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PERQUIMANS COUNTY TAX DEPARTMENT

April 25, 2016

MEMORANDUM:

To: The Perquimans County Board of Commissioners

From: Bill Jennings
Tax Administrator

Subject: Monthly Report

The Board of Equalization and Review is scheduled to convene at the May 2, 2016 meeting of the Perquimans County Commissioners. Currently, there are two property owners with unresolved questions regarding their assessments. Mr. Pearson and I have met or spoken with both. We will continue to move toward a fair resolution. At this time, it is not certain if either of these property owners plan to attend the May 2, 2016 meeting; however, Mr. Pearson and Dawn Winslow will be attendance in order to assist with all questions presented regarding this resent revaluation.

Bill Jennings
Perquimans County Tax Administrator

AGENDA
All items are for discussion and possible action.
 Perquimans County Board of Commissioners
 Commissioners Room - Courthouse Annex Building
May 2, 2016
6:45 p.m.

Board of Equalization & Review to meet in Commissioners' Room at 6:40 p.m.

- I. **Call to Order**
- II. **Prayer & Pledge**
- III. **Public Hearing**
 - A. **Financing for New Library Facility**6:45 p.m.
 - To receive citizens' comments on the proposed financing of the construction of the new Perquimans County Library. The proposed financing will be for 10 years and for up to \$2.5 million dollars.
- 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: April 4, 2016 Regular Meeting & April 18, 2016 Work Session
 - B. Tax Refunds
 - C. Step/Merit Increases
 - 1. Department Head - Tax
 - D. Home & Community Care Block Grant Provider Change
 - E. Proclamation: Older American's Month
 - F. Board Appointments: Local Library Board
- VI. **PRESENTATION OF PLAQUE TO HOMERIA JENNETTE**
- VII. **Scheduled Appointments**
 - A. Shayne Byrum, Albemarle Plantation 7:00 p.m.
 - B. Shelley Layden, Cross County Solar of Eastern NC, Inc. 7:05 p.m.
 - C. Bill Jennings, Tax Administrator 7:10 p.m.
 - D. Susan Chaney, Social Services Director 7:15 p.m.
- VIII. **Commissioner's Concerns/Committee Reports**
 - A.
 - B.
 - C.
- IX. **Old Business**
 - A. Updates from County Manager
 - B. Board Appointments
 - 1. Trillium Northern Region Advisory Board
 - 2. Tourism Development Authority (Industry Rep)
 - 3. Nursing Home Advisory Committee
 - C. Introduction of Bill to Allow Fox (Coyote) Trapping

ACTION
 TAKEN
 LATER

ACTION
 REQUIRED

NO
 ACTION
 REQUIRED

ACTION
 REQUIRED

NO
 ACTION
 REQUIRED

ACTION
 REQUIRED

**ACTION
REQUIRED**

X. New Business

- A. Financing for the New Library Project
- B. Memorandum of Participation – Cavanaugh Macdonald Consulting, LLC
- C.
- D.
- E.

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

COMMITTEE WRITTEN REPORTS:

- Community Advisory Committee Quarterly/Annual Visitation Reports
- Albemarle RC&D Spring 2016 Newsletter

NOTES FROM THE COUNTY MANAGER

May 2, 2016

6:45 p.m.

Board of Equalization & Review to meet in Commissioners' Room at 6:40 p.m.

- III. **Enclosures:** Public Hearing is being held regarding the following matter:
 - A. **Financing for New Library Facility** 6:45 p.m.
 - To receive citizens' comments on the proposed financing of the construction of the new Perquimans County Library. The proposed financing will be for 10 years and for up to \$2.5 million dollars.
- 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. Chair Cole will present a plaque to Homeria Jennette who retired from the County Telecommunications Office on April 30, 2016 after over 30 years of service.
- VII.A. **Enclosures.** Ms. Shayne Byrum from Albemarle Planation will request permission to hold their July 4th Fireworks on July 3, 2016. Board action is being requested.
- VII.B. **Enclosure.** Ms. Layden will request an extension on CUP-11-02 – Davis Lane which is a Solar Development at 200 Davis Lane off of US Highway South. Board action is being requested.
- VII.C. **Enclosures.** Bill Jennings, Tax Administrator, will present his Monthly update on Reval, Foreclosures and Collections.
- VII.C. 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. In March, David Denton, retired N.C. Wildlife, came before the Board to discuss the coyote problem. Since then, County Manager Heath and Chair Cole have been discussing the solution with Cooperative Extension and Rep. Steinburg. The Board will need to authorize them to proceed to request Rep. Steinburg to introduce a bill to allow fox (coyote) trapping in Perquimans County. Board action is being requested.
- X.A. **Enclosure.** The Board will need to consider the Resolution approving the request for financing for the New Library Facility project that will be provided on Monday. The Bid Opening is scheduled for Thursday, April 28th. Board action is being requested.
- X.B. **Enclosure.** This year, the audit will require that the County contract with a company to prepare our OPEB Valuation. Tracy Mathews, County Finance Officer, contacted Camden County to ask who handled their OPEB Valuation. They recommended Cavanaugh Macdonald Consulting, LLC located in Kennesaw, GA. The Board will need to review the enclosed Memorandum of Participation to determine if they wish to proceed with this contract. Board action is being requested.

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 – April 4, 2016 Regular Meeting & April 18, 2016 Joint Work Session/Regular Work Session
- B. **Enclosure:** Tax Releases – see attached list
- C. **Enclosures:** During the Budget process, this merit increase was approved for the employee. The following individual is being recommended by their supervisor for merit increase:

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Bill Jennings	Tax Administrator	72/5	\$46,130	5/1/16

- D. **Enclosure:** The Home & Community Care Block Grant (HCCBG) had a provider change. DayBreak Adult Day Health Services was sold to Medical Services of America (MSA), effective April 1, 2016. The Albemarle Commission Area Agency on Aging had to update the HCCBG contracts. Board action is being requested.

- E. **Enclosure:** May is Older Americans Month. The Albemarle Commission Area Agency on Aging is requesting that the Board adopt the enclosed Proclamation. Board action is being requested.
- F. **Enclosure:** The following Board reappointment is being presented for Board action and/or for Board information:

NAME	BOARD	ACTION	TERM	EFFECTIVE DATE
Eason, Lula Billups	Local Library Board	Reappointment	4 yrs.	7/1/2016
Ross, William (Bill) A.	Local Library Board	Reappointment	4 yrs.	7/1/2016

Notice of Public Hearing

Notice is hereby given that the Perquimans County Board of Commissioners will hold a public hearing to receive public comments regarding the construction of the new Perquimans County Library.

The proposed financing will be for 10 years for up to \$2.5 million dollars.

The aforesaid hearing shall be held at the Perquimans County Courthouse Annex at 110 North Church Street, Hertford, North Carolina on the 2nd day of May, 2016 at 6:45 p.m. at which time the Board of Commissioners shall hear all interested persons who appear with respect to matter.

Run as block advertisement in The Perquimans Weekly on April 20th and 27th.
Account Number 1134

REGULAR MEETING

April 4, 2016

6:50 p.m.

The Perquimans County Board of Commissioners met in a regular meeting on Monday, April 4, 2016, at 6:50 p.m. in the Commissioners Room located on the first floor of the Perquimans County Courthouse Annex.

- MEMBERS PRESENT: Kyle Jones, Vice Chairman Fondella Leigh
Edward R. Muzzulin Wallace Nelson
Matthew Peeler
- MEMBERS ABSENT: Janice McKenzie Cole, Chair
- OTHERS PRESENT: Frank Heath, County Manager Mary Hunnicutt, Clerk to the Board
Hackney High, County Attorney

After the Vice Chairman called the meeting to order, Commissioner Leigh gave the invocation and the Vice Chairman led the Pledge of Allegiance.

PUBLIC HEARING

Case No. NZV-16-01 – Parent-to-Child Deed of Gift

Chairman Jones opened the Public Hearing stating that the purpose of the public hearing was 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. There were 15 people present. Vice Chairman Jones recognized Donna Godfrey, Planner, who presented an overview of the request. She said that the applicants were present if the Board had any questions. Mr. Jones opened up for public comments and questions. The following question was asked:

- Edward R. Muzzulin: Commissioner Muzzulin asked Ms. Godfrey what the remaining lot size was. Ms. Godfrey said that the lot started out as 6.9 acres, two acres were gifted leaving 4.9 acres.

There being no further questions or comments, Vice Chairman Jones closed the Public Hearing at 7:00 p.m.

AGENDA

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

CONSENT AGENDA

The following items were considered to be routine and were unanimously approved on motion made by Edward R. Muzzulin, seconded by Matthew Peeler.

1. Approval of Minutes: March 7, 2016 Regular Meeting & March 21, 2016 Special Called Meeting/Work Session
2. Tax Release Approvals:

PERQUIMANS COUNTY TAX RELEASES:

- Plumley, Andrew H. _____ \$117.35
Active Duty Military. Account No. 3087038.
- Plumley, Brittany Rea _____ \$104.85
Active Duty Military. Account No. 8086742.

3. Personnel Matters:

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

4. Step/Merit Increases:

Employee Name	Employee Job Title	Grade/Step	New Salary	Effective Date
Rebecca Corprow	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

5. Budget Amendments:

BUDGET AMENDMENT NO. 13
GENERAL FUNDS

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.			

BUDGET AMENDMENT NO. 14
GENERAL FUNDS

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 Enhancement Funds into 15/16 Budget as recorded in FY 15 Audit.			

BUDGET AMENDMENT NO. 15
GENERAL FUNDS

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.			

6. Resolutions: The following Resolutions were approved by the Board:

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)

Kyle Jones, Vice Chairman
Perquimans County Board of Commissioners

ATTESTED:

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

7. Board Appointment: The following Board appointment was approved by the Board:

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

PRESENTATIONS

The following presentations were made:

- Introduction of New Employee: Susan Chaney, Social Services Director, introduced Kristin Gordon, Human Resources Placement Specialist, who began working in Social Services on March 10, 2016.
- Introduction of New Employees: Jonathan Nixon, Emergency Services Director, introduced Krystal Agosto, Full-Time Telecommunicator, and James Farrar, Part-Time Telecommunicator, who began working in Telecommunications on March 1, 2016.

Vice Chairman Jones welcomed them to Perquimans County.

BILL JENNINGS, TAX ADMINISTRATOR

Mr. Jennings presented his monthly report and gave an update on the Revaluation process. He noted that tax collections this time last year was at .952. Commissioner Peeler asked Mr. Jennings if he had any idea of when the Revaluation Office would be closing. He said that it would remain open through the duration of the revaluation so he was not sure at this time a date of closing. He also explained that the Board of Commissioners will open their Board of Equalization & Review prior to their Regular Meeting on May 2, 2016.

SUSAN CHANEY, SOCIAL SERVICES DIRECTOR

Ms. Chaney provided an update to the Board from her office. County Manager Heath asked Ms. Chaney what was the latest information on the Food & Nutrition. Ms. Chaney said that for the month of March, the percentages were: State – 93.8% and County – 98%. For the last three weeks, it has been at 100%.

COMMISSIONER'S CONCERNS/COMMITTEE REPORTS

Vice Chairman Jones asked if there were any Commissioner's Concerns or Committee Reports. There being none, he proceeded with Old Business.

UPDATES FROM COUNTY MANAGER

County Manager Heath presented the following updates:

- Covates: Based on Mr. Denton's presentation last month, he has been talking with Rep. Steinburg on the steps necessary to get a local bill introduced to allow fox trapping. He would keep the Board posted on the steps required, assuming they wish for him to proceed.
- Marine Industrial Park: Bob Peeler will be coming to our April work session to give an update on progress at the Marine Industrial Park.
- Single Family Rehab: Back in 2014, the County was awarded a \$170,000 Single Family Rehab grant. We have three properties designated and had bid openings last week for the work. The awarding of these bids is included under tonight's New Business.
- Boat Ramp Project: The March 30th bid opening date was pushed back to April 6th at 2:00 p.m.
- Budget Work Session Schedule: The department head budget presentations are scheduled for April 14th and April 20th. Budget Work Session schedule has been forwarded to you via e-mail. Copies of the department head requests will be provided to you at the meetings. After the presentations, you may take this material home and review them further. The binders with all revenues/expenditure recommendations will be ready when your budget work sessions begin in May. It will take Mr. Heath that long to put everything together, as he will be finalizing the revenues right up to the last minute.
- Library Project: We held a pre-bid meeting for the library project on March 29th. Only A.R. Chesson attended the meeting, so we have been sending project information to other contractors to increase interest. We are required to have three bids for the project to move forward, or we'll have to advertise again. This will delay the project by an extra month. After we advertise the second time, we can select from any bid received, even if it's only one. The bid opening is scheduled for April 12th.

BOARD APPOINTMENTS

Vice Chairman Jones explained that, for the last couple of months, the Board has tabled the appointment to the following Board/Committees: Trillium Northern Region Advisory Board and Nursing Home Advisory Committee. We now have another opening which is on the Tourism Development Authority (Industry Rep). He asked if any Commissioners had any recommendations. There being none, Edward R. Muzzulin made a motion, which was seconded by Fondella A. Leigh, to table these Board appointments to next month.

LETTER OF SUPPORT: FEDERAL EPA GRANT

County Manager Heath explained that Dave Goss, Economic Development Consultant, came to their March Special Called Meeting to request 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. Because this was funding that was not included in this year's Budget, this request was tabled until this month's meeting. On motion made by Edward R. Muzzulin, seconded by Matthew Peeler, the Board unanimously approved to forward a letter of support for the Federal EPA Grant.

CASE NO. NZV-16-01 – PARENT TO CHILD DEED OF GIFT – WILLIAM D. SAWYER

A Public Hearing was held earlier in the meeting to received 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. Vice Chairman Jones asked if there was a motion. Commissioner Nelson asked Ms. Godfrey if this was consistent with the other Parent to Child Deed of Gifts. Ms. Godfrey said that this was the first one of this type. Commissioner Nelson is concerned about what would happen if they needed to borrow money to build a home in the future. After talking with applicant, William D. Sawyer, Ms. Godfrey said that she did not think that it would be a problem. County Attorney Hackney High made some comments. Commissioner Peeler asked what will happen 15 to 20 years down the road. Who will have to clean up this mess? Vice Chairman Jones again asked for a motion to continue their discussion. Commissioner Peeler asked that, if he made the motion, could he amend the motion after the discussion. County Attorney High said that it could be handled either way. Mr. High asked Vice Chairman Jones which he would prefer. Mr. Jones said that he would prefer them to make the motion and then amend the motion. Therefore, for purposes of discussion, Matthew Peeler made a motion, considering the following Section 206 Findings and Section 701E exemption criteria, to approve Case No. No. NZV-16-01, a Parent-to-Child Subdivision by William Douglas Sawyer, to Gift Deed a +1-2-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 and that the remainder of property constitutes a second "Flag Lot" containing less than ten acres:

- a) 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.
- b) That the variance is necessary for the preservation and enjoyment of a substantial property right of the petitioner.
- c) 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, and
- d) 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.

The motion was seconded by Edward R. Muzzulin. After further discussion, Matthew Peeler made a motion to table the matter and send it back to Planning Board to make sure that all the properties are in compliance of the current Zoning Ordinance. The motion died due to a lack of a second. Vice Chairman Jones called for a vote on the original motion. The original motion was approved by a vote of four (4) to one (1) with Commissioner Peeler voting against the motion. Commissioner Nelson asked the applicant, William D. Sawyer, if he understood the circumstances. Mr. Sawyer said that he did and the he did not plan to do anything with the property.

PERSONNEL MATTERS

County Manager Heath explained that the following personnel matters were received after the Agenda Packets were mailed:

Employee Name	Employee Job Title	Action Required	Grade/ Step	New Salary	Effective Date
Katie Williams	Recreation Administrative Assistant	Resignation			4/15/2016
Kandy Souldourian	Nutrition Site Manager	Resignation			5/31/2016
Jonathan T. Nixon	Part-Time EMT	Resignation			4/2/2016
Jonathan T. Nixon	EMT - Rescue Squad	Appointment	63/1	\$13.54/hr.	4/2/2016
Jessica Norman	EMT-1 Part-Time	Appointment	66/1	\$15.45/hr.	4/1/2016
James Leicester	EMT-1 Part-Time	Appointment	66/1	\$15.45/hr.	4/1/2016
Gerald Newell	EMT-1 Part-Time	Appointment	66/1	\$15.45/hr.	4/1/2016
Sabrina Mallette	EMT-1 Part-Time	Appointment	66/1	\$15.45/hr.	4/1/2016
Katherine Weiss	EMT-1 Part-Time	Appointment	66/1	\$15.45/hr.	4/1/2016

On motion made by Wallace E. Nelson, seconded by Edward R. Muzzulin, the Board unanimously approved the above referenced personnel matters. Commissioner Peeler asked if the motion was correct since the names were not listed in the motion. County Attorney High said that, as long as the Clerk to the Board lists them in the Minutes, it will be okay.

SINGLE FAMILY REHABILITATION BID AWARDS

As County Manager Heath mentioned during his updates, he presented the following bids for the Single Family Rehabilitation Project:

Contractor	Case #1	Case #2	Case #3
Duck, Inc.	\$27,542	No bid	\$33,370
Eure & Sons Construction	\$31,350	\$42,583	\$35,525
Ted Holley Construction	\$23,905	\$42,150	\$29,023

Ted Holley Construction was the low bidder on all three cases but The Wooten Company is recommending that Ted Holley Construction be awarded Case #2 and #3 and Duck, Inc. be awarded Case #1 due to work

scheduling. On motion made by Wallace E. Nelson, seconded by Edward R. Muzzulin, the bids for Case No. 2 and No. 3 were awarded to Ted Holley Construction and for Case No. 1 the bid was awarded to Duck, Inc. Commissioner Leigh asked if they were out of Chowan County and County Attorney High said that they were. Commissioner Peeler asked when the \$170,000 grant would die. Mr. Heath said that we still had time.

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

There being no further comments or business to discuss, the Regular Meeting was adjourned at 7:52 p.m. on motion made by Matthew Peeler, seconded by Edward R. Muzzulin.

Kyle Jones, Vice Chairman

Clerk to the Board

DEPARTMENTAL BUDGET PRESENTATIONS

April 14, 2016

5:00 p.m.

The Perquimans County Board of Commissioners met to receive the Departmental Budget Presentations on Thursday, April 14, 2016, at 5:00 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
Matthew Peeler

MEMBERS ABSENT: Wallace Nelson

OTHERS PRESENT: Frank Heath, County Manager Tracy Mathews, Finance Officer

DEPARTMENTAL BUDGET PRESENTATIONS

The following department supervisors presented their budget requests for FY 2016-17:

- 5:00 pm - Scott Alons - Soil Conservation
- 5:30 pm - Jackie Frierson - Register of Deeds
- 6:00 pm - Richard Copeland - Water
- 6:45 pm - Virgil Parrish - Inspections
- 7:15 pm - Jonathan Nixon - EMS/Emergency Management/Communications
- 8:00 pm - Delphine Madre - Senior Citizens

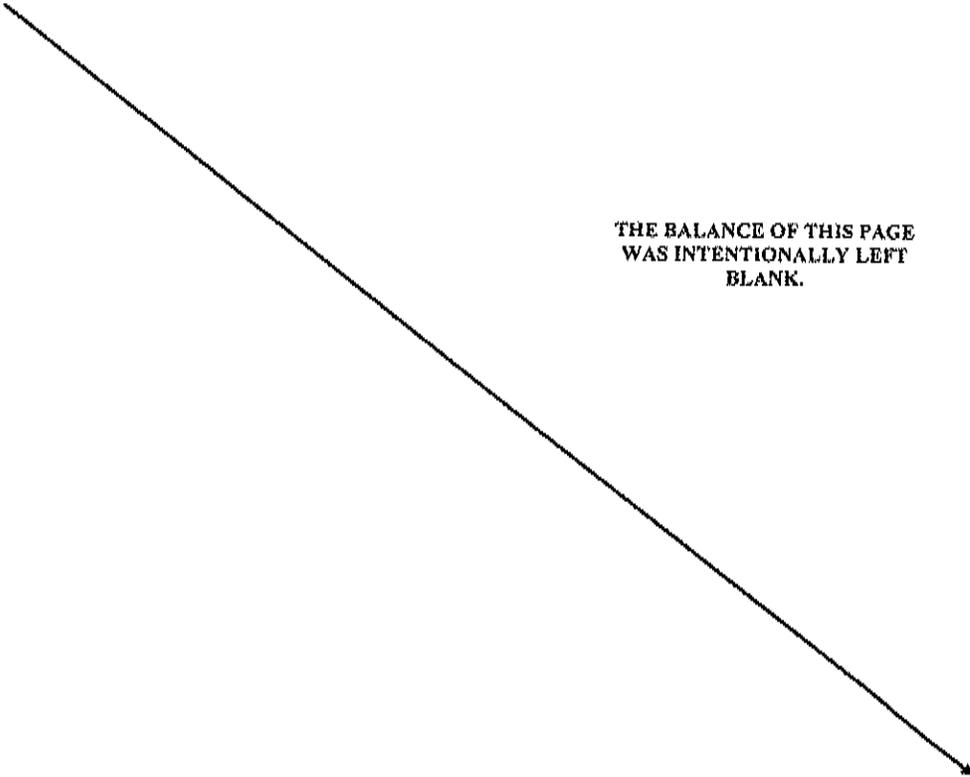
ADJOURNMENT

After the last budget presentation, the Departmental Budget Presentations, the Meeting was adjourned.

Janice McKenzie Cole, Chair

Clerk to the Board

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JOINT WORK SESSION

April 18, 2016

6:00 p.m.

The Perquimans County Board of Commissioners met in a Joint Work Session with the Perquimans County Board of Education on Monday, April 18, 2016, at 6:00 p.m. at the Board of Education's Central Office located at 411 Edenton Road Street, Hertford, NC 27944.

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

BOARD OF EDUCATION PRESENT: Susan Cox, Chair
Steven Magaro
Anne White
Ariene Yates, Vice Chair
Amy Spaug

MEMBERS ABSENT: Ralph Hollowell, Board of Education

OTHERS PRESENT: Frank Heath, County Manager
Mary Hunnicutt, Clerk to the Board
Matthew Cheeseman, Superintendent
Mary Kaye Peele, Administrative Assistant
Tracy Mathews, Finance Officer
Candy Tilley, Finance Officer

Chair Susan Cox called the meeting to order. After the pledge and word of inspiration, the following matter was discussed.

SCHOOL FUNDING: 2016-2017

Superintendent Cheeseman explained that they will be making their budget request to the board of Commissioners on May 12th and he presented a PowerPoint presentation asking the Board of Commissioners to fund their request at 100%. Mr. Cheeseman opened up for questions.

ADJOURNMENT

After answering several questions, Chair Cox adjourned the meeting at 6:45 p.m. and the Board of Commissioners proceeded to the Commissioners' Room for their Regular Work Session at 7:00 p.m.

Janice McKenzie Cole, Chair

Clerk to the Board

WORK SESSION

April 18, 2016

7:00 p.m.

The Perquimans County Board of Commissioners met in a regular Work Session on Monday, April 18, 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
Fondella Leigh
Wallace Nelson
Kyle Jones, Vice Chairman
Edward R. Muzzulin
Matthew Peeler

MEMBERS ABSENT: None

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

After the Chair called the meeting to order, Commissioner Peeler gave the invocation and the Chair led the Pledge of Allegiance. The following matters were discussed.

ELECTION OF COUNTY COMMISSIONERS IN PERQUIMANS COUNTY

Chair Cole recognized Commissioner Peeler who discussed the method in which Perquimans County elects their County Commissioners.

ECONOMIC INCENTIVES

Chair Cole recognized Commissioner Peeler who presented three (3) Economic Incentive Policies: Alamance County, Camden County, and Chowan County. It was suggested that the Economic Development Commission review this information and make a recommendation to the Board of Commissioners.

ADJOURNMENT

There being no further business to discuss, the Chair adjourned the meeting at 7:45 p.m.

Janice McKenzie Cole, Chair

Clerk to the Board

DEPARTMENTAL BUDGET PRESENTATIONS

April 20, 2016

5:00 p.m.

The Perquimans County Board of Commissioners met to receive the Departmental Budget Presentations on Wednesday, April 20, 2016, at 5:00 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 Lelgh Edward R. Muzzulin
 Wallace Nelson Matthew Peeler

MEMBERS ABSENT: None

OTHERS PRESENT: Frank Heath, County Manager Tracy Mathews, Finance Officer

DEPARTMENTAL BUDGET PRESENTATIONS

The following department supervisors presented their budget requests for FY 2016-17:

- 5:00 pm – Sydni Baker – Board of Elections
- 5:30 pm – Jewel Winslow – Extension
- 6:00 pm – Bill Jennings - Tax
- 6:30 pm – Eric Tilley - Sheriff
- 7:00 pm – Howard Williams – Recreation

ADJOURNMENT

After the last budget presentation, the Departmental Budget Presentations, the Meeting was adjourned.

Janice McKenzie Cole, Chair

Clerk to the Board

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



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

PERQUIMANS COUNTY TAX DEPARTMENT

April 25, 2016

Tax Refunds: (Perquimans County)

Debra A. Allenspach \$192.70
Plates were surrendered on 3/24/16 (expires 9/30/16)
6 - month refund
Abstract #0026451960

EMPLOYMENT ACTION FORM

DATE SUBMITTED: _____

COUNTY OF PERQUIMANS

STATUS: NEW EMPLOYEE/PROBATIONARY PERIOD/MERIT RAISE

NAME: William Jennings, Jr.

SOC. SEC. NO.: _____

POSITION: Tax Administrator

DEPT.: Tax

NEW EMPLOYEE EFFECTIVE DATE: _____

GRADE: _____ STEP: _____ SALARY: _____

ENDING DATE OF PROBATIONARY PERIOD: _____

CURRENT: GRADE: 72 STEP: 4 SALARY: \$45,032

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.

5/1/16 RECOMMENDATION AND EFFECTIVE DATE FOR EMPLOYEE PROMOTION.
GRADE: 72 STEP: 5 SALARY: \$46,130

THE ABOVE NAMED COUNTY EMPLOYEE IS BEING RECOMMENDED FOR THE INCREASE IN SALARY LISTED ABOVE BASED ON HIS/HER WORK PERFORMANCE EVALUATION COMPLETED: 12/2015 PER THE COUNTY PERSONNEL POLICY.

COMMISSIONERS' APPROVAL

COUNTY MANAGER APPROVAL

DATE: _____

Annie Heath

DATE: 4/25/16

FINANCE OFFICER

DATE: _____

MEMORANDUM

TO: County Finance Officer

FROM: Camille Craft, Contracts Specialist
Albemarle Commission Area Agency on Aging

DATE: April 13, 2016

RE: Home & Community Care Block Grant Provider Change

.....

DayBreak Adult Day Health Services was sold to Medical Services of America (MSA), effective April 1, 2016. DayBreak no longer operates under Albemarle Regional Health Services (ARHS). Therefore, the Area Agency on Aging has had to update the Home and Community Care Block Grant Contracts to match the appropriate providers. No monetary value has changed, only the provider name.

The Area Agency on Aging needs these contracts signed by the appropriate parties immediately and mailed back to:

Albemarle Commission
Attn: Camille Craft
512 S. Church Street
Hertford, NC 27944

If you have any questions, please give me a call at (252) 426-5753 ext. 222 or ccraft@albemarlecommission.org.

Thank you,

Camille Craft

Mary Hunnicutt

From: Laura Alvarico <lalvarico@albemarlecommission.org>
Sent: Friday, April 15, 2016 10:29 AM
To: awooten@camdencountync.gov; garyg@darenc.com; mlawrence@gatescountync.gov; lstotesberry@hydecountync.gov; Lynn Scott (scottl@co.pasquotank.nc.us); Mary Hunnicutt (mhunnicutt@perquimanscountync.gov); pennyowens@tyrrellcounty.net; jbenett@washconc.org; sus
Cc: Laura Alvarico
Subject: May is Older American's Month
Attachments: Proclamation-OAM16.docx

Hello, all. I hope this email finds you well.

As we celebrate Older Americans Month in May, we are asking that the counties in our region help us to recognize the importance of older adults in our community by signing a proclamation encouraging our community to celebrate and honor older adults and those who serve and support them daily.

Throughout the month of May, the Albemarle Commission Area Agency on Aging will be promoting Older Americans Month throughout the region. We hope that you will join us by asking your Commissioners to sign this proclamation declaring May 2016 to be Older Americans Month in your county!

Attached is a sample proclamation. Please let me know when you anticipate this proclamation to be presented to the Board of Commissioners. Also, please send the signed proclamation back to me so we can include in our advocacy and outreach efforts.

Thank you and I look forward to hearing from you soon.

Sincerely,
Laura

*Laura Alvarico, MBA
Director, Area Agency on Aging
Albemarle Commission
512 South Church St.
Hertford, NC 27944
252-426-5753 ext 224
www.albemarlecommission.org*





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

Older Americans Month 2016 A PROCLAMATION

Whereas, Perquimans County includes a community of older Americans who deserve recognition for their contributions to our nation; and

Whereas, Perquimans County recognizes that older adults are trailblazers—advocating for themselves, their peers, and their communities—paving the way for future generations; and

Whereas, Perquimans County is committed to raising awareness about issues facing older Americans and helping all individuals to thrive in communities of their choice for as long as possible; and

Whereas, we appreciate the value of inclusion and support in helping older adults successfully contribute to and benefit from their communities; and

Whereas, our community can provide opportunities to enrich the lives of individuals of all ages by:

- Promoting and engaging in activity, wellness, and social involvement.
- Emphasizing home- and community-based services that support independent living.
- Ensuring community members can benefit from the contributions and experience of older adults.

NOW, THEREFORE, BE IT RESOLVED that the Perquimans County Board of Commissioners do hereby proclaim May, 2016 to be Older Americans Month. We urge every resident to take time this month to acknowledge older adults and the people who serve them as powerful and vital individuals who greatly contribute to our community.

ADOPTED the 2nd day of May, 2016.

Janice McKenzie Cole, Chair
Perquimans County Board of Commissioners

ATTESTED:

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

Mary Hunnicutt

From: Judi Bugniazet <jbugniazet@pettigrewlibraries.org>
Sent: Thursday, April 14, 2016 1:39 PM
To: Mary Hunnicutt
Subject: Library Board nominations

Hi Mary,

The Library Board has requested that the Commissioners approve Lula Eason and Bill Ross for another term, of four years, on the board.

If you need any other information, let me know.

Thank you so much,

Judi

Judi Bugniazet

Director

Pettigrew Regional Library

201 East Third Street

Plymouth, NC 27962

jbugniazet@pettigrewlibraries.org

252-793-2875

"Books, Cats, Life is Good." Edward Gorey

PRESENTED
TO
HOMERIA JENNETTE
IN
RECOGNITION OF HER THIRTY-THREE YEARS
OF SERVICE WITH
THE TELECOMMUNICATIONS DEPARTMENT
OF PERQUIMANS COUNTY
BY
PERQUIMANS COUNTY BOARD OF COMMISSIONERS
MAY 2, 2016



**PYROTECNICO
FIREWORKS DISPLAY PERMIT**

Applicant: Pyrotecnico / Marsha LeFebvre / mlefebvre@pyrotecnico.com

Address: PO Box 149, New Castle, PA 16103

Telephone: 800.854.4705

Submitted to: Barry Overman & Virgil Parrish

This request is hereby submitted to obtain your approval to conduct a fireworks display. This display will be of such character as will not be hazardous to persons or property and the applicant carries the proper liability insurance or bond as required by law.

Sponsor: Albemarle Plantation Holdings, LLC

Event: Fireworks Display

Display Date: 7/3/16 or Alternate Date: _____

Approximate Time of Display: approx. 9:00pm

Location of Display: The Sound Links@Albemarle Plantation, 371 Albemarle PLANTATION,

Nextford, NC
The display will strictly comply with the standards set forth by NFPA 1123 (code for the outdoor display of fireworks) and will be conducted by a competent fireworks operator.

By: Marsha LeFebvre
Signature

Date: 4-7-16

Permission has been granted for Pyrotecnico Fireworks (d/b/a Pyrotecnico) to conduct a fireworks display in accordance with the above

Approved By: _____

Judge of: _____

County of: _____ Court

Date Approved: _____

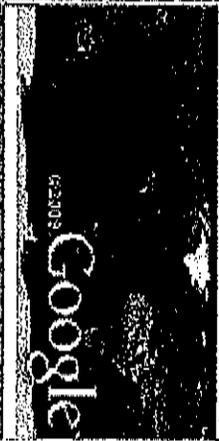
Cell. 252.944.1528



Image © 2010 DigitalGlobe

© 2010 Google

Image USDA Farm Service Agency





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/01/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MCGRIFF, SEIBELS & WILLIAMS, INC. P.O. Box 10265 Birmingham, AL 35202	CONTACT NAME: Melanie Allen PHONE (A/C, No, Ext): 800-476-2211 E-MAIL ADDRESS: mail@mcgriff.com	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE	
INSURED Pyrotechnico Fireworks, Inc. P.O. Box 149 New Castle, PA 16103	INSURER A: ALI Insurance Company NAIC #: 13056	
	INSURER B: Lexington Insurance Company NAIC #: 18437	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

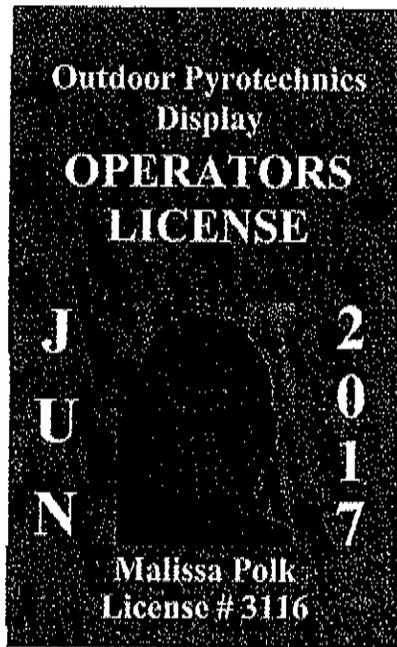
COVERAGES **CERTIFICATE NUMBER:** UEFNFQHG **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

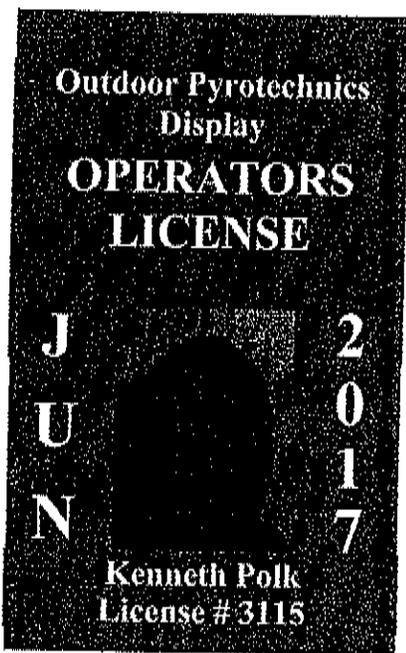
ISRT	TYPE OF INSURANCE	ADDL INSD	SUBH WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
3	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			015375417	01/14/2016	01/14/2017	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
							Policy Aggregate:	\$ 5,000,000
							COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
							Comp. \$2500 deductible	Coll. \$2500 deductible
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			015375365	01/14/2016	01/14/2017	EACH OCCURRENCE	\$ 9,000,000
							AGGREGATE	\$ 9,000,000
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
								\$
								\$
								\$
								\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 fireworks Display Date: July 3, 2016
 location: The Sounds Links @ Albemarle Plantation, 371 Albemarle Plantation, Hertford, NC
 Certificate Holder is Additional Insured with respect to General Liability as required by written contract.

CERTIFICATE HOLDER Albemarle Plantation Property Owners Assoc., Inc. 1 Ocean Highway South Hertford, NC 27944	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--



Cell: 252.944.1528



Call: 252.945.0952

**Headquarters**

P.O. Box 149
New Castle, PA 16103

TEL: 724. 652. 9555
800. 854. 4705

FAX: 724. 652. 1288
EMAIL: info@pyrotecnico.com
WEB: www.pyrotecnico.com

U.S. Locations

Atlanta, GA 877. 924. 0102
Las Vegas, NV 800. 956. 7976
Montgomery, AL 800. 255. 1189
New Orleans, LA 800. 783. 2513
Tampa, FL 888. 352. 7976

Standard Operating Procedure – Safety Plan

Pyrotecnico
P.O. Box 149
New Castle, PA 16103
Office: 800 854-4705
www.pyrotecnico.com

Pyrotecnico Emergency Contacts:

Michael Fox	V.P. Operations	Cell Phone: 724 971-5811 – Email: mfox@pyrotecnico.com
Doug Aller	Safety Manager	Cell Phone: 330 284-2490 – Email: daller@pyrotecnico.com
Chris Mele	General Manager	Cell Phone: 724 510-8194 – Email: cmele@pyrotecnico.com
Stephen Vitale	President	Cell Phone: 724 510-8217 – Email: svitale@pyrotecnico.com
Victor Laurenza	Show Producer	Cell Phone: 724 510-8195 – Email: vlaurenza@pyrotecnico.com

Chem-Tel 24 Hour Emergency Response Number: 800 255-3924

Standard Guidelines:

All inspections of the firing areas as required by Authority having Jurisdiction will be arranged in advance.

Arrangements should be made by Sponsor for fire service and EMS to be available during fireworks displays.

Appropriate Insurance with limits of \$10 Million Included. (See attached certificate)

A safe perimeter of 70 feet per inch of largest shell per National Fire Protection Association (NFPA) guidelines will be maintained and secured.

The fireworks shall not be unattended at any time while loaded.

Fireworks display termination procedures:

In the event of bad weather conditions, the firing will be terminated. Weather conditions will be defined and be determined by the Fire Official from the Authority having Jurisdiction and the Lead Technician on location according to the conditions on site at firing time. Bad weather can be Winds in excess of 15 mph or wind gusts of 20 mph or more along with rain and/or thunderstorms. Other non weather related emergencies can also terminate firing.



Pre-Display Site Checklist:

All safety precautions per National Fire Protection Association code 1123 for fireworks displays will be adhered to at all times.

Security on site will be arranged with Client if needed.

We will have a minimum of (2) water pressure fire extinguishers on site during the fireworks display and

All fireworks and firing equipment will be protected from inclement weather at all time.

No smoking or smoking material such as matches, lighters or open flame within 50 feet of fireworks or pyrotechnic materials.

No person shall be allowed on site that are under the influence of alcohol, narcotics or medication that could adversely affect them performing their duty to safely fire the pyrotechnic effects or fireworks.

Only assigned technicians required to perform the display set-up and firing of show will be allowed on the display site.

Cell phone use and/or radios that generate radio frequencies use will be kept to a minimum within the immediate discharge area while pyrotechnics are being prepared, loaded, set-up and fired.

All personnel will protective safety equipment during set up and firing of pyrotechnics.

Any mortars and/or racks used will be made of approved materials and constructed of approved materials sufficient to provide a safe display per (NFPA) National Fire Protection Association Code 1123.

Racks will be secured as to prevent falling over during use. Inspection of all equipment and materials will be made prior to set up.

~~All fireworks display shells will be pre-loaded and checked for fit into mortars.~~

Display Checklist:

We will make sure fire service and emergency medical (EMS) units are available and ready prior to firing of display.

Good communications will be established between fireworks crew, event sponsor and fire service/EMS units.

Crowd control is imperative and must be maintained by using security personnel, monitors and barriers.

Technicians will be required to wear safety protective equipment for head, eye, hearing and feet. Also all we be required to wear long sleeved cotton or similar flame resistant material. No shorts are acceptable.

Technician will monitor the current weather and approaching weather with event sponsor and keep crowd control maintained at all time.



Post Display:

All safety and protective equipment will be worn for clean up duties as well.

Five minutes after the conclusion of display a search will be conducted by Pyrotecnico personnel of the display and fallout areas.

Search is to determine that any unfired live product or shells are accounted for, properly handled, repackaged and secure according to Federal DOT regulations

Any found unexploded shells shall be properly marked and boxed for return.

Once the all clear sign is given, then and only then will disassembly begin.

A first light search will be assigned for the following day.

ance with the provisions of Title XI, Organized Crime Control Act of 1970, and the regulations issued thereunder (27 CFR Part 555), you may engage in ty specified in this license or permit within the limitations of Chapter 40, Title 18, United States Code and the regulations issued thereunder, until the 1 date shown. THIS LICENSE IS NOT TRANSFERABLE UNDER 27 CFR 555.53. See "WARNINGS" and "NOTICES" on reverse.

ence To ATF - Chief, FELC 244 Needy Road Martinsburg, WV 25405-9431

License/Permit Number 8-PA-073-23-8J-12122

eral Explosives Licensing Center (FELC) Christopher L. Keays

Expiration Date September 1, 2018

ROTECNICO

s Address (Changes? Notify the FELC at least 10 days before the move.) WILSON RD IV CASTLE, PA 16101.

ense or Permit

MPORTER OF EXPLOSIVES

Purchasing Certification Statement Licensee or permittee named above shall use a copy of this license or permit to assist a explosives to verify the identity and the licensed status of the licensee or provided by 27 CFR Part 555. The signature on each copy must be an original, typed, scanned or e-mailed copy of the license or permit with a signature of an original signature is acceptable. The signature must be that of the Federal licensee (FEL) or a responsible person of the FEL. If the licensee is a true use or permit issued to the licensee or permittee named above, the signature in the verations specified above under "Type of License or Permit".

Mailing Address (Changes? Notify the FELC of any changes.)

PYROTECNICO FIREWORKS INC PYROTECNICO PO BOX 118 NEWCASTLE, PA 16103-0149

mittee Responsible Person Signature

President/CEO

Printed Name

11-2-2015

ATF Form 5400.14/5400.15 Part I Revised October 2011

is Obsolete PYROTECNICO FIREWORKS INC 238 WILSON RD IV CASTLE PA 16101-0149 8-PA-073-23-8J-12122-5400.15 1.201823-IMPORTER OF EXPLOSIVES

Federal Explosives License (FEL) Customer Service Information

ives Licensing Center (FELC) ed WV 25405-9431

Toll-free Telephone Number: (877) 283-3352 Fax Number: (304) 616-4401 E-mail: FELC@atf.gov

ATF Homepage: www.atf.gov

dress (27 CFR 555.54(a)(1)). Licensees or permittees may during the term of their current license or permit remove their business or operations to a it which they intend regularly to carry on such business or operations. The licensee or permittee is required to give notification of the new location of the erations not less than 10 days prior to such removal with the Chief, Federal Explosives Licensing Center. The license or permit will be valid for the he term of the original license or permit. (The Chief, FELC, shall, if the licensee or permittee is not qualified, refer the request for amended license the Director of Industry Operations for denial in accordance with § 555.54.)

ession (27 CFR 555.59). (a) Certain persons other than the licensee or permittee may secure the right to carry on the same explosive materials erations at the same address shown on, and for the remainder of the term of, a current license or permit. Such persons are: (1) The surviving spouse ecutor, administrator, or other legal representative of a deceased licensee or permittee; and (2) A receiver or trustee in bankruptcy, or an assignee for litors. (b) In order to secure the right provided by this section, the person or persons continuing the business or operations shall furnish the license or that business or operations for endorsement of such succession to the Chief, FELC, within 30 days from the date on which the successor begins to .usiness or operations.

(Continued on reverse side)

Explosives License/Permit (FEL) Information Card

mit Name: PYROTECNICO FIREWORKS INC

me: PYROTECNICO

mit Number: 8-PA-073-23-8J-12122

mit Type: 23-IMPORTER OF EXPLOSIVES

September 1, 2018

Valid for the Sale or Other Disposition of Explosives.

April 12, 2016

To: Perquimans County Board of Commissioners

From: Shelley D. Layden

**RE: Request for Time Extension of Conditional Use Permit
Davis Lane Solar Project – Ralph & Cynthia Davis**

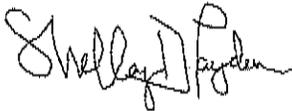
**Permit #: CUP – 11-02 Davis Lane
Recorded in Deed Book 424 Page 372; Filed on February 14, 2014.**

Thank you for the opportunity to approach the Board with a request for a time extension of the above Conditional Use Permit for Solar Development at 200 Davis Lane – Off Hwy 17.

The reason for the extension is due to the time needed to complete due diligence, project viability with the local Utility Company and investor relationships. We anticipate start of construction for the Davis Lane project by December 31, 2016.

Please feel free to contact me for further discussion at 252-337-5900, and again, thank you in advance for

My Regards-



Shelley D. Layden

On the 2nd Day of May, 2016, the Perquimans County Board of Commissioners

_____ Approved

_____ Disapproved

the extension of CUP 11-02 for a large scale solar farm on Davis Lane, Edenton, NC 27932 with tax parcel # 3-0068-00020G.

Perquimans County Assignee

Title



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**

APRIL 2016-ENFORCED COLLECTIONS

PAYMENT AGREEMENTS: \$18,394.44

GARNISHMENTS: \$7,878.66

DEBT SETOFF TOTALS: \$0.00

LIST OF VOLUNTEER APPLICATIONS

4/25/2016

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
5/12/14	McNaught, Ruth <i>Sent update for 4-22-16</i>	162 Roanoke Drive Rmcnaught.162@gmail.com	Hertford	NC	27944	(252) 426-5271 (252) 435-7605	1. Local Library Board 2. 3. 4.	5/12/16
7/23/14	Gordon, Nettie W.	1777 Harvey Point Road no e-mail address	Hertford	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	Hertford	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@townofhertfordnc.com	Hertford	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	Hertford	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	Hertford	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@intelport.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	Hertford	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	Hertford	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

4/25/2016

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
9/5/14 <i>Updated</i>	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 <i>Updated</i>	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 <i>Updated</i>	Bianchard, 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 <i>Updated</i>	Overman, Pete	P.O. Box 105 saltpeterpete@hotmail.com	Hertford	NC	2744	(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 <i>Updated</i>	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
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

LIST OF VOLUNTEER APPLICATIONS

4/25/2016

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
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 psmjir@hughes.net	Hertford	NC	27944	(252) 264-2021	1. EcoTourism 2. 3. 4.	4/13/17
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

LIST OF VOLUNTEER APPLICATIONS

4/25/2016

DATE OF APPLICATION	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	COMMITTEES	EXPIRATION DATE
6/10/15	Layden, C. Douglas	105 Bay Branch Road berilayden@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 jfeltron63@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 catmcneal@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.	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@ncdent.gov	Hertford	NC	27944	(252) 264-3901 (252) 333-6619	1. Planning Board 2. RC&D 3. Albemarle Commission 4.	11/16/17
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

4



2016 MEMORANDUM OF PARTICIPATION OTHER POST-EMPLOYMENT BENEFITS (OPEB)

ENTITY NAME: _____

UNIT'S RETIREMENT SYSTEM I.D. NUMBER(S): _____

MAILING ADDRESS: _____

CITY: _____ ZIP CODE: _____

NAME: Mr. Ms. (choose one) _____

PHONE #: (____) _____ TITLE: _____

E-MAIL ADDRESS: _____

On behalf of the Employer noted above, we have agreed to engage Cavanaugh Macdonald Consulting, LLC to perform an actuarial valuation of the Employer's OPEB Plan or to update the Employer's Net OPEB Obligation (NOO) in a year in which an actuarial valuation is not required. I understand that **we will be billed directly by Cavanaugh Macdonald Consulting, LLC** and a copy of the actuarial report or the Updated NOO will be e-mailed to your office by Cavanaugh Macdonald Consulting. I understand the fee structure is as follows:

	Full Valuation Report	Updated Net OPEB Obligation*
Base Fee		
▪ Less than 20 total active and retired participants	\$1,850	\$500
▪ 20-49 total active and retired participants	\$2,600	\$500
▪ 50-99 total active and retired participants	\$3,150	\$500
▪ 100 or more total active and retired participants	\$3,900	\$500
▪ Fund split exhibit	\$500	N/A
Per Participant Fee		
▪ Less than 50 total active and retired participants	\$5.50	N/A
▪ 50-99 total active and retired participants	\$5.00	N/A
▪ 100-249 total active and retired participants	\$3.75	N/A
▪ 250-499 total active and retired participants	\$3.00	N/A
▪ 500 or more total active and retired participants	\$2.75	N/A

**This fee applies only when a December 31, 2015 actuarial valuation is not prepared.*

Interested Entities must return this 2016 Memorandum of Participation indicating their desire to participate along with all requested data as outlined on the following page. The OPEB valuations will be completed within **10 weeks after the receipt of all information requested in items 1 through 8 outlined on the following page for the Actuarial Valuation or 2 weeks after receipt of the information requested in items 8 and 9 outlined on the following page for the Updated Net OPEB Obligation.** *You may need to discuss this timing with your auditor.* Please let us know if you need the report sooner than the timeframes listed above. ***Additional fees may be required in order to complete the Actuarial Valuation/Updated Net OPEB Obligation in less than the standard timeframe.*** You will be contacted if such additional fees are applicable.

Please note that work on the December 31, 2015 Actuarial Valuation may not be completed until Cavanaugh Macdonald has received and prepared the data from the North Carolina Local Government Employees' Retirement System, which usually occurs in the late spring or early summer.

Authorized Signature

Signed this _____ day of _____, 2016.

Should you have questions regarding the information requested in this letter, please contact the **OPEB Team** (NCOPEB@CavMacConsulting.com) or the Consulting Actuary, **Todd Green** (ToddG@CavMacConsulting.com) at Cavanaugh Macdonald Consulting, LLC at (678) 388-1705.



INFORMATION COLLECTION CHECKLIST FOR OPEB REQUEST

ENTITY NAME: _____

UNIT'S RETIREMENT SYSTEM I.D. NUMBER(S): _____

Please provide a completed copy of this checklist to indicate the items being sent and the work being requested. This will help us verify receipt of all information and to be sure nothing was lost in transit.

I. Indicate the work being requested through this agreement (choose one):

December 31, 2015 OPEB valuation report, which will include the updated NOO: **Complete items 1 through 8 and send the requested information as soon as possible. Provide the information requested in item 9 as soon as practical after the end of the fiscal year.**

Yes **No (choose one)** Report results should be split based on Enterprise Funds provided in data (extra fee applies).

Updated NOO only: **Complete items 8 and 9**

II. Check the boxes below to indicate which items are included in this submission. If multiple submissions are needed because some of the information is not immediately available, please provide an updated checklist with each submission.

Executed 2016 Memorandum of Participation (MOP)

Details regarding the required items listed below can be found in the "Memorandum and Explanation of Items Requested" document.

(1a) Active Data as of December 31, 2015 (including SSN for each record or NCLGERS Person ID for each record) in an encrypted/protected Excel file. Note that the NCLGERS data file will be used to supplement the information you provide.

(1b) Retiree Data as of December 31, 2015 (including SSN for each record or NCLGERS Person ID for each record) in an encrypted/protected Excel file

(2) Have the plan provisions changed since the prior valuation? **Yes** **No (choose one)** If yes, please provide the new plan provision information detailing the new OPEB benefit structure.

(3) Medical coverage summaries (co-pays, deductibles, etc.) for the most recent 2 years

(4) Premium rates and the effective dates for the most recent 2 years for each benefit, coverage tier and group

(5) Please refer to Item 5 in the "Memorandum and Explanation of Items Requested" document for an explanation of fully-insured and self-insured benefits. Check the appropriate boxes below for your plan.

For Pre-Medicare: Fully Insured Self-Insured Other, please explain: _____

For Medicare: Fully Insured Self-Insured Other, please explain: _____

(6) Plans with self-insured benefits must provide claims experience, enrollment counts by coverage tier, administrative fees and other fixed fee information. We provided a template for your use in collecting the claims experience information as an attachment in the data request email. Email us at NCOPEB@CavMacConsulting.com if you need another copy. If the template is not fully completed, additional information may be requested and delays may occur.

(7) Please refer to Item 7 in the "Memorandum and Explanation of Items Requested" document for an explanation of OPEB assets. Check the appropriate box below for your plan and provide a copy of the trust statement as of December 31, 2015, if applicable.

Yes **No (choose one)** Does the Employer have assets in a qualified GASB OPEB funding vehicle?

(8a) Provide a copy of the most recent actuarial report for the OPEB plan if it was not prepared by Cavanaugh Macdonald Consulting.

(8b) Provide most recent Comprehensive Annual Financial Report (CAFR) disclosure information

(8c) Provide the name and email address of the person to contact should any questions arise regarding the data submitted.

Name: _____ E-mail: _____

(9) Provide OPEB contributions for the applicable fiscal year ending in 2016. We provided a template for your use in collecting the OPEB contributions as an attachment in the data request email. Email us at NCOPEB@CavMacConsulting.com if you need another copy.

FOR
INFORMATION
ONLY
ITEMS

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NACo Prescription Drug Discount Card Program

PERQUIMANS COUNTY, NC

	PLAN	% OF PLAN TOTAL PRICE	% OF RETAIL PRICE	% OF RETAIL PRICE	AVERAGE MEMBER COST	AVERAGE MEMBERS SUBMITTED COST	RETAIL PRICE	AVERAGE RETAIL PRICE	AVERAGE PRICE SAVINGS	% OF PRICE SAVINGS	% OF PRICE SAVINGS	% OF PRICE SAVINGS	TOTAL UTILIZERS
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	\$ 8.87	18.24%		7

					\$	\$	\$	\$	\$	\$	%	
					1,351.94							
MARCH	24	16 66.67%	8 33.33%	\$ 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 PRICED %	RETAIL PRICED	RETAIL PRICED %	MEMBER COST	AVERAGE MEMBER COST	RETAIL SUBMITTED PRICE	AVERAGE RETAIL SUBMITTED PRICE	PRICE SAVINGS \$	AVERAGE 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	30.54%	596.00

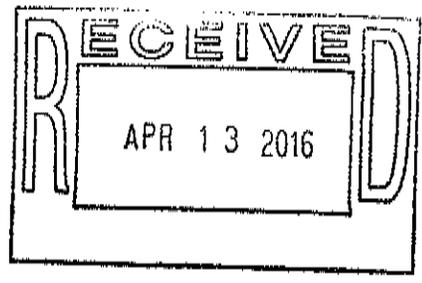
Column Headers from left to right:

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

COMMITTEE REPORTS



- CAMDEN
- CHOWAN
- CURRITUCK
- DARE
- GATES
- HYDE
- PASQUOTANK
- PERQUIMANS
- TYRRELL
- WASHINGTON
- COLUMBIA
- CRESWELL
- DUCK
- EDENTON
- ELIZABETH CITY
- GATESVILLE
- HERTFORD
- KILL DEVIL HILLS
- KITTY HAWK
- MANTEO
- NAGS HEAD
- PLYMOUTH
- ROPER
- SOUTHERN SHORES
- WINFALL

April 8, 2016

Mary Hunnicutt
 PO Box 45
 Hertford, NC 27944

Dear Mary,

Enclosed you will find the Community Advisory Committee Quarterly/Annual Visitation Reports for the long-term care facilities in Perquimans County for the 2nd Quarter (January-March) of our Fiscal Year.

If you have any questions or concerns please feel free to contact me at 426-5753 ext. 225.

Sincerely,

Brandi Jordan, MSW
 Regional Ombudsman

Community Advisory Committee #1 - Page 2
Quarterly/Annual Visitation Report

County <i>Pleasanton</i>	Facility Type - <input type="checkbox"/> Family Care Home <input checked="" type="checkbox"/> Adult Care Home <input type="checkbox"/> Nursing Home <input type="checkbox"/> Combination Home	Facility Name <i>Hertford Manor</i>
Visit Date <i>3 / 15 / 10</i>	Time Spent in Facility hr min	Arrival Time : <input type="checkbox"/> am <input type="checkbox"/> pm
Name of Person Exit Interview was held with <i>Rebecca Moore</i>		Interview was held <input checked="" type="checkbox"/> In-Person <input type="checkbox"/> Phone <small>(Name & Title)</small>
Committee Members Present: <i>Bert Hordley Evelyn Mansfield Marie Beaman, Delphine Madie, Christine Simpson</i>		Report Completed by: <i>Evelyn Mansfield</i>
Number of Residents who received personal visits from committee members: <i>19</i>		
Resident Rights Information is clearly visible. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Ombudsman contact information is correct and clearly posted. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The most recent survey was readily accessible. <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(Required for Nursing Homes Only)</small>		Staffing information is posted. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Resident Profile		Comments & Other Observations
1. Do the residents appear neat, clean and odor free? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 2. Did residents say they receive assistance with personal care activities, <i>Ex. brushing their teeth, combing their hair, inserting dentures or cleaning their eyeglasses?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 3. Did you see or hear residents being encouraged to participate in their care by staff members? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 4. Were residents interacting w/ staff, other residents & visitors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 5. Did staff respond to or interact with residents who had difficulty communicating or making their needs known verbally? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 6. Did you observe restraints in use? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 7. If so, did you ask staff about the facility's restraint policies? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Resident Living Accommodations		Comments & Other Observations
8. Did residents describe their living environment as homelike? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 9. Did you notice unpleasant odors in commonly used areas? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 10. Did you see items that could cause harm or be hazardous? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 11. Did residents feel their living areas were too noisy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 12. Does the facility accommodate smokers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 12a. Where? <input checked="" type="checkbox"/> Outside only <input type="checkbox"/> Inside only <input type="checkbox"/> Both Inside & Outside 13. Were residents able to reach their call bells with ease? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 14. Did staff answer call bells in a timely & courteous manner? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 14a. If no, did you share this with the administrative staff? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Resident Services		Comments & Other Observations
15. Were residents asked their preferences or opinions about the activities planned for them at the facility? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 16. Do residents have the opportunity to purchase personal items of their choice using their monthly needs funds? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 16a. Can residents access their monthly needs funds at their convenience? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 17. Are residents asked their preferences about meal & snack choices? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 17a. Are they given a choice about where they prefer to dine? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 18. Do residents have privacy in making and receiving phone calls? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 19. Is there evidence of community involvement from other civic, volunteer or religious groups? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 20. Does the facility have a Resident's Council? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Family Council? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Areas of Concern		Exit Summary
Are there resident issues or topics that need follow-up or review at a later time?		Discuss items from "Areas of Concern" Section as well as

Community Advisory Committee GR-1 - Page 3
Quarterly/Annual Visitation Report

County PERQUIMANS	Facility Type - <input type="checkbox"/> Family Care Home <input type="checkbox"/> Adult Care Home <input checked="" type="checkbox"/> Nursing Home <input type="checkbox"/> Combination Home	Facility Name BRIAN CENTER, HERTFORD
Visit Date 1/14/16	Time Spent in Facility / hr 30 min	Arrival Time 1:00 <input type="checkbox"/> am <input checked="" type="checkbox"/> pm
Name of Person Exit Interview was held with Laura Foster <input type="checkbox"/> Admn. <input type="checkbox"/> SIC (Supervisor in Charge) <input type="checkbox"/> Other Staff Rep LAURA FOSTER, ART DON, NANCY PARRIS, M.V. (Name & Title)		Interview was held <input type="checkbox"/> in-Person <input type="checkbox"/> Phone
Committee Members Present: GENE BOYCE, CHELIE WILDER, ELAINE HESTER, METTIA DAVENPORT		Report Completed by: METTIA DAVENPORT
Number of Residents who received personal visits from committee members: ALL		
Resident Rights Information is clearly visible. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Ombudsman contact information is correct and clearly posted. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The most recent survey was readily accessible. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Required for Nursing Homes Only)		Staffing information is posted. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Resident Profile		Comments & Other Observations
<ol style="list-style-type: none"> Do the residents appear neat, clean and odor free? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Did residents say they receive assistance with personal care activities, Ex. brushing their teeth, combing their hair, inserting dentures or cleaning their eyeglasses? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Did you see or hear residents being encouraged to participate in their care by staff members? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Were residents interacting w/ staff, other residents & visitors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Did staff respond to or interact with residents who had difficulty communicating or making their needs known verbally? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Did you observe restraints in use? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If so, did you ask staff about the facility's restraint policies? <input type="checkbox"/> Yes <input type="checkbox"/> No 		
Resident Living Accommodations		Comments & Other Observations
<ol style="list-style-type: none"> Did residents describe their living environment as homelike? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Did you notice unpleasant odors in commonly used areas? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Did you see items that could cause harm or be hazardous? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Did residents feel their living areas were too noisy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Does the facility accommodate smokers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Where? <input checked="" type="checkbox"/> Outside only <input type="checkbox"/> Inside only <input type="checkbox"/> Both Inside & Outside Were residents able to reach their call bells with ease? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Did staff answer call bells in a timely & courteous manner? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, did you share this with the administrative staff? <input type="checkbox"/> Yes <input type="checkbox"/> No 		400 HALL + 300 HALL
Resident Services		Comments & Other Observations
<ol style="list-style-type: none"> Were residents asked their preferences or opinions about the activities planned for them at the facility? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Do residents have the opportunity to purchase personal items of their choice using their monthly needs funds? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Can residents access their monthly needs funds at their convenience? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Are residents asked their preferences about meal & snack choices? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Are they given a choice about where they prefer to dine? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Do residents have privacy in making and receiving phone calls? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Is there evidence of community involvement from other civic, volunteer or religious groups? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Does the facility have a Resident's Council? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Family Council? <input type="checkbox"/> Yes <input type="checkbox"/> No 		
Areas of Concern		Exit Summary
Are there resident issues or topics that need follow-up or review at a later time or during the next visit? <p align="center">ODORS</p>		Discuss items from "Areas of Concern" Section as well as any changes observed during the visit. - OCCUPANCY: 50 - UPDATED ADV. COUNCIL SHEET POSTED THIS IS DA ASHRAF IS

Mary Hunnicutt

From: Albemarle RC&D Council <emailsentby@iccontact.com>
Sent: Monday, April 25, 2016 1:05 PM
To: mhunnicutt@perquimanscountync.gov
Subject: Albemarle RC&D Spring Newsletter

Albemarle Resource Conservation & Development Council



In-stream wetland under construction in the upper Little River watershed. Site is adjacent to the Amazon wind farm. Photo: Mark Powell

Restoring the Little River Watershed

The Albemarle Resource Conservation and Development Council (ARC&D) is constructing two in-stream wetlands on main drainage canals above the impaired section of the Little River.

A \$141,878 grant from the Clean Water Management Trust Fund and a \$25,000 grant from the US Fish and Wildlife Service are being used to construct an in-stream wetland on 2,600 feet of a main canal that drains about six thousand acres of farmland in the headwaters of the watershed. Bald cypress has been planted on four acres of existing wetland to improve wildlife habitat. Pasquotank County and Pasquotank Soil and Water Conservation District are providing matching funds for the project.

A \$90,475 grant from the US EPA 319 program is being used to construct an in-stream wetland on a main canal that drains about 600 acres of farmland just above the impaired section of the Little River. Perquimans County and Perquimans Soil and Water Conservation District are providing matching funds.

NCSU Department of Biological and Agricultural Engineering is monitoring water quality for both in-stream wetland projects.

These projects will demonstrate how in-stream wetlands may be constructed along main drainage canals on private lands to effectively manage stormwater. The projects will also demonstrate

Spring 2016

**Wisely Conserving Natural
Resources & Creating
Opportunities for Positive
Economic & Community
Development**

IN THIS ISSUE

Project updates from
across the Council's 10-
county area

ARC&D Calender

5/3/16 Albemarle RC&D
Quarterly Council Meeting
7:00 pm
730 N. Granville Street,
Edenton (Suite B)

8/18/16 Albemarle RC&D

how the same stormwater system may be used on privately-owned canals throughout the watershed that flow into the Little River. The impact of agriculture on water quality of the Little River watershed is typical to watersheds in eastern NC, and the system of in-stream wetlands on private lands could be replicated throughout the region.

The in-stream wetland projects were developed through a nine-element restoration plan, which addresses the causes of impairment by working directly with farmers, homeowners and businesses in the watershed to reduce sediment and nutrients carried by stormwater.

Pembroke Creek Park Public Access

Chowan County has improved public access at Pembroke Creek Park in Edenton with new handicap parking areas, an improved entrance, and two 50' piers from the existing boardwalk to improve fishing. A new bulkhead is protecting shoreline on the eastern side of the park. The county also installed a floating kayak and canoe launch, solar lighting and a storage shed for kayaks and canoes. The ARC&D assisted the county with project design and grant writing. It also provided technical support for the construction phase. The project was funded through a \$149,720 grant from the NC Public Beach and Coastal Waterfront Access Program with matching funds from the county.



Improvements include two 50' piers, bulkhead, kayak launch, benches, and solar lights. Photo: Mark Powell

Tyrrell County Waterfront Park

With a \$85,500 grant from the NC Public Beach and Coastal Waterfront Access Program, Tyrrell County improved public access to the county park on the Scuppernon River across from the Columbia waterfront. The county constructed a fishing pier and boardwalks to improve handicap access to the park. The county also installed a gazebo, picnic tables, grills, trash receptacles and solar lighting. The ARC&D assisted with project design and grant writing. The council also assisted the county with project management during the construction phase.

Executive Committee Meeting
6:00 pm
730 N. Granville Street,
Edenton (Suite B)

9/6/16 Albemarle RC&D
Quarterly Council Meeting
7:00 pm
730 N. Granville Street,
Edenton (Suite B)

10/20/16 Albemarle RC&D
Executive Committee Meeting
6:00 pm
730 N. Granville Street,
Edenton (Suite B)

12/6/16 Albemarle RC&D
Quarterly Council Meeting
7:00 pm
730 N. Granville Street,
Edenton (Suite B)

The Executive Committee usually meets every August, October, January & April on the 3rd Thursday at 6:00 pm.

The full Council usually meets every September, December, February & May on the 1st Tuesday at 7:00 pm.





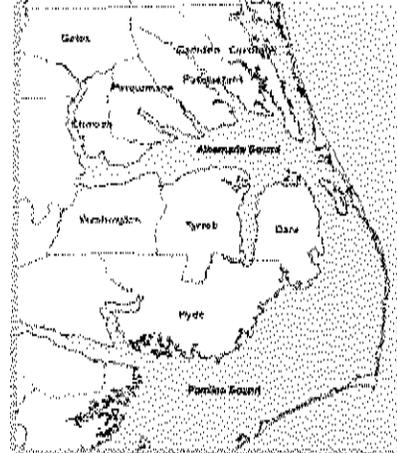
New boardwalks provide access to a new pier, gazebo, picnic tables and grills. Photo: Mark Powell

Camden County High School Wetland

The ARC&D is working with Camden Soil and Water Conservation District and the US Fish and Wildlife Service to develop an outdoor environmental education classroom at Camden High School. A constructed wetland will help filter stormwater from school buildings and recreational fields. The RC&D Council received a \$10,000 grant from the US Fish and Wildlife Service for the project. Camden Soil and Water Conservation District received a \$10,000 matching grant from NCDEQ Water Resources.



Wetland will be constructed adjacent to an outdoor classroom. Photo: Brian Lannon



Contact Us:

Albemarle RC&D Council
730 N. Granville St., Suite B
Edenton, NC 27932

Phone: (252) 482-7437 ext. 4
Fax: (252) 482-3428

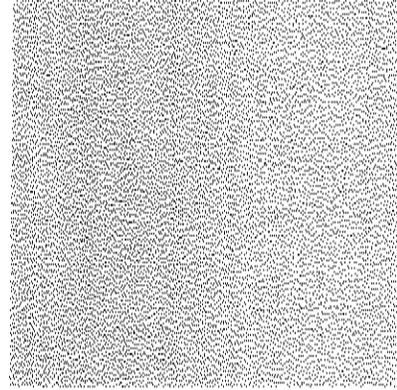
albemarlercandd@yahoo.com

The Albemarle RC&D Council is a 501c3 private non-profit organization that serves the people of Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell & Washington Counties.

All programs and services of the Albemarle RC&D Council are offered on a non-discriminatory basis, without regard to race, color, national origin, religion, sexual orientation

age, marital or family status, disability or political beliefs.

For more information on the council's programs and projects please contact us at albemarlercandd@yahoo.com or visit us at www.albemarlercandd.org



This message was sent to mhunnicuttl@perquimanscountync.gov from:

Albemarle RC&D Council | albemarlercandd@yahoo.com | Albemarle RC&D Council | 730 N. Granville Street
Ste. B | Edenton, NC 27932

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