

AGENDA

All items are for discussion and possible action.
Perquimans County Board of Commissioners
Meeting Room at Perquimans County Library
June 6, 2023
7:00 p.m.

Board of Equalization & Review to meet in Meeting Room at Perquimans County Library at 6:50 p.m.

- I. Call to Order
- II. Prayer & Pledge
- III. Public Hearing
 - A. Quasi-judicial Public Hearing.....6:40 p.m.
 - The purpose of this quasi-judicial public hearing is to receive public comments to consider a Special Use Permit No. SUP-23-01, requested by Staley Colson for an in-ground swimming pool on Matthews Acres Road in the Historic Ag. District, Tax Parcel No. 5-0051-0015L
 - B. Legislative Public Hearing6:45 p.m.
 - The purpose of this legislative public hearing is to receive public comments to consider Text Amendment No. TXT-23-01, to discuss an amendment to Ordinance No. 106 – Zoning Ordinance regarding accessory buildings in front yards and amendments to Ordinance No. 28 – Addressing Ordinance pertaining to road naming, raising violation fines and editing sections that create addressing- software problems.
- 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:

1. March 20, 2023 Regular Meeting	4. May 15, 2023 Regular Work Session
2. May 1, 2023 Regular Meeting	5. May 25, 2023 Budget Work Session
3. May 4, 2023 Budget Work Session	
 - B. Personnel Matters
 - 1. Appointment: Part-Time/Fill-In EMT (3)
 - 2. Appointment: Part-Time/Fill-In AEMT (2)
 - 3. Appointment: Part-Time/Fill-In Non-Certified Telecommunicator (4)
 - 4. Appointment: Part-Time/Fill-In Telecommunicator I
 - 5. Appointment: Certified Deputy
 - 6. Appointment: Social Worker III
 - 7. Promotion: Social Services Director
 - 8. Certification: Part-Time/Fill-In AEMT
 - 9. Completion of BLET: Certified Deputy
 - 10. Promotion: Full-Time Non-Certified Telecommunicator
 - 11. Promotion: Full-Time Certified Telecommunicator I
 - 12. Resignation: Full-Time Telecommunicator II
 - 13. Job Reclassification: Part-Time/Fill-In Telecommunicator II
 - 14. Resignation: Part-Time/Fill-In AEMT
 - 15. Resignation: Part-Time/Fill-in Paramedic
 - 16. Resignation: Part-Time/Fill-In EMT
 - C. Step Increases/Merit Increases
 - 1. Social Services (1)
 - 2. Recreation Department (1)
 - 3. Sheriff's Office (2)
 - D. Budget Amendment Nos. 43 - 51
 - E. Board Appointments/Resignation
 - 1. Local Library Board
 - 2. Recreation Advisory Board (4)

ACTION TO BE TAKEN LATER

ACTION REQUIRED

- ACTION REQUIRED
 - F. Juvenile Crime Prevention Council (JCPC) Documentation
 - 1. Certification for FY 2023-2024
 - 2. Inter-Agency Council Appointments for FY 2023-2024
 - G. 23-24 Insurance Renewal Proposals
 - 1. 2023 Perquimans Co. L&P Renewal Proposal
 - 2. 2023 Perquimans Co. WC Renewal Proposal
- VI. **Presentations & Introduction of New Employees**
 - A. Presentations
 - 1. Recognition of Employees' Years of Service
 - a. Donna Phelps, Register of Deeds' Office
 - B. Introduction of New Employees
 - 1. Susan Chaney, Social Services
- VII. **Scheduled Appointments**
 - A. 7:00 p.m.
 - B. 7:05 p.m.
- NO ACTION REQUIRED
 - VIII. **Presentation of FY 2023-2024 Budget**
 - IX. **Commissioner's Concerns/Committee Reports**
 - A.
 - B.
 - X. **Old Business**
 - A. Updates from County Manager
 - B. Response from Town of Hertford No-Wake Zone Extension Request
 - C. Sale of Surplus Equipment
 - ACTION REQUIRED
 - XI. **New Business**
 - A. Planning Board Items
 - 1. Special Use Permit No. SUP-23-01 - Requested by Staley Colson
 - 2. Text Amendment No. TXT-23-01
 - B. Vacancy on Recreation Advisory Board
 - C.
 - NO ACTION REQUIRED
 - XII. **Unscheduled Appointments/Public Comments**
(If you wish to address the Board, please state your name for the record prior to speaking)
 - A.
 - B.
 - ACTION REQUIRED
 - XIII. **Closed Session: Per NCGS #143-318-11(4)** - The purpose of the Closed Session is to consult with attorney regarding an economic development matter, 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.)
 - XIV. **Adjournment**

FOR INFORMATION ONLY:

- Skills, Inc. Program Report for FY 2022-2023

DEPARTMENT HEAD REPORT:

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

COMMITTEE WRITTEN REPORTS:

NOTES FROM THE COUNTY MANAGER

June 6, 2023

7:00 p.m.

Board of Equalization & Review to meet in Meeting Room at Perquimans County Library at 6:50 p.m.

III. **Enclosures:** The purpose of the Public Hearings are to receive public comments on the following:

A. Quasi-judicial Public Hearing 6:40 p.m.

➤ *The purpose of this quasi-judicial public hearing is to receive public comments to consider a Special Use Permit No. SUP-23-01, requested by Staley Colson for an in-ground swimming pool on Matthews Acres Road in the Historic Ag. District, Tax Parcel No. 5-0051-0015L.*

B. Legislative Public Hearing 6:45 p.m.

➤ *The purpose of this legislative public hearing is to receive public comments to consider Text Amendment No. TXT-23-01, to discuss an amendment to Ordinance No. 106 -- Zoning Ordinance regarding accessory buildings in front yards and amendments to Ordinance No. 28 -- Addressing Ordinance pertaining to road naming, raising violation fines and editing sections that create addressing- software problems.*

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

A. **Presentations**

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

a. **Donna Phelps:** Ms. Phelps began working in the Register of Deeds' Office as their Deputy Register of Deeds on June 1, 2003. She is now working as the Assistant Register of Deeds. She has worked a total of 20 years.

B. **Introduction of New Employees:**

1. **Rebecca Corprew, Administrative Assistant IV:** Ms. Corprew will introduce the following new employees:

Employee Name	Employee Job Title	Effective Date
Anissa Coles	Social Worker II	05/01/2023
Tammy Chappell	IMC II	05/01/2023

VIII. County Manager Heath will presented the FY 2023-2024 Budget Message to the Board and request to set up a Public Hearing on June 19, 2023 at 7:00 p.m. ***(copies of the Budget will be provided to you on Tuesday night)***

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

X.B. **Enclosures:** In December, 2022, the Town of Hertford forwarded a request to extend the No-Wake Zone in the Perquimans River at the Hertford S-Bridge and along part of the Town waterfront (a copy of the map is enclosed). At the NC Rules Review Commission meeting on May 18, 2023, the members gave final approval for the rule amendment making it effective June 1, 2023. The Town of Hertford will be responsible to place the no-wake buoys. This is for information only. No action is being required.

X.C. The County approved the sale of the following vehicle on GovDeals at their May 1, 2023 meeting. The buyer never paid their money so the item was readvertised on GovDeals. The rebid period will close on June 6, 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
	2014 Dodge Charger, VIN 6310	4/3/2023	\$500	

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

1. **Special Use Permit No. SUP-23-01, requested by Staley Colson:** A Quasi-Judicial public hearing was held earlier in the meeting to hear public comments on the Special Use Permit No. SUP-23-01, requested by Staley Colson for an in-ground swimming pool on Matthews Acres Road in the Historic Ag. District, Tax Parcel No. 5-0051-0015L. The Planning Board approved their request. Board action is being requested.

2. **Text Amendment No. TXT-23-01:** A Legislative public hearing was held earlier in the meeting to hear public comments on the Text Amendment No. TXT-23-01, to discuss an amendment to Ordinance No. 106 -- Zoning Ordinance regarding accessory buildings in front yards and amendments to Ordinance No. 28 -- Addressing Ordinance pertaining to road naming, raising violation fines and editing sections that create addressing- software problems. The Planning Board approved the text amendment. Board action is being requested.

- XI.B. **Enclosure:** With April Smith stating that she would not want to be reappointed to another term on the recreation Advisory Board, we have one vacancy from the Parksville Township. A copy of the Volunteer Listing is attached. Board consideration and action is being requested.
- XIII. **Enclosure.** Pursuant to NC General Statute 143-318-11(4), the Board will go into closed session to consult with attorney regarding an economic development matter, 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 the following Minutes:
1. March 20, 2023 Special Called Meeting/Work Session
 2. May 1, 2023 Regular Meeting
 3. May 4, 2023 Budget Work Session
 4. May 15, 2023 Work Session
 5. May 25, 2023 Budget Work Session

B. **Enclosure:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Ariana Salupo	Part-Time/Fill-In EMT	Appointment	63/1	\$16.16/hr.	05/01/2023
Chilli Moore	Part-Time/Fill-In EMT	Appointment	63/1	\$16.16/hr.	05/01/2023
Tyree Hughes	Part-Time/Fill-In EMT	Appointment	63/1	\$16.16/hr.	05/01/2023
Jacob Bush	Part-Time/Fill-In AEMT	Appointment	66/1	\$16.44/hr.	05/01/2023
Jennifer Whitehurst	Part-Time/Fill-In AEMT	Appointment	66/1	\$18.44/hr.	05/01/2023
Carry Harris	Part-Time/Fill-In Non-Certified Telecommunicator	Appointment	60/1	\$14.16/hr.	05/01/2023
Nicholas Foley	Part-Time/Fill-In Non-Certified Telecommunicator	Appointment	60/1	\$14.16/hr.	05/30/2023
Alyssa Ratcliff	Part-Time/Fill-In Non-Certified Telecommunicator	Appointment	60/1	\$14.16/hr.	05/30/2023
Iasia Collier	Part-Time/Fill-In Non-Certified Telecommunicator	Appointment	60/1	\$14.16/hr.	05/30/2023
Melissa Hand	Part-Time/Fill-In Telecommunicator I	Appointment	63/1	\$16.16/hr.	05/30/2023
Taylor Renae Dickey	Certified Deputy	Appointment	65/1	\$36.707	06/01/2023
Candice Mallory	Social Worker III	Appointment	69/1	\$43.776	06/01/2023
Angela Jordan	Social Services Director	Promotion	79/1	\$67.985	06/01/2023
Puige Scheidler	Part-Time/Fill-In AEMT	Certification	66/1	\$18.44/hr.	06/01/2023
William Wright	Certified Deputy	Certification	65/1	\$36.707	06/01/2023
Morgan Story	Full-Time Non-Certified TC	Promotion	60/1	\$14.16/hr.	06/01/2023
Charity Geho	Full-Time Telecommunicator I	Promotion	63/1	\$16.16/hr.	06/01/2023
Crystal Wright	Full-Time Telecommunicator II	Resignation			05/31/2023
Crystal Wright	Part-Time/Fill-In Telecommunicator II	Job Reclassification	68/7	\$20.43/hr.	06/01/2023
Tantina Copeland	Part-Time/Fill-In AEMT	Resignation			05/15/2023
David Jensen	Part-Time/Fill-In Paramedic	Resignation			05/09/2023
Trevor Batts	Part-Time/Fill-In EMT	Resignation			05/25/2023

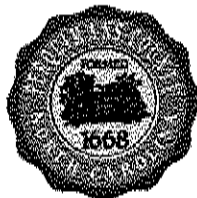
- C. **Enclosures:** During the Budget process, the following step or merit increases were approved for the employees. The following individuals are being recommended by their supervisor for step or merit increases:

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Sarah Ownley	IMC II	63/1	\$33,615	06/01/2023
Amanda Layden	Administrative Assistant -- Rec. Dept.	58/8	\$32,008	06/01/2023
Macey Stockwell Cappel	Administrative Assistant -- Sheriff's Office	60/3	\$30,929	06/01/2023
Christopher Murray	Certified Deputy	65/6	\$41,484	06/01/2023

- D. **Enclosures:** Budget Amendment Nos. 43 – 51 are enclosed for your review and action.
- E. **Enclosures:** The following board reappointments are presented for Board consideration and action:

Name	Board/Committee	Action Taken	Term	Effective Date
Poppert, Jennifer Ann	Local Library Board	Reappointment	4 yrs.	07/01/2023
Lassiter, Rodney	Recreation Advisory Committee - Belvidere	Reappointment	3 yrs.	07/01/2023
Long, Jr., George	Recreation Advisory Committee - Bethel	Reappointment	3 yrs.	07/01/2023
Hoffler, Joseph	Recreation Advisory Committee -- Commissioner	Reappointment	3 yrs.	07/01/2023
Smith, April	Recreation Advisory Committee - Parksville	Resigned		07/01/2023

- F. **Enclosures:** Juvenile Crime Prevention Council (JCPC) Documentation
1. Certification for FY 2023-2024: This is to certify the funding from JCPC for FY 2023-2024.
 2. Inter-Agency Council Appointments for FY 2023-2024: This is to certify the Inter-Agency Council members for FY 2023-2024.
- G. **Enclosures:** 23-24 Insurance Renewal Proposals
1. 2023 Perquimans Co. L&P Renewal Proposal: The Board will need to authorize County Manager Heath to accept this proposal.
 2. 2023 Perquimans Co. WC Renewal Proposal: The Board will need to authorize County Manager Heath to accept this proposal.



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**

May 30, 2023

To: Perquimans County Board of Commissioners

Re: Board of Equalization and Review

Please remember that the Board of Equalization will need to convene for its 2023 session on June 6.
At this time, I have no scheduled hearings.
I am anticipating that the Board of Equalization will adjourn that night.

A handwritten signature in black ink, appearing to read "Bill Jennings", is written over a faint, illegible background.

Bill Jennings
Tax Administrator
Perquimans County

PUBLIC NOTICE

Perquimans County Board of County Commissioners will hold a Quasi-judicial Public Hearing on Tuesday, June 6, 2023 at 6:40 PM in the Community Meeting Room of the Perquimans County Public Library at 514 S. Church Street, Hertford, NC, to consider: 1) Special Use Permit No. SUP-23-01, requested by Staley Colson for an in-ground swimming pool on Matthews Acres Road in the Historic Ag. District, Tax Parcel No. 5-0051-0015L; 2) at 6:45PM a Legislative Public Hearing for Text Amendment No. TXT-23-01, to discuss an amendment to Ordinance No. 106 - Zoning Ordinance regarding accessory buildings in front yards and amendments to Ordinance No. 28 – Addressing Ordinance pertaining to road naming, raising violation fines and editing sections that create addressing-software problems.

Property owners, residents and other interested parties may review these items during normal business hours before the public hearings by contacting the Perquimans County Planning Office, at 104 Dobbs Street, Hertford, NC, or call 252-426-2027 or email rhondarep@perquimanscountync.gov for more information.

Publish in Perquimans Weekly on May 20th and 27, 2023

Perquimans County Planning & Zoning Staff Report
 By Rhonda Repanshek, Planner
 June 6, 2023 Board of County Commissioner Rescheduled Regular Meeting

SUBJECT: Special Use Permit No. SUP-23-01, requested by Staley Colson, Jr. to install an in-ground swimming pool at 142 Matthews Acres Road in the Old Neck Historic Agriculture District. Subject property is Tax Parcel Number 5-0051-0015L.

Project Description/ Research & Analysis

Project Overview:

Purpose of Special Use: The purpose of having the use being special is to ensure that it would be compatible with surrounding development and in keeping with the purposes of the general zoning district in which it is located. Per zoning ordinance section 904(c) the Board of County Commissioners (BCC) may impose reasonable and appropriate conditions and safeguards upon the approval. Section 904 (f) allows the BCC to require restrictions upon the location of construction, maintenance and operation of the special use as deemed necessary for the protection of the public interest.

Site Considerations & Design:

Article VIII, Table of Uses classifies this application as Special Use (S) in an Historic Agriculture (HA) District. Perquimans County Zoning Ordinance Section 911.30 *Swimming Pools* applies to this case. All conditions in the attached proposed Special Use Permit are copied from zoning ordinance section 911.30 *Swimming Pools*. Pools are not allowed in front yards, in-ground pools require a fence at least 4 feet high, and all wiring must meet the National Electric Code.

Regulations and Procedure

Potential Schedule for Public Hearing(s): March 30, 2023 Mr. Colson's Application package was received by the Planning & Zoning Office and was found to be substantially complete. Public notices were sent to adjacent property owners and published in the Perquimans Weekly in accordance with Section 332(a)&(c) *Notice of Hearing* of the County's Zoning Ordinance and NCGS Ch. 160D-406(b). Pursuant to Section 904, *Board of Commissioners Action*, Planning Board's action at their Regular Meeting on May 9th allows the case to have a quasi-judicial public hearing and BCC review on June 6th.

Recommendation Procedure: Perquimans County Zoning Ordinance Section 904 states that after Planning Board has produced recommendations then the BCC shall consider the proposed Special Use Permit (SUP) at a quasi-judicial public hearing. In considering the request, the BCC shall use as a guide Sections 904(e) (1 – 4) as findings.

Consideration of SUP Criteria and Proposed Conditions: This request for a SUP requires consideration of the Draft Special Use Permit, which includes suggested conditions for the proposed site. The applicant's site plan and statement are formal parts of the SUP. If approved, the draft SUP will be executed by the applicant and the BCC Chair and recorded by the applicant in the Register of Deeds along with the site plan. Later, the recorded SUP will be attached to the applicant's zoning permit and then be used by Planning & Zoning staff to determine zoning compliance. Reference is made to the attached draft Special Use Permit, with suggested conditions for the Planning Board's consideration.

Consistency with 2016 Land Use Plan (LUP) Update: Per County Zoning Ordinance section 903(c), Planning Board shall include in its comments a statement as to the consistency of the application with the County's currently adopted Comprehensive Plan. 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 **Historic Agriculture Area**. Perquimans County Future Land Use in Chapter IX, page IX-33 states the zone is like an RA-Rural Agriculture zone with a special nature to consider. The County was still determining allowed uses in this area when the last LUP was being updated. The LUP 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").

General Land Use Plan Objectives on page II-17 of the CAMA Land Use Plan are stated as follows: *"The land use plan should help the County: preserve its rural character; protect and preserve the natural environment; provide adequate public facilities and services; achieve support and consensus for County initiatives; promote unity in its residential and commercial communities; and, make infrastructure improvements that compliment but do not duplicate existing systems."*

Recommendations

Planning Board unanimously recommended approval of the special use permit with conditions as presented and found it to be consistent with Perquimans County CAMA Land Use Plan (LUP) due to its zone as Historic Ag in the LUP and the residential nature of the proposed use. Planning Board recommends approval based on the conclusions that:

1. The use will not materially endanger the public health or safety, if located according to the plan submitted and approved;
2. The use meets all required conditions and specifications;
3. The use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity; and
4. The location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and in general conformity with the Perquimans County Land Use Plan.

Suggested Motions – Recommendations – Actions: The Draft SUP, if approved by the Commissioners, must contain conditions included by the BCC's motion, if so moved.

The BCC is requested to consider using one of the following sets of scripts to form the desired motion for approval or denial of each proposed SUP, as follows:

SUGGESTED ACTION TO APPROVE:

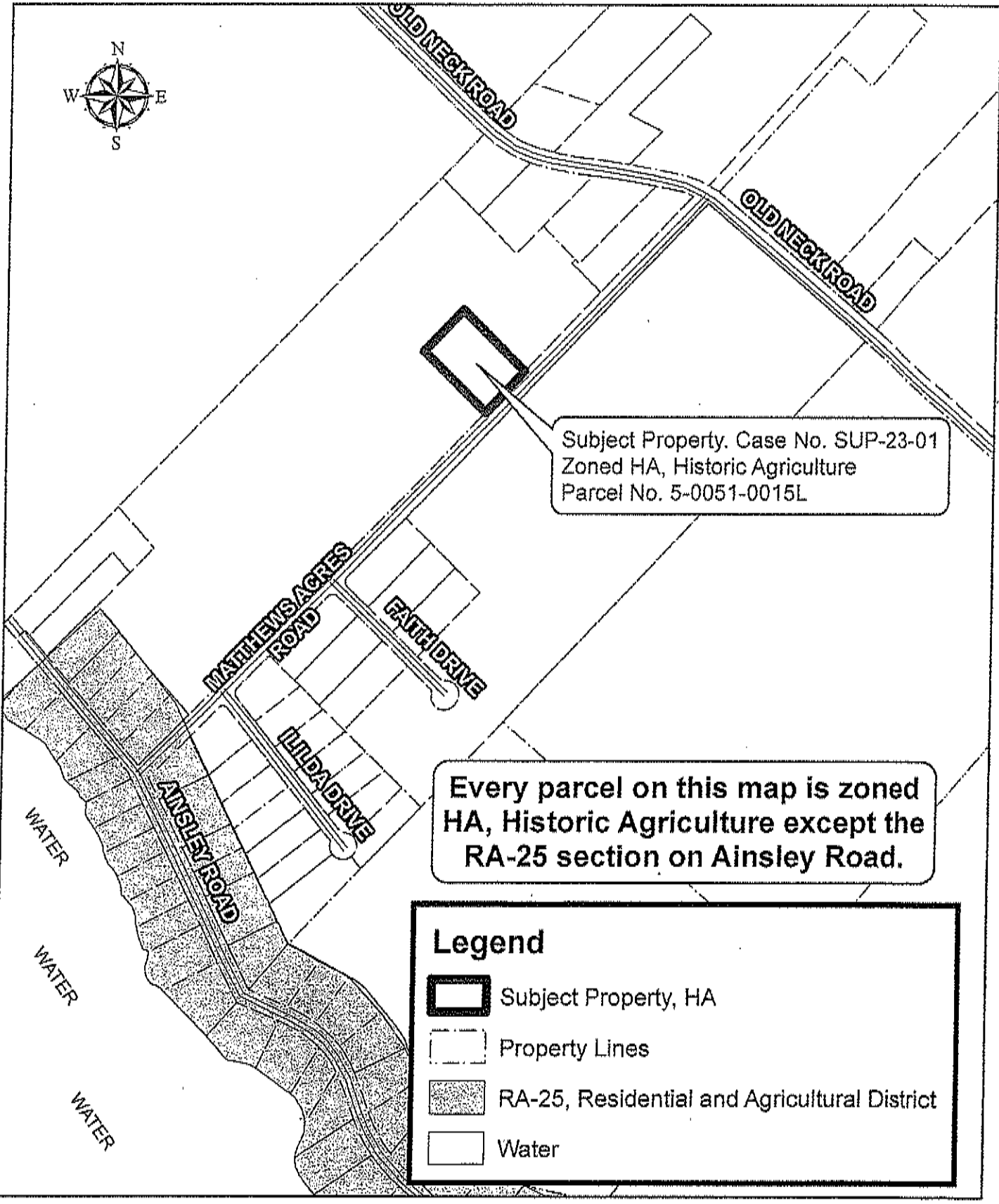
Motion to find proposed Special Use Permit No. SUP-23-01 to be consistent with Perquimans County's CAMA Land Use Plan (LUP) due to the residential nature of the proposed use and its zoning as Historic Agriculture Area in the LUPand..... motion to approve it as presented based on the conclusions that:

1. The use will not materially endanger the public health or safety, if located according to the plan submitted and approved;
2. The use meets all required conditions and specifications;
3. The use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity; and
4. The location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and in general conformity with the Perquimans County Land Use Plan.

(conditioned upon..... revise, add or delete from list of conditions in the DRAFT Special Use Permit),

ACTION TO DENY: Motion to deny Special Use Permit No. SUP-23-01, as presented, because.....state your reason.





ATTACHMENTS: 1) GIS Map
 2) Applicant's SUP Application and Site Plan;
 3) Draft Special Use Permit No. SUP-23-01



Subject Property. Case No. SUP-23-01
Zoned HA, Historic Agriculture
Parcel No. 5-0051-0015L

Every parcel on this map is zoned
HA, Historic Agriculture except the
RA-25 section on Ainsley Road.

Legend

-  Subject Property, HA
-  Property Lines
-  RA-25, Residential and Agricultural District
-  Water

0 500 Feet

Zoning & Location Map for Special Use Permit Request No. SUP-23-01

1 in = 500 ft

Map created April 19, 2023
by Perquimans Planning Office (R.R.)



Perquimans County, North Carolina
APPLICATION FOR SPECIAL USE PERMIT REQUEST
Case No. SUP - 23 - 01

This section to be completed by County:	
Date received: <u>3-30-2023</u>	Received by: <u>TM</u>
Date completed: _____	Confirmed by: _____
Subject Property Tax Map No(s): <u>5-0051-0015L</u>	
Subject Property Zoning District(s): _____	

Applicant's Information

Name(s) of Owner(s): Staley Douglas Colson JR.
 Street Address: 142 Matthews Acres Rd
 City/State/Zip Code: Hertford NC 27144
 Phone Number(s): ~~_____~~ Fax: _____ E-mail Address: _____
 Applicant (if different from Owner): _____
 Street Address: _____
 City/State/Zip Code: _____
 Phone Number(s): _____ Fax: _____ E-mail Address: _____
 Person to receive comments and correspondence: _____

Description of Property

Address(es) of Subject Property: 142 Matthews Acres Rd
 Tax Parcel Nos.: 5-0051-0015L
 Location: This property is located on the (Circle) N S E W side of Matthews Acres Road,
 approximately 933 feet (Circle) N S E W of Old Neck Road.
 Size of Property: 1.56 acres. Lot width: 210 feet. Lot depth: 322 ft.
 Flood Plain: X

1) I (We), the undersigned, do hereby respectfully make application and request the Planning Board and Board of Commissioners to consider a proposed Special Use Permit to make use of the subject property as follows: In-ground swimming pool. The subject property is zoned Historic Agriculture (HA). The subject property is owned by Staley Colson, Jr as evidenced by deed recorded in Real Estate Book 439, Page 519 OR Will File Number _____ in the Perquimans County Register of Deeds.

Application for Special Use Permit Request
Case No. SUP -23 - 01

2) The following is from the most recent County Tax Office listing and contains all of the individuals, firms, or corporations owning properties involved in the Special Use Permit request as well as the owners of all properties any portion of which is within one-hundred fifty (150) feet of the subject property. This includes any property owner who is adjacent to the subject property (to the side, rear or front) and across the street or railroad track.

Name	Address
a. <u>Marta Colson</u>	<u>457 Old Neck Rd, Hertford, NC</u> <u>27244</u>
b. <u>Robert Matthews</u>	<u>209 Poplar Dr, Elizabeth City,</u> <u>NC 27909</u>
c. _____	_____
d. _____	_____
e. _____	_____
f. _____	_____
g. _____	_____
h. _____	_____
i. _____	_____
j. _____	_____
k. _____	_____
l. _____	_____

Use an additional sheet of paper if necessary.

Application for Special Use Permit Request
Case No. SUP-23-01

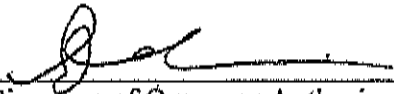
Attach the following:

- Completed Application.
- Letter addressed to the Perquimans County Board of Commissioners explaining your intentions in detail. The Applicant is advised to address any general and specific conditions and finding required by the Zoning Ordinance, Section 911.
- Proof of Ownership.
- Owner's Authorization for Agent, if applicable.
- Legal Description(s) and/or boundary survey(s) to be used as an exhibit to the proposed Special Use Permit.
- Site plan prepared in accordance with Section 514 and Article IX of the Perquimans County Zoning Ordinance.
- Two self-addressed stamped envelopes and two sets of stamped pre-addressed envelopes of all property owners of subject, adjacent and nearby properties within 150 feet and/or across the street or railroad track (as per current Tax Office listings), to whom notice of public meeting and hearing must be sent. Said notices will be sent by the Planning & Zoning Office in envelopes provided by Applicant. Leave the upper left corner of envelopes blank; the Planning Office will add their own address there.
- Filing Fee (See Current Planning/Zoning Fee Schedule, approved by County Commissioners)

Additional information needed by Planner, Technical Review Committee or County Officials:

APPLICATIONS WILL NOT BE SCHEDULED FOR PUBLIC MEETING UNTIL COMPLETE

I (We), the undersigned, do hereby respectfully apply for a Special Use Permit on the property described herein. I (We) affirm that this application form and attached materials are true and accurate to the best of my (our) knowledge.



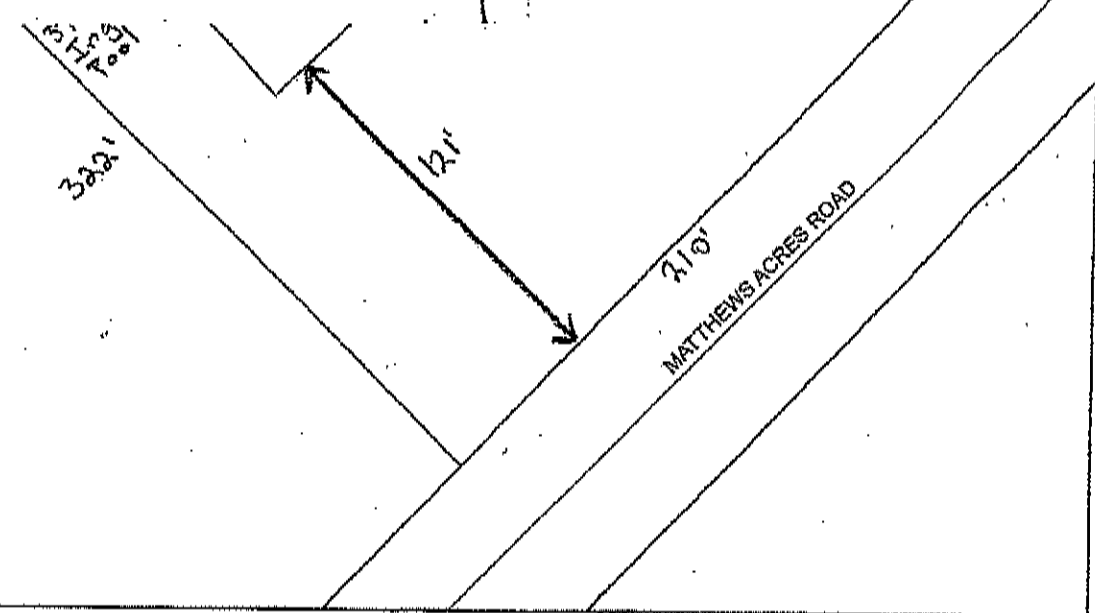
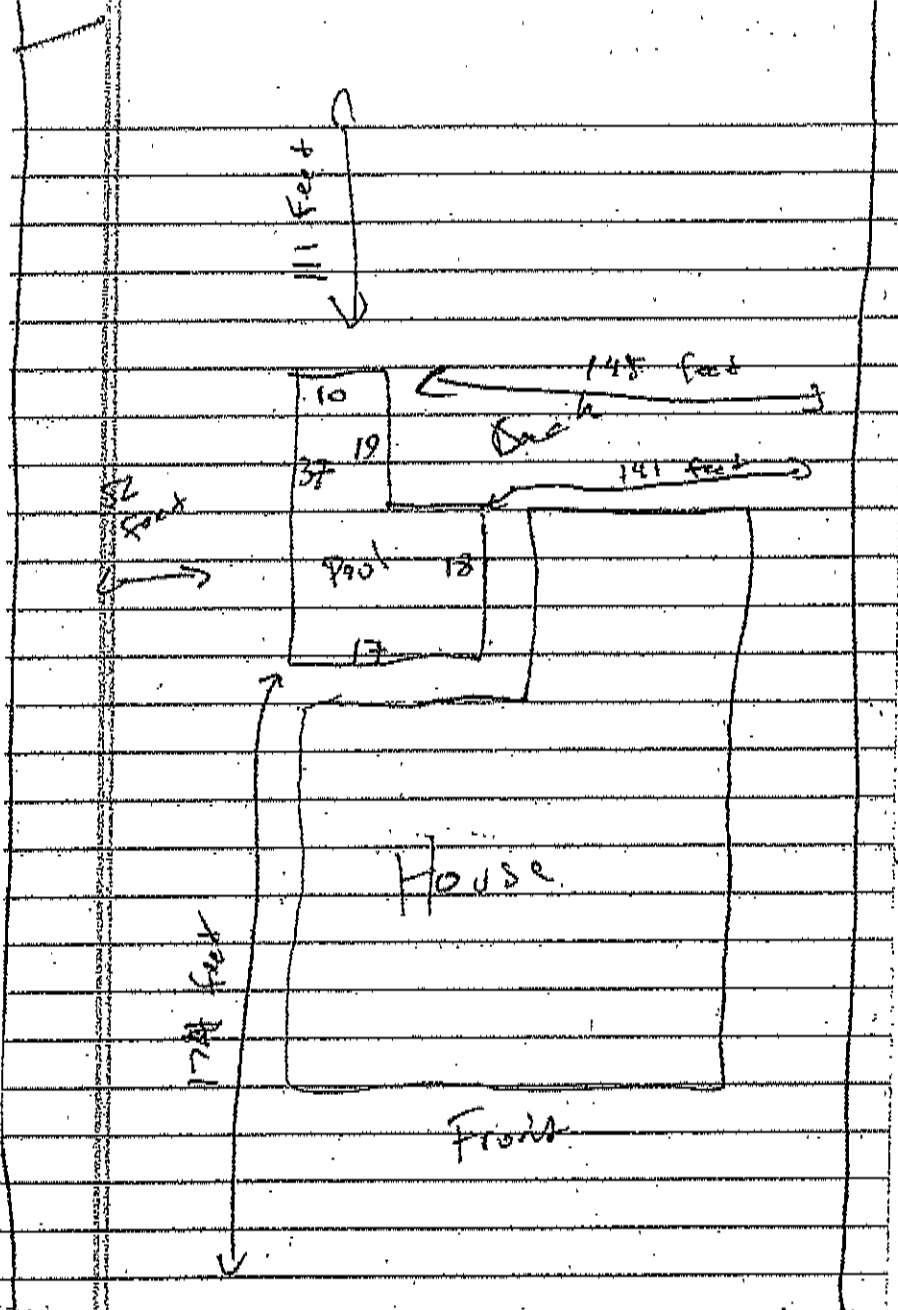
 Signature of Owner or Authorized Applicant

3-30-23

 Date

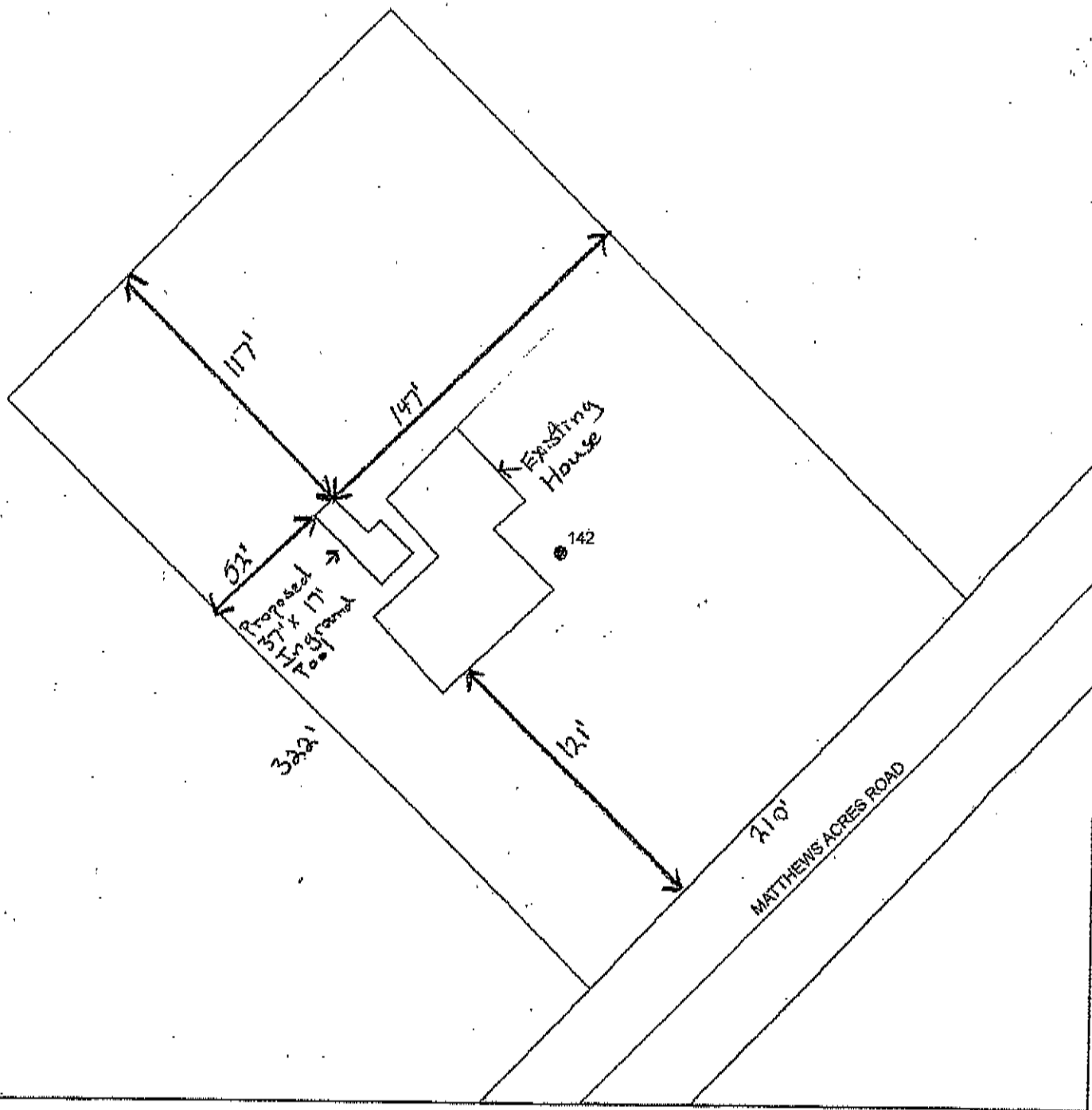
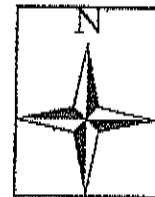
(This Application must be submitted to the Planning and Zoning Administrator no less than 25 days prior to the Planning Board's meeting and, where deemed necessary, additional time may be required for review by Technical Review Committee member[s]).

ES RD



Prepared Mar 30, 2023
 By T. Miles
 Perquimans County, NC

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.



Prepared Mar 30, 2023
By T. Miles
Perquimans County, NC

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.

SPECIAL USE PERMIT No. SUP-23-01**Page 1 of 4**

On the date(s) listed below, the Board of Commissioners for Perquimans County met and held a public hearing to consider the following application:

Applicant/Owner(s): Staley Colson, Jr.
142 Matthews Acres Road
Hertford, NC 27944

Site Location: 142 Matthews Acres Road, Hertford NC 27944

Tax Parcel No: 5-0051-0015L

Zoning District: HIA, Historic Agriculture District

Proposed Use of Property: To Install an In-ground Swimming Pool for Residential Use

Meeting & Hearing Dates: Planning Board on 5/9/2023 & Board of Commissioners on 6/6/2023

In the statement of the nature of the proposed use the applicant requests an in-ground swimming pool for his family and kids.

Having heard all the evidence and argument presented at the hearing, the Board of County Commissioners finds that the application is complete, that the application complies with all of the applicable requirements of the Perquimans County Zoning Ordinance for the development proposed, and that therefore the application to make use of the above-described property for the purpose indicated is hereby approved, subject to all applicable provisions of the Zoning Ordinance pertaining to Special Use category "Swimming Pools" (currently Jan. 3, 2023 version, Section 911.30).

SPECIAL USE PERMIT No. SUP-23-01

Page 2 of 4

The Special Use Permit is approved and recorded with the applicant's statement of the nature of the proposed use and conceptual Site Plan, to become the basis for the Zoning Permit issued by the Planning & Zoning Office. If the Special Use Permit is not recorded in the Register of Deeds (ROD) Office by the Applicant within three (3) months from the date of BCC approval, the BCC may revoke the Special Use Permit.

Conditions are as follows:

- (1) The setback for a swimming pool from any lot line shall equal the required setback for accessory structures in the district in which it is located. Swimming pools are not allowed in the required front yard area.
- (2) In-ground pools must be enclosed by a fence that is at least four (4) feet high. A gate of equal height with a locking mechanism shall be installed and securely fastened when the pool is not in use. Aboveground pools shall have swing up steps or a similar method of controlling entry to the pool which shall be kept locked when the pool is not in use.
- (3) Fencing surrounding swimming pools shall be designed so as to minimize the possibility of unauthorized or unwary persons from entering the pool area. In the case of a semi-open fence, the open space between each section of fencing material shall be no larger than 16 square inches. The fence or wall may be constructed of wood, masonry, or similar materials, provided that it complies with the requirements of the location of accessory buildings in the district in which it is located.
- (4) All mechanical equipment associated with pool maintenance shall be located a minimum of five feet from any property line.
- (5) All floodlights shall be shielded from adjacent properties to reduce offensive glare.
- (6) All electrical wiring shall be in conformance with the National Electrical Code.
- (7) Swimming pools in the HA district shall be limited to in-ground pools only. Aboveground pools are not permitted in this district.

SPECIAL USE PERMIT No. SUP-23-01

Page 3 of 4

IN WITNESS WHEREOF, Perquimans County has caused this permit to be issued in its name, and the undersigned, being all the authorized applicants, agents, representatives, or property owners of the property above described, do hereby accept this Special Use Permit, together with all its conditions, as binding on them and their successors in interest.

Wallace Nelson, Chair, Board of Commissioners Date

Attest:

Mary P. Hunnicutt, Clerk to the Board Date

(Seal)

I, _____, Applicant and Owner, of the above identified property, do hereby acknowledge receipt of this Special Use Permit. The undersigned does further acknowledge that no work may be done pursuant to this permit except in accordance with all of its conditions and requirements and that this restriction shall be binding on them and their successors in interest.

Staley Colson, Jr., Applicant

Date

The State of North Carolina
Perquimans County

I, _____, a Notary Public in and for the said State and County, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the forgoing instrument.

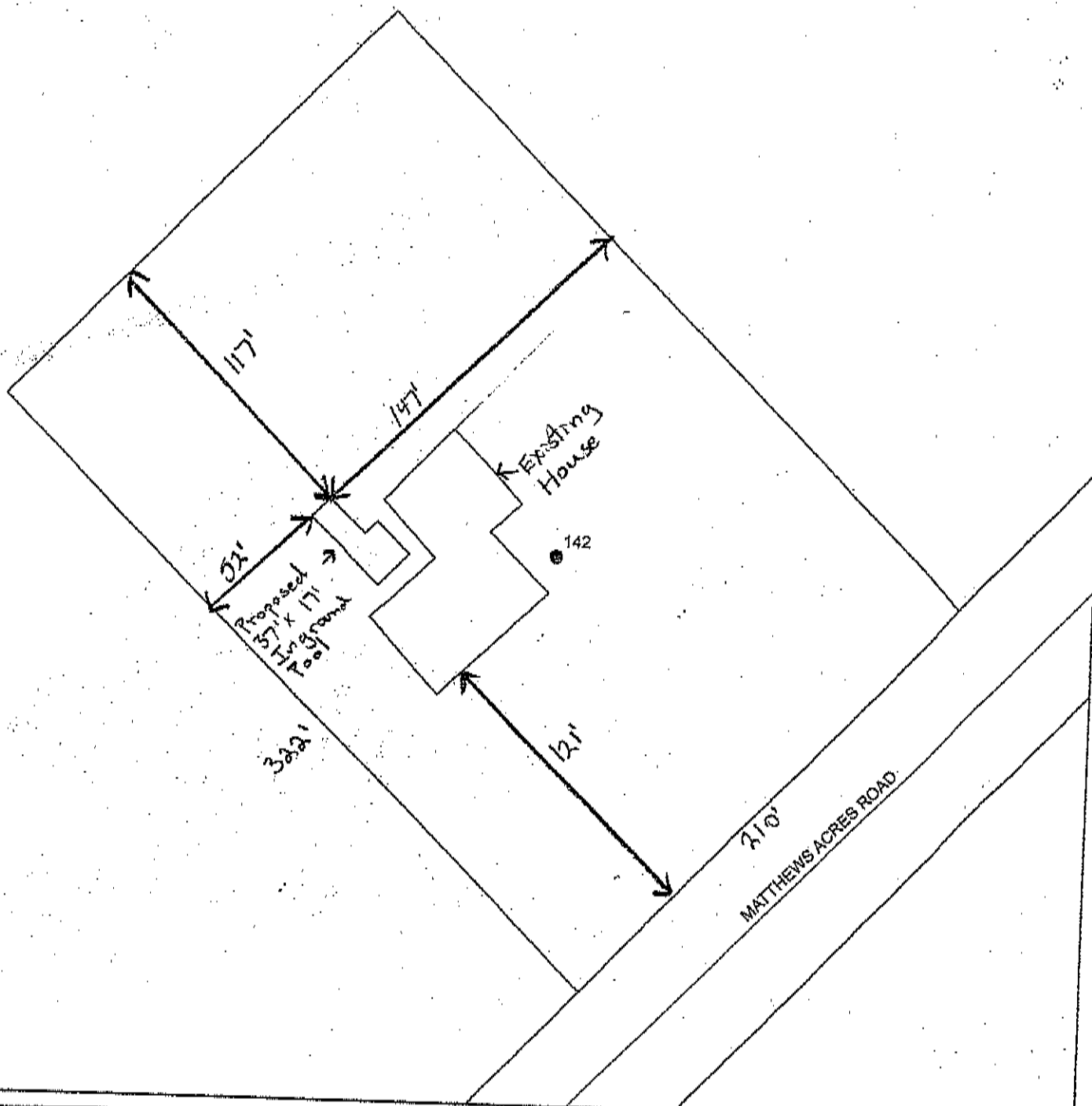
WITNESS my hand and notarial seal, this the _____ day of _____, 20_____.

Notary Public

My Commission expires _____



THIS MAP MAY NOT BE A CERTIFIED SURVEY AND HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS AND HAS NOT BEEN REVIEWED FOR COMPLIANCE WITH RECORDING REQUIREMENTS FOR PLATS.



Article VIII. Table of Uses (page 6 of 6)

USES	RA	HA	RA-43	RA-32	RA-25	RA-15	CR	CN	CH	IL	IH
Small Scale Solar in front yard of single family residence on less than two acres within routine view of adjacent lots or road R/W	S	S	S	S	S	S			S		
Subdivisions, Major			P	P	P	P	P	P	P	P	P
Subdivisions, Minor	P	P	P	P	P	P	P	P	P	P	P
Swimming Pool (Sect. 911.30)	P	S	P	P	P	P			P		
Telecommunications Infrastructure	Zoning District Regulations governing Antennas, Permitted and Special Use Towers & Associated Equipment vary pursuant to Article XVIII, Table 1805-B										
Temporary Construction Buildings (must be removed within 30 days of receipt of Certificate of Occupancy)	P	P	P	P	P	P	P	P	P		
Temporary Health Care Structures (Sect. 911.31)	P	P	P	P	P	P					
Textile Products Manufacturing										P	P
Therapeutic Foster Home (Sect. 911.1)	P	P	P	P	P	P					
Tiny Houses (Sect. 911.32)					P	P					
Toxic Chemicals Processing or Disposal											S
Transportation and Freight Terminals.							P		P	P	P
Truck Driving School										S	
Vehicle Service Stations (including Car Washes)							P	P	P	P	P
Veterinary Clinics			S	S			P		S		
Warehousing, Storage, and Distribution Facilities										P	P
Welding							P			P	P
Wholesale and Retail Trade, such as building supplies, feed and seed, office equipment and supplies, large household appliances, plumbing and electrical fixtures, wholesale businesses, and lumber yards							S		S	P	
Wind Energy Facilities, Small (Sect. 911.33)	P		S	S	S	S	S	S	S	S	S
Wind Energy Facilities, Medium (Sect. 911.33)	S						S	S	S	S	S
Wind Energy Facilities, Large (Sect. 911.33)	S										
Woodworking							P				
Woodworking and Wood Products							S			S	S

P=Permitted Use (subject to review by Zoning Administrator/TRC for compliance with minimum design standards).
 S=Special Use (subject to issuance of Special Use Permit by BCC following Planning Board's recommendation).

- (9) Decommissioning: Following a six month period in which no electricity is generated, the permit holder will have six (6) months to complete decommissioning of the large scale solar energy facility. As part of the contractual agreement between the developer and the utility purchasing the power produced, both parties will be required to notify Perquimans County within the time frames listed above if the project ceases or the utility stops purchasing power. The power purchasing agreement detailing such language will be provided to the County upon its execution.

Decommissioning includes removal of solar panels, support columns, fences, buffers, buildings, cabling, electrical components, and any other associated facilities down to 36 inches below grade. A decommissioning study showing the total cost, not including salvage value, shall be provided and updated every five (5) years. A cash bond equal to this amount will be required to be held by Perquimans County until project decommissioning.

- (10) Transfer of Ownership: Any solar farm permitted under the rules and regulations identified in this section that is sold or transferred to another entity is still bound to the rules and regulations as stated in this section, any state or federal regulations, as well as any additional regulations imposed during the Special Use Permit process, Technical Review Committee process, or the Building Permit process.

911.30 Swimming Pools

- A. Zoning Districts: RA, RA-43, RA-32, RA-25, RA-15, CH (Permitted)
HA (Special Use)
- B. Preamble: All public, commercial, or private outdoor swimming pools of three feet or more in depth, either aboveground or in-ground, and of either permanent or temporary construction, shall meet the following requirements in addition to setbacks and other requirements specified elsewhere.
- C. Site Considerations:
- (1) The setback for a swimming pool from any lot line shall equal the required setback for accessory structures in the district in which it is located. Swimming pools are not allowed in the required front yard area.
 - (2) In-ground pools must be enclosed by a fence that is at least four (4) feet high. A gate of equal height with a locking mechanism shall be installed and securely fastened when the pool is not in use. Aboveground pools shall have swing up steps or a similar method of controlling entry to the pool which shall be kept locked when the pool is not in use.
 - (3) Fencing surrounding swimming pools shall be designed so as to minimize the possibility of unauthorized or unwary persons from entering the pool area. In the case of a semi-open fence, the open space between each section of fencing material

shall be no larger than 16 square inches. The fence or wall may be constructed of wood, masonry, or similar materials, provided that it complies with the requirements of the location of accessory buildings in the district in which it is located.

- (4) All mechanical equipment associated with pool maintenance shall be located a minimum of five feet from any property line.
 - (5) All floodlights shall be shielded from adjacent properties to reduce offensive glare.
 - (6) All electrical wiring shall be in conformance with the National Electrical Code.
- D. Swimming Pools in the HA District: Swimming pools in the HA district shall be limited to in-ground pools only. Aboveground pools are not permitted in this district.

911.31 Temporary Health Care Facilities

A. Zoning Districts: RA, HA, RA-43, RA-32, RA-25, RA-15

B. Site Considerations:

- (1) Placing a temporary family health care structure on a permanent foundation shall not be required or permitted.
- (2) The County shall consider a temporary family health structure used by a caregiver in providing care for a mentally or physically impaired person on property owned or occupied by the caregiver as the caregiver's residence as a permitted accessory use in any single-family residential zoning district on lots zoned for single-family detached dwellings.
- (3) The County shall consider a temporary family health care structure used by an individual who is the named legal guardian of the mentally or physically impaired person a permitted accessory use in any single-family residential zoning district on lots zoned for single-family detached dwellings in accordance with this section if the temporary family health care structure is placed on the property of the residence of the individual and is used to provide care for the mentally or physically impaired person.
- (4) Only one temporary family health care structure shall be allowed on a lot or parcel of land. The temporary family health care structures under subsections (2) and (3) of this section shall not require a special use permit or be subjected to any other local zoning requirements beyond those imposed upon other authorized accessory use structures, except otherwise provided in this section. Such temporary family health care structures shall comply with all setback requirements that apply to the primary structure and with any maximum floor area ratio limitations that may apply to the primary structure.

Perquimans County Planning & Zoning Staff Report
by R. Repanshek, Planner
June 6, 2023 Board of County Commissioner Meeting

Review of TXT-23-01, Proposed Text Amendments to County Zoning Ordinance No. 106 regarding accessory buildings in the front yard of lots created after October 7, 2002 and Addressing Ordinance No. 28 regarding road naming, raising violation fines and editing sections that create addressing-software problems.

PROJECT REVIEW

Where to Look: Attached Table of Proposed Text Amendments, attached Zoning Ordinance section 704 table and Addressing Ordinance pages. Underlined font are additions and strikethroughs are deletions.

CAMA Land Use Plan (LUP) Comparison:

Regarding Accessory Structure Text: The LUP brings up community appearance on page 3 of the executive summary and chapter 2 states 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. It also states that the zoning ordinance is a tool that may help the County preserve its rural character, but nowhere does it discuss accessory buildings specifically.

Regarding the Addressing Ordinance: The Addressing Ordinance does not fall under LUP specifications in Chapter 160D, however page ES-3 of the LUP Executive Summary lists 14 local area of concern issues; one is public safety. All emergency services ensuring public safety rely on addressing consistency to locate call sites.

[The Addressing Ordinance falls under NCGS 153A-239.1 *Naming roads and assigning street numbers in unincorporated areas for counties.*]

PROCEDURAL ISSUES

Schedule for Review and Public Hearing: Planning Board action at their regular public meeting May 9th allows a legislative 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) and 153A-239.1. Notice was published in the Perquimans Weekly May 20th and 27th. 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 rescheduled meeting date of Tuesday, June 6, 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. The 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-23-01 to be consistent and in harmony with the County comprehensive Land Use Plan existing development pattern because although there is a lack of coverage of accessory structures in the LUP in general, they are a residential-use by nature which corresponds to the zones the text amendment is relevant to. Planning Board also recommended approval of Text Amendment TXT-23-01 incorporating changes already reflected in the attached Table of Proposed Text Amendments.

Staff recommends increasing the front yard accessory building setback to 150 feet if the Board is concerned about street aesthetics.

Suggested Motions

This vote consists of 2 motions.

The 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-23-01, as follows:

- 1) **Motion to find proposed Text Amendment No. TXT-23-01 to be consistent and in harmony with the County Comprehensive Land Use Plan because (*explain why*);**

Example why consistent: ... the proposed accessory building text amendment is residential in its nature of use which corresponds to the zones the amendment is relevant to. Also, the Addressing Ordinance text amendments are critical to promoting public safety which is an area of concern in the Land Use Plan Executive Summary.

Example why NOT consistent: *Board member must describe *

- 2) **Motion to approve Text Amendment No. TXT-23-01 , as presented, to edit County Zoning Ordinance section 704 Table to include proposed standards for allowing accessory buildings in front and side yards of residential lots created after October 7, 2002 and to edit County Addressing Ordinance sections as proposed in the Table of Proposed Text Amendments to include increasing the number of structures that trigger a street name requirement, raising maximum fines and editing sections that create addressing-software problems. (*With the condition that*)**

Suggested actions to recommend denial: A motion to deny Text Amendment No. TXT-23-01 because...

- ATTACHMENTS:
- 1) Table of Proposed Text Amendments
 - 2) Zoning Ordinance pages with proposed changes
 - 3) Addressing Ordinance pages with proposed changes

Location	Change	Type
<p>Zoning Ordinance section 704 table residential zones RA, HA, RA-43, RA-32, RA-25, RA-15</p>	<p>Accessory Structures subscript 1: Not including fences and walls. Must be located in the rear yard. Limited to two (2) accessory buildings in front yard and minimum 100 ft. setback to road right of way; section 1108 Accessory Building or Garage on Vacant Lot for Residential Storage Use takes precedence over this sentence. Accessory buildings in front yard, detached carports, and garages must be located in the side of rear yard and meet all side and rear setbacks for the principal building.</p>	<p>txt amend</p>
<p>Addressing Ordinance Table of Contents</p>		
<p>section 1.02</p>	<p>Article III and IV, remove the word 'THE' update NC General Statute references; Chapter 62 A and Chapter 153A, Article 12 should be 153A-239.1</p>	<p>typo update</p>
<p>section 2.01</p>	<p>add digital reference; Said map "is a digital software layer on the county GIS system, recreated onto the 911 Central Communications system, and" shall hereby be adopted as the Official Road Name and Structure Numbering Map of Perquimans County.</p>	<p>txt amend</p>
<p>section 2.02</p>	<p>add digital reference; The Addressing Map shall be kept on file in the County Planning Department " and stored as a digital county GIS layer. "</p>	<p>txt amend</p>
<p>Article III</p>	<p>title added 'Numbering System'</p>	<p>typo</p>
<p>section 3.02</p>	<p>two structures may , three structures shall require a street name</p>	<p>txt amend</p>
<p>section 3.04</p>	<p>clear up meaning of sentence by removing " open end, that being the "</p>	<p>txt amend</p>
<p>section 3.05</p>	<p>add sentence "Vanity addresses shall not be approved"</p>	<p>txt amend</p>
<p>Article IV</p>	<p>title added 'Addressing System'</p>	<p>typo</p>
<p>section 4.04</p>	<p>correct the section reference, 3.04 should be 3.02</p>	<p>typo</p>
<p>section 5.02</p>	<p>add sentence "Roman numerals shall not be approved"</p>	<p>txt amend</p>
<p>section 5.03</p>	<p>add a few clarification words; Any dwelling or business located at more than 100 feet from the roadway and/or not clearly visible from the roadway shall be required to have numerical posting at both the lot entrance or driveway and located in close proximity to the front door or structure entrance...; ...business identification in close proximity to the structure entrance way.; The post height of 3 feet will be required for all lot entrances</p>	<p>txt amend</p>

Perquimans County Table of Proposed Text Amendments
 June 6, 2023 rescheduled BCC Meeting

section 6.01	update NC General Statute references, 65-1535 should be 153A-239.1	update
section 6.03	add sentence, "Hyphens and special characters shall not be approved."	txt amend
section 6.06	add more suffixes: Alley (ALY), Knoll (KNL), Landing (LNDG), Path (PATH), Run (RUN)	txt amend
section 7.01	update paragraph, Delete "All public and private road name signs required by the Ordinance shall be installed and maintained by the Perquimans County Planning Department " and replace with " Initial purchase and installation of private street name signs required by the Ordinance shall be the responsibility of the developer. Further maintenance or replacement of a private street name sign after the initial installation may be the responsibility of a designee of the Perquimans County Manager. All public road name signs required by the Ordinance shall be installed and maintained by a designee of the Perquimans County Manager. Road name sign maintenance or replacement within municipalities is the responsibility of the municipality. "	txt amend
section 8.03	replace 'Mapping Coordinator, Tax Department ' with 'County Manager designee' .	txt amend
section 9.02	add NCGS reference and phrases; add ' ..utilizing legislative text amendment procedure outlined in NCGS Chapter 153A-239.1 ' and change 'meeting ' to 'legislative public hearing ' and add "In computing such period, the day of publication is not to be included but the day of the hearing shall be included. "	txt amend
section 9.03	delete last sentence of the paragraph which is in regards to notifying BCC	txt amend
section 9.05	change 'ten(10)' to 'twenty-five (25) ' and add that the application goes to the Board of County Commissioners 'with Planning Board recommendations'	update
section 12.03	raise maximum fine from \$25 to \$200 for each violation regarding road name signs	txt amend
Article XIV Definitions	Circle - change 'the' to 'and' Ordinance Administrator - change 'Economic Development and the Planning Director ' to County 'Manager designee '	txt amend
Article XV	Structure Number - replace 'the Planning Director or his ' with 'the County Manager designee ...' correct date and Commissioner Chair name	txt amend
		update

SECTION 704. AREA, YARD and HEIGHT REQUIREMENTS TABLE (page 1 of 4)

DISTRICT	MINIMUM LOT SIZE			MINIMUM YARD SETBACKS			MAXIMUM BUILDING HEIGHT
	SIZE	WIDTH	DEPTH	PRIMARY FRONT	INTERIOR SIDE	REAR	
RA	32,500 sq. ft.	125 feet	150 feet	30 feet	15 feet	30 feet	35 feet
	See exceptions at Note 2 and Section 701						
	See exceptions at Note 2 and Section 702						
	See exception at Section 703						
	Corner Lots Abutting Side Street:						
	Accessory Structures:						
	From Street Right-of-way:						
				25 feet			See Note 3
				10 feet		10 feet	
				20 feet		20 feet	
HA	43,000 sq. ft.	125 feet	150 feet	30 feet	15 feet	30 feet	35 feet
	Corner Lots Abutting Side Street:						
	Accessory Structures:						
	From Street Right-of-way:						
				25 feet			See Note 3
				10 feet		10 feet	
				20 feet		20 feet	

¹ Not including fences and walls. Must be located in the rear yard. Limited to two (2) accessory buildings in front yard and minimum 100 ft. setback to road right of way; section 1108 Accessory Building or Garage on Vacant Lot for Residential Storage Use takes precedence over this sentence. Accessory buildings in front yard, detached carports, and garages must be located in the side or rear yard--and meet all side and rear setbacks for the principal building.

² Additional yard setbacks shall apply to properties fronting on major thoroughfares (40 feet) and waterways (30 feet).

³ The height of residential structures shall be measured as the vertical distance from the highest adjacent grade to the mid-point of the highest roof height.

SECTION 704. AREA, YARD and HEIGHT REQUIREMENTS TABLE (page 2 of 4)

DISTRICT	MINIMUM LOT SIZE				MINIMUM YARD SETBACKS			MAXIMUM BUILDING HEIGHT
	SIZE	WIDTH	DEPTH	FRONT	INTERIOR SIDE	REAR		
RA-43	43,000 sq. ft.	125 feet	150 feet	30 feet	15 feet	30 feet	35 feet	
	See exceptions at Note 2 and Section 701 See Exceptions at Note 2 and Section 702 See exception at Section 703							
	Corner Lots Abutting Side Street: Accessory Structures:							
	From Street Right-of-way:							
RA-32	32,500 sq. ft.	125 feet	150 feet	30 feet	15 feet	30 feet	35 feet	
	Corner Lots Abutting Side Street: Accessory Structures:							
	From Street Right-of-way:							
RA-25	25,000 sq. ft.	125 feet	150 feet	30 feet	15 feet	30 feet	35 feet	
	Corner Lots Abutting Side Street: Accessory Structures:							
	From Street Right-of-way:							
RA-15	15,000 sq. ft.	90 feet	120 feet	25 feet	12 feet	20 feet	35 feet	
	Corner Lots Abutting Side Street: Accessory Structures:							
	From Street Right-of-way:							

1 Not including fences and walls. Must be located in the rear yard. Limited to two (2) accessory buildings in front yard and minimum 100 ft. setback to road right of way; section 1108. Accessory Building or Garage on Vacant Lot for Residential Storage Use takes precedence over this sentence. Accessory buildings in front yard, detached carports, and garages must be located in the side or rear yard and meet all side and rear setbacks for the principal building.

2 Additional yard setbacks shall apply to properties fronting on major thoroughfares (40 feet) and waterways (30 feet).

3 The height of residential structures shall be measured as the vertical distance from the highest adjacent grade to the mid-point of the highest roof height.

ORDINANCE NO. 28

**ADDRESSING ORDINANCE
PERQUIMANS COUNTY, NORTH CAROLINA**

TABLE OF CONTENTS

<u>Article</u>	<u>Section</u>	<u>Title</u>
I		INTRODUCTORY PROVISIONS
	1.01	Purpose
	1.02	Enactment and Authority
	1.03	Short Title
	1.04	Territorial Jurisdiction
	1.05	Incorporated Areas
II		ADDRESSING MAP
	2.01	Official Road Name and Structure Numbering Map
	2.02	Maintenance and Storage
III		THE NUMBERING SYSTEM
	3.01	Uniformity of the System
	3.02	Road Naming and Numbering Criteria
	3.03	Numbering Method
	3.04	Deed End Roads
	3.05	Numbers Begin with 100, 200, etc.
IV		THE ADDRESSING SYSTEM
	4.01	Method of Assigning a Number
	4.02	Corner Lots
	4.03	Road Name of Address
	4.04	Requirements for Road Naming and Numbering
	4.05	Duplex and Multi-Family Dwellings
	4.06	Assigning of Unit Designators
	4.07	Mobile Homes
	4.08	Recreational or Resort Communities
V		POSTING REQUIREMENTS FOR STRUCTURES
	5.01	Time Constraints
	5.02	Number Specifications
	5.03	Posting Locations
	5.04	Maintenance of Structure Numbers
VI		ROAD NAMING
	6.01	Approval of Private Road Names
	6.02	Deceptively Similar Names
	6.03	New Road Names
	6.04	Desirable Names
	6.05	Undesirable Names
	6.06	Suffixes
	6.07	Road Segments
	6.08	Offset Intersections and Split Routes
	6.09	Impasses
VII		ROAD NAME SIGNS AND STANDARDS
	7.01	Installation and Maintenance
	7.02	Sign Standards
VIII		ADMINISTRATION
	8.01	Ordinance Administrator and Responsibilities
	8.02	Applications and Petitions
	8.03	Building Permits
	8.04	Certificate of Occupancy
	8.05	Fees
	8.06	Reason for Denial

- IX **AMENDMENTS**
 - 9.01 General
 - 9.02 Public Notification Requirements
 - 9.03 Letter of Notification
 - 9.04 Protesting a Petition or Proposal of Amendment
 - 9.05 Application for Amendment
- X **SCHEDULE OF FEES**
- XI **LEGAL STATUS PROVISIONS**
- XII **VIOLATIONS AND ENFORCEMENT**
 - 12.01 Posting Structure Numbers
 - 12.02 Notification of Violation
 - 12.03 Road Name Signs
 - 12.04 Legal Prosecution
- XIII **APPEALS AND REQUESTS FOR VARIANCE**
 - 13.01 First Appeal or Request for Variance
 - 13.02 Second Appeal
 - 13.03 Appeals from Decision of the Board
- XIV **DEFINITIONS OF SPECIFIC TERMS OR WORDS**
- XV **CLOSING PROVISIONS**
 - 15.01 Conflict with Other Laws
 - 15.02 Severability
- XVI **EFFECTIVE DATE**

ARTICLE I

Introductory Provisions

- 1.01 Purpose

The Purpose of the Perquimans County addressing and road naming Ordinance is to protect the safety and welfare of the general public through the orderly assignment of addresses to facilitate the location of individual dwellings and businesses by emergency response personnel.
- 1.02 Enactment and Authority

There is hereby established and adopted a detailed, permanent, uniform, addressing system, pursuant to authority of Chapter ~~62-A~~ 153A-239.1 of the General Statutes of North Carolina. In addition, pursuant to authority provided in Chapter 153A-239.1, ~~Article 12~~, General Statutes of North Carolina, empowers the County to name roads.
- 1.03 Short Title

This Ordinance shall be known as the "Addressing and Road Naming Ordinance of Perquimans County, North Carolina," and may be referred to as "Addressing Ordinance," and the map referred to is identified by the title "Official Road Name and Structure Numbering Map, Perquimans County, North Carolina," and may be known as the "Addressing Map."
- 1.04 Territorial Jurisdiction

The Road Naming and Addressing Policies set forth in this Ordinance shall be applicable for all the unincorporated areas of the County.
- 1.05 Incorporated Areas

Any incorporated area within the County that is being provided radio/communications services by the County's Communications/E911 Center, is requested to adhere to the Road Naming and Addressing Policies set forth in this Ordinance, which may require the adoption of a compatible Ordinance by its governing board.

ARTICLE II

Addressing Map

2.01 Official Road Name and Structure Numbering Map

The address number map shall be entitled, "Official Road Name and Structure Numbering Map, Perquimans County, North Carolina". The effective date of said map shall be entered here upon completion of all of the aforementioned mapping, addressing, and data base development by ASI, Analytical Surveys Incorporated, GTE Government Information Services. Said map is a digital software layer on the county GIS system, recreated onto the 911 Central Communications system, and shall hereby be adopted as the Official Road Name and Structure Numbering Map of Perquimans County. All County addresses assigned shall be assigned in accordance with this map.

2.02 Maintenance and Storage

The Addressing Map shall be kept on file in the County Planning Department and stored as a digital county GIS layer. This map may be maintained and updated in data processing storage systems.

ARTICLE III

Numbering System

3.01 Uniformity of the System

All roads that are officially designated on the Addressing Map whether public or private, shall be numbered uniformly and consecutively along the roadway centerline. Numbers shall be assigned along the entirety of all named thoroughfares.

3.02 Road Naming and Number Criteria

All roads, both public and private, shall be named, have road name signs installed, and all structures shall be numbered, if ~~two~~ three or more addressable structures, including mobile homes, are located on and accessed by the road and may be named if two or more addressable structures are located on and accessed by the road.

3.03 Numbering Method

A set of numbers consisting of a three, four, or five digit natural number-called a structure number, shall be assigned at intervals of 50 feet along a roadway centerline. Odd structure numbers shall be assigned to the left side of the road by ascending numbers moving away from the origin point. Even structure numbers shall be assigned to the right side of the road in a like manner.

3.04 Dead End Roads

All ~~dead-end roads and cul-de-sacs shall begin with ascending numbers at the open end, that being the end connecting to another road.~~

3.05 Numbers Begin with 100, 200, 300, etc.

The first potentially assignable structure number (in the first 50 feet) of a given road shall be the number 100, 200, 300, etc., or the number currently assigned by a municipal numbering system. Vanity addresses shall not be approved.

ARTICLE IV

Addressing System

4.01 Method of Assigning a Number

An even and an odd number will be available for addressing for every 50 feet of road frontage throughout the County. There will be 5.28 even addresses and 5.28 odd addresses available for every 1/10 of a mile. Note that 5.28 is an increment of a mile (1 mile = 5280 feet).

- 4.02 Corner Lots
- Structures on corner lots shall be assigned a structure number either from the road which intersects an addressable driveway to that structure, or from the road in which the main access or entrance to the structure is oriented. The number will be assigned using the method in Section 4.01 above and will be assigned in the manner, which is most logical.
- 4.03 Road Name of Address
- The road name of an address shall be the name of the road from which the structure is numbered.
- 4.04 Requirements of Road Naming and Numbering
- If development of a private road meets or exceeds the minimum structure regulations (Section ~~3.04~~ 3.02), said road shall be named and numbered and structures readdressed according to the requirements herein.
- 4.05 Duplex and Multi-Family Dwellings
- One structure number shall be assigned to each structure whose units share a common roof. Each unit within the structure shall be assigned a unit designator. Allowed unit designators include apartment numbers for apartments, and numbers for commercial buildings. The unit designator shall be a number, and shall not include alphabetic characters, except as stated in Section 4.06 of this Ordinance.
- 4.06 Assigning of Unit Designators
- Residential unit designators shall be as follows: ground level floor numbers - #101, #102, #103 . . . second floor numbers - #201, #202, #203 . . . etc. All floor levels are to follow this scheme. Underground floor designator shall follow the same scheme with the exception of having a "U" for a prefix, for example #U101, #U102 . . . etc. This section specifically applies to multi-family dwellings.
- 4.07 Mobile Homes
- Manufactured housing or mobile homes shall be assigned individual street addresses according to the requirements herein, whether they are located on individual lots or in developed parks.
- 4.08 Recreational or Resort Communities
- Resort communities or recreational developments that have established dwelling sites with electrical power hookups shall be assigned individual street addresses in accordance with the requirements herein.

ARTICLE V

Posting Requirements for Structures

- 5.01 Time Constraints
- Within 90 days after written notification of the assignment of or change of a structure number, the owner of said structure shall post the assigned structure number in compliance with the requirements herein.
- 5.02 Number Specifications
- All structure numbers shall be constructed of a durable material. The color shall contrast with the color scheme of the structure, and if mounted on glass, shall contrast with the background and be clearly visible. Roman numerals shall not be approved.
- The minimum number size for residential structures or units shall be four (4) inches in height. The minimum size for all other structure number shall be six (6) inches in height. In all cases, a number larger than the minimum size may be required where the minimum size does not provide adequate identification.
- 5.03 Posting Locations
- All numerical identifications must be easily identifiable without obstruction of view.
- Any dwelling or business located at more than 100 feet from the roadway and/or not clearly visible from the roadway shall be required to have numerical posting at both

the lot entrance or driveway and located in close proximity to the front door or structure entrance way.

A minimum of 5 feet in posting height will be required for all dwelling or business identification in close proximity to the structure entrance way.

The post height of 3 feet will be required for all lot entrances or private drives that require numerical posting. A mailbox will be suitable, as long as it is placed at the entrance way to the property.

5.04 Maintenance of Structure Numbers

Following the posting of the assigned number as required herein, the owner shall maintain the structure number at all times in compliance with the requirements of this Article. Structure numbers and unit designators, as viewed from the road, shall not be obstructed from view.

ARTICLE VI

Road Naming

6.01 Approval of Private Road Names

The County Planning Board shall have authority to approve private road names. Public road names shall be named by the Perquimans County Board of Commissioners in accordance with North Carolina G.S. ~~65-1535~~ 153A-239.1. The County Planning Director shall coordinate the name of all streets within the incorporated areas of the County with existing Ordinances of the municipality.

6.02 Deceptively Similar Names

The County Planning Director shall maintain a database of existing road names, such that duplicate or "deceptively similar" road names are neither approved nor assigned.

6.03 New Road Names

New road names that relate to the history, location, or scale of a project area, shall be given consideration. Hyphens and special characters shall not be approved.

6.04 Desirable Names

Road names that are pleasant sounding, appropriate, easy to read, and add pride to home ownership, shall be promoted.

6.05 Undesirable Names

The following kinds of names shall be avoided: numerical, alphabetical, similar in nature and complicated names. The County Planning Director is hereby given authority to refuse to accept any road name which in his their opinion violates the spirit or the provisions of this Article.

6.06 Suffixes

The following road name suffixes are allowed: Alley (ALY), Avenue (AVE), Boulevard (BLVD), Circle (CIR), Court (CT), Drive (DR), Highway (HWY), Knoll (KNL), Landing (LNDG), Lane (LN), Loop (LP), Parkway (PKWY), Path (PATH), Place (PL), Road (RD), Run (RUN), Street (ST), Trail (TRL), and Way.

6.07 Road Segments

Each road shall bear the same name and uniform numbering along the entirety of the road. Segments of roads shall not be allowed to have different or separate names. The Planning Director shall determine what constitutes a road or way.

6.08 Offset Intersections and Split Routes

Split routes, also known as "dog-leg" or offset intersections, shall be treated as separate roads with different names and numbering to preserve the integrity and continuity of the number system.

6.09 Impasses

Impasses or sections of a road that are impassable shall be assigned different names and numbering to each portion of the road on either side of the impasse to preserve the integrity and continuity of the numbering system.

ARTICLE VII

Road Name Signs and Standards

7.01 Installation and Maintenance

~~All public and private road name signs required by the Ordinance shall be installed and maintained by the Perquimans County Planning Department.~~

Initial purchase and installation of private street name signs required by the Ordinance shall be the responsibility of the developer. Further maintenance or replacement of a private street name sign after the initial installation may be the responsibility of a designee of the Perquimans County Manager. All public road name signs required by the Ordinance shall be installed and maintained by a designee of the Perquimans County Manager. Road name sign maintenance or replacement within municipalities is the responsibility of the municipality.

7.02 Sign Standards

Road name signs shall meet the following standards:

- (a) All road name sign blades shall be a minimum six inch vertical dimension sign with a minimum of four inch letters.
- (b) Road name signs or "blades" shall be made of a reflective green sheeting with the road name in reflective white letters on both sides.

ARTICLE VIII

Administration

8.01 Ordinance Administrator and Responsibilities

Shall be left open for future provisions.

8.02 Applications and Petitions

Shall be left open for future provisions.

8.03 Building Permits

No building permit shall be issued for any building or structure until the owner or developer has been issued a structure number with a corresponding road name from the County Manager designee, Mapping Coordinator, Tax Department.

8.04 Certificate of Occupancy

Final approval for a Certificate of Occupancy of any structure or building erected or repaired after the effective date of this Ordinance shall be withheld until permanent and proper structure numbers have been posted in accordance with the requirements herein.

8.05 Fees

Fees and charges provided in the Perquimans County Addressing Ordinance for the filing of petitions, applications, the cost of hearings, variances and maps shall be paid by the applicant under this Ordinance at the time of application.

8.06 Reason for Denial

If approval is denied, the Planning Director or designee, shall provide an "in-kind" statement (oral or written) of his reasons for non-approval of a particular action (petition, variance, application, etc.).

ARTICLE IX

Amendments

9.01 General

The Board of County Commissioners may, from time to time, on its own motion or on petition, after public notice and a hearing, as provided by this Ordinance, amend, supplement, change, modify, or repeal the addressing regulations and assignments. No action shall be taken until the proposal has been submitted to the Perquimans County Planning Board for its recommendation. If no report has been received from the Planning Board within forty-five (45) days after submission of the proposal to the Secretary of the Planning Board, the Board of County Commissioners may proceed as though a favorable report has been received.

9.02 Public Notification

Before adopting or amending this Ordinance, the Board of County Commissioners shall conduct a public hearing on the proposal utilizing legislative text amendment procedure outlined in NCGS Chapter 153A-239.1. A notice of the public hearing shall be advertised once a week for two (2) successive calendar weeks in a newspaper having general circulation in the area. The notice shall be published the first time not less than ten (10) days nor more than twenty-five (25) days before the appointed date of the meeting legislative public hearing. In computing such period, the day of publication is not to be included but the day of the hearing shall be included.

9.03 Letter of Notification

Whenever there is a proposal for a change in the addressing system involving any portion of an address, the landowner of that parcel's address as shown on the County tax listing and the landowners of all the parcels of land abutting that parcel of land as shown on the County tax listing, shall be mailed a notice of the proposed change in the addressing system. The notice shall be mailed by first class mail to the last address listed of the landowners according to the County tax abstracts. ~~The person or persons responsible for mailing such notices shall provide written notification to the Board of Commissioners attesting to the fulfillment of this task.~~

9.04 Protesting a Petition or Proposal of Amendment

No protest against any change in, or amendment to, the Addressing Ordinance, regulations, proposals, or the addressing system, shall be valid or effective unless it is in the form of a written petition. The petition shall bear the names and signatures of the opposing property owners and shall affirm and state the nature of protest to the proposal.

9.05 Application for Amendment

Applications for an amendment to the Addressing Ordinance shall be filed with the Planning Director ~~at least ten (10)~~ twenty-five (25) days prior to the date on which it is to be filed with Planning Board. The Planning Director shall be responsible for presenting the application to the Board of County Commissioners with Planning Board recommendations. Each application shall be signed, be in a duplicated form, and shall contain the following:

- (a) The applicant's name and address in full.
- (b) In the case of a text amendment, it shall set forth the new text to be added and the existing text to be deleted and any other text changes that will have to be made as a result of the effect on the remaining articles, sections, definitions, diagrams or attachments.
- (c) If the proposed amendment will change the Addressing Map a copy of the Addressing Map shall be marked to indicate the impact of the proposed amendment to the existing map and shall be presented with application for amendment.

All proposed amendments to the Addressing Ordinance shall be submitted to the Planning Board for review and recommendation. The Planning Board shall have forty-five (45) days to submit its report. If the Planning Board fails to submit its report within the above period, it shall be deemed to have approved the proposed amendment.

A public hearing shall be held by the Board of County Commissioners before the adoption of any proposed amendments to the Addressing Ordinance. When the

Board of County Commissioners shall have denied any application for the change of a portion or matter of the Addressing Ordinance, it shall not thereafter accept any other application of the same change involving that portion or matter of the Ordinance until the expiration of six (6) months from the date of such previous denial.

Before any action shall be taken on an amendment request, the party or parties proposing or recommending said amendment shall deposit the required fee with the Planning Director at the time the petition is filed to cover publication and other miscellaneous cost of said change. Under no condition shall said fee or any part thereof be refunded for failure of said amendment to be adopted. However, in the event an application is withdrawn prior to the time it is ordered advertised for hearing by the Planning Director, three-fourths (3/4) of the fee shall be refunded.

ARTICLE X

Schedule of Fees

Shall be left open for future provisions.

ARTICLE XI

Legal Status Provision

It shall be unlawful for any person to use or display a different address or portion thereof except as provided by this Ordinance or the "Official Road Name and Structure Numbering Map, Perquimans County, North Carolina."

It shall be unlawful for any person to name or designate the name of any private road, street, drive, cartway, easement, right-of-way, access area or any other thoroughfare, except as provided by this Ordinance.

It shall be unlawful for any person to establish or erect any road sign that does not comply with the standards set forth in this Ordinance.

It shall be unlawful for any person to intentionally destroy, mar, or deface any County road name sign.

ARTICLE XII

Violations and Enforcement

12.01 Posting Structure Numbers

Violation of this Ordinance is a misdemeanor as provided by N.C. General Statute 14-4 and may be punished as provided therein.

Civil penalties may be imposed in accordance with the following procedure:

- (a) Initial notification of violation, in writing by first class mail return receipt, to last known address of the person to be notified.
- (b) If not corrected within ten days, a warning citation may be issued.
- (c) If not corrected within seven days of issuance of a warning citation a second citation including a fine of \$25 may be issued.
- (d) Each day the violation continues shall constitute a separate violation of this Ordinance.

12.02 Notification of Violation

Shall:

- (a) Be issued by the Planning Director or his designee
- (b) Be in writing, certified mail notice directed to the name and address of the owner of the structure, and,
- (c) Must set forth the action necessary for the offender to be in compliance with this Ordinance.

12.03 Road Name Signs

Violation of Article XI of this Ordinance shall be punishable by maximum fines of up to ~~\$25~~ 200 for each violation.

12.04 Legal Prosecution

Nothing herein contained shall prevent the County of Perquimans from taking other such lawful actions as is necessary to prevent or remedy any violation.

ARTICLE XIII

Appeals and Requests for Variance

Road naming appeals and appeals for signage variance, shall adhere to the procedures below:

13.01 First Appeal or Request for Variance

- (a) Be in writing, directed to the Planning Board.
- (b) Be dated and describe the reasons for the appeal.
- (c) Appeals shall clearly state that all property owners along said road are aware that any road name sign posting variance may hinder emergency response personnel in their efforts to locate a particular address.
- (d) Contain the signature of all the property owners along said road.

13.02 Second Appeal

- (a) Be in writing, directed to the Board of County Commissioners.

13.03 Appeals for Decision of the Board

- (a) The decision of the Board of County Commissioners shall be final.

ARTICLE XIV

Definitions of Specific Terms or Words

For the purpose of this Ordinance, certain terms or words used herein shall be interpreted as follows:

Avenue	(AVE) a major road that runs generally in an east/west direction.
Boulevard	(BLVD) an unusually wide street typically in residential areas; often with central, dividing median.
Circle	(CIR) a short road that begins at <u>and</u> the returns to the same road.
Court	(CT) a dead end right of way often ending as a cul-de-sac.
Drive	(DR) a curving secondary road.
Highway	(HWY) a designated state or federal highway.
Interstate	(I-#) a thoroughfare of the highest order and federally designated as an Interstate.
Lane	(LN) a short private road that branches off of another road and ends or connects to another secondary road.
Loop	(LP) a short road that starts and ends on the same street or road.
Ordinance Administrator	The Perquimans County <u>Manager designee Economic Development and the Planning Director</u> or such other County official as may be designated by the County Commissioners.
Parkway	(PKWY) a special scenic route or park drive.
Place	(PL) a cul-de-sac or permanent dead end road.
Private Road	Any road which is not maintained by a governmental entity or agency through the use of public funds. Road name suffixes for private roads include: Trail, Lane and Way.
Public Road	Any road which is maintained by a governmental entity or agency through the use of public funds.
Radio/Communications Services	Includes any radio communications, transmissions, dispatching or future Enhanced 911 communications that may involve police, emergency, fire, or rescue operations, but are not limited to these aforesaid operations.
Road	(RD) a well-traveled secondary road often connecting with a U.S. or State primary highway.
Street	(ST) a major road that runs generally in a north/south direction.
Street address	An unique identifier for each addressable structure within the County. The minimum adequate street address shall be defined as the assigned structure number and the officially adopted road name. Where required by this Ordinance, the street address shall also include the assigned unit designator.
Structure	Any building, whether residential, commercial, industrial, or institutional in nature and use.
Structure number	The numerical portion of the street address, as assigned by the Planning Director or his <u>the County Manager designee</u> , in accordance with the Official Road Name and Structure Numbering Map of Perquimans County, N.C.
Thoroughfare - #	A general all inclusive term for: roads-public or private, street, drive, cartway, easement, right-of-way, or any other word or words that means a way of access.
Trail	(Tri) a local, private road that serves as a connector for larger roads.

Unit designator The portion of the street address used to distinguish individual units within the same structure.

Way (Way) a minor private road that begins and ends on the same road.

ARTICLE XV
Closing Provisions

15.01 Conflict with Other Laws

All other Ordinances or parts of Ordinance not specifically in conflict herewith are hereby continued in force and effect, but all such Ordinances or parts of Ordinances in conflict herewith are hereby repealed. Where the provisions of this Ordinance are higher or more restrictive than those imposed by any other applicable law or regulation, such higher or more restrictive provisions shall apply.

15.02 Severability

Should any section, subsection, sentence, clause, phrase provision of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, such decision shall not affect the validity of the Ordinance in its entirety or of any part thereof other than that so declared to be unconstitutional or invalid.

ARTICLE XVI
Effective Date

This Ordinance shall take effect and be in force from and after its adoption. Duly adopted by the Board of County Commissioners, Perquimans County, North Carolina, this the 5TH day of JUNE, ~~2000~~ 2023.

M. Shirley Wiggins, Chairman
Perquimans County Board of Commissioners

ATTESTED:

Mary P. Hunnicutt, Clerk to the Board

SPECIAL CALLED MEETING/ PUBLIC HEARING

March 20, 2023

7:00 p.m.

The Perquimans County Board of Commissioners met in a special-called meeting on Monday, March 20, 2023, at 7:00 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944.

MEMBERS PRESENT: Wallace E. Nelson, Chairman Charles Woodard, Vice Chairman
Timothy J. Corprew Joseph W. Hoffer
James W. Ward T. Kyle Jones

MEMBERS ABSENT: None

OTHERS PRESENT: Frank Heath, County Manager/Deputy Clerk to the Board
Hackney High, County Attorney

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

PUBLIC HEARING

A public hearing was held at 7:00 p.m. to provide an opportunity for public comment on the conveyance, by Perquimans County, of five acres of land off of Granby Street to Story's Seafood for the development of a waterfront restaurant and associated marine uses. The proposed conveyance would be in the amount of \$200,000. There were no public comments offered at the public hearing. Chair Nelson closed the public hearing accordingly.

AGENDA

Chairman Nelson stated that a copy of the Agenda was at their seats tonight. Commissioner Jones asked that the agenda be amended to include consideration of the hanging of Judge J.C. Cole's portrait in the Courthouse Annex Courtroom. Charles Woodard made a motion to approve the Agenda as amended. The motion was seconded by Joseph Hoffer and unanimously approved by the Board.

CONVEYANCE OF LAND TO STORY'S SEAFOOD

The Board discussed the conveyance of 5 acres at the Commerce Center to Story's Seafood for the amount of \$200,000. Kyle Jones made a motion to approve the sale of the land to Story's Seafood, contingent upon construction beginning within two years of the sale, or a hardship request for an extension. The motion was seconded by Joseph Hoffer and unanimously approved by the Board.

PURCHASE AND RENOVATION OF DENUNZIO MEDICAL OFFICE FROM PASQUOTANK COUNTY

The former Denunzio Medical office in Winfall is owned by Pasquotank County and is currently for sale. The Board discussed the possibility of acquiring the building for use as a new Board of Elections office. Pasquotank County has offered the building to Perquimans County for a price of \$129,000. Commissioner Charles Woodard made a motion to approve the purchase of the building from Pasquotank County along with a budget amendment in the amount of \$180,000 to cover the purchase and renovations to the building. The motion was seconded by James Ward and was passed by a unanimous vote.

J.C. COLE PORTRAIT

Upon motion by James Ward, and second by Joseph Hoffer, it was unanimously approved by the board to allow the addition of the Judge J.C. Cole official portrait to the wall of the Courthouse Annex.

COUNTY MANAGER UPDATES

County Manager Heath gave updates on the marine park basin and budget meeting schedule.

ADJOURNMENT

There being no further comments or business to discuss, the Special Called meeting was adjourned around 7:30 p.m. on motion made by Timothy J. Corprew, seconded by Charles Woodard.

W. Manlio Heath, III
Deputy Clerk to the Board

Wallace E. Nelson, Chairman

CLOSING REMARKS AND QUESTIONS

They concluded their remarks by thanking the County for their financial support and looked forward to another successful year. Chair Lassiter asked if there were any questions or comments about their presentation. The following questions were asked:

- > Commissioner Hoffer: Mr. Hoffer asked about the status of the Ridtick Charter School that was being built in Hertford. Ms. Turner said that they did not get their approval. Mr. Hoffer mentioned that the building is still there but Dr. White said that the sign with their name on it has been removed.
- > Chairman Nelson: Mr. Nelson asked Ms. Turner what kind of feedback she was receiving about the HB 219. Ms. Turner said that they are getting a lot of push for it. Recently, Perquimans County Board of Education adopted a Resolution opposing the bill and that many other school systems have also adopted the Resolution. Mr. Nelson asked if he could receive a copy of that Resolution so that the Board of Commissioners could possibly adopt a similar one. Ms. Turner said that she would provide that copy to him. She cited examples of how the bill can negatively affect the school systems.
- > Commissioner Corprew: Mr. Corprew asked if it was just the public school systems that can get involved in this matter. Ms. Turner said that they are having a Legislative Day tomorrow where individuals can go to lobby against the bill.
- > County Manager Heath: Mr. Heath stated that it would be better if they would give the Commissioners the option to designate the funds where it is needed more. Ms. Turner said that, when Mr. Heath said that he understood it to say may be able to decide on how to distribute the funds, she felt the need to reread the bill to see if she may have misunderstood what they allow the local counties do.
- > Commissioner Corprew: Mr. Corprew asked about the auditorium. Should the study that is being prepared by a structural engineer deem the auditorium not structurally safe, what does the School Board plan to do with the building? Mr. Johnson said that they have a plan. Several members expressed their feelings about the auditorium. Chairman Nelson asked if they had discussions on the new proposed school and how they can build an auditorium with the new school. Ms. Turner said that they have talked about it but it would increase the cost significantly. Dr. White thanked Mr. Johnson for the mammoth job that he did in doing the renovations so that it will bring the buildings and facilities up to date. Mr. Johnson said that we should wait to make a decision about the auditorium until after we receive the structural engineer's report.

Mr. Lassiter asked if there were any more questions or discussions and thanked the Board of Commissioners for their continued support of the School System. Other members of the School Board thanked the Commissioners for their continued financial support. Commissioner Woodard thanked the School Board for all they do for the school system. Chairman Nelson said that it was great the other week when the County, Town of Hertford, and School System representatives pulled together to seek funding for Perquimans County projects. Dr. White wanted to thank Mr. Bunch and the entire staff for the grant funds that they have worked so hard to obtain for the School System. Ms. Turner introduced a new employee, Dr. Shawn Wilson, Chief Human Resources Director, replacing Ms. Maddox and has done a great job. There being no further questions or comments, Chair Lassiter adjourned the meeting at 6:45 p.m.

Wallace E. Nelson, Chairman

Clerk to the Board

WORK SESSION

April 17, 2023

7:00 p.m.

The Perquimans County Board of Commissioners Work Session on April 17, 2023 was cancelled.

REGULAR MEETING

May 1, 2023

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, May 1, 2023, at 7:00 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944.

MEMBERS PRESENT: Wallace E. Nelson, Chairman Charles Woodard, Vice Chairman
 Timothy J. Corprew Joseph W. Hoffer
 T. Kyle Jones James W. Ward

MEMBERS ABSENT: None

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

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

AGENDA

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

CONSENT AGENDA

Chairman Nelson asked if there were any items that the Board wished to remove from the Consent Agenda to discuss. There being none, Charles Woodard made a motion to approve the Consent Agenda as presented. The motion was seconded by Joseph W. Hoffer and unanimously approved by the Board.

1. Personnel Matters: The following personnel matters were approved by the Board:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Anissa Coles	Social Worker II	Appointment	62/2	\$41,089	05/01/2023
Tammy Clappell	IMC II	Appointment	63/3	\$33,321	05/01/2023
Charity Gelo	Part-Time/Fill-In Telecommunicator I	Appointment	63/1	\$16.16/hr.	05/01/2023
Marian Basemore-Harris	IMC II (PNS)	Promotion	63/1	\$33,615	05/01/2023

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Marilyn Garcia	IMC I Working Against IMC II	Promotion	61/3	\$32,321	05/01/2023
Susan Choney	Interim Social Services Director	Extension of Time*	n/a	\$45,00/yr.	05/01/2023
Morgan Story	Non-Certified Telecommunicator	Appointment Date Correction **	60/1	\$14,166/yr.	03/01/2023
Sherry Schradt	Social Worker III	Resignation			04/10/2023
Kathya Brower	IMC I working against a IMC II	Termination			03/31/2023
Caylin Butler	IMC I working against a IMC II	Termination			03/31/2023

*time extended for one more month.
**correct effective date from 04/01/2023 to 03/01/2023

2. Step/Merit Increases:

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Bill Jennings	Tax Administrator	72/7	\$57,830	05/01/2023
Stacey Ward	Business Personal Property Clerk	61/2	\$31,552	03/01/2023

3. Budget Amendments: The following budget amendments were approved by the Board:

BUDGET AMENDMENT NO. 39
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	DSS - State Grants	20,000	
10-610-198	DSS - Low Income Energy Assistance (LIEAP)	20,000	

EXPLANATION: To amend FY 22/23 budget to include additional funding as awarded by the State for the LIEAP Program.

BUDGET AMENDMENT NO. 40
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-335-000	Miscellaneous Revenue	1,750	
10-510-360	Sheriff - Uniforms	1,750	

EXPLANATION: To amend FY 22/23 budget to include additional funding received.

BUDGET AMENDMENT NO. 41
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-685-161	Recreation - Buildings & Grounds		2,000
10-685-740	Recreation - Capital Outlay	2,000	

EXPLANATION: To amend FY 22/23 budget to cover expenses.

BUDGET AMENDMENT NO. 42
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	DSS - State Grants	13,000	
10-610-201	DSS - SNAP ARPA	13,000	

EXPLANATION: To amend FY 22/23 budget to include additional funding as awarded by the State.

7. Miscellaneous Document: The following miscellaneous document was unanimously approved by the Board:

- > Request for Information for Preparation of the GASB 75 Report for 6/30/2023 Financial Report - Non-League Member: The Board approved the following document:

2022 MEMORANDUM OF PARTICIPATION (MOP) FOR INTERIM (ROLL-FORWARD)
GASB 75 REPORT OF THE OTHER POSTEMPLOYMENT BENEFITS (OPEB)

MEMORANDUM NAME: Perquimans County

WAYS RETIREMENT SYSTEM (WAYS) ID NUMBER: 91201

MAILING ADDRESS: P.O. Box 45

CITY: Hertford

NAME OF PERSON TO RECEIVE REPORT: Tracy Mathews

PHONE: 757-466-4666

EMAIL ADDRESS: tracy.mathews@perquimanscountync.gov

On behalf of the employer-rated plan, we have agreed to prepare a GASB 75 report for the year ending 6/30/2022. The report will be emailed to the person listed above by 6/30/2023. The report will be emailed to the person listed above by 6/30/2023.

Plan Fee	Roll-Forward
100 or more full-time employees	\$1,100
50-99 full-time employees	\$700
25-49 full-time employees	\$400
10-24 full-time employees	\$200
1-9 full-time employees	\$100

Estimated employer must return this Memorandum of Participation following their data to participants along with all requested data by outlined on the following page. You need to receive all requested information no later than March 31, 2023.

If it is a single employer, defined benefit plan or (b) if they plan to directly process components with a DB plan for a defined funding situation, additional data may apply. Please contact us for a quote.

Signed this 1st day of May, 2023

Should you have questions regarding the information requested in this letter, please contact the OPEB team at 610-261-2222 or via phone at (410) 386-1100

INFORMATION COLLECTION CHECKLIST FOR OPEB REQUEST

CITY/COUNTY/EMPLOYER: Perquimans County

WAYS RETIREMENT SYSTEM (WAYS) ID NUMBER: 91201

The June 30, 2022 OPEB valuation will be used as the basis. All data will be requested and roll-forward to June 30, 2022 for June 30, 2022 financial statement.

Please provide a completed copy of this checklist to indicate the items being sent and the work being requested. This will help us verify receipt of all information and to be sure nothing was left to be done. Check the boxes below to indicate which items are included in the submission. If multiple submissions are needed because some of the information is not immediately available, please provide a written request with each submission.

Will you need additional information related to a part of the valuation, OPEB expense or contribution above amount for the comparison work? Yes - Please specify what you need and how you would like to receive it.

No - The return date that was provided for the June 30, 2022 valuation will be used to date for the funds.

No - No additional information is needed.

Expected 2022 Memorandum of Participation (MOP) - This is for OPEB only.

Have the OPEB plan provisions changed since the prior valuation?

If Yes - Please provide the new plan provisions information detailing the new OPEB plan benefits eligibility conditions and/or contribution information. Please note, the roll-forward multiple mentioned above may not be allowed. If the plan change has occurred, please call us for a quote.

If No - We will use the same 2022 plan provisions submitted in your last report.

2022 OPEB Expense and Contribution paid for the measurement period July 1, 2021 - June 30, 2022

If Yes - We have provided a template for your use in collecting this information as an attachment in the data request email. Email us at peb@perquimanscountync.gov if you need multiple copies. If the template is not fully completed, additional information may be requested and delay may occur.

Please note OPEB plans may provide both fully-insured and self-insured benefits. If this is the case for your plan, be sure to provide both types of contribution information. This information should be integrated into a single plan of employees and their pay and records for net-ices and their draw-down rate for OPEB. Please email us for more information on this by the end of 6/30/2023.

If No - Do not complete this item if applicable.

The calculation of OPEB Expense includes the "Administrative Cost" for the year. The administrative cost reported for this item, if you choose to report any, should be those costs not restricted with the direct payment of benefits and not paid from an OPEB trust. Administrative Costs may include professional fees (audit fees, audit fees, actuarial fees, etc.), associated with the administration of the OPEB plan. Also include any other administrative or paid from an OPEB trust should not be included below to avoid double counting of such expenses. What amount should be included in the OPEB Expense?

\$ 0

Enter 0 if no amount was included or - if left blank, we will assume \$0

Description of changes to the CARE report

- Does the Employer have funds in a qualified CARE DSS trust outside the State of North Carolina for the purpose of providing CARE benefits for qualified care services to the eligible health care workers on or after June 30, 2022 in the following categories:
- Does any of the CARE amounts of June 30, 2022 from the Employer exceed the CARE DSS report in a qualified CARE DSS trust outside of June 30, 2022 in the following categories:

Provide most recent Annual Financial Report for CARE providing CARE account information

Care total payments: \$330 to \$430

Additional information to the CARE DSS report is available at: <https://www.ncdss.gov>

CARE DSS Trust Information		CARE DSS Trust Information	
Trust Name	Trust ID	Trust Name	Trust ID
Trust Balance	Trust Type	Trust Balance	Trust Type
Trust Assets	Trust Liabilities	Trust Assets	Trust Liabilities
Trust Income	Trust Expenses	Trust Income	Trust Expenses
Trust Investments	Trust Operations	Trust Investments	Trust Operations
Trust Compliance	Trust Reporting	Trust Compliance	Trust Reporting
Trust Status	Trust Contact	Trust Status	Trust Contact
Trust History	Trust Notes	Trust History	Trust Notes
Trust Audit	Trust Review	Trust Audit	Trust Review

JO ELLEN HUTTO, PERQUIMANS COUNTY REPRESENTATIVE TO THE SENIOR TAR HEEL LEGISLATURE

Chairman Nelson recognized Ms. Hutto who presented the report from the Senior Tar Heel Legislature conference. In her report, she provided a handout, which listed the following five priorities that they presented to the NC General Assembly:

1. Allocate an additional \$8M in recurring funds for Adult Protective Services (APS) to address staff shortages.
2. Increase the Senior Center General Purpose appropriation by \$1,265,316 in recurring funds.
3. Allocate an additional \$8M in recurring funds for the Home and Community Care Block Grant.
4. Allocate an additional \$1.5M in recurring funds for 11 additional long-term care ombudsmen.
5. Strengthen long-term care staffing standards.

After her presentation, Chairman Nelson thanked her for her report and for serving as our representative.

MICHAEL ERVIN, ALBEMARLE COMMISSION

Mr. Ervin talked about their grant writing service that they provide to the ten counties in their region. He further stated that, if the County needed assistance, Albemarle Commission would be willing to assist them with writing the grant application. He introduced Sharon Smith who oversees this program for Albemarle Commission. She made a few comments. County Manager Heath explained that they have received another Single-Family Rehabilitation Grant, which Sharon helped to write, which helps low income individuals to make repairs to their homes. The Board thanked them for coming and informing them of this service.

DINA HURDLE & AL CHESSON, OPEN DOOR OF PERQUIMANS COUNTY

Rosemary Smith, Executive Director of the Open Door Food Pantry, updated the Board on their program. After she presented her information on the new concepts for Open Door Organization, Ms. Hurdle & Mr. Chesson, contractor for renovations and addition to their new building, explained what they are planning to change in the old Highway 55 restaurant on Creek Drive. They asked that the Board consider making a contribution to these renovations & addition of the new facility and making a yearly contribution when they approve their annual budgets. They have applied for many grant opportunities but they have found that they have run into grant timing problems. They are up to 57% funding right now. The Board thanked them for their service.

BOBBIE LOWE, TRILLIUM

Ms. Lowe provided the annual report from Trillium highlighting the major changes in the program. The Board asked several questions which Ms. Lowe answered.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

The following reports were made:

- > **Chairman Nelson:** Mr. Nelson encouraged that the Board members consider attending the following NCAAC meetings: District Meeting – May 4; Advocacy Meeting – May 23-24; and Training Session – May 31.
- > **Commissioner Woodard:** Mr. Woodard informed the Board that the DSS Board is holding interviews for the new DSS Director this week.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > **Distressed Water System Designation Training:** Mr. Heath reminded the Board that he along with Chairman Nelson, Tracy Matthews, Finance Officer, and Nick Loties, Water Department Supervisor would be going to Williamston for training. He still needs one more commissioner. He asked them to check their calendars and see if they would be available to attend and let him know tonight.
- > **Budget Meeting:** The Budget Meeting for Board of Education & Social Services Budget Presentations will be held on May 3, 2023 at 7:00 p.m. in the Emergency Services Meeting Room.
- > **County Assembly Day:** If anyone is available to attend the County Assembly Day, please let himself or Mary Hunnicutt know so that we can register them.
- > **New Board of Elections Building:** Mr. Heath informed that Board that the new roof on this building should be completed by this Wednesday.
- > **Courthouse:** Mr. Heath informed that Board that they will begin interior painting in the courthouse building. In addition they will be repainting the sign out front of the Courthouse. He said that we are preparing for the 200-year anniversary, which will be in the year 2023.

PLANNING BOARD ITEM

Rhonda Repanshek, Planner, presented the following matter for Board consideration:

- > **Multiple Flag Lot Review for Tax Parcel #5-0020-0034D, requested by Kelly Belangin and Pam Lilly:** Ms. Repanshek stated that this parcel is located on Four Mile Desert Road. She further explained that these are two sisters that are proposing to divide family property between family members according to their mother's wishes. After giving the background information on this request, she notified the Board that the Planning Board found that the proposed flag lots to be consistent with subdivision requirement and unanimously recommended approval of the flag lot configuration as presented for Tax Parcel #5-0020-0034D, to include correcting the shared access agreement to read as 45 ft. wide wherever the draft says 50 ft. wide. T. Kyle Jones made a motion to find the proposed flag lots to be consistent with subdivision requirements and approved the flag lot configuration as presented for Tax Parcel #5-0020-0034D, to include correcting the shared access agreement to reflect a 45 foot width. Charles Woodard seconded the motion, which was unanimously approved by the Board.

SALE OF SURPLUS EQUIPMENT

County Manager Heath informed the Board that the County 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 closed today at 11:00 a.m. The highest bidder was as follows:

BUYER	ITEM	DATE SURPLUSED	START BID	SOLD AMOUNT
Palmer Kwquontae	2014 Dodge Charger, VIN 6310	4/3/2023	\$500	\$3,025.00

On motion made by Timothy J. Corprew, seconded by Charles Woodard, the Board unanimously approved to sell this surplus vehicle to Palmer Kwquontae for \$3,025.00.

RESCHEDULING JUNE COMMISSIONERS MEETING

County Manager Heath informed the Board that Chairman Nelson and Vice Chairman Woodard will be out of town on June 5, 2023 and will not be able to attend the Regular Commissioners Meeting. Therefore, we will need to move the meeting from Monday night to Tuesday night. NC General Statute No. 143-318(a) allows the Board to make the change as long as it is rescheduled at least seven calendar days before the day of the meeting being held. The County will need to make sure that notices are placed on county websites and social pages and posted on the meeting room door. On motion made by Joseph W. Hoffer, seconded by Timothy J. Corprew, the Board's June meeting will be held on Tuesday, June 6, 2023, instead of June 5, 2023 as it normally meets. Required notices will be posted tomorrow.

PUBLIC COMMENTS

The following public comment was made:

- > **Marty & Sheryl Hurdle:** Mr. & Mrs. Hurdle are owners of the Crawfish Shack. Mr. Hurdle explained that they have applied for a mixed beverage license. They already have beer & wine license. They were approved for everything but, on the next day after the approval, they changed their minds because they did not know that their business was not within the city limits of Hertford, NC. They were informed that they needed to have the Board of Commissioners to have that ruling changed. Ms. Hurdle stated that they had approvals from the Building Inspector, the Fire Marshal, the Sheriff, Zoning Official but one week after it was approved they called back and told them that they revoked it because it was outside the city limits. They were wondering how Albemarle Plantation has their permit but they could not get their permit approved. County Manager Heath said that Albemarle Plantation has a special permit because they have the golf course. They asked if there was anything that they can do to help get this permit approved. Commissioner Hoffer explained that, as Chairman of the ABC Board, the golf course allows Albemarle Plantation to serve mix drinks. The Town of Hertford is wet town but Perquimans County is a dry county. Because their facility is located within Perquimans County, they cannot approve their permit because the county is a dry county. We cannot relocate boundaries. Mr. Corprew stated that he had reached out to the Licensing Board and was told that the Board of Commissioners had to either do an exemption to the rule or do a referendum and have the residents of Perquimans County to vote on the County to become a wet county. He feels that if we do it on a case-by-case basis that the County would have a little bit more control over it. Commissioner Jones suggested that, since this was public comment section that the Board should discuss this at a Work Session. County Attorney High agreed and said that he would do further research on it and talk to the Licensing Board to see what we can do to help Mr. & Mrs. Hurdle. The Board agreed.

CLOSED SESSION: TO CONSULT WITH OUR ATTORNEY REGARDING AN ECONOMIC DEVELOPMENT MATTER, REAL PROPERTY MATTER AND CLOSED SESSION MINUTES

Chairman Nelson stated that, pursuant to NC General Statute 143-318.11(4)(5), the Board went into Closed Session to consult with our attorney regarding an economic development matter, a real property matter, and to approve closed session minutes. On motion made by Charles Woodard, seconded by James W. Ward, 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 James W. Ward, 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 around 8:45 p.m. on motion made by Timothy J. Corprew, seconded by Charles Woodard.

Wallace E. Nelson, Chairman

Clerk to the Board

 BUDGET WORK SESSION
 May 4, 2023
 7:00 p.m.

The Perquimans County Board of Commissioners met in a Budget Work Session on Thursday, May 4, 2023, at 7:00 p.m. in the Auditorium of the Emergency Services Building.

MEMBERS PRESENT:	Wallace E. Nelson, Chairman Timothy J. Corprew T. Kyle Jones	Charles Woodard, Vice Chairman Joseph W. Hoffer James W. Ward
MEMBERS ABSENT:	None	
OTHERS PRESENT:	Frank Heath, County Manager Hackney High, County Attorney	Tracy Mathews, Finance Officer

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

BUDGET PRESENTATION: SOCIAL SERVICES

At 7:00 p.m., Susan Chaney, Social Services Director, presented the FY 2023-2024 Budget for Board consideration.

BUDGET PRESENTATION: BOARD OF EDUCATION

After Ms. Chaney presented the Social Services Budget, Superintendent Tanya Turner introduced Rube Blanchard, Finance Officer, who presented the FY 2023-2024 Budget to the Board.

ADJOURNMENT

There being no further business to discuss, the Chairman adjourned the meeting.

Wallace E. Nelson, Chairman

Deputy Clerk to the Board

WORK SESSION

May 15, 2023
7:00 p.m.

The Perquimans County Board of Commissioners met in a regular Work Session on Monday, May 15, 2023, at 7:00 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hartford, NC 27944.

MEMBERS PRESENT:	Wallace E. Nelson, Chairman Timothy J. Corprew T. Kyle Jones	Joseph W. Hoffer James W. Ward
MEMBERS ABSENT:	Charles Woodard, Vice Chairman	
OTHERS PRESENT:	Frank Heath, County Manager Hackney High, County Attorney	Mary P. Hunnicutt, Clerk to the Board

After Chairman Nelson called the meeting to order, Commissioner Hoffer gave the invocation and they recited the Pledge of Allegiance. The following matters were discussed.

REQUEST FOR LIQUOR BY THE DRINK PRIVILEGES BY CRAWFISH SHACK

County Manager Heath reminded the Board that the Hurdle's came to the May 1, 2023 meeting and requested the Board's help in obtaining their liquor by the drink privileges for their business, Crawfish Shack. The Board asked County Attorney High to research the question and bring information back to the Board. County Attorney High presented the information that he had found. Mr. High said that his research was two-fold – reaching out to the State Agency and doing some personal research before he contacted the State Agency. During his research, a couple of items came up that he wanted to let the Board be aware of. The first one is that there is a lack of statutory and regulation guidance in regard to issuing permits in situations like the Crawfish Shack. It also became obvious to Mr. High that the ABC laws in North Carolina have not kept up to speed with the popularity of event venues. The first research he performed was to confirm that our local knowledge was on a firm footing and he did confirm some things. Perquimans County does not own or operate have an ABC Board or own or operate an ABC Store. The Town of Hertford does have an ABC Board and operates an ABC Store. The reason for this distinction is important is because, the Crawfish Shack is located in Perquimans County and, in order for them to obtain a mixed drink permit, the County would have to have an ABC Board and operate an ABC Store. This is one hurdle that the Hurdle's have to jump over in order to obtain their mixed drink permit. To get to the referendum, the County would have to have an ABC store and an ABC board. He will have to do more research on this item to determine if there are any ways that we can obtain the permit through other means than a referendum. The way the law states now there are very few ways to work around it. The venues are allowed to serve liquor but cannot sell liquor. Therefore, if you own a place like Crawfish Shack, the host of the event would obtain their own permit that would allow them to have and serve liquor. There two different kinds of permits: (1) special occasion permit – allows for someone to get the permit for multiple events and (2) one-time event – allows for someone to get the permit for one event. It is Mr. High's understanding from County Manager Heath that the Hurdle's were looking more to being able to sell liquor at their location. These permits will only allow someone else to apply for the permit for the event and allow the host to have the liquor to serve not to sell. This is where we stand at this point. Mr. High will continue to talk with the State Agency to see what the County could do to help the Hurdle's with their permit process. They are supposed to have a phone conference next week. Commissioner Corprew asked if we could have a joint board with the Town of Hertford. Mr. High said that there is a process where we can merge and that would be one of the ways to work around it. After some discussion, County Attorney High will

continue to research the matter and talk with the State ABC Agency. Once he has completed his research, he will inform the Board of his recommendation.

ADJOURNMENT

There being no further discussion or business, Chairman Nelson adjourned the Work Session at 7:30 p.m.

Wallace E. Nelson, Chairman

Clerk to the Board

BUDGET WORK SESSION

May 25, 2023

6:30 p.m.

The Perquimans County Board of Commissioners met in a Budget Work Session on Thursday, May 25, 2023, at 6:30 p.m. in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944.

MEMBERS PRESENT: Wallace E. Nelson, Chairman Charles Woodard, Vice Chairman
Timothy J. Corprew James W. Ward
T. Kyle Jones

MEMBERS ABSENT: Joseph W. Hoffler

OTHERS PRESENT: Frank Heath, County Manager/Deputy Clerk to the Board
Tracy Mathews, Finance Officer

BUDGET WORK SESSION

County Manager Heath presented his proposed budget for FY 2023-2024. He will present his budget message at the June 6, 2023 Regular Meeting. A public hearing will be held on June 19, 2023 during a Special Called Meeting so that the Board may officially adopt the FY 2023-2024 budget.

ADJOURNMENT

There being no further business to discuss, the Chairman adjourned the meeting.

Wallace E. Nelson, Chairman

Deputy Clerk to the Board

EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 23 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Ariana Salupo

SOC. SEC. NO.: _____

POSITION: Part Time Fill In EMT

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: May 1, 2023

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

ENDING DATE OF PROBATIONARY PERIOD: May 1, 2024

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ DATE OF EMPLOYEE RESIGNATION
Date

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 5/23/23

[Signature]
DATE: 5/23/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 23, 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Chilli Moore

SOC. SEC. NO.: _____

POSITION: Part Time Fill In EMT

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: May 1 2023

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

ENDING DATE OF PROBATIONARY PERIOD: May 1, 2024

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: 5/23/23

COUNTY MANAGER APPROVAL
[Signature]
DATE: 5/23/23

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Tyree Hughes

SOC. SEC. NO.: _____

POSITION: Part Time Fill In EMT

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: May 1 2023

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

ENDING DATE OF PROBATIONARY PERIOD: May 1, 2024

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: 5/23/23

[Signature]
DATE: 5/23/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 5/9/2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Jacob Bush

SOC. SEC. NO.: _____

POSITION: Part Time AEMT

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: 5/1/2023

GRADE: 66 STEP: 1 SALARY: 18.44 Hourly

ENDING DATE OF PROBATIONARY PERIOD: May 1, 2024

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ DATE OF EMPLOYEE RESIGNATION
Date

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 5/10/23

[Signature]
DATE: 5/10/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 5/9/2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Jennifer Whitehurst

SOC. SEC. NO.:

POSITION: Part Time AEMT

DEPT.: EMS

X NEW EMPLOYEE EFFECTIVE DATE: 5/1/2023

GRADE: 66 STEP: 1 SALARY: 18.44 Hourly

ENDING DATE OF PROBATIONARY PERIOD: May 1, 2024

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. 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: 5/10/23

COUNTY MANAGER APPROVAL [Signature] DATE: 5/10/23

FINANCE OFFICER DATE:

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 15, 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Camry Harris SOC. SEC. NO.

POSITION: PT Fill-in Non-Certified Telecommunicator DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE: May 1, 2023
GRADE: 60 STEP: 1 SALARY: \$14.16 per hour
ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND RECOMMENDATION BY DEPARTMENT FOR PERMANENT STATUS. 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: 5/15/23

COUNTY MANAGER APPROVAL
DATE: 5/15/23

FINANCE OFFICER
DATE:

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 30 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Nicholas Foley SOC. SEC. NO.: _____

POSITION: Part Time Fill in Telecommunicator Non Certified DEPT.: Telecommunications

NEW EMPLOYEE EFFECTIVE DATE: May 30, 2023

GRADE: 60 STEP: 1 SALARY: \$14.16 Hourly

ENDING DATE OF PROBATIONARY PERIOD: May 30 2024

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: 5/30/23

COUNTY MANAGER APPROVAL
[Signature]
DATE: 6/1/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 30 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Alyssa Ratcliff SOC. SEC. NO.: _____

POSITION: Part Time Fill in Telecommunicator Non Certified DEPT.: Telecommunications

NEW EMPLOYEE EFFECTIVE DATE: May 30, 2023

GRADE: 60 STEP: 1 SALARY: \$14.16 Hourly

ENDING DATE OF PROBATIONARY PERIOD: May 30 2024

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ DATE OF EMPLOYEE RESIGNATION
Date

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 5/30/23

[Signature]
DATE: 6/1/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 30 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Iasia Collier SOC. SEC. NO.: _____

POSITION: Part Time Fill in Telecommunicator Non Certified DEPT.: Telecommunications

NEW EMPLOYEE EFFECTIVE DATE: May 30, 2023

GRADE: 60 STEP: 1 SALARY: \$14.16 Hourly

ENDING DATE OF PROBATIONARY PERIOD: May 30 2024

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: 5/30/23

[Signature]
DATE: 6/1/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 30 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Melissa Hand SOC. SEC. NO.: _____

POSITION: Part Time Fill in Telecommunicator I DEPT.: Telecommunications

NEW EMPLOYEE EFFECTIVE DATE: May 30, 2023

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

ENDING DATE OF PROBATIONARY PERIOD: May 30 2024

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

DATE: _____

Frank Leath
DATE: 6/1/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 5/18/23

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Taylor Renae Dickey _____

SOC. SEC. NO. _____

POSITION: Deputy _____

DEPT.: Sheriff's Office _____

◆ NEW EMPLOYEE EFFECTIVE DATE: 6/1/2023

GRADE: 65 _____ STEP: 1 _____ SALARY: \$36,707

ENDING DATE OF PROBATIONARY PERIOD: 5/31/2023

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

_____ 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: 5-18-23

COUNTY MANAGER APPROVAL

[Signature]
DATE: 5/18/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 15, 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Candice Mallory
POSITION: Social Worker III

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

EMPLOYEE EFFECTIVE DATE: June 1, 2023

GRADE: 69 STEP: 1 SALARY: \$ 43,776.00

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date
GRADE: STEP: SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

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

DATE OF EMPLOYEE RESIGNATION:

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE GRADE/STEP/MERIT RAISE:

Date: GRADE: STEP: SALARY: \$

DEPARTMENT RECOMMENDATION

Suzan M Chaney

DATE: May 15, 2023

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 5/18/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 31, 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Angela Jordan
POSITION: Director

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

EMPLOYEE EFFECTIVE DATE: June 1, 2023

GRADE: 79 STEP: 1 SALARY: \$ 67,985.00

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

^{Date}
GRADE: STEP: SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

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

DATE OF EMPLOYEE RESIGNATION:

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE GRADE/STEP/MERIT RAISE:

Date: GRADE: STEP: SALARY: \$

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Terresa J. Blanchard

Frank Keith

DATE: 5/31/2023

DATE: 6/1/23

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Paige Scheidler

SOC. SEC. NO.: _____

POSITION: Part Time Fill In AEMT

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: _____
GRADE: _____ STEP: _____ SALARY: _____
ENDING DATE OF PROBATIONARY PERIOD: June 1, 2024

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

X June 1 2023 DATE OF SUCCESSFUL COMPLETION OF AEMT CLASS
Date

GRADE: 66 STEP: 1 SALARY: \$18.44 Hourly

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

GRADE: _____ STEP: _____ SALARY: _____

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

_____ DATE OF EMPLOYEE RESIGNATION
Date

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 5/24/23

[Signature]
DATE: 5/24/2023

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 5/18/23

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: William Wright _____

SOC. SEC. NO.: _____

POSITION: Deputy _____

DEPT.: Sheriff's Office _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND 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

◆ **6/1/23** RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 65 STEP: 1 SALARY: \$36,707

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: 5/31/23 _____ PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

Shelton Whit
DATE: 5-18-23

COUNTY MANAGER APPROVAL

Frank Heath
DATE: 5/18/23

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Morgan Story SOC. SEC. NO.: _____

POSITION: Full Time Non-certified TC DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE: June 1, 2023

GRADE: 60 STEP: 1 SALARY: \$14.16 per hour

ENDING DATE OF PROBATIONARY PERIOD: June 1 2024

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: 5/19/23

COUNTY MANAGER APPROVAL
[Signature]
DATE: 5/22/23

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

PT to FT

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Charity Geho

SOC. SEC. NO.: _____

POSITION: Full-Time Telecommunicator I

DEPT.: 911 Communications

NEW EMPLOYEE EFFECTIVE DATE: June 1, 2023

GRADE: 63 STEP: 1 SALARY: \$16.16 per hour

ENDING DATE OF PROBATIONARY PERIOD: June 1, 2024

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: 5/19/23

COUNTY MANAGER APPROVAL

[Signature]
DATE: 5/22/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 5/19/2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Crystal Wright

SOC. SEC. NO.: _____

POSITION: Full Time Telecommunicator II

DEPT.: 911 Divison

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

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

X 5/31/2023 DATE OF EMPLOYEE RESIGNATION
Date

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 5/19/23

[Signature]
DATE: 5/22/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 5/19/2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Crystal Wright

SOC. SEC. NO.: _____

POSITION: Part Time Fill In Telecommunicator II

DEPT.: 911 Divison

NEW EMPLOYEE EFFECTIVE DATE: June 1 2023

GRADE: 65 STEP: 7 SALARY: \$20.43 Hourly

ENDING DATE OF PROBATIONARY PERIOD: May 31 2024

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ DATE OF EMPLOYEE RESIGNATION
Date

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: 5/19/23

DATE: 5/22/23

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: TanTina Copeland

SOC. SEC. NO.:

POSITION: Part Time AEMT

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY:

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

X 5/15/2023 DATE OF EMPLOYEE REMOVAL FROM ROSTER

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: 5/15/23

DATE: 5/19/23

FINANCE OFFICER

DATE:

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 5/9/2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: David Jensen

SOC. SEC. NO.: _____

POSITION: Part time Paramedic

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

X 5/9/2023 DATE OF EMPLOYEE RESIGNATION
Date

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 5/9/23

Frank Heath
DATE: 5/10/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: May 25, 2023

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Trevor Batts

SOC. SEC. NO.: _____

POSITION: Part Time Fill In EMT

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

X 5/25/2023 DATE OF EMPLOYEE RESIGNATION
Date

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 5/25/23

Frank Heath
DATE: 5/26/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 5/15/23

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Sarah Ownley
POSITION: Income Maintenance Caseworker II

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

EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY: \$

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND

Date
GRADE: STEP: SALARY: \$

DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP

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

DATE OF EMPLOYEE RESIGNATION:

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE GRADE/STEP/MERIT RAISE:

*** Ms. Ownley has completed the year's work against requirement and is now considered a fully qualified Income Maintenance Caseworker II

Date: June 1, 2023 GRADE: 63 STEP: 1 SALARY: \$ 33,615.00

DEPARTMENT RECOMMENDATION

Suzanne M Chaney

DATE: May 15, 2023

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 5/18/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 5/26/93

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Amanda Layden

SOC. SEC. NO.: _____

POSITION: Administrative Assit - Rec Dept

DEPT.: RECREATION

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

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

6/1/23 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 58 STEP: 8 SALARY: 32,008

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: 12/31/22 PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

Howard Willis

Frank Heath

DATE: 5/26/93

DATE: 5/30/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 5/2/23

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Macey Cappel _____

SOC. SEC. NO.: _____

POSITION: Administrative Assistant _____

DEPT.: Sheriff's Office _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 60 _____ STEP: 2 _____ 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: _____

X 6/1/2023 DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)

GRADE: 60 _____ STEP: 3 _____ SALARY: \$30,929 _____

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

_____ RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

Date GRADE: _____ STEP: _____ SALARY: _____

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

DEPARTMENT RECOMMENDATION

[Signature]

DATE: 5-2-23

COUNTY MANAGER APPROVAL

[Signature]

DATE: 5/18/23

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 5/2/23

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Christopher Murray

SOC. SEC. NO.:

POSITION: Deputy Sheriff

DEPT.: Sheriff's Office

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 6/1/2023 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

_____ 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: 5-2-23

COUNTY MANAGER APPROVAL
[Signature]
DATE: 5/18/23

FINANCE OFFICER

DATE: _____

COPY

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 43

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

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-012	Emergency Management - State Grants	7,300	
10-530-340	Emergency Management - HSGP Grant	7,300	
EXPLANATION: To amend FY 22/23 budget to include HSGP EM grant funds.			

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, 6th DAY OF JUNE, 2023.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 6th DAY OF JUNE, 2023.

Chairman, Board of Commissioners

Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
SOLID WASTE FUNDS
NO. 44

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

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
38-399-000	Solid Waste - Fund Balance Appropriated	100,000	
38-750-910	Solid Waste - Health Department Landfill	100,000	
EXPLANATION: To amend FY 22/23 budget to cover solid waste expenses.			

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, 6th DAY OF JUNE, 2023.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 6th DAY OF JUNE, 2023.

Chairman, Board of Commissioners

Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
SCHOOL CONSTRUCTION FUND
NO. 45

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

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
65-348-001	State School Funds - Lottery	11,850	
65-500-711	NB Lottery Intermediate School	11,850	
EXPLANATION: To amend FY 22/23 budget to add lottery funds for the planning of new intermediate school.			

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, 6th DAY OF JUNE, 2023.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 6th DAY OF JUNE, 2023.

Chairman, Board of Commissioners

Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 46

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

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	State Gramts - DSS	32,424	
10-610-205	CCU/MA Expansion Funds	32,424	
EXPLANATION: To amend FY 22/23 budget to add additional funds as received for CUU-MA Expansion.			

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, 6th DAY OF JUNE, 2023.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 6th DAY OF JUNE, 2023.

 Chairman, Board of Commissioners

 Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 47

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

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	State Grants - DSS	27,944	
10-610-206	ENE - CAP Funds	27,944	
EXPLANATION: To amend FY 22/23 budget to add additional funds as received Medicaid ENE GAP funding.			

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, 6th DAY OF JUNE, 2023.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 6th DAY OF JUNE, 2023.

Chairman, Board of Commissioners

Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 48

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

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-335-000	Miscellaneous Revenue	3,500	
10-510-740	Sheriff - Capital Outlay	3,500	
EXPLANATION: To amend FY 22/23 budget to cover expenses.			

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, 6th DAY OF JUNE, 2023.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 6th DAY OF JUNE, 2023.

 Chairman, Board of Commissioners

 Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 49

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

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-685-161	Recreation - Maintenance/Grounds		900
10-685-170	Recreation - Vehicle Maintenance/Repair		900
10-685-740	Recreation - Capital Outlay	1,800	
EXPLANATION: To amend FY 22/23 budget to cover expenses			

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, 6th DAY OF JUNE, 2023.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 6th DAY OF JUNE, 2023.

Chairman, Board of Commissioners

Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 50

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

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-000	State Grants - DSS	7,312	
10-610-192	DSS - Crisis Intervention	7,312	
EXPLANATION: To amend FY 22/23 budget to add additional funding for Crisis Intervention.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, 6th DAY OF JUNE, 2023.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 6th DAY OF JUNE, 2023.

Chairman, Board of Commissioners

Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 51

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

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-365-004	Recreation - Community Park Grant	25,000	
10-685-743	Recreation - Community Park Grant	25,000	
EXPLANATION: To amend FY 22/23 budget to add additional funding as awarded by the Sentara Community Park Grant.			

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, 6th DAY OF JUNE, 2023.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 6th DAY OF JUNE, 2023.

Chairman, Board of Commissioners

Finance Officer

RE: Committee Reappointments

From: Michelle Lawrence <mlawrence@pettigrewlibraries.org>

To: Mary Hunnicutt

Date: 5/22/2023 5:41 PM

Hi Mrs. Hunnicutt,

I've spoken to Jennifer and she would like to serve a term of her own. I highly recommend her reappointment.

Thank you and have a good evening,
Michele

From: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>

Sent: Monday, May 22, 2023 4:53 PM

To: Michelle Lawrence <mlawrence@pettigrewlibraries.org>;

Subject: Committee Reappointments

Importance: High

The following terms expire on June 30, 2023:

Name	Board/Committee	Term	Appt.	Expire
Poppert, Jennifer Ann	Local Library Board	4 yrs.	11/1/2021	6/30/2023

Please confirm that this individual wishes to continue to serve on the Local Library Board and let me know before May 30, 2023, at 9:00 a.m. if you recommend her reappointment.

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: Documents for June Commissioners Meeting

From: Amanda Layden
 To: Mary Hunnicutt; Howard Williams
 Date: Tue 5/30/2023 8:26 AM

Good morning,

George Long and Rodney Lassiter would like to continue to serve on the board. April said no, unless we cannot find anyone else.

Thank you,

*Amanda Layden
 Administrative Assistant
 Perquimans County Recreation Department
 310 Granby Street/PO Box 538
 Hertford, NC 27944
 Phone: (252)426-5695
 Fax: (252)426-7684*

From: Mary Hunnicutt <mhunnicutt@perquimanscountync.gov>
 Sent: Thursday, May 25, 2023 3:41 PM
 To: Howard Williams <hwilliams@perquimanscountync.gov>; Amanda Layden <Alayden@perquimanscountync.gov>
 Subject: Documents for June Commissioners Meeting

I just wanted remind you that I will need the following documentation by Tuesday, May 31, 2023, at 9:00 a.m.:

Member Name	Committee/Board	Term	Appt Date	Exp. Date
Lassiter, Rodney	Recreation Advisory Committee - Belvidere	3 yrs.	7/1/2020	6/30/2023
Long, Jr., George	Recreation Advisory Committee - Bethel	3 yrs.	8/1/2020	6/30/2023
Hoffler, Joseph	Recreation Advisory Committee - Commissioner	3 yrs.	7/1/2020	6/30/2023
Smith, April	Recreation Advisory Committee - Parksville	3 yrs.	7/1/2020	6/30/2023

Thank you.

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.*

Perquimans County NC DPS - Community Programs - County Funding Plan

Available Funds: \$ 77,485 Local Match: \$ 8,820 Rate: 10%

DPS JCPC funds must be committed with a Program Agreement submitted in NC Allies and electronically signed by authorized officials.

#	Program Provider	DPS-JCPC Funding	LOCAL FUNDING			OTHER	OTHER	Total	% of Total DPS-JCPC Program Revenues
			County Cash Match	Local Cash Match	Local In-Kind	State/Federal	Funds		
1	Perquimans County Schools-Teen Court, Community Service Restitution, STOP	\$77,485			\$8,820			\$86,305	10%
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
TOTALS:		\$77,485			\$8,820			\$86,305	10%

The above plan was derived through a planning process by the Perquimans County
Juvenile Crime Prevention Council and represents the County's Plan for use of these funds in FY 2023-2024.

Amount of Unallocated Funds _____

Amount of funds reverted back to DPS _____

Discretionary Funds added _____

[Signature] 5-26-23
Chairperson, Juvenile Crime Prevention Council (Date)

check type initial plan update final

---DPS Use Only---

Reviewed by _____	Date _____
Area Consultant	
Reviewed by _____	Date _____
Program Assistant	
Verified by _____	Date _____
Designated State Office Staff	

Chairperson, Board of County Commissioners (Date)
or County Finance Officer

JUVENILE CRIME PREVENTION COUNCIL CERTIFICATION STANDARDS

G.S. 143B-853 allows for a 2-year funding cycle for programs that meet the requirements of the statute and have been awarded funds in a prior funding cycle. Indicate below if the JCPC plans to allow for a 1-year or 2-year funding cycle.

2-Year Funding: FY 2023-2024 and FY 2024-2025

Membership

- | | |
|---|-----|
| A. Have the members of the Juvenile Crime Prevention Council been appointed by county commissioners? | Yes |
| B. Are members appointed for two-year terms and are those terms staggered? | Yes |
| C. Is membership reflective of social-economic and racial diversity of the community? | Yes |
| D. Does the membership of the Juvenile Crime Prevention Council reflect the required positions as provided by N.C.G.S. §143B-846? | No |

If not, which positions are vacant and why?

Two persons under the age of 21, or member of the public representing the interests of families of at-risk youth, member of the business community.. The chief court counselor position is currently vacant, will update once hired. Will work to seek youth for the upcoming school year.

Organization

- | | |
|---|---------|
| A. Does the JCPC have written Bylaws? | Yes |
| B. Bylaws are | On file |
| C. Bylaws contain Conflict of Interest section per JCPC policy and procedure. | Yes |
| D. Does the JCPC have written policies and procedures for funding and review? | Yes |
| E. These policies and procedures | On file |
| F. Does the JCPC have officers and are they elected annually? | Yes |

Meetings

- | | |
|--|-----|
| A. JCPC meetings are considered open and public notice of meetings is provided. | Yes |
| B. Is a quorum defined as the majority of membership and required to be present in order to conduct business at JCPC meetings? | Yes |
| C. Does the JCPC meet six (6) times a year at a minimum? | Yes |
| D. Are minutes taken at all official meetings? | Yes |
| E. Are minutes distributed prior to or during subsequent meetings? | Yes |

Planning

- | | |
|--|-----|
| A. Does the JCPC conduct a biennial planning process which includes a needs assessment, monitoring of programs and funding allocation process? | Yes |
| B. Is this Biennial Plan presented to the Board of County Commissioners and to DPS? | Yes |
| C. Is the Funding Plan approved by the full council and submitted to Commissioners for their approval? | Yes |

Public Awareness

- | | |
|---|-----|
| A. Does the JCPC communicate the availability of funds to all public and private non-profit agencies which serve children or their families and to other interested community members?
☑RFP, Distribution List, and Advertisement attached | Yes |
| B. Does the JCPC complete a biennial needs assessment and make that information available to agencies which serve children or their families, and to interested community members? | Yes |

No Overdue Tax Debt

- | | |
|---|-----|
| A. As recipient of the county DPS JCPC allocation, does the County certify that it has no overdue tax debts, as | Yes |
|---|-----|

JUVENILE CRIME PREVENTION COUNCIL CERTIFICATION STANDARDS

defined by N.C.G.S. §105-243.1, at the Federal, State, or local level?

Briefly outline the plan for correcting any areas of standards non-compliance.

The council continues to work to fill vacant positions.

JUVENILE CRIME PREVENTION COUNCIL CERTIFICATION STANDARDS

Instructions: N.C.G.S. § 143B-846 specifies suggested members be appointed by county commissioners to serve on local Juvenile Crime Prevention Councils. In certain categories, a designee may be appointed to serve. Please indicate the person appointed to serve in each category and his/her title. Indicate appointed members who are designees for named positions. Indicate race and gender for all appointments.

Specified Members	Name	Title	Designee	Race	Gender
1) School Superintendent or designee	James Bunch	Assistant Superintendent	<input checked="" type="checkbox"/>	White	Male
2) Chief of Police or designee					
3) Local Sheriff or designee	Shelby White	Sheriff		White	Male
4) District Attorney or designee	Kyle Jones	Assistant DA	<input checked="" type="checkbox"/>	White	Male
5) Chief Court Counselor or designee					
6) Director, Local Management Entity/ Managed Care Organization (LME/MCO), or designee	Yolanda Bowens	System of Care Coordinator, Trillium	<input checked="" type="checkbox"/>	Black or African- American	Female
7) Director DSS or designee	Angela Jordan	CPS/APS Supervisor	<input checked="" type="checkbox"/>	Black or African- American	Female
8) County Manager or designee	Frank Heath	Manager		White	Male
9) Substance Abuse Professional	Tonya Cooper	Uplift Comprehensive		Black or African- American	Female
10) Member of Faith Community	Wonder Lewis	Pastor		Black or African- American	Female
11) County Commissioner	Joseph Hoffer	County Commissioner		Black or African- American	Male
12) A Person Under the Age of 21					
13) A Person Under the Age of 21, or a member of the public representing the interests of families of at-risk juveniles					
14) Juvenile Defense Attorney	Brandon Belcher	Attorney		White	Male
15) Chief District Judge or designee	Hon. Meader Harriss	District Court Judge		White	Male
16) Member of Business Community					
17) Local Health Director or designee	Molly Brown	Triple P Coord.	<input checked="" type="checkbox"/>	White	Female
18) Rep. United Way/other non-profit	Kelly Hoeltzel	Community Care Manager		White	Female
19) Representative/Parks and Rec	Howard Williams	Director		White	Male
20) County Commissioner appointee	Dr. Kanika Griffin	CAO-Student Services		Black or African- American	Female
21) County Commissioner appointee	Eva Anderson	Court Counselor Supervisor		Black or African- American	Female
22) County Commissioner appointee	Kayleigh Davison	ARHS		White	Female
23) County Commissioner appointee	Kim Parker	District Social Worker		Black or African- American	Female
24) County Commissioner appointee	Michelle Lawrence	Librarian		White	Female
25) County Commissioner appointee	Shatasha Miller	Youth Development Coordinator		Black or African- American	Female

JUVENILE CRIME PREVENTION COUNCIL CERTIFICATION STANDARDS

Specified Members	Name	Title	Designee	Race	Gender
26) County Commissioner appointee	Shayla Hayes	Public Health Education Specialist		Black or African- American	Female



NCACC Risk Management Pools Liability and Property

County: Perquimans County					
RENEWAL ESTIMATE					
JULY 1, 2023 to JULY 1, 2024					
					Date of Quote
					6/26/2023
Coverage	Contract Limit	Deductible	Renewal Exposure		Contribution
Property	Insured Values	\$1,000	Total Property Values	\$54,853,320	120,468
Named Storm		\$1,000			
		\$1,000	Total Inland Marine Values	\$2,232,238	4,902
Flood, NFIP		\$500,000			
Flood/Earthquake		\$25,000		Total	
General Liability	\$2,000,000	\$0	Population	13,251	3,653
			Number of EMTs	32	1,199
			Total		\$4,852
Automobile Liability	\$2,000,000	\$0	Total # of Vehicles (Liability)	80	23,276
Excess Auto Liability					0
Physical Damage	Actual Cash Value	\$1,000	Total # of Vehicles (PD)	80	11,256
Replacement Cost	\$175,000		Value of Selected Veh.	\$175,000	\$1,214
			Total		\$35,746
Crime	\$250,000	\$1,000	Money on Premises	1	\$1,258
	\$0		Great than \$250,000	0	\$0
			Total		\$1,258
Public Officials Liability	\$2,000,000 per claim	\$5,000 per claim	Population	13,251	4,163
	\$4,000,000 annual aggregate		Total		\$4,163
Law Enforcement Liability	\$2,000,000 per occurrence	\$5,000	Class A Employees	25	14,153
	\$4,000,000 aggregate		Class B Employees	5	1,577
			Class C Employees	16	1,720
			Total		\$17,450
Employment Practices Liability	\$2,000,000 per claim	\$5,000 per claim	Population	13,251	3,214
	\$4,000,000 per aggregate		Total		\$3,214
Employee Benefits Liability	\$2,000,000	\$5,000			Included
Environmental Impairment Liability	\$250,000 aggregate	\$0			Included
Privacy or Security Event Liability	\$1,000,000	\$5,000			
	\$10,000,000 Pool Aggregate		Total		\$13,000
Annual Estimated Contribution					\$205,053

Please return this document with signed proposal. Excess cyber or overall liab on separate page(s) if applicable.

2023 PROPERTY SUBLIMITS

\$5,000,000	ACCOUNTS RECEIVABLE	
\$4,000,000	AUTOMATIC COVERAGE	
\$2,500,000	INCREASED COST OF CONSTRUCTION	
\$250,000	COST OF EXTINGUISHING LANDFILL FIRES	
\$100,000	CONTINGENT TAX REVENUE INTERRUPTION	
\$250,000	CONTINGENT BUSINESS INTERRUPTION/CONTINGENT EXTRA EXPENSE	
\$2,500,000	DEBRIS REMOVAL (LESSOR OF 25% OF PROPERTY DAMAGE LOSS OR THE LIMIT SHOWN)	
\$500,000	DECONTAMINATION COSTS	
\$100,000	DEFERRED PAYMENTS	
\$10,000,000	EARTHQUAKE -- SUBJECT TO A \$10,000,000 ANNUAL AGGREGATE	
\$2,500,000	ELECTRONIC DATA AND MEDIA	
\$50,000,000	EQUIPMENT BREAKDOWN, INCLUDING:	
	SPOILAGE	\$500,000
	SERVICE INTERRUPTION	\$2,500,000
	BUSINESS INTERRUPTION	\$25,000,000
	GROSS EARNINGS AND EXTRA EXPENSE	\$1,000,000
	EXPEDITING EXPENSE	\$500,000
	HAZARDOUS SUBSTANCE	\$1,000,000
	AMMONIA CONTAMINATION	\$500,000
	ELECTRONIC DATA & MEDIA	\$1,000,000
	CFC REFRIGERANTS	\$100,000
	COMPUTER EQUIPMENT	\$25,000,000
\$2,500,000	ERRORS AND OMISSIONS	
\$250,000	EVACUATION EXPENSE	
\$1,000,000	EXPEDITING EXPENSE	
\$2,500,000	EXTRA EXPENSE	
\$1,000,000	EXTENDED PERIOD OF INDEMNITY (LESSOR OF ACTUAL LOSS SUSTAINED FOR 180 CONSECUTIVE DAYS OR LIMIT SHOWN)	
\$1,000,000	UNSCHEDULED FINE ARTS - SUBJECT TO A MAXIMUM OF \$250,000 PER ITEM	
\$10,000,000	FLOOD - SUBJECT TO A \$10,000,000 ANNUAL AGGREGATE	
\$1,000,000	FLOOD -- SUBJECT TO A \$1,000,000 ANNUAL AGGREGATE AS RESPECTS LOCATIONS SITUATED WHOLLY OR PARTIALLY WITHIN SPECIAL HAZARD ZONES FOR FLOOD	

\$2,500,000	GROSS EARNINGS AND EXTRA EXPENSE COMBINED
\$2,500,000	INTERRUPTION BY CIVIL AUTHORITY
\$100,000	LAW ENFORCEMENT ANIMAL MORTALITY
\$2,500,000	LEASEHOLD INTEREST
\$2,500,000	MISCELLANEOUS UNNAMED PROPERTY
\$250,000	MOBILE MEDICAL EQUIPMENT
\$60,000,000	NAMED STORM – TIER 1 AND TIER 2 ONLY
\$250,000	FIBER OPTICS DISTRIBUTION LINES LOCATED MORE THAN 1,000 FEET FROM A COVERED LOCATION
\$10,000	PERSONAL PROPERTY OF OFFICERS AND EMPLOYEES OF THE PARTICIPANT
\$100,000	PROFESSIONAL FEES
\$2,500,000	PROPERTY IN COURSE OF CONSTRUCTION AND SOFT COSTS - ANY ONE COVERED PROPERTY
\$100,000	LAND AND WASTE CONTAMINANT OR POLLUTANT CLEANUP, REMOVAL AND DISPOSAL - SUBJECT TO A \$500,000 ANNUAL AGGREGATE
\$2,500,000	SERVICE INTERRUPTION - PROPERTY DAMAGE AND TIME ELEMENT COMBINED
\$2,500,000	TRANSIT PROPERTY DAMAGE AND TIME ELEMENT COMBINED - PER CONVEYANCE
\$2,500,000	VALUABLE PAPERS & RECORDS & EDP MEDIA
\$2,500,000	INGRESS/EGRESS
\$100,000	LANDSCAPING, SUBJECT TO \$15,000 ANY ONE SHRUB OR TREE, CAUSED BY OR RESULTING FROM A COVERED PERIL
\$150,000	ANY ONE WATERCRAFT, \$1,500,000 ANY ONE OCCURRENCE FOR WATERCRAFT 27 FEET OR LESS IN LENGTH;
\$15,000	PIERS, DOCKS, PILINGS, BULKHEADS, AND WHARVES: ANY UNSCHEDULED LOCATION; \$100,000 MAXIMUM ANY ONE SCHEDULED LOCATION; \$250,000 ANY ONE OCCURRENCE
\$250,000	UNSCHEDULED TUNNELS, BRIDGES, AND DAMS (EXCLUDING COVERAGE FOR THE PERILS OF EARTHQUAKE, FLOOD AND NAMED STORM)
\$10,000	UNSCHEDULED UNMANNED AIRCRAFT/UNMANNED AIRCRAFT SYSTEM - SUBJECT TO A \$50,000 ANNUAL AGGREGATE
\$100,000	UPGRADE TO GREEN



NCACC Risk Management Pools Liability and Property

Payment Plan Available: Liability & Property Pool
County or Entity: **Perquimans County**

Quoted on: **5/26/2023**

Annual Payment Plan*:	\$205,053
-----------------------	------------------

*Total does not include excess cyber/overall liability or multi-pool/longevity incentives. See separate page(s) if applicable.

We appreciate your participation. To insure effective, efficient operation of your Pool we must receive payment in full no later than August 1st. A two percent late payment fee will be assessed on all amounts received after that date.

I understand that changes made to the exposures subsequent to submission of the renewal application may result in changes to the Estimated Contribution:

Accepted by:

Signature _____

Printed Name _____

Print Title _____

Date _____

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

Financial Officer:

Signature _____

Date _____

Please sign and return the accepted proposal by June 15th, 2023.



NCACC Risk Management Pools Liability and Property

County or Entity: **Perquimans County**

INCENTIVE ELIGIBILITY

Multi-Pool Incentives can be earned by participating in both Pools. You are rewarded for your participation in our Workers Compensation and Liability & Property Pools with an incentive.

For questions regarding the Longevity Credit, please contact your underwriter.

Participation In Multiple Pools

\$5,180

Longevity Credit

Percentage of Final Signed Contribution (WC & L&P)

3.0%

The contributions are established on the basis that the member remains in both pools. Should the member elect not to renew with both pools then the NCACC Risk Pools reserve the right to adjust the proposal pricing on the basis of single pool membership.

Please note that any applicable incentives will be applied to the Workers Compensation line for 2023-2024.

Please return this document with your signed proposal.



NCACC Risk Management Pools Liability and Property

Please return this form with your confirmation indicating deductible choices. If we don't receive the completed form, we will process your renewal using expiring deductibles. (Base deductibles shown in bold, italics type).

Perquimans County

LIABILITY AND PROPERTY DEDUCTIBLE OPTIONS

JULY 1, 2023 to JULY 1, 2024

COVERAGE	X	DEDUCTIBLE	COVERAGE	X	DEDUCTIBLE
Property		<i>\$1,000</i>	Inland Marine		<i>\$1,000</i>
		\$2,500			\$2,500
		\$5,000			\$5,000
		\$10,000			\$10,000
		\$25,000			\$25,000
		\$50,000			\$50,000
		\$75,000			\$75,000
		\$100,000			\$100,000
Coastal county members only -- You may select a 2% Wind Deduct.		Your proposal includes the standard deductible for wind coverage for all property exposures. To accept a 2% wind deductible for the savings shown in your proposal, check the block at the left.			
Crime		<i>\$1,000</i>	General Liability		<i>\$0</i>
					\$500
					\$1,000
					\$2,500
					\$5,000
					\$10,000
					\$25,000
					\$50,000
Automobile Liability		<i>\$0</i>	Auto Phy. Damage		<i>\$1,000</i>
		\$500			\$2,500
		\$1,000			\$5,000
		\$2,500			\$10,000
		\$5,000			\$25,000
		\$10,000			\$50,000
		\$25,000			\$75,000
		\$50,000			\$100,000
Law Enforcement		<i>\$5,000</i>	Public Officials		<i>\$5,000</i>
		\$10,000			\$10,000
		\$25,000			\$25,000
		\$50,000			\$50,000
		\$75,000			\$75,000
		\$100,000			\$100,000
Employment Practices		<i>\$5,000</i>	Boiler and Machinery Coverage		
		\$10,000	* The deductible for Boiler and Machinery is \$1,000 for Direct Damage and 24 hours for Indirect Damage at the request of the reinsurer. Other options are not available for Boiler & Machinery.		
		\$25,000			
		\$50,000			
		\$75,000			
		\$100,000			

Please return this document with your signed proposal.



NCACC Risk Management Pools Workers Compensation

RENEWAL ESTIMATE JULY 1, 2023 TO JULY 1, 2024

Quoted on: 5/26/2023

Member:

PERQUIMANS COUNTY

Limits

Coverage A : Workers Compensation: Statutory
Coverage B: Employer's Liability: \$2,000,000

Class Code	Description	Annual Remuneration	Modified Rate	Modified Contribution
7520	WATERWORKS OPERATIONS	\$356,385	2.063	\$7,352
7705	AMBULANCE & E.M.T./E.M.S.	\$1,151,705	2.620	\$30,175
7704	FIRE MARSHALL OR INSPECTOR	\$31,026	1.983	\$615
7720	SHERIFF'S DEPT. OFFICERS & DRIVERS	\$793,248	1.895	\$15,031
8810	CLERICAL	\$1,657,826	0.168	\$2,787
8810x	CLERICAL -DSS - N/A	\$796,680	0.168	\$1,340
8831	HOSPITAL VETERINARY & DRIVERS	\$121,975	0.737	\$899
9015	BUILDINGS - NOC	\$80,549	2.147	\$1,730
9061	CLUBS & SENIOR CENTERS: NOC & CLERICAL	\$47,525	0.733	\$348
9102	PARK NOC ALL EMPLOYEES/DRIVERS	\$117,298	1.314	\$1,541
9410	MUNICIPAL TOWNSHIP COUNTY OR STATE EMPLOYEES NOC	\$193,616	1.102	\$2,133
9410x	MUNICIPAL TOWNSHIP COUNTY OR STATE EMPLOYEES NOC	\$249,157	1.102	\$2,745
9999	VOLUNTEERS (NCACC designated class)	\$32,580	18.977	\$6,183
8810	CLERICAL	\$37,607	0.168	\$63
9102	PARK NOC ALL EMPLOYEES/DRIVERS	\$30,174	1.314	\$396

Total Estimated Payroll
Subject to audit.

\$5,697,351

2023-2024 Contribution: \$73,339

Please return this document with your signed proposal.



NCACC Risk Management Pools Workers Compensation

Payment Plan Available: Workers' Compensation Pool
County or Entity: **PERQUIMANS COUNTY**

Quoted on: **5/26/2023**

Annual Payment Plan:	\$73,339
----------------------	-----------------

We appreciate your participation. To insure effective, efficient operation of your Pool we must receive payment in full no later than August 1st. A two percent late payment fee will be assessed on all amounts received after that date.

I understand that changes made to the exposures subsequent to submission of the renewal application may result in changes to the Estimated Contribution:

Accepted by:

Signature _____

Printed Name _____

Print Title _____

Date _____

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

Financial Officer:

Signature _____

Date _____

Please sign and return the accepted proposal by June 15th, 2023.


Rules Review Commission Approves Rule Amendment for Town of Hertford at the Hertford S-Bridge in Perquimans County

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

Thu 5/18/2023 12:43 PM

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

Cc: Dutton, Mark L <mark.dutton@ncwildlife.org>; Coley, John T. <coley@bpropnc.com>; Cole, James C <jc.cole@ncwildlife.org>; Crump, Monty <citymanager@gorockingham.com>; Stoop, Brad <brad.stoop@ncwildlife.org>; Ridgeway, William N <William.Ridgeway@ncwildlife.org>; Meyer, Ben J <ben.meyer@ncwildlife.org>

 1 attachments (476 KB)

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

Good afternoon everyone,

This morning, May 18, 2023, the NC Rules Review Commission gave final approval for the rule amendment recently adopted by the Wildlife Resources Commission, in the Town of Hertford, to extend the no-wake zone at the Hertford S-Bridge and along part of the Town waterfront. This Rule amendment will be codified into the NC Administrative Code. The effective date of the Rule is June 1, 2023.

Enforcement of the Rule is dependent upon proper placement of no-wake buoys to mark the extended no-wake zone. If the Town of Hertford needs assistance in buoy placement from our Land and Water Access Division, please contact William Ridgeway at 252-312-4658.

It has been a pleasure working with you. Please, if you have other questions don't hesitate to contact us.

Sincerely, 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 NGAC 10F .0355 (a) (1) (B) - No Wake Zone Extension
"S" Bridge in Town of Hartford, Perquimans River, Perquimans County

Perquimans River

36.195300
-76.465179

Day Board #11

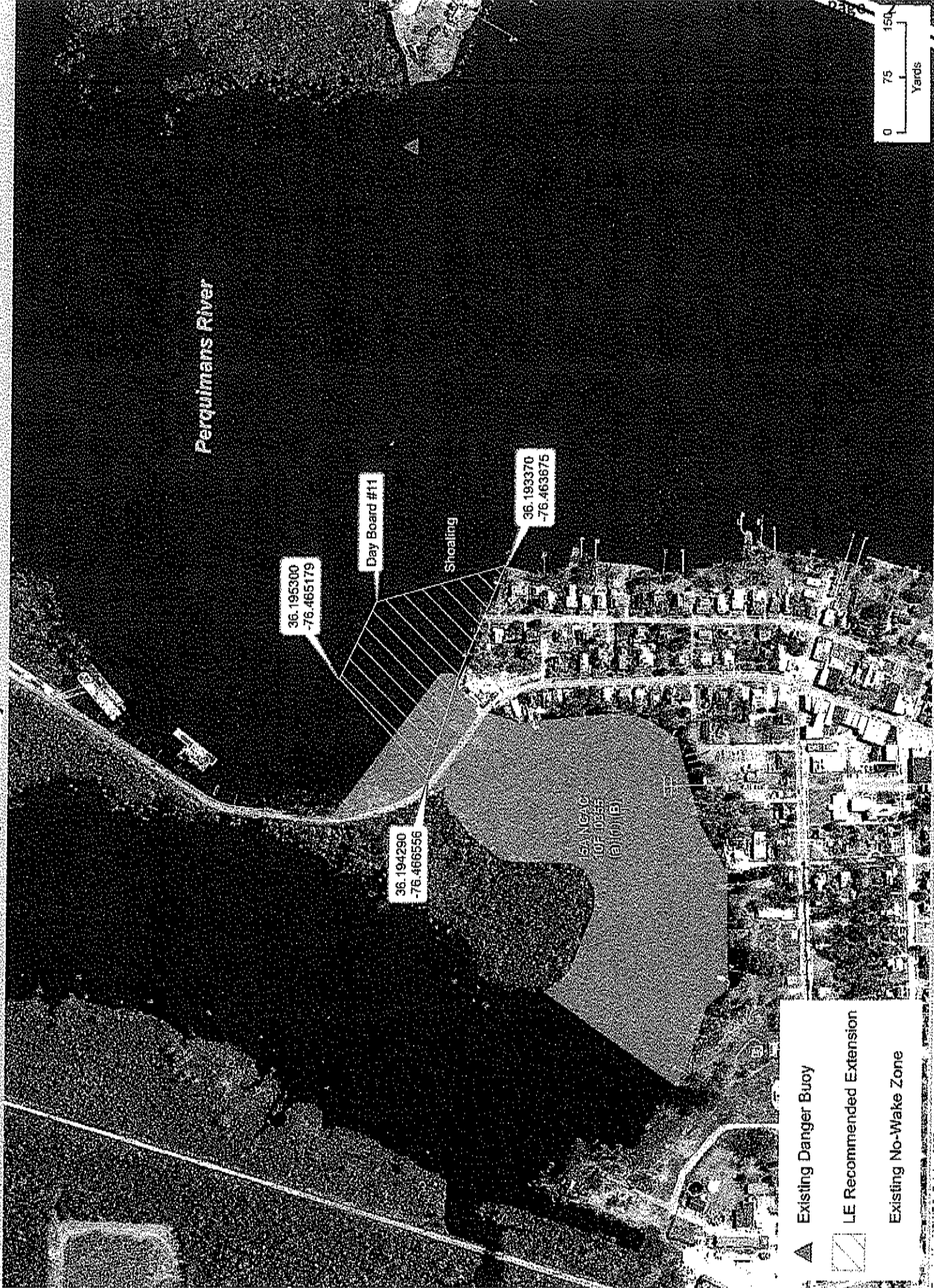
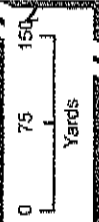
Shoaling

36.193370
-76.463675

36.194290
-76.466556

15A NGAC
10F .0355
(a) (1) (B)

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



Suggested Motions – Recommendations – Actions: The Draft SUP, if approved by the Commissioners, must contain conditions included by the BCC’s motion, if so moved.

The BCC is requested to consider using one of the following sets of scripts to form the desired motion for approval or denial of each proposed SUP, as follows:

SUGGESTED ACTION TO APPROVE:

Motion to find proposed Special Use Permit No. SUP-23-01 to be consistent with Perquimans County’s CAMA Land Use Plan (LUP) due to the residential nature of the proposed use and its zoning as Historic Agriculture Area in the LUP**and.....** motion to approve it as presented based on the conclusions that:

1. The use will not materially endanger the public health or safety, if located according to the plan submitted and approved;
2. The use meets all required conditions and specifications;
3. The use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity; and
4. The location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and in general conformity with the Perquimans County Land Use Plan.

(conditioned upon..... revise, add or delete from list of conditions in the DRAFT Special Use Permit),

ACTION TO DENY: Motion to deny Special Use Permit No. SUP-23-01, as presented, because.....state your reason.

- ATTACHMENTS:**
- 1) GIS Map
 - 2) Applicant’s SUP Application and Site Plan;
 - 3) Draft Special Use Permit No. SUP-23-01

Recommendations

Planning Board found proposed Text Amendment TXT-23-01 to be consistent and in harmony with the County comprehensive Land Use Plan existing development pattern because although there is a lack of coverage of accessory structures in the LUP in general, they are a residential-use by nature which corresponds to the zones the text amendment is relevant to. Planning Board also recommended approval of Text Amendment TXT-23-01 incorporating changes already reflected in the attached Table of Proposed Text Amendments.

Staff recommends increasing the front yard accessory building setback to 150 feet if the Board is concerned about street aesthetics.

Suggested Motions

This vote consists of 2 motions.

The 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-23-01, as follows:

1) Motion to find proposed Text Amendment No. TXT-23-01 to be consistent and in harmony with the County Comprehensive Land Use Plan because *(explain why)*;

Example why consistent: ... the proposed accessory building text amendment is residential in its nature of use which corresponds to the zones the amendment is relevant to. Also, the Addressing Ordinance text amendments are critical to promoting public safety which is an area of concern in the Land Use Plan Executive Summary.

Example why NOT consistent: *Board member must describe *

2) Motion to approve Text Amendment No. TXT-23-01 , as presented, to edit County Zoning Ordinance section 704 Table to include proposed standards for allowing accessory buildings in front and side yards of residential lots created after October 7, 2002 and to edit County Addressing Ordinance sections as proposed in the Table of Proposed Text Amendments to include increasing the number of structures that trigger a street name requirement, raising maximum fines and editing sections that create addressing-software problems. *(With the condition that)*

Suggested actions to recommend denial: A motion to deny Text Amendment No. TXT-23-01 because...

ATTACHMENTS: 1) Table of Proposed Text Amendments
 2) Zoning Ordinance pages with proposed changes
 3) Addressing Ordinance pages with proposed changes

COMPLETE LIST OF VOLUNTEER APPLICATIONS

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
5/27/22	Aguilar, Judith Rae	165 Pine Point Road No e-mail address	Herford	NC	27944	(252) 562-5648	1. Local Library Board 2. 3. 4.	5/27/24
2/14/17 Rec'd call - 6/1/2021 info same Keep on list	Bailey, Juanita T.	P.O. Box 3057	Eliz. City	NC	27906	(252) 562-3049	1. Sr Citizen Adv. Board 2. 3. 4.	6/1/23
3/22/21	Bailey, Virginia	234 Dockery Drive vcbailey54@gmail.com	Herford	NC	27944	(252) 264-2275 (252) 339-6462	1. Sr Citizen Adv. Board 2. 3. 4.	3/22/23
8/28/19 9/30/21 Rec'd call - keep on list - all info the same but updated phone number	Black, Deborah	100 Brace Avenue Apt 04	Herford	NC	27944	(252) 455-0899	1. Community Advisory Comm. 2. Economic Improvement 3. Smart Start Board 4. Social Services Board	9/30/23
9/15/16 6-8-2020 - rec'd new application Keep on list	Blanchard, Terissa J.	228 Bethany Church Road tblanchard@pqschools.org	Belvidere	NC	27919	(252) 297-2561 (252) 426-7356 (252) 339-5973	1. Social Services Board 2. Albe Hosp Board of Trustees 3. COA - Board of Trustees 4. Smart Start Board 5. Local Library Board 6. Planning Board	6/8/22
12/23/20	Brothers, Connie T.	1782 Harvey Point Road ctbrothers2003@yanoo.com	Herford	NC	27944	(252) 333-8989	1. Albemarle Commission 2. Economic Development Commission 3. Senior Citizens Advisory Board 4. Northeastern Workforce	12/23/22
7/30/14 Rec'd e-mail info correct 2/22/21	Burket, Stephen G.	111 Shady Circle sburket@ix.netcom.com	Herford	NC	27944	(252) 426-3817 (252) 337-4303	1. Sr Citizen Adv. Board 2. 3. 4.	2/22/23
5/28/20 5/18/22 - sent e-mail asking for update 5/18/22 - received e-mail - info correct but chg job Contractor Services Coordinator for Select Express & will continue to serve	Cooper, Amy	646 New Hope Road thespouseandi@gmail.com	Herford	NC	27944	(252) 340-1543	1. Local Library Board 2. 3. 4.	5/18/24
7/2/18	Dillard, Brenda	P.O. Box 132 clerkdillard275@centurylink.net	Wintail	NC	27985	(252) 426-1099	1. Social Services Board 2. 3. 4.	7/2/20

COMPLETE LIST OF VOLUNTEER APPLICATIONS

5/30/2023

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
3/31/20	Engelhardt, Dean	113 Christine Court	Hertford	NC	27944	(571) 319-2275	1. Community Advisory Comm. 2. 3. 4.	5/19/24
5/16/22 - sent e-mail asking for update 5/19/22 - talked to Mr. Engelhardt - everything correct / continue to service (corrected e-mail address)		dean.engelhardt@gmail.com						
8/1/16	Harrell, Darlene G.	384 Woodland Church Rd.	Hertford	NC	27944	(252) 340-0880	1. Sr Tarheel Del. Leg. 2. 3. 4.	2/19/23
Rec'd e-mail info correct 2/19/21		leneharrell@yahoo.com						
5/3/22	Heath, Frank W.	112 E. Camp Perry Road	Hertford	NC	27944	(252) 457-7921	1. Senior Center Board 2. Local Library Board 3. 4.	5/3/24
		fwheath6@gmail.com						
8/26/14	Knight, Marshall	751 Body Road	Hertford	NC	27944	(252) 264-3201	1. Board of Adjustments 2. Planning Board 3. 4.	2/16/23
Rec'd e-mail info correct 2/16/21		marshallknight751@centurylink.net						
2/27/20	Kollman, Gary Kurt	109 Christine Court	Hertford	NC	27944	(201) 693-8968	1. any where we can use him 2. the just wants to help 3. 4.	5/18/24
5/18/22 - sent e-mail asking for update 5/19/22 - received e-mail - info correct & will continue to serve		gkollmann@gmail.com						
9/5/16	Lassiter, Brenda	725 Sandy Cross Road	Belvidere	NC	27919	(252) 297-2740	1. Planning Board 2. Board of Commissioners 3. 4.	2/22/23
Rec'd e-mail info correct 2/19/21		blassiter@pqschools.org						
9/23/15	Layden, Dianne M.	177 Perrys Bridge Road	Belvidere	NC	27919	(252) 297-2596	1. Board of Elections 2. Social Services Board 3. Board of Adjustment 4. Northern Reg Adv Bd - Trillium	2/19/23
rec'd e-mail info correct 2/19/21		diannelayden@hughes.net						
7/27/20	Long, Jr., George W.	436 Pender Road	Hertford	NC	27944	(252) 333-5125	1. Recreation Advisory Board 2. 3. 4.	7/27/22
		george19650401@gmail.com						
6/9/20	Lyons, Sr., Rodney D. mailing address	407 King Sireet P.O. Box 27	Hertford Winfall	NC NC	27944 27985	(252) 426-7166 (252) 339-0671	1. Local Library Board 2. 3. 4.	6/9/22
		ryons@pqschools.org						
3/17/21	Martin, Jr., Robert R.	1604 New Hope Road	Hertford	NC	27944	(252) 264-5446 (252) 331-9433	1. Local Library Board 2. 3. 4.	3/17/24
		randymartin47@hotmail.com						

COMPLETE LIST OF VOLUNTEER APPLICATIONS

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
11/16/15 4/14/21 - rec'd new appl. Keep on list	Mathis, Lynn W.	178 Sue Lane mahitabell@gmail.com lynn.mathis@ncdcenr.gov	Hertford	NC	27944	(252) 264-3901 (252) 333-6619	1. Planning Board 2. RC&D 3. Albemarle Commission 4.	4/14/23
12/19/18 Rec'd e-mail info correct 1/8/21	McClenney, Martina	212 Crescent Drive tonyetta_2000@hotmail.com	Hertford	NC	27944	(252) 340-6999	1. Recreation Adv Board 2. 3. 4.	1/8/23
10/12/16 Rec'd e-mail 5-24-2021 Wishes to stay and send verified address	Moore, Antoine J.	439 Red Banks Road ajavonmoore@gmail.com	Hertford	NC	27944	(252) 335-0582 (252) 339-1505	1. Planning Board 2. 3. 4.	3/25/23
9/24/16 Rec'd call 3/26/19 info correct Keep on list	Page, Frank	147 Explorer Arch page3@embarqmail.com	Hertford	NC	27944	(252) 426-1149 (757) 376-2001	1. Minzies Creek Utility District 2. 3. 4.	5/21/23
6/3/20	Parker, Debbie Jean	304 Winfall Blvd whedebobbie@yahoo.com	Hertford	NC	27944	(252) 619-3132	1. Local Library Board 2. 3. 4.	6/3/22
2/21/17 Change of Address Keep on list 2/22/21	Reed, Deborah S.	P.O. Box 144 deborahreed74@gmail.com	Hertford	NC	27944	(252) 331-5426	1. Board of Adjustment 2. Recreation Adv Board 3. 4.	2/22/23
2/1/22	Roach, Thomas	397 Lake Road troach6611@gmail.com	Hertford	NC	27944	(252) 339-6611	1. Agricultural Advisory Board 2. 3. 4.	2/1/24
9/4/16 Rec'd e-mail correct/keep on file 2/22/21	Roberts, III, A.O.	1632 New Hope Road euresedfarms@yahoo.com	Hertford	NC	27944	(252) 464-2037 (252) 264-3326 (252) 333-9575	1. Planning Board 2. Vol Ag District Committee 3. Water Mgmt Committee 4.	2/25/23
7/18/16 Rec'd e-mail info correct 2/19/21	Simpson, Ernestine E.	398 Chapanoke Road ernestine_simpson@yahoo.com	Hertford	NC	27944	(252) 264-3284 (252) 435-7769	1. Comm. Adv. Committee 2. Planning Board 3. Citizen Advisory Board 4. Sr Citizen Adv. Board	2/19/23
6/5/17 Rec'd e-mail - 6/19/19 information correct Keep on list	Smith, April	800 Lake Road aasmith12@gmail.com aasmit10@sentara.com	Hertford	NC	27944	(252) 426-3182 (252) 384-4977 (252) 312-7959	1. Recreation Adv Board 2. 3. 4.	6/19/23

COMPLETE LIST OF VOLUNTEER APPLICATIONS

5/30/2023

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
12/18/14 Rec'd e-mail 2-16-21 - info still correct	Smith, Jr., Lewis W.	127 Smith Cove Road lewis_smith@ncsu.edu	Hertford	NC	27944	(252) 426-7347 (252) 426-7164 (252) 331-3362	1. Planning Board 2. Agri Adv Board 3. 4.	2/16/23
6/3/20	Spellman, Anisha N	113 Smith Acres Road anishaspellman@pqschools.org	Hertford	NC	27944	(252) 426-5778 (252) 339-2548	1. Local Library Board 2. 3. 4.	6/3/22
10/4/19 10/5/21 - sent e-mail 10/6/21 - rec'd call - keep or list all information is correct	Stallings, Cynthia N.	161 Wiggins Road ray_yaf@yahoo.com	Hertford	NC	27944	(252) 426-5785	1. Local Library Board 2. 3. 4.	10/6/23
9/22/22	Talman, Terry Lee	129 Royal Tern Way tlt@tnt@gmail.com	Hertford	NC	27944	(540) 664-3193	1. Trillium NRAB 2. Senior Citizens Adv. Board 3. Planning Board 4. Rural Planning Org. Steering Committee	9/22/24
5/20/22	White, Mary M.	962 S. Edenton Road Street hertfordbaptist124@gmail.com	Hertford	NC	27944	(252) 426-8471 (252) 426-7460 (252) 339-4557	1. Tourism Develop. Authority 2. 3. 4.	5/20/24
8/30/12 c'd e-mail 3/25/2021 info correct keep or list	Winslow, III, Lynwood	1209 Belvidere Road lcwiii63@gmail.com	Belvidere	NC	27919	(252) 297-6532	1. Planning Board 2. Board of Adjustments 3. 4.	3/25/23
4/28/21	Woodard, Drew	1596 Center Hill Highway cawoodard0305@gmail.com	Hertford	NC	27944	(252) 404-5019 (252) 562-2070	1. Any and all boards 2. 3. 4.	4/28/23
1/23/23	Bunch, III, Maurice Leland	336 Sultons Landing Road cbbunch1951@gmail.com	Hertford	NC	27944	(252) 331-3384	1. Library Board 2. 3. 4.	1/23/25
5/24/23	Bunch, Ella Fields	318 Lake Road efieldsbunch@gmail.com	Hertford	NC	27944	(252) 945-3643 (252) 335-0821	1. Albemarle Regional Health Svcs. 2. Albemarle Commission 3. Social Services Board 4. Economic Improvement Council	5/24/25

§ 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

SourceAmerica



SKILLS, INC.

307 COMMERCE DRIVE
ELIZABETH CITY, NC 27909
voice: 252-333-3755 fax: 252-333-3754
skillsinc@embarqmail.com
www.skillsinc.org

PROGRAM REPORT and information to:

PERQUIMANS COUNTY BOARD OF COMMISSIONERS

Wallace Nelson, Chairman
Charles Woodard, Vice Chair
Tim Corprew
Janes Ward
Joseph Hoffler
Frank Heath
Mary Hunnicutt

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

YOUR COMMUNITY REHABILITATION PROGRAM
Serving you since 1982



May 22, 2023

Mr. Frank Heath
County Manager
County of Perquimans

Dear Mr. Heath:

Skills, Inc. would like to respectfully request funding for our programs for FY 2023-24 in the amount of \$500.00 from Perquimans County. If the county is unable to budget for that amount any contribution that will show that the county supports our efforts will be gratefully accepted.

Skills, Inc., is the nationally accredited non-profit community rehabilitation program for Northeastern North Carolina, Serving Camden, Chowan, Currituck, Dare, Gates, Pasquotank and Perquimans counties. We have been serving the disabled population and employers of your county for almost 50 years. We provide this population with the training and skills they need to find and fill jobs within their own communities including access to on-line employment services, work training, application and interview training, and customer service skills.

Skills, Inc. has been fortunate enough this year to assist twelve (12) community members with disabilities in obtaining competitive, integrated employment with nine (9) of those being from Pasquotank County.

Our wood shop produces wood products like shipping crates, survey stakes, shelving, pallets, etc. Our business is growing and creating opportunities for employment in the area. We are now shipping survey stakes across North Carolina and the Mid-Atlantic region, while still serving our local surveyors. Skills, Inc. has been able to create permanent positions for 5 additional employees in the past year.

Our partnership with the Albemarle Food Bank to serve disabled community members under 25 yrs. of age has continued to be successful. This Community Based Work Adjustment service is designed to provide paid work training in a true to life work experience. This enables our clients to learn and work at a job site within their community with a choice of training environments and job duties. We hope to partner with other businesses in the future.

Skills, Inc. is the area's largest employer of persons with disabilities, with our largest contract being the federal AbilityOne USCG janitorial contract. We are fortunate enough to be able to employ 32 people full time at a minimum wage of \$16.20 per hour



and with fully paid medical, AD&D, and life insurance benefits. This workforce is 86% disabled.

Skills is able to employ an additional 5 employees in our other janitorial contract sites: Pasquotank Co. Ruritan Club, USCG Transformation Warehouse, City Road United Methodist Church, Corinth Baptist Church, Inter-County Public Transportation Authority, Albemarle Counseling Group, Town of Edenton, Edenton Police Department, USCG Exchange & Barber Shop and the Albemarle Food Bank.

Skills is a much-needed service available to our current residents as well as those thinking of moving into the community who need this program. We appreciate your role in helping us to make a positive impact in this community. You and the Commissioners have a standing invitation to visit the CRP at any time and we would love to "show off" the great work that we do.

If you would like additional information, a presentation, or are in need of services or products, please don't hesitate to call or contact us via e-mail or visit our website at www.skillscrp.org

Thank you for your support and consideration.

Yours truly,

Kirk S. DeVine

Kirk S. DeVine, Executive Director

cc: BOARD OF COMMISSIONERS; Clerk to the Board, County Attorney, Finance

THANKS TO THE EMPLOYERS!

HIRING FOR ABILITY

February, 2022
to
February, 2023

from SKILLS, INC.

Clients placed in competitive employment from Skills to:

EMPLOYMENT SITES

AREA: PASQUOTANK COUNTY/
ELIZABETH CITY RESIDENTS HIRED
AT:

- SKILLS, INC.- (2) USCG BASE
- SKILLS, INC.—WORKSHOP
- MCDONALD'S
- TACO BELL
- MONEY'S WORTH
- RUBY TUESDAY
- HAPPY TACO
- OFFICE MAX

CHOWAN COUNTY/EDENTON:

FOOD BANK

CAMDEN COUNTY:

PERQUIMANS COUNTY:

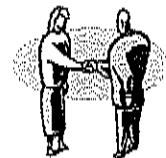
SKILLS, INC.—USCG BASE
SKILLS, INC.—EDENTON POLICE
DEPARTMENT

GATES COUNTY:

CURRITUCK COUNTY:

DARE COUNTY:

12 clients served, placed
into competitive
employment
(avg. wage \$11.18)



Ask how you may obtain
OJT wage benefits
or WOTC tax credit to
benefit your business !

DEPARTMENT HEAD REPORTS



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-May 2023

GARNISHMENTS: \$1,537.52

PAYMENT AGREEMENTS: \$19,069.23

DEBT SETOFFS: \$61.00

PERQUIMANS COUNTY
OFFICIAL REPORT

Board of Commissioners:
Finance Officer.

Date: MAY 2023

I wish to report that during May 2023 I received the following funds which were duly deposited in the County's depository on the dates and in the amounts as shown:

DATE	BUILDING PERMITS	#	ELECTRICAL PERMITS	#	PLUMBING PERMITS	#	INSULATION PERMITS	#	MECHANICAL PERMITS	#	MOBILE HOME	#	STATE TAX	MISC	TOTAL DEPOSITED	CREDIT CARD PAYMENTS
5/1/2023	\$216	1							\$75	1					\$291	\$291
5/2/2023	\$50	1	\$150	2	\$255	2			\$75	1				\$50	\$200	\$65
5/3/2023									\$225	2					\$380	\$225
5/4/2023	\$360	2	\$882	3					\$200	1					\$1,242	\$705
5/5/2023	\$100	2	\$100	2											\$300	
5/6/2023	\$386	3	\$386	3											\$386	
5/7/2023															\$0	\$200
5/8/2023															\$0	
5/9/2023	\$75	1	\$100	2	\$150	1									\$0	
5/10/2023	\$2,738	5					\$150	2	\$260	2					\$685	\$510
5/11/2023									\$150	2			\$20		\$3,058	\$410
5/12/2023															\$0	
5/13/2023															\$0	
5/14/2023	\$852	1	\$50	1											\$0	
5/15/2023	\$2,971	3	\$976	4	\$150	1	\$75	1	\$75	1					\$1,052	\$50
5/16/2023							\$150	2	\$75	2			\$10		\$4,332	\$544
5/17/2023															\$0	
5/18/2023	\$413	2	\$50	1			\$75	1							\$0	
5/19/2023	\$125	1	\$772	2	\$705	3	\$75	1	\$130	1			\$10		\$548	\$125
5/20/2023							\$75	1					\$10		\$1,817	\$1,293
5/21/2023															\$0	
5/22/2023	\$350	3	\$220	2	\$85	2			\$75	1					\$730	\$550
5/23/2023	\$810	4	\$50	1	\$190	1									\$980	\$125
5/24/2023															\$190	\$190
5/25/2023			\$100	2	\$50	1	\$75	1	\$75	1					\$175	\$125
5/26/2023	\$141	1													\$266	\$216
5/27/2023															\$0	
5/28/2023															\$0	
5/29/2023															\$0	
5/30/2023															\$0	
5/31/2023															\$0	
TOTAL	\$8,801	25	\$3,836	25	\$1,585	11	\$500	8	\$1,415	14	\$0	0	\$50	\$50.00	\$16,337	\$624.00

Signed: _____ Building Inspector



New Case Report

5/1/2023 - 5/30/2023

Case Date	Case #	Parcel Address	Owner Name	Violation
5/1/2023	140	679 DEEP CREEK RD	BATEMAN, MCKINLEY EARL	solid waste

Total Records: 1

5/30/2023



Case Activity Report

5/1/2023 - 5/30/2023

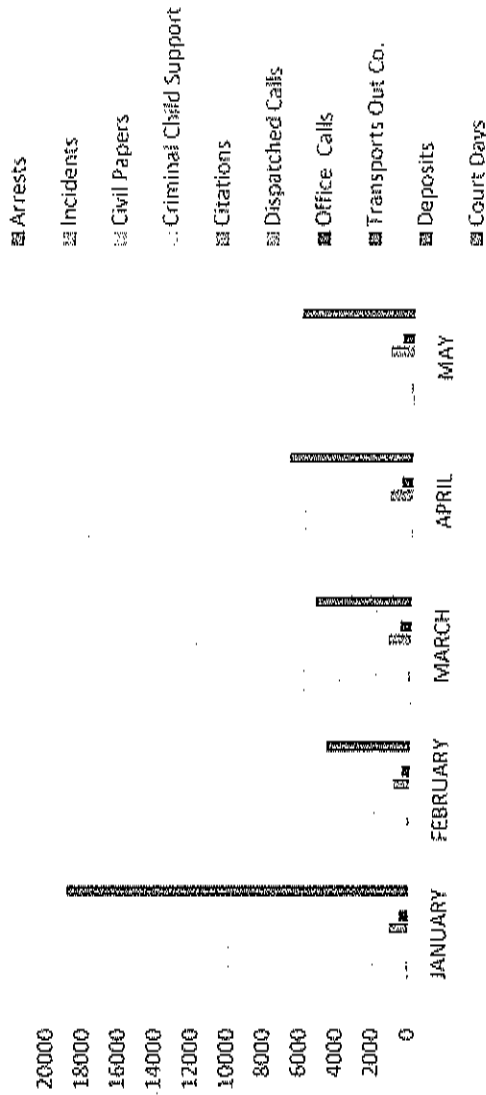
Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
5/26/2023	138	109 REDWOOD ST	solid waste	solid waste	Inspection	Trash has been cleaned up again. Will continue to monitor since this has been a repeat offender
5/25/2023	95	117 POPLAR ST	Burned out house	Burned out house	Phone Contact	Made contact with owner, they will fill out form to allow property to be taken down
5/23/2023	127	3147 NEW HOPE RD	Solid waste		Phone Contact	Spoke with owner, fire department has never made contact so she request we demo the house
5/17/2023	133	896 PENDER RD	abandoned home	abandoned home	Phone Contact	Owner will complete form to allow us to demo house

Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
5/2/2023	140	679 DEEP CREEK RD	solid waste	trash piled in yard	Inspection	Trash piled up in yard. Will attempt to contact and get cleane dup by owner

Total Records: 5

5/30/2023

Perquimans County Sheriff's Office --- May 2023 Activity Report										
	Arrests	Incidents	Civil Papers	Criminal Child Support	Citations	Dispatched Calls	Office Calls	Transports Out Co.	Deposits	Court Days
JANUARY	30	67	144	1	16	1081	541	4	\$18,961.00	7
FEBRUARY	20	46	181	0	7	956	478	2	\$4,680.00	9
MARCH	50	60	179	1	8	1317	659	10	\$5,367.00	13
APRIL	15	50	116	1	2	1314	657	3	\$6,901.47	7
MAY	37	69	213	1	4	1376	688	3	\$6,292.00	8



COMMITTEE REPORTS