

AGENDA

All items are for discussion and possible action.
Perquimans County Board of Commissioners
Commissioners Room - Courthouse Annex Building
April 4, 2016
6:50 p.m.

- I. **Call to Order**
- II. **Prayer & Pledge**
- III. **Public Hearing**
 - A. **Case No. NZV-16-01 - Parent-to-Child Deed of Gift6:50 p.m.**
 - To receive citizens' comments to consider a Parent-to-Child Deed of Gift (Case No. NZV-16-01), a Parent-to-Child Deed of Gift for a 2-acre lot proposed by William Douglas Sawyer for his grandson. Property known as portion of Tax Parcel No. 4-0053-0088, with easement access across Tax Parcel 4-0053-0085A. Remainder of property constitutes a second "Flag Lot" containing less than ten acres. Parcels located next to 479 Whitehat Road.
- IV. **Approval of Agenda**
- V. **Consent Agenda**

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

 - A. Approval of Minutes: March 7, 2016 Regular Meeting & March 21, 2016 Special Called Meeting/Work Session
 - B. Tax Releases
 - C. Personnel Matters
 - 1. Board of Elections – Fill-In
 - D. Step/Merit Increases
 - 1. Social Services
 - 2. EMS
 - 3. Planner
 - E. Budget Amendment No. 13 – 15
 - F. Resolution: Spring Litter Sweep
 - G. Board Appointment: Social Services Board - Commissioner
- VI. **PRESENTATIONS**
 - A. Introduction of New Employees
 - 1. Kristin Gordon, Human Resources Placement Specialist
 - 2. Krystal Agosto, Full-Time Telecommunicator
 - 3. James Farrar, Part-Time Telecommunicator
- VII. **Scheduled Appointments**
 - A. Bill Jennings, Tax Administrator 7:00 p.m.
 - B. Susan Chaney, Social Services Director 7:05 p.m.
 - C. 7:10 p.m.
- VIII. **Commissioner's Concerns/Committee Reports**
 - A.
 - B.
 - C.
- IX. **Old Business**
 - A. Updates from County Manager

ACTION
TAKEN
LATER

ACTION
REQUIRED

NO
ACTION
REQUIRED

**ACTION
REQUIRED**

X.

- B. Board Appointments
 - 1. Trillium Northern Region Advisory Board
 - 2. Tourism Development Authority (Industry Rep)
 - 3. Nursing Home Advisory Committee
- C. Letter of Support: Federal EPA Grant

New Business

- A. Planning Items
 - 1. Case No. NZV-16-01 – Parent to Child Deed of Gift
- B.
- C.
- D.

XI.

Unscheduled Appointments/Public Comments

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

- A.
- B.
- C.

XII.

Adjournment

FOR INFORMATION ONLY:

- Prescription Card Program

DEPARTMENT HEAD REPORTS:

- Plat Log
- Code Enforcement Reports

COMMITTEE WRITTEN REPORTS:

NOTES FROM THE COUNTY MANAGER

April 4, 2016

6:50 p.m.

- III. **Enclosures:** Public Hearing is being held regarding the following matter:
 - A. **Case No. NZV-16-01 - Parent-to-Child Deed of Gift**6:50 p.m.
 - To receive citizens' comments to consider a Parent-to-Child Deed of Gift (Case No. NZV-16-01), a Parent-to-Child Deed of Gift for a 2-acre lot proposed by William Douglas Sawyer for his grandson. Property known as portion of Tax Parcel No. 4-0053-0088, with easement access across Tax Parcel 4-0053-0085A. Remainder of property constitutes a second "Flag Lot" containing less than ten acres. Parcels located next to 479 Whitehat Road.
- V. **Enclosures.** Items included on the Consent Agenda are enclosed. *If you wish to discuss any of these items, please make that request during the meeting.*
- VI.A. The following introduction of new employees will be made:
 - **Susan Chaney:** Ms. Chaney, Social Services Director, will introduce Kristin Gordon, who began working in Social Services on March 10, 2016.
 - **Jonathan Nixon:** Jonathan Nixon, Emergency Services Technician, will introduce Krystal Agosto, Full-Time Telecommunicator, and James Farrar, Part-Time Telecommunication, who began working in Telecommunications on March 1, 2016.
- VII.A. **Enclosures.** Bill Jennings, Tax Administrator, will present his Monthly update on Reval, Foreclosures and Collections.
- VII.B. Susan Chaney, Social Services Director, will present her monthly report.
- IX.A. County Manager Heath will present several updates to the Board.
- IX.B. Last month, the Board tabled the appointment to the following Board/Committees: Trillium Northern Region Advisory Board; Tourism Development Authority (Industry Rep); and Nursing Home Advisory Committee. Board action is being requested. A copy of the current volunteer applications is attached. Board action is being requested.
- IX.C. At the March 21, 2016 Special Called Meeting, Dave Goss, Economic Development Consultant, requested a letter of support for the Federal EPA Grant which will assist with the preparation of the site plan for Phase II of the Commerce Centre. If approved, the County will be committing to 50% of the costs (\$27,000) which would come from next year's budget. Board action will be requested.
- X.A. Donna Godfrey, County Planner, will present the following item for Board action:
 - **Case No. NZV-16-01 - Parent-to-Child Deed of Gift:** A Public Hearing was held earlier to receive citizens' comments to consider a Parent-to-Child Deed of Gift (Case No. NZV-16-01), a Parent-to-Child Deed of Gift for a 2-acre lot proposed by William Douglas Sawyer for his grandson. Property known as portion of Tax Parcel No. 4-0053-0088, with easement access across Tax Parcel 4-0053-0085A. Remainder of property constitutes a second "Flag Lot" containing less than ten acres. Parcels located next to 479 Whitehat Road.

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 – March 7, 2016 Regular Meeting & March 21, 2016 Special Called Meeting/Work Session
- B. **Enclosure:** Tax Releases – see attached list
- C. **Enclosures:** Personnel Matters

Employee Name	Employee Job Title	Action Required	Grade/Step	New Salary	Effective Date
Sabrina Albietz	Board of Elections – Fill-In	Appointment		\$8.83/hr.	3/1/2016

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

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Rebecca Corpew	IMC Supervisor II	67/2	34,415	4/1/16
Beverly Pulley	IMC II	63/3	29,562	4/1/16
Jovan Ward	IMC II	63/2	28,859	4/1/16
C J Wilson	EMT-I	66/3	33,737	4/1/16
Donna Godfrey	Planner	72/16	60,345	4/1/16

- E. **Enclosure:** Budget Amendment Nos. 13 – 15 are presented for Board action.
- F. **Enclosure:** The following Resolution is presented for Board review:
 - 1. **Spring Litter Sweep:** Board will need to consider the enclosed Resolution proclaiming April 16th – April 30th, 2016 as Spring Litter Sweep in Perquimans County.
- G. **Enclosure:** The following Board reappointment is being presented for Board action and/or for Board information:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Kyle Jones	Social Services Board – Commissioner	Reappointment	3 yrs.	7/1/2016

PUBLIC NOTICE:

The Perquimans County Board of County Commissioners will hold a Public Hearing on Monday, April 4, 2016 at 6:50 PM in the Commissioners' Meeting Room on the 1st floor of the Perquimans County Courthouse Annex Building located at 110 North Church Street, Hertford, NC, **to consider Case No. NZV-16-01, a Parent-to-Child Deed of Gift for a 2-acre lot proposed by William Douglas Sawyer for his grandson.** Subject property located next to 479 Whitehat Road and known as portion of Tax Parcel No. 4-0053-0088, with easement access across Tax Parcel 4-0053-0085A. Remainder of property constitutes a second "Flag Lot" containing less than ten acres.

Property owners, residents and other interested parties may review this item during normal business hours before the Public Hearing at the Perquimans County Planning & Zoning Office, 104 Dobbs Street, Hertford, NC, or call 252-426-2027 or email dgodfrey@perquimanscountync.gov for more information. You may make comments at the Hearing and/or provide written comments. If you are unable to attend the Public Hearing but wish to make comments for the Board's consideration, please do so in writing if possible by 4:00 PM the Friday before the Public Hearing.

Publish in Perquimans Weekly on March 23, 2016

**PERQUIMANS COUNTY BOARD OF COMMISSIONERS
PLANNING & ZONING STAFF REPORT**

Deadline for Submission - Tuesday 9 a.m. - Six Days Prior to BCC Meeting

April 4, 2016

BCC MEETING DATE

TO: Frank Heath, MPA, County Manager **DATE:** March 29, 2016
FROM: Donna Godfrey, AICP, County Planner **PHONE:** 426-2027
SUBJECT: Consideration of Case No. NZV-16-01, a Parent-to-Child Deed of Gift for a 2-acre lot proposed by William Douglas Sawyer for his grandson. Subject property located next to 479 Whitehat Road and known as a portion of Tax Parcel No. 4-0053-0088, with easement access across Tax Parcel 4-0053-0085A. Remainder of property constitutes a second "Flag Lot" containing less than ten acres.

			Legal Review
<input type="checkbox"/> ZONING MAP AMENDMENT	<input type="checkbox"/> CONDITIONAL USE PERMIT	<input type="checkbox"/> ORDINANCE	<input type="checkbox"/> LEGISLATIVE PUBLIC HEARING ()
<input type="checkbox"/> ZONING TEXT AMENDMENT	<input type="checkbox"/> MAJOR SUBDIVISION	<input type="checkbox"/> RESOLUTION	<input type="checkbox"/> QUASI-JUDICIAL PUBLIC HEARING ()
<input type="checkbox"/> OTHER TEXT AMENDMENT	<input type="checkbox"/> PUD MAJOR MODIFICATION	<input type="checkbox"/> EX PARTE COMMUNICATIONS	<input checked="" type="checkbox"/> OTHER PLANNING OR ZONING ITEM ()

BACKGROUND INFORMATION: (Attach additional pages if necessary)

William Douglas Sawyer wishes to transfer a gift deed to his grandson. The subject 2-acre lot is located next to 479 Whitehat Road (SR 1310) and known as a portion of Tax Parcel No. 4-0053-0088, with private easement access across Tax Parcel No. 4-0053-0085A. The remainder of Mr. Sawyer's property constitutes a second "Flag Lot" containing less than ten acres. Approval of this proposed layout is requested and would allow immediate transfer of the proposed gift deed (see attached survey).

As explained in the Planning Board's Staff Report (attached), a Parent-to-Child Deed of Gift which meets the Flag Lot requirements of Sections 402B(9)(a) through (f) and other procedural requirements may be processed by County staff, without review and approval by the Planning Board and Board of County Commissioners. However, a Deed of Gift which does not meet these criteria must seek approval by the Boards and be conditioned by the Section 701E deed
-Continued next page-

SUGGESTED MOTIONS/RECOMMENDATIONS/ACTIONS: Reference Table of Findings on next page:

Pursuant to Sections 206(a) thru (d) and 701E of the Subdivision Regulations: in accordance with the above-noted findings, the Board of County Commissioners is requested to consider using one of the following scripts to form the desired motion for approval or denial of the Deed of Gift:

- **SUGGESTED ACTION TO APPROVE:** Considering Section 206 Findings and Section 701E exemption criteria, a Motion is made to approve Case No. NZV-16-01, a Parent-to-Child Subdivision by William Douglas Sawyer, to Gift Deed a +/-2-acre parcel to his grandson, located next to 479 Whitehat Road and known as a portion of Tax Parcel NO. 4-0053-0088, with easement access across Tax Parcel No. 4-0053-0085A. Remainder of property constitutes a second "Flag Lot" containing less than ten acres (*with other conditions, if any, noted herein*);
- **SUGGESTED ACTION TO DENY:** Considering Section 206 Findings, a motion is hereby made to deny the Parent-to-Child Subdivision and related Subdivision Variance.

Administration: _____ **Initials**

FORWARDED TO BCC **SUPPORTING MATERIAL ATTACHED**

BACKGROUND INFORMATION continued:

restrictions, as follows:

"But this conveyance is made subject to the following restrictions which shall run with the land:

That prior to the sale or transfer of the aforesaid lot and right-of-way to anyone other than the Grantors or either of them or to a child or grandchild of the Grantors, the aforesaid lot shall be brought into compliance with the Subdivision Regulations of Perquimans County in effect at the time of the recording of the present Deed of Gift, including, but not limited to, regulations that require the construction of a paved access road to the lot and the installation of required utilities. However, these restrictions will not apply to any transfer made to secure a loan or to any sale or transfer of the property as part of a foreclosure proceeding or to any subsequent sale or transfer by a Mortgagee who or which has purchased the property at a foreclosure sale."

In brief, this request is being brought before the Planning Board and the BCC due to the remaining portion of the subject property, which will constitute a second "Flag Lot." A platted easement the entire width of the adjacent 52.5-foot wide lot would accommodate future compliance with minimum road construction standards for a local residential road in the event Mr. Sawyer's Boards to request waiver of Section 402B(9), which states that "Requests for the creation of more than one flag lot from the same parcel shall be viewed by the Planning Board using the Major Subdivision review procedures."

The Applicant has been advised on the limitations of using this approach and understands that any future transfer of the Deed of Gift will require his grandson to upgrade the easement to meet NCDOT standards as well as potential water main improvements, etc., as per the Section 701E deed restriction. If retained by family members, the project as proposed would not require public road or utility improvements.

At its meeting on March 8th, the Planning Board recommended to the BCC approval of the proposed lot layout. Approval of the proposed lot layout by the BCC would allow Mr. Sawyer and his grandson to complete the rest of the application process in coordination with the County staff.

Suggested Motions - Recommendations - Actions: Section 206 of the Subdivision Regulations states that:

"The County Board of Commissioners may, on recommendation from the Planning Board, authorize a variance from these regulations when, in its opinion, undue hardship may result from strict compliance. In granting any variance, the Planning Board shall make the findings required below, taking into account the nature of the proposed subdivision, the existing use of land in the vicinity, the number of persons to reside or work in the proposed subdivision and the probable effect of the proposed subdivision upon traffic conditions in the vicinity. No variance shall be granted unless the County Board of Commissioners finds; (see Table of Findings - provided in the positive and negative tense - as follows):

SECTION 206 TABLE OF FINDINGS: Case No. NZV-16-01 (Parent-to-Child Deed of Gift)	
Motion to recommend approval finds:	Motion to recommend denial finds:
1) That there are special circumstances or conditions affecting said property such that the strict application of the provisions of this ordinance would deprive the applicant of the reasonable use of his land.	1) That there are no special circumstances or conditions affecting said property such that the strict application of the provisions of this ordinance would deprive the applicant of the reasonable use of his land.
2) That the variance is necessary for the preservation and enjoyment of a substantial property right of the petitioner.	2) That the variance is not necessary for the preservation and enjoyment of a substantial property right of the petitioner.
3) That the circumstances giving rise to the need for the variance are peculiar to the parcel and are not generally characteristic of other parcels in the jurisdiction of this ordinance.	3) That the circumstances giving rise to the need for the variance are not peculiar to the parcel and are not generally characteristic of other parcels in the jurisdiction of this ordinance.
4) That the granting of the variance will not be detrimental to the public health, safety, and welfare or injurious to other property in the territory in which said property is situated.	4) That the granting of the variance will be detrimental to the public health, safety, and welfare or injurious to other property in the territory in which said property is situated.

Attachments: (1) County GIS Tax Map of subject property (with Applicant's proposed lot and easement layout); (2) Application for Gift of Property; (3) DRAFT Planning Board Minutes of March 8th; and (4) Planning Board Staff Report.

BACKGROUND INFORMATION continued:

restrictions, as follows:

"But this conveyance is made subject to the following restrictions which shall run with the land:

That prior to the sale or transfer of the aforesaid lot and right-of-way to anyone other than the Grantors or either of them or to a child or grandchild of the Grantors, the aforesaid lot shall be brought into compliance with the Subdivision Regulations of Perquimans County in effect at the time of the recording of the present Deed of Gift, including, but not limited to, regulations that require the construction of a paved access road to the lot and the installation of required utilities. However, these restrictions will not apply to any transfer made to secure a loan or to any sale or transfer of the property as part of a foreclosure proceeding or to any subsequent sale or transfer by a Mortgagee who or which has purchased the property at a foreclosure sale."

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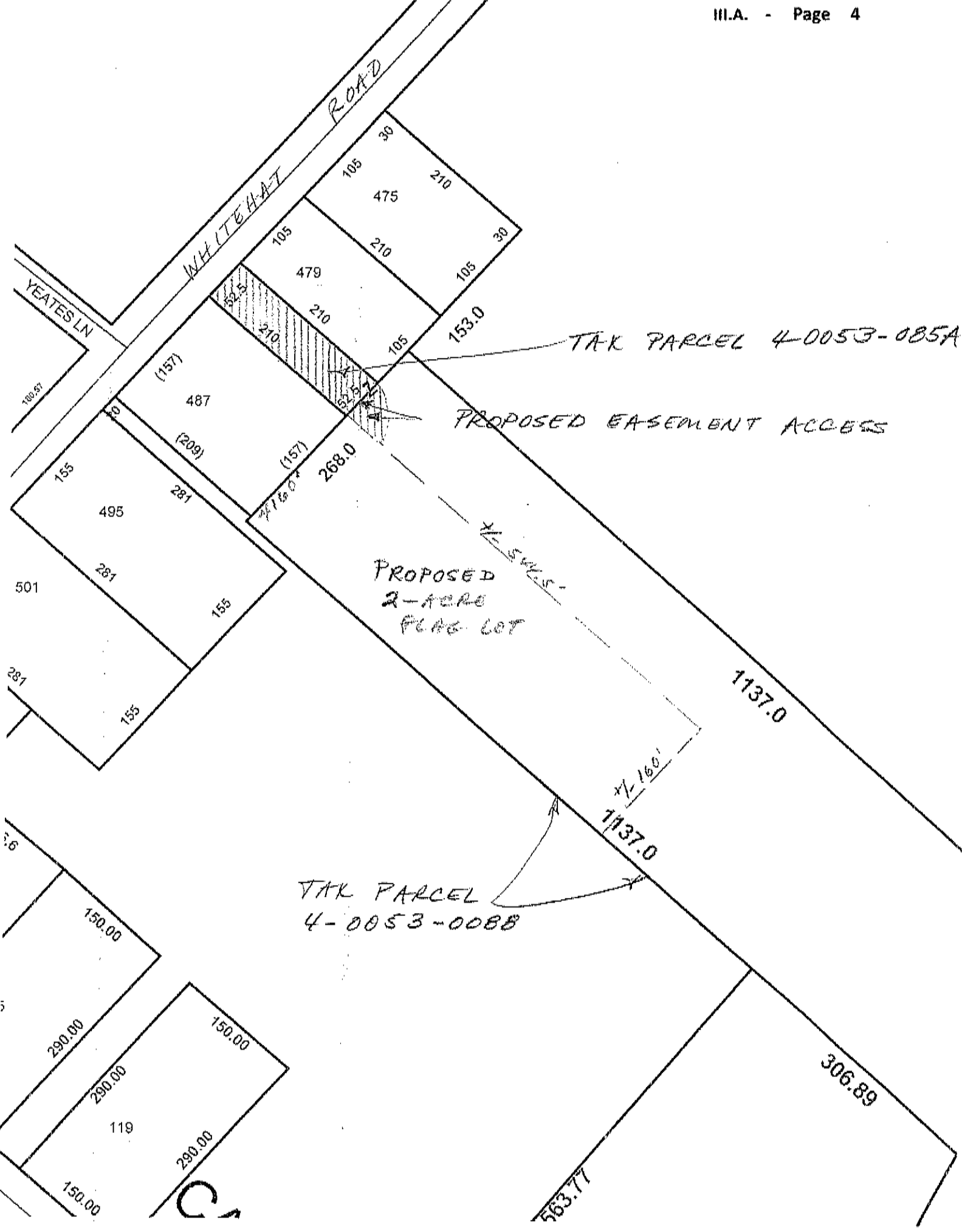
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2) That the variance is necessary for the preservation and enjoyment of a substantial property right of the petitioner.	2) That the variance is not necessary for the preservation and enjoyment of a substantial property right of the petitioner.
3) That the circumstances giving rise to the need for the variance are peculiar to the parcel and are not generally characteristic of other parcels in the jurisdiction of this ordinance.	3) That the circumstances giving rise to the need for the variance are not peculiar to the parcel and are not generally characteristic of other parcels in the jurisdiction of this ordinance.
4) That the granting of the variance will not be detrimental to the public health, safety, and welfare or injurious to other property in the territory in which said property is situated.	4) That the granting of the variance will be detrimental to the public health, safety, and welfare or injurious to other property in the territory in which said property is situated.

Attachments: (1) County GIS Tax Map of subject property; (2) Applicant's sketch of proposed lot and easement layout; (3) Application for Gift of Property; (4) DRAFT Planning Board Minutes of March 8th; and (5) Planning Board Staff Report.

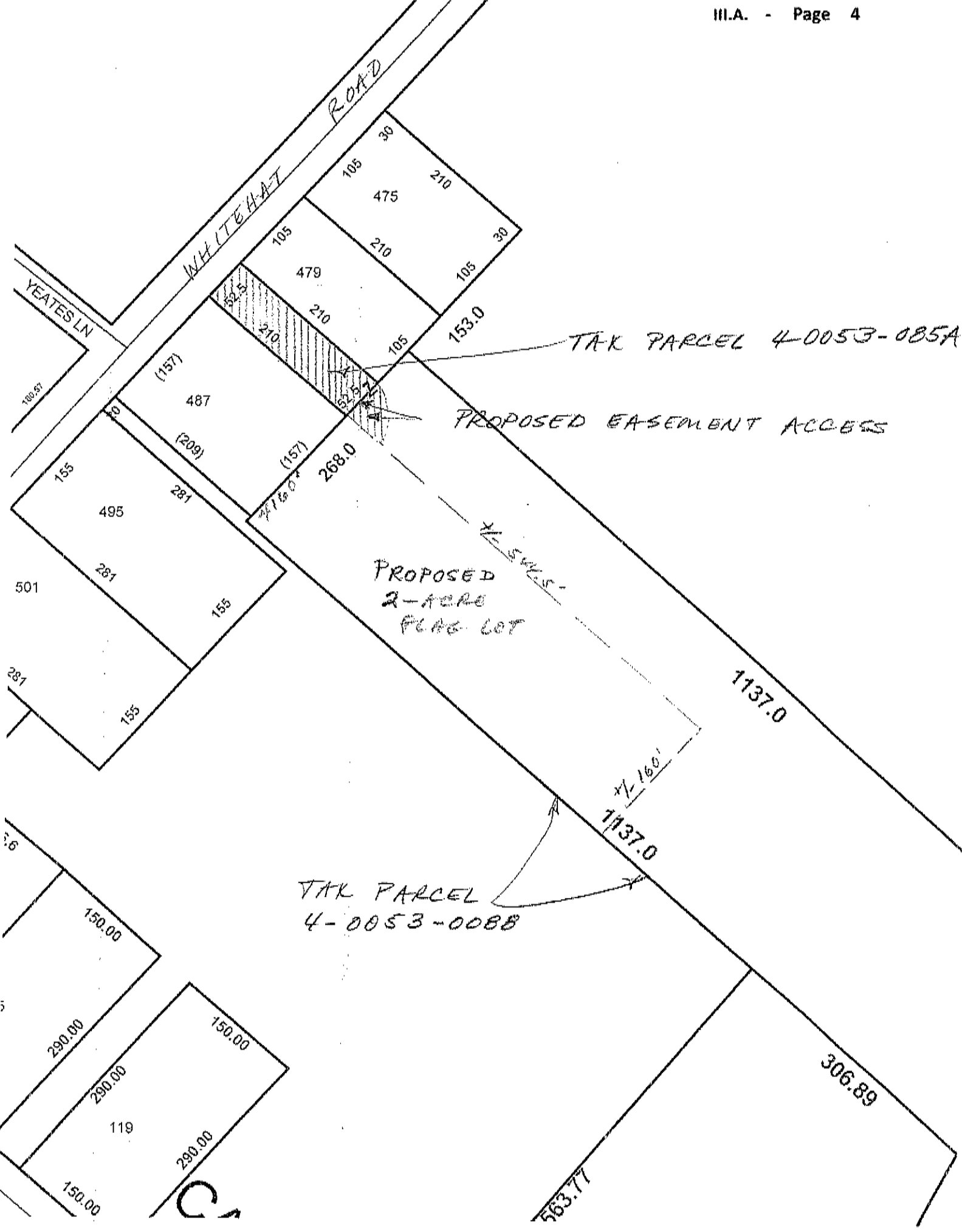


TAX PARCEL 4-0053-085A

PROPOSED EASEMENT ACCESS

PROPOSED 2-ACRE FLAG LOT

TAX PARCEL 4-0053-0088



Perquimans County, North Carolina
APPLICATION FOR GIFT OF PROPERTY



This section to be completed by County:
Date Received: 2-2-16 Received by: [Signature] Date Completed:
Confirmed by: _____ Subject Property Tax Map No.: 4-0 053-0088 + 85A
Proposed number of lots: 1 Is residual parcel over 10 acres? No. If no,
remind applicant to request ARHS's preliminary approval of residual lot when
applying for septic tank permit for proposed lot(s).

Name of Boundary Survey: ROUGH SKETCH

Property Owner(s): WILLIAM DOUGLAS SAWYER

Mailing Address: 479 WHITEHAT RD, HERTFORD NC 27944

Home Phone: 333-7678 Work: _____; Cell: 333-7678 Fax: _____

I (We) hereby certify that I (we) am (are) the owner(s) of the property located at
4-0053-0085A
4-0053-0088. I (We) hereby request a Deed of Gift Subdivision at this location. I
(we) acknowledge that this Application is for a single lot to my (our) child or grandchild.
Furthermore, I (we) acknowledge that this is the one and only such gift in Perquimans County given to
this child or grandchild from me (us) during the last ten (10) year period and that the resultant lot is
equal to or exceeds the standards of the County as shown in the Subdivision Regulations and that
restrictions are placed pursuant to Section 701E of the Perquimans County Subdivision Regulations in
the Deed of Gift to the child or grandchild. As the owner(s) of the property, I (we) request approval of
the proposed Deed of Gift and related Boundary Survey.

Respectfully yours,

William D. Sawyer
Signature of Owner/Grantor

2-2-16
Date

WILLIAM D. SAWYER
Signature of Owner/Grantor

2-2-16
Date

Sworn to and subscribed before me, this the _____ day of _____, 20____.

Notary Public _____ County of _____,

State of _____

My commission expires: _____

Form revised 11-12-14

NCDL# 1678918

Perquimans County, North Carolina

APPLICATION FOR GIFT OF PROPERTY
CHECKLIST OF INFORMATION AND ITEMS NEEDED PRIOR TO
APPROVAL & RECORDATION OF BOUNDARY SURVEY:

To confirm compliance with Section 701(e) of the Perquimans County Subdivision Regulations, complete and return pages 1 and 2 of this Application for Gift of Property, and provide additional information, as follows:

Page 1 of Application.

Copy of proposed Deed of Gift.

Boundary Survey with Certification Statements and references to residual parcel, if any (see Note #1, below). *(Rough Sketch of Proposed Lot Layout)*

Water Availability: COUNTY WATER

Proposed sewage system: _____ (attach ARHS's septic system approval (and Preliminary Approval for residual parcel, if applicable) or letter of availability for public sewer as applicable).

129-125

My (our) ownership of parent tract is evidenced by attached deed recorded in Real Estate Book 83, Page 021346 OR Will File Number _____ *129-125*

My (our) parent tract is known as Township No. 4, Map/Development No. 0053, Parcel No. 0085A + 0088

Size of Parent Tract: 0.25 acres. 6.9

Linear footage width (street frontage): 52.5' and depth: 210' of parent tract.

Depth of parent tract: 1137' linear feet.

Parent tract is zoned: RA. Future Land Use classification: Resi Ag.

Review and consultation with Soil & Water Conservation staff _____

May need to establish drainage easements on the property lines depending upon Drainage plan requirements.

Disclosure statement referencing Section 402(11)f), (19) and (20) of the Perquimans County Subdivision Regulations regarding grading, drainage and erosion control.

Other (specify): _____

Other (specify): _____

NOTES:

(1) Any lot of less than 10 acres, including any residual parcel, must obtain a certificate from the Albemarle Regional Health Service stating whether or not septic systems may be approved for the lot(s); and (2) There is no fee for this Application.

Date: February 9, 1989
Time: 4:55 P.M.
Book: 129
Page: 125

NS

Excise Tax none

Recording Time, Book and Page

Tax Lot No. Parcel Identifier No.
Verified by County on the day of 19.....
by

Mailed after recording to Mr. & Mrs. William Douglas Sawyer
Route 3, Box 188, Hertford, NC 27944

This instrument was prepared by John V. Matthews, Jr., Attorney at Law, Hertford, NC 27944

Brief description for the Index DEED OF GIFT

NORTH CAROLINA GENERAL WARRANTY DEED

THIS DEED made this 2nd day of February, 1989, by and between

GRANTOR

GRANTEE

William Levin Sawyer & wife,
Evelyn C. Sawyer
Route 3
Hertford, NC 27944

William Douglas Sawyer & wife,
Brenda T. Sawyer
Route 3, Box 188
Hertford, NC 27944

*also known as William Levi Sawyer

Enter in appropriate block for each party: name, address, and, if appropriate, character of entity, e.g. corporation or partnership.

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot or parcel of land situated in ~~the County~~ New Hope Township, Perquimans County, North Carolina and more particularly described as follows:

BEGINNING at an iron pipe on the southeastern edge of the right-of-way of White Hat Road, also known as State Road 1310, said iron pipe being at the western corner of Lot 2 as shown on the plat recorded in Deed Book 59, page 548 of the Perquimans County Registry and being at the northern corner of Lot 3 as shown on said plat, thence South 41° East 210 feet to an iron pipe at the southern corner of Lot 2, said iron pipe also being at the eastern corner of Lot 3 as shown on said plat, thence South 49° West 52.5 feet to a point, thence North 41° West 210 feet to the southeastern edge of the right-of-way of White Hat Road, thence North 49° East 52.5 feet along the southeastern edge of the right-of-way White Hat Road to an iron pipe at the western corner of Lot 2 and the northern corner of Lot 3 as shown on said plat, the place of beginning. This lot is the northeastern one-half of Lot 3 as shown on said plat. For chain of title, see the deeds recorded in Deed Book 66, page 228 and Deed Book 59, page 546 of the Perquimans County Registry.

BOOK 129 PAGE 126

The property hereinabove described was acquired by Grantor by instrument recorded in

A map showing the above described property is recorded in ~~Book~~ Book 59 page 548

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

And the Grantor covenants with the Grantee, that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever except for the exceptions hereinafter stated. Title to the property hereinabove described is subject to the following exceptions:-

IN WITNESS WHEREOF, the Grantor has hereunto set his hand and seal, or if corporate, has caused this instrument to be signed in its corporate name by its duly authorized officers and its seal to be hereunto affixed by authority of its Board of Directors, the day and year first above written.

(Corporate Name)
By:
President
ATTEST:
Secretary (Corporate Seal)

USE BLACK INK ONLY

William Levia Sawyer (SEAL)
William Levia Sawyer
Evelyn C. Sawyer (SEAL)
Evelyn C. Sawyer
(SEAL)
(SEAL)



NORTH CAROLINA, Perquimans County.
I, a Notary Public of the County and State aforesaid, certify that William Levia Sawyer & wife, Evelyn C. Sawyer Grantor, personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official stamp or seal, this 21st day of February 1989.
My commission expires: 1-21-91
Shelia S. Harrell Notary Public

SEAL-STAMP

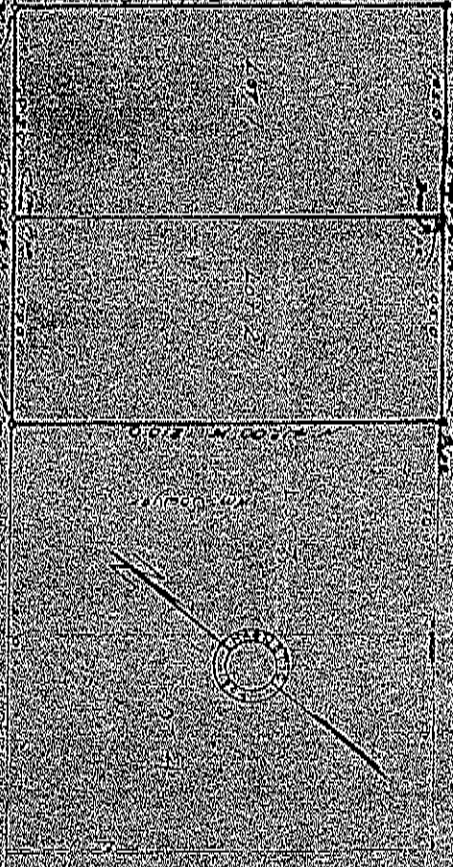
NORTH CAROLINA, County.
I, a Notary Public of the County and State aforesaid, certify that personally came before me this day and acknowledged that he is Secretary of a North Carolina corporation, and that by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by its President, sealed with its corporate seal and attested by as its Secretary. Witness my hand and official stamp or seal, this day of 19.
My commission expires: Notary Public

The foregoing Certificate(s) of Shelia S. Harrell, a Notary Public of Perquimans Co., NC

I/We certify to be correct. This instrument and this certificate are duly registered at the date and time and in the Book and Page shown on the first page hereof.

Jeane C. White REGISTER OF DEEDS FOR Perquimans COUNTY
By: Deborah S. Reed Deputy/Assistant - Register of Deeds

548



State of New York
 In SENATE,
 January 26, 1969.
 REPORTED BY
 SENATE COMMISSIONERS
 OF LAND OFFICES
 State of New York
 ALBANY

DEED Book 57
 Page 1340
 September 1969
 JULIAN C. POWELL
 Notary Public
 State of New York

DRAFT
Perquimans County Planning Board

MINUTES

Tuesday, March 8, 2016

 **DRAFT**

The Perquimans County Planning Board held its regular monthly meeting on Tuesday, March 8, 2016 at 7:00 PM in the Commissioners Meeting Room located on the 1st floor of the Perquimans County Courthouse Annex Building.

MEMBERS PRESENT: A.O. Roberts, Vice Chair
 Brenda Lassiter
 Donald Manley
 Lewis Smith

MEMBERS ABSENT: Paul Kahl, Chair

OTHERS PRESENT: Donna Godfrey, County Planner
 Frank Heath, County Manager
 Rhonda Money, GIS/Planning Assistant

Vice Chair A.O. Roberts called the meeting to order at 7:00 pm and opened with prayer.

Agenda Item I, Approval of Agenda: Mr. Smith made a motion, seconded by Ms. Lassiter, to approve the second correction of the agenda. The motion passed unanimously.

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Agenda Item II, Consent Agenda/ Approval of Minutes of Previous Meetings: Consent Agenda consisting of draft minutes of previous Planning Board meetings (February 11, 2016 Rescheduled Regular Meeting), draft minutes of previous Planning Board Special Called Work Session (September 10, 2015), and draft minutes of Special Called Subcommittee Work Sessions (September 29, 2015 and October 13, 2015). Ms. Lassiter questioned how to vote on archival minutes. Brief discussion followed. Voting on minutes was tabled until next meeting to allow more time to read over them.

* * * *

Agenda Item III, Business Item: Consideration of Parent-to-Child Deed of Gift Case No. NZV-16-01 for a 2.0-acre "Flag Lot" proposed by William Douglas Sawyer for grandson. Property known as a portion of Tax Parcel No. 4-0053-0088, with easement access across Tax Parcel 4-0053-0085A. Remainder of property constitutes a second "Flag Lot" containing less than ten acres. Parcels located next to 479 Whitehat Road. Planner Godfrey explained that the parcel has no direct road frontage and by cutting out one flag lot it inadvertently creates a second flag lot. Perquimans County Ordinance limits staff approval to just one flag lot. Vice Chair Roberts asked Mr. Sawyer if he had anything to say. Mr. Sawyer just said he wants it approved. Ms. Lassiter asked if this will have the extra language in the deed that normally goes with a Parent-to-Child deed. Planner Godfrey explained the width of easements and the extra language in Section 701E of the Perquimans Subdivision Ordinance which places restrictions on the parcel if

it is sold in the future. Mr. Smith asked for an explanation of exactly what a flag lot was and Ms. Godfrey explained. Ms. Lassiter made a motion, seconded by Mr. Smith, to recommend approval of Parent-to-Child Deed of Gift Case No. NZV-16-01 for a 2.0 acre "Flag Lot" proposed by William Douglas Sawyer for his grandson. The motion passed unanimously. Planner Godfrey let the applicant know that the case will be presented to the Board of County Commissioners on April 4th.

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Agenda Item IV, Other Items:

A. Status Report on Current Projects:

- (1) Sketch Plan Review of "The Moorings at Albemarle" Subdivision at Muddy Creek *(ongoing review of outstanding issues pertaining to proposed layout of lots, streets and storm drainage, buffers, etc.)*; Planner Godfrey will meet Thursday with the applicant Howard Nichols, the NCDOT District Engineer, Soil and Water Conservationist Scott Alon, and possibly the applicant's Drainage Engineer to discuss roads. There are some issues with the number of lots and lot widths on some of the roads.
- (2) Status Report on Rezoning Request No. CUD-16-01 for RA-15(CUD) District for 4-unit multi-family at 2125 New Hope Road *(removed from the March agenda at the request of the Applicant to review the points of concern and evaluate their impacts on the proposed development)* The site plan is insufficient to answer drainage questions. We need calculations to show the flow of water not just a picture of a drainage pond.
- (3) 2016-2017 NCDCM Planning and Management Grant Application *(for proposed updates and amendments to County land development regulations)*. Dale Holland is helping with a North Carolina Division of Coastal Management grant application. State staff has identified three policies of ours that may be in conflict with new regulations. Monies available are confined to furthering the objectives of the CAMA Land Use Plan and State requirements.

B. Status Report on Previous Planning Board Recommendations We did not have any.

* * * *

Vice Chair A.O.Roberts adjourned the meeting at 7:19 p.m.

Minutes approved this _____ day of _____, 2016.

Chairperson
Attachment: A (Sign In Sheet)

Recorder

SIGN-IN SHEET
Perquimans County Planning Board
March 8, 2016 at 7:00 PM

Page 1 of _____

Please provide or update any new information as applicable:

Name	Address	Phone No. & Email Address
Paul Kahl, Chair	402 Woodland Church Rd Hertford NC 27944	Work: 338-1144 Email:
<i>A. O. Roberts</i> AO Roberts, Vice Chair	1632 New Hope Road Hertford NC 27944	Home: 264-2037 Work: 264-3326
<i>Brenda Lassiter</i> Brenda Lassiter	725 Sandy Cross Road Hertford NC 27944	Home: 297-2740 Email:
<i>Donald Manley</i> Donald Manley	128 Snug Harbor Road Hertford NC 27944	Home: 426-7553 Email:
<i>Lewis Smith</i> Lewis Smith	127 Smith Cove Road Hertford NC 27944	Home: 426-7347 Cell: 331-3362 Email:
<i>Frank Heath</i> Frank Heath, Co. Manager	128 North Church St Hertford NC 27944	Work: 426-8484 frankheath@perquimanscountync.gov
<i>Donna Godfrey</i> Donna Godfrey, Co. Planner	104 Dobbs Street Hertford NC 27944	Work: 426-2027 dgodfrey@perquimanscountync.gov
<i>Rhonda Money</i> Rhonda Money, GIS Mapper	107 North Front Street Hertford NC 27944	Work: 426-7010 rhondamoney@perquimanscountync.gov
<i>Shirley Davis</i>	134 LAUREL CT	
<i>Emerson McLaughlin</i>	203 Evergreen Ave.	
<i>Tommy Harroll</i>	275 N Bear Swamp Rd Hertford	339 6964
<i>Douglas Savage</i>	429 Whitehats Road	333 7678

Please turn in the Sign-In sheet to County staff. Also, let County staff know if the Sign-In sheet is full and a new sheet will be provided. Thank you.

SIGN-IN SHEET
 Perquimans County Planning Board
 March 8, 2016 at 7:00 PM

Page 2 of _____

Please provide or update any new information as applicable:

Name	Address	Phone No. & Email Address
<i>(Williams)</i> <i>Bob + Jean Proctor</i>	<i>2122 New Hope Rd</i>	
<i>Marcia H. Dickman</i>	<i>138 Pine St. Hertford</i>	<i>426-5828 marciadickman60@gmail.com</i>
<i>Cody D. Sawyer</i>	<i>603 Swinggate RD</i>	<i>252-455-3588</i>
<i>Leary Winslow</i>	<i>337 Cedar Stretch Rd</i>	<i>340-4672</i>
<i>Steve Daniels</i>	<i>JWAMA Rd</i>	335

Please turn in the Sign-In sheet to County staff. Also, let County staff know if the Sign-In sheet is full and a new sheet will be provided. Thank you.

**Perquimans County Planning & Zoning Staff Report
March 8, 2016: Agenda Item III**

Consideration of Parent-to-Child Deed of Gift Case No. NZV-16-01 for a 2.0-acre "Flag Lot" proposed by William Douglas Sawyer for grandson. Property known as a portion of Tax Parcel No. 4-0053-0088, with easement access across Tax Parcel 4-0053-0085A. Remainder of property constitutes a second "Flag Lot" containing less than ten acres. Parcels located next or near to 479 Whitehat Road.

Introduction/Background: Certain procedural requirements and minimum design standards are interpreted by the Planning staff to require all newly platted lots to be accessed directly by a State-maintained road or a road that meets NCDOT standards. However, Sections 402B(9)(a) through (f) provide for the creation of a new lot served by a platted easement or right-of-way in order to establish vehicular access to a new lot located on the far end of such property or, in this case, adjacent to such property. Reference is made to the special "Flag-lot standards" which do provide for a 25-foot minimum easement width and 1,000-foot maximum easement length. A Parent-to-Child Deed of Gift which meets these standards and other procedural requirements may be processed by County staff, without review and approval by the Planning Board and Board of County Commissioners. A proposed Deed of Gift which does not meet these criteria must seek approval by the Boards and be conditioned by deed restrictions pursuant to Section 701E, as follows:

"But this conveyance is made subject to the following restrictions which shall run with the land:

That prior to the sale or transfer of the aforesaid lot and right-of-way to anyone other than the Grantors or either of them or to a child or grandchild of the Grantors, the aforesaid lot shall be brought into compliance with the Subdivision Regulations of Perquimans County in effect at the time of the recording of the present Deed of Gift, including, but not limited to, regulations that require the construction of a paved access road to the lot and the installation of required utilities. However, these restrictions will not apply to any transfer made to secure a loan or to any sale or transfer of the property as part of a foreclosure proceeding or to any subsequent sale or transfer by a Mortgagee who or which has purchased the property at a foreclosure sale."

Mr. Douglas Sawyer wishes to transfer a gift deed to his grandson, to include the platting of a private easement for access to a proposed lot located at the rear of his other vacant parcel located next door to 479 Whitehat Road. Approval of this proposed layout is requested by Mr. Sawyer and would allow immediate transfer of the proposed gift deed (see attached drawing).

Project Review: On February 2nd, Mr. Sawyer met with the Planning staff to discuss his proposed layout which includes a 52.5-foot wide "flagpole" easement crossing his vacant lot and entering the subject property to the extent necessary to access the proposed two-acre lot as shown on the attached drawing. The subject property is a "landlocked" parcel containing almost 7 acres; however, it lacks direct road frontage or access onto a State-maintained road; therefore, the Planning Board and Board of County Commissioners' review and approval is needed to waive Section 402B(9), which states that *"Requests for the creation of more than one flag lot from the same parcel shall be viewed by the Planning Board using the Major Subdivision review procedures."*

In summary, this request is being brought before the Planning Board and BCC due to the remaining portion of the subject property, which will constitute a second "Flag Lot." Approval of a platted easement the entire width of the adjacent 52.5-foot wide lot would accommodate

future compliance with minimum road construction standards for a local residential road in the event Mr. Sawyer's grandson should ever decide to sell the lot to a third party. If retained by family members, the project as proposed would not include public road or utility improvements.

In review of the proposed lot by the Soil & Water Conservation District staff, Mr. Sawyer is requested to provide a 20-foot drainage easement along the existing ditch on the southwest side of the property from the westernmost corner to at least the easternmost corner of the proposed 2-acre lot, and this should be platted on the same survey along with the new lot and the other access easement.

In addition, the Applicant is hereby advised on the limitations of using this approach. In brief, any future transfer of the Deed of Gift will require his grandson to upgrade the easement to meet NCDOT standards as well as potential water main improvements, etc., as per the Section 701E deed restriction noted above.

The County staff has no objection to the proposed plan, subject to the 20-foot wide drainage easement and the "Flagpole" easement measuring no less than 45 feet as noted above. Approval of the proposed lot layout by the Planning Board and the BCC would allow Mr. Sawyer and his grandson to complete the rest of the application process in coordination with the County staff.

Suggested Motions – Recommendations – Actions: Section 206 of the Subdivision Regulations states that:

"The County Board of Commissioners may, on recommendation from the Planning Board, authorize a variance from these regulations when, in its opinion, undue hardship may result from strict compliance. In granting any variance, the Planning Board shall make the findings required below, taking into account the nature of the proposed subdivision, the existing use of land in the vicinity, the number of persons to reside or work in the proposed subdivision and the probable effect of the proposed subdivision upon traffic conditions in the vicinity. No variance shall be granted unless the County Board of Commissioners finds (see Table of Findings – provided in the positive and negative tense – as follows):

SECTION 206 TABLE OF FINDINGS: Case No. NZV-16-01 (Parent-to-Child Deed of Gift)	
Motion to recommend approval finds:	Motion to recommend denial finds:
1) That there are special circumstances or conditions affecting said property such that the strict application of the provisions of this ordinance would deprive the applicant of the reasonable use of his land.	1) That there are no special circumstances or conditions affecting said property such that the strict application of the provisions of this ordinance would deprive the applicant of the reasonable use of his land.
2) That the variance is necessary for the preservation and enjoyment of a substantial property right of the petitioner.	2) That the variance is not necessary for the preservation and enjoyment of a substantial property right of the petitioner.
3) That the circumstances giving rise to the need for the variance are peculiar to the parcel and are not generally characteristic of other parcels in the jurisdiction of this ordinance.	3) That the circumstances giving rise to the need for the variance are not peculiar to the parcel and are not generally characteristic of other parcels in the jurisdiction of this ordinance.
4) That the granting of the variance will not be detrimental to the public health, safety, and welfare or injurious to other property in the territory in which said property is situated.	4) That the granting of the variance will be detrimental to the public health, safety, and welfare or injurious to other property in the territory in which said property is situated.

Pursuant to Sections 206(a) through (d) and 701E of the Subdivision Regulations: In accordance with the above-noted findings, the Planning Board is requested to consider using one of the following scripts to form the desired motion for approval or denial of the Deed of Gift:

- Considering Section 206 Findings and Section 701(a) exemption criteria, a Motion is hereby made to recommend approval of proposed Case No. NZV-16-01, a Parent-to-Child Subdivision requested by William Wayne Sawyer, to Gift Deed a 2.0-acre parcel to his grandson, located on the southeast side of properties in the 400 block of Whitehat Road (SR 1310), approximately 210 feet off the road , via 52.5-foot wide easement occupying the full width of Tax Parcel 4-0053-0085A and entering the subject property to the extent necessary to access the proposed two-acre lot, known as portion of Tax Map No. 4-0053-0088, with conditions if any, noted herein);
- Considering Section 206 Findings and Section 701(a) exemption criteria, a Motion is hereby made to recommend denial of proposed Case No. NZV-16-01.

Attachments: County GIS Map with Applicant's proposed lot layout, Application Form, deeds, etc.

REGULAR MEETING

March 7, 2016

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, March 7, 2016, at 7:00 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

MEMBERS PRESENT: Janice McKenzie Cole, Chair Kyle Jones, Vice Chairman
Fondella Leigh Edward R. Muzzulin
Wallace Nelson Matthew Peeler

MEMBERS ABSENT: None

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

After the Chair called the meeting to order, Commissioner Nelson gave the invocation and the Chair led the Pledge of Allegiance.

AGENDA

On motion made by Matthew Peeler, seconded by Edward R. Muzzulin, the Board unanimously approved the Agenda as amended.

CONSENT AGENDA

Commissioner Peeler asked that the Minutes be removed for discussion. On motion made by Kyle Jones, seconded Matthew Peeler, the Board unanimously approved the Consent Agenda, less the Minutes listed. Chair Cole said that the Minutes will be handled under Old Business.

2. Personnel Matters:

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
C.J. Wilson	EMT-I	FMLA Withdrawal			2/19/2016
Homeria Jennette	Telecommunication Supervisor	Retirement			4/30/2016
Kay Long	Full-Time Telecommunicator	Dismissal			2/3/2016
Eslier Jordan	Part-Time Telecommunicator	Resignation			2/19/2016
Gowaya Cunningham	Assistant Building Inspector	Retirement			5/1/2016
Gewayn Cunningham	Part-Time Building Inspector	Appointment	67/4	\$15,51/hr.	6/1/2016
Kristin Gordon	Human Resources Placement Specialist	Appointment	63/2	\$28,859	3/1/2016
Krystal Agosto	Full-Time Telecommunicator	Promotion	60/3	\$25,905	3/1/2016
James Farrar	Part-Time Telecommunicator	Promotion	60/2	\$12,16/hr.	3/1/2016
Hazelene Miller	Fill-In Telecommunicator	Appointment	60/1	\$11,86/hr.	3/1/2016

3. Step/Merit Increase:

Employee Name	Employee Job Title	Grade/ Step	New Salary	Effective Date
Sabrina Patrick	IMC II	63/2	\$28,859	3/1/2016
Dale Hunter	EMS Shift Supervisor	68/5	\$38,682	3/1/2016

4. Budget Amendments:

**BUDGET AMENDMENT NO. 11
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-348-012	Emergency Management Grant	16,000	
10-530-338	Hazardous Materials Grant	16,000	
EXPLANATION: To budget HMEP training/planning grant through the Hazardous Material Emergency Preparedness Grant Program for FY 15/16 as discussed at the 12/7/15 BOC Meeting.			

**BUDGET AMENDMENT NO. 12
GENERAL FUNDS**

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-365-001	Trillium Grant - Recreation	350,000	
10-685-741	Playground Improvements	350,000	
EXPLANATION: To budget Trillium Health Resources Grant funds for an inclusive Playground at the Recreation Center as discussed at the 2/1/16 BOC Meeting.			

5. **Record Retention Schedule:** Susan Chaney, Social Services Director, has reviewed the Records Retention & Disposition Schedule Amendments for Social Services and recommended it for approval. Board approved the schedule as presented.

6. **Board Resignation:** The following Board resignation was approved by the Board:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Jackie Hobbs	Tourism Development Authority (Industry Rep)	Resignation		3/31/2016

7. **Beer & Wine Tax Distribution:** This report was approved which distributes the beer/wine excise tax for period of April 1, 2015 through March 31, 2016.

8. **Quarterly Fiscal Monitoring Reports:** The State requires that the Quarterly Fiscal Monitoring Report be presented to the Board for review. The report for period ending on January 31, 2016 was presented.

DAVID DENTON, DENTON WILDLIFE SERVICES

David Denton, a retired NC Wildlife Resources Commission, explained that he had several residents approach him about the coyote population. He explained the process that the County could do to open up the county for fox trapping for a season. This will allow you to also catch some coyotes which would reduce their population. He provided written information on how Chowan County changed their laws to assist with this problem. Commissioner Peeler said that this was the first that he had heard of this and wanted to know if the coyote population was a problem in Perquimans County. To some of the residents, it is a problem.

BILL JENNINGS, TAX ADMINISTRATOR

Mr. Jennings presented his monthly report and gave an update on the Revaluation process. He further explained that over 10,000 reassessment notices were mailed on March 19th. On March 10th, they will be holding three in rem foreclosures. Mr. Jennings thanked the Board for their donation to the Library in memory of his mother who passed away in December and then introduced Dawn Winslow of Pearson Appraisal who was prepared to answer any questions on the revaluation process. Commissioner Peeler asked Mr. Jennings where we were with tax collections last year this time. He said that it was around .94 and we currently are at .947. Mr. Peeler also asked when the Appraisal Office will be closed. Ms. Winslow and Mr. Jennings said that it would be open until the entire process was completed which should be sometime around the end of May.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

Chair Cole asked if there were any Commissioner's Concerns or Committee Reports. The following comments were made:

- > **Commissioner Peeler:** Mr. Peeler explained that the State is reviewing the voting requirements for District 1 and District 12. He thinks that the Board needs to review the way that Perquimans County votes for Commissioners. He recommends that the Board discuss that during an upcoming Work Session to make sure that both sides of US 17 are being represented in a fair and equitable fashion.
- > **Commissioner Peeler:** Mr. Peeler feels that the Economic Incentives that we provide companies that wish to locate within Perquimans County should be more formalized and asked that the Board discuss this during an upcoming Work Session.

CORRECTIONS TO THE FEBRUARY 1, 2016 MINUTES

The following requests were made to correct the February 1, 2016 Minutes:

- > **Commissioner Peeler:** Mr. Peeler asked that, on Page V.A./Page 11, we change Alan Lennon's comments to include what information was included in the petition that was presented. Therefore, he requests that the change be as follows: "He thanked the Board for what they do and he presented the Board with a petition that had 936 signatures from County residents who oppose the proposed Timbermill Wind Energy Project in the Bear Swamp section of Perquimans County and ask that the governing body of County Commissioners amend the current Wind Energy Facilities Ordinance 907.27 to provide adequate protections for our safety, health, and welfare with regard to: (a) Minimum one (1) mile setback of units from any non-participating property line, residence or occupied dwelling; (b) Adequate property value guarantee provisions; (c) Protection from sound, flicker, audible and inaudible noise; and (d) Adequate and financially secured decommissioning plans."
- > **Commissioner Muzzulin:** Mr. Muzzulin asked Donna Godfrey, Planner, to review his changes. Therefore, they are requesting that the change be as follows:
 - (2) Calculations in accordance with the noise control regulations established by Perquimans County for the projected maximum cumulative sound levels generated when the proposed wind turbines and any alternative wind turbines are in operation at the proposed site and any alternative sites measured at nearest existing occupied building; projected maximum day-time and night-time sound levels generated when the proposed wind turbines and any alternative wind turbines are in operation measured at the nearest occupied building and projected maximum levels of infrasound, ultrasonic sound, impulsive noise and prominent discrete tones generated when the proposed wind turbines and any alternative wind turbines are in operation at the proposed site and any alternative sites measured at the nearest occupied building.
 - (3) A study area map for the proposed site and any alternative sites depicting the noise analysis study area radius, site boundaries, sound level monitoring locations and nearest occupied building.
 - (4) Identification of any potential mitigation measures to minimize sound levels at the nearest occupied building, including, but not limited to, utilization of best practical noise control measures in accordance with the Perquimans County Zoning Regulations.

Chair Cole called for a motion. On motion made by Edward R. Muzzulin, seconded by Matthew Peeler, the February 1, 2016 Minutes were unanimously approved with the above referenced changes. On motion made by Edward R. Muzzulin, seconded by Matthew Peeler, the February 15, 2016 Work Session Minutes were unanimously approved by the Board as presented.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- > **Library Project:** Mr. Heath presented the following timeline for the project: March 15th – go out for bids for project; March 29th – prebid meeting; April 12th – bids opened; April 28th – Financing lender quotes are due; May 2nd – hold public hearing to approve the lender for the project; May 3rd – Local Government Commission application will be turned in; and June 7th – hold public hearing for Local Government Commission financing for the project. Mr. Heath has received the construction drawings and presented a short PowerPoint Presentation showing some of the overall pictures of the facility. Commissioner Peeler asked if the open meeting area could be used by the public for meetings. Mr. Heath said that they do have plans to make the room available within reason for individuals to use. Commissioner Muzzulin asked if the Construction Drawings were available for review in his office and Mr. Heath said that they are.
- > **Boat Ramp Project:** Mr. Heath provided a timeline for this project, which was: March 16th – prebid meeting; March 30th – bids will be opened; and the completion date is still late summer or early fall.
- > **Budget:** The Budget Process is underway. The Department Heads should turn in their budget requests to County Manager Heath by March 31st. Around mid-April, the Department Heads will present their budget requests to the Board of Commissioners and the Budget Work Sessions will begin around mid-May. Mr. Heath will touch base with the Commissioners to determine what dates are available for them to meet.

BOARD APPOINTMENTS

Chair Cole explained that, last month, the Board tabled the appointment to the following Board/Committees: Trillium Northern Region Advisory Board; Albemarle RC&D Council; and Nursing Home Advisory Committee. She asked if any of the Commissioners had a recommendation. Commissioner Jones has talked with Lynne Mathis and made a motion to appoint Lynne Mathis to the Albemarle RC&D Council. The motion was seconded by Matthew Peeler and unanimously approved by the Board. Her term will be for four years and will be effective April 1, 2016. Commissioner Nelson explained that the individual that he going to recommend to the Trillium Northern Region Advisory Board did not feel that he had the time to serve. Therefore, Chair Cole tabled the balance of these appointments to next month's meeting.

BOARD RULES OF PROCEDURE

Chair Cole explained that she and the Board have been working on the Board Rules of Procedure and, at their February Work Session, decided to present it for Board action at the March 7, 2016 meeting. She asked if there were any other questions or comments from the Board. There being none, Kyle Jones made a motion, which was seconded by Edward R. Muzzulin, to adopt the Rules of Procedure as presented. The motion was unanimously approved by the Board and a copy of the Rules of Procedure is presented under Attachment A. Commissioner Peeler asked if these procedures would be effect when the new board is sworn in. Chair Cole said that they would unless they would like to make a change which would have to be approved by the entire Board.

FY 2015-16 AUDIT CONTRACT

County Manager Heath presented the Audit Contract for FY 2015-16 from Donna H. Winborne, CPA for Board's consideration. They have prepared our audits for the past several years. The staff recommends the award of this contract at \$31,000, which was a \$1,000 increase over last year. In addition, this includes the TDA Component Audit. The Staff recommends approval of this audit contract even though they were a little slow this past year completing the audit but feels that they have their staffing problems resolved. Mr. Muzzulin asked how many years have they prepared the audit. Mr. Heath said that he thought it had been for at least seven to eight years. Commissioner Peeler stated that the pro to having them prepare the audit is the fact that they are familiar with our staff and procedures. Chair Cole called for a motion. Edward R. Muzzulin made a motion to award the audit contract for FY 2015-16 to Donna H. Winborne, CPA. The motion was seconded by Fondella A. Leigh. Commissioner Nelson said that, from his experience, it is very difficult to find CPA's to prepare government audits. Commissioner Peeler said that he appreciates their work. Commissioner Muzzulin suggested that the Board consider bidding out the contract next year. No further comments or questions, the motion was unanimously awarded to Donna H. Winborne, CPA at \$31,000.

LEASE EXTENSION - PERQUIMANS COUNTY USDA SERVICE CENTER

County Manager Heath explained that the Perquimans County USDA Service Center is requesting an extension of their lease with Perquimans County which was through August 1, 2015. This extension will be from August 1, 2015 through December 31, 2017. Commissioner Muzzulin asked if the rate is still \$10.50 per square foot. Mr. Heath said that it was and that since we were encouraging FSA to move here from Chowan he felt that we should keep it at same rate to assist our farmers. On motion made by Edward R. Muzzulin, seconded by Matthew Peeler, the Board unanimously approved the following Lease Extension with Perquimans County USDA Service Center:

USDA	LEASE AMENDMENT NUMBER - 2
	TO LEASE NO, Perquimans County, NC USDA Service Center
USDA LEASE AMENDMENT	\$12 S. Church Street Hertford, NC 27944

THIS AGREEMENT, made and entered into this date by and between
County of Perquimans

Whose address is: P.O. Box 45, Hertford, North Carolina 27944

Hereinafter called the Lessor, and the UNITED STATES OF AMERICA, hereinafter called the Government:

WHEREAS, the parties hereto desire to amend the above Lease to establish beneficial occupancy and payment of rent.

NOW THEREFORE, these parties for the considerations hereinafter mentioned covenant and agree that the said Lease is amended, effective upon execution by the Government, as follows:

- A. This Lease Agreement (LA) is issued to extend the lease term beginning August 1, 2015, up to December 31, 2017. The new lease term can be terminated with 60 days' written notice.
- B. The annual rent shall be \$22,165.50 payable at the rate of \$1,847.13 per month (representing \$10.50 per square foot at 2,111 net usable square feet) in arrears.
- C. The Lessor must have an active registration in the System for Award Management (SAM) System (via the Internet at <https://www.sam.gov>) prior to lease approval and throughout the life of the lease. To remain active, the Lessor must update or renew its registration annually. The Government will not process rent payments to Lessors without an active SAM Registration.
- D. Pursuant to U.S. Government Lease for Real Property, dated 01/01/2002 the Government reserves the right to terminate this lease or decrease the amount of space at any time by giving at least 60 days' notice in writing.

This Lease Amendment contains 1 page.

All other terms and conditions of the lease shall remain in force and effect.

IN WITNESS WHEREOF, the parties subscribed their names as of the below date.

FOR THE LESSOR: FOR THE GOVERNMENT:

Signature: _____
 Name: Innie McKenzie Cole
 Title: Chair
 Entity Name: Perquimans County Board of Commissioners
 Date: 3/7/2016

Signature: _____
 Name: Michael Hain
 Title: Lease Contracting Officer
 USDA Farm Service Agency
 Date: _____

WITNESSED FOR THE LESSOR BY:

Signature: _____
 Name: Mary P. Hunicutt
 Title: Clerk to the Board
 Date: 3/7/2016

Lease Agreement Form 09/12

DEBT SETOFF CLEARINGHOUSE BUSINESS ASSOCIATE AGREEMENT FOR EMS COLLECTIONS

County Manager Heath explained that the County has been using debt setoff to collect delinquent taxes and water bills for a few years now. He further stated that this would be an effect way to get additional income. This program attaches tax refunds that can be applied to delinquent taxes and water bills. Mr. Heath and County staff recommends that we consider using this to collect delinquent EMS billings. On motion made by Edward R. Muzzulin, seconded by Wallace E. Nelson, the Board unanimously approved the following Business Associate Agreement to authorize us to collect delinquent EMS bills through the debt setoff program:

BUSINESS ASSOCIATE AGREEMENT

This Business Associate Agreement (this "Agreement") is entered into as of the 7th day of March, 2016 (the "Effective Date") by and between Perquimans County, ("Covered Entity") and the North Carolina League of Municipalities and the North Carolina

Association of County Commissioners together acting as the North Carolina Local Government Debt Setoff Clearinghouse ("Business Associate") (each, a "Party" and collectively, the "Parties").

1. **BACKGROUND AND PURPOSE.** The Parties have entered into one or more agreements, written or oral, pursuant to which Business Associate performs functions or activities for, or provides services to, Covered Entity that involve the use and disclosure of Protected Health Information (as defined below) (the "Underlying Contracts"). Business Associate does not itself receive or maintain Protected Health Information to perform its obligations under the Underlying Contracts but does coordinate the provision of Protected Health Information from Covered Entity to a subcontractor engaged by Business Associate. Therefore, in connection with the Underlying Contracts, the Parties wish to execute this Agreement (1) to ensure Covered Entity's and Business Associate's compliance with health information privacy and security rules promulgated under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and codified at 45 C.F.R. Part 160 and Part 164, subparts A and C (the "Security Rule"), subparts A and D (the "Breach Notification Rule"), and subparts A and E (the "Privacy Rule"), all as applicable and as amended from time to time and as clarified by guidance issued pursuant thereto, and (2) to ensure that Business Associate protects the privacy and security of Protected Health Information as further provided herein. This Agreement is intended to apply to any existing relationships between Covered Entity and Business Associate involving the exchange of Protected Health Information.

2. **DEFINITIONS.** Unless otherwise defined in this Agreement, all capitalized terms used in this Agreement have the meanings ascribed to them in HIPAA, the Privacy Rule, the Security Rule, and the Breach Notification Rule; provided, however, that "Protected Health Information" or "PHI" shall mean Protected Health Information limited to the information Business Associate received from, or created, maintained, transmitted, or received on behalf of, Covered Entity.

3. **OBLIGATIONS OF THE PARTIES WITH RESPECT TO PHI.**

3.1 **Obligations of Business Associate.** With regard to its use and disclosure of PHI, Business Associate agrees to:

- a. not use or further disclose PHI other than as permitted or required by this Agreement or as Required by Law.
 - b. use appropriate safeguards to prevent use or disclosure of PHI other than as provided for by this Agreement. Without limiting the generality of the foregoing, Business Associate will:
 - implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of electronic PHI (or "E PHI") that it receives from, or creates, receives, maintains, or transmits on behalf of, Covered Entity;
 - ensure that any agent of Business Associate, including a subcontractor, to whom Business Associate provides such E PHI agrees to implement substantially the same safeguards and other measures to protect such E PHI as set forth in this Agreement; and
 - report to Covered Entity any successful Security Incident of which Business Associate becomes aware. This Agreement shall serve as notice of all attempted but unsuccessful Security Incidents.
 - c. report to Covered Entity any use or disclosure of PHI in violation of this Agreement, as well as any incident which, in Business Associate's view, compromises the security of PHI, of which Business Associate becomes aware. Business Associate shall use reasonable efforts to mitigate any deleterious effects from any use or disclosure of PHI that Business Associate reports to Covered Entity as provided herein.
 - d. ensure that any agent, including any subcontractor, to whom Business Associate provides PHI agrees to the same restrictions and conditions on the use and disclosure of PHI that apply to Business Associate pursuant to this Agreement.
 - e. make available, in the form, time, and manner reasonably requested by Covered Entity, any and all PHI maintained in a Designated Record set as required for Covered Entity to respond to an Individual's request for access to PHI about them in accordance with 45 C.F.R. 164.524. Business Associate will provide PHI in such electronic format as may be reasonably requested by Covered Entity to the extent that Business Associate maintains such PHI in electronic format.
 - f. make available, in the form, time, and manner reasonably requested by Covered Entity, PHI maintained in a Designated Record Set for amendment and incorporate any such amendment as directed by Covered Entity to allow Covered Entity to comply with 45 C.F.R. 164.526.
 - g. document any and all disclosures of PHI by Business Associate or its agents, including subcontractors, as well as any other information related to such disclosures of PHI that would be required for Covered Entity to respond to an Individual's request for an accounting of disclosures in accordance with 45 C.F.R. 164.528.
 - h. make available, in the form, time, and manner reasonably requested by Covered Entity, any and all information documented in accordance with subsection 3.1.g.
 - i. make available to the Secretary of the U.S. Department of Health and Human Services ("HHS") any and all internal practices, books, and records of Business Associate or its agents, including subcontractors, relating to the use and disclosure of PHI, for purposes of determining Covered Entity's compliance with the Privacy Rule.
 - j. comply with the Security Rule.
 - k. determine the Minimum Necessary PHI to be used, disclosed, or requested in order to accomplish the intended purpose of the use, disclosure, or request, except when the use, disclosure, or request is exempt from the Minimum Necessary requirement under 45 C.F.R. 164.502(b)(2).
 - l. not, directly or indirectly, receive remuneration in exchange for PHI unless Business Associate or Covered Entity has obtained an authorization from the subject individual(s) that complies with all applicable requirements or unless an exception specified in Section 45 C.F.R. 164.502(a)(5)(i)(B)(2) applies.
 - m. to the extent Business Associate is to carry out any of Covered Entity's obligations under the Privacy Rule, comply with the requirements of the Privacy Rule applicable to Covered Entity in the performance of such obligations.
- 3.2 **Permitted Uses and Disclosures of PHI by Business Associate.** Except as otherwise specified in this Agreement, Business Associate may make any and all uses and disclosures of PHI necessary to perform its obligations under the Underlying Contracts. Unless otherwise limited by this Agreement, Business Associate may also: (a) use the PHI in its possession for its proper management and administration or to carry out the legal responsibilities of Business Associate; (b) disclose the PHI in its possession to a third party for the purpose of Business Associate's proper management and administration or to carry out the legal responsibilities of Business Associate, provided that the disclosures are Required by Law or that Business Associate has obtained reasonable assurances from the third party to whom PHI is to be disclosed that the PHI will be held confidentially and used and further disclosed only as Required by Law or for the purposes it was disclosed to the third party, and the third party has agreed to notify Business Associate of any instances of which it becomes aware in which the confidentiality of the information has been breached; (c) provide Data Aggregation services relating to the Health Care Operations of the Covered Entity as permitted by the Privacy Rule; and (d) de-identify the PHI in accordance with the de-identification standards set forth in 45 C.F.R. § 165.514 and use and disclose such de-identified information on Business Associate's own behalf. Business Associate may only use and disclose PHI as described above if such use and disclosure is in compliance with 45 C.F.R. 164.504(e).
- 3.3 **Obligations of Covered Entity.** Covered Entity agrees to notify Business Associate of any restrictions on uses and disclosures of PHI to which Covered Entity agrees that will impact in any manner the use and/or disclosure of that PHI by Business Associate under this Agreement. Covered Entity agrees to notify Business Associate of any changes in, or revocation of, permission by an Individual to use or disclose PHI that will impact in any manner the use and/or disclosure of that PHI by Business Associate under this Agreement. Covered Entity agrees to notify Business Associate of any changes in its Notice of Privacy Practices that will impact in any manner the use and/or disclosure of PHI by Business Associate under this Agreement.
- 3.4 **Breach of Unsecured Protected Health Information.** Business Associate shall report to Covered Entity in writing a Breach of Unsecured PHI within ten (10) days of the first day the Breach is known, or reasonably should have been known, to Business Associate. The written notice shall include, to the extent possible, the identification of each individual whose Unsecured PHI was, or is reasonably believed to have been, subject to the Breach and the circumstances of the Breach, as both are known to Business Associate at that time. To the extent possible, the description of the circumstances of the Breach shall include: (1) a brief description of what happened, including the date of the Breach and the date of the discovery of the Breach; (2) a description of the types of Unsecured PHI that were involved in the Breach; and (3) a brief description of what Business Associate is doing to investigate the Breach, to mitigate harm to individuals, and to protect against any further Breaches. Following the written notice to Covered Entity, Business Associate shall conduct such further investigation and analysis as is reasonably required, and shall promptly advise Covered Entity of additional information pertinent to the Breach which Business Associate obtains. Business Associate shall cooperate with Covered Entity to determine whether the Breach requires notice to Individuals and others under the Breach Notification Rule.

- 3.5 Marketing and Fundraising. Business Associate shall not use or disclose PHI to engage in any marketing or fundraising communications on behalf of Covered Entity. If the Parties wish for Business Associate to use or disclose any PHI to engage in any marketing or fundraising communications on behalf of Covered Entity, the Parties agree to amend the Underlying Contracts and this Agreement accordingly.
- 3.6 Effect of Changes to HIPAA, the Privacy Rule, Security Rule, or Breach Notification Rule. To the extent that any relevant provision of HIPAA, the Privacy Rule, the Security Rule, or the Breach Notification Rule is amended in a manner that materially changes the obligations of Business Associate or Covered Entity that are embodied in the terms of this Agreement, the Parties agree to negotiate in good faith appropriate amendment(s) to this Agreement in order to give effect to such revised obligations. If the Parties cannot agree on an amendment to this Agreement, either Party may terminate this Agreement and the Underlying Contracts upon thirty (30) days written notice to the other Party or upon such lesser notice as may be required by applicable law.

4. TERMINATION.

- 4.1 The term of this Agreement shall commence on the Effective Date and shall terminate when all of the PHI provided by Covered Entity to Business Associate or its subcontractors, or created or received by Business Associate or its subcontractors on behalf of Covered Entity, is destroyed or returned to Covered Entity, or, if it is infeasible to return or destroy PHI, protections are extended to such PHI in accordance with the termination provisions in Section 4.2, unless earlier terminated as provided herein. Upon either Party's knowledge of a material breach of the terms of this Agreement by the other Party, the non-breaching Party shall provide the breaching Party written notice of that breach in sufficient detail to enable the breaching Party to understand the specific nature of that breach and afford the breaching Party an opportunity to cure the breach. If the breaching Party fails to cure the breach within a reasonable time as provided by the non-breaching Party, the non-breaching Party may immediately terminate this Agreement and the Underlying Contracts.
- 4.2 Upon termination of the Underlying Contracts, Business Associate shall return to Covered Entity or destroy any and all PHI in the possession or control of Business Associate and its agents, including subcontractors, and retain no copies, if it is feasible to do so. If return or destruction of PHI is infeasible, Business Associate agrees to: (a) provide notification to Covered Entity of the conditions that make such return or destruction infeasible; and (b) for so long as Business Associate or its agents, including subcontractors, maintain such PHI, (i) extend all protections contained in this Agreement to the use and/or disclosure of any retained PHI by Business Associate or its agents, including subcontractors, and (ii) limit any further uses and/or disclosures of such PHI by Business Associate or its agents, including subcontractors, to the purposes that make the PHI's return or destruction infeasible.

5. MISCELLANEOUS.

- 5.1 Interpretation. The terms of this Agreement shall prevail in the case of any conflict with the terms of any Underlying Contract to the extent necessary to allow Covered Entity and Business Associate to comply with HIPAA, the Privacy Rule, the Security Rule, or the Breach Notification Rule.
- 5.2 Survival. The obligations imposed on Business Associate pursuant to this Agreement with respect to PHI shall survive termination of this Agreement and continue indefinitely solely with respect to PHI that Business Associate or its agents, including subcontractors, retain in accordance with Section 4.2.
- 5.3 No Third Party Beneficiaries. Except as may be specifically set forth in this Agreement, nothing in this Agreement shall confer upon any person other than the Parties and their respective successors or assigns, any rights, remedies, obligations, or liabilities whatsoever.
- 5.4 Privileges and Protections Not Waived. Nothing herein shall be construed as waiver of applicable legal or other privileges or protections held or enjoyed by Covered Entity.
- 5.5 Amendment. This Agreement shall not be amended except by the mutual written agreement of the Parties.
- 5.6 Governing Law. To the extent not preempted by federal law, this Agreement shall be governed by and construed in accordance with the laws of the State of North Carolina, notwithstanding its conflicts of law rules.
- 5.7 Assignment. Neither Party may assign any of its rights or obligations under this Agreement without the prior written consent of the other Party.
- 5.8 Notices. Any notices required hereunder shall be given as set forth in the Underlying Contracts. If the Underlying Contracts do not include a provision for notices, then any and all notices or other communications required or permitted to be given under any of the provisions of this Agreement will be in writing and will be deemed to have been duly given (a) when personally delivered, (b) on the third business day after deposit in the U.S. mail (certified or registered mail, return receipt requested, postage prepaid), (c) on the next business day after timely delivery to an overnight courier, or (d) upon confirmation of receipt by facsimile or e-mail, in each case addressed to the Parties at the addresses set forth below (or at such other address as any Party may specify by notice to the Party given as aforesaid).

If to Covered Entity: Attention: Privacy Officer
Perquimans County
P.O. Box 45
Hertford, NC 27944
frankbeath@perquimanscountync.gov

or at such other address as may be furnished to Business Associate in writing; and

If to Business Associate: Attention: General Counsel
North Carolina Association of County Commissioners
215 N. Dawson St.
Raleigh, NC 27603
Phone (919) 715-1430
Fax (919) 719-1165

or at such other address as may be furnished to Covered Entity in writing

- 5.9 Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original. Facsimile or electronic copies hereof shall be deemed to be originals.

Signatures on following page

IN WITNESS WHEREOF, each of the undersigned has caused this Agreement to be executed in its name and on its behalf by its duly authorized representative.

COVERED ENTITY
Perquimans County
By: _____
Print Name: Janice McKenzie Cole
Print Title: Chair, Perquimans County Board of Commissioners

BUSINESS ASSOCIATE
North Carolina Local Government Debt Setoff Clearinghouse
By: _____
Print Name: _____
Print Title: _____
North Carolina League of Municipalities
By: _____
Print Name: _____
Print Title: _____
North Carolina Association of County Commissioners

Commissioner Peeler asked are the individuals typically renters or homeowners. County Manager Heath said that the individuals currently need to be homeowners unless it is for delinquent personal property taxes. He further stated that if you owe over \$50 on the EMS bill and you receive a federal income tax refund or a lottery proceed/unclaimed money the debt setoff program can be attached to pay for this bill. Jonathan Nixon, Emergency Services Director, said that they do try to collect the outstanding bill prior to using the debt setoff program. After some discussion, it was clarified to Mr. Peeler that this has nothing to do with whether or not the individual is a homeowner or a renter. It has to do with attaching a federal income tax refund.

MASTER RESOLUTION & AUTHORIZATION FOR DEPOSITORY ACCOUNTS & TREASURY MANAGEMENT SERVICES

County Manager Heath explained that the County will be going to direct deposit of payroll checks in April. It has been recommended by PNC that we update our current Master Resolution & Authorization for Depository Accounts & Treasury Management Services. On motion made by Wallace E. Nelson, seconded by Fondella A. Leigh, the Board unanimously approved the following Master Resolution & Authorization for Depository Accounts & Treasury Management Services with PNC Bank:

TREASURY MANAGEMENT SERVICES AUTHORIZATION AND AGREEMENT

Introduction

This Treasury Management Services Authorization and Agreement (the "Authorization") will govern certain treasury management services that PNC Bank, National Association ("PNC") will provide to the Customer. For the purposes of this Authorization, the term Customer shall include (i) each and every Subsidiary listed in Part A of the Attachments to the Customer's Master Resolution and Authorization for Depository Accounts and Treasury Management Services and (ii) every organization listed below.

Authorization and Agreement

The Customer hereby acknowledges receipt of and agrees to be legally bound by the Treasury Management Services Comprehensive Agreement ("Comprehensive Agreement"). Capitalized terms used but not defined in this Authorization have the meanings given to them in the Comprehensive Agreement.

Customer Information

The following address will be used by PNC for giving Customer notices under the Comprehensive Agreement. Please type if feasible.

Customer's Legal Name: Perquimans County		
Street Address: PO Box 43		
City: Hertford	State: NC	Zip: 27944
Mailing Address:		
City:	State:	Zip:
Telephone: ()	Facsimile: ()	

By signing below, I/we represent and warrant to PNC that I/we have authority to bind the Customer to this Authorization and the Comprehensive Agreement.

Perquimans County

By: _____
Title: Chair, Perquimans County Board of Commissioners
Date: March 7, 2016



Please retain a copy of this Authorization for your records.

Master Resolution and Authorization for Depository Accounts and Treasury Management Services

The undersigned certifies as follows to PNC Bank, National Association and to PNC Bank Canada Branch¹, if the undersigned has accounts there (collectively, the "Bank")

1. Name of Client: PERQUIMANS COUNTY ("Client")

Trade name(s), if applicable:

Taxpayer ID (United States) / CA Business Number (Canada): 56-6090330

2. Type of Organization: (check one)

- Corporation.** The Client is a corporation organized under the law of _____ of _____, and the undersigned Secretary of the Client certifies that the following is a true copy of resolutions adopted by the Board of Directors of the Client pursuant to a notice and the articles of incorporation and regulations or by-laws of the Client and at which a quorum was present, or adopted without a meeting by the written approval of the directors of the Client.
- Partnership.** The Client is a partnership and the undersigned general partners of such partnership certify that the following is a resolution adopted by all of the general partners of such partnership.
- Unincorporated Association.** The Client is an unincorporated association and the undersigned Secretary of the Client certifies that the following is a true copy of resolutions adopted by the Members, Trustees, Executive Committee, Board of Directors, etc. of the Client pursuant to, and in compliance with, its organizational documents.
- Limited Liability Company.** The Client is a limited liability company organized under the laws of _____ of _____ and the undersigned members charged with managing the business affairs of the Client certify that the following is a resolution adopted by all members of such limited liability company.
- Sole Proprietorship.** The Client is a sole proprietorship doing business under the name _____ and authorizes the following.
- Other.** Local Government

3. Resolutions:

A. Authorization of Depository. Resolved, that the Bank is hereby designated a depository of the Client and is hereby authorized to accept monies, wire and other electronic fund transfers, checks, drafts, notes, acceptances or other evidences of indebtedness for deposit, or for collection by the Bank and deposit upon receipt of payment therefore by the Bank, (including deposits and collections of payments in such foreign currencies as the Bank may accept from time to time), to the credit of the Client in such account or accounts as the Client may have with the Bank, without the endorsement of the Client appearing thereon, and Client promises to pay the Bank for any items that are returned for lack of endorsement. Any one of the persons so indicated on Part C of the Attachments are authorized to open or close deposit accounts with the Bank and to instruct the Bank as to the disposition of funds in any account to be closed. The depository accounts to which these resolutions and authorizations apply include existing depository accounts of the Client and all future depository accounts opened by the Client with the Bank pursuant to this Section 3A, and may include accounts denominated in one or more foreign currencies offered by the Bank from time to time.

B. Authorization to Sign Checks and Other Instruments and Withdrawal Orders and to Designate Other Persons Who Have Such Authority. Resolved, that any one of the persons so indicated on Part C of the Attachments is authorized to sign, execute, deliver and negotiate checks, drafts, bills of exchange, acceptances and other instruments or withdrawal orders from or drawn on the depository accounts of the Client with the Bank ("Items") and to designate other persons who are authorized to sign, execute, deliver and negotiate Items. The signatures of all authorized signers must appear on the account signature card for the applicable account. As confirmation of the authority of such persons, the account signature card shall be executed by an authorized person so indicated on Part C of the Attachments.

Authorization for Use of Facsimile Signature. If the Facsimile Signature section is completed on Part B of the Attachments, it authorizes the use of facsimile signatures in accordance with this Section 3B. Such facsimile signatures must be provided on account signature cards properly executed in accordance with these Resolutions.

¹ PNC Bank Canada Branch is a branch of PNC Bank, N.A.

Master Resolution and Authorization for Depository Accounts and Treasury Management Services

Resolved, that if so indicated on Part B of the Attachments, the Bank is hereby requested, authorized and directed to honor any and all items when bearing the facsimile signature made by machine or other mechanical device, or rubber stamp of any person whose facsimile signatures appear on signature cards given by Client to the Bank from time to time and executed in accordance with these Resolutions. The Client assumes full responsibility for all payments made by the Bank in good faith reliance upon such facsimile signature(s) of such person or persons and the Bank shall be entitled to pay and charge to the account of the Client any and all such items, regardless of by whom or by what means such facsimile signature(s) thereon may have been affixed thereto.

The Bank is authorized to make payments from the funds of the Client on deposit with the Bank, upon and according to such items and other written instructions, whether given by manual or facsimile signature, in each case regardless of whether payment is requested to be made to the order of or for the benefit of, or whether payment is to be deposited to the individual credit of or tendered in payment of the obligation to the Bank of, the person making the withdrawal or transfer or any person listed in Part C of the Attachments.

C. Authorization to Obtain Treasury Management Services and to Designate Other Persons Who Have Such Authority. Resolved, that any one of the persons so indicated in Part C of the Attachments is authorized from time to time (1) to obtain for the Client from the Bank such treasury management services as he or she so elects in his or her sole discretion including, without limitation, services for the initiation or origination of transfers or withdrawals of funds from the accounts of Client with the Bank, either in United States dollars or in such foreign currencies as Bank may make available from time to time; (2) to accept, execute and/or deliver such agreements, instruments and documents as may be required by the Bank in its sole discretion in connection with the furnishing of such services or transactions; and (3) to designate, in writing, other persons who are authorized to obtain for the Client such treasury management services or to enter into such transactions or to give instructions to the Bank with respect to such services or transactions and to accept, execute and/or deliver such agreements, instruments and documents, all without further action by the Client.

D. Authorization to Conduct Foreign Exchange Transactions and to Designate Other Persons Who Have Such Authority. (NOTE: This authorization is applicable to PNC Bank, National Association, only, and is not applicable to PNC Bank Canada Branch.) Resolved, that any one of the persons so indicated on Part C of the Attachments is also authorized from time to time (1) to obtain for the Client from the Bank services and products related to foreign exchange transactions (including spots, forwards, options and swaps or any other similar transaction) (2) to execute to and in favor of the Bank any and all agreements or documents, including amendments or modifications thereto, in connection with such foreign exchange transactions (3) to designate, in writing, any other person or persons to do any and all things which such person so indicated on Part C of the Attachments is authorized to do with respect to such foreign exchange transactions (4) to designate, in writing (in substantially the form attached hereto as Part D of the Attachments, or such other form acceptable to the Bank), those persons who are authorized to execute and/or confirm such transactions on behalf of the Client.

E. Authorization to Make Changes. Resolved, that any one of the persons so indicated on Part C of the Attachments is also authorized to (i) add or remove Subsidiaries from Part A of the Attachments and (ii) add or remove persons authorized to act hereunder from Part C of the Attachments; in each case as evidenced by written instructions executed by such authorized person and delivered to the Bank.

F. Requests Made by Facsimile or Other Means. Resolved, that the Bank is authorized, in its sole discretion, to take any action authorized hereunder based upon: (i) the telephone request of any person purporting to be a person authorized to act hereunder, (ii) the signature of any person authorized to act hereunder that is delivered to the Bank by facsimile transmission, or (iii) electronic mail that Bank reasonably believes is from any person authorized to act hereunder.

G. Authorization for Subsidiaries, Divisions and Trade Names. Resolved, as to each entity (other than the Client) listed in Part A of the Attachments, all of which are direct or indirect subsidiaries of the Client and whose activities are controlled by Client and 51% or more of whose voting stock is owned directly or indirectly by the Client or whose interests are owned 51% percent or more by the Client in the case of non-stock subsidiaries (each a "Subsidiary") that (i) the Client hereby (a) adopts all of the preceding and following resolutions on behalf of each Subsidiary, and (b) instructs each Subsidiary to cause these resolutions to be filed with its corporate records, and to adopt all of these resolutions on behalf of Subsidiaries all of whose voting interests are owned by each Subsidiary.

H. General. Resolved, that a certified copy of these resolutions be delivered to the Bank and that they and the authority vested in the persons specified herein will remain in full force and effect until a certified copy of a resolution of the Client revoking or modifying these resolutions and such authority has been filed with the Bank and the Bank has had a reasonable time to act on it. These resolutions supersede any prior resolution of Client provided to the Bank.

4. Incumbency and Specimen Signatures: Each of the persons listed in Part C of the Attachments holds the office, title or status with the Client and/or its Subsidiaries specified therein and the actual signature of each such person appears on Part C of the Attachments.

Master Resolution and Authorization for Depository Accounts and Treasury Management Services

5. Organizational Documents: Copies of any organizational or other documents, including but not limited to the articles or certificate of incorporation, the by-laws or regulations, or other organizational documents of the Client or applicable Subsidiary, that the Client or any such Subsidiary may deliver to the Bank at the Bank's request with these Resolutions or from time to time, shall be, and the Bank shall be entitled to rely on such copies as, true, complete and correct copies thereof with all amendments thereto as in effect on the date of such delivery.

6. Additional Certifications of Secretary: These Master Resolutions and Authorizations now stand of record on the books of the Client, are in full force and effect and have not been modified or revoked in any manner whatsoever. Nothing in the foregoing resolutions violates the articles or certificate of incorporation, the by-laws or regulations, or other organizational documents of the Client or applicable Subsidiary. The undersigned has taken all actions and made such notification as are required under section 3F above with respect to each Subsidiary.

Note:
For Partnerships, all general partners must sign unless the partnership agreement outlines other signing authorities.
For Limited Liability Companies, all members must sign unless the operating agreement identifies one or more managers, in which case the managers must sign.
For Corporations, Unincorporated Associations and Other Organizations: the Secretary, as attesting officer must sign.
If the Secretary, as the attesting officer, is also granted authorization to act in Part C, then one other authorized representative must sign below.

DATE:
IN WITNESS WHEREOF, and intending to be legally bound hereby, the undersigned have hereunto set their hands and seals this 7th day of March, 2016.

ATTESTATION:

Signature

Clerk to the Board
Title

Signature

Title

Signature

Signature

Title Title

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ATTACHMENTS

PART A - ADDITIONAL SUBSIDIARIES, AFFILIATES AND TRADE NAMES TO WHICH RESOLUTIONS AND AUTHORIZATIONS APPLY

Name of Legal Entity	Trade Name if Applicable	Taxpayer ID/CA Business Number	State of Formation
1.			
2.			
3.			
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19.			
20.			

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PART B - AUTHORIZATION FOR USE OF FACSIMILE SIGNATURES

AUTHORIZATION FOR USE OF FACSIMILE SIGNATURE
 If this box is checked, it authorizes the use of facsimile signatures in accordance with Section 3B. Such facsimile signatures must be provided on account signature cards properly executed in accordance with these Resolutions.

PART C - PERSONS AUTHORIZED TO ACT

If this box is checked, additional names of Persons Authorized to Act are set forth on the accompanying Continuation of Part C.

THE INDIVIDUALS LISTED BELOW ARE GRANTED ALL OF THE AUTHORITIES AS OUTLINED IN SECTION 3 OF THIS RESOLUTION INCLUDING THE AUTHORITY TO:

- OPEN AND CLOSE DEPOSIT ACCOUNTS
- SIGN CHECKS AND OTHER INSTRUMENTS AND WITHDRAWAL ORDERS AND DELEGATE SUCH AUTHORITY TO OTHERS
- OBTAIN TREASURY MANAGEMENT SERVICES AND DELEGATE SUCH AUTHORITY TO OTHERS
- OBTAIN SERVICES RELATED TO FOREIGN EXCHANGE TRANSACTIONS AND DELEGATE SUCH AUTHORITY TO OTHERS
- MAKE CHANGES TO ATTACHMENTS

	PRINT NAME	PRINT TITLE	SIGNATURE
1.	Janice McKenzie Cole	Chair	
2.	Frank Heath	County Manager	
3.	Tracy Mathews	Finance Officer	
4.			
5.			
6.			
7.			
8.			
9.			
10.			

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PART D - TRADE AND CONFIRMATION AUTHORIZATION LETTER FOR FOREIGN EXCHANGE TRANSACTIONS (NOTE: THIS PART D IS APPLICABLE TO PNC BANK, NATIONAL ASSOCIATION, ONLY, AND IS NOT APPLICABLE TO PNC BANK CANADA BRANCH.)

The undersigned (the "Designator"), a duly authorized representative of Client who is authorized to execute this authorization letter on behalf of Client, certifies as follows to PNC Bank, National Association ("Bank"):

The Designator, acting pursuant to the authority delegated to him/her by the Client resolutions delivered to the Bank (the "Resolutions") authorizing the Designator to delegate to any other person or persons the authority to execute and/or confirm on behalf of Client, foreign exchange transactions, does hereby establish and confirm the authority of each of the person(s) whose names are set forth below to execute on behalf of Client foreign exchange transactions described in the Resolutions, and/or confirm on behalf of Client such executed foreign exchange transactions as such authority is set forth below.

Each person below has complete authority at all times to bind Client to the performance of any such transactions. Bank may rely on the authority vested in these individuals until the close of business on the second business day after Bank receives written notice from Client of any changes in such authority at its offices at the following address: PNC Bank, National Association, PNC Investment Operations, 116 Allegheny Center Mall, Pittsburgh, PA 15212 Attention: Derivative Operations, or any other address which has been provided by Bank to Client for such purpose.

Consent for E-mail Delivery: By signing below, the Designator acknowledges that Client has consented to receive confirmations for foreign exchange transactions via electronic mail.

PERSONS AUTHORIZED TO EXECUTE AND/OR CONFIRM FOREIGN EXCHANGE TRANSACTIONS Check applicable boxes to grant authorities to individuals.

Name: Email: Telephone:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name: Email: Telephone:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name: Email: Telephone:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name: Email: Telephone:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name: Email: Telephone:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Client Name: _____
 By: _____
 Name: _____
 Title: _____

Authorized Representative per Part C of the Master Resolution

Page 6 of 6

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 7:45 p.m. on motion made by Edward R. Muzzulin, seconded by Matthew Peeler.

 Janice McKenzie Cole, Chair

 Clerk to the Board

ATTACHMENT A

**RULES OF PROCEDURE
 FOR THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS**

I. APPLICABILITY

Rule 1. Applicability of Rules

These rules apply to all meetings of the Board of Commissioners of Perquimans County at which the board is empowered to exercise any of the executive, quasi-judicial, administrative, or legislative powers conferred on it by law. They are intended to be consistent with all North Carolina law. Any rules that are mandated by law cannot be suspended by vote of the board. If a conflict or inconsistency arises between these rules and the law of the State of North Carolina then the North Carolina law shall control.

H. OPEN MEETINGS

Rule 2. Meetings to be open.

- (a) The public policy of North Carolina and of Perquimans County is that the hearings, deliberations, and actions of this board and its committees be conducted openly.
- (b) Except as otherwise provided in these rules and in accordance with applicable law, each official meeting of the Perquimans County Board of Commissioners shall be open to the public, and any person may attend.
- (c) For the purposes of the provisions of these rules concerning open meetings, an official meeting of the board is defined as any gathering together at any time or place or the simultaneous communication by conference telephone or other electronic means of a majority of board members for the purpose of conducting hearings, participating in deliberations, or voting upon or otherwise transacting public business within the jurisdiction, real or apparent, of the board.

Rule 3. Closed Sessions

- (a) Notwithstanding the provisions of Rule 2, the Board may hold a closed session and exclude the public, but only upon the following circumstances:
 - (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 (N.C.G.S. 143-318.11(a) (1)).
 - (2) To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award (N.C.G.S. 143-318.11(a) (2)).
 - (3) To consult with an attorney employed or retained by the Board of Commissioners in order to preserve the attorney-client privilege between the attorney and the Board of Commissioners. (N.C. Gen Stat 143-318.11(a) (3)).
 - (4) To discuss matters relating to the location or expansion of industries or other businesses in the county. (N.C. Gen Stat 143-318.11(a) (4)).
 - (5) To consider and take action with respect to the position to be taken by the county in negotiating the price or other material terms of an agreement for the acquisition or lease of real property. (N.C. Gen Stat 143-318.11(a) (5)).
 - (6) To consider and take action with respect to the position to be taken by the county in negotiating the amount of compensation or other material terms of an employment contract. (N.C. Gen Stat 143-318.11(a) (5)).
 - (7) To consider initial employment or appointment of an individual to any office or position, other than a vacancy in the board of county commissioners or any other public body, and to consider the qualifications, competence, performance, character, and fitness of any public officer or employee, other than a member of the board of commissioners or some other public body. (N.C.G.S. 143-318.11(a) (6)).
 - (8) To hear or investigate a charge or complaint by or against an individual, public officer or employee. (N.C.G.S. 143-318.11(a) (6)).

- (9) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct. (N.C.G.S. 143-318.11(a) (7)).
- (10) 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. (N.C.G.S. 143-318.11(a) (9)).
- (b) The Board 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 rule. In addition, a motion to go into closed session pursuant to Rule 3(a)(1) must state the name or citation of the law that renders the information to be discussed privileged or confidential, and a motion to go into closed session pursuant to Rule 3(a)(2) must identify the parties in each existing lawsuit, if any, concerning which the Board expects to receive advice during the closed session.
- (c) Unless the motion to go into closed session provides otherwise, the county manager, county attorney, and clerk to the board may attend the closed session. No other person may attend the closed session unless specifically invited by majority vote of the board.

III. ORGANIZATION OF THE BOARD

Rule 4. Organizational Meeting.

- (a) Even numbered Years. The board shall hold an organizational meeting at its regular time and place on the first Monday in December of each even-numbered year. The present chairman shall call the meeting to order and the present Board, including retiring members, shall approve the minutes of the previous meeting(s) followed by recognition of outgoing members. Newly elected members of the Board shall take and subscribe the oath of office and be inducted into office, if they have not already been sworn. The county attorney shall then preside until a chairman is elected from its members. The Board shall approve the bonds of the sheriff and register of deeds.

Rule 5. Election of the Chair

The chair and vice-chair of the board shall be elected annually by a majority of the votes cast for a term of one year and shall not be removed from the office of chair or vice-chair during the term unless he or she becomes disqualified to serve as a board member.

IV. REGULAR AND SPECIAL MEETINGS

Rule 6. Regular and Special Meetings.

- (a) Regular Meetings. The board shall hold regular meetings pursuant to a schedule adopted and published pursuant to applicable North Carolina General Statutes. Regular meetings shall be held in the Courthouse Annex. The board may change the place or time of a particular regular meeting or of all regular meetings within a specified period by resolution adopted, posted and noticed at least seven days before the change takes effect. Such a resolution shall be filed with the clerk to the board and posted at or near the regular meeting place, on the county website and copies shall be sent to all persons who have requested notice of special meetings of the board by regular United States mail or by email.
- (b) Special Meetings. The chair or a majority of board members may at any time call a special meeting of the board by signing a notice stating the time and place of the meeting and the subjects to be considered. The person or persons calling the meeting shall cause the notice to be posted on the principal bulletin board of the county or the door of the regular meeting place if there is no principal bulletin board and delivered to the chair and all other board members or left at the usual dwelling place of each member or emailed at least forty-eight hours before the meeting and posted on the county website. In addition, the notice shall be mailed, emailed or delivered to individual persons and news organizations having requested such notice as provided in subsection (c) below at least forty-eight hours before the meeting. Only items of business specified in the notice may be transacted at a special meeting, unless all members are present or those not present have signed waivers.
- (c) Emergency Meetings. If a special meeting is called to deal with an unexpected circumstance requiring immediate consideration, the notice requirements of this rule do not apply. However, the person or persons calling an emergency meeting shall take reasonable action to inform the other members and the public of the meeting, including posting on the county website. Local news organizations having requested notice of special meetings as provided in subsection (c), below, shall be notified of such emergency meeting either by e-mail, by telephone, or by the same method used to notify board members and shall be given immediately after notice has been given to the board members. Only business connected with the emergency may be discussed at the meeting.
- (d) Work Sessions and Committee Meetings. The board may schedule work sessions, committee meetings, or other informal meetings of the board or of a majority of its members at such times and concerning such subjects as may be established by resolution or order of the board. A schedule of any such meetings held regularly shall be filed in the same place and manner as the schedule of regular meetings. Work sessions and other informal official meetings not held regularly are subject to the same notice requirements as special board meetings.
- (e) Sunshine List. Any individual and any newspaper, wire service, radio station, and television station may file a written request with the clerk to the board of commissioners for notice of all special meetings of the board. Requests by individuals must be renewed by the last day of each calendar year and are subject to a \$10.00 nonrefundable annual fee; requests by news organizations must be renewed annually by December 31 and are not subject to any fee.

Rule 7. All Meetings within the County.

All meetings shall be held within the boundaries of Perquimans County except as otherwise provided herein:

- (a) A joint meeting with the governing board of any other political subdivision of this or any other state may be held within the boundaries of either subdivision as may be specified in the call of the meeting. At any such joint meeting, this board reserves the right to vote separately on all matters coming before the joint meeting.
- (b) A special meeting called for considering and acting on an order or resolution requesting members of the General Assembly representing all or any portion of this county to support or oppose any bill pending in the General Assembly or proposed for introduction therein may be held in Raleigh or other such place as stated in the call of meeting.

Rule 8. Broadcasting and Recording of Meetings.

Except as provided in this rule, any media organization may broadcast all or any part of an official board meeting required to be open to the public. Any person may photograph, film, tape-record, or otherwise reproduce any part of a meeting that is required to be open.

V. AGENDA

Rule 9. Agenda.

- (a) The clerk to the board in cooperation with the county manager and chair shall prepare the agenda for each regular, special, and emergency meeting. A request to have an item of business placed on the agenda for a regular meeting must be received at least two working days before the meeting. Any board member may, by timely request, prior to distribution of the agenda have an item placed on the agenda.
- (b) The agenda packet shall include the agenda document, any proposed ordinances or amendments to ordinances, and supporting documentation and background information relevant to items on the agenda. A copy of the agenda packet shall be delivered to each board member at least seventy-two hours before the meeting and available for public inspection at the county manager's office, the library and the county website. Documents in the agenda packet, if not previously available for public inspection, shall become so when packets have been delivered to each board member or left at his or her usual dwelling or e-mailed.

- (c) The board may, by majority vote, add an item not on the agenda on findings by the majority of the board that such items could not have reasonably been placed on the agenda pursuant to normal procedures and it is essential that such business be considered at the meeting.

Rule 10. Public Address.

The clerk to the board shall include on the agenda of each regular meeting a period of no more than thirty minutes for comments from the public in attendance. The chair will first recognize individuals or groups having signed the register to be heard, and then may recognize others, subject to available time. Each speaker shall be limited to three (3) minutes of public address, unless allowed additional time by the chair. When the time set aside for informal public comments has expired, the chair will recognize further speakers only upon motion duly made and adopted.

Rule 11. Order of business.

At regular meetings, the board shall proceed to business in the following order:

- (a) Call to order and welcome.
- (b) Invocation.
- (c) Pledge of allegiance.
- (d) Scheduled Public Hearings
- (e) Adoption of agenda.
- (f) Adoption of consent agenda
- (g) Appointments/Scheduled speakers.
- (h) Commissioner Comments/Concerns
- (i) County Manager Update
- (j) Old Business
- (k) New business
- (l) Public Comment
- (m) Adjournment.

Without objection, the chair may call items in any order most convenient for the dispatch of business.

VI. CONDUCT OF DEBATE

Rule 12. Powers of the Chair

The chair shall preside at all board meetings. To address the board, a member must be recognized by the chair. The chair shall have the following powers; however in exercising these powers the chair's decision is subject to appeal and review by the full board on the motion of any member:

- (a) The rule on points of parliamentary procedure, including the right to rule out of order any motion offered for patently obstructive or dilatory purposes;
- (b) To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
- (c) To call a brief recess at any time;
- (d) To adjourn in an emergency.

Rule 13. Action by the Board

The board shall proceed by motion. Any member, including the chair, may make a motion.

Rule 14. Second Required

A motion shall require a second in order to be debated and acted on by the board.

Rule 15. One Motion at a Time.

A member may make only one motion at a time.

Rule 16. Substantive Motion

A substantive motion is out of order while another substantive motion is pending.

Rule 17. Adopted by Majority Vote

A motion shall be adopted if approved by a majority of the votes cast, a quorum being present, unless otherwise required by these rules or North Carolina laws. Any member of the Board who doubts the result of a vote may request that the Board be polled by roll call vote. The Clerk shall call the roll in alphabetical order, provided that for each subsequent roll call vote conducted within a calendar year the Clerk shall rotate the roll so that voting will begin with the next Board member on the roll. The chair of the Board has the privilege of voting last on all such votes. A member is not allowed to pass when polled during a roll call vote unless that member has been excused from voting as provided in Rule 23.

Rule 18. Debate

The chair shall state the motion and then open the floor for debate.

Rule 19. Procedural Motions.

- (a) In addition to substantive proposals, the procedural motions listed in subsection (b) of this rule, and no others, shall be in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority vote for adoption.
- (b) In order of priority (if applicable), the procedural motions are:
 - (1) To Adjourn. The motion may be made only at the conclusion of action on a pending matter; it may not interrupt deliberation of a pending matter. A motion to adjourn is not debatable and may not be amended.
 - (2) To Take a Recess. (Note under Rule 12 the chair also has the power to call a brief recess).
 - (3) To Call to Follow the Agenda. The motion must be made at the first reasonable opportunity or it is waived.
 - (4) To Suspend the Rules. The motion requires a vote equal to a quorum.
 - (5) To Divide a Complex Motion and Consider it by Paragraph.
 - (6) To Defer (Table) Consideration. A substantive motion whose consideration has been deferred expires one hundred days thereafter, unless a motion to revive consideration is adopted.
 - (7) To call the Previous Question. The motion is not in order until there has been at least fifteen minutes of debate and every member has had one opportunity to speak.
 - (8) To Postpone to a Certain Time or Day.
 - (9) To Refer to Committee. Sixty days after a motion has been referred to committee, the introducer may compel consideration of the measure by the entire board, regardless of whether the committee has reported the matter back to the board.
 - (10) To Amend. An amendment to a motion must be germane to the subject of the motion, but it may not achieve the opposite effect of the motion. There may be an amendment to the motion and an amendment to an amendment, but no further amendments. Any amendments to a proposed ordinance shall be reduced to writing.
 - (11) To Revive Consideration. The motion is in order at any time within one hundred days of a vote deferring consideration. A substantive motion on which consideration has been deferred expires one hundred days after the deferral, unless a motion to revive consideration is adopted.
 - (12) To Reconsider. The motion must be made at the same meeting where the original vote was taken, and by a member who voted with the prevailing side. It cannot interrupt deliberation on a pending matter but is in order any time before adjournment.

- (13) To Prevent Reconsideration for Six Months. The motion shall be in order only immediately following the defeat of a substantive motion. It requires a vote equal to a quorum and is valid for six months or until the next regular election of county commissioners, whichever occurs first.
- Rule 20. **Renewal of Motion**
A defeated motion may not be renewed at the same meeting.
- Rule 21. **Withdrawal of Motion**
A motion may be withdrawn by the introducer at any time before the chair puts the motion to a vote.
- Rule 22. **Duty to Vote**
It is the duty of each member to vote unless excused by a majority vote according to law. The Board may excuse a member from voting, but only upon questions involving their own financial interest or official conduct. A member wishing to be excused from voting shall so inform the chair, who shall take a vote of the remaining members. A member who fails to vote, not having been excused, shall be recorded as voting in the affirmative.
- Rule 23. **Prohibition of Secret Voting**
No vote may be taken by secret ballot. If the board decides to vote by written ballot, each member shall sign his or her ballot and the minutes shall record the vote of each member. These ballots shall be retained and made available for public inspection until the minutes of that meeting have been approved, when they may be destroyed.
- Rule 24. **Action by Reference**
The board shall not deliberate, vote, or otherwise act on any matter by reference to an agenda or document number unless copies of the agenda or documents being referenced are available for public inspection at the meeting and are so worded that people at the meeting can understand what is being discussed or acted on.
- Rule 25. **Introduction of Ordinances, Resolutions, and Orders**
A proposed ordinance shall be deemed introduced at the first meeting where it is on the agenda and a motion for its adoption or approval is made by a member of the board; its introduction shall be recorded in the minutes.
- Rule 26. **Adoption, Amendment, or Repeat of Ordinances**
To be adopted at the meeting at which it is first introduced, an ordinance or any action having the effect of an ordinance (except the budget ordinance, any bond order, or any other ordinance on which a public hearing must be held before the ordinance may be adopted) must receive the approval of all the members of the board of commissioners. If the ordinance is approved by a majority those voting but not by all the members of the board, or if the ordinance is not voted on at that meeting, it shall be considered at the next regular meeting of the board. If it then or at any time thereafter within 100 days of its introduction receives a majority of the votes cast, a quorum being present, the ordinance is adopted. This rule is consistent with and identical to N.C.G.S. § 153A-45 and shall be deemed amended by any legislative amendment to N.C.G.S. § 153A-45.
- Rule 27. **Budget Requests**
New request for expenditures made outside the budget process cannot be approved at the first meeting where it is requested.
- Rule 28. **Quorum**
A majority of the board membership shall constitute a quorum. The number required for a quorum is not affected by the vacancies. If a member has withdrawn from a meeting without being excused by majority vote of the remaining members, he or she shall be counted as present for the purposes of determining whether a quorum is present. The board may compel the attendance of an absent member by ordering the sheriff to take the member into custody. This rule is consistent with and identical to N.C.G.S. § 153A-43 and shall be deemed amended by any legislative amendment to N.C.G.S. § 153A-43.
- Rule 29. **Public Hearings**
Public hearings may be required by law or deemed advisable by the board. The Board shall impose rules regarding the length of time allotted to each speaker and designating representatives to speak for large groups. At the appointed time, the chair shall call the hearing to order and preside over it. When the allotted time expires, the chair may briefly extend the time, may declare the hearing ended and the board shall resume the regular order of business, or may continue further comment until later in the agenda.
- Rule 30. **Quorum at Public Hearings**
A quorum of the board must be present at all public hearings required by law.
- Rule 31. **Minutes**
Minutes shall be kept of all board meetings.
- Rule 32. **Appointments**
The board shall use the following procedure to make appointments to fill vacancies in the board itself or in other boards and public offices over which the board has power of appointment. Appointments may be placed on the consent agenda; however, should the item be placed on the regular agenda, or any Board member removes an appointment from this section of the agenda for placement on the regular agenda, the following procedure will be followed:
The chair shall open the floor to nominations, whereupon the members shall put forward and debate names of possible appointees. After the debate, the chair shall call the roll of the members, and each member shall vote. The votes shall be tallied until each member has voted. Each vote shall be decided by a majority of the valid ballots cast (a majority is determined by dividing the number of valid ballots cast by two and taking the next highest whole number). It is the duty of each member to vote for as many appointees as there are appointments to be made, but failure to do so does not invalidate that member's ballot.
- Rule 33. **Quasi-Judicial Proceedings**
(This section is reserved for Quasi-Judicial Procedures)
- Rule 34. **Reference to Robert's Rules of Order**
Reference to Robert's Rules of Order. To the extent not provided for in and not conflicting with the spirit of these rules, the chair shall refer to Robert's Rules of Order to resolve procedural questions.

Adopted by the Board of Commissioners this the 7th day of March, 2016.

Mary P. Hunicutt
Clerk to the Board of Commissioners

Chair Cole asked Mr. Goss when he needed the letter of support. Mr. Goss said that it would be needed as soon as possible. She explained that, because this is a funding issue, they would need to take action at our next meeting which would be April 4th. Therefore, she asked that this item be added to the April 4th Agenda.

ADJOURNMENT

There being no further comments or business to discuss, the Special Called Meeting was adjourned at 7:20 p.m. on motion made by Matthew Peeler, seconded by Wallace E. Neison.

Janice McKenzie Cole, Chair

Clerk to the Board

WORK SESSION

March 21, 2016

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular Work Session on Monday, March 21, 2016, at 7:00 p.m. in the Commissioners' Room located on the first floor of the Perquimans County

MEMBERS PRESENT: Janice McKenzie Cole, Chair Kyle Jones, Vice Chairman
Fondella Leigh Wallace Nelson
Matthew Peeler

MEMBERS ABSENT: Edward R. Muzzulin

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

After the Chair adjourned the Special Called Meeting, Ms. Cole proceeded with the monthly Work Session. The following matters were discussed.

JONATHAN NIXON, EMERGENCY SERVICES DIRECTOR

Mr. Nixon presented information on the following matters:

- > EMPG Elected Officials Presentation: Mr. Nixon gave a PowerPoint Presentation on the current activities in the Emergency Services Program. This is a requirement for the Emergency Management Performance Grant.
- > 911 Shift Supervisors: With the retirement of Homeria Jennette, Chief Telecommunicator, Mr. Nixon made recommendations on the restructuring of the Telecommunications Department. He is recommending Shift Supervisors instead of hiring a Chief Telecommunicator. This structure is working fairly well with the Emergency Services Department and hopes that they can proceed with the same structure with Telecommunications.
- > Backup PSAP (Primary Service Access Point) Plan: Mr. Nixon explained that the County is required to prepare a Backup PSAP Plan by July 1st. He presented his proposal to the Board.

ANGELA ANTIVEROS, ALBEMARLE REGIONAL HEALTH SERVICES

Ms. Antiveros provided written information along with her presentation on the "Innovative Approaches" program which focuses on families with exceptional children.

PUBLIC COMMENTS

The following public comments were made:

- > Tommy Harrell: Mr. Harrell encouraged the Board to look at the problem that the County is having with the coyote population. Ms. Cole said that she had already discussed this with Jewel Winslow, Extension Director.
- > Leary Winslow: Mr. Winslow concurred with Mr. Harrell's recommendation.

ADJOURNMENT

There being no further comments or business to discuss, the Work Session was adjourned at 8:15 p.m.

Janice McKenzie Cole, Chair

Clerk to the Board

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P.O. Box 7
Hertford, N.C. 27944



Phone: (252) 426-7010
(252) 426-5564
Fax: (252) 426-4034

PERQUIMANS COUNTY TAX DEPARTMENT

March 29, 2016

Tax Releases: (Perquimans County)

Andrew H. Plumley \$117.35
Active Duty Military
Account #8087038

Brittney Rea Plumley \$104.85
Active Duty Military
Account #8086742

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 3-29-16

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Sabrina Albitz

SOC. SEC. NO.: _____

POSITION: Elections Part-time

DEPT.: Elections

NEW EMPLOYEE EFFECTIVE DATE: 3-1-16

GRADE: _____ STEP: _____ SALARY: 8.83 / hour

ENDING DATE OF PROBATIONARY PERIOD: 3-1-17

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

Date DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

Date 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

Sybil Banks

DATE: 3-29-16

DATE: _____

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 3/22/16

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Beverly Pulley

SOC. SEC. NO.

POSITION: IMC II

DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE:

GRADE:

STEP:

SALARY: \$

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE:

STEP:

SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

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

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP RAISE
Date: 4-1-2016 GRADE: 63 STEP: 3 SALARY: \$ 29,562.00

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

Suzan M Chaney

Frank Heath

DATE: March 22, 2016

DATE: 3/23/16

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 3/22/16

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Jovan Ward

SOC. SEC. NO. -

POSITION: IMC II

DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY: \$

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
Date 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.

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP RAISE
Date: 4-1-2016 GRADE: 63 STEP: 2 SALARY: \$ 28,859.00

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

Suzanne M Chaney

Anaiah Heath

DATE: March 22, 2016

DATE: 3/23/16

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: 3/22/16

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Rebecca Corprew

SOC. SEC. NO.

POSITION: IMS II

DEPT.: Social Services

EMPLOYEE EFFECTIVE DATE:

GRADE: STEP: SALARY: \$

ENDING DATE OF PROBATIONARY PERIOD:

CURRENT: GRADE: STEP: SALARY:

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

_____ DATE OF SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD AND
Date 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.

RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE STEP RAISE

Date: 4-1-2016 GRADE: 67 STEP: 2 SALARY: \$ 34,415.00

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

Suzan M Chaney

Frank Heath

DATE: March 22, 2016

DATE: 3/23/16

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: March 30, 2016

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: CJ Wilson

SOC. SEC. NO.: _____

POSITION: EMT-I

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 PROBA-
Date TIONARY PERIOD.

4-1-16 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE MERIT RAISE.
Date GRADE: 66 STEP: 3 SALARY: \$33,737

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: 3-30-16

DATE: _____

FINANCE OFFICER

DATE: _____

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: Donna L. Godfrey

SOC. SEC. NO.: _____

POSITION: Planner

DEPT.: County Manager

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: _____ STEP: _____ SALARY: _____

JOB PERFORMANCE EVALUATION

YEAR 1 2 3 4 (CIRCLE)

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

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

_____ DATE OF EMPLOYEE TERMINATION DUE TO UNSUCCESSFUL PROBATIONARY PERIOD.

04/01/16 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE PROMOTION.

GRADE: 72 STEP: 16 SALARY: \$60,345

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: _____

Anne Heath

DATE: 3/18/16

FINANCE OFFICER

DATE: _____

BUDGET AMENDMENT
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
GENERAL FUNDS
NO. 13

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 4th DAY OF APRIL, 2016, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2015 - 2016 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-671-040	Restitution - Mentoring		7,000
10-671-041	Restitution Salary/FICA		3,506
10-690-915	Education Programs - OJJ	10,506	
EXPLANATION: To amend previous 15/16 funding request. Moves funds allocated to restitution/mentoring to the STOP program which will ensure all State funds will be utilized in FY 15/16.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 4th DAY OF APRIL, 2016.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 4th DAY OF APRIL, 2016.

Chairman, Board of Commissioners

Finance Officer

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

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 4th DAY OF APRIL, 2016, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2015 - 2016 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-356-001	Register of Deeds - AE/PF	7,716	
10-480-741	AE/PF Technology	7,716	
EXPLANATION: To bring 14/15 Automation Ehnahcment Funds into 15/16 Budget as recorded in FY 15 Audit.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 4th DAY OF APRIL, 2016.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 4th DAY OF APRIL, 2016.

 Chairman, Board of Commissioners

 Finance Officer

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

THE PERQUIMANS COUNTY BOARD OF COMMISSIONERS AT A MEETING ON THE 4th DAY OF APRIL, 2016, PASSED THE FOLLOWING AMENDMENTS TO THE FY 2015 - 2016 BUDGET.

CODE NUMBER	DESCRIPTION OF CODE	AMOUNT	
		INCREASE	DECREASE
10-480-741	Register of Deeds - AE/PF Technology		5,320
10-480-740	Capital Outlay	5,320	
EXPLANATION: To use portion of ROD Automation Funds to cover the replacement cost of a copier.			

WE, THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY, HEREBY ADOPT AND APPROVE, BY RESOLUTION, THE CHANGES IN THE COUNTY BUDGET AS INDICATED ABOVE, AND HAVE MADE ENTRY OF THESE CHANGES IN THE MINUTES OF SAID BOARD, THIS 4th DAY OF APRIL, 2016.

PASSED BY MAJORITY VOTE OF THE BOARD OF COUNTY COMMISSIONERS OF PERQUIMANS COUNTY ON 4th DAY OF APRIL, 2016.

Chairman, Board of Commissioners

Finance Officer



MARY P. HUNNICUTT
CLERK TO BOARD
W. FRANK HEATH, III
COUNTY MANAGER

PERQUIMANS COUNTY BOARD OF COMMISSIONERS

P.O. BOX 45
HERTFORD, NORTH CAROLINA 27944
TELEPHONE: 1-252-426-7550

JANICE MCKENZIE COLE
CHAIR
T. KYLE JONES
VICE CHAIRMAN
FONDELLA A. LEIGH
EDWARD R. MUZZULIN
WALLACE E. NELSON
MATTHEW PEELER
W. HACKNEY HIGH, JR.
COUNTY ATTORNEY

RESOLUTION LITTER SWEEP SPRING 2016 IN PERQUIMANS COUNTY

WHEREAS, the North Carolina Department of Transportation organizes an annual Spring statewide roadside cleanup to ensure clean and beautiful roads in North Carolina; and

WHEREAS, the Spring 2016 *"Litter Sweep"* roadside cleanup will take place April 16 – April 30, 2016, and encourages local governments and communities, civic and professional groups, businesses, churches, schools, families and individual citizens to participate in the Department of Transportation cleanup by sponsoring and organizing local roadside cleanups; and

WHEREAS, Adopt-A-Highway volunteers, Department of Transportation employees, Department of Correction inmates and community service workers, local government agencies, community leaders, civic and community organizations, businesses, churches, schools, and environmentally concerned citizens conduct annual local cleanups during *"Litter Sweep"* and may receive certificates of appreciation for their participation; and

WHEREAS, the great natural beauty of our State and a clean environment are sources of great pride for all North Carolinians, attracting tourists and aiding in recruiting new industries; and

WHEREAS, the cleanup will increase awareness of the need for cleaner roadsides, emphasize the importance of not littering, and encourage recycling of solid wastes; and

WHEREAS, the 2016 LITTER SWEEP cleanup will celebrate the 28th Anniversary of the North Carolina Adopt-A-Highway program and its over 5,760 volunteer groups that donate their labor and time year round to keep our roadsides clean.

WHEREAS, the LITTER SWEEP cleanup will be a part of educating the children of this Great State regarding the importance of a clean environment to the quality of life in North Carolina;

NOW, THEREFORE, BE IT RESOLVED that the Perquimans County Board of Commissioners do hereby proclaim April 16 – April 30, 2016, as *"SPRING LITTER SWEEP"* time in Perquimans County and encourage its citizens to take an active role in making our community cleaner and more beautiful.

ADOPTED the 4th day of April, 2016.

(SEAL)

Janice McKenzie Cole, Chair
Perquimans County Board of Commissioners

ATTESTED:

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

PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES

P.O. BOX 107
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD

Terissa J. Blanchard, Chair
Kyle Jones
Dianne M. Layden

252-426-7373 – FAX 426-1240

DIRECTOR
Susan M. Chaney

MEMORANDUM

Date: March 28, 2016

To: Frank Heath, County Manager
Tracy Mathews, County Finance
Mary Hunnicutt, Clerk to the Board

From: Susan Chaney, Director *Susan Chaney*

Subject: Expiration of Term of Social Services Board Appointment

The term for the Perquimans County Department of Social Services Board for Kyle Jones expires on June 30, 2016. He is eligible for reappointment as he is a County Commissioner and the term limits do not apply to Commissioners. I am sending the enclosed form that needs to be completed by the Clerk after a decision of the County Commissioners with regards to an appointment. I have spoken with Mr. Jones and he is willing to serve another three year term.

Would you please put this item on the April agenda so the Commissioner appointment will be in place by the deadline?

If you have any questions, do not hesitate to call me at 426-7373.



North Carolina Department of Health and Human Services
Division of Social Services – Social Services Commission

Pat McCrory,
Governor

Wayne E. Black
Division Director

Richard O. Brajer
DHHS Secretary

Larry W. Potts
Chairman

March 18, 2016

MEMORANDUM

TO: Susan Chaney, Director
Perquimans County Department of Social Services

FROM: Angela Green *Angela P. Green*
Staff to the Social Services Commission

RE: Notice of Expiration of Term of County Commissioner Appointees to
Local Social Services Boards

According to our records, the term of **Kyle Jones** expires on June 30, 2016. This board member is eligible for reappointment. If your records indicate that this information is incorrect, please contact me as soon as possible. Please share this information with your County Board of Social Services. Information regarding the limitation of terms is as follows.

G.S. 108A-4: Terms of Appointment

"Each member of a county board of social services shall serve for a term of three years. No member may serve more than two consecutive terms. Notwithstanding the previous sentence, the limitation on consecutive terms does not apply if the member of the social services board was a member of the board of county commissioners at any time during the first two consecutive terms, and is a member of the board of county commissioners at the time of reappointment."

In summary, if a social services board member has served two consecutive terms and is a county commissioner on June 30, 2016, that person can be reappointed.

G.S. 108A-6: Members Filling an Unexpired Term

All appointments made to fill vacancies "... shall be for the remainder of the former member's term of office and shall not constitute a term for the purposes of G. S. 108A-4."

Please provide the information regarding the new appointee by submitting the attached form to me via email at angela.green@dhhs.nc.gov, or by mailing to my attention at:

N.C. Social Services Commission
2401 Mail Service Center
Raleigh, North Carolina 27699-2401

www.ncdhhs.gov • www.ncdhhs.gov/dss
Tel 919-527-6335 • Fax 919-334-1018

Location: McBryde Bldg. • 820 S. Boylan Avenue • Raleigh, NC 27603
Mailing Address: 2401 Mail Service Center • Raleigh, NC 27699-2401
An Equal Opportunity / Affirmative Action Employer



**RESTRICTIONS REGARDING
COUNTY SOCIAL SERVICES BOARD MEMBERSHIP**

G.S. 108A-3: Residential Qualifications

Each member of the county social services board "...shall be bona fide residents of the county from which they are appointed to serve..."

G.S. 108A-4: Term of Appointment

"Each member of a county board of social services shall serve for a term of three years. No member may serve more than two consecutive terms. Notwithstanding the previous sentence, the limitation on consecutive terms does not apply if the member of the social services board was a member of the board of county commissioners at any time during the first two consecutive terms, and is a member of the board of county commissioners at the time of reappointment."

G.S. 108A-6: Member Filling an Unexpired Term

All appointments made to fill vacancies "... shall be for the remainder of the former member's term of office and shall not constitute a term for the purposes of G.S. 108A-4."

G.S. 108A-47: State/County Special Assistance for Adults - Limitations on Payments

"No payment for assistance. . .shall be made for the care of any person in an adult care home that is owned or operated in whole or in part by. . . a member. . .of any county board of social services."

G.S. 108A-55: Medical Assistance Program - Payments

"No payments shall be made for the care of any person in a nursing home or intermediate care home which is owned or operated in whole or in part by a member of. . .any county board of social services. . .or by a spouse of any such person."

G.S. 128-1.1: Dual-Office Holding Allowed

Any person who holds an elective or appointive office in State or local government is authorized by the General Assembly, pursuant to Article VI, Sec. 9 of the North Carolina Constitution to hold concurrently one other appointive office, place of trust or profit, in either State or local government.

10A NCAC 68 .0301: Employment of Relatives of County Board Members

"No person shall be considered for employment in a county department of social services during the time a member of his immediate family is serving on the county board of social services or the board of county commissioners in the same county. This regulation in no way effects the status of a person who is already an employee of a county department of social services and of whose immediate family member becomes a candidate for or is appointed or elected to the county board of social services or the board of commissioners of the same county. (emphasis added) 'Immediate family member,' is for purposes of this Regulation defined as a spouse, parent, sibling, child, grandparent, grandchild, stepparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, aunt, uncle, niece, or nephew."

10A NCAC 70E .0402(d): Criteria for the Foster Family - County Social Services Board Members

The homes of Agency Employees, Social Services Board Members, and County Commissioners may be licensed if such licensure does not constitute a conflict of interest regarding supervision of children placed in the home. The agency's position concerning conflict of interest questions shall be documented in the family's record.



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

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

**PERQUIMANS COUNTY
TAX DEPARTMENT**

MARCH 2016- ENFORCED COLLECTIONS

PAYMENT AGREEMENTS: \$22,383.76

GARNISHMENTS: \$8,943.15

DEBT SETOFF: \$0.00

LIST OF VOLUNTEER APPLICATIONS

3/30/2016

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
5/12/14	McNaught, Ruth	162 Roanoke Drive Rmcnaught1.62@gmail.com	Herford	NC	27944	(252) 426-5271 (252) 435-7605	1. Local Library Board 2. 3. 4.	5/12/16
7/23/14	Gordon, Mattie W.	1777 Harvey Point Road no e-mail address	Herford	NC	27944	(252) 426-7807 (252) 426-8309	1. Adult Care Home Advisory Committee 2. 3. 4.	7/23/16
7/29/14	Simpson, Ernestine E.	398 Chapanoke Road ernestine_simpson@yahoo.com	Herford	NC	27944	(252) 264-3284 (252) 435-7769	1. Adult Care Home Advisory Committee 2. Planning Board 3. Citizen Advisory Board 4. Senior Citizen Advisory Board	7/29/16
7/30/14	Hurdle, Pamela W.	297 Hurdletown Road townadmin@townofherfordnc.com	Herford	NC	27944	(252) 426-9263 (252) 426-7805 (252) 312-3774	1. Board of Adjustments 2. Economic Development Commission 3. Planning Board 4. Rural Planning Org. Steering Committee	7/30/16
7/30/14	Burket, Stephen G.	111 Shady Circle sburket@ix.netcom.com	Herford	NC	27944	(252) 426-3817 (252) 337-4303	1. Senior Citizen Advisory Board 2. 3. 4.	7/30/16
8/26/14 <i>Updated</i>	Knight, Marshall	751 Body Road marshallknight751@centurylink.net	Herford	NC	27944	(252) 264-3201	1. Board of Adjustments 2. 3. 4.	8/30/16
8/30/12 <i>Updated</i>	Winslow, III, Lynwood C.	1209 Belvidere Road lcwiii@inteliport.com	Belvidere	NC	27919	(252) 297-6532 (252) 426-5778	1. Planning Board 2. Board of Adjustments 3. 4.	8/30/16
8/31/14 <i>Updated</i>	Finley, James Frank	103 E. Hidden Valley Trail finleyj@centurylink.net	Herford	NC	27944	(252) 426-7072 (757) 641-4594	1. Minzies Creek Utility District 2. 3. 4.	8/31/16
9/4/14 <i>Updated</i>	Roberts, III, A.O.	1632 New Hope Road eureseedfarms@yahoo.com	Herford	NC	27944	(252) 464-2037 (252) 264-3326 (252) 333-9575	1. Planning Board 2. Voluntary Ag District Committee 3. Water Management Committee 4.	9/4/16

LIST OF VOLUNTEER APPLICATIONS

3/30/2016

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
9/5/14 Updated	Gesler, Albert M	135 Cashie Drive ALCOG58@mchsi.com	Hertford	NC	27944	(252) 426-8260 (252) 562-9060	1. Board of Adjustments 2. 3. 4.	9/5/16
9/5/14 Updated	Lassiter, Brenda	725 Sandy Cross Road	Belvidere	NC	27919	(252) 297-2740	1. Planning Board 2. Board of Commissioners 3. 4.	9/5/16
9/8/14 Updated	Corprew, Jr., John H.	607 Gaston Drive	Hertford	NC	27944	(252) 426-7877 (252) 426-5682 (252) 339-0348	1. Board of Adjustments (Resigned 10/13/14) 2. 3. 4.	9/8/16
9/15/14 Updated	Blanchard, Terissa J.	228 Bethany Church Road tblanchard@pcs.k12.nc.us	Belvidere	NC	27919	(252) 297-2561 (252) 426-7355 (252) 339-5973	1. Social Services Board 2. Albemarle Hospital Board of Trustees 3. COA - Board of Trustees 4. Smart Start Board	9/15/16
9/15/14	Lacefield, Charles	234 Beech Point Blvd. cwlacefield@earthlink.net	Hertford	NC	27944	(252) 426-4851 (252) 619-4256	1. COA - Board of Trustees 2. Chowan Hospital Board 3. Board of Commissioners' Facilitator 4.	9/15/16
9/24/14 Updated	Overman, Pete	P.O. Box 105 saltpeterpete@hotmail.com	Hertford	NC	27444	(252) 426-7814 (252) 426-7117 (252) 331-9001	1. Planning Board 2. Any other as needed 3. 4.	9/24/16
9/24/14 Updated	Page, Frank	147 Explorer Arch page3@embarqmail.com	Hertford	NC	27944	(252) 426-1149 (757) 376-2001	1. Minzies Creek Utility District 2. 3. 4.	9/24/16
9/23/14	Manley, Donald	128 Snug Harbor Road	Hertford	NC	27944	(252) 426-7553	1. Planning Board 2. 3. 4.	9/23/16
9/17/14	Kahl, Paul	402 Woodland Church Rd. escu50viking@yahoo.com	Hertford	NC	27944	(252) 338-1144 (252) 457-5400	1. Planning Board 2. 3. 4.	9/17/16

LIST OF VOLUNTEER APPLICATIONS

3/30/2016

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
10/3/14	Nelson, Wallace	204 Ainsley Road unc.rph@gmail.com unc.rph@me.com	Hertford	NC	27944	(252) 426-7118 (252) 482-6202 (252) 339-6862	1. Albemarle Commission 2. Albemarle Regional Health Services 3. COA - Board of Trustees 4. Economic Development Commission 5. EMS Advisory Board 6. Planning Board	10/3/16
11/21/14	Richardson, Sara	161 White Oak Avenue	Hertford	NC	27944	(252) 426-7810 (252) 333-4398	1. Adult Care Home Advisory Committee 2. 3. 4.	11/21/16
12/18/14	Smith, Jr., Lewis W.	127 Smith Cove Road lewis_smith@ncsu.edu	Hertford	NC	27944	(252) 426-7347 (252) 426-7164 (252) 331-3362	1. Planning Board 2. Agricultural Advisory Board 3. 4.	12/18/16
12/18/14	Jackson, Robert L.	186 Ainsley Road	Hertford	NC	27944	(757) 618-7569	1. Planning Board 2. 3. 4.	12/18/16
1/29/15	Finch, Jr., Johnnie	192 Cedarwood Blvd. johnnie_finchjr@gmail.com	Hertford	NC	27944	(252) 619-4037	1. Northeast Regional Workforce 2. 3. 4.	1/29/17
2/2/15	Reed, Deborah S.	1488 Center Hill Hwy deborahreed74@gmail.com	Hertford	NC	27944	(252) 331-5426	1. Board of Adjustment 2. Recreation Advisory Board 3. 4.	2/2/17
2/2/15	Hobbs, Benjamin C.	948 Pender Road hobbs@hobbsfurniture.com	Hertford	NC	27944	(252) 312-9609	1. Board of Adjustment 2. 3. 4.	2/2/17
4/10/15	Ingram, Kathleen	163 Bagley Swamp Road kathlingram@copper.net	Hertford	NC	27944	(252) 339-3754	1. Health Services 2. 3. 4.	4/10/17
4/13/15	McMullan, Philip	111 W. Camp Perry Road psmir@hughes.net	Hertford	NC	27944	(252) 264-2021	1. Eco Tourism 2. 3. 4.	4/13/17

LIST OF VOLUNTEER APPLICATIONS

3/30/2016

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
5/8/15	Thomas, Matthew S.	357 Camp Cale Road matt@campcale.com	Hertford	NC	27944	(252) 334-7622 (252) 264-2513 (252) 334-7622	1. Special Steering Committee 2. 3. 4.	5/8/17
6/10/15	Layden, C. Douglas	105 Bay Branch Road geri.layden@gmail.com	Belvidere	NC	27919	(252) 297-2158 (252) 297-2875	1. Chamber of Commerce 2. Library 3. Historians 4. Regional Landfill Authority	6/10/17
7/28/15	Felton, Joyce Ann	115 Sharp's Lane jgfelton68@yahoo.com	Hertford	NC	27944	(252) 426-5375 (252) 333-5508	1. Smart Start Board 2. Social Services Board 3. 4.	7/28/17
8/18/15	Rowland, Reta B.	231 Deep Creek Road rrowland@woodforest.com retaathome@yahoo.com	Hertford	NC	27944	(252) 335-0074 (252) 312-9239	1. East Carolina Behavioral Health 2. Senior Citizens Advisory Board 3. Nursing Home Advisory Committee 4. Smart Start Board	8/18/17
9/22/15 Updated	Mansfield, Evelyn L.	2275 Center Hill Highway no e-mail address	Hertford	NC	27944	(252) 426-4664	1. Adult Care Home Advisory Committee 2. 3. 4.	9/22/17
9/22/15 Updated	McNeal, Cathleen C.	104 New River Drive catmneal@gmail.com	Hertford	NC	27944	(252) 426-1425 (252) 435-4743	1. Chowan Hospital Board 2. Albemarle Hospital Board 3. Historic Hertford 4. Others as needed	9/22/17
9/23/15 Updated	Layden, Dianne M. <i>She has her house for sale and is moving to Florida. She will notify me when she sells her home.</i>	177 Perrys Bridge Road diannelayden@hughes.net	Belvidere	NC	27919	(252) 297-2596	1. Board of Elections 2. Social Services Board 3. Board of Adjustment (Resigned 11/3/14) 4.	9/23/17
11/5/15 Updated	Schultz, Brooke Lee	1251 Center Hill Highway bschultz@woodforest.com	Hertford	NC	27944	(252) 335-0074 (252) 548-4783	1. Animal Control Board 2. Economic Improvement Council 3. PAWS & AWARE 4. Smart Start Board	11/5/17
11/16/15 Updated	Mathis, Lynn W.	178 Sue Lane mahitabell@gmail.com lynn.mathis@ncdenr.gov	Hertford	NC	27944	(252) 264-3901 (252) 333-6619	1. Planning Board 2. RC&D 3. Albemarle Commission 4.	11/16/17

LIST OF VOLUNTEER APPLICATIONS

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
1/14/16 Updated	Hester, Elaine Phyllis	653 Woodville Road colelawoffices@embarqmail.com elainehester@embarqmail.com	Hertford	NC	27944	(252) 264-3584 (252) 426-1300 (252) 232-8844	1. Nursing Home/Adult Care Home Committee 2. 3. 4.	1/14/18

FOR
INFORMATION
ONLY
ITEMS

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NACo Prescription Drug Discount Card Program

PERQUIMANS COUNTY, NC

		% OF PLAN TOTAL	% OF PLAN RETAIL PRICE	% OF RETAIL PRICE	% OF MEMBER COST	AVERAGE MEMBER COST	RETAIL PRICE	AVERAGE RETAIL PRICE	AVERAGE PRICE SAVINGS	% OF PRICE SAVINGS	% OF UTILIZERS	TOTAL	
2016													
FEBRUARY	3	1	33.33%	2	66.67%	\$ 84.56	\$ 28.19	\$ 86.25	\$ 28.75	\$ 1.69	\$ 0.56	1.96%	2
2015													
OCTOBER	4	1	25.00%	3	75.00%	\$ 90.42	\$ 22.61	\$ 127.54	\$ 31.89	\$ 37.12	\$ 9.28	29.10%	2
SEPTEMBER	2	0	0.00%	2	100.00%	\$ 47.93	\$ 23.97	\$ 47.93	\$ 23.97	\$ 0.00	\$ 0.00	0.00%	1
JUNE	5	1	20.00%	4	80.00%	\$ 78.06	\$ 15.61	\$ 101.18	\$ 20.24	\$ 23.12	\$ 4.62	22.85%	1
MAY	1	1	100.00%	0	0.00%	\$ 9.60	\$ 9.60	\$ 13.93	\$ 13.93	\$ 4.33	\$ 4.33	31.08%	1
APRIL	1	1	100.00%	0	0.00%	\$ 28.71	\$ 28.71	\$ 34.09	\$ 34.09	\$ 5.38	\$ 5.38	15.78%	1
MARCH	4	1	25.00%	3	75.00%	\$ 74.37	\$ 18.59	\$ 85.13	\$ 21.28	\$ 10.76	\$ 2.69	12.64%	3
JANUARY	5	4	80.00%	1	20.00%	\$ 104.75	\$ 20.95	\$ 201.94	\$ 40.39	\$ 97.19	\$ 19.44	48.13%	3
2014													
DECEMBER	9	7	77.78%	2	22.22%	\$ 172.04	\$ 19.12	\$ 267.10	\$ 29.68	\$ 95.06	\$ 10.56	35.59%	3
NOVEMBER	12	10	83.33%	2	16.67%	\$ 392.68	\$ 32.72	\$ 815.33	\$ 67.94	\$ 422.65	\$ 35.22	51.84%	5
OCTOBER	7	6	85.71%	1	14.29%	\$ 200.55	\$ 28.65	\$ 419.24	\$ 59.89	\$ 218.69	\$ 31.24	52.16%	4
SEPTEMBER	4	4	100.00%	0	0.00%	\$ 75.50	\$ 18.88	\$ 159.07	\$ 39.77	\$ 83.57	\$ 20.89	52.54%	3
AUGUST	12	8	66.67%	4	33.33%	\$ 436.48	\$ 36.37	\$ 789.55	\$ 65.80	\$ 353.07	\$ 29.42	44.72%	5
JULY	8	4	50.00%	4	50.00%	\$ 141.44	\$ 17.68	\$ 315.63	\$ 39.45	\$ 174.19	\$ 21.77	55.19%	5
JUNE	11	5	45.45%	6	54.55%	\$ 154.19	\$ 14.02	\$ 200.87	\$ 18.26	\$ 46.68	\$ 4.24	23.24%	5
MAY	10	6	60.00%	4	40.00%	\$ 388.80	\$ 38.88	\$ 692.10	\$ 69.21	\$ 303.30	\$ 30.33	43.82%	6
APRIL	11	6	54.55%	5	45.45%	\$ 260.41	\$ 23.67	\$ 437.49	\$ 39.77	\$ 177.08	\$ 16.10	40.48%	6
MARCH	13	8	61.54%	5	38.46%	\$ 454.73	\$ 34.98	\$ 621.46	\$ 47.80	\$ 166.73	\$ 12.83	26.83%	7
FEBRUARY	7	4	57.14%	3	42.86%	\$ 269.48	\$ 38.50	\$ 540.19	\$ 77.17	\$ 270.71	\$ 38.67	50.11%	4
JANUARY	12	8	66.67%	4	33.33%	\$ 249.29	\$ 20.77	\$ 410.01	\$ 34.17	\$ 160.72	\$ 13.39	39.20%	6
2013													
DECEMBER	13	10	76.92%	3	23.08%	\$ 285.55	\$ 21.97	\$ 640.79	\$ 49.29	\$ 355.24	\$ 27.33	55.44%	5
NOVEMBER	9	5	55.56%	4	44.44%	\$ 254.72	\$ 28.30	\$ 579.18	\$ 64.35	\$ 324.46	\$ 36.05	56.02%	3
OCTOBER	11	6	54.55%	5	45.45%	\$ 294.94	\$ 26.81	\$ 444.01	\$ 40.36	\$ 149.07	\$ 13.55	33.57%	7
SEPTEMBER	8	5	62.50%	3	37.50%	\$ 259.86	\$ 32.48	\$ 424.60	\$ 53.08	\$ 164.74	\$ 20.59	38.80%	4
AUGUST	12	7	58.33%	5	41.67%	\$ 355.30	\$ 29.61	\$ 780.04	\$ 65.00	\$ 424.74	\$ 35.40	54.45%	6
JULY	11	8	72.73%	3	27.27%	\$ 240.23	\$ 21.84	\$ 407.28	\$ 37.03	\$ 167.05	\$ 15.19	41.02%	6
JUNE	7	1	14.29%	6	85.71%	\$ 44.33	\$ 6.33	\$ 89.23	\$ 12.75	\$ 44.90	\$ 6.41	50.32%	3
MAY	14	10	71.43%	4	28.57%	\$ 453.90	\$ 32.42	\$ 796.58	\$ 56.90	\$ 342.68	\$ 24.48	43.02%	6
APRIL	14	5	35.71%	9	64.29%	\$ 229.20	\$ 16.37	\$ 316.32	\$ 22.59	\$ 87.12	\$ 6.22	27.54%	6
MARCH	5	2	40.00%	3	60.00%	\$ 51.84	\$ 10.37	\$ 89.03	\$ 17.81	\$ 37.19	\$ 7.44	41.77%	3
FEBRUARY	5	3	60.00%	2	40.00%	\$ 58.31	\$ 11.66	\$ 100.07	\$ 20.01	\$ 41.76	\$ 8.35	41.73%	4
JANUARY	7	4	57.14%	3	42.86%	\$ 147.57	\$ 21.08	\$ 273.13	\$ 39.02	\$ 125.56	\$ 17.94	45.97%	3
2012													
DECEMBER	5	2	40.00%	3	60.00%	\$ 63.00	\$ 12.60	\$ 131.13	\$ 26.23	\$ 68.13	\$ 13.63	51.96%	3
NOVEMBER	5	3	60.00%	2	40.00%	\$ 105.77	\$ 21.15	\$ 233.12	\$ 46.62	\$ 127.35	\$ 25.47	54.63%	4
OCTOBER	11	7	63.64%	4	36.36%	\$ 245.45	\$ 22.31	\$ 434.45	\$ 39.50	\$ 189.00	\$ 17.18	43.50%	6
SEPTEMBER	12	6	50.00%	6	50.00%	\$ 172.31	\$ 14.36	\$ 260.06	\$ 21.67	\$ 87.75	\$ 7.31	33.74%	6
AUGUST	11	6	54.55%	5	45.45%	\$ 196.81	\$ 17.89	\$ 334.76	\$ 30.43	\$ 137.95	\$ 12.54	41.21%	5
JULY	21	8	38.10%	13	61.90%	\$ 432.01	\$ 20.57	\$ 602.24	\$ 28.68	\$ 170.23	\$ 8.11	28.27%	5
JUNE	18	7	38.89%	11	61.11%	\$ 274.32	\$ 15.24	\$ 526.71	\$ 29.26	\$ 252.39	\$ 14.02	47.92%	8
MAY	16	6	37.50%	10	62.50%	\$ 203.93	\$ 12.75	\$ 278.78	\$ 17.42	\$ 74.85	\$ 4.68	26.85%	6
APRIL	15	6	40.00%	9	60.00%	\$ 196.88	\$ 13.13	\$ 297.28	\$ 19.82	\$ 100.40	\$ 6.69	33.77%	5
MARCH	17	11	64.71%	6	35.29%	\$ 324.49	\$ 19.09	\$ 681.36	\$ 40.08	\$ 356.87	\$ 20.99	52.38%	8
FEBRUARY	17	10	58.82%	7	41.18%	\$ 653.21	\$ 38.42	\$ 1,271.77	\$ 74.81	\$ 618.56	\$ 36.39	48.64%	5
JANUARY	15	7	46.67%	8	53.33%	\$ 296.17	\$ 19.74	\$ 388.23	\$ 25.88	\$ 92.06	\$ 6.14	23.71%	5
2011													
DECEMBER	24	15	62.50%	9	37.50%	\$ 444.97	\$ 18.54	\$ 677.97	\$ 28.25	\$ 233.00	\$ 9.71	34.37%	7
NOVEMBER	26	15	57.69%	11	42.31%	\$ 650.19	\$ 25.01	\$ 1,059.27	\$ 40.74	\$ 409.08	\$ 15.73	38.62%	7
OCTOBER	22	10	45.45%	12	54.55%	\$ 360.54	\$ 16.39	\$ 548.26	\$ 24.92	\$ 187.72	\$ 8.53	34.24%	6
SEPTEMBER	14	10	71.43%	4	28.57%	\$ 533.07	\$ 38.08	\$ 833.62	\$ 59.54	\$ 300.55	\$ 21.47	36.05%	8
AUGUST	10	7	70.00%	3	30.00%	\$ 179.61	\$ 17.96	\$ 328.27	\$ 32.83	\$ 148.66	\$ 14.87	45.29%	5
JULY	12	9	75.00%	3	25.00%	\$ 357.78	\$ 29.82	\$ 588.34	\$ 49.03	\$ 230.56	\$ 19.21	39.19%	7
JUNE	16	7	43.75%	9	56.25%	\$ 444.85	\$ 27.80	\$ 598.37	\$ 37.40	\$ 153.52	\$ 9.60	25.66%	9
MAY	23	13	56.52%	10	43.48%	\$ 302.25	\$ 13.14	\$ 546.03	\$ 23.74	\$ 243.78	\$ 10.60	44.65%	10
APRIL	34	20	58.82%	14	41.18%		\$ 39.75	\$ 1,653.09	\$ 48.62	\$ 301.55	\$ 8.87	18.24%	7

					\$									
MARCH	24	16	66.67%	8	33.33%	\$ 1,351.54	\$ 863.78	\$ 35.99	\$ 1,269.41	\$ 52.89	\$ 405.63	\$ 16.90	31.95%	9
FEBRUARY	15	11	73.33%	4	26.67%	\$ 468.52	\$ 31.23	\$ 653.27	\$ 43.55	\$ 184.75	\$ 12.32	28.28%	8	
JANUARY	23	18	78.26%	5	21.74%	\$ 971.94	\$ 42.26	\$ 1,440.98	\$ 62.65	\$ 469.04	\$ 20.39	32.55%	11	
2010														
DECEMBER	25	16	64.00%	9	36.00%	\$ 918.07	\$ 36.72	\$ 1,252.64	\$ 50.11	\$ 334.57	\$ 13.38	26.71%	12	
NOVEMBER	25	19	76.00%	6	24.00%	\$ 1,241.89	\$ 49.68	\$ 1,707.72	\$ 68.31	\$ 465.83	\$ 18.63	27.28%	14	
OCTOBER	23	17	73.91%	6	26.09%	\$ 1,005.50	\$ 43.72	\$ 1,272.23	\$ 55.31	\$ 266.73	\$ 11.60	20.97%	11	
SEPTEMBER	36	19	52.78%	17	47.22%	\$ 1,024.85	\$ 28.47	\$ 1,346.45	\$ 37.40	\$ 321.60	\$ 8.93	23.89%	14	
AUGUST	32	22	68.75%	10	31.25%	\$ 1,113.97	\$ 34.81	\$ 1,462.53	\$ 45.70	\$ 348.56	\$ 10.89	23.83%	12	
JULY	31	20	64.52%	11	35.48%	\$ 1,094.45	\$ 35.30	\$ 1,481.76	\$ 47.80	\$ 387.31	\$ 12.49	26.14%	15	
JUNE	32	22	68.75%	10	31.25%	\$ 885.45	\$ 27.67	\$ 1,257.48	\$ 39.30	\$ 372.03	\$ 11.63	29.59%	15	
MAY	25	18	72.00%	7	28.00%	\$ 1,043.40	\$ 41.74	\$ 1,442.16	\$ 57.69	\$ 398.76	\$ 15.95	27.65%	14	
APRIL	29	17	58.62%	12	41.38%	\$ 695.70	\$ 23.99	\$ 983.67	\$ 33.92	\$ 287.97	\$ 9.93	29.28%	12	
MARCH	23	19	82.61%	4	17.39%	\$ 832.14	\$ 36.18	\$ 1,189.55	\$ 51.72	\$ 357.41	\$ 15.54	30.05%	9	
FEBRUARY	15	13	86.67%	2	13.33%	\$ 429.41	\$ 28.63	\$ 594.23	\$ 39.62	\$ 164.82	\$ 10.99	27.74%	8	
JANUARY	23	16	69.57%	7	30.43%	\$ 701.41	\$ 30.50	\$ 906.21	\$ 39.40	\$ 204.80	\$ 8.90	22.60%	13	
2009														
DECEMBER	44	27	61.36%	17	38.64%	\$ 1,296.18	\$ 29.46	\$ 1,588.69	\$ 36.11	\$ 292.51	\$ 6.65	18.41%	13	
NOVEMBER	34	25	73.53%	9	26.47%	\$ 1,451.51	\$ 42.69	\$ 1,789.48	\$ 52.63	\$ 337.97	\$ 9.94	18.89%	13	
OCTOBER	41	27	65.85%	14	34.15%	\$ 1,077.88	\$ 26.29	\$ 1,329.32	\$ 32.42	\$ 251.44	\$ 6.13	18.91%	14	
SEPTEMBER	43	29	67.44%	14	32.56%	\$ 1,201.33	\$ 27.94	\$ 1,581.39	\$ 36.78	\$ 380.06	\$ 8.84	24.03%	9	
AUGUST	22	10	45.45%	12	54.55%	\$ 1,101.97	\$ 50.09	\$ 1,449.33	\$ 65.88	\$ 347.36	\$ 15.79	23.97%	12	
JULY	40	25	62.50%	15	37.50%	\$ 1,220.48	\$ 30.51	\$ 1,525.98	\$ 38.15	\$ 305.50	\$ 7.64	20.02%	15	
JUNE	43	25	58.14%	18	41.86%	\$ 1,687.31	\$ 39.24	\$ 2,005.31	\$ 46.64	\$ 318.00	\$ 7.40	15.86%	12	
MAY	27	18	66.67%	9	33.33%	\$ 505.00	\$ 18.70	\$ 676.07	\$ 25.04	\$ 171.07	\$ 6.34	25.30%	12	
APRIL	21	12	57.14%	9	42.86%	\$ 818.43	\$ 38.97	\$ 1,001.85	\$ 47.71	\$ 183.42	\$ 8.73	18.31%	10	
MARCH	19	16	84.21%	3	15.79%	\$ 489.88	\$ 25.78	\$ 677.12	\$ 35.64	\$ 187.24	\$ 9.85	27.65%	10	
FEBRUARY	24	20	83.33%	4	16.67%	\$ 1,107.28	\$ 46.14	\$ 1,433.51	\$ 59.73	\$ 326.23	\$ 13.59	22.76%	12	
JANUARY	25	20	80.00%	5	20.00%	\$ 756.68	\$ 30.27	\$ 990.03	\$ 39.60	\$ 233.35	\$ 9.33	23.57%	9	
2008														
DECEMBER	18	13	72.22%	5	27.78%	\$ 406.29	\$ 22.57	\$ 565.36	\$ 31.41	\$ 159.07	\$ 8.84	28.14%	8	
NOVEMBER	14	11	78.57%	3	21.43%	\$ 282.75	\$ 20.20	\$ 388.32	\$ 27.74	\$ 105.57	\$ 7.54	27.19%	8	
OCTOBER	1		1100.00%	0	0.00%	\$ 37.45	\$ 37.45	\$ 52.25	\$ 52.25	\$ 14.80	\$ 14.80	28.33%	1	

PERQUIMANS COUNTY	TOTAL	PLAN PRICED	PLAN %	RETAIL PRICED	RETAIL %	MEMBER COST	AVERAGE MEMBER COST	RETAIL PRICE	AVERAGE RETAIL PRICE	PRICE SAVINGS	% PRICE SAVINGS	TOTAL UTILIZERS
TOTALS:	1,398	879	62.88%	519	37.12%	\$ 40,909.79	\$ 29.26	\$ 58,893.70	\$ 42.13	\$ 17,983.91	12.86%	596.00

Column Headers from left to right:

1. Total Rx's: This is the total number of Rx's that were adjudicated or attempted to adjudicate through the use of the card (the explanation of the next couple of headers will help explain the necessity of this column).
2. Plan Priced Rx's: Caremark tracks all attempts to use the cards including when the pharmacy offers a lower price than the card can give. This is usually when the pharmacy sells a drug at cost or below cost to create foot traffic for the pharmacy or under a special purchase arrangement. This is the amount of Rx's that the card gave the best price vs. the pharmacy.
3. % Plan Priced Rx's: What percentage of the total attempted Rx's adjudicated via best price with the card.
4. Retail Priced Rx's: How many prescriptions where the pharmacy had a lower price.
5. % Retail Priced Rx's: Percentage of Rx's where the pharmacy had a lower price.
6. Total Drug Cost: All prescriptions totaled together at their card discount prices.
7. Average Drug Cost: Average Drug Cost per Rx at the card discounted price.
8. Retail Submitted Price: What the price would have been if the prescriptions weren't filled with the card.
9. Average Retail Submitted Price: Average Per Prescription price if the card wasn't presented at a discount.
10. Price Savings: Total dollar savings for all Rx's filled with the card.
11. Average Price Savings: Average price savings per prescription.
12. % Price Savings: Percentage price savings per prescription.
13. Total Utilizers: This is the total amount of people who represent the total amount of prescriptions i.e. some people fill multiple prescriptions. This gives you an indication of how many residents you are helping.

As always, if you have questions, don't hesitate to contact me. Thank you for being a member county, borough or parish and participating in this member program.

DEPARTMENT HEAD REPORTS

PLAT REVIEW LOG - PERQUIMANS COUNTY

March, 2016

SURVEYOR'S NAME PLAT TITLE	SURVEYOR'S PHONE # ADDRESS	DATE IN DATE OUT	APPROVAL YES/NO	COMMENTS
Paul Toti Craig Leslie Craft	✓	3-3-16	✓	Existing Parcel # 50019.0001
Josiah Webb Elmwood Farms h/m Part	✓	3-7-16	✓	Parcel # 50042-0009 West Side of Swing Gate Road Existing 233.58 Acres
Timothy Escobier William Grey Jorkenton	105 Hillard Drive Plymouth 252-793-1349	3-15-16	✓	2 Acres from 2.0069.0099 off Munden Lane
JH Miller Jr Andrew + Tammi Byrum	✓	3-16-16	✓	1.052 AC From 4.0066-0034 on Little River Shores Road
Charles Brown Brian Douglas Perry	✓	3/23/16	✓	3.42 AC combination from 4.0055-0000-P+L to 4.0055-0001-P+L
Josiah Webb houses + Douglas Holmes	✓	3/24/16	✓	Combination of acreage from 2.0072.0055 (added to) 2.0072.0053 to total acreage 1.429 AC
JH Miller Kevin Chase	✓	3/28/16	✓	Existing Parcel # 1.0022.0009 on Goodwin Mill Road 9.419 AC
Mark Pruden Lynnwood + Rosie Turner Plus	✓	3/29/16	✓	Combination/Retomb of parcels 5.0035-0000B 5.0035-0006 + 5.0035-0028 = 5 Parcels / Menden Station
Bissell PO Box 1068 Kitty Hawk, NC 27949 (252) 261-3266	S. L. Cardwell Surveying 1206 Francis Street Elizabeth City, NC 27909 338-6328	Pat McDowell PO Box 391 Elizabeth City, NC 27909 338-4161	Mark Pruden 146 Oak Grove Road Edenton, NC 27932 482-7804	Saunders Surveying 510 Avena Road Black Mountain, NC 28711 (828) 669-2777
Bowman Consulting Paul J Toti 131 Main Street Gatesville, NC 27938 357-1581	E.T. Hyman Surveying 133 US Hwy 158 West Ste E Camden, NC 27921 335-2913	McKim & Creed 504 E Elizabeth St Ste 1 Elizabeth City, NC 27909 338-2929	Gloria Rogers 215 B Street Camden, NC 27921 338-1415/333-8781	Scott Temple PO Box 422 Elizabeth City, NC 27907 330-4016
Charles E Brown, III 2005 Johnson Road Elizabeth City, NC 27909 335-0928	Eugene Jordan 402 Sign Pine Road Tyner, NC 27980 221-4795	J H Miller Jr. 166 Cottonwood Drive Hertford, NC 27944 339-6932	Robey 150 US Hwy 158 W East Camden, NC 27921 335-1888	Tony Webb PO Box 381 Edenton, NC 27932 482-3066

CEA REPORT QUERY1

SUBJ-ADDRESS	ORDINANCE VIOLATED	INITIAL ACTION	DISPOSITION	ION DATE
1827 Harvey Point Rd.	#50-Solid Wast r/e-dem	Registered Return Receipt lettetr	File closed	3/10/2016
762 Woodville Rd.	#53 cars /	RRR letter	contact tenant / slow minimal progress	3/10/2016
100 Sound Side Dr.	#53 - vehicles	RRR LETTER	email pics / discussion r/e clean up logistics active/ letter sent	3/18/2016
41-A Bethel Fishing Cent	Solid Waste	INVESTIGATE FURTHER	revised letter sent / Spring cleanup	3/1/2016
132 Albemarle Rd.		INVESTIGATE FURTHER	logistics revisit with new info	3/11/2016
749 Chapanoke Rd.	junk yard / solid waste	INVESTIGATE FURTHER	logistics & observation / noted for revisit 3/15/16	3/15/2016
135 Pirate Cove Way	To be determined	INVESTIGATE FURTHER	File Closed	3/1/2016
746 Chapanoke Road	solid waste	INVESTIGATE FURTHER	rescheduled / pending demolition arrangements	3/11/2016
696 Snug Harbor Rd.	???	INVESTIGATE FURTHER	Virgil and Ernie observation	3/16/2016
1034 Snug Harbor Rd.		INVESTIGATE FURTHER	pending logistics / personal contact	3/15/2016
715 Snug Harbor Rd.		INVESTIGATE FURTHER	check resources and send registered return receipt letter	3/15/2016
248 Muddy Creek Rd.	#53 - nuisance Vehicles		Virgil and Ernie observation	3/11/2016
313 Snug Harbor	50 & 53	INVESTIGATE FURTHER	observation	3/24/2016
1592 Ocean Highway - 1	50	INVESTIGATE FURTHER	condemnation underway and prop for sale	3/24/2016
219 Muddy Creek Rd.	50		no response -Registered Return receipt letters	3/18/2016
170 Long's Loop	50	1st CLASS LETTER	condemnation logistics active	3/16/2016
642 Belvidere Rd.	50	1st CLASS LETTER	letter sent 2-11-16. contact made 2/16/16(condemn)	3/16/2016
1113 Belvidere Rd.	50	1st CLASS LETTER	hold for deed and survey in person contact made / clean up intended / waiting zoning approval	3/14/2016
1257 Belvidere Rd.	50	INVESTIGATE FURTHER	letter sent 2/12/16 -schedule more research	3/28/2016

SUBJ-ADDRESS	ORDINANCE VIOLATED	INITIAL ACTION	DISPOSITION	ION DATE
958 New Hope Rd.		INVESTIGATE FURTHER		3/21/2016
504 Woodville Rd.		INVESTIGATE FURTHER	schedule followup	3/25/2016
756 Woodville Rd.	undetermined	INVESTIGATE FURTHER	schedule revisit	3/28/2016
1236 Woodville Rd.	undetermined	INVESTIGATE FURTHER	farm exempt / close file	3/28/2016
942 Ocean Highway - 17 ??		INVESTIGATE FURTHER	find family	3/24/2016
1371 Ocean Highway - 1 dilapidation		INVESTIGATE FURTHER	preparing positive arguments	3/8/2016
1604 Ocean Highway - 1		INVESTIGATE FURTHER	proceed with condemn	3/15/2016
1546 Ocean Highway - R # 53 and # 50		RRR LETTER	reopened -letter - improvements	3/15/2016
634 Ocean Highway (17-		INVESTIGATE FURTHER	observe	3/25/2016
next to 826 Snug Harbor solid waste		1st CLASS LETTER	observing	3/15/2016
Bethel lots 39 & 40 solid waste		1st CLASS LETTER	search for salvaged solution	3/15/2016
saw mill 17-S		NON ORDINANCE	Farm exempt / closed	3/24/2016
106 Blackfoot Tr. solid waste		INVESTIGATE FURTHER	File Closed / compliance	3/24/2016

expanded cea Report

SUBJ-ADDRESS 1827 Harvey Point Rd.

ORDINANCE VIOLATED #50-Solid Wast r/e-demol- debris

NOTES Final Visual check by Virgil and Ernie 3/10/16
 *** File closed 2/15/16 ***Demolished residential structure left piled near road. Haven for rodents, snakes, bugs and other pests. Dangerous to children and adults. Met with tenant. (1) Clean up required (2) Notification dated March 12, 2015, returned undelivered (3) Second notice posted return receipt, as final notice 10-5-2015; receipt returned 10/14/2015; phone contact; owner is co-operative; seeking communication between owner and tennant to arange cleanup. 11-12-15 aquired tenant # and mailed & called. Tenant asked for extension to Jan. 31.
 Called tenent 12/22/15, who said would be gone by 1/30/16 if at all possible (r/e weather) extended 12/22/15
 Feb. 1- photo on file of pile burned down, later to be new ground for farming.

DISPOSITION File closed

DISPOSITION DATE 3/10/2016

SUBJ-ADDRESS 762 Woodville Rd.

ORDINANCE VIOLATED #53 cars /

NOTES Observation by Virgil and Ernie 3/10/16 - some trash removed, some organized, still too many vehicles, contact tenant
 *** continue observation of progress ***multiple vehicles, mostly in disrepair, with the appearance of a junk or salvage yard.
 Virgil & Ernie observed site. - No change as/of 11-27-15. 11/30/15 Registered return receipt letter to occupant - (returned unclaimed 12/07/15) 2.Occupant was delivered, a notice of violation 4/10/2014 3.Virgil Parrish discussed remediation with the occupant in the Inspections office, who stated that he would clean up by June.
 Extension granted. 12/29/15 letter to sheriff for personal delivery Delivered 1/3/16
 contact made and cleanup underway 1/27.16. Owner has been advised by letters and personal visits, and says he will continue clean up until finished.

DISPOSITION contact tenant / slow minimal progress

DISPOSITION DATE 3/10/2016

SUBJ-ADDRESS 100 Sound Side Dr.
 ORDINANCE VIOLATED #53 - vehicles
 NOTES Welter email = <ladycontracter@yahoo.com> neighbor came in and reported vandalism. Observation by Virgil and Ernie. Email and pics sent to Ms. Welter, who called later to verify receipt and said neighbor will help.
 Bus with building materials(unattended), boat, trailer, and camper office visit 1/4/16 from Bobby White @
 DISPOSITION email pics / discusion r/e clean up logistics active/ letter sent
 DISPOSITION DATE 3/18/2016

SUBJ-ADDRESS 41-A Bethel Fishing Center
 ORDINANCE VIOLATED Solid Waste
 NOTES Phone conversation / said will clean & level in Spring as weather permits & after firewood salvaged finished
 uncleared lot used for storage of mulch and other trimmings
 Phone conversation willingness to cooperate but does not own the dilapidated house
 2nd letter sent about solid waste 2/23/16
 DISPOSITION revised letter sent / Spring cleanup
 DISPOSITION DATE 3/1/2016

SUBJ-ADDRESS 132 Albemarle Rd.
 ORDINANCE VIOLATED
 NOTES Ms. Blount came in to check progress and brought a new tax card, identifying owner / new look and pics
 Harvey Point Rd. to 3rd Ave. to Albemarle.
 Alledges = old trailer overgrown & fire Hazzard.
 Doublewide in tall vegetation- see 2 pics
 DISPOSITION logistics revisit with new info
 DISPOSITION DATE 3/11/2016

SUBJ-ADDRESS 749 Chapanoke Rd.
 ORDINANCE VIOLATED junk yard / solid waste
 NOTES alledges danger by freezer / vermin habitat / infestation / mosquito breeding. Received email pictures.
 pending ord verifcation.
 met subject owner who explained that he was moving and sorting items from across the road, to be sold. Called person in control of the property across the road, who said the same thing, and invited us in to view progress.
 1/11/16 - no visible violations - hold open 60 days for observation.
 DISPOSITION logistics & observation / noted for revisit 3/15/16
 DISPOSITION DATE 3/15/2016

SUBJ-ADDRESS 135 Pirate Cove Way
 ORDINANCE VIOLATED To be determined
 NOTES several visits w/no contact - observations show tennant-landlord situation
 web complaint w/ concerns about settling. Tennant complaint.
 Need an on site visit by Virgil and myself in good weather and by appointment.
 DISPOSITION File Closed
 DISPOSITION DATE 3/1/2016

SUBJ-ADDRESS 746 Chapanoke Road
 ORDINANCE VIOLATED solid waste
 NOTES dilapidated house - un livable
 1-8-16 Mr. Harry Goedon came in from Feightville to discuss 746 Chapanome Rd. / representing Ms. Elizabeth Steward in New York. First deadline was January 8, 2016 and is placed on hold and case classified as active logistics. Mr. Gordon is investigating the removal of asbestos so fire dept can do a training burn. Phones (910)818-8044 & (252)297-3300
 DISPOSITION rescheduled / pending demolition arrangements
 DISPOSITION DATE 3/11/2016

SUBJ-ADDRESS 696 Snug Harbor Rd.
 ORDINANCE VIOLATED ???
 NOTES Note on keyboard after weekend / don't know how it got there /
 complaint un documented as of 11-23-15!
 I called and left Message. Anne Murphy called back and said will come
 in for form.
 Ms Murphy came in with pics and signed form. 11-23-15 @ 2:10pm
 1/11/16 most vehicles and trash removed. Keep open for observation
 30 days.

DISPOSITION Virgil and Ernie observation

DISPOSITION DATE 3/16/2016

SUBJ-ADDRESS 1034 Snug Harbor Rd.

ORDINANCE VIOLATED

NOTES Virgil made contact and discussed cleanup. Positive reaction
 Old notes and pics from Ms Murphy 11-23-15 NEW pics 1/7/16 show
 multiple vehicles. Some licensed & none junk. Backhoe on trailer in
 good condition. Storage of personable property in yard and weeds.
 Unsightly but may not be ordinance violation. Continue observation.
 1st class letter sent to encourage clean up.
 1/29/15 - Multiple nuisance vehicles, solid waste and noxious weeds.
 Prepare Registered letter and document site before sending.

DISPOSITION pending logistics / personal contact

DISPOSITION DATE 3/15/2016

SUBJ-ADDRESS 715 Snug Harbor Rd.

ORDINANCE VIOLATED

NOTES 3/15/16 no visible improvements at this site - Occupants may not have
 resources - check
 notes and pics from Ms. Murphy - pics returned by mail. She called 12-
 4 to confirm return receipt of pics. Owners are occupants of estate
 property with multiple locations involved. Try to locate a responsible
 party to address complaints. First class letter sent to encourage
 occupant to clean up. observed some action - continue observation for
 progress.

DISPOSITION check resources and send registered return receipt letter

DISPOSITION DATE 3/15/2016

SUBJ-ADDRESS 248 Muddy Creek Rd.
 ORDINANCE VIOLATED #53 - nuisance Vehicles
 NOTES Some cars and parts of cars seem to be visible and present. More cars and trucks are coming and going.
 Some are licensed and some are not. First class letter out to encourage clean up. As of 1/28/2016 improvements underway. multiple nuisance vehicles but not an apparent junk yard.
 DISPOSITION Virgil and Ernie observation
 DISPOSITION DATE 3/11/2016

SUBJ-ADDRESS 313 Snug Harbor
 ORDINANCE VIOLATED 50 & 53
 NOTES weather damage worsening / becoming dilapidated moved house, neglected, becoming solid waste & 2 abandoned vehicles. Looking 1/26/16, for contact info. Pics on file. Continue observation.
 DISPOSITION observation
 DISPOSITION DATE 3/24/2016

SUBJ-ADDRESS 1592 Ocean Highway - 17 S
 ORDINANCE VIOLATED 50
 NOTES Additional mobile home discovered behind 1592 (17-S) map shows as 1594 under same ownership.
 3/15/16 met with motel maintenance man who said Mr. Bowser told him to remove all he could and property in process of sale.
 estate name on tax / find responsible party and condemn. goto 715 Snug Harbor Rd. to see owners. Be sure to check LEGAL and statutes.
 DISPOSITION condemnation underway and prop for sale
 DISPOSITION DATE 3/24/2016

SUBJ-ADDRESS 219 Muddy Creek Rd.
 ORDINANCE VIOLATED 50
 NOTES 2 abandoned Single wides
 1 tenant & 2 empty mh on 10 acres (farmer id unknown)
 letters sent for zone, solid waste, & land use
 DISPOSITION no response -Registered Return receipt letters
 DISPOSITION DATE 3/18/2016

SUBJ-ADDRESS 170 Long's Loop
 ORDINANCE VIOLATED 50
 NOTES letter sent. 2/16/16- grandson called and left phone number. Gerald Simons @ 609-876-5409. Says he has no POA and heirs number 60+. Alice Simons is 90 without resources. Gerald will try for a voluntary clean-up.
 DISPOSITION condemnation logistics active
 DISPOSITION DATE 3/16/2016

SUBJ-ADDRESS 642 Belvidere Rd.
 ORDINANCE VIOLATED 50
 NOTES letter sent 2/11/16 and contact made - see 2016-1-5
 DISPOSITION letter sent 2-11-16. contact made 2/16/16(condemn)
 DISPOSITION DATE 3/16/2016

SUBJ-ADDRESS 1113 Belvidere Rd.
 ORDINANCE VIOLATED 50
 NOTES Deed search extensive. Ask for deed and survey.
 March 7, 2016- Ervin Lightfoot came in office and declared intentions of removal and possible set up of doublewide. Pending landfill asbestos instructions / zoning approval
 contact made- call- from Abram Lightfoot 2/17/16 Intention is to save the family home as soon as weather permits and Leroy Lightfoot will clean weeds etc. asap. Phone #s = (252) 337-5528 cell & (252) 377-7481. Keep in touch at same address.
 DISPOSITION hold for deed and survey
 in person contact made / clean up intended / waiting zoning approval
 DISPOSITION DATE 3/14/2016

SUBJ-ADDRESS 1257 Belvidere Rd.
 ORDINANCE VIOLATED 50
 NOTES 2 structures or more on 1 tract. Research zoning & solid waste / letter sent 2-12-16
 DISPOSITION letter sent 2/12/16 -schedule more research
 DISPOSITION DATE 3/28/2016

SUBJ-ADDRESS 958 New Hope Rd.
 ORDINANCE VIOLATED
 NOTES 2 story dilap. Find and contact owner to clean up or condemn / contact and/or condemn
 DISPOSITION
 DISPOSITION DATE 3/21/2016

SUBJ-ADDRESS 504 Woodville Rd.
 ORDINANCE VIOLATED
 NOTES no pic submitted - need to see site
 1st letter sent
 DISPOSITION schedule followup
 DISPOSITION DATE 3/25/2016

SUBJ-ADDRESS 756 Woodville Rd.
 ORDINANCE VIOLATED undetermined
 NOTES visit site / letter sent 2/12/16
 DISPOSITION schedule revisit
 DISPOSITION DATE 3/28/2016

SUBJ-ADDRESS 1236 Woodville Rd.
 ORDINANCE VIOLATED undetermined
 NOTES visit site / 73 acre farm / letter sent 2-12-16
 DISPOSITION farm exempt / close file
 DISPOSITION DATE 3/28/2016

SUBJ-ADDRESS 942 Ocean Highway - 17 S
 ORDINANCE VIOLATED ??
 NOTES Owner in nursing home / investigate family
 Heavily overgrown brick home. Need to check for dilapidation and solid waste
 DISPOSITION find family
 DISPOSITION DATE 3/24/2016

SUBJ-ADDRESS 1371 Ocean Highway - 17 S
 ORDINANCE VIOLATED dilapidation
 NOTES 2/26/16 - prepared primary resolution draft for zoning. Results were explanation of difficulties. Expect delays justifying/verifying zoning and probably board action.
 check on farm exemption - be sure to document
 DISPOSITION preparing positive arguments
 DISPOSITION DATE 3/8/2016

SUBJ-ADDRESS 1604 Ocean Highway - 17 S
 ORDINANCE VIOLATED
 NOTES dilapidation / letter sent 2-12-16 - 3-15-16 no improvements and no response
 DISPOSITION proceed with condemn
 DISPOSITION DATE 3/15/2016

SUBJ-ADDRESS 1546 Ocean Highway - Rt.17
 ORDINANCE VIOLATED # 53 and # 50
 NOTES 3/10/16 tree has been removed from house. Continue to observe for progress.
 bought 11/2004 ?? Junk - ?? Nuisance cars and debris
 reopened - tree damage as file # cea 2016-2-9
 Letter sent 2/8/16
 DISPOSITION reopened -Letter - improvements
 DISPOSITION DATE 3/15/2016

SUBJ-ADDRESS 634 Ocean Highway (17-S)
 ORDINANCE VIOLATED
 NOTES property clean up underway
 research & update file / verify code violations
 DISPOSITION observe
 DISPOSITION DATE 3/25/2016

SUBJ-ADDRESS next to 826 Snug Harbor Rd.
 ORDINANCE VIOLATED solid waste
 NOTES letter sent 2/22/16 / no response 3-15-16 but for sale sign in front yard - Forbes Realty 252-426-1380
 delapidated house

DISPOSITION observing

DISPOSITION DATE 3/15/2016

SUBJ-ADDRESS Bethel lots 39 & 40

ORDINANCE VIOLATED solid waste

NOTES Determined owners of dilapidated s/w sent 1st letter 2/24/16
 2/29/16-owner called, will cooperate in clean up, left phone number

DISPOSITION search for salvaged solution

DISPOSITION DATE 3/15/2016

SUBJ-ADDRESS saw mill 17-S

ORDINANCE VIOLATED

NOTES Farm Exempt / as time permits send letter
 Old saw mill grown over with trees on 17S / 104 acres involved in a tree farm

DISPOSITION Farm exempt / closed

DISPOSITION DATE 3/24/2016

SUBJ-ADDRESS 106 Blackfoot Tr.

ORDINANCE VIOLATED solid waste

NOTES POA called in cleanup. Pics taken / file closed
 phoned in / garbage being burned in the open.

DISPOSITION File Closed / compliance

DISPOSITION DATE 3/24/2016

COMMITTEE REPORTS