

# AGENDA

All items are for discussion and possible action.  
Perquimans County Board of Commissioners  
Meeting Room at Perquimans County Library  
March 4, 2024  
7:00 p.m.

- I. Call to Order
- II. Prayer & Pledge
- III. Approval of Agenda
- IV. Consent Agenda  
*(Consent items as follows will be adopted with a single motion, second and vote, unless a request for removal of an item or items is made from a Commissioner or Commissioners.)*
  - A. Approval of Minutes February 5, 2024 Regular Meeting and February 19, 2024 Regular Work Session
  - B. Tax Refund & Tax Release Approvals
  - C. Personnel Matters
    - 1. Appointment: Income Maintenance Technician
    - 2. Appointment: Part-Time/Fill-In EMT
    - 3. Promotion: Center for Active Living Coordinator
    - 4. Reclassification to Part-Time: Part-Time/Fill-In Telecommunicator I
    - 5. Removed from Roster: Part-Time/Fill-In EMT
  - D. Step Increases/Merit Increases
    - 1. Telecommunications
    - 2. Sheriff's Office (2)
    - 3. EMS (2)
    - 4. Water Department
  - E. Budget Amendments No. 25 - 27
- V. Recognition of Employees' Years of Service
  - A. Recognition of Employees' Years of Service
- VI. Scheduled Appointments
  - A. Bill Jennings, Tax Administrator 7:00 p.m.
  - B. Dr. Tanya Turner, Superintendent of Schools 7:05 p.m.
  - C. Jonathan Nixon, Emergency Services Director 7:10 p.m.
    - 1. Emergency Services Public Officials Conference
    - 2. SCA Collections, Inc. Account Collection Agreement
    - 3. HIPAA Omnibus Rule Business Associates Agreement
    - 4. PCG Long-Term Lease
    - 5. Radio Project Contract – Motorola
    - 6. Perquimans-Gates 911 Consolidation Agreement
    - 7. 911 Personnel Summary
  - D.
  - E.
- VII. Commissioner's Concerns/Committee Reports
  - A.
  - B.
- VIII. Old Business
  - A. Updates from County Manager
  - B. Board Vacancies
    - 1. Community Advisory Committee (4)
    - 2. Senior Tarheel Legislature Delegate & Alternate
    - 3. Senior Tarheel Legislature Community Advisory Committee

ACTION  
REQUIRED

NO  
ACTION  
REQUIRED

ACTION  
REQUIRED

NO  
ACTION  
REQUIRED

POSSIBLE  
ACTION  
REQUIRED

- ACTION REQUIRED**

**IX. New Business**

  - A. Planning Item: Extension Request for Preliminary Plat – Albemarle Preserve Phase 1A
  - B. Intergovernmental Agreement Between Perquimans County Board of Education & Perquimans County
  - C. Perquimans-Gates 911 Consolidation
    - 1. Interlocal Agreement
    - 2. Personnel Summary
  - D. Center for Active Living Items:
    - 1. Board Appointments: Albemarle Commission Area Agency on Aging Regional Advisory Council (RAC)
    - 2. Bank Authorization for New Center for Active Living Coordinator to Endorse Checks
  - E.
  - F.
  - G.
- NO ACTION REQUIRED**

**X. Unscheduled Appointments/Public Comments**  
*(If you wish to address the Board, please state your name for the record prior to speaking)*

  - A.
  - B.
  - C.
- ACTION REQUIRED**

**XI. Closed Session: Per NCGS #143-318-11(4) - The purpose of the Closed Session is to discuss an economic development matter and to approve Closed Session Minutes.**  
*(After the Closed Session, the Board is subject to return to Open Session and may take action as needed on any items discussed during the closed session.)*
- XII. Adjournment**

- FOR INFORMATION ONLY:**
- Flyer for March for Meals 2024
- DEPARTMENT HEAD REPORT:**
- Plat Log
  - Tax Department Report
  - Building Inspector's Reports
  - Code Enforcement Report
  - Sheriff's Office Report
- COMMITTEE WRITTEN REPORTS:**
-

NOTES FROM THE COUNTY MANAGER

March 4, 2024

7:00 p.m.

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

V. The recognition of employee years of service:

A. **Recognition of Employee's Years of Service:**

Employee Name	Department	Employee Job Title	No. of Years	Effective Date
Andrea Stoner	Telecommunications	911 Shift Supervisor II	5 years	03/01/2024
Jovan Ward	Social Services	IMC III - Lead Worker	10 years	03/01/2024

VI.A. **Enclosure:** Bill Jennings, Tax Administrator, will present a collection report.

VI.B. **Enclosure:** Dr. Tanya Turner, Superintendent of Schools, will present the enclosed Distribution Request Public School Building Repair & Renovation Fund. Board consideration and action are being requested.

VI.C. **Enclosures:** Jonathan Nixon, Emergency Services Director, will present the following items:

- Public Officials Conference:** Mr. Nixon & Julie Solesbee will hold the Public Officials Conference. The Hertford & Winfall Town Councils, Town Mayors, and Hertford Town Manager were invited to attend the meeting. This is for information only. No action required.
- SCA Collections, Inc. Account Collection Agreement:** Mr. Nixon will present this Agreement with a collection agency that will work with Perquimans County's Billing Agency, Colleton, to make the process seamless for citizens and staff. Their previous long-time collection agency went out of business last year. Board consideration and action are being requested.
- HIPAA Omnibus Rule Business Associates Agreement:** Mr. Nixon will present a Business Associate Agreement to cover HIPPA. Board consideration and action are being requested.
- PCG Long-Term Lease Agreement:** Mr. Nixon will present this Lease Agreement for a .60 Acre Lease at the PCG Landfill (see enclosed plats) to be used as a site for an Emergency Services Communications Tower. Board consideration and action are being requested.
- Radio Project Contract - Motorola:** Mr. Nixon will present the following information on the addition of towers to improve VIPER Public Safety Radio Communications for all three counties. The enclosed maps show the following information:
  - Existing Viper Sites** – this map shows the VIPER Towers that are currently in operation.
  - Portable on Street** – this map shows the two proposed VIPER sites along with the current Winfall tower site in Perquimans. Only Perquimans tower sites are shown on this map so the coverage from the Gatesville and Valhalla is not included. The goal is to improve the coverage for Perquimans County. Board consideration and action are being requested.
- Perquimans-Gates 911 Consolidation Agreement:** Mr. Nixon will present the Perquimans-Gates 911 Consolidation Agreement which will consolidate the Perquimans County and the Gates County 911 Centers. Board action to be taken later in meeting.
- 911 Personnel Summary:** Should the Perquimans-Gates 911 Consolidation Agreement be approved, Mr. Nixon will present on Monday night the proposed personnel changes needed for the consolidation. Board action will be taken later in the meeting.

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

VIII.B. The following board/committee has vacancies which need to be filled:

- Community Advisory Committee:** Currently, we only have one member on this Committee. We have placed an advertisement for these vacancies on the County Website & Facebook page. To date, we have received one and one application. We need to fill a total of four vacancies.
- Senior Tar Heel Legislature Delegate, Alternate & Senior Tarheel Community Advisory Committee:** Ms. Jo-Ellen Robinson Hutton resigned from this Advisory Board in October, 2023. Currently, we have no replacement for her or for an alternate. We have placed an advertisement for these vacancies on the County Website & Facebook page. To date, we have received one phone call but no applications.

IX.A. **Enclosure:** Rhonda Repanshek, County Planner, has received the enclosed e-mail from Bobby Masters requesting an extension for a preliminary plat for Albemarle Preserve Phase 1A. Board consideration and action is being requested.

IX.B. **Enclosure:** The Board will need to review and act on the enclosed Intergovernmental Agreement between Perquimans County Board of Education and Perquimans County. Board action is being requested.

IX.C. **Enclosures:** Board action will be requested on the following items presented by Jonthan Nixon during scheduled appointments:

- Perquimans-Gates 911 Consolidation Agreement:** Mr. Heath will present his recommendations on the Perquimans-Gates 911 Consolidation Agreement which will consolidate the Perquimans County and the Gates County 911 Centers. Also enclosed is the Resolution from Gates County Board of Commissioners authorizing the consolidation of these two 911 Centers. Board consideration and action is being requested.
- 911 Personnel Summary:** County Manager Heath will recommend the approval of the 911 Personnel Summary which Mr. Nixon presented under scheduled appointments. Board consideration and action is being requested.

IX.D. **Enclosures:** The following items need to be considered and take action on for the Center for Active Living:

1. **Board Appointments - Albemarle Commission Area Agency on Aging Regional Advisory Council (RAC):** With the retirement of Beverly Gregory, Active Living Coordinator, the Board will need to appoint LuRee Sawyer to the Albemarle Commission Area Agency on Aging Regional Advisory Council (RAC). In addition, their by-laws have been amended to allow two members to serve from each county. Ms. Gregory has agreed to remain on the RAC Council until she notifies us that she will be resigning from the RAC so we will need to appoint her as our second representative on the RAC. Board consideration and action is being requested.
2. **Bank Authorization for New Center for Active Living Coordinator to Endorse Checks:** In addition, our bank, PNC, has requested that the Board authorize LuRee Sawyer, new Center for Active Living Coordinator, to handle banking transactions for the Center at PNC Bank. This action needs to be recorded in minutes and a copy forwarded to PNC Bank. Board consideration and action is being requested.

XI. **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 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.)*

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### 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 February 5, 2024 Regular Meeting and February 19, 2024 Regular Work Session
- B. **Enclosure:** Tax Refund & Tax Release Approvals: See attached listing
- C. **Enclosures:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Michelle Cassell	Income Maintenance Technician	Appointment	59/3	\$31,078	03/01/2024
Brooke Perry	Part-Time/Fill-In EMT	Appointment	63/1	\$16.97/hr.	03/01/2024
LuRee Sawyer	Center for Active Living Coordinator	Promotion	63/10	\$43,975	04/01/2024
Logan Hogee	Part-Time/Fill-In Telecommunicator I	Reclassification	63/2	\$17.39/hr.	02/27/2023
Lindsay Brothers	Part-Time/Fill-In EMT	Removed from Roster			02/03/2024

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

Department	Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Telecommunications	Logan Hogee	Part-Time/Fill-In Telecommunicator I	63/3	\$17.82/hr.	03/01/2024
Sheriff's Office	James Fowden	Investigator	68/8	\$52,191	03/01/2024
Sheriff's Office	DeAngelo Freemanwehly	Certified Deputy	66/2	\$41,286	03/01/2024
EMS	Bethany Buttram	MIH Coordinator / Paramedic	70/6	\$54,280	03/01/2024
EMS	Brian Hickman	Part-Time/Fill-In Paramedic	68/2	\$21.68/hr.	03/01/2024
Water Department	Robert Elliott	Equipment Operator	58/17	\$41,350	03/01/2024

- E. **Enclosures:** Budget Amendment Nos. 25 – 27 is enclosed for your review and action.

Finance, & Human Resources Software contract to Keystone at a cost of \$295,991. He is requesting that the Board approve the contract and approve the \$300,000 budget amendment to cover the cost of this new software. His reasons for his recommendation for Keystone is the cheapest price, it covers all three options needed, have been most responsive during the bid process, and seems to be good to work with if any problems arise. He further stated that the Tax, Finance, and Human Resources staff recommends this software also. Mr. Heath opened the floor for any questions. Chairman Nelson asked the department staff members if they had any comments. The following comments were made:

- > **Bill Jennings:** Mr. Jennings said that he agreed with Mr. Heath's recommendation. He further stated that Washington County will be going with Keystone too. Chairman Nelson asked if any other counties are using Keystone. Mr. Jennings said that Washington County will be using both and Chovon County uses the finance software.
- > **Tracy Mathews:** Ms. Mathews also agreed with Mr. Heath's recommendation. She further explained that, since the death of our programmer, Keystone has been very helpful with keeping the county's records and documents being produced. They have been very helpful and is looking forward to working with us. Whenever they have had a question, they were quick to respond with an answer, even before a contract has been signed.

Chairman Nelson asked if there were any questions or comments from the Commissioners. The following questions/comments were made:

- > **Commissioner Corprew:** Mr. Corprew asked where the company was based out of. Bill Jennings said that they are out of Knightdale and our representative lives in Nash County. Mr. Corprew also asked how much maintenance costs we had with the previous programmer. Mr. Jennings, Ms. Bray, and Ms. Mathews said that it was not very much because Mr. Baker would just help whenever there was a problem. It was the consensus of the employees that the costs was probably around \$2,000 per year. With this system, the maintenance fees will be around \$57,000 per year for all three options. The total costs of the project would be \$295,991 for the first year.
- > **Chairman Nelson:** Mr. Nelson asked if this system would provide additional information to the public that the current system would not provide. Mr. Heath said that it would.

Commissioner Jones asked if Mr. Heath was requesting a formal motion. Mr. Heath said that he was. On motion made by T. Kyle Jones, seconded by Charles Woodard, the Board unanimously awarded the Tax, Finance, and Human Resources Software package contract to Keystone at a cost of \$295,991 and approved the following Budget Amendment No. 23:

BUDGET AMENDMENT NO. 23  
GENERAL FUNDS

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-399-000	Fund Balance Appropriated	300,000	
10-690-989	Tax/Finance Software	300,000	
EXPLANATION: To amend FY 23/24 budget to include funding for new tax/finance system.			

**PERSONNEL MATTER**

These personnel matter was received after the Agenda Packets were distributed. On motion made by Timothy J. Corprew, seconded by James H. Ward, the following personnel matter was unanimously approved by the Board:

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Reagan Charlton	Part-Time/Fill-In Non-Certified Telecommunicator	Appointment	60/1	\$14.87/hr.	01/16/2024

**ADJOURNMENT**

There being no further comments or business to discuss, the Special Called Meeting was adjourned at 7:35 p.m. on motion made by Timothy J. Corprew, seconded by James W. Ward.

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Wallace E. Nelson, Chairman

\_\_\_\_\_  
Clerk to the Board

\*\*\*\*\*  
WORK SESSION  
January 16, 2024  
7:00 p.m.

The Perquimans County Board of Commissioners Work Session on January 17, 2024 was cancelled.

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REGULAR MEETING  
February 5, 2024  
6:50 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, February 5, 2024, at 6:50 p.m. in the in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944.

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

MEMBERS ABSENT: Wallace E. Nelson, Chairman

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

Vice Chairman Woodard called the meeting to order and explained that Chairman Nelson had a prior engagement. Commissioner Corprew gave the invocation and Vice Chairman Woodard led the Pledge of Allegiance. Vice Chairman Woodard welcomed everyone to the meeting and explained that the first item of business was to hold a quasi-judicial public hearing.

**PUBLIC HEARING**

Vice Chairman Woodard explained that the Board will hold a quasi-judicial public hearing to consider Special Use Permit No. SUP-23-03, requested by Corey Marriner, to put a double-wide manufactured home in the Old Neck Historic Ag. District at 686 New Hope Road on Tax Parcel No. 5-D051-0014-HW. There were eighteen (18) people present. Mr. Woodard recognized Rhonda Repanshek, County Planner, who presented the following overview of Mr. Marriner's request:

Thank you Commissioner Woodard

Special Use Permit No. SUP-23-03, requested by Corey Marriner

- This is a quasi-judicial hearing and has had published notice, letters of notice mailed to neighbors and had a sign posted on site in conformance with county zoning ordinance and NC general statutes.
- No public comments or inquiries were made to Planning staff regarding the case.
- Doublewide manufactured homes are Special Use Permits in Historic Agriculture Districts
- New Hope Rd is the northern-most outer edge of the Old Neck Historic District. 2 other doublewides have been approved on New Hope Rd.
- The county CAMA Land Use Plan shows the subject area as Historic Ag on its Projected Future Land Use Map, so that matches.
- Commissioners can add conditions to the draft Special Use Permit regarding location of the proposed structure, landscaping, etc. that would make the home fit the Historic District better. For example, the Board could add a condition saying the home must face New Hope Rd or that the front setback from the road must be 50 or 60 feet deep to keep the house in line with other houses in that section.
- The neighbors to the rear have close to 10 acres and a significant amount of trees at their property line that borders the Marriner's lot.
- Currently the only condition in the Special Use Permit is that it must have a minimum 40 ft front yard setback from New Hope Rd.
- County regulations require a continuous, permanent masonry curtain as underpinning.

Planning Board unanimously recommends finding Special Use Permit SUP-23-03 to be consistent with the County Land Use Plan due to its designation as Historic Ag. Area in the LUP and the residential nature of the proposed use and recommends that Commissioners approve the request based on the four findings in County zoning ordinance section 904(c).

Vice Chairman Woodard asked if the applicant, commissioners, or public had any comments or questions. There being none, Mr. Woodard closed the public hearing at 7:00 p.m. and proceeded with the Regular Meeting.

**AGENDA**

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

**CONSENT AGENDA**

Vice Chairman Woodard asked if there were any items that the Board wished to remove from the Consent Agenda to discuss. There being none, James W. Ward 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. **Approval of Minutes:** The Minutes of the January 2, 2024 Regular Meeting & January 16, Special Called Meeting & Work Session (cancelled) were approved by the Board.

2. **Tax Refund Approval:**

Tax Refund:

Dae Dwyg Express LLC ----- \$253.40  
 Plate turned in for exchange to non-weighted plate. 9-month refund. Account No. 75027524.

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

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Tyanna Green	Part-Time/Fill-In Non-Certified Telecommunicator	Appointment	60/1	\$14.87/hr.	02/01/2024
Makayla Jones	Part-Time/Fill-In Non-Certified Telecommunicator	Appointment	60/1	\$14.87/hr.	02/01/2024
Brayden Clements	Part-Time/Fill-In EMT	Appointment	63/1	\$16.97/hr.	02/01/2024
Andrew Jones	Part-Time/Fill-In EMT	Appointment	63/1	\$16.97/hr.	02/01/2024
Carbin Nixon	Part-Time/Fill-In EMT	Appointment	63/1	\$16.97/hr.	02/01/2024
Diana Hurdle	Part-Time/Fill-In Center for Active Living Nutrition	Appointment	n/g	\$13.09/hr.	02/01/2024
Jo-Ellen Hutto	Part-Time/Fill-In Center for Active Living Nutrition	Appointment	n/g	\$13.09/hr.	02/01/2024
Robert Russell Gray, III	Certified Deputy	Appointment	66/4	\$43,350	03/01/2024
Gwen Hudson	Income Maintenance Investigator III	Promotion	65/12	\$50,423	01/01/2024
Hester Russell	IMC I working against IMC II	Resignation			01/10/2024
Jan Tripp	Part-Time/Fill-In EMT	Removal from Roster			01/09/2024
Tonya Aycis	Part-Time/Fill-In EMT	Reinstatement	68/1	\$21.15/hr.	02/01/2024

4. **Step/Merit Increases:**

Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Fantasia Saunders	Full-Time Telecommunicator I	63/3	\$37,059	02/01/2024
Abiecia Kim White	Income Maintenance Lead Worker III	65/3	\$40,471	02/01/2024

5. **Budget Amendment No. 24:** The following budget amendment was approved by the Board:

**BUDGET AMENDMENT NO. 24  
 ECONOMIC DEVELOPMENT FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
40-383-000	Sale of Commerce Centre Lot	199,250	
40-660-700	Sale of Commerce Centre Lot	199,250	
<b>EXPLANATION:</b> To amend the FY 23/24 budget to include the sale of 5 acres.			

6. **Miscellaneous Documents:** The following miscellaneous documents were approved by the Board:

a. Board of Elections Resolution Regarding Buffer Zone for the West Hertford Polling Place: For information purposes, the Board was presented a copy of the following resolution establishing the buffer zone for the West Hertford Polling Place.

Bobby Siller, Chairperson  
 Kevin Jones, Secretary  
 Victoria Butler, Member  
 Ella Fields Bunch, Member  
 Vera Murrill, Member



Jackie Greene  
 Director  
 Erica Cartwright  
 Deputy Director

**Perquimans County Board of Elections**

33A Wicahol Blvd.  
 PO Box 336  
 Hertford, N.C. 27944

Phone: 252-120-5598 Fax: 252-120-5068

Perquimans County Board of Elections Resolution 62024-01

WHEREAS, the Perquimans County Board of Elections (BOE) is responsible for ensuring that adequate procedures are in place at each voting place for a safe, secure, fair, and honest election, and has established a voting site for early voting at 601 South Edenton Road Street, Hertford;

AND WHEREAS, the Perquimans County Board of Elections must maintain a voting place and a buffer zone where no person or group of persons shall hinder access, harass others, distribute campaign literature, place political advertising, solicit votes, or otherwise engage in election related activity, including that of the curbside voting area;

BE IT RESOLVED that the Perquimans County Board of Elections has set the buffer zone to be at least 50 feet from the main voting entrance for the polling place of the precinct of WEST HERTFORD ELECTION DAY POLLING site at 601 South Edenton Road Street, Hertford.

Approved: Jan 16, 2024

*Bobby Siller* Board Chair, Bobby Siller  
*Kevin Jones* Secretary, Kevin Jones  
*Victoria Butler* Member, Victoria Butler  
*Ella Fields Bunch* Member, Ella Fields Bunch  
*Vera Murrill* Member, Vera Murrill

**RECOGNITION OF EMPLOYEES' YEARS OF SERVICE**

A. **Recognition of Employee's Years of Service:**

Employee Name	Department	Employee Job Title	No. of Years	Effective Date
Jacqueline Frierson	Register of Deeds	Register of Deeds	30 years	02/01/2024

After the presentation, Ms. Frierson made a few comments to the Board and the Vice Chairman and Commissioners thanked her for her 30 years of service.

**COMMISSIONER'S CONCERNS/COMMITTEE REPORTS**

There were no Commissioners' concerns/committee reports.

**UPDATES FROM COUNTY MANAGER**

County Manager Heath presented the following updates:

- > **Revaluation Notices:** Mr. Heath informed the Board that the 2024 Revaluation Notices are scheduled to be mailed on February 22, 2024. He explained the process once the notices are received by the taxpayers.
- > **Marine Park Basin Construction:** Because the construction moratorium is due to start again on February 15, 2024, the contractor is working round the clock to get things finished. Mr. Heath further explained that they were going to apply for an extension for the moratorium and our permit.
- > **High School Property:** Mr. Heath stated that they closed on the Jessup property where the new school facility was going to be built. From the survey, it was 68.99 acres at a cost of \$830,850. He said that he will be meeting with Superintendent Turner soon to set up a timeline for the project.
- > **Commissioners Retreat:** Mr. Heath explained that he has been trying to work with NCACC to set up a Board Retreat in late March, 2024. More information will be provided at a later date.

**BOARD VACANCIES**

Currently, we have the following Board vacancies:

1. **Community Advisory Committee:** Currently, we only have one member on this Committee. Melissa Hines, Regional Long-Term Care Ombudsman, notified Mary Hunnicutt that we currently need five members so we need to appoint four more members. She did explain that Patty Bosco has filed an application with Area Agency on Aging and will begin her training on December 14, 2023. Should she complete her training, Ms. Hines will notify the Board and we will need to appoint her. We need three more members. Currently, Ms. Hunnicutt informed the Board that she had received one call about this appointment and the ad is still on website.
2. **Senior Tax Heat Legislature Delegate & Alternate:** Ms. Jo-Ellen Robinson Hutton resigned from this Advisory Board in October, 2023. Currently, we have no replacement for her or for an alternate. Ms. Hunnicutt informed the Board that she had not heard from anyone that was interested in this appointment. The ad is still on the website.

It was the consensus of the Board to continue with the ads on the County website and Facebook page. He asked the Board that, if they know of anyone that would be interested in serving, please let Mary Hunnicutt know so that she can provide them with the application.

**PLANNING ITEMS**

The following Planning Items were presented for Board action:

- > **Special Use Permit No. SUP-23-03, requested by Corey Marring:** A Quasi-Judicial Hearing was held earlier for Special Use Permit No. SUP-23-03. Vice Chairman Woodard asked if there were any questions or comments from the Board. There being none, Vice Chairman Woodard said that the Planning Board had approved the request and recommends that the County Commissioners approve the request based on the four findings in County zoning ordinance section 904(e). Timothy J. Corprew made a motion to approve the SUP-23-03. The motion was seconded by James W. Ward. Vice Chairman Woodard explained that they would need to make the motion according to the recommendations in the Agenda Packet. Commissioner Corprew stated that he would amend his motion. The amended motion was that Timothy J. Corprew made a motion to find that the proposed Special Use Permit No. SUP-23-03 to be consistent with Perquimans County's CAMA Land Use Plan (LUP) due to its zone as Historic Agriculture Area in the LUP and the residential nature of the proposed use and approve the request based on the conclusions that:

- > The use will not materially endanger the public health or safety, if located according to the plan submitted and approved;

- > The use meets all required conditions and specifications;
- > The use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity; and
- > 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.

The amended motion was seconded by James W. Ward and unanimously approved by the Board. A copy of the Special Use Permit No. SUP-23-03 is included in Attachment A.

> Review of Minor Subdivision, requested by Bethel Volunteer Fire Department: Vice Chairman Woodard explained that they need to review the minor subdivision located approximately 500 feet south of the intersection of Church Lane and Harvey Point Road for a Bethel Volunteer Fire District (BVFD) substation. The proposed site is on tax parcel 2-0073-0020, a Conditional Zoning District with conditions recorded in the Register of Deeds' Office. Mr. Woodard recognized Rhonda Repanshek, County Planner, who provide the following overview of the project:

BVFD Substation on Harvey Point Rd

Review of Minor Subdivision approximately 500 feet south of the intersection of Church Lane and Harvey Point Road for a Bethel Volunteer Fire District (BVFD) substation. Proposed site is on tax parcel 2-0073-0020, a Conditional Zoning District with conditions recorded in the Register of Deeds office.

Normally a minor subdivision of a single lot is approved by staff through the Expedited Plat Review process. This situation is unique because it is located in one of only two Conditional Zoning Districts (CZD) in the county. This particular CZD is a Planned Unit Development (PUD), and its conditions recorded in Register of Deeds book 494, page 773. Copies of those pages are included in your agenda packets for reference. General land use condition A3 in the register of deeds book states that the developer must obtain approval for all sections and/or phases by the Planning Board and Board of Commissioners for approval under the normal review and approval process. "Section", is defined as "one of several components; a piece or part"; so, staff is channeling this through Planning Board and County Commissioners to make comments and decisions.

When the PUD Master Plan was approved, the use at that specific location was approved. The "use" is not in question. The Board's job is to interpret which PUD conditions affect fire station use.

Let's discuss the site itself:

The Health Dept. has verified that the proposed parcel will support a septic system with a minimum of 240 gallons per day use. A four-inch county water line runs past the site and a six-inch water line runs near it in a different direction. Existing vegetation and natural drainage are on the west and south sides of the proposed lot. BVFD is also requesting an access easement from Church Lane, across the residual acreage in the corner beside New Haven Baptist Church, to allow a partial circle drive-through driveway to avoid backing-up fire trucks. No commercial development is allowed on the residual corner.

Conditions of Interest in the Register of Deeds pages are:

Condition A6 in the plat recorded in deed book 494, page 776 states that a minimum 50-foot buffer is required on properties adjacent to agricultural land, residential land and properties owned by the Department of Defense. Existing vegetation is at least 30 feet wide on the west and south side, so it meets the requirement as long as none is cut. A question to decide is whether the language requires a 50-foot vegetative buffer on the north side (Church Ln. side). Planning Board is not in favor of vegetation on that side.

Drainage/Stormwater improvement B4 states that all drainage ditches and major drain-ways should be protected by easements. Planning staff asked Soil & Water Conservation staff for comments and the feedback was that there is minimal flood risk if the structure pad is raised a bit and a larger drainage easement is probably not necessary. "The area that may benefit from a larger drainage easement is the southeast portion of the parcel near Harvey Point Road. It is around 6' elevation. Also, it appears a lot of farmland to the east of Harvey Point Road drains to this particular point. A portion of this area is located within flood zone AE and X. During heavy rain events, Harvey Point Road will more than likely act like a dike, once the culvert is overwhelmed and could potentially overtop the road and onto this portion of the parcel..."

Planning Board discussed this and saw no reason to include extra drainage easements beyond what's already shown on the draft survey.

B5 states that prior to Final Plat an engineered drainage plan with one-foot contours, ditch or swale layouts with pipe, and showing the flow rates, shall be provided by applicant and reviewed by the County. Commissioners can decide if this should be required for the proposed location and use. Planning Board decided a drainage plan should not be necessary because the building pad for the substation will be raised and the drainage issues associated with the area are on the southeastern corner of the proposed parcel.

Transportation conditions B4 and B5 state that prior to accessing Harvey Point Road, a Driveway Permit must be approved by NCDOT and that ingress and egress shall be approved by Board of County Commissioners. Access to Church Lane, though not directly stated, could be included in that idea. NCDOT, via phone conversation, stated that driveway permits will be required for both accesses. The exit should be onto Harvey Point Road only and the Church Lane driveway could be for entrance only.

F7, states that no commercial development is allowed on the corner between New Haven Baptist Church and Harvey Point Road. County Subdivision Regulations section 108 requires proposed subdivisions comply with "the locally adopted Coastal Resources Commission certified Land Use Plan." This site is part of a Planned Unit Development, which is a future designation on Exhibit IX-B, the Projected Future Land Use map.

Planning Board unanimously recommends approval of the consistency with the County Land Use Plan and approval of the survey plat as proposed with the condition that the 50 foot vegetative buffer not be required on the north side of the site due to it being a safety hazard. Planning Board did not mention 'drainage' or 'setbacks' in their motion, but Commissioners can use the handout I just handed out with a more comprehensive motion written out to guide you.

Vice Chairman Woodard asked if there were any questions or comments from the Board. There being none, he asked for a motion. T. Kyle Jones made a motion to approve the consistency with the County CAMA Land Use Plan and approve the survey plat as proposed with the conditions that a 50-foot vegetative buffer not be required on the north side of the site due to it being a safety hazard, a drainage study not be required due to the drainage issues being limited to the very southern terminus of the proposed site and that most of the water rains from farmland across the road and condition to use standard Rural Agricultural setbacks of 40 feet front set back on Harvey Point Road, 30 feet rear and 15 feet side setbacks. The motion was seconded by Timothy J. Corprew and unanimously approved by the Board (See Attachment B).

EMERGENCY SERVICES ITEMS

Vice Chairman Woodard recognized Jonathan Nixon, Emergency Services Director, who presented the following items for Board consideration and action:

> Sale of Decommissioned Stryker Power Pro Cot: Mr. Nixon explained that the following item has been decommissioned and is requested sealed bids for its purchase:

Description:	Stryker Power Pro Cot	Model:	Power Pro
Year:	2008	Serial:	80941002
Condition:	Used/Fair	Minimum Bid:	\$1,000.00
Bid Date:	Sealed Bids were due at the Emergency Services Building (159 Creek Drive, Hertford, NC. 27944) no later NOON on Friday, January 26, 2024.		
	•Bids shall be sealed in an opaque envelope marked "Stryker Ambulance Stretcher Bid", followed by the Bidders name and address.		
	•E-mail or Facsimile proposals will not be accepted.		

Mr. Nixon informed the Board that he had received one bid which was as follows: Brent McKeecuen, Albemarle Medical Transport Inc., 112 Danes Bay Road, Elizabeth City, NC 27909 in the amount of \$1,100. Since this bid amount is above the minimum bid, it is his recommendation that this bid be accepted in the amount of \$1,100.00. He further requested that these funds be deposited into the EMS revenue line, and be added to expense line 10-592-160 EMS Maintenance & Repair of Equipment for servicing remaining equipment. On motion made by T. Kyle Jones, seconded by James W. Ward, the Board unanimously awarded the bid to Brent McKeecuen for \$1,100 and approved to deposit these funds into Line Item No. 10-592-160 for servicing of remaining equipment.

> Albemarle Medical Transport Application for Medical Transport Service - Perquimans County: Mr. Nixon explained that Albemarle Medical Transport, Inc. has applied to provide non-emergency transport under our



Franchise Ordinance. Currently, Perquimans County uses Bertie Emergency Services and we will continue to use them but they are not always readily available to provide needed transports to our citizens, as the call volume seems to have increased in recent years. Tonight, he is requesting that the Board approve to forward Albemarle Medical Transport, LLC's application for approval to assist with non-emergency transports under our Franchise Agreement. The owner, Brent McKecuen, made a few comments and explained why he was requesting this service. On motion made by T. Kyle Jones, seconded by Joseph W. Hoffer, the Board unanimously approved to consider Albemarle Medical Transport LLC's application to handle non-emergency transports.

PROPERTY PURCHASE FROM COUNTY – TOWN OF HERTFORD

Vice Chairman Woodard recognized Janice Cole, Hertford Town Manager, who presented the Town of Hertford's request to purchase the property located at 513 W. Grubb Street, Hertford, NC 27944. The County acquired the property after a tax foreclosure sale. The County was the high bidder at the sale. Ms. Cole explained that, currently, the following charges on this piece of property are outstanding from 2013:

Outstanding County Taxes	\$ 7,127.44
Outstanding Hertford Taxes	<u>1,473.09</u>
Total Taxes Outstanding	\$ 8,600.53
Hertford Mowing Fees	<u>39,860.11</u>
Total Outstanding Fees	<u>\$48,460.64</u>

Ms. Cole further explained that the Town of Hertford would like to purchase this property. The property is in poor condition and is a safety hazard. The Town of Hertford would like to do something with this property and is asking assistance from the Board. The Town of Hertford would be willing to forgive these mowing fees. However, if the property is not maintained, it would end up in the same condition that it is now. Hertford is requesting to purchase this piece of property for the amount of taxes owed to the County and to the Town of Hertford plus attorney fees. County Manager Heath explained that, per County Attorney High, the County could agree to this sale since the County deemed it a wise decision to transfer the property to the Town of Hertford. Vice Chairman Woodard asked if there were any questions or comments from the Board. There being none, he asked for a motion. Joseph W. Hoffer made a motion to approve the sale of the property located at 513 W. Grubb Street, Hertford, NC 27944 to the Town of Hertford due to their deeming it to be a wise decision to transfer the property at a price of outstanding taxes owed and attorney fees. The motion was seconded by James W. Ward. Commissioner Corprew asked a question regarding the ABC Resolution to combine the County and Hertford's ABC Board in order for local business owner to sell alcohol at their facility. Are we any closer to having a decision on this matter. County Manager Heath said that it would have to be on the ballot in November. Mr. Woodard called for a vote on the motion. The motion was approved by a vote of four (4) to one (1) with Commissioner Corprew voting against the motion.

PERQUIMANS COUNTY AUDIT CONTRACT FOR FY 2022-2023

County Manager Heath asked Tracy Mathews, Finance Officer, to present the proposed audit contract for FY 2023-2024. Ms. Mathews explained that the proposed contract will be with Thompson, Price, Scott, Adams & Co., PA and that she and County Manager Heath recommend the approval of this contract. The cost of the contract is \$52,500 with a cap of \$64,500. The costs is \$5,000 over last year's costs. On motion made by Timothy J. Corprew, seconded by T. Kyle Jones, the Board unanimously approved the FY 2023-2024 audit contract with Thompson, Price, Scott, Adams & Co., PA.

PERSONNEL MATTERS

These personnel matters were received after the Agenda Packets were distributed. On motion made by T. Kyle Jones, seconded by Joseph W. Hoffer, the following personnel matters were unanimously approved by the Board:

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Ashley Stanley	IMC I Working Against IMC II	Resignation			02/01/2024
Michele Light	Income Maintenance Technician	Termination			01/31/2024
Faith Broughton	Part-Time/Fill-In AEMT	Resignation			02/28/2024
Virgil Parrish	Chief Building Inspector	Retirement			04/01/2024

PUBLIC COMMENTS

There were no public comments.

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

Chairman Nelson stated that, pursuant to NC General Statute 143-318.11(4), the Board went into Closed Session to consult with our attorney regarding economic development matter and to approve closed session minutes. On motion made by James W. Ward, seconded by Joseph W. Hoffer, to go into Closed Session. The motion was unanimously voted to go into Closed Session.

The Closed Session was adjourned and the Regular Called Meeting reconvened on motion made by Timothy J. Corprew, seconded by Joseph W. Hoffer, and unanimously approved by the Board.

No action was required from the Closed Session.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned around 8:15 p.m. on motion made by Timothy J. Corprew, seconded by James W. Ward.

Charles Woodard, Vice Chairman

Clerk to the Board

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-Beginning of Special Use Permit document to be recorded-

DRAFT Special Use Permit (Case No. SUP-23-03)

Owner/Applicant Corey Marriner

for

**Double-Wide Manufactured Home in Old Neck Historic Agriculture  
District (HA Zone)**

at 686 New Hope Road, Tax Parcel No. 5-D051-0014-HW

Do **NOT** record this page

SPECIAL USE PERMIT No. SUP-23-03

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:

Owner/Applicant: Corey Marriner  
686 New Hope Road  
Hertford, NC 27944

Tax Parcel No: 5-D051-0014-HW

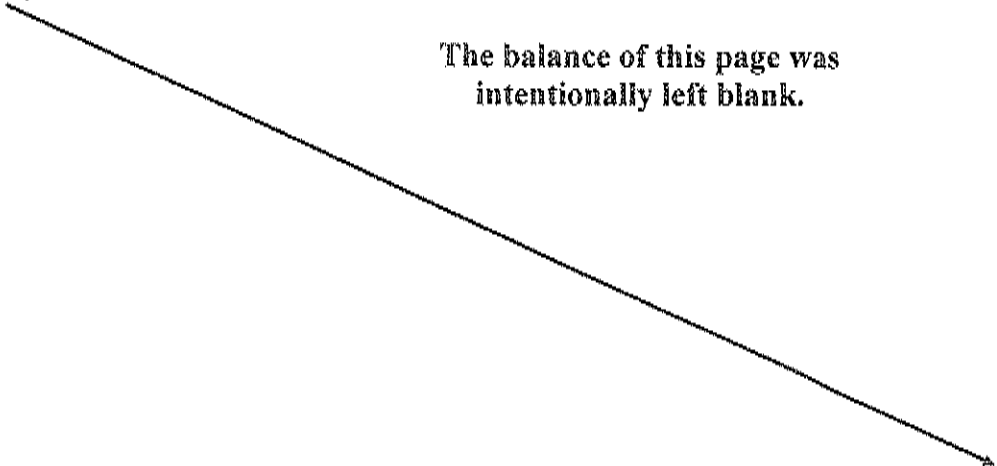
Property Location/  
Street Address: 686 New Hope Road, Hertford, NC 27944

Zoning District: HA (Historic Agriculture District)

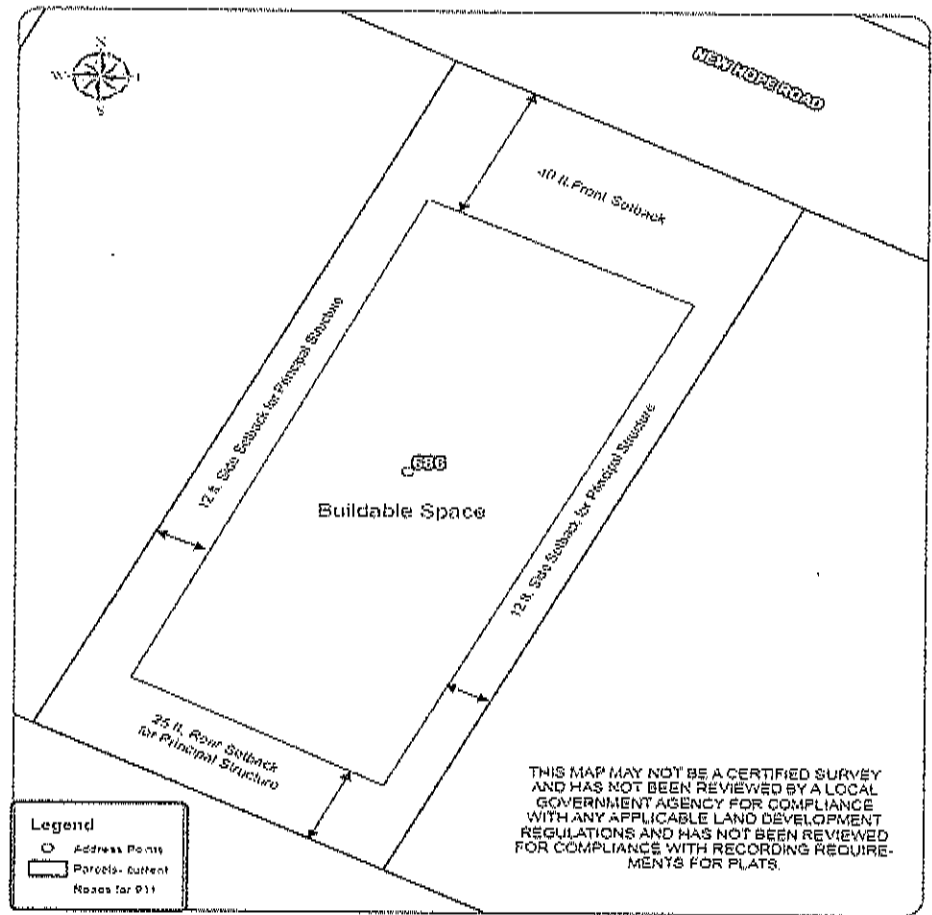
Proposed Use of Property: To place a doublewide manufactured home as the principal use permanent residence on an existing building lot in the Old Neck HA zone.

Meeting and Hearing Dates: Planning Board on Jan. 9, 2024 & Board of Commissioners on Feb. 5, 2024.

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### Site Plan Setbacks

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intentionally left blank.





GATES COUNTY NORTH CAROLINA

County Office  
100 North Main Street  
Perquimans County, NC 28580



DATE: 02/02/2024  
TIME: 09:12:37

REGULAR MEETING  
Gates County Board of Commissioners  
For the purpose of consolidating Gates County  
911 Consolidation Board Operations to  
A consolidated system with Perquimans County

Whereas, local governments throughout the United States are struggling to attract and retain qualified public safety employees for law enforcement, fire, emergency medical services and other emergency services;

Whereas, Gates County has experienced a significant loss of public safety and medical services employees and the consolidation of the County's emergency 911 Center is in the best interests of the County;

Whereas, the Gates County Board of Commissioners has approved the supporting all aspects of public safety and law enforcement services and the consolidation of the County's emergency 911 Center is in the best interests of the County;

Whereas, Gates County has approved a strategic staffing strategy for essential public safety and medical services employees at all levels including supervisors and dispatch;

Now, Therefore, Be It Resolved that the Gates County Board of Commissioners will take the following actions in accordance with the provisions of this Ordinance:

- 1) Repeal the March 9, 2021 Resolution to transfer the Gates County 911 Consolidation Center to the Office of the Sheriff and the establishment of a center in the County Administration Center;
- 2) Take immediate steps to seek funding for the consolidation and transfer of the County 911 Consolidation Center to a regional center with Perquimans County as a partner, with the transfer approved by the Board of Commissioners;
- 3) Direct the County Manager, Finance Director, Human Resources Director, and other relevant County offices to cooperate with Perquimans County in the planning and budget process.

The Clerk hereby certifies that the Gates County Board of Commissioners has adopted and approved the above Ordinance and that the Board of Commissioners has approved the Resolution and Ordinance of the 911 Board and the necessary financial plan, the County Manager, and the Board of Commissioners have approved the consolidation of the County's emergency 911 Center to a regional center with Perquimans County as a partner, with the transfer approved by the Board of Commissioners.

Witness my hand and the seal of the County of Gates, North Carolina, this 2nd day of February, 2024, at the County Office in the County of Gates, North Carolina.

Dr. Allan Hinkle, Board Chair

Wallace E. Nelson, Board Secretary

David R. Heath, County Manager

John W. Woodard, Finance Director

John W. Woodard, Finance Director

John W. Woodard, Finance Director

John W. Woodard, Finance Director

John W. Woodard, Finance Director

John W. Woodard, Finance Director

John W. Woodard, Finance Director

After presenting his information, County Manager Heath recognized Jonathan Nixon, Emergency Services Director, and Julie Solesbee, Assistant EM/PIO/Grant Manager/AEMT, who presented a PowerPoint presentation on what will need to be done to bring the Perquimans 911 Center building and staff up to being able to handle both Perquimans and Gates Counties' emergency calls. After their presentation, the Chairman asked the Board if they had any questions or comments. The following questions/comments were made:

- > **Commissioner Corpuz:** Mr. Corpuz asked how many hours are we paying for Gates County, are we tracking it, and are we billing Gates County for that. Mr. Nixon said that we were tracking it. Mr. Heath said that we are billing them per the Interlocal Agreement that they are operating under. The only other concern that he has is how are we protected from a liability issue - our priority should be Perquimans County residents. Mr. Heath said that the County has the same governmental immunity that we had before. Essentially, we will be operating as a contracted service.
- > **Chairman Nelson:** Mr. Nelson asked if there would be any physical presence at the current Gates County 911 Center. Mr. Nixon said that the present Gates County 911 Center would not have any personnel there. Mr. Nelson also asked about the transferring of equipment, etc. Mr. Nixon explained that the 911 Board would foot the bill to move the equipment from Gates County to Perquimans County. Mr. Nixon said that they would have to coordinate funding from the State. According to our phone and IT contractor, there should be no issues of compatibility with their equipment and Perquimans' equipment. It is Mr. Nixon's understanding that the Gates County E-911 Funds will be coming to Perquimans once the consolidation is complete. The costs not covered by the funds will be funded 50-50.
- > **County Manager Heath:** Mr. Heath asked where they planned to place the Gates County personnel in our current location. Mr. Nixon explained where they will place them until next fiscal year budget is approved. Then they plan to do renovations to make it better for them.
- > **Commissioner Ward:** Mr. Ward asked if they communicate on the 800 channels. Mr. Nixon explained how their channels worked. Mr. Ward asked if the Fire Departments would be under this consolidation agreement as far as dispatch services. Mr. Nixon said that was his understanding.
- > **Commissioner Hoffer:** Mr. Hoffer asked what would happen if Gates County 911 Center resumed services. Mr. Nixon explained that it is his understanding that, once you consolidate, the State will not pay to have the parties become a single unit. Mr. Heath explained that it is a true consolidation - Perquimans County will be taking over Gates County.
- > **Commissioner Ward:** Mr. Ward asked if any of the two certified part-time employees expressed an interest in working in Perquimans 911 Center. Mr. Nixon said that they have received one application. He anticipated receiving two more tomorrow morning. He also said that the two full-time certified employees had never resigned from Perquimans County in that they remained on our part-time/full-in status. Both were working in our 911 Center today.
- > **Commissioner Ward:** Mr. Ward asked if he anticipated a Budget Amendment for this change. Mr. Nixon said that yes. Mr. Heath said that they would be increasing the income and expenditure line items.

After all questions and comments were made, County Manager Heath asked if he could make a comment before moving on with the meeting. Mr. Heath said that, if we did not have strong management in our 911 Center, he would not recommend this consolidation. He expressed that opinion to the NC 911 Board when they met with them about this situation. With the help of Jonathan Nixon, Julie Solesbee, Andrea Stoner, and Nakindra Downing, he feels that we can proceed with the consolidation. That is why he recommends and requests that you allow the staff to proceed with whatever needs to be done to consolidate these two 911 Centers. Commissioner Corpuz said that he does not have a problem with this because it does not cost Perquimans County a dime and will help Perquimans County in the long run. Commissioner Woodard agrees with Mr. Heath and Mr. Corpuz and feels that our strong leadership can handle the change. The contract will be presented at your Regular Meeting for action.

ADJOURNMENT

There being no further comments or business to discuss, the Work Session was adjourned around 8:20 p.m. on motion made by Joseph W. Hoffer, seconded by James W. Ward.

Wallace E. Nelson, Chairman

Clerk to the Board

\*\*\*\*\*

He explained that currently we have \$36.9 million. So that means that the school system will have to receive additional grants for the balance of that money or the County will have to borrow it. He further explained that there is approximately a \$24 million debt. To him, it does not make any sense to anticipate the site work to begin in September until we get this matter solved. His question to Dr. Turner and the Board of Education, what is the real chance that they will be receiving additional grant funding. Dr. Turner explained the following possibilities for more grant funding: (1) increase this grant funding to make it \$40 million and (2) another grant that will possibly net \$12 million but no guarantees that they will get the full amount (applications due June 30, 2024, but they have not been told how quick the turnaround will be). Another issue Mr. Heath has is that, if we go out for a loan with a bank for \$24 million and we may only need \$9 million, the bank will base their terms on the larger loan amount and that may create problems for the County and the banks. There are banks that will structure amounts for the maximum amount with the risk that the amount will be less, but you will pay the price with a higher interest rate to have this ability. If we wait to hear from the grant funding, we will be able to request the exact amount and possibly receive a lower interest rate. If we wait until we receive word on these grant funds, then this causes problems with the construction of the building beginning in September. It will push it until the wintertime which runs into bad weather. Commissioner Jones asked if there was any way that the County would not have to raise taxes. Mr. Heath said that he did not think that would be possible. After answering more questions and discussion, the Board thanked Dr. Turner and await to hear responses from the additional grant funding. County Manager Heath will discuss the situation with our new financial advisors.

#### MARINE PARK LEASE RATES

Chairman Nelson recognized County Manager Heath who explained that the County had been receiving some inquiries about leasing property in the Marine Industrial Park and presented an update on the construction of the Marine Basin Project. He wanted to find out what the Board thinks about the rates and how we should proceed with answering these inquiries. He stated that the contractor was able to complete several things before the moratorium went into effect this month and will remain in effect until November, 2024. Mr. Heath explained that the Wanchese Marine Park rates were \$.039 per square foot per year. They have an automatic 2% increase each year. Tonight, he is asking how he needs to proceed with setting up these lease rates. Commissioner Coprew said that he did not have a problem with the rate but felt that we should make a distinction for property rates for land and property along the bulkhead. Commissioner Ward said that he had a contact in Virginia that he could call and obtain their leasing rates.


#### GATES COUNTY 911 CENTER

County Manager Heath presented an overview of the situation with Gates County 911 Center. On February 8, 2024, Gates County Sheriff contacted his office to initiate the emergency backup communications center protocols to transfer Gates County 911 emergency telephone calls to Perquimans Emergency Services. The Interlocal Agreement of PSAP Centers between Perquimans County and Gates County was enacted at 6:00 a.m. on February 9, 2024. This Agreement allows Gates County to use our 911 Center for no more than 90 days. On February 5, 2024, the Gates County 911 Director resigned. At that time, due to employee turnovers, there were no full-time certified telecommunicators on staff at that time in Gates County. As of his last meeting on February 12, 2024 with Gates County Sheriff and County Manager, there were only a handful of part-time telecommunicators on staff with only two having the EMD certification status. Gates County was able to identify those full-time/part-time certified telecommunicators that were currently on staff at this time to staff our Perquimans County 911 Center to assist with Gates County emergency calls during the 24-hour period. To date, Gates County has had no staff to appear at the Perquimans 911 Center. The NC 911 Board has been made aware of the situation and have reviewed their options and supported the actions taken by Gates County Board of Commissioners. Perquimans County provided back up services for Gates County 911 Center from December 2021 through February 2022. This is the second time that Gates County 911 Center has requested assistance from Perquimans County 911 Center. At that time, the Gates County 911 Center was transferred to Gates County Sheriff's Office, and they were able to get the staff up to required status. On March 8, 2023, the Gates County Board of Commissioners voted unanimously to approve Gates County Sheriff's request to transfer supervision and management of the Gates County 911 Center under the Gates County Sheriff's Office. It is Mr. Heath's understanding that, by the recent assessment by the NC 911 Board in January 2023, the Board deems the Gates County 911 Center to be non-compliant with their NC administrative code requirements due to primarily the identified operational and maintenance records available at the Gates County 911 Center. The NC 911 Board gave the Gates County Sheriff 30 days to bring the Gates County 911 Center into compliance. This proved to be impossible due to the lack of certified personnel to staff and operate the Center. Perquimans County's 911 Center continues to prepare to diligently review the actions and steps to serve the needs of the residents of Gates County. Perquimans County's Emergency Services Director, Jonathan Nixon, has provided a two-page document listing the issues to be addressed and information to be verified by Gates County. Mr. Heath and the Emergency Services staff are having ongoing conversations with Gates County Sheriff, County Manager, Human Resource Director, and other Gates County staff in preparation and recommendation for our meeting today. Gates County Board of Commissioners Vice Chairman, Jonathan Craddock, is Gates County Public Safety Liaison for all Emergency Services in Gates County. Mr. Craddock has participated in their meetings and has heard every recommendation made. Based on Mr. Heath's e-mail information, Gates County Manager and Mr. Craddock have contacted each commissioner for guidance and concurrence to move forward as expeditiously as possible on this situation. It is also Mr. Heath's understanding that the Gates County Board of Commissioners held an Emergency Meeting yesterday afternoon to assess their capacity to handle a standalone 911 Center, having failed twice, and have reviewed the status and guidance of NC State Board leadership and passed the following Resolution to proceed in united fashion which may ultimately lead to a consolidation of Gates County 911 Center and Perquimans County 911 Center similar to our neighbors, Pasquotank & Camden and Dare/Hyde/Tyrell.

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**GATES COUNTY  
NORTH CAROLINA**

  
 312 West Main  
 P.O. Box 141  
 Perquimans, NC 28588  
 252-337-2222  
 Fax: 252-337-2112

**HONORABLE**  
**County Board of Commissioners**  
 You the public of Gates County  
 911 Emergency Center Department  
 A consolidated with Perquimans County

Whereas, both jurisdictions share about the United States by bringing in local and state qualified public safety employees for this consolidation, for a better, more efficient service to the citizens of both counties;

Whereas, Gates County has experienced a major reduction of staffing due to the consolidation of the 911 Center with Perquimans County;

Whereas, the Gates County Board of Commissioners is committed to supporting the safety of the public and the well-being of the citizens of Gates County and to ensure that the consolidation of the 911 Center with Perquimans County is done in a way that is in the best interest of the citizens of both counties;

Whereas, Gates County has experienced a major reduction of staffing due to the consolidation of the 911 Center with Perquimans County;

Now, Therefore, be it Resolved that the Gates County Board of Commissioners will take the following immediate steps with all copies of this Resolution to:

1. Recreate the Board of 2023 and make it the Gates County 911 Emergency Center to the Office of the Chief and reestablishment of the 911 Center under the County Manager of Perquimans County;
2. Take immediate steps to merge the 911 Center and the 911 Center of the Gates County 911 Emergency Center in a way that is in the best interest of the citizens of both counties, with the best of service to the citizens of both counties;
3. Direct the County Manager, Finance Director, Human Resources Director, and other related County offices to support the transition with the appropriate planning and budget preparation.

Be it further Resolved that the Gates County Board of Commissioners will support the efforts of the County Manager, Finance Director, Human Resources Director, and other related County offices to support the transition with the appropriate planning and budget preparation.

Adopted this 19th day of February, 2024 by the undersigned members of the Gates County Board of Commissioners:

*Wallace E. Nelson*  
 Chairman

*James W. Ward*  
 Vice Chairman

*Joseph W. Hoffer*  
 Commissioner

*David L. ...*  
 Commissioner

*...*  
 Commissioner

After presenting his information, County Manager Heath recognized Jonathan Nixon, Emergency Services Director, and Julie Solesbee, Assistant EM/PIO/Grant Manager/AEMT, who presented a PowerPoint presentation on what will need to be done to bring the Perquimans 911 Center building and staff up to being able to handle both Perquimans and Gates Counties' emergency calls. After their presentation, the Chairman asked the Board if they had any questions or comments. The following questions/comments were made:

- > **Commissioner Corprew:** Mr. Corprew asked how many hours are we paying for Gates County, are we tracking it, and are we billing Gates County for that. Mr. Nixon said that we were tracking it. Mr. Heath said that we are billing them per the Interlocal Agreement that they are operating under. The only other concern that he has is how are we protected from a liability issue – our priority should be Perquimans County residents. Mr. Heath said that the County has the same governmental immunity that we had before. Essentially, we will be operating as a contracted service.
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**ADJOURNMENT**

There being no further comments or business to discuss, the Work Session was adjourned around 8:20 p.m. on motion made by Joseph W. Hoffer, seconded by James W. Ward.

Wallace E. Nelson, Chairman

Clerk to the Board

\*\*\*\*\*

February 26, 2024

**Tax Refunds: (Perquimans County)**

**William Henry Elliott, III** \$117.25

Sold vehicle; 8-month refund

Account#: 56871688

**Tax Releases: (Perquimans County)**

**Coastal Carolina Carriers, LLC** \$205.07

Account should have been deleted last year.

Account#: 539794

**Tax Refund: (Hertford)**

**Robert Allen Dickmeyer** \$198.75

Situs error. Should not have been billed  
for Hertford.

Account#: 75965218

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Michelle Cassell

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Income Maintenance Technician

DEPT.: Social Services

NEW EMPLOYEE EFFECTIVE DATE: March 1, 2024

GRADE: 59 STEP: 3 SALARY: \$31,078

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/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]

Frank Heath

DATE: February 15, 2024

DATE: 2/19/24

FINANCE OFFICER \_\_\_\_\_

DATE: \_\_\_\_\_

**COPY**

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Brooke Perry SOC. SEC. NO.: \_\_\_\_\_

POSITION: Part Time Fill In EMT DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: March 1, 2024

GRADE: 63 STEP: 1 SALARY: \$16.97 Hourly

ENDING DATE OF PROBATIONARY PERIOD: March 1, 2025

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: 2/21/24

W. Inanb Heath, III  
DATE: 2/21/24

FINANCE OFFICER

\_\_\_\_\_  
DATE: \_\_\_\_\_

**COPY**

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 02/29/2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: LuRee Sawyer

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Center for Active Living Coordinator

DEPT.: Center for Active Living

NEW EMPLOYEE EFFECTIVE DATE: April 01, 2024

GRADE: 63 STEP: 10 SALARY: \$43,975

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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

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

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.  
Date

\_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION  
Date

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

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

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

\_\_\_\_\_  
DATE: \_\_\_\_\_

W. Frank Heath, II  
DATE: 2/29/24

FINANCE OFFICER

\_\_\_\_\_  
DATE: \_\_\_\_\_

**COPY**

EMPLOYMENT ACTION FORM

DATE SUBMITTED: \_\_\_\_\_

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Logan Hogge

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Part Time Fill Telecommunicator I

DEPT.: 911

NEW EMPLOYEE EFFECTIVE DATE: \_\_\_\_\_

GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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

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

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBA-  
Date TIONARY PERIOD.

\_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION  
Date

**X** 2/27/2023 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: 63 STEP: 2 SALARY: \$17.39 Hourly

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

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

\_\_\_\_\_  
Date 2/27/24

W. Maul Heath, III  
Date 2/27/24

FINANCE OFFICER

\_\_\_\_\_  
Date \_\_\_\_\_

**COPY**

Revised 7/05

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Lindsay Brothers

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** 2/9/2024 DATE OF EMPLOYEE RESIGNATION  
Date Removed from Roster <sup>ca</sup>

\_\_\_\_\_ 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: 2/21/24

W. Frank Heath, III  
DATE: 2/21/24

FINANCE OFFICER

\_\_\_\_\_  
DATE: \_\_\_\_\_

**COPY**

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 2/20/2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Logan Hogge

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Part Time Fill in Telecommunicator I

DEPT.: 911

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

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR      1      2      3      4      (CIRCLE)

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

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

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBA-  
Date TIONARY PERIOD.

\_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION  
Date

**X** 3/1/2024 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: 63 STEP: 3 SALARY: \$17.82 Hourly

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

DEPARTMENT RECOMMENDATION  
[Signature]  
DATE: 2/20/24

COUNTY MANAGER APPROVAL  
W. Owen Heath  
DATE: 11/27/24

FINANCE OFFICER  
\_\_\_\_\_  
DATE: \_\_\_\_\_

**COPY**



EMPLOYMENT ACTION FORM

DATE SUBMITTED: 2/9/2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: James Fowden

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Investigator

DEPT.: Sheriff's Office

NEW EMPLOYEE EFFECTIVE DATE: \_\_\_\_\_

GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: 68 STEP: 7 SALARY: \$50,918

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 3/1/24 \_\_\_\_\_ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4) GRADE: 68 STEP: 8 SALARY: \$52,191

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION/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: 2-9-24

COUNTY MANAGER APPROVAL  
[Signature]  
DATE: 2/12/24

FINANCE OFFICER  
\_\_\_\_\_  
DATE: \_\_\_\_\_

**COPY**

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: DeAngelo Freemonweldy \_\_\_\_\_

SOC. SEC. NO.: \_\_\_\_\_

POSITION: Deputy \_\_\_\_\_

DEPT.: Sheriff's Office \_\_\_\_\_

NEW EMPLOYEE EFFECTIVE DATE: \_\_\_\_\_

GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

ENDING DATE OF PROBATIONARY PERIOD: \_\_\_\_\_

CURRENT: GRADE: 66 \_\_\_ STEP: 1 \_\_\_ SALARY: \$40,279 \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE) *Per County Manager*

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

**3/1/24** DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)  
Date GRADE: 66 \_\_\_ STEP: 2 \_\_\_ SALARY: \$41,286 \_\_\_\_\_

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.  
Date

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

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

\*\*\*\*\*

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

*[Signature]*

*W. Mark Heath, III*

DATE: 2-12-24

DATE: 2/12/2024

FINANCE OFFICER

\_\_\_\_\_  
DATE: \_\_\_\_\_

**COPY**

*CORRECTED FORM*

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Bethany Buttram

SOC. SEC. NO.: \_\_\_\_\_

POSITION: MIH Coordinator / Paramedic

DEPT.: EMS

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

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.  
Date

\_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION  
Date

**X** 3/1/2024 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: 70 STEP: 6 SALARY: \$26.10 Hourly (24,280)

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: 2/20/24

W. Frank Heath III  
DATE: 2/28/24

FINANCE OFFICER

\_\_\_\_\_  
DATE: \_\_\_\_\_

**COPY**

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 2/22/2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Brian Hickman SOC. SEC. NO.:

POSITION: Part Time Fill In Paramedic DEPT.: EMS

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

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

DATE OF EMPLOYEE RESIGNATION

X 3/1/2024 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. Date GRADE: 68 STEP: 2 SALARY: \$21.68 / Hourly

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: 2/22/24

W. Mark Heath DATE: 2/27/24

FINANCE OFFICER

DATE:

COPY

Revised 7/05

EMPLOYMENT ACTION FORM

DATE SUBMITTED: W.D.4/ 2/21/2024 Page 1

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Robert Elliott

SOC. SEC. NO.:

POSITION: Equipment Operator

DEPT.: Water

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

CURRENT: GRADE: \_\_\_\_\_ STEP: \_\_\_\_\_ SALARY: \_\_\_\_\_

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

\_\_\_\_\_ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBA-  
Date TIONARY PERIOD.

\_\_\_\_\_ DATE OF EMPLOYEE RESIGNATION  
Date

3/1/24 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.  
Date GRADE: 58 STEP: 17 SALARY: \$41,850

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: 1/1/23 PER THE COUNTY PERSONNEL POLICY.

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: 2/21/2024

DATE: 2/21/24

FINANCE OFFICER

DATE: \_\_\_\_\_

**COPY**

**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**COUNTY CONSTRUCTION FUND**  
**NO. 25**

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 4th DAY OF MARCH, 2024, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2023-2024 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
50-349-001	Communications Tower Project	6,000,000	
50-000-730	Communications Tower Project	6,000,000	
<b>EXPLANATION:</b> To amend the FY 23/24 budget to include the Grant ID#20483 to be used for Communications Tower Upgrade Project.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 4th DAY OF MARCH, 2024.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 4th DAY OF MARCH, 2024.

\_\_\_\_\_  
 Chairman, Board of Commissioners

\_\_\_\_\_  
 Finance Officer

**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**GENERAL FUND**  
**NO. 26**

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 4th DAY OF MARCH, 2024, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2023-2024 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-399-000	Fund Balance Appropriated	173,000	
10-420-040	County Manager - Professional Services	60,000	
10-500-150	Building - Maint./Repair Buildings	60,000	
10-500-540	Building - Insurance/Bonds	34,000	
10-450-110	Tax - Telephone/Postage	11,000	
10-450-330	Tax - Supplies	6,000	
10-685-740	Recreation - Capital Outlay	2,000	
<b>EXPLANATION:</b> To amend the FY 23/24 budget to include additional funding to cover.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 4th DAY OF MARCH, 2024.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 4th DAY OF MARCH, 2024.

\_\_\_\_\_  
 Chairman, Board of Commissioners

\_\_\_\_\_  
 Finance Officer

**BUDGET AMENDMENT**  
**PERQUIMANS COUNTY BOARD OF COMMISSIONERS**  
**SCHOOL CONSTRUCTION**  
**NO. 27**

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 4th DAY OF MARCH, 2024, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2023-2024 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
65-348-001	State School Funds - Lottery	430,770	
65-500-711	NB Lottery Intermediate School	430,770	
<b>EXPLANATION:</b> To amend the FY 23/24 budget to include funding to cover to-date expenses fo new school project.			

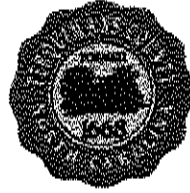
WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 4th DAY OF MARCH, 2024.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 4th DAY OF MARCH, 2024.

\_\_\_\_\_  
Chairman, Board of Commissioners

\_\_\_\_\_  
Finance Officer





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**

February 26, 2024

Perquimans County Board of Commissioners:

I will be present at the March 4<sup>th</sup> meeting with a collection report.

Sincerely,

A handwritten signature in cursive script that reads "Bill Jennings".

Bill Jennings  
Perquimans County  
Tax Administrator

**DISTRIBUTION REQUEST  
PUBLIC SCHOOL BUILDING  
REPAIR & RENOVATION FUND  
NORTH CAROLINA EDUCATION LOTTERY**

<b>DPI USE ONLY</b>
Approved By: _____
Date: _____

Date of Request: 2-28-2024

County: Perquimans Contact Person: Frank Heath  
 Address: PO Box 45, Hertford, NC 27944 Title: County Manager  
 LEA: Perquimans County Schools Phone: 252-426-8484  
 Address: 411 S. Edenton Road St. Hertford, NC 27944 Email: frankheath@perquimanscountync.gov

Project Title: Perquimans County High School (PCHS) Sound Upgrades  
 Project Address: 305 S. Edenton Road St.  
Hertford, NC 27944  
 Type of Facility: Gymnasium & Auditorium

The Public School Building Repair & Renovation Fund was established by S.L. 2021-180, Section 4.4.(a1). The purpose of the Fund is to provide revenue to counties for repair and renovation projects. Per G.S. 115C-546.16, counties are to utilize funds for enlargement, improvement, expansion, repair, or renovation of classroom facilities at public school buildings within local school administrative units (LEAs) located in the county. As used in this context, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include administration, maintenance, or other facilities.

Brief Project Description (include est. start/end dates): Upgrade PCHS gymnasium & auditorium sound systems for theater and health education classes. Start date: 3-1-2024 End date: 4-1-2024

Estimated Costs:

Planning and Design Services.....	\$ _____
New Construction – Facility Enlargement .....	\$ _____
New Construction – Addition(s) .....	\$ _____
Existing Construction – Facility Improvements .....	\$ 36,848.16
Existing Construction – Facility Repairs .....	\$ _____
Existing Construction – Facility Renovations .....	\$ _____
<b>TOTAL .....</b>	<b>\$ _____</b>

We, the undersigned, agree to submit a statement of state monies expended for this project within 60 days following completion of the project.

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request the release of \$36,848.16 \_\_\_\_\_ from the Public School Building Repair & Renovation Fund. We certify that the project herein described is within the parameters of G.S. 115C-546.

\_\_\_\_\_  
 (Signature – Chair, County Commissioners) (Date)

\_\_\_\_\_  
 (Signature – Chair, Board of Education) (Date)



**Perq EM Annual Public Officials Conference - Mon, March 4, 2024**

Jonathan Nixon &lt;JNixon@perquimanscountync.gov&gt;

Sat 2/17/2024 5:43 PM

To:Janice Cole &lt;hertfordmanager@gmail.com&gt;;pwhite@townofwinfall.org &lt;pwhite@townofwinfall.org&gt;;Tanya Turner &lt;tanyaturner@pqschools.org&gt;

Cc:Frank Heath &lt;frankheath@perquimanscountync.gov&gt;;AdminEMS &lt;adminems@perquimanscountync.gov&gt;;Admin 911 &lt;admin911@perquimanscountync.gov&gt;;James R Bunch &lt;JamesBunch@pqschools.org&gt;;valeriejackson275@gmail.com &lt;valeriejackson275@gmail.com&gt;;Mary Hunnicutt &lt;MHunnicutt@perquimanscountync.gov&gt;;Barry Overman &lt;boverman@perquimanscountync.gov&gt;;'Charles Tripp (charles.tripp@ncdps.gov)' &lt;Charles.Tripp@ncdps.gov&gt;;Town Admin &lt;townadmin@townofhertfordnc.com&gt;;Mary Peele &lt;MPeele@pqschools.org&gt;

Mayor White, Mrs. Cole, Dr. Turner,

I would like to invite you and your respective Town Councils / Board of Education to the County Commissioner's Meeting on Monday, March 4, 2024 at 7pm for the Annual Emergency Management Public Officials Conference. The purpose of this 15-20 minute presentation will be to provide details about our current Emergency Services program.

A Public Officials Conference is an activity for the Emergency Management Performance Grant. As I am sure you are aware, these funds are used to support the Emergency Management Program for all of Perquimans County. It is geared towards elected officials and agency/department heads to educate them on the details of what should be involved in an outstanding community Emergency Management program. Since Emergency Management is a part of the Emergency Services Program for Perquimans, we will also provide a summary for 911, EMS, and Fire Marshal.

Please let me know if you have any questions,

**Jonathan A. Nixon, Director****Perquimans County Emergency Services**

911 Communications - EMS - Emergency Management

159 Creek Drive - PO Box 563Hertford, NC 27944252-426-5646 Ext 105252-426-1875 Fax252-331-9817 Cell

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



**SCA Collections, Inc.**

Professional debt recovery since 1980

## ACCOUNTS COLLECTION AGREEMENT

This agreement entered into by and between SCA Collections – Greenville, NC, Inc., a North Carolina Corporation (hereinafter “SCA”), and Perquimans County Emergency Services a North Carolina medical provider (hereinafter “Client”), entered into this 26<sup>th</sup>, day of February 2024.

### WITNESSETH:

Whereas, SCA is engaged in the business of collecting past due accounts receivable; and

Whereas, Client is in the business of rendering medical services to the general public; and

Whereas, as a result of Client rendering medical services, certain accounts receivable have arisen which have become past due, and

Whereas, Client is desirous of having SCA engage in collection endeavors on Client’s behalf.

Now, therefore, in consideration of the mutual covenants and promises herein contained and other good and valuable consideration, the receipt of sufficiency of which is hereby acknowledged, the parties do hereby agree as follows:

- (1) Assignment of Accounts: Client shall assign certain accounts arising out of the granting of credit by it, and SCA shall accept and assume responsibility for the collection of such accounts as more particularly described herein.
- (2) Description of Assigned Accounts: Certain accounts which are now past due by a minimum of thirty (30) days from the date the debtor was first billed, and



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## ACCOUNTS COLLECTION AGREEMENT

certain accounts which shall become past due by a minimum of thirty (30) days in the future may be assigned monthly to SCA.

- (3) Commissions: For its services rendered in the collection of all accounts assigned hereunder, SCA shall be entitled to charge and receive a commission of Twenty-Three (23%) of all such accounts paid, whether payment is received by SCA or Client.
- (4) Statements: Within fifteen (15) days after the end of each month, SCA shall send to client a summary of the accounts collected during the preceding month. Client shall send to SCA, on a weekly basis, a statement of all payments received in their office on accounts that SCA is handling with collection activity.
- (5) Payment: Payment due from SCA to Client shall be remitted with the statement as provided in paragraph (4) herein above. Payment due from Client to SCA for collection services shall be remitted within (30) days of the statement date.
- (6) Adjustments: Client shall advise SCA promptly of all disputes with debtors and shall advise of any adjustments made to these accounts and the amount of any allowance, reduction, or elimination of any such account.
- (7) Billing of Accounts: All billing will be done by Client. Notice of Assignment for Collection shall be given to each debtor by SCA.



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## ACCOUNTS COLLECTION AGREEMENT

- (8) Recall of Accounts: Client may notify SCA at any time after the initial term of the agreement to discontinue collection activities on any or all accounts submitted for collection. However, this is to be done by written notification giving SCA a minimum of thirty (30) days notice. If any account pays after the thirty (30) day period, SCA is entitled to its commission only if the payment is due to SCA's previous efforts.
- (9) Legal Actions: SCA is not an attorney, nor do they have an attorney to file legal actions against client accounts. Client agrees that they will not institute any legal proceedings on any account actively being handled by SCA. If Client wishes to institute legal proceedings on any account, the account should first be recalled as stated in section (8).
- (10) Credit Reporting: Client hereby gives SCA the authority to list collection accounts with the national credit reporting companies. These accounts will remain on the debtor's credit history for seven (7) years.
- (11) Encumbrances: By executing this agreement, Client represents and warrants that none of the accounts herein referred to have been or will be encumbered, sold, assigned, or subject to a security interest in any manner without the express written notification thereof.



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**ACCOUNTS COLLECTION AGREEMENT**

(12) Term: This agreement will become effective upon the execution hereof and shall remain in effect for a period of a minimum of ninety (90) days and then will continue from time to time unless terminated by the mutual or unilateral decision of both or either of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals, the day and year first above written.

SCA COLLECTIONS, INC. – GREENVILLE, NC

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Perquimans County Emergency Services

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# HIPAA Omnibus Rule

## BUSINESS ASSOCIATES AGREEMENT

### under OMNIBUS RULE REVISED 9/2013

#### Term

The Term of this Agreement shall be effective as of February 26, 2024 and shall terminate upon the date that Covered Entity terminates for cause as authorized in paragraph (b) of this Section, whichever is sooner.

#### Definitions

The following terms used in this Agreement shall have the same meaning as those terms in the HIPAA Rules: Breach, Data Aggregation, Designated Record Set, Disclosure, Healthcare Operations, Individual, Minimum Necessary, Notice of Privacy Practices, Protected Health Information, Required by Law, Secretary, Security Incident, Subcontractor, Unsecured Protected Health Information, and Use.

#### Specific definitions:

(a) Business Associate. "**Business Associate**" shall generally have the same meaning as the term "business associate" at 45 CFR 160.103, and in reference to the party to this agreement, shall mean **SCA Collections – Greenville, N. C., Inc.**

(b) Covered Entity. "**Covered Entity**" shall generally have the same meaning as the term "covered entity" at 45 CFR 160.103, and in reference to the party to this agreement, shall mean **Perquimans County Emergency Services**

(c) HIPAA Rules. "HIPAA Rules" shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.

#### Obligations and Activities of Business Associate

SCA Collections – Greenville, N. C., Inc. agrees to:

(a) Not use or disclose protected health information other than as permitted or required by the Agreement or as required by law;

(b) Use appropriate safeguards, and comply with Subpart C of 45 CFR Part 164 with respect to ePHI electronic protected health information, to prevent use or disclosure of protected health information other than as provided for by the Agreement;

(c) Report to Covered Entity any use or disclosure of PHI protected health information not provided for by the Agreement of which it becomes aware, including breaches of unsecured protected health information as required at 45



CFR 164.410, and any security incident of which it becomes aware; The Business Associate, will report these immediately or not more than 5 business days after such a discovery.

The Business Associate will handle breach notifications to individuals, the HHS Office for Civil Rights (OCR), and potentially the media, on behalf of the Covered Entity as its own breach. Reporting is made to: HHS at this link:

<http://www.hhs.gov/ocr/privacy/hipaa/administrative/breachnotificationrule/brinstruction.html>

(d) In accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), if applicable, ensure that any Subcontractors that create, receive, maintain, or transmit protected health information on behalf of the Business Associate agree to the same restrictions, conditions, and requirements that apply to the Business Associate with respect to such information;

(e) Make available PHI (protected health information) in a designated record set to the "Covered Entity" as necessary to satisfy Covered Entity's obligations under 45 CFR 164.524;

The Business Associate will respond to a request for access that the Business Associate receives directly from an individual for responsive business purpose, this will be either ***via email, (read-receipt option) and /or via registered mail, within 5 business days of a request.***

(f) The Business Associate will make any amendment(s) to PHI protected health information in a designated record set as directed or agreed to by the Covered Entity pursuant to 45 CFR 164.526, or take other measures as necessary to satisfy Covered Entity's obligations under 45 CFR 164.526; and:

The Business Associate will respond to a **request for amendment** when received directly from the individual either ***via email, (read-receipt option) and /or via registered mail, within 5 days*** of a request and the Business Associate will forward the individual's request to the Covered Entity **with any amendments** to the information in the designated record set will be incorporated.

(g) Maintain and make available the information required to provide an **accounting of disclosures** to the Covered Entity and also to the Individual, as necessary to satisfy Covered Entity's obligations under 45 CFR 164.528;

The Business Associate will respond to a request for accounting of disclosures when received directly from the individual either ***via email, (read-receipt option) and /or via registered mail, either, within 5 days*** of a request ***and*** the Business Associate will ***forward the individual's request to the Covered Entity*** with any **Accounting of Disclosures** to the information in the designated record set will be incorporated.

(h) To the extent the Business Associate is to carry out one or more of Covered Entity's obligation(s) under Subpart E of 45 CFR Part 164, comply with the requirements of Subpart E that apply to the Covered Entity in the performance of such obligation(s); and

(i) The Business Associate will make its internal practices, books, and records available to legal inspectors, The HHS and Covered Entity for purposes of determining compliance with the HIPAA Rules.

### **Permitted Uses and Disclosures by Business Associate**

(a) Business Associate may only use or disclose PHI protected health information pertaining only to situations that deem it necessary to perform the services set forth in the Business Associates & Covered Entities governing Service Agreement/ Contract.

In addition to other permissible purposes, the Business Associate is authorized to use PHI protected health information to de-identify the information in accordance with 45 CFR 164.514(a)-(c). The Business Associate may de-identify the information, permitted uses and disclosures by means legal and necessary to formulate this identity.

(b) Business Associate may use or disclose PHI protected health information as required by law.

(c) Business Associate agrees to make uses and disclosures and requests for PHI protected health information in timely and legal fashion consistent with Covered Entity's minimum necessary policies and procedures, which are defined as: the least effort and information disclosure necessary to complete this task.

(d) Business Associate may not use or disclose PHI protected health information in a manner that would violate Subpart E of 45 CFR Part 164 if done by Covered Entity except for the specific uses and disclosures set forth below:

(e) Business Associate may use PHI protected health information for the proper management and administration to carry out the legal responsibilities of the Business Associate, provided the disclosures are required by law and that the information will remain confidential and used or further disclosed only as required by law or for the purposes for which it was disclosed. Notifications will be made to the Business Associate of any instances in which the confidentiality of the PHI information has been breached.

(f) Business Associate may provide data aggregation services relating to the healthcare operations of the Covered Entity.

### **Provisions for Covered Entity to Inform Business Associate of Privacy Practices and Restrictions**

(a) Covered Entity may notify Business Associate of any limitation(s) in the Notice of Privacy Practices of Covered Entity under 45 CFR 164.520, to the extent that such limitation may affect Business Associate's use or disclosure of PHI protected health information.

(b) Covered Entity shall notify Business Associate of any changes in, or revocation of, the permission by an individual to use or disclose his or her PHI protected health information, to the extent that such changes may affect Business Associate's use or disclosure of PHI protected health information.

(c) Covered Entity shall notify Business Associate of any restriction on the use or disclosure of protected health information that covered entity has agreed to or is required to abide by under 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI protected health information.

### **Permissible Requests by Covered Entity**

Covered Entity **shall not request** Business Associate to use or disclose protected health information in any manner that would not be permissible under Subpart E of 45 CFR Part 164 if done by Covered Entity. The exception would be if the Business Associate will use or disclose PHI protected health information for, data aggregation or management and administration and legal responsibilities of the Business Associate.

### **Termination**

(a) Termination for Cause. Business Associate authorizes termination of this Agreement by Covered Entity, if Covered Entity determines Business Associate has violated a material term of the Agreement (and Business Associate has not cured the breach or ended the violation within the time specified by Covered Entity).

(b) Obligations of Business Associate Upon Termination.

Business Associate shall retain no copies of the protected health information except to use or disclose PHI protected health information for its own management and administration or to carry out its legal responsibilities and the Business Associate needs to retain PHI protected health information for such purposes after termination of the agreement.

Upon termination of this Agreement for any reason, Business Associate, with respect to PHI protected health information received from Covered Entity, or created, maintained, or received by Business Associate on behalf of Covered Entity, shall:

1. Retain only that PHI protected health information which is necessary for Business Associate to continue its proper management and administration or to carry out its legal responsibilities;
2. Return to covered entity or destroy the remaining PHI protected health information that the Business Associate still maintains in any form;
3. Continue to use appropriate safeguards and comply with Subpart C of 45 CFR Part 164 with respect to ePHI electronic protected health information to prevent use or disclosure of the PHI protected health information, other than as provided for in this Section, for as long as Business Associate retains the PHI protected health information;
4. Not use or disclose the PHI protected health information retained by Business Associate other than for the purposes for which such PHI protected health information was retained and subject to the same conditions set in the Permitted Uses and Disclosures By Business Associate sections (e) and (f) of this document, applied prior to termination; and
5. Return to Covered Entity or destroy the PHI protected health information retained by Business Associate when it is no longer needed by Business Associate for its proper management and administration or to carry out its legal responsibilities.

The Business Associate may be asked by the Covered Entity to transmit the PHI protected health information to another Business Associate of the Covered Entity at termination. The Business Associate would comply, confirm the transfer and then ensure the destruction of PHI protected health information created, received, or maintained by subcontractors.

(c) Survival. The obligations of Business Associate under this Section shall survive the termination of this Agreement.

#### **Miscellaneous [Optional]**

(a) Amendment. The Parties agree to take such action as is necessary to amend this Agreement from time to time as is necessary for compliance with the requirements of the HIPAA Rules and any other applicable law or law changes.

(b) Interpretation. Any ambiguity in this Agreement shall be interpreted to permit compliance with the HIPAA Rules by the Business Associates legal counsel.

**BUSINESS ASSOCIATES ADDENDUM**

THIS ADDENDUM (hereafter "Addendum") is entered into this 26<sup>th</sup> day of February 2024, by and between SCA Collections – Greenville, N. C., Inc. (hereafter "Business Associate") and Perquimans County Emergency Services hereafter "Healthcare Facility"), for themselves and their respective successors and assigns.

WHEREAS, the parties hereto desire to modify the aforementioned Agreement to set forth the terms and conditions under which information created or received by Business Associate on behalf of this Healthcare Facility (hereafter collectively referred to as protected health information or "PHI") may be used or disclosed under the Health Insurance Portability and Accountability Act "Omnibus Rule" of 2013 and regulations enacted thereunder (hereafter "HIPAA");

THEREFORE, both parties, for valuable consideration from each party to the other, the receipt and sufficiency of which is hereby acknowledged, do hereby mutually agree that the Agreement shall continue in full force and effect with the following modifications and additions, to wit: (additions or modifications state below, must comply with HIPAA Omnibus Rules):

**NONE**

1. Except as amended by this Addendum, all terms, conditions, and covenants of the Agreement are valid, shall remain in full force and effect, and hereby are ratified and confirmed.
2. Any inconsistencies between this Addendum and the Agreement shall be governed by this Addendum.
3. A copy of this Addendum shall be as effective as the original.

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement as of the date first written above.

Perquimans County Emergency Services

SCA Collections – Greenville, N. C., Inc.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name and title

Dan Nichols, President

NORTH CAROLINA

## LEASE AGREEMENT

PERQUIMANS COUNTY

THIS AGREEMENT, made this the 13<sup>th</sup> day of February, 2024, by and between the PCG LANDFILL COMMISSION, comprising Perquimans, Chowan and Gates Counties, each a body politic and corporate of the State of North Carolina, whose address is 759 Perry's Bridge Road, Belvidere, NC 27919, Lessor and PERQUIMANS COUNTY, a body politic and corporate of the State of North Carolina, whose address is PO Box 45, Hertford, NC 27944, Lessee;

## WITNESSETH

THAT WHEREAS, the Lessor is the owner of the property hereinafter described and wishes to lease a portion of said property to the Lessee as a site for a Emergency Services Communications Tower; and

WHEREAS, this site is located in Belvidere Township, Perquimans County, North Carolina and is to be made available for the construction and operation of a communications tower, buildings to house equipment, fencing, and other ancillary appurtenances for the operation of the tower site;

NOW THEREFORE, the Lessor, subject to the terms and conditions hereinafter set forth, does hereby let and lease unto the Lessee, the following described property in Belvidere Township, Perquimans County, North Carolina.

- 1) The 26,116.55 square foot lot shown on the plat of Thomas A. Stokely, Reg. Surveyor, entitled "Minor Subdivision for Perquimans County, Chowan County and Gates County, Portion of PID: 1-0015-0019A," dated February 8, 2024, a copy of which is recorded at Plat Book \_\_\_\_\_ Slide \_\_\_\_\_ of the Perquimans County Registry.
- 2) An access easement 30 feet in width extending from the western edge of the right of way of Perry's Bridge Road to the western boundary of the above-described lot and being shown on the aforesaid plat as "Proposed 30' Access Easement". This right of way shall be for the benefit of the Lessee, its agents, assigns and such other persons as the Lessee shall allow to use it.

The terms and conditions of this lease are as follows:

1. **TERMS.** The term of this lease shall be for 99 years, beginning March 1, 2024 and extending through December 1, 2123.
2. **RENT.** The Lessee shall pay to the Lessor as rent for the above described leased lot the sum of \$1 per year on December 1 of each year of this lease beginning December 1, 2024.

Perquimans County, Lessee

\_\_\_\_\_  
Perquimans County Manager

\_\_\_\_\_  
Clerk to the Board of Commissioners

STATE OF NORTH CAROLINA  
COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public of the County and State aforesaid, certify that \_\_\_\_\_ personally appeared before me this day and acknowledged that she is Clerk to the Board of the Commissioners of Perquimans County, and that by authority duly given and as the act of said Board, the foregoing instrument was signed in its name by its Chairman, sealed with its corporate seal and attested by her as its Clerk..

Witness my hand and official stamp or seal, this \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

STATE OF NORTH CAROLINA  
COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public of the County and State aforesaid, certify that Wallace Nelson personally appeared before me this day and acknowledged the execution of the foregoing instrument.

Witness my hand and official stamp or seal, this \_\_\_\_ day of \_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

STATE OF NORTH CAROLINA  
COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public of the County and State aforesaid,  
certify that Bob Kirby personally appeared before me this day and acknowledged the  
execution of the foregoing instrument.

Witness my hand and official stamp or seal, this \_\_\_\_ day of \_\_\_\_\_, 202\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

STATE OF NORTH CAROLINA  
COUNTY OF \_\_\_\_\_

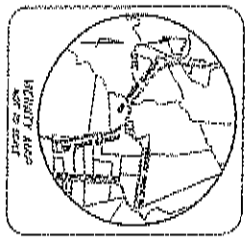
I, \_\_\_\_\_, a Notary Public of the County and State aforesaid,  
certify that Althea Riddick personally appeared before me this day and acknowledged the  
execution of the foregoing instrument.

Witness my hand and official stamp or seal, this \_\_\_\_ day of \_\_\_\_\_, 202\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_





**NOTES:**

- 1. CANNOT PROPERTY OWNER PERQUIMANS COUNTY CHOWAN COUNTY GATES COUNTY ADMIRALTY, INC 23444
- 2. SUBJECT REFERENCE: D.B. 130, PG. 162, P.C. 2, SL. 17-1
- 3. THIS SURVEY WAS INSTRUMENTED WITHOUT THE ASSISTANCE OF A STATE SURVEYOR AND THEREFORE DOES NOT CONSTITUTE A STATE SURVEY. THE INSTRUMENTATION IS SUBJECT TO ALL STATUTE AND REGULATORY REQUIREMENTS AND CONVENTIONS OF RECORD.
- 4. DATED UPON SIGNING THIS INSTRUMENT, THE PROPERTY BOUNDARIES OF THIS PARCEL ARE NOT KNOWN TO BE LOCATED WITHIN A FIELD OF RECORD. THE INSTRUMENT IS SUBJECT TO ALL STATUTE AND REGULATORY REQUIREMENTS AND CONVENTIONS OF RECORD.
- 5. THE INSTRUMENT IS SUBJECT TO ALL STATUTE AND REGULATORY REQUIREMENTS AND CONVENTIONS OF RECORD.
- 6. THE INSTRUMENT IS SUBJECT TO ALL STATUTE AND REGULATORY REQUIREMENTS AND CONVENTIONS OF RECORD.
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- 9. THE INSTRUMENT IS SUBJECT TO ALL STATUTE AND REGULATORY REQUIREMENTS AND CONVENTIONS OF RECORD.
- 10. THE INSTRUMENT IS SUBJECT TO ALL STATUTE AND REGULATORY REQUIREMENTS AND CONVENTIONS OF RECORD.

**CERTIFICATE OF ACCURACY**

I, THOMAS A. STOKELY, P.L.L.C., CERTIFY THAT THIS FINAL PLAT WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A LICENSED SURVEYOR IN THE STATE OF NORTH CAROLINA. I HAVE PERSONALLY REVIEWED THE SURVEY AND THE INSTRUMENTATION AND I AM SURE THAT THE INSTRUMENTATION IS ACCURATE AND THAT THE SURVEY IS IN ACCORDANCE WITH ALL STATUTE AND REGULATORY REQUIREMENTS AND CONVENTIONS OF RECORD.

**NEED FOR RECORDATION OF SALES OR CONVEYANCES**

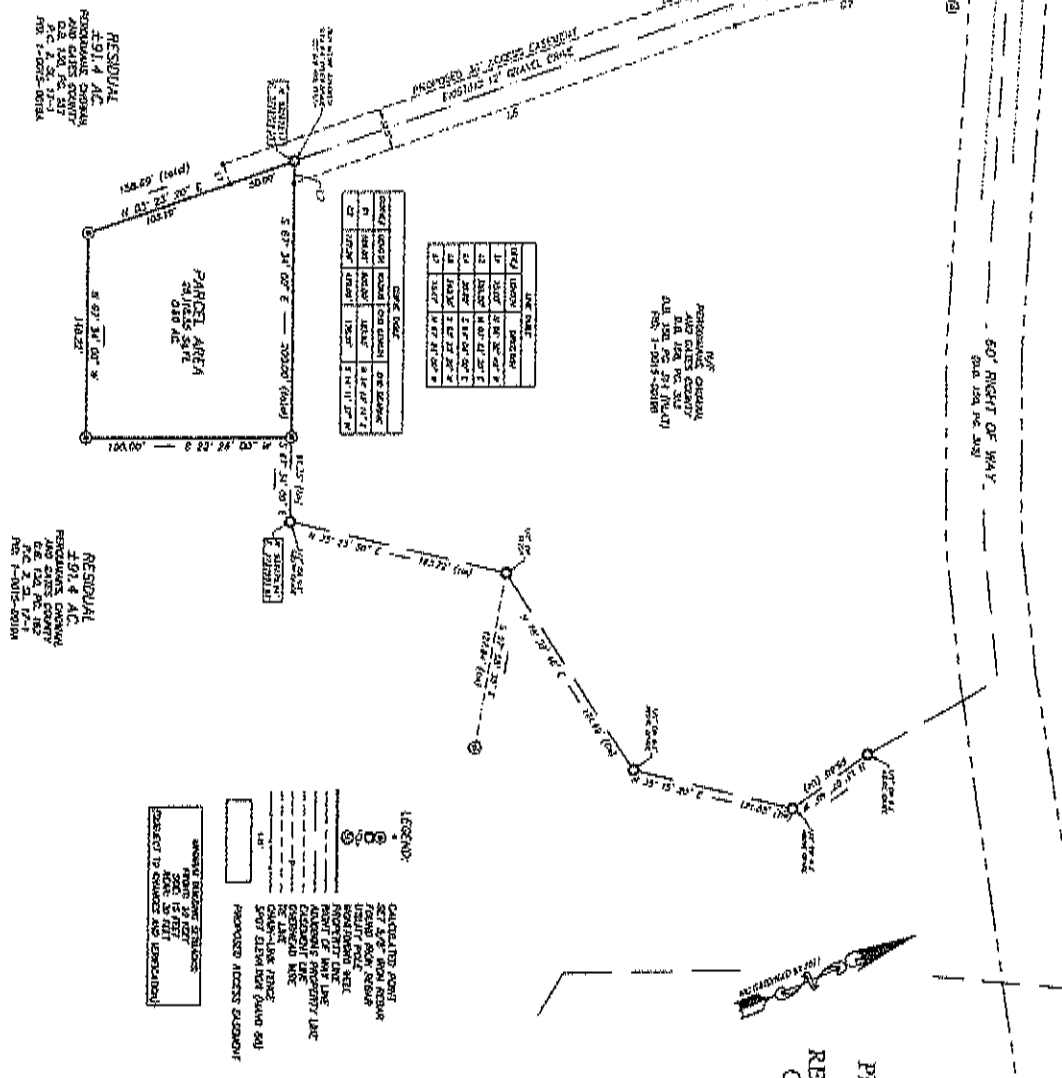
1. RECORDS A SURVEY ALSO CERTIFY THAT THE SURVEY CREATES A SUBDIVISION OF LAND AND THAT THE SURVEY IS SUBJECT TO ALL STATUTE AND REGULATORY REQUIREMENTS AND CONVENTIONS OF RECORD.

2. RECORDS A SURVEY ALSO CERTIFY THAT THE SURVEY CREATES A SUBDIVISION OF LAND AND THAT THE SURVEY IS SUBJECT TO ALL STATUTE AND REGULATORY REQUIREMENTS AND CONVENTIONS OF RECORD.

3. RECORDS A SURVEY ALSO CERTIFY THAT THE SURVEY CREATES A SUBDIVISION OF LAND AND THAT THE SURVEY IS SUBJECT TO ALL STATUTE AND REGULATORY REQUIREMENTS AND CONVENTIONS OF RECORD.

4. RECORDS A SURVEY ALSO CERTIFY THAT THE SURVEY CREATES A SUBDIVISION OF LAND AND THAT THE SURVEY IS SUBJECT TO ALL STATUTE AND REGULATORY REQUIREMENTS AND CONVENTIONS OF RECORD.

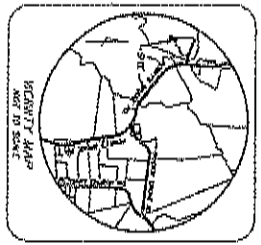
5. RECORDS A SURVEY ALSO CERTIFY THAT THE SURVEY CREATES A SUBDIVISION OF LAND AND THAT THE SURVEY IS SUBJECT TO ALL STATUTE AND REGULATORY REQUIREMENTS AND CONVENTIONS OF RECORD.



**MINOR SUBDIVISION FOR**  
**PERQUIMANS COUNTY, CHOWAN COUNTY and GATES COUNTY**  
 PORTION OF D.B. 130, PG. 162 & P.C. 2, SL. 17-1  
 PORTION OF PID: 1-0015-0019A

**P.L.L.C.**  
**T. A. Stokely, P.L.L.C.** P.2193  
 1791 East Bear Swamp Rd.  
 Raleigh, NC 27644  
 (919) 833-6565  
 t.stokely@psml.com

**PERQUIMANS COUNTY**  
 CHOWAN COUNTY  
 GATES COUNTY



**NOTICE:**

- CANNOT PROPERTY OWNER, PERQUIMANS COUNTY, CHOWAN COUNTY, GATES COUNTY, SALES COUNTY, OR DEED 43, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.

**DESCRIPTION OF ACQUISITION:**

1. FRODOG & SIBBELL'S A.S. CENTER ROAD THIS PLAT WAS GRANTED UNDER DEED D.B. 130, PG. 162, P.C. 2, SL. 17-1 FROM THE STATE OF NORTH CAROLINA TO THE STATE OF NORTH CAROLINA AS SHOWN ON THE PLAT AND THE GRANTOR'S INTEREST IN THE PLAT WAS REVERTED TO THE STATE OF NORTH CAROLINA BY OPERATION OF LAW IN 1997. ADDITIONAL INFORMATION IN THE PLAT INDICATES THAT THE STATE OF NORTH CAROLINA HAS USED THE FOLLOWING INFORMATION HAS BEEN USED TO PERFORM THE GRANTOR'S OBLIGATION TO THE STATE OF NORTH CAROLINA:

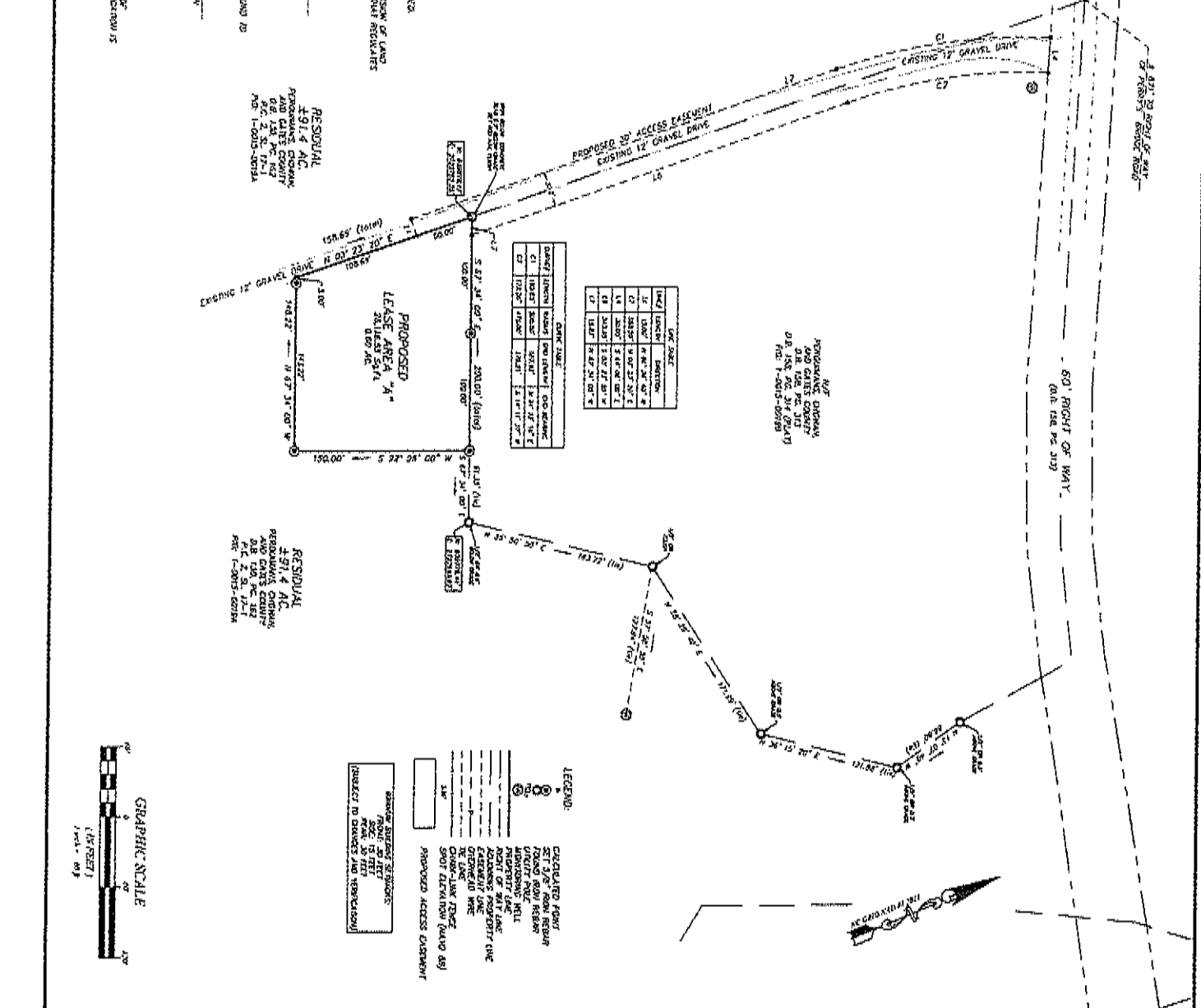
- 1) CLASS OF SUBJECT CLASS A
- 2) ADDITIONAL ACQUISITION - CONVEYANCES
- 3) THE STATE OF NORTH CAROLINA
- 4) THE STATE OF NORTH CAROLINA
- 5) THE STATE OF NORTH CAROLINA
- 6) THE STATE OF NORTH CAROLINA
- 7) THE STATE OF NORTH CAROLINA
- 8) THE STATE OF NORTH CAROLINA
- 9) THE STATE OF NORTH CAROLINA
- 10) THE STATE OF NORTH CAROLINA

1. NOTICE A SPECIALTY AGENT CENTER ROAD THIS PLAT WAS GRANTED UNDER DEED D.B. 130, PG. 162, P.C. 2, SL. 17-1 FROM THE STATE OF NORTH CAROLINA TO THE STATE OF NORTH CAROLINA AS SHOWN ON THE PLAT AND THE GRANTOR'S INTEREST IN THE PLAT WAS REVERTED TO THE STATE OF NORTH CAROLINA BY OPERATION OF LAW IN 1997. ADDITIONAL INFORMATION IN THE PLAT INDICATES THAT THE STATE OF NORTH CAROLINA HAS USED THE FOLLOWING INFORMATION HAS BEEN USED TO PERFORM THE GRANTOR'S OBLIGATION TO THE STATE OF NORTH CAROLINA:

PERQUIMANS COUNTY REGISTERED PLAT SHOWS AREA HAS BEEN FOUND BY COUNTY WITH THE REGISTERED REQUIREMENTS OF PERQUIMANS COUNTY

DATE: \_\_\_\_\_  
 PERQUIMANS COUNTY REGISTERED PLAT SHOWS AREA HAS BEEN FOUND BY COUNTY WITH THE REGISTERED REQUIREMENTS OF PERQUIMANS COUNTY

**NORTH CAROLINA, PERQUIMANS COUNTY**



**SURVEY OF PROPOSED LEASE AREA "A"**  
 PERQUIMANS COUNTY, CHOWAN COUNTY and GATES COUNTY  
 PORTION OF D.B. 130, PG. 162 & P.C. 2, SL. 17-1  
 PORTION OF PID: 1-0015-0019A

**T. A. Stokely, PLLC** P-2103  
 1781 East Ellis Swamp Rd.  
 Hertford, NC 27945  
 (252) 333-9552  
 tstokely@gmail.com

BLVDERE TOWNSHIP  
 PERQUIMANS COUNTY  
 NORTH CAROLINA

GRAPHIC SCALE  
 (IN FEET)  
 0 10 20 30 40 50

3. **PURPOSE.** The lessee shall use the above-described tract only as a site for housing an Emergency Services Communication Tower.
4. **MAINTENANCE.** The Lessee shall provide all maintenance required in order to keep said site in a presentable condition.
5. **LIABILITY.** The Lessee shall indemnify and hold the Lessor harmless of and from all liability for property damage and personal injury arising from the acts of the lessee, its agents or employees, at the above-described site.
6. **NOTICES.** All notices and correspondence between the Lessor and the Lessee shall be deemed sufficient if addressed as follows:
  - A. To the Lessor:  
759 Perrys Bridge Road  
Belvidere, NC 27919
  - B. To the Lessee:  
County Manager  
PO Box 45  
Hertford, NC 27944
12. **PARTIES.** This agreement shall be binding upon and shall inure to the benefit of the Lessor, the Lessee and their heirs, successors and assigns.

IN WITNESS WHEREOF, the Lessor and the Lessee have caused this instrument to be executed in duplicate, originals, one of which shall be retained by the Lessor and one of which shall be retained by the Lessee.

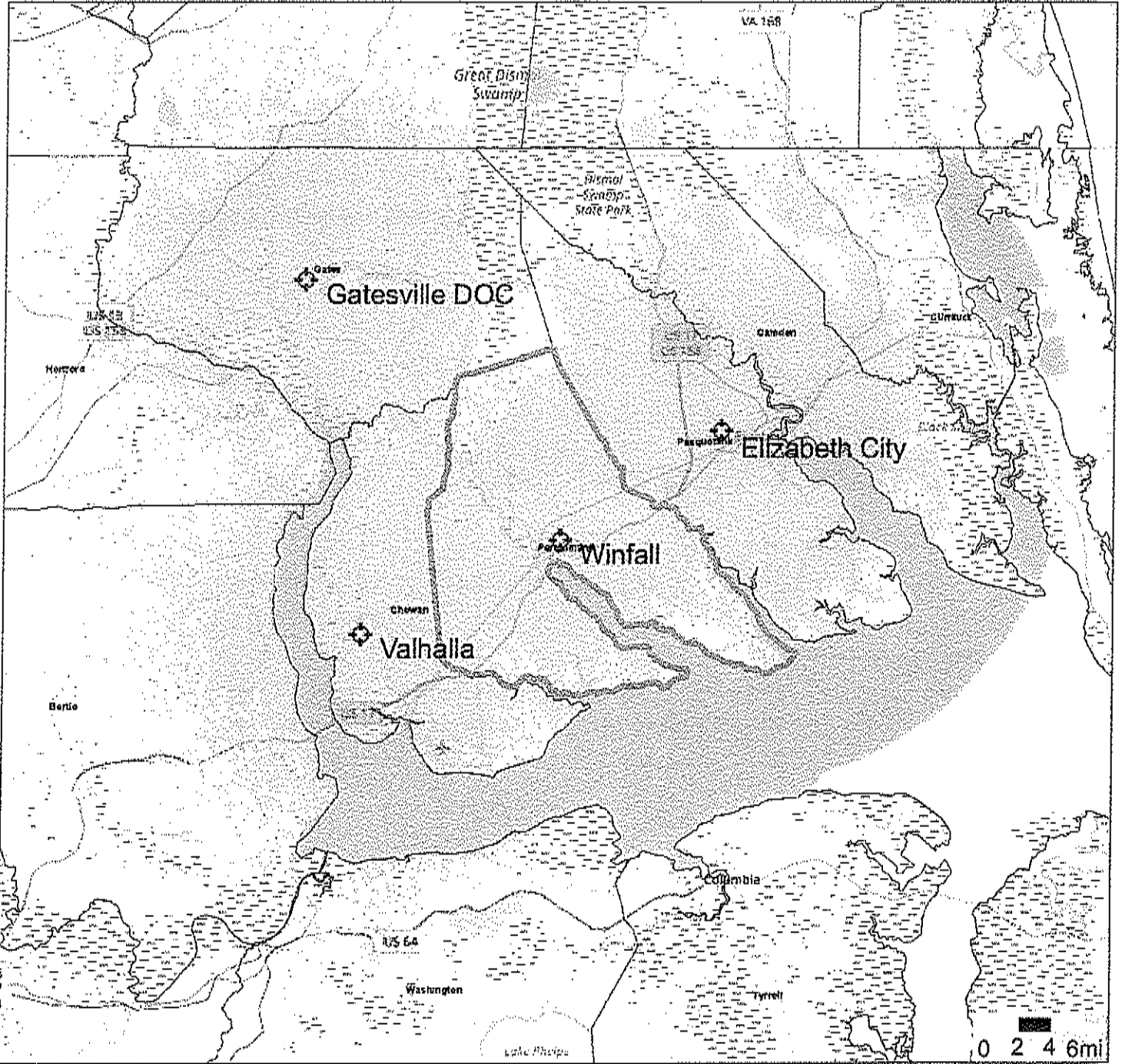
\_\_\_\_\_  
Wallace E. Nelson, Perquimans Chair and Lessor

\_\_\_\_\_  
Bob Kirby, Chowan Chair and Lessor

\_\_\_\_\_  
Dr. Althea Riddick, Gates Chair and Lessor




### Existing Viper Sites



© OpenStreetMap contributors.

Scale 1 : 538575

#### Legend

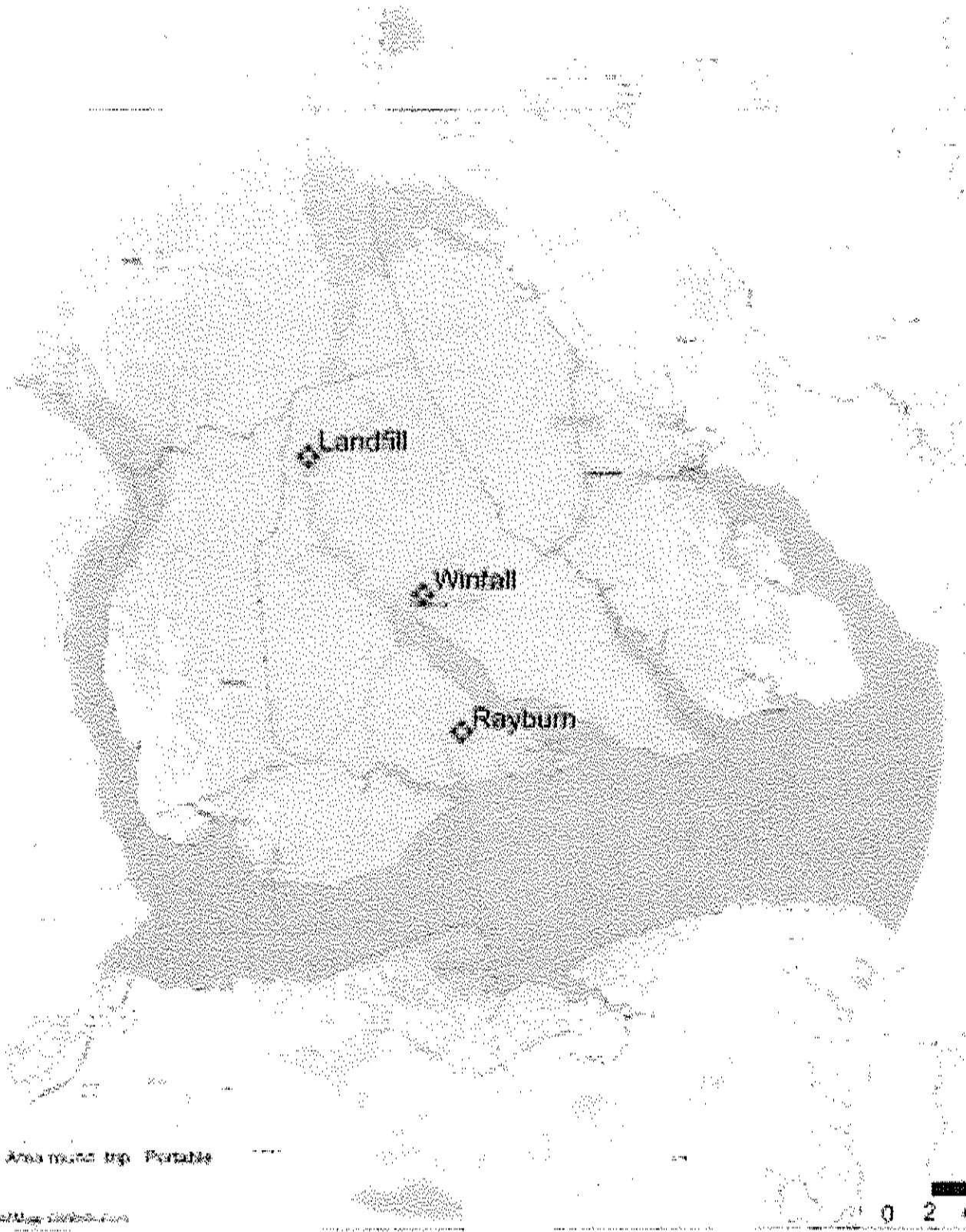
 97% Area round\_trip Portable



MOTOROLA  
574 77003

# Portable on street

PROVIDED TO PAGE



### Legend

21% Area mobile trip Portable

© OpenStreetMap contributors

Created: 2/24/2023  
Version: 1.0.1.1

Portable on Street



Source: The Capital's Community  
Planning & Engagement Division  
Design: Design & Design Co.  
Mapbox

This map is provided solely for the equipment configuration stated above.  
The user is responsible for the accuracy of the data and the results of the analysis.

NORTH CAROLINA  
PERQUIMANS COUNTY

INTERLOCAL AGREEMENT FOR THE CONSOLIDATION  
OF 911 COMMUNICATIONS SERVICES FOR PERQUIMANS,  
NC AND GATES COUNTY, NC

THIS AGREEMENT is made and entered into this 1<sup>st</sup> day of March, 2024 by and between PERQUIMANS COUNTY, (hereinafter referred to as "PERQUIMANS") and GATES COUNTY, (hereinafter referred to as "GATES") for the purpose of consolidating 911 Communications Services.

WITNESSETH:

WHEREAS, Perquimans County and Gates County are political subdivisions of the State of North Carolina, both having the power and authority to enter into this Agreement with the signatures hereto having been authorized to execute this document on behalf of the Perquimans County Board of Commissioners and the Gates County Board of Commissioners; and

WHEREAS, the jurisdictions and residents of Gates County would benefit in terms of life safety and efficiency of service from a consolidated 911 Public Safety Answering Point (PSAP) providing services to Gates County; and

WHEREAS the undersigned governmental jurisdictions wish to agree to the establishment and maintenance of a consolidated PSAP, to be hereafter known as "Perquimans-Gates 911 Communications"; and

WHEREAS, the establishment of such PSAP will provide improved law enforcement, fire and emergency medical service communications within the boundaries of the participating jurisdictions; and

WHEREAS, the Perquimans is willing to provide law enforcement, fire and emergency medical service communications with the combined dispatching operations to be located at the Perquimans County Communication Center, which will serve as the central location for citizens to make and receive calls for public safety needs, subject to the execution of this Agreement.

NOW THEREFORE in consideration of the mutual terms and covenants and conditions set forth herein, it is hereby agreed and covenanted among the undersigned as follows:

1. The effective date of this agreement and contract shall be 12:01 am on March 1, 2024, and the Agreement shall continue in effect until terminated by the consent of the undersigned parties, subject to the termination processes and procedures noted herein.

2. PERQUIMANS agrees to assume all operational responsibility for emergency dispatch for GATES beginning March 1, 2024.

3. PERQUIMANS and GATES mutually agree that the combined dispatching operations will be managed by PERQUIMANS. PERQUIMANS and GATES will hold regular coordination meetings, at a minimum semi-annually, in order to communicate feedback and review overall service.

4. Any costs associated with consolidation and transitioning of services (including, but not limited to, any necessary antenna/tower work, establishing CAD services, moving or programming radio equipment), as well as establishing functioning backup PSAP services in Chowan County are the responsibility of Gates County.

5. Any allocations to GATES from the State 911 Board for funding 911 Communications will be assigned to PERQUIMANS.

6. All costs associated with the operation of the Perquimans-Gates 911 Communications PSAP that are ineligible for funding by the State 911 Board NC Emergency State Telephone Fund will be split equally between PERQUIMANS and GATES.

7. The 2 (two) existing radio towers in GATES and associated VHF repeaters and 800 MHz patches will remain the responsibility of GATES.

8. Prior to April 30 of each year that this Agreement is in effect, the Perquimans County Manager shall notify the Gates County Manager of the projected compensation cost associated with this Agreement. GATES shall include such amount in its annual budget for the fiscal year commencing July 1. PERQUIMANS shall invoice GATES quarterly, with payments due September 30, December 31, March 31, and June 30.

9. All daytime (8 am ~ 5 pm, Monday through Friday) administration calls for the Gates County Sheriff's office will be the responsibility of GATES. PERQUIMANS will assist with calls on the Sheriff's administrative line outside of normal County business hours.

10. PERQUIMANS agrees to maintain a staffing level of at least four telecommunicators assigned to each shift. PERQUIMANS will also staff sufficient management personnel to ensure proper operations as dictated by the State of North Carolina 911 Board. PERQUIMANS will train all dispatchers to handle fire, emergency medical service, emergency management and law enforcement calls and to require all dispatchers to obtain in a timely manner, any certifications necessary to allow said personnel to handle all emergency services calls.

11. This agreement is subject to, and shall be construed in accordance with, the laws of North Carolina and has been duly approved by both PERQUIMANS and GATES.

12. In the event that any party desires to terminate this Agreement, said party must give 24 months advance written notice to the other party, and the withdrawal shall take effect only as of the beginning of the next full fiscal year following such notice. This advance written notice may be waived if agreed upon by the governing bodies of both PERQUIMANS and GATES. Upon such termination if such alterations require repayment of North Carolina 911 Board PSAP Grant funds, the withdrawing party agrees to pay these costs. It is agreed by both parties that the consolidation of the Primary PSAPs is final and that no future separation of PERQUIMANS and GATES into multiple Primary PSAPs can occur once this Agreement is enacted.

13. Any notice to be given by either party to the other under this Agreement shall be in writing and shall be deemed to have been sufficiently given if delivered by hand, with written acknowledgement of receipt, or mailed by certified mail, with return receipt requested, to the other party. Notice must be delivered as indicated to the following address or such other address as either party may, from time to time, designate in writing for the receipt of notice.

PERQUIMANS:  
County Manager  
P.O. Box 45  
Hertford, NC 27944

GATES:  
County Manager  
P.O. Box 148  
Gatesville, NC 27938

14. The parties may only amend this Agreement in writing with the approval of both Boards and with the subsequent signatures of the respective duly authorized representatives.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year written above.

(Signatures on Next Page)

PERQUIMANS COUNTY

\_\_\_\_\_  
Wallace E. Nelson, Chair

\_\_\_\_\_  
Tracy Mathews, Finance Officer

ATTEST:

SEAL

\_\_\_\_\_  
Mary P. Hunnicutt, Clerk to the Board

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

GATES COUNTY

\_\_\_\_\_  
Dr. Althea Riddick, Chair

\_\_\_\_\_  
William Roberson, Finance Officer

ATTEST:

SEAL

\_\_\_\_\_  
Joleatha Chestnutt, Clerk to the Board

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.



**From:** Bobby Masters <bmasters@preservecommunities.com>  
**Sent:** Tuesday, February 20, 2024 7:48 AM  
**To:** Rhonda Repanshek <RhondaRep@perquimanscountync.gov>  
**Subject:** RE: Alb. Preserve phase 1A prelim. plat expires March 2024

Rhonda: Pursuant to your email, please consider this correspondence as an official request from Perquimans Holdings, LLC, to extend the approval of the preliminary plat for Albemarle Preserve Phase 1A. We have been doing engineering work on the offsite water and sewer lines as well as roadway connection analysis to Albemarle Plantation proper. We believe that we should be able to commence sitework later this year or early 2025. Please let me know if you need anything else from us for this extension request.

Thank you,

Bobby Masters

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**From:** Rhonda Repanshek <RhondaRep@perquimanscountync.gov>  
**Sent:** Monday, January 8, 2024 3:37 PM  
**To:** Bobby Masters <bmasters@preservecommunities.com>; Mark Brambell <Mbrambell@preservecommunities.com>  
**Cc:** Frank Heath <frankheath@perquimanscountync.gov>; davek <davek@bissellprofessionalgroup.com>  
**Subject:** Alb. Preserve phase 1A prelim. plat expires March 2024

Mr. Masters and Mr. Brambell,

According to Perquimans County subdivision regulations the preliminary plat for Albemarle Preserve, phase 1A, is expiring in March. For your convenience, the County Commissioner meeting minutes from March 2022 and the conditions recorded in deed book 494, page 775 are attached. See the paragraph below which was copied and pasted from county subdivision reg. section 306. A written extension request should be received by the Planning office no later than Feb. 21<sup>st</sup> to be part of the March 2024 Board of County Commissioner meeting agenda packet if you need extra time.

A final plat for the first phase of subdivision shall be submitted not more than twenty-four (24) months after the date on which the preliminary plat was approved; otherwise preliminary plat approval shall be null and void, unless a written extension of this limit is granted by the Board of County Commissioners on or before the 24th month anniversary of the preliminary plat approval. Subsequent phases shall be submitted not more than 24 months after the date of the final plat approval for the prior phase of development; otherwise preliminary plat approval shall be null and void, unless a written extension of the limit is granted by the Board of County Commissioners on or before the 24th month anniversary of the previous final plat approval.

**Rhonda Repanshek, Perquimans County Planner**  
104 Dobbs St. / P.O. Box 45  
Hertford, NC 27944  
(252) 426-2027

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

GATES COUNTY  
NORTH CAROLINA

Gates County  
115 Court Street  
PO Box 148, Gatesville, NC 27938



Phone (252) 357-2411  
Fax (252) 357-1255

## RESOLUTION

Gates County Board of Commissioners  
For the purposes of transitioning Gates County  
911 Communications Center Operations to  
A consolidated system with Perquimans County

Whereas, local governments throughout the United States are struggling to recruit and retain qualified public safety employees for law enforcement, fire & rescue, emergency medical services and telecommunications; and

Whereas, Gates County has experienced repeated occurrences of staffing shortages in emergency 911 Communications for telecommunications professionals; and

Whereas, the Gates County Board of Commissioners remains committed to supporting all sectors of public safety and law enforcement as evidenced by significant investments in human resources and recent compensation adjustments for county employees; and

Whereas, Gates County has experienced multiple sudden staffing shortages for certified full-time telecommunication employees at all levels including supervisors and director.

Now, Therefore, Be It Resolved that the Gates County Board of Commissioners will take the following immediate steps with adoption of this Resolution to:

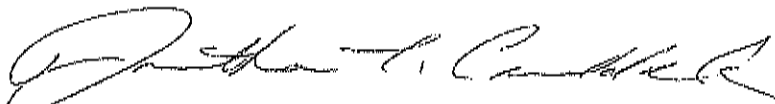
- 1) Rescind the March 8, 2023 decision to transfer the Gates County 911 Communications Center to the Office of the Sheriff and re-establishment of oversight under the County Manager or his designee; and
- 2) Take immediate steps to work toward the consolidation and merger of the Gates County 911 Communications Center as a regional partner with Perquimans County or other entities, with the further approval by the Board of Commissioners; and
- 3) Direct the County Manager, Finance Director, Human Resources Director, and other related County offices to support this transition with the appropriate planning and budget preparation.

Be It Further Resolved that the Gates County Board of Commissioners recognizes and appreciates the efforts of Sheriff Ray Campbell; and the Board of Commissioners commends the leadership and support of the NC 911 Board and its Executive Director Ms. L.V. Pokey Harris; and the Board of Commissioners extends our grateful appreciation to our neighbors in Perquimans County for their continuous efforts to work collaboratively for the benefit of all citizens of northeastern North Carolina and the counties of Gates and Perquimans especially.

Adopted this day February 18<sup>th</sup>, 2024 by the undersigned members of the Gates County Board of Commissioners in the 1836 Historic Gates County Courthouse.



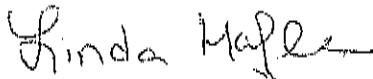
Dr. Althea Riddick, Board Chair



Jonathan Craddock, Vice-Chair



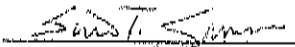
Brian Rountree, Commissioner



Linda Hofler, Commissioner

Emily Truman, Commissioner



Attest:  Acting Clerk & County Manger

2-18-2024

**From:** Active Living Office <[ActiveLivingOffice@perquimanscountync.gov](mailto:ActiveLivingOffice@perquimanscountync.gov)>  
**Sent:** Thursday, February 22, 2024 7:34:18 AM  
**To:** Mary Hunnicutt <[MHunnicutt@perquimanscountync.gov](mailto:MHunnicutt@perquimanscountync.gov)>  
**Subject:** RE: RAC

Good morning. Yes Mam. Laura Alvarico, Director of the Agency on Aging stated that the county would need to have her appointed. It is the Albemarle Commission Area Agency on Aging RAC – Regional Advisory Council. It consists of (should include Senior Center Coordinators) and volunteers in the ten counties. Two RAC members may serve from each county. We meet quarterly and assist with the planning of the Aging Agency. I will ask Laura for a copy of the updated By-Laws and provide them to you upon receipt. Thank you.

Beverly Gregory, Coordinator  
Perquimans County Center for Active Living  
1072 Harvey Point Road; PO Box 615  
Hertford, NC 27944  
Telephone: 252-426-5404  
Fax: 252-426-1296  
Email: [activelivingoffice@perquimanscountync.gov](mailto:activelivingoffice@perquimanscountync.gov)

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

---

**From:** Mary Hunnicutt <[MHunnicutt@perquimanscountync.gov](mailto:MHunnicutt@perquimanscountync.gov)>  
**Sent:** Wednesday, February 21, 2024 5:13 PM  
**To:** Active Living Office <[ActiveLivingOffice@perquimanscountync.gov](mailto:ActiveLivingOffice@perquimanscountync.gov)>  
**Subject:** Re: RAC

Beverly, do I need to have the Board appoint LuRee to RAC at the March meeting? By the way, what doe RAC mean? I do not have anything like that on my list of Board appointments.

Thanks  
Mary

---

**From:** Active Living Office <[ActiveLivingOffice@perquimanscountync.gov](mailto:ActiveLivingOffice@perquimanscountync.gov)>  
**Sent:** Wednesday, February 21, 2024 4:34 PM  
**To:** Mary Hunnicutt <[MHunnicutt@perquimanscountync.gov](mailto:MHunnicutt@perquimanscountync.gov)>  
**Subject:** RAC

Ms. Mary. At this time, I serve as the Vice-Chair for RAC and have been asked to continue. There are two positions for each county. At this time, I will continue to serve until I notify you otherwise. LuRee will still need to serve as the Center representative for RAC. Thank you.

Beverly Gregory, Coordinator  
Perquimans County Center for Active Living  
1072 Harvey Point Road; PO Box 615  
Hertford, NC 27944  
Telephone: 252-426-5404  
Fax: 252-426-1296  
Email: [activelivingoffice@perquimanscountync.gov](mailto:activelivingoffice@perquimanscountync.gov)

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

**§ 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.

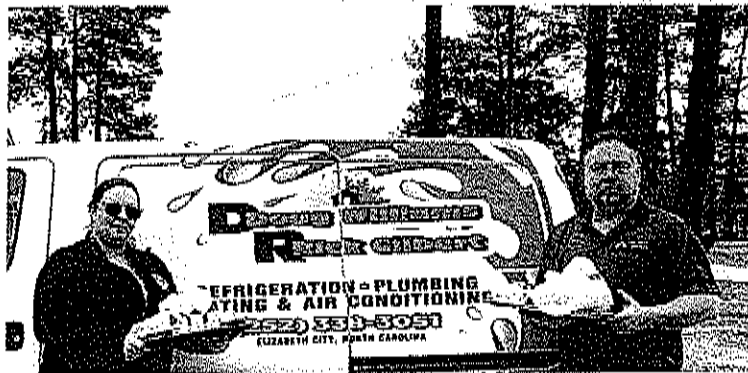
(d) Repealed by Session Laws 1993 (Reg. Sess., 1994), c. 570, s. 2. (1979, c. 655, s. 1; 1981, c. 831; 1985 (Reg. Sess., 1986), c. 932, s. 5; 1991, c. 694, ss. 3, 4; 1993 (Reg. Sess., 1994), c. 570, s. 2; 1995, c. 509, s. 84; 1997-222, s. 2; 1997-290, s. 2; 2001-500, s. 2; 2003-180, s. 2; 2013-360, s.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

FOR  
INFORMATION  
ONLY  
ITEMS

# March for Meals 2024



**Albemarle Commission's  
Area Agency on Aging  
Senior Nutrition Program  
cordially invites all community champions,  
civic groups, elected officials, business  
leaders, government officials, Church  
leaders, and Law Enforcement agencies to  
participate in this years March for Meals.**



**For more information,  
contact Laura Rollinson at  
[lrollinson@accog.org](mailto:lrollinson@accog.org)  
or (252)404-7091.**



# DEPARTMENT HEAD REPORTS



PLAT REVIEW LOG - PERQUIMANS COUNTY FEBRUARY

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
JOSIAH A WEBB PERQUIMANS COUNTY	X	2-5-2024	X	RECOMBINATION A PORTION OF 2-0061-0068 MERGED WITH 2-D061-8001-CC 4.00 ACRES
TA STOKELY DANIEL BOYLE & ETALS	X	2-8-2024	X	MINOR SUBDIVISION 2-0081-0022B PARCEL A / 7.51 ACRES PARCEL B / 10.82 ACRES
THOMAS STOKELY THOMAS & CRYSTAL STOKELY	X	2-13-2024	X	RECOMBINATION 3-0049-00001 & 3-0049-00001A 2.90 ACRES
TONY WEBB TOWN OF HERTFORD	X		X	PROPOSED ROW 3-0039-00045A, 3-0039-0042 & 3-0039-00043
BISSELL SURVEYING PO BOX 168 KITTY HAWK, NC 27949 (252)261-3266	J H MILLER JR. 166 COTTONWOOD DRIVE HERTFORD, NC 27944 339-6932	MCKIM & CREED 504 E ELIZABETH ST STE ELIZABETH CITY, NC 2790 338-2929		ROBEY 215 B STREE CAMDEN, NC 27921 335-1888
BOWMAN CONSULTING PAUL J TOTI 131 MAIN STREET GATESVILLE, NC 279 357-1581	EUGENE JORDAN 402 SIGN PINE ROAD TYNER, NC 27980 221-4795	MARK PRUDEN 146 OAK GROVE ROAD EDENTON, NC 27932 482-7804		GLORIA ROGERS 215 B STRET CAMDEN, NC 27921 338-1415/339-8781
CHARLES E BROWN, III 2095 JOHNSON ROAD ELIZABETH CITY, NC 27909 335-0928	PAT MCDOWELL PO BOX 391 ELIZABETH CITY, NC 27909 338-4161	RACKLEY SURVEYING 1015 MACEY JO COURT ELIZABETH CITY, NC 27909 (252)679-7670		SAUNDERS SURVEYING 510 AVENURE ROAD BLACK MOUNTAIN, NC 28711 (828) 669-2777
TONY WEBB PO BOX 381 EDENTON, NC 27932 (252)482-3066				SCOTT TEMPLE PO BOX 422 ELIZABETH CITY, NC 27907 303-4016
				SL CARDWELL SURVEYING 1206 FRANCIS STREET ELIZABETH CITY, NC 27909 338-6328
				TIMMONS GROUP 1805 W CITY DR UNIT E ELIZABETH CITY, NC 27909 (252)621-5030

PLAT REVIEW LOG - PERQUIMANS COUNTY JANUARY

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
TA STOKELY	X	1-4-2024	X	MINOR SUBDIVISION 5-0035-0021 3.75 ACRES
WALTER W JR & VALORIE D CARTWRIGHT	X	1-4-2024	X	MINOR SUBDIVISION OF 1-0023-002A 2.58 ACRES
TA STOKELY	X	1-4-2024	X	ABBREVIATED SUBDIVISION 1-0010-0026A
BRYAN A & LINDSY J LEWIS	X	1-9-224	X	LOT 17 .99 ACRES, LOT 2 71.00 ACRE, LOT 3 71.00 ACRE
SL CARDWELL	X	1-11-2024	X	BOUNDARY SURVEY 5-0033-0021E/ 1.02 ACRES & 5-0033-0021F/ 1.17 ACRES
DANIELLE WINSLOW	X	1-11-2024	X	EASEMENT
TEP ENGINEERING PLLC	X	1-12-2024	X	2-0070-0048 / .08 ACRES
DANIEL EDWIN WOOD	X	1-12-2024	X	SUBDIVISION 1-0029-0057 1.00 ACRE
TA STOKELY	X	1-12-2024	X	SURVEY OF ANOTHER CATEGORY 3-0039-000158 / 1.29 ACRES
FOCUS BROAD BAND	X	1-12-2024	X	RECOMBINATION 1-0023-0049D & 1-0023-0049 / 10.14 ACRES
WESTON & ALEXIS PHITHISIC	X			
ALBEMARLE LAND SURVING	X			
COLLIN GILL BYRUM	X			
JOSIAH A WEBB	X			
WALTER J & CATHERINE MORGAN	X			

Bissell PO Box 1068 Kitty Hawk, NC 27949 (252) 251-3266	S. L. Cardwell Surveying 1206 Francis Street Elizabeth City, NC 27909 338-6328	Pat McDowell PO Box 391 Elizabeth City, NC 27909 338-4161	Mark Pruden 146 Oak Grove Road Edenton, NC 27932 482-7804	Saunders Surveying 510 Avena Road Black Mountain, NC 28711 (828) 668-2777
Bowman Consulting Paul J Toti 131 Main Street Gatesville, NC 27938 357-1581	E. T. Hyman Surveying 133 US Hwy 158 West Ste E Camden, NC 27921 335-2913	McKim & Creed 504 E Elizabeth St Ste1 Elizabeth City, NC 27909 338-2929	Gloria Rogers 215 B Street Camden, NC 27921 338-1415/333-8781	Scott Temple PO Box 422 Elizabeth City, NC 27907 330-4016
Charles E Brown, III 2005 Johnson Road Elizabeth City, NC 27909 335-0928	Eugene Jordan 402 Sign Pine Road Tyner, NC 27980 221-4795	J H Miller Jr. 166 Cottonwood Drive Hertford, NC 27944 339-6932	Robey 150 US Hwy 158 W East Camden, NC 27921 335-1888	Tony Webb PO Box 381 Edenton, NC 27932 482-3066
TIMMONS GROUP	1805 WEST CITY DRIVE ELIZABETH CITY, NC 27909	(252)621-5030		





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

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

**PERQUIMANS COUNTY  
TAX DEPARTMENT**

**Enforced Collections-February 2024**

**GARNISHMENTS: \$825.88**

**PAYMENT AGREEMENTS: \$12,061.15**

**DEBT SETOFFS: \$0**

**PERQUIMANS COUNTY  
OFFICIAL REPORT**

Date: FEBRUARY 2024

Board of Commissioners:  
Finance Officer:

I wish to report that during February 2024 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
2/1/2024	\$3,245	\$252	\$400	\$150	\$635	7	\$10		\$4,682	\$292
2/2/2024	\$490			\$150					\$640	\$75
2/3/2024									\$0	\$0
2/4/2024									\$0	\$0
2/5/2024		\$50	\$230		\$130	1			\$410	\$1,024
2/6/2024	\$225	\$1,819			\$75	1			\$2,119	\$3,030
2/7/2024	\$50		\$110		\$75	1			\$235	\$330
2/8/2024			\$105						\$105	\$1,524
2/9/2024		\$110							\$110	\$0
2/10/2024									\$0	\$0
2/11/2024									\$0	\$0
2/12/2024	\$1,267	\$380		\$75	\$150	2			\$1,947	\$430
2/13/2024		\$462	\$50		\$295	4		\$75	\$807	\$555
2/14/2024	\$439	\$100	\$425	\$75	\$225	3	\$10		\$1,274	\$1,239
2/15/2024		\$50							\$50	\$50
2/16/2024	\$862	\$1,014	\$120	\$75	\$75	1			\$1,946	\$145
2/17/2024									\$0	\$0
2/18/2024									\$0	\$0
2/19/2024		\$110	\$650		\$305	3			\$965	\$0
2/20/2024		\$432	\$105						\$537	\$1,429
2/21/2024		\$340	\$50						\$390	\$0
2/22/2024	\$195								\$195	\$540
2/23/2024									\$0	\$752
2/24/2024									\$0	\$0
2/25/2024									\$0	\$0
2/26/2024	\$1,522			\$150	\$75	2			\$1,757	\$1,757
2/27/2024						1	\$10		\$0	\$0
2/28/2024									\$0	\$0
2/29/2024									\$0	\$0
<b>TOTAL</b>	<b>\$8,095</b>	<b>\$5,119</b>	<b>\$2,245</b>	<b>\$675</b>	<b>\$1,940</b>	<b>24</b>	<b>\$30</b>	<b>\$75.00</b>	<b>18179.00</b>	<b>13172.00</b>

Signed: \_\_\_\_\_ Building Inspector



## Case Activity Report

2/1/2024 - 2/26/2024

Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
2/20/2024	158	249 DOGWOOD DR	Solid Waste	Solid Waste	Inspection	went and looked took pictures and will send letter of violation to have cleaned up within 10 days
2/14/2024	140	679 DEEP CREEK RD	solid waste	trash piled in yard	Inspection	No change to property, still in violation. Local SECU is now the new owner after foreclosure. Spoke with Josh, Mgr. of SECU ON 1-14-24 and he stated that by 2-23-24 they would file for eviction and once they are removed from property the bank would have the property cleaned up asap.
2/12/2024	154	706 MUDDY CREEK RD	Solid Waste	Trash	Inspection	Trash piled up in swimming pool in back yard. Spoke

						with tenant and they are having it cleaned up.
2/12/2024	155	113 LEE DR	Solid Waste	Trash	Inspection	Trash scattered around yard. Will Monitor
2/1/2024	153	141 WEBB ST	Solid Waste	Trash	Inspection	Neighbors complaining about trash blowing around adjacent properties. No one at property, left card at door.
2/1/2024	8	762 WOODVILLE RD	Nuisance Vehicle	Nuisance Vehicle	Re-Inspection	Spoke with Owner and tenant of property again today about junk vehicles and gave both a Notice of Violation Letter with 30 days notice to clean up property.

Total Records: 6

2/26/2024

Page: 1 of 1

# COMMITTEE REPORTS