

AGENDA

All items are for discussion and possible action.
Perquimans County Board of Commissioners
Meeting Room at Perquimans County Library
January 6, 2025
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 December 2, 2024 Regular Meeting and December 16, 2024 Regular Work Session
- B. Tax Refund & Tax Release Approvals
- C. Personnel Matters
 - 1. Appointment: IMC I working against IMC II (3)
 - 2. Appointment: IMC II (2)
 - 3. Certified Deputy
 - 4. Resignation: IMC II
 - 5. Removed from Roster: Part-Time/Fill-In Telecommunicator I
 - 6. Retirement: Investigator II
- D. Step Increases/Merit Increases
 - 1. Telecommunications (4)
 - 2. EMS (2)
 - 3. Maintenance (1)
 - 4. Sheriff's Office (4)
 - 5. Tax Office (1)
- E. Board Appointments
 - 1. Pettigrew Regional Library Board (for information only)
- F. Budget Amendments Nos. 14 – 16
- G. Miscellaneous Documents
 - 1. Annual Report for FY 2023-2024 from NC Forest Services (for information only)

**ACTION
REQUIRED**

V. Recognition of Retirees and Employees' Years of Service

- A. Recognition of Sonia Davenport's Retirement
- B. Recognition of Employees' Years of Service
- C. Introduction of New Employees
 - 1. Angela Jordan, Social Services Director
 - 2. Jonathan Nixon, Emergency Services Director
 - 3. Nick Lollies, Water Department Supervisor

**NO
ACTION
REQUIRED**

VI. Scheduled Appointments

- A. Jonathan Nixon, Emergency Services Director
- B.

**ACTION
REQUIRED**

7:00 p.m.
7:20 p.m.

VII. Commissioner's Concerns/Committee Reports

- A.
- B.

**NO
ACTION
REQUIRED**

- VIII. Old Business**
- NO ACTION REQUIRED
- A. Updates from County Manager
 - B. Commissioners' Board Appointments
 - C. Board Vacancies
 - 1. Community Advisory Committee (4)
 - 2. Senior Tarheel Legislature Delegate & Alternate
 - 3. Senior Tarheel Legislature Community Advisory Committee
 - Appointment of Alternate Delegate
- IX. New Business**
- ACTION REQUIRED
- A. Sale of Surplus Vehicle
 - B. Request to Board from Social Services Regarding a New Bank Account at PNC
 - C. Request for Two-Year Extension for Preliminary Plat of Albemarle Preserve – Phase 1A
 - D.
 - E.
 - F.
- X. Unscheduled Appointments/Public Comments**
- NO ACTION REQUIRED
- (If you wish to address the Board, please state your name for the record prior to speaking)*
- A.
 - B.
 - C.
- 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.**
- ACTION REQUIRED
- (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:



DEPARTMENT HEAD REPORT:

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

COMMITTEE WRITTEN REPORTS:

- Annual Trillium ABC Report for period of from July 1, 2022 – June 30, 2023

NOTES FROM THE COUNTY MANAGER

January 6, 2025

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

A. **Presentations:**

- **Recognition of Retirement:** Sonia Davenport was presented with a plaque honoring her for her 22 years of service in EMS.
- **Recognition of Employee's Years of Service with the County:** Beginning June 1, 2022, the Board will be recognizing the employees who have been working with the County for 5, 10, 15, 20, etc. years. This month, we will be recognizing the following employee:

Employee Name	Department	Employee Job Title	No. of Years	Effective Date
Bethany Buttram	EMS	Community Paramedic/MJI	5 years	01/01/2025
Shelton White	Sheriff's Office	Sheriff	25 years	01/01/2025

B. **Introduction of New Employees:** The following employees will be introduced:

Department Head	Employee Name	Employee Job Title	Effective Date
Angela Jordan, Social Services Director	Pamela Lacy	Income Maintenance Technician	12/01/2024
Jonathan Nixon, Emergency Services Director	Colleen McDonald	Full-Time Certified Telecommunicator I	12/01/2024
Nick Lohies, Water Department Supervisor	Samuel Moncia, III	Water Tech I	12/01/2024

VI.A. Jonathan Nixon, Emergency Services Director, will discuss and make recommendation for awarding the contractor agreement for the Perquimans-Gates 911 Center Renovations Project.

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

VIII.B. **Enclosure:** After the Board's discussion on the Commissioner Board Appointments, the final listing is enclosed for Board review and action.

VIII.C.3. We still have vacancies on our Boards/Committees. We did receive an application, which is enclosed, from Terry Tatman who is interested in the NC Senior Tarheel Legislative Community Alternate Delegate. Board action is being requested to appoint Mr. Tatman to the NCSTHL as our Alternate Delegate.

IX.A. The County has adopted a resolution proclaiming the following vehicle as surplus equipment and to proceed to sell it on GovDeals. The bid period for the following surplus item with GovDeals will close on January 6, 2025 at 11:00 a.m. The Board will need to consider the sale of the following item that has been listed with GovDeals:

BUYER	ITEM	DATE SURPLUSED	START BID	SOLD AMOUNT
	2014 Dodge Durango, VIN #1C4RDJFG3EC391141	12/2/2024	\$500	

IX.B. **Enclosure:** We have received a letter requesting a second account at PNC Bank. This account will be used solely to manage funds for a foster child's social security back payment, as required by law. Further information is provided in the enclosed letter from Social Security Administration. Board 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.)

CONSENT AGENDA NOTES

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

- A. **Enclosures:** Approval of Minutes from December 2, 2024 Regular Meeting & December 16, 2024 Regular Work Session
- B. **Enclosure:** Tax Refund / Release Approvals ~ see attached listing
- C. **Enclosures:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Nikia Davenport	Income Maintenance Caseworker I working against Income Maintenance Caseworker II	Appointment	61/3	\$34,955	01/01/2025
Samantha Stacey	Income Maintenance Caseworker I working against Income Maintenance Caseworker II	Appointment	61/3	\$34,955	01/01/2025
Antonio Williams	Income Maintenance Caseworker I working against Income Maintenance Caseworker II	Appointment	61/3	\$34,955	01/01/2025
April Bond	Income Maintenance Caseworker II	Appointment	63/2	\$37,264	01/01/2025
Jalena Glasper	Income Maintenance Caseworker II	Appointment	63/1	\$36,354	01/01/2025
Cole Tully Langley	Certified Deputy	Appointment	68/1	\$45,303	01/01/2025
Crystal Bowe	Income Maintenance Caseworker II	Resignation			12/18/2024
Lauren Barner	Part-Time Fill-In Telecommunicator I	Removed Roster			01/01/2025
Lacy Robeson, III	Investigator II	Retirement			03/01/2025

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 Name	Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Telecommunications	Sue Ann Cestaro	TC-II	66/7	\$48,027	01/01/2025
Telecommunications	Zeb Daneker	PPT TC-II	66/10	\$24.85	01/01/2025
Telecommunications	Allen Foy	TC-I	64/2	\$38,939	01/01/2025
Telecommunications	Emily Harrell	PT/PI TC-II	66/11	\$25.46/hr.	01/01/2025
EMS	Chilli Moore	Full-Time AEMT	66/2	\$42,525 / \$20.44/hr.	01/01/2025
EMS	Ariana Ward	Full-Time AEMT	66/2	\$42,525 / \$20.44/hr.	01/01/2025
Maintenance	Tammy White	Housekeeping Assistant	54/12	\$32,000	01/01/2025
Sheriff's Office	Leroya Banks	Certified Deputy/SRO	68/4	\$48,760	01/01/2025
Sheriff's Office	Paran Sawyer	Certified Deputy/SRO	68/7	\$52,446	01/01/2025
Sheriff's Office	Zachary Smirlock	Certified Deputy	68/1	\$45,303	01/01/2025
Sheriff's Office	Brandyn Snyder	Certified Deputy	68/1	\$45,303	01/01/2025
Tax Office	Wilma Robbins	Tax Clerk	61/9	\$40,466	01/01/2025

E. **Enclosure:** Budget Amendment Nos. 14-16 are enclosed for your review and action.

F. **Enclosure:** The following Board appointment is for information only:

Name	Board/Committee	Action Taken	Term	Effective Date
Eichenlaub, Mary Ann	Pettigrew Regional Library Board	Appointment	4 years	01/01/2025

G. **Enclosures:** The following miscellaneous document is being presented for Board consideration and action:

1. **Annual Report for FY 2023-2024 from NC Forest Services:** (for information purposes only) The NC Forest Services has presented the attached annual report for FY 2023-2024. No action required.

2025 HOLIDAY SCHEDULE		
HOLIDAY	OBSERVANCE DATE	DAY OF THE WEEK
New Year's Day	January 1, 2025	Wednesday
Dr. Martin Luther King, Jr. Day	January 20, 2025	Monday
Good Friday	April 16, 2025	Friday
Memorial Day	May 26, 2025	Monday
Independence Day	July 4, 2025	Friday
Labor Day	September 1, 2025	Monday
Veterans Day	November 11, 2025	Tuesday
Thanksgiving	November 27 & 28, 2025	Thursday & Friday
Christmas	December 24, 25 & 26, 2025	Wednesday, Thursday, & Friday

PUBLIC COMMENTS

The following public comment was made:

➤ Terry Swape made the following comment:

Mr. Swape expressed his opposition to add any additional holidays without subtracting some. As a taxpayer who has had his taxes raised three years in the last four years, he feels that we really do not need to add holidays without subtracting some. The County employees have a staggering amount of paid time off and, if you can do more with less, then you should not be raising my taxes in the last three years. In addition, he feels that we will have more tax increases in the future based on our proposed school projects, etc. This is his two cents, and he wanted to make his comment before the Board votes on this matter.

ADJOURNMENT

Chairman Nelson asked if there were any further comments or business to discuss. There being none, the Regular Meeting was adjourned around 7:38 p.m. on motion made by James W. Ward, seconded by Charles Woodard and unanimously approved by the Board. Before the Board leaves, Angela Jordan, Social Services Director, had three employees present that wanted to thank the Board for the additional two Social Worker positions.

 Wallace E. Nelson, Chairman

 Clerk to the Board

WORK SESSION
 November 18, 2024
 7:00 p.m.

The Perquimans County Board of Commissioners Work Session on November 18, 2024 was cancelled.

REGULAR MEETING
 December 2, 2024
 6:45 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, December 2, 2024, at 6:45 p.m. in the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944.

- MEMBERS PRESENT:** Wallace E. Nelson, Chairman Charles Woodard, Vice Chairman
 Timothy J. Corprew Joseph W. Hoffer
 T. Kyle Jones James W. Ward
- MEMBERS ABSENT:** None
- OTHERS PRESENT:** Hackney High, County Attorney Mary P. Hunnicutt, Clerk to the Board
 Frank Heath, County Manager

Chairman Nelson called the meeting to order. Commissioner Hoffer gave the invocation and the Chairman led the Pledge of Allegiance. Chairman Nelson welcomed everyone to the meeting and explained that the first item of business was to hold two public hearings.

PUBLIC HEARINGS

Public Hearing for Amendment to Ordinance No. 63 – Animal Control Ordinance

Chairman Nelson explained that the purpose of the first public hearing is to receive public comments on the proposed amendment to Ordinance No. 63 – Animal Control Ordinance. The following Amendment to Ordinance No. 63 was presented by County Manager Heath:

AMENDMENTS TO ORDINANCE NO. 63:

PERQUIMANS COUNTY ANIMAL CONTROL ORDINANCE

AMENDMENT NO. 1, DATED DECEMBER 2, 2024

The following text added to the Perquimans County Animal Control Ordinance (Ordinance No. 63) was approved by the Perquimans County Board of Commissioners at their Regular Meeting on _____ as recorded in their Minute Book No. _____, page _____.

SECTION TWO
HUMANE TREATMENT OF ANIMALS

2.00 Exemption. The provisions of this section shall not apply to dogs used for lawful hunting purposes.

2.01 Definitions. For purposes of this section, the words and phrases below shall have the following meanings:
 Animal: Includes dogs, cats or other domesticated animals.

Outside Enclosure: A structure with a solid roof, under permanent shade, used to house an animal and protect it from the weather. If the structure is located within a confined space such as a kennel or fence, the structure must not take up more than 25% of the confined area.

2.02 Responsibilities of Owners.

A. Owners of dogs kept outside shall provide an outside enclosure that ensures humane and sanitary shelter from heat, cold, rain, wind and snow and shall provide food and water adequate to keep the dog in good health and comfort.

B. Animals shall not be kept on any lot unless the owner or keeper of the animal occupies the property where the animal is kept.
 C. Pursuant to N.C.G.S. 14-361.1, no person shall willfully and without justifiable excuse abandon or cause to be abandoned any animal and such statute is incorporated herein.

2.03 Cruelty to Animals. Pursuant to N.C.G.S. 14-360, no person shall intentionally overdrive, overload, wound, injure, torment, kill or deprive of necessary sustenance any animal and such statute is incorporated herein.

2.04 Violations. Any violations of this section may be considered a Class III Violation as outlined in Section One and may be levied accordingly. Violations may subject the violator to all other remedies provided by law, including a County ticketing system with fines up to \$50 per violation, successively increasing by double with each ticket. Violators of this amendment, at the discretion of the Animal Control Officer, may be afforded a three-day grace period to comply with the amendments listed above.

Upon motion of _____ and second of _____ all of the aforesaid amendment to Ordinance No. 63 was adopted _____ by the Perquimans County Board of Commissioners at its Regular Meeting on the 2nd day of December, 2024 to be effective immediately and as recorded in their Minute Book No. _____, page _____.

 Wallace E. Nelson, Chairman
 Perquimans County Board of Commissioners

ATTEST:

SEAL

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

Chairman Nelson asked if there were any comments from the Board or Public. There being no one that signed up to speak and the Board had no questions or comments, Chairman Nelson closed the public hearing at 6:55 p.m. and opened the second Public Hearing.

Public Hearing for Amendment to Ordinance No. 50 – Solid Waste Ordinance

Chairman Nelson explained that the purpose of the second public hearing is to receive public comments on the proposed amendment to Ordinance No. 50 – Solid Waste Ordinance. The following Amendment to Ordinance No. 50 was presented by County Manager Heath:

DRAFT AMENDMENT TO PERQUIMANS COUNTY SOLID WASTE ORDINANCE No. 50

SECTION X. ABATEMENT OF SOLID WASTE AND PUBLIC HEALTH NUISANCES

The purpose for this section is to promote the public safety, health, and welfare of the citizens of Perquimans County through regulation of public health nuisances in the county.

- A) By the authority of the provisions of N.C. Gen. Stat. §§ 130A-309.61, 153A-121, 153A-123, and 153A-140 of the North Carolina General Statutes, the storage, accumulation or presence of solid waste on public or private property in the area of jurisdiction of this Ordinance which is:
1. A breeding ground or harbor for mosquitoes or other insects, snakes, rats, or other pests; or
 2. A point of collection for pools or ponds of water; or
 3. A point of concentration of gasoline, oil, or other flammable, toxic or explosive materials; or
 4. A cause of offensive odors or health risks to others such as unburied domestic animals and stagnant water, or filthy privies and stables; or
 5. So located that there is a danger of falling, sliding or turning over; or
 6. A source of danger for children through entrapment in areas of confinement that cannot be opened from the inside or from exposed surfaces or metal, glass, or other rigid materials, or any (uncovered well, open pit, unsecured vehicle, appliance, or building is hereby proclaimed and declared to be unlawful and a public nuisance. Such public nuisance shall be subject to abatement as provided in this Ordinance, pursuant to N.C. Gen. Stat. § 153A-140 of the North Carolina General Statutes, which allows a county "to remove, abate, or remedy everything that is dangerous or prejudicial to the public health and safety."

Bona fide farms are exempt from regulation through this section.

- B) Upon reasonable cause to believe that a public nuisance as defined above exists, the Board or its designee, and upon not less than ten (10) days' written notice to the occupant and owner of the property on which the alleged nuisance is located, shall make a determination of whether or not such nuisance does, in fact, exist. If the Board or its Designee makes a determination that a public nuisance exists, he shall enter and serve upon the owner and occupant an order to remove, abate or remedy the nuisance within a reasonable period of time, but not more than ninety (90) days.

Such order may be appealed by the owner or occupant to the County Manager as provided below:

1. **Appeal.** Any person who receives a notice of violation, or order to remove, abate, or remedy a nuisance may, within ten business days of the day the notice was received, submit a written appeal to the County Manager. The appeal notice shall specifically state the reasons for the appeal with a copy of the notice of violation attached thereto. The owner may either rely on written materials or appear before the County Manager for a hearing at which he shall be heard in person or by counsel and may present arguments and evidence pertaining to the matter. The only issues for appeal are: (1) whether the person is the actual owner of the real property, or (2) whether the action or condition that serves as the basis of the notice is dangerous or prejudicial to public health or safety. The fact that the owner did not bring the nuisance to the property or does not have a possessory interest in the condition creating the nuisance is not a defense.
 The County Manager shall within ten days of the date of the hearing or the date of the written appeal if a hearing is not requested, issue an order either canceling the notice or directing the owner to remove, abate, or remedy the identified nuisance. Accrual and imposition of the civil penalties shall be stayed pending the appeal. However, there will be no stay for equitable remedies available to the County. If the decision of the Board's designee is affirmed, accrual and imposition shall resume. Any appeal not filed within ten (10) business days of the day notice was received shall be considered not timely.
2. The County Manager may consider hardship as basis for extending the period for compliance up to six (6) months. In no case shall the County Manager indefinitely excuse compliance. An extension may be granted upon the appellant meeting two (2) of the four (4) following criteria:
 - a. appellant is at least sixty-five (65) years of age;
 - b. health problems documented by appellant's medical record which substantially affect the appellant's ability to comply with the ordinance;
 - c. severe weather that prevents appellant from complying within the original time frame;
 - d. taxable income below fifty percent (50%) of the County's current median income, as determined by the US Department of Housing and Urban Development, documented by appellant's latest tax returns.

3. **Appeals of County Manager Actions.** Every decision of the County Manager shall be subject to review at the instance of any aggrieved party in the Superior Court by proceedings in the nature of a petition for writ of certiorari. Such proceedings in the Superior Court shall be initiated within thirty (30) days of the date the decision is approved. Appeals not filed within this thirty (30) day period are not timely. The Superior Court is authorized to stay enforcement of this ordinance during the pendency of an appeal from the decision of the Board of Commissioners upon a hearing and the posting of a bond sufficient to the Court which will adequately protect the interests of the County.

- C) Upon failure of the owner or occupant of the property, or of the person responsible for placing such solid waste on the property to remove, abate or remedy the nuisance within the period the officer has allowed, pursuant to N.C. General Statute 153A-140 the Board or its Designee shall remove, abate or remedy the nuisance as provided in the order and charge the cost thereof to the owner and occupant. Perquimans County may exercise the right to hire a third party to remove solid waste from the offending property and bill the offender for the cost, plus reasonable administrative fees. See Section 116 Right of Entry for Junk Car Ordinance (Ord. No 53):

For the purpose of enforcing the provisions of this article, the Perquimans County enforcement officer or his designee(s) may at all times during regular business hours, Saturdays, and legal holidays excepted, enter upon any premises within the county's jurisdiction, other than within any building actually occupied for a residence, for the

purpose of determining whether or not the provisions of this article are being violated or for the purpose of determining whether or not any notice by the county requiring the abatement of the nuisance has been complied with."

If such expense is not paid by the owner or occupant within ten (10) business days, it shall be a lien upon the land or on premises where the nuisance arose and shall be collected as unpaid taxes.
Perquimans County Board of Commissioners

Chairman Nelson asked if there were any comments from the Board or Public. There being no one that signed up to speak and the Board had no questions or comments, Chairman Nelson closed the public hearing at 7:00 p.m. and proceeded with the Regular Meeting.

AGENDA

Chairman Nelson asked if there were any additions or corrections to the Agenda. There being none, Mr. Nelson asked for a motion to approve the Agenda as presented. Charles Woodard made a motion to approve the Agenda as presented. The motion was seconded by James W. Ward, and unanimously approved by the Board.

CONSENT AGENDA

Chairman Nelson asked if there were any items that the Board wished to remove from the Consent Agenda to discuss. Commissioner Hoffer wanted to discuss item V.G.1. – Reinstatement of Register of Deeds' Salary. Charles Woodard made a motion to approve the Consent Agenda, removing item V.G.1 for discussion. The motion was seconded by Joseph W. Hoffer and unanimously approved by the Board.

1. **Approval of Minutes:** The Minutes of the Minutes from November 4, 2024 Regular Meeting & November 18, 2024 Regular Work Session (*cancelled*) were approved.
2. **Tax Refund / Release Approvals:**

Tax Release (Perquimans County):

Michael & Cynthia \$2,968.16
Assessment correction; square footage. Account No. 266450

Tax Refund (Perquimans County):

Winstow, Macan Leary \$176.99
Vehicle sold; 11-month refund. Account No. 66750308.

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
Pamela Lacy	Income Maintenance Technician	Appointment	59/3	\$32,010	12/01/2024
Colleen McDonald	Full-Time Certified Telecommunicator I	Appointment	64/1	\$18,26/hr. / \$37,900	12/01/2024
Morgan Lilly	Full-Time AEMT II	Appointment	67/5	\$22,98/hr. / \$47,797	12/01/2024
Crystal Copeland	Part-Time/Fill-In AEMT	Appointment	66/6	\$22.54/hr.	12/01/2024
Kayla Shoaf	Part-Time Office -- Board of Elections	Appointment	11/g	\$12.95/hr.	11/15/2024
Martin Hood	Athletic Program Supervisor	Appointment	64/2	\$38,939	12/16/2024
Samuel Moncha, III	Water Tech I	Appointment	58/5	\$32,165	12/01/2024
Lisa Wolfram	IMC II	Reclassification	63/1	\$36,354	12/01/2024
Sonia Davenport	Full-Time AEMT II	Retirement			12/31/2024
Sonia Davenport	Part-Time/Fill-In AEMT II	Reclassification	67/8	\$24,73/hr.	02/01/2024
Brayden Clemens	Full-Time EMT	Resignation			11/30/2024
Brayden Clemens	Part-Time/Fill-In EMT	Reclassification	64/1	\$18,26/hr.	12/01/2024
McLanie Kirkman	Income Maintenance Caseworker II	Resignation			11/30/2024
Tammy Chappell	Income Maintenance Caseworker II	Resignation			11/29/2024
Roger Aiden Owens	Full-Time Non-Certified Telecommunicator	Resignation			11/02/2024
Lisa Edwards	Deputy Director of Board of Elections	Terminated			11/01/2024
Crystal Rowe	IMC I working against IMC II	Leave Without Pay		16 hrs, 20 minutes	11/2024

4. **Step/Merit Increases:**

Department Name	Employee Name	Classification	Grade/ Step	New Salary	Effective Date
Center for Active Living	Penny Trueblood	Assistant CAL Coordinator	60/8	\$37,803	12/01/2024
Sheriff's Office	David Murray	Sergeant of SRO's	72/5	\$59,564	12/01/2024

5. **Budget Amendment No. 10:** The following budget amendment was approved by the Board:

**BUDGET AMENDMENT NO. 11
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-351-001	Sheriff Grants	125,000	
10-310-349	Sheriff - Grant (COPS)	125,000	
EXPLANATION: To amend FY 24/25 budget to include the COPS Grant.			

**BUDGET AMENDMENT NO. 12
GENERAL FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-399-000	Fund Balance Appropriated	77,667	
10-310-740	Sheriff - Capital Outlay	71,800	
10-310-360	Sheriff - Uniforms	1,700	
10-510-040	Sheriff - Professional Services	4,167	
EXPLANATION: To amend FY 24/25 budget to include the COPS Grant.			

**BUDGET AMENDMENT NO. 13
SCHOOL CONSTRUCTION FUND**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
65-348-001	State School Funds - Lottery	914,705	
65-500-711	NB Lottery Intermediate School	914,705	
EXPLANATION: To amend the FY 24/25 Budget to include lottery fund drawdown for Intermediate School Project.			

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

Name	Board/Committee	Action Taken	Term	Effective Date
Nelson, Wallace	Chowan/Perquimans Multi-County LEPC	Reappointment	1 yr.	12/01/2024

The Board also approved the following Board appointments/reappointments for the Chowan/Perquimans LEPC 2024 Roster:

NAME	SPECIALTY	NAME	SPECIALTY
Basnigle, Edward	Law	Newman, Tyler	Press
Bass, Billy	Fire	Nixon, Jonathan	EM/EMS/911
Brewster, Sue	CERT (Shores at Land's End)	Overman, Barry	Fire
Brittingham, Richard	EM/Fire/RRT-I	Palmer, Cordell	EM
Cartwright, Michael	Fire	Perq SO Rep	Law
Clare, Julian	Press	Ponte, Tom	EM/ Ham Radio
Hollowell, Ralph	Environmental	Sawyer, Terry	Transportation
Jordan, Angela	DSS	Smith, Chris	NCEM
Kehaves, Alex	Elected Official (Chowan)	Smith, Lewis	Owner/Operator (Parkway Ag)
LaFon, Anita	Health Department	Solesbee, Julie	EM/Press
Levine, Miki	CERT (Albemarle)	Spruitt, Mary	Volunteer
Long, Rick	Fire (NC Forestry)	Williams, Tonya	Hospital
McKeever, Jim	CERT (Deep Creek)	Winslow, Jarvis	EM
First Sgt. Benji Daniel	Law		
Nelson, Wallace	Elected Official (Perquimans)		

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

- a. **Reinstatement of Register of Deeds' Salary:** Pursuant to G.S. 153A-92, the Board of County Commissioners adopted a Resolution reinstating the Register of Deeds' salary to \$49,196 (Grade 70/Step 8) effective December 1, 2020. This action needs to be taken in compliance with General Statute 153A-92. *Item removed to be discussed later.*
- b. **Resolution to Sell Vehicle on GovDeals:** The following Resolution was presented for board action and approval to declare a vehicle in the Sheriff's Office as surplus and authorize County Manager to sell vehicles.

**RESOLUTION AUTHORIZING SALE
OF CERTAIN SURPLUS COUNTY PROPERTY**

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

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

- 1. The following described vehicles are hereby declared to be surplus to the needs of the County:

Model Year	Make	Model	VIN
2014	Dodge	Durango	1C4RDJFG3C391141

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

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

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

Adopted this the 2nd day of December, 2024.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

Mary P. Hurrecutt, Clerk to the Board

SEAL

- c. **DM# 13658 GMP# 701171 DR4487NC Perquimans County EMS:** Julie Solesbee has obtained FEMA reimbursement for COVID in the amount of \$88,784.52. The Board authorized receipt of these funds and the County Chairman and staff to sign the documentation.

REINSTATEMENT OF REGISTER OF DEEDS' SALARY

Commissioner Hoffer requested Item No. V.G.1. – Reinstatement of Register of Deeds' Salary – be removed from the Consent Agenda for discussion. County Manager Heath explained that, pursuant to G.S. 153A-92, the Board of County Commissioners should adopt a Resolution reinstating the Register of Deeds' salary to \$49,196 (Grade 70/Step 8) effective December 1, 2024. This action needs to be taken in compliance with General Statute 153A-92. Jacqueline Frierson, Register of Deeds, ran unopposed in the November 2024 election so we had to reinstate her salary as it was before the election. Should a new Register of Deeds be elected, the step would go to Step 1 but the Board would decide what the newly elected Register of Deeds salary would be, depending on their experience and education. On motion made by James W. Ward, seconded by Joseph W. Hoffer, the Board approved the reinstatement of Register of Deeds' salary after the election.

RECOGNITION OF EMPLOYEES & INTRODUCTION OF NEW EMPLOYEES

- A. **Recognition of Employees' Years of Service with the County:** Beginning June 1, 2023, the Board will recognize the employees who have been working with the County for 5, 10, 15, 20, etc. years. This month, the Board recognized the following employees:

Employee Name	Department	Employee Job Title	No. of Years	Effective Date
Preston Ward	Sheriff's Office	Investigator	15 years	12/01/2024
Robert Elliott	Water Department	Equipment Operator	10 years	12/01/2024

They thanked the Board for the opportunity. The Board congratulated them and thanked them for their service.

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

Department Head	Employee Name	Employee Job Title	Effective Date
Angela Jordan, Social Services Director	Teahna Nixon	Social Worker II working against a Social Worker III	11/01/2024

After the employee made her comments, the Board welcomed her to Perquimans County.

JARED HARRELL, NC COOPERATIVE EXTENSION

Jared Harrell, Executive Director of NC Cooperative Extension, presented each of the Commissioners a gift and explained that he was going to present the Yearly Report to the People. Instead

of a video or PowerPoint presentation, he asked if each representative from their department to present a small overview of what they had accomplished this year and what they are planning for next year. The following presentations were made:

1. Sarah Sowders: Extension Agent – Family & Consumer Sciences
2. Tori DeWald: Extension Agent – 4-H Youth Development
3. Kelli Linton: Area Agent – Agriculture – Consumer Horticulture
4. Jared Harrell: Area Agent – Agriculture – Livestock / Mr. Harrell explained that Sarah Richardson, Area Agent – Agriculture – Commercial Horticulture, was at a training and was unable to be here so he presented her report.
5. Teresa Story: County Extension Administrative Assistant

Mr. Harrell asked if any Board members had any further questions. Their being none, Mr. Harrell thanked the Board for their continued financial support. The Board thanked Mr. Harrell and his staff for their hard work for Perquimans County.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

The following commissioner's concerns/committee reports were given:

- > **Charles Woodard:** Mr. Woodard was asked to provide an update on the Perquimans County Museum. Our new curator of the Museum, Sid Eley, provided the following report for November, 2024:

Visitors:20	Hours Opened: 31 hours (Wednesday, Thursday, Friday, and Saturday) from 10:00 a.m. to 2:00 p.m.)
Sales:\$25.00	Staff: Sid Eley & Glen White
Donations to the Museum:	
1. Number "27" Circle from Oakland "A's"	
2. Picture of "Catfish" Hunter from "A's"	
3. Lap Top computer & printer	

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > **Liquor By the Drink:** County Manager Heath reported that the Liquor by the Drink was approved by the Perquimans County residents by a vote of 76 to 24. With that being approved, County Attorney High is preparing the paperwork to forward to the Town of Hertford to consolidate their ABC Board with the County. Mr. Heath will have to have further meetings with them to firm up the agreements. They should have a formal agreement for Board approval soon.
- > **Bethel Volunteer Fire Department Christmas Chicken Dinner:** Mr. Heath reminded the Board that their chicken dinner will be held tomorrow night at 7:00 p.m. at the Bethel Fire Department.
- > **Christmas Activities:** Mr. Heath stated that the Grand Illumination will be held on Friday, December 6, 2024, at 6:00 p.m. This will also kick off the Festival of Lights at the Courthouse. Santa will be there to welcome all the children. The Christmas Parade will be on Saturday, December 7, 2024, at 2:00 p.m. The Grinch will be in the parade.
- > **Recruitment for Assistant County Manager:** Mr. Heath explained that recruitment ads have been published and we have been receiving some applications. The deadline for applications will be the end of December. We have received several good applications.

PERQUIMANS MARINE INDUSTRIAL PARK LEASE GUIDELINES

County Manager Heath explained that the Board had discussed the Perquimans Marine Industrial Lease Guidelines for several months. The only item that has been added to the guidelines is the section on Lighting. He is presenting them tonight for Board action. On motion made by Charles Woodard, seconded by James W. Ward, the Board unanimously approved the Marine Industrial Park Lease Guidelines. *See Attachment A*

AMENDMENT TO ORDINANCE NO. 63 – ANIMAL CONTROL ORDINANCE

Earlier in the evening, the Board held a Public Hearing to receive public comments on the proposed amendment to Ordinance No. 63 – Animal Control Ordinance. There were no public comments or Board questions and/or comments. On motion made by Timothy J. Corprew, seconded by James W. Ward, the Board unanimously approved the amendment to Ordinance No. 63. *See Attachment B – Ordinance No. 109*

AMENDMENT TO ORDINANCE NO. 50 – SOLID WASTE ORDINANCE

Earlier in the evening, the Board held a Public Hearing to receive public comments on the proposed amendment to Ordinance No. 50 – Solid Waste Ordinance. There were no public comments or Board questions and/or comments. On motion made by Timothy J. Corprew, seconded by James W. Ward, the Board unanimously approved the amendment to Ordinance No. 50. On motion made by Timothy J. Corprew, Joseph W. Hoffler, the Board unanimously approved the amendment to Ordinance No. 50. *See Attachment C – Ordinance No. 110.*

EMERGENCY SERVICES ITEMS

Chairman Nelson recognized Jonathan Nixon, Emergency Services Director, to present the following items for Board action:

1. **NC 911 Board Grant for PSAP Renovations:** The NC 911 Board Grant Board has awarded \$4,831,481 to Perquimans County for the Perquimans-Gates 911 Center Expansion Project. Mr. Nixon is asking that the Board accept the grant funds, approve the enclosed grant agreement, and authorize the Chairman or County Manager and County staff to sign the Agreement pending County Attorney High's review and approval. On motion made by Joseph W. Hoffler, seconded by James W. Ward, the Board unanimously approved the grant funds and authorized Chairman or County Manager to sign the Agreement after County Attorney High's review and approval.
2. **Design Firm for PSAP Renovations:** Mr. Nixon presented the summary proposal from Oakley Collier Architect who is being recommended by the Perquimans/Gates 911 Oversight Committee to contract to prepare the design for the 911 Renovation Project. He is asking the Board to approve the award of the grant funds, to award the design contract to Oakley Collier Architect pending receipt of the AIA document, and to authorize the County Manager to sign the AIA Agreement once we receive the documents and after County Attorney High's review and approval. County Manager Heath said that he attended the presentation, and they did a great job. On motion made by T. Kyle Jones, seconded by Charles Woodard, the Board approved the award of the grant funds, award the design contract to Oakley Collier Architect pending receipt of the AIA document, and to authorize the County Manager to sign the AIA Agreement once we receive the documents and after County Attorney High's review and approval.

BOARD VACANCIES

The County has several Boards that have vacant seats. Since we are not receiving any responses from our notice on the County Website and on the County Facebook page, Mary Hunnicutt placed ads in The Perquimans Weekly. We did receive one application for the alternate for the Senior Tar Heel Legislature but did not receive until after the agenda was distributed. She will add that appointment to the January Agenda.

1. Community Advisory Committees: Mr. Heath reported that there have been no new applications received for this Board. We still need three more members. We will continue to place the ad on the County website.
2. Senior Tar Heel Legislature Delegate & Alternate: Mr. Heath reported that, last month, the Board has appointed Mr. Thomas St. John as the Perquimans County's Senior Tarheel Delegate. We still need to appoint an alternate in case he is unable to attend the meeting. We also need to have a member to be appointed to the Senior Tarheel Regional Legislature Advisory Board. Mary Hunnicutt, Clerk to the Board, stated that Mr. St. John may have someone to be the alternate delegate. He will let us know soon. He also said that he wanted to introduce himself to the Board and provide them with an update. Mr. Heath will be in touch with him soon to set up a time. We did receive an application for the Alternate Delegate but still need to have a member to appoint to the Senior Tarheel Regional Legislature Advisory Board. In the meantime, we will continue to advertise these appointments on the County website.

PRESENTATION OF PLAQUE: T. KYLE JONES

Chairman Nelson presented a plaque to T. Kyle Jones thanking him for his twelve years of service on the Board of Commissioners. The following comments were made:

- > Chairman Nelson: Mr. Nelson said that he appreciated his service on the Board and all that he provided to the Board. It has been a pleasure serving with him.
- > Commissioner Hoffer: Mr. Hoffer thanked him for welcoming him as a new commissioner on the Board. He helped him learn the ropes and he appreciated that. He enjoyed talking football with him.
- > Commissioner Woodard: Mr. Woodard thanked him for helping him learn what a commissioner did and he was delighted that Kyle was the first one to congratulate him when he was elected as commissioner. He enjoyed working with him on the Board.
- > Commissioners Corprew and Ward: Mr. Corprew and Mr. Ward concurred with the other members of the Board.

SWEARING-IN

Todd Tilley, Clerk of Superior Court, gave the Oath of Office to newly elected Commissioner Kathryn M. Treiber and re-elected Commissioners Joseph W. Hoffer and Charles Woodard.

ELECTION OF CHAIRMAN/VICE CHAIR

Chairman Nelson welcomed Ms. Treiber and she said that she was ready to go to work. After his comments, Chairman Nelson recognized Hackney High, County Attorney, to handle the elections of the Chairman/Vice Chairman. As Temporary Chairman of the meeting, Mr. High opened the floor for nominations for Chair/Chairman of the Board. James W. Ward nominated Wallace E. Nelson as Chairman. There being no other nominations, Mr. High closed the nominations and asked the Board to vote on the nomination of Wallace E. Nelson as Chairman. The motion was unanimously approved by the Board. Mr. High opened the floor for nominations for Vice Chair/Chairman of the Board. Timothy J. Corprew nominated Charles Woodard as Vice Chairman. There being no other nominations, Mr. High closed the nominations and asked the Board to vote on the nomination of Charles Woodard as Vice Chairman. The motion was unanimously approved by the Board. Mr. High turned the meeting back over to Chairman Nelson.

LOBBYISTS CONTRACTS

After thanking the Board for their vote of confidence, Chairman Nelson recognized County Manager Heath who presented to the Board two Lobbyist Agreements with WolfeStein Group and Jones Street Consultant to lobby the NC General Assembly on all issues concerning the County. He further explained that these were two-year contracts at a cost of \$1,500 each per month for the term of the Agreement. Mr. Heath recommends the approval of these contracts. Chairman Nelson asked if there were any questions or comments. There being none. On motion made by James W. Ward, seconded by Charles Woodard, the Board unanimously approved the two contracts as presented. Commissioner Corprew expressed his concerns that the Board needed to think about cutting back on our spending. He feels that we will be having additional expenditures in the near future and the Board needs to try not to increase the tax rates since we have raised it for the past two years.

COMMISSIONERS' BOARD/COMMITTEE APPOINTMENTS

Chairman Nelson explained that a listing of the Board/Committee Appointments that the Board needed to review and fill the vacancies that includes the ones for outgoing T. Kyle Jones. He asked the Board to review them and let him know if they had any changes and if they would like to serve on one of the Boards Commissioner Kyle served on. We will discuss it at our next Work Session to make the appointments in January.

PUBLIC COMMENTS

There were no public comments made.

ADJOURNMENT

Chairman Nelson asked if there were any further comments or business to discuss. There being none, the Regular Meeting was adjourned around 8:00 p.m. on motion made by Timothy J. Corprew, seconded by Charles Woodard and unanimously approved by the Board.

Wallace E. Nelson, Chairman

Clerk to the Board

EXHIBIT B**Perquimans Marine Industrial Park
Lease Guidelines**SCOPE

The Perquimans Marine Industrial Park has established these Lease Guidelines to secure the economic viability of the Perquimans Marine Industrial Park and to assure that the Park enhances the environment for the benefit of the tenants and the local geographical area. In keeping with this principle, the land-use within the Park must be consistent with the overall concepts and developmental goal set forth for the Park by Perquimans County.

GENERAL CONCEPTS

The Perquimans Marine Industrial Park is to be an efficient commercial and industrial marine center with modern facilities to serve marine-related businesses such as boatbuilding, marinas, and related enterprises. The Park may contain commercial facilities to support all activities in the Park, the labor force, and the vessels that operate therefrom. It is intended that revenues derived from site leases be sufficient to defray the normal operation and maintenance costs of the Park.

SPECIFIC COMMERCIAL ACTIVITIES

The types of activities to be contained in the Park are, but not limited to:

Freezer and cold storage	Vessel haul out and repair
Ice manufacturing	Machine shop service
Vessel refueling	Marine hardware sales
Refrigeration sales & service	Fishing gear sales
Park related warehousing	Marine vessel chandler
Electronic sales & service	Packaging materials sales
Welding service	Restaurant
Boat repair & maintenance	General boat building
Diesel sales and service	

While the primary purpose of these activities is to support the Park, it is not intended that any tenant be limited in its conduct of business to the confines of the Park and the vessels that operate therefrom.

OPERATION AND ADMINISTRATION

The overall daily operation of the Park is administered by Perquimans County. Perquimans County will attempt to ensure that each tenant is free from unreasonable interference from other tenants or persons, and that each tenant does not unreasonably interfere with other tenants or persons.

ENVIRONMENTAL RULE/REGULATION COMPLIANCE

Tenants shall be required to comply with all environmental rules, regulations, and laws of Perquimans County, the State of North Carolina, and the United States. The Tenant shall be responsible for any actions or inaction resulting in non-compliance by the Tenant, their Agents, or business patron's activities. Penalties, fines, and remedial costs shall be the responsibility of the Tenants, unless liability is elsewhere assigned herein. In the event that such non-compliance was the result of actions or inaction by an agent or business patron of the Tenant, the Tenant shall bear responsibility and subsequent liability for any and all remedial costs and associated repairs. This section shall remain in effect after termination of the lease and until a site investigation

by a certified consultant reveals no contamination or damage, or in the event of remedial activity by the Tenant, until all of the appropriate aforementioned regulatory authorities state that no further remedial action is necessary.

SITE PLAN APPROVAL

Perquimans County will review all proposed improvements planned by tenants of the Park. All proposed improvements must be approved by Perquimans County before they may be submitted to other permitting agencies for their review, approval, and permitting. Perquimans County's review will concern itself with the following items:

- Proposed site plan
- Proposed structures

- Proposed entrance location from public way and wharfage
- Proposed structure location and relation to lease lines
- Proposed yards and parking layout
- Refuse, waste and fire hazards
- Proposed landscaping
- Proposed signage
- Proposed exterior lighting and signage plan

Perquimans County will review the plans for the construction and renovation projects using the following criteria:

- Conformity to the concept plan for the Marine Industrial Park
- Highest and best use of the leased property
- Architectural and structural compatibility of the proposed structure with the objectives of the Marine Industrial Park

In general, Perquimans County will not approve the construction of buildings which require minimal investments, are temporary in nature, or which do not meet the architectural standards of the Marine Industrial Park. The existence of a particular type of building somewhere in the Marine Industrial Park shall not be an unconditional justification for the construction of a similar building elsewhere since building and economic conditions vary significantly throughout the Park.

PERMITS AND LICENSES

All new structures and the renovations of existing structures must conform to the applicable county and state building codes. Additionally, the use of each site is subject to applicable environmental protection regulations, whether they are Federal, State or local. Each tenant is responsible for securing the necessary permits to build, construct, or improve on the leased site. Each tenant must secure whatever licenses are necessary for the conduct of business on or from the site.

For purposes of permitting and licensing, each commercially leased site in the Park is subject to the codes and ordinances of Perquimans County.

ENTRANCE LOCATIONS

The location of entrances to proposed developments from both streets and from the water shall be a major concern to Perquimans County in reviewing site plans for the Marine Industrial Park. In reviewing site plans concerning entrance locations from public street and wharfages, the following criteria will be used:

- Vehicular access to a site must be positioned so as not to interfere with the normal traffic patterns on the street or adjacent sites
- Sufficient area must be provided for safe maneuvering of both trucks and automobiles into and through the site.

STRUCTURE LOCATION

In general, all buildings which are proposed to be built on a leased property must have a minimum 30 foot setback from the street or road right-of-way, and a minimum 15 foot setback from other property lines. All buildings and their foundations proposed to be built adjacent to the basin must have a minimum setback from the bulkhead (land side of the basin) of 25 feet. All setbacks shall be measured horizontally from the point of the structure nearest the property line to the property line under consideration. Proposed development which calls for new construction within the established setback areas must receive specific written variance Perquimans County.

PARKING

Adequate off street parking must be provided for all vehicles that will use the property following the completion of the site improvements.

LANDSCAPING

All destabilized soil on the site, including that exposed during construction, shall be stabilized with vegetative cover to prevent erosion by wind or surface water. Each tenant shall landscape the leased site in a manner, which lends uniformity to the Park and conforms to the site plan as approved by Perquimans County. All landscaping materials shall be suitable to the local climate and shall be maintained in a neat and well-groomed manner. Wind deposited trash, leaves, etc. shall be raked, and planting materials requiring periodic pruning shall be pruned in a workman like manner. All weeds shall be removed periodically and all landscape areas shall be kept clean.

WATER SUPPLY AND SEWAGE DISPOSAL

Each tenant shall make provisions for connection to the water system, the sanitary sewage system, and where applicable, the process sewage system, within the Park. Arrangements for connection to these systems shall be made with the Town of Hertford and Perquimans.

STORM SEWERS

Temporary grading during construction and final grading at the completion of construction on a site shall be such that surface waters will drain away from the waterfront or marsh areas. Water run-off directly into the basin or marsh areas surrounding the Park shall be minimized.

REFUSE, WASTE AND FIRE HAZARDS

Tenants shall be required to conform to all requirements of Perquimans County ordinances and other Federal and State regulations pertaining to fire and safety hazards and the collections and removal of refuse and waste. Tenants shall be required to remove any waste or refuse which is hazardous to personal health or safety or is visually unattractive and can be seen from the public roadway.

FREE-STANDING SIGNS

All signs and outdoor advertising structures shall be erected, altered and maintained in accordance with the following provisions:

- All signs and outdoor advertising structures shall be constructed and designed according to generally accepted engineering practices, to withstand wind pressures and load distribution as specified in Section 1205 of the North Carolina State Building Code.
- Signs may be lighted, but electrical wiring and connections must be in conformance with the North Carolina Electric Code, and all lighted signs must be oriented or shielded so that light and glare reflects away from roadways and adjacent property and does not constitute a hazard to navigation.
- One (1) free standing sign per lot may be located temporary or permanently on the ground but shall not exceed thirty-two (32) square feet in area and shall not exceed six (6) feet in height above road grade.
- No part of a sign may be within five (5) feet of a property line or twenty-five (25) feet from the land side of the basin.

LIGHTING

Exterior lighting details should be specifically addressed in the site plan submission to Perquimans County. All exterior lights shall be fully shielded and angled to project light downwards, thereby reducing light pollution to adjacent properties and those within the project's viewshed. Other measures to reduce light pollution may be required by Perquimans County, including but not limited to, motion sensors, dawn/dusk sensors, lighting height restrictions, and limitations on light intensity. All of these factors will be evaluated by staff depending on the site plan configurations. Future revisions of the project's lighting design must be approved by Perquimans County.

END OF ATTACHMENT A

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ATTACHMENT B

ORDINANCE NO. 109

AMENDMENTS TO ORDINANCE NO. 63:

PERQUIMANS COUNTY ANIMAL CONTROL ORDINANCE

AMENDMENT NO. 1, DATED DECEMBER 2, 2024

The following text added to the Perquimans County Animal Control Ordinance (Ordinance No. 63) was approved by the Perquimans County Board of Commissioners at their Regular Meeting on December 2, 2024 as recorded in their Minute Book No. 16, page 4069.

SECTION TWO
HUMANE TREATMENT OF ANIMALS

2.00 Exemption. The provisions of this section shall not apply to dogs used for lawful hunting purposes.

2.01 Definitions. For purposes of this section, the words and phrases below shall have the following meanings:

Animal: Includes dogs, cats or other domesticated animals.

Outside Enclosure: A structure with a solid roof, under permanent shade, used to house an animal and protect it from the weather. If the structure is located within a confined space such as a kennel or fence, the structure must not take up more than 25% of the confined area.

2.02 Responsibilities of Owners.

A. Owners of dogs kept outside shall provide an outside enclosure that ensures humane and sanitary shelter from heat, cold, rain, wind and snow and shall provide food and water adequate to keep the dog in good health and comfort.

B. Animals shall not be kept on any lot unless the owner or keeper of the animal occupies the property where the animal is kept.

C. Pursuant to N.C.G.S. 14-361.1, no person shall willfully and without justifiable excuse abandon or cause to be abandoned any animal and such statute is incorporated herein.

2.03 Cruelty to Animals. Pursuant to N.C.G.S. 14-360, no person shall intentionally overdrive, overload, wound, injure, torment, kill, or deprive of necessary sustenance necessary sustenance any animal and such statute is incorporated herein.

2.04 Violations. Any violations of this section may be considered a Class III Violation as outlined in Section One and may be levied accordingly. Violations may subject the violator to all other remedies provided by law, including a County ticketing system with fines up to \$50 per violation, successively increasing by double with each ticket. Violators of this amendment, at the discretion of the Animal Control Officer, may be afforded a three-day grace period to comply with the amendments listed above.

Upon motion of Timothy J. Corprew and second of James W. Ward all of the aforesaid amendment to Ordinance No. 63 was adopted December 2, 2024 by the Perquimans County Board of Commissioners at its Regular Meeting on the 2nd day of December, 2024 to be effective immediately and as recorded in their Minute Book No. 16, page 4069.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

SEAL

Mary P. Hunnicutt, Clerk to the Board

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END OF ATTACHMENT B

ORDINANCE NO. 110

AMENDMENTS TO ORDINANCE NO. 50:

PERQUIMANS COUNTY SOLID WASTE ORDINANCE

AMENDMENT NO. 1, DATED DECEMBER 2, 2024

The following text added to the Perquimans County Solid Waste Ordinance (Ordinance No. 50) was approved by the Perquimans County Board of Commissioners at their Regular Meeting on December 2, 2024 as recorded in their Minute Book No. 16, page 4069.

SECTION X. ABATEMENT OF SOLID WASTE AND PUBLIC HEALTH NUISANCES

The purpose for this section is to promote the public safety, health, and welfare of the citizens of Perquimans County through regulation of public health nuisances in the county.

A) By the authority of the provisions of N.C. Gen. Stat. §§ 130A-309.61, 153A-121, 153A-123, and 153A-140 of the North Carolina General Statutes, the storage, accumulation or presence of solid waste on public or private property in the area of jurisdiction of this Ordinance which is:

1. A breeding ground or harbor for mosquitoes or other insects, snakes, rats, or other pests; or
2. A point of collection for pools or ponds of water; or
3. A point of concentration of gasoline, oil, or other flammable, toxic or explosive materials; or
4. A cause of offensive odors or health risks to others such as unburied domestic animals and stagnant water, or filthy privies and stables; or
5. So located that there is a danger of falling, sliding or turning over; or
6. A source of danger for children through entrapment in areas of confinement that cannot be opened from the inside or from exposed surfaces or metal, glass, or other rigid materials, or any uncovered well, open pit, unsecured vehicle, appliance, or building

is hereby proclaimed and declared to be unlawful and a public nuisance. Such public nuisance shall be subject to abatement as provided in this Ordinance, pursuant to N.C. Gen. Stat. § 153A-140 of the North Carolina General Statutes, which allows a county "to remove, abate, or remedy everything that is dangerous or prejudicial to the public health and safety."

Bona fide farms are exempt from regulation through this section.

B) Upon reasonable cause to believe that a public nuisance as defined above exists, the Board or its designee, and upon not less than ten (10) days' written notice to the occupant and owner of the property on which the alleged nuisance is located, shall make a determination of whether or not such nuisance does, in fact, exist. If the Board or its Designee makes a determination that a public nuisance exists, he shall enter and serve upon the owner and occupant an order to remove, abate or remedy the nuisance within a reasonable period of time, but not more than ninety (90) days.

Such order may be appealed by the owner or occupant to the County Manager as provided below:

1. Appeal. Any person who receives a notice of violation, or order to remove, abate, or remedy a nuisance may, within ten business days of the day the notice was received, submit a written appeal to the County Manager. The appeal notice shall specifically state the reasons for the appeal with a copy of the notice of violation attached thereto. The owner may either rely on written materials or appear before the County Manager for a hearing at which he shall be heard in person or by counsel and may present arguments and evidence pertaining to the matter. The only issues for appeal are: (1) whether the person is the actual owner of the real property, or (2) whether the action or condition that serves as the basis of the notice is dangerous or prejudicial to public health or safety. The fact that the owner did not bring the nuisance to the property or does not have a possessory interest in the condition creating the nuisance is not a defense.

The County Manager shall within ten days of the date of the hearing or the date of the written appeal if a hearing is not requested, issue an order either canceling the notice or directing the owner to remove, abate, or remedy the identified nuisance.

Accrual and imposition of the civil penalties shall be stayed pending the appeal. However, there will be no stay for equitable remedies available to the County. If the decision of the Board's designee is affirmed, accrual and imposition shall resume.

Any appeal not filed within ten (10) business days of the day notice was received shall be considered not timely.

2. The County Manager may consider hardship as basis for extending the period for compliance up to six (6) months. In no case shall the County Manager indefinitely excuse compliance. An extension may be granted upon the appellant meeting two (2) of the four (4) following criteria:
 - a. appellant is at least sixty-five (65) years of age;
 - b. health problems documented by appellant's medical record which substantially affect the appellant's ability to comply with the ordinance;
 - c. severe weather that prevents appellant from complying within the original time frame;
 - d. taxable income below fifty percent (50%) of the County's current median income, as determined by the US Department of Housing and Urban Development, documented by appellant's latest tax return.
3. Appeals of County Manager Actions. Every decision of the County Manager shall be subject to review at the instance of any aggrieved party in the Superior Court by proceedings in the nature of a petition for writ of certiorari. Such proceedings in the Superior Court shall be initiated within thirty (30) days of the date the decision is approved. Appeals not filed within this thirty (30) day period are not timely. The Superior Court is authorized to stay enforcement of this ordinance during the pendency of an appeal from the decision of the Board of Commissioners upon a hearing and the posting of a bond sufficient to the Court which will adequately protect the interests of the County.

C) Upon failure of the owner or occupant of the property, or of the person responsible for placing such solid waste on the property to remove, abate or remedy the nuisance within the period the officer has allowed, pursuant to N.C. General Statute 153A-140 the Board or its Designee shall remove, abate or remedy the nuisance as provided in the order and charge the cost thereof to the owner and occupant. Perquimans County may exercise the right to hire a third party to remove solid waste from the offending property and bill the offender for the cost, plus reasonable administrative fees. See Section 116 Right of Entry for Junk Car Ordinance (Ord. No 53):

For the purpose of enforcing the provisions of this article, the Perquimans County enforcement officer or his designee(s) may at all times during regular business hours, Saturdays, and legal holidays excepted, enter upon any premises within the county's jurisdiction, other than within any building actually occupied for a residence, for the purpose of determining whether or not the provisions of this article are being violated or for the purpose of determining whether or not any notice by the county requiring the abatement of the nuisance has been complied with."

If such expense is not paid by the owner or occupant within ten (10) business days, it shall be a lien upon the land or on premises where the nuisance arose and shall be collected as unpaid taxes.

Wallace E. Nelson, Chairman
Perquimans County Board of Commissioners

ATTEST:

SEAL

Mary P. Hunnicutt, Clerk to the Board

END OF ATTACHMENT C

WORK SESSION
December 16, 2024
7:00 p.m.

The Perquimans County Board of Commissioners met in a Work Session on Monday, December 16, 2024, at 7:00 p.m. in the in the Meeting Room of the Perquimans County Library located at 514 S. Church Street, Hertford, NC 27944.

MEMBERS PRESENT:	Wallace E. Nelson, Chairman Timothy J. Corprew Kathryn M. Treiber	Charles Woodard, Vice Chairman Joseph W. Hoffer James W. Ward
MEMBERS ABSENT:	None	
OTHERS PRESENT:	Frank Heath, County Manager	Mary P. Hunnicutt, Clerk to the Board

Chairman Nelson called the meeting to order. Commissioner Hoffer gave the invocation and Chairman Nelson led the Pledge of Allegiance. Chairman Nelson welcomed everyone to the meeting. The following items were discussed during the Work Session.

AGENDA

Chairman Nelson stated that a copy of the Agenda was at their seats and asked if there were any additions or corrections to the Agenda. Their being none, Chairman Nelson asked for a motion to approve the Agenda as presented. On motion made by Timothy J. Corprew, seconded by James W. White, the Agenda was unanimously approved as presented.

JONATHAN NIXON, EMERGENCY SERVICES DIRECTOR

Jonathan Nixon, Emergency Services Director, and Julie Solesbee, Assistant Emergency Services Director, discussed their problems with staffing and their requests for potential staffing changes. During their presentations, the following concerns were expressed:

- > Perquimans County EMS could potentially lose 5-6 additional full-time ALS providers in 2025 (this would equal the loss of an entire shift, thus limiting the care for our residents of Perquimans County).
- > We could possibly retain staff if these January requests were approved and increase their potential for recruiting.
- > We could continue to have less availability from our staff due to the creation of Camden's System.
- > We could have less availability from staff due to the option of working overtime versus working part-time at another agency for a lower rate of pay.

After their presentation, they asked the Board to review their information so that action could be taken at their January meeting. Chairman Nelson asked the Board if they had any questions or comments. After the Commissioners made their comments, it was the consensus of the Board to allow the members to review the information that they presented tonight and present their concerns and comments to County Manager Heath who will forward that information to the Board for discussion in the future.

BOARD OF COMMISSIONERS BOARD/COMMITTEE APPOINTMENTS

Chairman Nelson stated that a list of current board/committee appointments were included in their Agenda Packet tonight. He further explained that we will need to appoint a commissioner to replace T. Kyle Jones on his appointments. If any Commissioner would like to change their appointments, this would be the time to do it. After all the discussion, the following is the list of Commissioners Board/Committee Appointment Listing to be approved at the January 2025 meeting:

Name	Board/Committee	Term	Appt.	Expire
TIMOTHY J. CORPREW				
Corprew, Tim	Albemarle Commission	unlimited	3/1/2021	unlimited
Corprew, Tim	Albemarle Regional Landfill Authority	4 yrs.	2/1/2021	1/31/2027
Corprew, Tim	Economic Development Commission - County	2 yrs.	2/1/2021	1/31/2025
Corprew, Tim	Housing Committee Chairman	unlimited	2/1/2021	unlimited
Corprew, Tim	Northeastern Workforce Development Consortium	unlimited	2/1/2011	unlimited
Corprew, Tim	Perquimans/Chowan/Gates Landfill Committee	indefinite	2/1/2021	indefinite
Corprew, Tim	Water Committee	unlimited	2/1/2021	unlimited
JOSEPH W. HOFFLER				
Hoffler, Joseph	Albemarle Regional Landfill Authority	4 yrs.	2/1/2021	1/31/2025
Hoffler, Joseph	Economic Development Commission - County	2 yrs.	2/1/2021	1/31/2025
Hoffler, Joseph	Home & Community Care Block Grant	unlimited	12/3/2018	unlimited
Hoffler, Joseph	Inter-Agency Council - Commissioner	1 yr.	2/1/2021	6/30/2023
Hoffler, Joseph	Perquimans/Chowan/Gates Landfill Committee	indefinite	2/1/2011	indefinite
Hoffler, Joseph	Recreation Advisory Committee - Commissioner	3 yrs.	3/1/2021	6/30/2023
Hoffler, Joseph	Senior Citizens Advisory Board	2 yrs.	2/1/2021	1/31/2025
WALLACE E. NELSON				
Nelson, Wallace	Albemarle Commission (alternate)	unlimited	9/1/2011	unlimited
Nelson, Wallace	Albemarle Regional Health Services	indefinite	1/5/2011	unlimited
Nelson, Wallace	Chowan/Perquimans Multi-County LEPC	1 yr.	1/1/2021	12/31/2022
Nelson, Wallace	COA - Board of Trustees	4 yrs.	7/1/2021	6/30/2025
Nelson, Wallace	Economic Development Commission - County	2 yrs.	2/1/2021	1/31/2025
Nelson, Wallace	EMS Advisory Board	2 yrs.	2/1/2021	1/31/2023
KATHRYN M. TREIBER				
Treiber, Kathryn	Albemarle District Jail Commission	2 yrs.	2/1/2021	1/31/2025
Treiber, Kathryn	Chamber of Commerce Board	unlimited	2/7/2011	unlimited
Treiber, Kathryn	Court Security Committee	unlimited	2/1/2021	unlimited
Treiber, Kathryn	Downtown Hertford Committee (formerly Historic Hertford, Inc)	3 yrs.	7/1/2021	6/30/2023
Treiber, Kathryn	RPO Transportation Advisory Committee	2 yrs.	2/1/2021	1/31/2025
JAMES W. WARD				
Ward, James	Court Security Committee	unlimited	2/1/2021	unlimited
Ward, James	Social Services Board (Commissioner appointee)	3 yrs.	2/1/2021	1/31/2027
Ward, James	Tourism Development Authority (Commissioners)	2 yrs.	2/1/2021	1/31/2023
Ward, James	Tri-County Shelter Advisory Committee Board	unlimited	2/1/2021	unlimited
Ward, James	Tri-County Northern Region Advisory Board	unlimited	2/1/2021	unlimited
Ward, James	Water Committee	unlimited	2/1/2021	unlimited
CHARLES WOODARD				
Woodard, Charles	Agricultural Advisory Board - Commissioner	3 yrs.	2/1/2021	1/31/2024
Woodard, Charles	Chamber of Commerce Board	unlimited	2/7/2011	unlimited
Woodard, Charles	Communications Advisory Board - County	2 yrs.	2/1/2021	1/31/2023
Woodard, Charles	Social Services Board (as long as Commissioner)	3 yrs.	7/1/2021	6/30/2023
Woodard, Charles	Tourism Development Authority (Commissioners)	2 yrs.	2/1/2021	1/31/2025
Woodard, Charles	Water Committee	unlimited	2/1/2011	unlimited
FRANK HEATH				
Heath, Frank	Chowan/Perquimans Smart Start Partnership	unlimited	unlimited	unlimited
Heath, Frank	Highway 17/64 Association Board of Trustees	Every Year	12/1/2021	11/30/2022
Heath, Frank	Home & Community Care Block Grant	unlimited	1/1/2001	unlimited
Heath, Frank	Inter-Agency Council - County Manager	1 yr.	7/1/2021	6/30/2022
Heath, Frank	RPO Rural Technical Coordinating Committee		4/5/2011	unlimited
Heath, Frank	RPO Transportation Advisory Committee - Alternate	2 yrs.	12/1/2021	1/30/2022
Heath, Frank	Albemarle Regional Landfill Authority (alternate)	4 yrs.	2/1/2021	1/31/2025
Heath, Frank	Economic Development Commission (ex officio)	unlimited	3/1/2011	unlimited

ADJOURNMENT

Chairman Nelson asked if there were any further comments or business to discuss. There being none, the Work Session was adjourned at 8:20 p.m. on motion made by James W. Ward, seconded by Timothy J. Corprew and unanimously approved by the Board.

Wallace E. Nelson, Chairman

Clerk to the Board

Refunds and Releases

December 30, 2024

Tax Refund: (Perquimans)

Joshua Wheeler & Wife \$430.02

Overage from pre- payment.

Account#: 266162

Jimmy Lee & Beverly Houser \$147.16

Vehicle sold; 9 – month refund.

Account # 72695527

Jimmy Long – Heirs \$123.64

Over paid 2024 pre – payment.

Account#: 223700

Robert & Elaine Nichols \$343.93

Over paid 2024 pre – payment.

Account#: 428210

Reserve Homes \$229.74

Over paid 2024 pre – payment.

Account#: 266068

Sharon Godfrey \$1734.98

Over paid 2024 pre – payment.

Account#: 430116 & 490981

Lee Jones \$254.60

Over paid 2024 pre – payment.

Account#: 220505

Elzy Leroy Vanhorn Jr \$151.63

Vehicle sold; 9 month refund.

Refunds and Releases

December 30, 2024

Tax Release: (Perquimans)

Connie Dunston **\$102.92**
Assessment on RV was way too high.
Account#: 266339

Araba Clair Winslow **\$119.34**
Did not receive senior discount.
Account#: 114000

Thomas & Stacey Pietras **\$587.05**
Assessment correction. Did speak with
with Piner in timely fashion with no response.
Account#: 260512

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Nikia Davenport

SOC. SEC. NO.: _____

POSITION: Income Maintenance Caseworker II

DEPT.: Social Services

*****Ms. Davenport is not fully qualified as an IMC II (Grade 63), therefore is an IMC I (Grade 61) working against the IMC II position for one year*****

NEW EMPLOYEE EFFECTIVE DATE: January 2, 2025

GRADE: 61 STEP: 3 SALARY: \$34,955.00

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND 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
[Signature]
DATE: December 13, 2024

COUNTY MANAGER APPROVAL
[Signature]
DATE: 12-13-24

FINANCE OFFICER _____

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Samantha Stacey SOC. SEC. NO.: _____

POSITION: Income Maintenance Caseworker II DEPT.: Social Services

*****Ms. Stacey is not fully qualified as an IMC II (Grade 63), therefore is an IMC I (Grade 61) working against the IMC II position for one year*****

NEW EMPLOYEE EFFECTIVE DATE: January 2, 2025

GRADE: 61 STEP: 3 SALARY: \$34,955.00

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND 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/RESIGNATION.

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

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

DEPARTMENT RECOMMENDATION
[Signature]
DATE: December 11, 2024

COUNTY MANAGER APPROVAL
[Signature]
DATE: 12/11/2024

FINANCE OFFICER _____

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Antonio Williams SOC. SEC. NO.: _____

POSITION: Income Maintenance Caseworker II DEPT.: Social Services

*****Mr. Williams is not fully qualified as an IMC II (Grade 63), therefore is an IMC I (Grade 61) working against the IMC II position for one year*****

NEW EMPLOYEE EFFECTIVE DATE: January 2, 2025

GRADE: 61 STEP: 3 SALARY: \$34,955.00

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND 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
[Signature]
DATE: December 11, 2024

COUNTY MANAGER APPROVAL
[Signature]
DATE: 12-13-24

FINANCE OFFICER _____

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: April Bond

SOC. SEC. NO.: _____

POSITION: Income Maintenance Caseworker II

DEPT.: Social Services

X NEW EMPLOYEE EFFECTIVE DATE: January 2, 2025

GRADE: 63 STEP: 2 SALARY: \$37,264

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/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

April Bond
DATE: December 11, 2024

COUNTY MANAGER APPROVAL

Frank Heath
DATE: 12/11/2024

FINANCE OFFICER _____

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Jalena Glasper

SOC. SEC. NO.: _____

POSITION: Income Maintenance Caseworker II

DEPT.: Social Services

NEW EMPLOYEE EFFECTIVE DATE: January 2, 2025

GRADE: 63 STEP: 1 SALARY: \$36,354

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
[Signature]
DATE: December 11, 2024

COUNTY MANAGER APPROVAL
[Signature: Frank Heath]
DATE: 12-13-24

FINANCE OFFICER _____
DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 12-30-24

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Cole Tully Langley _____

SOC. SEC. NO.: _____

POSITION: Certified Deputy _____

DEPT.: Sheriff's Office _____

NEW EMPLOYEE EFFECTIVE DATE: 1-1-2025 _____

GRADE: 68 _____ STEP: 1 _____ SALARY: \$45,303 _____

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 / RETIREMENT.

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]

[Signature]

DATE: 12-19-24

DATE: 12/27/24

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Crystal Bowe

SOC. SEC. NO.: _____

POSITION: Income Maintenance Caseworker II

DEPT.: Social Services

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: _____

X 12/18/2024 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: December 6, 2024

COUNTY MANAGER APPROVAL
[Signature]
DATE: 12/11/2024

FINANCE OFFICER _____

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Lauren Barmer

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.

X 1/1/2025 DATE OF EMPLOYEE REMOVAL FROM ROSTER
Date

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: 12/20/24

DATE: 12/29/24

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED:

12/11/24

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Lacy Robeson, III

SOC. SEC. NO.:

POSITION: Investigator II

DEPT.: Sheriff's Office

NEW EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY:

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: 74 STEP: 6 SALARY: \$66,672

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

X 3-1-25 DATE OF EMPLOYEE RESIGNATION / RETIREMENT.

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

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature] DATE: 12-11-24

[Signature] DATE: 12/11/2024

FINANCE OFFICER

DATE:

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: SueAnn Cestaro SOC. SEC. NO.: _____

POSITION: Full Time Telecommunicator II 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 1/1/2025 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 66 STEP: 7 SALARY: \$23.09 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: 12/27/24

COUNTY MANAGER APPROVAL

[Signature]
DATE: 12/29/24

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Zeb Danekar SOC. SEC. NO.: _____

POSITION: Permanent Part Time Fill In Telecommunicator II 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 1/1/2025 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 66 STEP: 10 SALARY: \$24.85 Hourly

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 12/27/24

[Signature]
DATE: 12/29/24

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Allen Foy SOC. SEC. NO.: _____

POSITION: Full Time 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 1/1/2025 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 64 STEP: 2 SALARY: \$18.72 Hourly

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 12/27/24

[Signature]
DATE: 12/29/24

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Emily Harrell

SOC. SEC. NO.: _____

POSITION: Part Time Fill In Telecommunicator II

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 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 1/1/2025 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 66 STEP: 11 SALARY: \$25.46 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: 12/27/24

COUNTY MANAGER APPROVAL
[Signature]
DATE: 12/29/24

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Chilli Moore

SOC. SEC. NO.: _____

POSITION: Full Time AEMT

DEPT.: EMS

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

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ DATE OF EMPLOYEE RESIGNATION
Date

X 1/1/2025 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 66 STEP: 2 SALARY: \$20.44 Hourly

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]
DATE: 12/27/24

[Signature]
DATE: 12/29/24

FINANCE OFFICER

DATE: _____

COPY

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Ariana Ward

SOC. SEC. NO.: _____

POSITION: Full Time AEMT

DEPT.: EMS

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ DATE OF EMPLOYEE RESIGNATION
Date

X 1/1/2025 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 66 STEP: 2 SALARY: \$20.44 Hourly

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

[Signature]

[Signature]

DATE: 12/27/24

DATE: 12/29/24

FINANCE OFFICER

COPY

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 12/30/2024

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Tammy White

SOC. SEC. NO.: _____

POSITION: Housekeeper

DEPT.: Maintenance

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

_____ DATE OF EMPLOYEE REMOVAL FROM ROSTER
Date

X 1/1/25 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.

Date GRADE: 54 STEP: 12 SALARY: \$32,000

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

DEPARTMENT RECOMMENDATION

COUNTY MANAGER APPROVAL

DATE: _____

Frank Heath

DATE: 12/30/24

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: IV.D.41 - Page 1
12/10/24

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Leroya Banks _____

SOC. SEC. NO.: _____

POSITION: Certified Deputy/SRO _____

DEPT.: Sheriff's Office _____

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

CURRENT: GRADE: 68 _____ STEP: 3 _____ SALARY: \$47,569 _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

X 1-1-25 _____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP
Date RAISE. (YEAR 2 3 4)
GRADE: 68 _____ STEP: 4 _____ SALARY: \$48,760 _____

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

_____ DATE OF EMPLOYEE RESIGNATION / RETIREMENT.
Date

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

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

DEPARTMENT RECOMMENDATION

Shelton Whit
DATE: 12-10-24

COUNTY MANAGER APPROVAL

Frank Heath
DATE: 12-11-24

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 12/10/24 Page 2

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Faran Sawyer

SOC. SEC. NO.: _____

POSITION: Certified Deputy/SRO

DEPT.: Sheriff's Office

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

CURRENT: GRADE: 68 STEP: 6 SALARY: \$51,197

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

X 1-1-25 _____ DATE OF ANNUAL EVALUATION AND RECOMMENDATION FOR STEP RAISE. (YEAR 2 3 4)
Date GRADE: 68 STEP: 7 SALARY: \$52,446

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

_____ DATE OF EMPLOYEE RESIGNATION / RETIREMENT.
Date

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

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

DEPARTMENT RECOMMENDATION

[Signature]
DATE: 12-10-24

COUNTY MANAGER APPROVAL

[Signature]
DATE: 12/11/24

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 12/16/24

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Zachary Alexander Smirlock _____

SOC. SEC. NO.: _____

POSITION: Certified Deputy _____

DEPT.: Sheriff's Office _____

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 65 _____ STEP: 1 _____ SALARY: \$39,699 _____

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 / RETIREMENT.
Date

X 1-1-2025 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 68 _____ STEP: 1 _____ SALARY: \$45,303 _____

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

DEPARTMENT RECOMMENDATION

[Signature]

DATE: 12-16-24

COUNTY MANAGER APPROVAL

[Signature]

DATE: 12-16-24

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 12/16/24

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Brandyn Alexander Snyder

SOC. SEC. NO.: _____

POSITION: Certified Deputy

DEPT.: Sheriff's Office

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

CURRENT: GRADE: 65 _____ STEP: 1 _____ SALARY: \$39,699 _____

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 / RETIREMENT.
Date

X 1-1-2025 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 68 _____ STEP: 1 _____ SALARY: \$45,303 _____

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

Shelton Whit

DATE: 12-16-24

COUNTY MANAGER APPROVAL

Frank Heath

DATE: 12/16/24

FINANCE OFFICER

DATE: _____

COPY

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 12/31/24

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: WILMA ROBBINS

SOC. SEC. NO.: _____

POSITION: LAND RECORDS/CLERK

DEPT.: TAX

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 61 STEP: 8 SALARY: \$39,503

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

1/1/25 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE. GRADE: 61 STEP: 9 SALARY: \$40,466

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

Bill Jennings
DATE: 12/31/24

COUNTY MANAGER APPROVAL

Janet Heath
DATE: 1-2-25

FINANCE OFFICER

DATE: _____

COPY

Mary Hunnicutt

From: Michelle Lawrence <mlawrence@pettigrewlibraries.org>
Sent: Wednesday, December 11, 2024 2:49 PM
To: Mary Hunnicutt
Subject: appointment to Pettigrew Regional Board

Hi Mrs. Hunnicutt,

Our board member, Mary Ann Eichenlaub, has volunteered to serve on Pettigrew Regional Library Board and this has been approved by the other board members.

Thank you,

Michele Lawrence
Librarian
Perquimans County Library
514 S Church Street
Hertford, NC 27944
(252) 426-5319

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

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 6th DAY OF JANUARY, 2025, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2024 - 2025 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-362-000	Senior Center - Donations	800	
10-660-311	Senior Center - Donations	600	
EXPLANATION: To amend the FY 24/25 Budget to include donations given to the Center.			

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, ON THIS 6th DAY OF JANUARY, 2025.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 6th DAY OF JANUARY, 2025.

Chairman, Board of Commissioners

Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 15

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 6th DAY OF JANUARY, 2025, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2024 - 2025 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-660-311	Senior Center - Donations	6,155	
10-660-740	Senior Center - Donations	6,155	
EXPLANATION: To amend the FY 24/25 Budget touse Cener Donations to offset cost of new exercise equipment.			

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, ON THIS 6th DAY OF JANUARY, 2025.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 6th DAY OF JANUARY, 2025.

 Chairman, Board of Commissioners

 Finance Officer

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 16

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 6th DAY OF JANUARY, 2025, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2024 - 2025 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-610-320	DSS - Inventory Item		7,328
10-610-720	DSS - Capital Outlay	7,328	
EXPLANATION: To amend the FY 24/25 Budget to cover the purchase of a new van.			

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, ON THIS 6th DAY OF JANUARY, 2025.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON THIS 6th DAY OF JANUARY, 2025.

 Chairman, Board of Commissioners

 Finance Officer



Steven W. Troxler
Commissioner

North Carolina Department of
Agriculture and Consumer Services
N.C. Forest Service



Gregory M. Hicks
Assistant Commissioner

December 2, 2024

Dear Perquimans County Commissioners and County Manager Heath:

This letter highlights the North Carolina Forest Service's annual accomplishments in Perquimans County for fiscal year 2023-2024. The NCFS is responsible for the protection and development of all woodlands in the county. Perquimans County's woodland area consists of 66,483 acres as listed in the *Forest Statistics for North Carolina, 2022* survey. We have worked to meet citizens' needs in all program areas. We have a New Smokechaser Kenneth Barnes who has been with us since November. He is a volunteer firefighter with Durants Neck Fire Department and a graduate of Perquimans County High School. Assistant County Ranger Erica Zimmerman began working with us in February of 2023. She is doing a great job working through her Ranger Training progression and will complete it next month.

Fire Control and Emergency Response

This past year we experienced some periods of abnormally dry and extreme drought conditions. This extended our Fire Season through July. We were partially staffed during June and July but all calls for service were answered. Thanks to your support we have ordered the last of our initial attack trucks that needed replacing due to age and mileage. We hope to have the previous truck in by the end of the year. Once we receive delivery of the new truck, we can add equipment and get it in service. This cuts down on repairs and downtime to answer calls more efficiently.

The NC Forest Service responded to 19 calls in FY23-24. Of these calls, 16 were reportable escaped fires, with a total of 8 acres being burned. Most of this was Farmland and 3 acres which were wooded land. Through our fire prevention efforts, 19 warning tickets were issued and no citations. Most of our fires were caused by either debris burning, farm equipment malfunctions, or road vehicles. Through the fast response of the Fire Departments and the North Carolina Forest Service, these wildfires did not destroy any structures.

The Volunteer Fire Departments continue to be a tremendous asset in wildfire suppression. Their quick initial attacks minimize fire damage and keep fires small when they are able. They have been a great help in securing the fire scene to make sure the investigation into the cause of the fires was determined. Through our Volunteer Fire Assistance Program (a grant that offers up to \$5,000 in matching funds to help purchase wildland firefighting equipment), the Bethel Fire Department was awarded a total of \$4591.00 and used the funds to purchase needed equipment. This year's grant is open, and we have notified the fire Chiefs to get a list of items to submit for approval before the grant timeline closes.

Forest Management

FY23-24 was an average year for forest management in Perquimans County. We prepared 33 plans covering 1,480 acres. These plans help landowners meet financial and personal objectives for their timberland. Typical plans address timber resources, wildlife, aesthetics, water quality, soil protection,

and/or recreation opportunities. We assisted 3 landowners with our cost-share program. We helped fund a replant of 22 acres of forest and 2 Silviculture burns for 50 acres. Through these programs, the landowners were awarded \$1498.00 towards the cost of reforestation.

Water Quality Protection

The NCFS is committed to recommending and practicing environmentally responsible forestry operations. All forestry activities must adhere to Forest Practice Guidelines and Best Management Practices. These laws and regulations protect water quality and enable us to utilize forest resources sustainably. This past fiscal year we conducted 12 inspections on forest harvesting activities for 820 acres and found only minor violations that were fixed by the logger before leaving the site.

Information and Education

Informational and educational programs are a vital and popular part of our work here in Perquimans. Each year the NC Forest Service conducts educational programs on the environment, fire safety, fire prevention, tree identification, and forest stewardship. These programs are given to a broad audience, including school children, Future Farmers of America, 4H groups, and others. We hosted the district FFA competition at Camp Cale in October with 4 teams competing. Through this contest, students participate in tree identification, timber cruising, compass reading, and forest tool identification. This contest includes surrounding counties including Camden, Gates, Pasquotank, and Perquimans High School FFA teams. This is a local competition and helps students get ready for the Regional Competition. We also attend all E-911 Safety Committee meetings and Community events as possible. We accomplished a total number of 24 events this year.

Urban Assistance and Pest Control

To protect urban and forested areas, each year we conduct aerial and ground surveys for forest pest outbreaks. We helped 2 landowners with yard tree inspections. We did not find any significant insect activity this past year. We continually work with cooperative agencies, including the NC Department of Agriculture to monitor forest pest movements.

Conclusion

The NC Forest Service had a successful 2023-2024 for Perquimans County. We provided Perquimans County landowners and Citizens with expert wildfire control, forest protection, water quality, information and education, urban assistance, and pest detection. We worked hard to support and work side by side with the Volunteer and City fire departments and other County agencies. The NC Forest Service will continue to strive to provide the best service possible to the citizens of Perquimans County.

If you have any questions, need assistance, or would like to discuss our programs in more depth, please feel free to contact me at 426-5551 (Office) or 312-3008(Cell).

Thank you,
Robert Lacy
North Carolina Forest Service
Area Ranger
Pasquotank/Perquimans
496 Ocean Highway North
Hertford, NC 27944
Phone/Fax 252-426-5551
robert.lacy@ncagr.gov



BOARD LISTING

VIII.B. - Page 1

Name	Board/Committee	Term	Appt.	Expire
TIMOTHY J. CORPREW				
Corprew, Tim	Albemarle Commission	unlimited	2/1/2023	unlimited
Corprew, Tim	Albemarle Regional Landfill Authority	4 yrs.	2/1/2023	1/31/2027
Corprew, Tim	Economic Development Commission - County	2 yrs.	2/1/2023	1/31/2025
Corprew, Tim	Housing Committee Chairman	unlimited	2/1/2023	unlimited
Corprew, Tim	Northeastern Workforce Development Consortium	unlimited	2/1/2015	unlimited
Corprew, Tim	Perquimans/Chowan/Gates Landfill Committee	indefinite	2/1/2023	indefinite
Corprew, Tim	Water Committee	unlimited	2/1/2023	unlimited
JOSPEH W. HOFFLER				
Hoffler, Joseph	Albemarle Regional Landfill Authority	4 yrs.	2/1/2021	1/31/2025
Hoffler, Joseph	Economic Development Commission - County	2 yrs.	2/1/2023	1/31/2025
Hoffler, Joseph	Home & Community Care Block Grant	unlimited	12/3/2012	unlimited
Hoffler, Joseph	Inter-Agency Council - Commissioner	1 yr.	2/1/2023	6/30/2023
Hoffler, Joseph	Perquimans/Chowan/Gates Landfill Committee	indefinite	2/1/2017	indefinite
Hoffler, Joseph	Recreation Advisory Committee - Commissioner	3 yrs.	2/1/2023	6/30/2023
Hoffler, Joseph	Senior Citizens Advisory Board	2 yrs.	2/1/2023	1/31/2025
WALLACE E. NELSON				
Nelson, Wallace	Albemarle Commission (<i>alternate</i>)	unlimited	9/1/2018	unlimited
Nelson, Wallace	Albemarle Regional Health Services	indefinite	1/5/2015	unlimited
Nelson, Wallace	Chowan/Perquimans Multi-County LEPC	1 yr.	1/1/2022	12/31/2022
Nelson, Wallace	COA - Board of Trustees	4 yrs.	7/1/2021	6/30/2025
Nelson, Wallace	Economic Development Commission - County	2 yrs.	2/1/2023	1/31/2025
Nelson, Wallace	EMS Advisory Board	2 yrs.	2/1/2023	1/31/2025
KATHRYN M. TREIBER				
Treiber, Kathryn	Albemarle District Jail Commission	2 yrs.	2/1/2023	1/31/2025
Treiber, Kathryn	Chamber of Commerce Board	unlimited	2/7/2011	unlimited
Treiber, Kathryn	Court Security Committee	unlimited	2/1/2023	unlimited
Treiber, Kathryn	Downtown Hertford Committee (<i>formerly Historic Hertford, Inc</i>)	3 yrs.	7/1/2024	6/30/2026
Treiber, Kathryn	RPO Transportation Advisory Committee	2 yrs.	2/1/2023	1/31/2025
JAMES W. WARD				
Ward, James	Court Security Committee	unlimited	2/1/2023	unlimited
Ward, James	Social Services Board (<i>Commissioner appointee</i>)	3 yrs.	2/1/2024	1/31/2027
Ward, James	Tourism Development Authority (Commissioners)	2 yrs.	2/1/2023	1/31/2025
Ward, James	Tri-County Shelter Advisory Committee Board	unlimited	2/1/2023	unlimited
Ward, James	Trillium Northern Region Advisory Board	unlimited	2/1/2023	unlimited
Ward, James	Water Committee	unlimited	2/1/2023	unlimited
CHARLES WOODARD				
Woodard, Charles	Agricultural Advisory Board - Commissioner	3 yrs.	2/1/2021	1/31/2024
Woodard, Charles	Chamber of Commerce Board	unlimited	2/7/2011	unlimited
Woodard, Charles	Communications Advisory Board - County	2 yrs.	2/1/2021	1/31/2023
Woodard, Charles	Social Services Board (<i>as long as Commissioner</i>)	3 yrs.	7/1/2022	6/30/2025
Woodard, Charles	Tourism Development Authority (Commissioners)	2 yrs.	2/1/2023	1/31/2025
Woodard, Charles	Water Committee	unlimited	2/1/2019	unlimited
FRANK HEATH				
Heath, Frank	Chowan/Perquimans Smart Start Partnership	unlimited	unlimited	unlimited
Heath, Frank	Highway 17/64 Association Board of Trustees	Every Year	12/1/2022	11/30/2023
Heath, Frank	Home & Community Care Block Grant	unlimited	11/1/2005	unlimited
Heath, Frank	Inter-Agency Council - County Manager	1 yr.	7/1/2021	6/30/2022
Heath, Frank	RPO Rural Technical Coordinating Committee		4/5/2010	unlimited
Heath, Frank	RPO Transportation Advisory Committee - Alternate	2 yrs.	12/1/2022	11/30/2024
Heath, Frank	Albemarle Regional Landfill Authority (<i>alternate</i>)	4 yrs.	2/1/2021	1/31/2025
Heath, Frank	Economic Development Commission (<i>ex officio</i>)	unlimited	3/1/2012	unlimited

STATEMENT OF INTEREST TO SERVE

If you are a Perquimans County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Perquimans County Board of Commissioners
c/o Clerk to the Board
P.O. Box 45
Hertford, NC 27944

E-mail: mhunnicut@perquimanscountync.gov

Fax Number: (252) 426-4034

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

1. Talbot NRAB
2. Senior Citizens Advisory Board
3. Planning Board
4. Rural Planning Org Steering Comm.

Your full name Terry Lee Tatman
Date of Birth 17 MARCH 1947
Mailing Address 129 Royal Tern Way
City and Zip Code Hertford 27944
Home Phone N/A Work Phone N/A Cell Phone 540-664-3193
Current Job Title Retired

Company or Agency _____

Email Address tttprmt@gmail.com

Do you live in the county? Yes No

Please list the name of your Township New Hope
(This information can be obtained from the Tax Office at (252) 426-7010)

Educational Background BS Healthcare Admin; Masters
Public Admin

Work Experience Retired NAVAL OFFICER 30 years
Health Care Admin, Medical Logistics and
Comptroller

Prior Board/Committee Experience ALL during active duty

This "Statement of Interest to Serve" will remain active for two (2) years from date received in the County Manager's Office.

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences as set forth by the by-laws or rules for that Board.

Signature Terry Lee Tatman

Date 9/22/22

Please feel free to attach a resume or additional information if so desired.



PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES

P.O. BOX 107
Hertford, North Carolina 27944
Phone 252-426-7373 - Fax 252-426-1240

SOCIAL SERVICES BOARD
Teresa Blanchard, Chair
Charles Woodard
Thelma Finch-Copeland
James Ward
Fondella Leigh

DIRECTOR
Angela S. Jordan

December 30, 2024

To: Perquimans County Board of Commissioners

From: Angela Jordan, DSS Director
Rebecca Corprew, DSS Fiscal Officer

Mr. Chairman and Board Members,

In response to a letter received by the Social Security Administration, we are requesting permission to open a second account at PNC Bank. The account will be used solely to manage funds for a foster child's social security back payment, as required by law. Please see a copy of the attached letter. To protect the child's identity, the letter has the child's name redacted, however, this information will be provided if the action is approved. PNC Bank is requiring a copy of the minutes approving this action, including the child's name and all authorized signers. Please reach out if you have any questions or concerns. Thank you.



Angela Jordan, DSS Director



Rebecca T Corprew, DSS Fiscal Officer

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

Social Security Administration
 Supplemental Security Income
 Important Information

SOCIAL SECURITY
 1865 W CITY DR
 ELIZABETH CITY, NC 27909-9633
 Date: September 03, 2024
 BNC#: 24D1077P71173-DC
 SHP

PERQUIMANS CO DSS FOR
 [REDACTED]
 PO BX 107
 HERTFORD, NC 27944-0107

SEP 03 2024
 10 11 AM
 PERQUIMANS CO DSS FOR
 [REDACTED]

Dear PERQUIMANS CO DSS

[REDACTED] is due Supplemental Security Income (SSI) past-due benefits of \$15,136.75 for 10/2022-08/2024. We are writing to tell you that because of a new law you must set up a separate account in a financial institution before we can pay the past-due benefits.

What You Need to Do

You must give us proof that you have set up a separate account for him. We need the following information before we can pay the past-due benefits:

- name and address of the financial institution;
- account number;
- account title;
- type of account; and
- amount of money deposited to open the account, if this applies, and
- Form SSA-551, Dedicated Account Use of Funds Statement

If the financial institution requires you to deposit money to open the account, you may use a small amount of money from other funds to do so. You must withdraw these other funds before the end of the month after the month the past-due benefits are deposited into the account.

Once you have shown us that you have set up this separate account, we will deposit the past due benefits into the account. We will not count the past-due benefits in this separate account as a resource, and we will not count the interest earned on it as income or a resource. Unless

See Next Page

we tell you, no other money may be put into the separate account. If other money is deposited into the account, and if we do not approve that deposit then in the month following that deposit, we must count all the money in the account as a resource and all interest as income.

How The Money In The Separate Account May Be Used

Money in this separate account may be used for the following expenses:

- medical treatment; or
- education or job skills training.

The following expenses are also allowed if they benefit him and are related to his disability and/or blindness:

- personal needs assistance;
- special equipment;
- housing modification;
- therapy or rehabilitation; or
- other items or services approved by your local Social Security office.

If you knowingly use money from this separate account for anything other than the expenses shown above, you must repay that money to us from your own funds. Even if [REDACTED] begins to receive payments directly, the money in the account may be used only for the expenses listed above.

You must keep a record of all money taken from this account and receipts for all items or services bought.

If You Disagree With The Decision

If you disagree with the amount of the past-due benefits, you have the right to appeal. A person who did not make the first decision will decide the case. We will review those parts of the decision which you disagree with and will look at any new facts you have. We may also review those parts which you believe are correct and may make them unfavorable or less favorable to him.

- You have 60 days to ask for an appeal.
- The 60 days start the day after you receive this letter. We assume you got this letter 5 days after the date on it unless you show us that you did not get it within the 5-day period.
- You will have to have a good reason for waiting more than 60 days to ask for an appeal.

24D1077F71173-DC

- To appeal, you must fill out a form called "Request for Reconsideration." The form number is SSA-561. To get this form, contact one of our offices. We can help you fill out the form.

How To Appeal

There are two ways to appeal. You can pick the way you want. If you meet with us in person, it may help us decide your case.

- Case Review - You have the right to review the facts in your file. You can give us more facts to add to your file. Then we'll decide your case again. You won't meet with the person who decides your case.
- Informal Conference - You'll meet with the person who decides your case. You can tell that person why you think you're right. You have the right to review the facts in your file. You can give us more facts to help prove you are right. You can bring other people to help explain your case.

If You Want Help With Your Appeal

You may choose to have a representative help you. We will work with this person just as we would work with you. If you decide to have a representative, you should find one quickly so that person can start preparing your case.

Many representatives charge a fee only if you receive benefits. Others may represent you for free. Usually, your representative may not charge a fee unless we approve it. Your local Social Security office can give you a list of groups that can help you find a representative.

If you get a representative, you or that person must notify us in writing. You may use our Form SSA-1696 Appointment of Representative. Any local Social Security office can give you this form.

Suspect Social Security Fraud?

If you suspect Social Security Fraud, please visit <https://oig.ssa.gov/report> or call the Inspector General's Fraud Hotline at 1-800-269-0271 (TTY 1-866-501-2101).

Need more help?

1. Visit www.ssa.gov for fast, simple, and secure online service.
2. Call us at 1-800-772-1213, weekdays from 8:00 am to 7:00 pm. If you are deaf or hard of hearing, call TTY 1-800-325-0778. Please mention this letter when you call.
3. You may also call your local office at 866-572-2819.

SOCIAL SECURITY
1865 W CITY DR
ELIZABETH CITY, NC 27909-0633

How are we doing? Go to www.ssa.gov/feedback to tell us.

Social Security Administration



Pioneer Land Company, LLC
 4056 Powhatan Secondary
 Williamsburg, VA 23188
 Direct line: 385.352.5657

John B. Linton
 Owner
 john@pioneerlandcompanyllc.com

December 18, 2024

VIA EMAIL RhondaRep@PerquimansCountyNC.gov

John B. Linton
 Owner
 Pioneer Land Company
 4056 Powhatan Secondary
 Williamsburg, VA 23188

RE: Request for Extension and Update Albemarle Plantation

Mrs. Repanshek:

Per your request, I am providing a brief outline regarding the progress, plan, process, and requests for the development of Albemarle Plantation. *Albemarle Preserve, LLC*, ("Developer"), a North Carolina limited liability company, and wholly owned subsidiary of Pioneer Land Company, is under contract to purchase the Property set forth in Exhibit A. The Property consists of the following:

1. Phase One
 - a. Cole Tract – 32 Attached homes and 63 Detached Homes
 - i. This project is currently being developed
 - ii. Final plat will be recorded in multiple phases
 - b. Belmont – Approximately 78 completed single-family homes
 - c. Scattered Lots – Approximately 108 scattered lots throughout the existing Albemarle Plantation development
2. Phase 2
 - a. Approximately 1,000 acres between Holiday Lane and Harvey Point Road.
 - b. Approximately 500 acres between Harvey Point Road and the Perquimans River
 - i. Requesting a two-year extension of the preliminary plat for the portion of the property leading from Harvey Point Road to the Perquimans River as set forth in Exhibit B.
 - c. Approved PUD exists with a density of 2,396 lots

Progress

The Developer resumed construction of the Cole Tract lots in August, 2024. To date, storm drains, road base, storm ponds, and lots have been developed. In Phase 2 of the Cole Tract storm ponds have been completed, roads have been cut and storm drains are under construction. Closing is scheduled for February, 2025 and water, sewer, and power are scheduled to be installed by April 1, 2025.

The Developer is also in the final stages of negotiations with a Production Home Builder who has expressed a desire to finish the lots in Phase 1 and build homes throughout the 1,000 acres of Phase 2 between Holiday Lane and Harvey Point Road. Additionally, the Developer is in the final stages of an agreement with the Albemarle



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 4056 Powhatan Secondary
 Williamsburg, VA 23188
 Direct line: 385.352.5657

John B. Linton
 Owner
 john@pioneerlandcompanyllc.com

Plantation Property Owners Association ("APPOA") to manage the sales and marketing operation for the community.

Plan

For the last twenty years a variety of developers have been in and out of Albemarle Plantation. Adverse market conditions, poor management, strategic mistakes, and legal trouble have plagued the various developers. Through it all, the APPOA has managed to own and operate the amenities despite negative headwinds. The community and especially its leadership should be commended for delivering important services for their residents. Given all the turmoil with past developers, the community has missed a developer who can lay out a strategic plan for the community.

Our plan is distinguished from the other developers for two reasons: First, Elwood "Woody" H. Perry will have ownership, direction, and control of the project for the first time since 2005. Woody was the original developer and has volunteered or consulted with every developer who has been in the community. Nobody has more knowledge or experience in this community than Woody. Second, for the first time Albemarle Plantation will have a production home builder whose business plan is to create a high volume of homes at an affordable price as opposed to custom home builders whose business plan is to create a high margin of sale on each individual home. This new direction will increase affordability while simultaneously providing more residents required to help the community obtain financial stability to manage its first class amenities.

Phase One plan:

1. Complete the construction of the Cole Tract in spring, 2025
2. Begin sales in Belmont and Cole Tract in spring / summer 2025
3. Install pickle ball courts in fall 2025
4. Continue sales in phase one through 2026
5. Construct barn for the POA in fall 2026
6. Finish sales in Belmont and phase one scattered lots in 2027
7. Complete walking trails in Cole Tract, Belmont, and estate lots in Fall 2028

Phase Two plan:

1. Begin construction of entrance and Village A in Fall 2025
2. Complete road and utility construction in Village A in Fall 2026
3. Construct sewer and water utilities for the Perquimans River waterfront lots in Spring 2027
4. Sale lots throughout Village A and B in Spring 2027
5. Begin sales of Perquimans River waterfront lots in Fall 2027
6. Continue development of lots between Holiday Lane and Harvey Point Road as market conditions allow

Process

1. Collaborate with the APPOA, Production Home Builders, Custom Home builders, and AP Realty to respond to market conditions and facilitate a vibrant sales operation in Albemarle Plantation.
2. Complete construction of the Cole Tract lots and begin construction in Phase 2.
3. Continue the operation of a sales and marketing program in the community that attracts buyers from a national market.



Pioneer Land Company, LLC
4056 Powhatan Secondary
Williamsburg, VA 23188
Direct line: 385.352.5657

John B. Linton
Owner
john@pioneerlandcompanyllc.com

Request

1. Extend the preliminary plat approval for the next two years in Phase 2 from Harvey Point Road to the Perquimans River waterfront lots as set forth in Exhibit B.
2. Approve the phasing of Final Plat approval for the Cole Tract lots as set forth in Exhibit C.
3. Confirm and renew the density of the Phase Two PUD as set forth in Exhibit D.

Conclusion

For your convenience, I will include attachments that provide extended information for each of the exhibits related to the requests outlined above.

We are thrilled to be in Perquimans County to continue and accelerate the growth of Albemarle Plantation! There is a renewed vision for Albemarle Plantation that is backed by thirty-seven years of experience and by the fourth-largest homebuilder in the United States. Given that combination, we believe that Albemarle Plantation will continue to bring vibrancy, revenue, service, and a sense of community that will benefit Perquimans County for many years to come.

Please do not hesitate to contact me with any questions.

Kind regards,

John B. Linton
Manager
Albemarle Preserve, LLC



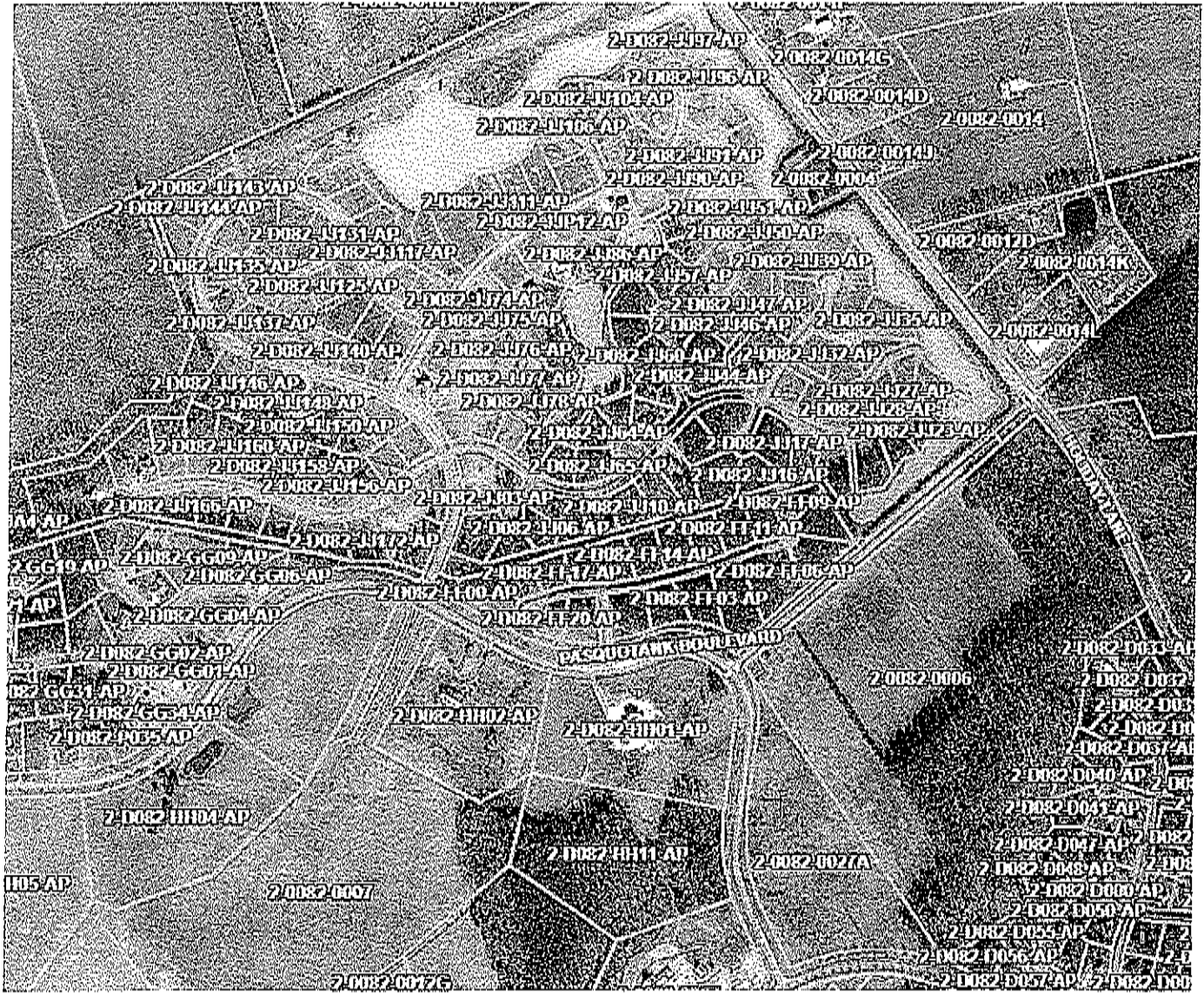
Pioneer Land Company, LLC
4056 Powhatan Secondary
Williamsburg, VA 23188
Direct line: 385.352.5657

John B. Linton
Owner
john@pioneerlandcompanyllc.com

EXHIBIT A

PROPERTY

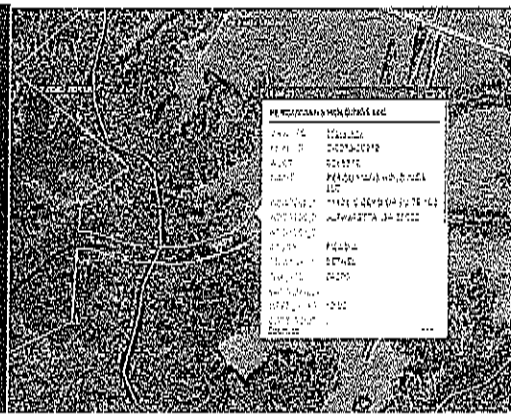
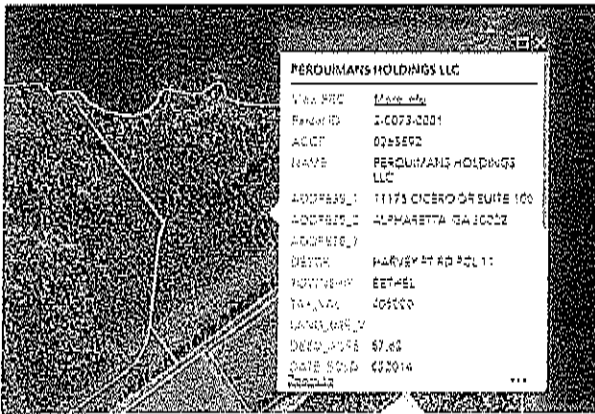
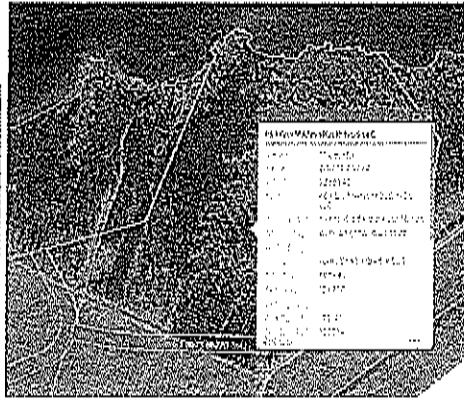
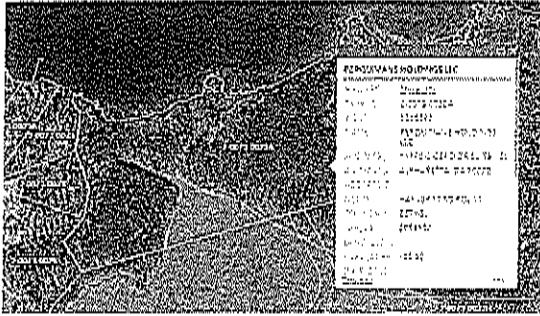
PHASE ONE





Pioneer Land Company, LLC
 4056 Powhatan Secondary
 Williamsburg, VA 23188
 Direct line: 385.352.5657

John B. Linton
 Owner
 john@pioneerlandcompanyllc.com





Pioneer Land Company, LLC
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Williamsburg, VA 23188
Direct line: 385.352.5657

John B. Linton
Owner
john@pioneerlandcompanyllc.com

EXHIBIT B

PHASE 2 RIVERFRONT LOTS - PERQUIMANS RIVER

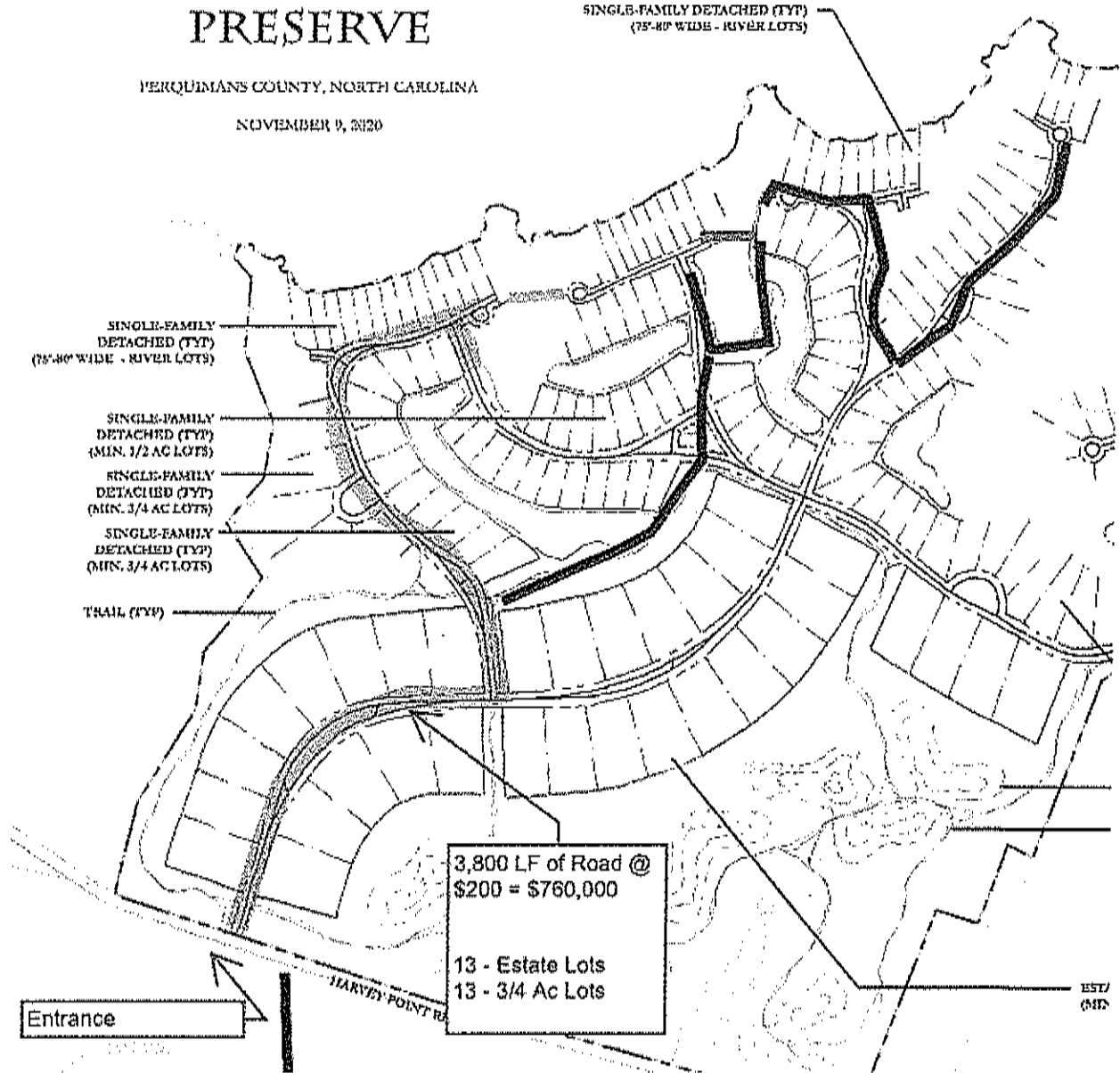
CONCEPTUAL MASTER PLAN
106

PERQUIMANS RIVER

ALBEMARLE
PRESERVE

PERQUIMANS COUNTY, NORTH CAROLINA

NOVEMBER 9, 2020

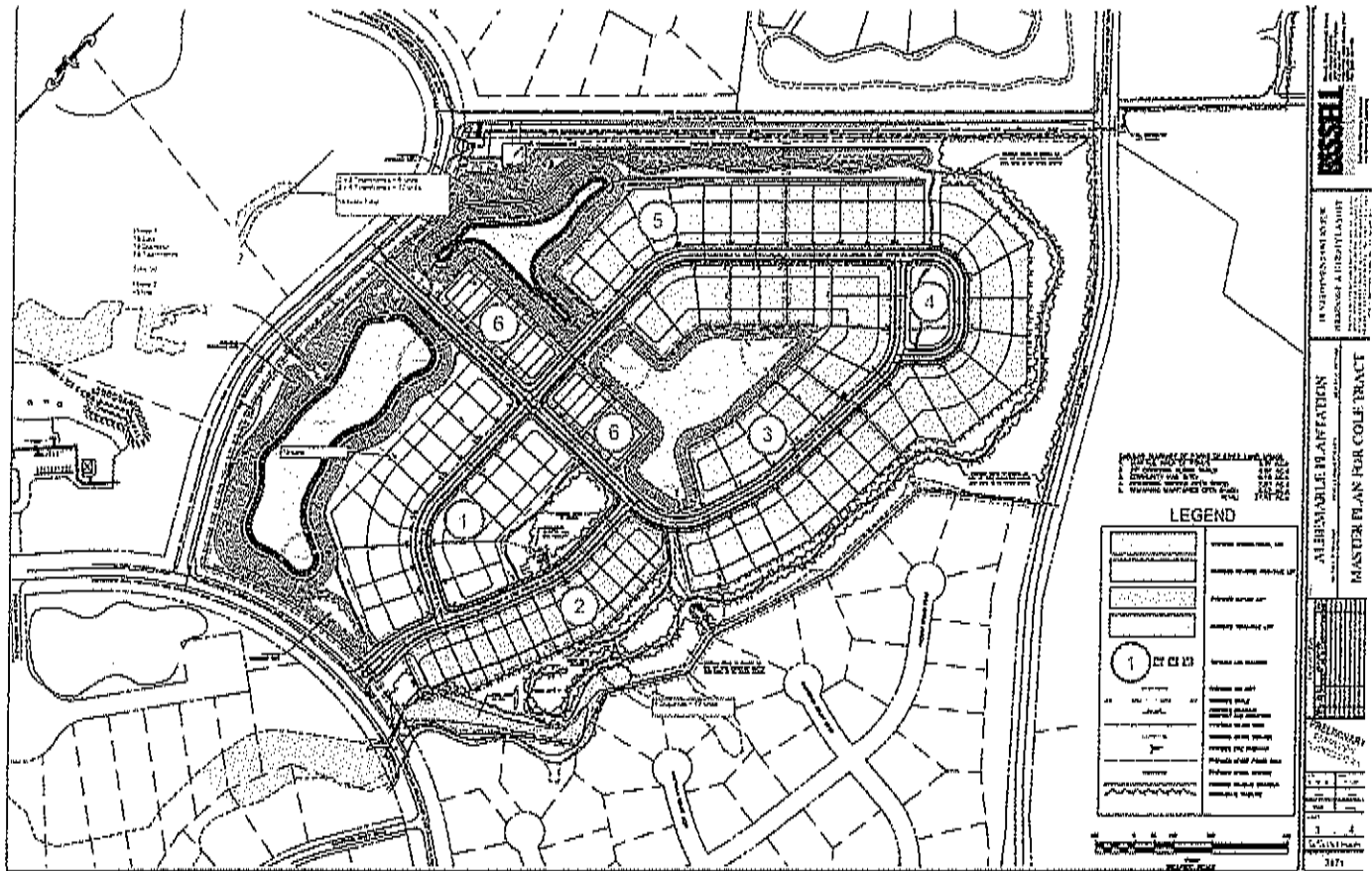




Pioneer Land Company, LLC
 4056 Powhatan Secondary
 Williamsburg, VA 23168
 Direct line: 385.352.5657

John B. Linton
 Owner
 john@pioneerlandcompanyllc.com

EXHIBIT C
 COLE TRACT



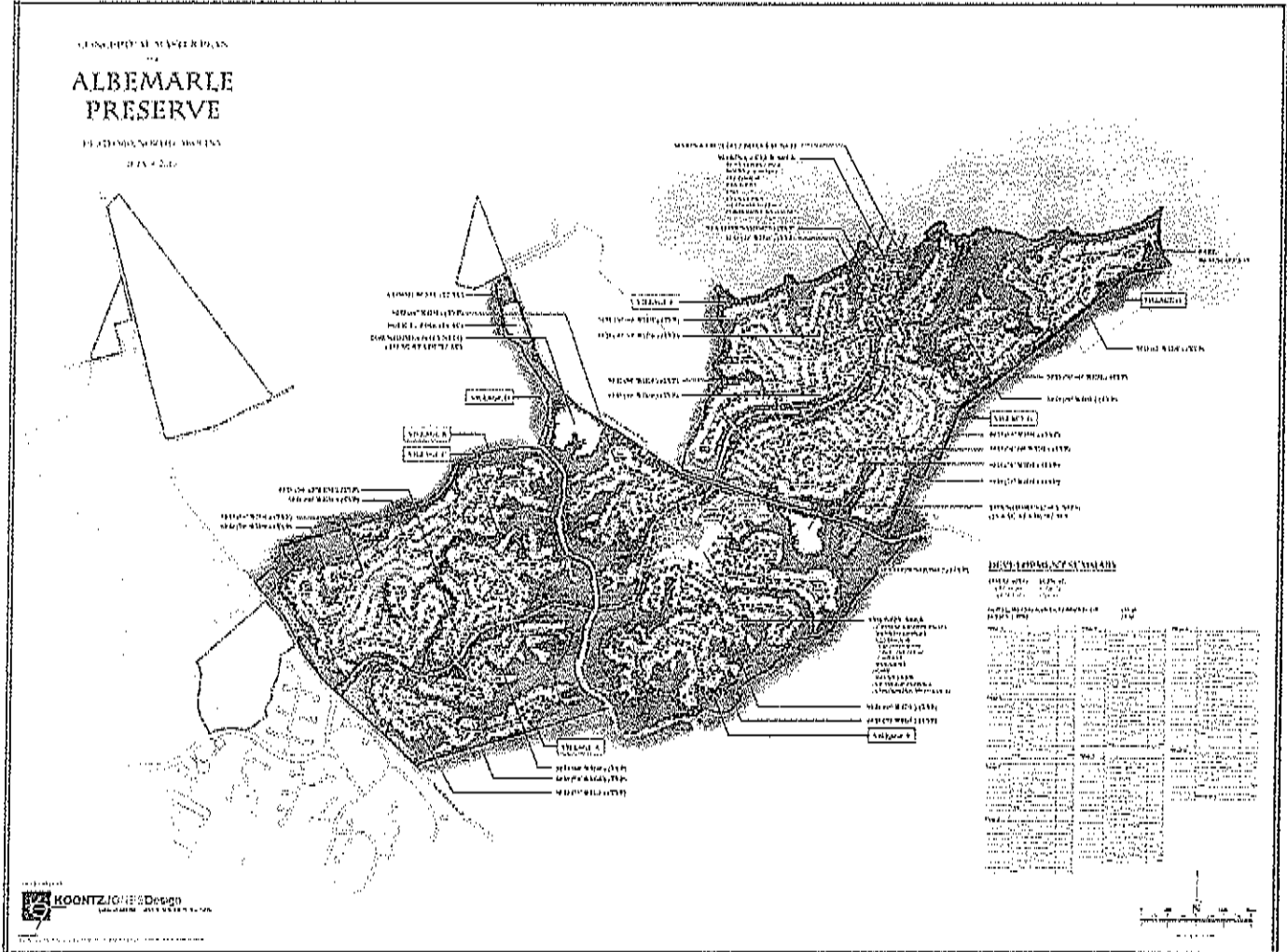


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Direct line: 385.352.5657

John B. Linton
Owner
john@pioneerlandcompanyllc.com

EXHIBIT D

PHASE 2 PUD



§ 143-318.11. Closed sessions.

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

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

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

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

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

FOR
INFORMATION
ONLY
ITEMS

DEPARTMENT HEAD REPORTS

SURVEYOR'S PHONE #	ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
	X	11-21-2024	X	EASEMENT 5-036A-0010B
				28,188 SQ FT
	X	11-22-2024	X	SUBDIVISION OF 4-0054-0060
	X	11-26-2024	X	PARCEL A 1.26 ACRES PARCEL B 2.03 ACRES
	X			SUBDIVISION OF 5-0051-0015F PARCEL A 1.56 ACRES

<p>BISSELL SURVEYING PO BOX 168 KITTY HAWK, NC 27949 (252)261-3266</p>	<p>J H MILLER JR. 168 COTTONWOOD DRIVE HERTFORD, NC 27944 339-6932</p>	<p>MCKIM & CREED 504 E ELIZABETH ST STE ELIZABETH CITY, NC 2790 338-2929</p>	<p>ROBEY 215 B STREE CAMDEN, NC 27921 335-1886</p>	<p>SCOTT TEMPLE PO BOX 422 ELIZABETH CITY, NC 27907 303-4016</p>
<p>BOWMAN CONSULTING PAUL J TOTI 131 MAIN STREET GATESVILLE, NC 278 357-1581</p>	<p>EUGENE JORDAN 402 SIGN PINE ROAD TYNER, NC 27980 221-4795</p>	<p>MARK PRUDEN 146 OAK GROVE ROAD EDENTON, NC 27932 482-7804</p>	<p>GLORIA ROGERS 215 B STREET CAMDEN, NC 27921 338-1415/333-8781</p>	<p>SL CARDWELL SURVEYING 1208 FRANCIS STREET ELIZABETH CITY, NC 27909 338-6328</p>
<p>CHARLES E BROWN, III 2905 JOHNSON ROAD ELIZABETH CITY, NC 27909 335-0928</p>	<p>PAT MCDOWELL PO BOX 381 ELIZABETH CITY, NC 27909 338-4161</p>	<p>RACKLEY SURVEYING 1015 MACEY JO COURT ELIZABETH CITY, NC 27909 (252)679-7670</p>	<p>SAUNDERS SURVEYING 510 AVENURE ROAD BLACK MOUNTAIN, NC 28711 (828) 669-2777</p>	<p>TIMMONS GROUP 1805 W CITY DR UNIT E ELIZABETH CITY, NC 27909 (252)621-5030</p>

TONY WEBB PO BOX 381 EDENTON, NC 27932 (252)482-3066

SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
TIMMONS GROUP X	12-15-2024	X	SUBDIVISION OF 5-D032-0185-W 17 LOTS
HAMPTON ROADS			
SL CARDWELL X	12-10-2024	X	RECOMBINATION OF 2-D082-F084-HI, F085-HI, F086-HI, & F088-HI 39,997 SQ. FT.
JEFFREY & CASSIA MILLER			
JOSIAH A WEBB WILLIAM P MONDS X	12-12-2024	X	SUBDIVISION OF 1-0029-0074 6.07 ACRES
TA STOKELY TIM & DEBORAH O LYMAN & TINA CHAPPELL X	12-12-2024	X	RECOMBINATION OF 2.00 ACRES 4-0053-0013 & 4-0053-0014 2.37 ACRES
TA STOKELY GRAE, LLC X	12-13-2024	X	SUBDIVISION & RECOMBINATION 5-D032-0074-W & 5-D032-061W PARCEL A .19 ACRES PARCEL B .19 ACRES PARCEL 1R .39 ACRES
JOSIAH A WEBB ANTHONY T MONE X	12-17-2024	X	SUBDIVISION OF 1-0016-0066 1.00 ACRE
JOSIAH A WEBB GEORGE & DONNA BAKER X	12-20-2024	X	SUBDIVISION OF 5-0052-0026 INTO 4 LOTS LOT 1 -1.04 AC LOT 2 -1.10 AC, LOT 3 1.10 AC & LOT 4 -1.10 AC

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
 BOWMAN CONSULTING
 PAUL J TOJI
 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
 ROBEEY
 215 B STREE
 CAMDEN, NC 27921
 335-1888
 GLORIA ROGERS
 215 B STREET
 CAMDEN, NC 27921
 338-1415/333-8781
 SAUNDERS SURVEYING
 510 AVENURE ROAD
 BLACK MOUNTAIN, NC 28711
 (828) 669-2777
 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

CHARLES E BROWN, III
 2005 JOHNSON ROAD
 ELIZABETH CITY, NC 27909
 335-0828
 PAT MCDOWELL
 PO BOX 391
 ELIZABETH CITY, NC 27909
 338-4161
 RACKLEY SURVEYING
 1015 MACEY JO COURT
 ELIZABETH CITY, NC 27909
 (252)679-7670
 TONY WEBB PO BOX 381 EDENTON, NC 27932 (252)482-3066

DECEMBER

PLAT REVIEW LOG - PERQUIMANS COUNTY

	X	X	12-23-2024	X	EXEMPT DIVISION FROM 2-0070-0050 CREATING 3 LOTS
SURVEYOR'S PHONE #	ADDRESS	DATE IN	DATE OUT	APPROVAL YES/NO	COMMENTS
TA STOKEY	X			X	EXEMPT DIVISION FROM 2-0070-0050 CREATING 3 LOTS
HENRY & MARY NORMAN, CRAIG & LESLIE CRAFT					
				E	

<p>BISEL SURVEYING PO BOX 168 KITTY HAWK, NC 27949 {252}261-3266</p>	<p>J H MILLER JR. 166 COTTONWOOD DRIVE HERTFORD, NC 27944 339-6932</p>	<p>MCKIM & CREED 504 E ELIZABETH ST STE ELIZABETH CITY, NC 2790 338-2929</p>	<p>ROBEY 215 B STREE CAMDEN, NC 27921 335-1886</p>	<p>SCOTT TEMPLE PO BOX 422 ELIZABETH CITY, NC 27907 303-4016</p>
<p>BOWMAN CONSULTING PAUL J TOTI 131 MAIN STREET GATESVILLE, NC 279 357-1581</p>	<p>EUGENE JORDAN 402 SIGN PINE ROAD TYNER, NC 27980 221-4795</p>	<p>MARK PRUDEN 146 OAK GROVE ROAD EDENTON, NC 27932 482-7804</p>	<p>GLORIA ROGERS 215 B STRET CAMDEN, NC 27921 338-1415/333-8781</p>	<p>SL CARDWELL SURVEYING 1266 FRANCIS STREET ELIZABETH CITY, NC 27909 338-632B</p>
<p>CHARLES E BROWN, III 2005 JOHNSON ROAD ELIZABETH CITY, NC 27909 335-0928</p>	<p>PAT MCDOWELL PO BOX 381 ELIZABETH CITY, NC 27909 338-4161</p>	<p>RACKLEY SURVEYING 1015 WACEY JO COURT ELIZABETH CITY, NC 27909 {252}679-7670</p>	<p>SAUNDERS SURVEYING 510 AVENURE ROAD BLACK MOUNTAIN, NC 28711 (828) 669-2777</p>	<p>TIMMONS GROUP 1805 W CITY DR UNIT E ELIZABETH CITY, NC 27909 {252}621-5030</p>
<p>TONY WEBB PO BOX 381 EDENTON, NC 27932 {252}482-3066</p>				



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

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

**PERQUIMANS COUNTY
TAX DEPARTMENT**

Enforced Collections- December 2024

GARNISHMENTS: \$1,338.89

PAYMENT AGREEMENTS: \$9,545.64

DEBT SETOFFS: \$0

Permit Report

12/01/2024 - 12/31/2024

Permit Date	Permit #	Permit Type	Location	Project Cost	Total Fees	Outstanding Balance	Total Payments
12/1/2024	5026	Building	County	150,000	\$1,225.00	\$0.00	\$1,225.00
12/1/2024	5023	Plumbing	County	5,000	\$55.00	\$0.00	\$55.00
12/1/2024	5022	Mechanical	County	6,800	\$75.00	\$0.00	\$75.00
12/1/2024	5021	Building	County	19,380	\$209.00	\$0.00	\$209.00
12/1/2024	5020	Building	County	2,500	\$75.00	\$0.00	\$75.00
12/1/2024	4993	Building	County	128,045	\$323.00	\$0.00	\$323.00
12/1/2024	4938	Building	County	159,000	\$185.00	\$0.00	\$185.00
12/2/2024	5030	Electrical	Winfall	1,000	\$0.00	\$0.00	
12/2/2024	5029	Plumbing	County	1,200	\$55.00	\$0.00	\$55.00
12/2/2024	5028	Electrical	Winfall	1,000	\$0.00	\$0.00	
12/2/2024	5027	Building	Winfall	100,000	\$75.00	\$0.00	\$75.00
12/2/2024	5011	Building	County	10,500	\$155.00	\$155.00	
12/3/2024	5032	Building	Hertford	0	\$75.00	\$0.00	\$75.00
12/3/2024	5031	Electrical	Hertford	25,000	\$490.00	\$0.00	\$490.00
12/4/2024	5036	Building	Winfall	28,000	\$213.00	\$0.00	\$213.00
12/4/2024	5035	Plumbing	County	1,500	\$55.00	\$0.00	\$55.00
12/4/2024	5034	Electrical	County	500	\$50.00	\$0.00	\$50.00
12/4/2024	5033	Building	County	185,000	\$150.00	\$0.00	\$150.00
12/5/2024	5043	Building	County	64,900	\$100.00	\$0.00	\$100.00
12/5/2024	5042	Building	County	5,400	\$50.00	\$0.00	\$50.00
12/5/2024	5041	Electrical	County	1,900	\$80.00	\$0.00	\$80.00
12/5/2024	5040	Electrical	County	1,900	\$50.00	\$0.00	\$50.00
12/5/2024	5039	Plumbing	County	14,000	\$220.00	\$0.00	\$220.00
12/5/2024	5038	Plumbing	County	5,000	\$50.00	\$0.00	\$50.00
12/5/2024	5037	Electrical	County	10,000	\$70.00	\$0.00	\$70.00
12/6/2024	5048	Mechanical	County	14,800	\$150.00	\$0.00	\$150.00
12/6/2024	5047	Mechanical	Hertford	9,000	\$75.00	\$0.00	\$75.00
12/6/2024	5046	Mechanical	Hertford	11,250	\$75.00	\$0.00	\$75.00
12/6/2024	5045	Plumbing	County	1,200	\$60.00	\$0.00	\$60.00
12/6/2024	5044	Electrical	County	2,500	\$130.00	\$0.00	\$130.00
12/9/2024	5050	Building	County	6,500	\$75.00	\$0.00	\$75.00
12/9/2024	5049	Electrical	Winfall	1,500	\$50.00	\$0.00	\$50.00
12/10/2024	5054	Building	County	3,900		\$0.00	
12/10/2024	5053	Plumbing	County	10,000	\$170.00	\$0.00	\$170.00
12/10/2024	5052	Building	County	85,000	\$225.00	\$0.00	\$225.00
12/10/2024	5051	Mechanical	County	1,200	\$55.00	\$0.00	\$55.00
12/11/2024	5056	Building	Hertford	200,000		\$0.00	
12/11/2024	5055	Mechanical	County	10,750	\$75.00	\$0.00	\$75.00
12/12/2024	5063	Building	County	4,540	\$75.00	\$0.00	\$75.00
12/12/2024	5062	Building	Winfall	125,000	\$1,406.00	\$0.00	\$1,406.00
12/12/2024	5061	Plumbing	County	3,000	\$65.00	\$0.00	\$65.00
12/12/2024	5060	Electrical	County	2,000	\$50.00	\$0.00	\$50.00
12/12/2024	5059	Electrical	County	10,000	\$303.00	\$0.00	\$303.00
12/12/2024	5058	Building	Hertford	20,000	\$243.00	\$0.00	\$243.00
12/12/2024	5057	Plumbing	County	3,600	\$150.00	\$0.00	\$150.00
12/13/2024	5069	Building	County	215,000		\$0.00	
12/13/2024	5068	Mechanical	County	15,620	\$225.00	\$0.00	\$225.00
12/13/2024	5067	Electrical	County	400	\$50.00	\$0.00	\$50.00
12/13/2024	5066	Building	County	35,000	\$185.00	\$0.00	\$185.00
12/13/2024	5065	Electrical	County	1,000	\$50.00	\$0.00	\$50.00



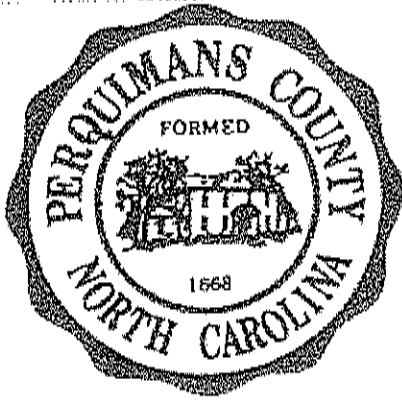
Case Report

12/01/2024 - 12/31/2024

Main Status	Case Date	Case Date	Owner Address	Owner Name	Violation	Description
Open	12/11/2024	12/11/2024	NICOLE M.	ELLIOTT, LINWOOD C., JR. &	Trash	Trash, Vehicles and High Grass

Total Records: 1

1/2/2025



Case Activity Report

11/26/2024 - 12/26/2024

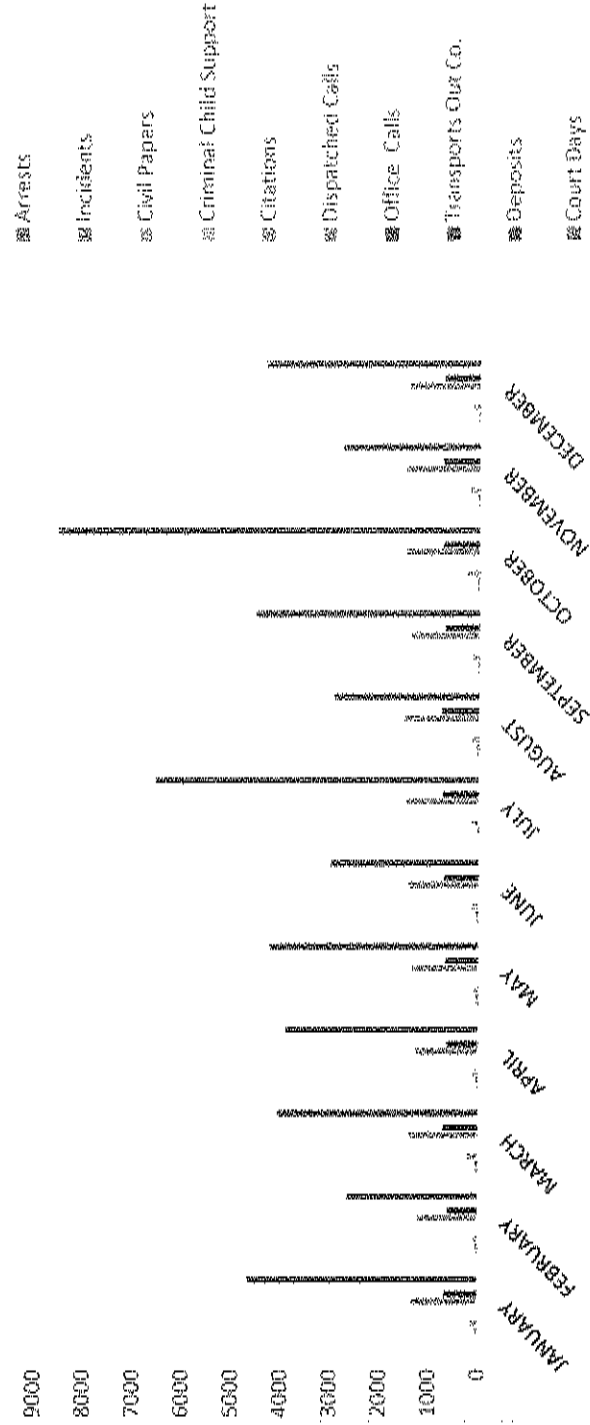
Activity Date	Case #	Parcel Address	Violation	Description	Activity Type	Description
12/12/2024	174	317 LAKE RD	Trash	Trash, Vehicles and High Grass	Inspection	Complaint of trash, old vehicles and high grass. Owners were not available at time of inspection. Will contact owners and monitor.
11/26/2024	173	108 WHITETAIL CT	Burning	Complaint of burning trash	Inspection	Complaint of burning trash. Upon inspection nothing was burning around property. It appears smoke from a wood stove at the house was the complaint.

Total Records: 2

12/31/2024

Page: 1 of 1

Perquimans County Sheriff's Office --- December 2024 Activity Report										
	Arrests	Incidents	Civil Papers	Criminal Child Support	Citations	Dispatched Calls	Office Calls	Transports Out Co.	Deposits	Court Days
JANUARY	23	56	168	1	13	1346	673	4	\$4,664.00	8
FEBRUARY	32	61	100	0	10	1225	613	4	\$2,652.07	8
MARCH	35	70	229	1	6	1404	702	2	\$4,064.50	9
APRIL	28	60	128	1	7	1263	632	2	\$3,902.50	10
MAY	40	71	118	0	5	1348	674	6	\$4,231.00	7
JUNE	39	62	157	0	11	1419	710	1	\$2,997.00	5
JULY	27	45	177	1	7	1483	742	3	\$6,560.25	8
AUGUST	38	68	159	1	9	1536	768	1	\$2,951.00	8
SEPTEMBER	29	48	143	0	18	1392	696	4	\$4,543.43	10
OCTOBER	45	70	285	0	25	1491	746	5	\$8,565.00	8
NOVEMBER	28	51	224	0	8	1500	750	3	\$2,785.00	6
DECEMBER	28	46	167	0	17	1443	722	0	\$4,355.00	5



COMMITTEE REPORTS

Annual ABC info

From: Bobbie Lowe <Bobbie.Lowe@trilliumnc.org>

Sent: Thursday, January 2, 2025 1:56 PM

To: Frank Heath <frankheath@perquimanscountync.gov>; Tracy Mathews <tracymathews@perquimanscountync.gov>

Subject: Annual ABC info

Happy New Year! Please see attached ABC report.

Per GS 18B-805(h) since Trillium Health Resources received Alcoholism (ABC) Funds from your county, we are required to provide an annual report to the Board of County Commissioners describing how funds were spent. Please find attached a brief description of the expenditures that were paid from July 1, 2022 – June 30, 2023. If you have any questions please let us know.

Bobbie Lowe, MS, LCMHC, NCC
Regional Vice President (Northern Region)

Pronouns: She/Her/Hers ([What is this?](#))

Trillium Health Resources
www.TrilliumHealthResources.org

P 1-866-998-2597

F 910-399-3758

Member & Recipient Service Line: 1-877-685-2415

Provider Support Service Line: 1-855-250-1539

Trillium now serves 46 counties as of Feb. 1, 2024. [Learn more here.](#)

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[Trillium Direct Connect for Recovery](#)

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ABC Funds Report for FY 23-24

County: Perquimans

Amount of ABC Funds Budgeted \$ 4,000.00

ABC Funds Restrictions per County Allocation: None

Per GS 18B-805(h) since Trillium Health Resources received Alcoholism (ABC) Funds from your county, we are required to provide an annual report to the board of county commissioners describing how the funds were spent. Please find below to a brief description of the expenditures that was paid from July 1, 2023 to June 30, 2024.

Healing Transitions in Wake County was paid \$14,535.00 at a total of 323 days for individuals in Perquimans County for substance use treatment and specifically for detoxification services and recovery treatment.

Purchase of Naloxone Kits: Trillium purchased and distributed in Perquimans County 120 Naloxone kits at \$5,045.04.

Purchase of Fentanyl and Xylazine Strips: purchased and distributed in Perquimans County 230 Fentanyl Strips at \$95.68 and 125 Xylazine Strips at \$93.00.

Poe Center Program- The Poe Center will provide in person Substance Use Prevention Education for parents and others who work with youth, in partnerships with Perquimans County Schools. Perquimans County Schools will receive 2 sessions for a total of \$1400.

*Substance Use Treatment Services: \$355,065.87 was paid for 80 individuals from your county to providers for substance use treatment.

These substance use treatment expenditures were spent for the treatment of alcoholism or substance use. These funds were paid to providers who contracted with Trillium to provide substance use treatment to members with an address in your county. Services provided include but are not limited to the below:

- Assessment/evaluation
- Outpatient treatment and counseling, including face-to-face and telepsychiatry and both individual and group

- Mobile Crisis
- Substance Use Intensive Outpatient Therapy
- Facility Based Crisis
- Opioid Treatment

*Denotes State and Medicaid funds paid for services for members residing in Perquimans County with substance use diagnosis.