECT: Double flag lot review for Tax Parcel # 5-0034-0089A and the recombination of Tax Parcel # 5-0034-0089B and 5-0034-0089C with access over 5-0034-0112G, requested by Victor Passwaters, Jr. and Charles 'Casey' and Crystal Stork. Both flag lots are dependent on each other to exist and meet subdivision requirements. Current parcels exist only for agricultural purposes as noted in deeds.

Project Description/ Research & Analysis

History:

County Subdivision Regulations were created in 1990. In 1992, according to deeds 148/101 and 148/668 of the Cora Jennings Estate, these parcels were not approved under County Subdivision Regulations. (Reference attached GIS map.) A field path runs north-south across a 2.89 acre parcel on the Ernest Armstrong side of the property line. The original survey titled 'Eight Part Division of the Cora Jennings Estate' (survey at R.O.D. 148/102) shows a 20 foot wide easement that straddles a ditch. Only part of the easement is on the field path, the remainder is through a neighbor's yard on the opposite side of the ditch. Even if the easement were 100% on the field path, our current subdivision regulations require a wider access. All the deeds of lots 1 through 6 on the northerly side of the Cora Jennings Estate have the following sentence, "This is being transferred as agricultural land and has not been approved under the County Subdivision Regulations." One parcel was sold to the Stork family as a residential building lot but did not have the required access width. Mr. Passwaters entered the situation a few months later and purchased the two parcels east of the Stork parcel and also purchased Armstrong parcel 'H', which has the field path on it.

General Information:

All parcels involved in this case are zoned RA, rural agriculture and each Cora Jennings Estate parcel individually is 5.59 acres. The size and shape of the parcels fit current subdivision requirements. The access is the problem. Flag lots shall have a minimum 25 foot width along the pole unless the access length is greater than 1,000 feet, in which case the minimum width shall be 45 feet. In anticipation of this case being presented to the Boards, both families have agreed to have a forty-five (45) foot wide access that is approximately 800 feet long. They also have agreed upon a Shared Access/Maintenance Agreement that is fully prepared and ready for signatures. The flag portions satisfy minimum requirements of an RA zone. The access is in the same location as the original field path.

Our local Soil & Water Technician reviewed maps, visited the site, and took some elevation shots. He has determined that the natural drainage of the subject area is to the north towards Chapanoke Road, eventually making its way to the Little River. He recommends all swales and ditching be aimed to drain towards the northeastern part of the parcel, where it would tie into an existing field ditch. He also recommends building up a pad wherever the house(s) will go.

Existing ditching is by the right of way path off Hurdletown Road. Whoever originally dug those ditches aimed to drain water towards Hurdletown Road, but he's not sure that is the best route for it. According to his studies of the terrain, Hurdletown Road acts as a watershed boundary. Some water from the southern part of the Stork and Passwaters parcels may drain towards Old Hickory Road, eventually to Sutton Creek. He suggests reaching out to NCDOT for assistance with the culvert pipe at Hurdletown Rd, (which Mr. Passwaters has already done). If more precise elevation shots are needed by the Stork or Passwaters family then he offers his assistance.

Due to infrastructure concerns, Planning and Water Department staff have come up with these rules:

- a) No more than 2 water meters are allowed at the intersection of the access and Hurdletown Road,
- b) No more than 2 principal dwellings total. Mr. Passwaters is combining his 2 rear parcels to simplify this,
- c) The access width should remain clear of trees to allow not only traffic but utility lines to fit in the easement width,
- d) Both addresses will need to be clearly marked at the Hurdletown Rd entrance with reflective signs so emergency personnel can find the houses easily at night,
- e) If a 3rd dwelling were ever to be proposed, the landowners may be required to:
 - 1) Install a water main at their own expense and grant the County a 20 foot wide easement over it and dedicate the water line to the County,
 - 2) Move the (at that time) existing 2 water meters at Hurdletown Rd. to the actual yards of the then existing houses,
 - 3) Make the road access meet NC DOT standards and be paved,
 - 4) Name the road, which will entail changing all existing addresses using the access.

Why the case needs Planning Board and BCC approval:

County Subdivision Regulations section 402(B)(9) states, "Requests for the creation of more than one flag lot from the same parcel shall be reviewed by the Planning Board using the Major Subdivision review procedures", which is an administrative decision making procedure, therefore this is an administrative decision.

Consistency with 2016 Land Use Plan Update

According to the Projected Future Land Use map Exhibit IX-B, page IX-36 of CAMA's 2016 Land Use Plan Update, the subject area is zoned *Residential Agricultural*. This classification is intended to delineate where the predominant land use is scattered, low density residences which are dispersed among farmland and open spaces. "Long-term, those portions of the residential agricultural classified area that have

residential units are projected to have average densities of approximately 1 dwelling unit per 5 acres." The Land Use Plan Update may be viewed in its entirety on the County website at www.PerquimansCountyNC.gov (click on "Departments" then "Planning and Zoning" then scroll to the bottom of the page and click on "Perquimans County 2016 Joint CAMA Land Use Plan Update-Recertified 3-5-2018").

Recommendations

Planning Board members unanimously voted both flag lots to be consistent with subdivision requirements and recommended approval. Subject property as proposed, meets subdivision requirements. Applicants have septic system permits, an access/maintenance agreement prepared and ready for signature, a survey illustrating a forty-five (45) foot wide easement and meet size and dimensional criteria.

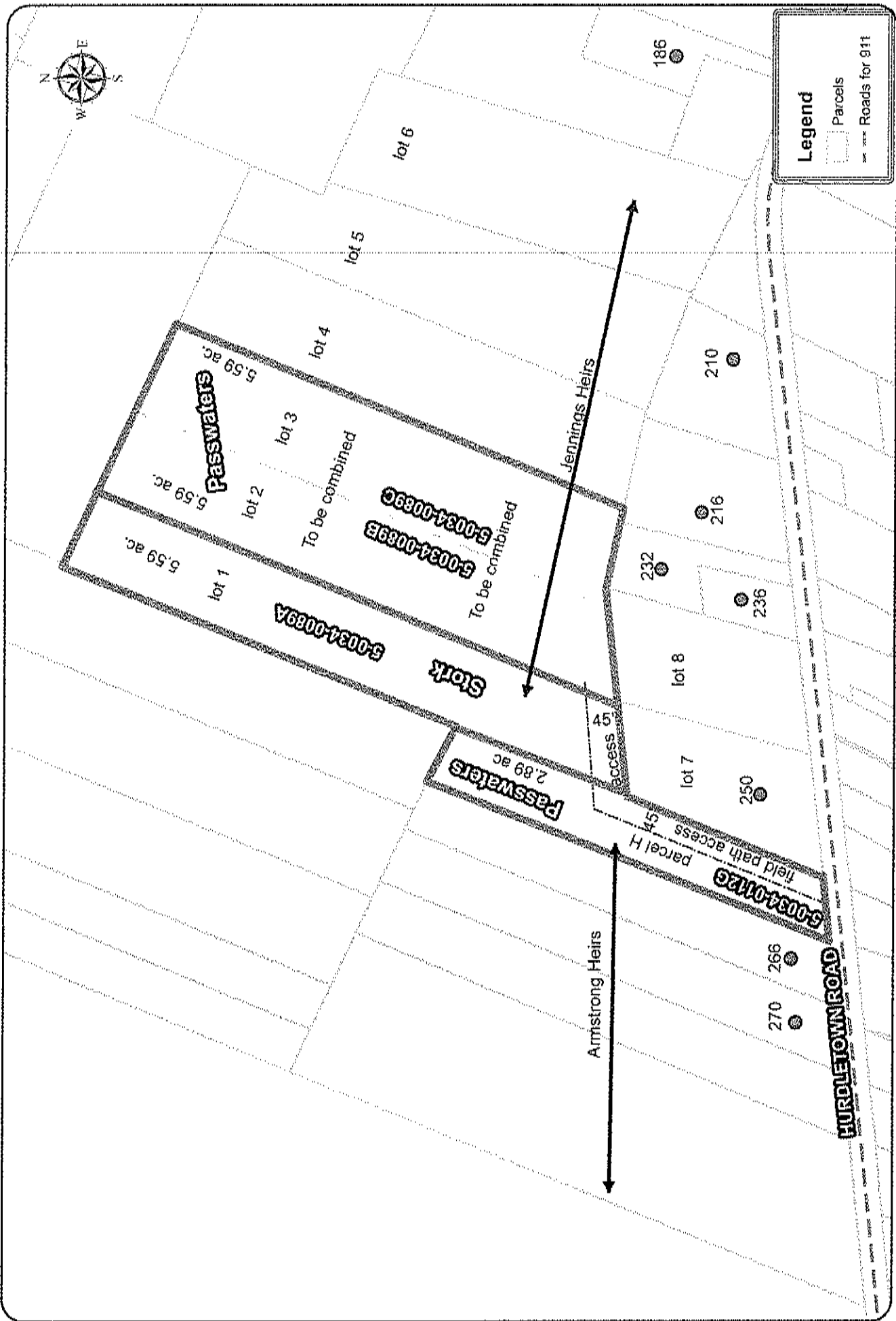
Suggested Motions

The Board of County Commissioners is requested to consider using the following script to form the desired motion to recommend approval or denial of the case, as follows:

Motion to find proposed two flag lots to be consistent with subdivision requirements and approve double flag lot review for Tax Parcel # 5-0034-0089A and the recombination of Tax Parcel # 5-0034-0089B and 5-0034-0089C with access over 5-0034-0112G.

A motion to recommend denial to the Board of County Commissioners for this case would utilize the **above-noted motion stated in the negative tense with a reason clearly stated.**

ATTACHMENTS: 1) GIS Map
 2) Proposed Recombination Survey



Disclaimer: Parcel lines are for tax purposes only. This map is NOT a substitute for a land survey or legal document. The County assumes no legal responsibility for the information contained on this map.

1 inch equals 296 feet
 Map created Dec. 2, 2022 by RR
 Perquimans County, NC

PLAT PREPARED FOR
VICTOR E. PASSWATERS, JR.
 VARIOUS TAX PCL NO(S), AS SHOWN
 PARKVILLE TOWNSHIP - PERQUIMANS COUNTY - NORTH CAROLINA
 SCALE: 1"=125'

AREAS SHOWN COMPUTED BY COORDINATE METHOD

VARIOUS SOURCE REFERENCES AS SHOWN
 F.E.M.A. FLOOD ZONE "X", FLOOD INSURANCE RATE
 MAP: C10 37031A, PANEL 7500, SUFFIX "K",
 EFFECTIVE DATE: DECEMBER 21, 2018

THIS SURVEY IS OF ANOTHER CATEGORY, SUCH AS
 A RECOMBINATION OF EXISTING PARCELS, A COURT-
 ORDERED SURVEY OR OTHER EXCEPTION TO THE
 DEFINITION OF A SUBDIVISION.

JOSHUA A. WEBS, III L-2989 EDENTON, N.C.



NORTH REFERENCE
 D.B. 148, PG. 448

0 125 250 375

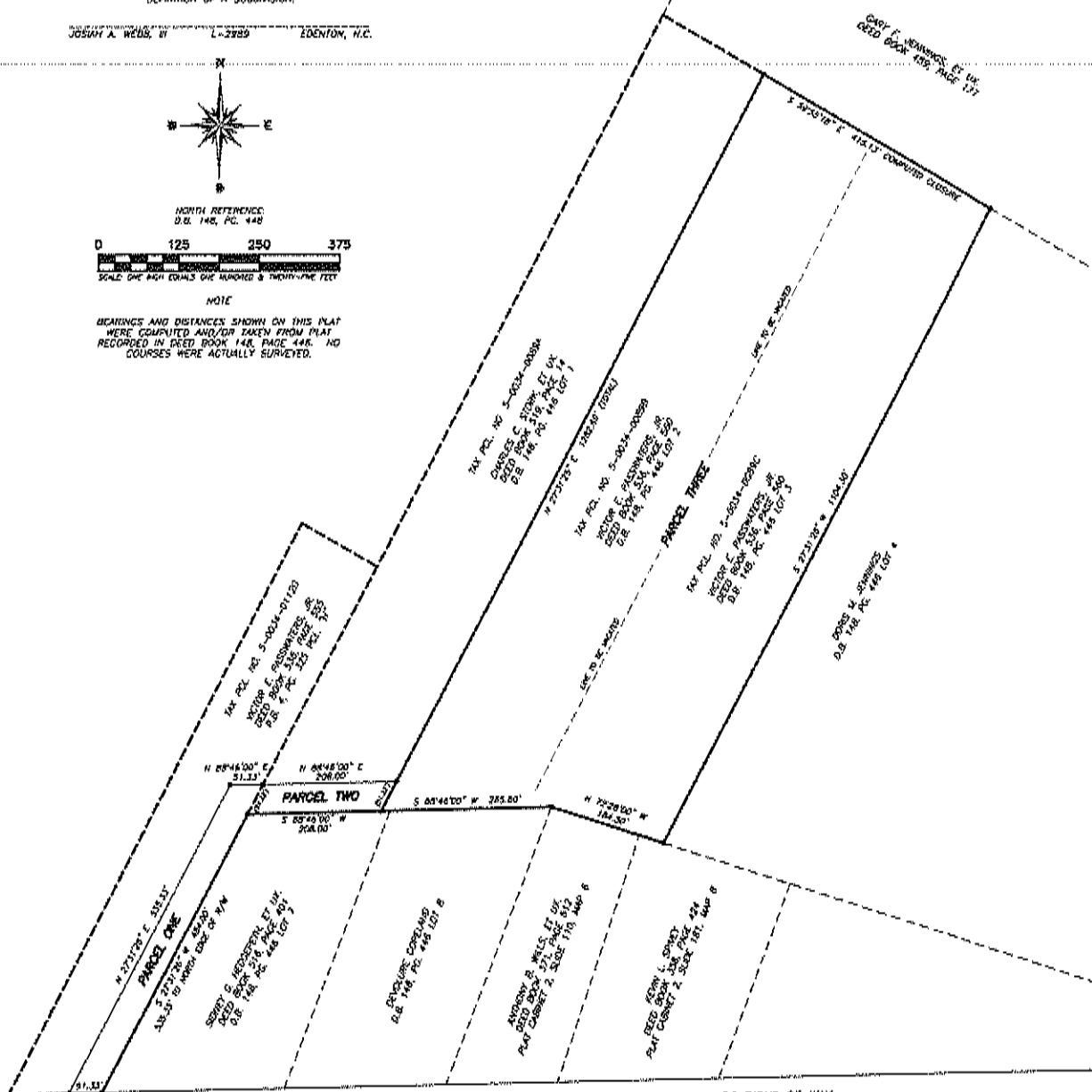


SCALE ONE INCH EQUALS ONE HUNDRED & TWENTY-FIVE FEET

NOTE

BEARINGS AND DISTANCES SHOWN ON THIS PLAT
 WERE COMPUTED AND/OR TAKEN FROM PLAT
 RECORDED IN DEED BOOK 148, PAGE 448. NO
 COURSES WERE ACTUALLY SURVEYED.

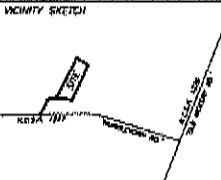
PARCEL ONE PRIVATE 45 FT. WIDE RIGHT OF WAY (AREA 24,090 SQ. FT.)
PARCEL TWO PRIVATE 45 FT. WIDE RIGHT OF WAY (AREA 9,380 SQ. FT.)
PARCEL THREE MERGER OF TAX PCL. NO(S), 5-0034-0089B & 5-0034-0089C TOTAL MERGED AREA 11.18 ACRES



SURVEYOR'S CERTIFICATE:
 NORTH CAROLINA
 PERQUIMANS COUNTY
 I, JOSHUA A. WEBS, III, CERTIFY THAT THIS PLAT WAS DRAWN FROM A PLAT RECORDED
 IN D.B. 148, PG. 448, THAT THE RATIO OF REDUCTION AS CALCULATED BY LATITUDES
 AND DEPARTURES IS 1:10,000 AND THAT THIS PLAT WAS PREPARED IN ACCORDANCE
 WITH G.S. 47-30 AS AMENDED.
 WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS 13TH DAY OF
 OCTOBER, 2022.
 JOSHUA A. WEBS, III L-2989 EDENTON, NORTH CAROLINA
 POST OFFICE BOX 181 EDENTON, N.C. 27922-0181 PH: 252-377-5199

REVIEW OFFICER'S CERTIFICATE:
 NORTH CAROLINA
 PERQUIMANS COUNTY
 I, _____ REVIEW OFFICER
 OF PERQUIMANS COUNTY, CERTIFY THAT
 THE MAP OR PLAT TO WHICH THIS CER-
 TIFICATION IS AFFIXED MEETS ALL STA-
 TUTORY REQUIREMENTS FOR RECORDING.
 DATE: _____ REVIEW OFFICER

REGISTRAR'S CERTIFICATE:
 PRESENTED FOR RECORDATION THIS _____
 DAY OF _____ 2022 AT _____
 O'CLOCK _____ M. AND RECORDED IN PLAT
 CABINET _____ SLIDE _____
 _____ REGISTER OF DEEDS



Recommendations

Planning Board found proposed Text Amendment TXT-22-01 to be consistent and in harmony with the County comprehensive Land Use Plan existing development pattern because the proposed text amendments encourage the fill of vacant lots, preservation of open space, and encourage rural agricultural aesthetics in commercial building design. Planning Board also recommended approval of Text Amendment TXT-22-01 and incorporating attorney comments and other changes noted with double asterisks in the attached Table of Proposed Changes. Staff reminds the Boards to give a reason why the proposed text amendments *are* or *are not* consistent with the CAMA Land Use Plan. Also, **remember to add any changes** you may want to make regarding **1)** which Commercial Building facades require windows or doors every 20 feet and **2)** whether a non-conforming single-wide manufactured home can be replaced by another single-wide.

Suggested Motions

Board of Commissioners is requested to consider using one of the following sets of scripts to form the desired motion for approval or denial of Text Amendment TXT-22-01, as follows:

1) Motion to find proposed Text Amendment No. TXT-22-01 to be consistent and in harmony with the county comprehensive Land Use Plan existing development pattern because (*explain why*);

Example why consistent: The proposed text amendments encourage fill of vacant lots, preservation of open space, and encourage rural agricultural aesthetics in commercial building design.

Example why NOT consistent: *Board member must describe *

2) Motion to approve Text Amendment No. TXT-22-01 , as presented, to edit County Zoning Ordinance and Subdivision Regulations including proposed commercial architectural design standards, NCGS law updates, exception added regarding accessory buildings, exception added regarding natural disaster hardship, solar farm vegetative buffer standard to be more dense, addition of the definition of Accessory Dwelling Unit (ADU), edits to the Major Subdivision Review procedure, consolidation of subdivision review checklists, and certificate edits among other small edits and typographical errors. (*With the condition that*)

Suggested actions to deny: A motion to deny Text Amendment No. TXT-22-01 would utilize the **above-noted motion stated in the negative tense.**

ATTACHMENTS:

- 1) Table of Proposed Changes
- 2) Zoning Ordinance pages with proposed changes
- 3) Subdivision Regulation pages with proposed changes
- 4) Major Subdivision Review Process Flowchart

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

Board/Committee	Term	Appt.	Expire
FRANK HEATH			
Chowan/Perquimans Smart Start Partnership	unlimited	unlimited	unlimited
Highway 17/64 Association Board of Trustees	Review Every Yr	12/1/2022	11/30/2023
Home & Community Care Block Grant	unlimited	11/1/2005	unlimited
Inter-Agency Council - County Manager	1 yr.	7/1/2021	6/30/2022
RPO Rural Technical Coordinating Committee		4/5/2010	unlimited
RPO Transportation Advisory Committee - Alternate	2 yrs.	12/1/2022	11/30/2024
Albemarle Regional Landfill Authority	4 yrs.	2/1/2021	1/31/2025
Economic Development Commission	<i>Appointed by County</i>		

§ 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 DECEMBER

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
JOSIAH A WEBB STEVEN D BESS	X	12-16-2022	X	EXISTING PARCEL 2-0069-0051 / 2.00 ACRES
T A STOKELY WALER M & DONIA WINSLOW	X	12-21-2022	X	BOUNDARY, RECOMBINATION, SUBDIVISION 5-0052-0046 129.71 ACRES / 40.40 ACRES
Bissell PO Box 1068 Kitty Hawk, NC 27949 (252) 261-3266	S. L. Cardwell Surveying 1206 Francis Street Elizabeth City, NC 27909 338-6328	Pat McDowell PO Box 391 Elizabeth City, NC 27909 338-4161		Saunders Surveying 510 Avena Road Black Mountain, NC 28711 (828) 669-2777
Bowman Consulting Paul J Toti 131 Main Street Gatesville, NC 27938 357-1581	E.T. Hyman Surveying 133 US Hwy 158 West Ste E Camden, NC 27921 335-2913	McKim & Creed 504 E Elizabeth St Ste1 Elizabeth City, NC 27909 338-2929		Scott Temple PO Box 422 Elizabeth City, NC 27907 330-4016
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		Tony Webb PO Box 381 Edenton, NC 27932 482-3066
TIMMONS GROUP	1805 WEST CITY DRIVE ELIZABETH CITY, NC 27909	(252)621-5030		

11/22/2022



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-December 2022

GARNISHMENTS: \$1,809.27

PAYMENT AGREEMENTS: \$5,653.60

DEBT SETOFFS: \$0

PERQUIMANS COUNTY
OFFICIAL REPORT

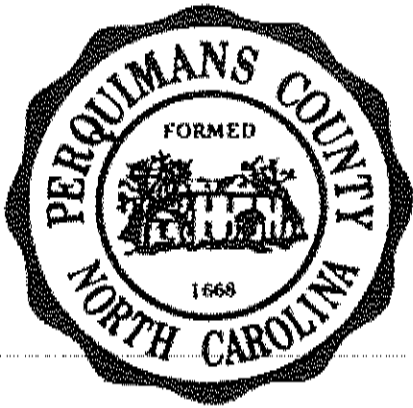
Board of Commissioners:
Finance Officer:

Date: DECEMBER 2022

wish to report that during December 2022 I received the following funds which were duly deposited in the County's depository on the dates and at 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
12/1/2022	\$1,427	\$360		\$75	\$75		\$10		\$1,947	\$480
12/2/2022	\$185	\$170			\$205				\$560	\$305
12/3/2022									\$0	\$0
12/4/2022									\$0	\$0
12/5/2022									\$0	\$0
12/6/2022	\$75	\$110		\$75	\$205				\$465	\$110
12/7/2022	\$827								\$537	\$0
12/8/2022	\$185						\$10		\$185	\$0
12/9/2022									\$0	\$0
12/10/2022									\$0	\$0
12/11/2022									\$0	\$0
12/12/2022		\$280			\$75				\$0	\$0
12/13/2022		\$478							\$355	\$355
12/14/2022	\$610	\$50							\$478	\$200
12/15/2022	\$150			\$75			\$10		\$751	\$0
12/16/2022	\$100		\$250						\$400	\$150
12/17/2022			\$100						\$200	\$200
12/18/2022									\$0	\$0
12/19/2022	\$100	\$150							\$0	\$0
12/20/2022		\$90							\$0	\$0
12/21/2022	\$290				\$75				\$290	\$30
12/22/2022			\$355						\$165	\$105
12/23/2022									\$720	\$365
12/24/2022									\$0	\$0
12/25/2022									\$0	\$0
12/26/2022									\$0	\$0
12/27/2022									\$0	\$0
12/28/2022									\$0	\$0
12/29/2022									\$0	\$0
12/30/2022									\$0	\$0
12/31/2022									\$0	\$0
TOTAL	\$3,655	\$1,688	\$705	\$300	\$635	\$0	\$30	\$0	\$7,013	\$2,280

Signed: _____ Building Inspector



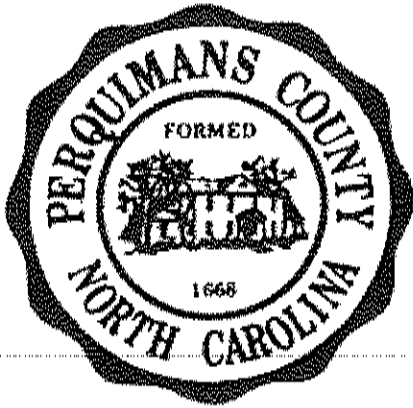
New Case Report

12/1/2022 - 12/22/2022

Case Date	Case #	Parcel Address	Owner Name	Violation
12/16/2022	132	117 RED BANK RD	MALLORY, EDGAR STEVE	nuisance vehicles
12/15/2022	131	113 RED BANK RD	DURHAM, KATHRYN R	solid waste
12/13/2022	130	339 HOLIDAY LN	RHEA, THOMAS E II	solid waste
12/1/2022	129	771 POPLAR NECK RD	DAIL, RICHARD D	abandoned mobile home

Total Records: 4

12/22/2022



Case Activity Report

12/1/2022 - 12/22/2022

Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
12/16/2022	131	113 RED BANK RD	solid waste	trash piled in yard	Inspection	Trash piled in and around a utility trailer parked in the yard of the residence
12/16/2022	132	117 RED BANK RD	nuisance vehicles	nuisance vehicles	Inspection	When inspecting 113 Red Bank, observed several apparent junk vehicles next door in yard at 117 Red Bank
12/5/2022	34	125 MARTIN LN	abandoned house	abandoned house	Inspection	No change to property, still need to find owner to serve notice to so home can be demo
12/1/2022	94	1444 OCEAN HWY N	Abandoned Mobile Home	Abandoned Mobile Home	Inspection	Demo complete and property has been cleaned up. Case closed

Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
12/1/2022	129	771 POPLAR NECK RD	abandoned mobile home	abandoned mobile home	Inspection	Property has a clearly abandoned single wide on it

Total Records: 5

12/22/2022

COMMITTEE REPORTS